Assigning shortcut keys

Most commonly used commands in a modeling tool have shortcut keys, allowing you to access the commands quicker. However, you can assign custom shortcut keys to modeling tool commands and change or remove already-existing shortcut keys.
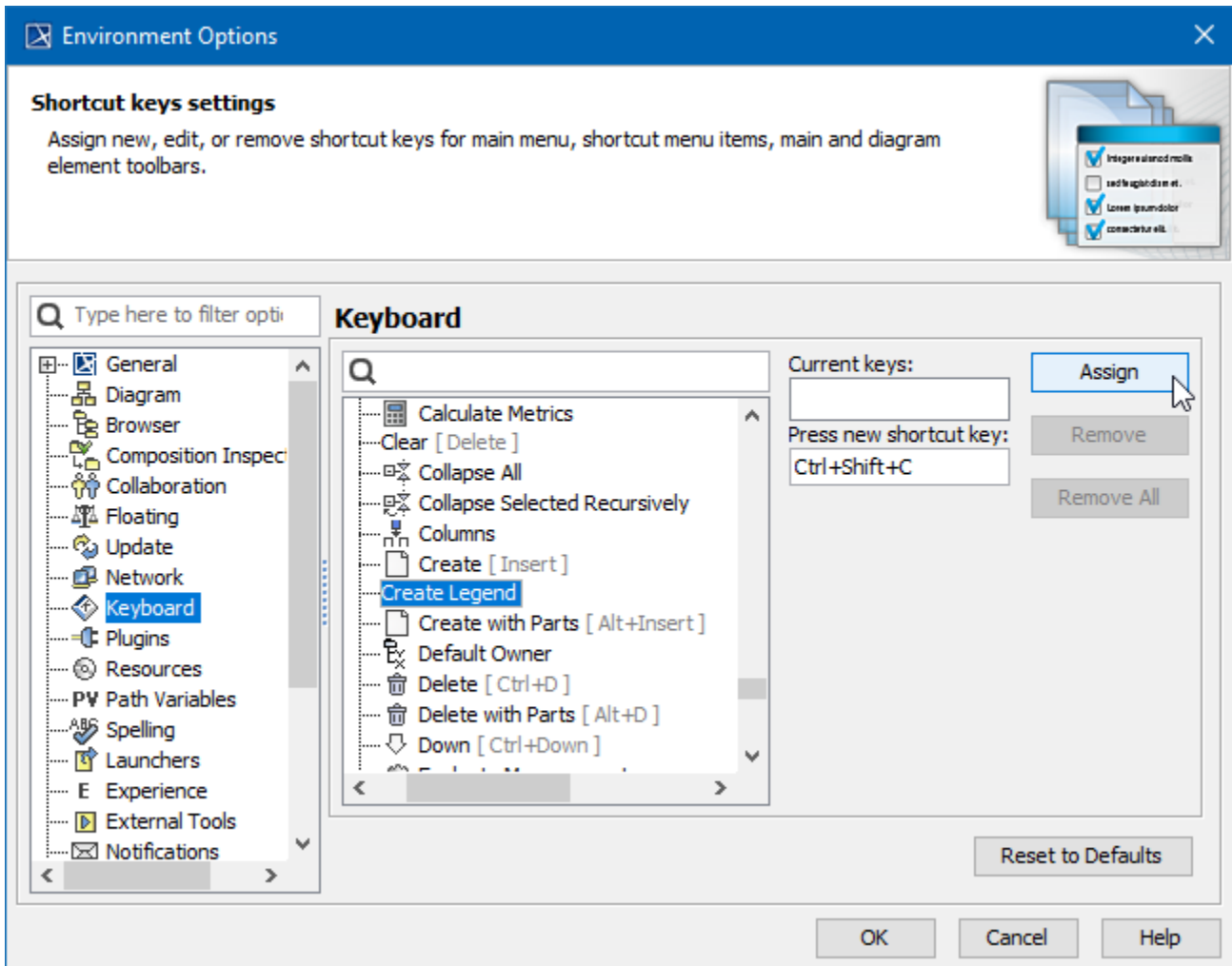
To assign a new shortcut key to a command

1. From the main menu of a modeling tool, select **Options** > **Environment**. The **Environment Options** dialog opens.
2. From the option group list on the left side of the dialog, select **Keyboard**.
3. Search for the command you need to assign a shortcut key to.

> ⚠️ You can also search by the shortcut keys.

4. In the **Press new shortcut key** box, press the shortcut you want to assign. Do not type the shortcut, but press the keys as you would when executing the command.
5. Click the **Assign** button. The assigned shortcut appears in the **Current keys** box.
6. Click **OK**.

The shortcut key is then assigned to the selected command and you can start using it.

Assigning a shortcut key.

> ✅ **Usage information**

- You can assign multiple shortcut keys to one command.

Removing shortcut keys

- If you enter a shortcut key that is already assigned to another command, a notification appears under the **Press new shortcut key** box.

You can remove both default and custom shortcut keys.

- If you assign a shortcut key that is already assigned to another command, the shortcut key is automatically unassigned from that command

and assigned to the new one.

To remove a shortcut key

1. From the main menu of the modeling tool, select **Options** > **Environment**. The **Environment Options** dialog opens.
2. From the option group list on the left side of the dialog, select **Keyboard**.
3. Search for the command you need to assign a shortcut key to.

> ⚠ You can also search by the shortcut keys.

4. In the **Current** keys box, select the shortcut key you want to remove.
5. Click the **Remove** button. To remove all shortcut keys assigned to the selected command, click the **Remove All** button.
6. Click **OK**.

> ⚠ **Restoring shortcut keys**
> To restore all shortcut keys to their default values, open the **Environment Options** dialog, select **Keyboard**, and click **Reset to Defaults**.