## **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

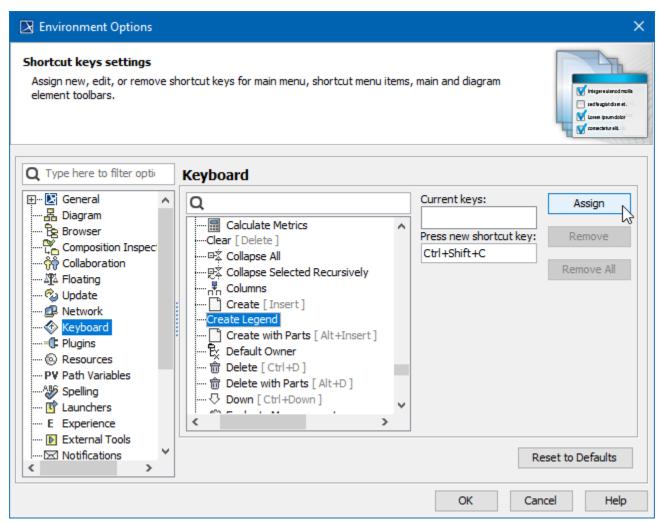
- 1. From the main menu of a modeling tool, select Options > Environment. The Environment Options dialog opens.
- 2. From the option group list on the left side of the dialog, select **Keyboard**.
- 3. Search for the command you need to assign a shortcut key to.



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

## Removing shortcut keys

You can remove both default and custom shortcut keys.

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.