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.
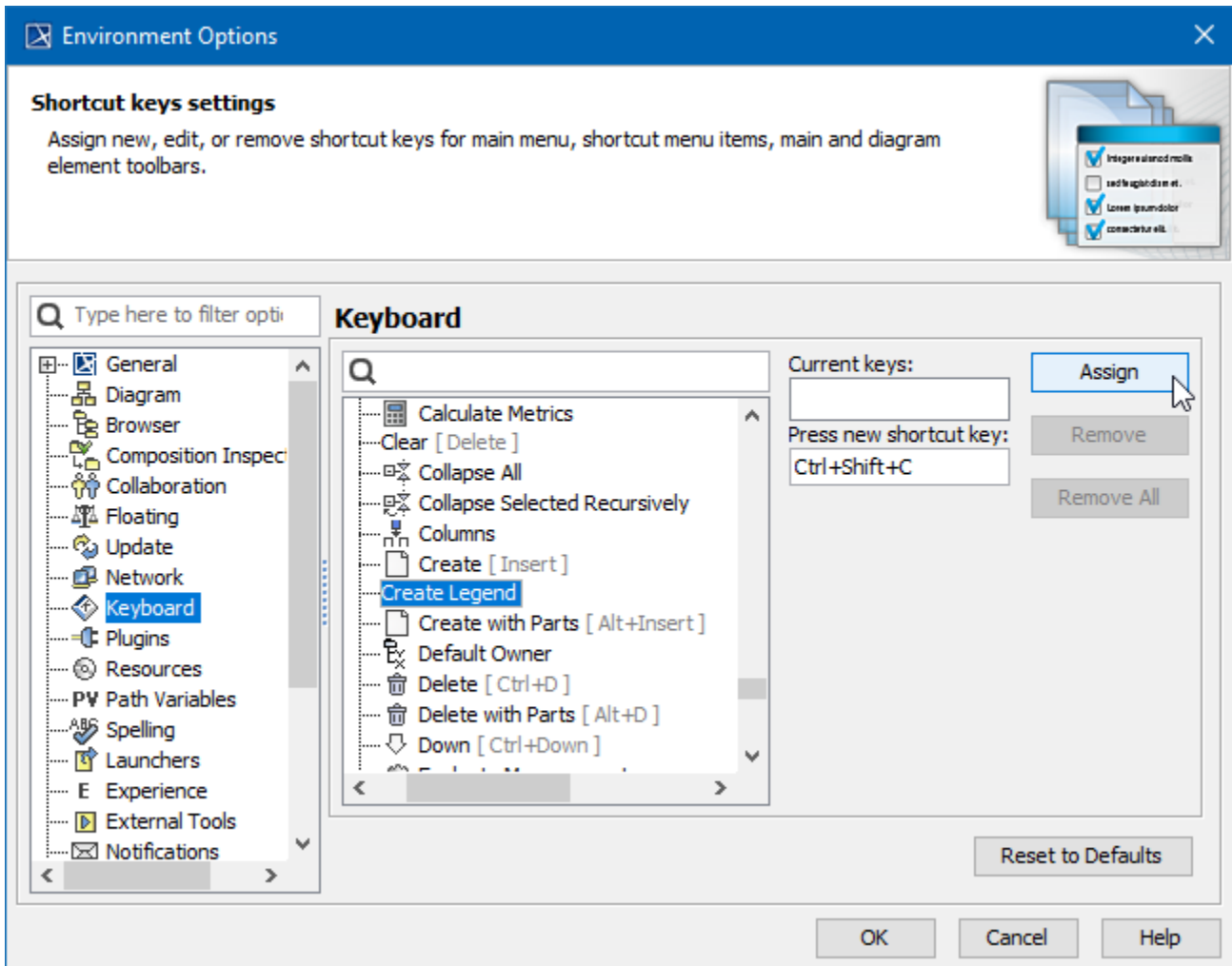
To assign a new shortcut key to a command

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**

Removing shortcut keys

- You can assign multiple shortcut keys to one command.

You can remove both default and custom 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.
- 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**.