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.

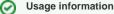
You can also search by the shortcut keys.

- 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.

| Environment Options × | | |
|--|--|--|
| Shortcut keys settings Assign new, edit, or remove shortcut keys for main menu, shortcut menu items, main and diagram element toolbars. | | |
| Q Type here to filter optiv Keyboard | | |
| General General General General Diagram Diagram General Diagram Composition Inspec Composition Inspec General Collaboration General General Composition Inspec General General Composition Inspec General Composition Inspec General Composition Inspec General Composition Inspec General General | Q Clear [Delete] □□☆ Collapse All □□☆ Collapse Selected Recursively □□☆ Create [Insert] □○☆ Create Legend □○☆ Create With Parts [Alt+Insert] □☆ Delete [Ctrl+D] □☆ Delete with Parts [Alt+D] □☆ Down [Ctrl+Down] | Current keys: Assign Press new shortcut key: Ctrl+Shift+C Remove All |
| Notifications | | Reset to Defaults |
| | | OK Cancel Help |

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Removing Shorteut 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. 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

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- 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 their default values, open the Environment Options dialog, select Keyboard, and click Reset to Defaults.