

















Keyboard Shortcut	Button	Description
Program-Wide		
F1		Open Context-Sensitive Help for current screen
F2		In grids, puts the currently selected cell in Edit Mode
F4		Opens/Closes drop-downs
Ctrl + D		Duplicate
DEL		Delete
<Ctrl> + <Enter>		Saves and closes modal dialog boxes (like Takeoff Item Properties, Masters, etc.)
Takeoff Tab		
Spacebar		Tool Toggle
<Insert>		Inserts a new record in whichever Pane is currently open (Takeoff Item, Typical Group, Layer, etc.)
Ctrl + X		Cut
Ctrl + C		Copy
Ctrl + V		Paste
Ctrl + Z		Undo
Ctrl + Y		Redo
Ctrl + M		Magnifier Tool
Ctrl + A		Select All
Ctrl + D		Duplicate Copied Takeoff (only works in Takeoff Window after copying takeoff). Press and release to duplicate/offset takeoff. Press and hold, then click to duplicate at click point.
Ctrl + P		Print
Ctrl + S		Area Segment Splitter
ESC		Backs up one click (Area Takeoff)
A		Starts an Arc segment
R		Starts a Round Segment
Page Navigation		
Ctrl + G		Go To (Page)
Scroll Mouse		Pan up/down
Shift + Scroll Mouse		Pan left/right
Ctrl + Scroll Mouse		Zoom in/out
Ctrl + click and drag		Magnifier
Alt + click and drag		Pan tool
+ (plus sign)		Zoom IN
- (minus sign)		Zoom OUT
* (asterisk)		
/ (forward slash)		
PgUp (Page Up)		Previous Page
PgDn (Page Down)		Next Page
Home		First Page in Bid
End		Last Page in Bid