

PLANSXPRESS DRAWING SHORTCUT KEY GUIDE

Key	What does it do?	How do I use it?
	Switch on Snap mode	Press F7 to switch to Snap mode in order to snap to End, Intersection and Perpendicular points etc.
	Switch on Dimension mode	Press F8 to switch on Dimension mode in order to place items by measuring or using X and Y coordinates.
	Enter Relative input	First indicate the point you want to be relative to. Hover the cursor over an existing snap point (End, Nearest etc.) and press the R key to select the point you want to be relative to. Then press an arrow key to enter the distance to the point you are placing. Snap mode must be enabled.
	Change the Justification of a wall	When drawing walls, press the J key to specify which side of the wall to place with your mouse clicks.
	Flip the walls	Press the F key to Flip a multi-leaf wall, or in other words change the external side of the wall, whilst drawing it.
	Fill an enclosed space	Press the F key to fill an enclosed space, for example when placing an area of slab or ceiling within a room. Hover your cursor over the area you want to fill and press the F key.
	Tee into an existing roof or wall, when drawing roofs	When prompted by the onscreen instructions, press the T key, then click on the wall or roof you want to tee into.
	Enter direction and distance	Press one of the arrow keys to specify the direction of the next point, and to enter the distance into the dialog box.
	Draw straight line	Hold down the Shift key to draw a straight or diagonal line, including walls. As you move your cursor, it will be restricted to drawing lines at 0°, 45°, 90°, 135°, 180° etc.
	Delete one or multiple items	Press the Delete key to delete items you have selected.
	Cancel the current action	Press the Escape key to cancel the current action.
	Move to next input box in Component Builders	Press the Tab key to move to the next input box in Component Builder dialog boxes, in order to enter dimensions.
	Change active dimension when placing windows and doors	When placing windows or doors, press the Tab key to change the end of the wall PlansXpress is measuring from.