

SketchUp 7 Quick Reference Card

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MTB = Measurements Toolbar

Large Toolbar

Select Tool (Spacebar)

Ctrl = Add to selection set
Shift = Toggle in/out of selection set
Shift+Ctrl = Subtract from selection set
Ctrl+A = Select all



Eraser Tool (E)

Shift = Hide
Ctrl = Soften/Smooth
Shift+Ctrl = Unsoften/Unsmooth



Rectangle Tool (R)

MTB: Length, Width



Circle Tool (C)

Shift = Lock to current orientation
MTB: Number = Segments
MTB: Number = Radius



Polygon Tool

Shift = Lock to current orientation
MTB: Number = Segments
MTB: Number = Radius



Move Tool (M)

Shift = Lock to current axis
Arrow keys = Toggle axis lock
Ctrl = Toggle copy
Alt = Toggle auto-fold
MTB: Number = Distance



Rotate Tool (Q)

Ctrl = Toggle copy
MTB: Number = Angle
MTB: Rise/Run = Slope



Scale Tool (S)

Shift = Scale uniformly
Ctrl = Scale about center
MTB: Number = Scale factor
MTB: Number of units = Length



Type Measure Tool (T)

Ctrl = Toggle create construction geom
Arrow keys = Toggle axis lock
MTB: Number = Resize model



Protractor Tool

Ctrl = Toggle create construction lines



Axes Tool



Orbit Tool (O)

Shift = Pan
Ctrl = Free



Zoom Tool (Z)

Shift = Change field of view



Previous



Position Camera Tool



Walk Tool



Paint Bucket Tool (B)

Ctrl = Adjacent fill
Shift = Replace
Shift+Ctrl = Adjacent replace
Alt = Sample material



Make Component (G)



Line Tool (L)

Shift = Lock to current axis
Arrow keys = Toggle axis lock
MTB: Number = Length



Arc Tool (A)

MTB: Number = Bulge
MTB: Number = Segments
MTB: Number = Radius



Freehand Tool

Shift = Draw 3D Polyline



Push/Pull Tool (F)

Ctrl = Toggle new starting face
Double-Click = Repeat
MTB: Number = Distance



Follow Me Tool

Alt = Use perimeter of surface as path



Offset Tool (F)

Double-Click = Repeat
MTB: Number = Length



Dimension Tool



Text Tool



3D Text Tool



Pan Tool (H)



Zoom Extents Tool (Shift+Z)



Next



Look Around Tool

MTB: Number = Eye height



Section Tool



Dynamic Components Toolbar



Interact Tool



Component Options



Component Attributes

Google Toolbar



Get Current View



Toggle Terrain



Place Model



Get Models



Share Model

Face Style Toolbar



X-Ray



Wireframe



Hidden Line



Shaded



Shaded With Textures



Monochrome

Shadows Toolbar



Display Shadows



Shadow Settings

Sandbox Toolbar



From Contours Tool



From Scratch Tool



Smooth Tool



Stamp Tool



Drape Tool



Add Detail Tool



Flip Edge Tool

Views Toolbar



Isometric



Top



Front



Right



Back



Left

Sections Toolbar



Display Section Cuts



Display Section Planes

Middle Button (Wheel):
Click-Drag = Orbit
Shift-Click-Drag = Pan
Double-Click = Fit-Center View
Scroll = Zoom

Left Buttons:
Click = Tool Operation

Right Buttons:
Click = Context Menu



Layers Toolbar



Layer Manager

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Peipei Pang



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web jun 24 2022 a mid year review is an evaluation that a manager conducts one on one with employees twice a year during the review the manager outlines the team member s goals and determines whether they achieved those goals they also set new goals to help the employee learn new skills and advance their career

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