

	Tool Name	Description
1.	Object Info Palette (OIP)	Most important palette in Vectorworks. Look here first to edit or modify objects.
2.	Tool Bar (Tool Modes)	For unexpected tool behavior, check your tool modes & make sure the correct mode/preference is set.
3.	Undo Command + Z (Mac) Ctrl + Z (PC)	If you get stuck or something does not look right, undo it. In some cases, you may need to use “Esc” first to get out of a tool.
4.	Modifier Keys 1. X 2. Shift Key 3. Option +Click (Mac) Ctrl +Click (PC) 4. Spacebar or middle mouse button 5. Tab 6. Delete 7. Esc	<ol style="list-style-type: none"> 1. 2D selection Tool 2. Individually select objects or keep objects aligned when moving them 3. To duplicate objects 4. Pan (click + drag) 5. Floating data display bar & locking in measurement in data fields 6. Delete selected objects or backup one mouse click 7. Get out of the tool you are using
5.	Smart Cursor Cues	<i>Smart cursor cues</i> give visual feedback when aligning objects or snapping to points. <i>Note: The cursor will also change when editing or modifying objects, especially with the 2D selection tool.</i>
6.	Views Command + 5 (Mac) Ctrl + 5 (PC) or zero on number pad.	<i>Top/Plan</i> is the only 2D view, every other view is 3D. <i>Note: You should be working in Top/Plan the majority of the time. If you get lost in a view, return to a Top/Plan view and use the Fit to Page or Fit to Objects buttons in the View Bar.</i>
7.	Layer and Class Visibilities/Options	Be aware of your Layer & Class visibilities and option settings. For the most part, keep the <i>Class Options</i> set to <i>Show/Snap/Modify Others</i> . You will change your Layer options more frequently to <i>Active Only, Gray/ Snap Others</i> , or <i>Show/Snap Others</i> . If you can see an object, but can't select it, Right Click on the object and choose <i>Force Select</i> . If your having trouble finding an object, set all of your Classes to visible, then go through your Layers (Active only) one-by-one to find it.
8.	Clicking Behavior	Four types of clicking behavior: Single Click, Two Click, Three Click & Continuous Clicking tools. Each time you click, you're telling Vectorworks something. <i>Note: The majority of the tools in Vectorworks are Click – Click clicking behavior. There are only 5 times you click and drag in Vectorworks (Marque to select objects, Moving objects, Panning, 3D Fly over tool and Walk through tool).</i>
9.	Viewports To create a Viewport: View > Create Viewport.	Everything about a <i>Viewport</i> is controlled through the <i>Object Info Palette</i> . Double click on the <i>Viewport</i> to Crop or Annotate (dimension/add text/detail).
10.	Help/“What’s This” Help > What’s This	Click on a Tool or Menu command to open the Vectorworks Help article to find out what a tool or command does.