

AUTOCAD CHECKLIST

Important AutoCAD Commands you should Master or at least know, to complete your tasks fast and effectively, according to your job functions



AutoCAD



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INTRODUCTION

This quick checklist was originally developed to help those who use AutoCAD, and want a brief Shortcut list for the regularly used functions

Using these shortcut keys will help speed up work, especially if you are a regular user.

As a Bonus, look out also for links to some our free tutorials on tips of tricks of using AutoCAD in the links given at the end.

Again, feel free to reach out to us, in case you need help with AutoCAD or any other CAD programs.

About Us:

We work with Engineering, Construction and Manufacturing Companies to up-skill & boost their employees' effectiveness by up to 50% at work.

Best Regards,

A handwritten signature in black ink that reads "Vyasa Kandasamy". The signature is written in a cursive style with a horizontal line underneath the name.

CEO, Cad Training Centre

AutoCAD Shortcuts Checklist

COMMON COMMANDS

SHORTCUT	COMMAND	COMMENT
A	ARC	Draw an arc
AL	ALIGN	Align an object with another
AP	APPLOAD	Opens application load dialogue box
AR	ARRAY	Opens array dialogue box
AUDIT	AUDIT	Audit drawing for errors
AV	DSVIEWER	Opens ariel view of drawing
B	BLOCK	Opens block dialogue box
C	CIRCLE	Draw a circle
CO	COPY	Copy an object
CHA	CHAMFER	Chamfer between 2 non-parallel lines
COL	COLOR	Opens select color dialogue box
CUI		Opens customise user interface dialogue
D	DIMSTYLE	Opens dimstyle manager
DC	ADCENTER	Opens designcenter
DI	DIST	Check a distance
DIV	DIVIDE	Inserts point node a set division
DO	DONUT	Draw a solid donut shape
DV	DVIEW	Perspective view
E	ERASE	Erase a selection
EX	EXTEND	Extend a selection
F	FILLET	Draw an arc between 2 intersecting lines
FI	FILTER	Opens filter dialogue box
FLATTEN	FLATTEN	Converts 3D to 2D
G	GROUP	Launches the group dialogue box
H	HATCH	Opens hatch and gradient dialogue box
I	INSERT	Insert a block
IM	IMAGE	Launches image manager
J	JOIN	Joins 2 objects to form single object
JPGOUT	JPGOUT	Creates a JPEG file of current drawing
L	LINE	Draw a line
LA	LAYER	Opens layer manager

AutoCAD Shortcuts Checklist

WHOHAS	WHOHAS	Displays who has a drawing open
X	EXPLODE	Explode a selection
XR	XREF	Opens x-reference manager
Z	ZOOM	Zoom in display - A=All, E=EXTENTS, W=WINDOW
LE	QLEADER	Draw a leader line (may need to adjust settings)
LEAD	LEADER	Leader line with annotation
LI or LS	LIST	Display information about objects in a text window
LO	-LAYOUT	Creates a new layout tab
LTS	LTScale	Change the linetype scale
M	MOVE	Move a selection
MA	MATCHPROPERTIES	Match properties of an object
ME	MEASURE	Inserts point node at input distance
O	OFFSET	Offset a selection
OP	OPTIONS	Launches options dialogue box
P	PAN	Pan in drawing
PE	POLYEDIT	Edit a polyline
PL	PLINE	Draw a polyline
PLOT	PLOT	Opens plot/print dialogue box
PO	POINT	Point marker or node - DDPTYPE to change pointstyle
PR	PROPERTIES	Opens properties dialogue box
PRE	PREVIEW	Preview a plot
PU	PURGE	Opens purge dialogue box to remove unused elements
RE	REGEN	Regenerate the display
REC	RECTANG	Draw a rectangle
REN	RENAME	Opens rename dialogue box to rename blocks, layers, etc
RO	ROTATE	Rotate a selection
SP	SPELL	Spell check a selection - ALL to check entire drawing
T	MTEXT	Insert multiline text
TB	TABLE	Opens insert a table dialogue box
TP	TOOLPALETTES	Displays toolpalette
TR	TRIM	Trim a selection
U	UNDO	Undo last command
W	WBLOCK	Write a block

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UN	UNITS	Opens units dialogue box
V	VIEW	Opens view dialogue box

DIMENSIONING

SHORTCUT	COMMAND	COMMENT
CTRL+8	QUICKCALC	Displays the calculator
D	DIMSTYLE	Opens dimension style manager dialogue box
DAL	DIMALIGNED	Aligned linear dimension line
DAN	DIMANGULAR	Angular dimension line
DAR	DIMARC	Arc length dimension
DBA	DIMBASELINE	Ordinate dimension from baseline of previous dimension
DCO	DIMCONTINUE	Ordinate dimension from 2 nd extension line of previous dimension
DDI	DIMDIAMETER	Diameter dimension for circles and arcs
DED	DIMEDIT	Edit dimension text on dimension objects
DI	DIST	Check a distance
DIMCENTER	DIMCENTER	Creates center mark
DLI	DIMLINEAR	Linear dimension
DOR	DIMORDINATE	Ordinate point dimension
DOV	DIMOVERRIDE	Override dimension style
DRA	DIMRADIUS	Radial dimension for circles and arcs
ID	ID	Display the co-ordinate values of a point
UN	UNITS	Opens drawing units dialogue box

AutoCAD Shortcuts Checklist

DRAWING OBJECTS

SHORTCUT	COMMAND	COMMENT
A	ARC	Draw an arc with 3 points
B	BLOCK	Opens block dialogue box in order to make a block
BO	BOUNDARY	Draw a boundary
C	CIRCLE	Draw a circle
DO	DONUT	Draw a solid donut shape
DT	TEXT	Single line text
DIV	DIVIDE	Inserts point node a set division
EL	ELLIPSE	Draw an ellipse
F	FILLET	Draw an arc between 2 intersecting lines
G	GROUP	Opens object grouping dialogue
H	HATCH	Opens hatch and gradient dialogue box
L	LINE	Draw a line
LE	QLEADER	Draw a leader line (may need to adjust settings)
LEAD	LEADER	Leader line with annotation
ML	MLINE	Draw multilines
O	OFFSET	Offset an object by distance
PL	PLINE	Draw a polyline - a complex line
PO	POINT	Point marker or node - DDPTYPE to change pointstyle
POL	POLYGON	Draw a regular polygon 3 to 1024 sides
RAY	RAY	Construction line in one direction
REC	RECTANG	Draw a rectangle
REG	REGION	Region - for shading for example
REVCLOUD	REVCLOUD	Revision cloud - note can select a polyline
SPL	SPLINE	Spline or smooth curve along points
T	MTEXT	Multi-line text
WIPEOUT	WIPEOUT	Masks part of drawing for clarity
XL	XLINE	Construction line of infinite length
TIP 1. Use PO to create node point - if you do not see anything try changing the node properties DDPTYPE. 2. Alternatively set PDMODE to 3 to display an X at id point set PDMODE to 0 to clear.		

AutoCAD Shortcuts Checklist

FUNCTION KEYS

SHORTCUT	COMMAND	COMMENT
F1	HELP	Opens Autocad help
F2	TEXTSCR GRAPHSCR	Switches between text screen and graphic area
F3	OSNAP	Switches osnap on/off
F5 or CTRL+E	ISOPLANE	Cycles through isoplanes
F6 or CTRL+D	COORDS	Turns coordinate display on/off
F7 or CTRL+G	GRID	Turns grid on/off
F8 or CTRL+L	ORTHO	Turns ortho on/off
F9 or CTRL+B	SNAP	Turns snap on/off
F10 or CTRL+U	POLAR	Turns polar on/off
F11 or CTRL+W	OSNAP TRACK	Turns object snap tracking on/off
F12	DYNMODE	Turns dynamic input on/off

MORE AUTOCAD RESOURCES

1. Youtube : There are many good youtube videos that are great to learn AutoCAD. Just search for "AutoCAD Tutorials".

2. Our website has many handpicked tutorials to guide you through the various functions. You can find them here: <https://cadtraining.com.my/blog/free-online-autocad-short+tutorials/>

3. If you prefer a formal training you could get to know of our AutoCAD Courses here:
AutoCAD 2D Basics from Zero, AutoCAD 2D Advance & AutoCAD 3D Essentials:
<http://cadtraining.com.my/autocad-courses/>



CAD Training Centre

GOOGLE REVIEWS:

4.8 ★★★★★

394 Reviews

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HUMAN RESOURCE

HUMAN RESOURCE & ADMIN BASICS
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PROJECT MANAGEMENT

MICROSOFT PROJECT
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INTRODUCTION TO SOCIAL MEDIA MARKETING

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FACEBOOK AND INSTAGRAM MARKETING AND ADVERTISING

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