

Tools	Page	Arrange
Select (Space)	Add Page	Bring to Front
Line (L)	Duplicate Page	Bring Forward
Freehand	Delete Page	Send Backward
Arc (A)	Previous Page	Send to Back
2 Point Arc	Next Page	Align Left
3 Point Arc	<b>Edit</b>	Align Right
Pie	Undo	Align Top
Rectangle (R)	Redo	Align Bottom
Bulged Rectangle	Group	Align V Centers
Rounded Rectangle	Ungroup	Align H Centers
Lozenge	<b>View</b>	Space Horizontally
Circle (C)	Show Grid	Space Vertically
Ellipse	Hide Grid	Center Vertically
Polygon	Pan	Center Horizontally
Text (T)	Zoom	Flip Left to Right
Label	Zoom In	Flip Top to Bottom
Linear Dimension (D)	Zoom Out	Object Snap On
Angular Dimension	Actual Size	Object Snap Off
Erase	Zoom to Fit	Grid Snap On
Style (B)	Start Presentation	Grid Snap Off
Split		
Join		

To add other tools, right-click the toolbar (at the top of your document window) and choose "Customize Toolbar..."

Tool	Operation	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Dimension (D)	Option	hold down to unconstrain dimension orientation
	Double-Click	repeat previous dimension offset
Ellipse	Option	start drawing from center
	Shift	constrain to circle
	Double-Click	create ellipse identical to previous one drawn
Join	Click	join line segments by clicking on each in turn
Line (L)	Shift	lock in current inference direction
	Length	specify length by typing a number and Enter
Label	Option	hold down to flip text to other side
	Click	create straight leader line
	Click-Drag	create curved leader line
Polygon	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
	Sides	specify number of sides by typing a number and Enter
Rectangle (R)	Option	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
	Dimensions	specify dimensions by typing height, width and Enter ie. 20,40
Rectangle, Rounded	Up/Down	tap up or down arrow while drawing to change corner radius
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change bulge amount
Select (Spacebar)	Click-Drag	move selected entities
	Option	hold down while moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	n copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	n copies in between: move first copy, type a number, the / key, and Enter
	Shift (selecting)	hold down while clicking to add/subtract from selection
Style	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Command	hold down to scale about center
	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
	Click Again	apply sampled style properties
Split	Click	split line(s) at click point
Text	Click	create an unbounded text box
	Click-Drag L>R	hold down to create a left-aligned bounded text box
	Click-Drag R>L	hold down to create a right-aligned bounded text box
	Click-Drag+Option	hold down to create a center-aligned, bounded text box
Other Tips	Snaps	right-click on anything but a drawing element to switch between snaps
	Line Weights	use the Styles tab in the SketchUp Model dialog to change line weights
	Dimension Edit	double-click dimensions to edit individual entities with the Shape Style panel
	Free Dimension	hold down Ctrl while creating or editing a dimension to orient it manually
	In-Tool Sample	tap S to sample the style of another element while you're using any tool
	Resolution	set the resolution of SketchUp models in Document Setup > Paper panel
Set Pattern Origin	Match Pattern Origin	pattern origin for new shapes is first point clicked after choosing a pattern
	Match Pattern Origin	use Style tool to match pattern origin across separate shapes
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan