

Tools		Page		Edit		View		Arrange		Object Snap	
	Select (Space)		Polygon		Add Page		Pan		Align Left		Object Snap Off
	Line (L)		Offset		Duplicate Page		Zoom		Align Right		Grid Snap On
	Freehand		Text (T)		Delete Page		Zoom In		Align Top		Grid Snap Off
	Arc		Label		Previous Page		Zoom Out		Align Bottom		
	2 Point Arc (A)		Linear Dimension (D)		Next Page		Actual Size		Align Vertical Centers		
	3 Point Arc		Angular Dimension				Zoom to Page		Align Horizontal Centers		
	Pie		Table				Zoom Extents		Space Horizontally		
	Rectangle (R)		Erase				Start Presentation		Space Vertically		
	Rounded Rectangle		Style (B)						Center Vertically		
	Bulged Rectangle		Split						Center Horizontally		
	Lozenge		Join						Flip Left to Right		
	Circle (C)								Flip Top to Bottom		
	Ellipse								Object Snap On		

To add other tools, right-click the top of your document window and choose "Customize Toolbar"

Tool	Operation	Instructions
Circle (C)	Double-Click	create circle identical to previous one drawn
Linear Dimension (D)	Option	hold down to unconstrain dimension orientation
	Command	hold down to switch leader direction
	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 horizontal or vertical direction
	Length	specify length by typing a number and Enter

Label	Command	hold down to flip text to other side
	Option	hold down to unconstrain second segment
	Click > Double-Click	create one-segment leader line
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
Offset	Command	offset both sides of an open path
	Up/Down	tap up or down arrow to change number of segments for curved lines
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, the S key, 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 width, height 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
	Click-Drag+Command	hold down to select entities without moving
	Option	hold down while moving to create a copy
	Distance	specify move distance by typing a number and Enter
	External Copy Array	X copies in a row: move first copy, type a number, the X key, and Enter
	Internal Copy Array	X copies in between: move first copy, type a number, the / key, and Enter
	Option (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Option+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Command	hold down to scale about center
Shift (rotating)	hold Shift while hovering over a rotation grip to set a custom start angle	
Style	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
Table	Double-Click	create table identical to previous one drawn
	Cells	specify cell number by typing column number, row number and Enter
Text	Click	create an unbounded text box
	Click-Drag L to R	hold down to create a left-aligned bounded text box
	Click-Drag R to L	hold down to create a right-aligned bounded text box
	Click-Drag+Option	hold down to create a center-aligned, center-anchored, 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
Mouse Wheel	Scroll	Zoom
	Click-Drag	Pan