

Tools		Page		Edit		View		Arrange		Object Snap	
	Select (Space)		Add Page		Undo		Show Grid		Bring to Front		Object Snap Off
	Line (L)		Duplicate Page		Redo		Hide Grid		Bring Forward (Shift =)		Grid Snap On
	Freehand		Delete Page		Group		Bring Backward (Shift -)		Send to Back		Grid Snap Off
	Arc		Previous Page		Ungroup						
	2 Point Arc (A)		Next Page								
	3 Point Arc										
	Pie										
	Rectangle (R)										
	Rounded Rectangle										
	Bulged Rectangle										
	Lozenge										
	Circle (C)										
	Ellipse										
			Polygon								
			Offset								
			Text (T)								
			Label								
			Linear Dimension (D)								
			Angular Dimension								
			Table								
			Erase								
			Style (B)								
			Split								
			Join								
					Pan		Zoom		Align Left		
					Zoom In		Align Right		Align Top		
					Zoom Out		Align Bottom		Align Vertical Centers		
					Actual Size		Align Horizontal Centers		Space Horizontally		
					Zoom to Page		Space Vertically		Center Vertically		
					Zoom Extents		Center Horizontally		Flip Left to Right		
					Start Presentation		Flip Top to Bottom		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)	Alt	hold down to unconstrain dimension orientation
	Ctrl	hold down to switch leader direction
	Double-Click	repeat previous dimension offset
Ellipse	Ctrl	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	Ctrl	hold down to flip text to other side
	Alt	hold down to unconstrain second segment
	Click > Click > Click	create two-segment leader line
	Click-Drag	create curved leader line
	Edit Label Text	double-click label text to edit
Offset	Edit Leader Line	double-click leader line and move endpoints or line segments to edit
	Alt	offset both sides of an open path
Polygon	Up/Down	tap up or down arrow to change number of segments for curved lines
	Shift	lock in current inference direction
	Double-Click	create polygon identical to previous one drawn
Rectangle (R)	Lados	specify number of sides by typing a number, the S key, and Enter
	Ctrl	start drawing from center
	Shift	constrain to square
	Double-Click	create rectangle identical to previous one drawn
Rectangle, Rounded	Dimensions	specify dimensions by typing width, height and Enter ie. 20,40
Rectangle, Bulged	Up/Down	tap up or down arrow while drawing to change corner radius
Select (Spacebar)	Up/Down	tap up or down arrow while drawing to change bulge amount
	Click-Drag	move selected entities
	Click-Drag+Alt	hold down to select entities without moving
	Ctrl	hold down with 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
	Ctrl (selecting)	hold down while clicking to add to selection
	Shift (selecting)	hold down while clicking to add/subtract from selection
	Ctrl+Shift (selecting)	hold down while clicking to subtract from selection
	Shift (scaling)	hold down while scaling to scale uniformly (don't distort)
	Alt	hold down to scale about center
Style	Shift (rotating)	hold Shift while hovering over a rotation grip to set a custom start angle
	Click	sample style properties (stroke, fill, color, pattern, font, size, arrow, etc)
Split	Click Again	apply sampled style properties
	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+Ctrl	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