



PlanSwift Shortcuts for Windows

No.	Action	Windows Shortcuts	Section
1	Copy	Ctrl + C	Most used PlanSwift Shortcuts
2	Paste	Ctrl + V	Most used PlanSwift Shortcuts
3	Undo	Ctrl + Z	Most used PlanSwift Shortcuts
4	Next page	Page Down key	Most used PlanSwift Shortcuts
5	Previous page	Page Up key	Most used PlanSwift Shortcuts
6	Selects all items between first and last click	Shift + Left Mouse Click	Most used PlanSwift Shortcuts
7	Selects multiple items in random order	Ctrl + Left Mouse Click	Most used PlanSwift Shortcuts
8	Zoom to fit	F7	Most used PlanSwift Shortcuts
9	Zoom	F10	Most used PlanSwift Shortcuts
10	Scrolls Up	E	Most used PlanSwift Shortcuts
11	Scrolls Down	D	Most used PlanSwift Shortcuts
12	Scrolls Left	S	Most used PlanSwift Shortcuts
13	Scrolls Right	F	Most used PlanSwift Shortcuts
14	Magnifies the area around the cursor	M	Most used PlanSwift Shortcuts
15	Creates a Bookmark	B	Most used PlanSwift Shortcuts
16	Toggles the Snap tool on and off during takeoff	F3	Most used PlanSwift Shortcuts
17	Toggle Angle Snap	F8	Most used PlanSwift Shortcuts
18	Toggle Verify Points	F6	Most used PlanSwift Shortcuts
19	Quick Search	Spacebar	Most used PlanSwift Shortcuts
20	Smooth Zoom In	+	Most used PlanSwift Shortcuts
21	Smooth Zoom Out	-	Most used PlanSwift Shortcuts
22	Starts a new Area	1	Most used PlanSwift Shortcuts
23	Starts a new Linear	2	Most used PlanSwift Shortcuts
24	Starts a new Segment	3	Most used PlanSwift Shortcuts
25	Starts a new Count	4	Most used PlanSwift Shortcuts
26	Starts/Stops Point Recording	R	Most used PlanSwift Shortcuts
27	Creates a new takeoff section of an existing takeoff item	N	Most used PlanSwift Shortcuts
28	Toggles between the Image/Estimating Windows	F12	Most used PlanSwift Shortcuts
29	Creates a new Note	=	Most used PlanSwift Shortcuts
30	Designates the next click point as an arc point between the most recent click point and the following click point	A	Most used PlanSwift Shortcuts
31	Closes an Area or a Linear	C	Most used PlanSwift Shortcuts
32	Deletes an item	Delete	Most used PlanSwift Shortcuts
33	Stops recording	Esc	Most used PlanSwift Shortcuts
34	Rotates Point Counts	O	Most used PlanSwift Shortcuts
35	Toggles Ortho tool on or off during takeoff	Shift	Most used PlanSwift Shortcuts
36	Undoes the most recent click point of the takeoff section being recorded	Backspace	Most used PlanSwift Shortcuts

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