

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

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 |
| | Control | 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 | Control | hold down to flip text to other side |
| | Alt | 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 | Edit Leader Line | double-click leader line and move endpoints or line segments to edit |
| | Alt | 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 |
| | | start drawing from center |
| Rectangle (R) | 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 |
| | 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+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 | 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 |
| | 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) |
| Style | Alt | 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 |
| 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 |