

**Use 3D viewing shortcuts**

**19** The numeric keypad on your keyboard can be used in 3D to access all the standard views. Hold the Ctrl key and press the third mouse button to activate the Flyover tool mid-operation, or use the shortcut, Shift+C.

**Use the B key to activate X-ray mode**

**20** The X-ray Select mode is very helpful when viewing overlaid plans, to check co-ordination, or when trying to move an object that is behind other objects. In rendered 3D views it creates a temporary wireframe view around the cursor, making it easy to select items deep within the model.

**Use the Clip Cube to isolate 3D geometry**

**21** When modelling, often you want to work on just one area for a while. When you select an element where you want to work (use the B key as above to help), then select the Clip Cube command (View > Clip Cube), Vectorworks shows only the area near the selected geometry, making working on this part of the model much easier.

**Use coincident selection**

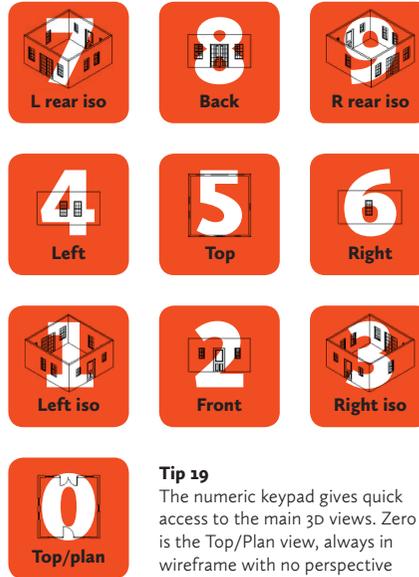
**22** Hold the J key when you see an asterisk (\*) by the cursor. This means more than one possible object could be selected. When you click, a helpful dialog pops up showing all the potential objects that are available for selection, so you can get the right ones. This is particularly useful for BIM workflows, when there are often lots of objects interacting with each other, such as windows in walls, and sometimes these can be difficult to select first time.

**Press X twice to deselect and activate the Selection tool**

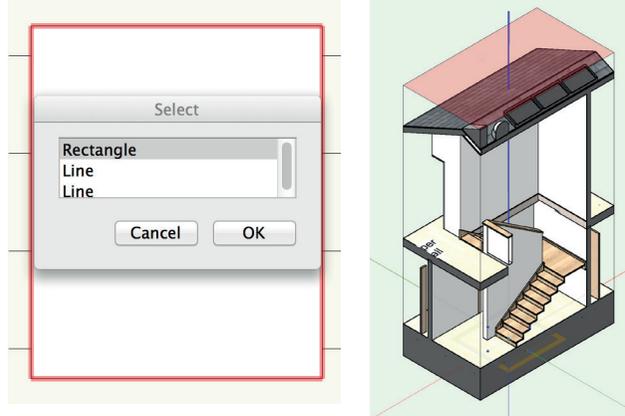
**23** The Selection tool is the most commonly used tool, so this is a top shortcut to learn. Pressing the X key twice quickly will deselect the current object and return to the Selection tool. It also cancels drawing mid-operation. While your hands are there, you may also be encouraged to learn the other shortcuts to make yourself a real power user.

**Find shapes with Polygon Inner Boundary**

**24** This tool saves so much time by finding shapes, rather than having to trace around them. Hold Shift down to keep adding shapes as you click. Use the B key to see what shapes will be found.

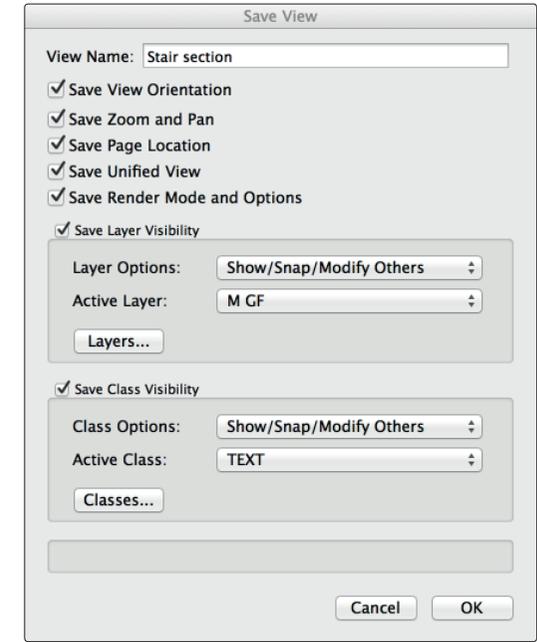


**Tip 19**  
The numeric keypad gives quick access to the main 3D views. Zero is the Top/Plan view, always in wireframe with no perspective



**Tip 22**  
Select coincident objects easily by right-clicking or holding the J key to pop up a list of all those at your cursor's location

**Tip 17**  
(previous page)  
Create saved views to help you work on different areas of the model and present preset views



**Tip 20**  
Use the B key (in 3D) to activate X-ray Selection mode

**Tip 21**  
Use the Clip Cube to isolate geometry you want to work on

