

Main Sketch Screen

<Ctrl>+<N>	Add a Note
<Ctrl>+<O>	Add an Object
<Ctrl>+<R>	Add a Circle object
<Ctrl>+<I>	Add an Instant object
<Ctrl>+<D>	Add a Dimension Line marker
<Ctrl>+<S>	Add a Vertical Side marker

Basic Editing outside of the Drawing Toolbar

<Ctrl>+<A>	Select all objects on a sketch
<Ctrl>+<C>	Copy objects to the clipboard
<Ctrl>+<X>	Cut objects to the clipboard
<Ctrl>+<V>	Paste all objects from the clipboard
<Shift>+	Delete objects
<Ctrl>+	Delete current sketch screen and all objects on it
<Ctrl>+<Z>	Undo last operation
<F5> or <Ctrl>+<T>	Edit current object name
<Ctrl>+<E>	Edit current object sides

Drawing/Editing Object Sides using the Drawing Toolbar

<ESC>	Erase current line
<Shift>+<ESC>	Erase current line but save it for replay later
<Ctrl>+<Shift>+<Z>	Replay a saved line
<Ctrl>+<A>	Three-point arc
<Ctrl>+<C>	Half circle
<Ctrl>+<D>	Diagonal (hypotenuse of a triangle)
<Ctrl>+<F>	Free-ended line
<Ctrl>+<L>	Horizontal/Vertical line drawing
<Ctrl>+<R>	Radial line
<Ctrl>+<S>	Simple arc (quarter arc)
	Toggle on/off the dimension label
<Ins>	Radial line guide toggle on/off
<Alt>+<P>	Toggle on/off the parenthesis around dim. label
<Alt>+<E>	Reset ending point object (only while drawing)
<Home>	Draws a straight line from the current position back to the starting point

<Ctrl>+<Home> or
<Ctrl>+<Shift>+<Home> Completes an object squaring it off to get back to the starting point.

Miscellaneous

<Ctrl>+<Shift>+<N>	Create a new sketch screen
<Ctrl>+<Shift>+<O>	Load a sketch file into a new screen
<Ctrl>+<P>	Print current screen
<Ctrl>+<L>	Begin linking of current object
<Ctrl>+<Space>	Toggle Select/Move Object/Move Text
<Ctrl>+<+> or <+>	Scale down and up
<F1>	Invoke online help
<F7>	Alignment Palette
<F9>	Line, color and fill-pattern toolbar
<F10>	Access Main Menu
<Alt>+<F>	Access File menu (save, print, etc.)
<Alt>+<E>	Access Edit menu (editing functions for whole sketch)
<Alt>+<I>	Access Item menu (related to an individual object)
<Alt>+<S>	Access Sketch menu (misc. functions related to a whole sketch)
<Alt>+<H>	Access Help menu

Moving Objects/Text With Arrow Keys

- Multiple objects can be moved at one time
- Labels can only be moved one at a time.
- Basic <Arrow Keys> move the objects in one-foot increments.
- <Ctrl> + <Arrow Keys> moves objects in half-foot increments.
- <Alt> + <Arrow Keys> moves objects in one-inch increments.

Cut/Copy/Paste Objects

- Cut/Copy works on individual or groups of objects.
- Cut removes selected objects from the active sketch and puts them into the clipboard. Links will be broken.
- Copy makes a copy of the currently selected objects and puts them into the clipboard. The copies in the clipboard are not linked.
- Paste takes whatever is in the clipboard and places a copy of them back onto a sketch. This does not empty the clipboard.
- Paste has two modes: 1) paste everything (default), or 2) paste individual objects.
- The clipboard does not accumulate objects; only the last set of objects from a cut/copy are retained.
- The clipboard contents persist between sketches meaning you can copy objects into the clipboard from one parcel, move to another parcel and then paste them into the sketch.

Display Order, Bring to Front, and Send to Back

- Display order is the order in which the objects on a sketch are drawn. I.e., the first drawn object is first, the next is second, etc.
 - Display order determines how an object overlaps (obscures) other objects. Objects higher on the list will overlap the lower objects.
1. To move an object to the front of the display order, select and object and choose "Edit » Bring To Front" from the Main Menu.
 2. To move an object to the back of the display order, select an object and choose "Edit » Send To Back" from the Main Menu.

Save Sketch to External File

1. Open Sketch and select "File » Save As" from the Main Menu.
2. Pick a directory to save to, and give the file a meaningful name and then press the <Save> button. File should have a "VSK" file extension.

Load Sketch from External File

1. To load into the *existing* sketch:
 - a. Open Sketch and Select "File » Load » Into existing Sketch" from the Main Menu.
 - b. Locate the sketch file you want to load, and press the <Open> button. It will have a "VSK" file extension.
 - c. As many sketch objects from the saved file will be loaded into the existing sketch (up to 255 objects).
 - d. Scale will be adjusted to match the current sketch.
2. To load into a *new* sketch screen:
 - a. Open Sketch and Select "File » Load » As New Sketch" from the Main Menu.
 - b. Go through steps 1b and 1c.
 - c. Scale will be adjusted to match what the saved sketch was.

Set Drawing Direction

Useful if you need to change the direction a sketch was drawn in. The preferred method is to draw in a clockwise direction. This causes the dimension labels to appear *inside* the object. But convenience (or ease) may require you to draw the object in a counter-clockwise direction.

- Select the object and choose "Item » Set Drawing Direction" from the Main Menu.

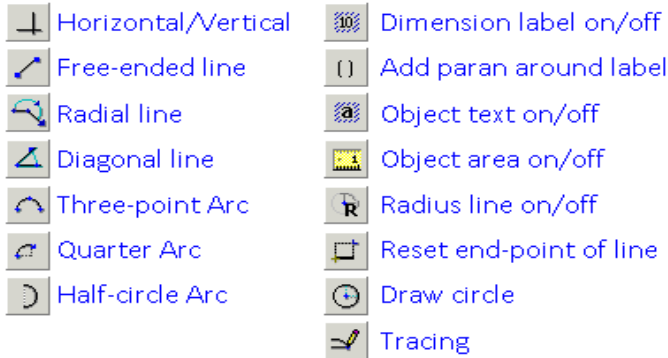
Change Line Style/Color and Fill Pattern for an Object:

- Select the object and press <F9> to open the Styles Toolbar (if not already visible).
- Style Toolbar can be used while in drawing/editing mode.

Using the Alignment Toolbar:

- Select the objects you want to align and press <F7> to open the Alignment Toolbar (if not already visible).
- Alignment will be to the Left, Top, Right, or Bottom relative to the **last** object selected.

Drawing Toolbar buttons



Horizontal/Vertical Line Drawing on the Drawing Toolbar

1. Enter length and press an **<Arrow Key>** to draw the line in that direction.
2. Use the **<Arrow Keys>** again to position the dimension label.
3. Repeat at step 1 for more H/V lines.

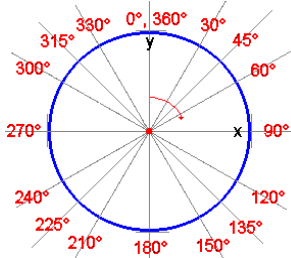
Free-ended Line Drawing on the Drawing Toolbar

1. Enter length and press an **<Arrow Key>** to move in that direction, or
2. Press and hold down an **<Arrow Key>** to move the line in one-inch increments. Pressing **<Ctrl>** can draw line to next parallel point on object.
3. Continue steps 1 or 2 until satisfied with the line, then press **<Enter>** to commit.

Radial Line Drawing on the Drawing Toolbar

Line angle is always relative to the screen, not the previous line.

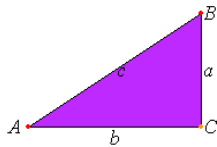
1. Enter a positive degree between 1° and 360° and press **<Enter>**.
2. Enter the length of line and press **<Enter>**.



Diagonal Line on the Drawing Toolbar

Draws the hypotenuse of a right triangle after first drawing the two lines that the length is known.

1. Enter a length and then press an **<Arrow Key>** to draw the first line. This would be like drawing the line between points "A" to "C".
2. Enter a length and then press an **<Arrow Key>** to draw the second line. This would be like drawing a line between points "C" to "B".
3. The diagonal will be drawn between the starting point and the ending point (line "c").



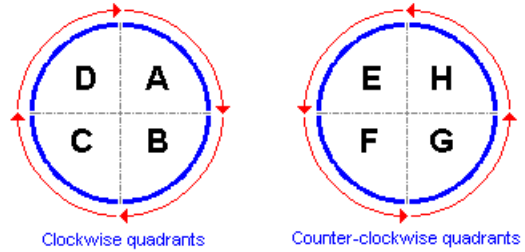
Three-Point Arc on the Drawing Toolbar

1. Determine the ending point by positioning the cursor as if you were drawing a Free-ended line. **<Enter>** commits the line.
2. Use the **<Arrow Keys>** to move the radius point between the starting and ending points set in step one. Entering small values (1 to 5) in the length field and then pressing an **<Arrow Key>** moves the arc faster.
3. **<Spacebar>** inverts the line.

Quarter-Arc on the Drawing Toolbar

Draws a horizontal or vertical quarter-arc.

1. Enter a Radius length, then
2. Type a quadrant letter using the guide (below).
3. **<Spacebar>** inverts the line.



Half-Circle Arc on the Drawing Toolbar

Draws a simple horizontal or vertical half-circle arc.

1. Enter the Diameter length, then
2. Press an **<Arrow Key>** to create the arc.
3. **<Spacebar>** inverts the arc.

Circle Drawing on the Drawing Toolbar

1. Use the **<Left Arrow>** and **<Down Arrow>** keys to make the circle radius smaller in one-inch increments.
2. Use the **<Up Arrow>** and **<Right Arrow>** keys to make the circle radius larger in one-inch increments.
3. Entering a value and then pressing an arrow key enlarges (or shrinks) the circle radius by the given amount.

Styles

The Styles tab on the Drawing Toolbar allows you set:

1. Line color, width, style and
2. Fill pattern color and style.

Drawing Toolbar Miscellaneous

- The **<Home>** key can be used to quickly "close" an object (it draws a line from the current cursor position to the starting position). The following commands recognize this key:
 1. Horizontal / Vertical line drawing,
 2. Free-ended line drawing,
 3. Diagonal line drawing,
 4. Three-point Arcs (during the initial step to set the ending point).
 5. Half-Circle arcs (only if drawn on the horizontal or vertical axis).
- **<Ctrl>+<Home>** will quickly close a rectangular object when the first two sides are drawn.
- The plus **<+>** and minus **<->** keys can be used at any time to navigate around the sides of an object.
- Drawing of an object can only take place from the end.
- When editing an existing line, the cursor sits at the *end* of the line being edited, not the front.
- When in doubt, read the sketch status bar.
- Objects can have either their Description Label or Area Label turned off but not both.
- To boost performance, do not apply fill patterns until after the object you are drawing is complete.

Decimal to Inches

0.0833 = 1 inch	0.1667 = 2 inches	0.2500 = 3 inches
0.3333 = 4 inches	0.4167 = 5 inches	0.5000 = 6 inches
0.5833 = 7 inches	0.6667 = 8 inches	0.7500 = 9 inches
0.8333 = 10 inches	0.9167 = 11 inches	