

### Main Sketch Screen (not while in edit mode)

<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
<Alt>+<P>	Add a picture from file

### 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>+<Del>	Delete objects
<Ctrl>+<Del>	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)
<Delete>	Toggle on/off the dimension label
<Insert>	Radial line guide toggle on/off
<Alt>+<P>	Toggle on/off the parenthesis around a dim. label
<Alt>+ <E>	Reset ending point object (only while drawing)
<Home> or <F12>	Draw line from current position back to starting point
<Ctrl>+<Home> or <Ctrl>+<F12>	Completes an object clockwise; squaring it off to get back to the starting point.
<Ctrl>+<Shift>+<Home> or <Ctrl>+<Shift>+<F12>	Completes an object counter-clockwise; 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 <Ctrl>+<+>	Scale down and up
<F1>	Invoke online help
<F6>	Display Order dialog
<F7>	Alignment Palette toolbar
<F9>	Line, color, fill-pattern, opacity toolbar
<F10>	Access Main Menu
<Alt>+<F>	Open File menu (save, print, etc.)
<Alt>+<E>	Open Edit menu (cut, copy, paste, etc.)
<Alt>+<I>	Open Item menu (related to an individual object)
<Alt>+<S>	Open Sketch menu (related to whole sketch)
<Alt>+<H>	Open Help menu
<Shift>+<R>	Rotation dialog
<Ctrl>+<Shift>+<, >	Rotate selected objects 45° to the left
<Ctrl>+<Shift>+<., >	Rotate selected objects 45° to the right
<Ctrl>+<Shift>+<C>	Center sketch on the canvas

### Moving Objects/Text with Keyboard

- Multiple objects can be moved at a time
- Labels can only be moved one at a time.
- Basic <Arrow Keys> move in one-foot increments.
- <Ctrl>+<Arrow Keys> moves half-foot increments.
- <Alt>+<Arrow Keys> moves one-inch increments.
- <Page Up> and <Page Down> moves up or down in 5' increments.
- <Ctrl>+<Page Up> and <Ctrl>+<Page Down> moves left-right in 5' 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 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 is 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. Also applies to their respective label.
- To move an object to the front of the display order, select an object and choose "Edit » Bring To Front" from the Main Menu.
- 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. User will be prompted how to scale objects if the incoming are different than 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 that of the saved sketch.

### 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. To change the drawing 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.

### Decimal to Inch Conversion

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

### Drawing Toolbar Buttons

	Horizontal/Vertical		Dimension label on/off
	Free-ended line		Add paran around dim. Label on/off
	Radial line		Object label on/off
	Diagonal line		Object area on/off
	Three-point Arc		Radius line on/off
	Quarter Arc		Reset end-point of object
	Half-circle Arc		Draw circle
			Trace mode

### Horizontal/Vertical Line Drawing on the Drawing Toolbar

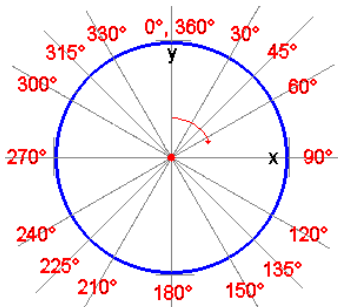
1. Enter length and press an **<Arrow Key>** to draw the line in that direction.
2. Use the **<Arrow Keys>** again to position the dimension label.
3. Repeat at step 1 for more H/V lines.

### 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.
3. Press **<Ctrl>** to show nearby parallel points. Use **<Arrow Key>** to quickly draw line to the point.
4. Continue steps 1 or 2 until satisfied with the line, then press **<Enter>** to commit.

### Radial Line Drawing on the Drawing Toolbar

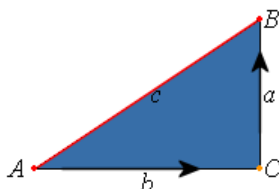
1. Line angle is always relative to the screen, not the previous line.
2. Enter a positive degree between 1° and 360° and press **<Enter>**, or
3. Press **<Page Up>** or **<Page Down>** to view an **angle guide**. Use **<Ctrl>** and **<Alt>** to modify angle guide speed. Press **<Enter>** to commit, then
4. Enter the length of line (in feet) and press **<Enter>**.



### Diagonal Line on the Drawing Toolbar (AKA, rise-run)

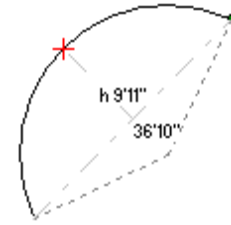
Draws the **hypotenuse** of a right triangle (c) after user enters the two sides whose lengths are known.

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

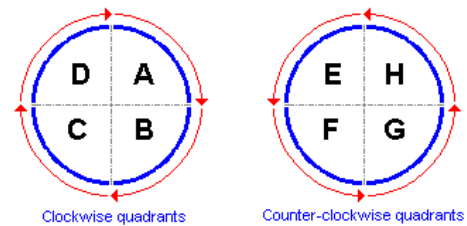
1. Determine the ending point by positioning the cursor as if you were drawing a Free-ended line. **<Enter>** commits the line.
2. Use **<Arrow Keys>** to increase/decrease the arc height between the starting and ending points set in step one.
3. **<Spacebar>** inverts the line.



Arc length (36°10'') is shown; arc height (9°11'') from the cord line to the top of the arc is shown.

### Simple Arc (Quarter-Arc); 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.

### Line and Fill-pattern Styles

The Styles Toolbar (on/off **<F9>**) allows you set:

1. Line color, width, style and
2. Fill pattern color and style.
3. Opacity level for images. Range is 3 to 255.

### Sketch Miscellaneous

- Free-ended lines can be used to make either straight or diagonal lines.
- 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: **Horizontal / Vertical** line drawing, **Free-ended** line drawing, **Diagonal** line drawing, **Three-point arcs** (during the step to set the ending point), and **Half-Circle arcs** (only if drawn horizontal or vertical).
- **<F12>** is an alternate shortcut for **<Home>**
- **<Ctrl>+<Home>** or **<Ctrl>+<Shift>+<Home>** will quickly square-off and close an object when *at least* 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.