

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>+	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)
<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 4' increments.
- <Ctrl>+<Page Up> and <Ctrl>+<Page Down> moves left-right in 4' 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

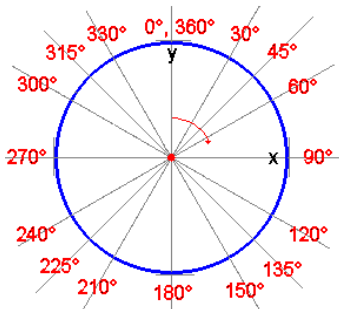
1. Enter length and press an **<Arrow Key>** to draw the line in that direction.
2. Use the **<Arrow Keys>** again to position the dimension label.
3. Repeat at step 1 for more H/V lines.

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

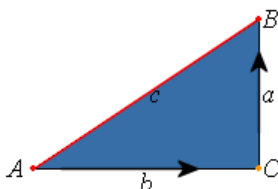
1. Line angle is always relative to the screen, not the previous line.
2. Enter a positive degree between 1° and 360° and press **<Enter>**, or
3. Press **<Page Up>** or **<Page Down>** to view an **angle guide**. Use **<Ctrl>** and **<Alt>** to modify angle guide speed. Press **<Enter>** to commit,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



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

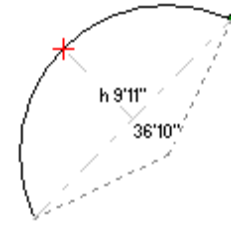
Draws the **hypotenuse** of a right triangle (c) after user enters the two sides whose lengths are known.

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

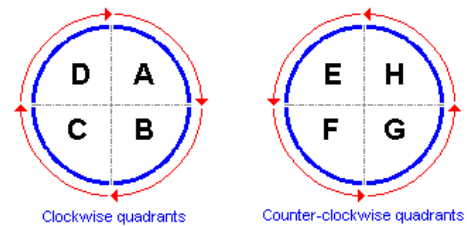
1. Determine the ending point by positioning the cursor as if you were drawing a Free-ended line. **<Enter>** commits the line.
2. Use **<Arrow Keys>** to increase/decrease the arc height between the starting and ending points set in step one.
3. **<Spacebar>** inverts the line.



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.