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## Sketch Quick Reference

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
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## Sketch - Tools Tab

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The following ribbon buttons and keyboard shortcuts are located on the *Tools* tab in *Sketch*. This tab contains tools, which either place items or objects directly onto the *Sketch Workspace*, or modify items or objects that already exist on the *Sketch Workspace*.


Ribbon Button	Keyboard Shortcut	Name	Description
	R	Room	Click the <b>Room</b> button to <a href="#">create a room</a> on the <i>Sketch Workspace</i> . Click the <b>Room</b> drop-down button  to choose between drawing a room directly onto the <i>Sketch Workspace</i> , or adding a room using the <a href="#">Room Dimensioning</a> window.
	F	Roof	Click the <b>Roof</b> button to <a href="#">create a roof</a> on the <i>Sketch Workspace</i> . Click the <b>Roof</b> drop-down button  to select the type of roof that you want.
	Spacebar	Change Roof Type	Press <b>Spacebar</b> with the roof tool in the cursor, to change the roof type.
	E	Dormer	Press <b>E</b> to add a dormer to the <i>Sketch Workspace</i> .
	Shift+D	Deck	Click the <b>Deck</b> button to create a deck on the <i>Sketch Workspace</i> .
	D	Doorway	Click the <b>Doorway</b> button, and then click the desired wall to place the door. Click the <b>Doorway</b> drop-down button  to select the type of Doorway that you want.
	M	Missing Wall	Click the <b>Missing Wall</b> button and click on the desired wall in the <i>Sketch Workspace</i> to make it a Missing Wall. Click the <b>Missing Wall</b> button, and then, on the desired wall, click and drag to the approximate length of the Missing Wall.
	Shift+W	Wall	Click the <b>Wall</b> button to add partial walls to an existing room, to create a room by connecting individual walls, or to divide a room.
	C	Staircase	Click the <b>Staircase</b> button to create a Staircase on the <i>Sketch Workspace</i> . Click the <b>Staircase</b> drop-down button  to select the type of Staircase that you want.
	Ctrl+F	Fence	Click the <b>Fence</b> button to <a href="#">create a fence</a> on the <i>Sketch Workspace</i> .
	W	Window	Click the <b>Window</b> button, and then click the desired wall to place the window. Click the <b>Window</b> drop-down button  to select the type of Window that you want.
	S	Snap Line	Click the <b>Snap Line</b> button to <a href="#">create a snap line</a> anywhere within your <i>Sketch Workspace</i> .
	Ctrl+Enter	Properties	Select a <b>room</b> or <b>object</b> within the <i>Sketch Workspace</i> . Click the <b>Properties</b> icon to open the <i>Properties</i> window for the room or object that you have selected.




Ribbon Button	Keyboard Shortcut	Name	Description
	B	Break	Click the <b>Break</b> button, and then click on the desired wall in the <i>Sketch Workspace</i> . Click and drag the <b>wall</b> to create an offset. Click the <b>Break</b> button, and then, on the desired wall, click and drag to the approximate length of the offset.
	[	Flip Horizontal	Click the <b>Flip Horizontal</b> button to flip the selected object from side to side.
	Q	Rotate	Click the <b>Rotate</b> button to rotate the selected object 90 degrees (by default). Click the <b>Rotate</b> drop-down button  to select a different amount to rotate the object.
	N	Orientation	Click the <b>Orientation</b> button to change the orientation of an object after it has been placed on the <i>Sketch Workspace</i> . Click the <b>Orientation</b> drop-down button  to switch between Standard and Change Elevation.
	V	Vertex	Click the <b>Vertex</b> button, and then click on the desired wall in the <i>Sketch Workspace</i> . Drag the vertex point to create a hinge in the wall.
	]	Flip Vertical	Click the <b>Flip Vertical</b> button to flip the selected object from top to bottom.
	G	Scale	Click the <b>Scale</b> button to adjust the scale of a roof in the <i>Sketch Workspace</i> . The <i>Scale</i> button is only be available if there is a roof on the current <i>Sketch Level</i> .
	\	Flooring Orientation	Click the <b>Flooring Orientation</b> button to select the direction to lay the floor covering after it has been placed on the <i>Sketch Workspace</i> .
Ribbon Button	Keyboard Shortcut	Name	Description
	O	Reference Block	Click the <b>Block</b> button to place a reference block on the <i>Sketch Workspace</i> .
	L	Reference Line	Click the <b>Line</b> button to place a reference line on the <i>Sketch Workspace</i> .
	A	Reference Area	Click the <b>Area</b> button to place a reference area on the <i>Sketch Workspace</i> .
	P	Reference Point	Click the <b>Point</b> button to place a reference point on the <i>Sketch Workspace</i> .
Ribbon Button	Keyboard Shortcut	Name	Description
	U	Copy from Underlay	Click the <b>Copy from Underlay</b> button to <a href="#">copy a room, or object, from one Sketch Level to another Sketch Level</a> . The <i>Copy from Underlay</i> button is available when there is a room, or object, on a <i>Sketch Level</i> directly beneath the current <i>Sketch Level</i> .
	X	Copy from Existing	Click the <b>Copy from Existing</b> button to <a href="#">copy a floor plan from the Existing floor plan to the Proposed floor plan</a> . The <i>Copy from Existing</i> button is available when the <a href="#">Existing/Proposed</a> mode is active.
	Ctrl+Shift+C	Combine Rooms	Select multiple <b>rooms</b> in the <i>Sketch Workspace</i> , and then press <b>Ctrl+Shift+C</b> on the keyboard to combine the rooms.
	Ctrl+Shift+S	Separate Rooms	Select combined <b>rooms</b> in the <i>Sketch Workspace</i> , and then press <b>Ctrl+Shift+S</b> on the keyboard to separate the rooms.
	Shift+P	Snap to Grid	Press <b>Shift+P</b> on the keyboard to enable/disable the snap to grid tool.


## Sketch - Options Tab








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
The following ribbon buttons and keyboard shortcuts are located on the *Options* tab in *Sketch*. This tab contains the following tools, which adjust options or preferences on the *Sketch Workspace*.




Ribbon Button	Keyboard Shortcut	Name	Description
		Preferences...	Click the <b>Preferences...</b> button to open the <a href="#">Sketch Preferences</a> window for the current Estimate.

		Inspect	Click the <b>Inspect</b> button to open the <a href="#">Sketch Inspections</a> window.
	Shift+Q	Show Flooring Cuts	Click the <b>Flooring Cuts Window</b> button to open the <a href="#">Flooring Cuts</a> window.
	J	Toggle Calculations	Click the <b>Toggle Calculations</b> button to toggle the calculations on or off.

 **Hint:** If you are sketching a large house with plenty of carpet it will be faster to first draw the house, turn off the auto-calculations, and then place the carpet.

Ribbon Button	Keyboard Shortcut	Name	Description
		Load Template	Click the <b>Load Template</b> button to display the Sketch Templates that have been created and saved. Click the <b>Load Template</b> drop-down button  to select from previously used Sketch Templates.
		Export	Click the <b>Export</b> button to select from a list of exporting options.
	Shift+F10	Macros	Click the <b>Macros</b> button to open the <a href="#">Macros</a> window. Click the <b>Macros</b> drop-down button  to select from previously used <a href="#">Macros</a> .
		Save Template	Click the <b>Save Template</b> button to save the drawing in the <i>Sketch Workspace</i> , along with any Sketch Items that have been added, to be used for future estimates.
		Import	Click the <b>Import</b> button to select from a list of importing options.




Ribbon Button	Keyboard Shortcut	Name	Description
		Measurements	Click the <b>Measurements</b> button to select from a list of measurement rounding options for general measurement rounding, or roof measurement rounding.
		Subgroup Labeling	Click the <b>Subgroup Labeling</b> button to select from a list of labeling options for subgroups.
		Font Size	Click the <b>Font Size</b> button to select from a list of font size options for labels and measurements.








Ribbon Button	Keyboard Shortcut	Name	Description
		Visible Windows	Click the <b>Visible Windows</b> button to select which windows are visible in Sketch, or to reset to the default layout.
	Shift+V	Save View	Click the <b>Save View</b> button to save the current View of the <i>Sketch Workspace</i> .
		Load View	Click the <b>Load View</b> button to see a list of previously used Views. Then select one of the <b>Views</b> listed, or select <b>View List...</b> to see the <i>View List</i> window with all of the saved Views.






## Sketch - Aerial Sketch Tab





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The following ribbon buttons keyboard shortcuts are located on the *Aerial Sketch* tab in *Sketch*. *Aerial Sketch* is a tool that makes it easy to define the edges, ridges, valleys, and faces of a roof, using the aerial images as a guide.

Ribbon Button	Keyboard Shortcut	Name	Description
	O	Crop Image	Click the <b>Crop Image</b> button to click and drag to remove areas of the photo that are not needed. The roof will also be auto rotated. The <b>Crop Image</b> button is available when an image is set as an underlay.
	I	Find Interior Lines	Click the <b>Find Interior Lines</b> button view the proposed line in the <i>Sketch Workspace</i> when you hover over an interior line where two non-edge lines meet. Click the mouse button to <b>add</b> the interior line.
	M	Find Perimeter Lines	Click the <b>Find Perimeter Lines</b> button to view proposed edge lines for the perimeter of the roof in the cropped image. Click the mouse button to <b>add</b> the perimeter lines.

Ribbon Button	Keyboard Shortcut	Name	Description
		Draw Lines	Click the <b>Draw Lines</b> button to begin manually drawing the roof lines. Click the <b>Draw Lines</b> pull-down button  to see the options for which type of line to draw.
	A	Auto	Auto is the default selection when clicking the <i>Draw Lines</i> pull-down button  . This automatically determines the type of roof line when manually drawing lines.
	E	Edge	In the <b>Draw Lines</b> pull-down button  , select <b>Draw Edge</b> . Use this tool to draw the perimeter edges of the roof. Edges are designated with green lines.
	R	Flat Ridge	In the <b>Draw Lines</b> pull-down button  , select <b>Draw Flat Ridge</b> . Use this tool to draw the flat ridges of the roof. Flat ridges are designated with blue lines.
	Y	Valley	In the <b>Draw Lines</b> pull-down button  , select <b>Draw Valley</b> . Use this tool to draw the valleys of the roof. Valleys are designated with red lines.
	P	Hip Ridge	In the <b>Draw Lines</b> pull-down button  , select <b>Hip Ridge</b> . Use this tool to draw the hip ridges of the roof. Hip ridges are designated with purple lines.

Ribbon Button	Keyboard Shortcut	Name	Description
	C	Create Faces	Click the <b>Create Faces</b> button to identify enclosed areas as faces.
		Set Slope	Click the <b>Set Slope</b> button to enter <i>Slope Mode</i> .
	F	Create Sketch Roofs	Click the <b>Create Sketch Roofs</b> button to create the roof after the faces have been identified.
		Reset	Click the <b>Reset</b> button while in Slope Mode, to revert all changes made in Slope Mode.
		Exit Slope Mode	Click the <b>Exit Slope Mode</b> button to leave <i>Slope Mode</i> , and return to the <i>Aerial Sketch</i> tab.

Ribbon Button	Keyboard Shortcut	Name	Description
	B	Break	Click the <b>Break</b> button, and then click on the desired roof line in the <i>Aerial Sketch</i> . Click and drag the <b>roof line</b> to create an offset. Click the <b>Break</b> button, and then, on the desired roof line, click and drag to the approximate length of the offset.
	Q	Rotate	Click the <b>Rotate</b> button to rotate the image to align with the horizontal or vertical axis.
	V	Vertex	Click the <b>Vertex</b> button, and then click on the desired roof line in the <i>Sketch Workspace</i> . Click and drag the vertex point to create a hinge in the roof line.
	N	Orientation	Click the <b>Orientation</b> button to set the direction of the slope of the roof faces.

Ribbon Button	Keyboard Shortcut	Name	Description
		Download Aerial Images	Click the <b>Download Aerial Images</b> button to open the <i>Xactimate-Aerial Sketch</i> window. After registering, or logging in, you can download the Aerial Images to Sketch.
		Import Images	Click the <b>Import Images</b> button to import existing images to <i>Aerial Sketch</i> .










Ribbon Button	Keyboard Shortcut	Name	Description
		Exit Aerial Sketch	Click the <b>Exit Aerial Sketch</b> button to close the aerial imagery view and return to the normal Sketch window.

## Sketch - Annotation Tab

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The following ribbon buttons and keyboard shortcuts are located on the *Annotation* tab in *Sketch*. The *Sketch Annotation Layer* provides the following tools, which add annotations to the *Sketch*. The *Annotations Layer* can be switched on or off, by clicking the **View** button and selecting **Annotations**.

Ribbon	Keyboard	Name	Description
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Button	Shortcut	Name	Description
	T	Text	Click the <b>Text</b> button, and then click on the <b>Sketch Workspace</b> , to open the <a href="#">Edit Annotation</a> window.
	/	Arrow	Click the <b>Arrow</b> button to click and then drag an arrow on the <i>Sketch Workspace</i> as part of an annotation.
	0	Ellipse	Click the <b>Ellipse</b> button to click and then drag an ellipse to the <i>Sketch Workspace</i> as part of an annotation.
		Line	Click the <b>Line</b> button to click and then drag a line to the <i>Sketch Workspace</i> as part of an annotation.
	Shift+R	Rectangle	Click the <b>Rectangle</b> button to click and then drag a rectangle to the <i>Sketch Workspace</i> as part of an annotation.
	Shift+I	Fill	Click the <b>Fill</b> button to fill an ellipse or rectangle with a color.
Ribbon Button	Keyboard Shortcut	Name	Description
		Fill Color	Click the <b>Fill Color</b> button to select a color to for the Fill button.
		Line Width	Click the <b>Line Width</b> button to select the line width to use for drawing annotations.
		Line Color	Click the <b>Line Color</b> button to select the color for drawing annotations.

## Changing the Look of the Sketch Workspace

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The following buttons and keyboard shortcuts change the way the *floor plan* and *Sketch Workspace* appear, but they don't affect the estimate itself. Click the **View** button to see the following options.


















Button	Keyboard Shortcut	Name	Description
		View	Click the <b>View</b> button to show a list of options that can be switched on or off in the <i>Sketch Workspace</i> .
	Shift+L	Labels	In the <i>View</i> button list, click <b>Labels</b> to switch on or off the label visibility on the <i>Sketch Workspace</i> .
		Measurement Locks	In the <i>View</i> button list, click <b>Measurement Locks</b> to switch on or off the roof measurement lock visibility on the <i>Sketch Workspace</i> .
	Shift+ M	Measurements	In the <i>View</i> button list, click <b>Measurements</b> to switch on or off the measurement visibility on the <i>Sketch Workspace</i> .
		Roof Annotations	In the <i>View</i> button list, click <b>Roof Annotations</b> to switch on or off the roof annotation visibility on the <i>Sketch Workspace</i> .
	Ctrl+B	Bearing Wall	In the <i>View</i> button list, click <b>Bearing Wall</b> to switch on or off the load bearing wall visibility on the <i>Sketch Workspace</i> .
	Ctrl+Shift+O	Flooring Overlay	In the <i>View</i> button list, click <b>Flooring Overlay</b> to switch on or off the flooring overlay visibility on the <i>Sketch Workspace</i> .
		Footings	In the <i>View</i> button list, click <b>Footings</b> to switch on or off the footing visibility on the <i>Sketch Workspace</i> .
	Ctrl+Shift+F	Framing	In the <i>View</i> button list, click <b>Framing</b> to switch on or off the framing visibility on the <i>Sketch Workspace</i> .
		Annotations	In the <i>View</i> button list, click <b>Annotations</b> to switch on or off the annotation visibility on the <i>Sketch Workspace</i> .
	Shift+G	Grid	In the <i>View</i> button list, click <b>Grid</b> to switch on or off the grid visibility on the <i>Sketch Workspace</i> .
	Shift+U	Imported Underlay	In the <i>View</i> button list, click <b>Imported Underlay</b> to switch on or off the underlay visibility on the <i>Sketch Workspace</i> .
	Shift+O	Outline	In the <i>View</i> button list, click <b>Outline</b> to switch on or off the outline visibility on the <i>Sketch Workspace</i> . The outline is shown in Plan and 3-D views.
		Rooms Below Stairs	In the <i>View</i> button list, click <b>Rooms Below Stairs</b> to switch on or off the rooms below stairs visibility on the <i>Sketch Workspace</i> . When the Rooms Below Stairs option is turned on, other rooms on the same level are not be available.

	Tip Box	In the <i>View</i> button list, click <b>Tip Box</b> to switch on or off the tip box visibility in <i>Aerial Sketch</i> on the <i>Sketch Workspace</i> .
Shift+C	Ceiling Surface	In the <i>View</i> button list, click <b>Ceiling Surface</b> to switch on or off the ceiling surface visibility on the <i>Sketch Workspace</i> .
	Legend	In the <i>View</i> button list, click <b>Legend</b> to switch on or off the legend visibility on the <i>Sketch Workspace</i> .

## Sketch Viewing Tools

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The following buttons and keyboard shortcuts change the view the *Sketch Workspace*, but they don't affect the estimate itself.










Button	Keyboard Shortcut	Name	Description
	Spacebar	Pan Tool	Click the <b>Pan</b> button, and then click and drag on the <i>Sketch Workspace</i> , to move a drawing.
	H	Pan Tool	Click the <b>Pan</b> button, and then click and drag on the <i>Sketch Workspace</i> , to move a drawing.
	Z	Zoom	Click the <b>Zoom</b> button to activate a zoom cursor. Click on the <b>Sketch Workspace</b> to zoom in, or Shift+click on the <b>Sketch Workspace</b> to zoom out.
	-	Zoom Out	Click the <b>Zoom Out</b> button to make the drawing on the Sketch workspace smaller.
	+	Zoom In	Click the <b>Zoom In</b> button to make the drawing on the <i>Sketch Workspace</i> larger.
	Ctrl+-	Zoom to Extents	Click the <b>Zoom to Extents</b> button to zoom to show the entire Sketch drawing.
	Shift+-	Zoom to Extents	Click the <b>Zoom to Extents</b> button to zoom to show the entire Sketch drawing.
	Ctrl+Shift+-	Zoom to Extents	Click the <b>Zoom to Extents</b> button to zoom to show the entire Sketch drawing.
	Ctrl++	Zoom to Selection	Click the <b>Zoom to Selection</b> button to zoom to show the entire selected portion of the Sketch drawing.
	Shift++	Zoom to Selection	Click the <b>Zoom to Selection</b> button to zoom to show the entire selected portion of the Sketch drawing.
	Ctrl+Shift++	Zoom to Selection	Click the <b>Zoom to Selection</b> button to zoom to show the entire selected portion of the Sketch drawing.
	1	Plan View	Click the <b>Plan View</b> button to see the floor plan view in the <i>Sketch Workspace</i> . This is the default Sketch view.
	2	Elevation View	Click the <b>Elevation View</b> button to view the elevation of a desired vertical surface.
	3	3-D View	Click the <b>3-D View</b> button to view a three-dimensional version of the <i>Sketch Workspace</i> .
	Spacebar	Study Mode	Click the <b>Study Mode</b> button, and drag the Sketch to view all angles of your Sketch drawing. This is only available in <i>3-D View</i> .
	K	Walk-Through Mode	Click the <b>Walk-Through Mode</b> button to see a 3-D view of the Sketch drawing as if you were walking through it. Use the arrow keys to move around. This is only available in <i>3-D View</i> .
	Shift+[1-9]	Select View	Click the <b>Select View</b> button to see a list of 3-D views for the Sketch drawing. This is only available in <i>3-D View</i> .
	Shift+F	View Other Side	Click the <b>View Other Side</b> button to see the other side of a wall that has been selected in <i>Elevation View</i> .
	Shift+H	High Detail View	Press <b>Shift+H</b> to change the 3-D view to high detail.
	Shift+E	Super Detail View	Press <b>Shift+E</b> to change the 3-D view to super detail.
	Shift+N	Normal View	Press <b>Shift+N</b> to change the 3-D view to normal detail.
	Ctrl+Shift+L	Load View List	Press <b>Ctrl+Shift+L</b> to open the <i>View List</i> window.
	Shift+V	Save Current View	Press <b>Shift+V</b> to save the current view.
	Shift+Q	Flooring Cuts	Press <b>Shift+Q</b> to open the <i>Flooring Cuts</i> window.

Ctrl+PageUp	View Level Above	Press <b>Ctrl+PageUp</b> to view the above level in the <i>Sketch Workspace</i> .
Ctrl+PageDown	View Level Below	Press <b>Ctrl+PageDown</b> to view the below level in the <i>Sketch Workspace</i> .

## Miscellaneous Sketch Tools

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The following buttons and keyboard shortcuts are miscellaneous Sketch tools.

Quick Access Button	Keyboard Shortcut	Name	Description
	Esc	Select	Click the <b>Select</b> button to remove items/objects from the cursor, or to return to the default mode.
	Ctrl+Z	Undo	Click the <b>Undo</b> button to undo the last change to the <i>Sketch Workspace</i> .
	Ctrl+C	Copy	Click the <b>Copy</b> button to copy selected items or objects to the clipboard.
	Ctrl+V	Paste	Click the <b>Paste</b> button to paste the items or objects on the clipboard, to the <i>Sketch Workspace</i> .
	Ctrl+X	Cut	Click the <b>Cut</b> button to move the selected items or objects on the Sketch Workspace to the clipboard.
		Minimize the Ribbon/ Expand the Ribbon	Click the <b>Minimize the Ribbon</b> button to make the buttons on the ribbon smaller. Click the <b>Expand the Ribbon</b> button to make the buttons on the ribbon larger.
	Ctrl	Ctrl	Pressing <b>Ctrl</b> on the keyboard when the mouse button is clicked and released, keeps the operation active.
	Ctrl	Ctrl Key	This button acts as the Ctrl key on the keyboard in tablet mode, or on the Aerial Sketch tab.
	Spacebar	Move Object or Move Object Name	Press the <b>Spacebar</b> on the keyboard while the pointer is over an object move handle  , to switch between moving an object, and moving the label for an object.
	Tab	Rotate	Press <b>Tab</b> on the keyboard to rotate a loaded item or object 90 degrees clockwise.
	Shift+Tab	Rotate	Press <b>Shift+Tab</b> on the keyboard to rotate a loaded item or object 90 degrees counterclockwise.
	Shift+Spacebar	Toggle Views	Press <b>Shift+Space</b> on the keyboard to switch between 3-D and Plan views.
	Shift	Shift	Press <b>Shift</b> on the keyboard when an operation needs to be constrained. This is similar to the Ctrl button.
	Shift	Shift Key	This button acts as the Shift key on the keyboard in tablet mode, or on the Aerial Sketch tab.
	F2	Rename	Press <b>F2</b> on the keyboard to rename a selected item or object.
	Ctrl+T	View Summary Totals Report	Press <b>Ctrl+T</b> on the keyboard to view the <i>Summary Totals Report</i> .
	F1	Xactimate Help	Press <b>F1</b> on the keyboard to open <i>Xactimate Help</i> .
	Ctrl+Shift+R	Reset Window Layout	Press <b>Ctrl+Shift+R</b> on the keyboard to reset the window layout.
	Ctrl+Shift+1	Search	Press <b>Ctrl+Shift+1</b> on the keyboard to view the <i>Search</i> pane.
	Ctrl+Shift+2	Items	Press <b>Ctrl+Shift+2</b> on the keyboard to view the <i>Items</i> pane.
	Ctrl+Shift+4	Images	Press <b>Ctrl+Shift+4</b> on the keyboard to view the <i>Images</i> pane.
	Insert	Add Line Item	Press <b>Insert</b> on the keyboard to open the <i>Add Line Item</i> window.
	F1	Xactimate Help	Press <b>F1</b> on the keyboard to open <i>Xactimate Help</i> .
	Shift+S	Scope Mode	Press <b>Shift+S</b> on the keyboard to enable/disable <i>Scope Mode</i> .

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