

Appendix B *

Import (CAD Transfer) Mode Keyboard Shortcuts


Mode-Changing Keys

- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-D** Show Display menu
- Alt-E** Show Edit menu
- Alt-F** Show File menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-O** Show Options menu
- Alt-V** Show View menu
- Alt-W** Show Window menu

PDF Multi-Page Preview Dialog Keys

- Tab** Display image corresponding to number typed in *Page Number* field
- Space** Zoom in/out at Arrow  pointer location over currently displayed dialog image

PDF Plan Image Vectorization Keys

- Esc** Cancels *Analyzing PDF Data* phase of raster-to-vector conversion process (if process is proceeding too slowly—typically due to lots of dashed contours)





Data-Display Keys

- Home** Default display setting, zooms to extents of data

* A PDF copy of this Appendix B is included in the Day 1 zip package (see Appendix C). Shortcut key help pages are also available within the AGTEK program, including an abbreviated printable reference sheet (Help > Hot Key Help from program menu or at www.agtek.com/help/gw/keyboard_shortcuts.htm).

Appendix B Import (CAD Transfer) Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Cont.)

Space	Zoom in/out at Arrow  pointer location
Page Up	Increase zoom at Arrow  pointer location
Page Dn	Decrease zoom at Arrow  pointer location
Alt-B	Display CAD/PDF Layer Selection dialog (press Ctrl or Shift and double Left click a layer name to display only that layer, keep Arrow  pointer over dialog and use ↑ / ↓ keys to scroll display one layer at a time)
Alt-H	Hide currently selected data (press Alt-H again to redisplay the hidden data)
Alt-S	Show all currently hidden data
T	Toggle background image (PDF/TIF/JPG/GIF/PNG) off/on
R	Rotate background image (PDF/TIF/JPG/GIF/PNG) 45 degrees right
L	Rotate background image (PDF/TIF/JPG/GIF/PNG) 45 degrees left
M	Toggle full brightness (white/gray) on/off for background image
F2	Toggle data point “Plus Marks” on/off
↑	Pan up
↓	Pan down
→	Pan right
←	Pan left

Data-Selection/Transfer Keys

Shift	Press Shift for cumulative select (deselect) of individual CAD layer objects
Ctrl	Press Ctrl for cumulative select (deselect) of CAD layers
Esc	Deselect any selected data
Delete	Delete currently selected data
S	Send currently selected data to destination Surface/Layer
Z	<u>AGTEK 3D only</u> : Toggle zoom to selected point on/off (use Options > Sticky Zoom menu in AGTEK 4D)
Ctrl-Z	Undo last function
Ctrl-Y	Redo last undo

Appendix B

Edit Mode Keyboard Shortcuts

Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Entry mode
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-E** Show Edit menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-W** Show Window menu


Data-Selection/Editing Keys

- Shift** Press **Shift** for cumulative select (deselect) of individual objects (same function as **Ctrl**). Other Uses: (1) see **Ctrl-L** for cumulative Label Select using **Shift**; (2) to renumber *Benchmarks* for AGTEK 3D's paper plan scaling sequence, **Left** click desired *Benchmark 1*, press **Shift** and **Left** click desired *Benchmark 2*, press **Shift** and **Left** click desired *Benchmark 3*, **Right** click then click **OK** in *Reorder Benchmarks* dialog.
- Ctrl** Press **Ctrl** for cumulative select (deselect) of individual objects (same function as **Shift**). Special case: see **Ctrl-L** for cumulative Label Select.
- Delete** Options: (1) Delete selected object(s); (2) Delete selected segment(s) of object
- Esc** Options: (1) Deselect all selected data; (2) AGTEK 4D only: While Template is being applied, press once to suppress line plotting for faster application (useful with long reference alignments) or press twice to cancel Template application
- S** Toggle "Snap" function on/off (but no practical effect in Edit mode)
- Alt** AGTEK 4D only: When *Stake List Editor* is open, press **Alt** while selecting base point for offset stake guide lines, release **Alt** then select desired stake point for reoriented offset stake guide lines
- Alt-A** Select all data on active surface/layer
- Alt-H** Hide currently selected data (press Alt-H again to redisplay last hide)

Appendix B

Edit Mode Keyboard Shortcuts (Cont.)





Data-Selection/Editing Keys (Cont.)

- Alt-S** Show all currently hidden data (except on layers *Unchecked* with Alt-B dialog)
- Alt-X** Region selection tree dialog (Perimeter/Area/Region layers only)
- Ctrl-A** Convert selected data to/from annotation
- Ctrl-C** Copy data selected on active surface/layer
- Ctrl-F** Fillet converts one selected angle point to user-defined radius or arc-joins gap between two selected lines
- Ctrl-V** Paste copied/cut data to active surface/layer
- Ctrl-J** Bridge gap distance (Join) selected data lines (select **Options > Bridge Gap Distance** from menu to set maximum horizontal and vertical gap distances). If multiple lines are selected and Joined, they will remain selected for ease of hiding (Alt-H).
- Ctrl-L** Run Label Select utility to select all data matching a single selected object's *Line Label*. Options: (1) after initial label selection, press **Shift** or **Ctrl** while picking next object, then press **Ctrl-L** for cumulative label selections (repeat if necessary); (2) if no object selected, pop-up Label Selection dialog allows label selection by matching *Point Label* or *Line Label*, including support of "*" (multi-character) and "?" (single-character) wildcards for partial matching (AGTEK 4D supports a "blank" search to select unlabeled data).
- Ctrl-M** Move start point of closed object to selected data point
- Ctrl-O** Run *Offset Line Editor* for selected data line(s)
- Ctrl-P** AGTEK 3D only: Run Auto Pad utility (use **Ctrl-W** in AGTEK 4D); AGTEK 4D only: **Ctrl-P** runs Apply Template utility with selected Data Line(s)
- Ctrl-S** Reverses the point entry order of any selected lines ("Swap Ends")
- Ctrl-T** Trim visible (not hidden) lines that intersect selected line(s)/perimeter. Options: (1) if a single closed line is selected, available options are "Trim Only", "Remove Lines Inside" (trim and delete all lines inside selected line), and "Remove Lines Outside" (trim and delete all lines outside selected line); (2) the Remove Lines Inside/Outside variant under Option 1 will apply to any hidden lines having "Break Line" as the *Line Label*; (3) if pairs of lines *that were created with the same Offset Line* (or *Apply Template*) utility *reference* are selected, the option to "Trim Between Lines" (trim and delete all lines between selected pairs of Offset/Template lines) is available.
- Ctrl-W** AGTEK 4D only: Run Auto Pad utility (use **Ctrl-P** in AGTEK 3D)
- Ctrl-X** Break line at selected data point
- Ctrl-Y** Redo last undo
- Ctrl-Z** Undo last command (select **Options > Max Undo Levels** from menu to set number of undo levels)
- F5** Determines the interpolated elevation of a data line at the Arrow  pointer tip, inserts a new data point on the data line at the determined elevation, and breaks the data line at the new data point (can also be used to insert/break other layer objects)—use **F6** if break is not desired at new point




Appendix B

Edit Mode Keyboard Shortcuts (Cont.)

Data-Selection/Editing Keys (Cont.)




- F6** Similar function as **F5**, but the data line *is not* broken at the new data point (can also be used to add additional points on other layer objects)
- F8** Options: (1) Auto-increment elevation snap for 2D-3D CAD contour conversion; (2) AGTEK 4D only: When *Stake List Editor* is open, adds specified point to *Stake List*
- F7** Move selected point to Arrow  pointer's tip. Options: (1) **F7** can be used to extend or shorten a selected line to Arrow pointer's tip if first two (or last two) points of selected line are drag-selected in *Elevation Scroll* (resulting extended/shortened end-point elevation will be recalculated using original slope between the two drag-selected points); (2) "drag" a selected point to new location by pressing and holding **F7** and then moving mouse (release **F7** to end).
- F9** Elevation snap transfers elevation from data point nearest the Arrow  pointer to currently selected data point
- 0 – 9** (If Arrow  pointer is in the *Elevation Scroll*) Numeric keys (or "+", "-", ".") modify a selected data line point elevation via the *Point Editor*.
- A – Z** (If Arrow  pointer is in the *Elevation Scroll*) Alphabetic keys display the *Point/Line Label Editor*.

Data-Display Keys (Plan View Overlay)

- O** Toggle plan view overlay off/on
- Insert** AGTEK 4D only: Re-load aligned image file for Arrow  pointer location (if image does not re-load, verify that corresponding image border is not hidden)
- T** Toggle 3D Terrain view on/off (also cycles between display of 3D Terrain view and PDF or other background image)
- J** AGTEK 4D only: Toggle PDF or other background image off/on
- M** Toggle full brightness (white/gray) on/off with monochrome background image; toggle color on/off with color background image
- F2** AGTEK 4D only: Toggle data point "Plus Marks" on/off
- C** Toggle compass display and location (on, left, center, right, off)
- I** Display Length and Area measures for selected object(s); AGTEK 4D only: Re-load aligned image file for Arrow  pointer location (same function as **Insert**, if no objects are selected)
- Ctrl-I** Display Length and Area measures for selected object(s); AGTEK 4D only: Re-load aligned image file for Arrow  pointer location (same function as **Insert**, if no objects are selected)
- L** (with 3D Terrain View *off*) centers plan-view screen on currently-selected point (same function as **R**)

Appendix B Edit Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Plan View Overlay) (Cont.)

- R** (with 3D Terrain View *off*) centers plan-view screen on currently-selected point (same function as **L**)
- Z** AGTEK 3D only: Toggle zoom to selected point on/off (use **Options > Sticky Zoom** menu in AGTEK 4D)
- Alt-B** Display Layer Selection dialog
- Alt-F** Toggle area/region hatch patterns on/off
- Alt-H** Hide currently selected data
- Alt-P** Send current screen view to Print Preview Page
- Alt-S** Show all hidden data (except on layers *Unchecked* with Alt-B dialog)
- Alt-V** Toggle background layers off/on
- Home** Zooms to extents of plan view overlay data
- Space** Zoom on/off at Arrow  pointer location
- Page Up** Increase zoom at Arrow  pointer location
- Page Dn** Decrease zoom at Arrow  pointer location
- ↑** Pan up
- ↓** Pan down
- Pan right
- ←** Pan left

Data-Display Keys (3D Terrain View)

- T** Toggle 3D view on/off (also cycles between display of 3D Terrain view and any open PDF or other background image)
- C** Toggle compass display and location (on, left, center, right, off)
- B** Toggle 3D view between Land View (close perspective) and Sky View (distant perspective)
- L** Rotate 3D view 15 degrees left
- R** Rotate 3D view 15 degrees right
- U** Tilt 3D view up
- D** Tilt 3D view down

Appendix B

Edit Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (3D Terrain View) (Cont.)

Alt-I	Zoom 3D view in
Alt-O	Zoom 3D view out
Alt-R	Rotate viewer's perspective to right (3D view rotates to left)
Alt-L	Rotate viewer's perspective to left (3D view rotates to right)
Alt-U	Move viewer's perspective up (3D view moves down)
Alt-D	Move viewer's perspective down (3D view moves up)
Alt-P	Send current screen view to Print Preview Page
F1	Viewer's perspective from inside vehicle
F2	Viewer's perspective from 50' behind vehicle
F3	Viewer's perspective from 50' right of vehicle
F4	Viewer's perspective from 50' left of vehicle
F11	Flip viewer's perspective 180 degrees
Home	Re-centers 3D view (if plan view overlay is on)
+ / -	Increase/decrease 3D view's vertical exaggeration

Appendix B Entry Mode Keyboard Shortcuts



Mode-Changing Keys (with Arrow Pointer)

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys (with Arrow Pointer)








- Alt-E** Show Edit menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Show Help menu
- Alt-W** Show Window menu

Data-Display Keys (Plan View Overlay)

- Insert** AGTEK 4D only: Re-load aligned image file for Arrow  or Crosshair  pointer location (if image does not re-load, verify that corresponding image border is not hidden)
- I** AGTEK 4D only: Re-load aligned image file for pointer location (same function as **Insert**)
- Ctrl-I** AGTEK 4D only: Re-load aligned image file for pointer location (same function as **Insert**)
- T** Toggle 3D Terrain view on/off (also cycles between display of 3D Terrain view and PDF or other background image)
- J** AGTEK 4D only: Toggle PDF or other background image off/on
- M** Toggle full brightness (white/gray) on/off with monochrome background image; toggle color on/off with color background image
- C** Toggle compass display and location (on, left, center, right, off)
- Alt-B** Display Layer Selection dialog

Appendix B Entry Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Plan View Overlay) (Cont.)

- Alt-F** Toggle area/region hatch patterns on/off with Crosshair  pointer (AGTEK 4D only) or Arrow  pointer (AGTEK 3D and AGTEK 4D)
- Alt-P** Send current screen view to Print Preview Page
- Alt-S** Show all hidden data (except on layers *Unchecked* with Alt-B dialog)
- Alt-V** Toggle background layers off/on (with Crosshair  pointer or Arrow  pointer)
- F2** AGTEK 4D only: Toggle data point “Plus Marks” on/off
- Home** Zooms to extents of plan view overlay data
- Space** Zoom on/off at Arrow  pointer location
- Page Up** Increase zoom at Arrow  pointer location
- Page Dn** Decrease zoom at Arrow  pointer location
- ↑ ↓ Pan up / Pan down
- ← Pan right / Pan left

Data-Display Keys (with Arrow Pointer only, 3D Terrain View)








- T** Toggle 3D view on/off (also cycles between display of 3D Terrain view and any open PDF or other background image)
- C** Toggle compass display and location (on, left, center, right, off)
- B** Toggle 3D view between Land View (close perspective) and Sky View (distant perspective)
- U** Tilt 3D view up
- D** Tilt 3D view down
- Alt-I** Zoom 3D view in
- Alt-O** Zoom 3D view out
- Alt-R** Rotate viewer’s perspective to right (3D view rotates to left)
- Alt-L** Rotate viewer’s perspective to left (3D view rotates to right)
- Alt-U** Move viewer’s perspective up (3D view moves down)
- Alt-D** Move viewer’s perspective down (3D view moves up)

Appendix B Entry Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (with Arrow Pointer only, 3D Terrain View) (Cont.)








- Alt-P** Send current screen view to Print Preview Page
- F1** Viewer's perspective from inside vehicle (reset perspective with **B** key)
- F3** Viewer's perspective from 50' right of vehicle (reset perspective with **B** key)
- F4** Viewer's perspective from 50' left of vehicle (reset perspective with **B** key)
- F11** Flip viewer's perspective 180 degrees
- +** Increase 3D view's vertical exaggeration (- to decrease exaggeration does not function in Entry mode)

Data-Entry Keys

- L** Displays *Edit Point / Line Labels* dialog to label next entry
- R** Fillet (radius) entry tool, type R and a radius value (with Crosshair  pointer)
- S** Toggle "Snap" function on/off (if Tablet Entry disabled)
- Ctrl-Q** Cycles *Status Bar* display between *Distance/Slope* (default), *Distance/OG Elevation*, *Discreet Distance/Slope*, and *Discreet Distance/Angle* (in AGTEK 4D, same as selecting **Options > Modeling Options > [Option]** from menu).
- Q** (With Arrow  or Crosshair  pointer) Quit *Discreet Distance/Slope* mode (see **F12**) and reset *Status Bar* display to *Distance/Slope* (in AGTEK 4D, same as selecting **Options > Modeling Options > Distance/Slope** from menu).
- X** No current function (replaced by **Q** above)
- Ctrl-V** Paste copied/cut data to active surface/layer (with Arrow  pointer)
- Ctrl-Y** Redo last undo (with Arrow  pointer)
- Ctrl-Z** Undo last command, select **Options > Max Undo Levels** from menu to set number of undo levels (with Arrow  pointer)
- Backspace** During entry of an object on any layer: **press once** to delete object's last-entered point, press again to delete next point (or **press and hold** to sequentially "stream" delete multiple points)
- F6** Snaps a data point to a data line segment by determining the segment's interpolated elevation at the Crosshair  pointer location (using **F6** snap in AGTEK 4D inserts a corresponding data point on the referenced line segment). **F6** can also be used in AGTEK 4D to match invert elevations on Pipe Lines layer.

Appendix B Entry Mode Keyboard Shortcuts (Cont.)

Data-Entry Keys (Cont.)

- F8** Snaps to nearest data point within snap radius of Crosshair  pointer (select **Options > Snap Size** from menu and check **Draw Snap Circle** box to display snap radius). If snapping to a data line, the elevation will match that of the snapped data point; if snapping to an annotation line, the user may type a desired elevation or allow the program to interpolate a value. Also used for Line/Area snap with CAD data or when entering Stripping and Sectional Areas.
- F9** Elevation snap is used to “read and type” the elevation from a CAD text label (or data line point) and then attach the elevation to a new point on a data line (with Crosshair  pointer)
- F10** AGTEK 4D only: Calculates and enters pipe (lateral) invert elevation on Pipe Lines layer as vertical offset from interpolated active surface elevation at Crosshair  pointer (type negative offset value “-x” then press **F10**)
- F12** Establishes coordinate reference system relative to the line segment nearest the Arrow  or Crosshair  pointer and changes *Status Bar* display to *Discreet Distance/Angle* (see related shortcut keys **Ctrl-Q** and **Q** above).
- Shift** Press and hold for contour streaming using **Left** mouse button when “heads-up” digitizing from PDF or other background image
- A – Z** (If Arrow  or Crosshair  pointer is in the *Elevation Scroll*) Alphabetic keys display the *Point/Line Label Editor*.

Appendix B

Profile View Mode Keyboard Shortcuts


Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-D** Show Display menu
- Alt-E** Show Edit menu
- Alt-F** Show File menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Show Help menu
- Alt-O** Show Options menu
- Alt-U** Show Utility menu
- Alt-V** AGTEK 3D only: Show View menu
- Alt-W** Show Window menu

Profile-Entry Keys (with Crosshair Pointer Active)

- F6** Snaps to a data line when there is no data point to snap to
 - F8** Snaps to the data point nearest to the Crosshair  pointer; same function as Left click Mouse Snap
- Backspace** During entry of profile alignment: **press once** to delete profile's last-entered point, press again to delete next point (or **press and hold** to sequentially "stream" delete multiple profile points)

Data-Editing Keys






- Delete** Delete selected profile line

Appendix B Profile View Mode Keyboard Shortcuts (Cont.)

Data-Editing Keys (Cont.)

- Ctrl-Y** Redo last undo
- Ctrl-Z** Undo last function

Data-Display

- Insert** AGTEK 4D only: Re-load aligned image file for Arrow  or Crosshair  pointer plan-view location (if image does not re-load, verify that corresponding image border is not hidden)
- T** Toggle plan view cut/fill color shading on/off and/or toggle PDF or other background image on/off
- J** AGTEK 4D only: Toggle PDF or other background image off/on
- M** Toggle full brightness (white/gray) on/off with monochrome background image; toggle color on/off with color background image
- F2** AGTEK 4D only: Toggle data point “Plus Marks” on/off
- C** Toggle compass display and location (on, left, center, right, off)
- Z** Toggle “Sticky Zoom” (to selected point) on/off
- Alt-B** Display Layer Selection dialog
- Alt-P** Send selected profile to Print Preview Page
- Home** Zooms to extents of plan view overlay data
- Space** Zoom on/off at Arrow  pointer location
- Page Up** Increase zoom at Arrow  pointer location
- Page Dn** Decrease zoom at Arrow  pointer location
- ↑** Pan up
- ↓** Pan down
- Pan right
- ←** Pan left

Appendix B

Plan View Mode Keyboard Shortcuts

Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- P** Switch to Print Preview mode
- V** Switch to 3D View mode

Drop-Down Menu Keys

- Alt-D** Show Display menu
- Alt-E** Show Edit menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Show Help menu
- Alt-O** Show Options menu
- Alt-U** Show Utility menu
- Alt-V** AGTEK 3D only: Show View menu
- Alt-W** Show Window menu

Volume Calculation Keys


- Ctrl-A** AGTEK 3D only: Create bounding area for Report Region volume calculations
- Ctrl-V** AGTEK 3D only: Run Report Region area volume calculations
- Alt-A** AGTEK 4D only: Create bounding area for Report Region volume calculations
- Alt-V** AGTEK 4D only: Run Report Region area volume calculations
- Ctrl-B** Run Balance Region area volume calculations
- Ctrl-S** Run Balance Region Horizontal Slice (vertical interval) volume calculations
- Esc** Cancel volume calculations

Appendix B Plan View Mode Keyboard Shortcuts (Cont.)

Volume Calculation Keys (Cont.)

- Space** Pause/resume volume calculations
- I** On pause (see **Space**), displays incremental cross-section “walk-through”

Data-Entry Keys (with Crosshair Pointer Active)

- F6** Snaps to a data line when there is no data point to snap to
- F8** Snaps to the data point nearest to the Crosshair  pointer (can also be used for Line snap and Area snap); same function as **Left** click Mouse Snap

Data-Editing Keys

- Ctrl-Y** Redo last undo
- Ctrl-Z** Undo last function

Data-Display Keys


- Insert** AGTEK 4D only: Re-load aligned image file for pointer location (if image does not re-load, verify that corresponding image border is not hidden)
- T** Toggle cut/fill color shading (and values) off/on and/or toggle PDF or other background image on/off
- J** AGTEK 4D only: Toggle PDF or other background image off/on
- M** Toggle full brightness (white/gray) on/off with monochrome background image; toggle color on/off with color background image
- O** Toggle plan view layers overlay off/on
- F2** AGTEK 4D only: Toggle data point “Plus Marks” on/off
- C** Toggle compass display and location (on, left, center, right, off)
- R** Update cut/fill colors
- L** Update cut/fill colors
- U** Toggle plan view layers overlay off
- Alt-B** Display Layer Selection dialog
- Alt-F** Toggle area/region hatch patterns on/off
- Alt-P** Send current screen view to Print Preview Page


Appendix B Plan View Mode Keyboard Shortcuts (Cont.)


Data-Display Keys (Cont.)

Alt-K Gradework 4D only: Make cut/fill color map an image for background display in other modes

Home Zooms to extents of plan view overlay data

Space Zoom on/off at Arrow  pointer location

Page Up Increase zoom at Arrow  pointer location

Page Dn Decrease zoom at Arrow  pointer location

↑ Pan up

↓ Pan down

→ Pan right

← Pan left

Appendix B

3D View Mode Keyboard Shortcuts

Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-E** Show Edit menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-V** AGTEK 3D only: Show View menu
- Alt-W** Show Window menu

Volume Calculation Keys




- Ctrl-A** AGTEK 3D only: Create bounding area for Report Region volume calculations
- Ctrl-V** AGTEK 3D only: Run Report Region area volume calculations
- Alt-A** AGTEK 4D only: Create bounding area for Report Region volume calculations
- Alt-V** AGTEK 4D only: Run Report Region area volume calculations
- Esc** Cancel volume calculations
- Space** Pause/resume volume calculations
- I** On pause (see **Space**), displays incremental cross-section “walk-through”

Data-Display Keys (Plan View Overlay)

- O** Toggle plan view overlay off/on
- C** Toggle compass display and location (on, left, center, right, off)
- Alt-B** Display Layer Selection dialog

Appendix B 3D View Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Plan View Overlay) (Cont.)

- Alt-F** Toggle area/region hatch patterns on/off
- Alt-P** Send current screen view to Print Preview Page
- Home** Zooms to extents of plan view overlay data
- Space** Zoom on/off at Arrow  pointer location
- Page Up** Increase zoom at Arrow  pointer location
- Page Dn** Decrease zoom at Arrow  pointer location
- ↑** Pan up
- ↓** Pan down
- Pan right
- ←** Pan left

Data-Display Keys (3D Terrain View)

- T** Toggle 3D view off/on (also cycles between display of 3D Terrain view and any open PDF or other background image)
- Z** Gradework 4D only: If 3D Terrain view is displayed (press **T** if not displayed) and underground pipe lines are modeled in the job file using Gradework's integrated Materials-Underground module, shows/hides pipe lines on 3D Terrain view
- C** Toggle compass display and location (on, left, center, right, off)
- B** Toggle 3D view between Land View (close perspective) and Sky View (distant perspective)
- L** Rotate 3D view 15 degrees left
- R** Rotate 3D view 15 degrees right
- U** Tilt 3D view up
- D** Tilt 3D view down
- Alt-I** Zoom 3D view in
- Alt-O** Zoom 3D view out
- Alt-R** Rotate viewer's perspective to right (3D view rotates to left)
- Alt-L** Rotate viewer's perspective to left (3D view rotates to right)

Appendix B 3D View Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (3D Terrain View) (Cont.)

- Alt-U** Move viewer's perspective up (3D view moves down)
- Alt-D** Move viewer's perspective down (3D view moves up)
- Alt-P** Send current screen view to Print Preview Page
- F1** Viewer's perspective from inside vehicle
- F2** Viewer's perspective from 50' behind vehicle
- F3** Viewer's perspective from 50' right of vehicle
- F4** Viewer's perspective from 50' left of vehicle
- F11** Flip viewer's perspective 180 degrees
- Home** Re-centers 3D view (if plan view overlay is on)
- + / -** Increase/decrease 3D view's vertical exaggeration

Data-Selection Keys (3D Terrain View)

- Ctrl** Press **Ctrl** and **Left** click 3D view to select nearest corresponding point on Data Lines overlay

Data-Manipulation Keys (Plan View Overlay)

- Ctrl-C** Copy Reference Surface Data Lines

Driving-Simulation Entry Keys (with Crosshair Pointer Active)

- Backspace** During entry of Driving Simulation path: **press once** to delete last-entered point, press again to delete next point (or **press and hold** to sequentially "stream" delete multiple points)

Appendix B

Volume Report Mode Keyboard Shortcuts

Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-E** Show Edit menu
- Alt-F** Show File menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Show Help menu
- Alt-O** Show Options menu
- Alt-W** Show Window menu

Appendix B

Haul Report Mode Keyboard Shortcuts

Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode
- P** Switch to Print Preview mode

Drop-Down Menu Keys

- Alt-E** Display Edit menu
- Alt-F** Display File menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Display Help menu
- Alt-O** Display Options menu
- Alt-W** Display Window menu

Appendix B

Print Preview Mode Keyboard Shortcuts


Mode-Changing Keys

- A** Switch to Import (CAD Transfer) mode
- E** Switch to Edit mode (press twice for Entry mode)
- F** Switch to Profile View mode
- H** Switch to Highway mode (if available)
- W** Switch to Plan View mode
- V** Switch to 3D View mode

Drop-Down Menu Keys

- Alt-E** Display Edit menu
- Alt-F** Display File menu
- Alt-G** Show Guide menu
- G** Display last-used *Data Entry Guide* dialog
- Alt-H** Display Help menu
- Alt-O** Display Options menu
- Alt-W** Display Window menu

Miscellaneous Keys

- T** Text entry dialog insertion (at Arrow  pointer location)
- Del** Delete selected print object
- Shift** Select one print object under another print object (hold **Shift** key down during selection)
- Tab** Sequentially select individual print objects (select any object then press **Tab** for next object)
- ↑** Move selected print object up
- ↓** Move selected print object down
- Move selected print object right
- ←** Move selected print object left