

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 <i>Data Entry Guide</i> dialog
Alt-O	Show Options menu
Alt-V	Show View menu
Alt-W	Show Window menu

Data-Selection 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)
Alt-H	Hide currently selected data (press Alt-H again to redisplay last hide)
Alt-S	Show all currently hidden data
Ctrl-Z	Undo last edit





Appendix B

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

Data-Selection Keys (Cont.)

Ctrl-Y	Redo last undo edit
Tab	(In <i>Multi-Page Preview</i> dialog) Jump to typed PDF Page Number

Data-Display Keys

Home	Default display setting, zooms to extents of data
Space	Zoom in/out at Arrow  pointer location (also zooms plan image in <i>PDF/TIF Multiple Page Selection</i> dialog)
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)
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

Plan Image Vectorization Keys

Esc	Cancels <i>Analyzing PDF Data</i> phase of vectorization process (if process is proceeding too slowly—typically due to lots of dashed contours)
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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 <i>Data Entry Guide</i> dialog
Alt-W	Show Window menu


Data-Selection/Editing Keys

Shift	Press Shift for cumulative select (deselect) of individual objects (special case: see Ctrl-L for cumulative Label Select using Shift)
Ctrl	Press Ctrl for cumulative select (deselect) of individual objects (special case: see Ctrl-L for cumulative Label Select using Ctrl)
Delete	Options: (1) Delete selected object(s); (2) Delete selected segment(s) of object
Esc	Options: (1) Deselect all selected data; (2) <u>AGTEK 4D Only</u> : 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	<u>AGTEK 4D Only</u> : When <i>Stake List Editor</i> 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)
Alt-S	Show all currently hidden data (except on layers <i>Unchecked</i> with Alt-B dialog)
Alt-X	Region selection tree dialog (Perimeter/Area/Region layers only)

Appendix B

Edit Mode Keyboard Shortcuts (Cont.)





Data-Selection/Editing Keys (Cont.)

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 two lines
Ctrl-V	Paste copied 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 <i>Point Label</i> or <i>Line Label</i> , including support of "*" wild card search character (AGTEK 4D allows selection by "blank" (unlabeled) search).
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	<u>AGTEK 3D Only</u> : Auto Pad utility (<i>use Ctrl-W in AGTEK 4D</i>); <u>AGTEK 4D Only</u> : Apply Template to 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 <i>Line Label</i> ; (3) if pairs of lines <i>that were created with the same Offset Line</i> (or <i>Apply Template</i>) <i>utility reference</i> are selected, the option to "Trim Between Lines" (trim and delete all lines between selected pairs of Offset/Template lines) is available.
Ctrl-W	<u>AGTEK 4D Only</u> : Auto Pad utility (<i>use Ctrl-P in AGTEK 3D</i>)
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 nearest 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 break other line objects)




Appendix B

Edit Mode Keyboard Shortcuts (Cont.)

Data-Selection/Editing Keys (Cont.)

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|--------------|--|
| F6 | Same function as F5 , but the data line <i>is not</i> broken at the new data point (can also be used to add additional points on other line objects) |
| F8 | Options: (1) Auto-increment elevation snap for 2D-3D CAD contour conversion; (2) <u>AGTEK 4D Only</u> : When <i>Stake List Editor</i> is open, adds specified point to <i>Stake List</i> |
| 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 <i>Elevation Scroll</i> (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 <i>Elevation Scroll</i>) Numeric keys (or "+", "-", ".") modify a selected data line point elevation via the Point Editor. |
| A – Z | (If Arrow  pointer is in the <i>Elevation Scroll</i>) Alphabetic keys display the Point/Line Label Editor. |




Data-Display Keys (Plan View Overlay)

- | | |
|---------------|--|
| O | Toggle plan view overlay off/on |
| Insert | <u>AGTEK 4D Only</u> : Re-import aligned image file for Arrow  pointer location |
| T | Toggle 3D Terrain view on/off (also cycles between display of 3D Terrain view and PDF or other background image) |
| J | <u>AGTEK 4D Only</u> : 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 | <u>AGTEK 4D Only</u> : 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); <u>AGTEK 4D Only</u> : Re-import aligned image file for Arrow  pointer location (if no objects selected) |
| Ctrl-I | Display Length and Area measures for selected object(s); <u>AGTEK 4D Only</u> : Re-import aligned image file for Arrow  pointer location (if no objects selected) |
| Z | <u>AGTEK 3D Only</u> : Toggle zoom to selected point on/off (use Options > Sticky Zoom menu in AGTEK 4D) |

Appendix B

Edit Mode Keyboard Shortcuts (Cont.)

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

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 the Print Preview Page
Alt-S	Show all hidden data (except on layers <i>Unchecked</i> 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 Terrain view off/on (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 between Land View and Sky View
R	Rotates view 15 degrees right
L	Rotates view 15 degrees left
U	Tilts view up
D	Tilts view down
Alt-I	Zoom view in
Alt-O	Zoom view out
Alt-R	Rotates viewer's perspective to right (view rotates to left)

Appendix B

Edit Mode Keyboard Shortcuts (Cont.)

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

Alt-L	Rotates viewer's perspective to left (view rotates to right)
Alt-U	Moves viewer's perspective up (view moves down)
Alt-D	Moves viewer's perspective down (view moves up)
Alt-P	Send current screen view to the 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 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 <i>Data Entry Guide</i> dialog
Alt-H	Show Help menu
Alt-W	Show Window menu






Data-Display Keys

Insert	<u>AGTEK 4D Only:</u> Re-import aligned image file for pointer location
I	<u>AGTEK 4D Only:</u> Re-import aligned image file for pointer location
Ctrl-I	<u>AGTEK 4D Only:</u> Re-import aligned image file for pointer location
T	Toggle 3D Terrain view on/off (also cycles between display of 3D Terrain view and PDF or other background image)
J	<u>AGTEK 4D Only:</u> 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
Alt-F	Toggle area/region hatch patterns on/off with Crosshair  pointer (<u>AGTEK 4D only</u>) or Arrow  pointer (AGTEK 3D and AGTEK 4D)







Appendix B

Entry Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Cont.)

Alt-P	Send current screen view to the Print Preview Page
Alt-S	Show all hidden data (except on layers <i>Unchecked</i> with Alt-B dialog)
Alt-V	Toggle background layers off/on (with Crosshair  pointer or Arrow  pointer)
F2	<u>AGTEK 4D Only</u> : 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-Entry Keys

L	Displays <i>Edit Point / Line Labels</i> 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 for Distance/Slope, Distance/OG Elevation, Discreet Distance/Slope, and Discreet Distance/Angle
Q	Reset Status Bar display to Distance/Slope (with Crosshair  pointer)
X	Cancels the relative coordinate reference established with F12 and resets the drawing coordinate system so that 0 degrees is up on the digitizer
Ctrl-V	Paste copied 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)
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 <u>AGTEK 4D</u> inserts a corresponding data point on the referenced line segment). F6 can also be used in <u>AGTEK 4D</u> 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 Crosshair  pointer (used in conjunction with the Discreet Distance/Angle Status Bar display). See related shortcut keys **Ctrl-Q**, **Q**, and **X** 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 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 <i>Data Entry Guide</i> dialog
Alt-H	Show Help menu
Alt-O	Show Options menu
Alt-U	Show Utility menu
Alt-V	<u>AGTEK 3D Only</u> : 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




Data-Editing Keys

Delete	Delete selected profile line
Ctrl-Y	Redo last undo
Ctrl-Z	Undo last command

Appendix B

Profile View Mode Keyboard Shortcuts (Cont.)

Data-Display

Insert	<u>AGTEK 4D Only</u> : Re-import aligned image file for pointer location
T	Toggle plan view cut/fill color shading on/off and/or toggle PDF or other background image on/off
J	<u>AGTEK 4D Only</u> : 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	<u>AGTEK 4D Only</u> : 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 <i>Data Entry Guide</i> dialog
Alt-H	Show Help menu
Alt-O	Show Options menu
Alt-U	Show Utility menu
Alt-V	<u>AGTEK 3D Only</u> : Show View menu
Alt-W	Show Window menu


Volume Calculation Keys

Ctrl-A	<u>AGTEK 3D Only</u> : Create bounding area for Report Region volume calculations
Ctrl-V	<u>AGTEK 3D Only</u> : Run Report Region area volume calculations
Alt-A	<u>AGTEK 4D Only</u> : Create bounding area for Report Region volume calculations
Alt-V	<u>AGTEK 4D Only</u> : 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
Space	Pause/resume volume calculations
I	On pause, displays incremental cross-section “walk-through”

Appendix B

Plan View Mode Keyboard Shortcuts (Cont.)




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 command |

Data-Display Keys

- | | |
|----------------|--|
| Insert | <u>AGTEK 4D Only:</u> Re-import aligned image file for pointer location |
| T | Toggle cut/fill color shading (and values) off/on and/or toggle PDF or other background image on/off |
| J | <u>AGTEK 4D Only:</u> 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 | <u>AGTEK 4D Only:</u> 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 the 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 |

Appendix B

Plan View Mode Keyboard Shortcuts (Cont.)

Data-Display Keys (Cont.)

↓	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 <i>Data Entry Guide</i> dialog
Alt-V	<u>AGTEK 3D Only</u> : Show View menu
Alt-W	Show Window menu

Volume Calculation Keys

Ctrl-A	<u>AGTEK 3D Only</u> : Create bounding area for Report Region volume calculations
Ctrl-V	<u>AGTEK 3D Only</u> : Run Report Region area volume calculations
Alt-A	<u>AGTEK 4D Only</u> : Create bounding area for Report Region volume calculations
Alt-V	<u>AGTEK 4D Only</u> : Run Report Region area volume calculations
Esc	Cancel volume calculations
Space	Pause/resume volume calculations
I	On pause, 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
Alt-F	Toggle area/region hatch patterns on/off
Alt-P	Send current screen view to the Print Preview Page

Appendix B

3D View Mode Keyboard Shortcuts (Cont.)

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

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 Terrain view off/on
C	Toggle compass display and location (on, left, center, right, off)
B	Toggle between Land View and Sky View
R	Rotates view 45 degrees right
L	Rotates view 45 degrees left
U	Tilts view up
D	Tilts view down
Alt-I	Zoom in
Alt-O	Zoom out
Alt-R	Rotates viewer's perspective to right
Alt-L	Rotates viewer's perspective to left
Alt-U	Moves viewer's perspective up
Alt-D	Moves viewer's perspective down
Alt-P	Send current screen view to the Print Preview Page
F1	Viewer's perspective from inside vehicle
F2	Viewer's perspective from 50' behind vehicle

Appendix B

3D View Mode Keyboard Shortcuts (Cont.)

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

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 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
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Data-Manipulation Keys (Plan View Overlay)

Ctrl-C	Copy Reference Surface data lines
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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 <i>Data Entry Guide</i> 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 <i>Data Entry Guide</i> 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 <i>Data Entry Guide</i> 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)
↑	Move selected print object up
↓	Move selected print object down
→	Move selected print object right
←	Move selected print object left