

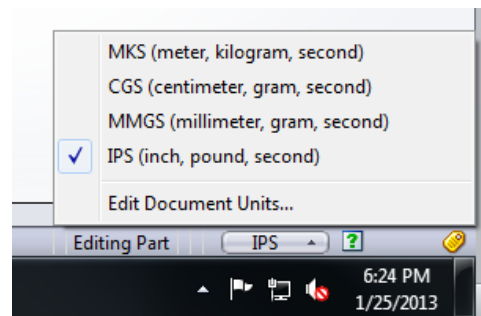
Shortcuts:

Shortcut - Action

1. Middle Click (click on the scroll wheel) - use to rotate part
2. Ctrl+Q - Force regen (Rebuild the entire model. Generally, use this before each time you save. It is better than the "stoplight")
3. W - Search SolidWorks commands
4. R - Browse recent documents (give a nice visual browser)
5. L - Line
6. S - Shortcut bar (this displays many useful commands and can be customized)
7. Ctrl+Z - Undo
8. Ctrl+Y - Redo
9. Ctrl+X - Cut
10. Ctrl+C - Copy
11. Ctrl+V - Paste
12. Ctrl+A - Select all
13. Ctrl+S - Save
14. Ctrl+Tab - Switch between open files in SW (can also be used to switch between tabs in an internet browser)
15. Ctrl+Shift+Tab - Switch between open files in SW, just in the other direction.
16. Alt+Tab - Switch between open programs
17. The "Delete" key can be used instead of Right Click -> Delete

Hints:

- If you need to change the **units** for a particular file, there is a box on the bottom right of SolidWorks where you can select unit options.
 - If you want to make a template with these dimensions as the default, first select the desired document properties. Then press Ctrl+S (save). Select "Part Template (*.prtdot)" under the "Save as type:" and name the file the desired template name. Make sure it is saved in a folder SW references for templates (this can also be modified, but try to avoid if unnecessary).
- **Keyboard shortcuts** can be changed and added if desired. First, make sure you have a file open in SW. Then, go to the dropdown menu under "Options" and select "Customize..." and select the "Keyboard" tab. I suggest making "M" measure, "E" extrude, "D" smart dimension, "C" circle, and "N" normal to (as in view -> normal to).
 - You can also customize visible toolbars from here ("Toolbars" tab) and add commands to existing toolbars ("Commands" tab)



- The commands in the **shortcut menu** ("S") can be changed by hitting "S" -> right click on the fly out -> Customize... and then drag and drop or rearrange commands in the menu.
- **Materials** can be applied to your part by right clicking on the "Material <not specified>" text in the FeatureManager Design Tree and either selecting from the list that appears (which can be customized) or clicking "Edit Material..." and browsing the materials library. Custom materials can also be created if necessary.
- The **appearance** of your part can be changed by either changing the material or pretty much clicking anything that has the blue, red, green, and yellow beach ball next to it. Right clicking on part features, right clicking on features in the FeatureManager Design Tree, and clicking "Appearance" in the heads-up menu (top center of screen) are just a few ways.