# Top 10 Things to Remember About Vectorworks

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>1. Object Info Palette</strong> (OIP)</td>
<td>Most important palette in Vectorworks. Look here first to edit or modify objects.</td>
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<td><strong>2. Tool Bar</strong> (Tool Modes)</td>
<td>For unexpected tool behavior, check your tool modes &amp; make sure the correct mode/preference is set.</td>
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<td><strong>3. Undo</strong></td>
<td>If you get stuck or something does not look right, undo it. In some cases, you may need to use ‘Esc’ first to get out of a tool.</td>
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| **4. Modifier Keys**                | 1. 2D Selection Tool  
2. Individually select objects or keep objects aligned when moving them  
3. To duplicate objects  
4. Pan (click + drag)  
5. Floating data display bar & locking in measurement in data fields  
6. Delete selected objects or backup one mouse click  
7. Get out of the tool you are using |
| **5. Smart Cursor Cues**            | Smart cursor cues give visual feedback when aligning objects or snapping to points.  
**Note:** The cursor will also change when editing or modifying objects, especially with the 2D selection tool. |
| **6. Views**                        | **Top/Plan** is the only 2D view, every other view is 3D  
**Note:** You should be working in Top/Plan the majority of the time. If you get lost in a view, return to a Top/Plan view and use the Fit to Page or Fit to Objects button in the View Bar. |
| **7. Layer and Class Visibilities/Options** | Be aware of your Layer & Class visibilities and option settings. For the most part, keep the **Class Options** set to **Show/Snap/Modify/Others**. You will change your Layer options more frequently to **Active Only**, **Gray/Snap Others**, or **Show/Snap Others**. If you can see an object, but can’t select it, Right Click on the object and choose **Force Select**. If you are having trouble finding an object, set all of your Classes to visible, then go through your Layers (Active only) one-by-one to find it. |
| **8. Clicking Behavior**            | Four types of clicking behavior: Single Click, Two Click, Three Click & Continuous Clicking tools. Each time you click, you’re telling Vectorworks something. **Note:** The majority of the tools in Vectorworks are Click-Click clicking behavior. There are only 5 times you click and drag in Vectorworks (Marque to select objects, Moving objects, Panning, 3D Fly over Tool and Walk through tool). |
| **9. Viewports**                    | To create a Viewport: View > Create Viewport  
Everything about a **Viewport** is controlled through the **Object Info Palette**. Double click on the **Viewport** to Crop or Annotate (dimension/add text/detail). |
| **10. Help/“What’s This”**          | Click on a Tool or Menu command to open the Vectorworks Help article to find out what a tool or command does. |
Basic Tool Palette

Floating data bar

Tab key brings up floating data display bar to lock in measurement in data fields.
Smart Cursor Cues

Snapping Palette
Classes