

# Scenic Design Tools and Hotkeys

Scenic Design Workspace  
Vectorworks 2026 and 2027

Install the workspace. Find the tool. Build the drawing.

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Can't find a tool? Press **F** to open Quick Search and search by name.

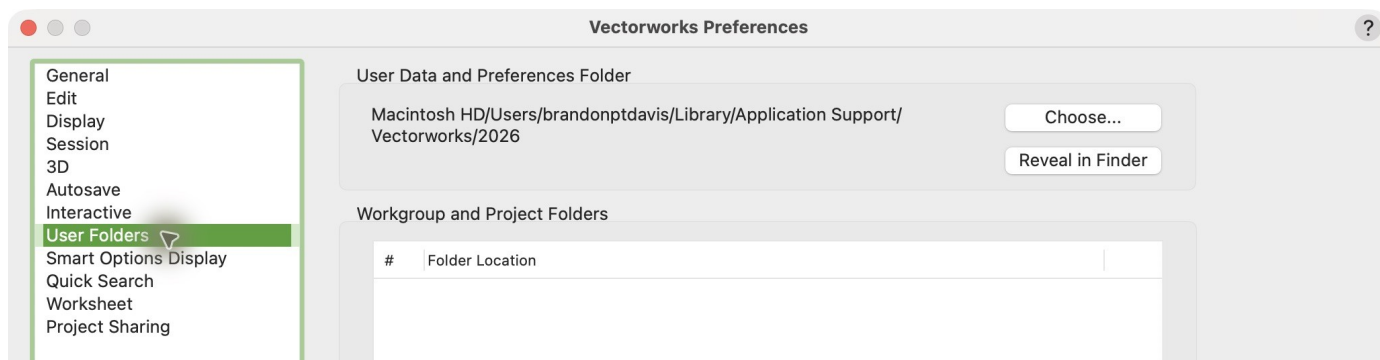
Use the installation guide first, then keep the grouped hotkey pages beside your drawing area.

# Install the workspace

Use the Scenic Design workspace file supplied for your Vectorworks version. A workspace file ends in .vww; it controls the menus, palettes, tools, and keyboard shortcuts.

## 1 Open the user folder

In Vectorworks, choose Tools → Options → Vectorworks Preferences. Select User Folders, then click Reveal in Finder on Mac or Explore on Windows.



Vectorworks 2026 on Mac. Use the button beneath the user-folder location; your folder path will show your own username.

## 2 Copy the workspace file

Open the year folder revealed by Vectorworks, then open its Workspaces folder. Copy the supplied .vww file into that folder. If the download is a ZIP, extract it first.

Keep the workspace in the user folder so Vectorworks updates preserve it. Keep an older workspace copy before replacing a file with the same name.

## Default folder locations

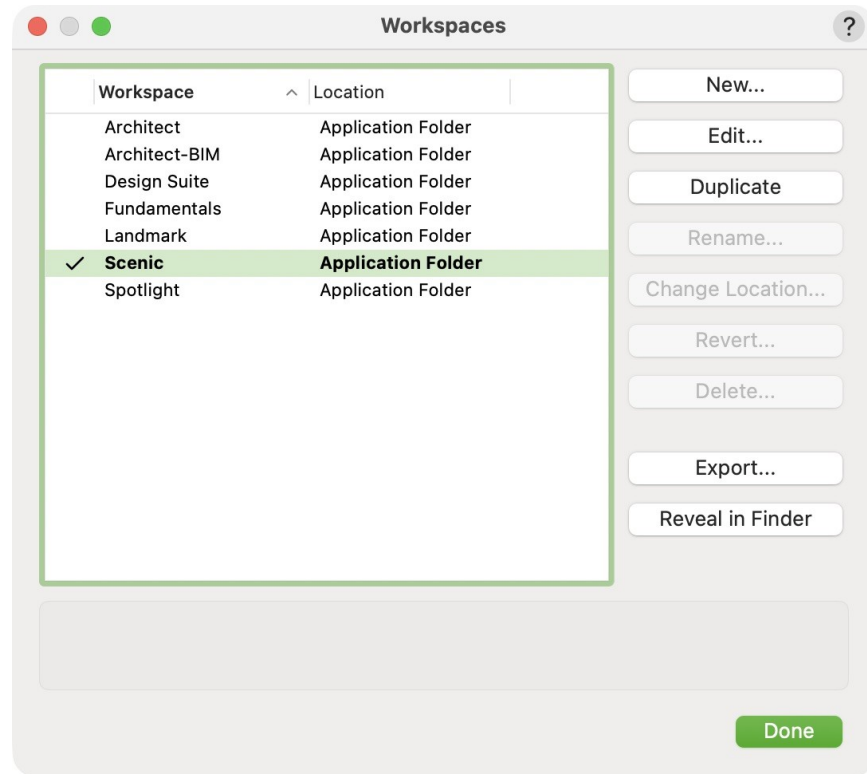
- 🍏 ~/Library/Application Support/Vectorworks/2026/Workspaces
- 🖥 %APPDATA%\Nemetschek\Vectorworks\2026\Workspaces

For Vectorworks 2027, use the 2027 folder and the workspace supplied for that version. If you use a custom user folder, the location shown in Preferences takes priority over these default paths.

# Activate the workspace

## 3 Restart and select

Save any open drawings, then quit and reopen Vectorworks. Choose Tools → Workspaces and select Scenic Design. The workspace name follows the supplied .vww filename.



The Workspaces dialog in Vectorworks 2026. This computer currently lists a workspace named Scenic; your installed course workspace should appear under the supplied filename.

## 4 Check the installation

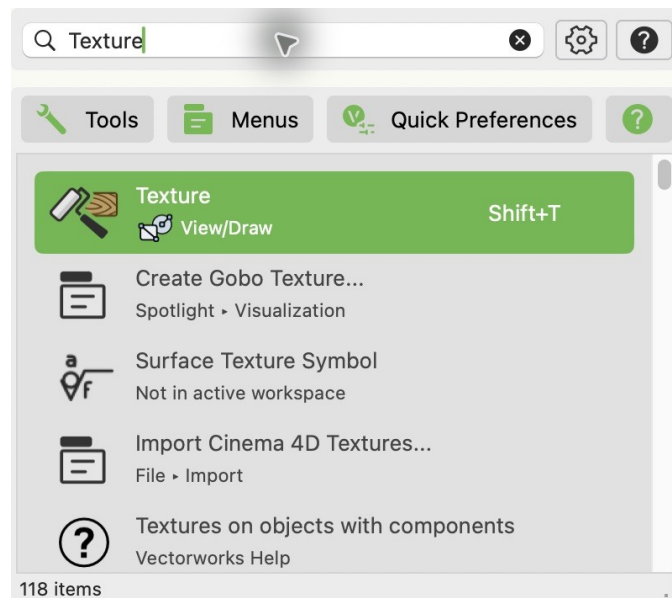
Press 4 to activate Rectangle, X to return to Selection, and Shift+T to activate Texture. Press F to open Quick Search. These keys should work while the drawing area is active.

### If the workspace does not appear

Check that the .vww file is directly inside Workspaces for the correct year, rather than inside a ZIP or another folder. Restart Vectorworks after correcting its location. Select Scenic Design and make sure the drawing area is active before pressing F.

# Find any tool

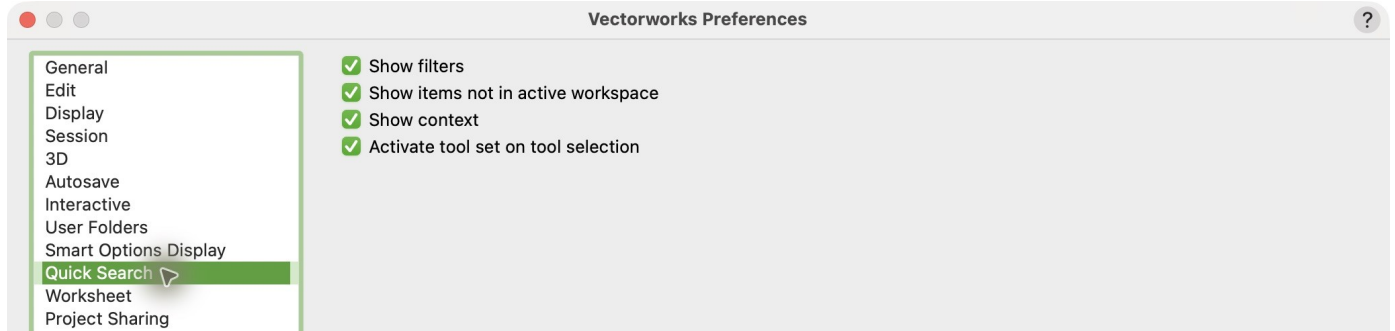
Can't find a tool? Press **F** and type its name. Choose a result to activate the tool or command.



Quick Search in Vectorworks 2026, with Texture entered in the search field.

## Search beyond the active workspace

In Vectorworks Preferences, select Quick Search and enable Show items not in active workspace. This includes additional tools and commands available with your license.



Vectorworks 2026 Quick Search preferences. The checked option expands the search beyond the active workspace.

# Core drawing tools

Use the number row for core drawing tools, then the task groups for related tools and commands. The icons identify the platform; all shortcut keys are bold.

Use the number row across the top of the keyboard.

| Tool or action |  |  | Use                                                     |
|----------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------|
| 2D Locus       | <b>0</b>                                                                          | <b>0</b>                                                                          | Place a reference point.                                |
| Text           | <b>1</b>                                                                          | <b>1</b>                                                                          | Add text to the drawing.                                |
| Line           | <b>2</b>                                                                          | <b>2</b>                                                                          | Draw a straight line.                                   |
| Arc            | <b>3</b>                                                                          | <b>3</b>                                                                          | Draw an arc.                                            |
| Rectangle      | <b>4</b>                                                                          | <b>4</b>                                                                          | Draw a rectangle.                                       |
| Polyline       | <b>5</b>                                                                          | <b>5</b>                                                                          | Draw a connected path with straight or curved segments. |
| Circle         | <b>6</b>                                                                          | <b>6</b>                                                                          | Draw a circle.                                          |
| Fillet         | <b>7</b>                                                                          | <b>7</b>                                                                          | Create a rounded connection between objects.            |
| 2D Polygon     | <b>8</b>                                                                          | <b>8</b>                                                                          | Draw a shape with straight edges.                       |
| Wall           | <b>9</b>                                                                          | <b>9</b>                                                                          | Draw architectural wall objects.                        |

Shortcut keys are shown in bold. Cmd means Command on Mac; Ctrl means Control on Windows. Opt means Option on Mac; Alt is its Windows counterpart.

# Related drawing tools

Hold Option on Mac or Alt on Windows while pressing the number key.

| Tool or action      | 🍏     | ⌘     | Use                                          |
|---------------------|-------|-------|----------------------------------------------|
| Symbol Insertion    | Opt+0 | Alt+0 | Place a symbol from the drawing's resources. |
| Callout             | Opt+1 | Alt+1 | Add a note with a leader.                    |
| Double Line         | Opt+2 | Alt+2 | Draw parallel lines.                         |
| Quarter Arc         | Opt+3 | Alt+3 | Draw a quarter arc.                          |
| Rounded Rectangle   | Opt+4 | Alt+4 | Draw a rectangle with rounded corners.       |
| Freehand            | Opt+5 | Alt+5 | Draw a freehand path.                        |
| Oval                | Opt+6 | Alt+6 | Draw an oval.                                |
| Chamfer             | Opt+7 | Alt+7 | Create a beveled connection.                 |
| Double-Line Polygon | Opt+8 | Alt+8 | Draw a polygon using parallel edges.         |

# Tool modes and search

| Tool or action        | 🍏 | ⌘ | Use                                                |
|-----------------------|---|---|----------------------------------------------------|
| First mode group      | U | U | Cycle the first group of options on the tool bar.  |
| Second mode group     | I | I | Cycle the second group of options on the tool bar. |
| Quick Search          | F | F | Find a tool or command by name.                    |
| Smart Options Display | D | D | Open contextual options near the cursor.           |

Use U and I to cycle tool options. The available options change with the active tool.

# Editing and materials

| Tool or action    | 🍏       | ⌘       | Use                                                    |
|-------------------|---------|---------|--------------------------------------------------------|
| Selection         | X       | X       | Select and move objects.                               |
| Reshape           | -       | -       | Edit vertices and object geometry.                     |
| Select Similar    | W       | W       | Select objects with matching properties.               |
| Eyedropper        | E       | E       | Transfer attributes between objects.                   |
| Rotate            | R       | R       | Rotate objects.                                        |
| Mirror            | =       | =       | Create a mirrored copy or mirror an object.            |
| Offset            | O       | O       | Create parallel or concentric geometry.                |
| Trim              | S       | S       | Remove portions of intersecting geometry.              |
| Split             | K       | K       | Divide objects.                                        |
| Connect/Combine   | L       | L       | Connect or combine compatible objects.                 |
| Move by Points    | Shift+M | Shift+M | Move or duplicate objects using reference points.      |
| Tape Measure      | T       | T       | Measure distances without creating a dimension object. |
| Attribute Mapping | A       | A       | Adjust the placement of supported fills and textures.  |
| Texture           | Shift+T | Shift+T | Apply a texture to an object or an individual face.    |

**Move by Points** **Shift+M** — move or duplicate objects from one reference point to another.

## Working with textures

Use Texture to apply a material to an object or a face. Use Attribute Mapping to adjust the placement of a supported texture or fill.

Texture is included in the official 2026 and 2027 tool inventories.

# Modeling tools

| Tool or action    | 🍏       | ⌘       | Use                                        |
|-------------------|---------|---------|--------------------------------------------|
| Push/Pull         | P       | P       | Extend or recess a solid face.             |
| Set Working Plane | Shift+1 | Shift+1 | Set the plane on which you draw.           |
| 3D Locus          | Shift+0 | Shift+0 | Place a reference point in 3D space.       |
| Sphere            | Shift+3 | Shift+3 | Create a sphere.                           |
| NURBS Curve       | Shift+7 | Shift+7 | Draw a curve in 3D space.                  |
| Fillet Edge       | Search  | Search  | Round solid edges.                         |
| Chamfer Edge      | Shift+J | Shift+J | Bevel solid edges.                         |
| Shell Solid       | Shift+G | Shift+G | Create a shell with a specified thickness. |
| Loft Surface      | Shift+K | Shift+K | Create a surface between curves.           |
| Extract           | Shift+L | Shift+L | Extract geometry from an object.           |

“Search” means open Quick Search with F and enter the tool’s name. Fillet Edge has no dedicated key in this workspace.

# Modeling commands

| Tool or action   | 🍏           | ⌘            | Use                                               |
|------------------|-------------|--------------|---------------------------------------------------|
| Extrude          | Cmd+E       | Ctrl+E       | Give a planar shape depth.                        |
| Add Solids       | Cmd+Opt+A   | Ctrl+Alt+A   | Combine solids into one solid.                    |
| Subtract Solids  | Cmd+Opt+S   | Ctrl+Alt+S   | Remove one solid’s volume from another.           |
| Create Symbol    | Cmd+K       | Ctrl+K       | Create a reusable resource from selected objects. |
| Compose          | Cmd+Shift+C | Ctrl+Shift+C | Combine compatible segments into a single object. |
| Convert to Group | Cmd+Shift+U | Ctrl+Shift+U | Convert a supported object into a group.          |

Also available through search: Deform for shaping solids.

# Views and presentation

| Tool or action     | 🍏       | ☐       | Use                                             |
|--------------------|---------|---------|-------------------------------------------------|
| Pan                | H       | H       | Move the drawing view.                          |
| Zoom               | C       | C       | Change the magnification of the drawing view.   |
| Flyover            | Shift+C | Shift+C | Orbit the view around the model.                |
| Walkthrough        | Shift+W | Shift+W | Move through the model from a viewing position. |
| Renderworks Camera | Q       | Q       | Create a camera for a presentation view.        |
| Light              | Shift+Z | Shift+Z | Place a light object.                           |

# Drawing annotations

| Tool or action               | 🍏       | ☐       | Use                                         |
|------------------------------|---------|---------|---------------------------------------------|
| Drawing Label                | Shift+D | Shift+D | Label a drawing or viewport.                |
| Constrained Linear Dimension | N       | N       | Dimension horizontal or vertical distances. |
| Angular Dimension            | .       | .       | Dimension an angle.                         |
| Radial Dimension             | ,       | ,       | Dimension a radius or diameter.             |

Also available through search: Unconstrained Linear Dimension, Data Tag, and Title Block Border.

# Snapping and cursor actions

| Tool or action               | 🍏 | ☐ | Use                                                         |
|------------------------------|---|---|-------------------------------------------------------------|
| Snap Loupe                   | Z | Z | Magnify the area around the cursor.                         |
| Set Smart Point or Snap Lock | [ | [ | Acquire a smart point, edge, or vector snap lock.           |
| Set Datum                    | ] | ] | Set a temporary reference for coordinate entry.             |
| Automatic Working Plane      | \ | \ | Toggle automatic working plane selection.                   |
| Suspend Snapping             | ` | ` | Temporarily suspend snapping.                               |
| X-ray Select Mode            | B | B | Access geometry obscured in rendered views.                 |
| Coincident Selection         | J | J | Choose among overlapping objects.                           |
| Close Polygon or Path        | Y | Y | Close a supported polygon, polyline, wall network, or path. |

# Workspace configuration

For the workspace author: use these assignments when configuring the native Scenic Design workspace files. The installation pages are for students using the completed .vww file.

## Workspace setup

The shortcut assignments below guide configuration in the Workspace Editor. Complete this setup separately in Vectorworks 2026 and 2027 for each platform.

Assign Quick Search to F. Access Fillet Edge through search or its palette.

Clear mode-group shortcuts 3 through 6 to free O, P, [ and ]. Clear the shortcuts for Repeat Last Command and Toggle Smart Cursor Cues to free R and Y.

Assign the editing and modeling tool keys shown in this reference. Clear Rotate View's Shift+W assignment so Walkthrough can use it.

Assign Create Symbol to Cmd+K / Ctrl+K, Compose to Cmd+Shift+C / Ctrl+Shift+C, and Convert to Group to Cmd+Shift+U / Ctrl+Shift+U.

Assign Drawing Label to Shift+D. On Windows, clear that key from Window. Check both platforms for remaining conflicts before saving.

Enable "Show items not in active workspace" in Quick Search preferences so students can find additional licensed tools.

## Version coverage

The selected tool names were checked against the official Vectorworks 2026 and 2027 tool inventories. The first 2026 workspace build has been loaded in Vectorworks on macOS, and key editing tools and Quick Search have been tested. Vectorworks 2027 and Windows behavior still require testing before classroom distribution.

## Vectorworks references

[Vectorworks 2026 keyboard shortcuts](#)

[Vectorworks 2026 commands and tools](#)

[Vectorworks 2027 keyboard shortcuts](#)

[Vectorworks 2027 commands and tools](#)

[Quick Search preferences](#)