Art 305

Group Art Lesson

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FAQ Sheet

* For easier use of Sketchup when using a laptop, it is best to use a mouse rather than just the touchpad.
* There is an ‘Instructor’ window that will appear upon opening the program. If you keep this window open, it will provide detailed explanations of the functions of each tool you click on while working. If you close it and want to find it later, click on Window > Instructor.
* For exact measurements when making a line, square, etc., start to make the shape (continue to hold onto it with the mouse or enter key) and then type the number (e.g., 20’, 20’) in the lower hand right box and press enter.
* If you want to change the quality of the sketch lines and shapes, click on Window > Styles and select a style from the Style window that appears.
* You want to find pre-built user-made models of add ons (e.g., shelves, famous buildings, rooms, etc.) to include in your design go to Google’s [3D Warehouse](http://sketchup.google.com/3dwarehouse/). Click on File > 3D Warehouse > Get Models.
* To select everything (that isn’t hidden): In Windows click CTRL + A and in MAC click Command + A.
* To select everything inside a selection box: Click and drag from left to right.
* To make a copy with the move or rotate tools: In Windows press CTRL and in MAC press Option.
* Here are some short cut keys:

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|  |
| Line | L |
| Eraser | E |
| Select | Spacebar |
| Move | M |
| Circle | C |
| Arc | A |
| Rectangle | R |
| Push/Pull | P |
| Offset | O |
| Rotate | Q |
| Scale | S |
| Zoom Extents | Shift+Z |
| Paint Bucket | B |