

# ArcGIS® Desktop

---

A Selection of Time-Saving Tips and Shortcuts



## Map Navigation

Function	Shortcut	Availability
Refresh and redraw the display	F5	9.1, 9.2
Suspend the map's drawing	F9	9.1, 9.2
Zoom in and out	Roll the mouse wheel backward and forward. Hold down Ctrl for a finer zoom. To switch direction of the mouse roll, go to Tools > Options > General tab.	9.2
Center map	Click mouse wheel. Ctrl + click to center and zoom in.	9.2
Pan	Hold down mouse wheel and drag	9.2
Zoom in on box you define	Ctrl + drag mouse wheel	9.2
Temporarily change to Zoom In tool	Hold down Z	9.2
Temporarily change to Zoom Out tool	Hold down X	9.2
Temporarily change to Pan tool	Hold down C	9.2
Temporarily change to Continuous Zoom/Pan tool	Hold down B	9.2
In layout view, apply the navigation to the data frame rather than the page	Shift + navigation shortcuts	9.2
Nudge or scroll map	Arrow keys or Home, End, Page Up, Page Down	9.2
Go back to the previous extent	<	9.2
Go forward to the next extent	>	9.2
Open context menu of useful shortcuts to various commands	Right-click map in data view with any tool	9.2
Toggle among Zoom In tool, Zoom Out tool, or Pan tool when one is active	F6	9.2
Full Extent	Insert	9.2
Zoom to layer's extent	Alt + click layer name in the table of contents	9.2

## Table of Contents

Function	Shortcut	Availability
Put keyboard focus on the table of contents	F3 (or click the table of contents)	9.1, 9.2
Put keyboard focus on the map	Esc (or click the map)	9.1, 9.2
Expand/Contract selected items	Left/Right arrows or + and - keys	9.1, 9.2
Expand/Contract all the items at that level	Ctrl + click an expansion control	9.1, 9.2
Turn on/off selected layers	Spacebar	9.1, 9.2
Turn on/off all layers	Ctrl + spacebar	9.1, 9.2
Turn on/off all layers at that hierarchical level or all selected layers	Ctrl + click a check box	9.1, 9.2
Activate data frame	F11 (or Alt + click a data frame)	9.1, 9.2
Cycle through each data frame and activate it	Ctrl + Tab	9.1, 9.2
Open context menu for selected item	Application key (or Shift + F10)	9.1, 9.2
Rename selected item	F2	9.1, 9.2
Open properties dialog box of a selected item	F12 (or Enter)	9.1, 9.2
Select multiple layers in the table of contents	Ctrl + click or Shift + click	9.1, 9.2
Copy layers inside a data frame instead of reordering them, or move layers between data frames instead of copying	Hold down Ctrl and drag and drop	9.1, 9.2

## Tables

Open context menu of field management shortcuts	Right-click field name	9.1, 9.2
Open context menu of selection and navigation shortcuts	Right-click gray cell to the left of a record	9.2
Open table for any item in the table of contents	Ctrl + double-click	9.2
Open tables for selected items in table of contents	Ctrl + T	9.2
Close all open table windows	Ctrl + Shift + F4	9.2

**Tables** (Continued)

<b>Function</b>	<b>Shortcut</b>	<b>Availability</b>
Sort field	Double-click field name	9.2
Turn off field	Ctrl + double-click field name	9.2
Zoom in and out on table window	Ctrl + roll mouse wheel	9.2
Toggle Show All and Show Selected views	Ctrl + Tab	9.2
Select all records	Ctrl + A (or Shift + click top left gray cell)	9.2
Deselect all records	Ctrl + Backspace (or click top left gray cell)	9.2
Switch selection	Ctrl + U (or Ctrl + click top left gray cell)	9.2
Deselect row	Backspace	9.2
Work sequentially through table, selecting each record in turn	Ctrl + Enter	9.2
Go to cell below	Enter	9.2
Go to cell to right and wrap around to next row down	Tab	9.2
Go to first cell in the current column	Ctrl + Up arrow	9.2
Go to last cell in the current column	Ctrl + Down arrow	9.2
Zoom to selected features	Ctrl + Shift + =	9.2
Flash the current feature	Ctrl + 8	9.2
Zoom to the current feature	Ctrl + =	9.2
Pan to the current feature	Ctrl + P	9.2
Identify the current feature	Ctrl + I	9.2
Zoom to feature represented by a record and select it	Hold down Ctrl + double-click to select and pan	9.2
Start or stop an edit session	Ctrl + Shift + E	9.2
Copy cell value onto the clipboard	Ctrl + C	9.2
Copy selected records onto the clipboard	Ctrl + Shift + C	9.2
Start editing a cell	F2	9.2
Cancel editing and restore cell's original value	Esc	9.2
Delete the selected records	Delete (or Ctrl + D)	9.2

## All Editing Tools

Function	Shortcut	Availability
Show vertices of features near your cursor	V	9.1, 9.2
Temporarily suspend snapping (especially useful when tracing along features)	Spacebar	9.1, 9.2

### Sketch Tool

Create a segment parallel to an existing one	Ctrl + P	9.1, 9.2
Create a segment perpendicular to an existing one	Ctrl + E	9.1, 9.2
Create a segment at an exact angle	Ctrl + A	9.1, 9.2
Create a segment at an exact length	Ctrl + L	9.1, 9.2
Create a segment at an exact angle and length	Ctrl + G	9.1, 9.2
Enter coordinate by value	F6	9.1, 9.2
View the snapping tolerance represented as a circle around your cursor	T	9.1, 9.2
Delete the sketch	Ctrl + Delete	9.1, 9.2
Finish the sketch	F2	9.1, 9.2
Finish a part of the sketch to create a multipart feature	Shift + double-click	9.1, 9.2
Undo last edit	Ctrl + Z	9.1, 9.2


### Edit Tool

Move the selection anchor	Ctrl	9.1, 9.2
Toggle through selected features within the selection tolerance to select correct one when there are multiple overlapping features	N	9.1, 9.2
Toggle among Edit, Sketch, and Edit Annotation tools when one is active	E	9.1, 9.2

### Editing Tips and Time-Savers

When editing in ArcMap™, you can do on-the-fly unit conversion if you specify the unit type when you type a distance. When you enter a distance into a pop-up window, press F1 to get a list of the unit abbreviations you can use.	9.1, 9.2
Use the sticky move tolerance on the Editing Options dialog box to set a minimum number of pixels your pointer must move on the screen before a selected feature is moved. This helps prevent features from being accidentally moved small distances when they are clicked with the Edit tool.	9.1, 9.2
Customize the Editor toolbar to move the Start Editing, Stop Editing, and Save Edits commands onto the toolbar itself. Once moved, right-click each control and choose Image Only to show it as a button you can access with just one click.	9.1, 9.2

## Tips and Time-Savers

Shortcut	Availability
In any application, click Tools > Customize to enter customization mode where you can drag controls around to rearrange the user interface the way you want.	9.1, 9.2
Access context-sensitive help by clicking the What's This tool  and clicking any command or button. To get context-sensitive help for a command on a context menu, highlight the command and press Shift + F1.	9.1, 9.2
In ArcCatalog™, drag a folder onto the entry at the top of the Catalog tree to create a folder connection to it.	9.1, 9.2
Rename your folder connections in ArcCatalog to give them more meaningful names.	9.2
Use the Window > Viewer command or the Create Viewer Window tool on the Data Frame Tools toolbar to set up custom viewer windows. Viewer windows are fully functioning live ArcMap displays, so all tools and navigation shortcuts work inside them.	9.2
In the Catalog tree, drag and drop your most frequently used coordinate systems into the top level of the Coordinate Systems folder for quick access to them on dialog boxes.	9.2
Control how far out the Full Extent button will take you by setting the full extent property on the Data Frame Properties dialog box.	9.2
In a table, calculate area, length, perimeter, centroid, and point coordinates by right-clicking the name of a text or numeric field and choosing Calculate Geometry.	9.2
The Results tab on the ArcToolbox™ window keeps a record of all the geoprocessing you have done.	9.2
Right-click any tool in the ArcToolbox window and click Batch to execute a single tool multiple times with different inputs without your intervention.	9.2

## Additional ArcGIS Resources

What's New in ArcGIS: [www.esri.com/whatsnew](http://www.esri.com/whatsnew)

ArcGIS Desktop Help Online: [www.esri.com/webhelp](http://www.esri.com/webhelp)

Support: [www.esri.com/support](http://www.esri.com/support)

Training: [www.esri.com/training](http://www.esri.com/training)

Books: [www.esri.com/esripress](http://www.esri.com/esripress)

