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OCAD Tips with Keyboard and Mouse

Navigation

- **Show Entire Map**
- **Move view, zoom in, zoom out** → see *Keyboard and Mouse*
- **Display all windows next to each other** → Menu Window > Tile > Horizontally/Vertically

Drawing

- **Continue an existing line or expand areas objects:** Shift + Drawing tool
- **Following Existing Objects:** Ctrl + Drawing tool
- **Draw horizontal or vertical lines:** Press the Alt key while drawing
- **Enable Live Preview:** Options → OCAD Preferences → Drawing and Editing
- **Activate Legibility tools**: Options → OCAD Preferences → Drawing and Editing
- **In Draft mode** (View → Draft mode), the map and all background maps are transparent
    - Intensity can be adjusted continuously
    - **Attention:** PDF's can only be exported in Normal mode
- **Manage Background Maps**
    - Dim, Transparency, assign Spot Color. (e.g., Vegetation maps, Hillshading maps)
    - Change the order of background maps

Select

- **Select multiple objects** with pressed Shift key
- **Selecting by symbols:** click symbol(s) in the symbol box with the right mouse button → Select Objects by Symbol → All objects with this symbol are selected.
    - Use Shift and Ctrl key to select multiple symbols
    - Press to display the selected objects in sequence and center the map accordingly
- **Select all objects:** Select → Select All (incl. protected and hidden objects!)
- **Select by property:** Select → Select by Property (e.g. small areas)
- **Select by date**: Select → Select by Date (e.g. objects created or changed since 13:45)

Editing

- **Delete vertices from line or surface:** Ctrl +
- **Inserting vertices in line or surface:** Shift+Ctrl +
- **Move Parallel**: Move and/or duplicate parallel (e.g., parallel sidewalks, etc.)
- **Reshape**: for post-processing contours, thickets, etc.
- **Move segments:** on segment + drag (must be activated in Preferences)
- **Move single vertex with arrow keys**: Double-click on vertex + arrow keys
- **Move neighboring Segments and congruent Vertices in one single step**: Tab +

Varia

- **Symbols mode Normal (Visible and Selectable), Protected or Hidden:** Click on the symbol in the symbol box with the right mouse button: Select Normal (F2), Protect Objects (F3) or Hide Objects (F4)
- **Map Extract:** Map → Export Part of Map
- **Make OCAD faster:**
    - Clean up file from time to time: Map → Optimize/Repair...
    - Delete unused colors and symbols

OCAD Shortcuts

Drawing/ Editing	Get latest used drawing tool	P
	Change to the Select Object and Edit Vertex mode	A
	Change to the Select and Edit Object mode.	V
Symbol	Normal (Visible and Selectable)	F2
	Protect Objects	F3
	Hide Objects	F4
View	Redraw	F5
Background Map	Adjust a Background Map	F9
	Hide all Background Maps	F10

Keyboard and Mouse

Navigation

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Space + Mouse Drag OR Mouse Wheel Down	Move the view
Ctrl + Mouse Wheel OR Ctrl +/-	Zoom in/Zoom out
Mouse Wheel	Move the view vertically
Shift + Mouse Wheel	Move the view horizontally

Drawing

Shift + ⟋	Continue an existing line or expand areas objects
	Circle: Drawing circular objects from the center point
Ctrl + ⟋	Following Existing Objects
Alt + ⌐	Draw horizontal or vertical
Backspace	Delete last vertex

Editing

Shift + ▷ or	Object not selected: add to the selected objects
Shift + ▶	Selected object: remove from selected objects
	Keep right angle when moving a corner (e.g. building)
Ctrl + ▷	Remove Vertex
◼ + Ctrl+ Mouse	Remove Vertex with *Mouse Over*
Shift+Ctrl + ▷	Add Vertex (Normal Vertex)
Ctrl + Space + ▷	Change Vertex Type
Alt + ▷	Select an object under an already selected object
Arrow Keys	Move selected objects (fine tuning)
Shift + Arrow Keys	Move selected objects (fast)
Alt + ⟋	Select next object for reshaping
Alt + ✄	Select next line for cutting
Ctrl+ ✄	Insert a virtual gap