



KEYBOARD SHORTCUTS FOR AUTODESK® VAULT COMMANDS

Get work done quickly

Vault Client Shortcuts

Keyboard shortcuts that you can use with standalone Vault.

Command		Shortcut
Paste	Ctrl V	
Open	Ctrl O	
Print	Ctrl P	
Cut	Ctrl X	
Copy	Ctrl C	
Paste as link	Ctrl Alt V	
Select All	Ctrl A	
Delete	Ctrl D	
Edit Properties...	Ctrl E	
Move to Folder...	Ctrl Shift V	
Refresh	F5	
Find	Ctrl F	
Manage Ownership...	Ctrl M	
Update	Ctrl U	
Go to Item	Ctrl Click Item icon	
Open Item from File	Ctrl Shift Click Item icon	
Change Item Number	Ctrl H	
Check In...	Ctrl I	
Check Out...	Ctrl O	
Go to Working Folder	Ctrl W	
Help	F1	
Back	Ctrl Left	
Forward	Ctrl Right	

Vault Add-ins Shortcuts

Keyboard shortcuts for fast access to functionality without the use of a mouse.

Command		Hotkey Combination
Go to Vault	Alt U ▶ G	
Log In	Alt U ▶ L	
Log Out	Alt U ▶ O	
Open	Alt U ▶ E	
Go to Workspace	Alt U ▶ A ▶ TW	
Refresh	Alt U ▶ R	
Check In	Alt U ▶ H	
Check Out	Alt U ▶ K	
Undo Check Out	Alt U ▶ U	
Vault Options	Alt U ▶ V	
Update Properties	Alt U ▶ D	
Change State	Alt U ▶ NG	
Note: Available in Vault Professional and Vault Workgroup		
Get Revision	Alt U ▶ TR	
Note: Available in Vault Professional and Vault Workgroup		
Revise	Alt U ▶ I	
Note: Available in Vault Professional and Vault Workgroup		
Manage Ownership	Alt U ▶ M	
Note: Available in Vault Professional and Vault Workgroup		



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Shortcuts for Copy Design

Keyboard shortcuts that you can use within the Copy Design dialog.

Command		Hotkey Combination	
File Menu		View Menu	
Log In	Alt F ▶ I	Panels	Alt V ▶ P
Log Out	Alt F ▶ G	Grid View	Alt V ▶ G
Save	Alt F ▶ Q	Show Grid Lines	Alt V ▶ L
Save As	Alt F ▶ S	Show Banding	Alt V ▶ B
Load	Alt F ▶ L	Show Drawing View	Alt V ▶ D
Add Files	Alt F ▶ A	Show Children	Alt V ▶ C
Clear Root Node	Alt F ▶ C, Ctrl N	Automatic Column Sizing	Alt V ▶ O
Execute Copy	Alt F ▶ E, Ctrl E	Find	Alt V ▶ F, Ctrl F
Exit	Alt F ▶ X, Ctrl Q	Find and Replace	Ctrl H
		Refresh	Alt V ▶ R, F5
Action Menu			
Copy	Alt A ▶ P	Copy Branch To	Alt A ▶ T
Copy All	Alt A ▶ A	Reuse	Alt A ▶ R
Copy To	Alt A ▶ O	Reuse All	Alt A ▶ L
Copy Top Nodes	Alt A ▶ N	Reuse Branch	Alt A ▶ E
Copy Branch	Alt A ▶ B	Replace	Alt A ▶ P
		Exclude	Alt A ▶ X
		Detach	Alt A ▶ D
		Clear Action	Alt A ▶ A, Ctrl Z
		Go To	Alt A ▶ G, Ctrl G
Options Menu		Help Menu	
Numbering Scheme	Alt O ▶ N	Link Drawings with Model	Alt O ▶ L
Action Rules	Alt O ▶ A	Select References	Alt O ▶ S
Automatically Copy Parents	Alt O ▶ C	Help	F1
		About	Alt H ▶ A