



Productivity Tips Using the Mouse

Drag / Pan your View

Click and hold the middle mouse button (scroll wheel) to turn your cursor into a hand that allows you to drag and pan your view. Available in plan or 3D view.

Move Objects More Precisely into Corners

Move objects more precisely into corners by grabbing the corner edit handle and pressing the middle mouse button.

Continuous Draw Mode

In wall mode click and drag with your right mouse button to draw the first wall. Now you can left click once to end a wall and automatically be in continuous wall drawing mode. Left click once to end each subsequent wall.

Arch a Wall or Curve Stairs

Select a wall. Right click on an end point and drag to arch a wall. This also works for creating curved stairs, railings, fences, and lines.

Drawing Stairs

Left click and drag out stairs to draw stairs from the floor you are on up to the floor above. Right click and drag to draw stairs from the floor you are on down to the floor below.

Move an Object More Freely

Select an object, then click the right mouse button for less restrictive movement. Right click to rotate and object to any angle.

Array Copy Tool

To create a grid of objects. Select an object. Click on the multiple copy tool. Right click on the object you'd like to copy and slide right or left to create a row of objects. Release right mouse button and move the mouse up or down to create columns. Click the left mouse button to end your array. Can be used in plan or elevation view.

Alternate Camera View

Left click and drag for a standard rendering technique view. With your alternate camera view assigned in your camera default settings, right click and drag for your alternate rendering technique view.



Productivity Tips Using the Mouse and Keyboard Modifiers

Alternate Camera View

Left click and drag for a standard rendering technique view. With your alternate camera view assigned in your camera default settings, right click and drag for your alternate rendering technique view.

Arch a Wall or Curve Stairs

Select a wall. Left click on an end point while pressing the Alt key and drag to arch a wall. This also works for creating curved stairs, railings, fences, and lines.

Orbit in Camera View

In select mode, hold down the Alt key and your middle mouse button to orbit.

Move an Object More Freely

Select an object with your left mouse button and hold down the Ctrl key to override snapping and bumping allowing free movement of an object.

Proportional Resize

Hold X key while grabbing a corner handle with your left mouse button to resize an object and keep the proportions in tact. Available for CAD objects.

Concentric Resize

Hold the C key while grabbing a corner handle with your left mouse button to resize concentrically. Available for CAD objects and openings.

Fillet Corners

Hold the F key while grabbing a corner handle with your left mouse button to create a curved or arched corner. Available for CAD objects.

Productivity Tips: Using Library Painters

Swap out Cabinet Components and More

Browse to your favorite cabinet brand in the library browser. Select a cabinet door. Hoover over the existing cabinet door. The icon will change and you can “paint on the new selection.” This works for cabinet hardware, feet, and millwork, as well as balusters, newels, railing, and moldings. Available in plan and 3D views.

Distributed Garden Beds

Find another plant in the library browser, and hoover over the distributed garden bed to replace existing plants, or hoover and press the Alt key to place the plant in the garden as an addition rather than a replacement.



Productivity Tips for Navigating Dialogs

Save Dialog Size and Position

Open Preferences. Go to the General panel. Click the dot next to Always under Save Dialog Size and Position. Check the box next to Open Dialog to the Last Panel Visited if you want to do just that.

Move Between Fields in a Dialog

To quickly move between fields in a dialog box, press the Tab key to go to the next field in the sequence. Press Shift + Tab to move to the previous field.

Move Between Panels in a Dialog

Hold down the Ctrl key and press Tab to cycle through the panels on the side of the dialog.

Change Multiple Materials at Once

In the materials panel, select multiple components of an object by holding down the shift key while you click. Components will be highlighted between the first and last selected. To select only specific components to change, hold the Ctrl key while you click only those you wish to change. Make your changes by clicking Select Material.

Math in the Dialog

In the dialogs or dimension entry fields throughout, as an example, type + 6 for plus 6 inches, then hit the Tab key to refresh and Chief will add 6 inches to that value for you right in the dialog. Chief recognizes addition, subtraction, multiplication and division.

Move an Object Precisely

Select an object with the left mouse button. Begin to Drag the object in a particular direction and press the Tab key to open the Enter Coordinates dialog where you can enter the exact amount that you want your object moved.

Set Hot Keys

Select the Tools menu, under Toolbars and Hotkeys, choose Customize your Hotkeys and type in whatever you want your Keyboard shortcut to be.

Customize the Toolbar with Objects from your Library

Go to the Tools menu, select Toolbars and Hotkeys, then Customize Toolbars, make a new toolbar for Place Library Item and drag it onto the screen, click on it and make a shortcut to any item in your library browser.

Make a Copy of an Object

Click on the object, click on the copy tool, then drag the object from the center move tool for a copy

Productivity Tips for Saved Plans & Templates

Set Plan View Defaults

Within the same model and plan file, generate views that are scaled properly, with the right layers turned on, and with a specific set of defaults that you have defined for each view.

Opening Plan Views

Switch easily between different plan views in the drop down in the menu bar or open multiple plan views from the project browser so you can swap between tabs and make adjustments easily.