**CAP / CET**

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| **CAP command** | **How to do it in CET** |
| **CopyRotate** | 1. Select objects to Copy, type **A** (Paste Selection). 2. Click-and-hold where you would like to place the selection. 3. Drag the mouse to rotate. |
| **MoveRotate** | Select the object(s) to move, and drag them to the desired location. Once placed, Click-and-drag on the rotation node on the center of the selection. |
| **Ortho for copying** | \* Turn on "Use movement aid" in the Control Panel. This will create a pink line to show straight angles while copying. \* Use the Arrange menu or Replicate tools to copy multiples in a set direction. |
| **Ortho while placing** | \* Set Angle Step to 45 or 90 degress in the Control Panel \* Use the arrow keys to specify direction \* For some tools, set angle in the properties box |
| **Move a specific distance/direction** | Select object(s) to move. Select the Position tool. Select a point on the selected objects. Set the distance and angle in the properties box. |
| **Copy a specific distance** | \* Turn on "Use movement aid" in the Control Panel. This will create a pink line to show straight angles while copying. While movement aid is active, type a distance in the properties box. \* Use the Arrange menu or Replicate tools. |
| **Assign Alias** | Tools drop-down > Part Tagging. TAG1 = Alias 1, etc. |

**CAP / ProjectSymbols**

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| **CAP command** | **ProjectSymbols command** |
| **Tags** | Install text |
| **Default options** | Standard options |

**AutoCAD / CET**

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| **AutoCAD command** | **CET Command** |
| **Crossing window** | Rectangle select (right-to-left) |
| **Fence (crossing line)** | Lasso select |
| **Move** | Position |
| **Nearest object snap** | On curve (graphical snapping found in Edit drop-down menu) |
| **Array** | Circular replicate - Tools component tab |
| **X-ref** | Import AutoCAD drawing |

**CET keyboard shortcuts**

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| **Key** | **Description** |
| **A** | Paste selection - copies selection and it is immediately on the cursor, ready to place |
| **F** | Insert favorite |
| **G** | Group selected items |
| **L** | Lock objects' position |
| **S** | Toggle between Single and Group selection mode |
| **R** | Position |
| **Shift** | Suspend snapping (hold down while placing) |
| **F2** | Open Photo Lab |
| **F5** | Refresh View |
| **F9** | Open Calculations |

**Standard keyboard shortcuts**

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| **Key** | **Description** |
| **F1** | Help (Open support webpage) |
| **Del** | Delete selected objects |
| **Esc** | End command |
| **Ctrl + C** | Copy |
| **Ctrl + X** | Cut |
| **Ctrl + V** | Paste |
| **Ctrl + N** | New drawing |
| **Ctrl + O** | Open drawing |
| **Ctrl + S** | Save drawing |
| **Ctrl + P** | Print Reports |
| **Ctrl + Z** | Undo last command |
| **Ctrl + Y** | Redo last command |