

Shortcut Guide

**Autodesk®
3ds Max®**

2009



**Autodesk®
3ds Max®**

Design 2009



Autodesk®

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Autodesk 3ds Max 2009 and Autodesk 3ds Max Design 2009 Shortcut Guide

Main UI

Adaptive Degradation Toggle	O	Quick Align	Shift + A
Advanced Lighting Panel (Scanline)	9	Redo Scene Operation	Ctrl + Y
Align	Alt + A	Redo Viewport Operation	Shift + Y
Angle Snap Toggle	A	Redraw All Views	` (grave accent)
Auto Key Mode Toggle	N	Render	Shift + Q
Background Lock Toggle	Alt + Ctrl + B	Render Last	F9
Backup Time One Unit	, (comma)	Render Setup	F10
Bottom View	B	Restrict Plane Cycle	F8
Camera View	C	Restrict to X	F5
Clone	Ctrl + V	Restrict to Y	F6
Close Last Activated Explorer	Alt + Ctrl + P	Restrict to Z	F7
Cycle Active Snap Type	Alt + S	Save File	Ctrl + S
Cycle Selection Method	Ctrl + F	Scale Cycle	Ctrl + E
Cycle Snap Hit	Alt + Shift + S	Select All	Ctrl + A
Default Lighting Toggle	Ctrl + L	Select Ancestor	Page Up
Disable Viewport	D	Select and Move	W
Display as See-Through Toggle	Alt + X	Select and Rotate	E
Environment Dialog Toggle	8	Select By Name	H
Expert Mode Toggle	Ctrl + X	Select Child	Page Down
Fetch	Alt + Ctrl + F	Select Children	Ctrl + Page Down
Forward Time One Unit	. (period)	Select Invert	Ctrl + I
Front View	F	Select None	Ctrl + D
Go to End Frame	End	Select Similar	Ctrl + Q
Go to Start Frame	Home	Selection Lock Toggle	Space
Hide Cameras Toggle	Shift + C	Set Key Mode	' (apostrophe)
Hide Geometry Toggle	Shift + G	Set Keys	K
Hide Grids Toggle	G	Shade Selected Faces Toggle	F2
Hide Helpers Toggle	Shift + H	Show Floating Dialogs	Ctrl + ` (grave accent)
Hide Lights Toggle	Shift + L	Show Main Toolbar Toggle	Alt + 6
Hide Particle Systems Toggle	Shift + P	Show Safeframes Toggle	Shift + F
Hide Shapes Toggle	Shift + S	Show Selection Bracket Toggle	J
Hide Space Warps Toggle	Shift + W	Show Statistics Toggle	7
Hold	Ctrl + H	Snap To Frozen Objects Toggle	Alt + F2
Left View	L	Snaps Toggle	S
Lock User Interface Toggle	Alt + O	Snaps Use Axis Constraints Toggle	Alt + D, Alt + F3
Material Editor Toggle	M	Sound Toggle	\ (backslash)
Maximize Viewport Toggle	Alt + W	Spacing Tool	Shift + I
MAXScript Listener	F11	Spot/Directional Light View	Shift + 4
New Scene	Ctrl + N	Sub-object Level 1	1
Normal Align	Alt + N	Sub-object Level 2	2
Open File	Ctrl + O	Sub-object Level 3	3
Orbit View Mode	Ctrl + R	Sub-object Level 4	4
Orthographic User View	U	Sub-object Level 5	5
Pan View	Ctrl + P	Sub-object Level Cycle	Insert
Pan Viewport	I	Sub-object Selection Toggle	Ctrl + B
Percent Snap Toggle	Shift + Ctrl + P	Top View	T
Perspective User View	P	Transform Gizmo Size Down	- (minus)
Play Animation	/ (slash)	Transform Gizmo Size Up	= (equals)

Main UI (continued)

Transform Gizmo Toggle	X	Expand Object Toggle	C
Transform Type-In Dialog Toggle	F12	Expand Track Toggle	Enter, T
Undo Scene Operation	Ctrl + Z	Filters	Q
Undo Viewport Operation	Shift + Z	Lock Selection	Space
Update Background Image	Alt + Shift + Ctrl + B	Lock Tangents Toggle	L
View Edged Faces Toggle	F4	Make Controller Unique	U
Viewport Background	Alt + B	Move Highlight Down	Down Arrow
Virtual Viewport Pan Down	Number pad 2	Move Highlight Up	Up Arrow
Virtual Viewport Pan Left	Number pad 4	Move Keys	M
Virtual Viewport Pan Right	Number pad 6	Nudge Keys Left	Left Arrow
Virtual Viewport Pan Up	Number pad 8	Nudge Keys Right	Right Arrow
Virtual Viewport Toggle	Number pad / (slash)	Pan	Ctrl + P
Virtual Viewport Zoom In	Number pad + (plus)	Paste Controller	Ctrl + V
Virtual Viewport Zoom Out	Number pad - (hyphen)	Scroll Down	Ctrl + Down Arrow
Wireframe / Smooth + Highlights	F3	Scroll Up	Ctrl + Up Arrow
Zoom Extents	Alt + Ctrl + Z	Snap Frames	S
Zoom Extents All	Shift + Ctrl + Z	Zoom	Alt + Z
Zoom Extents All Selected	Z	Zoom Horizontal Extents	Alt + Ctrl + Z
Zoom In 2X	Alt + Shift + Ctrl + Z	Zoom Horizontal Extents Keys	Alt + X
Zoom Mode	Alt + Z	Zoom Region	Ctrl + W
Zoom Out 2X	Alt + Shift + Z		
Zoom Region Mode	Ctrl + W		
Zoom Viewport In	[(open bracket), Ctrl += (equals)		
Zoom Viewport Out] (close bracket), Ctrl +- (hyphen)		

Snaps Action Table

Snap To Edge/Segment Toggle	Alt + F10
Snap To Endpoint Toggle	Alt + F8
Snap To Face Toggle	Alt + F11
Snap To Grid Points Toggle	Alt + F5
Snap To Midpoint Toggle	Alt + F9
Snap To Pivot Toggle	Alt + F6
Snap To Vertex Toggle	Alt + F7

Scene Explorer

Close Last Activated Explorer	Alt + Ctrl + P
Open Explorer: [Last Used]	Alt + Ctrl + O

Track View

Add Keys	A
Apply Ease Curve	Ctrl + E
Apply Multiplier Curve	Ctrl + M
Assign Controller	C
Copy Controller	Ctrl + C

Material Editor

Background	B
Backlight	L
Cycle 3X2, 5X3, 6X4 Sample Slots	X
Get Material	G
Go Backward to Sibling	Left Arrow
Go Forward to Sibling	Right Arrow
Go to Parent	Up Arrow
Make Preview	P
Options	O

Edit Poly

Affect Backfacing	Ctrl + F
Align To Grid	G
Align To View	V
Attach	Shift + A
Attach List	Shift + Ctrl + A
Auto Smooth	A
Bevel Mode	Shift + Ctrl + B
Bevel Settings	Ctrl + B
Border Level	3
Break	Shift + B
Cap	Alt + P
Chamfer Mode	Shift + Ctrl + C
Chamfer Settings	Alt + Ctrl + C
Collapse	Shift + L

Connect	Shift + Ctrl + E
Connect Edge Settings	Ctrl + N
Constrain to Edges	Shift + X
Constrain to Faces	X
Create	C
Create Shape From Edges	Shift + M
Cut	Alt + C
Detach	Ctrl + D
Edge Level	2
Edit Triangulation Mode	Shift + T
Element Level	5
Extrude along Spline Mode	Alt + E
Extrude Mode	E
Extrude Settings	Ctrl + E
Flip Normals	F
Grow Selection	Ctrl + Page Up
Hide	H
Hide Unselected	Alt + I
Hinge from Edge Mode	L
Hinge from Edge Settings	Ctrl + L
Ignore Backfacing in Selections	Shift + Ctrl + I
Insert Vertex Mode	Shift + I
Inset Mode	I
Inset Settings	Ctrl + I
Make Planar	P
MeshSmooth	M
MeshSmooth Settings	Ctrl + M
Object Level	6
Outline Mode	O
Outline Settings	Ctrl + O
Polygon Level	4
Quickslice Mode	Shift + Ctrl + Q
Remove	Shift + R
Remove Isolated Vertices	Shift + Ctrl + R
Remove Unused Map Vertices	Alt + Shift + Ctrl + R
Repeat Last Operation	; (semicolon)
Reset Slice Plane	Alt + S
Retriangulate	Shift + Ctrl + T
Select By Vertex	Alt + V
Select Edge Loop	Alt + L
Select Edge Ring	Alt + R
Shaded Face Toggle	Alt + F
Shrink Selection	Ctrl + Page
Down	
Slice	Shift + S
Slice Plane Mode	S
Split Edges	Shift + P
Target Weld Mode	Shift + Ctrl + W
Tessellate	T
Tessellate Settings	Ctrl + T
Unhide All	Alt + U

Use Soft Selection	Ctrl + S
Vertex Level	1
Weld Settings	Ctrl + W

Schematic View

Add Bookmark	B
Display Floater	D
Filters	P
Free All	Alt + F
Free Selected	Alt + S
Invert Selected Nodes	Ctrl + I
Move Children	Alt + C
Next Bookmark	Right Arrow
Previous Bookmark	Left Arrow
Refresh View	Ctrl + U
Rename Object	R
Select All Nodes	Ctrl + A
Select Children	Ctrl + C
Select None	Ctrl + D
Show Grid	G
Toggle Shrink	Ctrl + S
Use Connect Tool	C
Use Pan Tool	Ctrl + P
Use Select Tool	S, Q
Use Zoom Region Tool	Ctrl + W
Use Zoom Tool	Alt + Z
Zoom Extents	Alt + Ctrl + Z
Zoom Selected Extents	Z

ActiveShade

Close	Q
Draw Region	D
Render	R
Select Object	S
Toggle Toolbar (Docked)	Space

Editable Poly

Bevel Mode	Shift + Ctrl + B
Border Level	3
Chamfer Mode	Shift + Ctrl + C
Connect	Shift + Ctrl + E
Constrain to Edges	Shift + X
Cut	Alt + C
Edge Level	2
Element Level	5
Extrude Mode	Shift + E
Face Level	4

Grow Selection	Ctrl + Page Up
Hide	Alt + H
Hide Unselected	Alt + I
Object Level	6
Quickslice Mode	Shift + Ctrl + Q
Repeat Last Operation	; (semicolon)
Select Edge Loop	Alt + L
Select Edge Ring	Alt + R
Shrink Selection	Ctrl + Page Down
Target Weld Mode	Shift + Ctrl + W
Unhide All	Alt + U
Vertex Level	1

Edit/Editable Mesh

Bevel Mode	Ctrl + V, Ctrl + B
Chamfer Mode	Ctrl + C
Cut Mode	Alt + C
Detach	Ctrl + D
Edge Invisible	Ctrl + I
Edge Level	2
Edge Turn	Ctrl + T
Element Level	5
Extrude Mode	Ctrl + E
Face Level	3
Polygon Level	4
Vertex Level	1
Weld Selected	Ctrl + W
Weld Target Mode	Alt + W

Mesh Select

Mesh Edit Soft Selection	7
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Macro Scripts

Add/Edit Parameters... (TV)	Ctrl + 1
Asset Tracking...	Shift + T
Bevel (Poly)	Shift + Ctrl + B
Cap (Poly)	Alt + P
Chamfer (Poly)	Shift + Ctrl + C
Collapse (Poly)	Alt + Ctrl + C
Collect Parameters SV	Alt + 3
Collect Parameters TV	Alt + 4
Connect (no dialog) (Poly)	Shift + Ctrl + E
Create Camera From View	Ctrl + C
Cut (Poly)	Alt + C
Extrude along Spline (Poly)	Alt + E
Geometry Selection Visibility Toggle	Alt + G
Grow Selection (Poly)	Ctrl + Page

Up	Alt + H
Hide (Poly)	Alt + I
Hide Unselected (Poly)	Alt + Q
Isolate Selection	Ctrl + M
Meshsmooth (Poly)	Alt + 2
Parameter Collector	Alt + 1
Parameter Editor	Alt + 5
Parameter Wiring Dialog...	(Shift + click to save)
Render Preset Slot A	(Shift + click to save)
Render Preset Slot B	(Shift + click to save)
Render Preset Slot C	(Shift + click to save)
Render to Texture Dialog Toggle	O
Repeat Last (Poly)	; (semicolon)
Slice (Poly)	Shift + Ctrl + Q
Smart Scale	R
Smart Select	Q
Start Parameter Wiring...	Ctrl + 5
Unhide All (Poly)	Alt + U
WalkThrough View Mode	Up Arrow
Weld (Poly)	Shift + Ctrl + W

Physique

Copy Envelope	Ctrl + C
Delete	Ctrl + D
Next	Page Down
Paste Envelope	Ctrl + V
Previous	Page Up
Reset Envelopes	Ctrl + E

Unwrap UVW

Break Selected Vertices	Ctrl + B
Detach Edge Verts	D, Ctrl + D
Edit UVW's	Ctrl + E
Filter Selected Faces	Alt + F
Freeze Selected	Ctrl + F
Get Face Selection From Stack	Alt + Shift + Ctrl + F
Get Selection From Faces	Alt + Shift + Ctrl + P
Hide Selected	Ctrl + H
Load UVW	Alt + Shift + Ctrl + L
Lock selected vertices	Space
Mirror Horizontal	Alt + Shift + Ctrl + N
Mirror Vertical	Alt + Shift + Ctrl + M
Move Horizontal	Alt + Shift + Ctrl + J
Move Vertical	Alt + Shift + Ctrl + K
Pan	Ctrl + P
Planar map faces/patches	Enter
Snap	Ctrl + S
Texture Vertex Contract Selection	NumPad -, - (minus)
Texture Vertex Expand Selection	NumPad +, = (plus, equals)
Texture Vertex Move Mode	W

Texture Vertex Rotate Mode	E
Texture Vertex Scale Mode	R
Texture Vertex Weld Selected	Ctrl + W
Texture Vertex Target Weld	Ctrl + T
Unwrap Options	Ctrl + O
Update Map	Ctrl + U
Zoom	Alt + Z
Zoom Extents	Alt + Ctrl + Z
Zoom Extents Selected	Z
Zoom Region	Ctrl + X
Zoom To Gizmo	Shift + Space

Video Post

Add Image Filter Event	Ctrl + F
Add Image Input Event	Ctrl + I
Add Image Layer Event	Ctrl + L
Add Image Output Event	Ctrl + O
Add New Event	Ctrl + A
Add Scene Event	Ctrl + S
Edit Current Event	Ctrl + E
Execute Sequence	Ctrl + R
New Sequence	Ctrl + N

FFD

Switch To Control Point Level	Alt + Shift + C
Switch To Lattice Level	Alt + Shift + L
Switch To Set Volume Level	Alt + Shift + S
Switch To Top Level	Alt + Shift + T

NURBS

CV Constrained Normal Move	Alt + N
CV Constrained U Move	Alt + U
CV Constrained V Move	Alt + V
Display Curves	Shift + Ctrl + C
Display Dependents	Ctrl + D
Display Lattices	Ctrl + L
Display Shaded Lattice	Alt + L
Display Surfaces	Shift + Ctrl + S
Display Toolbox	Ctrl + T
Display Trims	Shift + Ctrl + T
Local Select Sub-Object By Name	Ctrl + H
Select Next in U	Ctrl + Right Arrow
Select Next in V	Ctrl + Up Arrow
Select Previous in U	Ctrl + Left Arrow
Select Previous in V	Ctrl + Down Arrow
Select Sub-Object By Name	H

Set Tessellation Preset 1	Alt + 1
Set Tessellation Preset 2	Alt + 2
Set Tessellation Preset 3	Alt + 3
Soft Selection	Ctrl + S
Switch To Curve CV Level	Alt + Shift + Z
Switch To Curve Level	Alt + Shift + C
Switch To Imports Level	Alt + Shift + I
Switch To Point Level	Alt + Shift + P
Switch To Surface CV Level	Alt + Shift + V
Switch To Surface Level	Alt + Shift + S
Switch To Top Level	Alt + Shift + T
Transform Degrade	Ctrl + X

WeightTable

Select All	Ctrl + A
Select Invert	Ctrl + I
Select None	Ctrl + D

Particle Flow

Copy Selected In Particle View	Ctrl + C
Particle Emission Toggle	; (semicolon)
Particle View Toggle	6
Paste In Particle View	Ctrl + V
Select All In Particle View	Ctrl + A
Selected Particle Emission	Shift + ; (semicolon)

ActiveShade (Scanline)

Initialize	P
Update	U

Biped

Copy/Paste – Copy	Alt + C
Copy/Paste - Paste	Alt + V
Copy/Paste - Paste Opposite	Alt + B
Fix Graphs	Alt + Ctrl + F
Move All - Collapse	Alt + M
Play Biped	V
Reset All Limb Keys	Alt + K
Scale In Transform	Alt + Ctrl + E
Set Animation Range	Alt + R
Trackbar - Toggle Biped Keys	Alt + T

TV Select end of footsteps	Alt + D
TV Select entire footstep	Alt + S
TV Select start of footsteps	Alt + A

Reaction Manager

Set Max Influence	Ctrl + I
Set Min Influence	Alt + I

WalkThrough

Accelerate Toggle	Q
Back	S, Down Arrow
Decelerate Toggle	Z
Down	C, Shift+DownArrow
Forward	W, Up Arrow
Left	A, Left Arrow
Level	Shift + Space
Lock Vertical Rotation	Space
Reset Step Size	Alt + [
Right	D, Right Arrow
Up	E, Shift + Up Arrow

Edit Normals

Break Normals	B
Copy Normal	Ctrl + C
Edge Level	Ctrl + 3
Face Level	Ctrl + 4
Make Explicit	E
Normal Level	Ctrl + 1
Object Level	Ctrl + 0
Paste Normal	Ctrl + V
Reset Normals	R
Specify Normals	S
Unify Normals	U
Vertex Level	Ctrl + 2

Crowd

Solve	S
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Hair Styling

Attenuate	Shift + Ctrl + A
Brush	Ctrl + B
Brush Clump	Shift + Ctrl + 4
Brush Puff	Shift + Ctrl + 3

Brush Rotate	Shift + Ctrl + 5
Brush Scale	Shift + Ctrl + 6
Brush Stand	Shift + Ctrl + 2
Brush Translate	Shift + Ctrl + 1
Clump	Ctrl + M
Cut	Ctrl + C
Expand Selection	Shift + Ctrl + E
Guide	Ctrl + 2
Hide Selected	Shift + Ctrl + H
Ignore Back	Shift + Ctrl + B
Invert Selection	Shift + Ctrl + N
Lock	Shift + Ctrl + L
Merge Hairgroups	Shift+Ctrl+ = (equals)
Pop Selected	Shift + Ctrl + P
Pop Zerosized	Shift + Ctrl + Z
Puff	Ctrl + P
Recomb	Shift + Ctrl + M
Reset Rest	Shift + Ctrl + T
Root	Ctrl + 4
Rotate	Ctrl + R
Rotate Selection	Shift + Ctrl + R
Scale	Ctrl + E
Select	Ctrl + S
Show Hidden	Shift + Ctrl + W
Soft Falloff	Shift + Ctrl + F
Split Hairgroups	Shift+Ctrl+ - (minus)
Stand	Ctrl + N
Tip	Ctrl + 1
Toggle Collisions	Shift + Ctrl + C
Toggle Hairs	Shift + Ctrl + I
Translate	Ctrl + T
Undo	Ctrl + Z
Unlock	Shift + Ctrl + U
Verts	Ctrl + 3

Quad Menu Sets

Animation	Alt + Right-click
Custom	Shift+Ctrl+Alt+Right-click
Custom	Shift + Ctrl + Right-click
Lighting Render	Ctrl + Alt + Right-click
Modeling	Ctrl + Right-click
reactor	Shift + Alt + Right-click
Snap	Shift + Right-click
Viewports	V