OrCAD Capture® Quick Reference

Shortcut keys

The toolbar

The schematic page editor tool palette

The part editor tool palette

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Shortcut keys

Key	Mode or user interface item	Function or menu command
CTRL+A	View menu	Ascend Hierarchy
B	Place menu	Bus
CTRL+B	View menu	Previous Part
SHIFT+B	Place menu	Bus
C	Schematic page editor and part editor	Center view around pointer
CTRL+C	Edit menu	Copy
CTRL+D	View menu	Descend Hierarchy
E	Place menu	Bus Entry
CTRL+E	Edit menu	Properties
SHIFT+E	Place menu	Bus Entry
CTRL+F	Edit menu	Find
CTRL+G	View menu	Go To
H	Mirror (on the Edit menu)	Horizontally
I	Zoom (on the View menu)	In
J	Place menu	Junction
SHIFT+J	Place menu	Junction
N	Place menu	Net Alias
CTRL+N	View menu	Next Part
SHIFT+N	Place menu	Net Alias
O	Zoom (on the View menu)	Out
P	Place menu	Part
CTRL+P	File menu	Print
SHIFT+P	Place menu	Part
R	Edit menu	Rotate
CTRL+R	Edit menu	Rotate
CTRL+S	File menu	Save
T	Place menu	Text
CTRL+T	Schematic page editor and part editor	Toggle snap to grid on and off
SHIFT+T	Place menu	Text
CTRL+U	Edit menu	Ungroup
V	Mirror (on the Edit menu)	Vertically
CTRL+V	Edit menu	Paste
W	Place menu	Wire
SHIFT+W	Place menu	Wire
CTRL+X	Edit menu	Cut

Shortcut keys (continued)

Key	Mode or user interface item	Function or menu command
Y	Place menu	Polyline
SHIFT+Y	Place menu	Polyline
CTRL+Z	Edit menu	Undo
F1	Help menu	Help Topics
F4	Edit menu	Repeat
F5	Zoom (on the View menu)	Redraw
F7	Macro menu	Record
F8	Macro menu	Play
F9	Macro menu	Configure
TAB+left mouse button	Stacked items on a schematic page	Selects items in turn
SPACEBAR	Schematic page editor and part editor	Click left mouse button
ENTER	Schematic page editor and part editor	Double-click on selected item
DELETE	Design menu or Edit menu	Delete
CTRL+DELETE	Edit menu	Clear Session Log
PAGE UP	Schematic page editor and part editor	Pan up
PAGE DOWN	Schematic page editor and part editor	Pan down
CTRL+PAGE UP	Schematic page editor and part editor	Pan left
CTRL+PAGE DOWN	Schematic page editor and part editor	Pan right

The toolbar

Tool	Name	Description
	New	Creates a new document based on the active document. Similar to the New command on the File menu.
	Open	Opens an existing document based on the active document. Similar to the Open command on the File menu.
	Save	Saves the active schematic page or part. Equivalent to the Save command on the File menu.
	Print	Prints the active schematic page or part. Equivalent to the Print command on the File menu.
	Cut	Removes the selected object and places it on the Clipboard. Equivalent to the Cut command on the Edit menu.
	Copy	Copies the selected object to the Clipboard. Equivalent to the Copy command on the Edit menu.
	Paste	Pastes the contents of the Clipboard at the cursor. Equivalent to the Paste command on the Edit menu.
	Undo	Undoes the last command performed. Equivalent to the Undo command on the Edit menu.
	Redo	Redoes the last command performed. Equivalent to the Redo command on the Edit menu.
	Zoom in	Zooms in to present a closer, enlarged view. Equivalent to the In command on the Zoom menu (on the View menu).
	Zoom out	Zooms out to present more of your document. Equivalent to the Out command on the Zoom menu (on the View menu).
	Zoom area	Specifies an area of the schematic page or part to enlarge to fill the entire window. Equivalent to the Area command on the Zoom menu (on the View menu).
	Zoom all	Views the entire document. Equivalent to the All command on the Zoom menu (on the View menu).
	Annotate	Assigns part references to parts on the selected schematic pages. Equivalent to the Annotate command on the Tools menu.
	Back annotate	Back annotates the selected schematic pages. Equivalent to the Back Annotate command on the Tools menu.
	Design rules check	Checks for design rules violations in the selected schematic pages. Equivalent to the Design Rules Check command on the Tools menu.
	Create netlist	Creates a netlist from the selected design. Equivalent to the Create Netlist command on the Tools menu.

The toolbar (continued)

Tool	Name	Description
	Cross reference	Creates a cross reference report of the selected schematic pages. Equivalent to the Cross Reference command on the Tools menu.
	Bill of materials	Creates a bill of materials report from the selected schematic pages. Equivalent to the Bill of Materials command on the Tools menu.
	Snap to grid	Turns snap to grid on and off. Equivalent to selecting the Pointer snap to grid option in the Grid Display tab of the Preferences dialog box (accessed by choosing Preferences from the Options menu).
	Project manager	Displays a project manager window for the active document, providing an overview of project contents. Equivalent to choosing a project manager window by number from the Window menu.
	Help topics	Displays the online help. Equivalent to the Help Topics command on the Help menu.

The schematic page editor tool palette

Tool	Name	Description
	Selection	Selects objects. This is the normal mode.
	Part	Selects parts from a library for placement. Equivalent to the Part command on the Place menu.
	Wire	Draws wires. SHIFT allows any angle drawing. Equivalent to the Wire command on the Place menu.
	Net alias	Places aliases on wires and buses. Equivalent to the Net Alias command on the Place menu.
	Bus	Draws buses. SHIFT allows any angle drawing. Equivalent to the Bus command on the Place menu.
	Junction	Places or deletes junctions. Equivalent to the Junction command on the Place menu.
	Bus entry	Draws bus entries. Equivalent to the Bus Entry command on the Place menu.
	Power	Places power symbols. Equivalent to the Power command on the Place menu.
	Ground	Places ground symbols. Equivalent to the Ground command on the Place menu.
	Hierarchical block	Places hierarchical blocks. Equivalent to the Hierarchical Block command on the Place menu.
	Hierarchical port	Places hierarchical ports on schematic pages. Equivalent to the Hierarchical Port command on the Place menu.
	Hierarchical pin	Places hierarchical pins in the selected hierarchical block. Equivalent to the Hierarchical Pin command on the Place menu.
	Off-page connector	Places off-page connectors. Equivalent to the Off-Page Connector command on the Place menu.
	No connect	Places no-connect symbols on pins. Equivalent to the No Connect command on the Place menu.
	Line	Draws lines. Equivalent to the Line command on the Place menu.
	Polyline	Draws polylines. SHIFT allows any angle drawing. Equivalent to the Polyline command on the Place menu.
	Rectangle	Draws rectangles. SHIFT constrains the shape to a square. Equivalent to the Rectangle command on the Place menu.

The schematic page editor tool palette (continued)

Tool	Name	Description
◯	Ellipse	Draws ellipses. SHIFT constrains the shape to a circle. Equivalent to the Ellipse command on the Place menu.
⊃	Arc	Draws arcs. Equivalent to the Arc command on the Place menu.
𝔸	Text	Places text. Equivalent to the Text command on the Place menu.

The part editor tool palette

Tool	Name	Description
	Selection	Selects objects. This is the normal mode.
	IEEE symbol	Places IEEE symbols on a part. Equivalent to the IEEE Symbol command on the Place menu.
	Pin	Places pins on a part. Equivalent to the Pin command on the Place menu.
	Pin array	Places multiple pins on a part. Equivalent to the Pin Array command on the Place menu.
	Line	Draws lines. Equivalent to the Line command on the Place menu.
	Polyline	Draws polylines. SHIFT allows any angle drawing. Equivalent to the Polyline command on the Place menu.
	Rectangle	Draws rectangles. SHIFT constrains the shape to a square. Equivalent to the Rectangle command on the Place menu.
	Ellipse	Draws ellipses. SHIFT constrains the shape to a circle. Equivalent to the Ellipse command on the Place menu.
	Arc	Draws arcs. Equivalent to the Arc command on the Place menu.
	Text	Places text. Equivalent to the Text command on the Place menu.