





Maya 8.0 - Mac and PC Essentials

RMB = right mouse button
MMB = middle mouse button
LMB = left mouse button
Cmd or Opt Mac = Alt PC

How Do I . . .	Shortcut	Icon	Description
Animation			
Keyframe (set)	s		Animate > Set Key. Works with attributes in Channel Box. For other attributes, right click name (I.e., Color or Transparency) in Attributes Editor
Keyframe Move Attributes	Shift + w		
Keyframe Rotate Attributes	Shift + e		
Keyframe Scale Attributes	Shift + r		
Cameras			
Bookmark View			Using the view port menus, View > Bookmarks > Edit Bookmarks + Name Bookmark + Apply
Dolly Camera	Cmd + RMB + Drag		Select Dolly Camera Icon + click and drag in window
Rotate Camera	Cmd + LMB + Drag		Select Rotate Camera Icon + click and drag in window (hold shift to constrain angle)
Track Camera	Cmd + MMB + Drag		Select Track Camera Icon + Click and drag in window
Curves			
Add Points to Curve			In object mode, Select Curve + Edit Curves > Rebuild Curve + Specify changes in options box
Attach Two Curves			Select both curves + Edit Curves > Attach Curves


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How Do I . . .	Shortcut	Icon	Description
Convert Curve to Helix			Select Curve + Edit Curves > Rebuild Curve (to add points), Then select Edit Curves > Modify Curves > Curl
Curve (CV) (create)			Create > CV Curve Tool (Select degree in tool options), Press Enter to complete curve
Curve (EP) (create)			Create > EP Curve Tool, Press Enter to complete curve
Curve (extend)			Select curve + Edit Curves > Add Points Tool + Click to add points + Enter
Curve (open/close)			In Object Mode, Select Curve + Edit Curves > Open/Close Curves
Detach (Break) Curve			Select edit point on curve + Edit Curves > Detach Curves
Draw Curve on Surface			Select Object + Modify > Make Live + Create > CV Curve Tool + Draw Line + Enter. Choose Modify > Make Live to exit
Fillet Curve			Create two curves + Select 1st curve + Shift click 2nd curve + Edit Curves > Curve Fillet. Individual curves may then be connected with Attach Curves
Offset Curve			Select Curve + Edit Curves > Offset > Offset Curve
Reverse Curve Direction			In Object Mode, Select Curve + Edit Curves > Reverse Curve Direction
Set Curve Length			Select Curve + Edit Curves > Modify Curves > Lock Length
Smooth Curve			Select Curve + Edit Curves > Modify Curves > Smooth



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How Do I . . .	Shortcut	Icon	Description
Deformers			
Deformer			Add geometry to object + Select object + Deform > Create Nonlinear > Select deform type, Then make adjustments in Attributes Editor. Deform may be moved, rotated or scaled
Import/Export			
Export Objects			Select objects + File > Export Selection
Import File			File > Import
Sound File (import)			File > Import (AIFF or WAV). Should be the same frame rate as animation. Place sound file in project sound folder first
Inverse Kinematics			
Joint (create)			Skeleton > Joint Tool + Click to set joints + Enter. Use up arrow to step to previous joint
Bind (rigid)			Skin > Bind Skin > Rigid Bind
Bind (smooth)			Skin > Bind Skin > Smooth Bind
Layers			
Add Objects to Layer			Select object(s) + Right click layer + Add selected objects
Layer (create)			Open Channel Box and Layer Editor + Layers palette menu - Select Layers > Create Empty Layer or click Create Layer icon
Layer (delete)			Open Channel Box and Layer Editor + Click layer + Layers palette menu - Select Layers > Delete Selected Layers

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How Do I . . .	Shortcut	Icon	Description
Layer (rename)			Open Channel Box and Layer Editor + Double click layer and change layer name
Layer Visibility			Click visibility checkbox for layer
Template Layer			Click template checkbox next to layer name until "t" displays
Select Layer Objects			Open Channel Box and Layer Editor + Click layer + Layers palette menu - Select Layers > Select Objects in Selected Layer

Lights

Light (create) Create > Lights > Select light type

Modeling

Align Objects Select objects to be aligned + Modify > Snap Align Objects > Align Objects

Clear Construction History Select Object(s) + Edit > Delete by Type > History

Component Mode F8



Construction History (enable/disable) Click Construction History button







Distribute Objects Select Objects to be distributed + Modify > Snap Align Objects > Align Objects

Duplicate Object Cmd + d Select Object + Edit > Duplicate








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How Do I . . .	Shortcut	Icon	Description
Edge Selection			In the component mode, click the edges icon
Freeze Transformations			Select Objects with Parent/Child relationship + Modify > Freeze Transformations (Resets objects transformation settings)
Geometry Smoothness	1, 2 or 3		Select Object + 1, 2 or 3 (Affects Subdivisional and Nurbs objects)
Group Objects	Ctrl + g		Shift click to select multiple objects + Edit > Group
Hide Object	Ctrl + h		Select Object + Display > Hide > Hide Selection
Instance (create)			Select Object + Edit > Duplicate Special + Select Instance Geometry Type
Lock/Unlock Object			Select Object + Highlight Fields in Channel Box + Right click and select Lock Selection. Repeat and choose Unlock to unlock object.
Mirror Object			Select Object + Duplicate Special (view options) + Set scale to -1
Move Tool	w		Select Move tool + Click and drag object. Drag handles to constrain direction
Name Object			Select Object + Enter name in channel box + Enter or Window > Outliner + double click name to change (names may not contain spaces)
Nudge (move)			Select Object + Option + Arrow keys
Object Mode	F8		





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How Do I . . .	Shortcut	Icon	Description
Organize Parented Objects			Window > Outliner + MMB drag objects to change hierarchy
Parent (create)	p		Click child + Shift click parent + Edit > Parent or click parent icon or in Outliner, MMB drag child to parent
Pivot Point (adjust)			Select Move tool + Home (or press and hold "d" key) + drag pivot point (drag axis lines to constrain direction). Works with individual objects or groups. Press Home key again to cancel
Pivot Point (center)			Select Object + Modify > Center Pivot. Works with individual objects or groups
Rotate Object	e		Select object + rotate tool + drag rotate line or Select object + enter value in channel box + Enter or Select object + Change values in attributes editor
Scale Object	r		Select Object + click scale tool + drag handle(s)
Select Multiple Objects			Marquee select multiple objects or Shift click multiple objects
Selection Tool	q		Click Selection tool button
Snap Grid (enable)	x		
Snap to Curves	c		Click Snap to Curves button
Snap to Grids	x		Click Snap to Grids button or press and hold x key + Move object
Snap to Points	v		Click Snap to Points button

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How Do I . . .	Shortcut	Icon	Description
Soft Modify Object			Select Object + Soft Modification Tool
Template Object			Select Object(s) + Display > Object Display > Template
Ungroup Objects			Window > Outliner + Select entire group + Edit > Ungroup
Unparent Objects	Shift + p		Click child to remove from parent + Edit > Unparent
Untemplate Object			Select object in Outliner (Window > Outliner) + Display > Object Display > Untemplate
Vertex Normal Angle Settings			Select Object + Normals > Set Normal Angle (0=no smoothing, increase value to smooth, 180 max)
Verticies Selection			In the component mode, click the point icon
Nurbs			
Attach NURBS Surfaces			Select two Nurbs surfaces (with similar geometry) + Edit Nurbs + Attach Surfaces
Birail Surface			Draw two profile curves to define object + add 1 to 3 rail curves in opposite direction + Surfaces > Birail (1,2 or 3) + Click profile curves + click rail curve(s)
Boundary Surface			Draw three or four curves that create a closed shape + Snap end points of adjoining curves + Shift select all curves + Surfaces > Boundary
Extrude Surface			Draw open or closed profile curve (pc) + draw path profile (pp), Then select pc + shift select pp + Surfaces > Extrude

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How Do I . . .	Shortcut	Icon	Description
Fillet NURBS Surfaces			Create two Nurbs objects that touch + Select both objects + Edit Nurbs > Surface Fillet > Circular Fillet
Loft Object			Draw multiple non-intersecting curves (in same direction with same point count) + Select curve 1 + Shift select additional curves in correct order + Surfaces > Loft
Nurbs Boolean Subtract			Create two Nurbs objects + Edit NURBS > Booleans > Difference Tool + click 1st object + Enter + click 2nd object
Nurbs Primitive			Create > Nurbs Primitives + Select Shape
Planar Surface (create)			Draw closed planar curve + Surfaces > Planar
Project Curve on Surface			Shift select surface and curve + Edit Nurbs > Project Curve on Surface. Selection is view dependent
Revolve Object			Draw profile in front view next to Y axis + Surfaces > Revolve
Trim Hole in Nurbs Surface			Project curve on surface or draw curve on surface + Edit Nurbs > Trim Tool + Click surface + Click area of surface you want to keep + Enter

Paint


Brush Size (adjust)	b + LMB + Drag		
Paint Effects Panel	8		Using the view port menus, Panels > Panel > Paint Effects

Polygons



Extrude Polygon Edge			In Component Mode, Select polygon edge + Edit Mesh > Extrude + Adjust Manipulator Handles + Press g key to exit first extrusion and start a second. Press q to exit tool
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How Do I . . .	Shortcut	Icon	Description
Extrude Polygon Face			In Component Mode, Select polygon face + Edit Mesh > Extrude + Adjust Manipulator Handles + Press g key to exit first extrusion and start a second. Press q to exit tool
Face Normals (display)			Select Object + Display > Polygons > Face Normals
Face Selection			In the component mode, click the face icon
Polygon (create)			Mesh > Create Polygon Tool + Click to set multiple points + Enter
Polygon Primitives			Create > Polygon Primitives + Select shape
Reverse Face Normals			Select Face(s) + Normals > Reverse

Render

Render Still Image			Click the Render Current Frame icon. In the preview window choose File > Save Image
Render Movie			Set New Project + Set Render Options + Render > Batch Render
Render Options			Click the Render Options button

Sound

Sound (activate)			RMB timeline + Select sound
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Subdivision Surface



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How Do I . . .	Shortcut	Icon	Description
Subdivisional Primitives			Create > Subdiv Primitives + Select shape
Subdiv Surface (Convert To)			Modify > Convert > Nurbs to Subdiv or Polygons to Subdiv
Text			
Text (create)			Create > Text
Textures			
Texture (create)			RMB + Assign New Material > Choose type (I.e., blinn, phong or lambert) or Lighting/Shading > Assign New Material
Texture (modify)			Select Object + Open Attributes Editor + Select Material Tab
Workspace			
Attribute Editor (hide/show)	Ctrl + a		Display > UI Elements > Attribute Editor or Click attribute editor icon or Ctrl + a (once or twice)
Channel Box (hide/show)	Ctrl + a		Display > UI Elements > Channel Box/Layer Editor or Click channel box icon or Ctrl + a (once or twice)
Frame All Objects in All Views	Shift + f		
Frame All Views	Shift + a		
Frame Selected Objects	f		


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How Do I . . .	Shortcut	Icon	Description
Frame View	a		
Grid (hide/show)			Display > Grid
Help	Cmd + ?		Help > Maya Help
Hotbox (display)			Spacebar (hold)
Interface (hide/show)			Ctrl + Spacebar (tap)
Lighting Preview Mode	7		Must be in shader view
Manipulator (show)	t		
Manipulator Size (adjust)	(+ or -)		Select Object with tool (I.e., move tool) + Window > Settings/Preferences > Preferences + Catagories (Manipulators) + Global Scale Slider
Menu Item Options			Select box to right of menu item
New Project (create)			File > Project > New
New Scene (create)			File > New Scene
Outliner			Window > Outliner

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How Do I . . .	Shortcut	Icon	Description
Project (set)			File > Project > Set (connects Maya to an existing project)
Save Layout			Window > Save Current Layout
Save Scene			File > Save Scene or Save Scene As
Scene (open)			File > Open Scene
Shaded Mode	5		
Show Object	Ctrl + Shift + h		Display > Show > Show Last Hidden or Display > Show > All
Switch to Multiple Pane or Single Pane			Spacebar (quickly tap)
Texture Preview Mode	6		
Undo Settings			Window > Settings/Preferences + Catagories (Undo)
Universal Manipulator	Ctrl + t		Select Object + Click Univeral Manipulator Icon
Wireframe Mode	4		