

Hotkeys/Tools

Anims

Anims control the joints that move the different parts of the body, in this case, the different parts of the face.

Object/Component Manipulation

Red tool handles correspond to the x-axis, **green** to the y-axis, and **blue** to the z-axis. Remember this color scheme, as it is used consistently throughout Maya for easy axis identification.

w - Move Tool

e - Rotate Tool

+ (the plus key) - Makes the tool size larger (affects all manipulation tools). Bigger tool handle sizes make small adjustments easier.

- (the minus key) - Makes the tool size smaller.

Menu Navigation

Spacebar - Holding down this hotkey will bring up the "hotbox". The hotbox is all of Maya's menus in one place relative to the center of your mouse. This allows you to bypass having to switch menu sets every time you want to access certain functionality.

Mostly used to change camera views quickly. **Spacebar + Left-click on center box that says "Maya" + drag mouse to desired camera view**

Camera/Viewport

Alt + Left-click and drag - Rotate the camera.

Alt + Right-click and drag / Scroll Wheel - Zoom the camera in and out.

Alt + Middle-click and drag - Pan the camera.

f - Focus camera on the selected object. The camera will now rotate around that object.

Channel Box

Display layers—the different layers of the head model we’re using. We’ve separated the geo of the head and the anims so it is easier for you to click the anims without selecting the geo of the head.

Bottom right area that has “display”, “render”, and “anim”

Go to “display” → “controls_layer” and click V

V is visibility and it will hide or show your anims. It’s a quick way to hide your anims if you want to see the face without it or when you’re screenshotting/playblasting

Workspace Elements

Timeline

Range values

Playback speed → Set to Real-time

Playing

Keyframes

s - Setting a keyframe

Moving a keyframe – Shift + left click the key and use the arrows to drag to a spot on the timeline

Moving multiple keyframes – Shift + drag/highlight multiple keys and use the **inner** set of arrows to move the frames

Scaling keyframes— Shift + drag/highlight multiple keys and use the **outer** set of arrows to scale the frames

< > (carrot key controls)—lets you move to different keys (< = left, > = right)

Deleting keys—drag your mouse to a key/click a key → right-click key on the timeline → choose delete

Auto-key – on the bottom right area of the timeline click the circle icon of rotating arrows to the left of the running man icon. When the icon is highlighted, you are in auto-key mode.

Auto key pros:

Every time you change anything about the anim, it automatically keys it for you, so if you forget to key it, that's not an issue with auto key

Auto key cons:

If you move to different points on your time slider frequently while moving different anims, all your anims could be scattered onto separate parts of the time slider. So all your anims would not be together on a specific key. If you make a mistake earlier on it's harder to go back to the specific spot you want to go back to

Self-keying pro:

More manual control, you decide what's keyed and when

Self-keying con:

If you move multiple anims, forget to key them, and move to a different time on your time slider, you lose all of what you did without being able to get it back

Maya preference settings

Click the running man icon in the bottom right area of the time slider

Animation Settings—Under categories on the left side, look under the “settings” section and click “animation”

Under “evaluation” un-check **GPU Override**

Under “Tangents” make sure “default in tangent” is **clamped** and “default out tangent” is **stepped**

Undo settings—how many times you can click undo. Under “settings” click “undo”

Undo: On

Queue: Finite

Queue size: recommend changing to at least 200. If you change it to something super high like 3,000 or infinite, it will slow everything down

Click “save” when you're done!

Ctrl + z –undo