



# Keyboard Shortcuts

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## File menu

Command	Windows	Macintosh
New	Control+N	Command+N
Open	Control+O	Command+O
Open as Library	Control+Shift+O	Command+Shift+O
Close	Control+W	Command+W
Save	Control+S	Command+S
Save As	Control+Shift+S	Command+Shift+S
Import	Control+R	Command+R
Export Movie	Control+Alt+Shift+S	Command+Shift+Option+S
Publish Settings	Control+Shift+F12	Command+Shift+F12
Publish	Shift+F12	Shift+F12
Print	Control+P	Command+P
Quit	Control+Q	Command+Q

## Publish Preview submenu

Command	Windows	Macintosh
Default	F12	F12

## Edit menu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
Undo	Control+Z	Command+Z
Redo	Control+Y	Command+Y
Cut	Control+X	Command+X
Copy	Control+C	Command+C
Paste	Control+V	Command+V
Paste In Place	Control+Shift+V	Command+Shift+V
Clear	Backspace	Delete
Duplicate	Control+D	Command+D
Select All	Control+A	Command+A
Deselect All	Control+Shift+A	Command+Shift+A
Cut Frames	Control+Alt+X	Command+Option+X
Copy Frames	Control+Alt+C	Command+Option+C
Paste Frames	Control+Alt+V	Command+Option+V
Edit Symbols	Control+E	Command+E

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## View menu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
Zoom In	Control+=	Command+=
Zoom Out	Control+-	Command+-
Outlines	Control+Alt+Shift+O	Command+Option+Shift+O
Fast	Control+Alt+Shift+F	Command+Option+Shift+F
Antialias	Control+Alt+Shift+A	Command+Option+Shift+A
Antialias Text	Control+Alt+Shift+T	Command+Option+Shift+T
Timeline	Control+Alt+T	Command+Option+T
Work Area	Control+Shift+W	Command+Shift+W
Rulers	Control+Alt+Shift+R	Command+Option+Shift+R
Snap to Objects	Control+Shift+/ 	Command+Shift+/ 
Show Shape Hints	Control+Alt+H	Command+Option+H
Hide Edges	Control+H	Command+H
Hide Panels	Tab	Tab

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## Goto submenu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
First	Home	Home
Previous	Page Up	Page Up
Next	Page Down	Page Down
Last	End	End

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## Magnification submenu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
100%	Control+1	Command+1
Show Frame	Control+2	Command+2
Show All	Control+3	Command+3

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## Grid submenu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
Show Grid	Control+'	Command+'
Snap to Grid	Control+Shift+'	Command+Shift+'
Edit Grid	Control+Alt+G	Command+Option+G

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## Guides submenu

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<b>Command</b>	<b>Windows</b>	<b>Macintosh</b>
Show Guides	Control+;	Command+;
Lock Guides	Control+Alt+;	Command+Option+;
Snap to Guides	Control+Shift+;	Command+Shift+;
Edit Guides	Control+Alt+Shift+G	Command+Option+Shift+G

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## Insert menu

Command	Windows	Macintosh
Convert to Symbol	F8	F8
New Symbol	Control+F8	Command+F8
Frame	F5	F5
Remove Frames	Shift+F5	Shift+F5
Keyframe	F6	F6
Blank Keyframe	F7	F7
Clear Keyframe	Shift+F6	Shift+F6

## Modify menu

Command	Windows	Macintosh
Instance	Control+I	Command+I
Frame	Control+F	Command+F
Movie	Control+M	Command+M
Optimize	Control+Alt+Shift+C	Command+Option+Shift+C
Group	Control+G	Command+G
Ungroup	Control+Shift+G	Command+Shift G
Break Apart	Control+B	Command+B

## Transform submenu

Command	Windows	Macintosh
Scale and Rotate	Control+Alt+S	Command+Option+S
Remove Transform	Control+Shift+Z	Command+Shift+Z
Add Shape Hint	Control+Shift+H	Command+Shift+H



## Arrange submenu

Command	Windows	Macintosh
Bring to Front	Control+Shift+Up	Command+Shift+Up
Bring Forward	Control+Up	Command+Up
Send Backward	Control+Down	Command+Down
Send to Back	Control+Shift+Down	Command+Shift+Down
Lock	Control+Alt+L	Command+Option+L
Unlock All	Control+Alt+Shift L	Command+Option+Shift+L

## Text menu

Command	Windows	Macintosh
Character	Control+T	Command+T
Paragraph	Control+Shift+T	Command+Shift+T

## Style submenu

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Command	Windows	Macintosh
Plain	Control+Shift+P	Command+Shift+P
Bold	Control+Shift+B	Command+Shift+B
Italic	Control+Shift+I	Command+Shift+I

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## Align submenu

Command	Windows	Macintosh
Align Left	Control+Shift+L	Command+Shift+L
Align Center	Control+Shift+C	Command+Shift+C
Align Right	Control+Shift+R	Command+Shift+R
Justify	Control+Shift+J	Command+Shift+J

## Tracking submenu

Command	Windows	Macintosh
Increase	Control+Alt+Right	Command+Option+Right
Decrease	Control+Alt+Left	Command+Option+Left
Reset	Control+Alt+Up	Command+Option+Up

## Control menu

Command	Windows	Macintosh
Play	Enter	Return
Rewind	Control+Alt+R	Command+Option+R
Step Forward	.	.
Step Backward	,	,
Test Movie	Control+Enter	Command+Enter
Debug Movie	Control+Shift+Enter	Command+Shift+Enter
Test Scene	Control+Alt+Enter	Command+Option+Enter
Enable Simple Buttons	Control+Alt+B	Command+Option+B

## Window menu

Command	Windows	Macintosh
New Window	Control+Alt+N	Command+Option+N
Actions	Control+Alt+A	Command+Option+A
Movie Explorer	Control+Alt+M	Command+Option+M
Library	Control+L	Command+L

## Panels submenu

Command	Windows	Macintosh
Info	Control+Alt+I	Command+Option+I
Align	Control+K	Command+K
Character	Control+T	Command+T
Paragraph	Control+Shift+T	Command+Shift+T
Instance	Control+I	Command+I
Frame	Control+F	Command+F

## Controlling layers and keyframes

To	Windows	Macintosh
Select frames	Control-drag	Command-drag
Link or a unlink a layer to a mask or motion guides layer	Alt-click a layer icon	Control-click a layer icon

## Drawing shortcuts

To	Windows	Macintosh
Set fill and line color simultaneously with the dropper tool	Shift-click with the dropper tool	Shift-click with the dropper tool
Create a new corner handle	Alt-drag a line with the arrow tool	Option-drag a line with the arrow tool
Move a selected element by one pixel	Arrow keys	Arrow keys
Move a selected element by 8 pixels	Shift+Arrow keys	Shift+Arrow keys
Change between zoom in and zoom out while the magnifier tool is active	Alt	Option
Drag a copy of the selected element	Control-drag	Option-drag

## Spring-loaded tools

Hold down the corresponding key listed below to temporarily activate certain tools. When you release the key, the tool you were using before reactivates.

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To temporarily activate this tool	Windows	Macintosh
Arrow	Control	Command
Hand	Spacebar	Spacebar
Magnifier zoom in	Control+Spacebar	Command+Spacebar
Magnifier zoom out	Control+Shift+Spacebar	Command+Shift+Spacebar

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## Switching tools

Press the keys listed below to switch to a different tool.

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To switch to this tool	Press
Arrow	V
Subselect	A
Line	N
Lasso	L
Pen	P
Text	T
Oval	O
Rectangle	R
Pencil	Y
Brush	B
Ink bottle	S
Paint bucket	K
Dropper	I
Eraser	E
Hand	H
Zoom	M,Z

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