

# KEYBOARD SHORTCUTS



Shortcuts for Commands			
COMMAND	WINDOWS	MACINTOSH	MENU
100% (View)	Ctrl-1	⌘-1	View > Magnification
400% (View)	Ctrl-4	⌘-4	View > Magnification
800% (View)	Ctrl-8	⌘-8	View > Magnification
Accessibility Panel (Show/Hide)	Alt-F2	Option-F2	Window > Other Panels
Actions Panel (Show/Hide)	F9	F9	Window > Development Panels
Align (Objects) Bottom	Ctrl-Alt-6	Option-⌘-6	Modify > Align
Align (Objects) Horizontal Center	Ctrl-Alt-2	Option-⌘-2	Modify > Align
Align (Objects) Left	Ctrl-Alt-1	Option-⌘-1	Modify > Align
Align (Objects) Right	Ctrl-Alt-3	Option-⌘-3	Modify > Align
Align (Objects) to Stage (toggle)	Ctrl-Alt-8	Option-⌘-8	Modify > Align
Align (Objects) Top	Ctrl-Alt-4	Option-⌘-4	Modify > Align
Align (Objects) Vertical Center	Ctrl-Alt-5	Option-⌘-5	Modify > Align
Align (Text) Center	Ctrl-Shift-C	Shift-⌘-C	Text > Align
Align (Text) Left	Ctrl-Shift-L	Shift-⌘-L	Text > Align
Align (Text) Right	Ctrl-Shift-R	Shift-⌘-R	Text > Align
Align Panel (Show/Hide)	Ctrl-K	⌘-K	Window > Design Panels
Antialias Text	Ctrl-Alt-Shift-T	Option-Shift-⌘-T	View > Preview Mode
Antialias	Ctrl-Alt-Shift-A	Option-Shift-⌘-A	View > Preview Mode
Auto Format	Ctrl-Shift-F	Shift-⌘-F	Actions Panel Options
Bandwidth Profiler (Show/Hide)	Ctrl-B	⌘-B	View (in Test Movie mode)
Behaviors Panel (Show/Hide)	Shift-F3	Shift-F3	Window > Development Panels
Bold (Text)	Ctrl-Shift-B	Shift-⌘-B	Text > Style
Break Apart	Ctrl-B	⌘-B	Modify
Bring (Selected Item) to Front	Ctrl-Shift-Up	Option-Shift-Up	Modify > Arrange
Bring (Selected Item) Forward	Ctrl-Up	⌘-Up	Modify > Arrange
Center Horizontal (Objects)	Ctrl-Alt-2	Option-⌘-2	Modify > Align
Center Vertical (Objects)	Ctrl-Alt-5	Option-⌘-5	Modify > Align
Check Syntax	Ctrl-T	⌘-T	Actions Panel Options
Clear Frames	Alt-Backspace	Option-Delete	Edit > Timeline

Shortcuts for Commands <i>(continued)</i>			
COMMAND	WINDOWS	MACINTOSH	MENU
Clear (Stage)	Backspace or Delete	Delete or Clear	Edit
Clear Keyframe	Shift-F6	Shift-F6	Modify > Timeline
Close (File)	Ctrl-W	⌘-W	File
Close All Scripts	Ctrl-Shift-- (minus)	Shift-⌘-- (minus)	Actions Panel Options
Close Script	Ctrl-- (minus)	⌘-- (minus)	Actions Panel Options
Color Mixer Panel (Show/Hide)	Shift-F9	Shift-F9	Window > Design Panels
Color Swatches Panel (Show/Hide)	Ctrl-F9	⌘-F9	Window > Design Panels
Component Inspector (Show/Hide)	Alt-F7	Option-F7	Window > Development Panels
Components Panel (Show/Hide)	Ctrl-F7	⌘-F7	Window > Development Panels
Continue	F10	F10	Control (in Test Movie Mode)
Convert to Blank Keyframes	F7	F7	Modify > Timeline
Convert to Keyframes	F6	F6	Modify > Timeline
Convert to Symbol	F8	F8	Modify
Copy (Selection)	Ctrl-C	⌘-C	Edit
Copy Frames	Ctrl-Alt-C	Option-⌘-C	Edit > Timeline
Cut (Selection)	Ctrl-X	⌘-X	Edit
Cut Frames	Ctrl-Alt-X	Option-⌘-X	Edit > Timeline
Debug Movie	Ctrl-Shift-Enter	Shift-⌘-Return	Control
Debugger Panel (Show/Hide)	Shift-F4	Shift-F4	Window > Development Panels
Decrease (Tracking)	Ctrl-Alt-Left	Option-⌘-Left	Text > Tracking
Default (Publishing)	Ctrl-⌘, F12	Ctrl-⌘, F12	File > Publish Preview
Deselect All	Ctrl-Shift-A	Shift-⌘-A	Edit
Distribute Heights	Ctrl-Alt-9	Option-⌘-9	Modify > Align
Distribute to Layers	Ctrl-Shift-D	Shift-⌘-D	Modify > Timeline
Distribute Widths	Ctrl-Alt-7	Option-⌘-7	Modify > Align
Document Properties	Ctrl-J	⌘-J	Modify
Duplicate (Selection)	Ctrl-D	⌘-D	Edit
Edit Grid	Ctrl-Alt-G	Option-⌘-G	View > Grid
Edit Guides	Ctrl-Alt-Shift-G	Option-Shift-⌘-G	View > Guides
Edit Symbols	Ctrl-E	⌘-E	Edit
Enable Simple Buttons	Ctrl-Alt-B	Option-⌘-B	Control
Exit (Quit)	Ctrl-Q	⌘-Q	Edit
Expert Mode	Ctrl-Shift-E	Shift-⌘-E	Actions Panel Options
Export Script	Ctrl-Shift-X	Shift-⌘-X	Actions Panel Options
Export Movie	Ctrl-Alt-Shift-S	Option-Shift-⌘-S	File > Export
Fast (View)	Ctrl-Alt-Shift-F	Option-Shift-⌘-F	View > Preview Mode
Find (in Script Pane)	Ctrl-F	⌘-F	Actions Panel Options
Find and Replace	Ctrl-F	⌘-F	Edit
Find Again/Next	F3	F3	Edit
Find Next (in Script Pane)	F3	⌘-G	Actions Panel Options
First (Scene)	Home	Home	View > Goto
Frame (Add)	F5	F5	Insert > Timeline

**Shortcuts for Commands** *(continued)*

COMMAND	WINDOWS	MACINTOSH	MENU
Frame-by-Frame Graph (Show)	Ctrl-F	⌘-F	View (in Test Movie-Mode)
Go to First Scene	Home	Home	View > Go To
Go to Last Scene	End	End	View > Go To
Go to Line	Ctrl-G	⌘-, [comma]	Actions Panel Options
Go to Next Scene	Page Down	Page Down	View > Go To
Go to Previous Scene	Page Up	Page Up	View > Go To
Grid (Show/Hide)	Ctrl-'	⌘-'	View > Grid
Group (Selected Items)	Ctrl-G	⌘-G	Modify
Guides (Show/Hide)	Ctrl-;	⌘-;	View > Guides
Help Panel (Show/Hide)	F1	F1	Help
Hide Edges (Show/Hide Selection Highlight)	Ctrl-H	Shift-⌘-E	View
Hide/Show (All Open Panels)	F4	F4	Window
History Panel (Show/Hide)	Ctrl-F10	⌘-F10	Window > Other Panels
Import to Stage	Ctrl-R	⌘-R	File > Import
Import Script	Ctrl-Shift-I	Shift-⌘-I	Actions Panel Options
Increase (Tracking)	Ctrl-Alt-Right	Option-⌘-Right	Text > Tracking
Info Panel (Show/Hide)	Ctrl-I	⌘-I	Window > Design Panels
Italic (Text)	Ctrl-Shift-I	Shift-⌘-I	Text > Style
Justify (Text)	Ctrl-Shift-J	Shift-⌘-J	Text > Align
Last (Scene)	End	End	View > Goto
Library window (Show/Hide)	Ctrl-L, F11	⌘-L, F11	Window
List Objects	Ctrl-L	⌘-L	Debug (in Test Movie Mode)
List Variables	Ctrl-Alt-V	Option-⌘-V	Debug (in Test Movie Mode)
Lock (Group)	Ctrl-Alt-L	Option-⌘-L	Modify > Arrange
Lock Guides	Ctrl-Shift-; (semi-colon)	Option-Shift-; (semi-colon)	View > Guides
Make Same Height	Ctrl-Alt-Shift-9	Option-Shift-⌘-9	Modify > Align
Make Same Width	Ctrl-Alt-Shift-7	Option-Shift-⌘-7	Modify > Align
Movie Explorer Panel (Show/Hide)	Alt-F3	Option-F3	Window > Other Panels
New (File)	Ctrl-N	⌘-N	File
New Symbol	Ctrl-F8	⌘-F8	Insert
New Window	Ctrl-Alt-K	Option-⌘-K	Window
Next (Scene)	Page Down	Page Down	View > Goto
Open (File)	Ctrl-O	⌘-O	File
Open External Library	Ctrl-Shift-O	Shift-⌘-O	File > Import
Optimize (Curves)	Ctrl-Alt-Shift-C	Option-Shift-⌘-C	Modify > Shape
Outlines (View As)	Ctrl-Alt-Shift-O	Option-Shift-⌘-o	View > Preview Mode
Output Panel (Show/Hide)	F2	F2	Window > Development Panels
Panels (Show/Hide, including Tools)	F4	F4	Window > Other Panels
Paste in Center (Clipboard Contents)	Ctrl-V	⌘-V	Edit
Paste Frames	Ctrl-Alt-V	Option-⌘-V	Edit > Timeline
Paste In Place (Clipboard Contents)	Ctrl-Shift-V	Shift-⌘-V	Edit

Shortcuts for Commands <i>(continued)</i>			
COMMAND	WINDOWS	MACINTOSH	MENU
Pin Script (in Script pane)	Ctrl-=	⌘-=	Actions Panel Options
Plain (Text)	Ctrl-Shift-P	Shift-⌘-P	Text > Style
Play (Movie)	Enter	Return	Control
Preferences	Ctrl-U	⌘-U	Edit (Windows), Flash (Mac)
Previous (Scene)	Page Up	Page Up	View > Goto
Print	Ctrl-P	⌘-P	File
Properties Panel (Show/Hide)	Ctrl-F3	⌘-F3	Window
Publish	Shift-F12	Shift-F12	File
Publish Preview (Default)	F12	F12	File > Publish Preview
Publish Settings	Ctrl-Shift-F12	Option-Shift-F12	File
Quit (Exit)	Ctrl-Q	⌘-Q	File
Redo	Ctrl-Y	⌘-Y	Edit
Remove All Breakpoints	Ctrl-Shift-A	Shift-⌘-A	Control (in Test Movie Mode)
Remove Frames	Shift-F5	Shift-F5	Edit > Timeline
Remove Transform	Ctrl-Shift-Z	Shift-⌘-Z	Modify > Transform
Repeat (Previous Step)	Ctrl-Y	⌘-Y	Edit
Replace	Ctrl-H	Shift-⌘-H	Actions Panel Options
Reset (Tracking)	Ctrl-Alt-Up	Option-⌘-Up	Text > Tracking
Rewind (Movie)	Ctrl-Alt-R	Option-⌘-R	Control
Rotate 90° CCW	Ctrl-Shift-7	Shift-⌘-7	Modify > Transform
Rotate 90° CW	Ctrl-Shift-9	Shift-⌘-9	Modify > Transform
Rulers (Show/Hide)	Ctrl-Alt-Shift-R	Option-Shift-⌘-R	View
Save As	Ctrl-Shift-S	Shift-⌘-S	File
Save	Ctrl-S	⌘-S	File
Scale and Rotate	Ctrl-Alt-S	Option-⌘-S	Modify > Transform
Scene Panel (Show/Hide)	Shift-F2	Shift-F2	Window > Design Panels
Select All	Ctrl-A	⌘-A	Edit
Select All Frames	Ctrl-Alt-A	Option-⌘-A	Edit > Timeline
Send (selected item) to back	Ctrl-Shift-Down	Option-Shift-Down	Modify > Arrange
Send (selected item) backward	Ctrl-Down	⌘-Down	Modify > Arrange
Shape Hint (Add)	Ctrl-Shift-H	Shift-⌘-H	Modify > Shape
Shape Hints (Show/Hide)	Ctrl-Alt-H	Option-⌘-H	View
Show All	Ctrl-3	⌘-3	View > Magnification
Show Code Hint	Ctrl-Spacebar	Control-Spacebar	Actions Panel Options
Show Frame	Ctrl-2	⌘-2	View > Magnification
Simulate Download	Ctrl-Enter	⌘-Return	View(In Test Movie Mode)
Snap to Grid	Ctrl-Shift-' (apostrophe)	Shift-⌘-' (apostrophe)	View > Snapping
Snap to Guides	Ctrl-Shift-; (semi-colon)	Shift-⌘-; (semi-colon)	View > Snapping
Snap to Objects	Ctrl-Shift-/ (slash)	Shift-⌘-/ (slash)	View > Snapping
Step Backward One Frame	, (comma)	, (comma)	Control
Step Forward One Frame	. (period)	. (period)	Control
Step In	F6	F6	Control (in Test Movie Mode)

<b>Shortcuts for Commands</b> <i>(continued)</i>			
<b>COMMAND</b>	<b>WINDOWS</b>	<b>MACINTOSH</b>	<b>MENU</b>
Step Out	F8	F8	Control (in Test Movie Mode)
Step Over	F7	F7	Control (in Test Movie Mode)
Stop Debugging	F11	F11	Control (in Test Movie Mode)
Stop (Movie Playback)	Enter	Return	Control (in Test Movie Mode)
Streaming Graph (Show/Hide)	Ctrl-G	⌘-G	View (in Test Movie Mode)
Strings Panel (Show/Hide)	Ctrl-F11	⌘-F11	Window > Other Panels
Tracking (decrease)	Ctrl-Alt-Left	Option-⌘-Left	Text > Tracking
Tracking (increase)	Ctrl-Alt-Right	Option-⌘-Right	Text > Tracking
Tracking (reset)	Ctrl-Alt-Up	Option-⌘-Up	Text > Tracking
Test Movie	Ctrl-Enter	⌘-Return	Control
Test Scene	Ctrl-Alt-Enter	Option-⌘-Return	Control
Timeline (Show/Hide)	Ctrl-Alt-T	Option-⌘-T	Window
Tools Panel (Show/Hide)	Ctrl-F2	⌘-F2	Window
Transform Panel (Show/Hide)	Ctrl-T	⌘-T	Window > Design Panels
Undo	Ctrl-Z	⌘-Z	Edit
Ungroup	Ctrl-Shift-G	Shift-⌘-G	Modify
Unlock All (locked groups)	Ctrl-Alt-Shift-L	Option-Shift-⌘-L	Modify > Arrange
View Line Numbers	Ctrl-Shift-L	Shift-⌘-L	Actions Panel Options
Word Wrap (in Script Pane)	Ctrl-Shift-W	Shift-⌘-W	Actions Panel Options
Work Area (View)	Ctrl-Shift-W	Shift-⌘-W	View
Zoom In	Ctrl+= (equals sign)	⌘-= (equals sign)	View
Zoom Out	Ctrl-- (minus sign)	⌘-- (minus)	View

<b>Shortcuts for Accessing Tools and Manipulating Elements</b>		
<b>OPERATION / TOOL</b>	<b>WINDOWS</b>	<b>MACINTOSH</b>
Selection tool (select in Toolbar)	V	V
Selection tool (temporary access)	Ctrl	⌘
Brush tool (select in Toolbar)	B	B
Constrain (ovals to circles, rectangles to squares, lines and rotation to 45-degree angles)	Shift-drag	Shift-drag
Convert corner point to curve point (subselection tool)	Alt-drag	Option-drag
Create new corner point (selection tool)	Alt-drag a line	Option-drag a line
Drag a copy of selected element on Stage	Alt-drag	Option-drag
Drag a copy of selected keyframe unit in Timeline	Alt-drag	Option-drag
Draw from center (oval tool, rectangle tool)	Alt-drag	Option-drag
Dropper tool (select in Toolbox)	I	I
End open path (pen tool)	Ctrl-click	⌘-click
Eraser tool (select in Toolbox)	E	E
Fill Transform tool (select in Toolbox)	F	F
Free Transform tool (select in Toolbox)	Q	Q

Shortcuts for Accessing Tools and Manipulating Elements <i>(continued)</i>		
OPERATION / TOOL	WINDOWS	MACINTOSH
Hand tool (select in Toolbox)	H	H
Hand tool (temporary access)	Spacebar	Spacebar
Show/Hide all but one layer	Alt-click active layer's	Option-click active layer's eye column
Ink bottle tool (select in Toolbar)	S	S
Lasso tool (select in Toolbar)	L	L
Line tool (select in Toolbar)	S	N
Lock/unlock all but one layer	Alt-click active layer's	Option-click active layer's padlock column
Magnifier tool (select in Toolbar)	M, Z	M, Z
Magnifier zoom-in tool (temporary access)	Ctrl-Spacebar	⌘-Spacebar
Magnifier zoom-out tool (temporary access)	Ctrl-Shift-Spacebar	Shift-⌘-Spacebar
Move selected keyframe unit in Timeline	Click-and-drag	Click-and-drag
Nudge selected element down 1 pixel	Down arrow	Down arrow
Nudge selected element down 10 pixels	Shift-Down arrow	Shift-Down arrow
Nudge selected element to the left 1 pixel	Left arrow	Left arrow
Nudge selected element to the left 10 pixels	Shift-Left arrow	Shift-Left arrow
Nudge selected element to the right 1 pixel	Right arrow	Right arrow
Nudge selected element to the right 10 pixels	Shift-Right arrow	Shift-Right arrow
Nudge selected element up 1 pixel	Up arrow	Up arrow
Nudge selected element up 10 pixels	Shift-Up arrow	Shift-Up arrow
Oval tool (select in Toolbar)	O	O
Paint bucket tool (select in Toolbar)	K	K
Pen tool (select in Toolbar)	P	P
Pencil tool (select in Toolbar)	Y	Y
Rectangle tool (select in Toolbar)	R	R
Select multiple layers	Shift-click	Shift-click
Select noncontiguous layers	Ctrl-click	⌘-click
Set fill and stroke color simultaneously tool	Shift-click with the dropper tool	Shift-click with the dropper
Show outlines for all but one layer	Alt-click that layer's	Option-click that layer's outline column
Subselection tool (select in Toolbar)	A	A
Switch magnifier tool temporarily from zoom-in to	Alt	Option zoom-out and vice versa
Text tool (select in Toolbar)	T	T