

| OPERATION/TOOL                       | WINDOWS                | MACINTOSH                | MENU                          |
|--------------------------------------|------------------------|--------------------------|-------------------------------|
| <b>SHORTCUTS for COMMANDS</b>        |                        |                          |                               |
| Break Apart                          | Ctrl-B                 | Cmd-B                    | Modify                        |
| Convert to Blank Keyframes           | F7                     | F7                       | Modify > Timeline             |
| Convert to Keyframes                 | F6                     | F6                       | Modify > Timeline             |
| Convert to Symbol                    | F8                     | F8                       | Modify                        |
| Copy Frames                          | Ctrl-Alt-C             | Option-Cmd-C             | Edit > Timeline               |
| Cut Frames                           | Ctrl-Alt-X             | Option-Cmd-X             | Edit > Timeline               |
| Edit Grid                            | Ctrl-Alt-G             | Option-Cmd-G             | View > Grid                   |
| Edit Guides                          | Ctrl-Alt-Shift-G       | Option-Shift-Cmd-G       | View > Guides                 |
| Edit Snapping                        | Ctrl-/ (slash)         | Cmd-/ (slash)            | View > Snapping               |
| Edit Symbols                         | Ctrl-E                 | Cmd-E                    | Edit                          |
| Enable Simple Buttons                | Ctrl-Alt-B             | Option-Cmd-B             | Control                       |
| Enable Simple Frame Actions          | Ctrl-Alt-F             | Option-Cmd-F             | Control                       |
| Frame (Add)                          | F5                     | F5                       | Insert > Timeline             |
| Guides (Show/Hide)                   | Ctrl-; (semicolon)     | Cmd-; (semicolon)        | View > Guides                 |
| Hide/Show (All Open Panels)          | F4                     | F4                       | Window                        |
| Import to Stage                      | Ctrl-R                 | Cmd-R                    | File > Import                 |
| Library Panel (Show/Hide)            | Ctrl-L, F11            | Cmd-L, Option-F11        | Window                        |
| Lock (Group)                         | Ctrl-Alt-L             | Option-Cmd-L             | Modify > Arrange              |
| Lock Guides                          | Ctrl-Alt-; (semicolon) | Option-Cmd-; (semicolon) | View > Guides                 |
| Mute Sounds                          | Ctrl-Alt-M             | Option-Cmd-M             | Control                       |
| New Symbol                           | Ctrl-F8                | Cmd-F8                   | Insert                        |
| Open External Library                | Ctrl-Shift-O           | Shift-Cmd-O              | File > Import                 |
| Outlines (View As)                   | Ctrl-Alt-Shift-O       | Option-Shift-Cmd-O       | View > Preview Mode           |
| Paste in Center (Clipboard Contents) | Ctrl-V                 | Cmd-V                    | Edit                          |
| Paste Frames                         | Ctrl-Alt-V             | Option-Cmd-V             | Edit > Timeline               |
| Paste in Place (Clipboard Contents)  | Ctrl-Shift-V           | Shift-Cmd-V              | Edit                          |
| Play (Movie)                         | Enter                  | Return                   | Control                       |
| Publish Preview (Default)            | F12                    | Cmd-F12                  | File > Publish Preview        |
| Publish Settings                     | Ctrl-Shift-F12         | Option-Shift-F12         | File                          |
| Remove Frames                        | Shift-F5               | Shift-F5                 | Edit > Timeline               |
| Remove Transform                     | Ctrl-Shift-Z           | Shift-Cmd-Z              | Modify > Transform            |
| Rewind (Movie)                       | Ctrl-Alt-R             | Option-Cmd-R             | Control                       |
| Scale and Rotate                     | Ctrl-Alt-S             | Option-Cmd-S             | Modify > Transform Select All |



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|---|---------------------------------------|--|------------------|
| <b>SHORTCUTS for COMMANDS Continued</b>   |                                       |  |                  |
| Frames  | Ctrl-Alt-A                            | Option-Cmd-A                             | Edit > Timeline  |
| Snap to Grid  | Ctrl-Shift-' (apostrophe)             | Shift-Cmd-' (apostrophe)                 | View > Snapping  |
| Snap to Guides  | Ctrl-Shift-; (semicolon)              | Shift-Cmd-; (semicolon)                  | View > Snapping  |
| Snap to Objects   | Ctrl-Shift-/ (slash)                  | Shift-Cmd-/ (slash)                      | View > Snapping  |
| Step Backward One Frame   | , (comma)                             | , (comma)                                | Control          |
| Step Forward One Frame  | . (period)                            | . (period)                               | Control          |
| Test Movie  | Ctrl-Enter                            | Cmd-Return                               | Control          |
| Timeline (Show/Hide)  | Ctrl-Alt-T                            | Option-Cmd-T                             | Window           |
| Unlock All (locked groups)  | Ctrl-Alt-Shift-L                      | Option-Shift-Cmd-L                       | Modify > Arrange |
| <b>SHORTCUTS for ACCESSING TOOLS and MANIPULATING ELEMENTS</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   | Alt-drag                              | Option-drag                              |                  |
| 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                              |                  |
| Show/Hide all but one layer   | Alt-click that layer's eye column     | Option-click that layer's eye column     |                  |
| Set fill and stroke color simultaneously  | Shift-click with the dropper tool     | Shift-click with the dropper tool        |                  |
| Show outlines for all but one layer   | Alt-click that layer's outline column | Option-click that layer's outline column |                  |