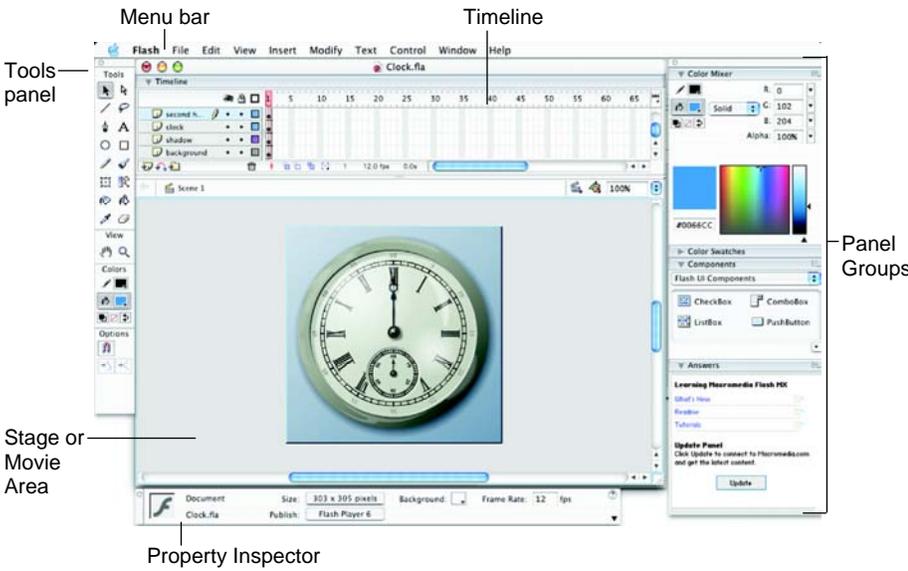


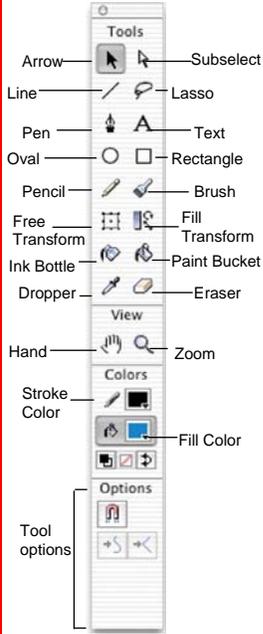
Flash MX Training

Flash Quick Reference Card

Flash MX Workspace in OS X



Tools Panel



To Display Tool Options:
Click a tool and select a tool option from the bottom of the Tools panel.

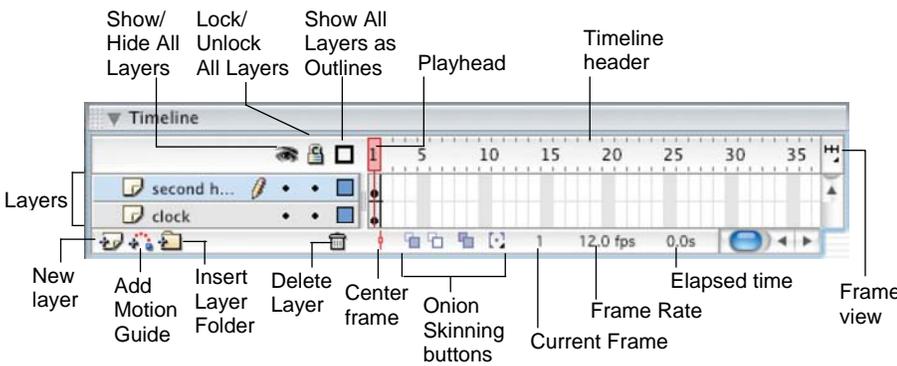
To Constrain Shapes:
Press the **<Shift>** key while dragging the shape.

To End Open Path (Pen Tool): Press **<Ctrl>** and click to end the path

To Convert a Corner Point to a Curve Point:
Click the **Subselection tool** and press **<Alt>**, click on the point you want to change and drag.

To Create a New Corner Point:
Click the **Arrow tool** and press **<Alt>**, click on the line where you want to create a point and drag.

Timeline



- **To Insert a Layer:** Click the **New Layer button** in the Timeline, or select **Insert** → **Layer** from the menu.
- **To Insert a Frame:** Click an empty frame on the Timeline and select **Insert** → **Frame** from the menu, or press **<F5>**. Flash inserts frames from the last frame or keyframe to the selected point.
- **To Delete a Frame:** Select the frame(s) and select **Insert** → **Remove Frames** from the menu, or press **<Shift>** + **<F5>**.
- **To Insert a Keyframe:** Click an empty frame on the Timeline and select **Insert** → **Keyframe** from the menu, or press **<F6>**.
- **To Insert a Blank Keyframe:** Click an empty frame on the Timeline and select **Insert** → **Blank Keyframe** from the menu, or press **<F7>**.
- **To Clear a Keyframe:** Select the keyframe and select **Insert** → **Clear Keyframe** from the menu, or press **<Shift>** + **<F6>**. The keyframe becomes a regular frame.
- **To Create Frame-by-Frame Animation:** Insert a keyframe in the selected layer, place an object on the stage. Insert a keyframe in the next frame, change the object from the first frame, and repeat.
- **To Insert Motion Tweened Animation:** Insert a keyframe in the selected layer and place a symbol or grouped object on the stage. Select the symbol and select **Insert** → **Create Motion Tween** from the menu. Select the last frame you want to include in the motion tween, and move the symbol to the final point of the tween.
- **To Change Timeline View:** Click the **Frame view button** and select a view.

Keyboard Shortcuts

Import	<⌘> + <R>
Export Movie	<Option> + <Shift> + <⌘> + <R>
Show/Hide Panels	<F4>
Insert Frame	<F5>
Remove Frames	<Shift> + <F5>
Insert Keyframe	<F6>
Clear Keyframe	<Shift> + <F6>
Insert Blank Keyframe	<F7>
Convert to Symbol	<F8>
Copy Frames	<Option> + <⌘> + <C>
Cut Frames	<Option> + <⌘> + <X>
Paste Frames	<Option> + <⌘> + <P>
Duplicate Selection	<⌘> + <D>
Group Selected Items	<⌘> + <G>
Break Apart	<⌘> +
Move to Top of File	<⌘> + <Home>
Move to Bottom of File	<⌘> + <End>
Play Movie	<Return>
Rewind Movie	<Option> + <⌘> + <R>
Show/Hide Timeline	<Option> + <⌘> + <T>
Step Forward	<. >
Step Backward	<,>

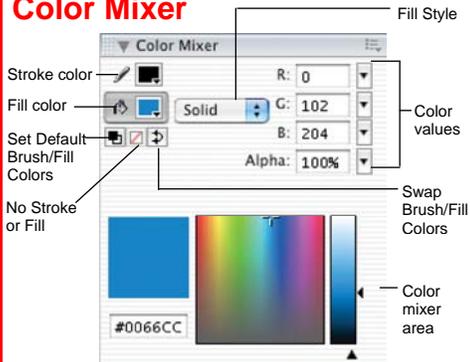
Panels

To View a Panel: Select **Window** from the menu bar and select the panel you want to view. Or, click the title of the panel group, or click the expander arrow in panel group title bar.

To View More Options: Click the panel's **Options menu**.

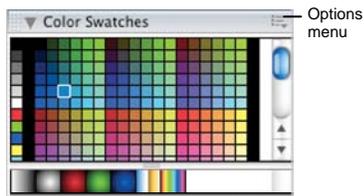
To Move, Dock, or Undock a Panel or Panel Group: Drag the panel gripper (dotted area on the left side of the panel title bar) to a new location or docking area.

Color Mixer



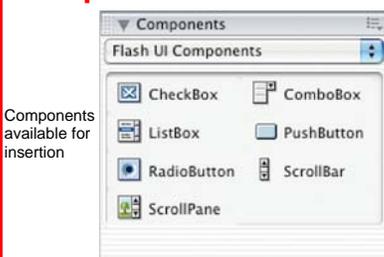
Create a new color, edit a color, use a different color model in your document, or create new colors to add to a color swatch.

Color Swatches



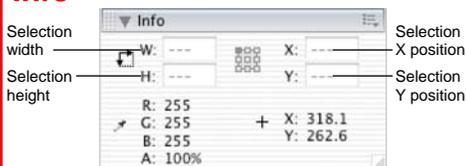
Create a new swatch to create your own color scheme, or modify an existing swatch.

Components



Add user interaction in movies or Web forms, create your own components, or modify existing ones.

Info



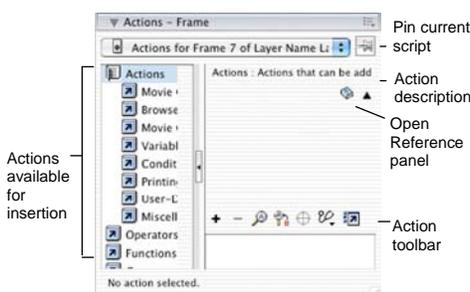
Create a new swatch to create your own color scheme, or modify an existing swatch.

Answers



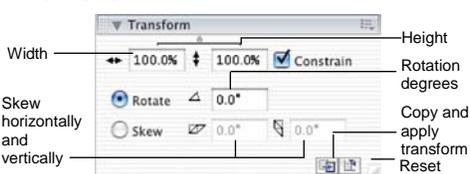
Connect to the Macromedia web site to learn about and access the most recent information about Flash.

Actions



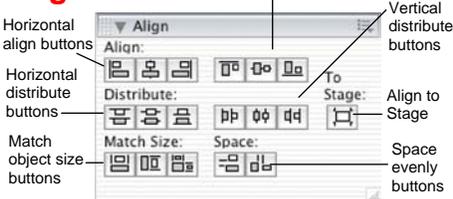
Insert ActionScript statements, or commands, into the movie. A description of the selected action appears in the panel.

Transform



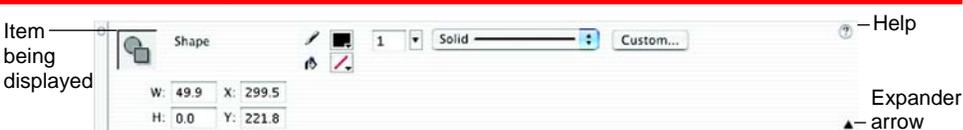
Scale, rotate, or skew an object. Click the Constrain box to maintain the object's original proportions during transformation.

Align



Select objects and align and distribute or match size and space relative to one another, or relative to the Stage.

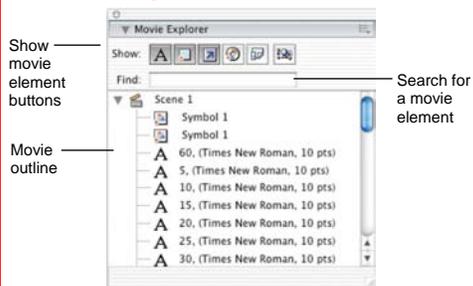
Property Inspector



The **Property Inspector** displays detailed information and settings about a selected item in the Flash workspace: the document, shapes, videos, text, symbols, frames, tools, components, or groups. It replaces the Fill, Stroke, Character, Paragraph, Tool Options, Effect, Frame, and Instance panels of earlier versions.

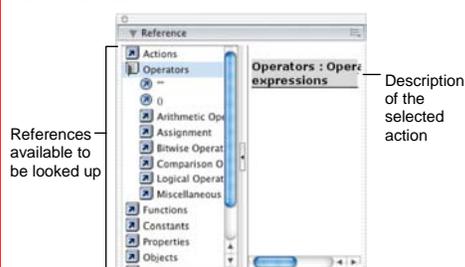
To expand or contract the bottom half of the inspector: Click the **Expander arrow** in the property Inspector.

Movie Explorer



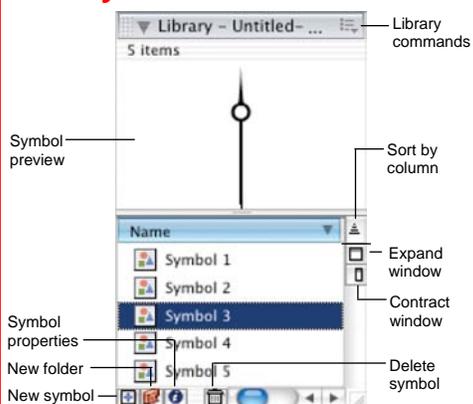
Use the Movie Explorer as a map of the movie; search for movie content, organize movie contents, view an outline of the movie's structure, or select movie elements for modification.

Reference



Describes in detail the action selected on the left side of the panel. Or, copy and paste sample code into the Actions panel.

Library



The Library contains the symbols inserted in a movie. Organize symbols into folders and view symbol details such as when the item was last modified and the number of instances. Insert, edit or delete symbols in this window.