Macromedia®
Flash 5
Quick Reference Card

Flash 5 Workspace

Title bar · Menu bar · Tools Panel · Tool options · Timeline · Stage or Movie Area · Stage zoom · Mini-Launcher

Tools Panel

Arrow · Subselect · Line · Lasso · Pen · Text · Oval · Rectangle · Pencil · Brush · Ink Bottle · Paint Bucket · Dropper · Eraser · Hand · Zoom · Stroke Color · Colors · Fill Color · Tool options · Options
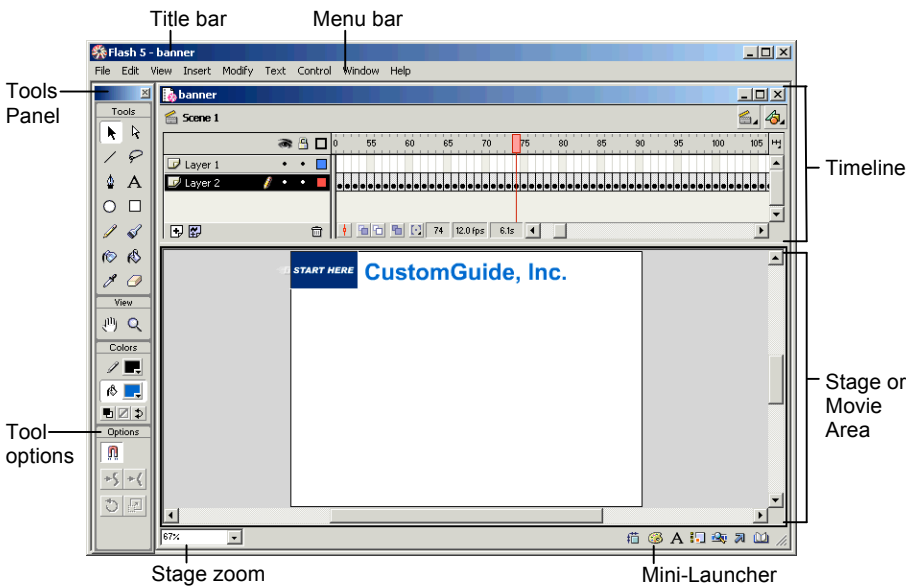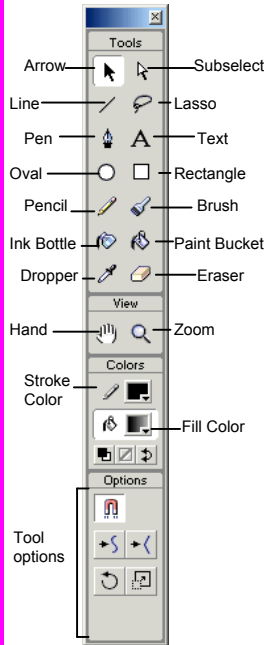
To Display Tool Options: Click a tool and select a tool option from the bottom of the Tools panel.
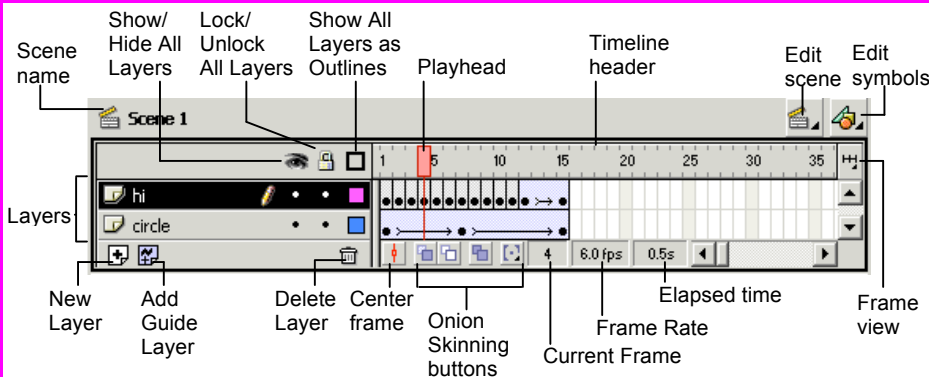
To Constrain Shapes: Press the **<Shift>** key while dragging the shape.

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

Scene name · Show/Hide All Layers · Lock/Unlock All Layers · Show All Layers as Outlines · Playhead · Timeline header · Edit scene · Edit symbols · Layers · New Layer · Add Guide Layer · Delete Layer · Center frame · Onion Skinning buttons · Current Frame · Frame Rate · Elapsed time · Frame view

- **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

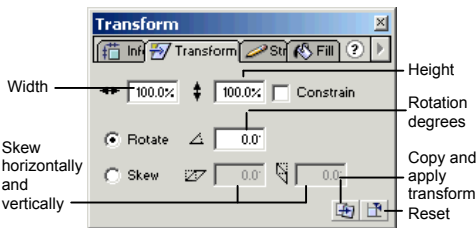|	
Import	**<Ctrl> + <R>**
Export	**<Ctrl>+ <Shift> + <R>**
Insert Frame	**<F5>**
Insert Keyframe	**<F6>**
Insert Blank Keyframe	**<F7>**
Clear Keyframe	**<Shift> + <F6>**
Break Apart	**<Ctrl> + <B>**
Convert to Symbol	**<F8>**
Copy Frames	**<Ctrl> + <Alt> + <C>**
Cut Frames	**<Ctrl> + <Alt> + <X>**
Paste Frames	**<Ctrl> + <Alt> + <V>**
Duplicate Selection	**<Ctrl> + <D>**
Export Movie	**<Ctrl> + <Alt> + <Shift> + <S>**
First Scene	**<Home>**
Group Selected Items	**<Ctrl> + <G>**
Last Scene	**<End>**
Show/Hide Panels	**<Tab>**
Play Movie	**<Enter>**
Remove Frames	**<Shift> + <F5>**
Rewind Movie	**<Ctrl> + <Alt> + <R>**
Show/Hide Timeline	**<Ctrl> + <Alt> + <Z>**
Step Forward	**< . >**
Step Backward	**< , >**

Panels

- **To View a Panel:** Select **Window → Panel** from the menu and select the panel you want to view. For Movie Explorer, Object Actions or Library, select **Window** from the menu bar and select the desired window.
- **To View More Options:** Click the panel's ▶ **Options menu**.
- **To Get Help:** Click the ⑦ **Help button** for more information on the panel.

Info Panel
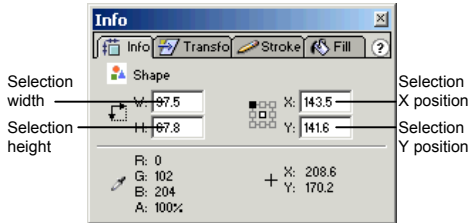
View or enter specific information for the selected object or instance, such as size, location, and colors used in the object.

**Selection width** — W: 97.5
Selection height — H: 67.8
Selection X position — X: 143.5
Selection Y position — Y: 141.6
R: 0
G: 102
B: 204
A: 100%
X: 208.6
Y: 170.2

Transform Panel

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

Width — 100.0%
Height — 100.0% Constrain
Rotate 0.0°
Skew 0.0° 0.0°
Skew horizontally and vertically
Rotation degrees
Copy and apply transform
Reset
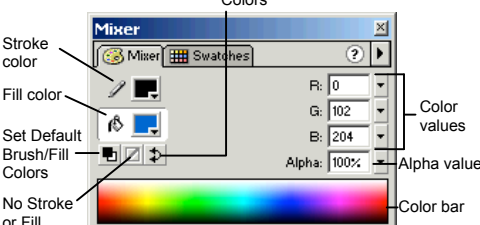
Stroke and Fill Panels

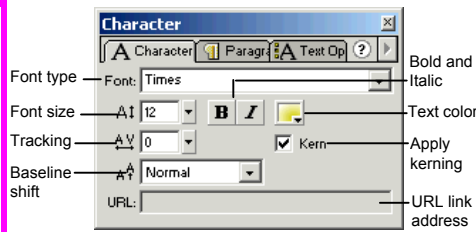Format a selected object's stroke or fill properties with various colors and textures.

Align Panel
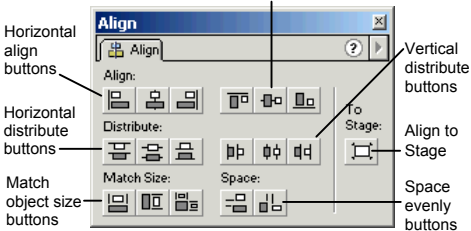
Select objects and align and distribute or match size and space relative to one another, or relative to the Stage.
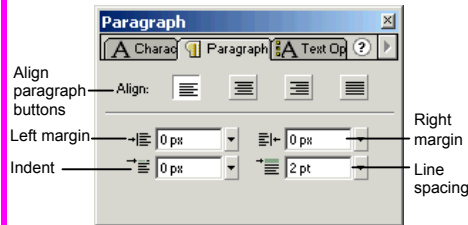
Horizontal align buttons
Vertical align buttons
Horizontal distribute buttons
Vertical distribute buttons
Match object size buttons
To Stage:
Align to Stage
Space evenly buttons
Align:
Distribute:
Match Size:
Space:

Mixer Panel

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

Swap Brush/Fill Colors
Stroke color
Fill color
Set Default Brush/Fill Colors
No Stroke or Fill
R: 0
G: 102
B: 204
Alpha: 100%
Color values
Alpha value
Color bar

Character Panel

Format the font type, spacing, size, or color of text used in the movie. Select the text and enter a URL to create a hyperlink.

Font type — Font: Times
Font size — 12
Tracking — 0
Baseline shift — Normal
URL:
Bold and Italic — B I
Text color
Apply kerning — Kern
URL link address

Paragraph Panel

Format the line spacing, margins, indentation, or alignment of paragraphs used in the movie.

Align paragraph buttons — Align:
Left margin — 0 px
Indent — 0 px
Right margin — 0 px
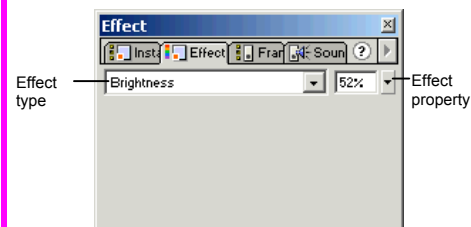Line spacing — 2 pt

Text Options Panel

Use device fonts rather than embedding text information in the movie.

Instance Panel
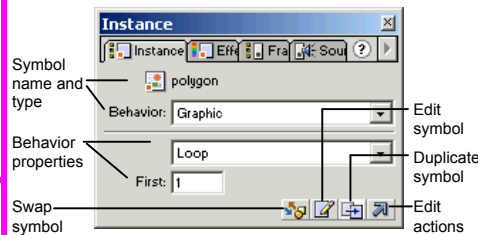
Edit the behavior, color, actions, or other characteristics of an instance inserted into the movie.

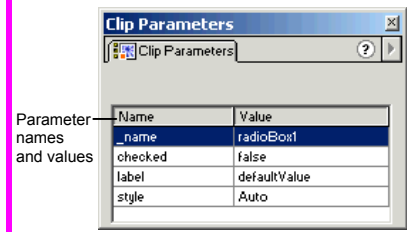Symbol name and type — polygon
Behavior: Graphic
Behavior properties — Loop
First: 1
Swap symbol
Edit symbol
Duplicate symbol
Edit actions

Effect Panel

Set color and transparency options for individual instances in the movie.

Effect type — Brightness 52%
Effect property

Frame Panel
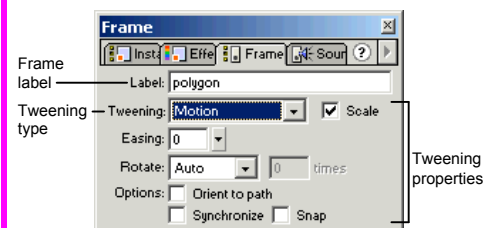
Label or comment on selected keyframes, or edit tweening properties for the frame.

Frame label — Label: polygon
Tweening type — Tweening: Motion Scale
Easing: 0
Rotate: Auto 0 times
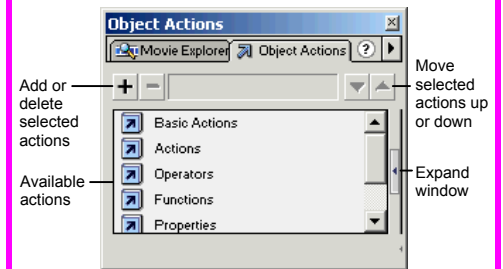Options: Orient to path
Synchronize Snap
Tweening properties

Clip Parameters Panel

Edit clip parameter values to change the behavior of smart clips or movie clips inserted into the movie.

Parameter names and values

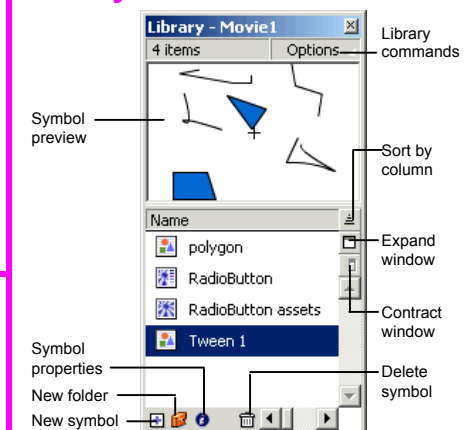| Name	Value
_name	radioBox1
checked	false
label	defaultValue
style	Auto

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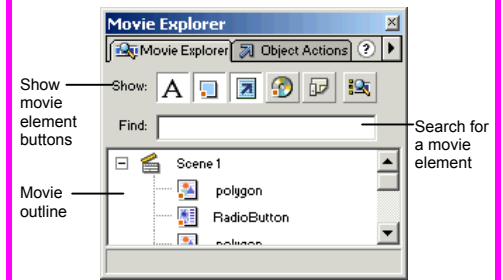
Use the Movie Explorer as a map of the movie; search for movie content, organize movie contents, view an outline of the movie's structure, or select movie elements for modification.

Show movie element buttons — Show:
Find:
Movie outline — Scene 1
polygon
RadioButton
polygon
Search for a movie element

Object or Frame Actions Panel

Create or edit actions for an object or frame. There are two modes to choose from when editing: Normal and Expert.

Add or delete selected actions
Available actions — Basic Actions, Actions, Operators, Functions, Properties
Move selected actions up or down
Expand window

Library Window

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.

Library - Movie1
4 items Options
Symbol preview
Name
polygon
RadioButton
RadioButton assets
Tween 1
Library commands
Sort by column
Expand window
Contract window
Delete symbol
Symbol properties
New folder
New symbol

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Teams	Google Sheets		
Word	Google Slides	+ more, including Spanish versions	

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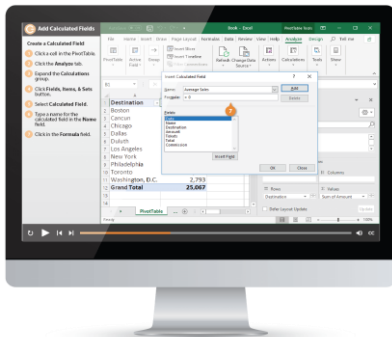
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