Adobe®

Flash CS3

Quick Reference Card

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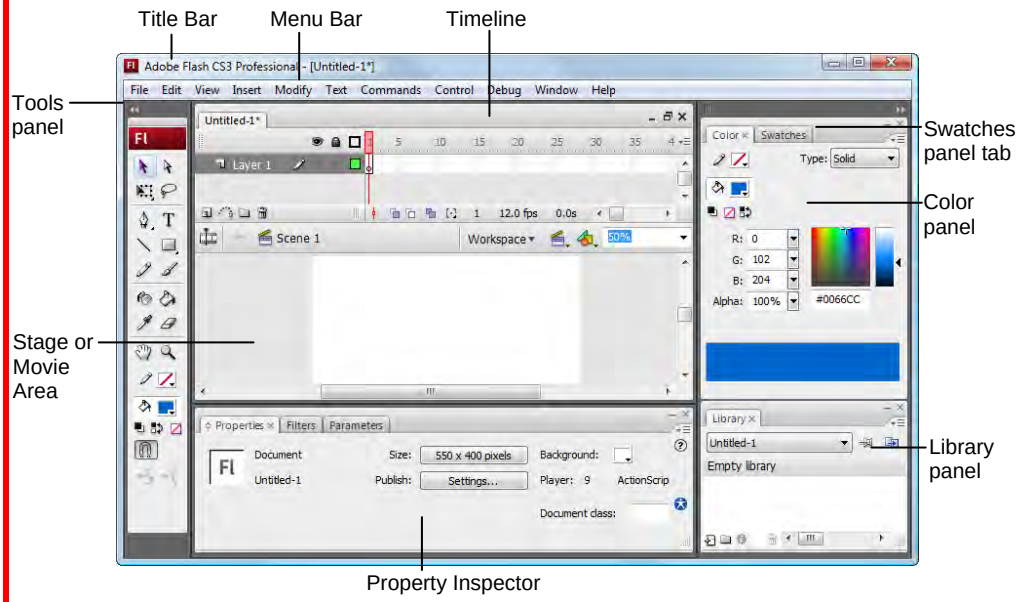
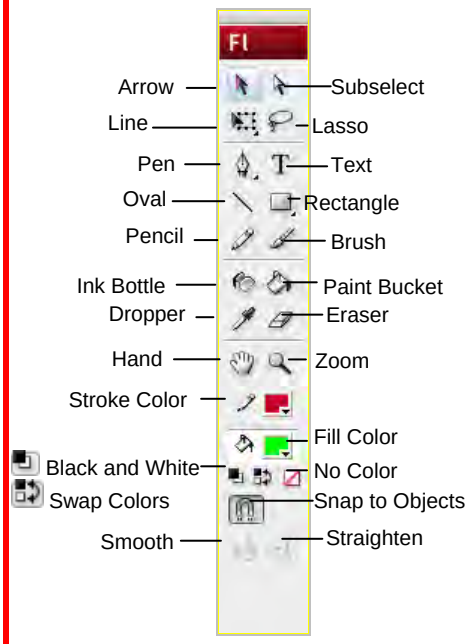
Flash CS3 Window



The Fundamentals

- **To Create a New Document:** Select **File** → **New** → **Layer** from the menu, or press **<Ctrl>** + **<N>**.
- **To Close:** To close the current document, select **File** → **Close** from the menu, or press **<Ctrl>** + **<W>**. To close all open documents, select **File** → **Close All** from the menu, or press **<Ctrl>** + **<Alt>** + **<W>**.
- **To Add a Layer:** Select **Insert** → **Timeline** → **Layer** from the menu, or click the Insert Layer button in the Timeline.
- **To Modify Document Properties:** Select **Modify** → **Document** from the menu, or press **<Ctrl>** + **<J>**.
- **To Find and Replace:** Select **Edit** → **Find and Replace** from the menu, or press **<Ctrl>** + **<F>**.
- **To Change Preferences:** Select **Edit** → **Preferences** from the menu, or press **<Ctrl>** + **<U>**.
- **To Export an Image:** Select **File** → **Export** → **Export Image** from the menu.
- **To Export a Movie:** Select **File** → **Export** → **Export Movie** from the menu or press **<Ctrl>** + **<Alt>** +**<Shift>** + **<S>**.
- **To Open a Duplicate Window**: Select **Window** → **Duplicate Window** from the menu, or press **<Ctrl>** + **<Alt>** + **<K>**.

The Tools Panel



- **To Display Tool Options**: Click a tool and select a tool option at 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 the point you want to change and drag.

Keystroke Shortcuts

General

New	**<Ctrl> + <N>**
Open	**<Ctrl> + <O>**
Browse assets	**<Ctrl> + <Alt> + <O>**
First Scene	**<Home>**
Last Scene	**<End>**
Show/Hide Panels	**<Tab>**
Zoom in	**<Ctrl> + < = >**
Zoom out	**<Ctrl> + < - >**
Find next	**<F3>**
Hide panels	**<F4>**
Help	**<F1>**
Exit	**<Ctrl> + < Q >**

Graphics

Break Apart	**<Ctrl> + <B>**
New Symbol	**<Ctrl> + <F8>**
Convert to Symbol	**<F8>**
Duplicate Selection	**<Ctrl> + <D>**
Align	**<Ctrl> + <K>**
Group Selected	**<Ctrl> + <G>**
Import	**<Ctrl> + <R>**
Export	**<Ctrl>+ <Shift> + <R>**

Timeline

Insert Frame	**<F5>**
Insert Keyframe	**<F6>**
Insert Blank Keyframe	**<F7>**
Clear Keyframe	**<Shift> + <F6>**
Copy Frames	**<Ctrl> + <Alt> + <C>**
Cut Frames	**<Ctrl> + <Alt> + <X>**
Paste Frames	**<Ctrl> + <Alt> + <V>**
Remove Frames	**<Shift> + <F5>**
Play Movie	**<Enter>**
Rewind Movie	**<Ctrl> + <Alt> + <R>**
Step Forward	**< . >**
Step Backward	**< , >**
Mute Sounds	**<Ctrl> + <Alt> + <M>**

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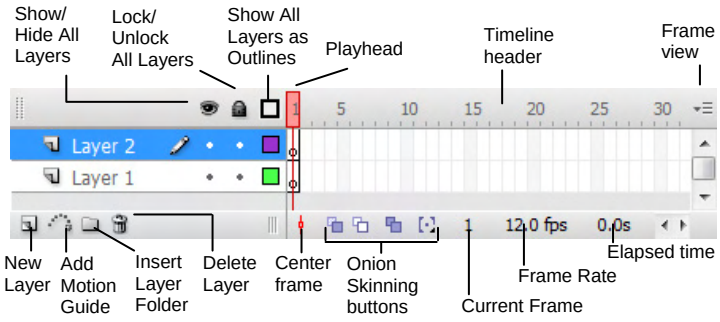
Timeline



- **To Show or Hide the Timeline:** Select **Window** → **Timeline** from the menu or press **<Ctrl>** +**<Alt>** + **<T>**.
- **To Insert a Layer:** Click the **New Layer** button in the Timeline, or select **Insert** → **Layer** from the menu.
- **To Hide a Layer:** Select the layer and click the Show/Hide All Layers button in the Timeline.
- **To Delete a Layer:** Select the layer and click the Delete Layer button in the Timeline.
- **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 Tween Animation:** Insert a keyframe in the selected layer and place a symbol or grouped object on the stage. Select the last keyframe you want to include in the motion animation, and move the symbol or group to the final point of the motion animation. Click the first keyframe and select **Insert** → **Create Motion Tween** from the menu, or click the **Tween** list arrow and select **Motion** from the list.
- **To Insert Shape Tween Animation:** Insert a keyframe in the selected layer and draw a shape (the shape cannot be a symbol or grouped object). Select the last keyframe you want to include in the motion tween, and draw the final shape of the animation. Click the first keyframe and select **Insert** → **Create Shape Tween** from the menu, or click the **Tween** list arrow and select **Shape** from the list.
- **To Use a Color Tween:** Click the last keyframe of a Shape Tween. Select the shape that you want to change colors and specify the new color for the shape.
- **To Add a Timeline Effect:** Select the object to which you want to add the effect. Select **Insert** → **Timeline Effects** from the menu and select an effect from the list.

Graphics

- **To Draw a Shape:** Select the shape you want to use from the Tools panel. Click and drag to draw the shape on the stage.
- **To Select a Shape:** Click the **Selection Tool** button on the Tools panel and click and drag around the shape to select it or double-click the shape.
- **To Change the Fill or Line Color of a Shape:** Click the **Paint Bucket Tool** button on the Tools panel. Choose the new color in the **Stroke** or **Fill** color buttons. Click the fill or line of the shape you want to change. Select the colors you want to use in the **Stroke** color and **Fill** color buttons on the Tools panel.
- **To Create a New Symbol:** Select **Insert** → **New Symbol** from the menu or press **<Ctrl>** + **<F8>**. Name the symbol and draw the symbol. Click **Scene 1** to exit the symbol and return to the workspace.
- **To Convert a Shape to a Symbol:** Select the shape and press **<F8>**.
- **To Convert a Symbol to a Shape:** Select the symbol and select **Modify** → **Break Apart** from the menu, or press **<Ctrl>** + **<B>**.
- **To Edit a Symbol:** Select **Edit** → **Edit Symbols** from the menu, or press **<Ctrl>** + **<E>**.
- **To Change Document Background:** Select **Modify** → **Document** from the menu, or press **<Ctrl>** + **<J>**. Select the color in the Background color box.
- **To Import a Picture or Graphic:** Select **File** → **Import** and select **Import to Stage** or **Import to Library** from the menu.
- **To Insert Text:** Click the **Text Tool** button in the Tools panel and type the text.
- **To Format Text:** Select the text in the text box. Click the **Text** menu on the menu bar and select the formatting you want to apply to the text.
- **To Convert Text to a Graphic:** Select the text box and press **<F8>**.
- **To Edit a Bitmap:** Select the symbol and select **Modify** → **Break Apart** from the menu, or press **<Ctrl>** + **<B>**. Edit the bitmap using commands on the Tools panel as necessary.

Movie Playback

- **To Play a Scene:** Select **Control** → **Play** from the menu, or press **<Enter>**.
- **To Rewind a Scene:** Select **Control** → **Rewind** from the menu, or press **<Ctrl>** + **<Alt>** + **<R>**.
- **To View One Frame at a Time:** Select **Control** → **Step Forward One Frame** from the menu, or press **< . >** (period).
- **To Mute Movie Sounds:** Select **Control** → **Mute Sounds** from the menu, or press **<Ctrl>** + **<Alt>** + **<M>**.
- **To Test the Movie:** Select **Control** → **Test Movie** from the menu, or press **<Ctrl>** + **<Shift>** + **<Enter>**.
- **To Debut the Movie:** Select **Debug** → **Debut Movie** from the menu, or press **<Ctrl>** + **<Enter>**.
- **To Export the Movie:** Select **Control** → **Play** from the menu, or press **<Enter>**. Edit the bitmap using commands on the Tools panel as necessary.

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