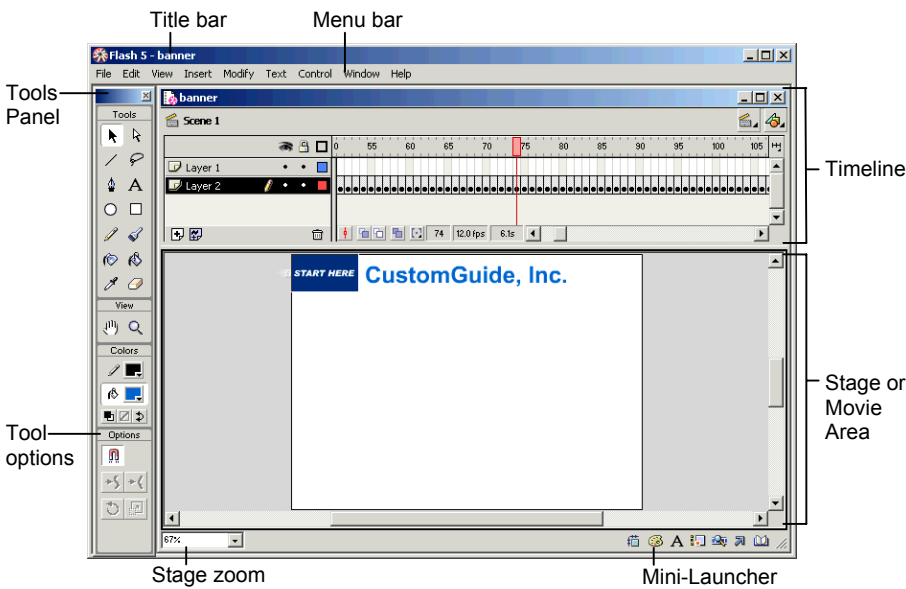
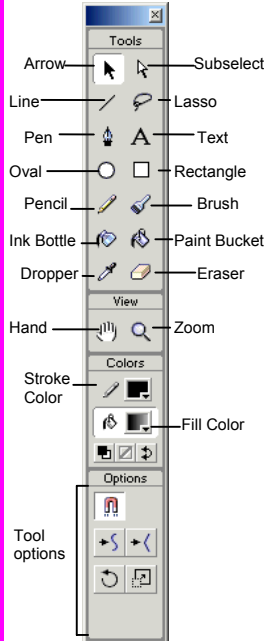


### Flash 5 Workspace



### Tools Panel



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

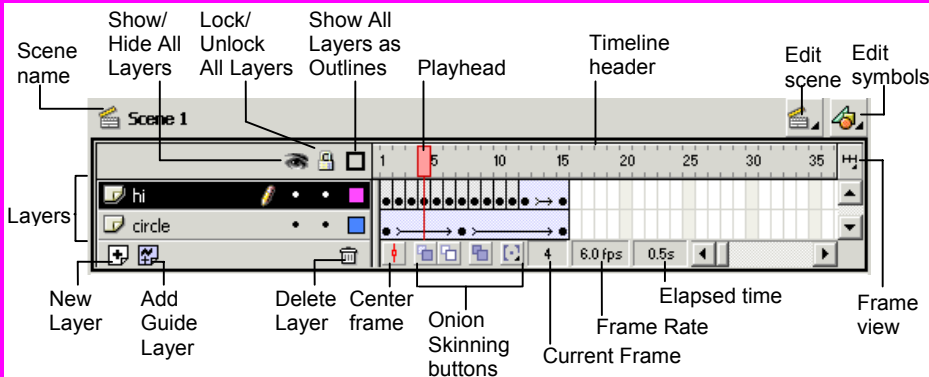
**To Constrain Shapes:**  
Press the **<Shift>** key while dragging the shape.

**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.

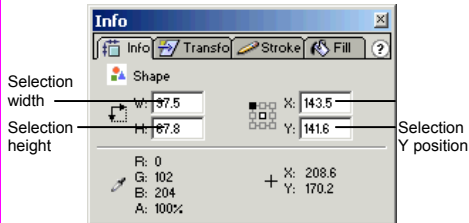
### Keyboard Shortcuts

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

## Panels

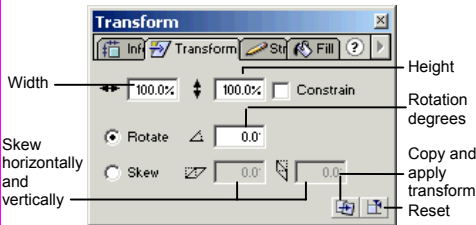
- **To View a Panel:** Select **Window** → **Panel** from the menu and select the panel you want to view. For Movie Explorer, Object Actions or Library, select **Window** from the menu bar and select the desired window.
- **To View More Options:** Click the panel's **Options menu**.
- **To Get Help:**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

## Transform Panel

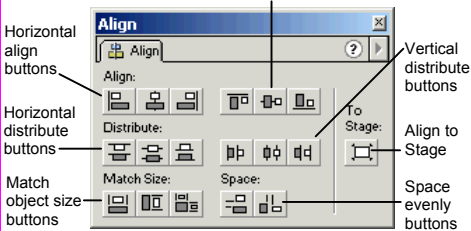


Scale, rotate, or skew an object. Click the Constrain box to maintain the object's original proportions during transformation.

## Stroke and Fill Panels

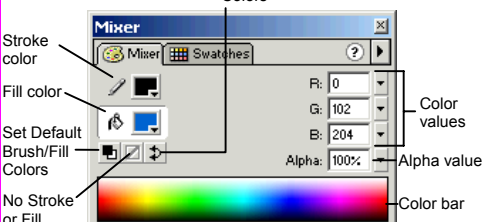
Format a selected object's stroke or fill properties with various colors and textures.

## Align Panel



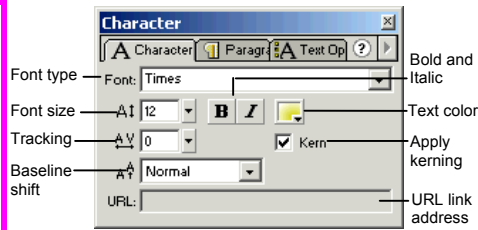
Select objects and align and distribute or match size and space relative to one another, or relative to the Stage.

## Mixer Panel



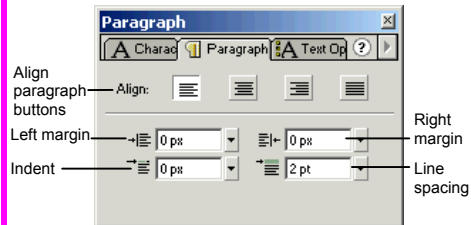
Create a new color, use a different color model in your document, or create new colors to add to a color swatch.

## 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.

## Paragraph Panel

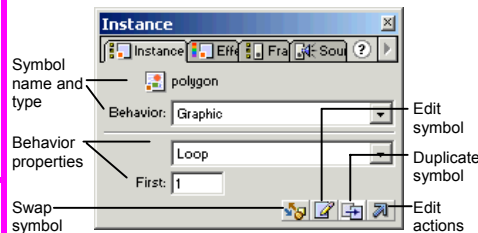


Format the line spacing, margins, indentation, or alignment of paragraphs used in the movie.

## Text Options Panel

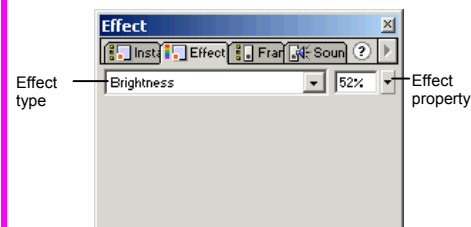
Use device fonts rather than embedding text information in the movie.

## Instance Panel



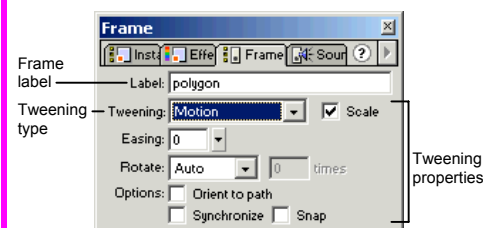
Edit the behavior, color, actions, or other characteristics of an instance inserted into the movie.

## Effect Panel



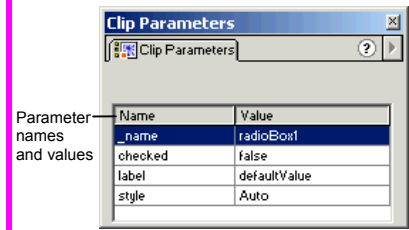
Set color and transparency options for individual instances in the movie.

## Frame Panel



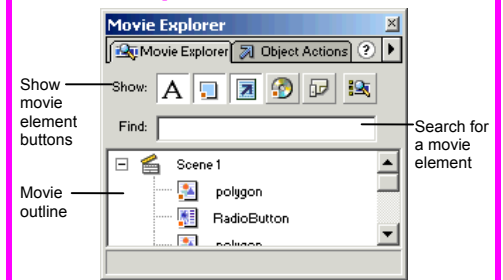
Label or comment on selected keyframes, or edit tweening properties for the frame.

## Clip Parameters Panel



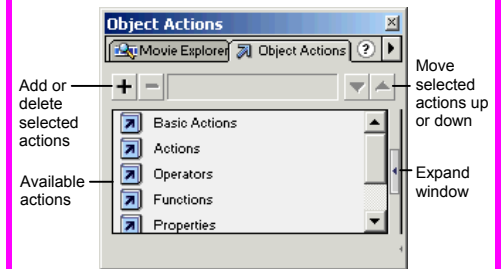
Edit clip parameter values to change the behavior of smart clips or movie clips inserted into the movie.

## Movie Explorer Panel



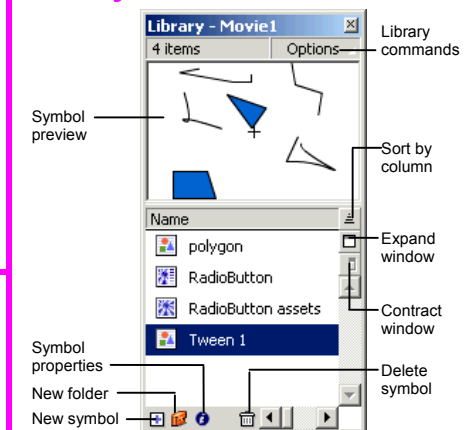
Use the Movie Explorer as a map of the movie; search for movie content, organize movie contents, view an outline of the movie's structure, or select movie elements for modification.

## 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.

## 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.