**Flash 5 Workspace**

- **Title bar**
- **Menu bar**
- **Tools Panel**
- **Stage or Movie Area**
- **Timeline**
- **Stage zoom**
- **Mini-Launcher**

**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.

**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** \(<Home>\)
- **Last Scene** \(<End>\)
- **Group Selected Items** \(<Ctrl> + <G>\)
- **Show/Hide Items** \(<Tab>\)
- **Play Movie** \(<Enter>\)
- **Remove Frames** \(<Shift> + <F5>\)
- **Rewind Movie** \(<Ctrl> + <Alt> + <R>\)
- **Show/Hide Timeline** \(<Ctrl> + <Alt> + <Z>\)

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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.

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