

# Flash Cheat Sheet

**FL**

## THE USEFUL LIST

**F5** - Add simple frame  
**F6** - Add new Keyframe  
**F7** - Add blank Keyframe  
**CTRL+ENTER** - Test a Movie

**F9** - Action Panel  
**F4** - Show/Hide All Panels  
**F10** - Keystroke Menu command mode

## SELECTING TOOLS

**V** - Selection Tool  
**A** - Sub Selection Tool  
**Q** - Free Transform tool  
**F** - Gradient Transform Tool  
**L** - Lasso Tool

**S** - Ink Bottle  
**K** - Paint Bucket  
**I** - EyeDropper  
**D** - Dropper  
**E** - Eraser

**P** - Pen Tool  
**N** - Line Tool  
**T** - Text Tool  
**R** - Rectangle Tool  
**O** - Oval Tool  
**Y** - Pencil Tool  
**B** - Paint Brush

**H** - Hand Tool  
**M,Z** - Magnifier (Zoom)

## WINDOWS AND PANELS

**F1** - Help  
**F4** - Show/Hide Panels  
**CTRL+K** - Align Panel  
**CTRL+T** - Transform  
**SHIFT+F9** - Color Mixer  
**CTRL+F9** - Color Swatches  
**CTRL+L** - Show/Hide Library  
**F9** - Actions

**CTRL+F3** - Properties Inspector  
**CTRL+F2** - Tools Panel  
**CTRL+ALT-T** - Timeline  
**CTRL+M** - Modify Movie Properties  
**CTRL+E** - Toggle Edit Movie/Symbol Mode  
**CTRL+SHIFT+L** - Show/Hide Timeline  
**CTRL+SHIFT+W** - Show/Hide Work Area

## FRAMES AND SYMBOLS

**F5** - Add frame  
**SHIFT+F5** - Delete Frame  
**F6** - Add Key Frame  
**SHIFT-F6** - Clear Key Frame  
**F7** - Add Blank Key Frame

**F8** - Turn into Symbol  
**CTRL+F8** - Make new Symbol

**CLICK DRAG** - Move keyframe (Select, release - then drag !)  
**CTRL-DRAG** - Select several Frames

## VIEW

**CTRL+1** - View movie at 100% size  
**CTRL+2** - Show Frame  
**CTRL+3** - Show All

## OTHER TRICKS

With the arrow cursor: Control + Click and Drag - Duplicates a shape By hitting the control key first (Macintosh & Windows) and THEN clicking and dragging on a selected shape or group of shapes, you will create a duplicate of those shapes at the spot where you release the mouse button.

CTRL+Clicking a keyframe to move frame: CTRL+clicking a frame in the timeline switches the cursor to a slider, and allows you to click and drag that frame to a new place in the timeline within that same layer. Useful if you want to stretch out tweens for example

With the magnifier tool:

Control + Click - Toggles to the opposite magnifier. If the + magnifier (zoom in) is active, and you hit Control while clicking, you will switch to the - magnifier and actually zoom OUT.

With the dropper tool:

Shift + Click - Select a color for both fill and outline tools Clicking a red fill will do the same, giving you the Bucket tool, and switching fill colors to red. But the outline tool colors are not changed. Clicking on text switches the text tool to that color, and gives you the text tool. Shift clicking with the dropper makes the color you click on active for ALL tools, and doesn't automatically switch you to any tool. It leaves the dropper active.

This is one of the least well known short cuts in Flash, and is the ONLY way to use the dropper on an outline for example, and then be able to switch to the fill tool and have that color automatically active already.

## MODIFYING AND EDITING

**CTRL+G** - Group  
**CTRL+SHIFT-G** - Ungroup  
**CTRL+B** - Break Apart

**CTRL+T** - Modify Font  
**CTRL+SHIFT+T** - Modify Paragraph  
**CTRL+left Arrow** - narrower Letter Spacing  
**CTRL+right Arrow** - wider Letter Spacing

**CTRL+A** - Select All  
**CTRL+SHIFT+A** - Deselect All  
**CTRL+C** - Copy  
**CTRL+V** - Paste  
**CTRL+SHIFT+V** - Paste in Place  
**CTRL+D** - Duplicate

**CTRL+SHIFT+9** - Rotate 90° Clockwise  
**CTRL+SHIFT+7** - Rotate 90° Counter CW  
**CTRL+SHIFT+Z** - Remove Transform

**CTRL+ALT+S** - Scale and Rotate  
**CTRL+SHIFT+Z** - Remove Transform

**CTRL+SHIFT+O** - Optimize Curves

## ARRANGING

**CTRL+ALT+1** - Left Align  
**CTRL+ALT+2** - Horizontal Center  
**CTRL+ALT+3** - Right Align  
**CTRL+ALT+4** - Top Align  
**CTRL+ALT+5** - Vertical Center  
**CTRL+ALT+6** - Bottom Align  
**CTRL+ALT+7** - Distribute Widths  
**CTRL+ALT+9** - Distribute Heights  
**CTRL+ALT+SHIFT+7** - Make Same Width  
**CTRL+ALT+SHIFT+9** - Make Same Height  
**CTRL+ALT+8** - Set "Align to stage"

**CTRL+Up Arrow** - Move Ahead  
**CTRL+Down Arrow** - Move Behind  
**CTRL+SHIFT+Up Arrow** - Bring to Front  
**CTRL+SHIFT+Down Arrow** - Send to Back

## TIMELINE

**Enter** - Play Movie  
**CTRL+0 (zero)** - Rewind Movie  
< - Previous Frame  
> - Next Frame

**CTRL+ENTER** - Test Movie  
**CTRL+SHIFT+ENTER** - Debug Movie  
**Home** - Goto First Scene  
**End** - Goto Last Scene  
**Page Up** - Goto Previous Scene  
**Page Down** - Goto Next Scene

## FILES

**CTRL+N** - New File  
**CTRL+O** - Open File  
**CTRL+S** - Save File

**SHIFT+F12** - Publish  
**CTRL+SHIFT+R** - Export to .swf/.spl/etc...

**CTRL+R** - Import Image/Sound/etc...  
**CTRL+SHIFT+O** - Open as Library