



Flash CS3 - Mac and PC Essentials

Cmd Mac = Ctrl PC
Option Mac = Alt PC
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How Do I . . .	Shortcut	Icon	Description
ActionScript			
ActionScript Panel (open)	Opt/F9 (PC-Alt/F9)		Opens ActionScript panel. Another method is to Option/double-click (PC-Alt/double-click) the keyframe.
ActionScript Preferences	Cmd/u (PC-Ctrl/u)		Opens the ActionScript preferences
Colors			
Color Panel (open)			Window > Color
Gradient (apply)			Select object, choose gradient from Swatches panel or fill color picker in the Properties panel.
Gradient (edit color)			Window > Color to open the Color panel
Gradient (edit placement) f			Gradient Transform tool
Swatches Panel (open)	Cmd/F9 (PC-Ctrl/F9)		Window > Swatches
Filters			
Adjust Color (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Adjust Color.
Bevel (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Bevel.
Blur (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Blur.

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How Do I . . .	Shortcut	Icon	Description
Drop Shadow (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Drop Shadow.
Glow (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Glow.
Gradient Bevel (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Gradient Bevel.
Gradient Glow (add)			Select movie symbol or text object, open Filters panel (Window > Properties > Filters). Click the plus icon and select Gradient Glow.

Importing



External Library (open)	Shift/Cmd/ o("oh")(PC- Shift/Ctrl/o)		File > Import > Open External Library
Import to Library			File > Import > Import to Library
Import to Stage	Cmd/r (PC-Ctrl/r)		File > Import > Import to Stage
Import Video			File > Import > Import Video
Update Image			Double-click image in library and click the Update button.

Layers







Layer (add)		Click insert layer ion in timeline panel. Layer is added above the currently selected layer.
Layer (delete)		Click delete layer ion in timeline panel

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How Do I . . .	Shortcut	Icon	Description
Layer (Guide)			A guide layer is visible during authoring only. Right-click layer name and choose Guide from the menu.
Layer (hide)			Click dot below the eye icon (in timeline panel) to hide a layer. Layer becomes visible when saved as a swf file.
Layer (lock)			Click dot below the lock icon (in timeline panel) to lock a layer. Layer can not be moved when locked.
Layer Mask			Create two layers, one called mask, one called theMask. The upper layer should be theMask. Right click theMask name and choose Mask from the menu. Use merge shapes for masks.

Object Creation




Brush tool	b		Paints a fill shape using the current fill color
Erase tool	e		Erases shapes, objects and bitmapped images.
Oval tool	o ("oh")		Draws oval shapes. Hold the Shift key for circles.
Pen tool	p		Draws a stroke shape with the current stroke color. To fill object use the Paint Bucket tool.
Pencil tool	y		Draws with the current stroke color.
Rectangle (create)	r		Draws rectangular shapes. Hold the Shift key for squares.

Object Modification

Break Apart Object	Cmd/b (PC- Ctrl/b)		Modify > Break Apart. Converts text objects to individual letters, individual letters to merge shapes, drawing objects to merge shapes and symbols to drawing objects or merge shapes.
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How Do I . . .	Shortcut	Icon	Description
Duplicate Object	Cmd/d (PC- Ctrl/d)		Edit > Duplicate or Option-drag (PC-Alt-drag) object
Group Objects	Cmd/g (PC- Ctrl/g)		Select objects, then choose Modify > Group.
Ink Bottle tool	s		Used to change the object stroke color.
Paint Bucket tool	k		Used to fill object with color.
Paste in Place	Cmd/Shift/v (PC- Ctrl/Shift/v)		Used to copy an object from one keyframe and paste it on the stage in exactly the same location in another keyframe. Edit > Paste in Place.
Pivot Point (move)	q		Using the Free Transform tool, move the white dot.
Registration Point (move)			Double-click the symbol. Once you are in the editing mode, select all objects and move them to change the registration point. The point appears as a plus icon.
Rotate Object	q		Using the Free Transform tool, click-drag one of the bounding box corners. Option two is to open the Transform panel (Window > Transform and enter a Rotate value.
Scale Object	q		Using the Free Transform tool, click-drag one of the bounding box corners. Option two is to open the Transform panel (Window > Transform and enter a Scale value.

Project

Project (add to)			Save your current document. Open the Project panel (Window > Project) and open a project flp file. Right click the stage and choose Add to Project.
Project (create)	Shift/F8		Open the Project panel (Window > Project) and choose Create a New Project.

Saving



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How Do I . . .	Shortcut	Icon	Description
Export GIF			File > Export > Export Movie
Export Image			File > Export > Export Image
Export Projector			File > Publish Settings (Formats tab) + Select Project checkbox + Publish.
Export QuickTime			File > Export > Export Movie
Export SWF			Control > Text Movie or Cmd/Return (PC-Ctrl/Enter)
Save Template			File > Save as Template
Symbols			
Button Symbol (create)	F8		Select object, choose Modify > Convert to Symbol. Select Button for symbol type in the dialog box and name your symbol.
Graphic Symbol (create)	F8		Select object, choose Modify > Convert to Symbol. Select Graphic for symbol type in the dialog box and name your symbol.
Movie Symbol (create)	F8		Select object, choose Modify > Convert to Symbol. Select Movie Clip for symbol type in the dialog box and name your symbol.
Symbol (create)	F8		Select object, choose Modify > Convert to Symbol. Select Button, Graphic or Movie Clip for symbol type in the dialog box and name your symbol.
Symbol (edit)			Double-click symbol on stage or in library or select symbol and choose Edit > Edit Symbols (Edit Selected or Edit in Place).

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How Do I . . .	Shortcut	Icon	Description
Symbol (insert)	Cmd/F8 (PC- Ctrl/F8)		Insert > New Symbol
Symbol (replace)			Select symbol, open Properties panel (Window > Properties > Properties) and click the Swap button.
Symbol (set registration point))			When creating a symbol, click registration box icon to set registration point.
Text			
Find and Replace			Edit > Find and Replace
Spell Check			Text > Check Spelling
Text tool			Select text tool, set the options in the properties panel, click the stage and add your text.
Timeline			
Blank Keyframe (add)	F7		Click a frame in the timeline and press F7. A blank keyframe has no content.
Frame (add)	F5		When you add a frame, the content is extended by one or multiple frames.
Frame (delete)	Shift/F5		Click the frame you wish to delete and press Shift/F5 or right-click the timeline and choose Remove Frames from the menu.
Keyframe (add)	F6		If you have one frame with content (frame one) and you click frame ten and press F6, then the content is copy pasted to frame ten from frame one.
Keyframe (delete)	Shift/F6		Click the keyframe and press Shift/F6 or right-click the frame in the timeline and choose Clear Keyframe from the menu.




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How Do I . . .	Shortcut	Icon	Description
Timeline Effects			
Blur			Select object and choose Insert > Timeline Effects > Effects > Blur
Copy to Grid			Select object and choose Insert > Timeline Effects > Assistants > Copy to Grid.
Distributed Duplicate			Select object and choose Insert > Timeline Effects > Assistants > Distributed Duplicate.
Drop Shadow			Select object and choose Insert > Timeline Effects > Effects > Drop Shadow.
Expand			Select object and choose Insert > Timeline Effects > Effects > Expand.
Explode			Select object and choose Insert > Timeline Effects > Effects > Explode.
Transform			Select object and choose Insert > Timeline Effects > Transform/Transition > Transform.
Transition			Select object and choose Insert > Timeline Effects > Transform/Transition > Transition.
Tweening			
Brightness Tween			Select symbol, open Properties panel (Window > Properties > Properties) and choose Brightness from the Color menu.
Motion Tween			Add two keyframes with the same symbol in both keyframes. Right-click the timeline between the keyframes and choose Create Motion Tween.
Shape Tween			Add two keyframes with merge shape(s) in both keyframes. Right-click the timeline between the keyframes and choose Create Shape Tween.




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How Do I . . .	Shortcut	Icon	Description
Tint Tween			Select symbol, open Properties panel (Window > Properties > Properties) and choose Tint from the Color menu.
Transparency (alpha) Tween			Select symbol, open Properties panel (Window > Properties > Properties) and choose Alpha from the Color menu.
Workspace			
Align Objects (to each other)	Cmd/k (PC-Ctrl/k)		Select objects and open the align panel (Window > Align). The To Stage icon should be off white. Click the appropriate align icon.
Align Objects (to stage)	Cmd/k (PC-Ctrl/k)		Select objects and open the align panel (Window > Align). The To Stage icon should be medium gray. Click the appropriate align icon.
Distribute Objects	Cmd/k (PC-Ctrl/k)		Select objects and open the align panel (Window > Align). The To Stage icon should be medium gray (To Stage) or off white (To Objects). Click the appropriate distribute icon.
Frame Rate (set)	Cmd/j (PC-Ctrl/j)		Choose Modify > Document and set the frame rate in the dialog box.
Grid Snap	shift/Cmd/' (PC-Shift/Ctrl/')		View > Grid > Show Grid, then View > Grid > Snapping > Snap to Grid
Guides	Cmd/; (PC-Ctrl/;)		View > Guides > Show Guides. Drag guides from stage rulers.
Library Panel	Cmd/L (PC-Ctrl/L)		Window > Library
Pan Image	h or Hold Spacebar		Press and hold spacebar to pan across image.
Rulers	Cmd/Opt/Shift/r (PC-Ctrl/Alt/Shift/r)		View > Rulers

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How Do I . . .	Shortcut	Icon	Description
Select Components	a		Used to select and move object points and bezier handles.
Select Object	v		Used to select objects
Stage Size (set)	Cmd/j (PC-Ctrl/j)		Choose Modify > Document and set the stage (Dimensions) in the dialog box.
Transform Panel	Cmd/t (PC-Ctrl/t)		Select objects, open Transform panel (Window > Transform).
Zoom tool	z		Click stage to zoom. Hold Option (PC-Alt) key to zoom out. Cmd/+ (PC-Ctrl/+) to zoom in and Cmd/- (PC-Ctrl/-) to zoom out.