



**ESSENTIAL**  
**KEYBOARD**  
**SHORTCUTS**  
COLLECTOR'S CARD

# FLASH MX 2004

These are Flash MX 2004's default keyboard shortcuts, but you can customize them to suit your tastes.

If you're on a PC, use Ctrl instead of Cmd, and Alt instead of Opt...

## FILE MENU

New...	<b>Ctrl+N</b>
Open...	<b>Ctrl+O</b>
Close	<b>Ctrl+W</b>
Save	<b>Ctrl+S</b>
Save As...	<b>Shift+Ctrl+S</b>
Import to Stage...	<b>Ctrl+R</b>
Open External Library...	<b>Shift+Ctrl+O</b>
Export Movie...	<b>Alt+Shift+Ctrl+S</b>
Publish Settings...	<b>Alt+Shift+F12</b>
Publish	<b>Shift+F12</b>
Print	<b>Ctrl+P</b>

## EDIT MENU

Undo	<b>Ctrl+Z</b>
Redo	<b>Ctrl+Y</b>
Cut	<b>Ctrl+X</b>
Copy	<b>Ctrl+C</b>
Paste in Center	<b>Ctrl+V</b>
Paste in Place	<b>Shift+Ctrl+V</b>
Clear	<b>Delete</b>
Duplicate	<b>Ctrl+D</b>
Select All	<b>Ctrl+A</b>
Deselect All	<b>Shift+Ctrl+A</b>
Find Next	<b>F3</b>
Cut Frames	<b>Alt+Ctrl+X</b>
Copy Frames	<b>Alt+Ctrl+C</b>
Paste Frames	<b>Alt+Ctrl+V</b>
Clear Frames	<b>Alt+Delete</b>
Remove Frames	<b>Shift+F5</b>
Select All Frames	<b>Alt+Ctrl+F5</b>
Edit Symbols	<b>Ctrl+E</b>

## VIEW MENU

First Scene	<b>Home</b>
Previous Scene	<b>Page Up</b>

Next Scene	<b>Page Down</b>
Last Scene	<b>End</b>
Zoom In	<b>Ctrl+=</b>
Zoom Out	<b>Ctrl+-</b>
View 100%	<b>Ctrl+1</b>
View 400%	<b>Ctrl+4</b>
View 800%	<b>Ctrl+8</b>
Show Frame	<b>Ctrl+2</b>
Show All	<b>Ctrl+3</b>
Outlines	<b>Alt+Shift+Ctrl+O</b>
Fast	<b>Alt+Shift+Ctrl+F</b>
Antialias	<b>Alt+Shift+Ctrl+A</b>
Antialias Text	<b>Alt+Shift+Ctrl+T</b>
Work Area	<b>Alt+Shift+Ctrl+W</b>
Full Screen Mode	<b>Shift+Ctrl+W</b>
Rulers	<b>Alt+Shift+Ctrl+R</b>
Show Grid	<b>Ctrl+'</b>
Edit Grid	<b>Shift+Ctrl+G</b>
Show Guides	<b>Ctrl+;</b>
Lock Guides	<b>Alt+Shift+;</b>
Edit Guides	<b>Alt+Shift+Ctrl+G</b>
Snap to Grid	<b>Shift+Ctrl+'</b>
Snap to Guides	<b>Shift+Ctrl+;</b>
Snap to Objects	<b>Shift+Ctrl+/'</b>
Hide Edges	<b>Shift+Ctrl+E</b>
Show Shape Hints	<b>Alt+Ctrl+H</b>

## INSERT MENU

New Symbol...	<b>Ctrl+F8</b>
Frame	<b>F8</b>

## MODIFY MENU

Document...	<b>Ctrl+J</b>
Convert to Symbol...	<b>F8</b>
Break Apart	<b>Ctrl+B</b>
Optimize...	<b>Alt+Shift+Ctrl+C</b> ↵

Add Shape Hint	<b>Shift+Ctrl+H</b>	Test Movie	<b>Ctrl+Enter</b>
Distribute to Layers	<b>Shift+Ctrl+D</b>	Debug Movie	<b>Shift+Ctrl+Enter</b>
Convert to Keyframes	<b>F6</b>	Test Scene	<b>Alt+Ctrl+Enter</b>
Clear Keyframe	<b>Shift+F6</b>	Test Project	<b>Alt+Ctrl+P</b>
Convert to Blank Keyframes	<b>F7</b>	Enable Simple Buttons	<b>Alt+Ctrl+B</b>
Scale and Rotate...	<b>Alt+Ctrl+S</b>	<b>WINDOW MENU</b>	
Rotate 90° CW	<b>Shift+Ctrl+9</b>	New Window	<b>Alt+Ctrl+K</b>
Rotate 90° CCW	<b>Shift+Ctrl+7</b>	Project	<b>Shift+F8</b>
Remove Transformation	<b>Shift+Ctrl+Z</b>	Properties	<b>Ctrl+F3</b>
Bring to Front	<b>Alt+Shift+Up</b>	Timeline	<b>Alt+Ctrl+T</b>
Bring Forward	<b>Ctrl+Up</b>	Tools	<b>Ctrl+F2</b>
Send Backward	<b>Ctrl+Down</b>	Library	<b>Ctrl+L</b>
Send to Back	<b>Alt+Shift+Down</b>	Align	<b>Ctrl+K</b>
Lock	<b>Alt+Ctrl+L</b>	Color Mixer	<b>Shift+F9</b>
Unlock All	<b>Alt+Shift+Ctrl+L</b>	Color Swatches	<b>Ctrl+F9</b>
Align Left	<b>Alt+Ctrl+1</b>	Info	<b>Ctrl+I</b>
Align Horizontal Center	<b>Alt+Ctrl+2</b>	Scene	<b>Shift+F2</b>
Align Right	<b>Alt+Ctrl+3</b>	Transform	<b>Ctrl+T</b>
Align Top	<b>Alt+Ctrl+4</b>	Actions	<b>F9</b>
Align Vertical Center	<b>Alt+Ctrl+5</b>	Behaviors	<b>Shift+F3</b>
Align Bottom	<b>Alt+Ctrl+6</b>	Components	<b>Ctrl+F7</b>
Distribute Widths	<b>Alt+Ctrl+7</b>	Component Inspector	<b>Alt+F7</b>
Distribute Heights	<b>Alt+Ctrl+9</b>	Debugger	<b>Shift+F4</b>
Make Same Width	<b>Alt+Shift+Ctrl+7</b>	Output	<b>F2</b>
Make Same Height	<b>Alt+Shift+Ctrl+9</b>	Web Services	<b>Shift+Ctrl+F10</b>
To Stage	<b>Alt+Ctrl+8</b>	Accessibility	<b>Alt+F2</b>
Group	<b>Ctrl+G</b>	History	<b>Ctrl+F10</b>
Ungroup	<b>Shift+Ctrl+G</b>	Movie Explorer	<b>Alt+F3</b>
<b>TEXT MENU</b>		Strings	<b>Ctrl+F11</b>
Plain	<b>Shift+Ctrl+P</b>	Hide Panels	<b>F4</b>
Bold	<b>Shift+Ctrl+B</b>	<b>HELP MENU</b>	
Italic	<b>Shift+Ctrl+I</b>	Help	<b>F1</b>
Align Left	<b>Shift+Ctrl+L</b>	<b>TOOLS</b>	
Align Center	<b>Shift+Ctrl+C</b>	Arrow/Cursor	<b>A</b>
Align Right	<b>Shift+Ctrl+R</b>	Text Tool	<b>T</b>
Justify	<b>Shift+Ctrl+J</b>	Pencil	<b>P</b>
Increase Tracking	<b>Alt+Ctrl+Right</b>	Ink Bottle	<b>I</b>
Decrease Tracking	<b>Alt+Ctrl+Left</b>	Paint Brush	<b>B</b>
Reset Tracking	<b>Alt+Ctrl+Up</b>	Paint Bucket	<b>U</b>
<b>CONTROL MENU</b>		Eraser	<b>E</b>
Play	<b>Enter</b>	Dropper	<b>D</b>
Rewind	<b>Alt+Ctrl+R</b>	Magnifier	<b>M</b>
Step Forward One Frame	<b>.</b>	Lasso	<b>L</b>
Step Backward One Frame	<b>,</b>		

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