

Adobe Flash CS 6

Level I

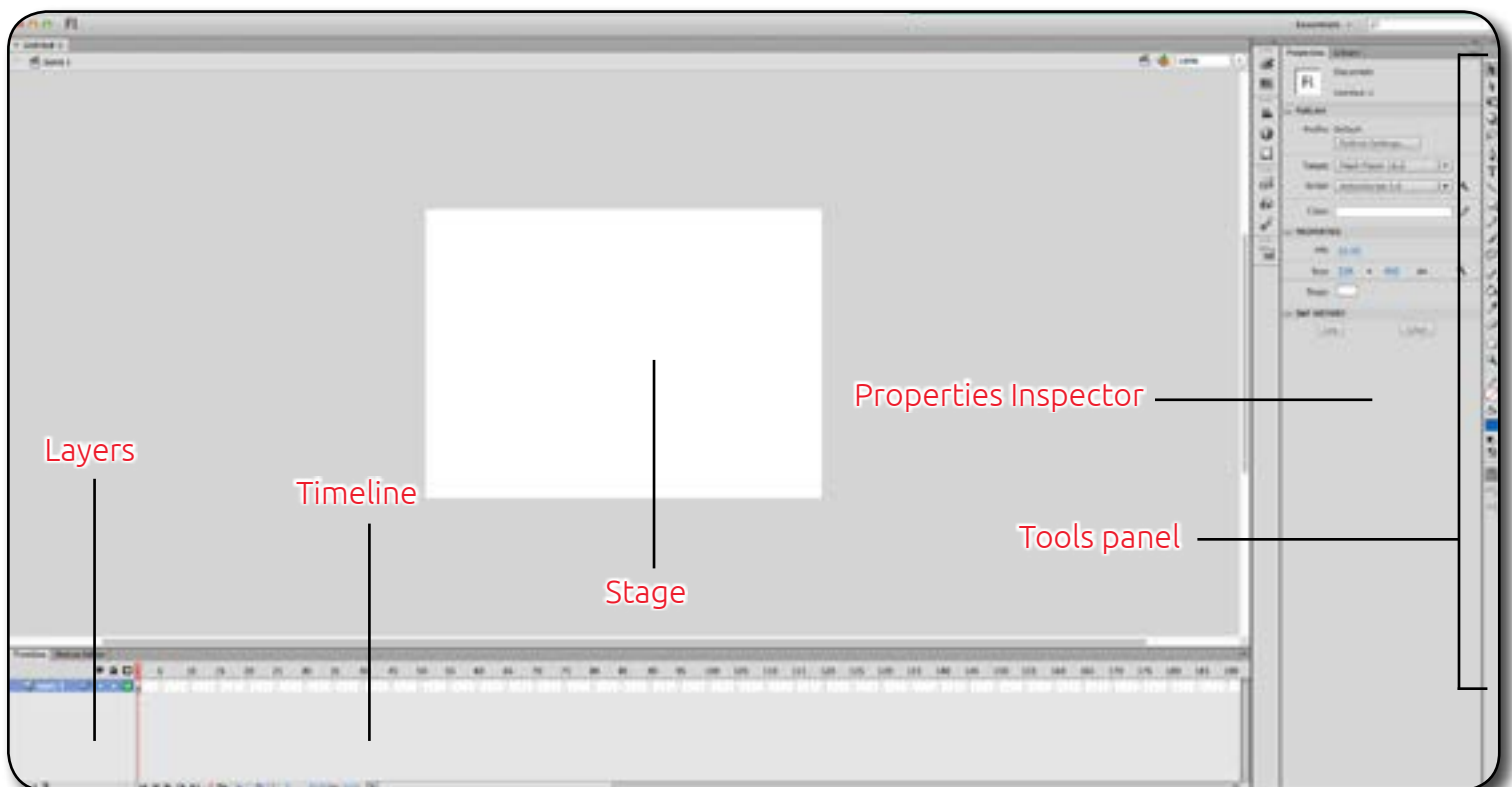
Topics:

- Workspace
- Stage
- Grids, Rulers, Guides
- Timeline
- Library Panel

Overview

Adobe Flash Professional is an application used by web designers, developers, and animators to create rich content for screen and web environments. Web designers use Flash for creating interactive and animated content for web sites and mobile applications, working with and converting video using Adobe Media Encoder. Developers use Flash for creating and editing ActionScript using the built-in coding tools, developing cross-platform mobile applications using Adobe AIR, debugging and testing applications on AIR-enabled mobile devices, and building applications which can be distributed across various device app store ecosystems.

Animators use Flash for animating characters and objects using sophisticated motion tweens, adding visual effects with various filters and blurs, and creating lifelike environments using the various drawing tools. Flash Professionals allows you to create engaging artwork, applications, and animations like the ones you see here. As a member of the creative suite, Flash Pro integrates with several other Adobe applications, like Photoshop for bitmap editing and Illustrator for vector symbol manipulation. No matter if you are a web designer, developer, or animator, Flash Professional provides you with an array of tools to help you create rich and engaging content for the web, screen, or mobile devices.





To show the workspace surrounding the Stage, or to view elements in a scene that are partly or completely outside of the Stage area, select **View > Pasteboard**. The pasteboard appears in light gray. For example, to have a bird fly into a frame, initially position the bird outside of the Stage in the pasteboard and animate it into the Stage area.

Move the view of the Stage
When the Stage is magnified, you may not be able to see all of it. To change the view without having to change the magnification, use the Hand tool to move the Stage.

Using the Stage

The Stage is the rectangular area where you place graphic content when creating Flash Professional documents. The Stage in the authoring environment represents the rectangular space in Flash Player or in a web browser window where your document appears during playback. To change the view of the Stage as you work, zoom in and out. To help you position items on the Stage, you can use the grid, guides, and rulers.

The Timeline and Stage with content.

Zoom the Stage

To view the entire Stage on the screen, or to view a particular area of your drawing at high magnification, change the magnification level. The maximum magnification depends on the resolution of your monitor and the document size. The minimum value for zooming out on the Stage is 8%. The maximum value for zooming in on the Stage is 2000%.

To zoom in on an element, select the Zoom tool in the Tools panel, and click the element. To switch the Zoom tool between zooming in or out, use the Enlarge or Reduce modifiers (in the options area of the Tools panel when the Zoom tool is selected) or Alt-click (Windows) or Option-click (Macintosh).

To zoom in so that a specific area of your drawing fills the window, drag a rectangular selection on the Stage with the Zoom tool.

To zoom in on or out of the entire Stage, select **View > Zoom In** or **View > Zoom Out**.

To zoom in or out by a specified percentage, select View > Magnification, and select a percentage from the submenu or select a percentage from the Zoom control at the upper-right corner of the document window.

To scale the Stage so that it fits completely in the application window, select **View > Magnification > Fit in Window**.

To show the contents of the current frame, select **View > Magnification > Show All**, or select Show All from the Zoom control at the upper-right side of the application window. If the scene is empty, the entire Stage appears.

To show the entire Stage, select **View > Magnification > Show Frame** or select Show Frame from the Zoom control at the upper-right corner of the document window.

In the Tools panel, select the Hand tool and drag the Stage. To temporarily switch between another tool and the Hand tool, hold down the Spacebar and click the tool in the Tools panel.

Note: If the grid is visible and Snap to Grid is turned on when you create guides, guides snap to the grid.

Note: Snapping to guides takes precedence over snapping to the grid in places where guides fall between grid lines.

Set guide preferences

Select View > Guides > Edit Guides and do any of the following:

To set Color, click the triangle in the color box and select a guide line color from the palette. The default guide color is green.

Use rulers

When rulers show, they appear along the top and left sides of the document. You can change the unit of measure used in the rulers from the default of pixels to another unit. When you move an element on the Stage with the rulers displayed, lines indicating the element's dimensions appear on the rulers.

To show or hide rulers, select **View > Rulers**.

To specify the rulers' unit of measure for a document, select **Modify > Document**, and select a unit from the Ruler Units menu.

Use guides

When rulers show (View > Rulers), you can drag horizontal and vertical guides from the rulers onto the Stage.

When you create nested timelines, draggable guides appear on the Stage only when the Timeline in which they were created is active.

- To create custom guides or irregular guides, use guide layers.
- To display or hide the drawing guides, select **View > Guides > Show Guides**.
- To turn snapping to guides on or off, select **View > Snapping > Snap to Guides**.
- To move a guide, click anywhere on the ruler with the Selection tool and drag the guide to the desired place on the Stage.
- To remove a guide, use the Selection tool with guides unlocked to drag the guide to the horizontal or vertical ruler.
- To lock guides, select View > Guides > Lock Guides or use the Lock Guides option in the Edit Guides (View > Guides > Edit Guides) dialog box.
- To clear guides, select View > Guides > Clear Guides. If you are in document-editing mode, all guides in the document are cleared. If you are in symbol-editing mode, only guides used in symbols are cleared.

To display or hide guides, select or deselect Show Guides.

- To turn snapping to guides on or off, select or deselect Snap To Guides.
- Select or deselect Lock Guides.
- To set Snap Accuracy, select an option from the pop-up menu.
- To remove all guides, click Clear All. Clear All removes all guides from the current scene.
- To save the current settings as the default, click Save Default.
- Click OK.

About the main toolbar and edit bar

- The menu bar at the top of the application window contains menus with commands for controlling functionality.
- The edit bar, at the top of the Stage, contains controls and information for editing scenes and symbols, and for changing the magnification level of the Stage.

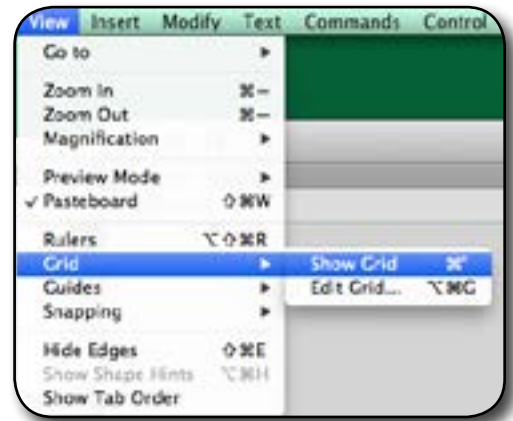
Use the grid

The grid appears in a document as a set of lines behind the artwork in all scenes.

Display or hide the drawing grid

Do one of the following:

- **Select View > Grid > Show Grid.**
- Press Control+" (quote) (Windows) or Command+" (quote) (Macintosh).
- Turn snapping to grid lines on or off
- **Select View > Snapping > Snap to Grid.**
- Set grid preferences
- **Select View > Grid > Edit Grid** and select from the options.
- To save the current settings as the default, click Save Default.



Use the Tools panel

The tools in the Tools panel let you draw, paint, select, and modify artwork, as well as change the view of the Stage. The Tools panel is divided into four sections:

- The tools area contains drawing, painting, and selection tools.
- The view area contains tools for zooming and panning in the application window.
- The colors area contains modifiers for stroke and fill colors.
- The options area contains modifiers for the currently selected tool. Modifiers affect the tool's painting or editing operations.
- To specify which tools to display in the authoring environment, use the Customize Tools Panel dialog box.
- To show or hide the Tools panel, select Window > Tools.

Customize the Tools panel

To specify which tools appear in the authoring environment, use the Customize Tools Panel dialog box to add or remove tools from the Tools panel.

To show the Customize Tools Panel dialog box, do one of the following:
(Windows) **Select Edit > Customize Tools panel.**
(Macintosh) **Select Flash > Customize Tools panel.**

The Available Tools menu indicates the tools that are currently available. The Current Selection menu indicates the tools currently assigned to the selected location in the Tools panel.

To browse through the tools to specify the location to assign to another tool, click a tool in the image of the Tools panel or use the arrows.

To add a tool to the selected location, select the tool in the Available Tools list and click Add. You can assign a tool to more than one location.

To remove a tool from the selected location, select the tool in the Current Selection scroll list and click Remove.

To restore the default Tools Panel layout, click Restore Default in the Customize Tools Panel dialog box.

Click OK to apply your changes and close the Customize Tools Panel dialog box.

Use context menus

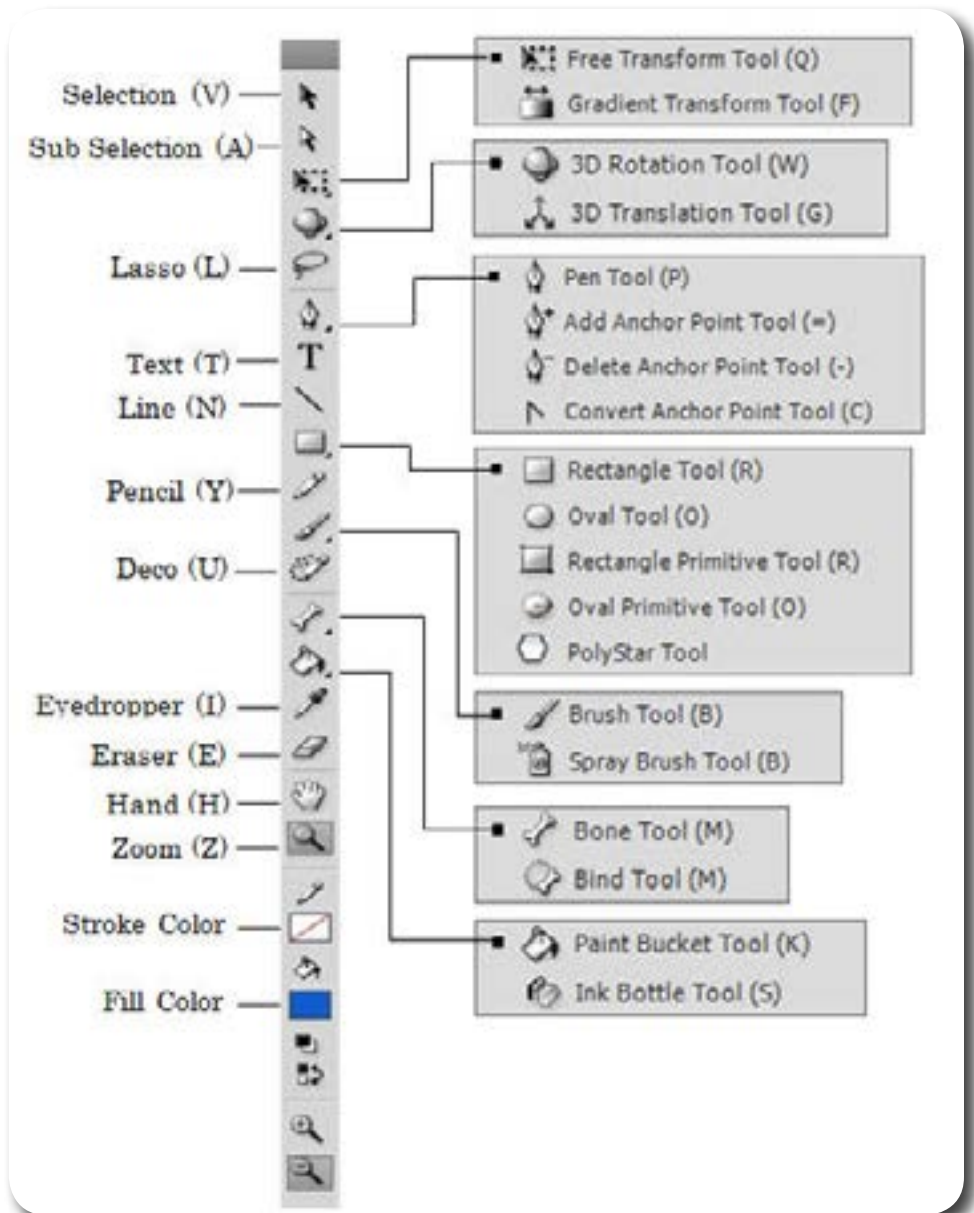
Context menus contain commands relevant to the current selection. For example, when you select a frame in the Timeline window, the context menu contains commands for creating, deleting, and modifying frames and keyframes. Context menus exist for many items and controls in many locations, including on the Stage, in the Timeline, in the Library panel, and in the Actions panel.

Right-click (Windows) or Control-click (Macintosh) an item.

Select tools

Do one of the following:

- Click the tool in the Tools panel. Depending on the tool you select, a set of modifiers might appear in the options area at the bottom of the Tools panel.
- Press the tool's keyboard shortcut. To view the keyboard shortcuts, select Edit > Keyboard Shortcuts (Windows) or Flash > Keyboard Shortcuts (Macintosh). On the Macintosh, you might need to move the mouse to see the new pointer appear.
- To select a tool located in the pop-up menu for a visible tool such as the Rectangle tool, press the icon of the visible tool and select another tool from the pop-up menu.



About the Timeline

The Timeline organizes and controls a document's content over time in layers and frames. Like films, Flash Professional documents divide lengths of time into frames. Layers are like multiple film strips stacked on top of one another, each containing a different image that appears on the Stage. The major components of the Timeline are layers, frames, and the playhead.

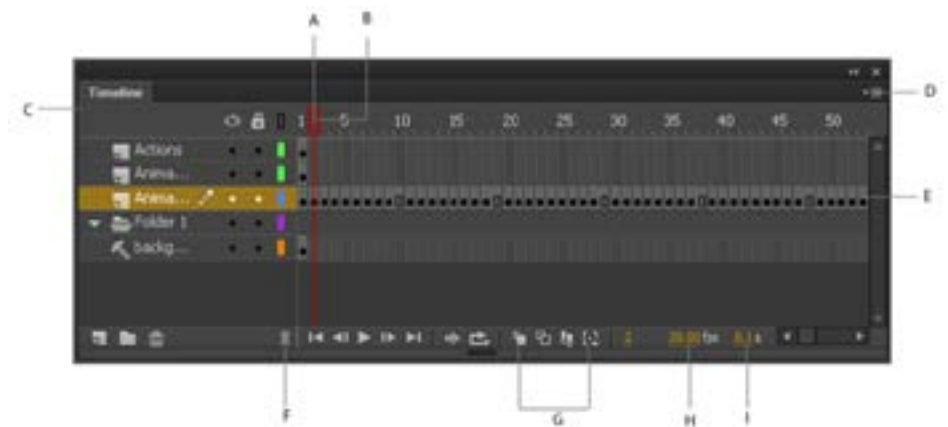
Layers in a document are listed in a column on the left side of the Timeline. Frames contained in each layer appear in a row to the right of the layer name. The Timeline header at the top of the Timeline indicates frame numbers. The playhead indicates the current frame displayed on the Stage. As a document plays, the playhead moves from left to right through the Timeline.

The Timeline status displayed at the bottom of the Timeline indicates the selected frame number, the current frame rate, and the elapsed time to the current frame.

Note: When an animation is played, the actual frame rate is displayed; this may differ from the document's frame rate setting if the computer can't calculate and display the animation quickly enough.

Parts of the Timeline

- A. Playhead
- B. Empty keyframe
- C. Timeline header
- D. Guide layer icon
- E. Frame View pop-up menu
- F. Frame-by-frame animation
- G. Tweened animation
- H. Center Frame button
- I. Onion-skinning buttons
- J. Current Frame indicator
- K. Frame Rate indicator
- L. Elapsed Time indicator



The Timeline shows where animation occurs in a document, including frame-by-frame animation, tweened animation, and motion paths.

Controls in the layers section of the Timeline let you hide, show, lock, or unlock layers, as well as display layer contents as outlines. You can drag Timeline frames to a new location on the same layer or to a different layer.

Change the appearance of the Timeline

By default, the Timeline appears below the main document window. To change its position, detach the Timeline from the document window and float it in its own window or dock it to any other panel you choose. You can also hide the Timeline.

To change the number of layers and frames that are visible, resize the Timeline. To view additional layers when the Timeline contains more layers than can be displayed, use the scroll bars on the right side of the Timeline.

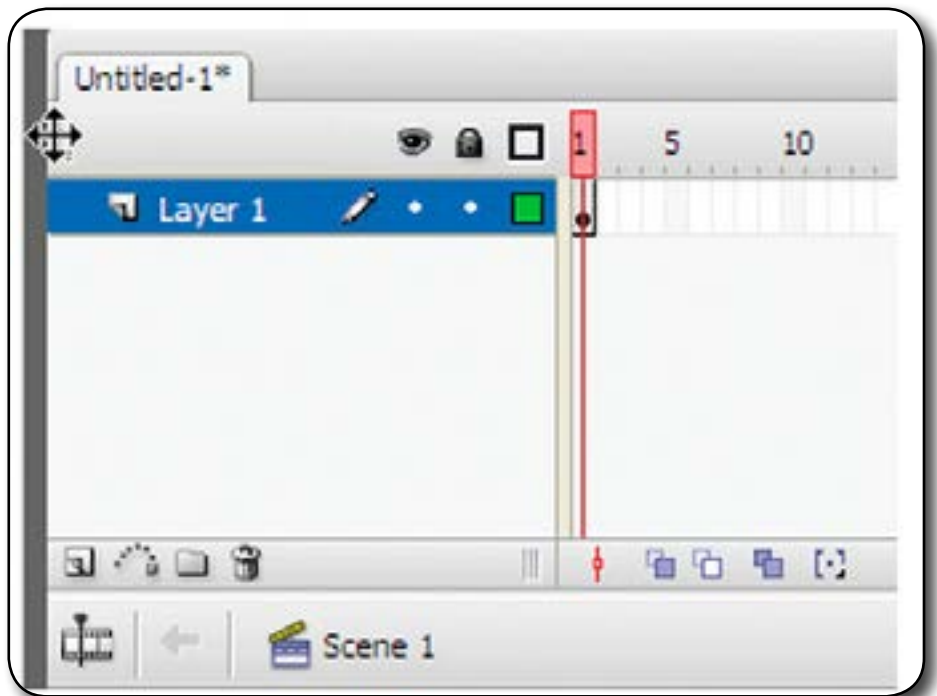
Dragging the Timeline

To move the Timeline when it is docked to the document window, drag the title bar tab at the upper-left corner of the Timeline.

To dock an undocked Timeline to the application window, drag the title bar tab to the top or bottom of the document window.

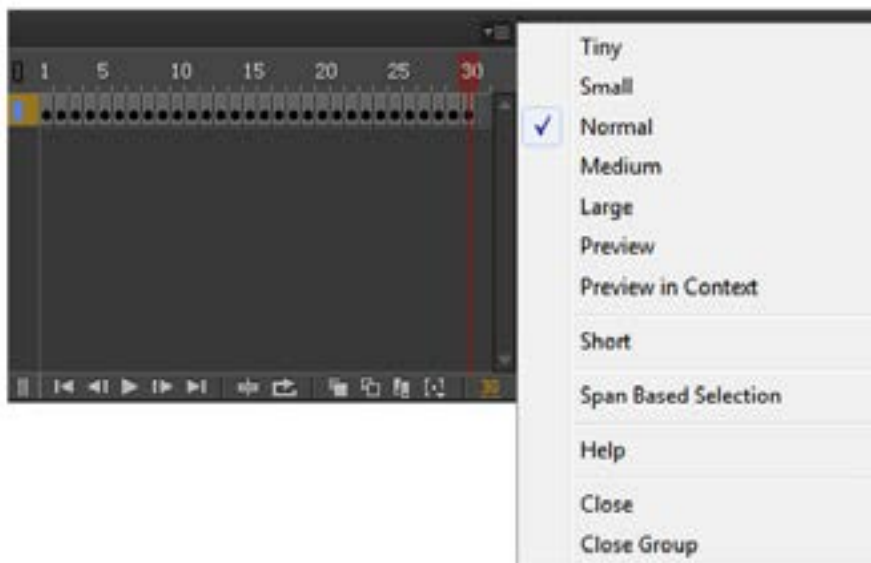
To dock an undocked Timeline to other panels, drag the Timeline title bar tab to the location you choose. To prevent the Timeline from docking to other panels, press Control while you drag. A blue bar appears to indicate where the Timeline will dock.

To lengthen or shorten layer name fields in the Timeline panel, drag the bar separating the layer names and the frames portions of the Timeline.



Change the display of frames in the Timeline

1. To display the Frame View pop-up menu, click Frame View in the upper-right corner of the Timeline.



Frame View pop-up menu.

Change layer height in the Timeline

Do one of the following:

- Double-click the layer's icon (the icon to the left of the layer name) in the Timeline.
- Right-click (Windows) or Control-click (Macintosh) the layer name and select Properties from the context menu.
- Select the layer in the Timeline and select Modify > Timeline > Layer Properties.
- In the Layer Properties dialog box, select an option for Layer Height and click OK.

Resize the Timeline

- If the Timeline is docked to the main application window, drag the bar separating the Timeline from the Stage area.
- If the Timeline is not docked to the main application window, drag the lower-right corner (Windows) or the size box in the lower-right corner (Macintosh).

2. Select from the following options:

- To change the width of frame cells, select Tiny, Small, Normal, Medium, or Large. (The Large frame-width setting is useful for viewing the details of sound waveforms.)
- To decrease the height of frame cell rows, select Short.
- Short and Normal frame view options.
- To turn the tinting of frame sequences on or off, select Tinted Frames.
- To display thumbnails of the content of each frame scaled to fit the Timeline frames, select Preview. This can cause the apparent content size to vary and requires extra screen space.
- To display thumbnails of each full frame (including empty space), select Preview In Context. This is useful for viewing the way elements move in their frames over the course of the animation, but previews are generally smaller than with the Preview option.

Move the playhead

The red playhead at the top of the Timeline moves as a document plays to indicate the current frame displayed on the Stage. The Timeline header shows the frame numbers of the animation. To display a frame on the Stage, move the playhead to the frame in the Timeline.

To display a specific frame when you're working with a large number of frames that can't all be displayed in the Timeline at once, move the playhead along the Timeline. To go to a frame, click the frame's location in the Timeline header, or drag the playhead to the desired position.

To center the Timeline on the current frame, click the Center Frame button at the bottom of the Timeline.



(CS5.5 only) To play, rewind, skip back, and skip forward in the Timeline, use the Playback buttons at the bottom of the Timeline panel.

(CS5.5 only) To loop through a specific range of frames, click the Loop button at the bottom of the Timeline panel. Then move the frame range markers to the first and last frames you want to loop.

Work with libraries

The library in a Flash Professional document stores media assets that you create in the Flash Professional authoring environment or import to use in the document. You can create vector artwork or text directly in Flash Professional; import vector artwork, bit-maps, video, and sound; and create symbols. A symbol is a graphic, a button, a movie clip, or text that you create once and can reuse multiple times. You can also use ActionScript to add media content to a document dynamically.

The library also contains any components that you have added to your document. Components can be either compiled clips or MovieClip based components.

You can open the library of any Flash Professional document while you are working in Flash Professional, to make the library items from that file available for the current document.

You can create permanent libraries in your Flash Professional application that are available whenever you start Flash Professional. Flash Professional also includes several sample libraries containing buttons, graphics, movie clips, and sounds.

You can export library assets as a SWF file to a URL to create a runtime-shared library. This lets you link to the library assets from Flash Professional documents that import symbols using runtime sharing.

The Library panel (**Window > Library**) displays a scroll list with the names of all items in the library, which lets you view and organize these elements as you work. An icon next to an item's name in the Library panel indicates the item's file type.

Open a library in another Flash file

- From the current document, select File > Import > Open External Library.
- Navigate to the Flash Professional file whose library you want to open and click Open.
- The selected file's library opens in the current document, with the filename at the top of the Library panel. To use items from the selected file's library in the current document, drag the items to the current document's Library panel or to the Stage.

Note: (Flash Professional CC and later versions only) Dragging objects from Stage to the Library panel to convert to a Symbol is deprecated, and will not be functional with Flash Professional CC.

Note: (Flash Professional CC and later versions only) Dragging objects on to the Stage across two undocked documents is deprecated, and will not be functional with Flash Professional CC.

Create a new folder

- Click the New Folder button at the bottom of the Library panel.

Open or close a folder

- Double-click the folder, or Select the folder and select Expand Folder or Collapse Folder from the Panel menu for the Library panel.

Open or close all folders

- Select Expand All Folders or Collapse All Folders from the Panel menu for the Library panel.

Move an item between folders

- Drag the item from one folder to another.
- If an item with the same name exists in the new location, Flash Professional prompts you to replace it with the item you are moving.

Note: When starting a supported external editor, Flash Professional opens the original imported document.

Sort items in the Library panel

Columns in the Library panel list the name of an item, its type, the number of times it's used in the file, its linkage status and identifier (if the item is associated with a shared library or is exported for ActionScript), and the date on which it was last modified.

You can sort items in the Library panel alphanumerically by any column. Items are sorted within folders.

Click the column header to sort by that column. Click the triangle button to the right of the column headers to reverse the sort order.

Work with library items

When you select an item in the Library panel, a thumbnail preview of the item appears at the top of the Library panel. If the selected item is animated or is a sound file, you can use the Play button in the library preview window or the Controller to preview the item.

Use a library item in the current document

Drag the item from the Library panel onto the Stage.

The item is added to the current layer.

Convert an object on the Stage to a symbol in the library

- Select the object on stage, right click, and select Convert to Symbol.
- Use a library item from the current document in another document
- Drag the item from the Library panel or Stage into the Library panel or Stage of another document.
- Copy library items from a different document
- Select the document that contains the library items.
- Select the library items in the Library panel.
- Select Edit > Copy.
- Select the document that you want to copy the library items to.
- Select that document's Library panel.
- Select Edit > Paste.
- Edit a library item
- Select the item in the Library panel.
- Select one of the following from the Panel menu for the Library panel:
 - To edit an item in Flash Professional, select Edit.
 - To edit an item in another application, select Edit With and then select an external application.

Wrap-up

By the end of this workshop, you should be able to:

Use the Workspace.

Understand the Stage, grids, rulers, guides, timeline, and the library panel