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training



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Training Centre



ADOBE FLASH
“ PRE COURSE REQUIREMENTS ”

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IMPORTANT PRE TRAINING INFO

At City Desktop, we know that when you come to a training course you want an expert trainer with industry experience, who can provide you with not just the basics but also lots of tips, tricks and helpful hints and who can also share with you best workflow practices.

We also know that at the end of training you want to feel confident that you can implement what you have learnt and to create documents in the most efficient manner possible.

Ensuring you meet the course pre-requisites and have read through the required reading material PRIOR to course commencement, helps us to deliver these outcomes and allows you and fellow course participants to get the maximum benefit from your training experience.

Please also be aware that while we endeavour to make sure all students meet the prerequisites, there sometimes are a few people faster and a few people slower than the majority in any computer course. We endeavour to pace the course at a 'medium' speed based on the thousands of public courses run to date. If you want training exactly at your own pace, then **organizing private training** might be a better option for you.

PRE-REQUISITES

To use InDesign effectively, it is required to cover a fairly large area to ensure best practices.

Previous experience is not required, however, you will require to know and be comfortable with the standard generic practices and shortcuts that are found throughout Adobe's Creative Suite.

This document has been created so you can arrive at your training confident in the basics and ready to tackle all InDesign has to offer. Throughout this document you will find a variety of reading material and video tutorials that will ensure you are prepared to get the most from your upcoming training with us at City Desktop Training.

CONTACT DETAILS

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Using the Stage and Tools panel

Using the Stage

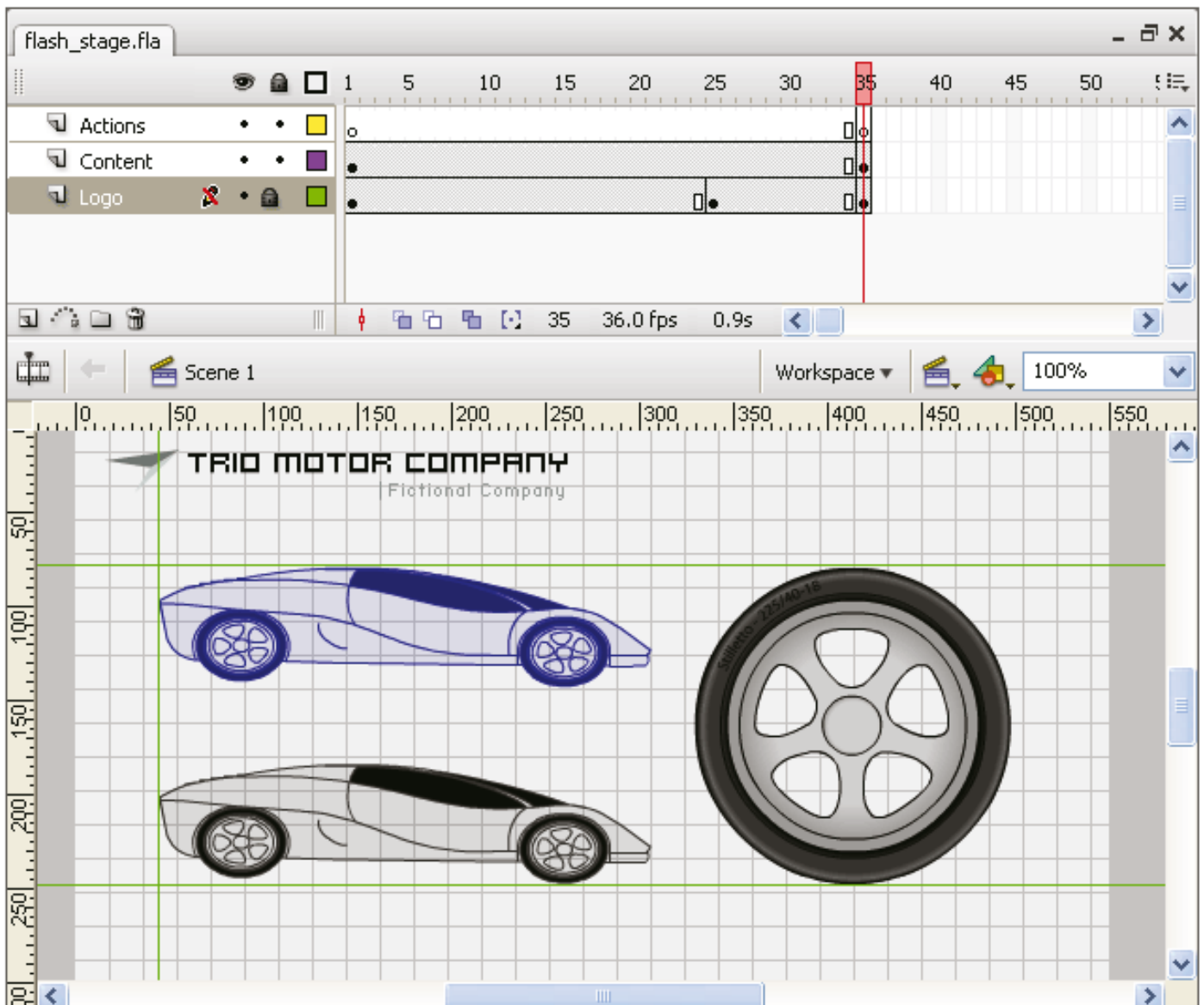
The Stage is the rectangular area where you place graphic content when creating Flash documents. The Stage in the authoring environment represents the rectangular space in Flash Player or in a web browser window where your document appears during playback. To change the view of the Stage as you work,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

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.
- 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.

- 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.

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.

Tools panel overview

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.

Use the Tools panel

To show or hide the Tools panel, select Window > Tools.

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.

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.

When more than one tool appears in a location, the top tool in the group (the most recently used) appears with an arrow in the lower-right corner of its icon. This arrow indicates that additional tools are present in a pop-up menu. The same keyboard shortcut functions for all tools in the pop-up menu. When you press and hold the mouse button on the icon, the other tools in the group appear in a pop-up menu.

1. 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.

2. 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.

3. 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.

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

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

6. 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.

The Timeline

About the Timeline

The Timeline organizes and controls a document's content over time in layers and frames. Like films, Flash 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.

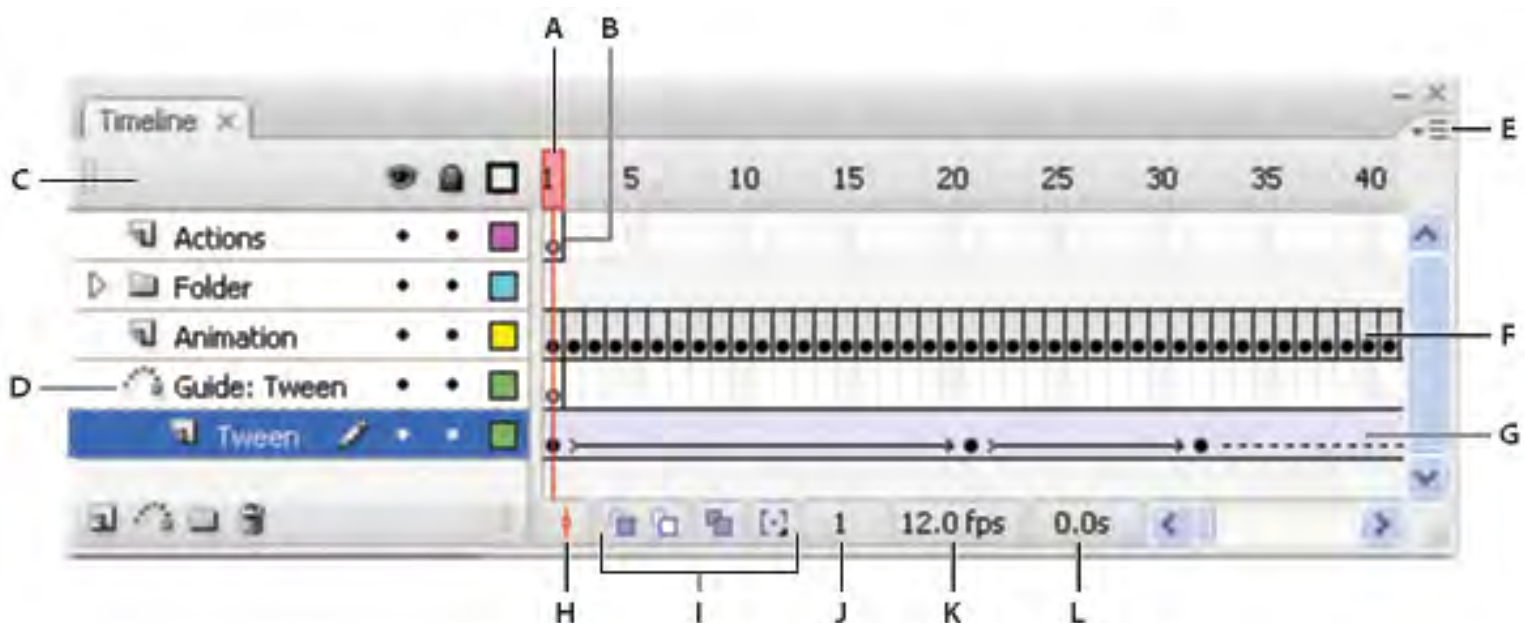
The Timeline shows where animation occurs in a document, including frame-by-frame animation, tweened animation, and motion paths.

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 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.

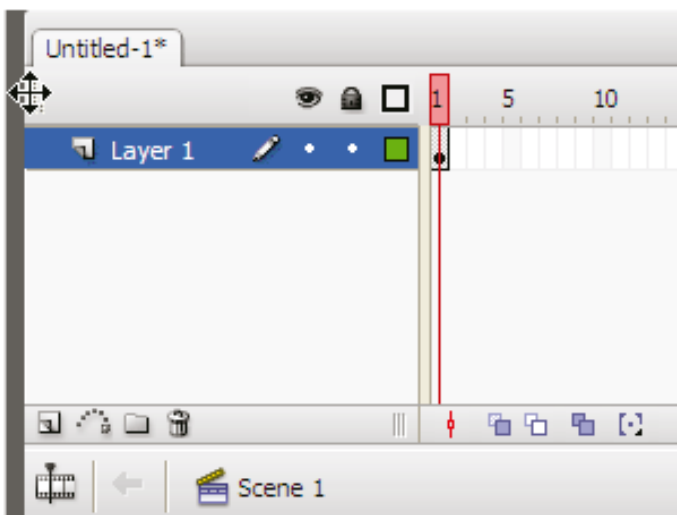
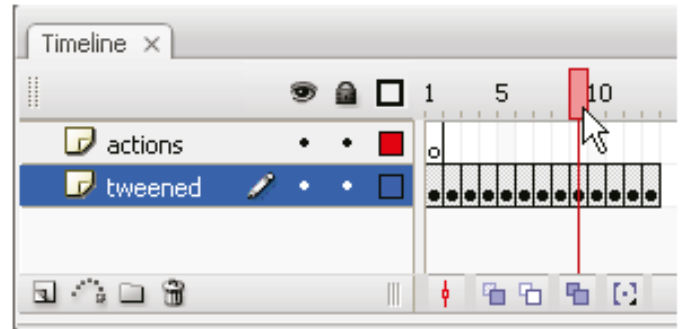


Parts of the Timeline

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. Scroll To Playhead button I. Onion-skinning buttons J. Current Frame indicator K. Frame Rate indicator L. Elapsed Time indicator

- 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.

click the Scroll To Playhead button at the bottom of the Timeline.



Move the playhead

The playhead moves through the timeline 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,

The logo features a stylized, semi-circular arch composed of a grid of small squares, resembling a bridge or a city skyline, positioned above the text.

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