

Lesson 1**INTRODUCTION TO
INTERNET AND INTRANET****What is Internet?**

The current-day public and global computer network or "information super-highway." The Internet is an outgrowth and combination of a variety of university and government sponsored computer networks. Today, the Internet is made up of millions upon millions of computers and sub-networks, almost entirely supported by commercial funds except in countries where deregulation has not occurred. The internet is the substrate and chief communications backbone for the World Wide Web (WWW), the "graphical interface" of the Internet.

What is Intranet?

Intranets are private networks, usually maintained by corporations for internal communications, which use internet -- usually web -- protocols, software and servers. They are relatively cheap, fast, and reliable networking and information warehouse systems that link offices around the world. They make it is easy for corporate users to communicate with one another, and to access the information resources of the internet.

Inter-connected network within one organization that uses Web technologies for the sharing of information internally, not world wide. Such information might include organization policies and procedures, announcements, or information about new products.

Website

One or more files (pages) stored on a computer (a "server") that can be accessed via the Internet. Every website has a "home page", which is generally designed as the file visitors first see when coming to the site and which gives an idea of the site's contents. All files on a website usually contain textual or graphical "links" that can be clicked using an input device such as

a mouse to move to other files, either within the site or on another one.

Each domain name has a set of interconnected webpages, generally located on the same server that contains valuable information, and prepared and maintained as a collection of information by a person, business, group, or organization. WEBSITE DESIGN Whereby a person, group, business or organization prepares and maintains a domain name where numerous webpages are located containing valuable information. Consists of an HTML file and any related files for scripts and graphics, and often some words are hyperlinked to other documents on the Web

Web Server

Web server is a program that, using the client/server model and the World Wide Web's Hypertext Transfer Protocol (HTTP), serves the files that form Web pages to Web users (whose computers contain HTTP clients that forward their requests). Every computer on the Internet that contains a Web site must have a Web server program. Two leading Web servers are Apache, the most widely-installed Web server, and Microsoft's Internet Information Server (IIS).

Client

A software program that is used to contact and obtain data from a Server software program on another computer, often across a great distance. Each Client program is designed to work with one or more specific kinds of Server programs, and each Server requires a specific kind of Client. A Web Browser is a specific kind of Client.

Web Browser

(also known as browser) A computer application that enables the user to examine and interact with the information on the World Wide Web. Browsers make use of the Hypertext Transfer Protocol (HTTP) to request information from Web servers for the browser user. The two most common Web browsers are Netscape Navigator and Microsoft Internet Explorer.

Web Page

webpage or web page is a "page" of the World Wide Web, usually in HTML/XHTML format (the file extensions are typically htm or html) and with hypertext links to enable navigation from one page or section to another. Webpages often use associated graphics files to provide illustration, and these too can be clickable links. A webpage is displayed using a web browser, and can be designed to make use of applets (subprograms than run inside the page) which often provide motion graphics, interaction,

Lesson 2**INTRODUCTION TO WEB BUILDING****Web Site Design**

- Designing Web sites needs careful thinking and a lot of planning.
- The most important thing is to KNOW YOUR AUDIENCE.

Users Are Scanners

If you think a typical user will read the entire content of your Web pages, you are wrong.

No matter how much useful information you put into a Web page, a visitor will only spend a few seconds scanning it before they decide whether to leave it or to stay.

If you want a visitor to read your text, be sure to make your point in the very first sentence of the page. After that you should try to keep them occupied with short paragraphs and interesting new headers all the way down the page.

Less Is More

Try to keep all sentences as short as possible. Try to keep your paragraphs as short as possible. Try to keep your chapters as short as possible. Try to keep your pages as short as possible.

Use a lot of space between your paragraphs and chapters. Pages overloaded with text will kill your audience.

Don't place too much content on a single page. If you have a lot to say, try to break your information into smaller chunks and place it on different pages. Don't expect any visitor to scroll all the way down to the bottom of a page with thousands of words.

Navigation

Try to create a navigation structure that is common for all the pages in your Web.

Keep the use of hyperlinks inside your text paragraphs to a minimum. Don't use hyperlinks inside text paragraphs to send your visitors to every random page of your Web. That will destroy the feeling of a consistent navigation structure.

If you must use hyperlinks, add them to the bottom of a paragraph or to the navigation menus of your site.

Download Speed

A common mistake made by many web designers is to develop a site on a local machine with direct access to the data, or to develop the site over a high-speed Internet connection. Sometimes developers are not aware of the fact that some of their pages take a long time to download.

Internet usability studies tell us that most visitors will leave a Web page that takes more than 7 seconds to download.

Before you publish any content heavy pages, make sure they are tested over a low-speed modem connection. If your pages take a long time to download, you might consider removing some of your graphic or multimedia content.

Let Your Audience Speak!

Feedback from your users is a very good thing. Your visitors are your "customers". Very often they will give you some valuable wisdom, or advise you, completely free of charge, about what you could have done better.

If you provide a simple way to reach you, you will get a lot of positive input from a lot of people with different skills and knowledge.

The web site design model

- Web site architecture - the big picture
- Mapping, linking and navigation design
- Web site development tools and software
- Accessibility and Legal issues (Privacy principles, Copyrighted material and intellectual property)

The web page design model

- Web page design - layout and storyboarding
- Web page elements - type, color, graphics
- Web page generation methods and tools - HTML, JAVA, PDF

- Multimedia - streaming audio and video
- Dynamic pages, forms and interactivity

Web Site Users

- Your users will use different hardware and software.
- The important thing is to KNOW YOUR AUDIENCE.

What Monitors Do They Have?

Remember that not everyone on the Web has the same monitor as you have. If you design your Web pages to be displayed on a monitor with a 1024x768 resolution, some of your visitors with lower resolution monitors (like 640x480) might have problems reading your pages.

Some users still have low resolution 640x480 monitors, but the trend is moving towards 800x600 as the low resolution standard. This Web site is designed to be best viewed on 800x600 or better resolution.

If you are one of those developers with a sophisticated monitor (1600x1200?), make sure you test the display of your Web pages on different monitors with lower resolutions.

One wise thing to do when designing the layout of Web pages is to let a section of each page be of variable size to fit the size of a large or small resolution monitor.

What Browsers Do They Use?

Both of the two major Internet browsers (Netscape and Microsoft) have their own specialties and quirks that you must consider when designing your Web pages.

If you are serious about your Web site, don't forget to test every page with different types of browsers.

The most popular browsers today are Microsoft Internet Explorer and Mozilla Firefox.

Additionally, some of your visitors might use text only browsers, such as Lynx, or they might visit your site from an online service like AOL, CompuServe or Prodigy. Some of these browsers might not display your Web pages as well as you think.

One wise thing to do when designing Web pages is to use strict, formal and correct HTML (or XHTML). Strict and correct coding will always help a browser to display your pages correctly.

What Plug-Ins Do They Have?

Some elements in your Web pages, like sound and video clips or other multimedia content, might require the use of separate programs (helper applications or plug-ins).

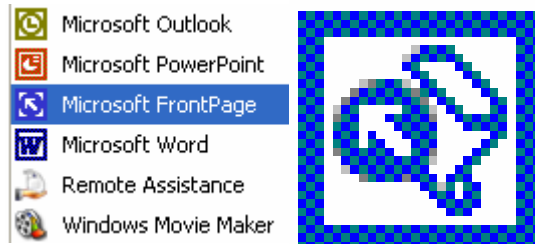
Don't use such elements in your Web pages unless you are sure that your visitors have access to the software needed to view them.

What About Disabilities?

Some people have serious viewing or hearing disabilities. These users might want to visit your Web site.

Some of them will try to read your pages with Braille or speech-based browsers. Remember that all of your visible content is lost if you don't provide them with some text based alternatives for pictures and other graphic elements.

Designing Web pages for people with disabilities is not an easy thing, but one small thing you can do - at least for people with poor eyesight - is to let your pages use a resizable font size.

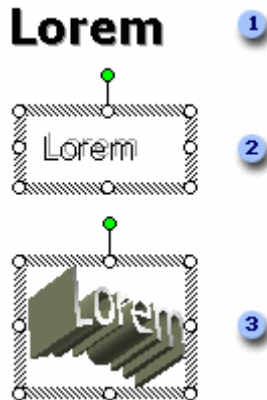
Lesson 3**MICROSOFT
FRONTPAGE XP****Key new features in Microsoft FrontPage**

- Create the web site you want
- Photo gallery



Quickly and easily create a photo gallery to display personal or business photos or images. Add images to the photo gallery and select from 4 different customizable layouts. Add captions and descriptions to images, reorder images, change image sizes, and switch layouts.

Cross-browser enhanced drawing tools



1. Add shadowing directly to text
2. Add shadowing to a text box
3. Add WordArt


Use enhanced drawing tools like connector lines, auto-shapes, drop shadows, WordArt, and text boxes for attention-getting effects on your web pages that are as easy to use in Microsoft FrontPage 2002 as they are in Microsoft Word or Microsoft PowerPoint. These effects look great when viewed on a variety of browser types and versions. This also means that you can easily paste any shapes you have created in other Office program directly into FrontPage

Working with FrontPage

Customize views

You can customize the following views:

Page

- To show or hide the **Folder List** pane, on the **View** menu, click **Folder List**.
- To show or hide the **Navigation** pane, on the **View** menu, click **Navigation Pane**.
- To switch between the **Folder List** pane and the **Navigation Tree** pane, click **Folder List** or **Navigation** at the bottom of the pane.
- To show or hide paragraph marks in the **Normal** pane, click **Show All**  on the standard toolbar.
- To show or hide HTML tags surrounding text, pictures, and other page elements in the **Normal** pane, click **Reveal Tags** on the **View** menu.

Folders

- To sort folders by a specific column, click the column heading.

Reports

- To sort reports by a specific column, click the column heading.
- To move columns around, click and hold the column heading, and then drag it to where you want.
- To change the width of a column, place the cursor between the column headings until the cursor changes to a double arrow, then click and drag the column to the width you want.

Navigation

- To choose the orientation of the navigation tree, right-click the background, and click **Portrait/Landscape** on the shortcut menu.
- To expand or collapse a parent page whose child pages have been expanded or collapsed, click the plus sign (+) to expand or the minus sign (-) to collapse.

To expand the entire navigation tree and view all pages in the web, right-click the background and click **Expand All** on the shortcut menu.

Note All pages are expanded by default.

- To zoom in or out of the navigation structure, right-click the background, click **Zoom**, and select the percentage you want.

Hyperlinks

- To show all hyperlinks on a page that are going to graphics, right click the background, and click **Hyperlinks to Pictures** on the shortcut menu.
- To display page titles (instead of file names), right-click the background, and click **Show Page Titles** on the shortcut menu.
- To display repeated hyperlinks, right-click the background, and click **Repeated Hyperlinks** on the shortcut menu.

Tasks

- To sort tasks by a specific column, click the column heading.
- To show all tasks, click **Tasks** on the **Edit** menu, and then click **Show History**.

Change the Views bar

Do one or more of the following:

Hide the Views bar

- On the **View** menu,
- click **Views Bar** to clear the check mark.

Show the Views bar

- On the **View** menu,
- click **Views Bar** to show the check mark.

Choose the size of the Views bar icons

- Right-click anywhere on the **Views** bar,
- and then click **Small Icons** or **Large Icons** on the shortcut menu.

Switch views

- On the **Views** bar, click the view you want to use.

Tip:

*If the **Views** bar is not showing, on the **Views** menu click **Views Bar**.*

Set the default preview browser window size

This procedure lets you see how much of your web page will be displayed at different screen resolutions.

- In **Page** view, open the page you want to preview.
- On the **File** menu, click **Preview in Browser**.
- Under **Window size**, click the resolution you'd like to preview. Only available screen resolutions will be displayed.

Select **Default** to preview the page in a browser window the size of the current screen resolution for your computer.

About creating and designing web pages

Some of the content in this topic may not be applicable to some languages.

Web pages are the basic documents of the World Wide Web and are written in HTML (Hypertext Markup Language). Web pages can either be part of a web site, or they can stand alone. However, many features in Microsoft FrontPage are only useful if you are working with a web site. For example, a link bar, which lets a

site visitor navigate to other pages in a web, is meaningless in the context of a single page.

To help you create professional-looking and well-designed web pages, FrontPage provides several page templates so you can quickly create pages with a variety of layouts and functions. For example, you can use a FrontPage template to create a two-column page or a page with a search form. You can also use one of several themes to create pages with a consistent design. A theme contains unified design elements with a color scheme, including fonts, graphics, backgrounds, navigation bars, horizontal lines, and other page elements.

If you prefer to design and lay out pages yourself, you can start with a blank page, and then:

- Use frames, tables, or absolute positioning to precisely position text and graphics on a page.
- Add page elements, such as text, graphics, page banners, tables, forms, hyperlinks, banner ads, and so on.
- Add content that can change, such as marquees, hit counters, and time stamps.
- Format text by applying styles or using style sheets.
- Animate page elements and set page transitions for lively pages.
- Set the background color, picture, or sound.
- Create your own page template: a pre-designed page that can contain page settings, formatting, and page elements.

About page templates

Some of the content in this topic may not be applicable to some languages.

A template is a pre-designed page that can contain page settings, formatting, and page elements. Microsoft FrontPage provides several default page templates, or you can create your own page templates, so that you can create pages for your web site quickly and consistently. Templates are very useful in a multiple-author environment because they help authors create pages the same way.

Create a new web page

Some of the content in this topic may not be applicable to some languages.

In **Page** view, do one the following:

Create a page from a blank page

- On the **File** menu, point to **New**, and then click **Page or Web**.
- In the **New Page or Web** task pane, under **New**, click **Blank Page**.

Create a page from a template

- On the **File** menu, point to **New**, and then click **Page or Web**.
- In the **New Page or Web** task pane, under **New from Template**, click **Page Templates**.
- Click the tab for the template you want to use, and then click the template. (A thumbnail of that template is displayed under **Preview**.)
- Click **OK**.

Microsoft FrontPage opens a new page based on the template.

Modify a Web Page Template

Some of the content in this topic may not be applicable to some languages.

In **Page** view, do one of the following:

Create a page template from a blank page

- Create a new page.
- On the **File** menu, click **Save As**.
- In the **Save as type** box, click **FrontPage Template**.
- In the **File name** box, type a file name for the template, and then click **Save**.
- In the **Title** box, type a title for the template.

This title is the title that will be displayed in the list of templates in the **Templates** dialog box.

Note If you are modifying an existing template, you can type the same title that you originally used, or type a different one.

- In the **Description** box, type text describing what the template does.

This is the text displayed in the **Description** area in the **Templates** dialog box.

Note If you are modifying an existing template, you can type the same description that you originally used, or type a different one.

- Select the **Save template in current web** check box if you are working in a web site that is part of a workgroup and you want the template to be available to other members of your workgroup (as a shared template).

Open a web page

Do one of the following:

Open a page from within the current web site.

- In **Folders** view, double-click the page's icon or file name.

Open a page in a different web site or a local file system

- In **Page** view, click **Open**
- Do one of the following:
 - Select the page from among the list of pages you have already created in the current working folder.
 - In the **File name** box, type the URL of the page you want to open.
 - In the **Look in** box, locate the page you want to open.

Note If you open a web page that is on a different web site from the one you have open, a new instance of Microsoft FrontPage will be opened.

Set Web Page Margins

- In **Page** view, right-click the page, and then click **Page Properties** on the shortcut menu.
- Click the **Margins** tab.
- Do one or both of the following:

Set a top margin

- Select the **Specify top margin** check box.
- Enter a value for the height of the margin in pixels.

Set a left margin

- Select the **Specify left margin** check box.
- Enter a value for the width of the margin in pixels.

Save a web page

In **Page** view, do one of the following:

Save a web page to the current web site

- Do one of the following, depending on the status of your web page:

The page has not yet been saved

- Click **Save**
- Navigate to the location in the web site where you want to save the page.
- In the **File** name box, type the file name of the page, and then click **Save**.

The page was opened from the current web site

- Click **Save** .

The page was opened from a location outside the current web site

- Click **Save As** on the **File** menu.
- Navigate to the location in the web site where you want to save the page.
- In the **File** name box, type the file name of the page, and then click **Save**.

Save a web page to a different web site

- On the **File** menu, click **Save As**.
- Navigate to the web site in which you want to save the page.
- In the **File name** box, type the name of the page.
- If you want to change the page title, click **Change**, type the new title, and then click **OK**.
- Click **Save**.

Save a web page to a file system

- On the **File** menu, click **Save As**.
- Navigate to the location in the file system where you want to save the page.
- In the **File name** box, type the name of the page.
- Click **Save**.

Save a web page automatically before previewing in the browser

- On the **File** menu, click **Preview in Browser**, and then select the **Automatically save page** check box.

Preview a Web Page in a Web Browser

- Click **Preview in Browser** .

Note In order to preview your web page in the browser, you must first save the page.

Tip

You can automatically save a web page before previewing it in the browser. On the **File** menu, click **Preview in Browser**, and then select the **Automatically save page** check box.

Create a web site

Some of the content in this topic may not be applicable to some languages.

- On the **File** menu, point to **New**, and then click **Page or Web**.
- In the **New Page or Web** task pane, under **New from template**, click **Web Site Templates**.
- Click the web site template you want to use.
- In the **Specify the location of the new web** box, type the URL for the new web site, or click **Browse** to create a new site on your hard disk, network, or on the Internet.
- Choose one of the following:
 - If you want to add the site to the current web site, select **Add to current Web**.
 - If you are creating a Microsoft FrontPage web on a secure port of a Web server that supports Secure Sockets Layer (SSL), select the **Secure connection required (SSL)** checkbox.

Open a web site

On the **File** menu, click **Open Web**, and then do one of the following:

Open a disk-based web site on your local computer

- In the **Open Web** dialog box, use the **Look In** box to find the local folder containing web sites.
- In the list of web sites, select the web site you want, and then click **Open**.

Open a disk-based web site on a computer located on a network

- In the **Open Web** dialog box, use the **Look In** box to find the network drive and folder containing the web site you want to open.
- In the list of web sites, select the web site you want, and then click **Open**.

Open a web site on a Web server

- In the **Open Web** dialog box, in the **Web Name** box, type the URL of the web site, and then click **Open**.

Rename a web site

When you rename a web site, Microsoft FrontPage automatically updates all internal hyperlinks and other web settings with the new site name.

- On the **Tools** menu, click **Web Settings**, and then click the **General** tab.
- In the **Web name** box, type a new name for the web.

About Using Graphics

You can use graphics on your Web pages to provide information, artwork, theme elements, or a company logo. In addition to being decorative, graphics can be useful, for items such as navigational buttons. With Microsoft FrontPage, there are a variety of ways to lay out the graphics on your web pages.

Types and formats of graphics

The formats that are generally used for Web pages are GIF and JPEG.

- Graphics in GIF format can contain up to 256 colors. One useful aspect of GIF graphics is that you can select one color to be transparent.
- The JPEG format is commonly used for photo-realistic graphics containing thousands or millions of colors. JPEG graphics are useful because you can control the file compression by changing the graphic quality. The lower you set the quality, the higher the file compression will be. As a result, the file size is decreased.

You can also add graphics with the following file formats:

- **BMP** (Windows and OS/2) The native bitmap format for the Microsoft Windows environment. A picture made from a series of small dots, and supports images up to 24 bits.
- **TIFF** Tagged Image File Format. A high-resolution, tag-based file format. Used for the universal interchange of digital graphics.
- **TGA** Truevision Targa Graphics Adaptor file format. Supports 1- to 32-bit images and professional features like an alpha (mask) channel, gamma settings, and a built-in thumbnail image.
- **RAS** Raster format. Lightly compressed, and supports up to 36-bit images.
- **EPS** Encapsulated PostScript file format. An extension of the Post Graphic file format that enables PostScript graphics files to be incorporated into other documents.
- **PNG** The Portable Network Graphics format is an alternative to GIF that supports

transparency for graphics containing thousands or millions of colors. However, some Web browsers cannot display PNG graphics without a special plug-in.

- **WMF** Microsoft Windows Metafile format. Supports bitmapped, vector, and Encapsulated PostScript (EPS) data.

When you add a graphic other than a GIF or JPEG to a page and then save it, Microsoft FrontPage automatically converts the graphic to a GIF if it has 8 bits of color or less, or to a JPEG if it has more than 8 bits of color.

Setting the Properties of GIF and JPEGs

For a GIF, you can specify whether to allow a transparent color and whether the graphic is interlaced (that is, whether the graphic is displayed with increasing detail as it is downloaded).

For a JPEG, you can specify the quality and number of progressive passes. The lower the quality you set, the more the graphic will be compressed and the smaller its file size will be. The number of progressive passes refers to the number of passes that a Web browser makes in order to resolve a graphic as it downloads.

You can set these properties at the same time you save the web page and its graphics.

Animated GIFs and Videos

You can add animated GIFs and videos to your Web pages. An animated GIF, which is a sequential display of GIF graphics, can be created in a graphics program, and you can find animated GIFs on the World Wide Web.

You can add any videos to your page that can be played by the Windows Media Player, such as videos in AVI format. You can also set options for video playback, such as playing the video once when the page is first loaded; looping the video and playing it endlessly; or playing the video when the mouse is positioned over it. The animation in this example plays once when the page is opened.

Add a Graphic to a Web Page

You can add a graphics from a variety of sources. Do one or more of the following:

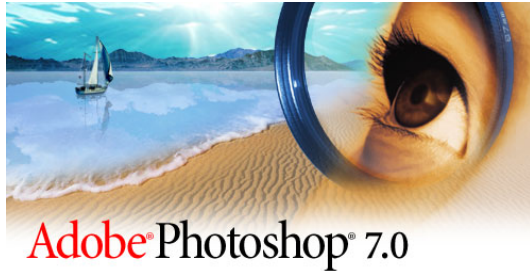
Add a graphic from a file

1. In **Page** view, position the insertion point where you want to insert a graphic.
2. On the **Insert** menu, point to **Picture**, and then click **From File**.
3. Browse to the graphic you want from your local file system or web site, select the file, and click **Insert**.

You can specify the type of file you want to view in the **Files of type** box.

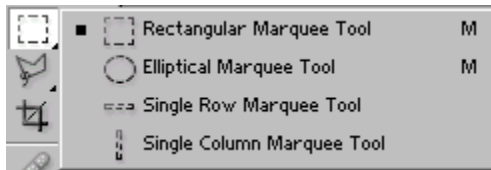
Lesson 4

ADOBE PHOTOSHOP 7.0



The Basics

This is the basics, that little tools palette on the left hand of the screen, this will show you how to use them.



The **rectangular marquee tool** is used to make square and rectangular selections.

- You can subtract from the selection by holding alt while you have a selection. [these can be used for all the selection]
- You can add to the selection by holding shift while you have a selection. [these can be used for all the selection]
- You can multiply from the selection by holding shift + alt while you have a selection. [these can be used for all the selection]

The **elliptical marquee tool** is used to make circular selections.

The **single row marquee tool** is used to make a single row of pixels.

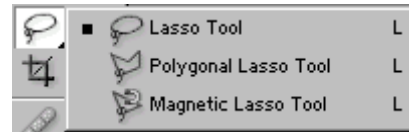
The **single column marquee tool** is used to make a single column of pixels.



The **move tool** is used to move images on layers.

- You can nudge by using the arrow keys on the keyboard.

- You can move ten pixels by using the arrow keys while holding shift.
- You can move one pixel and make a new layer by using the arrow keys while holding alt.
- You can move ten pixels and make a new layer by using the arrow keys while holding shift + alt.



The **lasso tool** makes selections in any shape.

- You can subtract from the selection by holding alt while you have a selection. [these can be used for all the selection]
- You can add to the selection by holding shift while you have a selection. [these can be used for all the selection]
- You can multiply from the selection by holding shift + alt while you have a selection. [these can be used for all the selection]

The **polygon lasso tool** makes selection with straight lines.

The **magnetic lasso tool** makes selection on edges.



The **magic wand tool** is used to make selections of the same color as you have selected

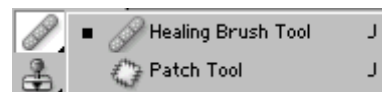


The **crop tool** is used to crop images.



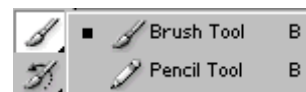
The **slice tool** is good for slicing

The **slice select tool** is used for slicing and selecting.



The **healing brush tool** is good for healing images like the stamp tool.

The **patch tool** is just like the healing brush, only you can make custom shapes.



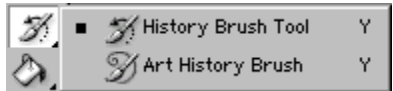
The **brush tool** is simple, it is used to color

The **pencil tool** is also simple, it is used to color without anti-alias.



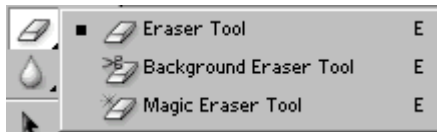
The **clone stamp tool** is good for cloning parts of an image to make it look better.

The **pattern stamp tool** is just like the brush, only you can have a pattern.



The **history brush tool** is a mystery to me.

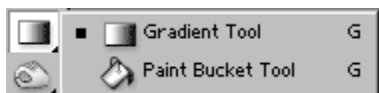
The **art history brush** is also an mystery to me.



The **eraser tool** erases what is on that layer.

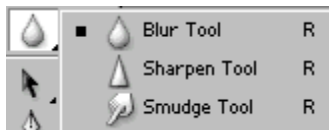
The **background eraser tool** only erases the last layer.

The **magic eraser tool** is like the anti paint bucket.



The **gradient tool** is used to make a fading color into another.

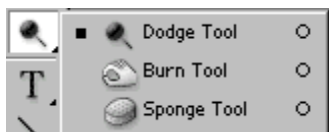
The **paint bucket tool** is used to fill a certain color.



The **blur tool** is used to blur certain parts of an image.

The **sharpen tool** is the opposite, to sharpen certain parts of an image

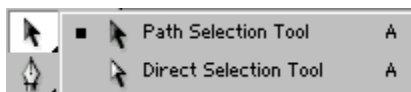
The **smudge tool** is like the liquify effect.



The **dodge tool** is to lighten shadows and highlightes.

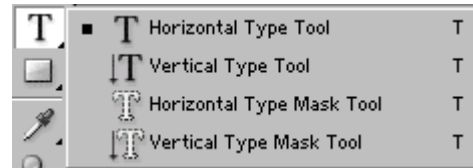
The **burn tool** is just the opposite of the dodge tool.

The **sponge tool** is used to saturate and unsaturate areas of an image.



The **path selection tool**

The **diret selection tool**

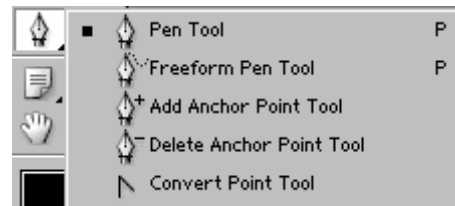


The **horizontal text tool** is used to make text for an image horizontally.

The **vertical text tool** is used to make text for an image going down.

The **horizontal mask text tool** is used to make a selection instead of regular text.

The **verical mask text tool** is used to make a selection instead of regular text going down.



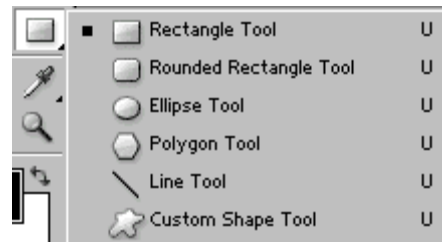
The **pen tool** is to make paths.

The **freeform tool** is to make paths

The **add anchor point tool** is to make paths

The **delete anchor poing tool** is to make paths

The **convert point tool** is to make paths



The **rectangle tool** is to make filled rectangles, not like the rectangular marquee.

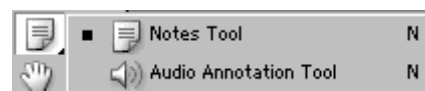
The **rounded rectangle tool** is to make filled rounded rectangles, not like the rectangular marquee.

The **ellipse tool** is to make filled ellipse, not like the elliptical marquee.

The **polygon tool** is to make filled polygon, that you can adjust how many sides it has.

The **line tool** is to make a line shape of any thickness, not like the single row or column marquee.

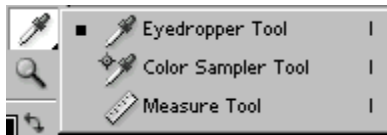
The **custom shape tool**



The **notes tool** is used just to leave notes if you are

forgetful.

The **audio annotation tool** is just like the notes, only it is audio



The **eyedropper tool** is used to take sample of a color and put it in your pallet.

The **color sampler tool** is also a mystery to me.

The **measure tool** is to measure distances in pixels, inches, etc.



The **hand tool** is to move your image if you have scroll bars.



The **magnify tool** has one purpose, to zoom in and out.

- just click to zoom in.
- hold shift to zoom out.
- click and drag to zoom in the selected area.

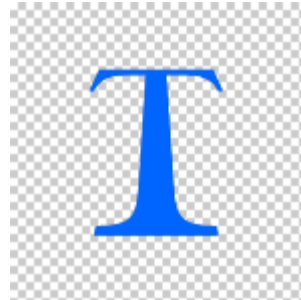
Projects/Samples

3D Text

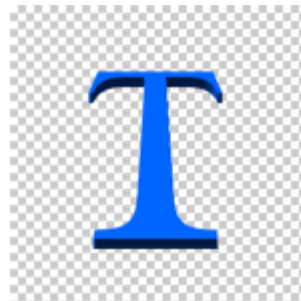
Make a new image, large enough for your word, and grab the Text Tool and make your word. Convert it to a shape by going to Layer > Type > Convert to Shape. Copy this layer.



Link the two layers together by click the blank box next to the unselected layer. Go to the bottom layer and add a layer style, Bevel and Emboss, to it and just leave the default settings. Nothing should look different. Now go to Edit > Free Transform and HOLD SHIFT + CTRL + ALT keys and drag the bottom corners outwards and the top corners inward.



Now remove the link between the two layers and go to the bottom layer, if your not already there. Grab the Move Tool and HOLD SHIFT and press DOWN once. The layer has been moved down 10px. Now HOLD ALT and press UP nine times.

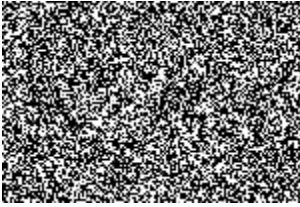


There should be many layers, just combined them together by hiding the background, if there is one, and go to Layers > Merge Visible. Now if you want to rotate it go to Edit > Transform > Rotate and you're done.



Barcode

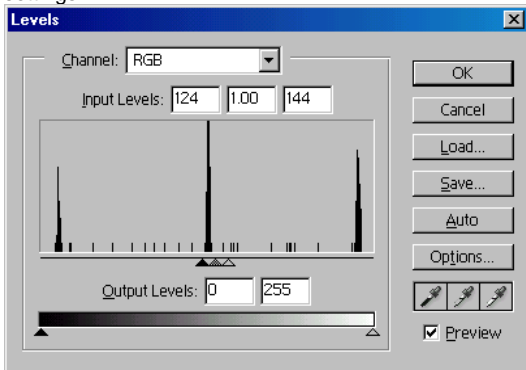
Make a new image (mine is 150px wide by 100px tall) go to Filter > Noise > Add Noise and make it about 400% with Gaussian and check Monochromatic.



Now go to Filter > Blur > Motion Blur at 999 distance at 90°



HOLD CTRL + F a few times to clean up the lines. Then go to Image > Adjust > Levels and give it these settings



Add a white box at the bottom..

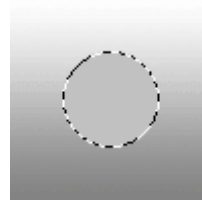


Add then add your numbers, and you're done.

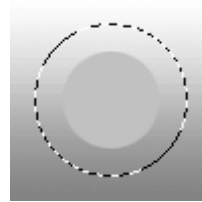


Inset Buttons

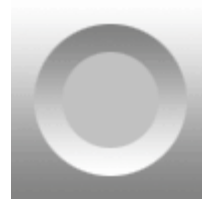
Make a new image and make your button, and select it.



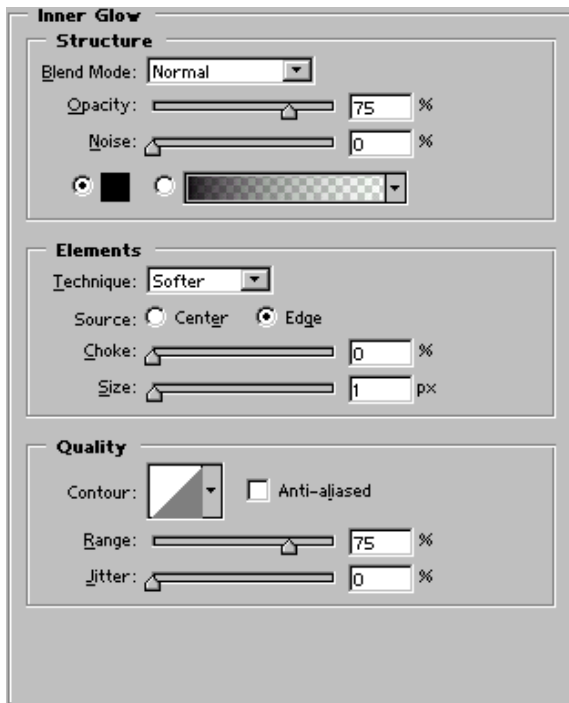
Expand it by a few pixels, mine is at 8px.



make a new layer under the layer of the button and add a gradient going the opposite way of the background.



Now go back to the button layer and add this layer style



Now make the button look softer.




And now just blur the embedded layer and you're done.



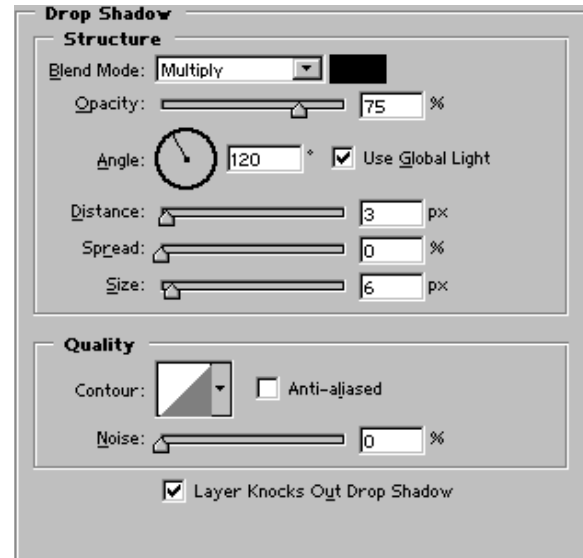
Metal Button

Start with a Transparent image and right click the

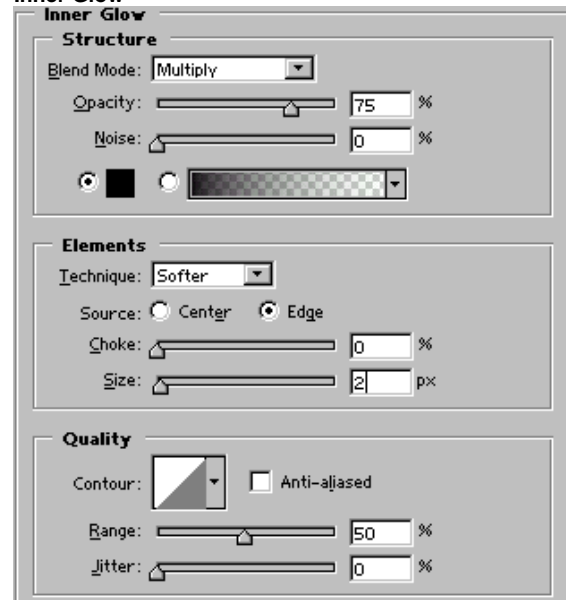
Rectangle Tool  and select the **Rounded Rectangle Tool**. Go to the Options bar and set the corner radius to a high number (this image is set to 50px). Make your button (preferably like mine).



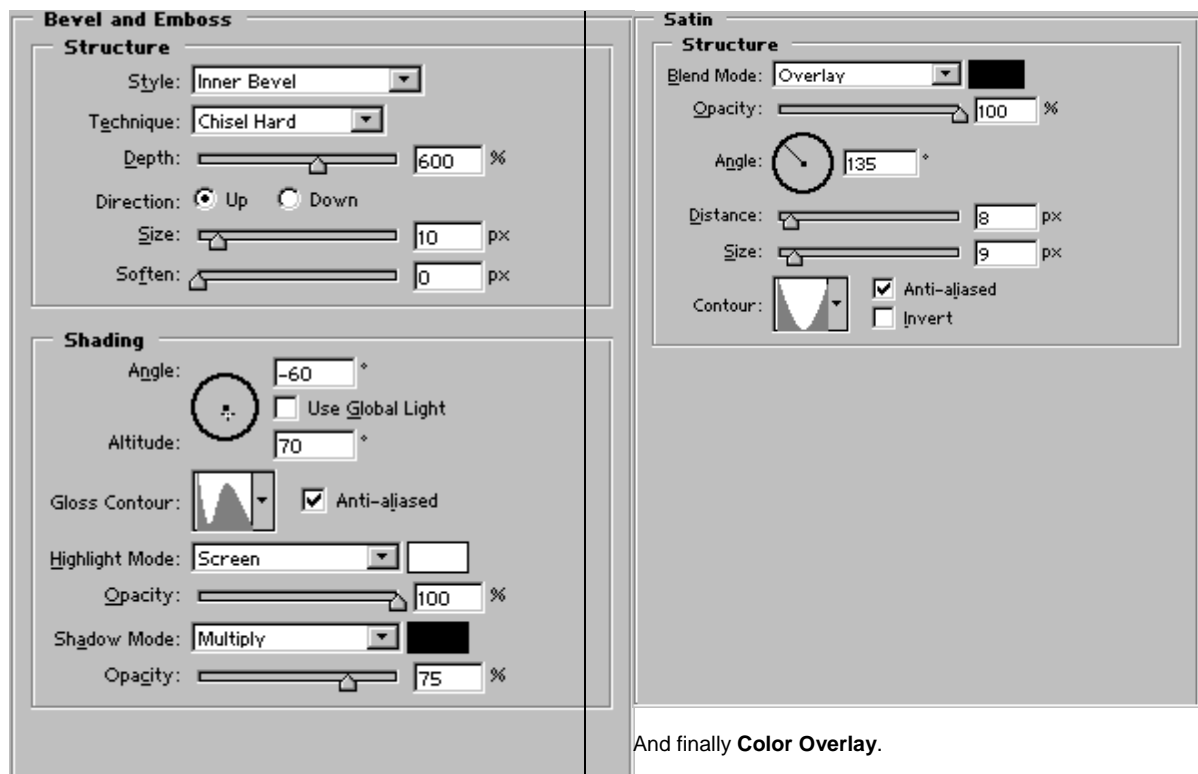
Now double click on the layer with the button and add this settings, **Drop Shadow**



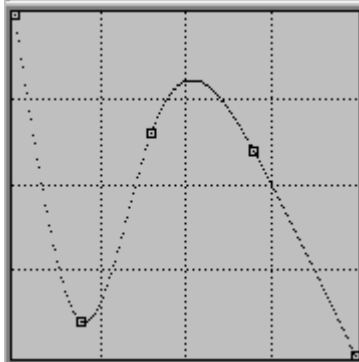
Inner Glow



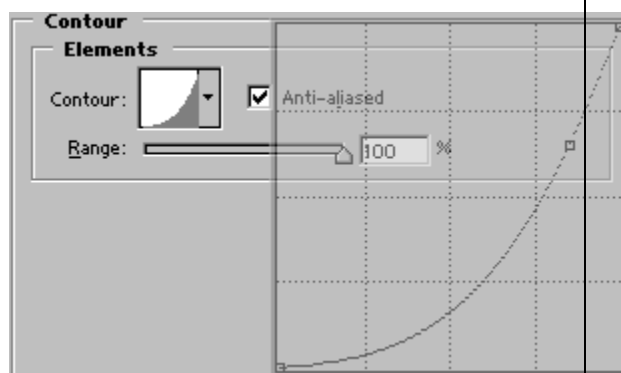
Bevel Emboss



And finally **Color Overlay**.



Contour



Satin



Here is your button.




And just add some text and you're done.



Button Style #3

Make a new image (mine is 300px wide and 100px tall) and make a selection roughly like mine.




Make a Gradient something like mine by selecting the Gradient Tool 



Make the Gradient (up to down), your button should look something like this.



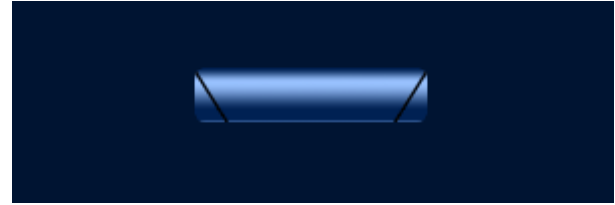
Make guides to snap to your button and make a selection using the Polygon Lasso Tool  something like mine.




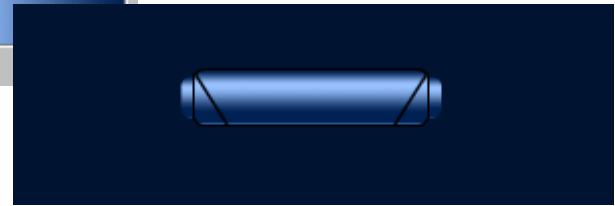
Now the hard part, make a new layer, fill the selection with black. Move the selection down and right 1px and delete, then deselect.



Do the same to the other side, or just copy (CTRL + C) and paste (CTRL + V).



Make a new layer and put it under the button. Make it longer than the other button, but shorter and make the same Gradient. Also make a small outline on your first buttons by using black Outer Glow or a black Strokes 1px thick. 



Now you start adding detail. Make a new layer and start making 1px lines (you can use scanlines or do it by hand).



And make 1px vertical lines on the sides of the button as shown.



Now add text and you're done.



Interface Shapes

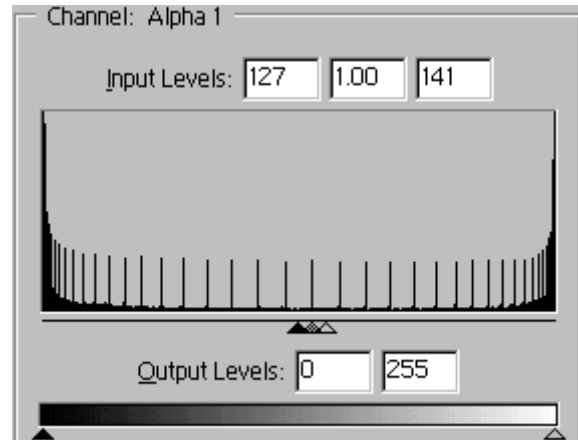
Create an image the size of your window, or however you please. (mine is 500px by 500px) Create a new layer and make your interface using the **Elliptical Marquee**. You can also make each shape on a different layer if it helps you, you just have to merge all the layers of the interface together, if you do this turn off the background visibility and then go to Merge > Visible.



Once you have your shape on one layer, you HOLD CTRL and click that layer. Now roll over to the channels palette and once there, make a new layer. Now without deselecting your shape, fill it with white. Now you may deselect it, and go to Filter > Blur > Gaussian Blur. (I blurred my to about 7.5)



Now go to Image > Adjust > Levels and make your settings like mine.



Once again HOLD CTRL and click on the channel to select it and return to your layers palette and make a new layer and, without deselecting, fill it with your color.



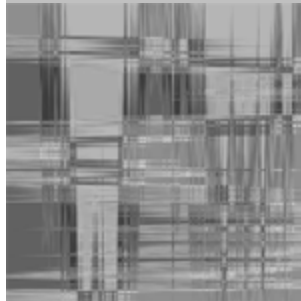
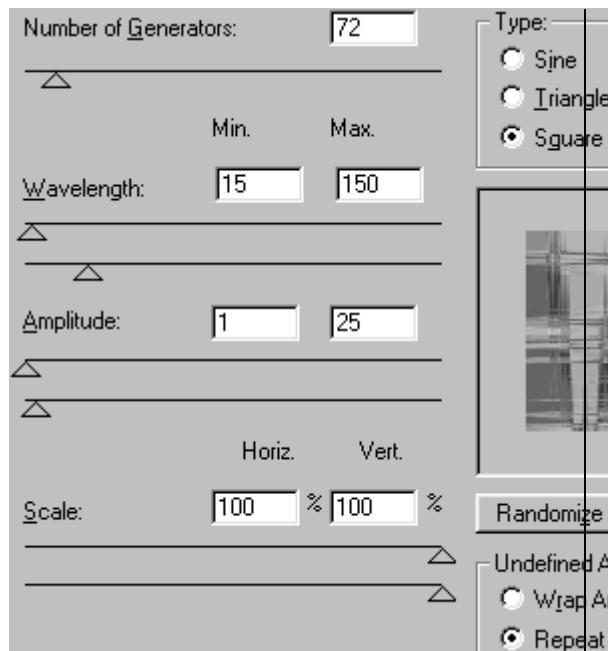
Now you can add buttons, cool graphics, or do whatever you feel like. And you're done.

Fusion

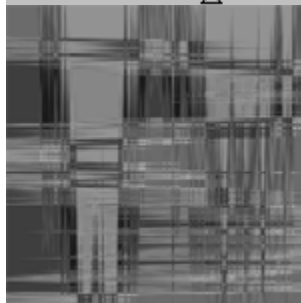
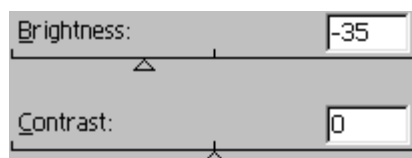
Make a new image (300px by 300px) reset the foreground colors to black and white (press "D") and go to Filter > Render > Clouds.



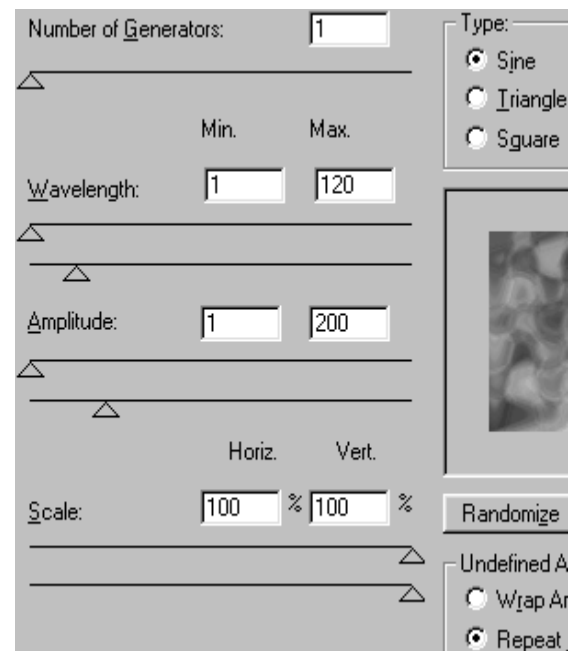
Go to Filter > Distort > Wave, and add these settings.



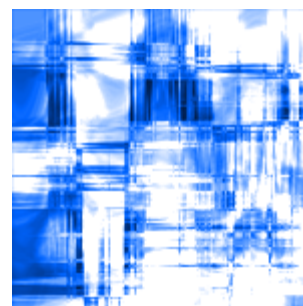
Now go to Brightness/Contrast and add these settings.




Make a new layer with Clouds and go to Wave again and add these settings.

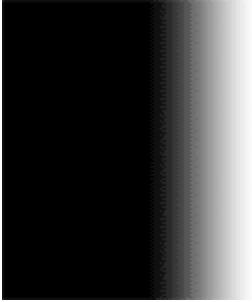


Now make a color overlay, and you're done.

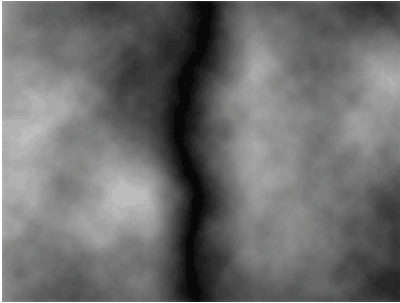


Lightning

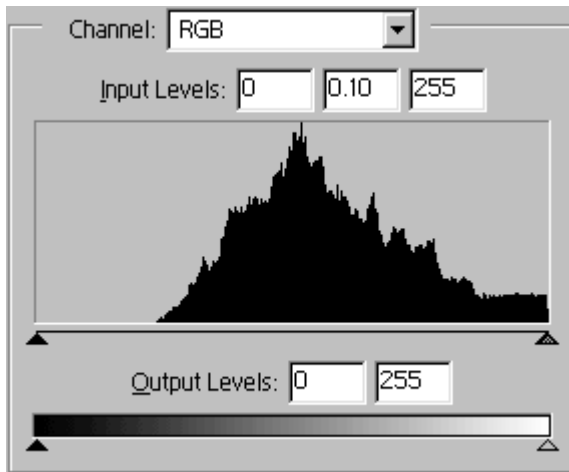
Make a new image (mine is 400px wide and 300px) and make a Gradient  from left to right, from black to white or from white to black, doesn't make much difference.



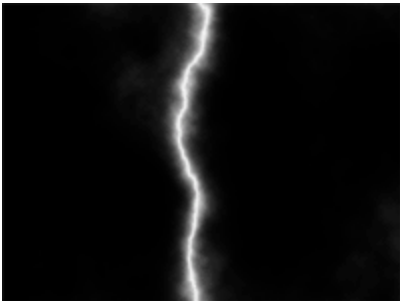
Next go to Filter > Render > Difference Clouds.



Now got to Image > Adjustment > Invert and then go to Image > Adjustment > Levels and add these settings.



And you have your lightning bolt.



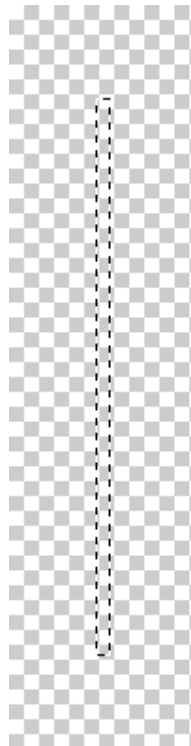
You can add more, the lens flare (Filter > Render > Lens Flare), or more clouds and color, and you're

done.

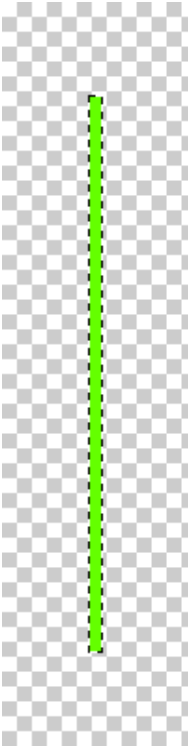


Lightsabers

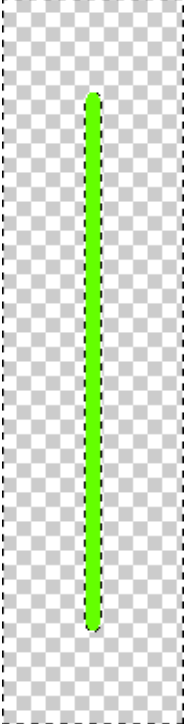
Make a new image (mine is 100px wide by 400px tall) and make a selection 8px wide and 300px tall



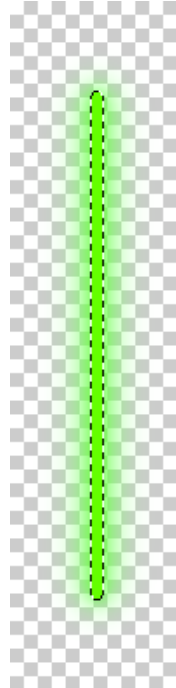
Fill it with the color of your choice.



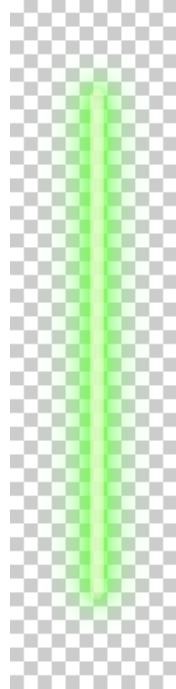
Now, go to Select > Smooth > 5px, and then go to Select > Inverse and delete.



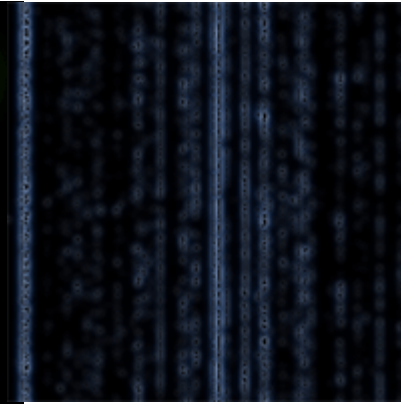
Now Filter > Blur > Gaussian Blur of about 5px about 10 times (Ctrl+F), once again Select Inverse.



Fill it with white, and Gaussian Blur it at 3px. Deselect.



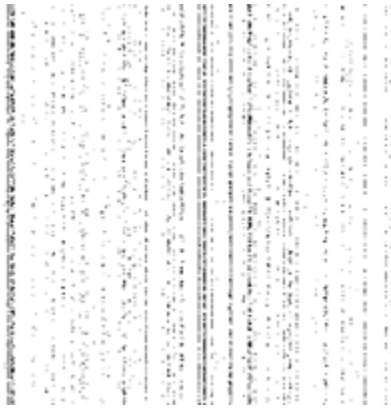
Add a black background and add a handle (90 px tall) from off the internet, and you're done



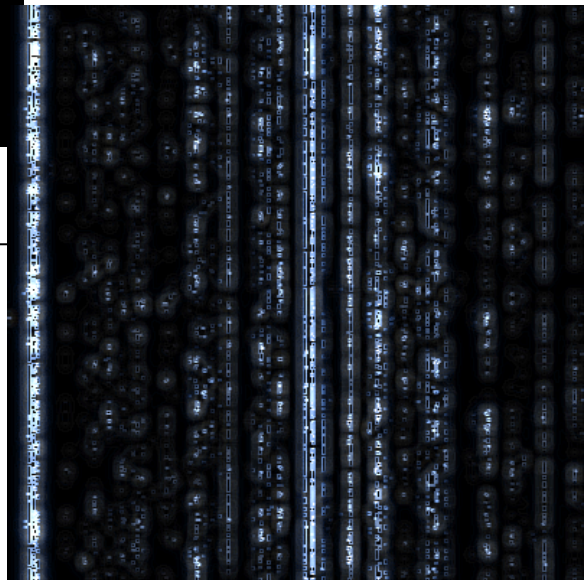
Filter > Stylize > Glowing Edge, edge 1 brightness 8 smoothness 1, and you're done.

Matrix

Make a new image (400px by 400px) go to Filter > Texture > Grain, intensity 100% contrast 100% vertical.



Filter > Artistic > Neon Glow, glow size 5 brightness 15 blue color.



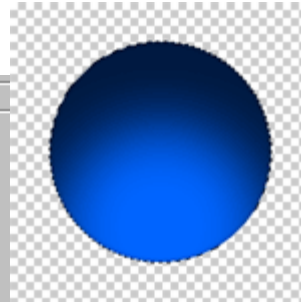
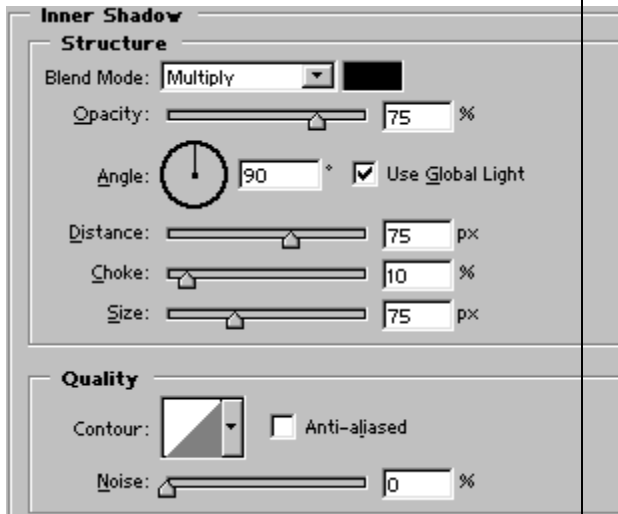
Orb

Make a new image (250px by 250px) and make a circle of any color.



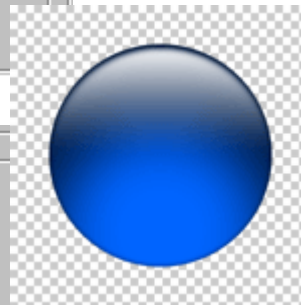
Now add these Layer Style settings. (NOTE: These

settings may change depending on the size of your circle)

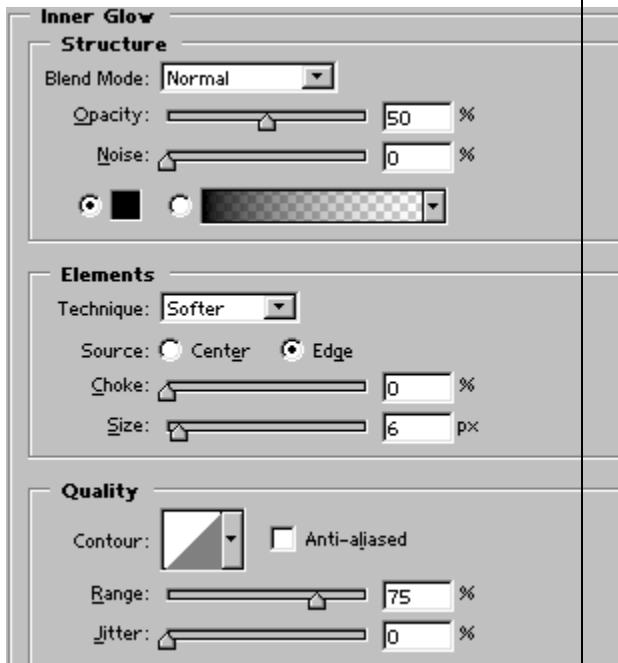


Now make a new layer, without deselecting and make a Gradient from white to transparent from top to about the middle. Gaussian Blur it about 7px, Filter > Distort > Spherize it about 50%. Deselect it and grab the Move

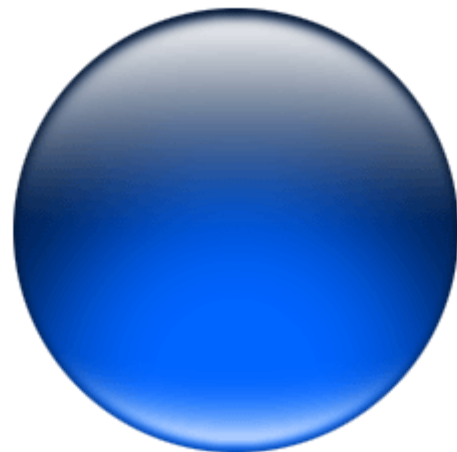
Tool and just press DOWN about four times and Gaussian Blur it about 2px, to soften.



Once more make a new layer, reselecting your circle layer, and make a Gradient from white to transparent from bottom to about a quarter of a way to the top. Gaussian Blur it about 6px, Filter > Distort > Spherize it about 50%. Deselect it and grab the Move Tool again and press UP about four times and Gaussian Blur it about 2px, and you're done.



Now select the circle by going to the Layers Pallet, HOLD CTRL and click on that layer.



Radar

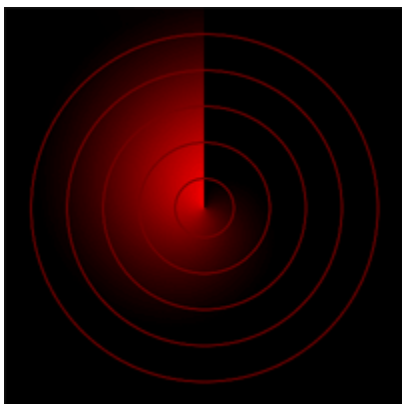
Make a new image (200px by 200px) and make your foreground the color of your choice and background black. Make a diagonal Gradient exactly like mine.



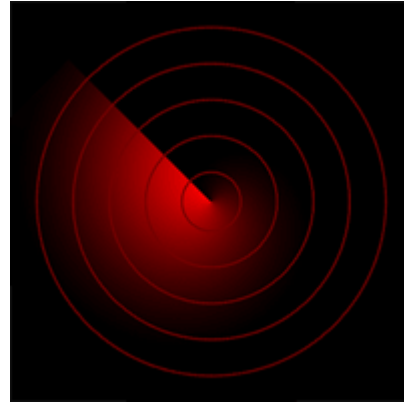
Choose a mid-tone color from the Gradient and make 2px thick horizontal lines.



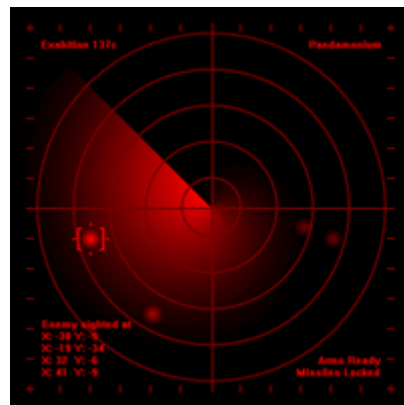
Filter > Distort > Polar Coordinates, rectangular to polar.



Edit > Transform > Rotate to a 45° angle.



Add cool looking effects, and you're done.



Ray of Light

Make a new image (mine is 400px wide and 300px tall) and make the background black and make a new layer and type your text in white. Now, select all and then go to Edit > Copy Merged and pa



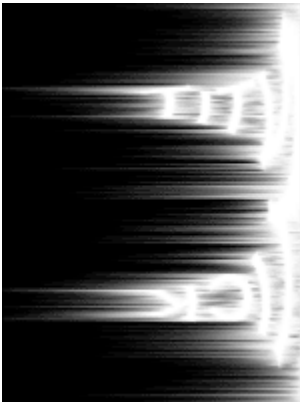
Now go to Filter > Distort > Polar Coordinates, Polar to Rectangular.



Rotate the image 90° Clock Wise (CW) and now go to Filter > Stylize > Wind...



...and do that three times.



Now go to Filter > Distort > Polar Coordinates, Rectangular to Polar.



Go back to the text layer and HOLD SHIFT + CTRL and

hit Backspace.



Now just a color overlay to your color and you're done.



Rays

Make a new RGB image (mine is 500px wide, 100px tall) and reset the color swatches to black and white, or press D. Then go to Filter > Render > Clouds.



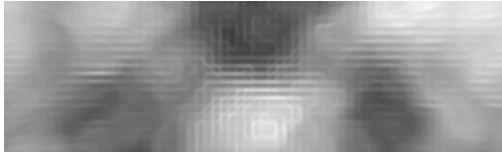
Then Filter > Pixelize > Mosaic (15px)



Then Filter > Blur > Radial Blur (Zoom, 20%)



Then Filter > Stylize > Emboss (135', height10, amount170)



Then Filter > Brush Strokes > Accent Edges (width 2, brightness 38 smoothness 5)



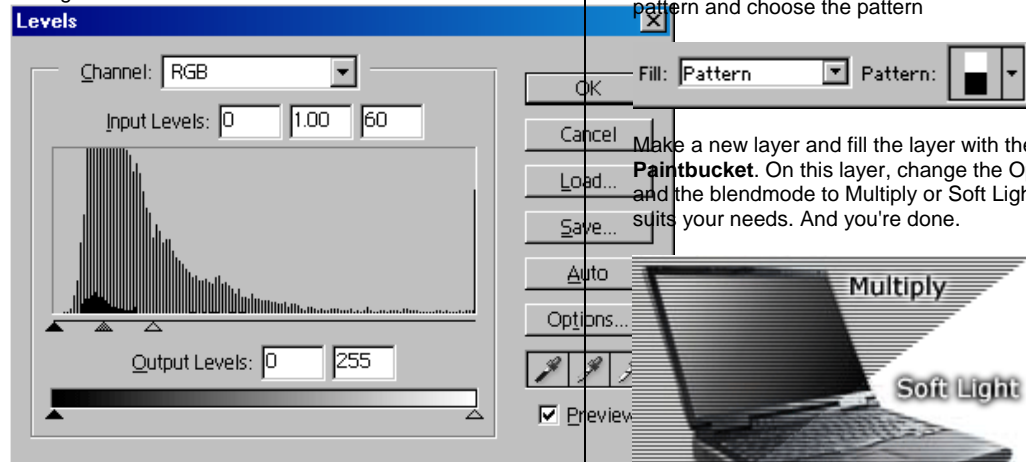
Then Filter > Stylize > Find Edges



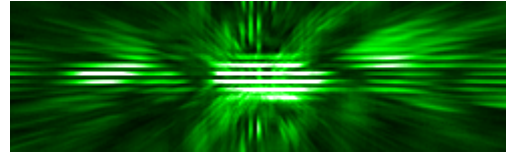
Then Filter > Blur > Radial Blur (Zoom, 60%)



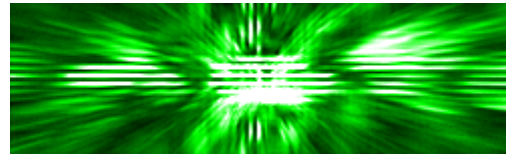
Then Image > Adjust > Levels, and give it these settings




Add color, and your done.



You can add more contrast to make it brighter or add some cool fx or whatever you want. And you're done.




Scanlines

Make a new image with white background, 1px wide and 2px tall. Take the **Pencil Tool** , grab the black color and color half of it.



(this image is at 1600%)

Go to Select > All and then Edit > Define Pattern and name the pattern and hit OK. You may close the image if you please without saving. Next take the **Paintbucket**

Tool  and change the settings from foreground to pattern and choose the pattern

Make a new layer and fill the layer with the **Paintbucket**. On this layer, change the Opacity to 70% and the blendmode to Multiply or Soft Light, what ever suits your needs. And you're done.



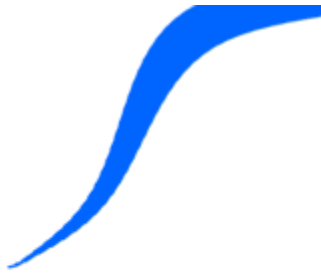
Tentacle Tubes

Make a new image (300px by 300px) and make a long

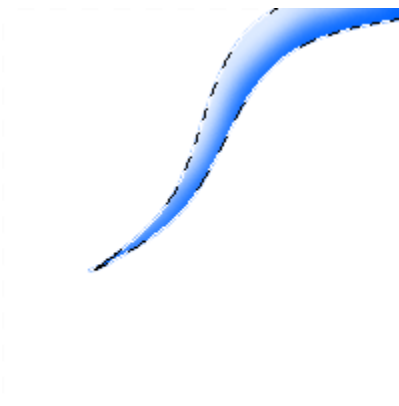
retangular shape, up to down, go to Edit > Transform > Perspective and make the bottem come to a point.



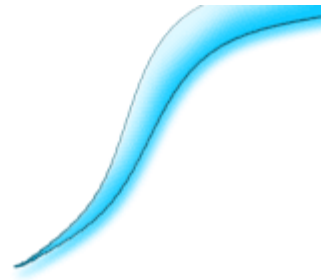
Next go to Filter > Distort > Shear and make it slightly wavy. Then go to Edit > Transform > Rotate, and rotate it to a good spot and scoot it over to the edge.



Now select the tentacle and make it look beveled by using the airbrush and then blurring it, witout diselecting it.




To finish this tentacle, add an Inner Glow or Strokes layer style and also add a Drop Shadow the same color as your tentacle, and change the Blending option to Hard Light.



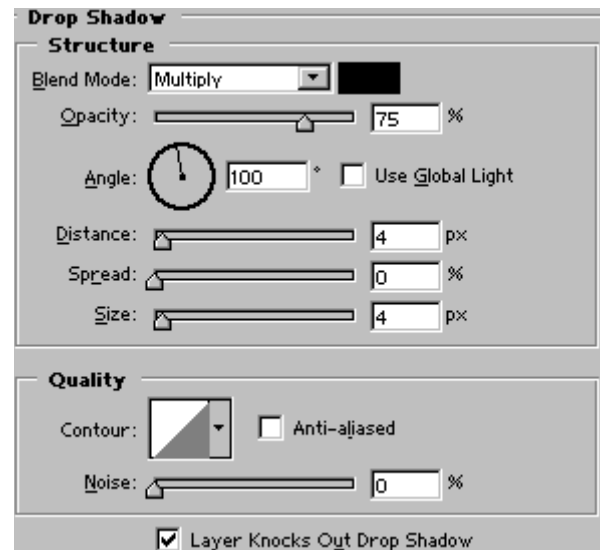
Make a few more tentacles and you're done.

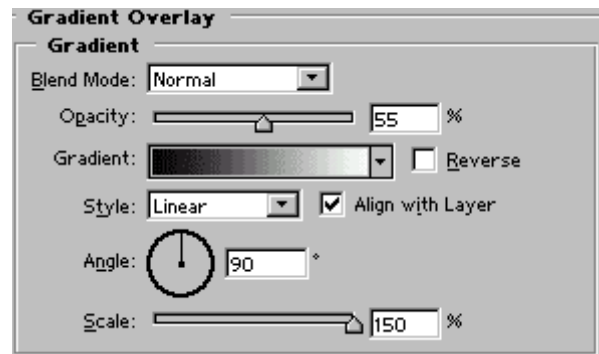
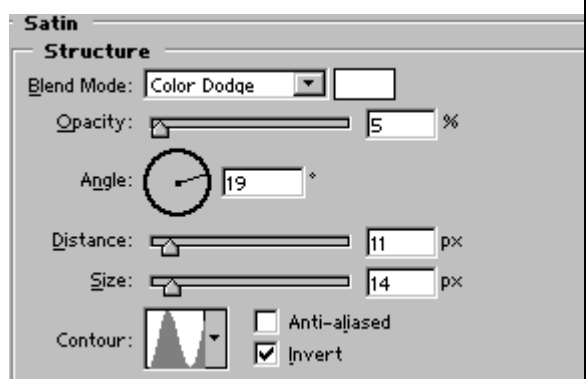
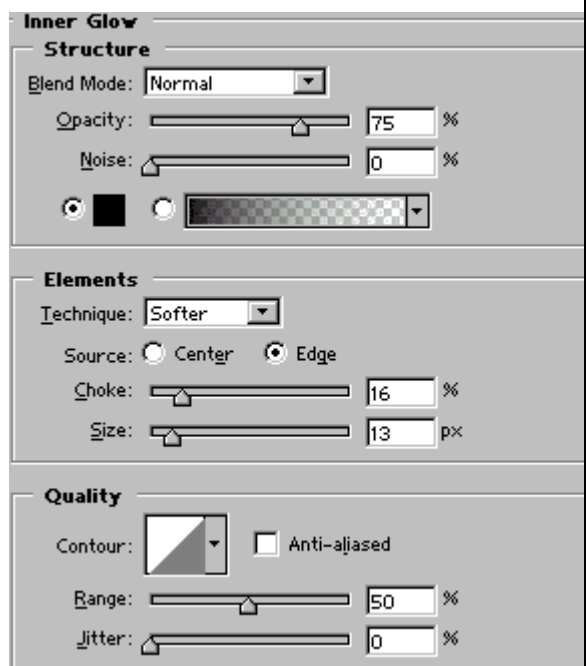
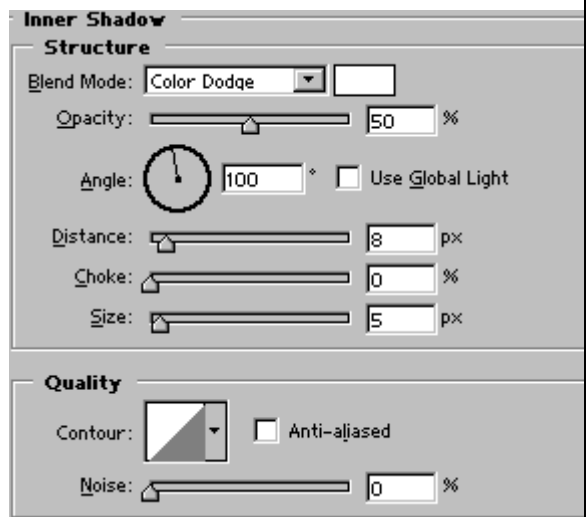
Smooth Metal

Make a new image (mine is 300px by 300px) make a circle by grabbing the elipitical tool  and making a circle. fill it with the color E6E6E6



Now you are going to make a layer style.



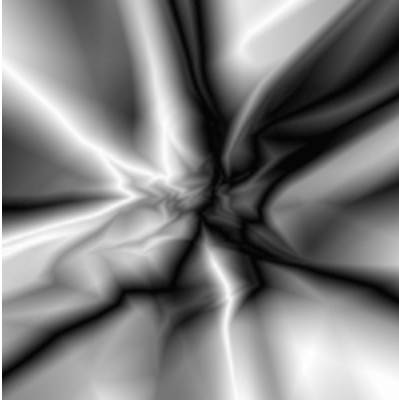


Once you have done that you can add what ever you want, and your done.



Vango Piece

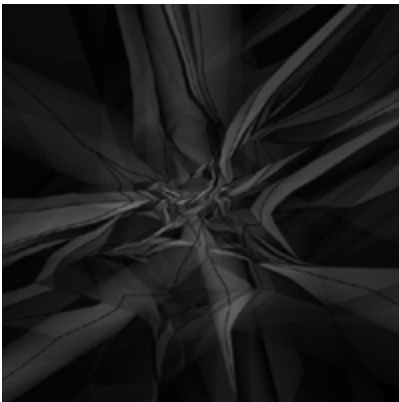
Make a new image (mine is 500px by 500px) and add some random Gradient in Difference mode



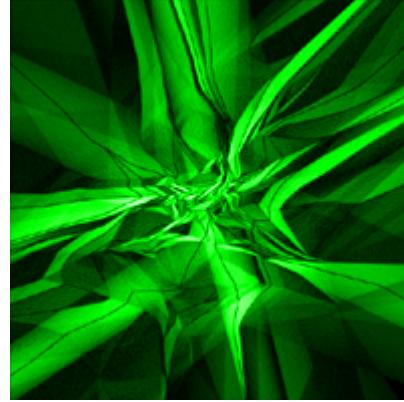
Go to Stylize > Find Edges



Then Image > Adjustment > Invert




Add color and you're done.



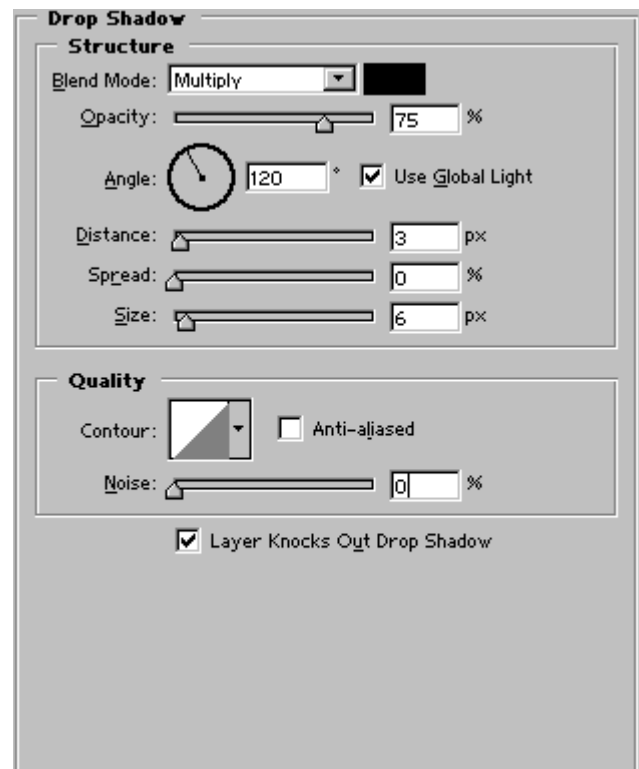
SILVER

Make a new RGB image large enough to fit your text.

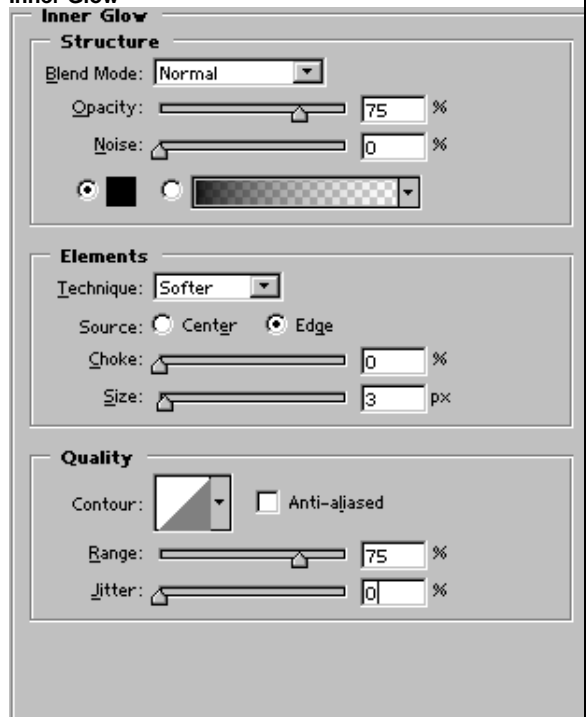
Use the **Horizontal Type Tool** , click on your image and type in your text, the color doesn't matter.

Titwick

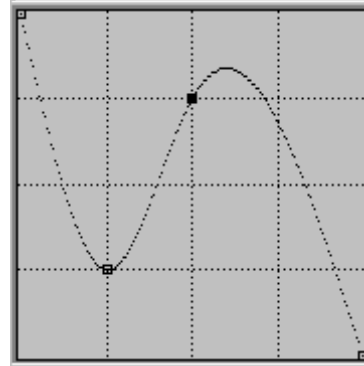
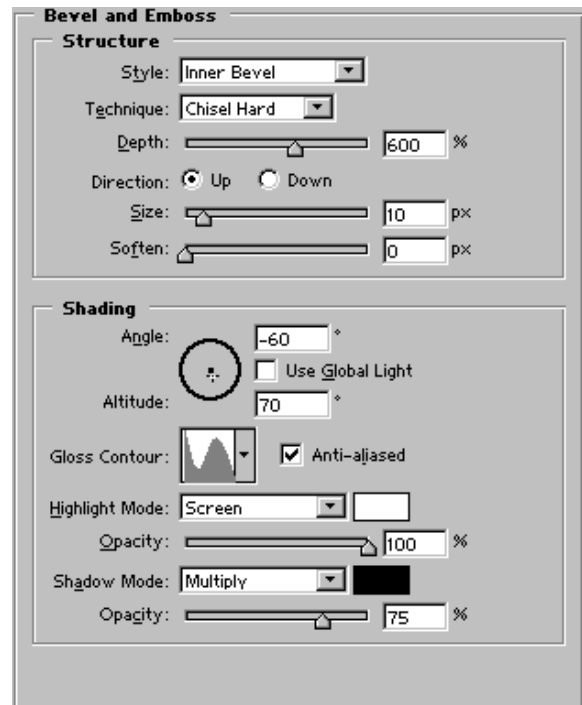
Double click the layer with the text, Choose **Drop Shadow** from the menu, make your settings like this:



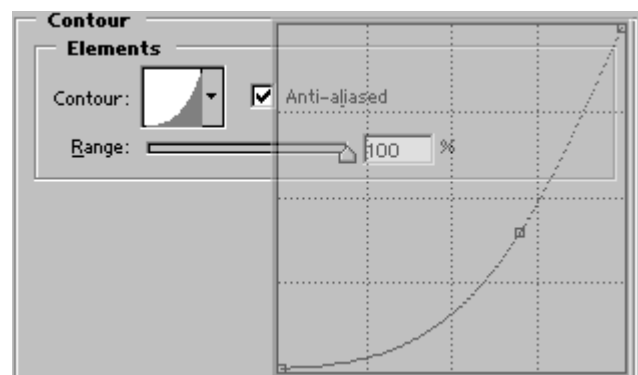
Inner Glow



Bevel and Emboss



Contour



Color Overlay



And the Final Result, and you're done.

Titwick

Lesson 5

MACROMEDIA FLASH MX



Getting to know the workspace overview

The Macromedia Flash MX 2004 and Macromedia Flash MX Professional 2004 workspace consists of a Stage on which you place media content, a main toolbar with menus and commands for controlling application functionality, panels and a Property inspector for organizing and modifying media assets, and a toolbar with tools for creating and modifying vector graphic content. For more information on the workspace, see the following sections:

Moving the view of the Stage

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

To move the Stage view:

1. In the toolbar, select the Hand tool. To temporarily switch between another tool and the Hand tool, hold down the Spacebar and click the tool in the toolbar.
2. Drag the Stage.

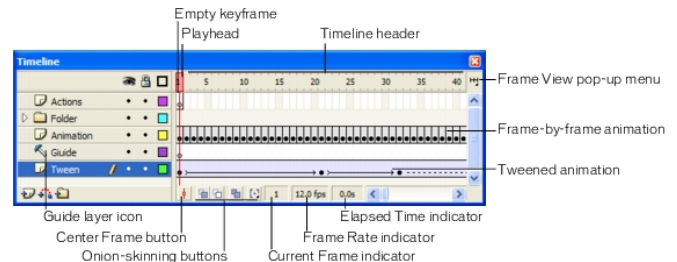
Working with the Timeline

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.

The Timeline status display 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 frame rate if the computer can't display the animation quickly enough.



You can change the way frames are displayed in the Timeline, as well as display thumbnails of frame content in the Timeline. The Timeline shows where there is animation in a document, including frame-by-frame animation, tweened animation, and motion paths. For more information on animation, see *Creating Motion*.

Controls in the layers section of the Timeline let you hide, show, lock, or unlock layers, as well as display layer contents as outlines. See *Editing layers and layer folders*.

You can insert, delete, select, and move frames in the Timeline. You can also drag frames to a new location on the same layer or to a different layer.

Changing the appearance of the Timeline

By default, the Timeline appears at the top of the main application window, above the Stage. To change its position, you can dock the Timeline to the bottom or either side of the main application window, or display the Timeline as its own window. You can also hide the Timeline.

You can resize the Timeline to change the number of layers and frames that are visible. When there are more layers than can be displayed in the Timeline, you can view additional layers by using the scroll bars on the right side of the Timeline.

To move the Timeline:

- Drag from the area above the Timeline header.
- Drag the Timeline to the edge of the application window to dock it. Control-drag to prevent the Timeline from docking.

To lengthen or shorten layer name fields:

- Drag the bar separating the layer names and the frames portions of the Timeline.

To resize the Timeline, do one of the following:

- If the Timeline is docked to the main application window, drag the bar separating the Timeline from the application window.
- 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).

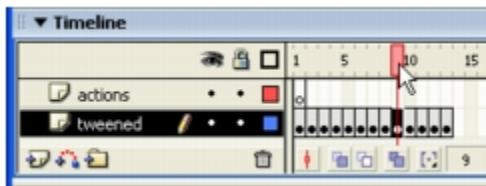
Moving the playhead

The playhead moves through the Timeline 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, you move the playhead to the frame in the Timeline.

When you're working with a large number of frames that can't all appear in the Timeline at once, you can move the playhead along the Timeline to easily locate the current frame.

To go to a frame:

- Click the frame's location in the Timeline header, or drag the playhead to the desired position.

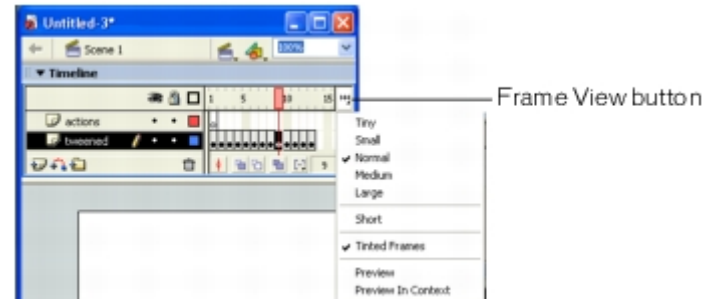


To center the Timeline on the current frame:

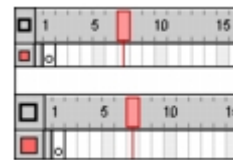
- Click the Center Frame button at the bottom of the Timeline.

Changing the display of frames in the Timeline

You can change the size of frames in the Timeline, and display sequences of frames with tinted cells. You can also include thumbnail previews of frame content in the Timeline. These thumbnails are useful as an overview of the animation, but they require extra screen space.



Frame View pop-up menu



Short and Normal frame view options

To change the display of frames in the Timeline:

1. Click the Frame View button in the upper right corner of the Timeline to display the Frame View pop-up menu.
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.
 - To turn 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.
 - To display thumbnails of each full frame (including empty space), select Preview in Context. This is useful for viewing the way

elements move within their frames over the course of the animation, but previews are generally smaller than with the Preview option.

Frames and keyframes

A keyframe is a frame in which you define a change in an animation or include frame actions to modify a document. Flash can tween, or fill in, the frames between keyframes to produce fluid animations. Because keyframes let you produce animation without drawing each frame, they make creating animation easier. You can change the length of a tweened animation by dragging a keyframe in the Timeline.

The order in which frames and keyframes appear in the Timeline determines the order in which they are displayed in a Flash application. You can arrange keyframes in the Timeline to edit the sequence of events in an animation.

Working with frames in the Timeline

In the Timeline, you work with frames and keyframes, placing them in the order you want the objects in the frames to appear. You can change the length of a tweened animation by dragging a keyframe in the Timeline.

You can perform the following modifications on frames or keyframes:

- Insert, select, delete, and move frames or keyframes
- Drag frames and keyframes to a new location on the same layer or on a different layer
- Copy and paste frames and keyframes
- Convert keyframes to frames
- Drag an item from the Library panel onto the Stage to add the item to the current keyframe

The Timeline provides a view of tweened frames in an animation. For information on editing tweened frames.

Flash offers two different methods for selecting frames in the Timeline. In frame-based selection (the default) you select individual frames in the Timeline. In span-based selection, the entire frame sequence, from one keyframe to the next, is selected when you click any frame in the sequence. You can specify span-based selection in Flash preferences.

To insert frames in the Timeline, do one of the following:

- To insert a new frame, select Insert > Timeline > Frame.

- To create a new keyframe, select Insert > Timeline > Keyframe, or right-click (Windows) or Control-click (Macintosh) the frame where you want to place a keyframe, and select Insert Keyframe from the context menu.
- To create a new blank keyframe, select Insert > Timeline > Blank Keyframe, or right-click (Windows) or Control-click (Macintosh) the frame where you want to place the keyframe, and select Insert Blank Keyframe from the context menu.

To select one or more frames in the Timeline:

- To select one frame, click on the frame. If you have Span Based Selection turned on in Preferences, clicking one frame selects the entire frame sequence between two keyframes.
- To select multiple contiguous frames, Shift-click additional frames.
- To select multiple discontinuous frames, Control-click (Windows) or Command-click (Macintosh) additional frames.

To select all frames in the Timeline:

- Select Edit > Timeline > Select All Frames.

To delete or modify a frame or keyframe, do one of the following:

- To delete a frame, keyframe, or frame sequence, select the frame, keyframe, or sequence and select Edit > Timeline > Remove Frame, or right-click (Windows) or Control-click (Macintosh) the frame, keyframe, or sequence and select Remove Frame from the context menu. Surrounding frames remain unchanged.
- To move a keyframe or frame sequence and its contents, drag the keyframe or sequence to the desired location.
- To extend the duration of a keyframe, Alt-drag (Windows) or Option-drag (Macintosh) the keyframe to the final frame of the new sequence duration.
- To copy a keyframe or frame sequence by dragging, Alt-click (Windows) or Option-click (Macintosh) and drag the keyframe to the new location.
- To copy and paste a frame or frame sequence, select the frame or sequence and select Edit > Timeline > Copy Frames. Select a frame or sequence that you want to replace, and select Edit > Timeline > Paste Frames.

- To convert a keyframe to a frame, select the keyframe and select Edit > Timeline > Clear Keyframe, or right-click (Windows) or Control-click (Macintosh) the keyframe and select Clear Keyframe from the context menu. The cleared keyframe and all frames up to the subsequent keyframe are replaced with the contents of the frame preceding the cleared keyframe.
- To change the length of a tweened sequence, drag the beginning or ending keyframe left or right. To change the length of a frame-by-frame sequence.
- To add an item from the library to the current keyframe, drag the item from the Library panel onto the Stage.

Working with layers

Layers are like transparent sheets of acetate stacked on top of each other. Layers help you organize the artwork in your document. You can draw and edit objects on one layer without affecting objects on another layer. Where there is nothing on a layer, you can see through it to the layers below.

To draw, paint, or otherwise modify a layer or folder, you select the layer to make it active. A pencil icon next to a layer or folder name indicates that the layer or folder is active. Only one layer can be active at a time (although more than one layer can be selected at a time).

When you create a new Flash document, it contains one layer. You can add more layers to organize the artwork, animation, and other elements in your document. The number of layers you can create is limited only by your computer's memory, and layers do not increase the file size of your published SWF file. You can hide, lock, or rearrange layers.

You can also organize and manage layers by creating layer folders and placing layers in them. You can expand or collapse layers in the Timeline without affecting what you see on the Stage. It's a good idea to use separate layers or folders for sound files, actions, frame labels, and frame comments. This helps you find these items quickly when you need to edit them.


In addition, you can use special guide layers to make drawing and editing easier, and mask layers to help you create sophisticated effects.

For an interactive introduction to working with layers in Flash, select Help > How Do I > Basic Flash > Work with Layers

Creating layers and layer folders

When you create a new layer or folder, it appears above the selected layer. A newly added layer becomes the active layer.

To create a layer, do one of the following:

-  Click the Insert Layer button at the bottom of the Timeline.
- Select Insert > Timeline > Layer.
- Right-click (Windows) or Control-click (Macintosh) a layer name in the Timeline and select Insert Layer from the context menu.

To create a layer folder, do one of the following:

- Select a layer or folder in the Timeline, then select Insert > Timeline > Layer Folder.
- Right-click (Windows) or Control-click (Macintosh) a layer name in the Timeline, then select Insert Folder from the context menu.

The new folder appears above the layer or folder you selected

Editing layers and layer folders

You can rename, copy, and delete layers and folders. You can also lock layers and folders to prevent them from being edited.

By default, new layers are named by the order in which they are created: Layer 1, Layer 2, and so on. You can rename layers to better reflect their contents.

To select a layer or folder, do one of the following:

- Click the name of a layer or folder in the Timeline.
- Click a frame in the Timeline of the layer you want to select.
- Select an object on the Stage that is located on the layer you want to select.
- To select two or more layers or folders, do one of the following:
- To select contiguous layers or folders, Shift-click their names in the Timeline.
- To select discontinuous layers or folders, Control-click (Windows) or Command-click (Macintosh) their names in the Timeline.

To rename a layer or folder, do one of the following:

- Double-click the name of a layer or folder and enter a new name.

- Right-click (Windows) or Control-click (Macintosh) the name of a layer or folder and select Properties from the context menu. Enter the new name in the Name text box and click OK.
- Select the layer or folder in the Timeline and select Modify > Timeline > Layer Properties. In the Layer Properties dialog box, enter the new name in the Name text box and click OK.

To lock or unlock one or more layers or folders, do one of the following:

- Click in the Lock column to the right of the name of a layer or folder to lock it. Click in the Lock column again to unlock the layer or folder.
- Click the padlock icon to lock all layers and folders. Click it again to unlock all layers and folders.
- Drag through the Lock column to lock or unlock multiple layers or folders.
- Alt-click (Windows) or Option-click (Macintosh) in the Lock column to the right of a layer or folder name to lock all other layers or folders. Alt-click or Option-click in the Lock column again to unlock all layers or folders.

To copy a layer:

1. Click the layer name to select the entire layer.
2. Select Edit > Timeline > Copy Frames.
3. Click the Insert Layer button to create a new layer.
4. Click the new layer and select Edit > Timeline > Paste Frames.

To copy the contents of a layer folder:

1. Click the triangle to the left of the folder name to collapse it, if necessary.
2. Click the folder name to select the entire folder.
3. Select Edit > Timeline > Copy Frames.
4. Select Insert > Timeline > Layer Folder to create a new folder.
5. Click the new folder and select Edit > Timeline > Paste Frames.

To delete a layer or folder:

1. Select the layer or folder.
2. Do one of the following:

- Click the Delete Layer button in the Timeline.
- Drag the layer or folder to the Delete Layer button.
- Right-click (Windows) or Control-click (Macintosh) the layer or folder name and select Delete Layer from the context menu.

Working with the toolbar

The tools in the toolbar let you draw, paint, select, and modify artwork, as well as change the view of the Stage. The toolbar 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 displays modifiers for the selected tool, which affect the tool's painting or editing operations.

To show or hide the toolbar:

- Select Window > Tools.

About the Library panel

The Library panel is where you store and organize symbols created in Flash, as well as imported files, including bitmap graphics, sound files, and video clips. The Library panel lets you organize library items in folders, see how often an item is used in a document, and sort items by type.

About the Actions panel

The Actions panel lets you create and edit actions for an object or frame. Selecting a frame, button, or movie clip instance makes the Actions panel active. The Actions panel title changes to Button Actions, Movie Clip Actions, or Frame Actions, depending on what is selected.

Workflow for building an application

The tutorial in this chapter follows the order of one possible workflow for creating a Flash application.

Examine a completed application

shows you how to work with an application. In the process, you become familiar with the Flash workspace.

As you examine the finished version of an application you'll create, you will also take look at the Flash workspace.

In this section, you'll learn how to complete the following tasks:

- Run the completed application
- Open the authoring document
- Examine the completed application
- Close the application

Create a new document

is the starting point for creating your own new application.

Now that you have had a tour of the application you will create and of the Flash workspace, it is time to create your own Flash document. To learn how to create a application in Flash, you'll start with the very first step in the process: creating a new file.

In this section, you'll learn how to complete the following tasks:

- Open a new document
- Define document properties

Add media content

shows you how to quickly add vector artwork, text, bitmap images, video, sound, buttons, and movie clips to your application.

Media content includes artwork, either created in Flash or imported from another program, and text. Media is added to the Stage in the appropriate frame and layer.

In this section, you'll learn how to complete the following tasks:

- Import images into the library
- Add art from the library
- Add text

Add navigation controls

introduces you to the built-in components and behaviors provided with Flash that let you drag navigation buttons and other user interface elements to your application.

You can easily add navigation controls to your application so that users can click a button to go to a

website. You can do this quickly by adding a PushButton component to the Stage, then adding behaviors to the button to make it go to a URL.

In this section, you'll learn how to complete the following tasks:

- Add and configure components
- Add a behavior

Add motion and basic interactivity

shows you how to add built-in effects and behaviors to your application.

The ad is almost complete. The next step before testing and publishing it is to add the motion that makes the car fade away. With just a few keystrokes, you can add motion to an object using the built-in Timeline effects provided with Flash.

In this section, you'll learn how to complete the following tasks:

- Add a Timeline effect
- Extend a layer in the Timeline

Test the application

shows you how to preview your application in the Flash Player to verify it is working correctly before you publish it.

At any point during authoring, you can test how your application plays as a SWF file.

1. Select File > Save to save your application.
2. Save your application and Select Control > Test Movie.
3. Click the Information button to go to the website you specified in the behavior.
4. View the animation to verify that it plays as expected.
5. When you finish viewing the application, close the SWF file by clicking its close box.

Publish and view the application

shows you how to get your application ready for deployment on the web or wherever else you want to publish it.

To complete your document, you use the Publish command to create a web-compatible application as a SWF file.

If you use the Publish command with the default settings, Flash prepares your file for the web. Flash publishes the SWF file and creates an HTML file with the tags necessary to display the SWF file.

After you define the necessary publish settings, you can repeatedly export to all selected formats at once by simply choosing File > Publish. Because Flash stores your publish settings with the document, each application can have its own settings.

In this section, you'll learn how to complete the following tasks:

- View publish settings in one step
- View your published application in a browser

Publish the application

You can publish your Flash document for web playback in one step, by selecting File > Publish. Before you publish, however, you'll check your publish settings.

View publish settings

Using the Publish Settings dialog box, you can easily change the way your file is published.

1. To view your publish settings, choose File > Publish Settings.

Flash is configured, by default, to create a supporting HTML file that displays the Flash application.

When you select a format that requires additional settings, a new tab appears.

2. On the Formats tab, verify that Flash (.swf) and HTML (.html) are selected. Click the Flash tab.

By default, the application publishes for the Flash Player.

3. Click the HTML tab.

By default, the publishing process creates an HTML document that inserts your SWF file in a browser window. Settings on the HTML tab of the Publish Settings dialog box determine how the application appears in the browser.

4. If Detect Flash Version is selected, deselect that option so that Flash will not create files to detect your user's Flash Player version.

Change publish settings

By default, Flash gives the SWF file the same name as the FLA file. You will now change the default name.

1. Click the Formats tab of the Publish Settings dialog box. In the HTML (.html) text box, select the existing text and type **newAd.html**.
2. Click Publish. When the Publishing status window closes, click OK in the Publish Settings dialog box.
3. Save your document. Publish settings save with the document, so the next time you want to publish using the same settings, you can select File > Publish.

View your published application in a browser

In your browser, you can view the HTML file and SWF application that you just published.

1. Open your browser, then open the HTML file that you created, named newAd.html.

By default, the HTML file is in the same folder as your FLA file.

When you open the HTML file, the SWF application plays within your browser.

2. In your browser, use a command such as View > Page Source or View > Source to view the HTML.

The object and embed tags ensure that the SWF application is displayed within the browser.

----END----