

SEMESTER : VI
SUBJECT : MULTIMEDIA AND ANIMATION
UNIT : II
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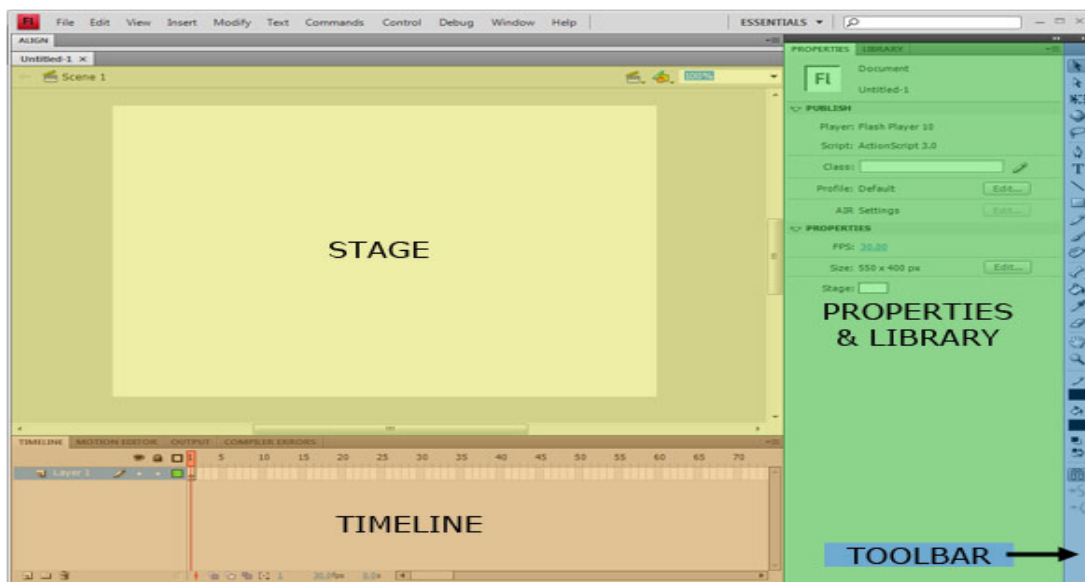
Flash : introduction to flash - Working with flash documents – Flash authoring environment – using panel – setting document properties – working with snapping – creating solid colors and gradients – working with swatches – creating free-form shapes – creating TLF text fields – setting character attributes – setting paragraph attributes.

1. INTRODUCTION TO FLASH

Flash Interface

Flash is an incredibly powerful program that has seemingly endless potential. Flash can be used for creating games, making presentations, animations, visualizations, webpage components, and many other interactive applications. Some of the Flash interface components will look familiar to you, as they have the same functionality as other Adobe applications. However, Flash requires a certain mindset to work in it properly, especially when animating with vector graphics and coding with actionscript 3.0.

Here is an overview of the Flash interface.



Stage: The stage is the main workspace of Flash, all your compositional elements (movie clips, buttons, graphics, and etc.) will be arranged here.. Content that is within the box in the middle of the stage will be visible when the Flash movie is output. The grey background area outside the box in the middle is 'off-stage'. You can animate content from off-stage onto the main stage area or use a background image that is larger than the main stage to move around as if the camera is panning across a background. The Stage has several context which are indicated along the top bar of the stage. It can present content that is in a Scene or can present sub-content such as objects from the

library. You can show and hide the things that exceed the size of your stage by turning off/on Pasteboard (View>>Pasteboard)

Timeline: The numbers across the bottom correspond to the frames that occur as time progresses through the movie. You can navigate to any frame of your animation to perform editing. Also, Flash has layers just like many other Adobe applications. These appear along the left side of the Timeline.

Properties: The Properties tab changes depending on which tool on the toolbar you have selected or which object you have selected on the stage. Each object or tool has its own properties which can be adjusted in this tab.

When you have the Selection Tool selected and click the background of the stage, the Properties tab shows the Document Properties. Here you can set the size of your Flash file, background color, frame rate and exporting settings.

Library: The library tab will be your best friend in Flash. It holds all the symbol objects of each Flash file. You can organize your library like you did in your windows/mac directory. (i.e. created new folders for different types of elements, or nest one symbol in another)

Drawings & Symbols

There are two primary types in Flash, Drawings and Symbols. Drawings are created with the vector editing tools in Flash such as the Pencil, Brush, Oval, Rectangle, etc. Drawings have stroke and fill which can be reshaped via the Selection and Subselection tools as well as any other vector editing tools.

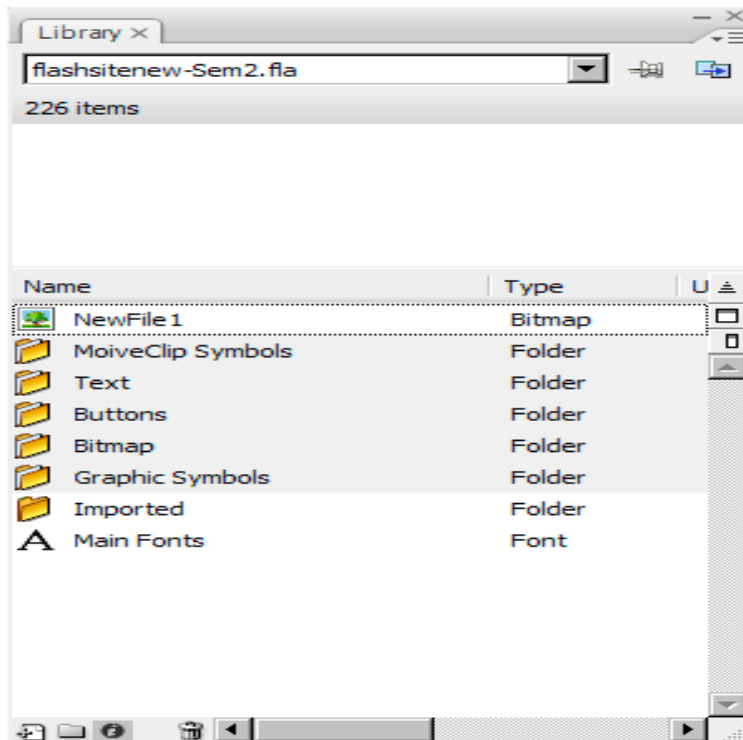
Symbols are a powerful feature of Flash in that you can draw an object once, save it in your library, and use it over and over. Symbols can be created from a Drawing, collections of Drawings and other Symbols, or external files (JPGs, PNGs for instance). Basically, symbols are like container for your visual/auditory elements. Instead of having hundreds of graphics, text, and other elements laying on the stage, you can create a symbol and use wherever you need it. If you want to change the appearance of every instance of that object throughout your movie you can directly edit the Symbol in the library. You can also break apart Symbols into their original objects to make derivatives of a Symbol.

Symbols: Movie Clips vs Graphic vs Button

There are three types of Symbols: a Movie Clip, a Graphic symbol, or a Button symbol. These symbols can have actions applied to them to dynamically load, disappear, trigger other events, and many other things (in actionscript). The fundamental distinction between Movie Clips and Graphic are that the former has it own independent timeline whereas the latter shares the same timeline with the stage's timeline. Button symbols are simplified objects with special frames for a mouseover appearance, and a click appearance.

Library Structure

Once you start to work on a flash project, most likely you will have a lots different types of files(text, graphics, video, imported stock images), you want to have your library organized in a way that files of the same type should be placed together and give your folder recognizable names so when you need to find some elements you know where to look for it. It will save your time and hassle, also it will make your work flow better. This is very critical if you are working in a team, because when you pass the file you have worked on to other people; if the library is not well-structuralized; your co-workers will have hard time to simply start it.

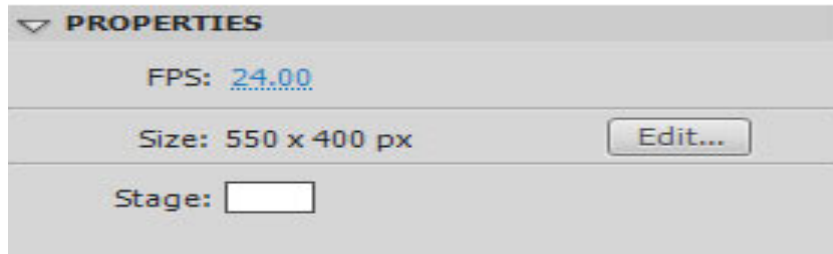


Flash Project Properties

When you first create a new Flash project you are presented with the default properties page on the right side of the screen. These properties all have a significant impact on the movie and should only be adjusted at the beginning of a project or a significant amount of work may be required to correct the issues that arise.

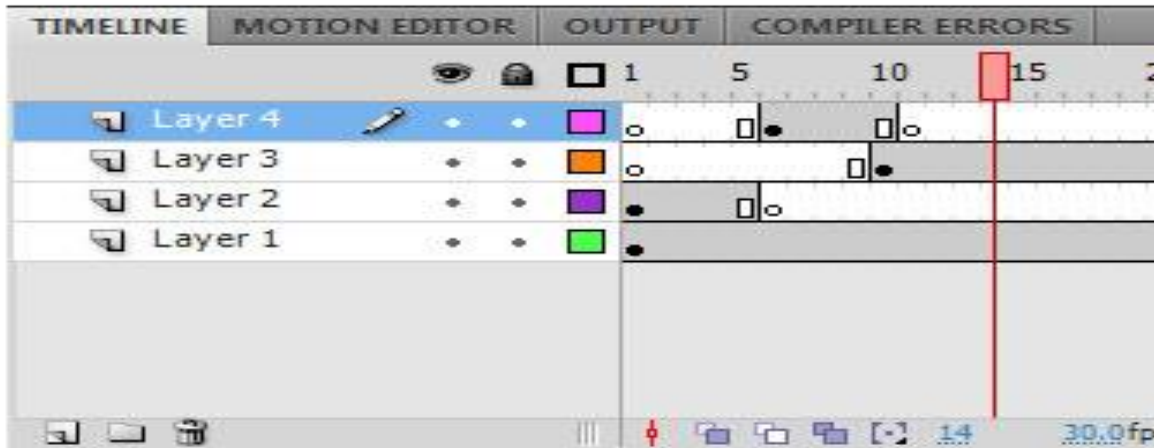
FPS stands for Frames Per Second and is the frame rate of your movie which determines the smoothness of your animation. For fluid motion the frame rate should be left at 24-30 fps. If your animation doesn't have much movement or doesn't require this level of quality, reducing the frame rate can significantly the file size of your resulting movie. Note that while changing the frame rate does have an overall impact on the speed at which your frames play, you should never use the frame rate as a means to adjust the speed of your movie.

This property page also allows the adjustment of the size and color of the stage. The stage determines the output size of the movie, while the size can be adjusted in the player, you achieve your best quality setting your stage to the maximum size you expect for your final output.



Timeline & Frames

In Flash we place all content in layers just like in Photoshop. The same tools exist to create a new layer, delete a layer, and create folders for layers. The primary difference is that content must be placed into a Keyframe on the timeline. Keyframes are frames in the timeline that contain information (content or script). Keyframes without content are denoted by an empty circle, keyframes with content have a filled circle. You can right-click on the timeline for a specific layer and select 'Insert Blank Keyframe' to begin adding content (when you create a new layer there is always a blank keyframe at frame 1). Click a blank or empty keyframe in the timeline to add content to that frame. A keyframe only lasts for one frame (if your movie is 30 frames per second a single keyframe is 1/30 of a second). To extend the length of a keyframe, right-click onto a frame further down the timeline and select 'Insert Frame'. You can also select, drag, copy and paste frames. Note that in order to perform any operation on a frame you must select it first.



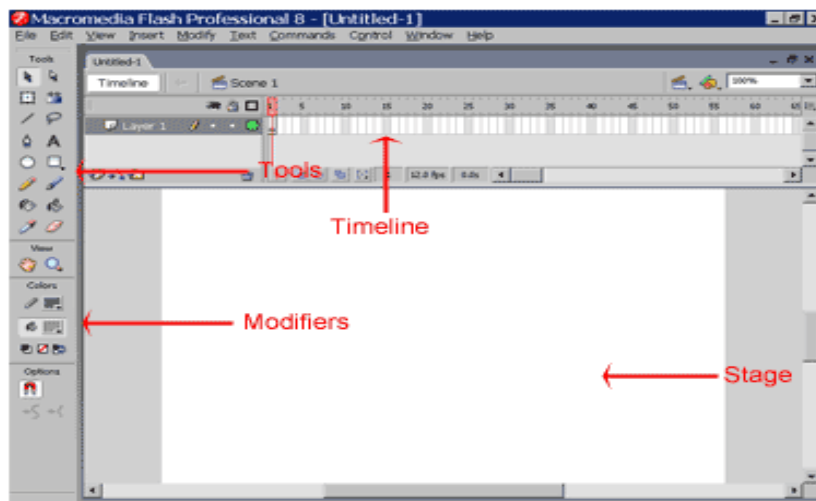
2. WORKING WITH FLASH DOCUMENTS

To create a new flash document, select File and choose New. The New Document window will appear. Select General panel and choose Flash Document. Click OK. To set document properties, select Modify and choose Document. The Document Properties window will open up. Set the values and click OK.

To begin, open Flash Professional 8. You will be presented with the screen shown here.



Click Flash Document. The screen shown here appears:



The upper left corner of the screen displays the Tools palette, which contains tools you can use to create or modify graphics and text. You select a tool by clicking on it. Tool modifiers for the selected tool display below the Tools palette. You use modifiers to set tool options.

The Timeline appears in the upper portion of the screen. You use the Timeline to lay out the sequence of your movie.

The Stage displays in the center of the screen. You create your movie on the Stage.

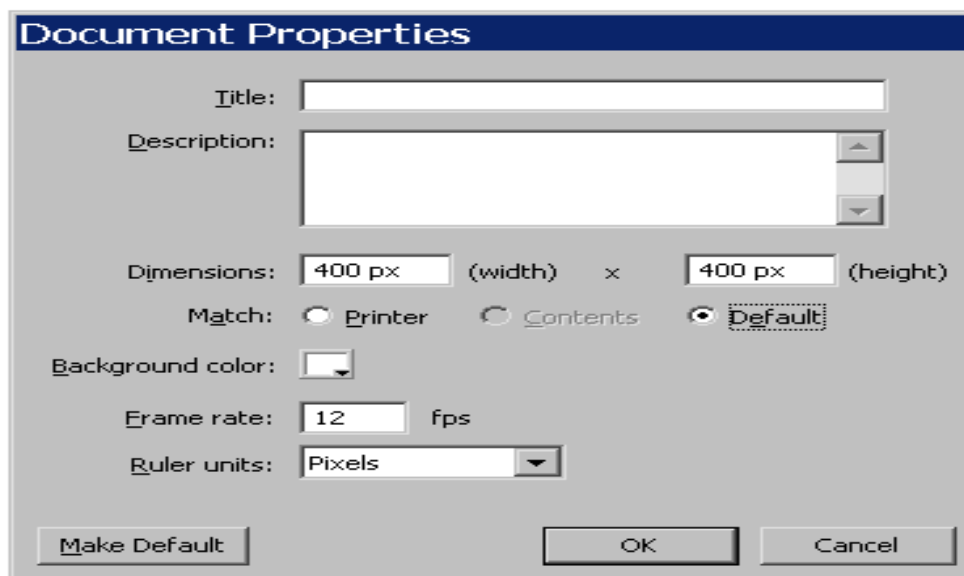
Movie Properties

You start creating your movie by setting the Frame Rate, Dimensions, Background Color, and Ruler Units.

Frame Rate	The speed of the movie
Dimension	The size of the Stage
Background Color	The color of the Stage
Ruler Units	The unit of measure the ruler displays

You set these properties in the Movie Properties dialog box. To set the properties for the movie you are going to create:

1. Choose Modify > Document from the menu. The Document Properties dialog box opens.

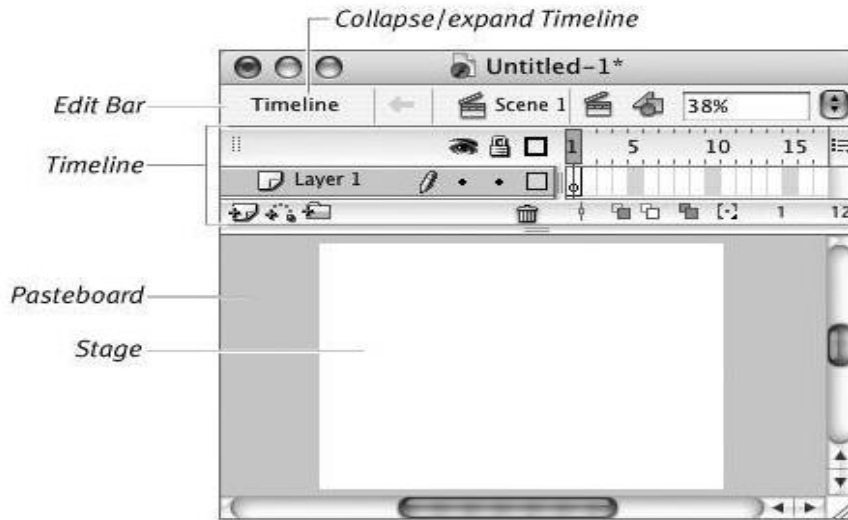


2. Type **400 px** in the Width field.
3. Type **400 px** in the Height field.
4. Click the Background color box and choose white as the background color.
5. Type **12** in the Frame Rate field.
6. Choose Pixels from the drop-down menu in the Ruler Units field.
7. Click OK.

3. FLASH AUTHORIZING ENVIRONMENT

A Flash document consists of the Timeline, which holds the frames, layers, and scenes that make up your movie; the Stage, where the graphic content of the movie is displayed; the Edit Bar, which displays information about what you're currently editing and provides access to other scenes and elements; and a Pasteboard, which extends beyond the Stage on all sides (Figure 1.9).

Figure 1.9. A new document opened in Flash consists of the Timeline, the Stage, the Edit Bar, and the Pasteboard.



Flash MX Authoring Environment

To build Communication applications, you need to have a basic understanding of the Flash MX authoring environment. Because Communication Server applications leverage new ActionScript objects, previous versions of Flash cannot be used to develop Communication applications. This book will assume you have a basic knowledge of the Flash MX environment and ActionScript. A great resource for Flash MX is the book *Inside Flash MX* by Jody Keating or *Object-Oriented Programming with ActionScript* by Branden Hall and Samuel Wan, both published by New Riders.

Flash MX is available for both the Mac and the PC. Communication applications can be developed and tested on both platforms. Mac developers must have access to a Windows-based server as there is no Communication Server available for Mac OS. To edit server-side scripts, access to the flashcom/applications folder is required. Because Flash movies (SWF) and HTML files are not required to be on the server, they can stay on the Mac OS file system. To install the Communication Server components in Flash MX, please review the sections in Chapter 1, "STEP 1: Installation and Setup."

4. USING PANEL

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

- The tools area contains drawing, painting, and selection tools.
- The view area contains tools for zooming and panning in the application window.
- The colors area contains modifiers for stroke and fill colors.
- The options area contains modifiers for the currently selected tool. Modifiers affect the tool's painting or editing operations.

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

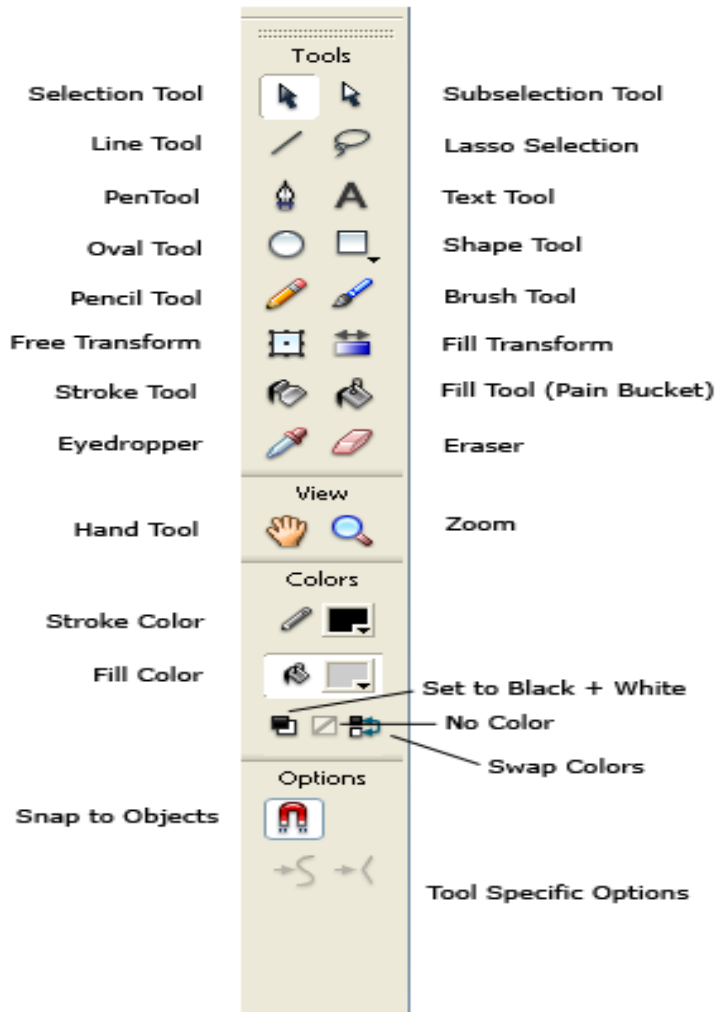
Select tools

1. 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 Animate > 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.

The Tools menu is probably the most used panel in Flash. In it are the tools needed to manipulate items on the stage. It can also be used to do actions on the timeline.

Here are the main tools and their uses;

- Selection Tool (**v**) - Selecting whole objects and moving them.
- Subselection Tool - Selecting partial objects.
- Line Tool - Drawing straight lines.
- Lasso Tool - Selecting irregular shaped pieces of an object
- Pen Tool - Drawing non-straight and curved lines.
- Text Tool (**t**) - Inputting a text box onto the stage.
- Oval Tool - Drawing oval and circle shapes. (Drag + Holding Shift = Circles)
- Shape Tool - By default draws rectangles. (Drag + Holding Shift = Squares)
- Pencil Tool - Free drawing thin lines.
- Brush Tool- Free drawing brush shapes.
- Free Transform - Scale, rotate, and skew an object.
- Fill Transform - Distort the gradient fill of an object.
- Stroke Tool - Change the color and size of a stroke.
- Fill Tool - Change the color of a fill.
- Eyedropper - Sample a color from the stage.
- Eraser - Use a brush to erase parts of an object.
- Hand Tool - Used to drag the stage around to see not visible parts of it.
- Zoom - Zoom in or out.



Properties Panel

The properties panel is used to modify the characteristics of pre-existing objects on stage.

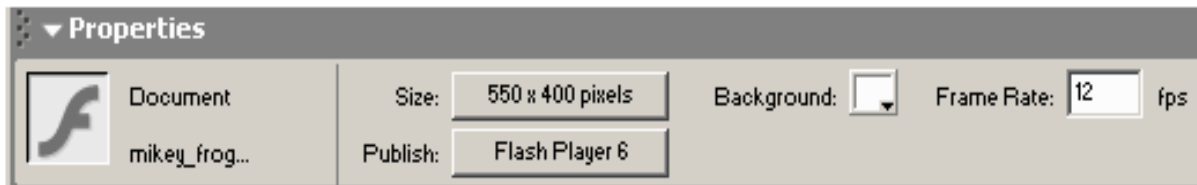


5. SETTING DOCUMENT PROPERTIES

Before you can start creating a movie you need to set general specifications that affect the project. These include: Stage dimensions, frame rate, and background color.

Step 1 - Open Flash and create a new file. Save it as **testmovie fla**

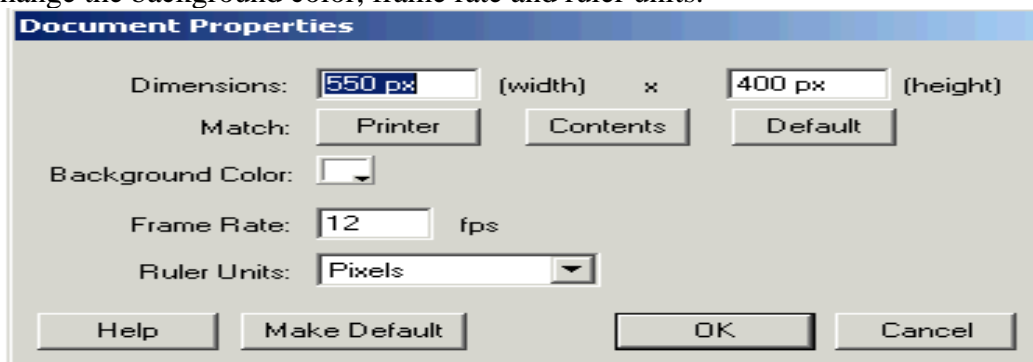
Step 2 - Look in the Property Inspector. The default size is 550x400 pixels; white background; and 12fps



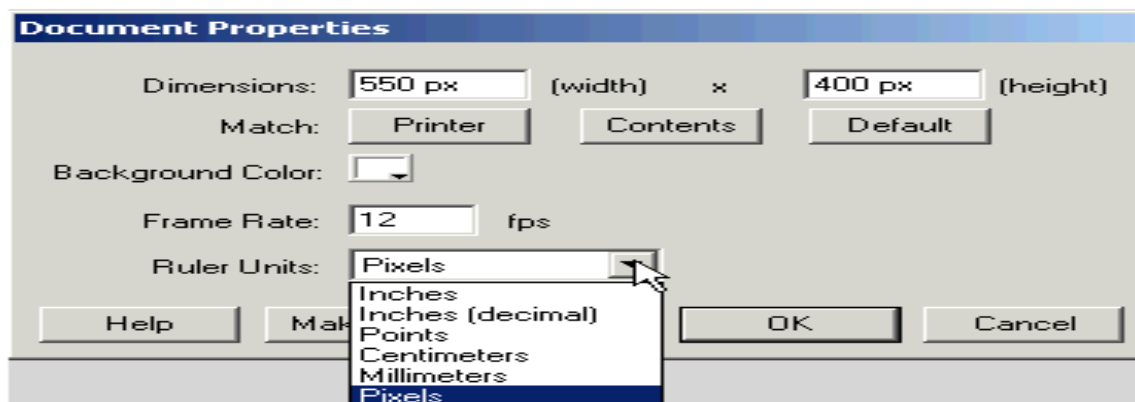
Step 3 - Click on the background and you can change the background color of your stage.



Step 4 - Click on the size and you can change the size of the stage. In this window you can also change the background color, frame rate and ruler units.



Step 5 - Click on Ruler units and you will get a drop down menu of the different units available in Flash.



Step 6 - Save any changes you have made.

6. WORKING WITH SNAPPING

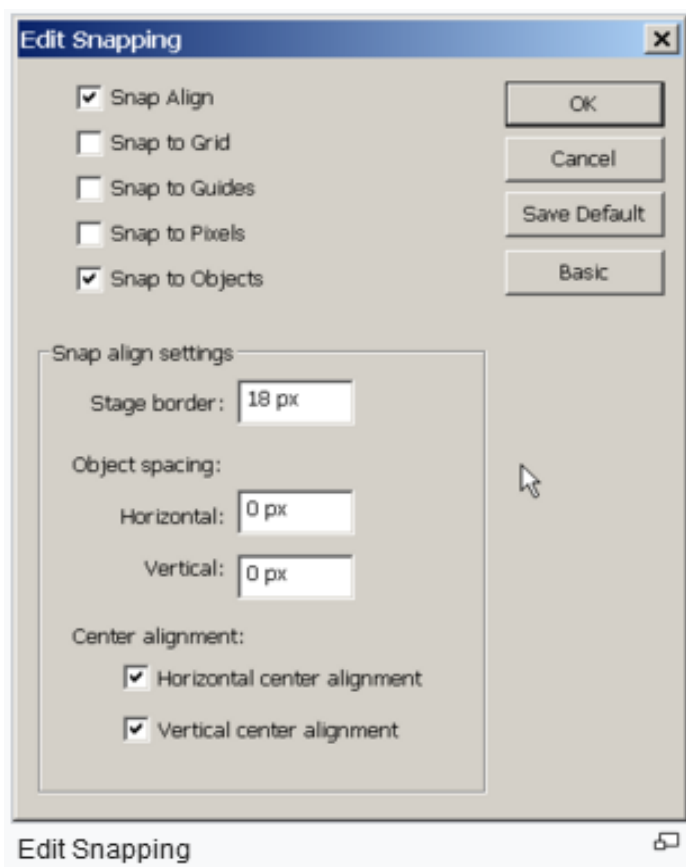
Snapping refers to a kind of assistance you may get for technical drawings. It helps to position an object with respect to the others and without using the Align Panel.

You can tune the desktop to various snapping modes

- Menu *View->Snapping* or *right-click* on the workspace
- Then turn on/off snapping modes or better click on *Edit snapping*

I usually just have these ones. (But more often I turn snapping off and then rather align objects with the align panel).

- Snap align
- Snap to objects
- Horizontal and Vertical Center alignment (will also allow to snap against centers of objects, otherwise you only can snap against sides)



Snap to Objects

- Will snap an object you move against parts of an object. Move slowly...

Snap Align (when snap objects is also on)

- Will snap to dotted lines that will appear

Snap to Grid

- Works when you turn on the Grid with menu *View->Grid*
- Useful when you do technical drawings for instance.

Snap to Guides

- Same principle as snap to grid. (*View->Guides*).

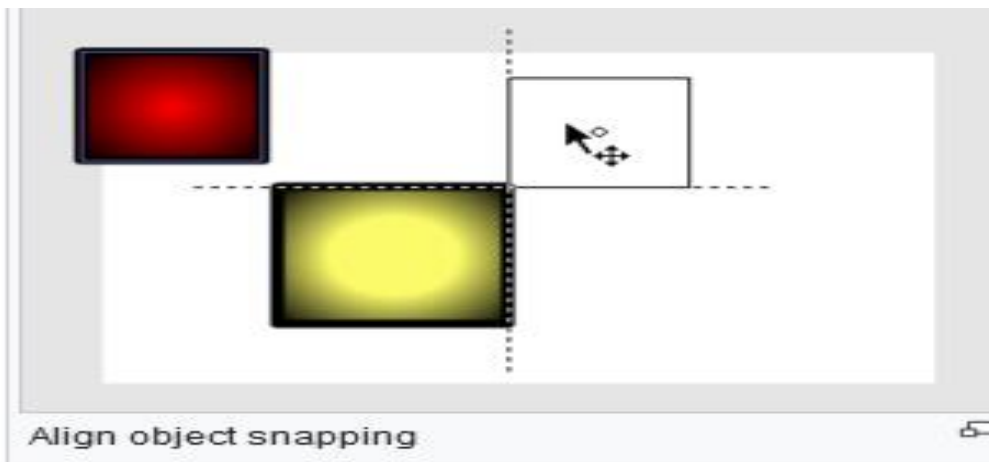
Snap to Pixels

- For high precision work. Magnify the stage to at least 400%.

Object spacing does what its name says:

- Horizontal or vertical object spacing defines the snapping distance in relation to the edges of other objects
- Note: By default, an object snaps to center of a line ! E.g. if distance is 0px and your lines are 5px wide, your objects will overlap.

Disclaimer: I am not sure what certain combinations do. Here is for example what happens if you drag the red rectangle close to the yellow one in snap align / snap objects mode with zero object spacing:



7. CREATING SOLID COLORS AND GRADIENTS

In addition to solid colors, Flash works with gradients—bands of color that blend into each other. Gradients can be linear (parallel bars of color) or radial (concentric rings of color). Gradients can create interesting visual effects and are useful for adding shading—to make a circle look like a sphere, for example.

Flash defines each gradient with a set of markers, called gradient pointers, that indicate which color goes where in the lineup of color bands. You define the color for each pointer. By positioning the pointers on the gradient-definition bar, you control how wide each band of color is. Each gradient can contain as many as eight colors.

You define new gradients in the Color Mixer panel.

To create a three-color linear gradient:

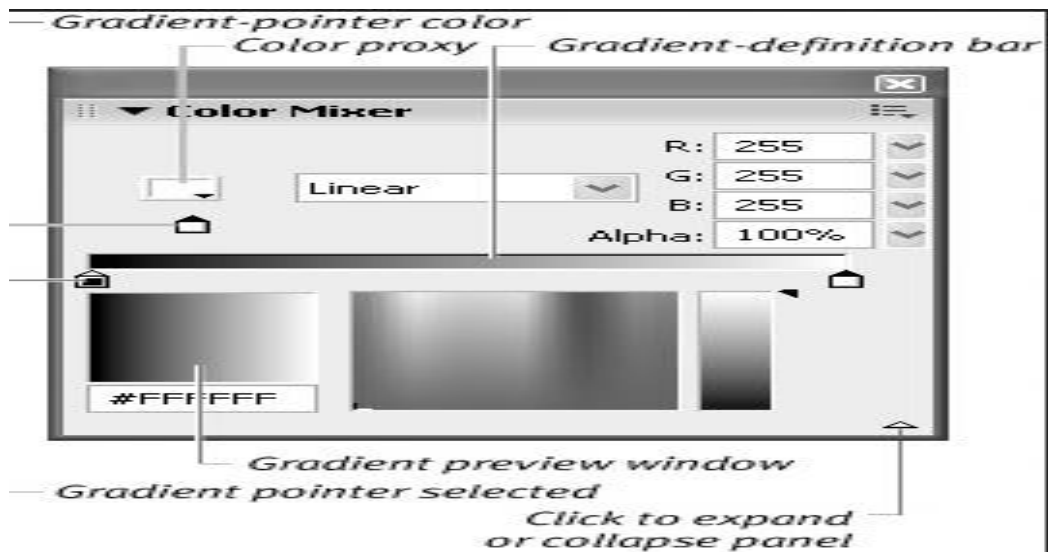
1. Open the Color Mixer panel.
2. From the Color Mixer panel's Fill Style menu, choose Linear ([Figure](#)).



[Figure](#) Choose Linear from the Fill Style menu to access the tools for defining linear gradients.

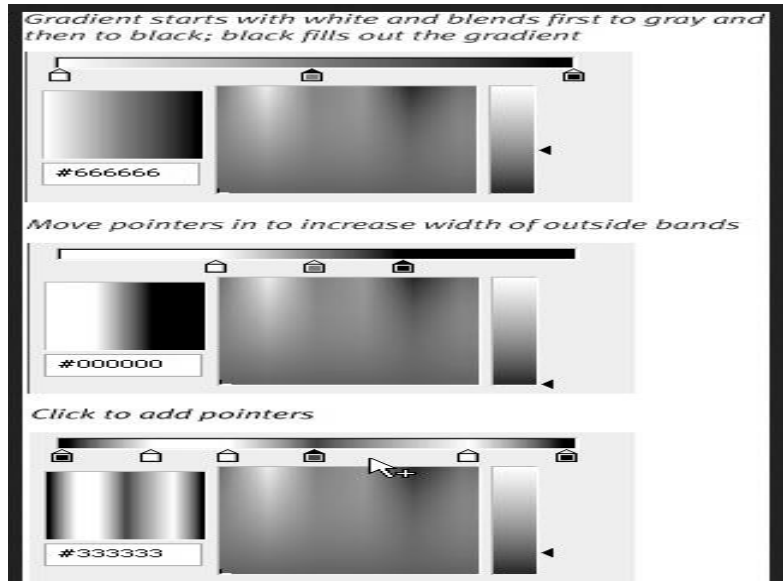
The tools for defining gradients—a color-proxy box (a set of swatches for setting a gradient pointer's color) and a gradient-definition bar—appear.

3. If the panel is collapsed, click the triangle in the bottom-right corner of the panel. The Color Picker and gradient- preview window appear ([Figure](#)).



[Figure](#) The expanded Color Mixer panel displays the gradient-preview window and Color Picker.

4. Position the pointer on or below the gradient-definition bar. Flash adds a plus sign to the pointer, indicating that you can add a new gradient pointer in this area.
5. To add a new pointer, click anywhere along the gradient-definition bar. Flash adds a new gradient pointer containing the color currently specified in the Color Mixer.
6. To change the leftmost pointer's color, select it and then *do one of the following*:
 - Click the color-proxy box in the top half of the Color Mixer panel, and choose a color from the set of swatches that appears.
 - Enter new values in the Alpha and/or RGB or HSB fields.
 - Choose a new color in the Color Picker.
 - Enter a new value in the Hex field.
7. Repeat step 6 for the middle and rightmost pointers.
8. Drag the pointers to position them on the gradient-definition bar ([Figure](#)).



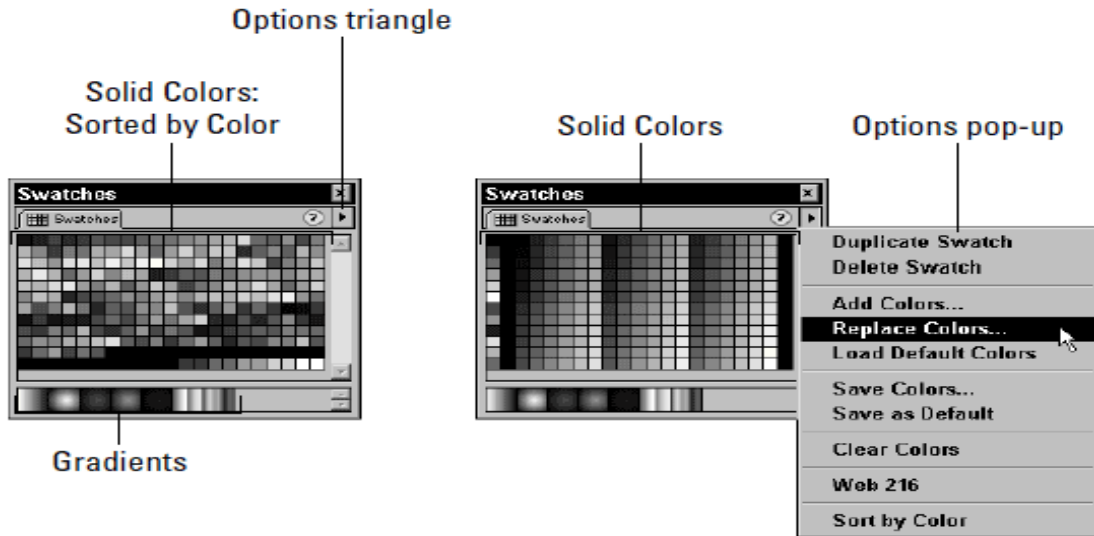
[Figure](#) Choose a color for each gradient pointer. The colors and positions of the pointers on the bar define a gradient's color transitions.

Place pointers closer together to make the transition between colors more abrupt; place them farther apart to spread the transition out over more space. As you modify the gradient, your changes appear in the Toolbar's fill-color box. The new gradient also appears in the Property Inspector for any tools that create a fill—say, the oval tool. Those tools are now loaded and ready to create shapes using that gradient.

8. WORKING WITH SWATCHES

Think of the Swatches Panel as a way to organize your existing swatches and to manipulate the display of colors that are available in the other panels. Use the Swatches Panel to save color sets, import color sets, and reorder or change selected colors.

On the left, the Swatches Panel is shown after using the Sort by Color option. On the right, it's shown with the default sort, and with the Options pop-up displayed.



The Options pop-up of the Swatches Panel has options that are used to manipulate and administrate individual swatches as well as various color sets:

- **Duplicate Swatch:** Use this to duplicate a selected swatch. This can be useful when you want the make a range of related color swatches by duplicating and then editing subsequent swatches from the Mixer Panel.
- **Delete Swatch:** Botched a swatch? Select and delete it here.
- **Add Colors:** Opens the Import Color Swatch menu, which is a simple dialog used to locate, select, and import color sets. Add Colors retains the current color set and appends the imported color set at the bottom.
- **Replace Colors:** Also opens the Import Color Swatch menu. However, Replace Colors drops the current color set when it loads the selected color set. If the current set has not been saved it will be lost.
- **Load Default Colors:** Clears the current color set and replaces it with the default Flash color set. Again, if the current set has not been saved it will be lost.
- **Save Colors:** Opens the Export Color Swatch Menu, which is used to name and save color sets to a specific location on your hard drive. Color sets may be saved in either the Flash color set on the PC (.clr), on the Mac (.fclr) or Color Table (.act) format.
- **Save as Default:** Saves the current color set as the default this action replaces the original default Flash color set.
- **Clear Colors:** When Clear Colors is selected, the swatches in the current colors window are removed, leaving only black and white.
- **Web 216:** Upon initial installation, this is the default Flash color palette that is displayed in the Swatches Panel. Select this option to replace any current color set with the Web-Safe Palette of 216 colors.
- **Sort by Color:** Click this button to rearrange an accumulation of custom colors into a palette that is freshly reordered according to color. It sorts by hues, with the values of each are arranged together from light to dark in declining order. However, once you've sorted a palette in this manner there is no toggle to return to the other view so save your palette before sorting, and then save the sorted palette, too.

9. CREATING FREE-FORM SHAPES

- Draw a rectangle or circle
- Draw a custom shape
- Edit a shape
- Create a new master shape

Draw a rectangle or circle

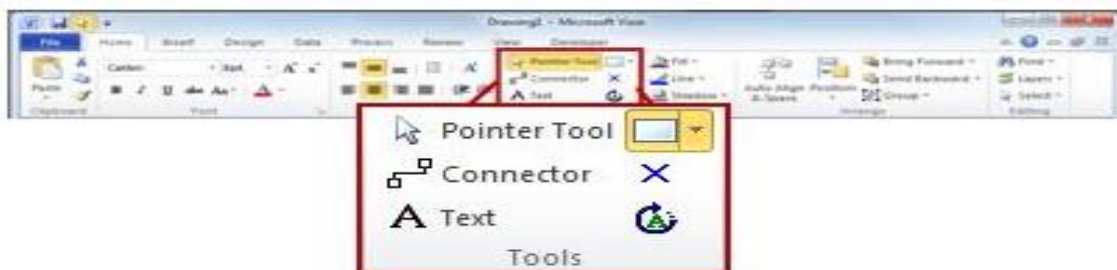
1. On the **Home** tab, in the **Tools** group, click the arrow next to **Rectangle**, and then do one of the following:



- To draw a rectangle, select the **Rectangle** tool.
 - To draw a circle or oval, select the **Ellipse** tool.
2. Drag to draw the shape on the drawing page.
 3. To return to regular editing, in the **Tools** group, click the **Pointer** tool.

Draw a custom shape

1. On the **Home** tab, in the **Tools** group, click the arrow next to **Rectangle**, and then do one of the following:



- To draw a straight line, select the **Line** tool.
 - To draw an irregular shape, select the **Freeform** tool.
 - To draw a curved line, select the **Arc** tool.
2. To draw the first segment, point to where you want to start the shape, and then drag until the segment is the size that you want.
 - After you draw the segment, the shape displays vertices .
 3. To draw the second segment, point to the vertex of the first segment, and then drag.
 4. To draw additional segments, point to the vertex at the end of the last segment that you added, and then drag to draw the next segment.

Note: To undo a segment, press CTRL+Z. Segments are deleted in the reverse order in which they were drawn.

5. To close the shape, drag the endpoint of the last segment that you create over the vertex at the beginning of the first segment. The shape becomes opaque, which indicates that it is a closed shape.
6. To return to regular editing, on the **Home** tab, in the **Tools** group, click the **Pointer** tool

Edit a shape

You can edit most shapes in Visio by adding, deleting, and reshaping segments in the shape.

Delete a segment from a shape

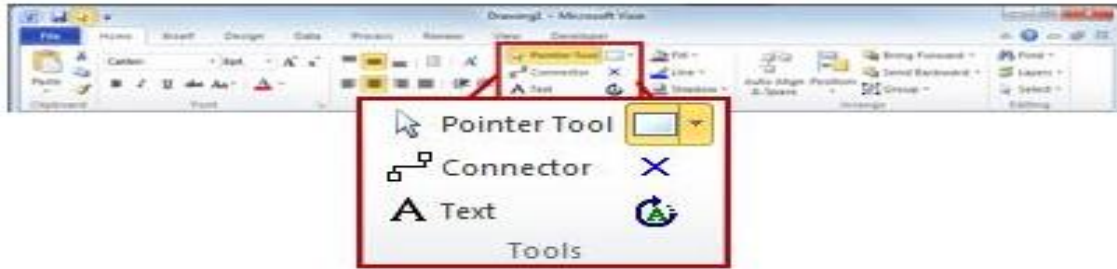
1. On the **Home** tab, in the **Tools** group, click the arrow next to **Rectangle**, and then click the **Pencil** tool .



2. Select the shape that you want to delete a segment from, click the vertex that you want to delete, and then press DELETE.

Add a segment to a shape

1. On the **Home** tab, in the **Tools** group, click the arrow next to **Rectangle**, and then click the **Pencil** tool .



2. Select the shape the shape that you want to add a segment to, point to where you want to add the segment, and hold down the CTRL key and then click.

A new vertex appears where you clicked the shape, creating a new segment.

Reshape a shape

1. On the **Home** tab, in the **Tools** group, click the arrow next to **Rectangle**, and then click the **Pencil** tool .



2. Select the shape, click the vertex that you want to move, and then drag the vertex to a new position.

Create a new master shape

You can reuse your custom shape in other drawings by making it a master shape. To turn a custom shape into a master shape, do the following?

1. In the **Shapes** pane, click **More Shapes**, and then select a custom stencil or create a new custom stencil by selecting **New Stencil (US units)** or **New Stencil (Metric)**.
2. On the drawing page, select your custom shape and drag it into the new stencil in the **Shapes** pane.
3. To rename your new master shape, right-click the shape, select **Rename Master**, and then type a name for the new master shape.
4. In the **Shapes** pane, on the custom stencil, click **Save** to save the changes to the custom stencil with the new master shape.

10. CREATING TLF TEXT FIELDS

TLF (Text Layout Framework) text engine, bringing to the table many abilities already found in applications such as Illustrator and InDesign.

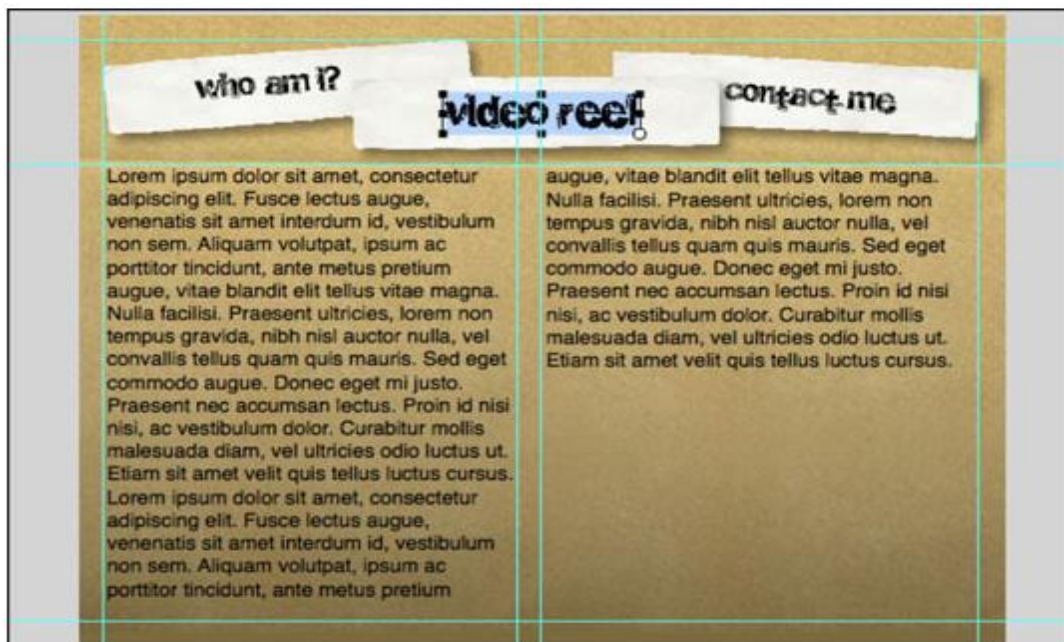
Here are the new Flash TLF text features:

- Vertical and Vertical Left-to-Right orientation
- Multicolumn text areas
- Threaded text across several type areas

Though TLF text is the default when you work with the Text tool, you still have the option to set text areas as *classic* text, providing support for older movies and projects.

Follow these steps to create basic type on the stage:

1. In a new or existing file, add a new layer to the Timeline by choosing Insert→Timeline→ Layer.
2. Choose the Text tool from the Tools panel.
3. Click anywhere on the stage to create a text box and then enter some text.
 4. Click and drag within the text box to select all the text you just entered.
 5. Fine-tune the appearance of your text by selecting character, color, size, and other options in the Character section of the Property inspector.



11. SETTING CHARACTER ATTRIBUTES

CHARACTER ATTRIBUTES

Text **attributes** can be divided into those that affect individual letters or characters and those that affect paragraphs. **Character attributes** affect individual letters and include font selection, point size, text direction, kerning, letter spacing, and **character** position. **Attributes** can be set prior to placing text on the Stage—by choosing the Text tool to access text properties **in** the Property Inspector—or can be changed after text is created.

To edit individual characters, click and drag with the Text tool to select letters on the Stage, as shown **in** Figure 5.5. Then change text settings within the Property Inspector.

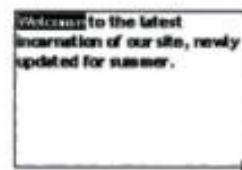


Figure 5.5
Click and drag with the Text tool to edit individual letters within text blocks.

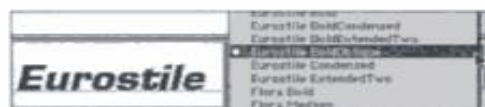
Font Selection and Point Size

You can select a font directly by typing its name into the Font field, or you can use the pop-up arrows next to the Font field to select from the active fonts on your system. If you type **in** the font name, you'll need to click at the insertion point on the Stage to be able to type your text. Otherwise, **Flash** MX will enter your text into the Font selection field.

As with the Font name, you may either type directly into the Point size field or use the pop-up slider to select a size. Typing **in** a size is much easier than trying to manipulate the slider. The only time I use the slider is to preview text at different sizes. Then I select the text and move the slider, keeping my eyes on the text until I find a size I want.

Flash assigns the fill color to your text. You can also force font styles by using the Bold and Italic buttons. However, you will lose much of the subtlety of typefaces if you force styles upon them. Because typefaces are specifically designed **in** different weights and styles, choose a bold or italic version of a font for the best results, as shown **in** Figure 5.6.

Figure 5.6
For best results, use italic or bold versions of fonts, not the Bold or Italic button settings.



Text Direction



A new feature **in** **Flash** MX is the capability to control text direction, which provides support for Asian languages. Use the Text Direction button to create vertical text from left to right or from right to left, as shown **in** Figure 5.7.

Figure 5.7
The Text Direction button allows you to specify horizontal or vertical text.



Kerning and **Character** Spacing

Kerning refers to the amount of space between two letters or characters, and **character** spacing inserts a specified amount of space between selected characters or entire blocks of text. Both kerning and **character** spacing can be defined by positive or negative settings. Positive settings increase the amount of space between letters, and negative settings decrease space until letters eventually

overlap, as shown in Figure 5.8. Zero is neutral. For general legibility in blocks of copy, it's best to work within a range of 0 to +5 or even less, depending on text size. The smaller the point size, the greater the effect of character spacing. Many fonts have desirable kerning built in; you can use this kerning by selecting the Auto Kern option.

Figure 5.8
Character spacing: +20 on the top, 0 in the middle, -5 at the bottom.



Use the Text tool to select letters, words, or entire text blocks to specify character spacing; then enter a positive or negative number in the character spacing field, or drag the slider to select the amount of spacing. When used with vertical text, character spacing determines the vertical amount of space between characters. You can also set a preference to turn off kerning of vertical text. When this preference is enabled, character spacing affects only horizontal text.

Character Position

Character position determines where text is positioned in relation to its baseline. The baseline is an invisible horizontal line that characters of a typeface sit upon, as shown in Figure 5.9. The character position options are normal, superscript, or subscript. Most of the time you will use the default of Normal, which places text squarely on the baseline. The superscript and subscript options are typically used with special characters or footnotes within text blocks. Superscript places text above the baseline and is used with special symbols such as trademark (™) or the registered trademark symbol (®). Subscript places text slightly below the baseline.

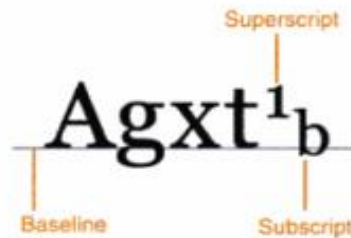
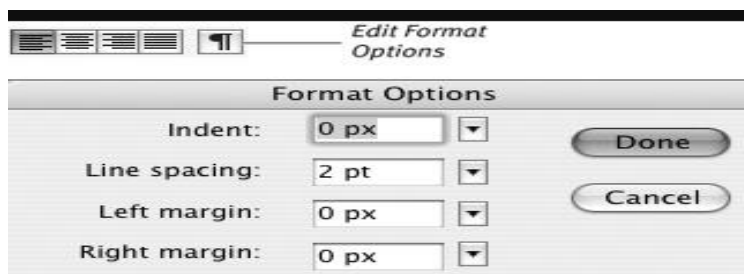


Figure 5.9
The baseline is an implied line that characters sit on. Superscript and subscript appear above or below the baseline.

12. SETTING PARAGRAPH ATTRIBUTES

Flash allows you to work with paragraph formatting much as you would in a word processor. The Text (Tool) Properties tab of the Property inspector lets you set right and left margins, a first-line indent, line spacing, and alignment (flush left, flush right, centered, or justified) ([Figure 3.14](#)). You can set paragraph attributes in advance so that as you type, the text tool applies them automatically. And you can apply paragraph attributes to existing text. The text tool uses whatever settings currently appear in the Text (Tool) Properties tab of the Property inspector.



[Figure 3.14](#) In the Text (Tool) Properties tab of the Property inspector, click the Edit Format Options button (top) to access a dialog for setting text attributes such as alignment, indents, margins, and space between lines of text (bottom).

In the following tasks, you learn to modify existing text; keep the Properties tab of the Property inspector open. (Choose Window > Properties > Properties if it's not already open.)

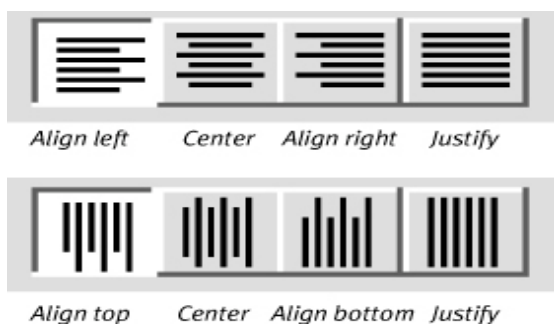
To select paragraphs to modify

Do one of the following:

1. With the text tool, click within the paragraph you want to modify.
2. With the text tool, click and drag to select multiple paragraphs within one text box.
3. With the selection tool, click a text box to select all the paragraphs within the box.

To set paragraph alignment

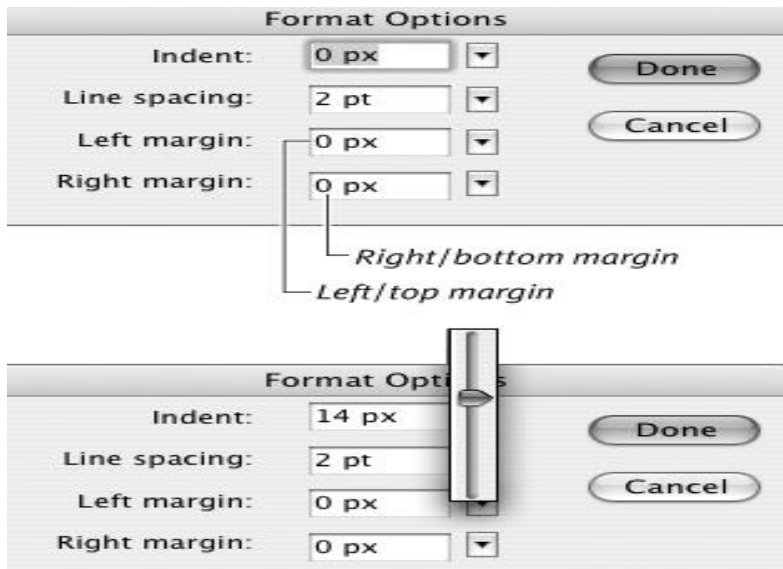
1. Select the paragraphs you want to modify.
2. In the Text Properties tab of the Property inspector, *do one of the following* ([Figure 3.15](#)):
 - To align horizontal text on the left (vertical text on the top), click the first alignment button.
 - To center horizontal or vertical text, click the second alignment button.
 - To align horizontal text on the right (vertical text on the bottom), click the third alignment button.
 - To justify text (force all lines except the last line of a paragraph to fill the full column width), click the fourth alignment button.



[Figure 3.15](#) The paragraph-alignment buttons allow you to format the text of a paragraph in four ways. A graphic representation of the selected paragraph-alignment style appears on each button in the Text (Tool) Properties tab of the Property inspector. The images on the buttons reflect whether the text box is set for horizontal (top) or vertical (bottom) text flow.

To set margins

1. In the Text (Tool) Properties tab of the Property inspector, click the Edit Format Options button (the one with the paragraph symbol). The Format Options dialog appears.
2. In the Left Margin or Right Margin field, enter the desired margin size. The units of measure used for the margin are the ones set in the Document Properties dialog (see Chapter 1).



[Figure 3.16](#) You can enter a value for right and left margins (horizontal text) or top and bottom margins (vertical text) directly in the appropriate box of the Format Options dialog (top) or use the slider to select a value (bottom).

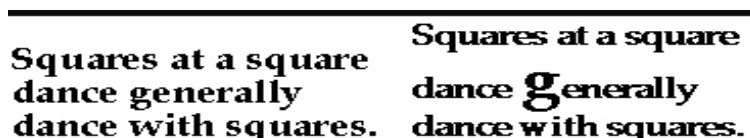
Flash uses the values that you enter to create margins from the left and right sides of the text box. Your audience won't see the margins unless you're creating text that they can edit, in which case you can make the border of the text box visible.

To set a first-line indent

1. In the Format Options dialog, in the Indent field, use the value-entry techniques described in the preceding task to enter a value for indenting the first line of text in the paragraph. Flash calculates the indent from the left margin; when the left margin is set to 0, Flash measures the indent from the left edge of the text box.

To set line spacing

1. In the Format Options dialog, in the Line Spacing field, use the value-entry techniques described earlier in this chapter to enter a value for the amount of space you want between lines of text. If your text contains various point sizes, Flash bases the spacing between two lines on the larger font ([Figure 3.17](#)).



[Figure 3.17](#) The line spacing for the text block on the left is set to 0 points. The space you see between lines is the space specified as part of the font. Because the text is all one size, the spacing above and below the middle line of text is the same. In the text block on the right—

with the same 0-point line spacing—one letter is a larger point size. Flash increases the space between lines to make room for the larger text.