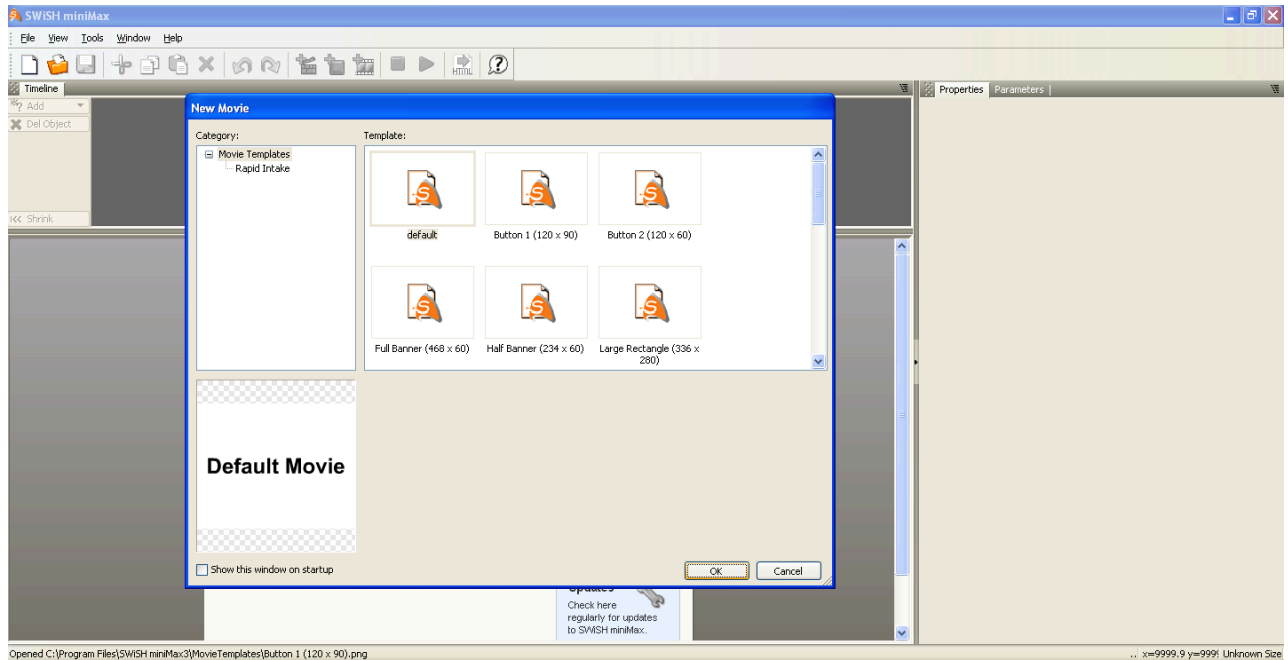




# **SWiSH Animation Tool Training**

**Rapid Intake Training Booklet**

Let's first of all take a little while to explore the different parts of SWiSH that make up the User Interface. Getting to know the interface will allow you to quickly get to different parts while animating.

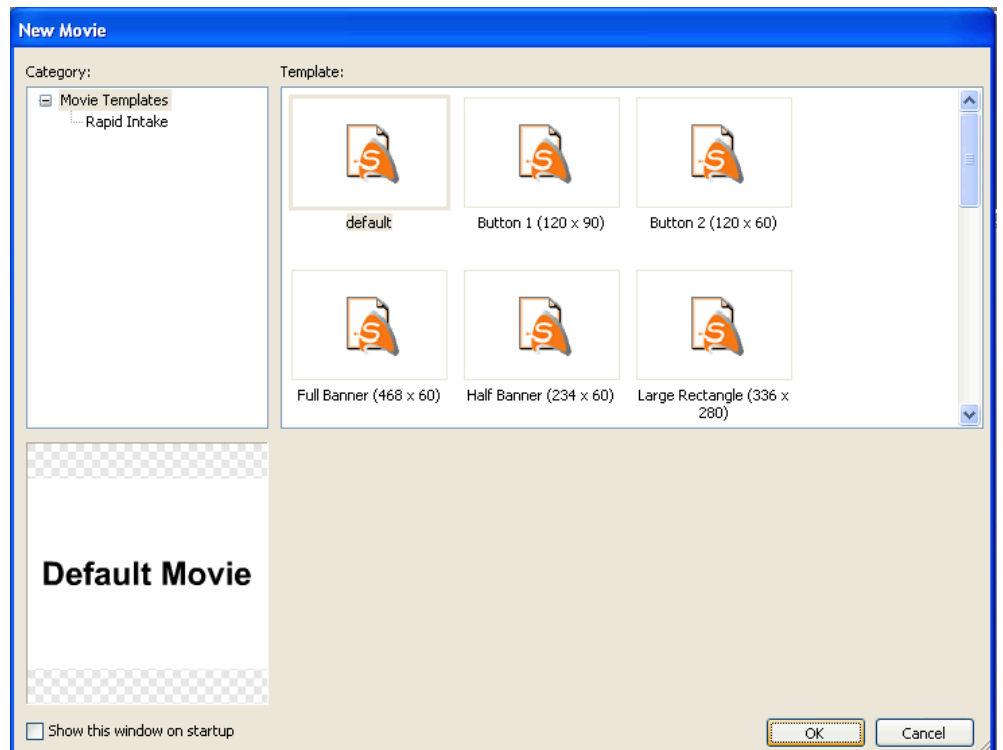


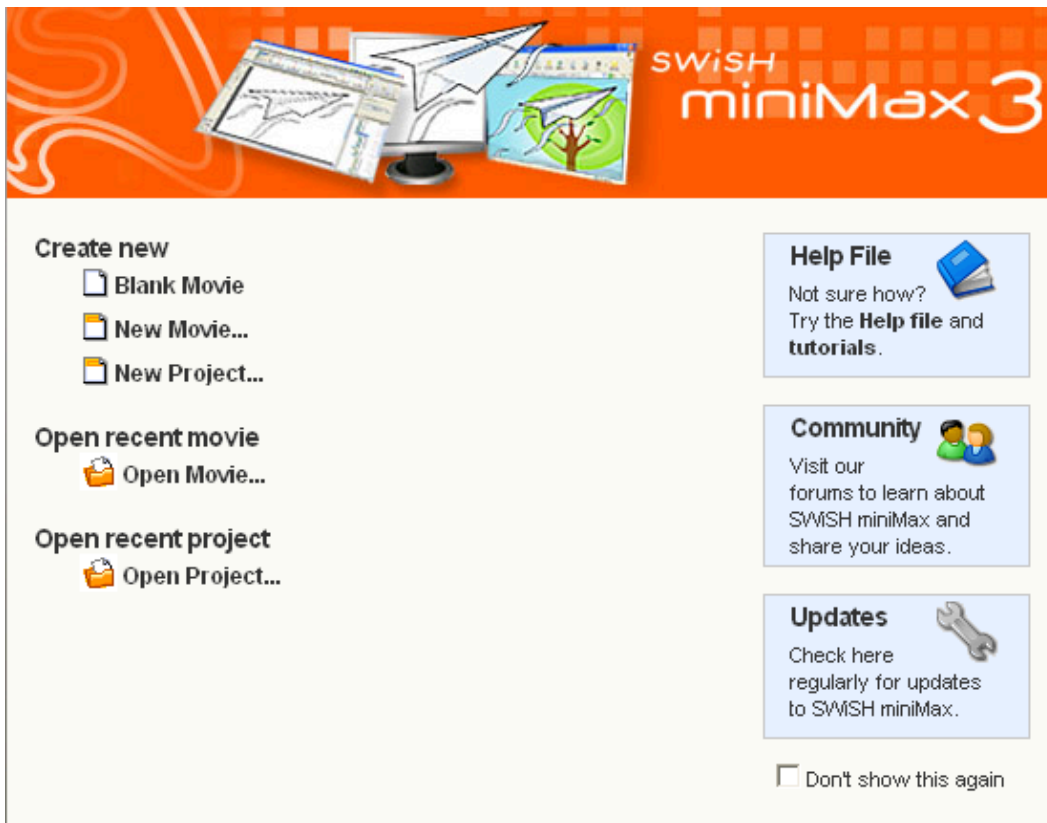
When you first launch SWiSH. The first thing that you will see is the New Movie Template Screen.

If you have installed the Rapid Intake SWiSH templates then you will see a Rapid Intake section that show all the Rapid Intake templates in that section.

We will be going over those templates later on in this training so don't worry about them for now.

Click on cancel and it will take you to the start up screen.





In this start up screen it allows you to do some initial key things. You can create a new movie or a new project. You can also open recent movies or recent projects.

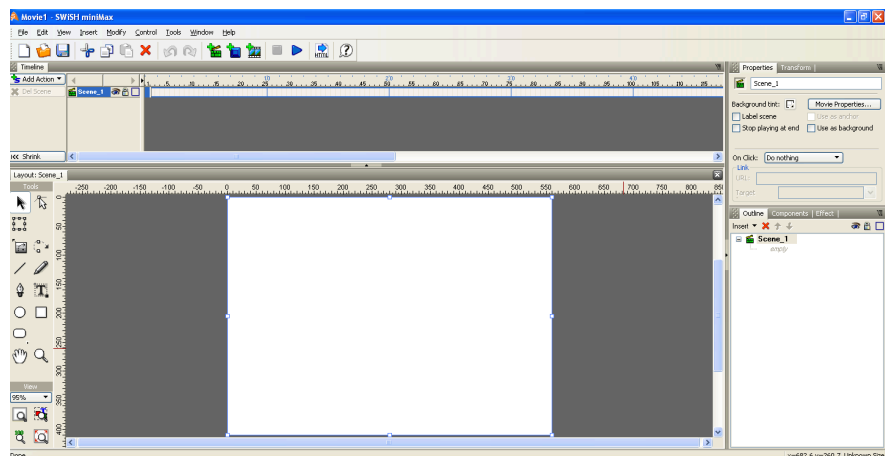
Over on the right is links to the SWiSH help files as well as community and update sections. It is a good thing to keep those in mind if you want to stay up to date on new things.

Some things to keep in mind when your starting a new project. You can start from a Blank Movie, New Movie or a New Project.

### Blank Movie

By clicking on the Blank movie it will take you to a clear stage with a timeline.

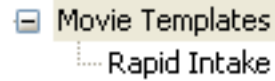
Do this only when wanting to start from scratch.





Clicking on “New Movie” will pull up the templates. Some benefits to that is you do not have to start from scratch. You can start from a template that may be at a good size to fit inside of your course or maybe a design or a layout that someone else has done. Keep in mind that there will also be new templates made available at the Rapid Intake Marketplace.

From the menu on the left hand side you can click on the Rapid Intake section to see all of the Rapid Intake templates.

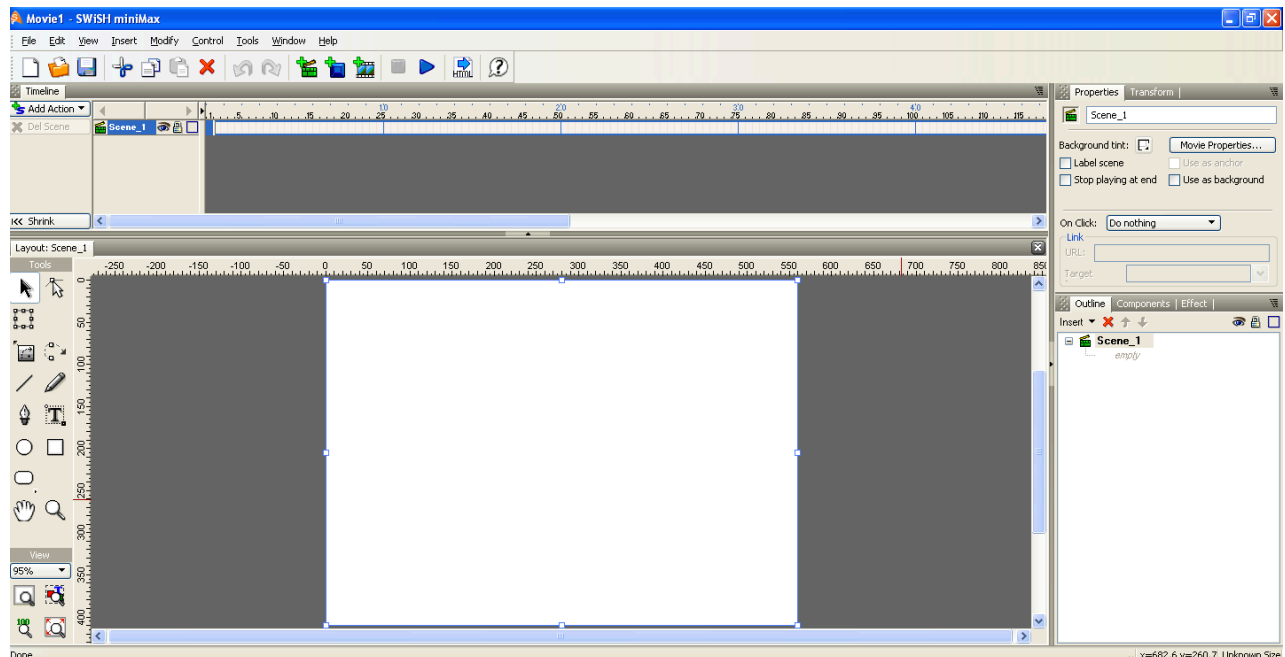


Again we will explore these more in detail later but it is good to start out with a template when bringing this into ProForm or Unison. The Rapid Intake Starter templates are perfect for the default sizes in Rapid Intake. That means that when you start from this template the stage area will be the exact size of the presentation area in your course skin.

\*Note: Keep in mind that when your building courses that you are using SWiSH to build individual pages that will then go into Unison or ProForm. Your not building an entire course.

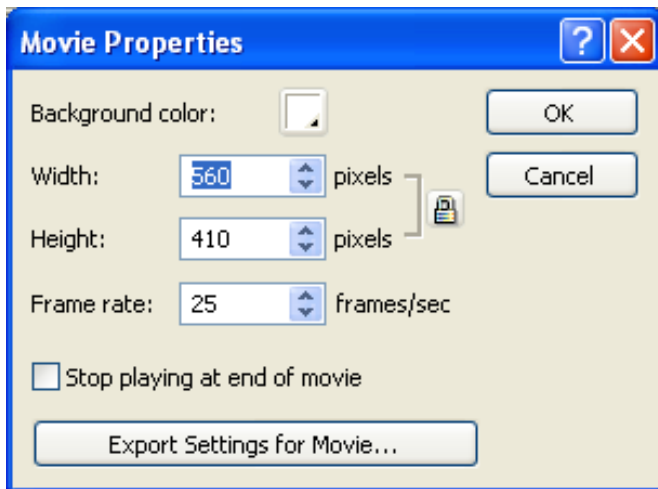
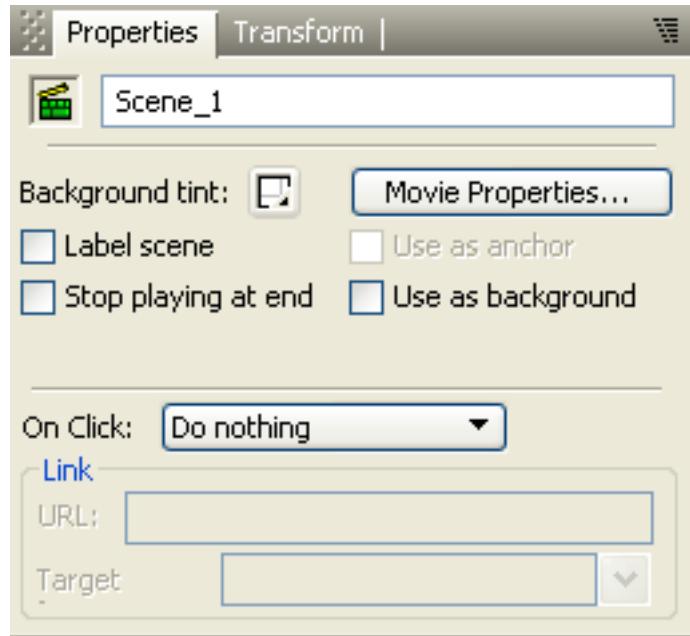
Just so we get the hang of the use interface for know lets cancel this for now and go back into the main main menu and just select blank movie. You should be seeing this screen.

### The Properties Window:



The properties window allows you to set the properties of your Flash movie. These are global settings that apply to the entire movie. From here you can do some of the following. Your properties will change depending on what you have selected. Each tool and item selected has different properties.

1. Keep the movie from looping over and over.
2. Label the Scene (We will learn more about Scenes later)
3. Background tint
4. Set background
5. Establish a click link. Meaning when a learner clicks on any part of the animation you can take them to a different location.
6. Establish Movie Properties



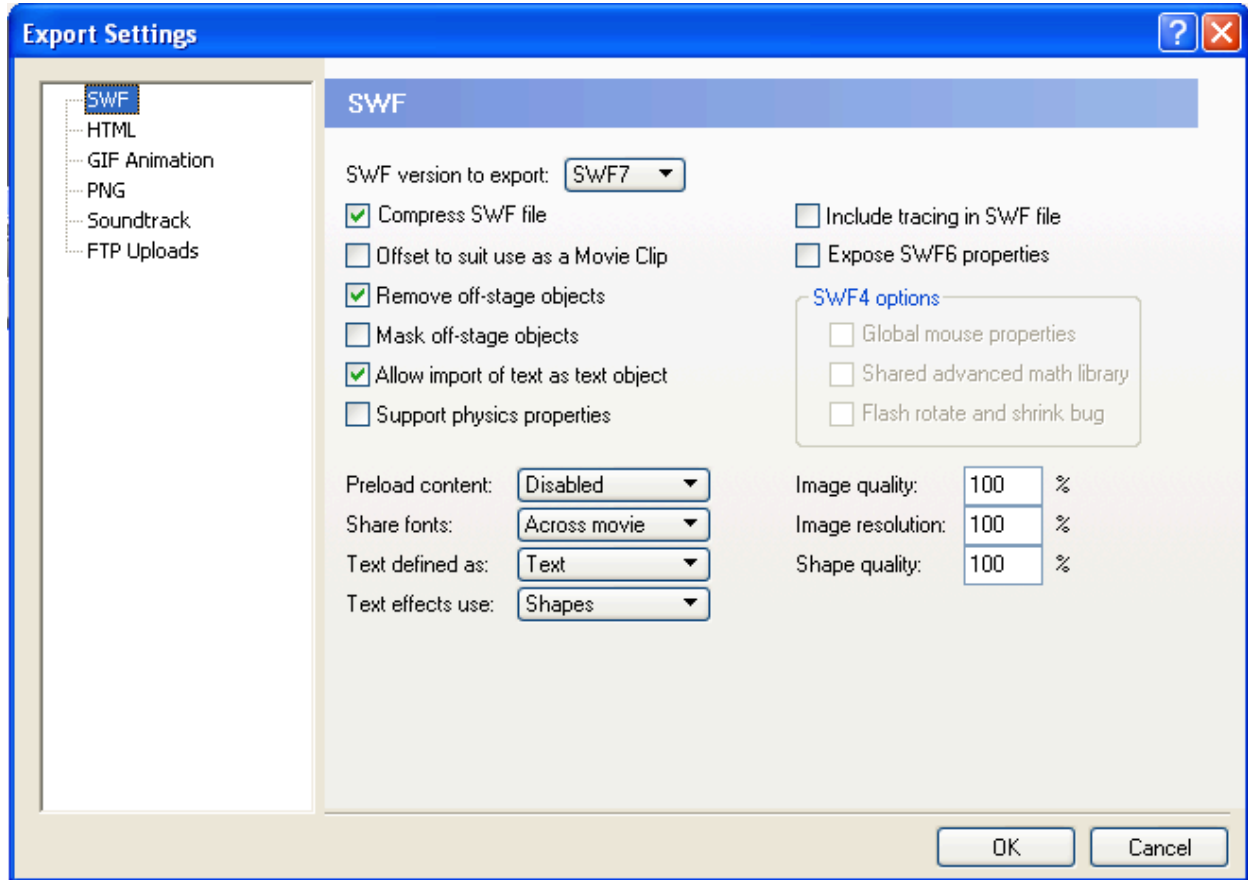
### Movie Properties:

By clicking on the movie properties you can adjust the height and the size of the movie area. With custom templates you will need to adjust the size of the movie template to take advantage of the entire screen real-estate.

You can also adjust the frame rate of the movie.

The higher the frame rate the more frames the movie will go through quicker.

You can also set the “Stop playing at the end of the movie here as well.



### Export Settings for Movie:

You can adjust some of the settings for your movie by coming into this section. You can switch different Flash Player versions. (It is good to match the same as your course skin.)

\*Note: Usually keep these defaulted how there are except for the SWF version. Always makes sure that matches your course skin.



## Stage Area:

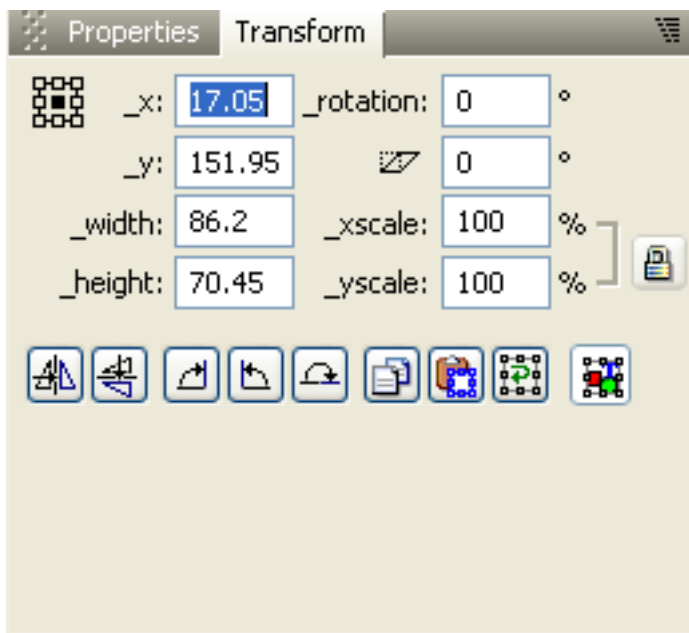
The stage area is your blank canvas. Here you can create your content, type out your text, design your background see your animations, place your content and more.



You see rulers going across and to the side to see where those pixels are.

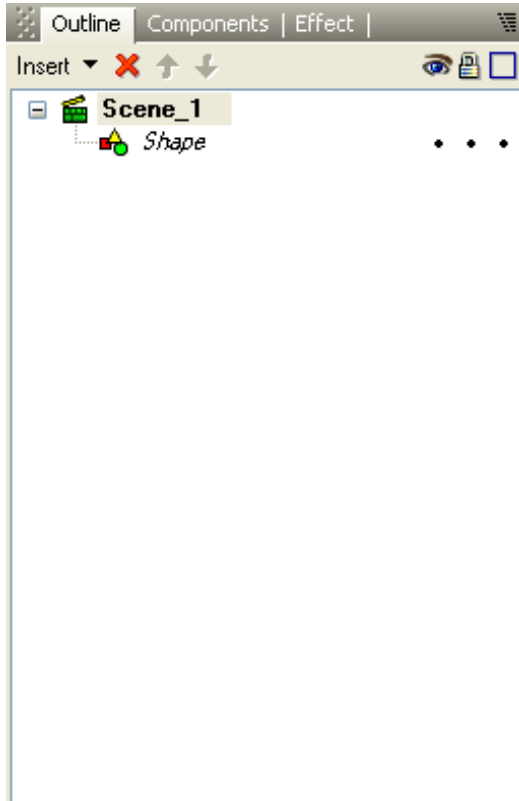
Grabbing the ruler and clicking and dragging will create ruler guides that will help you align and position things within your movie.

\*Note: Keep in mind that these guides do not show up once the movie is finished. Only during development. They are just guides for the developer.



## Transform Panel:

The transform panel allows you to transform any object with numbers. Instead of doing it manually with the handlebars you can enter in numbers here and it will transform whatever object is selected.



### Outline Panel:

The outline panel is a very useful tool to help you keep your objects in one area. You can organize and arrange different layers here.

When you start working with different scenes this will also be useful for jumping from one scene to the next.

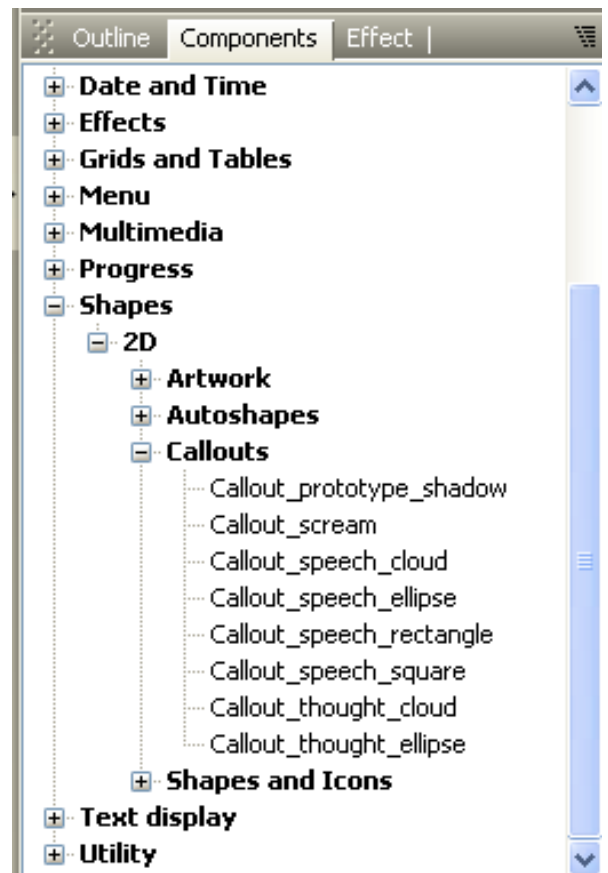
We will learn more about scenes later on in that training.

You can also insert new objects from the outline panel.

### Components Panel:

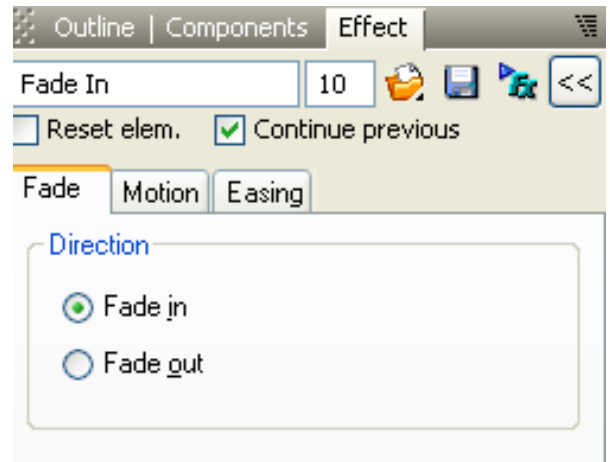
The components panel is a very useful section. This can have prebuilt buttons as well as clip art you can use through out your animation. Some examples of artwork are

1. Thought bubbles
2. Shapes
3. Images



**Effect Panel:**

When an effect is selected, you can adjust manually different elements if that effect. You can also save your changes as a custom effect for you to use on other objects as well.



**Quick Keys:**

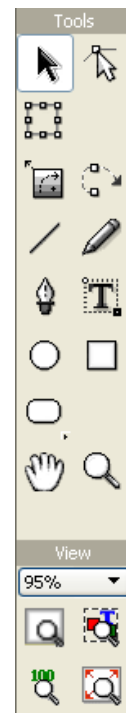
The quick keys are meant to access different parts of the menu structure more quickly. Here are just some of the following things you can do.

1. Play, Pause and stop movie.
2. Export to HTML file.
3. Copy, Cut, Paste.
4. Undo
5. Help files
6. Create new scene, or new movie clip.

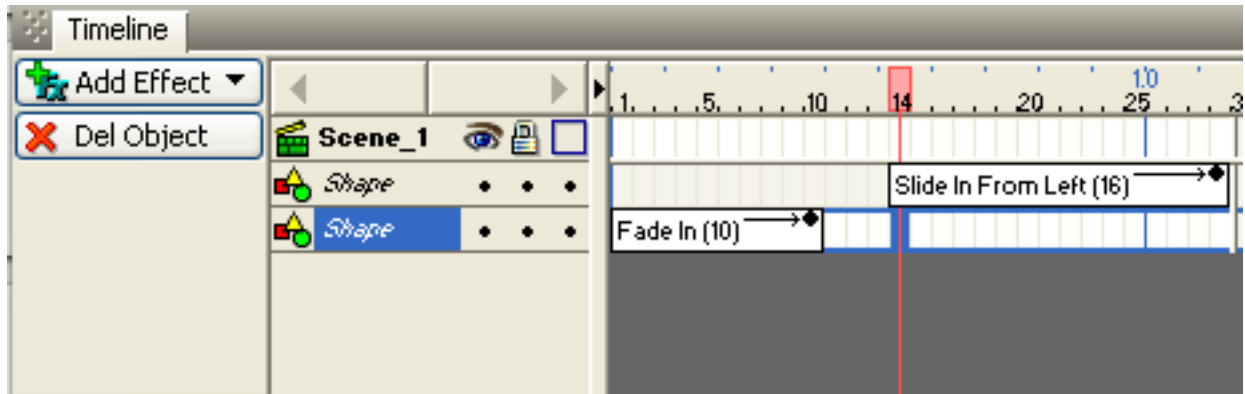
**Tools Area:**

This areas is what you be coming to the most. This is your toolset to change, animate and manipulate different items on the stage area. With the tools you can do the following.

1. Move
2. Transform
3. Change gradient
4. Animate
5. Create lines
6. Pencil tool
7. Pen Tool



## 8. Create text boxes, shapes and zoom



### Timeline Panel:

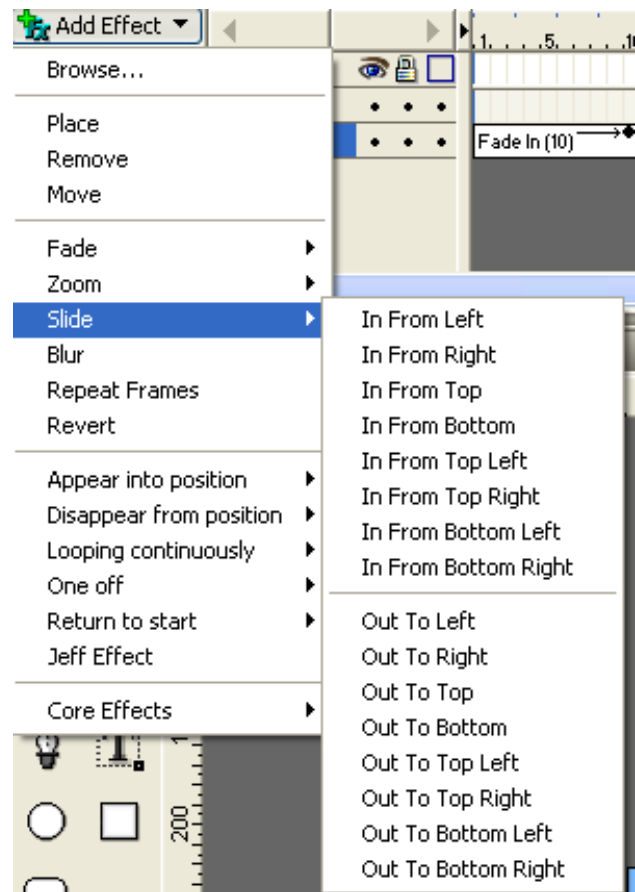
Timelines is where the rubber hits the road. It is where the action happens. The red line displays what is happening at that point of the animation. The current actions is always where the red line is. You can manually move that line right or left and see your movie play forward or backwards.

Once an object is selected you can add effects to right through the button on the left titled “Add Effect”.

This will pull up a drop down box with many different effects that you can use for that specific object.

Once an effect is added to the timeline you can see that effect in the time line and the number of frames it takes to run that effect. You can select the effect and either move it left or right to align effects or time it up with audio.

You can also grab either the left or the right of the effect to make it longer or smaller. The shorter the effect, the quicker it will take to do and the longer the effect the longer it will take.



### Layers:



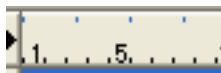
Every time an object or audio file is added to your movie it creates a layer in your layers palette.

You can rearrange this by simply dragging and dropping in a different order. The object closest to the scene name will be the object that is on top of everything else. So if you want an object to be behind another you simply drag the layer below the other layer in the scene.

\*Note: You can double click on the name of the layer to rename it to whatever you want. It is always good to name your layers so you can come back to this animation later and know what is on that layer.



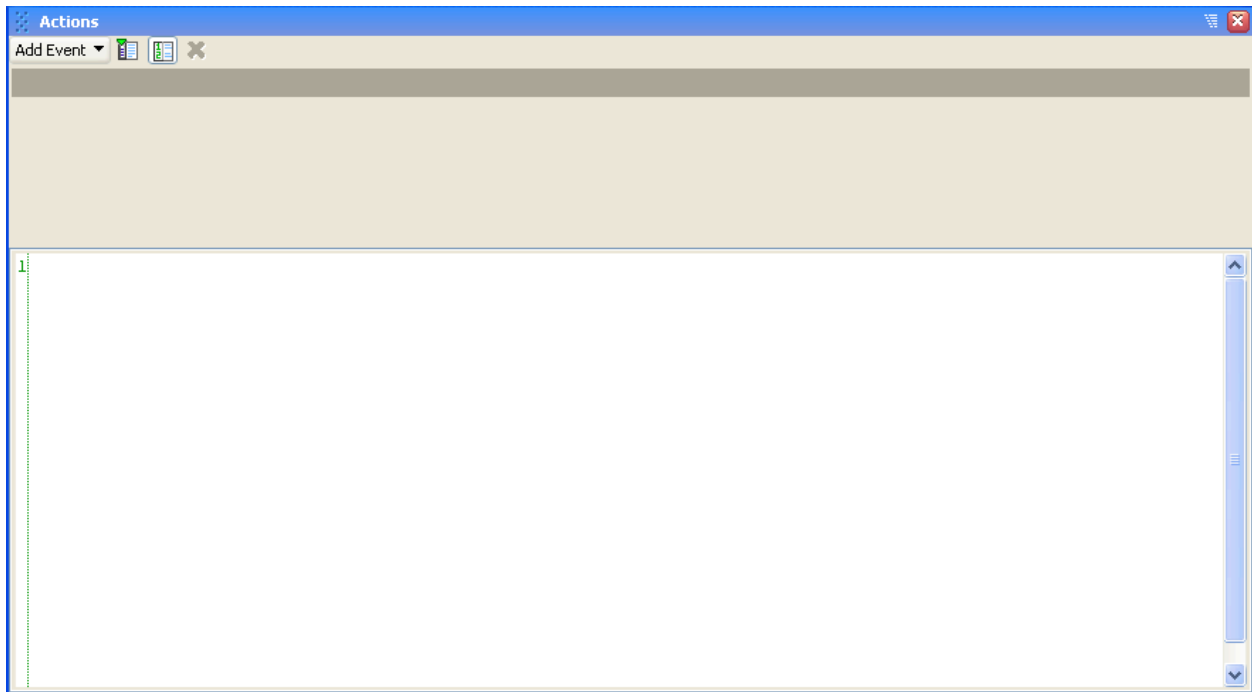
The tree icons to the right allow you to hide lock and outline the layers.



The top of the timeline displays the frame number so you know where you are in your animation.

To the top right of your timeline panel is your properties for that panel. You can change views and more here.

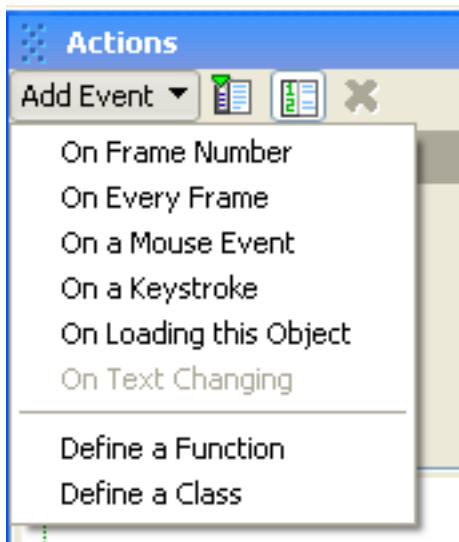




### Actions Panel:

The actions panel can be found under Windows > Actions or by using the hot key F9.

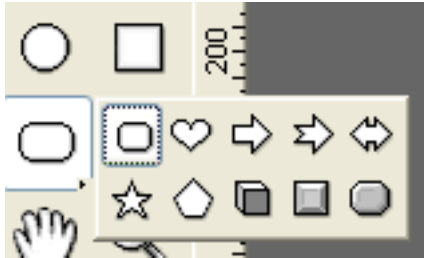
This is to apply actionscript which is the coding language of Flash. SWiSH makes it easy to apply code and you do not even need to write any code your self. You just select code by selecting the “Add Event” button up on top.



This will give you different options. Once something is selected you can then click on the button again to see more options after that. We will be discussing what each of these are.

That ends our tour of the SWiSH interface! Let's begin by drawing some shapes.

### Working with shapes



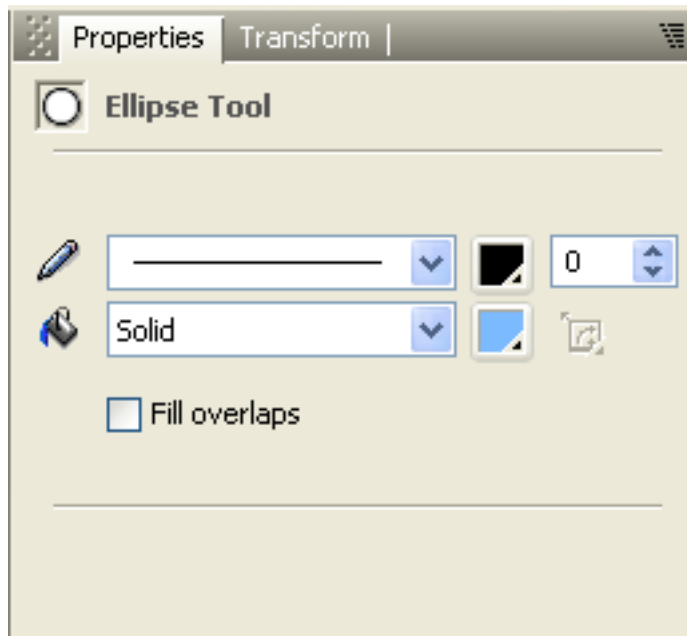
In this section of the training we will learn how to create different shapes and what you can do with these shapes.

The shapes tools allow you to create your own shapes easily inside of SWiSH. You have some basic shapes that you can create from here.

You can create a circle, square and if you click and hold down the round corners rectangle it will pull up a sub menu that will have more shapes to choose from such as the following.

Some of those things are the following.

1. Hearts
2. Arrows- Different kinds of arrows.
3. Stars & more.

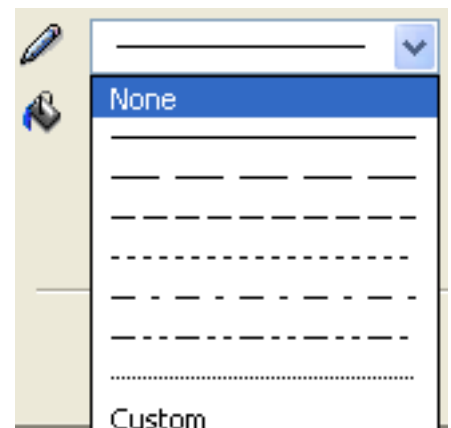


Even before you draw out a shape you can change the properties of that shape.

1. Select the shape (In this example we have selected the ellipse tool)
2. Then go to your properties panel

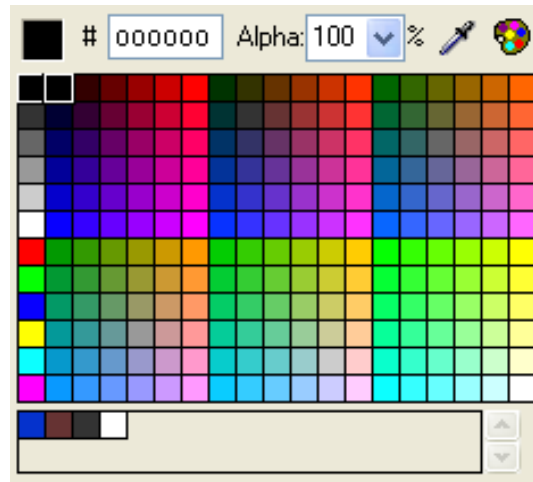
Inside of the properties panel you can change the colors for the shape itself and also the stroke.

Selecting the stroke drop down box will give you different options for the stroke. Select which one you want or none



for there not to be a stroke at all. You can even select custom to make your own.

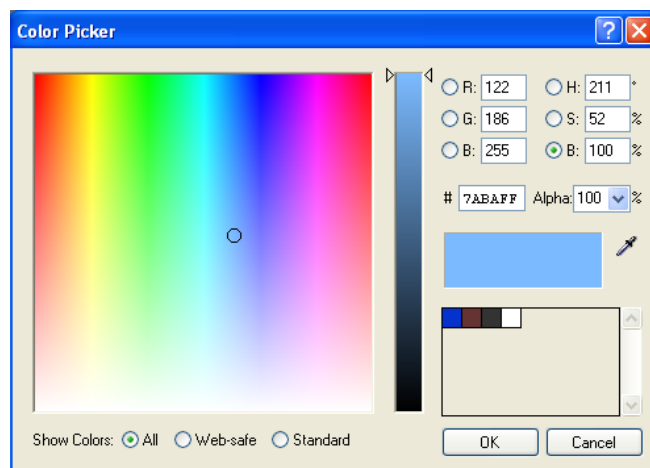
Using the color palette next to the stroke will allow you to change the color of the stroke. You can also change the alpha of the color. This will allow you to make see through objects. You can also select the color picker and choose a color either on the stage or somewhere else.

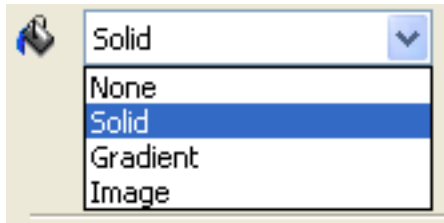


Selecting a color from the color palette or entering in the HEX value of a color will change the color. If you want to get into more details with your colors you can select the following icon.



This will bring up the color picker for you to select a color or enter in RGB values.





The number next to the color picker allows you to change the stroke size.

Selecting the drop down box next to the paint bucket will allow you to change the fill of the color. You can either do a solid color, gradient or image fill. Most of the times you will want to use solid or gradient.

\*Note: By selecting none, and if you a stroke color filled out will allow to create an empty box that you can use to highlight different parts of your animations.

Practice:

Take a few moments to draw out some shapes and change colors, strokes, fills and more.

### Moving and changing dimensions of an object:

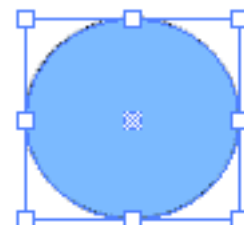
Once an object is on the stage you may want to move the object. To do this is easy. First you need to select the “Selection Tool” from the left hand side in your tools area.



This is the black arrow. Do you not use the white arrow yet. The white arrow is for changing the shape of an object and the black selection tool is used for moving and resizing objects.

With that tool selected you can now select any other object on the screen. Notice as you do so the properties panel will change to the properties of the selected object.

Once an object is selected some “handlebars” will appear around the shape itself. You can either click the middle of the object and just move it to where you want on the screen or you can grab one of the white squares on the corners to click and pull to change the shape of the tool.



\*Note: If you want to keep the shape proportional you will need to hold down the shift button as you resize the object.

Practice: Spend 5 minutes resizing and moving objects.

### Working with Images:

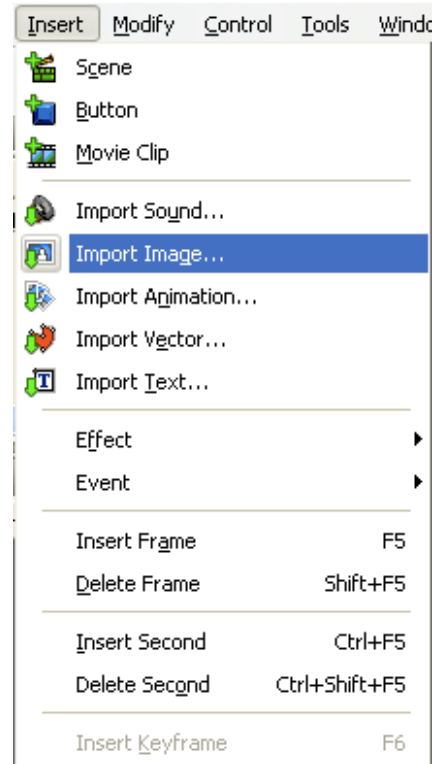
To bring in another image into your SWiSH animation you simply do the following.

1. Click on "Insert".
2. Import the image

You can then browse for the image you want to use and then simply select your image.

You can import these types of images:

- .bmp
- .gif
- .jpeg
- .png



Once an image is inserted into your SWiSH file, it will add a layer to your animation timeline.



With your image in your timeline you can also see it on your stage.

With your image on the stage, you can move your image with the selection tool or resize the image using the handlebars.

Activity: Spend 5 minutes importing images, deleting images, resizing images and more.

\*Note: Every time you add a new image it will create a new layer in your timeline panel.

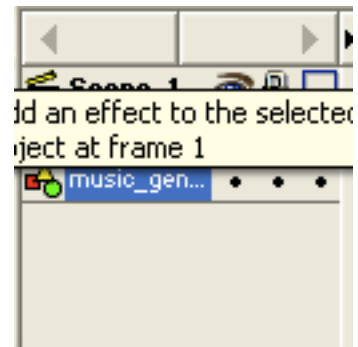
Erase everything now and just add two images to the stage area.



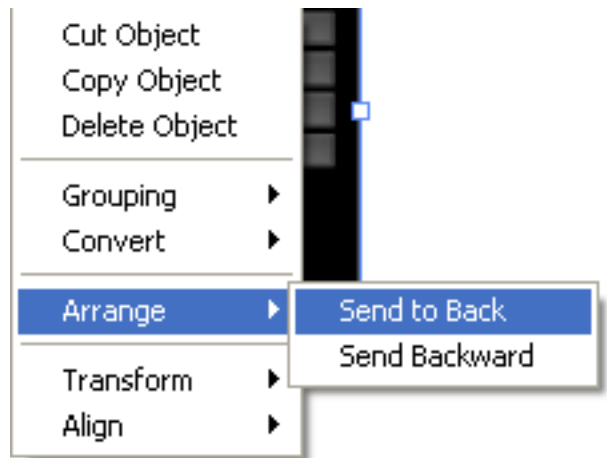


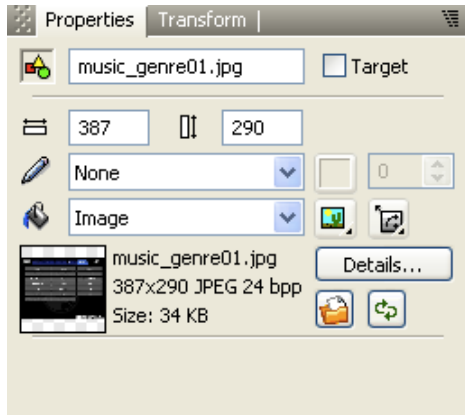
You will notice that the second image gets placed on top of the first image. If you look at the layers timeline you will also notice that the first image is below the second image there as well.

Grab the image on the layers screen and move it below the first image. (In this case the first image is Kiosk01.jpg). You should see the below example now.



That is how you rearrange your layers and move things behind other objects. You can also right click on an object in the stage area and go to Arrange > Send to Back.



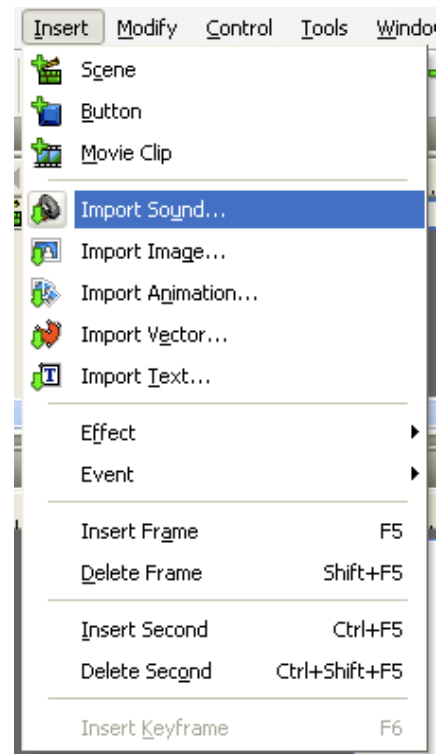


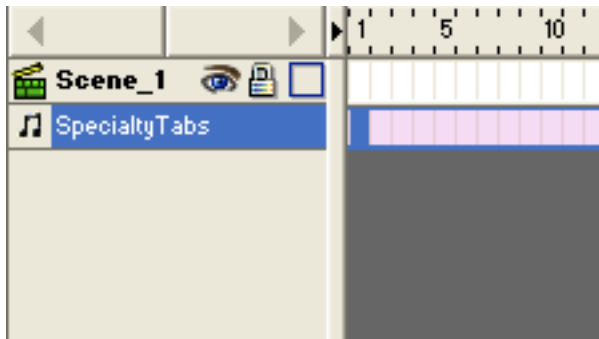
This will send the image straight to the back of everything else. If you select “Send Backward” Then it will just send it back one layer.

You can change different elements about the image in the properties panel.

Inserting Sound:

Bringing in your sound files can be done similar to the images. Select Insert > Import Sound



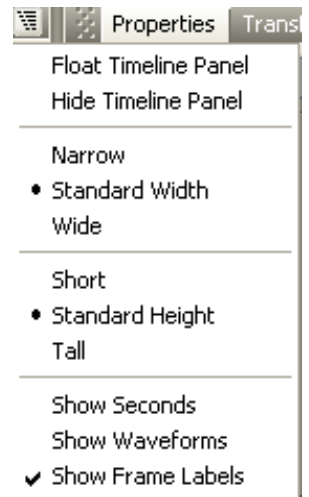


A sound file will then be brought in and placed in your timeline just like when you brought in images. Sound files are represented by a pink line going across the timeline.

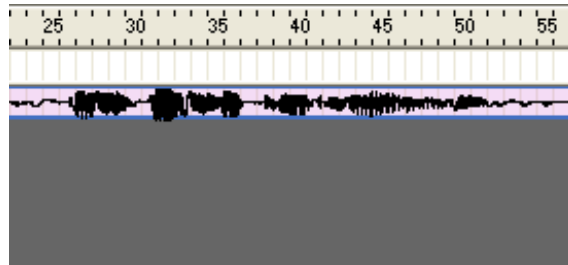


With just the pink line it is not very obvious where the sound is. It is good to go to the properties section on the top right hand side of the timeline panel and select this icon.

This will bring bring open a drop down box that will look like this.



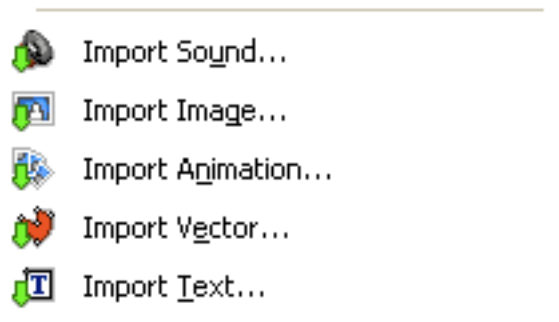
Towards the bottom you will notice it says “Show Waveforms”. Selecting that will allow you to see the waveforms within the audio so you can better time things up in SWiSH which you can’t get with other tools like PowerPoint. You should now see your audio like this.



\*Note: We have not got into animations for fading your images in or out but once you have your audio in place you can start timing up your animations a whole lot easier.

### Importing in Other Items:

SWiSH allows you to import other items besides just images and audio. Although images and audio files are probably the files you will be working with the most. It is useful to know what else it can import.



You can import Flash animations from other tools as well as vector images and text files. The only text files you can import are .txt files.

Activity: Spend a couple minutes to pull up notepad. Type a note and then use the “Import Text” feature to import that text.

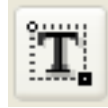
When you import the text it just adds it to your stage in a text field that you can manipulate later.

\*Note: You can save word files as .txt files, but no images will be converted over.

### Using Text Fields:

In the last section we learned about importing text. Now we are going to learn about working with text.

To add some text into your animation. You first need to click on the text tool.

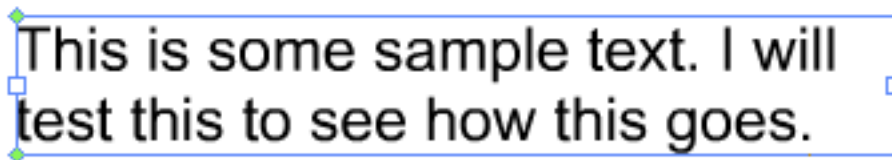


The text tool is found on the left hand side and allows you to drag out an area that you want to be text.

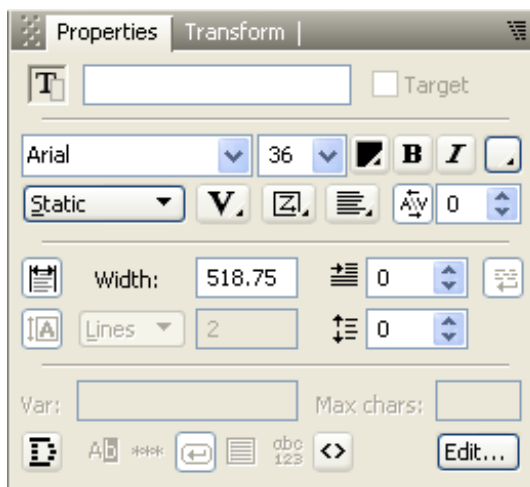
As soon as the box is drawn you can now start typing in your text.



When you first draw out your text area you adjust the width of the text field. You cannot adjust the height at this time. The height will automatically be adjusted as you type.



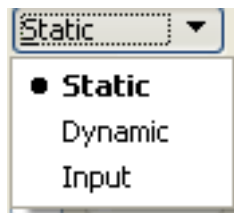
As you start typing you may want to change your text or adjust it even before you start typing it.



With the text field still selected you can see your properties panel over on the right hand side with different text display options.

Let's go over some of those options. With these properties you can do some of the following:

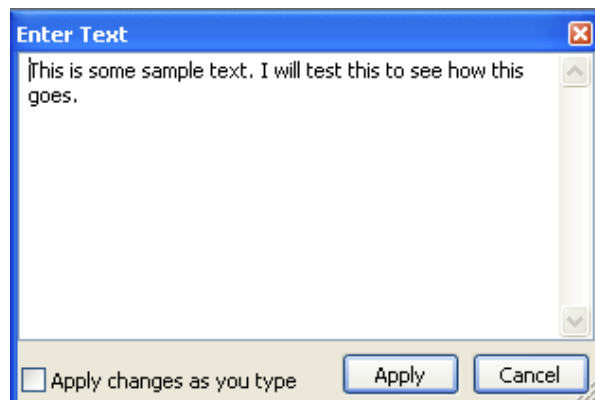
- Change text font
- Change font size
- Change font color
- Bold
- Italics
- Insert symbols inside your text
- Choose if your text field is Static, Dynamic or Input



\*Note: Your text field should always be static if you are not applying code to your text field.

- Change font orientation
- Right, left or center justify your text
- Enable margins, spacing and more.

So you can see that you almost have a full text editor right inside of SWiSH. On the bottom right hand side you can even click on the edit button to edit your text outside of your animation if your afraid of messing up your text by selecting it inside of the stage area.



Once you have entered in your text you can then apply animations and other effects to your text to make it appear and disappear at different times in your animation.

## **Time for Animations!**