

How to use rulers and guides

Rulers and guides can be very helpful in positioning objects on the Stage.

Using guides

You can drag horizontal and vertical guides from the rulers onto the Stage when the rulers are displayed. You can move guides, lock guides, hide guides, and remove guides. You can also snap objects to guides and change the guide color and snap tolerance (how close objects must be to snap to a guide).

Adobe Flash Professional enables you to create nested timelines (i.e., movie clips within the main movie). Guides appear on the Stage only when the timeline in which they were created is active.

To create a guide:

1. Make sure rulers are visible by selecting View > Rulers.
2. Click on a ruler and drag toward the Stage (**Figure 1**).
3. Release the mouse button at the point you wish to position the guide.

A guide appears as you drag.

The guide appears as a light blue line on the Stage (**Figure 2**).

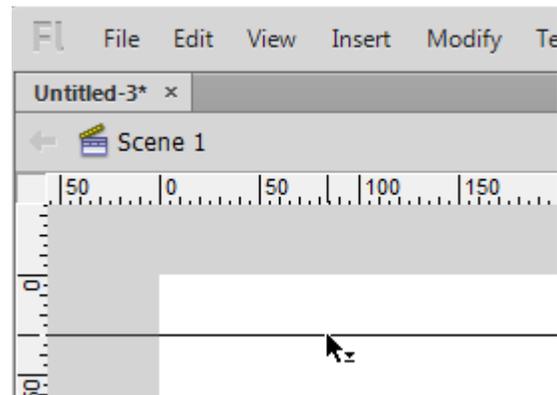


Figure 1 Drag a ruler

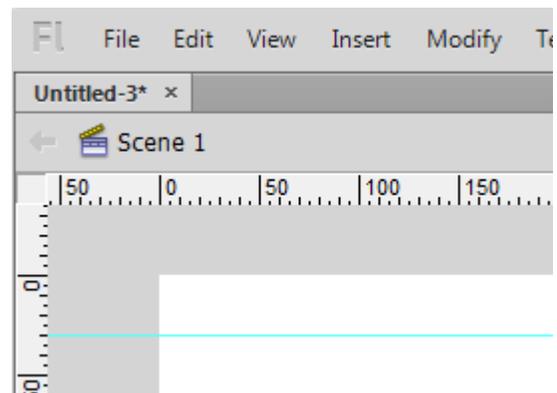


Figure 2 Guide on Stage

Locking or Unlocking Guides

When guides are locked, they won't respond to clicking or dragging, so that you won't accidentally move them when you are working with objects on the Stage. However, you can still create new guides.

To lock a guide

- Select View > Guides > Lock Guides.

This command toggles between locking and unlocking guides.

Note: You can also use the Lock Guides option in the Guides dialog box (**Figure 3**). To open the Guides dialog box, select View > Guides > Edit Guides. For more information, see the section titled *Changing guide properties* at the end of this guide.

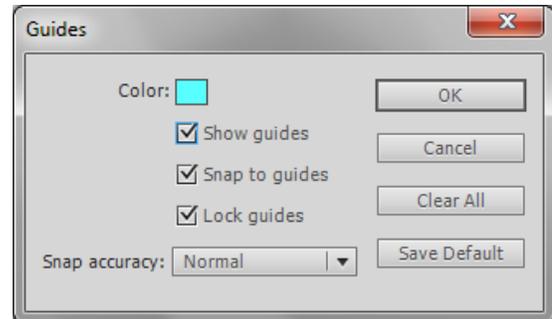


Figure 3 Guides dialog box

To view or hide the drawing guides:

- Select View > Guides > Show Guides.

This command toggles between hiding and showing guides.

To move a guide:

- Make sure guides are showing and not locked. With the Selection tool, click anywhere on the guide and drag the guide to the desired place on the Stage.

To remove a guide:

- With guides unlocked, use the Selection tool to drag the guide to the horizontal or vertical ruler.

Using guides to position objects on the Stage

By activating the Snap To Guides option, you can automatically align objects with guides. As you drag objects toward guides, objects snap into place.

To position objects with guides:

1. Select View > Snapping > Snap To Guides (if it is not already selected).

2. Drag the edge of an object toward a guide.

When you get close to the guide, the object snaps to it (**Figure 4**).

3. Release the mouse.

The object remains snapped to the guide.

You can use guides to line up different objects (**Figure 5**). Guides are especially useful for aligning objects on different layers.

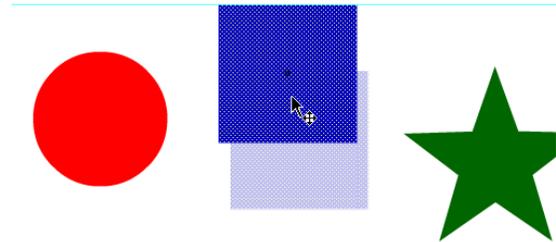


Figure 4 Snap object to guide

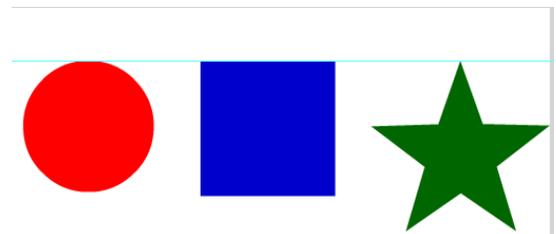


Figure 5 Aligning objects with guides

Changing guide properties

You can change guide colors, set guide snapping properties, and lock guides.

To change guide properties:

1. Select View > Guides > Edit Guides.

The Guides dialog box opens (**Figure 6**).

2. Click the Guides Color control to change guide colors.
3. Select Lock Guides to lock guides in position.
4. Click OK to close the Guides dialog box.

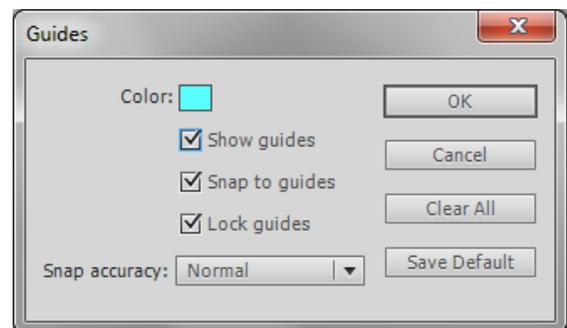


Figure 6 Guides dialog box