How to organize content

Adobe Flash Professional documents can involve hundreds of different elements. Organizing these will make developing Flash content much easier.

Organize the library

You can create folders to organize your files in the library of a Flash document.

To create folders in the library:

1. Start Flash and open a new blank document (ActionScript 3.0).

    By default, the Library panel is open on the right-side of the workspace (**Figure 1**). If the Library panel is not open, select Window > Library to open it.
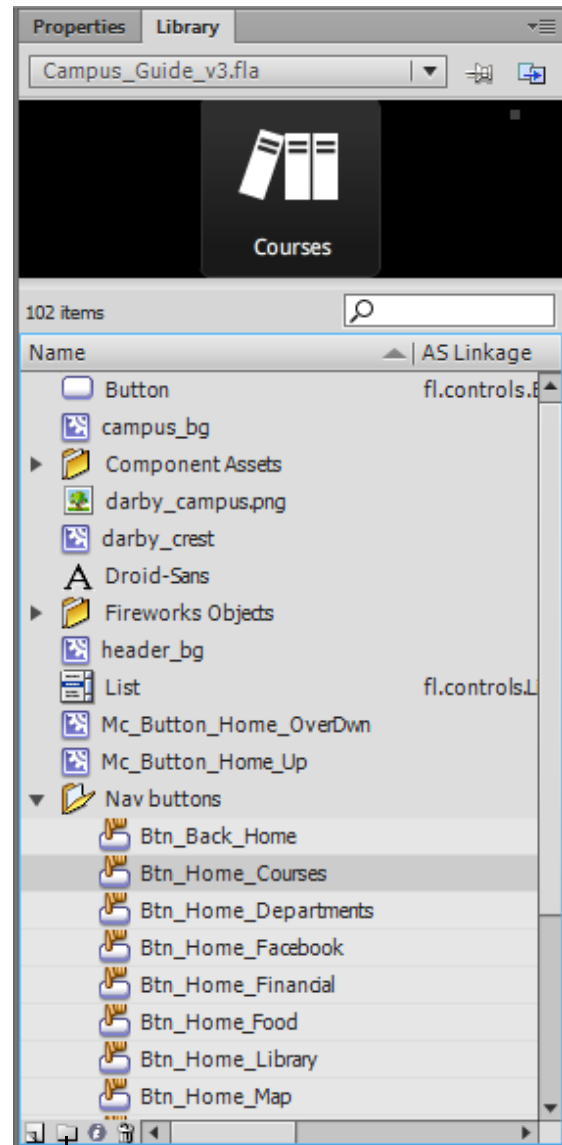
2. To create a folder in the library, choose New Folder in the Library panel menu or click the New Folder button (**Figure 1**).

    The new folder is added to the library.

    Folders are represented by file folder icons.

3. Name the folder and drag files into the folder.

    You can even store folders within other folders.

4. Double-click a folder icon to see or hide its contents.

    You can also see or hide the contents of a folder by clicking the disclosure triangle beside the folder.

New Folder button

Figure 1 Library panel

This document requires Adobe Flash Professional CS6. Technical instructions may differ depending on your version.

Organize layers in the Timeline panel

Organize your layers by using descriptive layer names, putting layers in a logical order, and creating folders. Use separate layers or folders for sound files, ActionScript, frame labels, and frame comments. This helps you find these items quickly to edit them.

To organize layers:

1. To change the name of a layer, double-click the name and enter a new name.

2. You can change the order of layers by dragging a layer up or down in the stack.

   Note: It is recommended that you place ActionScript in a layer named *actions* and labels in a layer named *labels*, typically at the top of the layer stack. Background layers go at the bottom of the stack.

3. To create a layer folder, click the New Folder button at the bottom of the Timeline panel (**Figure 2**) and give the folder a new name.

4. Drag layers into folders to keep them organized.
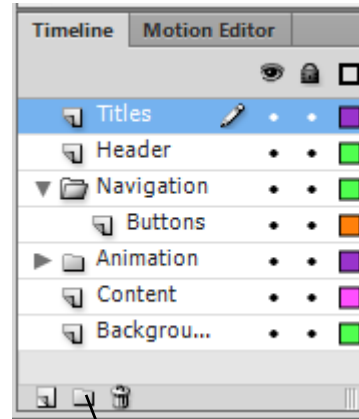
New Folder button

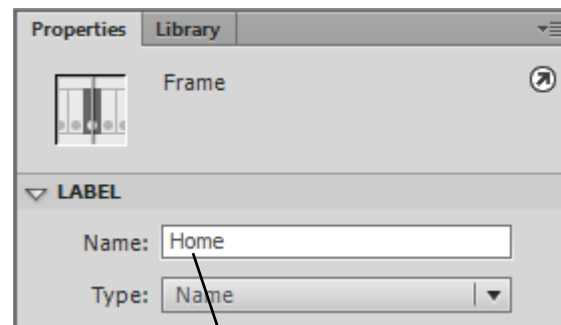**Figure 2** Timeline panel

Label keyframes

You can label certain frames to indicate when changes occur on the timeline.

To label a keyframe:

1. Select a frame you want to label.

2. In the Properties panel, enter the label in the Name text box (**Figure 3**).
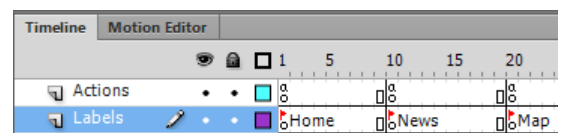
   The label appears on the timeline (**Figure 4**).

   Note: Avoid long names to minimize file size and also to keep the label from spanning too many frames.

Frame label

Figure 3 Name text box

Figure 4 Frame labels in the timeline

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