

# Quick Start Guide

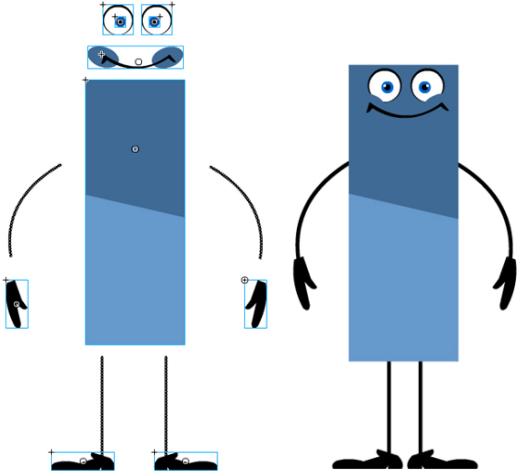

## Building characters and objects

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## Create a simple character

These eight steps guide you through creating a simple character in Adobe Animate, using symbols for most parts and the Line Tool for the arms and legs. You achieve the waving hand by swapping symbols, and refine the animation using in-betweening techniques.

Step	Action
1	<p><b>Create character:</b></p> <ul style="list-style-type: none"><li>In Adobe Animate, build a simple character using:<ul style="list-style-type: none"><li>symbols for the head, eyes, and body</li><li>the Line Tool to draw legs and arms (you do not need to convert these to symbols).</li></ul></li></ul>  <ul style="list-style-type: none"><li>Create an extra 'open' hand for the wave:</li></ul>

2

**Create animation layers:**

- Select ALL parts of the character.
- Right-click and choose Distribute to Layers to organise each part into separate layers.



3

**Extend frames for animation:**

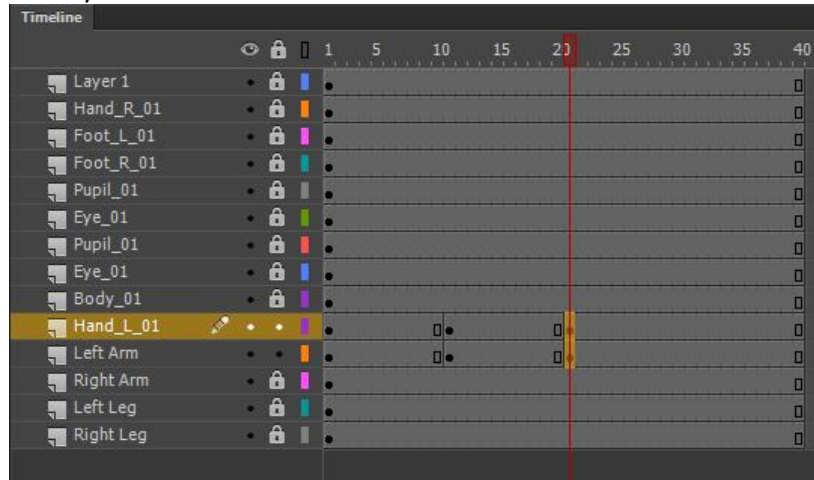
- Select all layers in the timeline. Place Background on the timeline first.
- Press F5 to extend frames for all layers.
- Choose the desired length (e.g., 40 frames) for your hand wave animation.



4

**Add keyframes for animation:**

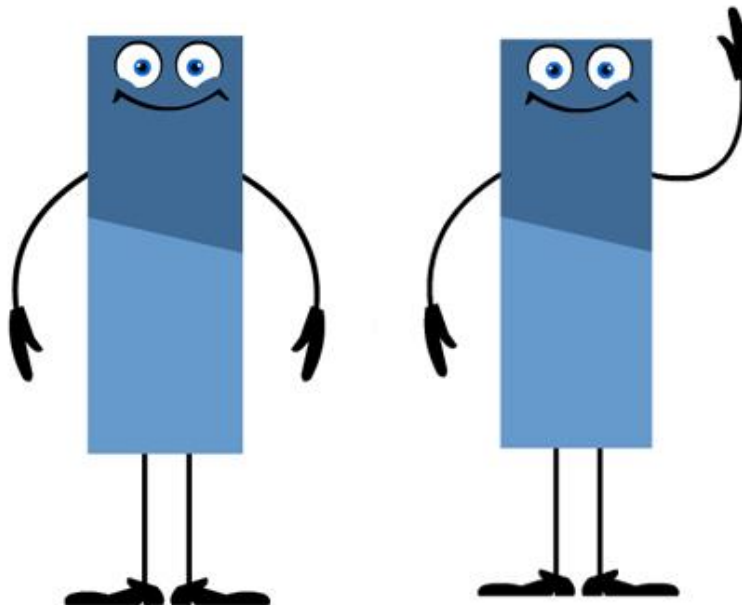
- Lock all layers not in use.
- Set keyframes for the start and end of the arm movement on the arm and hand layers.



5

**Create main poses for animation:**

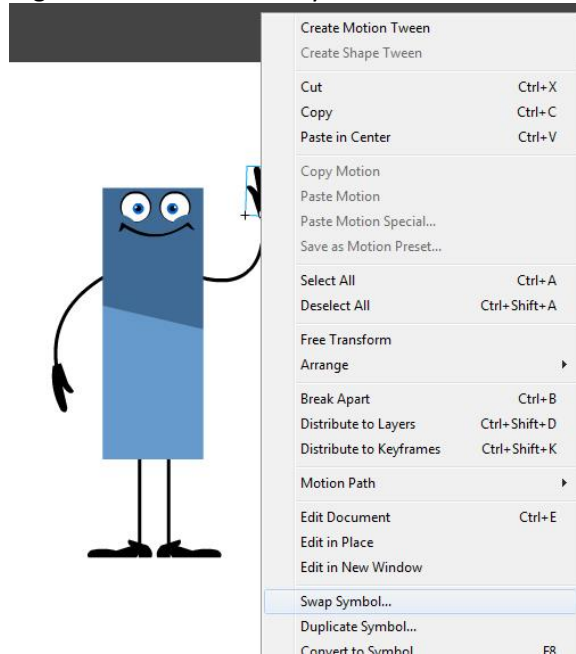
- On each keyframe, create your start and end poses.



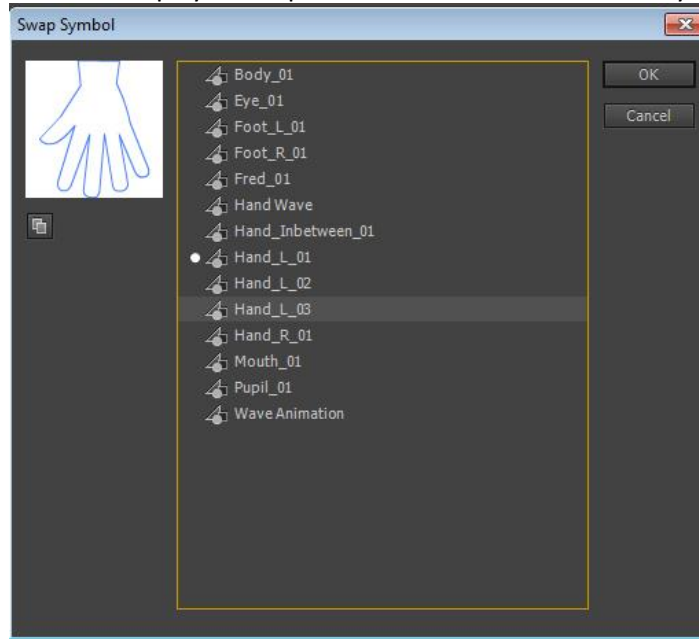
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### Swap symbols:

- Right-click on the hand layer.

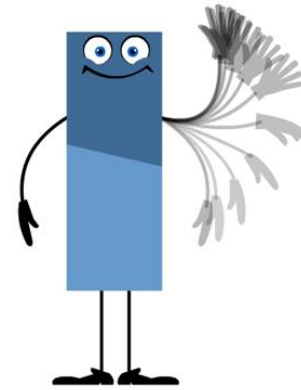
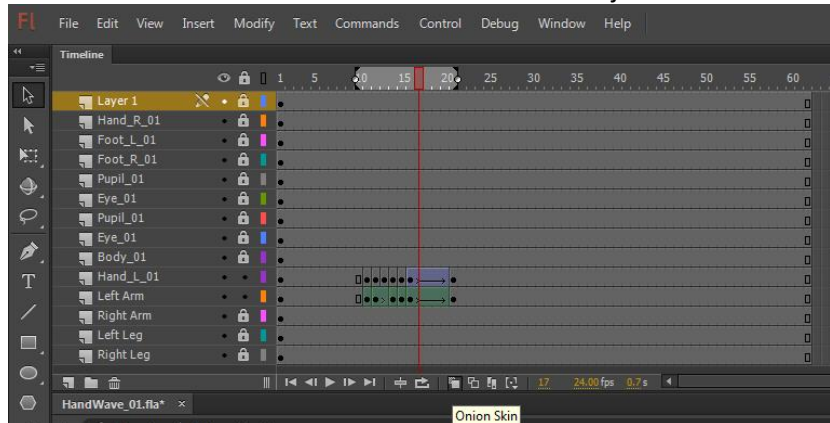


- Use the Swap Symbol option to choose the wave hand symbol for the waving pose.



## 7 Inbetweening:

- Create in-betweens for the Hand symbol layer using Classic Tween.
- Add further keyframes to adjust the animation to follow a nice arc.
- Create a shape tween on the Arm layer.
- Add further keyframes to adjust the arm animation to follow a nice arc.
- Use the Onion Skin tool to visualise and adjust in-betweens for each layer.

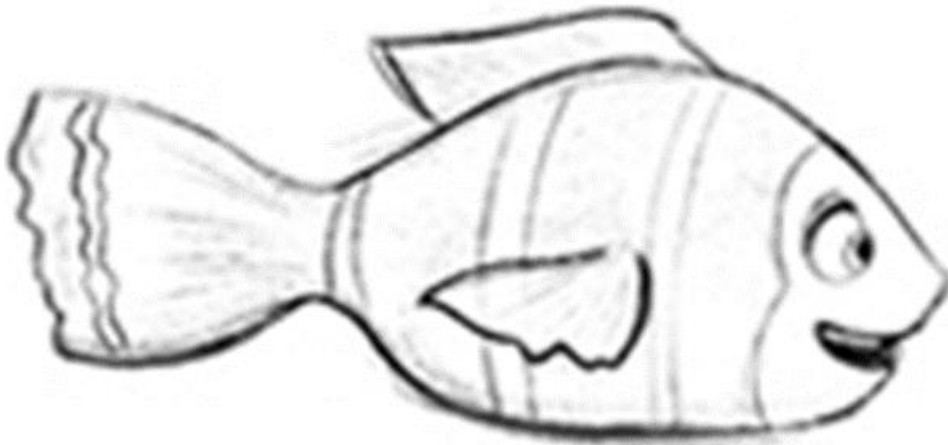
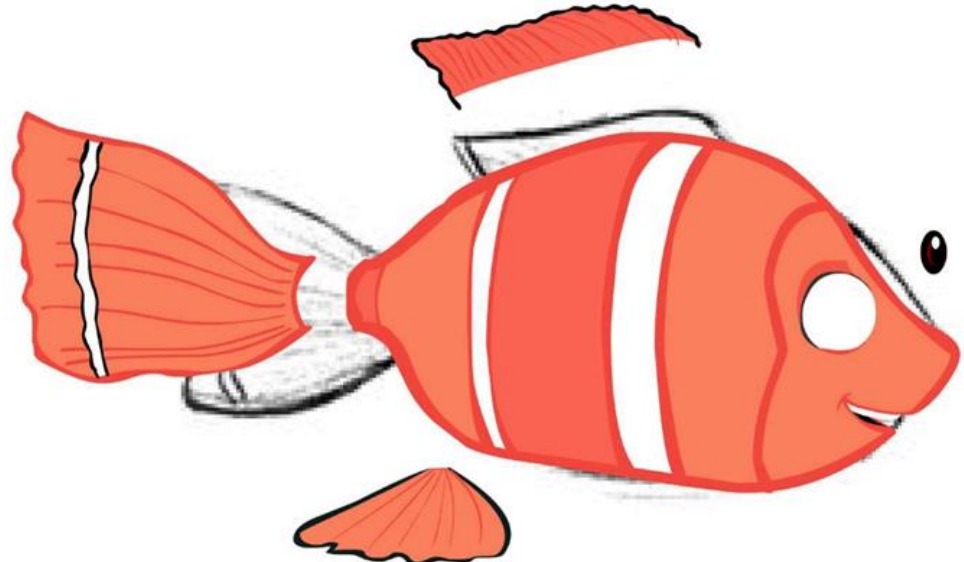


## 8 Export as MP4:

- After completing your animation, go to File > Export > Export Video/Media.
- Choose the MP4 format and set export options (resolution, frame rate, etc.).
- Click Export to save your animation directly as an MP4 file.

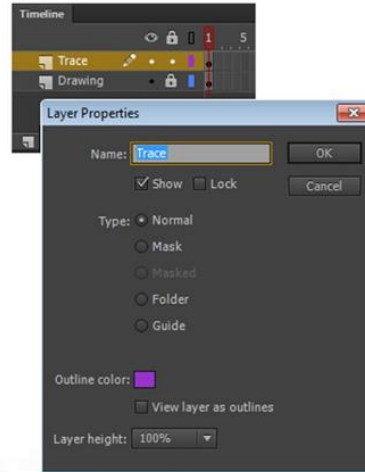
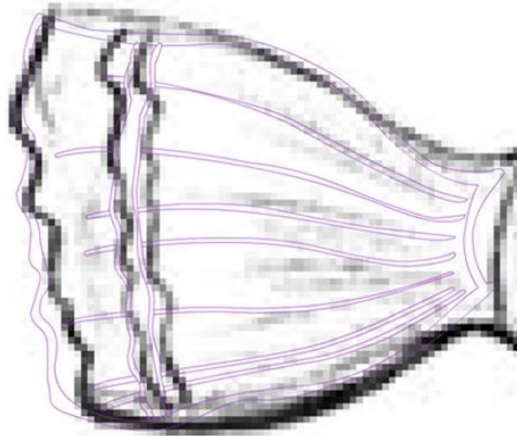
## Draw and build a fish

These five steps guide you through drawing a fish, importing it into Adobe Animate, and building the fish with separate parts (i.e. body, fins, and tail) that you convert into animated symbols on individual layers.

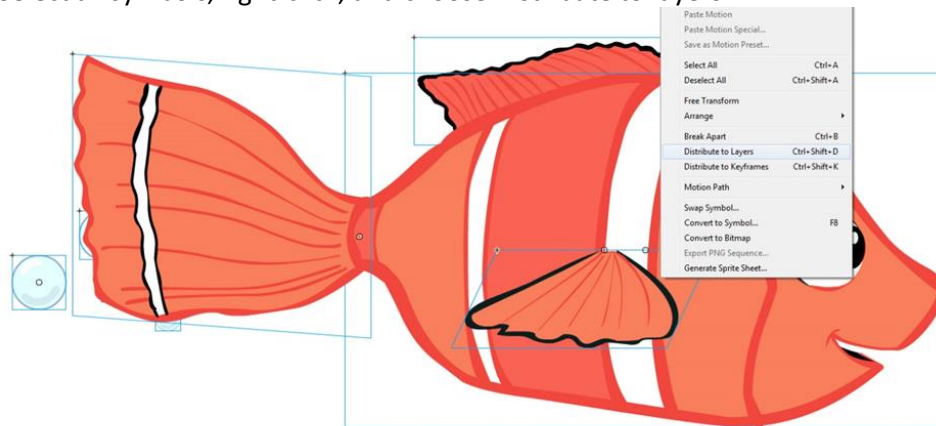
Step	Action
1	<p><b>Draw a fish:</b></p> <ul style="list-style-type: none"><li>Use the example below as a guide to draw your fish:</li></ul>  <ul style="list-style-type: none"><li>Import your fish drawing into Adobe Animate by selecting File &gt; Import to Stage.</li><li>Lock the drawing layer.</li></ul>
2	<p><b>Build the fish:</b></p> <ul style="list-style-type: none"><li>On a new layer, build the fish in parts:<ul style="list-style-type: none"><li>Body (and pupil of eye separated for eye movements)</li><li>Top fin</li><li>Tail</li><li>Side fin.</li></ul></li></ul> 

**Note:** Each fish part will become a symbol that can be animated on separate layers, with its own movements.

- Carefully trace each part above the imported drawing.
- Use the outline option (next to the lock option on your trace layer) for better visibility as you adjust the shapes.

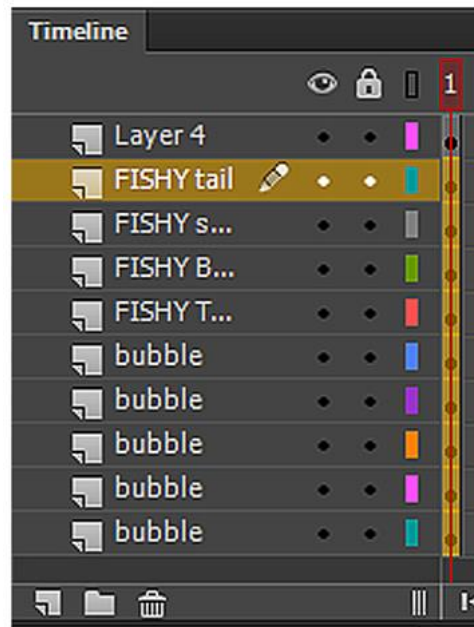


- Convert each part to a symbol when completed with a useful naming convention (e.g., Tail\_01).
- Select all symbols, right-click, and choose Distribute to layers.



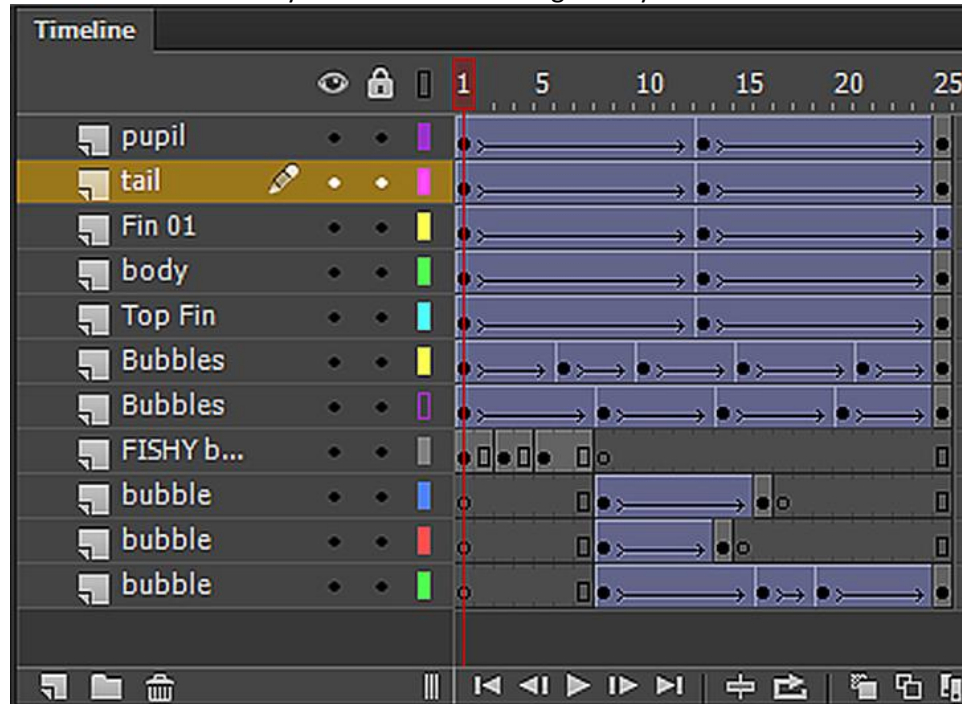


- This action places each named symbol on its own layer on your timeline. The symbol names become the layer names, arranged hierarchically:



### 3 Timeline setup:

- Extend frames for all layers to the desired length for your fish animation:

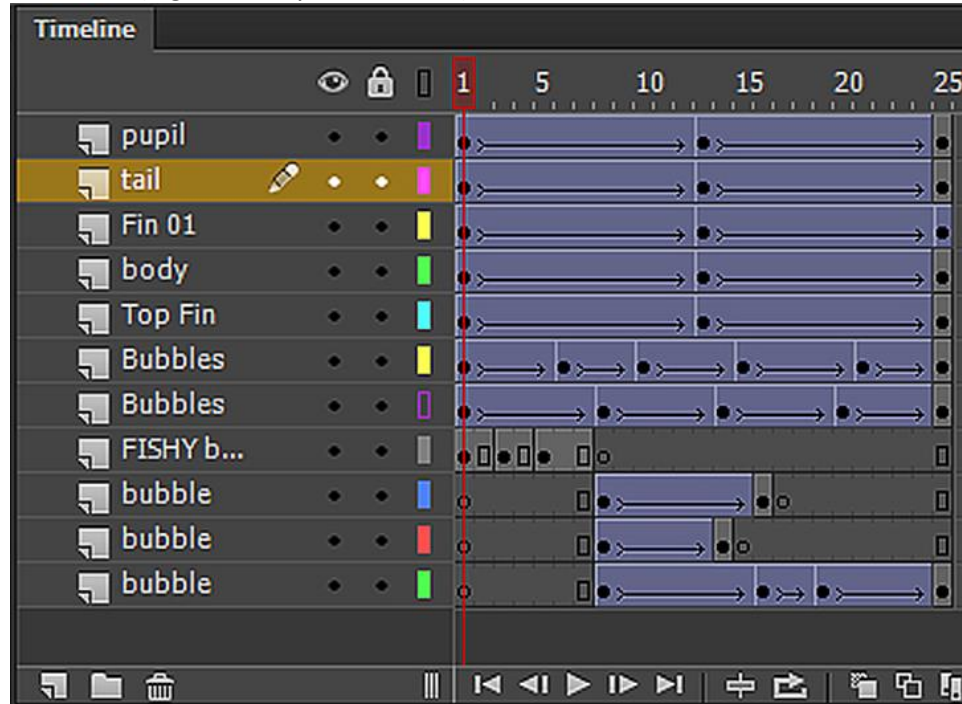


- Each part is on its own layer, so they can be animated using keyframes and classic tweens.

4

#### Create looping animation

- Look again at the example timeline image (below). Each layer has a simple looping animation (e.g., tail sways side to side).



- Cut and paste all frames on the timeline into a new symbol for a looping cycle.
- Animate the cycle symbol on a guide to simulate swimming through an environment in an animated scene.

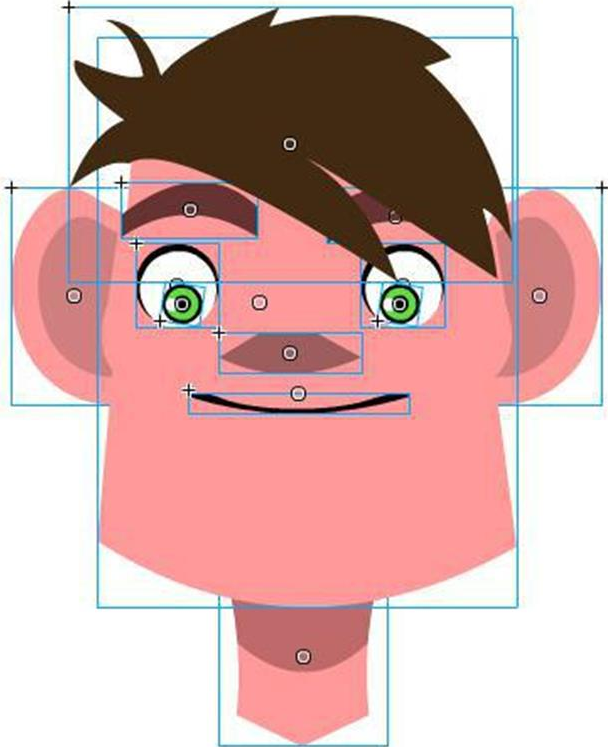
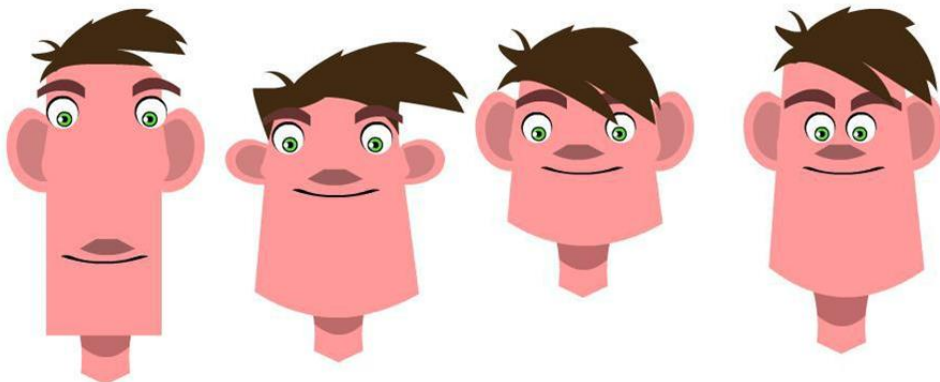
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#### Export as MP4:

- After completing your animation, go to File > Export > Export Video/Media.
- Choose the MP4 format and set export options (resolution, frame rate, etc.).
- Click Export to save your animation directly as an MP4 file.

## Create a character's face

These six steps guide you through creating a character's face in Adobe Animate, from building individual face parts to creating a simple blink animation.

Step	Action
1	<p><b>Build character face parts:</b></p> <ul style="list-style-type: none"><li>• Use tools and techniques you have learnt to use to build a face, using the character design below.</li><li>• Construct each part of the face separately, saving each part as a symbol (e.g., mouth, eye, nose, head, etc.) in Adobe Animate:</li></ul> 
2	<p><b>Create variations:</b></p> <ul style="list-style-type: none"><li>• Arrange your symbols into different designs to create various character variations:</li></ul> 

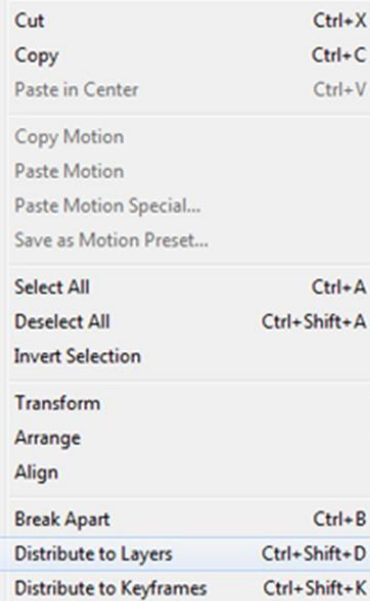
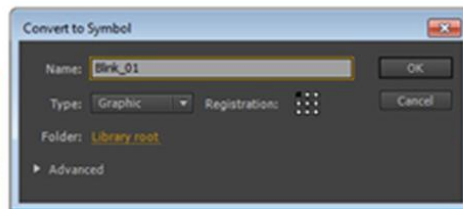
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### Animate a simple blink:

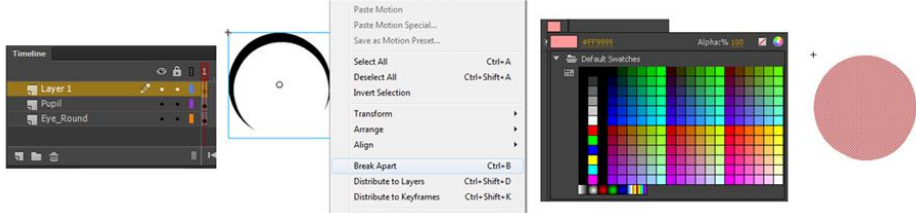
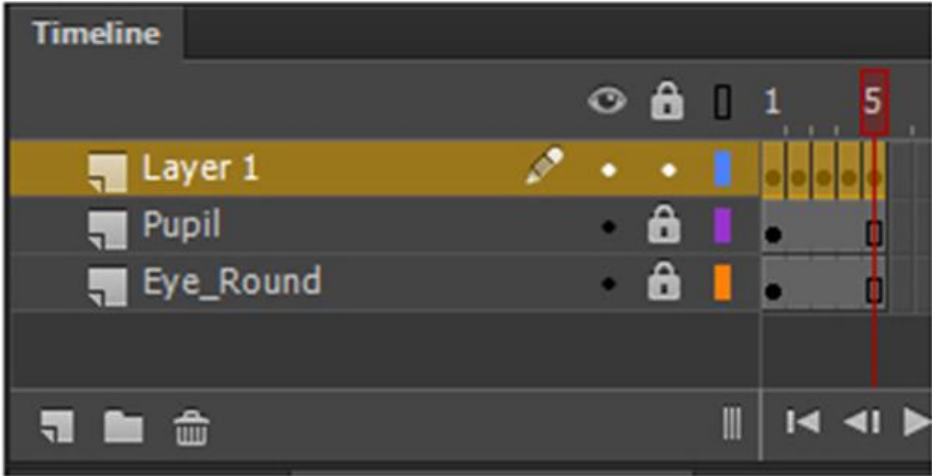
- Use your character eye symbols ( e.g. Eye\_01 and Pupil\_01).



- Select both symbols, then convert them to a new symbol named Blink\_01.
- Open Blink\_01, select Eye\_01 and Pupil\_01, and select Distribute to Layers. This organises each symbol into its own layer within the Blink symbol.

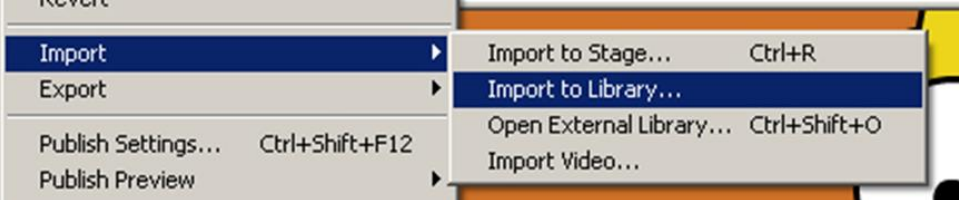
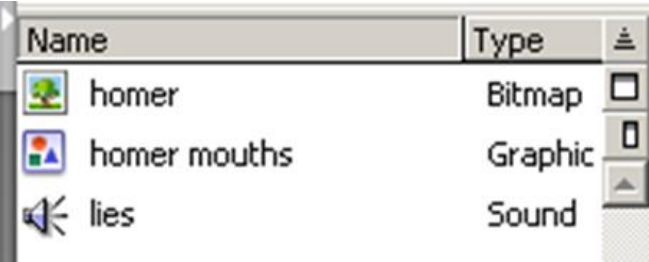
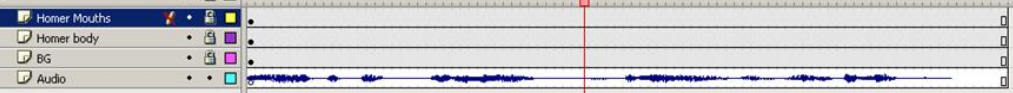



- Copy Eye\_01 onto an empty layer (Layer 1).

4	<p><b>Create eyelid for blink:</b></p> <ul style="list-style-type: none"> <li>• Select Layer 1 symbol (copy) and Break Apart (Ctrl B).</li> <li>• Change the colour to match the character's face, providing the basic eyelid shape for your blinking animation.</li> </ul> 
5	<p><b>Set up blink animation:</b></p> <ul style="list-style-type: none"> <li>• Extend five frames on all layers.</li> <li>• Create a keyframe for all five frames on Layer 1.</li> <li>• Lock other layers.</li> </ul>  <ul style="list-style-type: none"> <li>• Adjust each frame on Layer 1 to create different frames for a blinking eye.</li> </ul>
6	<p><b>Export as MP4:</b></p> <ul style="list-style-type: none"> <li>• After completing your animation, go to File &gt; Export &gt; Export Video/Media.</li> <li>• Choose the MP4 format and set export options (resolution, frame rate, etc.).</li> <li>• Click Export to save your animation directly as an MP4 file.</li> </ul>

## Create a lip sync for character audio

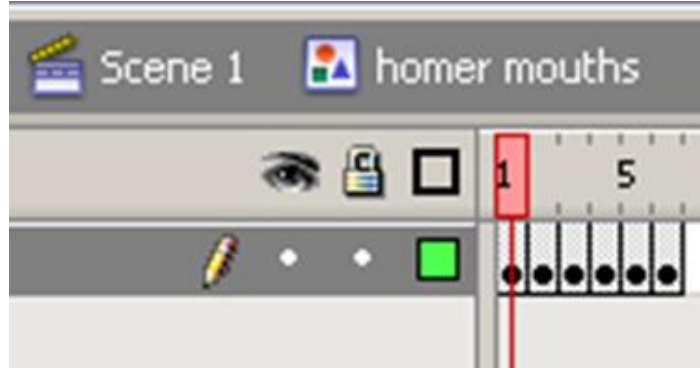
These nine steps guide you through creating a lip sync animation in Adobe Animate by importing a provided scene, adding an audio file, and synchronising mouth movements with the audio.

Step	Action
1	<p><b>Import audio file to library:</b></p> <ul style="list-style-type: none"> <li>In Adobe Animate, go to File &gt; Import to Library &gt; Browse &amp; select the audio file.</li> </ul> 
2	<p><b>Confirm library inclusion:</b></p> <ul style="list-style-type: none"> <li>Check that the library now includes the imported audio file:</li> </ul> 
3	<p><b>Place audio on layer:</b></p> <ul style="list-style-type: none"> <li>Lock other layers, then drag the audio file onto the unlocked audio layer.</li> </ul> 
4	<p><b>Set audio sync:</b></p> <ul style="list-style-type: none"> <li>Click on any frame on the audio layer, and set the audio settings 'Sync' box to Stream:</li> </ul> 

5

**Listen to audio file:**

- Scrub through the timeline by dragging the red scrubbing bar – you should hear the audio playing.



- The mouth slider 'homer mouths' will be set to loop through the six different images contained within the symbol.

**Tip:** Use headphones to listen to audio whenever possible to spare the people around you from repetitive audio exposure.

6

**Review mouth movements:**

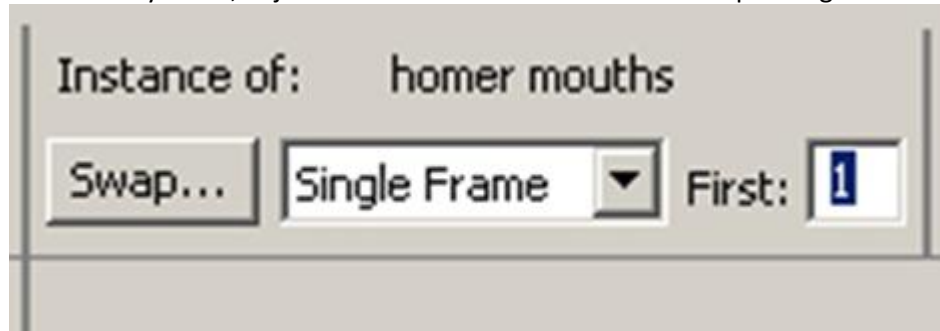
- As you listen to each part of the audio, identify suitable mouth shapes.
- Add keyframes, adjusting the selected mouth in the properties window for synchronisation.
- Consider the following guidelines for an effective lip sync (Note: these will not always apply to every piece of dialogue you are trying to sync in other projects):

1	Hold closed mouth shapes for a minimum of 2 frames to allow sufficient time for the viewer's eye to register the closed shape.
2	Transition smoothly from closed to open mouth shapes. For instance, move from closed mouth 1 (held for 2 frames) directly to mouth 3 for the 'AH' sound in a dialogue track
3	Transition smoothly back to closed mouth shapes by incorporating in-between positions. For instance, move from closed mouth 1 (held for two frames), pop into open mouth 3, then transition through mouth 2 and mouth 5 for an "SS" sound, holding each for 2 frames to enhance readability.

7

**Adjust 'homer mouths':**

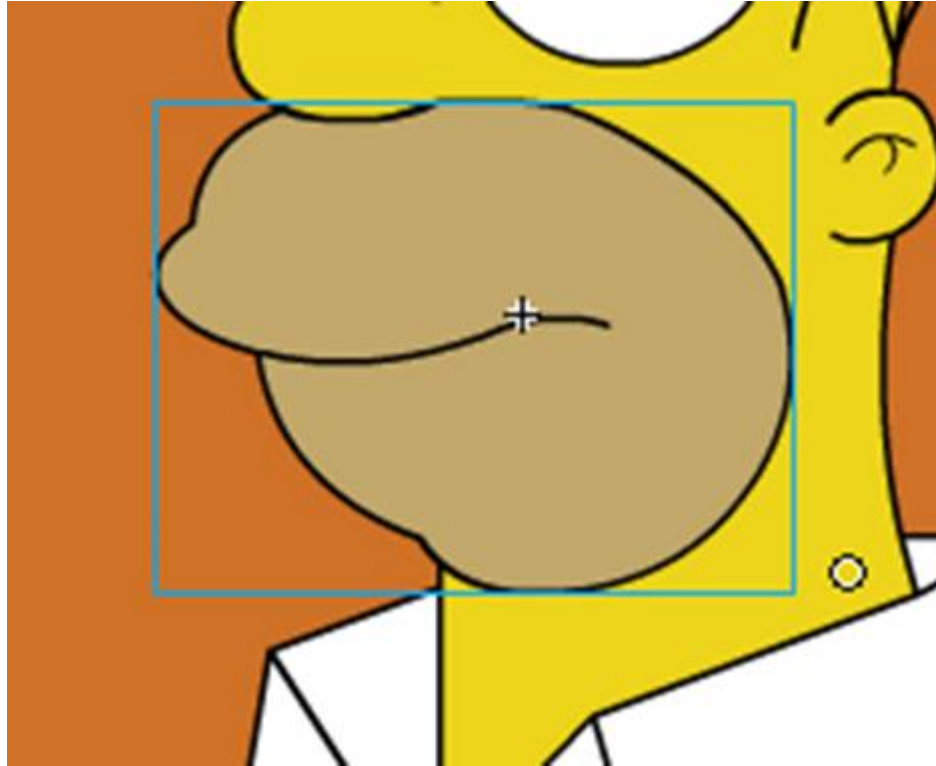
- Set the 'homer mouths' slider to a single frame.
- For each keyframe, adjust the 'first' box to the desired corresponding frame.



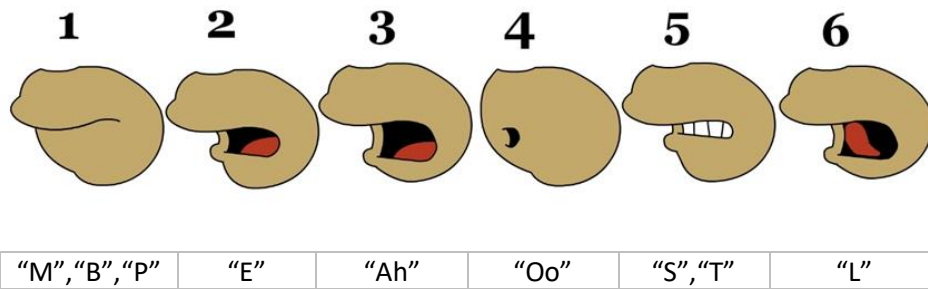
8

**Preview:**

- Select settings, click Enter, and preview the synchronized mouth movements. The mouth on the stage should now look like this:



- The mouth shapes within the symbol represent the following speech sounds:



**Tip:** There are more mouth shapes than the ones listed above, but these shapes should usually be enough for basic animation purposes.

9


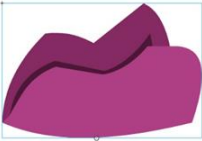
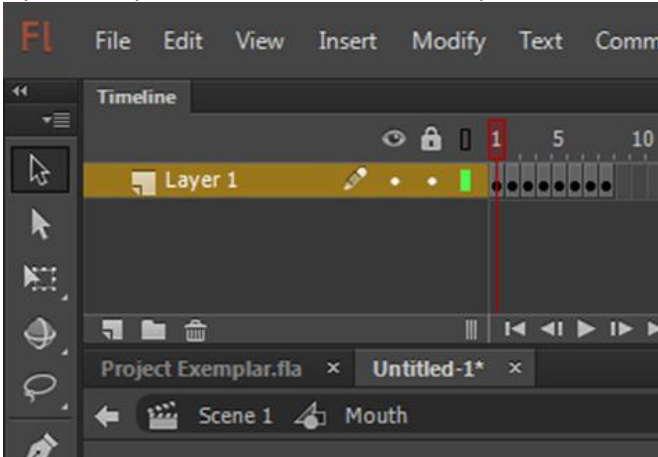
**Export as MP4:**

- After completing your animation, go to File > Export > Export Video/Media.
- Choose the MP4 format and set export options (resolution, frame rate, etc.).
- Click Export to save your animation directly as an MP4 file.




## Build and animate a mouth shape

These ten steps guide you through building face and mouth layers, converting the mouth into a symbol, and synchronising with an audio file for dynamic character dialogue, with Adobe Animate.

Step	Action
1	<p><b>Create face layer:</b></p> <ul style="list-style-type: none"><li>• Build or draw a face – <b>without</b> a mouth - on Layer 1 in Adobe Animate.</li><li>• Remember to save your work at least every five minutes!</li></ul> 
2	<p><b>Create mouth layer:</b></p> <ul style="list-style-type: none"><li>• On a new layer, build or draw a closed mouth and name it 'A' mouth.</li></ul> 
3	<p><b>Convert mouth to symbol:</b></p> <ul style="list-style-type: none"><li>• Convert the mouth to a symbol by pressing F8 and name it 'Character Name_Mouth'.</li></ul> <p><b>Tip:</b> Label all layers and symbols with an appropriate name.</p>
4	<p><b>Add blank keyframes:</b></p> <ul style="list-style-type: none"><li>• Open the symbol and add 5-10 blank keyframes to the existing first frame using F7.</li></ul> 

5 **Draw other mouths:**

- On the new keyframes, build or draw six other different mouths representing various sounds and shapes.



"M", "B", "P"	"S", "T"	"E"	"Ah"	"Oo"	"V"
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- Now you have a total of seven different mouth shapes inside one symbol.

6 **Synchronise with audio:**

- Import the audio file to the Library, drag it onto the stage, and extend frames on the main timeline using F5.

7 **Adjust keyframes:**

- Add keyframes on the mouth layer in the main timeline.
- Use the properties window and Looping Options to adjust the specific keyframe of your symbol to match the provided dialogue track.

8 **Listen to audio:**


- Scrub through the audio to listen to the track, ensuring that in the Properties window the audio is set to Stream.

9 **Add keyframe to mouth symbol:**

- Click on the mouth symbol.
- Press F6 to add a keyframe.
- In Looping options, select from Play once, Loop, or Single frame.
- Choose the desired frame number for the mouth symbol on that keyframe.

**Example - Keying a mouth on frame 2** (see image below to visualise steps):

1	Click on the mouth symbol on the stage.
2	Select 'Single Frame' in the looping options.
3	Choose 2 in the frame box of the looping options.



**Step 1. Click on mouth symbol**

**Step 2. Select 'Single Frame'**

**Step 3. Choose mouth/frame**

10	<b>Export as MP4:</b> <ul style="list-style-type: none"><li>• After completing your animation, go to File &gt; Export &gt; Export Video/Media.</li><li>• Choose the MP4 format and set export options (resolution, frame rate, etc.).</li><li>• Click Export to save your animation directly as an MP4 file.</li></ul>
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