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## **3D USING MICROSOFT OFFICE - PART I**

Creating 3D graphics in PowerPoint 97 (or Word / Excel 97)

### **FOR OFFICE 97 USERS ONLY !**

- [DOWNLOAD THE .FLA](#)
- **SKILL LEVEL: EASY**
- Have knowledge in the MS Office suite drawing toolbar
- Know how to use frames, symbols, and actions
- [Go to Part I - Generating 3D Images Using Office](#)
- [Go to Part II - Flat rotating sun \(Easy\)](#)
- [Go to Part III - 360° Rotating heart \(Intermediate\)](#)
- [Go to Part IV- Rotating sun with a button \(Advanced\)](#)
- [OTHER: Easy 3D Buttons/Movie Clips \(By: Laura Kay\)](#)

### **INTRODUCTION TO 3D MS OFFICE**

3D. It's a cool thing in Flash. But if overused it can make your movie look to overwhelming and the file size could get really out of hand.

MY DISCLAIMER \*grins\* -- I am by no means, a 3D artist (that's why I use MS Office... hehe). If you want just a little 3D here and there in your movie try using Office. It does a pretty decent job for people with no knowledge in 3D programs, or if you just don't own a 3D program.

The way 3D is typically done is to actually have a 3D program and then save it as a bitmap, trace the picture, and then try to make your own fills as close to the 3D object as you can. Another easier way is to use Adobe Dimensions. Supposedly this can export really nice files for you that you can just import straight into Flash, and not have to trace them. Maybe just edit the pictures just a little to decrease the file size.

Well... let me get to what I DO know about (Office) rather than what I don't know about \*smiles\* And by the way, after these tutorials be inventive. I'm just trying to give the basics... and hopefully you'll think of some cool new ideas with the knowledge :)

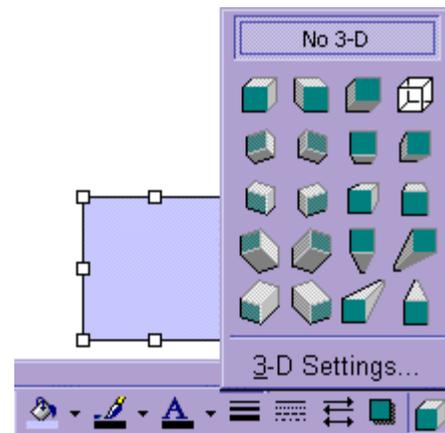
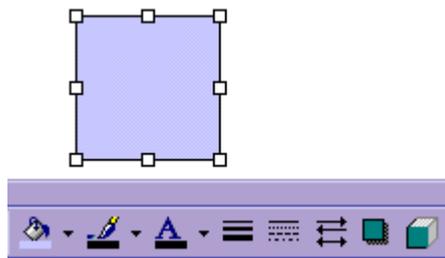
### **HOW TO USE OFFICE TO GENERATE 3D IMAGES**

Alrighty. I would suggest using Powerpoint. BUT, you can use Word or Excel also. It just seems to me that Powerpoint is more geared toward graphics so I'll just use that one :)

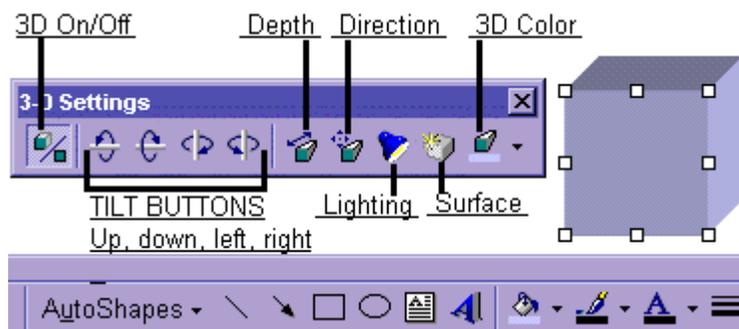
First off let's get to know from start to finish how to create 3D images in Powerpoint.

Draw a square in Powerpoint. Fill it with whatever color you would like it to be. Just remember, if you choose to fill it with a gradient color, then the file size will go up. If you want a gradient fill I would just use Flash for that.

Here is where the 3D comes in. Select your square (or whatever object you might want to turn 3D). Select the 3-D tool highlighted in the picture below. A menu will pop up. If you notice you can select the angle at which your box will be. It also gives you a few depth choices, a wireframe choice, NO 3D choice, and hail and behold: *The 3-D Settings*.... button choice :) Go ahead and select the upper left 3D box for your cube to look like. Then after it changes it for you, come back and select *The 3-D Settings*... button.



So, your square should look like a 3D cube now. After you click the 3-D Settings button it should bring up a small menu that resembles this:



With this menu you can change your cube many ways.

- Rotate your cube by using the Tilt Buttons
- Change the depth of the cube
- Change the direction or perspective of which you are seeing your cube
- The direction for where the light is hitting the cube
- The type of surface (Wireframe, Matte, Plastic, Metal)
- And the overall color of the cube by using the 3D Color Tool

We will go through some tutorials on the next few pages that will show you how to use Office in Flash.

[Go to Part I - Generating 3D Images Using Office](#)

[Go to Part II - Flat rotating sun \(Easy\)](#)

[Go to Part III - 360° Rotating heart \(Intermediate\)](#)

[Go to Part IV- Rotating sun with a button \(Advanced\)](#)

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## 3D Flat Rotating Sun in MS Office - Part II

**FOR OFFICE 97 USERS ONLY !**

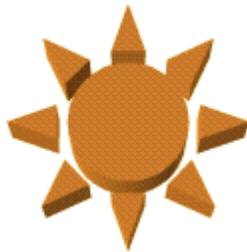


- [DOWNLOAD THE .FLA](#)
- **SKILL LEVEL: EASY**
- Have knowledge of how to generate MS Office 3D Images
- Know how to use frames, symbols, & actions
- [Go to Part I - Generating 3D Images Using Office](#)
- [Go to Part II - Flat rotating sun \(Easy\)](#)
- [Go to Part III - 360° Rotating heart \(Intermediate\)](#)
- [Go to Part IV- Rotating sun with a button \(Advanced\)](#)
- [OTHER: Easy 3D Buttons/Movie Clips \(By: Laura Kay\)](#)

### TUTORIAL

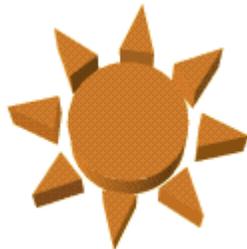
Here we will create a sun that simply rotates in a circle that looks like it's on a flat surface (like the one above). We will be flipping back and forth between PowerPoint and Flash. We will be creating frames one by one to make it appear to spin.

1)  
Start out using MS Office (PowerPoint). On the drawing toolbar there is "AutoShapes" > "Basic Shapes". This is where you will get the sun.  
After drawing the sun, convert it to 3D. Manipulate using the setting so you get angles similar to the one below:  
Copy the sun.



2)  
Go into Flash and in create a new movie clip (F8). In Frame #1, paste the sun. DO NOT move it. Make sure to break it apart all the way (Ctrl + B). This will make it so the lines are smooth.

3)  
Now go back into Powerpoint. On the drawing toolbar you will see a "Free Rotate" tool (directly on the left hand side of the "Auto Shapes" button).  
Select the sun and rotate it very slightly to the right. You will get something like this now.  
Copy the new rotated sun.



4)  
Go back to Flash and in the movie clip create a new keyframe at Frame #2 (F6). This will automatically create another frame with the sun in it. Delete the sun out of that frame and paste the last one (rotated) into that frame. Break it apart.

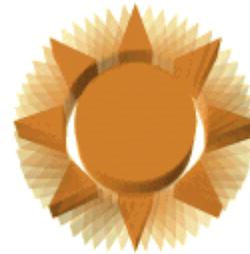
5)  
Keep doing this until you've rotated it almost to look like the

6)  
OPTIONAL: To double check that your rotation looks good

one you first created. So basic concept is:

Make the sun. Copy into Frame#1. Break apart.  
Rotate a little. Copy into Frame#2. Break apart.  
Rotate some more. Copy into Frame #3. Break apart.  
Continue until you have smooth rotation.

use the Onion Skins button. (Don't know what that is?  
[Click here...](#)) See the picture below shows me that my  
rotation is even all the way around.



That's it! Just drop your movie clip onto the stage and it should rotate for you .

**NOTE: PLEASE SAVE THIS FILE AS SUN.FLA AS WE WILL USE IT IN ANOTHER TUTORIAL FOR THE 3D OFFICE SECTION.**

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## 360° Rotating Heart - Part III

FOR OFFICE 97 USERS ONLY !



Sorry about that bad .gif shot + the nasty green color. It looks better in Flash

- [DOWNLOAD THE .FLA](#)
- **SKILL LEVEL: EASY**
- Have knowledge of how to generate MS Office 3D Images
- Know how to use frames, symbols, & actions
- Make sure that you can do **PART I** because I will not explain PowerPoint in the least here.
- [Go to Part I - Generating 3D Images Using Office](#)
- [Go to Part II - Flat rotating sun \(Easy\)](#)
- [Go to Part III - 360° Rotating heart \(Intermediate\)](#)
- [Go to Part IV- Rotating sun with a button \(Advanced\)](#)
- [OTHER: Easy 3D Buttons/Movie Clips \(By: Laura Kay\)](#)

### TUTORIAL

Here we will work between Powerpoint and Flash do get a spinning heart. It's not perfect but it's good enough. So, I will not explaining PowerPoint here. If you find yourself getting lost please read Part I & Part II of the MS Office section!

Create the heart in Powerpoint using the Autoshapes feature. Make it 3D and Tilt it until you get something to where you dont' even notice it is 3D like below:

Go to Flash and create a movie clip (F8). Copy the heart and paste it into Flash movie clip at Frame 1.



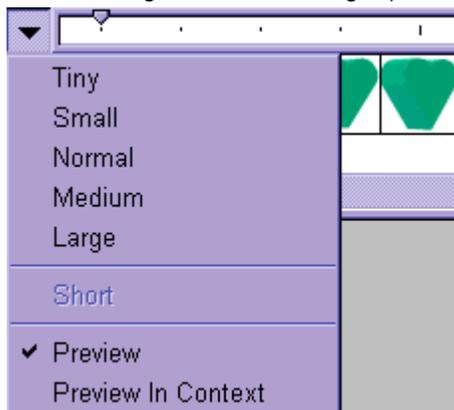
As in Part I tutorial to rotate the sun. The same thing is similar here as far as copying and pasting scene by scene into Flash.

SO, you've got the flat heart. Go back to Powerpoint, and under the 3D Setting menu use the "Tilt Right" tool to rotate the heart. Push it twice (to tilt it twice). Copy the heart and paste it into Frame #2 on your movie clip in Flash. Break the heart apart.

Go back to Powerpoint and continue to "Tilt Right" (2 times each) until you have 10 frames that are similar to the ones below.



Hey! How did I get those cool little previews in Flash? Well, just use this tool and select "Preview" from the list. Then you can see if you 'really' have something close to what I've got :)



Ok, here's where it gets a little complicated.

You should have 10 frames total. Now we just need to get the other 10 sides of the heart right? Well, aren't you tired of that cut and paste and break apart bit? Here's something that can make it go a little faster.

- Select the 2-9 frames.
- Now Paste at frame 11.
- You should have 18 Frame total now.

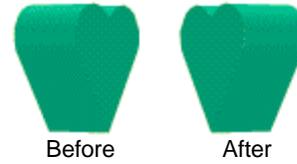
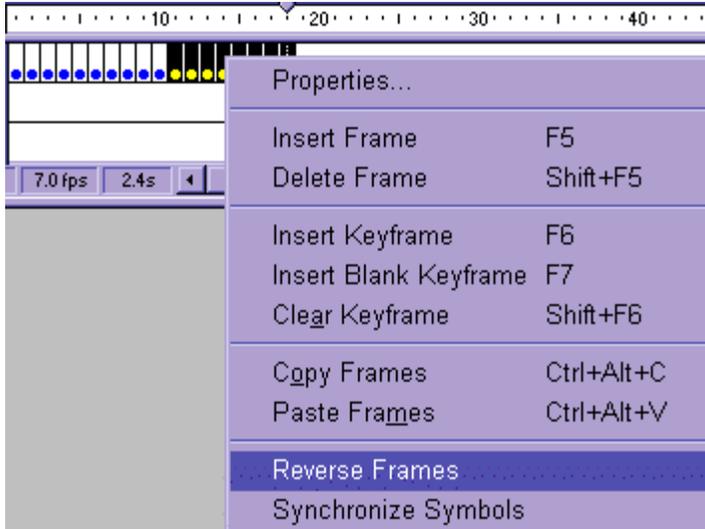
The reason you only pasted 2-9 was because the you don't want duplicates of the first frame and last frame. We want just ONE of each frame :)

Now select Frames 11-18 that you just pasted. Right click on them and select Reverse Frames. This should flip all your frames backwards so you will almost have a smooth animation.

If you test your movie now, you should have a heart that rotates half way and then goes back half way the way it came :)

To fix this go into each Frame # 11-18 individually and select all of the heart.

On the menu select "Modify" > "Transform" > "Flip Horizontal". This should make it look like it will be the 360° spin.



Drop the heart movie clip onto the stage and test your movie. It should be pretty close to a 360° spin.

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## CREATING A 3D ANIMATED BUTTON - PART IV

### FOR OFFICE 97 USERS ONLY !

- [DOWNLOAD THE .FLA](#)
- **SKILL LEVEL: ADVANCED**
- Have knowledge in the MS Office suite drawing toolbar
- Know how to use frames, symbols, and actions
- Will use tweening and Tell Target
- [Go to Part I - Generating 3D Images Using Office](#)
- [Go to Part II - Flat rotating sun \(Easy\)](#)
- [Go to Part III - 360° Rotating heart \(Intermediate\)](#)
- [Go to Part IV- Rotating sun with a button \(Advanced\)](#)
- [OTHER: Easy 3D Buttons/Movie Clips \(By: Laura Kay\)](#)

### TUTORIAL

**NOTE:** You will need to complete [Tutorial #2](#) in this section and use the saved file to continue with this tutorial.

Here we are going to be using the sun from tutorial #2, that when you run your mouse over a sphere button it animates with the sun around it and then fades out. We will use a basic Tell Target action to force the animation to complete it's cycle even when the user takes their mouse away.

1)

From tutorial #2 you should now have a rotating sun movie clip. Go into your movie clip and in each frame of the sun delete the center out so you are only left with the outer triangles. You will have to select them and hit delete. Some parts that are hard to select you will have to go in and manually use the eraser tool to erase the center.



3)

In the "Alpha Sun" MC (movie clip). Select Frame#10 and double click the 'Sun' symbol. Now under the 'Color Effect' tab select 'Tint' from the drop down box. Set the Tint Amount to 100%. And for the color select the same color as your background. This will make your object fade out to the color of your background so you can't see it.



5)

On your main stage, drop your button and "Alpha Sun" MC into separate layers.

**NOTE:** You will NOT see the movie clip on the stage. Why? Because earlier when you created it you inserted a blank 'buffer'

2)

Now after you have deleted the center of the sun in every frame, create a new movie clip (F8) called "Alpha Sun". Create a blank keyframe at Frame#1 and place a stop action on it. Drop your 'Sun' movie clip into Frame#2. Copy Frame#2 and paste it at Frame#10 on the same layer. Apply a 'Stop' action to Frame#10. Go to you Frame#2 again and double click the frame and select 'Tweening' > 'Motion'.



4)

Now create a new button (F8). Inside the button create a sphere in all the states. Fill them with different colors for each state and so forth.

I would drop your "Alpha Sun" MC into it just so you can size your sphere into the center of the sun. After you get it the size you want just delete the MC back out as you don't want it there.



6)

Double click the button and assign the following actions:

On[RollOver]  
Tell Target /sun  
Go To & Play Frame #2

keyframe at Frame#1 :) It will just show a small circle.

Double click the MC (movie clip) and in the Instance Name box type "sun". OK, we are almost done :)



End Tell Target  
End On

Test the movie. Try lining them up so the MC will rotate around the button. You will need to 'eye' these up, so just keep testing coming back to your Flash movie and adjusting it until the sun is rotating around the sphere the way you want it to.



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## Easy 3D Buttons/Movie Clips

BY: LAURA KAY

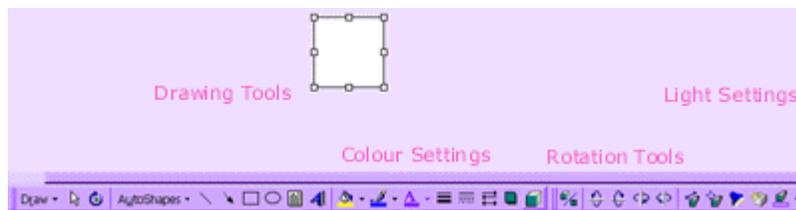
In this tutorial you will find out how to make simple interactive 3D buttons which use movie clips.

### [Get the FLA!](#)

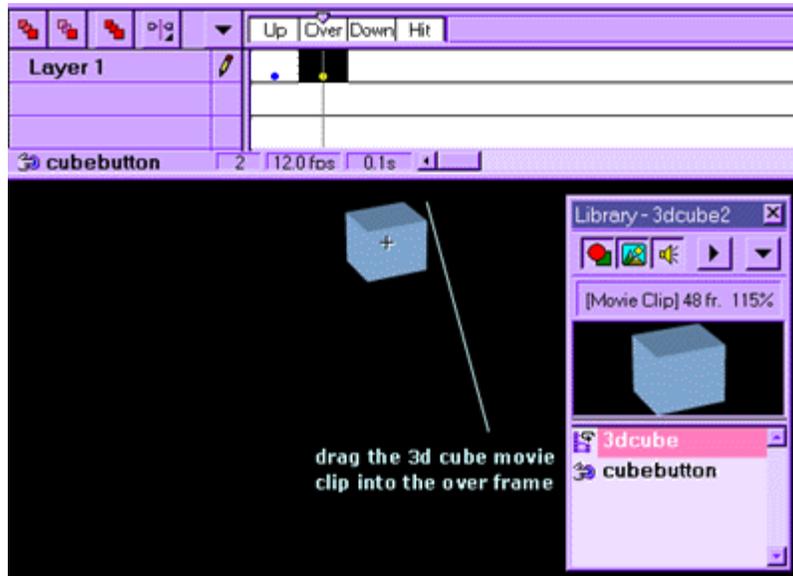
Past Tutorials needed for this:

- Adding Movie Clips to Buttons
- Knowledge of Microsoft Word (Office 97).

1. Start by creating a new movie and save it. I find that using the Function Keys makes this exercise a lot quicker, so press **F8 (create symbol)** and check the Radio Button '**Movie Clip**'. Call it '**3D cube**' and press **OK**.
2. This is where MS Word comes into the picture. Open up Word and make sure to follow these instructions: Select **View, Toolbars, Customise**, look down the list and check **Drawing and 3D-Settings**. The toolbars will appear at the bottom



3. Select the square drawing tool and draw a smallish sized square or rectangle. Then select the **3D button**. There are many 3D settings available, you can find a one suitable by pressing it and seeing it on screen. The colours can be set to anything you like, select the **3D colours** box and navigate to '**More 3D Colours**' and then '**Custom**'. Then enter the RGB numbers.
4. Okay, now you have the object sorted do a **Ctrl+C** and then paste it straight into the first frame of your movie clip - easy. Then **break it apart** by keeping the object selected and pressing **Ctrl+B twice**.
5. Now **insert** some blank keyframes (**F7**) about 15 and then come back into Word. Your 3D object will still be selected, leave it that way and then look on the 3D toolbar for the rotation tools - **select any**, it's a matter of deciding which one you like and press it once, you will see that they all have different effects. Choose the one you want to use and press it **ONCE**. Then **Ctrl+C** and paste it back into the second blank keyframe of your movie clip. Remember to **Break the objects apart twice**. Do this as many times as you want (I chose about 24 times - that's as many as Word will allow).
6. When you have finished copying and pasting, play the movie clip, looks great yeah? Then select all of your frames, do a **right click** when they are selected and **copy** them. Then in the next available frame **paste** them, take out the blank frames and blank keyframes, and then **reverse** the selected frames. Play your movie clip. It should look pretty smooth. Before you close the Movie, **copy the first frame**.
7. Now go back to editing the main movie. **Insert a new symbol (F8)** and check the Button option - call it 'cube button'. In the **Up** state, do a **right click** on the frame and '**paste in place**' frame. In the **Over** state delete the cube and open your library, **select** the movie clip and **drag it** onto the cross - try and get it the object to be in roughly the same place as the object in the Up frame.



8. Go back to editing the movie and from the library, **drag** in your button. You can put whatever text you want underneath the button. Select Control, and Test Movie. When you put your cursor over the cube, it should start to move.

### Need More Help?

Remember that the source file is available for download so that you can see exactly how it is done. The buttons and movie clips are named the same as I named them in this Tutorial.

### Troubleshooting

As long as you remember to break apart the pasted objects they will be vector graphics, this means you can change the colour, lighting effects etc in flash if you want to.

### And Finally....

If you would like to comment on this tutorial, please email me at [laura.kay@gspnc.com](mailto:laura.kay@gspnc.com)

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