



# The File Manager

Animations can use a lot of assets – figures, images, sounds etc. So Animation Pro includes a file manager that allows these assets to be named, categorised, filtered and sorted for quick access. It will be displayed whenever you attempt to add an asset.

This documentation will use the 'Image Selection' file manager as an example. The contents of the file manager, however, will vary based upon the type of asset you're adding. Take a look at the different 'File Manager' topics to see the differences.

## **Image Selection File Manager**

[Category Navigation](#)

[Adding a Sub-Category](#)

[Removing a Sub-Category](#)

[Sorting and Filtering Items](#)

[Editing Items](#)

[Removing Items](#)

[Moving Items](#)

[Sharing Items](#)

[Importing Items](#)

[Renaming an Item](#)

[Selecting an Item](#)

[Photo Albums](#)

## **Figure Selection File Manager**

[Previewing a Figure](#)

## **Mouth Selection File Manager**

[Previewing a Mouth](#)

## **Audio Selection File Manager**

[Previewing Audio](#)

[Recording Audio](#)

## **Image Projects File Manager**

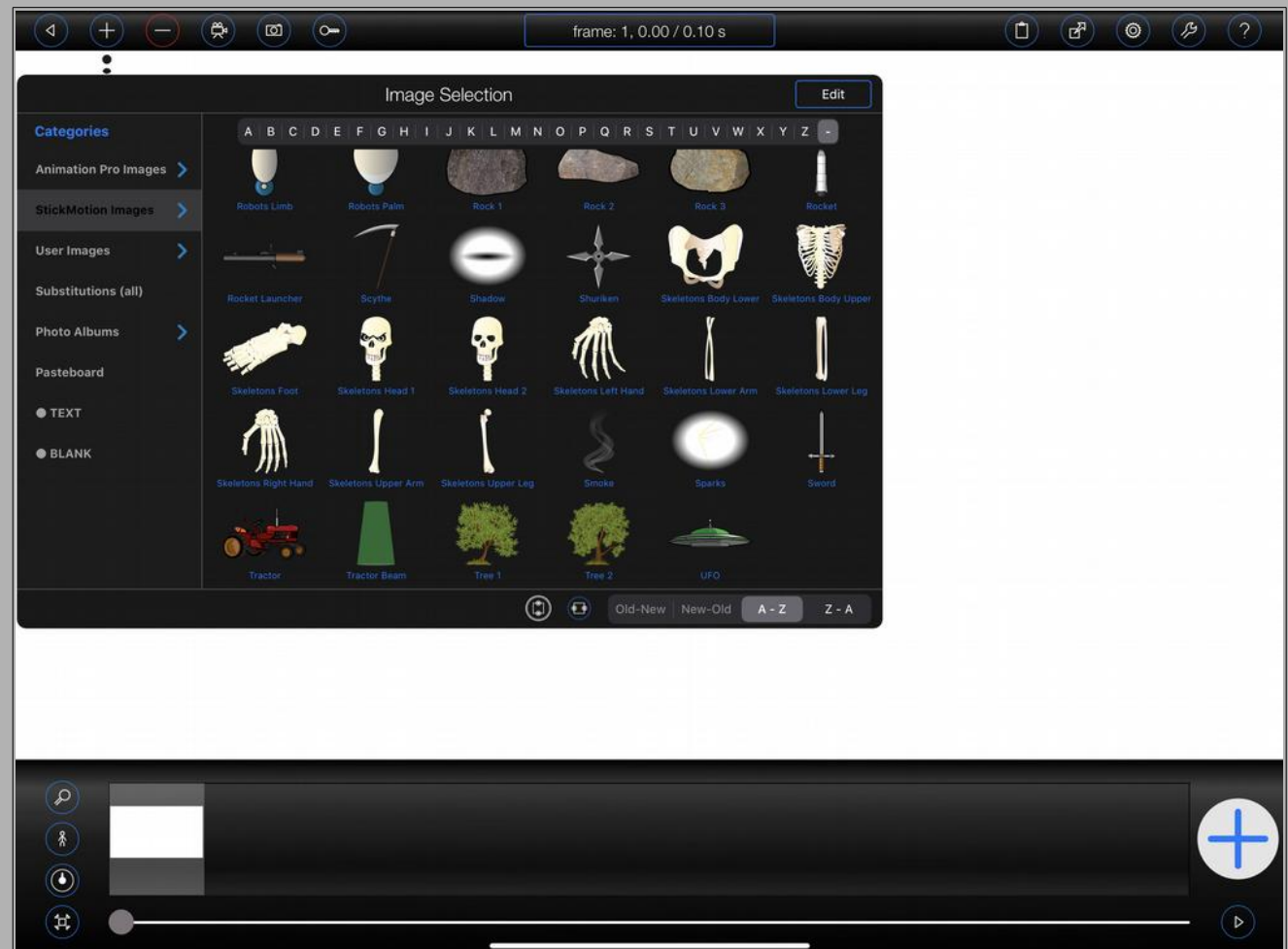
[Creating a New Image Project](#)

[Sharing, Duplicating and Deleting Image Projects](#)

## **Mouth Projects File Manager**

[Creating a New Mouth Project](#)

[Sharing, Duplicating and Deleting Mouth Projects](#)



## Image Selection File Manager

The 'Image Selection' file manager will be displayed whenever you:

- Add a background image to an animation
- Create a figure from an image
- Substitute an image in a figure
- Add an image to a figure
- Select an image for cropping
- Insert an image into an image or mouth project

### Categories

The left hand pane of the 'Image Selection' file manager contains the image categories:

### Animation Pro Images

This category contains the images provided with Animation Pro. Images within this category (or its sub-categories) may not be modified (renamed, moved or removed).

### StickMotion Images

This category contains the images that were originally provided with the StickMotion Animation App. Images within this category (or its sub-categories) may not be modified (renamed, moved or removed).

### User Images

This is the top-level category into which your own ('User') images may be placed. You may add your own sub-categories below the 'User Images' category. Images within this category (or its sub-categories) may be moved, renamed or removed.



## **Substitutions (all)**

This category will be displayed when selecting an image from the Animation screen. It will contain the images that have previously been substituted into figures. For more information regarding substitutions, please refer to the 'Item Adjustments' topic (see left). It is not possible to modify (remove, move or rename) the images within this category.

## **Substitutions (item)**

This category will be displayed when substituting an image item in a figure (from the Animation screen). It will contain the images previously substituted for the given item. For more information regarding substitutions, please refer to the 'Items Adjustments' topic (see left). It is not possible to modify (remove, move or rename) the images within this category.

## **Photo Albums**

This category will display the contents of your iPad's camera roll/photo library. It is not possible to modify (remove, move or rename) the images within this category.

## **Pasteboard**

Other image/drawing Apps may include the ability to 'Copy' content to the iOS pasteboard. Tap on this category to view and/or select the **images** currently held in the pasteboard.

## **Please note:**

iOS only allows content to be stored in the pasteboard for a limited time, specified by the App that places the content into the pasteboard. So you might find that the pasteboard is empty if it has been some time since you copied content to it. Animation Pro cannot control this behaviour.

- **TEXT**

This is not so much a category but a quick link to the 'Add Text' popover. Tap on this link to close the file manager and open the 'Add Text' popover:

- **GREEN SCREEN**

This option will appear when selecting a background image. It may be used to insert a 'green screen' background suitable for chroma keying in video editors.

- **BLANK**

This option will appear when adding an image as a figure. It may be used to quickly create a blank image item to draw upon. For more information, please refer to the 'Drawing' topic in the Animation Pro help, see left.

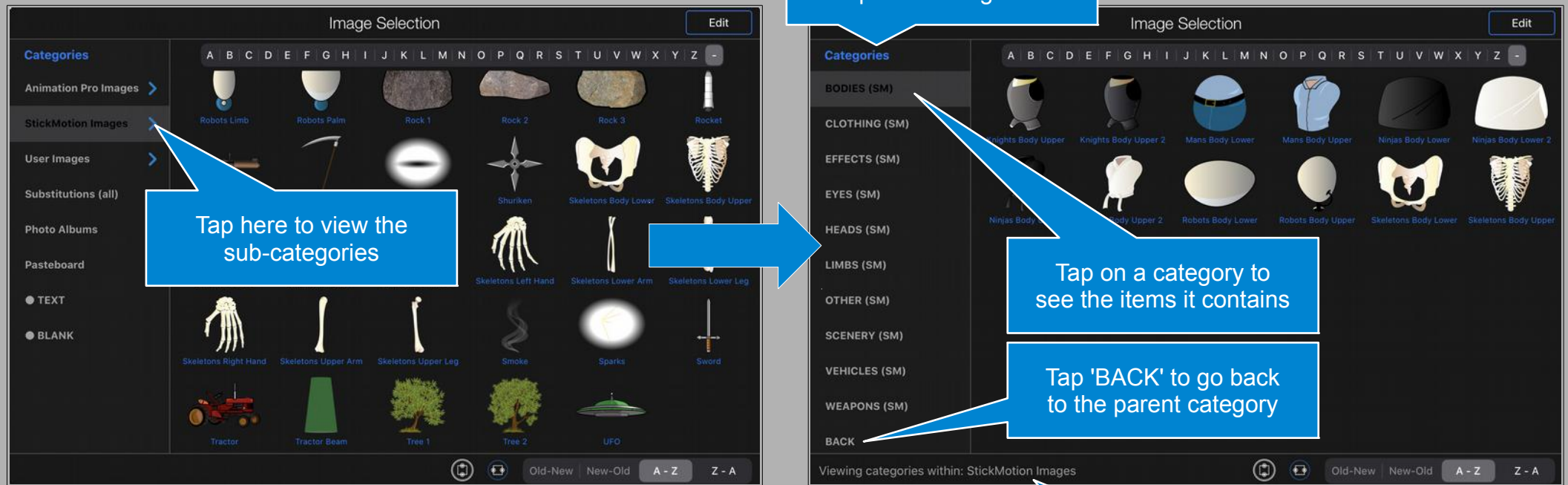


## Category Navigation

1. Select a category by tapping on its name.

A top-level category, e.g. 'User Images', will display all of the images in the sub-categories listed below it. So the act of traversing from a top-level category to one of its sub-categories (or beyond) will refine the list of images displayed

2. A category that contains one or more sub-categories will have a blue arrow displayed after its name. Tap on the arrow to display its sub-categories.




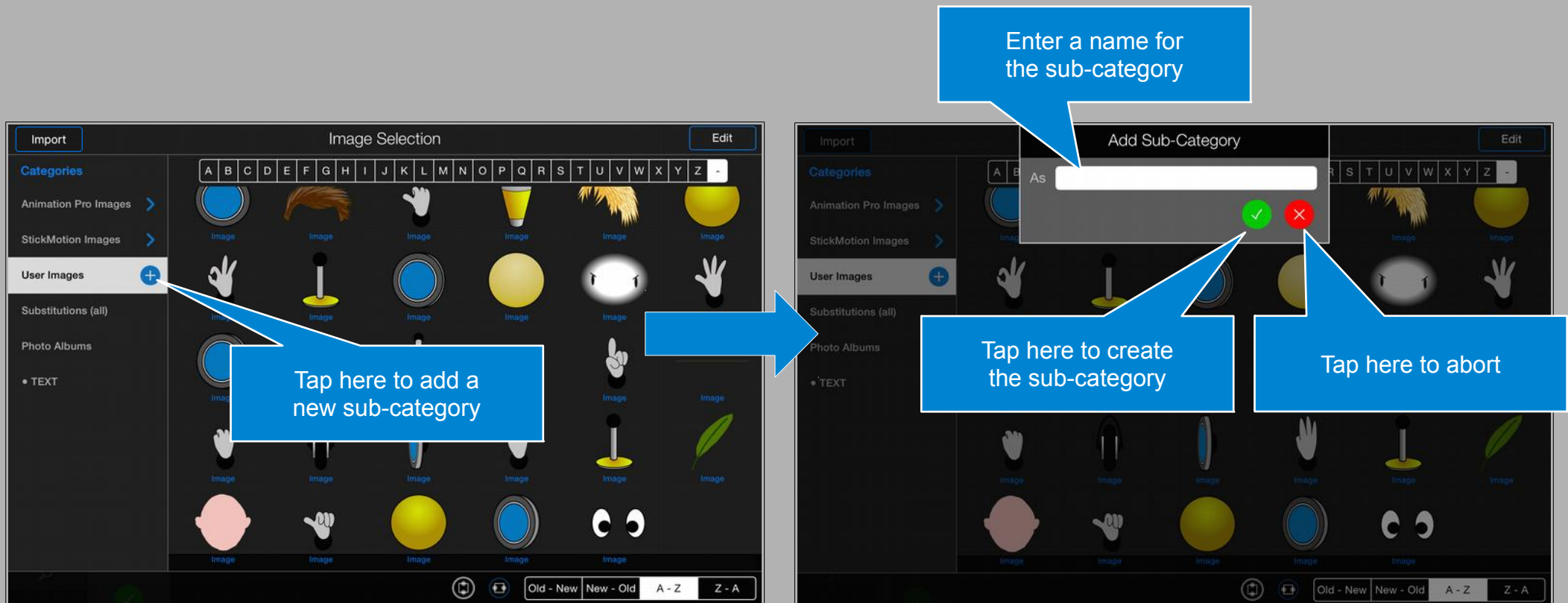
3. Go back up to a parent category by tapping on 'BACK' (see above)
4. Tap on the blue 'Categories' heading to return to the top-level categories.

Your location within the category 'hierarchy' will be displayed here

## Adding a Sub-Category

Your own sub-categories may be added under the 'User Images' top-level category. To add your own sub-category, either:

1. Where a category allows sub-categories to be created, but doesn't already have any sub-categories, a  button will be displayed next to its name. Tap on the button to add a sub-category:





OR

2. Where the category allows sub-categories to be created and already has one or more sub-categories, tap on the blue arrow next to the category name to display the sub-categories and then select '+ ADD CATEGORY':

Tap here to view the current sub-categories

Tap here to add a new sub-category

Enter a name for the sub-category

Tap here to create the sub-category

Tap here to abort

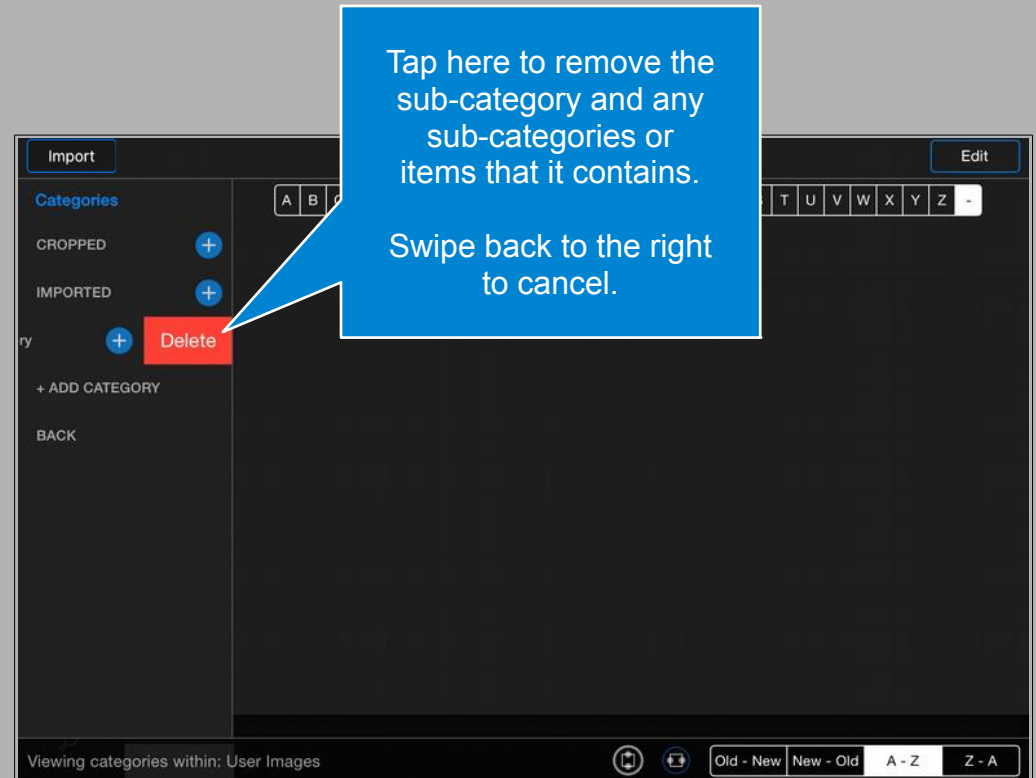
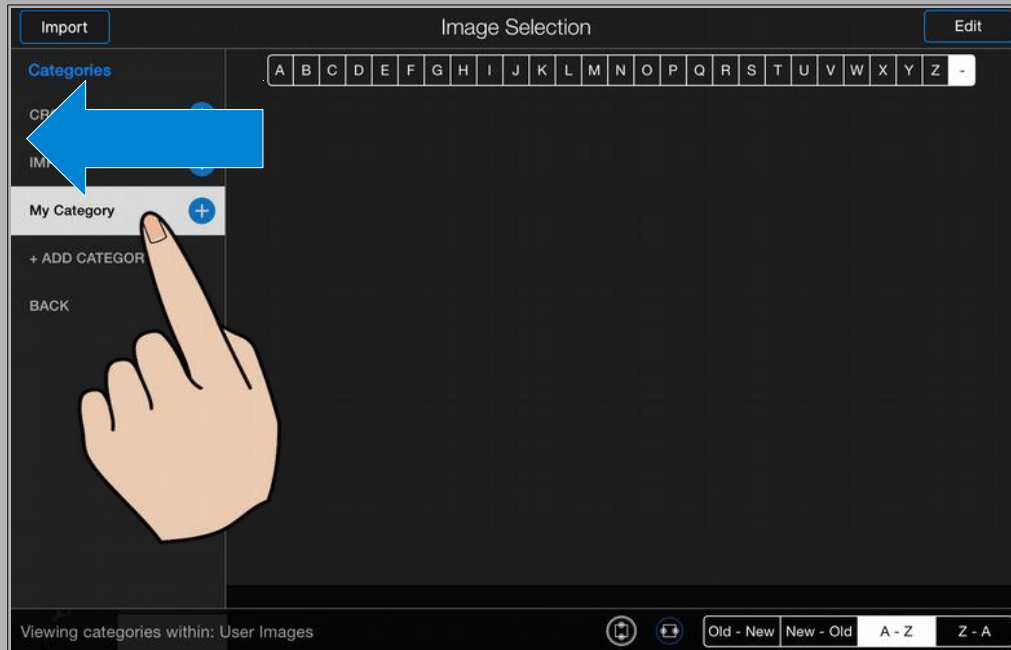
**Please note:**

- A maximum of 5 sub-category levels may be added below a top-level category.
- Animation Pro will automatically create 'IMPORTED' and 'CROPPED' sub-categories under the 'User Images' top-level category (for imported and cropped images).

## Removing a Sub-Category

You may remove your own sub-categories (sub-categories that you previously created) by:

1. Swiping the sub-category name to the left and then
2. Pressing the 'Delete' button that is displayed.





Sorting and Filtering Items

Tap on a letter to display all of the items who's name begins with that letter

Tap on the '-' button to display all items

Categories

Animation Pro Images >

StickMotion Images >

User Images >

Substitutions (all)

Photo Albums >

● TEXT

● BLANK

Image Selection

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z -

Robots Limb

Robots Palm

Rock 1

Rock 2

Rock 3

Rocket

Rocket Launcher

Scythe

Shadow

Shuriken

Skeletons Body Lower

Skeletons Body Upper

Skeletons Foot

Skeletons Head 1

Skeletons Head 2

Skeletons Left Hand

Skeletons Lower Arm

Skeletons Lower Leg

Skeletons Right Hand

Skeletons Upper Arm

Skeletons Upper Leg

Smoke

Sparks

Sword

Tractor

Tractor Beam

Tree 1

Tree 2

UFO

Old - New

New - Old

A - Z

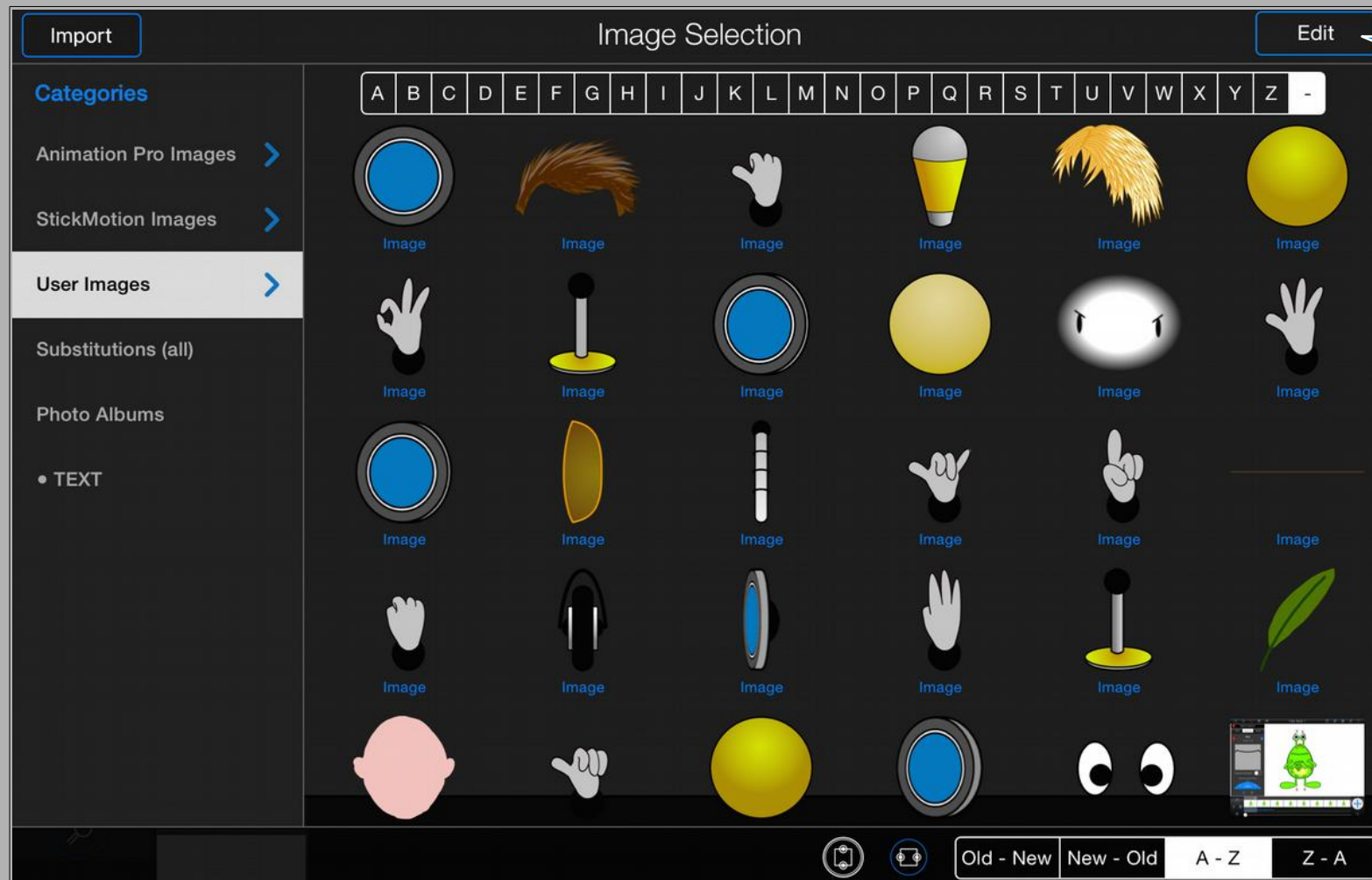
Z - A

Use these buttons to sort the items. Please note that some categories cannot be sorted by name or age.

## Editing Items

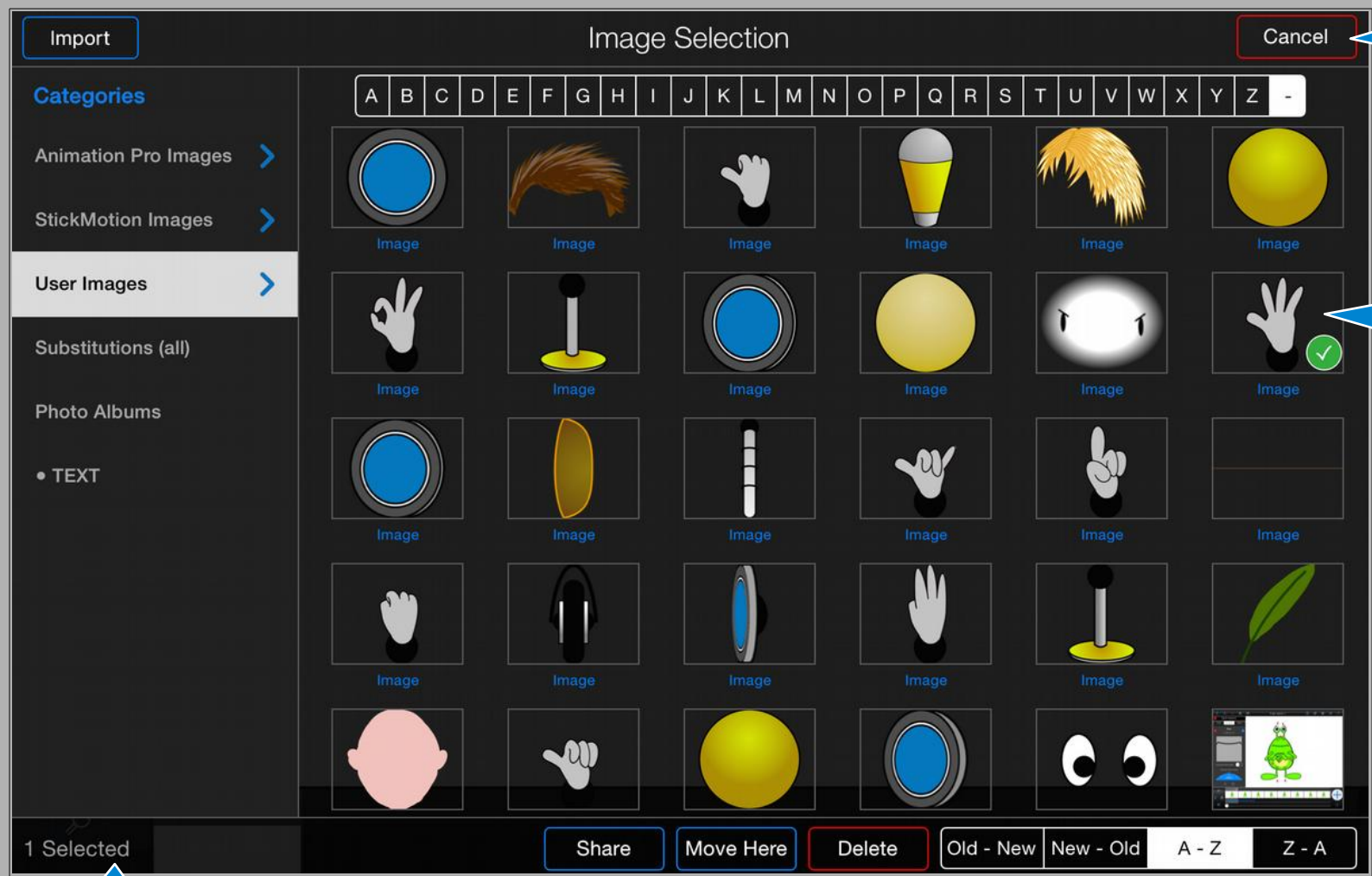
It is possible to 'edit' the items found under the 'User...' top-level category (or its sub-categories). In this context, the term 'edit' is taken to mean 'move', 'delete' or 'share'.

To place the file manager into 'edit' mode, press the 'Edit' button at the top-right corner of the file manager popover.



Tap on this button  
to place the file  
manager into 'edit'  
mode

In 'edit' mode, all 'editable' items will be displayed with a grey border:



Press this button to exit 'edit' mode

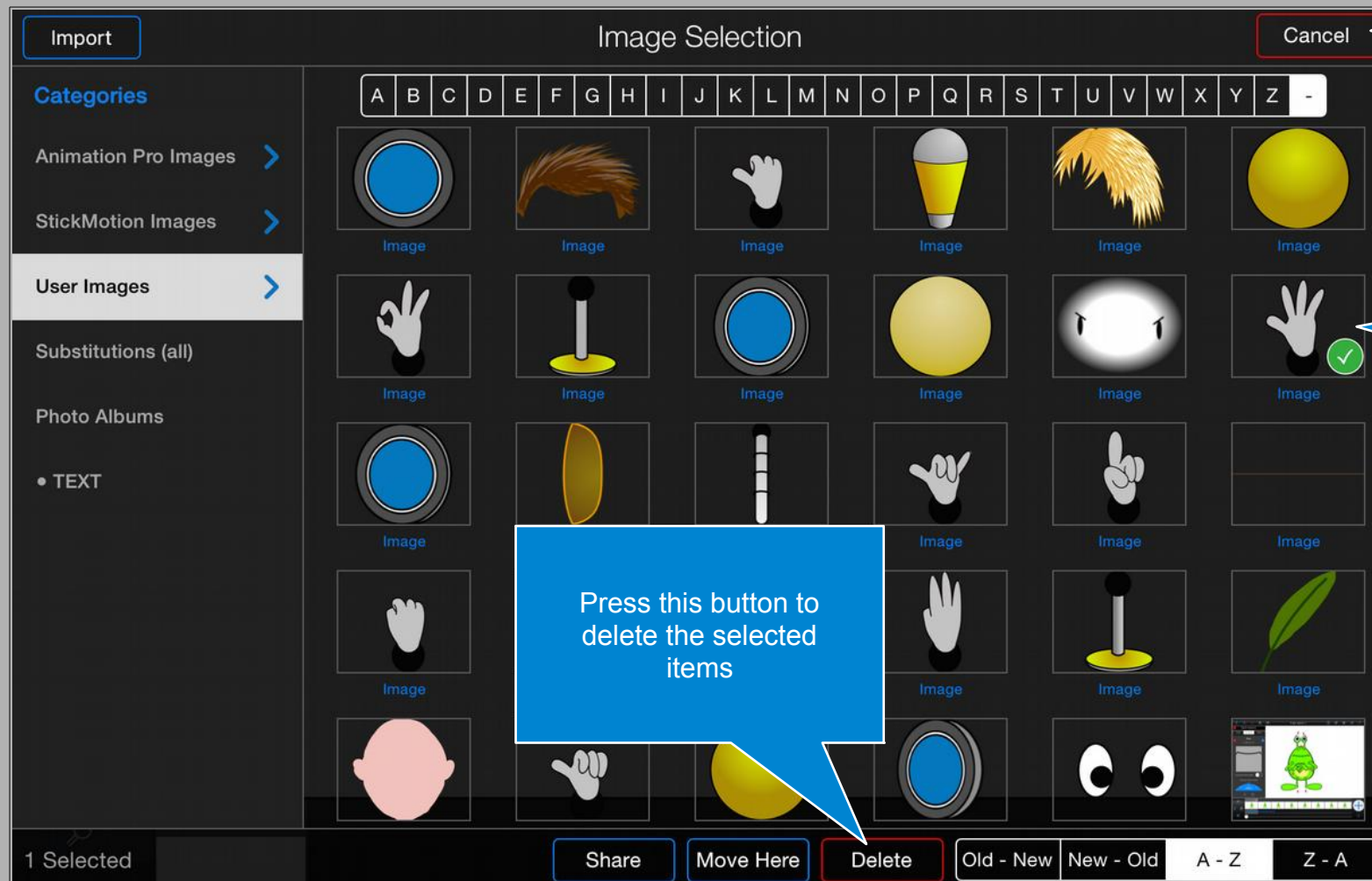
Tap on an item to select it.  
A green tick will be displayed.

The total number of selected items will be displayed here

Additional options will be displayed here once one or more items have been selected

## Removing Items

1. Place the file manager in 'edit' mode by pressing the 'Edit' button at the top of the file manager (see: Editing, above)
2. Tap on one or more items to select them (tap items again to deselect them)
3. Press the 'Delete' button at the bottom of the file manager



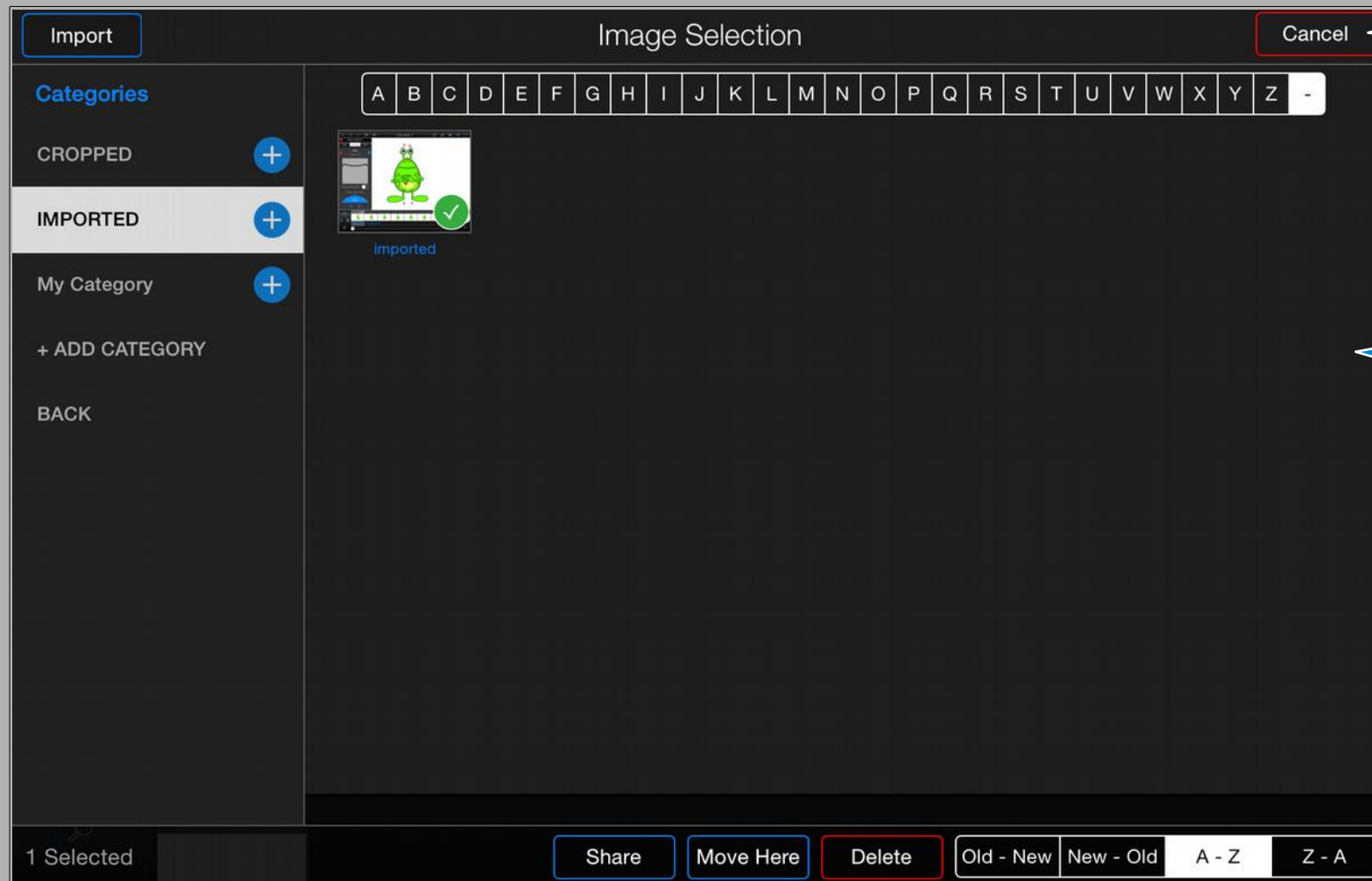
Press this button to exit 'edit' mode

Tap on an item to select it.  
A green tick will be displayed.

Press this button to delete the selected items

## Moving Items

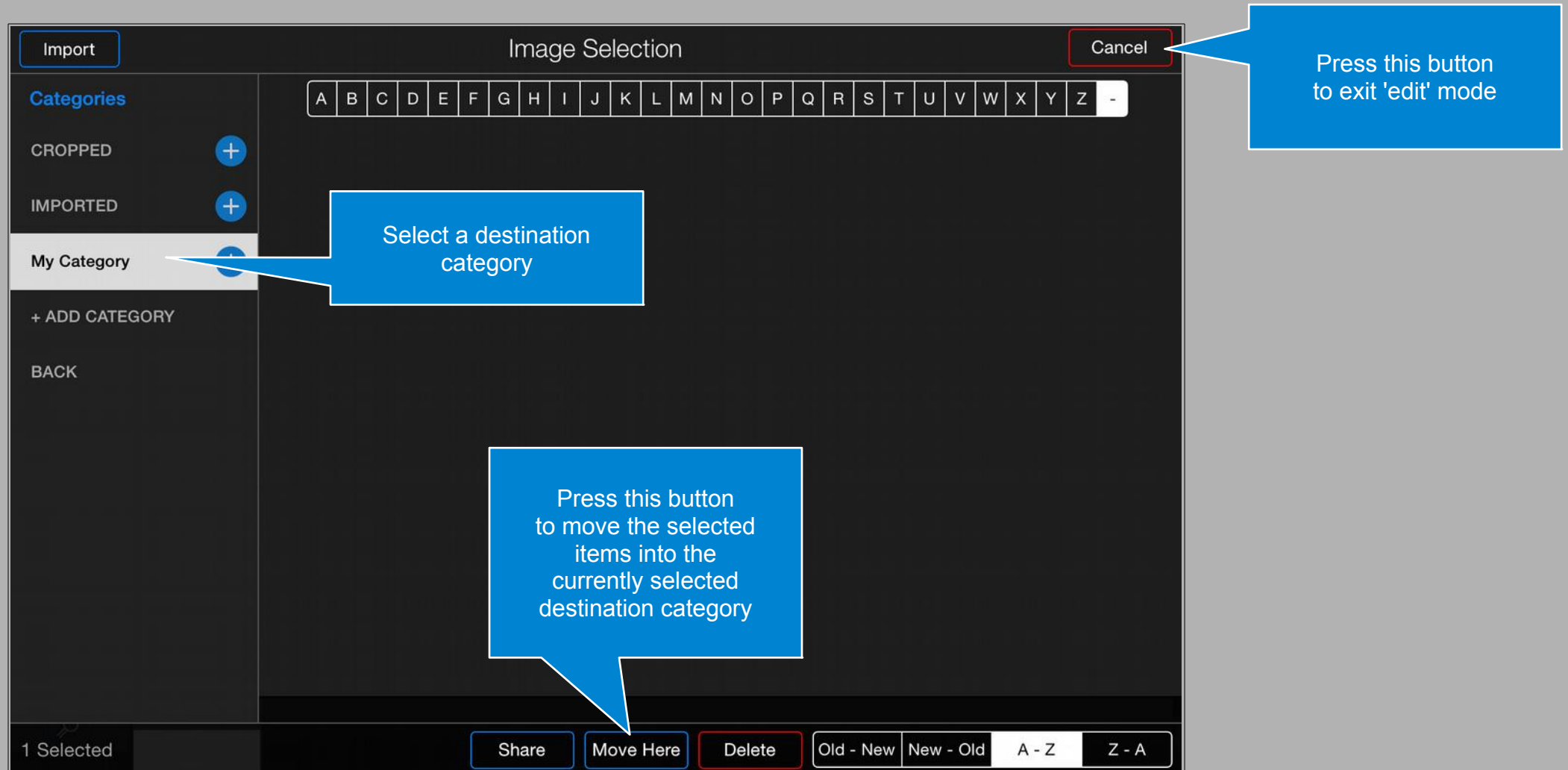
1. Place the file manager in 'edit' mode by pressing the 'Edit' button at the top of the file manager (see: Editing, above)
2. Tap on one or more items to select them (tap items again to deselect them)



Press this button to exit 'edit' mode

Tap on an item to select it.  
A green tick will be displayed.

3. Select a destination category
4. Press the 'Move Here' button at the bottom of the file manager

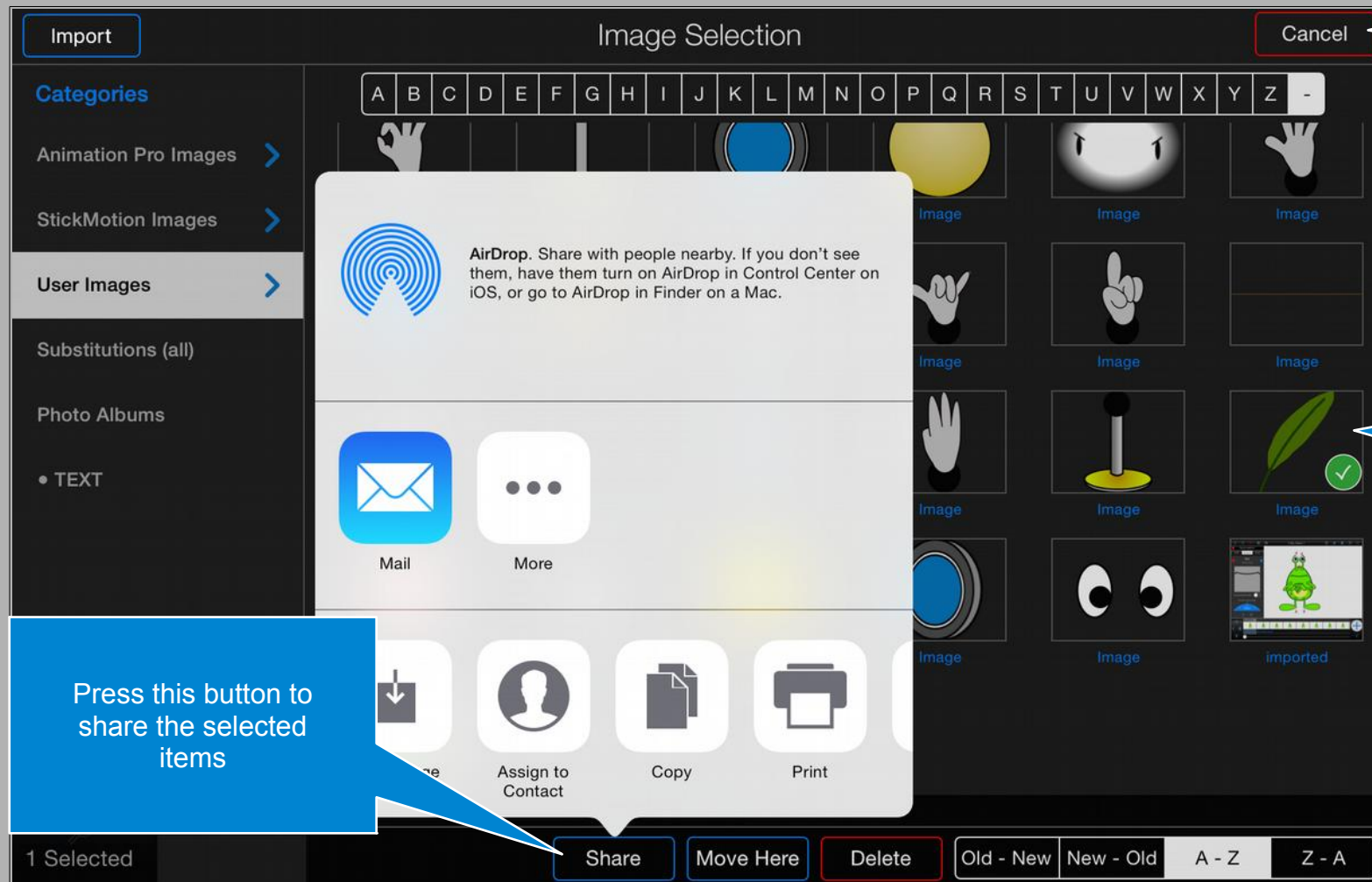


**Please note:** Items may only be moved into the 'User' categories/sub-categories.



## Sharing Items

1. Place the file manager in 'edit' mode by pressing the 'Edit' button at the top of the file manager (see: [Editing](#), above)
2. Tap on an item to select it (tap the item again to deselect it)
3. Press the 'Share' button at the bottom of the file manager



Press this button to exit 'edit' mode

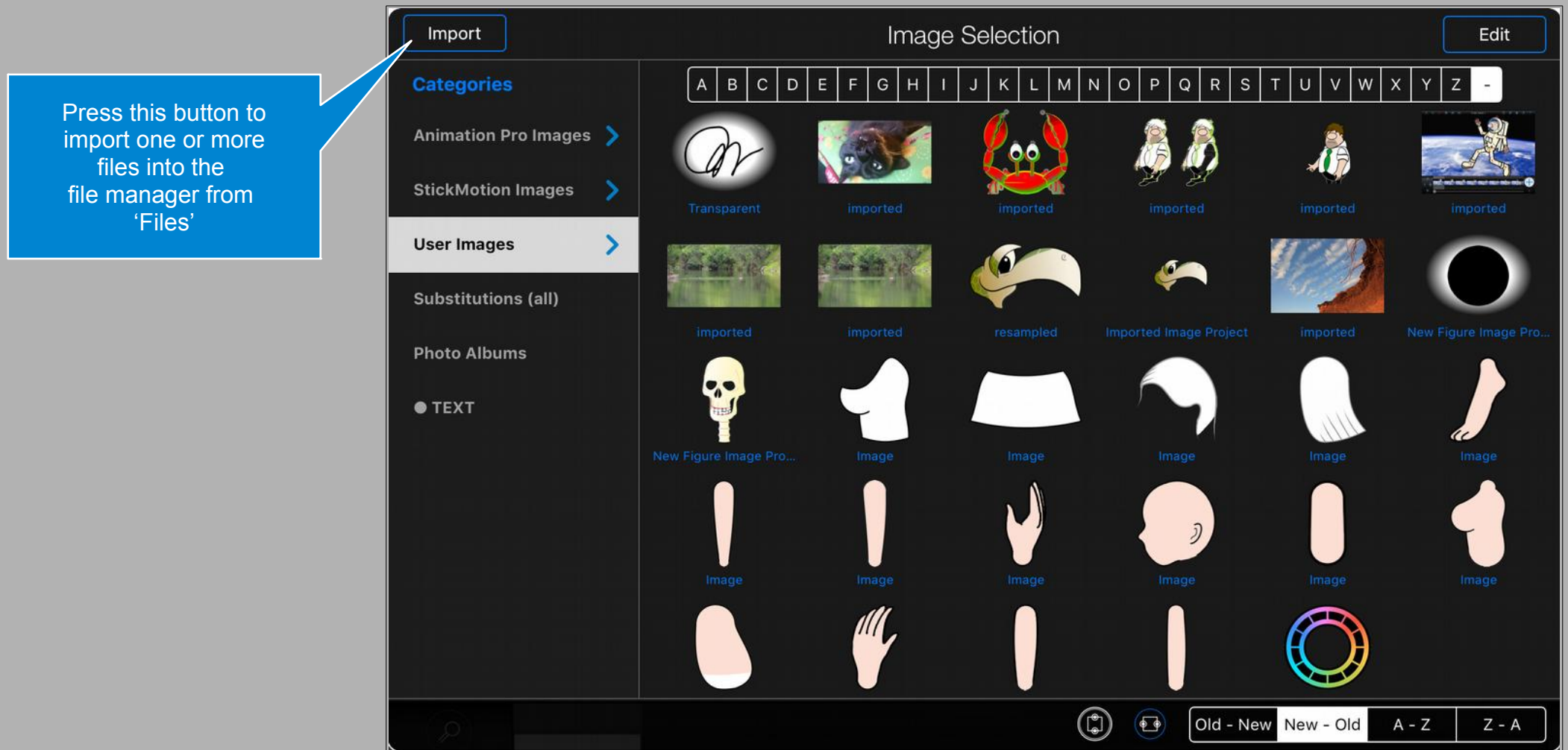
Tap on an item to select it.  
A green tick will be displayed.

Press this button to share the selected items

**Please note:** Only the items within the 'User' categories/sub-categories may be shared.

## Importing Items

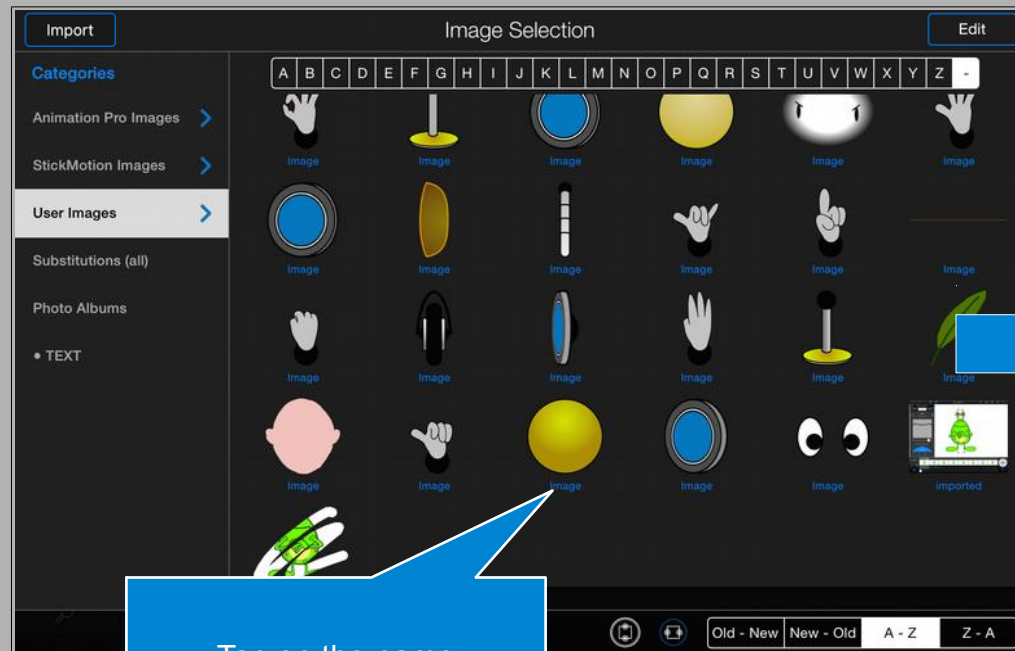
Items may be imported from other Apps via Apple's 'Files' functionality. Whenever you view a 'User' category in the file manager, an **'Import'** button will be displayed at the top-left corner as shown below:



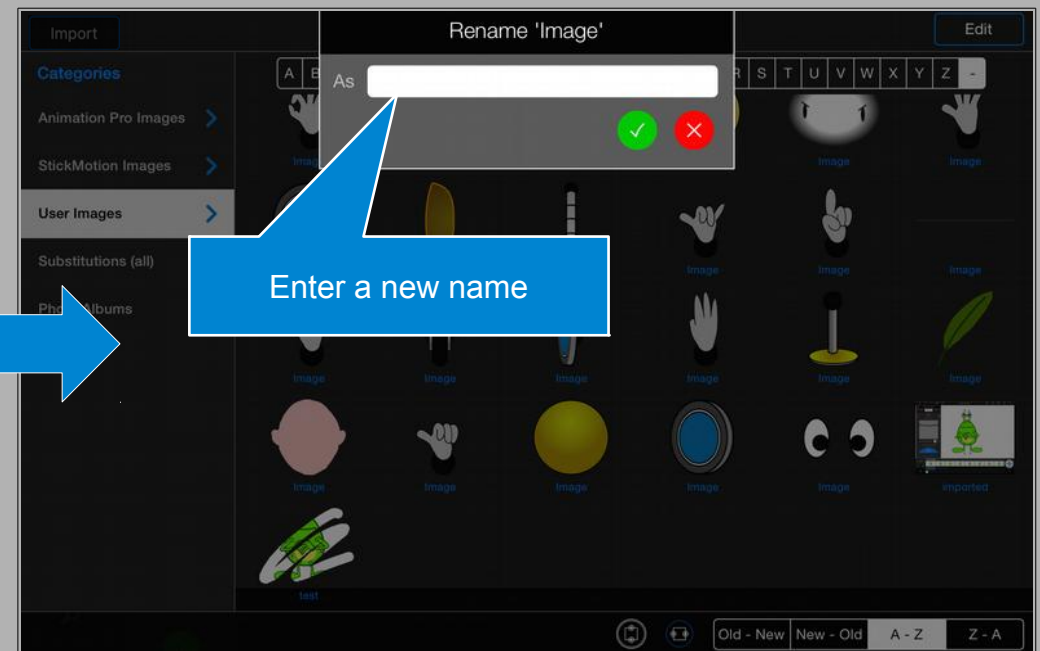
For more information, please refer to the 'Importing' topic in the Animation Pro help (see left).

## Renaming an Item

It is possible to rename items within the 'User' categories/sub-categories. It's good practise to rename any items added to the file manager as it will make them much easier to locate later on.



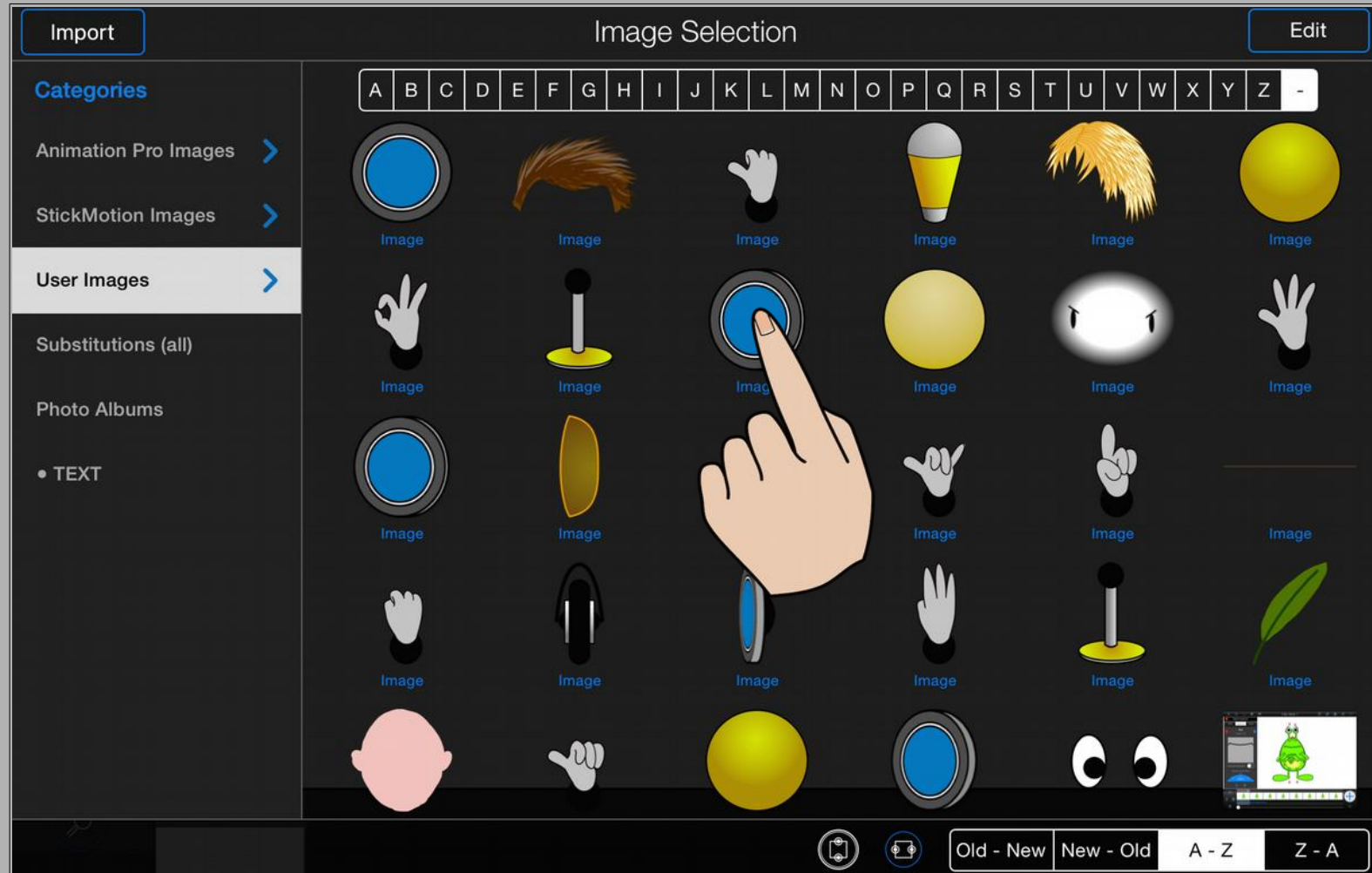
Tap on the name  
below an item





Enter a new name

## Selecting an Item

Tap on an item to select it:



Whenever an image is added as a figure to an animation, two additional buttons (  and  ) will appear at the bottom of the 'Image Selection' file manager. Use these buttons to select the orientation of the animation handles added to the image (see the 'Figures' topic, left, for more details).

## Photo Albums

The 'Photo Albums' category provides quick access to the contents of your device's photo library.

### PLEASE NOTE:

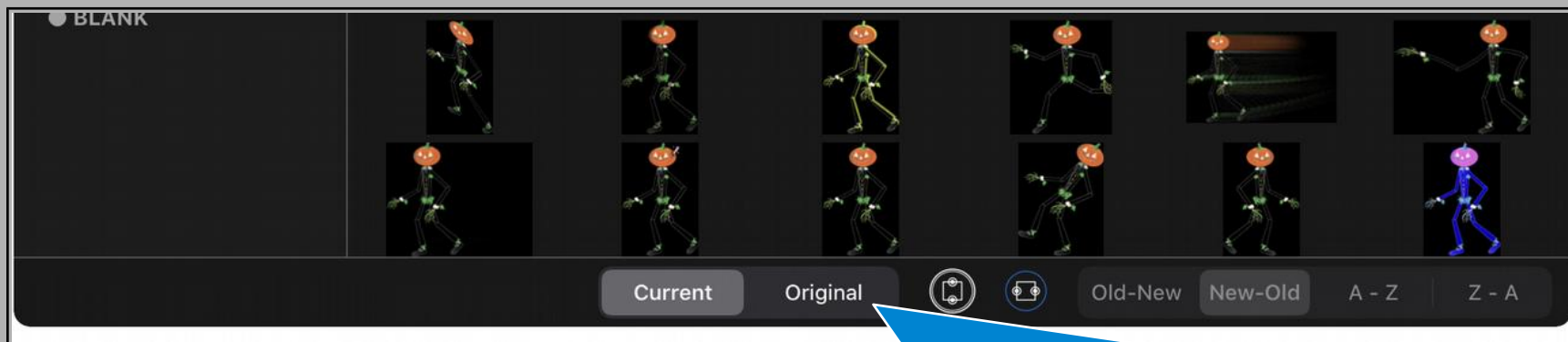
The images in your device's photo library may be modified using various tools found in Apple's Photos App. Furthermore, iOS may choose to automatically modify images to conserve storage space (such as when they are being saved to iCloud).

Animation Pro will always display the thumbnails for the **current** version of your images (which may contain such modifications) and, by default, when you select an image, Animation Pro will retrieve the **current** version.

### But please beware!

If you have saved images to your photo library with transparency, that transparency may be lost as a result of such modifications!

So if you find that transparency is being lost when opening images, you might try selecting the 'Original' option at the bottom of the File Manager. When selected, Animation Pro will attempt to retrieve the original/unmodified version of the image from your photo library. This of course will mean that any modifications made using the Photos App will not be present.



Choosing 'Original' may help to preserve transparency when opening images from your photo library



## Figure Selection File Manager

The 'Figure Selection' file manager will be displayed whenever you:

- Add a figure to an animation
- Load a figure in the figure editor
- Substitute a figure

### Categories

The left hand pane of the 'Figure Selection' file manager contains the figure categories:

### Animation Pro Figures

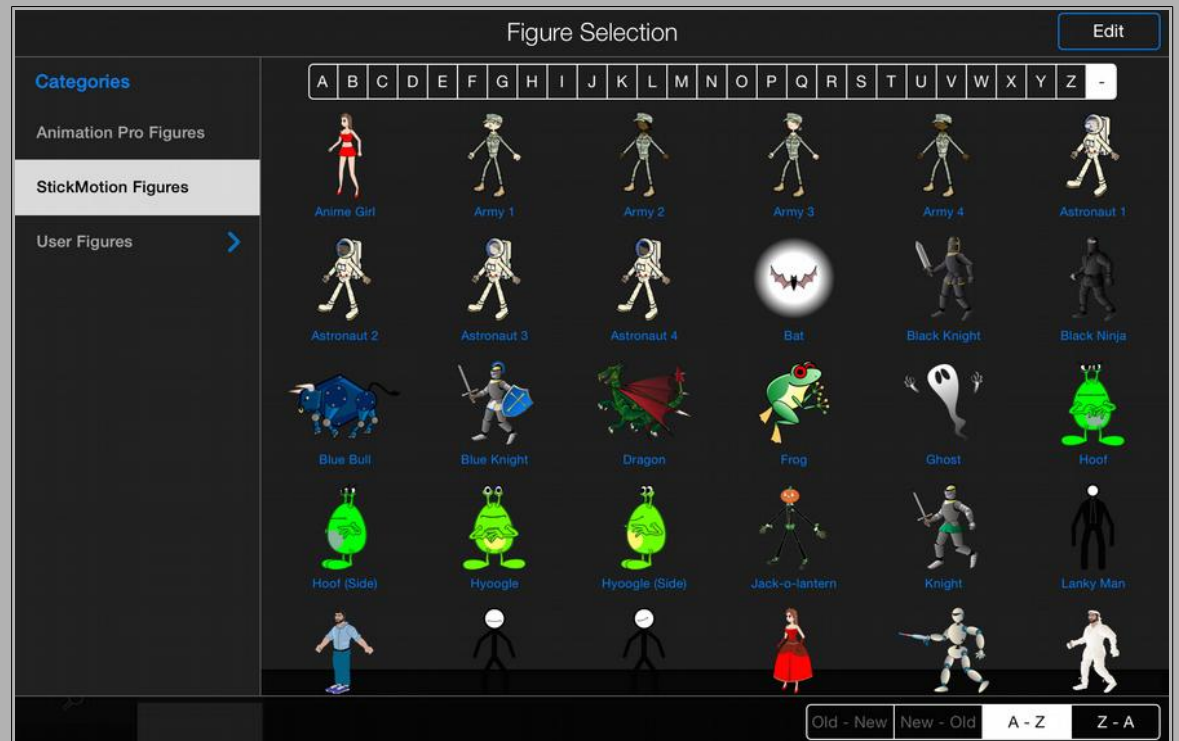
This category contains the figures provided with Animation Pro. Figures within this category (or its sub-categories) may not be modified (renamed, moved or removed).

### StickMotion Figures

This category contains the figures that were originally provided with the StickMotion Animation App. Images within this category (or its sub-categories) may not be modified (renamed, moved or removed).

### User Figures

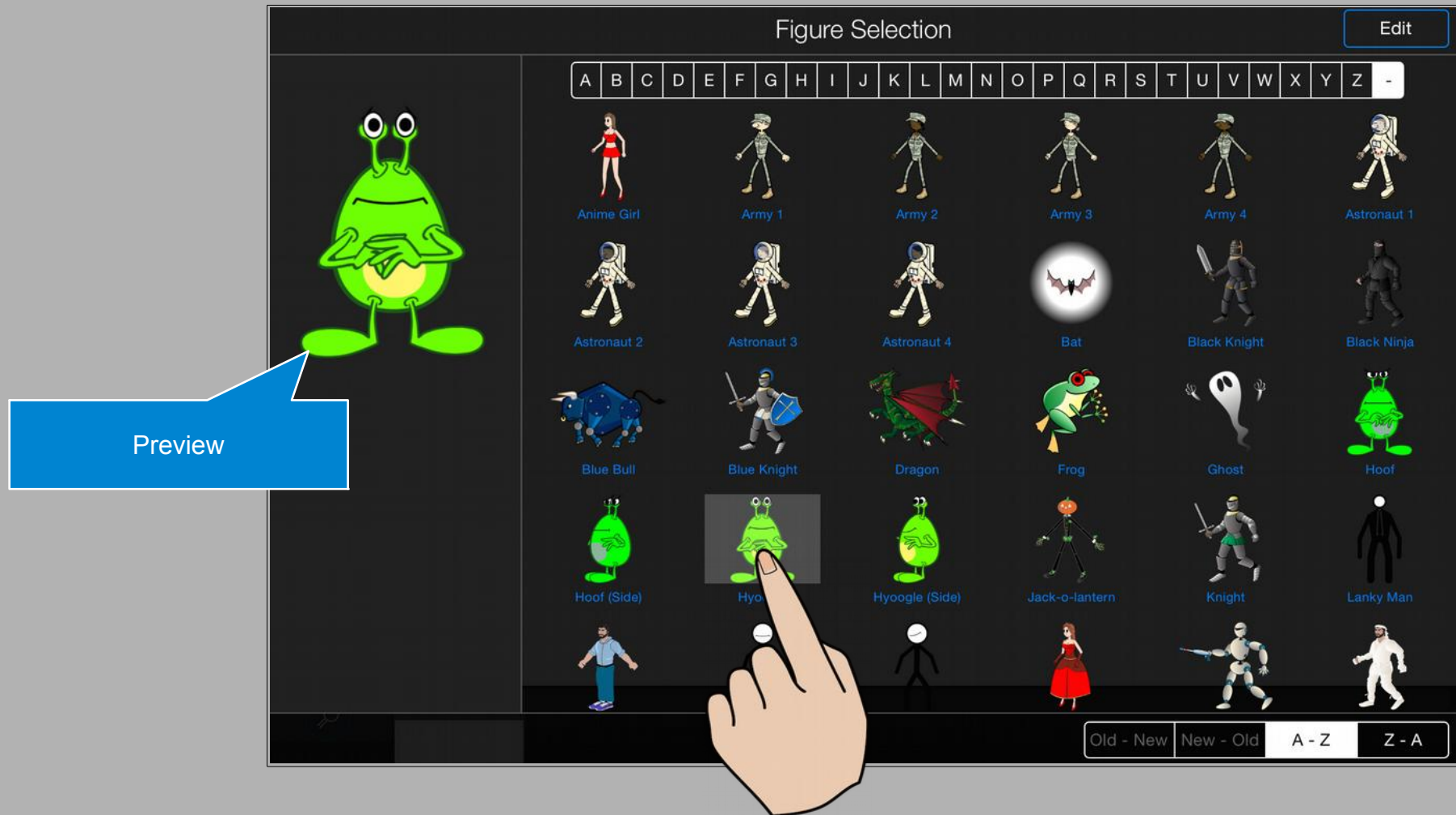
This is the top-level category into which your own ('User') figures may be placed. You may add your own sub-categories below the 'User Figures' category. Figures within this category (or its sub-categories) may be moved, renamed or removed.





## Previewing a Figure

It's possible to see a larger preview of the figure thumbnails displayed within the 'Figure Selection' file manager:



Hold down your finger on an item to see a preview (as shown above). Move your finger off the item before you release to avoid opening it.

## Mouth Selection File Manager

The 'Figure Selection' file manager will be displayed whenever you:

- Add a mouth as a figure to an animation
- Add a mouth to a figure in the figure editor
- Substitute a mouth

### Categories

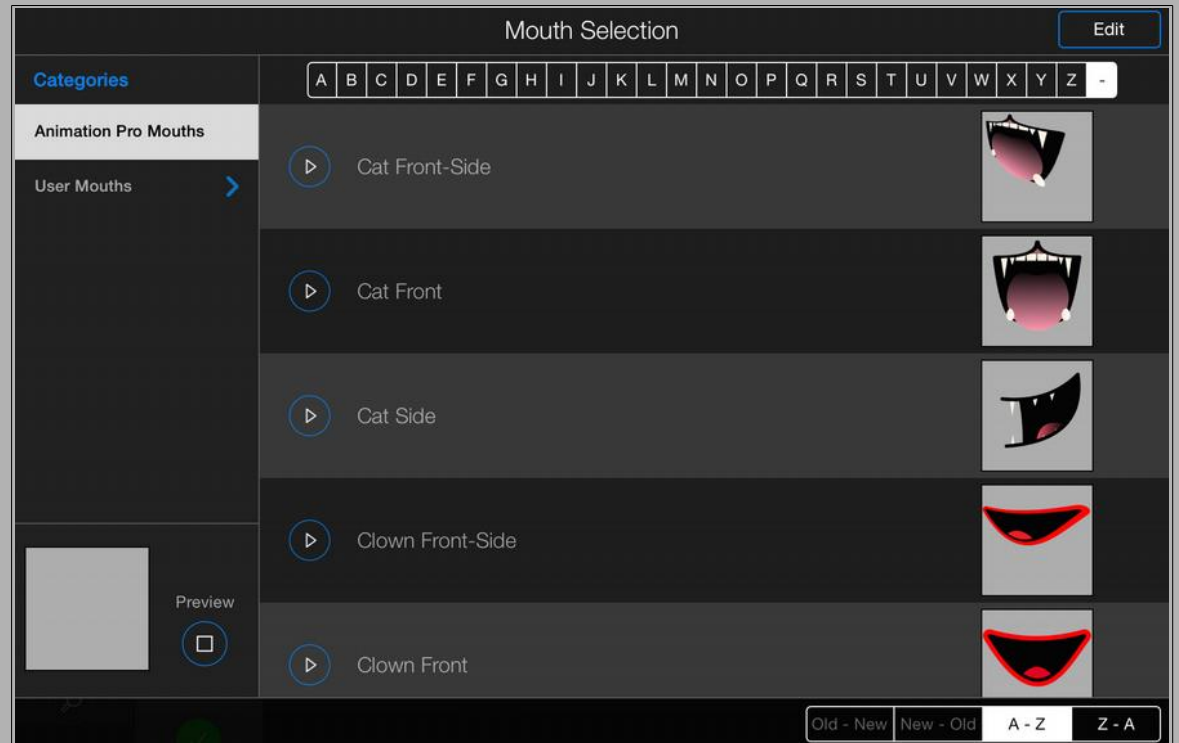
The left hand pane of the 'Mouth Selection' file manager contains the mouth categories:

#### Animation Pro Mouths

This category contains the mouths provided with Animation Pro. Mouths within this category (or its sub-categories) may not be modified (renamed, moved or removed).

#### User Mouths

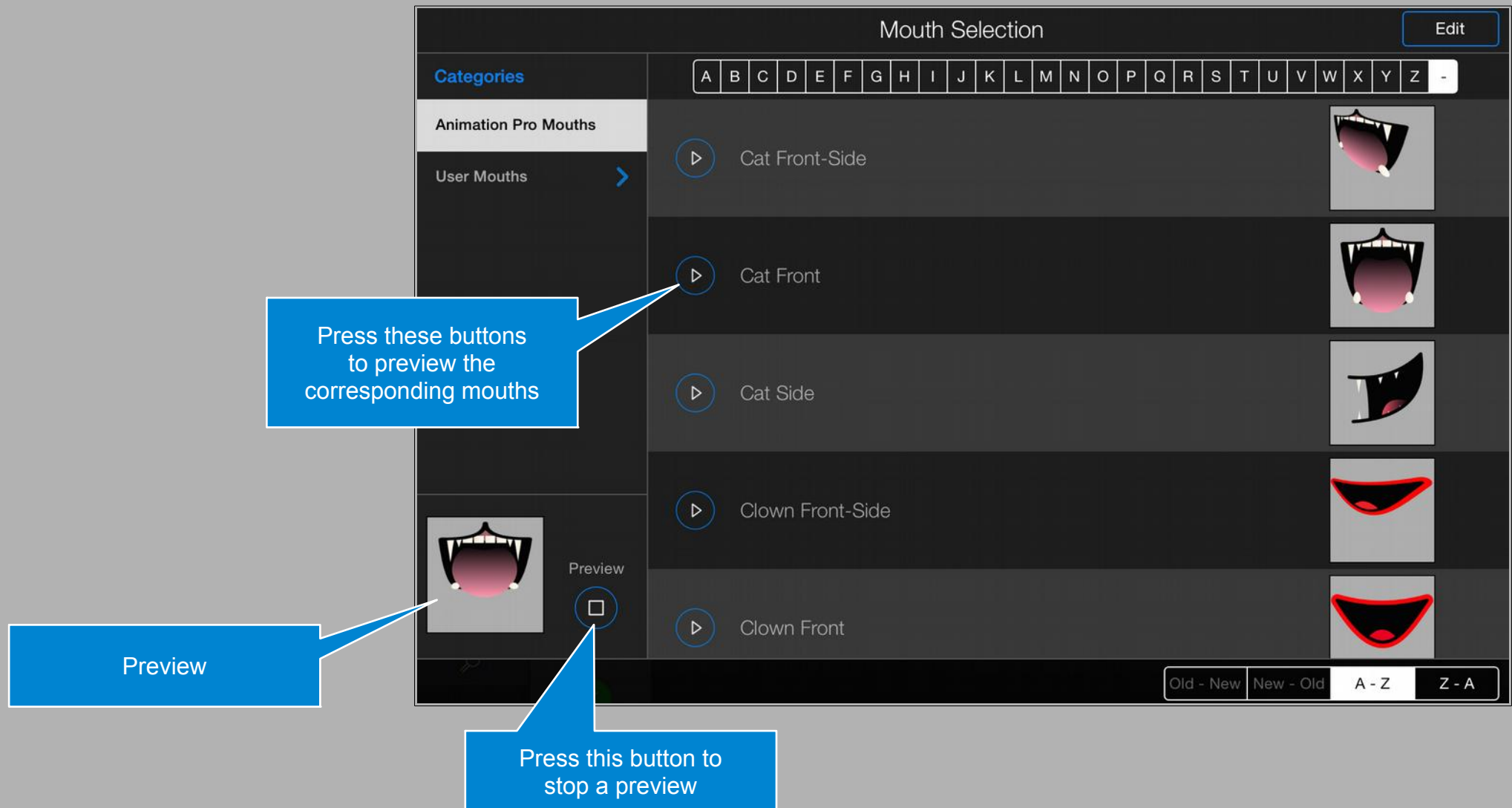
This is the top-level category into which your own ('User') mouths may be placed. You may add your own sub-categories below the 'User Mouths' category. Mouths within this category (or its sub-categories) may be moved, renamed or removed.



With the following exception, the 'Mouth Selection' file manager works in exactly same way as the 'Image Selection' file manager:

## Previewing a Mouth

It's possible to see a preview of a mouth in action from within the 'Mouth Selection' file manager:



## Audio Selection File Manager

The 'Audio Selection' file manager will be displayed whenever you:

- Add audio to a frame in an animation
- Add audio to a figure in an animation

## Categories

The left hand pane of the 'Audio Selection' file manager contains the audio categories:

# Animation Pro Audio

This category contains the audio provided with Animation Pro. Audio within this category (or its sub-categories) may not be modified (renamed, moved or removed).

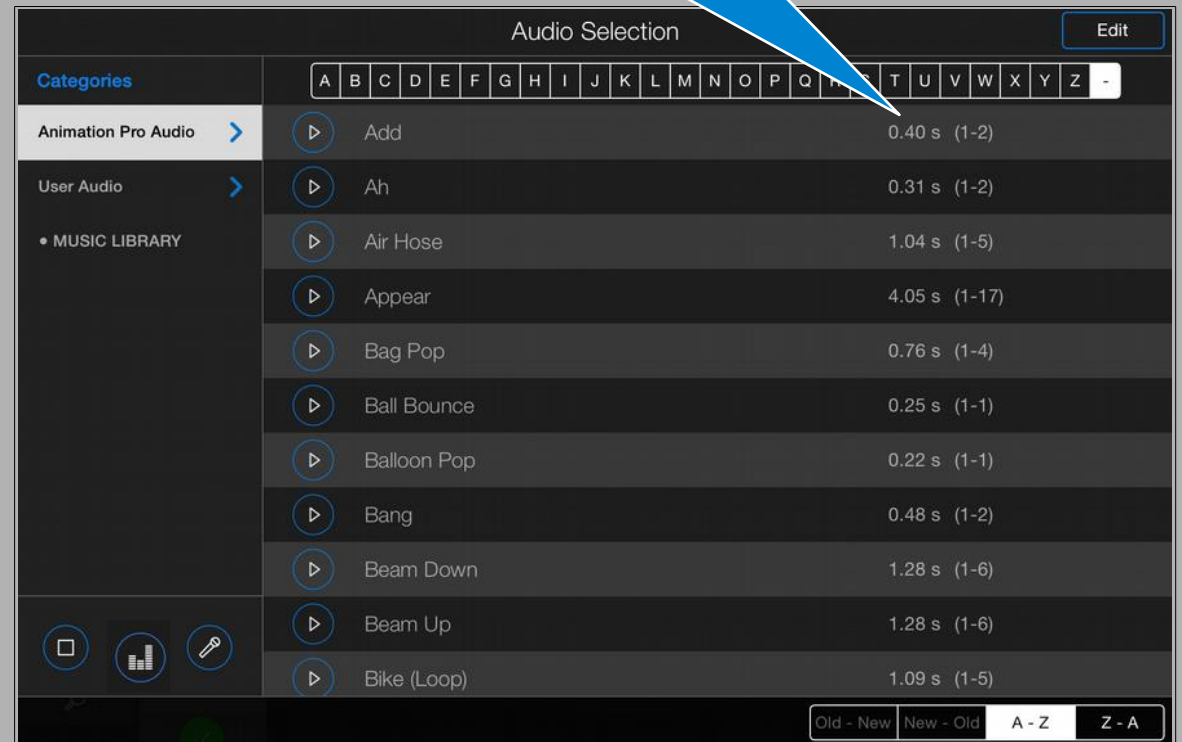
## User Audio

This is the top-level category into which your own ('User') audio may be placed. You may add your own sub-categories below the 'User Audio' category. Audio within this category (or its sub-categories) may be moved, renamed or removed.

• **MUSIC LIBRARY**

This is not so much a category but a quick link to your iPad's music library. Tap on this link to close the file manager and view and select from the songs on your iPad.

The length of the audio file (in seconds) and the number of frames it will span based upon the currently selected frame rate



With the following exceptions, the 'Audio Selection' file manager works in exactly same way as the 'Image Selection' file manager:

## Previewing Audio

It's possible to listen to a preview of an audio file from within the 'Audio Selection' file manager:

The screenshot shows the 'Audio Selection' interface. On the left, a 'Categories' sidebar lists 'Animation Pro Audio', 'User Audio', and 'MUSIC LIBRARY'. The main area displays a list of audio files with columns for a play button, the file name, and duration. A blue callout points to the play buttons, stating 'Press these buttons to listen to the corresponding audio'. Another blue callout points to a square button in the bottom-left corner, stating 'Press this button to stop a preview'. The bottom of the interface includes sorting options: 'Old - New', 'New - Old', 'A - Z', and 'Z - A'.

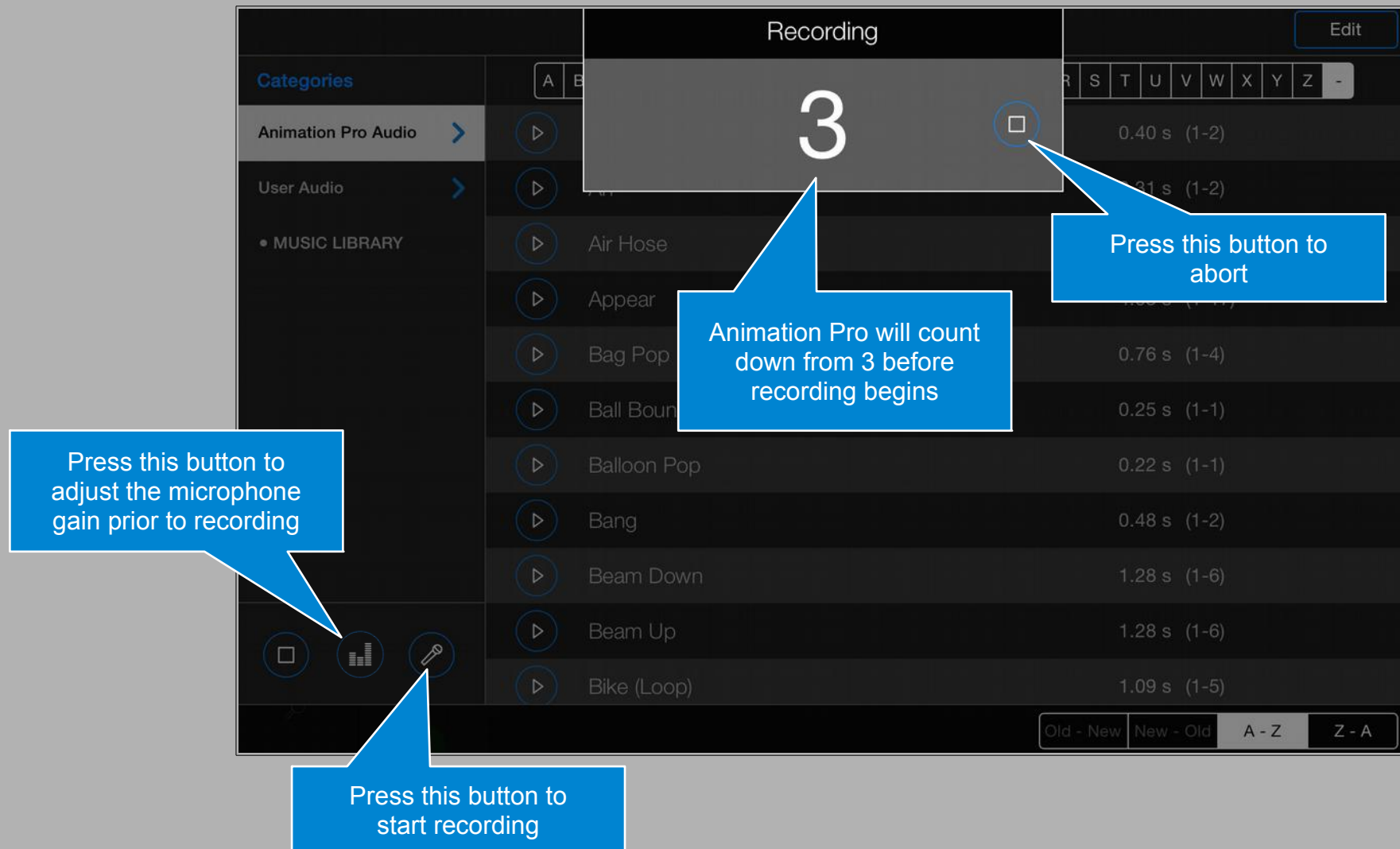
| Categories          |   | A | B           | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | - |
|---------------------|---|---|-------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Animation Pro Audio | > | ▶ | Add         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| User Audio          | > | ▶ | Ah          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| • MUSIC LIBRARY     |   | ▶ | Air Hose    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Appear      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Bag Pop     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Ball Bounce |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Balloon Pop |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Bang        |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Beam Down   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Beam Up     |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|                     |   | ▶ | Bike (Loop) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Old - New | New - Old | A - Z | Z - A


## Recording Audio

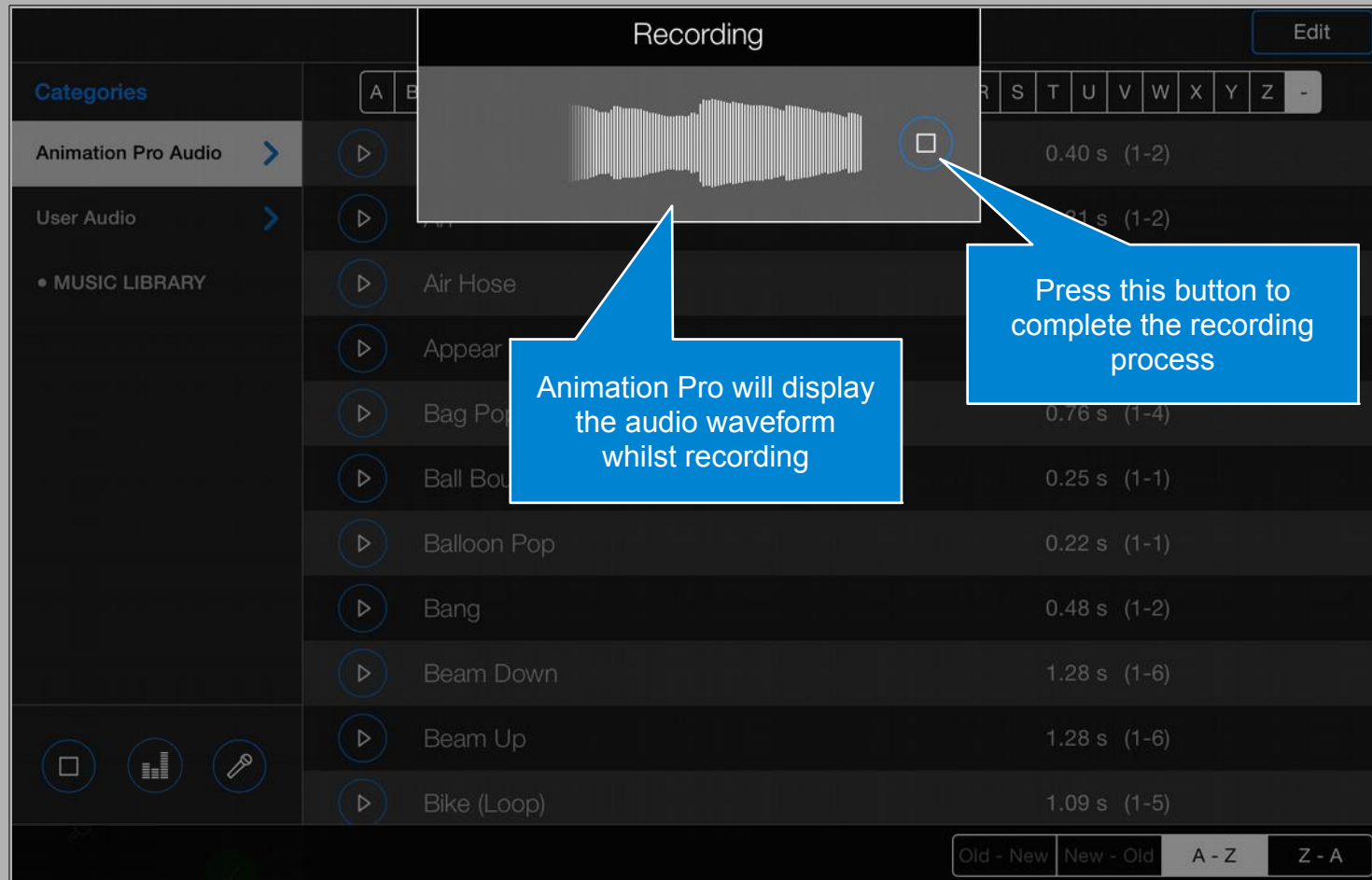
Audio may be recorded from within the 'Audio Selection' file manager:

1. Press the  button to initiate the recording process. Animation Pro will count-down from 3 and then begin recording:

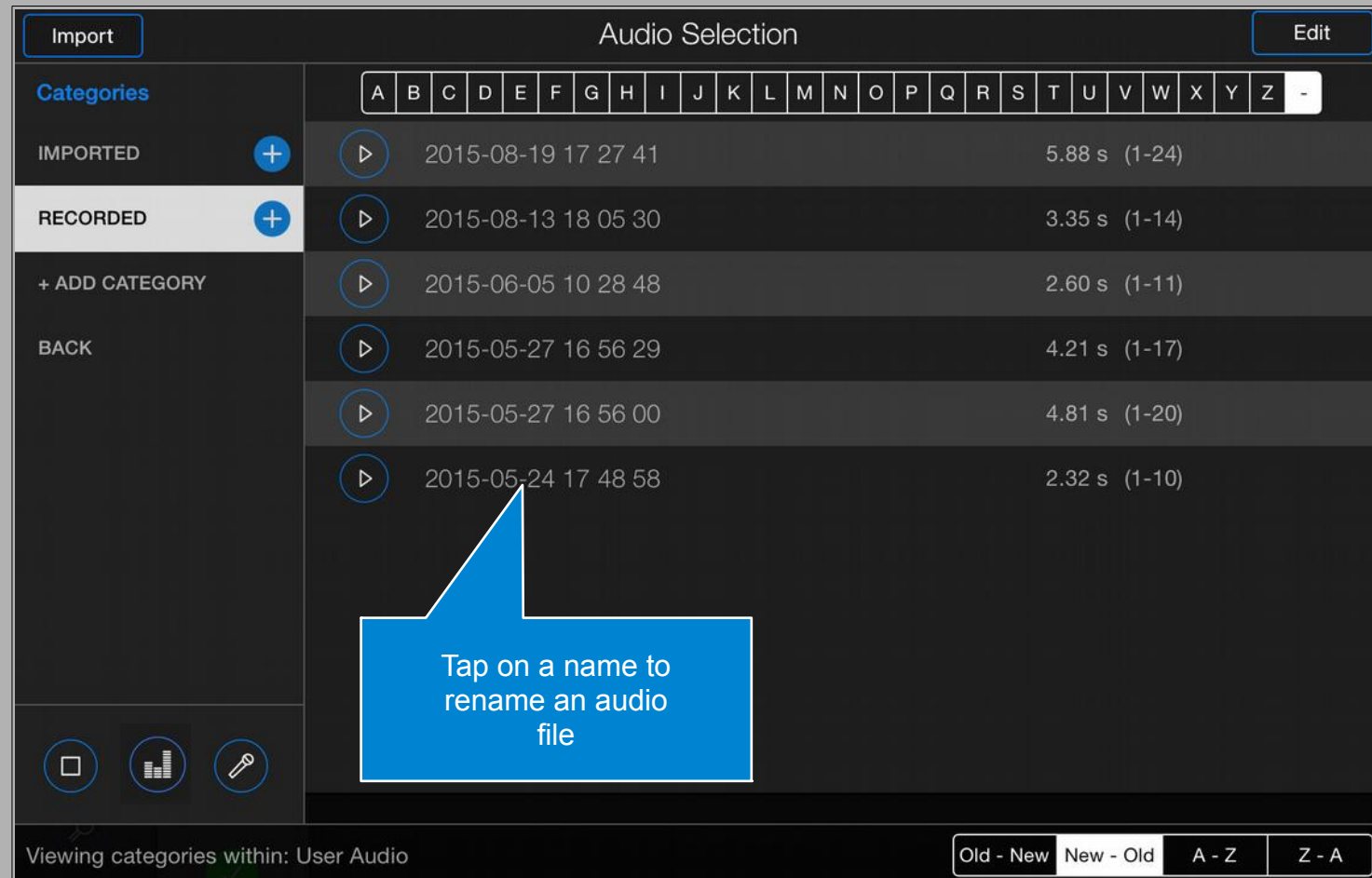




2. When you've finished recording, press the  button.



Animation Pro will place the recorded audio in the 'RECORDED' category (below the 'User Audio' top-level category). The recorded audio will be allocated a name based upon the date and time of the recording as shown below:



## Image Projects File Manager

The 'Image Projects' file manager will be displayed whenever you:

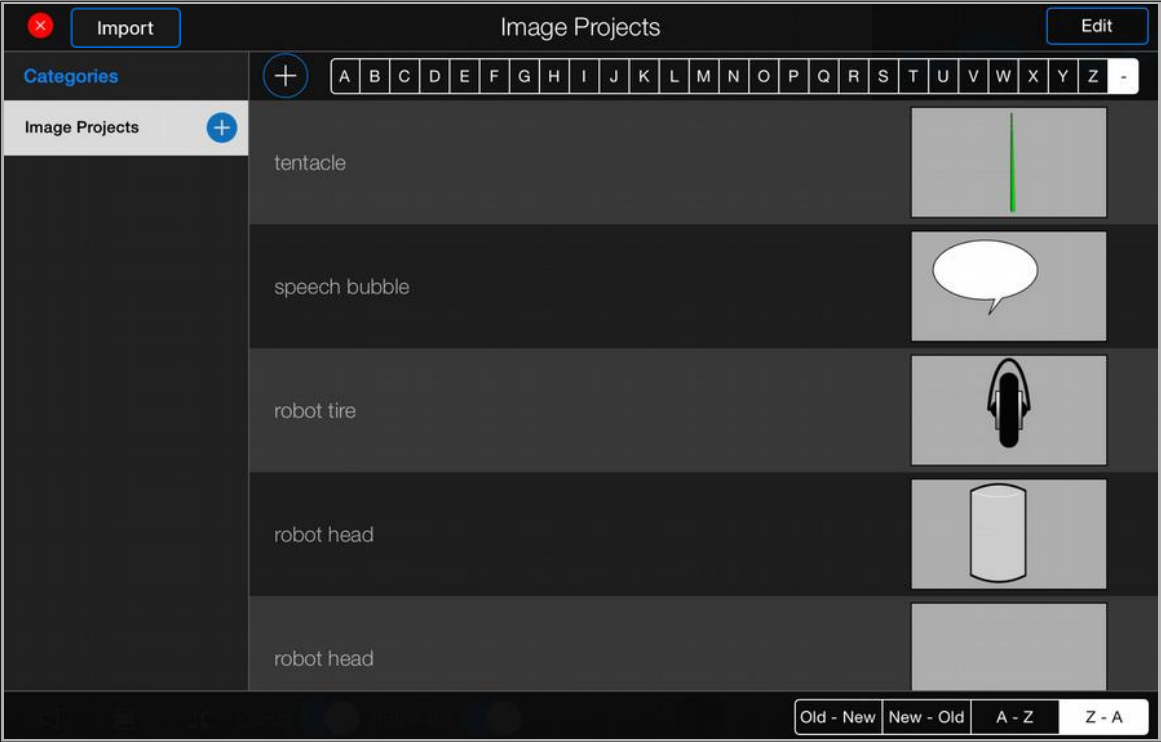
- Create a new image project
- Open an existing image project from within the Image Creator

### Categories

The left hand pane of the 'Image Projects' file manager contains the following categories:

### Image Projects

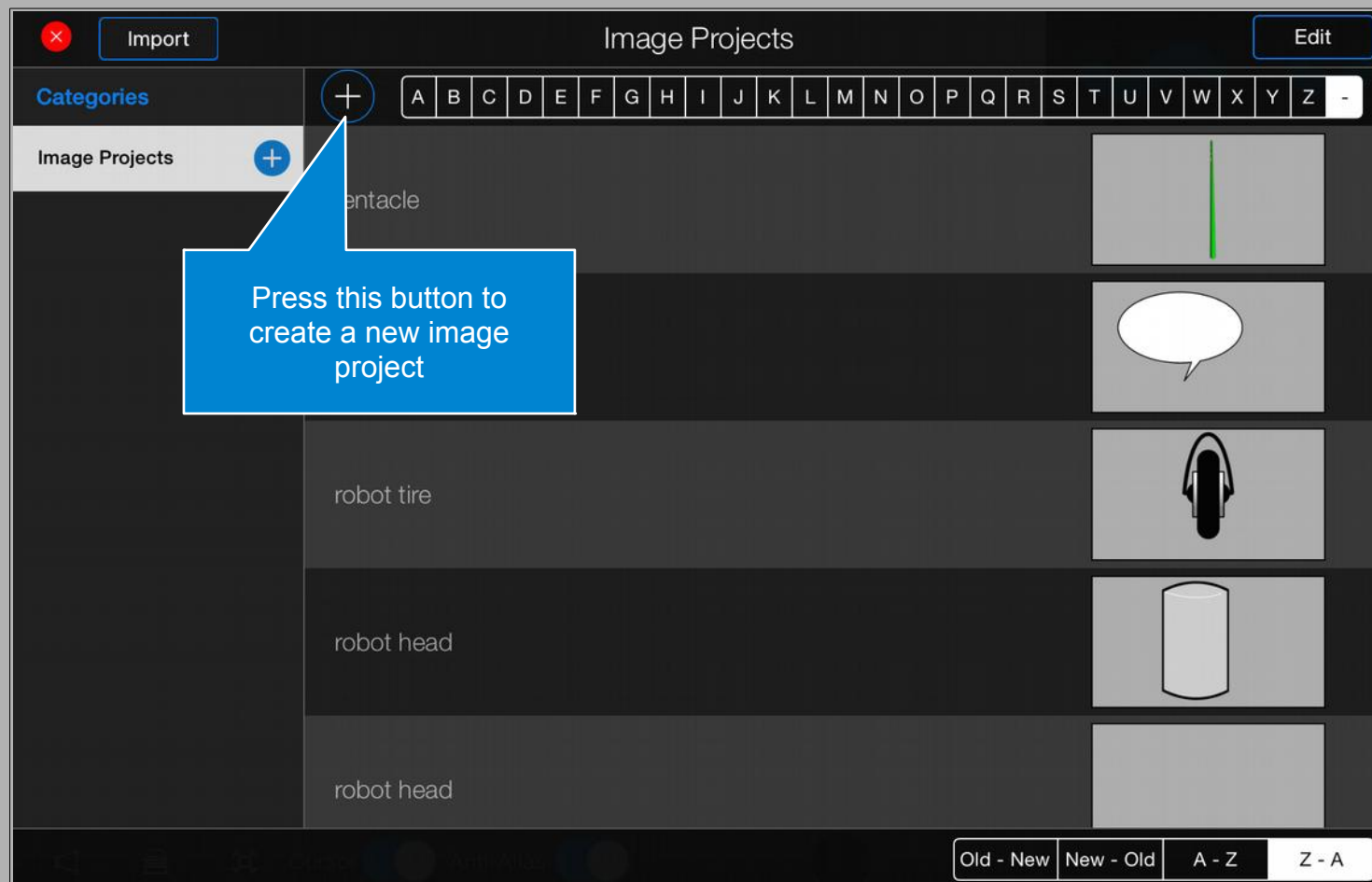
This is the top-level category into which all image projects are created. You may add your own sub-categories below the 'Image Projects' category. Projects within this category (or its sub-categories) may be moved, renamed or removed.



With the following exceptions, the 'Image Projects' file manager works in exactly same way as the 'Image Selection' file manager:

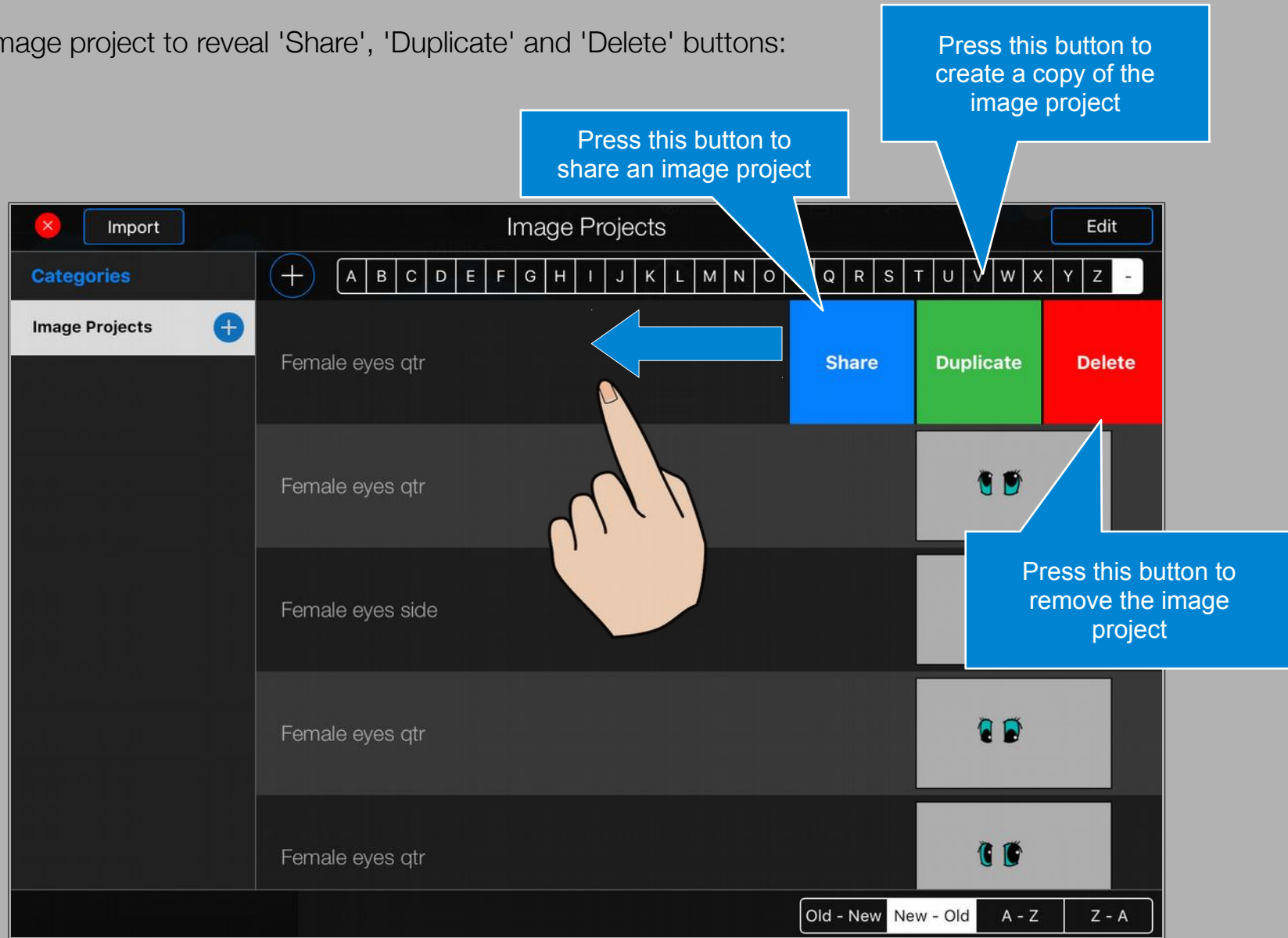
## Creating a New Image Project

New image projects are created from within the 'Image Projects' file manager by pressing the  button:



## Sharing, Duplicating and Deleting Image Projects

Swipe left on an image project to reveal 'Share', 'Duplicate' and 'Delete' buttons:



Swipe back to the right to hide the buttons.

# Mouth Projects File Manager

The 'Mouth Projects' file manager will be displayed whenever you:

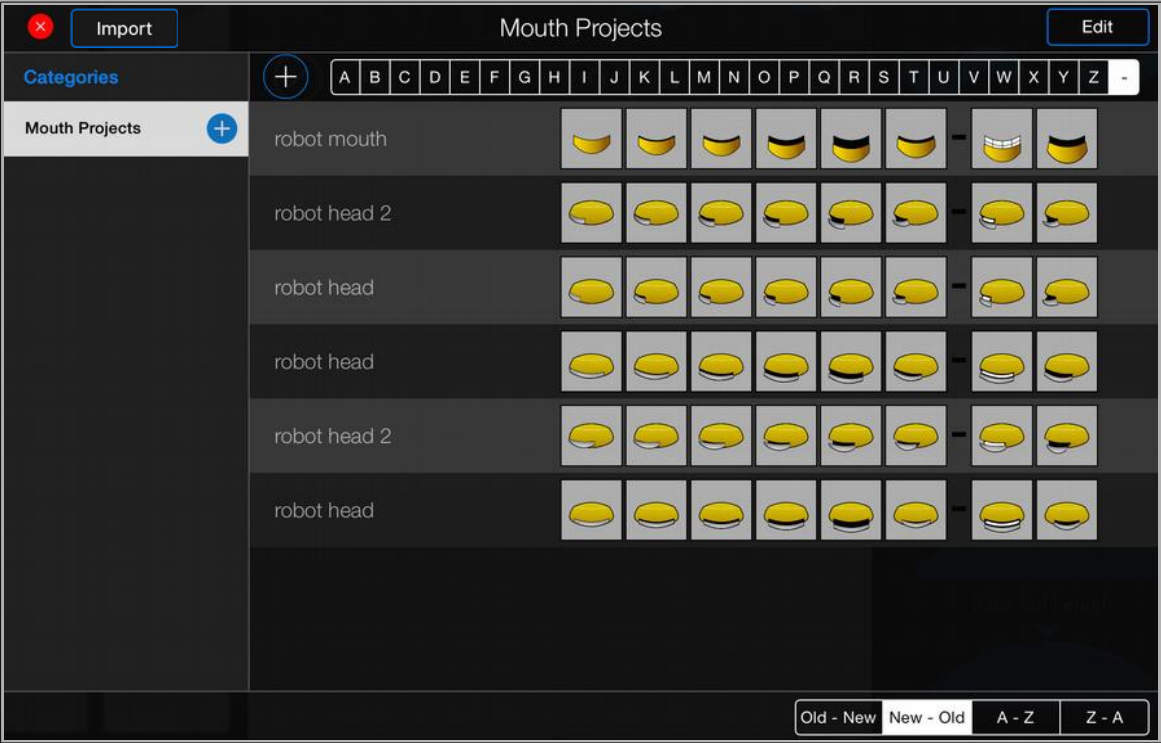
- Create a new mouth project
- Open an existing mouth project from within the Mouth Creator

## Categories

The left hand pane of the 'Mouth Projects' file manager contains the following categories:

## Mouth Projects


This is the top-level category into which all mouth projects are created. You may add your own sub-categories below the 'Mouth Projects' category. Projects within this category (or its sub-categories) may be moved, renamed or removed.

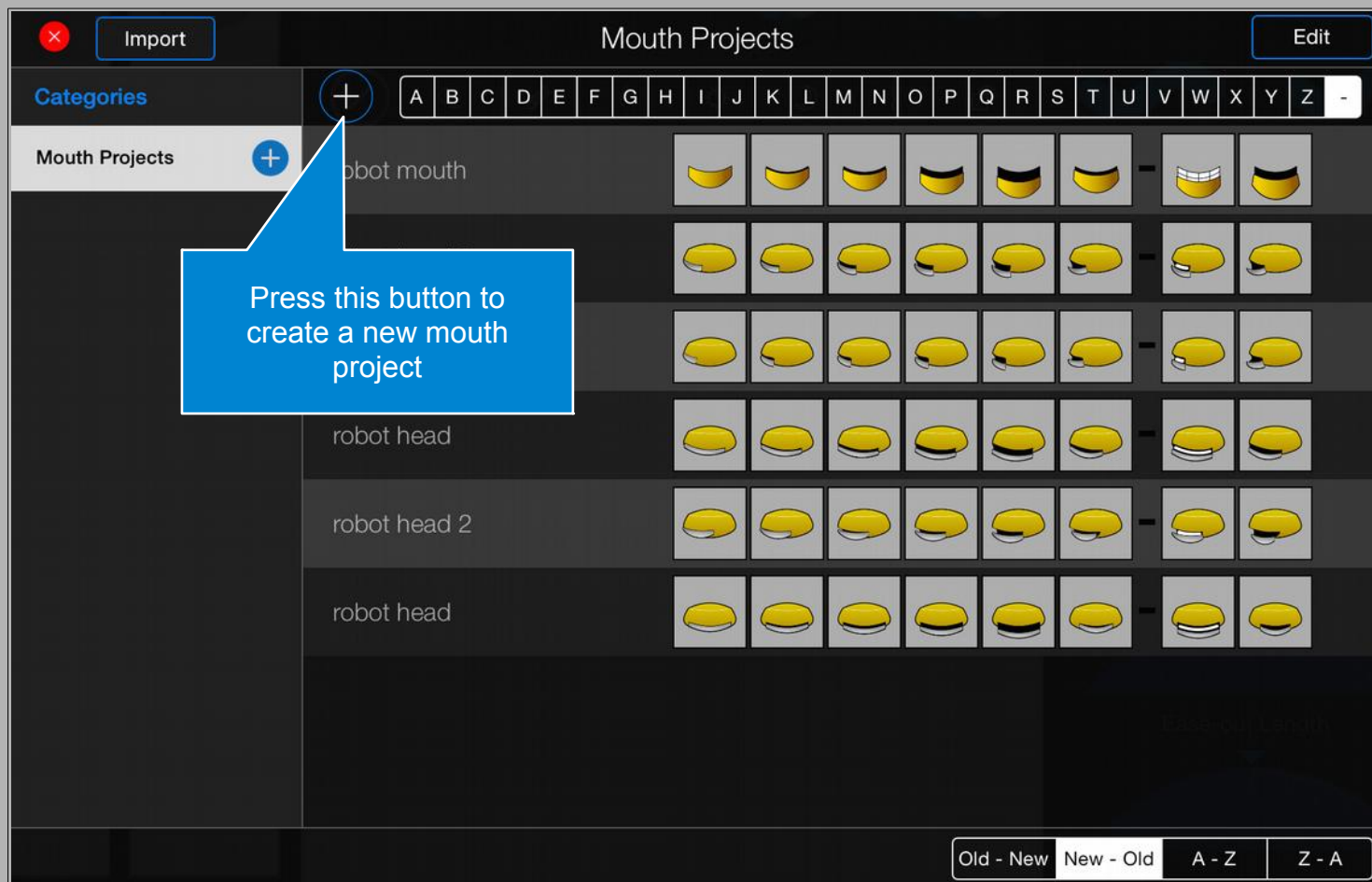




With the following exceptions, the 'Mouth Projects' file manager works in exactly same way as the 'Image Selection' file manager:

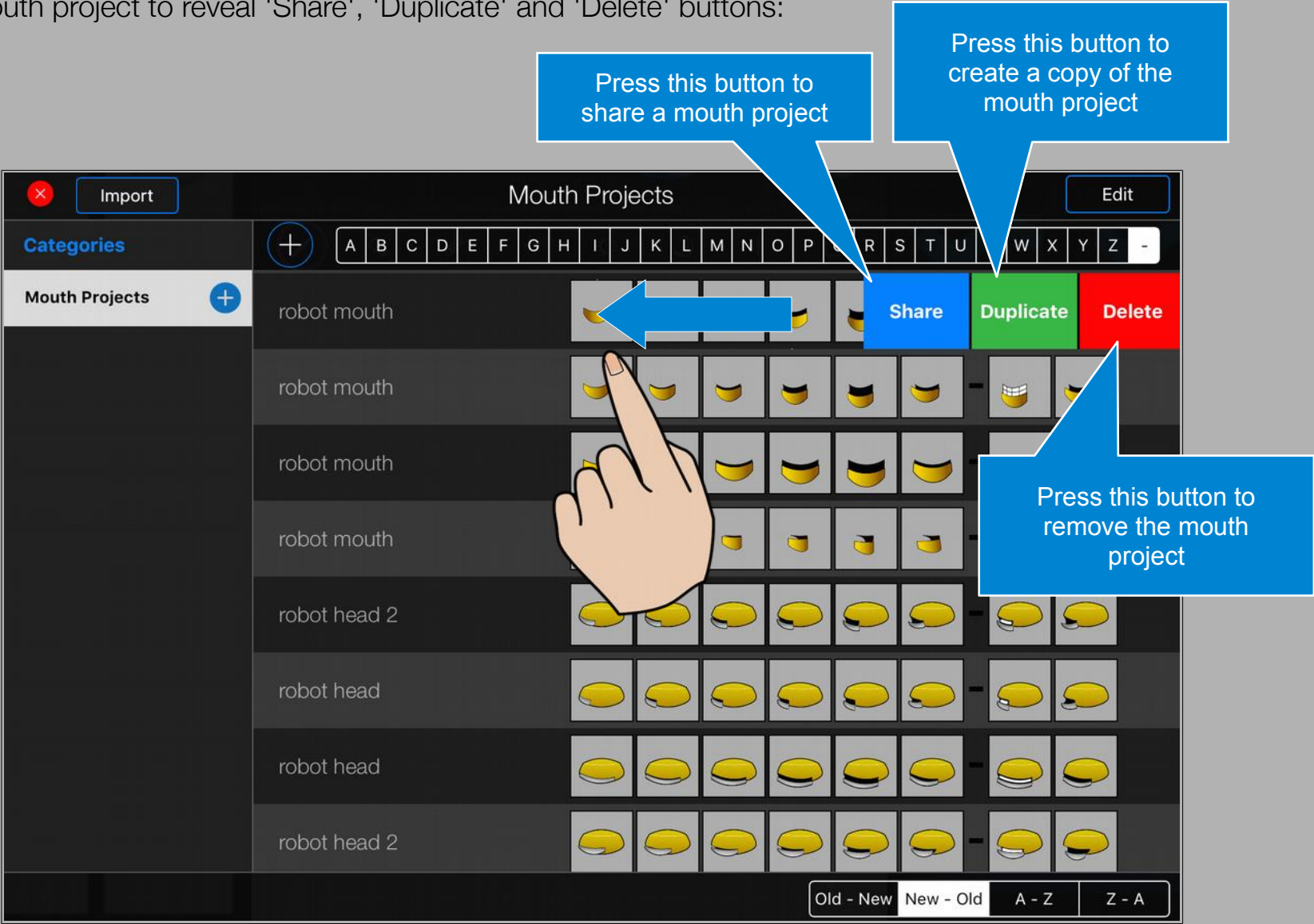
## Creating a New Mouth Project

New mouth projects are created from within the 'Mouth Projects' file manager by pressing the  button:



# Sharing, Duplicating and Deleting Mouth Projects

Swipe left on a mouth project to reveal 'Share', 'Duplicate' and 'Delete' buttons:



Swipe back to the right to hide the buttons.