CHAPTER

Getting Started with Flash



Adobe Flash is an excellent tool for creating rich interactive experiences for the Internet, animation, and online applications. This chapter gives you a working knowledge of the Flash authoring environment. You also learn to create, save, and customize a new Flash document.

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Introducing Flash

Adobe Flash is an integrated development environment, specifically designed for creating animation, multimedia experiences, and Web page components. Flash has also become the de facto standard for delivering video over the Internet. The Flash Player plug-in allows users to view Flash in their browsers. Nearly all current Web browsers support Flash.



Create Illustrations, Animations, and Other Artwork

Flash has many of the same drawing tools as other illustration programs that allow you to create vector graphics. Vector graphics are composed of lines, curves, and polygons. Conversely, bitmaps are made up of pixels. The main benefit of using vector artwork in Flash projects is that they can be scaled larger and smaller without a loss in fidelity. And, depending on their complexity, vector graphics may download a lot faster over the Internet. To learn more about creating graphics, see Chapters 2 and 3. To learn how to import artwork, see Chapter 5. See Chapter 4 to learn about working with text.



Work with Symbols and Instances

Symbols are objects in Flash that you can reuse. These objects can be Graphics, Buttons, MovieClips, sounds, and videos. Copies of your symbols that are used in your Flash movie are called instances. No matter how many instances you create, the symbol is only compiled into your movie once. On the Web, this is very powerful, because a hundred instances will download just as quickly as a single instance. You can scale, rotate, and modify other properties of an instance without affecting the base symbol. But, if you edit a symbol, all of the instances inherit your changes. To learn more about working with symbols and instances, see Chapter 8.





Create Animation

There are several ways to animate in Flash. You can create frame-by-frame animation, use the Motion Editor, or use ActionScript to move and manipulate an object's properties. Frame-by-frame animation is used primarily for creating movements that cannot be achieved in Flash by other methods. For more on creating animations, see Chapters 8 and 9. To learn how to animate using ActionScript, see Chapter 10.



Add Interactive Elements

You can add interactivity to your Flash movies in a number of ways. The simplest is by using the Button object. Buttons have built-in rollover and click states. With a small amount of ActionScript, you can create a vast range of interactivity, from simple rollover effects to triggering complex animation. For more on adding interactivity to your Flash movies, see Chapters 10 and 11.



Organize with Layers

Layers are very useful in Flash for several reasons. First, you can draw, erase, and add or remove instances on one layer without affecting another layer. Second, you can hide layers (make them invisible) and lock layers (make them uneditable). Also, you can use layers for organization in a more complex Flash document. Many Flash developers use one layer at the top of their document exclusively for actions, and another exclusively for labels. To learn more about working with layers, see Chapter 6.



Publish Your Movies

You can publish and share your Flash movies over the Web or create self-contained Projector files. Flash movies can also be exported as QuickTime movies, animated GIFs, and a variety of image sequence formats. For more on how to publish your Flash movies, see Chapter 15.



Get to Know the Flash User Interface

The Flash program window has several components for working with graphics and movies. Take time to familiarize yourself with the on-screen elements. If you use Flash on a Windows-based computer, the program elements may look a bit different than those displayed in the following example, which was done on a Mac.





Using Flash Utility Panels

Flash utility panels allow you to organize your workspace by function and by what tools you use most often. They are all dockable to the main Flash window. So now any panel can also be a part of any of the tab sets. You can also create new tab sets.

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Top Bar

😑 Tab

Click this bar to collapse a panel into its icon form.

Displays the name of the panel. The tab is also the portion of the panel that you click and drag to dock, move, or break away from other tabs.



Panel Dropdown

Use this menu to close a panel, get help about a panel, or to access a list of functions that affect the panel.

Close Button

When a panel exists on its own, not as a part of a tab set, you can close it by clicking the Close button.

Minimize Area

Click on this area of the panel to hide the content of the panel, but retain the tabs and top bar.



There are two main types of Flash files you can use to create Flash movies: Flash document files (.fla) and ActionScript files (.as). Flash documents are the base file type you use to create your Flash movies.



Open a Flash File

OPEN A FLASH FILE

- Click File.
- 2 Click Open.
- If there are no open documents, you can click the **Open** button on the welcome screen.

The Open dialog box appears.



- 3 Click on a Flash file, or navigate to one you want to open.
- To enable only certain types of files for Flash to open, click here and select a file type.

4 Click Open.

The file opens in Flash.



OPEN MULTIPLE FILES AT ONCE

1 Click File.

2 Click Open.



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The Open dialog box appears.

Select multiple Flash files by holding down Ctrl (III) and clicking the files you want to open.

4 Click **Open**.

All of the documents you selected open in tabs in Flash.



TP

How do I switch between multiple files?

Flash has a tabbed interface that allows you to have many files open at the same time and provides an easy way to switch between files. If you open multiple files, switch between them by clicking the tabs. On a Mac, you can cycle through them by pressing \mathbb{R} + ~. There is no keyboard shortcut on a PC.



Save and Close a Flash File /

You are going to want to keep your Flash files so that you can continue to work on them in the future. Flash does not automatically save your work periodically, so it is essential to save early and often every time you make a significant change.



Save and Close a Flash File

SAVE A FILE

1 Click File.

2 Click Save.

You can also press Ctrl+S (#+S) as you work to save changes to your file.

You can also press Ctrl + Shift + S (#+Shift + S) to open the Save As dialog box.





4 Click Save (Save As).

Your file is saved.



6



CLOSE A FILE

Save your file. See the task "Save a File" to learn how to save.

Click File.

2 Click Close.

You can also press Ctrl+W (m+W) to close your Flash document.

If you forget to save your file before closing, Flash prompts you with a dialog box to save your work.

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CLOSE A FILE WITH THE CLOSE BUTTON

Press Ctrl+S (#+S) to save your file.

Click the Close button (
) on your documents tab.



TIPS

How do I close all of the open documents at once?

If you close the main Flash window, all of your documents close and the Flash program quits. Only do this if you have saved all of your documents. Flash gives you an opportunity to



review any unsaved changes, but it is preferable to not rely on the Review Changes dialog box.

Can I save my Flash CS4 file as a CS3 document?

Yes, although when you work on a project with multiple people it is better if everyone uses the same version of Flash. Click **File**, click **Save As Type (Save As)**, and select Flash CS3



Document from the Format drop-down menu. This saves your FLA file in the older format.

Save and Version Your Work with Save As

You can save a snapshot of your work with Save As. Sometimes you may want to experiment in the middle of a project without fear of not being able to get back to your last stable version. So, before experimenting, you can save a copy and always go back to it.



Save and Version Your Work with Save As

- Click File.
- 2 Click Save As.

You can also press Ctrl + Shift + + S (#+Shift+S) to display the Save As dialog box.





- 3 Choose a new name for the current version of your document.
- 4 Click Save (Save As).

You can now work with the newly saved version of your file.



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Flash files are called *documents* or *movies*. You can create a new document in Flash to design artwork, build an animation, or begin a larger interactive project. Flash movies are saved in the .fla format, so you can also refer to your flash movie as your FLA file.

Create a New Flash Document



Click New.



The New Document dialog box appears.

- 3 Click the type of document you want to create.
- A description of each type appears here.

4 Click **OK**.

A blank document appears in the Flash authoring environment.



Organize and Save Your Workspa<u>ce</u>

You can organize all of the windows and panels of the Flash interface to suit your needs. You may want to save a few different workspaces, each specifically laid out for designing, programming, or debugging.



Organize and Save Your Workspace

- Click Window.
- 2 Click Actions.
- 3 The Actions panel appears.





- Click and drag the Actions panel and move it next to the Timeline tab below the work area.
- A highlight appears where your dragged panel will be docked.

Release the mouse button.

6 Click Window.

6 Click Other Panels.

7 Click **History**.

The History panel appears.



 A thin, blue border outlines the panel set where your panel will be docked.

The History panel's tab is next to the Properties and Library tabs.



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TIPS

How do I rename and delete a workspace that I have created?

Click **Window**, **Workspace**, **Manage Workspaces**. A dialog appears that has options to rename and delete your workspaces. Flash does not allow you to delete or rename the built-in



workspaces, so if you have not yet created your own, the dialog will be empty.

Can I hide and show all of the open Flash panels?

When you have panels open, you can click **Window, Hide Panels** (12) to hide everything except the Stage. After hiding the panels, you can make them all appear again by clicking **Window, Show Panels** (13).



Organize and Save Your Workspace *(continued)*

If you work on a laptop at home, but connect your laptop to a larger display at work or school, you can arrange and save additional workspaces for those situations. Many times, you will want a workspace for working on a laptop to be more sparse than a workspace for larger or multiple displays.





Click Window.

Click Workspace.

12 Click New Workspace.



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The New Workspace (Save Workspace) dialog box appears.

13 Type a name for your workspace.

A Click OK.

Your workspace is saved.



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How do I go back to the workspace that shipped with Flash?

You can always revert back to the original workspace layout of Flash. Click Window, Workspace, and then click Essentials (Default). Your

windows and panels are restored to their default positions.

INDOW

workspace

default

I moved around my windows and opened other panels, and now I want to get back to the workspace I have saved. How?

To revert to a saved workspace, simply click Window, Workspace and then click the name of the saved workspace to which you want to

return. You can also click Window, Workspace, and then click the item that says Reset followed by the name of your current workspace.



Move and Zoom the Work Area

Many times you may want to zoom in to get a better view of your work or zoom out to find objects that you placed off-stage for safe keeping. The most common way to move around the work area is to use a combination of the Zoom tool, and to use the keyboard to toggle on the Hand tool for moving.

Zooming and moving your view merely changes the scale and placement of the work area. It does not affect the size and placement of your objects and artwork.



Move and Zoom the Work Area

ZOOM IN

 Click the Zoom tool () in the Tools panel, or press M.

🖹 changes to 🔍.

2 Click on the work area to zoom in.

Flash zooms in on your view of the work area.



ZOOM OUT

 Click the Zoom tool in the Tools panel, or press M.

k changes to 🔍.

2 Press and hold down Alt (Option).

changes to <a>

3 Click on the work area to zoom out.

Flash zooms out of your view of the work area.





MOVE YOUR WORK AREA

- 1 Zoom in.
- Press and hold down Spacebar.
 - 🗨 changes to 🕅



3 Click and drag the work area to move it around.

Flash moves your view of the work area. Release the mouse button and the **Spacebar** when you finish moving.





How do I zoom to a specific magnification?

In the upper-right corner of the work area there is a magnification text field that displays the current zoom level. You can type any number from 8% to 2000%, press Enter, and your work area zooms to your specified magnification.



How do I get back to viewing my work at actual size?

There are three ways to do this. You can double-click the **Zoom** tool, press **Ctrl** +1 (**E**+1), select 100% from the zoom level menu, or type **100%** into the magnification text field.



Using Rulers and Grids

You can be very precise with the layout of your objects and illustration by using rulers and grids. Rulers and grids do not appear in your exported or published movie; they are just tools to aid your design.



Using Rulers and Grids

ACTIVATE THE FLASH RULERS

- 1 Click View.
- 2 Click Rulers.





You can repeat steps 1 and 2 to turn off the rulers.





TURN ON THE GRID

- 1 Click View.
- **2** Click **Grid.**
- **3** Click **Show Grid**.





You can repeat steps **1** to **3** to turn off the grid lines.



TPS

How do I change the size of my grid squares?

Click on **View**, **Grid**, and then **Edit Grid**. A dialog box appears that allows you to change the vertical and horizontal spacing of the grid lines. It also allows you to



change the color of your grid, adjust snapping, and determine whether the grid appears above or below elements on the stage.

What are guides?

Guides are lines you can drag onto the Stage to help you as you move items and control positioning. You can turn on the Flash guides as another tool to help you position objects on the Stage. To display the guides, click **View**, **Guides**,

and then **Show Guides**. You must also turn on the Flash rulers in order to use guides. To add a guide to the Stage, drag a guideline off of the ruler and onto the Stage. To remove a guide, drag it back to the ruler.

Work from a Template

Flash has a library of templates that you can use as a starting point. Many of these templates are for creating content for online advertising, mobile phones, and slide shows. You can also create your own templates or download other templates from the Internet.



Open a Flash Template

1 Click File.

2 Click New.



The New Document dialog box appears.

- 3 Click the Templates tab.
- New from Template appears as the dialog box title.
- 4 Click a category.
- A list of related templates appears.
- Click a template and view a preview here.
- A description of the template appears here, if one is available.





6 Click OK.



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 A blank template appears in the Flash window.

You can add content to create the new file.



TIPS

Can I make my own templates in Flash?

Yes. To turn any Flash file into a template file, click **File** and then **Save As Template** to open the Save As Template dialog box. Type a unique name for the template, select a category to save the template to, and type a brief description. Click **Save** and Flash saves the file and adds it to the templates list.

How do I save a file I create with a template?

After you finish working on the template, you can save it as a regular Flash file. Click **File** and then **Save**, and assign a unique name for the file in the Save As dialog box. To learn more about saving files, see the section "Save and Close a Flash File" earlier in this chapter.

Using the Properties Inspector

You can use the Properties inspector to see and edit the properties of the object that you currently have selected. The Properties inspector changes to reflect the properties associated with the object you select on the Stage. If you have no objects selected, the Properties inspector displays the general properties of your Flash document.

The Properties inspector acts as a panel that you can collapse, hide from view, or move. By default, Flash places the Properties inspector at the right of the program window, in a tab set that includes the Library panel.



Using the Properties Inspector

COLLAPSE AND EXPAND THE PROPERTIES INSPECTOR

 Click the panel's title bar to collapse or minimize the panel.

> This also minimizes any other panels that are a part of the same tab set, and collapses them to icons.

Note: This example shows the document properties listed in the Properties inspector panel.

- The Properties inspector panel and other tabs collapse.
- 2 To expand the panel again, click the panel's title bar.
- To temporarily view collapsed panels, you can click the panel name in the collapsed view.







CLOSE THE PANEL

To close the panel, click the panel drop-down button ((), and click Close.

Flash closes the Properties inspector.



OPEN THE PANEL

2 To display the panel, click **Window**.

3 Click **Properties**.

You can also press Ctrl+F3 (#+F3) to quickly open the panel.

Flash opens the Properties inspector.



TIPS

Can I move the Properties inspector around like a normal panel?

Yes. If you click and drag the **Properties** tab, you can move it anywhere. If you release the mouse button while another part of the Flash



window is highlighted, it docks there. If no area is highlighted, the Properties inspector appears as a regular panel.

Can I rearrange the tabs where I have many panels docked?

You can rearrange any tab set in Flash by dragging tabs to the left and right. Flash automatically moves the other tabs to make room for your dragged tab while you are dragging, so you know where everything will be when you release the mouse button.

Set up a New Flash Document

When you first open a new document in Flash, it is a good idea to set up your Stage size, frame rate, background color, and ActionScript version first. Sometimes, your animations or scripts behave differently than you expect after a change in frame rate. And it can be labor intensive to move all of your objects on the Stage to accommodate a new Stage size.

Everything you need to get set up is in the new Flash CS4 Properties inspector.

Set up a New Flash Document

SET YOUR ACTIONSCRIPT VERSION AND FLASH PLAYER VERSION

 If it is not already open, open the **Properties inspector**, by clicking **Window** and then **Properties**.

You can also press Ctrl+F3 (#+F3).

- The default Publish settings appear.
- The default document properties appear.
- **2** Click **Edit** in the Publish settings.

The Publish Settings dialog box appears.

- 3 Click the Flash tab.
- Click the **Player** menu and select Flash Player 10.
- **5** Click the **Script** menu, and select ActionScript 3.0.
- 6 Click OK.

Your Publish settings are stored in your Flash document.







CHANGE THE FRAME RATE

 If it is not already open, open the **Properties inspector** by clicking **Window** and then **Properties**.

> You can also press Ctrl + F3 (#+ F3).



- The document's Properties appear below the Publish settings.
- 2 Click the number in the FPS field (frames per second).
- **3** Type a new frame rate in the FPS field.

This example shows a frame rate of 31.



TIP

How do I save my document setup, so I can reuse it in future projects?

Click **File**, **Save As Template** to save all of your document settings as a Flash template. Then, when you create a new document, you can choose your saved template as a starting point.



Set up a New Flash Document (continued)

You can set your frame rate to be anything you want. Most of the time you should stick with conventional 31 frames per second for Flash, unless you have a compelling reason to use a different frame rate.



Set up a New Flash Document (continued)

CHANGE THE STAGE SIZE

 In the Properties inspector, click Edit.





- The Document Properties dialog box appears.
- 2 Type the height and width dimensions you want for your Flash movie.
- 3 Click OK.

Your Flash movie is now set to your desired dimensions.



CHANGE THE BACKGROUND COLOR

- In the Properties inspector, click on the white box next to the word Stage.
- A set of color swatches appears.
- 2 Click on one of the swatches to select a new background color.









Can I change my document setup at any time?

Yes. When you work on a file and need to change these settings, click on an empty part of the Stage and then open the Properties inspector. Again, changing your frame rate and Stage size in the middle of a project may require you to rewrite scripts, edit



animation, and reposition all of the objects on the Stage, so be careful.

How do I change all these settings in a single panel?

Click **Edit** next to the stage size in the Properties inspector. Most of the changes made in this section (and a few extras) can also be accomplished in the resulting dialog box.

Adjust Publish Settings

You can publish your Flash movies in a number of different formats. For Flash-based Web pages, there are a few settings that you can adjust to make your previews and tests more representative of the final output.



Adjust Publish Settings

CHANGE BASIC SETTINGS FOR FLASH

- 1 Click on File.
- 2 Click Publish Settings.



- The Publish Settings dialog box appears.
- By default the Flash tab is selected.
- 3 Click the Player menu drop-down menu and select Flash Player 10.
- Under Images and Sounds, click and drag the slider to set your default JPEG quality.

You can always increase or decrease the JPEG quality for better image fidelity or smaller file sizes, respectively.





CHANGE BASIC HTML SETTINGS

- 🚺 Click **File**.
- 2 Click Publish Settings.
- The Publish Settings dialog box appears.
- **3** Click the **HTML** tab.



In this example, Flash Only is chosen.

- You can click **Info** to get a description of the template you have selected.
- You can select the **Detect Flash Version** option to allow your HTML page to make sure anyone viewing your Web page has the appropriate Flash Player installed.



IP

The Detect Flash Version option only allows for versions 10 and above. Why?

If you want to detect for a version lower than Flash Player 10, click on the Flash tab of the Publish Settings window, and change your player to a lower version. Then, the HTML tab shows the appropriate version number in the Detect Flash Version setting.



Adjust Publish Settings *(continued)*

You can set up Flash to publish your movie as a Web page. Flash exports a SWF file as well as an HTML file, which you can view in a Web browser. See Chapter 15 to learn more about publishing Flash movies.



Adjust Publish Settings (continued)

6 Click the **Dimensions** menu and select an option.

If you want your Flash movie to remain a fixed size, choose **Match Movie**; if you want your Flash movie to scale, choose **Percent**. Or, if you want to change the dimensions of your exported SWF, choose **Pixels** and enter in your custom dimensions.



6 Click the **Quality** menu and select **Best**.

Your Publish settings are now set.





SELECT PUBLISH FORMATS AND FILE NAMES

- 1 Click File.
- 2 Click Publish Settings.
- The Publish Settings dialog box appears.
- 3 Click the Formats tab.
- In the Type section, select the formats to which you want to publish.
- You can click here and type new names for your exported files if you do not want to use the default names.
- If you want to revert to Flash's default names, click Use Default Names, and Flash restores them.
- If you want to publish your files to a specific folder on your computer, click the folder icon next to the filename.





TIPS

Can I publish many formats at the same time?

Every time you publish a Flash movie, Flash looks to see which formats you have



selected in the Publish Settings dialog box and publishes them all.

How do I save a set of publish settings so that I can use them in future projects?

Click the Create New Profile button (+) at the top right of the Publish Settings dialog box. Flash asks you to name your profile. Any settings you change become part of your current profile. You can

switch between profiles by clicking the **Current Profile** menu at the top of the Publish Settings dialog box.



Test a Flash Movie

You can test your Flash movies at any time during design and development. You will probably find that every time you complete a task in Flash, you will want to test it to see how everything works out.



Test a Flash Movie

TEST WITH TEST MOVIE

- Click Control.
- 2 Click Test Movie.

You can also press Ctrl+Enter (#+Enter).

Your Flash movie plays in a test window.

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TEST WITH PUBLISH PREVIEW

- 1 Click File.
- 2 Click Publish Preview, and then click the format you want to test.

Flash previews your movie in the selected format.



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When you need help understanding a technique or feature in Flash, you can use the Flash help system. The help system contains information and tutorials on each feature of Flash, a complete ActionScript reference guide, and a place to get additional help from the Flash community.

Get Flash Help

- Click the search box at the upper right of the Flash window.
- 2 Type in search terms for the topic you need help with.
- **3** Press Enter.

Flash opens your Web browser and loads the Flash help system.

Note: To go directly to the help system without searching, click **Help, Flash Help** or **F1**.

- A list of Flash CS4 Resources appears here.
- An index of learning topics for Flash appears here.
- You can also search directly inside the help system using this search box.

