Start the program and then click on the Middle column which says Create New - Flash File (ActionScript.3.0)

On the top you will find the “main-menu” bar, which is very similar to any menu in any other program.

At the top of the page to the immediate right of the menu bar is a drop down box called ESSENTIALS. This drop down box has a variety of pre-set workspace configurations appropriate for different tasks. For now, leave it on “Essentials”.

The Tools Panel is on the extreme right. In it you will find tools for drawing, viewing, coloring, etc…. You may find the flash environment very similar to common paint program environments.

The Panels area is also on the right. By default it contains two panels: “Properties and Library”. Other panels can be turned on from the “Window” button on the main-menu bar and can be dragged and dropped into the panels area.

Right below the main menu you will find an edit bar. This edit bar belongs to the “project tab” (called “Untitled-1 in this example) immediately above it. More than one project may be open at one time. The edit bar shows what “Scene” you are currently viewing. On the right side of the edit bar you have symbols for editing the scenes on the stage, and also for zooming in and out of the stage.

The Stage is the small white area in the center of the workspace. The grey area around the stage is the backstage area. The Stages is where you will construct and “play” your flash animation. The backstage can serve as a temporary placeholder space for objects.

The TIMELINE is found at the bottom of the stage and is composed of (among other things) a series of rectangles starting from 0 to 570. On the left of the timeline bar you will find layers. If you double click on the timeline tab, you can hide the timeline. The MOTION EDITOR is also found at the bottom of the page. This powerful tool is used for making and editing “tweens”.

Flash CS4 (AS3) Intro Tutorial
(Part I – The Flash Workspace)