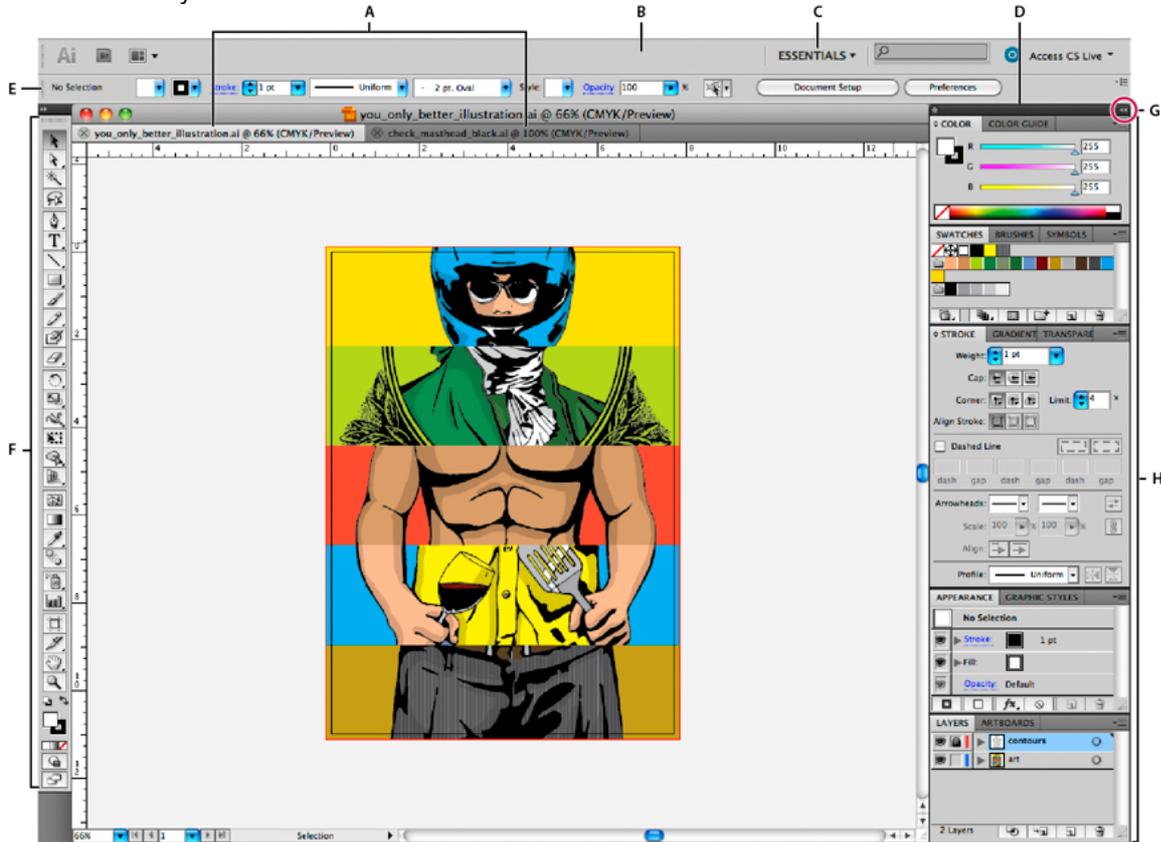


## Workspace overview

You create and manipulate your documents and files using various elements, such as panels, bars, and windows. Any arrangement of these elements is called a *workspace*. The workspaces of the different applications in Adobe® Creative Suite® share the same appearance so that you can move between the applications easily. You can also adapt each application to the way you work by selecting from several preset workspaces or by creating one of your own.

Although the default workspace layout varies in different products, you manipulate the elements much the same way in all of them.



- A. Tabbed Document windows
- B. Application bar
- C. Workspace switcher
- D. Panel title bar
- E. Control panel
- F. Tools panel
- G. Collapse To Icons button
- H. Four panel groups in vertical dock

- The *Application bar* across the top contains a workspace switcher.
- The *Tools panel* contains tools for creating and editing images, artwork, page elements, and so on. Related tools are grouped.
- The *Control panel* displays options for the currently selected tool and selected object.
- The *Document window* displays the file you're working on. Document windows can be tabbed.
- *Panels* help you monitor and modify your work. Panels can be grouped, stacked, or docked.
- The *Application frame* groups all the workspace elements in a single, integrated window that lets you treat the application as a single unit.

### Hide or show all panels

- To hide or show all panels, including the Tools panel and Control panel, press Tab.
- To hide or show all panels except the Tools panel and Control panel, press Shift+Tab.

### Display panel options

❖ Click the panel menu icon  in the upper-right corner of the panel.

### **(Illustrator) Adjust panel brightness**

❖ In User Interface preferences, move the Brightness slider. This control affects all panels, including the Control panel.

### **Reconfigure the Tools panel**

You can display the tools in the Tools panel in a single column, or side by side in two columns.

❖ Click the double arrow at the top of the Tools panel.

### **Search For Help box**

Use the Search For Help box on the right side of the Application bar to search for Help topics and online content.

### **About screen modes**

You can change the visibility of the illustration window and menu bar using the mode options at the bottom of the Tools panel. To access panels when in Full Screen Mode, position the cursor at the left or right edge of the screen and the panels will pop up. If you've moved them from their default locations, you can access them from the Window menu.

You can choose one of the following modes:

- Normal Screen Mode  displays artwork in a standard window, with a menu bar at the top and scroll bars on the sides.
- Full Screen Mode With Menu Bar  displays artwork in a full-screen window, with a menu bar at the top and scroll bars.
- Full Screen Mode  displays artwork in a full-screen window, with no title bar or menu bar.

### **Using the status bar**

The status bar appears at the lower-left edge of the illustration window. It displays any of the following:

- current zoom level
- current tool in use
- current artboard in use
- navigation controls for multiple artboards
- date and time
- number of undoes and redoes available
- document colour profile

### **Enter values in panels and dialog boxes**

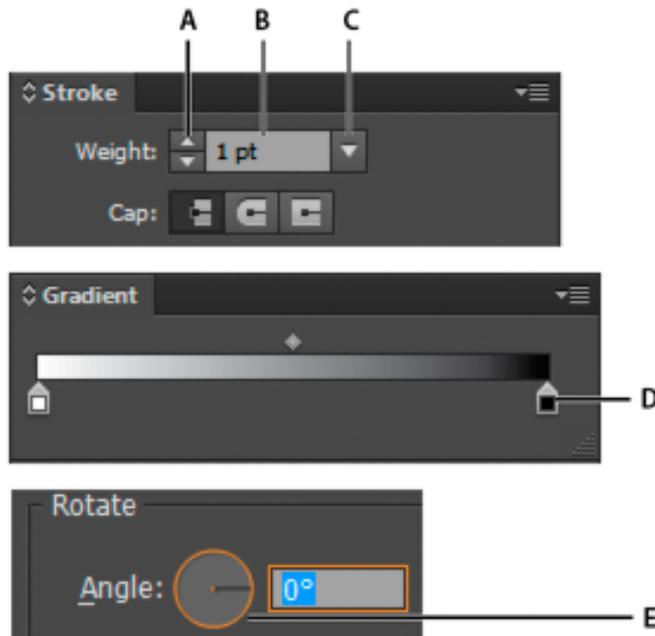
You enter values using the same methods in all panels and dialog boxes. You can also perform simple math in any box that accepts numeric values. For example, if you want to move a selected object 3 units to the right using the current measurement units, you don't have to work out the new horizontal position—simply type +3 after the current value in the Transform panel.

### **Enter a value in a panel or dialog box**

❖ Do any of the following:

- Type a value in the box, and press Enter or Return.

- Drag the slider.
- Drag the dial.
- Click the arrow buttons in the panel to increase or decrease the value.
- Click in the box and then use the Up Arrow key and Down Arrow key on the keyboard to increase or decrease the value.
- Select a value from the menu associated with the box.



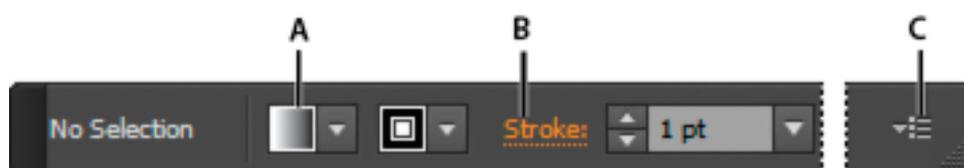
Ways to enter values

- A. Arrow buttons
- B. Text box
- C. Menu arrow
- D. Slider
- E. Dial

### Control panel overview

The Control panel offers quick access to options related to the objects you select. By default, the Control panel is docked at the top of the workspace.

Options displayed in the Control panel vary depending on the type of object or tool you select. For example, when you select a text object, the Control panel displays text-formatting options in addition to options for changing the colour, placement, and dimensions of the object. When a selection tool is active, you can access Document Setup and Preferences from the Control panel.



Control panel

- A. Hidden options
- B. Link to another panel
- C. Panel menu

When text in the Control panel is blue/orange and underlined, you can click the text to display a related panel or dialog box. For example, click the word *Stroke* to display the Stroke panel.