

## Desktop Publishing Window

The area where a new or existing publication appears is called the **workspace**. The workspace is where you actually work on a publication. All the pages within a publication are visible here. Unlike most other programs, a publishing program allows only one publication to be opened at the time.

The **title bar** displays the program name and the filename of the open worksheet. The title bar also contains a control menu box, a close button, and resizing buttons.

The **menu bar** contains menus from which the user chose commands. The user can select menus with the mouse.

The **tool bars** contain buttons most frequently used within a publishing program. The **standard tool bar** contains the buttons for common tasks such as saving and printing.

The **status bar** is usually located at the bottom of the window. It displays active commands, positions of objects, and help options.

**Page navigation buttons** are used to assist you with movement throughout your publication. The buttons are First Page, Previous Page, Next Page, and Last Page.

The **zoom mode buttons** allow the user to make the picture larger or smaller.

**Scroll bars** assist with movement in a document.