

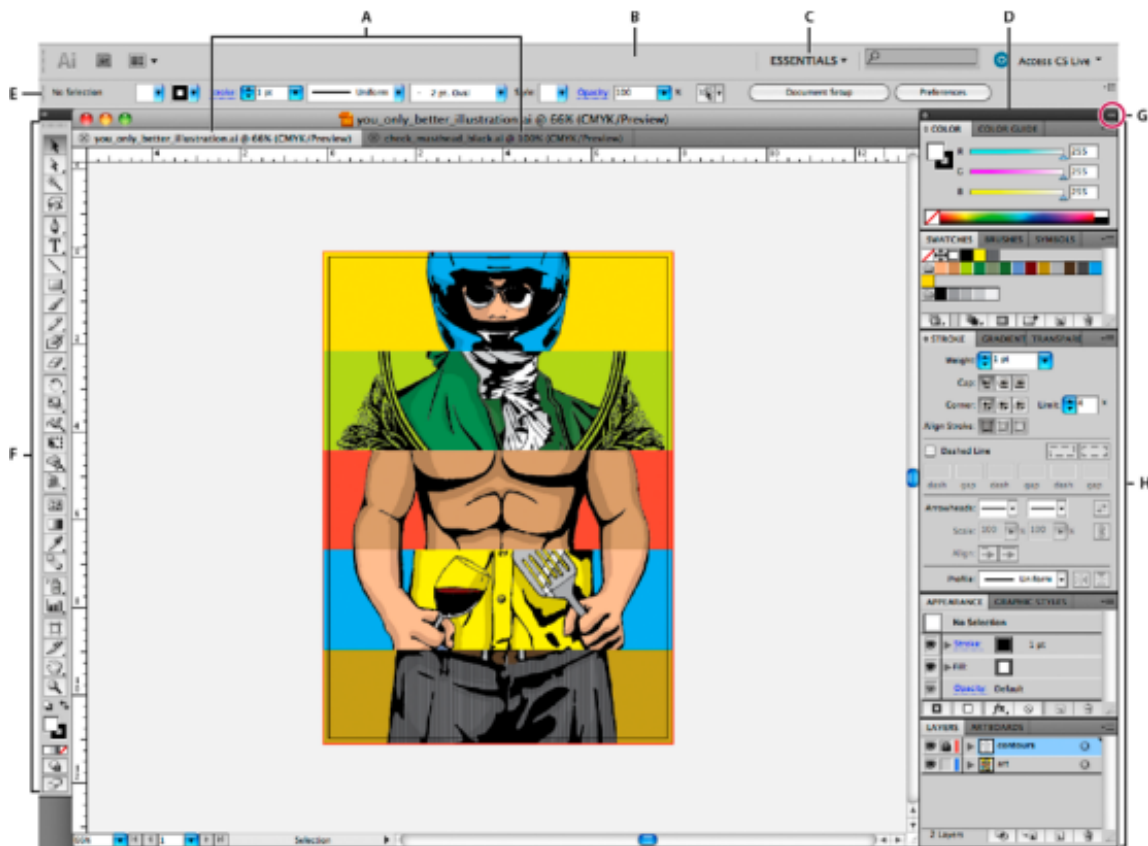
# Workspace basics

## 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 look similar 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.

- The Application bar across the top contains a workspace switcher, menus (Windows only), and other application controls. On the Mac for certain products, you can show or hide it using the Window menu.
- The Tools panel contains tools for creating and editing images, artwork, page elements, and so on.
- The Control panel displays options for the currently selected tool. In Illustrator, the Control panel displays options for the currently selected object. (In Adobe Photoshop® this is known as the Options bar.)
- The Document window displays the file you're working on. Document windows can be tabbed and, in certain cases, grouped and docked.
- 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. When you move or resize the Application frame or any of its elements, all the elements within it respond to each other so none overlap. Panels don't disappear when you switch applications or when you accidentally click out of the application. If you work with two or more applications, you can position each application side by side on the screen or on multiple monitors.



Default Illustrator workspace

**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