Title bar Contains the pathname and filename of the open document.

Rulers

Located along the top and left sides of the window, help you to position objects on a page. The rulers in this document are in inches. You can also set rulers in picas or

centimeters.

¶ Catalog button Displays the ¶ Catalog, used to reformat

paragraphs.

f Catalog button Displays the f Catalog, used

the format of individual

words and phrases

Tools button Displays the Tools window, which

contains the tools used to draw

manipulate graphics

Equations button Displays the Equations window,

to create and manipulate

aguations

Scroll bar Scrolls vertically through the

displays information such as the names of text elements

Scroll buttons

scroll horizontally through the document.

Zoom In button

makes the document contents look larger.

Zoom Out button

makes the document contents look smaller.

Page

display the previous or next page

Resize area:

resizes the document window

Zoom pop-up menu: lists the zoom choices

buttons: