

## OneVision Work Space

You open a new document in OneVision by using the `<Document/New>` (;../MainMenu/Document/New.rtf;¬) command. The size of the new document depends on the current settings of the program. An existing document can be loaded by opening it with the `<Document/Open>` (;../MainMenu/Document/Open.rtf;¬) command.

You can have as many documents open at one time as you like. You can copy elements between documents by using the Copy and Paste commands, which are part of the operating system.

The work space of a document always consists of two parts. In the upper part you will find the working area, below which you will find the Page Director (;Pagedirektor.rtf;¬).

*paste.tiff ¬*

*Figure: The Work Space of a OneVision document*

### Dokument Arbeitsfläche;¬The Working Area

Imagine the working area of a document as a drawing board on your desk. In the working area you can simultaneously lay out pages, edit images, enter text, manipulate vector graphics, record and play sounds, and so forth.

Next: ;Pagedirektor.rtf;¬ Page Director