

Macintosh Human Interface Guidelines



Addison-Wesley Publishing Company

Reading, Massachusetts Menlo Park, California New York Don Mills, Ontario Wokingham, England Amsterdam Bonn Sydney Singapore Tokyo Madrid San Juan Paris Seoul Milan Mexico City Taipei



♣ Apple Computer, Inc. © 1995, Apple Computer, Inc. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, mechanical, electronic, photocopying, recording, or otherwise, without prior written permission of Apple Computer, Inc. Printed in the United States of America.

No licenses, express or implied, are granted with respect to any of the technology described in this book. Apple retains all intellectual property rights associated with the technology described in this book. This book is intended to assist application developers to develop applications only for Apple Macintosh computers.

Apple Computer, Inc. 20525 Mariani Avenue Cupertino, CA 95014 408-996-1010

Apple, the Apple logo, APDA, AppleLink, AppleShare, AppleTalk, EtherTalk, HyperTalk, ImageWriter, LaserWriter, Macintosh, MultiFinder, and StyleWriter are trademarks of Apple Computer, Inc., registered in the United States and other countries. BalloonHelp, BalloonWriter, Finder, PowerBook, QuickDraw, ResEdit, System 7, and TrueType are trademarks of Apple Computer, Inc.

Adobe Illustrator and PostScript are trademarks of Adobe Systems Incorporated, which may be registered in certain jurisdictions.

AGFA is a trademark of Agfa-Gevaert. FrameMaker is a registered trademark of Frame Technology Corporation. Helvetica and Palatino are registered trademarks of Linotype Company. HyperCard, MacDraw, MacPaint, and MacWrite are registered trademarks of Claris Corporation.

ITC Zapf Dingbats is a registered trademark of International Typeface Corporation.

Varityper is a registered trademark of Varityper, Inc.

Simultaneously published in the United States and Canada.

LIMITED WARRANTY ON MEDIA AND REPLACEMENT

ALL IMPLIED WARRANTIES ON THIS MANUAL, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED IN DURATION TO NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL RETAIL PURCHASE OF THIS PRODUCT.

Even though Apple has reviewed this manual, APPLE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, WITH RESPECT TO THIS MANUAL, ITS QUALITY, ACCURACY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. AS A RESULT, THIS MANUAL IS SOLD "AS IS," AND YOU, THE PURCHASER, ARE ASSUMING THE ENTIRE RISK AS TO ITS QUALITY AND ACCURACY.

IN NO EVENT WILL APPLE BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY DEFECT OR INACCURACY IN THIS MANUAL, even if advised of the possibility of such damages.

THE WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHERS, ORAL OR WRITTEN, EXPRESS OR IMPLIED. No Apple dealer, agent, or employee is authorized to make any modification, extension, or addition to this warranty.

Some states do not allow the exclusion or limitation of implied warranties or liability for incidental or consequential damages, so the above limitation or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

ISBN 0-201-62216-5 1 2 3 4 5 6 7 8 9-BA-9695949392 First Printing, November 1992



The paper used in this book meets the EPA standards for recycled fiber.



Contents

Figures and Tables xiii

Preface About This Book xxi

Who Should Read This Book xxi

What's New in Macintosh Human Interface From Apple xxii

About Making It Macintosh xxii

What's in This Book xxii

The Basic Philosophy xxii

The Interface Elements xxiii

Appendixes xxiii

Visual Cues Used in This Book xxiii

Part 1 Fundamentals

Chapter 1 Human Interface Principles 3

The Human Interface Design Principles 4

Metaphors 4

Direct Manipulation 5

See-and-Point 7

Consistency 7

WYSIWYG (What You See Is What You Get) 8

User Control

Feedback and Dialog 9

Forgiveness 10

Perceived Stability 11

Aesthetic Integrity 11

Modelessness 12

Additional Issues to Consider 13

Knowledge of Your Audience 13

Accessibility 14

Chapter 2 General Design Considerations 15

Worldwide Compatibility

Cultural Values 17

Resources 17



16

Language Differences 18 Text Display and Text Editing Default Alignment of Interface Elements 20 Keyboards 22 **Fonts** 23 Universal Access 24 People With a Physical Disability 25 People With a Visual Disability 25 People With a Hearing Disability 26 People With a Speech or Language Disability 27 People With a Seizure Disorder Collaborative Computing Concern for Other Users User Identification 28 Access Privileges 28 Passwords Data Encryption for Security 30 Clear Communications Displaying the Current State of Data Communicating With Other Environments 31 Network Transparency 31

Chapter 3 Process

33

Human Interface Design and the Development

Design Decisions 34	
Features Inspired by Market Pressures 34	
Feature Cascade 35	
The 80 Percent Solution 35	
Managing Complexity 35	
Using Progressive Disclosure 35	
Implementing Preferences 37	
Extending the Interface 38	
When to Go Beyond the Guidelines 38	
Build on the Existing Interface 39	
Don't Assign New Behaviors to Existing Objects	39
Create a New Interface Element Cautiously 40	
Involving Users in the Design Process 41	
Define Your Audience 41	
Analyze Tasks 41	
Build Prototypes 42	
Observe Users 42	
Ten Steps for Conducting a User Observation	43



Chapter 4	Menus 49
	The Menu Bar 52
	Menu Behavior 55
	Menu Elements 58
	Menu Item Names 58
	Grouping Items in Menus 60
	Menu Dividers 62
	Standard Characters and Text Style in Menus 64
	Checkmarks and Dashes in Menus 64
	The Ellipsis Character in Menus 67
	A Diamond Mark in the Application Menu 71
	Avoid Nonstandard Marks in Menus 72
	Text Styles in Menus 73
	Toggled Menu Items 75
	Scrolling Menus 78
	Hierarchical Menus 79
	Pop-Up Menus 82
	Standard Pop-Up Menus 87
	Type-In Pop-Up Menus 91
	Tear-Off Menus and Palettes 92
	Tear-Off Menus 93
	Palettes 96
	Standard Macintosh Menus 98
	The Apple Menu 98
	About 98
	File Menu 99
	New 99
	Open 101
	Close 102
	Save 104
	Save As 106
	Revert 107
	Page Setup 108
	Print 108
	Quit 109
	The Edit Menu 109
	The Clipboard 111
	Undo/Redo 113
	Cut 114
	Copy 115
	Paste 115

Clear 117



DOCKET

Explore Litigation Insights



Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

Real-Time Litigation Alerts



Keep your litigation team up-to-date with **real-time** alerts and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

Advanced Docket Research



With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

Analytics At Your Fingertips



Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

LAW FIRMS

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

FINANCIAL INSTITUTIONS

Litigation and bankruptcy checks for companies and debtors.

E-DISCOVERY AND LEGAL VENDORS

Sync your system to PACER to automate legal marketing.

