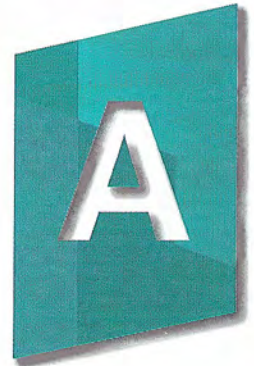


Mouse Interface Summary



The tables in this appendix summarize the basic mouse interface, including selection and direct manipulation (drag and drop).

Table A. 1 Interaction Guidelines for Common Unmodified Mouse Actions

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
Press	Unselected object	Clears the active selection.	Resets the anchor point to the object.	Selects the object.	Selects the object.
	Selected object	None	None	None ¹	None
	White space (background)	Clears the active selection.	Resets the anchor point to the button down location.	Initiates a region (marquee) selection.	Initiates a region (marquee) selection.
Click	Unselected object	Clears the active selection.	Resets the anchor point to the object.	Selects the object.	Selects the object and displays its pop-up menu.
	Selected object	None ²	None ²	Selects the object. ¹	Selects the object ¹ and displays the selection's pop-up menu.
	White space (background)	Clears the active selection.	None	None	Displays the pop-up menu for the white space. ³

Table A. 1 Interaction Guidelines for Common Unmodified Mouse Actions (continued)

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
Drag	Unselected object	Clears the active selection.	Resets the anchor point to the object.	Selects the object and carries out the default transfer operation ⁴ upon the button release at the destination.	Selects the object and displays the non-default transfer pop-up menu ⁴ upon the button release at the destination.
	Selected object	None	None	Carries out the default transfer operation ⁴ on the selection upon the button release at the destination.	Displays the nondefault transfer pop-up menu ⁴ upon the button release at the destination.
	White space (background)	Clears the active selection.	None	Selects everything logically included from anchor point to active end.	Selects everything logically included from anchor point to active end and displays pop-up menu for the resulting selection.
Double-click	Unselected object	Clears the active selection.	Resets the anchor point to the object.	Selects the object and carries out the default operation.	Selects the object.
	Selected object	None	None	Carries out the selection's default operation.	Selects the object.
	White space (background)	Clears the active selection.	None	Carries out the default operation for the white space. ³	None.

¹Alternatively, you can support subselection for this action. Subselection means to distinguish an object in a selection for some purpose. For example, in a selection of objects, subselecting an object may define that object as the reference point for alignment commands.

²Alternatively, you can support clearing the active selection and reset the anchor point to the object — if this better fits the context of the user's task.

³The white space (or background) is an access point for commands of the view, the container, or both. For example, white space can include commands related to selection (Select All), magnification (Zoom), type of view (Outline), arrangement (Arrange By Date), display of specific view elements (Show Grid), general operation of the view (Refresh), and containment commands that insert objects (Paste).

⁴The default transfer operation is determined by the destination of the drag and drop. Similarly, the destination determines the transfer commands displayed in the resulting pop-up menu when the mouse button is released. If the object cannot be dragged, then you can optionally use this action to create a range selection.

Table A. 2 Interaction Guidelines for Using the SHIFT Key to Modify Mouse Actions

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
SHIFT+ Press	Unselected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object. ³
	Selected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object. ³
	White space (background)	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object logically included at the button down point. ²	Extends the selection state from the anchor point to the object logically included at the button down point. ³

Table A. 2 Interaction Guidelines for Using the SHIFT Key to Modify Mouse Actions *(continued)*

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
SHIFT+ Click	Unselected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object ² and displays the pop-up menu for the resulting selection. ³
	Selected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object ² and displays the pop-up menu for the resulting selection. ³
	White space (background)	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object logically included at the button down point. ²	Extends the selection state from the anchor point to the object ² logically included at the button down point and displays the pop-up menu for the resulting selection. ³

Table A. 2 Interaction Guidelines for Using the SHIFT Key to Modify Mouse Actions *(continued)*

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
SHIFT+ Drag	Unselected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object ² and displays the pop-up menu for the resulting selection. ³
	Selected object	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object. ²	Extends the selection state from the anchor point to the object ² and displays the pop-up menu for the resulting selection. ³
	White space (background)	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object logically included at the button down point. ²	Extends the selection state from the anchor point to the object logically included at the button down point ² and displays the pop-up menu for the resulting selection. ³

Table A. 2 Interaction Guidelines for Using the SHIFT Key to Modify Mouse Actions (continued)

Action	Target	Effect on current selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
SHIFT+ Double-click	Unselected object	Clears the active selection. ¹	Resets the anchor point to the object.	Extends the selection state from the anchor point to the object ² and carries out the default command on the resulting selection. ³	Extends the selection state from the anchor point to the object. ²
	Selected object	None	None	Extends the selection state from the anchor point to the object ² and carries out the default command on the resulting selection. ³	Extends the selection state from the anchor point to the object. ²
	White space (background)	Clears the active selection. ¹	None	Extends the selection state from the anchor point to the object logically included at the button down point ² and carries out the default command on the resulting selection. ³	Extends the selection state from the anchor point to the object logically included at the button down point. ²

¹ Only the active selection is cleared. The active selection is the selection made from the current anchor point. Other selections made by disjoint selection techniques are not affected, unless the new selection includes those selected elements.

² The resulting selection state is based on the selection state of the object at the anchor point. If that object becomes selected, all the objects included in the range are selected. If the object is not selected, all the objects included in the range are also not selected.

³ If the effect of extending the selection unselects the object or a range of objects, the operation applies to the remaining selected objects.

Table A. 3 Interaction Guidelines for Using the CTRL Key to Modify Mouse Actions

Action	Target	Effect on selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
CTRL+ Press	Unselected object	None	Resets the anchor point to the object.	Selects the object. ¹	Selects the object. ¹
	Selected object	None	Resets the anchor point to the object.	None	None
	White space (background)	None	Resets the anchor point to the button down location.	Initiates a disjoint region selection.	Initiates a disjoint region selection.
CTRL+ Click	Unselected object	None	Resets the anchor point to the object.	Selects the object. ¹	Selects the object ¹ and displays the pop-up menu for the entire selection.
	Selected object	None	Resets the anchor point to the object.	Unselects the object. ¹	Unselects the object ¹ and displays the pop-up menu for the remaining selection.
	White space (background)	None	None	None	Displays the pop-up menu for the existing selection.
CTRL+ Drag	Unselected object	None	Resets the anchor point to the object.	Selects the object ¹ and copies the entire selection. ²	Selects the object ¹ and displays the transfer pop-up menu upon button release at the destination.
	Selected object	None	Resets the anchor point to the object.	Copies the entire selection to the destination defined at the button up location. ²	Selects the object ¹ and displays the transfer pop-up menu upon button release at the destination.

Table A. 3 Interaction Guidelines for Using the CTRL Key to Modify Mouse Actions *(continued)*

Action	Target	Effect on selection state	Effect on anchor point location	Resulting operation using button 1	Resulting operation using button 2
CTRL+ Drag <i>(cont.)</i>	White space (background)	None	None	Toggles the selection state of objects logically included by region selection. ³	Toggles the selection state of objects logically included by region selection ³ and displays the pop-up menu for the resulting selection. ⁴
CTRL+ Double-click	Unselected object	None	Resets the anchor point to the object.	Selects the object ¹ and carries out the default command on the selection set.	Selects the object. ¹
	Selected object	None	Resets the anchor point to the object.	Unselects the object and carries out the default command on the selection set. ⁴	Unselects the object.
	White space (background)	None	None	Carries out the default command on the existing selection. ⁵	None

¹ The CTRL key toggles the selection state of an object; this table entry shows the result.

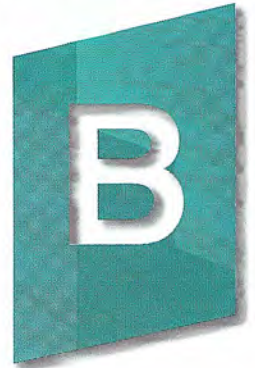
² If the user releases the CTRL key before releasing the mouse button, the operation reverts to the default transfer operation (as determined by the destination). If the destination does not support a copy operation, it may reinterpret operation. If the object cannot be dragged, you can optionally use this operation to create a disjoint range selection.

³ The range of objects included are all toggled to the same selection state, which is based on the first object included by the bounding region (marquee).

⁴ If the effect of toggling cancels the selection of the object, the operation applies to the remaining selected objects.

⁵ The white space (background) is an access point to the commands of the view, the container, or both.

Keyboard Interface Summary



This appendix summarizes the common keyboard operations, short-cut keys, and access key assignments.

Table B.1 displays a summary of the keys used for navigation.

Table B.1 Common Navigation Keys

Key	Cursor movement	CTRL+CURSOR movement
LEFT ARROW	Left one unit.	Left one proportionally larger unit.
RIGHT ARROW	Right one unit.	Right one proportionally larger unit.
UP ARROW	Up one unit or line.	Up one proportionally larger unit.
DOWN ARROW	Down one unit or line.	Down one proportionally larger unit.
HOME	To the beginning of the line.	To the beginning of the data (topmost position).
END	To the end of the line.	To the end of the data (bottommost position).
PAGE UP	Up one screen (previous screen, same position). ¹	Left one screen (or previous unit, if left is not meaningful).
PAGE DOWN	Down one screen (next screen, same position). ¹	Right one screen (or next unit, if right is not meaningful).
TAB ²	Next field.	To next tab position (in property sheets, next page).

¹ "Screen" is defined as the height of the visible area being viewed. When scrolling, leave a nominal portion of the previous screen to provide context. For example in text, PAGE DOWN includes the last line of the previous screen as its first line.

² Using the SHIFT key with the TAB key navigates in the reverse direction.

Table B.2 lists the common shortcut keys. Avoid assigning these keys to functions other than those listed.

Table B.2 Common Shortcut Keys

Key	Meaning
CTRL+C ¹	Copy
CTRL+O	Open
CTRL+P	Print
CTRL+S	Save
CTRL+V ¹	Paste
CTRL+X ¹	Cut
CTRL+Z ¹	Undo
F1	Display contextual Help window.
SHIFT+F1	Activate context-sensitive Help mode (What's This?).
SHIFT+F10	Display pop-up menu.
SPACEBAR ²	Select (same as mouse button 1 click).
ESC	Cancel
ALT	Activate or inactivate menu bar mode.
ALT+TAB ³	Display next primary window (or application).
ALT+ESC ³	Display next window.
ALT+SPACEBAR	Display pop-up menu for the window.
ALT+HYPHEN	Display pop-up menu for the active child window (MDI).
ALT+ENTER	Display property sheet for current selection.
ALT+F4	Close active window.
ALT+F6 ³	Switch to next window within application (between modeless secondary windows and their primary window).
ALT+PRINT SCREEN	Capture active window image to the Clipboard.
PRINT SCREEN	Capture desktop image to the Clipboard.
CTRL+ESC	Access Start button in taskbar.

Table B.2 Common Shortcut Keys *(continued)*

Key	Meaning
CTRL+F6	Display next child window (MDI).
CTRL+TAB	Display next tabbed page or child window (MDI).
CTRL+ALT+DEL	Reserved for system use.

¹ The system still supports shortcut assignments available in earlier versions of Microsoft Windows (ALT+BACKSPACE, SHIFT+INSERT, CTRL+INSERT, SHIFT+DELETE). You should consider supporting them (though not documenting them) to support the transition of users.

² If the context (for example, a text box) uses the SPACEBAR for entering a space character, you can use CTRL+SPACEBAR. If that is also defined by the context, define your own key.

³ Using the SHIFT key with this key combination navigates in the reverse direction.

Table B.3 lists shortcut key assignments for keyboards supporting the new Windows keys. The Left Windows key and Right Windows key are handled the same. All Windows key combinations, whether currently assigned or not, are strictly reserved for definition by the system only. Do not use this key for your own application-defined functions.

Table B.3 Windows Keys

Key	Meaning
APPLICATION key	Display pop-up menu for the selected object.
WINDOWS key	Display Start button menu.
WINDOWS+F1	Display Help Topics browser dialog box for the main Windows Help file.
WINDOWS+TAB	Activate next application window.
WINDOWS+E	Explore My Computer.
WINDOWS+F	Find a file.
WINDOWS+CTRL+F	Find a computer.
WINDOWS+M	Minimize All.
SHIFT+WINDOWS+M	Undo Minimize All.
WINDOWS+R	Display Run dialog box.
WINDOWS+BREAK	Reserved system function.
WINDOWS+number	Reserved for computer manufacturer use.

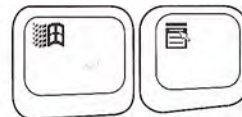
**Windows key and Application key**

Table B.4 lists the key combinations and sequences the system uses to support accessibility. Support for these options is set by users with the Windows Accessibility Options.

Table B.4 Accessibility Keys

Key	Meaning
LEFT ALT+LEFT SHIFT+PRINT SCREEN	Toggle High Contrast mode
LEFT ALT+LEFT SHIFT+NUM LOCK	Toggle MouseKeys
SHIFT (pressed five consecutive times)	Toggle StickyKeys
RIGHT SHIFT (held eight or more seconds)	Toggle FilterKeys (SlowKeys, RepeatKeys, and BounceKeys)
NUM LOCK (held five or more seconds)	Toggle ToggleKeys

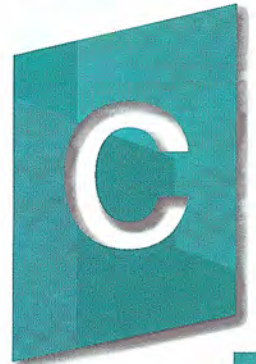
Table B.5 lists the recommended access key assignments for common commands. While the context of a command may affect specific assignments, you should use these access keys when you including these commands in your menus and command buttons.

Table B.5 Access Key Assignments

<u>A</u> bout	I <u>n</u> sert <u>O</u> bject	<u>Q</u> uick View
Always on <u>T</u> op	<u>L</u> ink Here	<u>R</u> edo
<u>A</u> pply	M <u>a</u> ximize	<u>R</u> epeat
<u>B</u> ack	M <u>i</u> nimize	<u>R</u> estore
<u>B</u> rowse	<u>M</u> ove	<u>R</u> esume
<u>C</u> lose	<u>M</u> ove Here	<u>R</u> etry
<u>C</u> opy	<u>N</u> ew	<u>R</u> un
<u>C</u> opy Here	<u>N</u> ext	<u>S</u> ave
Create <u>S</u> hortcut	<u>N</u> o	Save <u>A</u> s
Create <u>S</u> hortcut Here	<u>O</u> pen	Select <u>A</u> ll
<u>C</u> ut	<u>O</u> pen <u>W</u> ith	Send <u>T</u> o
<u>D</u> elete	<u>P</u> aste	<u>S</u> how
<u>E</u> dit	Paste <u>L</u> ink	<u>S</u> ize
<u>E</u> xit	Paste <u>S</u> hortcut	<u>S</u> plit
<u>E</u> xplore	Page <u>S</u> etup	<u>S</u> top
<u>F</u> ile	Paste <u>S</u> pecial	<u>U</u> ndo
<u>F</u> ind	<u>P</u> ause	<u>V</u> iew
<u>H</u> elp	<u>P</u> lay	<u>W</u> hat's This?
Help <u>T</u> opics	<u>P</u> rint	<u>W</u> indow
<u>H</u> ide	<u>P</u> rint Here	<u>Y</u> es
<u>I</u> nsert	<u>P</u> roperties	

Avoid assigning access keys to OK and Cancel when the ENTER key and ESC key, respectively, are assigned to them by default.

Guidelines Summary



The following checklist summarizes the guidelines covered in this guide. You can use this guideline summary to assist you in your planning, design, and development process.

Remember, the objective of the recommendations and suggestions in this guide is to benefit your users, not to enforce a rigid set of rules. Consistency in design makes it easier for a user to transfer skills from one task to another. When you need to diverge from or extend these guidelines, follow the principles and spirit of this guide.

General Design

- Supports user initiation of actions
- Supports user customization of the interface
- Supports an interactive and modeless environment
- Supports direct manipulation interfaces
- Uses familiar, appropriate metaphors
- Is internally consistent; similar actions have a similar interface
- Makes actions reversible where possible; where not possible, requests confirmation
- Makes error recovery easy
- Eliminates possibilities for user errors, where possible

- Uses visual cues to indicate user interaction
- Provides prompt feedback
- Provides feedback that is appropriate to the task
- Makes appropriate use of progressive disclosure

Design Process

- Employs a balanced team
- Uses an iterative design cycle
- Incorporates usability assessment as a part of the process
- Designs for user limitations

Input and Interaction

- Follows basic mouse interaction guidelines
- Uses appropriate modifier keys for adjusting or adding elements to a selection
- Uses appropriate visual feedback, such as highlighting or handles, to indicate selected objects
- Supports default and nondefault drag and drop
- Supports standard transfer commands, where appropriate
- Provides keyboard interface for all basic operations
- Follows keyboard guidelines for navigation, shortcut keys, and access keys

- Keeps foreground activity as modeless as possible
- Indicates use of modes visually
- Provides access to common, basic operations through single click interaction
- Provides shortcut methods (such as double-clicking) to common or frequently used operations for experienced users

Windows

- Provides title text for all windows and follows guidelines for defining correct title bar text and icon
- Supports single window instance model: brings the existing window to the top of the Z order when the user attempts to reopen a view or window that is already open
- Uses common dialog boxes, where applicable
- Follows common dialog box conventions when substituting these dialog boxes
- Saves and restores the window state
- Adjusts window size and position to the appropriate screen size
- Uses modeless secondary windows, wherever possible
- Avoids system modal secondary windows, except in the case of possible loss of data
- Automatically supplies a proposed name upon the creation of a new object
- Uses the appropriate message symbol in message boxes
- Provides a brief but clear statement of problem and possible remedies in message boxes

- Organizes properties into property sheets, using property pages for peer properties and list controls for hierarchical navigation
- Places command buttons that apply to the page inside a tabbed page (for example, a property sheet), and outside of a page when the user applies by window (as a set)
- Follows single document window interface (SDI) or multiple document interface (MDI or MDI alternatives) conventions

Control Usage

- Uses system-supplied controls, wherever possible
- Provides an object pop-up menu for the title bar icon
- Provides a pop-up menu for the window
- Avoids multiple level hierarchical interfaces (menus, secondary windows) for frequently used access operations
- Uses an ellipsis only for commands that require additional input or parameters
- Uses the menu (triangular) arrow image to indicate when a control can display more information (cascading menus, drop-down control arrows, scroll bar arrows)
- Provides pop-up menus for selections and other user identifiable objects
- Supports the display of pop-up menus using mouse button 2, the keyboard shortcut keys, and action handles
- Displays pop-up menus upon the release of the mouse button
- Follows guidelines for ordering the commands on pop-up menus
- Limits commands on pop-up menus to those that apply to the selection and its immediate context
- Makes toolbars user configurable (display, position, content)

- Uses defined toolbar label images when supporting common actions
- Defines custom controls to be visually and operationally consistent with standard system controls

Integration

- Makes full and correct use of the registry, including registration of file extensions, file types, and icons
- Avoids use of Autoexec.bat, Config.sys, or initialization (.INI) files
- Supports and registers entries for Print and Print To interfaces for file types that are printable
- Provides and registers icons in 32-x 32-, 16-x 16-, and 48-x 48-pixel sizes for application, and all document and data file types (in both color and monochrome versions)
- Registers file types supported under the system's New command
- Uses system interfaces when adding property pages for types
- Supports long filenames and universal naming convention (UNC) paths, where files are used
- Displays filenames correctly
- Follows appropriate conventions when using the taskbar to support notification and status information
- Supports appropriate behavior for creating and integrating scrap objects
- Follows guidelines for installation

- Provides an uninstall program
- Provides appropriate support for network installation
- Supports all OLE user interface guidelines, including transfer interfaces (drag and drop and nondefault drag and drop), pop-up menus, and property sheets for OLE embedded and linked objects

User Assistance

- Provides context-sensitive Help information for elements (including controls)
- Provides task Help topics for basic procedures
- Provides tooltips for all unlabeled controls, such as in toolbars
- Follows guidelines for messages, status bar information, contextual Help, task Help, online Reference Help, and wizards

Visual Design

- Uses color only as an enhancing, secondary form of information
- Uses a limited set of colors
- Uses system metrics for all display elements (such as color settings and fonts)
- Uses standard border styles
- Uses appropriate appearance for visual states of controls
- Supports dimensionality using light source from the upper left

- Supports guidelines for design and appearance of controls and icons
- Supports guidelines for layout and font use
- Uses correct capitalization for control labels

Sound

- Uses audio only for secondary cues (applicable only where audio is not the primary form of information, for example, music)
- Supports system interface for sound volume
- Supports and provides appropriate visual output for system ShowSounds setting

Accessibility

- Clearly labels all controls, icons, windows, and other screen elements (even if not visible) so they can be identified by screen review and voice input utilities
- Indicates keyboard focus
- Uses standard functions for displaying text
- Makes components of graphic images that must be separately discernible by using metafiles, drawing each component separately, or by redrawing components with null operation (NOP) when the user has installed a screen review utility
- Avoids time-out interaction or makes timing interaction user configurable
- Avoids triggering actions on user navigation in the interface

Appendix C Guidelines Summary

- Supports scaling or magnification views where possible and applicable
- Supports system accessibility settings (such as High Contrast Mode) and appropriately adjusts the user interface elements
- Tests for compatibility with common accessibility aids
- Includes people with disabilities in testing process
- Provides documentation in nonprinted formats, such as online
- Provides telephone support to users using text telephones (TT/TDD)

International Users

- Provides sufficient space for character expansion for localization
- Avoids jargon and culturally dependent words or ideas
- Avoids using punctuation keys in shortcut key combinations
- Supports displaying information based on local formats
- Uses layout conventions appropriate to reading conventions
- Adjusts references to unsupported features

Network Users

- Supports system naming and identification conventions
- Supports shared access for application and data files

Supporting Specific Versions of Windows



This guide is primarily intended for applications designed for Microsoft Windows 95 and later releases. However, you can apply many of the conventions to other releases of Windows. This appendix covers the differences you may need to consider.

Microsoft Windows 3.1

The Windows Interface: An Application Design Guide provided guidelines for applications designed for Microsoft Windows 3.1. It was included in the Microsoft Windows 3.1 Software Development Kit (SDK) and published by Microsoft Press®.

Many of the recommendations in *The Windows Interface: An Application Design Guide* were carried forward and extended into this guide to reflect the new conventions in Microsoft OLE and Microsoft Windows 95. These extended, revised, or new conventions include:

- Recommendations for applying command and direct manipulation transfer methods between applications and the system's shell components.
- Recommendations for mouse button 2, specifically, displaying pop-up menus upon a button 2 click and supporting nondefault drag and drop.

- The replacement of the Control (System) menu with the pop-up menu for the window.
- New conventions for minimizing and re-opening windows.
- Recommendations for using the title bar Close button, the What's This? button, and title bar icons and their accompanying pop-up menus.
- New guidelines for ordering the title bars of document or data file windows.
- New common dialog box interfaces and new controls — list views, tree views, column headings, progress indicators, toolbars, tooltips, property sheets, tabs, status bars, rich-text boxes, sliders, spin boxes, proportional scroll bars, and pen controls.
- Recommendations for displaying and editing properties; including guidelines for using the Properties command, property sheets, and property inspectors.
- New conventions for context-sensitive (What's This?) Help and task Help and recommendations for wizard design.
- New registry entries and shell integration conventions — support for storing application state and path information, file type association, file creation, adding commands for files, file installation, providing access to your application, extending the shell, file viewing using the Quick View command, adding sound events, icon support, and AutoPlay.
- Support for long filenames and access to network resources using universal naming conventions (UNC) pathnames.
- New OLE recommendations — container supplied pop-up menus, Properties command, and property sheets.
- Revised design conventions for window components and icons.
- Recommended conventions for supporting Microsoft telephony application programming interfaces (TAPI), messaging application programming interfaces (MAPI), Plug and Play, pen application programming interfaces, and accessibility utilities.

Microsoft Windows NT 3.51

Windows NT 3.51 (and Windows NT Server 3.51) includes a special dynamic-link library (COMCTL32.DLL) that supports the new controls in Windows 95. As a result, you can develop applications for Windows 95 and Windows NT that have general functional and operational compatibility. However, when applying the conventions in this guide to applications designed for Windows NT, be aware of the following differences in release 3.51:

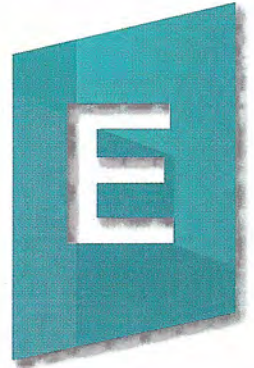
- Window visuals and shell components follow the Windows 3.1 appearance and operation.
- Close buttons and title bar icons are not supported.
- Open and Save As common dialog boxes follow Windows 3.1 appearance and conventions.
- Message box symbols follow Windows 3.1 conventions.
- Pen API interfaces are not supported.
- Registry formats and entries — support for application state and path information, shell creation, the Quick View command, adding commands for files, shell extensions, and sound event registration.
- Program Manager is still the primary interface for providing user access to applications. File Manager, rather than Windows Explorer, supports file browsing and file management.
- There is no support for the Add/Remove Programs installation object (included in Control Panel). Instead, provide an object in your application's Program Manager group.
- AutoPlay is not supported.

Appendix D Supporting Specific Versions of Windows

- Taskbar and desktop toolbars are not supported.
- The Recycle Bin is not supported.
- The Passwords object (in Control Panel) is not supported. Use the Windows NT User Manager instead.
- Microsoft MAPI 1.0, TAPI, and Plug and Play are not supported. (Simple MAPI support is included.)
- Some system shortcut key assignments, such as CTRL+ESC and CTRL+ALT+DEL, operate differently.

For more information about these interfaces, see the documentation included in the Microsoft Win32 Software Development Kit (SDK).

International Word Lists



This appendix contains translations of the English word list that appears on the following two pages. The intent of this list is to provide, for each of the following languages, a comprehensive set of words and phrases that either appear in the Microsoft Windows user interface or are used in describing key concepts of the operating system. Note that bold indicates command names that appear on buttons and menus. Translations are not available for some pen-based terms.

Arabic	French	Polish
Basque	German	Portuguese
Catalan	Greek	Portuguese (Brazil)
Chinese (Simplified)	Hebrew	Russian
Chinese (Traditional)	Hungarian	Slovenian
Czech	Italian	Spanish
Danish	Japanese	Swedish
Dutch	Korean	Turkish
Finnish	Norwegian	

English

1	About	54	document	107	link (v.)
2	access key	55	double-click	108	Link Here
3	accessibility	56	double-tap	109	list box
4	action handle	57	drag	110	list view (control)
5	active	58	drag-and-drop	111	manual link
6	active end	59	drop-down combo box	112	Maximize
7	active object	60	drop-down list box	113	maximize button
8	active window	61	drop-down menu	114	menu
9	adornment	62	Edit	115	menu bar
10	Always on Top	63	Edit menu	116	menu button
11	anchor point	64	ellipsis	117	menu item
12	Apply	65	embedded object	118	menu title
13	auto-exit	66	Exit	119	message box
14	auto-repeat	67	expand (an outline)	120	Minimize
15	automatic link	68	Explore	121	minimize button
16	automatic scrolling (autoscroll)	69	extended selection	122	mixed-value
17	Back	70	extended selection list box	123	modal
18	barrel button (pen)	71	file	124	mode
19	barrel-tap	72	File menu	125	modeless
20	boxed edit (control)	73	Find	126	modifier key
21	Browse	74	Find Next	127	mouse
22	Cancel	75	Find What	128	Move
23	cascading menu	76	folder	129	Move Here
24	check box	77	font	130	Multiple Document Interface (MDI)
25	check mark	78	font size	131	multiple selection list box
26	child window	79	font style	132	My Computer (icon)
27	choose	80	function key	133	Network Neighborhood (icon)
28	click	81	gesture	134	New
29	Clipboard	82	glyph	135	Next
30	Close	83	group box	136	object
31	Close button	84	handle	137	OK
32	collapse (outline)	85	Help	138	OLE
33	column heading (control)	86	Help menu	139	OLE drag and drop
34	combo box	87	Hide	140	OLE embedded object
35	command button	88	hierarchical selection	141	OLE linked object
36	container	89	hold	142	OLE nondefault drag and drop
37	context-sensitive Help	90	hot spot	143	Open
38	contextual	91	hot zone	144	Open With
39	control	92	icon	145	option button
40	Copy	93	inactive	146	option-set
41	Copy Here	94	inactive window	147	package
42	Create Shortcut	95	ink	148	Page Setup
43	Create Shortcut Here	96	ink edit	149	palette window
44	Cut	97	input focus	150	pane
45	default	98	Insert	151	parent window
46	default button	99	Insert Object	152	password
47	Delete	100	insertion point	153	Paste
48	desktop	101	italic	154	Paste Link
49	destination	102	label	155	Paste Shortcut
50	dialog box	103	landscape	156	Paste Special
51	disability	104	lasso-tap	157	path
52	disjoint selection	105	lens (control)	158	Pause
53	dock	106	link (n.)	159	pen

English

160	Play	193	rich-text box	226	StartUp folder
161	Plug and Play	194	Run	227	status bar
162	point	195	Save	228	Stop
163	pointer	196	Save As	229	tab control
164	pop-up menu	197	scroll	230	tap
165	pop-up window	198	scroll arrow	231	task bar
166	portrait	199	scroll bar	232	task-oriented Help
167	press (a key)	200	scroll box	233	template
168	press (and hold a mouse button)	201	secondary window	234	text box
169	primary container	202	select	235	title bar
170	primary window	203	Select All	236	title text
171	Print	204	selection	237	toggle key
172	printer	205	selection handle	238	toolbar
173	progress indicator (control)	206	Send To	239	tooltip
174	project	207	separator	240	tree view control
175	Properties	208	Settings	241	type (n.)
176	property inspector	209	Setup	242	type (v.)
177	property page	210	shortcut	243	unavailable
178	property sheet	211	shortcut button	244	Undo
179	property sheet control	212	shortcut icon	245	Uninstall
180	Quick View	213	shortcut key	246	View
181	read-only	214	shortcut key control	247	visual editing
182	recognition	215	Show	248	well control
183	Recycle Bin (icon)	216	Shutdown	249	What's This?
184	Redo	217	single selection list box	250	window
185	region selection	218	Size	251	Window
186	registry	219	size grip	252	Windows Explorer
187	Repeat	220	slider	253	wizard
188	Replace	221	spin box	254	workbook
189	Restore	222	Split	255	workgroup
190	Restore button	223	split bar	256	workspace
191	Resume	224	split box	257	Yes
192	Retry	225	Start button		

Arabic

1	حول	45	افتراضى	90	نقطة فعالة
2	مفتاح التشغيل	46	زر الافتراضى	91	منطقة فعالة
2	مفتاح الوصول	47	حذف	92	رمز
3	إسكانية التشغيل	48	سطح المكتب	93	غير نشط
3	إسكانية الوصول	49	الوجهة	94	إطار غير نشط
4	مقبض الأداء	50	مربع حوار	95	كتابة غير مقروءة
5	نشط	51	إعاقة	96	تحرير كتابة غير مقروءة
6	نقطة النهاية النشطة	52	تحديد غير متصل	97	مركز النشاط
7	كائن نشط	53	رصف	98	إدراج
8	إطار نشط	54	مستند	99	إدراج كائن
9	عنصر إضافي	55	النقر نقرًا مزدوجًا	100	نقطة الإدراج
10	دوماً في المقدمة	55	النقر نقرًا مزدوجًا	101	مائل
11	نقطة الارتساء	56	اضغط بالقلم مرتين	102	عنونة
12	تطبيق	56	الضغط بالقلم مرتين	102	اسم
13	إنهاء تلقائي	57	سحب	103	طباعة عرضية
14	تكرار تلقائي	58	السحب والإفلات	103	التجاه عرضي
15	ارتباط تلقائي	59	مربع تحرير وسرد منسدل	104	تحديد حر
16	تحرير تلقائي	60	مربع قائمة منسلسلة	105	عندسة
17	المتسابق	61	قائمة منسدلة	106	ارتباط
18	زر غلاف القلم	62	تحرير	107	ربط
19	الضغط بزغ غلاف القلم	63	تحرير	108	الربط هنا
20	عنصر تحرير مربع	64	علامة القطع	109	مربع قائمة
21	استعراض	65	كائن مضمّن	110	العرض كقائمة
22	إلغاء الأمر	66	إنهاء	111	ارتباط يدوي
23	قائمة متعاقبة	67	توسيع	112	الحذ الأقصى
24	حانة الاختيار	68	استكشاف	113	زر التكبير
25	علامة الاختيار	69	تحديد ممتد	114	قائمة
26	إطار فرعى	70	مربع قائمة تحديد ممتد	115	شريط القوائم
27	احتز	71	ملف	116	زر قائمة
28	انقر	72	ملف	117	عنصر قائمة
28	النقر	73	بحث	118	عنوان القائمة
29	الحافظة	74	بحث عن التالي	119	مربع رسائل
30	إغلاق	75	البحث عن	120	الحذ الأدنى
31	زر الإغلاق	76	محدد	121	زر التصغير
32	طى	77	خط	122	ثيمة مختلطة
33	عنوان العمود	78	حجم الخط	123	مشروط
34	مربع تحرير وسرد	79	نمط الخط	124	وضع
35	زر الأمر	80	مفتاح وظيفي	125	غير مشروط
36	كائن ضام	81	إشارة	126	زر معدّل
37	تعليمات تتبع السياق	82	صورة رمزية	127	المأوس
38	سياقي	83	مربع مجموعة	128	تحريك
39	عنصر تحكم	84	مقبض	128	نقل
40	نسخ	85	تعليمات	129	التحريك هنا
41	النسخ هنا	86	تعليمات	129	النقل إلى هنا
42	إنشاء اختصار	87	إخفاء	130	واجهة تعدد المستندات
43	إنشاء اختصار هنا	88	تحديد هيكلية	131	مربع قائمة تحديدهات متعددة
44	قص	89	الاستمرار في الضغط	132	الكمبيوتر الخاص

Arabic

133	حوار شبكة الاتصال	174	خطة	217	مربع قائمة أحادية التحديد
134	جديد	175	خصائص	218	حجم
135	التالي	176	كاشف الخصائص	219	مقبض تغيير الحجم
136	كائن	177	صفحة الخصائص	220	مربع التمرير
137	موافق	178	كشف بالخصائص	221	مربع زيادة وتقصان
138	ربط الكائنات وتضمينها	179	عنصر تحكم الكشف بالخصائص	222	انقسام
139	السحب والإفلات في ربط الكائنات وتضمينها	180	عرض سريع	223	شريط الانقسام
140	كائن مضمّن في نظام ربط الكائنات وتضمينها	181	للقراءة فقط	224	مربع الانقسام
141	كائن مرتبط في نظام ربط الكائنات وتضمينها	182	التعرف على	225	زر البدء
142	السحب والإفلات غير الافتراضي في ربط الكائنات وتضمينها	183	سلة المحذوفات	226	مجلد بدء التشغيل
143	فتح	184	إعادة	227	شريط الوضع
144	فتح بواسطة	185	تديد منطقة	227	شريط المعلومات
145	زر الخيار	186	سجل النظام	228	توقف
146	مجموعة خيارات	187	تكرار	229	تويب
147	حزمة	188	استبدال	230	ضغط
148	إعداد الصفحة	189	استرجاع	231	شريط المهام
149	إطار لوح خيارات	190	زر الاسترجاع	232	تعليمات تبغ المهام
150	حزء	191	استئناف	233	قالب
151	إطار أصلى	192	إعادة المحاولة	234	مربع نص
152	كلمة مرور	193	مربع نص منسق	235	شريط العنوان
153	لصق	194	تشغيل	236	نص العنوان
154	لصق الارتباط	195	تنفيذ	237	مفتاح متقلب
155	لصق الاختصار	196	حفظ	238	شريط الأدوات
155	اختصار اللصق	197	حفظ باسم	239	تعريف الأدوات
156	لصق خاص	198	تمرير	240	عنصر عرض هيكلي
157	مسار	199	سهم التمرير	241	نوع
158	إيقاف مؤقت	200	شريط التمرير	242	أكتب
159	قلم	201	حانة التمرير	243	غير متوفر
160	قراءة	202	إطار ناتوي	243	غير متاح
161	التوصيل والتشغيل	203	تحدد	244	تراجع
162	نقطة	204	تحدد كلي	245	إلغاء التثبيت
163	مؤشر	205	تحدد	246	عرض
164	قائمة منبقة	206	مقبض التحديد	247	تمرير مرئي
165	إطار منبقة	207	إرسال إلى	248	ما هذا
166	طباعة طولية	208	فاصل	249	إطار
166	اتجاه طولي	209	إعدادات	250	إطار
167	اضغط	210	برنامج الإعداد	251	المستكشف
168	اضغط	211	اختصار	252	معالج
169	كائن ضام أساسي	212	زر الاختصار	253	مصنف
170	إطار أساسي	213	رمز اختصار	254	مجموعة عمل
171	طباعة	214	مفتاح اختصار	255	مساحة العمل
172	طابعة	215	عنصر تحكم لمفتاح اختصار	256	نعم
173	مدير التقدم	216	إظهار	257	
			إيقاف التشغيل		

Basque

1	...i buruz	54	dokumentua	104	lazo-kolpea
2	atzipen-tekla	55	klik bikoitza egin (v.) klik bikoitza (n.)	105	lentea
3	erabilerraztasuna			106	esteka
4	ekintza-heldulekua	56	kolpe bikoitza eman (v.) kolpe bikoitza (n.)	107	estekatu
5	aktiboa			108	Estekatu hemen
6	amaiera aktiboa	57	arrastatu	109	zerrenda-koadroa
7	objektu aktiboa	58	arrastatu eta jaregin	110	zerrenda-ikuspegia
8	leiho aktiboa	59	goitibeherako konbinazio-koadroa	111	eskuzko esteka
9	apaingarria	60	goitibeherako zerrenda-koadroa	112	Maximizatu
10	Beti gainean	61	goitibeherako menua	113	"Maximizatu" botoia
11	aingura-puntua	62	Editatu	114	menua
12	Aplikatu	63	Edizioa menua	115	menu-barra
13	auto-irteera	64	eten-puntuak	116	menu-botoia
14	auto-errepikapena	65	objektu kapsulatua	117	menu-elementua
15	esteka automatikoa	66	Irten	118	menu-titulua
16	korritze automatikoa	67	destolestu	119	mezu-koadroa
17	Atzera	68	Esploratu	120	Ikonotu
18	arkatz-botoia	69	hautapen hedatua	121	"Ikonotu" botoia
19	arkatzaren botoi-kolpea	70	hautapen hedatuko zerrenda-koadroa	122	balio nahasia
20	koadrodun edizioa			123	modala
21	Arakatu	71	fitxategia	124	modua
22	Utzi	72	Fitxategia menua	125	modugabea
23	kaskada-menua	73	Aurkitu	126	tekla aldatzailea
24	kontrol-laukia	74	Aurkitu hurrengoa	127	sagua
25	hautamarka	75	Zer aurkitu	128	Mugitu
26	leiho umea	76	karpeta	129	Mugitu hona
27	aukeratu	77	letra-tipoa	130	dokumentu anitzeko interfazea (MDI)
28	klik egin (v.) klik (n.)	78	letra-tamaina	131	hautapen anitzeko zerrenda-koadroa
29	Arbela	79	letra-estiloa	132	Ordenadorea
30	Itxi	80	funtzio-tekla	133	Sarearen auzoa
31	"Itxi" botoia	81	keinua	134	Berria
32	tolestu	82	glifoa	135	Hurrengoa
33	zutabe-izenburua	83	talde-koadroa	136	objektua
34	konbinazio-koadroa	84	heldulekua	137	Ados
35	komando-botoia	85	Laguntza	138	OLE
36	edukigailua	86	Laguntza menua	139	OLE arrastatu eta jaregin
37	testuinguruaren araberako leguntza	87	Ezkutatu	140	OLE objektu kapsulatua
38	testuingurukoa	88	hautapen hierarkikoa	141	OLE objektu estekatu
39	kontrola	89	mantendu	142	OLE arrastatu eta jaregin lehenetsigabea
40	Kopiatu	90	eragin-puntua	143	Ireki
41	Kopiatu hemen	91	eragin-zona	144	Ireki honekin
42	Sortu lasterbidea	92	ikonoa	145	aukera-botoia
43	Sortu lasterbidea hemen	93	inaktiboa	146	aukera-multzoa
44	Ebaki	94	leiho inaktiboa	147	paketea
45	lehenetsia	95	trazua	148	Prestatu orrialdea
46	botoi lehenetsia	96	trazu-edizioa	149	paleta-leiho
47	Ezabatu	97	sarrera-fokua	150	panela
48	mahaia	98	Txertatu menua	151	leiho gurasoa
49	helburua	99	Txertatu objektua	152	pasahitza
50	elkarrizketa-koadroa	100	txertapuntua	153	Itsatsi
51	ezgaitasuna	101	etzana	154	Itsatsi estekatz
52	hautapen desjarraia	102	etiketa		
53	ertzerratu	103	horizontala		

Basque

155	Itsatsi lasterbidea	190	"Leheneratu" botoia	224	zatitze-koadroa
156	Itsatsi berezia	191	Berrekin	225	"Hasi" botoia
157	bide-izena	192	Saiatu berriro	226	"Abioa" karpeta
158	Pausa	193	testu aberastua-koadroa	227	egoera-barra
159	Arkatza	194	Exekutatu	228	Gelditu
160	Erreproduzitu	195	Gorde	229	fitxa-kontrola
161	Plug and Play	196	Gorde honela	230	kolpea eman
162	seinalatu (v.) puntua (n.)	197	korritu	231	ataza-barra
163	erakuslea	198	korritze-gezia	232	atazei orientatutako Laguntza
164	pop-up menua	199	korritze-barra	233	txantiloia
165	pop-up leihoa	200	korritze-koadroa	234	testu-koadroa
166	bertikala	201	bigarren mailako leihoa	235	titulu-barra
167	sakatu (tekla bat)	202	hautatu	236	titulu-testua
168	sakatu (eta mantendu sagu-botoia)	203	Hautatu dena	237	txanda-tekla
169	lehen mailako edukigailua	204	hautapena	238	tresna-barra
170	lehen mailako leihoa	205	hautapen-heldulekua	239	argibidea
171	Inprimatu	206	Bidalari hona	240	zuhaitza ikusteko kontrola
172	inprimagailua	207	bereizlea	241	mota
173	progresio-adierazlea	208	Ezarpenak	242	idatzi
174	proiektua	209	Instala	243	ez-erabilgarria
175	Propietateak	210	lasterbidea	244	Desegin
176	propietate-begiralea	211	laster-botoia	245	Desinstalatu
177	propietate-orrialdea	212	laster-ikonoa	246	Ikusi menua
178	propietate-orria	213	laster-tekla	247	edizio bisuala
179	propietate-orriaren kontrola	214	laster-teklaren kontrola	248	kaxa-kontrola
180	Ikustaldi bizkorra	215	Erakutsi	249	Zer da hau?
181	irakurtzeko soilik	216	Itzali	250	leihoa
182	ezagutzea	217	hautapen bakarreko zerrenda-koadroa	251	Leihoa menua
183	Zakarrontzia	218	Tamaina	252	Windows esploradorea
184	Berregin	219	tamaina-heldulekua	253	morroia
185	eskualde-hautapena	220	irristaria	254	laneko liburua
186	erregistroa	221	koadro birakaria	255	lantaldea
187	Errepikatu	222	Zatitu	256	laneko espazioa
188	Ordeztu	223	zatitze-barra	257	Bai
189	Leheneratu				

Catalan

1	Quant a	53	estiba	106	enllaç (n.)
2	tecla d'accés	54	document	107	enllaça (v.)
3	accessibilitat	55	doble clic	108	Enllaça aquí
4	manipulador d'acció	56		109	quadre de llista
5	actiu (masc.) / activa (fem.)	57	arrossegada	110	visualització de llista (control)
6	extrem actiu	58	arrossegada i deixa anar	111	enllaç manual
7	objecte actiu	59	quadre combinat desplegable	112	Amplia a la grandària màxima
8	finestra activa	60	quadre de llista desplegable	113	botó de grandària màxima
9	orla	61	menú desplegable	114	menú
10	Sempre visible	62	Edita	115	barra de menús
11	punt d'ancoratge	63	menú Edició	116	botó de menú
12	Aplica	64	punts suspensius	117	opció de menú
13	sortida automàtica	65	objecte inserit	118	nom de menú
14	repetició automàtica	66	Surt	119	quadre de missatge
15	enllaç automàtic	67	expandeix (un esquema)	120	Redueix a la grandària mínima
16	desfilada automàtica	68	Explora	121	botó de grandària mínima
17	Enrera	69	selecció millorada	122	barreja de valors
18		70	llista de selecció millorada	123	modal
19		71	fitxer	124	mode
20		72	menú Fitxer	125	amodal
21	Navegació	73	Busca	126	tecla modificadora
22	Anul·la	74	Següent	127	ratolí
23	menú en cascada	75	Cerca de	128	Desplaça
24	quadre de verificació	76	carpeta	129	Desplaça aquí
25	marca de verificació	77	tipus de lletra	130	interfície de múltiples documents (IMD)
26	finestra fill	78	cos (del tipus de lletra)	131	quadre de llista de selecció múltiple
27	fes un clic damunt de/selecciona/tria	79	estil (del tipus de lletra)	132	El meu ordinador (icona)
28	fes un clic damunt de	80	tecla de funció	133	Veïnatge de xarxa (icona)
29	Carpeta	81		134	Crea
30	Tanca	82		135	Següent
31	botó de tancament	83	quadre de grup	136	objecte
32	contrau (un esquema)	84	manipulador	137	D'acord
33	capçalera de columna (control)	85	Ajuda	138	arrossegada i deixa anar amb l'OLE
34	quadre combinat	86	menú Ajuda	139	arrossegada i deixa anar amb l'OLE
35	botó d'opció	87	Amaga	140	objecte inserit amb l'OLE
36	contenedor	88	selecció jerarquitzada	141	objecte enllaçat amb l'OLE
37	ajuda segons el context	89	sense deixar anar	142	arrossegada i deixa anar amb l'OLE
38	contextual	90	cap de punter		personalitzat
39	control	91	extrem actiu/zona activa	143	Obre
40	Copia	92	icona	144	Obre amb
41	Copia aquí	93	inactiu (masc.) / inactiva (fem.)	145	botó d'opció
42	Crea un element d'accés ràpid	94	finestra inactiva	146	Presentació d'opció
43	Crea aquí un element d'accés ràpid	95		147	envàs
44	Retalla	96	focus d'introducció	148	Format de pàgina
45	per defecte	97	menú Inserció	149	finestra paleta
46	botó per defecte	98	Inserix un objecte	150	subfinestra
47	Esborra	99	punt d'inserció	151	finestra pare
48	escriptori	100	cursiva	152	contrasenya
49	destinació	101	etiqueta	153	Enganxa
50	quadre de diàleg	102	horitzontal	154	Enganxa enllaçant
51	incapacitat	103		155	Enganxa amb accés ràpid
52	selecció disjunta	104		156	Enganxa amb format
		105			

Catalan

157	camí	190	botó de restauració	224	quadre de divisió
158	Pausa	191	Reprèn	225	botó d'inici
159		192	Reintenta	226	carpeta d'inici
160	Toca	193	quadre de text ric	227	barra d'estat
161	Connexió universal (n.)/universal (adj.)	194	Executa	228	Para
162	punt	195	Desa	229	control tabulador
163	punter	196	Anomena i desa	230	
164	menú desplegable	197	desplaçament	231	barra de tasques
165	finestra desplegable	198	fletxa de desplaçament	232	ajuda orientada a tasques
166	vertical	199	barra de desplaçament	233	plantilla
167	prem (una tecla)	200	quadre de desplaçament	234	quadre de text
168	prem (sense deixar anar un botó del ratolí)	201	finestra secundària	235	barra de títol
169	contenedor principal	202	selecciona	236	títol
170	finestra principal	203	Selecciona-ho tot	237	tecla commutadora
171	Imprimeix	204	element(s)/bloc seleccionat(s)	238	barra d'eines
172	impressora	205	manipulador de l'element seleccionat	239	descripció d'eina
173	indicador de progrés (control)	206	Envia a	240	control de visualització d'arbre
174	projecte	207	separador	241	tipus (n.)
175	Característiques	208	Paràmetres	242	tecleja (v. intr.)
176	inspector de propietats	209	Instal·lació / Configuració	243	no disponible
177	pàgina de propietats	210	accés ràpid	244	Desfés
178	full de propietats	211	botó d'accés ràpid	245	Desinstal·la
179	control del full de propietats	212	icona d'accés ràpid	246	menú Visualització
180	Visualització ràpida	213	combinació de tecles (d'accés ràpid)	247	edició visual
181	informació només amb accés de lectura	214	control de combinació de tecles	248	control d'aspecte
182		215	Visualitza	249	Què és?
183	Paperera de reciclatge (icona)	216	Tanca	250	finestra
184	Refés	217	quadre de llista de selecció única	251	menú Finestra
185	àrea seleccionada	218	Grandària	252	Explorador del Windows
186	registre	219	manipulador de grandària	253	auxiliar
187	Repeteix	220	corredor	254	llibre de treball
188	Substitueix	221	Divideix	255	grup de treball
189	Restaura	222	Divisió	256	àrea de treball
		223	mainell	257	Sí

Chinese (Simplified)

1	关于	47	删除	93	非活动
2	热键	48	桌面	94	非活动窗口
3	无障碍	49	目标	95	线条
4	动作句柄	50	对话框	96	线条编辑
5	活动的	51	不可用	97	输入焦点
6	活动终点	52	分离选定	98	插入菜单
7	活动目标	53	沿边	99	插入对象
8	活动窗口	54	文档	100	插入指针
9	控制栏	55	双击	101	斜体
10	前端显示	56	双点	102	标识
11	起始点	57	拖动	103	横向
12	应用	58	拖放	104	圈住并敲击
13	自动跳转	59	下拉式组合框	105	视镜
14	自动重复	60	下拉式列表	106	链接
15	自动链接	61	下拉式菜单	107	链接
16	自动滚动	62	编辑	108	在此处链接
17	后退	63	编辑菜单	109	列表框
18	柱状按钮	64	省略号	110	视图列表
19	按	65	内嵌对象	111	手工链接
20	框编辑区	66	退出	112	最大化
21	浏览	67	扩充	113	最大化按钮
22	取消	68	资源总管	114	菜单
23	层叠菜单	69	扩展选定	115	菜单栏
24	复选框	70	扩展选定列表框	116	菜单按钮
25	复选标记	71	文件	117	菜单项
26	子窗口	72	文件菜单	118	菜单标题
27	选择	73	查找	119	消息框
28	单击	74	查找下一个	120	最小化
29	剪贴板	75	查找目标	121	最小化按钮
30	关闭	76	文件夹	122	复合值
31	关闭按钮	77	字体	123	模式的
32	折叠	78	字体大小	124	模式
33	栏标题	79	字体样式	125	无模式
34	组合框	80	功能键	126	修改键
35	命令按钮	81	条形码	127	鼠标
36	容器	82	图形符号	128	移动
37	上下文关联帮助	83	组合框	129	移动到此处
38	上下文关联的	84	控点	130	多文档界面
39	控制	85	帮助	131	多重选定列表框
40	复制	86	帮助菜单	132	
41	复制到此处	87	隐藏	133	网上邻居
42	创建快捷键	88	阶层式选定	134	新建
43	在此处创建快捷键	89	保持	135	下一个
44	剪切	90	热点	136	对象
45	默认	91	热区	137	确定
46	默认按钮	92	图标	138	OLE

Chinese (Simplified)

139	OLE 拖放	179	属性夹控制	219	尺寸控制
140	OLE 内嵌对象	180	快速浏览	220	滑杆
141	OLE 链接对象	181	只读	221	选值框
142	OLE 非默认拖放	182	识别	222	分割
143	打开	183	回收站	223	分隔条
144	用... 打开	184	重做	224	分隔块
145	选项按钮	185	区域选定	225	启动按钮
146	选项设置	186	注册表	226	启动文件夹
147	包	187	重复	227	状态栏
148	页面设置	188	替换	228	停止
149	调色板窗口	189	还原	229	制表符控制
150	窗格	190	还原按钮	230	按
151	父窗口	191	继续	231	任务栏
152	口令	192	重试	232	任务关联帮助
153	粘贴	193	多信息文本框	233	模板
154	粘贴链接	194	运行	234	文本框
155	粘贴快捷键	195	保存	235	标题栏
156	选择性粘贴	196	另存为	236	标题文本
157	路径	197	滚动	237	切换键
158	暂停	198	滚动箭头	238	工具栏
159	笔	199	滚动栏	239	工具提示
160	播放	200	滚动块	240	树形显示控制
161	即插即用	201	二级窗口	241	键入
162	指向	202	选定	242	键入
163	指针	203	全选	243	不可用
164	弹出式菜单	204	选定	244	撤消
165	弹出式窗口	205	选定句柄	245	卸装
166	纵向	206	发送	246	“查看”菜单
167	按	207	分隔符	247	可视化编辑
168	按下	208	设置	248	图形属性控制
169	主容器	209	安装	249	这是什么?
170	主窗口	210	捷径	250	窗口
171	打印	211	快捷按钮	251	窗口菜单
172	打印机	212	快捷图标	252	Windows 资源总管
173	进展指示窗	213	快捷键	253	向导
174	项目	214	快捷键控制	254	工作簿
175	属性	215	显示	255	工作组
176	属性查看	216	关闭系统	256	工作区
177	属性页	217	单选列表框	257	是
178	属性夹	218	大小		

Chinese (Traditional)

1	關於	45	預設值	89	按住
2	便捷鍵	46	預設按鈕	90	觸敏點
3	存取的便利性	47	刪除	91	敏感區
4	動作控點	48	桌面	92	圖示
5	作用中	49	目的地	93	候用中
6	作用範圍邊緣	50	對話方塊	94	候用視窗
7	作用中物件	51	低階	95	未辨認筆勢
8	作用中視窗	52	不連續選擇	96	未辨認筆勢編輯
9	浮貼物件	53	定址工具列	97	待命點
10	頂端顯示設定	54	文件	98	插入功能表
11	錨點	55	輕按兩下(n.)	99	插入物件
12	應用	55	按兩下滑鼠按鈕(v.)	100	插入點
13	自動結束	56	輕點兩下(n.)	101	斜體
14	自動重複	56	輕點兩下光筆(v.)	102	標籤
15	自動連結	57	拖曳	103	橫印
16	自動捲動	58	拖放	103	橫向
17	倒退	59	下拉式組合方塊	104	勾勒光筆範圍
17	上一步	60	下拉式清單方塊	105	字框 (光筆控制項)
18	按鍵 (光筆)	61	下拉式功能表	106	連結 (n.)
19	輕按按鍵(光筆專用)	62	編輯	107	連結 (v.)
20	編輯方塊 (控制項)	63	編輯功能表	108	連結至此
21	瀏覽	64	更多選項記號	109	清單方塊
22	取消	65	內嵌物件	110	列示清單 (控制項)
23	階層式功能表	66	結束	111	手動連結
24	核取方塊	67	展開 (大綱)	112	最大化
25	核取符號	68	檔案總管	113	最大化按鈕
26	子視窗	69	擴展選定	114	功能表
27	選取	70	擴展選定清單方塊	115	功能表列
28	輕按一下(n.)	71	檔案	116	功能表按鈕
28	按一下滑鼠按鈕(v.)	72	檔案功能表	117	功能表項目
29	剪貼簿	73	尋找	118	功能表標題
30	關閉	74	找下一個	119	訊息方塊
31	關閉按鈕	75	尋找目標	120	最小化
32	隱藏細節 (大綱)	76	檔案夾	121	最小化按鈕
33	欄位標題 (控制項)	77	字型	122	混合值
34	組合方塊	78	字型大小	123	限制模式的
35	指令按鈕	79	字型樣式	124	模式
36	容器	80	功能鍵	125	非限制模式的
37	文意感應說明	81	可辨認筆勢	126	修正鍵
38	文意的	82	圖像	127	滑鼠
39	控制項	83	群組方塊	128	移動
40	複製	84	控點	129	移動至此
41	複製至此	85	說明	130	複式文件介面(MDI)
42	建立捷徑	86	說明功能表	131	複選定清單方塊
43	在此建立捷徑	87	隱藏	132	我的電腦 (圖示)
44	剪下	88	階層式選定	133	網路上的芳鄰 (圖示)

Chinese (Traditional)

134	開新檔案	174	計劃	217	單選清單方塊
135	下一步	175	屬性	218	大小
135	下一個	175	內容	219	大小控點
136	物件	176	檢視屬性工具	220	連續調節控制
137	確定	177	屬性畫面	221	調節方塊
138	object linking and embedding (OLE)	178	內容表	222	分割
139	OLE 拖放	179	內容表控制項	223	分割軸
140	OLE 內嵌物件	180	快速檢視	224	分割方塊
141	OLE 連結物件	181	唯讀	225	開始按鈕
142	OLE 非預設拖放	182	辨識	226	啟動資料夾
143	開啓舊檔	183	資源回收桶 (圖示)	227	狀態列
144	開啓	184	重做	228	停止
145	選項按鈕	185	區域選定	229	標籤控制項
146	選項設定	186	登錄	230	輕按
147	分封	187	重複	231	工作列
147	包裝	188	取代	232	作業流程說明
148	設定列印格式	189	還原	233	範本
149	色盤視窗	190	還原按鈕	234	文字方塊
150	窗格	191	重新開始	235	標題列
151	母視窗	192	重試	236	標題文字
152	密碼	193	繁複樣式文字方塊	237	切換鍵
153	貼上	194	執行	238	工具列
154	貼上連結	195	儲存檔案	239	工具提示
155	貼上捷徑	196	另存新檔	240	樹狀結構檢視控制項
156	選擇性貼上	197	捲動	241	類型 (n.)
157	路徑	198	捲動箭頭	242	鍵入 (v.)
158	暫停	199	捲軸	243	無法使用
159	光筆	200	捲動方塊	244	復原
160	播放	201	次要視窗	245	解除安裝
161	Plug and Play	202	選定	246	檢視功能表
162	指到(v.)	203	選定全部	247	就地編輯
162	點(n.)	204	選定範圍	248	圖形屬性控制項
163	游標	205	選定控點	249	這是什麼?
164	快顯功能表	206	傳送至	250	視窗
165	快顯視窗	207	分隔字元	251	視窗功能表
166	直印	208	設定	252	Windows 檔案總管
166	縱向	209	安裝程式	253	精靈
167	按 (按鍵)	209	設定	254	活頁簿
168	按住 (滑鼠按鈕)	210	捷徑	255	工作群組
169	主容器	211	捷徑按鈕	256	工作環境
170	主要視窗	212	捷徑圖示	257	是
171	列印	213	快速鍵		
172	印表機	214	快速鍵控制項		
173	進展指標 (控制項)	215	顯示		
		216	關機		

Czech

1	Co je	53	ukotvit; dok (mobile)	105
2	přístupová klávesa	54	dokument	106
3	přístupnost; usnadnění přístupu	55	poklepat	107
4	výkonný úchyt	56		108
5	aktivní	57	přetáhnout; táhnout	109
6	aktivní konec	58	umístit tažením	110
7	aktivní objekt	59	pole s rozevíracím seznamem	111
8	aktivní okno	60	rozevírací seznam	112
9	lem	61	rozevírací nabídka; nabídka	113
10	Vždy navrechu	62	Úpravy	114
11	kotevní bod	63	nabídka Úpravy	115
12	Použit, Provést	64	výpustek	116
13	automatický výstup	65	vložený objekt	117
14	automatické opakování	66	Konec	118
15	automatické propojení	67	rozbalit (přehled)	119
16	automatický posuv	68	Prozkoumat	120
17	Zpět	69	rozšířený výběr	121
18		70	seznam s rozšířeným výběrem	122
19		71	soubor	123
20		72	nabídka Soubor	124
21	Procházet	73	Najít	125
22	Storno	74	Najít další	126
23	vedlejší nabídka	75	Co hledat	127
24	zaškrtnávací políčko	76	složka	128
25	zaškrtnutí	77	písmo	129
26	dceřiné okno	78	velikost písma	130
27	zvolit	79	řez písma	
28	klepnout	80	funkční klávesa	131
29	schránka	81		132
30	Zavřít	82		133
31	Závěr	83	rámeček skupiny	134
32	sbalit (přehled)	84	úchyt	135
33	hlavička sloupce	85	Nápověda	136
34	pole se seznamem	86	nabídka Nápověda	137
35	příkazové tlačítko; tlačítko	87	Skrýt	138
36	kontejner	88	víceúrovňový výběr	
37	kontextová nápověda	89	držet (hold down - přidržet)	139
38	kontextový	90	aktivní bod	140
39	ovládací prvek	91	citlivá oblast	141
40	Kopírovat	92	íkona	142
41	Kopírovat sem	93	neaktivní	143
42	Vytvořit zástupce	94	neaktivní okno	144
43	Vytvořit zástupce zde	95		145
44	Vyjmout	96		146
45	výchozí	97	místo vstupu; zvýraznění	
46	výchozí tlačítko	98	nabídka Vložit	147
47	Odstřít	99	nabídka Objekt	148
48	pracovní plocha	100	kurzor	149
49	cíl	101	kurzíva	150
50	dialogové okno; dialog	102	popis	151
51	postížení	103	na šířku	152
52	nespojité výběr	104		153
				Vložit
				propojení
				propojit
				Propojit sem
				seznam
				seznam
				ruční propojení
				Maximalizovat
				maximalizační tlačítko
				nabídka
				řádek nabídek
				vstup nabídky; tlačítko nabídky
				položka nabídky
				název nabídky
				zpráva
				Minimalizovat
				minimalizační tlačítko
				neurčitý
				modální
				režim
				nemodální
				modifikační klávesa
				myš
				Přesunout
				Přesunout sem
				prostředí více dokumentů (MDI)
				seznam s násobným výběrem
				Tento počítač
				Okolní počítače
				Nový
				Další
				objekt
				OK
				OLE (propojování a vkládání objektů)
				přetažení OLE
				vložený objekt OLE
				propojený objekt OLE
				přetažení OLE s nabídkou
				Otevřít
				Otevřít čím
				přepínač
				skupina přepínačů; nastavená možnost
				balíček
				Vzhled stránky
				paleta
				část okna
				materské okno
				heslo

Czech

154	Vložit propojení	189	Obnovit	225	tlačítko Start
155	Vložit zástupce	190	tlačítko Obnovit	226	složka Po spuštění
156	Vložit jinak	191	Pokračovat	227	stavový řádek
157	cesta	192	Znovu	228	Stop
158	Pozastavit	193	formátované textové pole	229	karta
159		194	Spustit	230	
160	Zahrát	195	Uložit	231	hlavní panel
161	kokamžitému použití	196	Uložit jako	232	nápověda postupu
162	(v.) ukázat,(n.) bod	197	posunout	233	šablona
163	ukazatel	198	šipka posuvníku	234	textové pole
164	místní nabídka	199	posuvník	235	záhlaví okna
165	překryvné okno	200	táhlo posuvníku	236	text záhlaví
166	na výšku	201	druhotné okno; vedlejší okno	237	zámek
167	stisknout	202	vybrat	238	panel nástrojů
168	stisknout (a přidržet tlačítko)	203	Vybrat vše	239	název
169	prvotní kontejner	204	výběr	240	strom
170	prvotní okno; hlavní okno	205	úchyt výběru	241	druh
171	Tisk	206	Odeslat	242	napsat
172	tiskárna	207	oddělovač	243	nedostupný
173	ukazatel průběhu	208	Nastavení	244	Zpět
174	projekt	209	Instalátor	245	Odstranit instalaci
175	Vlastnosti	210	zástupce	246	nabídka Zobrazit
176	inspektor vlastností	211	tlačítko zástupce	247	místní úpravy
177	karta vlastností	212	ikona zástupce	248	paleta
178	okno vlastností	213	klávesová zkratka	249	Co je to?
179	ovládací prvek okna vlastností	214	pole klávesové zkratky	250	okno
180	Zběžné zobrazení	215	Zobrazit	251	nabídka Okno
181	jen číst	216	Vypnout	252	Průzkumník
182		217	seznam s jediným výběrem	253	průvodce
183	Koš	218	Velikost	254	sešit
184	Znovu	219	volný roh	255	pracovní skupina
185	obtah; obtažení; obtahová	220	táhlo	256	pracovní prostor
	křivka	221	číselník	257	Ano
186	registr	222	Rozdělit		
187	Opakovat	223	příčka		
188	Zaměnit	224	dělicí táhlo; táhlo příčky		

Danish

1	Om	54	dokument	107	sammenkæde (v.)
2	hurtigtast	55	dobbeltklikke	108	Indsæt kæde her
3	brugervenlighed	56		109	liste
4	genvejshåndtag	57	trække	110	listevisningsboks (kontrollement)
5	aktiv	58	trække og slippe	111	manuel kæde
6	markeringsafslutning	59	kombinationsboks med rullepil	112	Maksimer
7	aktivt objekt	60	rulleliste	113	maksimeringsknap
8	aktivt vindue	61	rullemenu	114	menu
9	værktøjelement	62	Rediger	115	menulinje
10	Altid øverst	63	Menuen Rediger	116	menuknap
11	forankringspunkt	64	ellipse	117	menupunkt
12	Anvend	65	integreret objekt	118	menutitel
13	tekstboks med automatisk udgang	66	Afslut	119	meddelelsesboks
14	automatisk gentagelse	67	udvide (en disposition)	120	Minimer
15	automatisk kæde	68	Stifinder	121	minimeringsknap
16	automatisk rulning	69	udvidet markering	122	blandet værdis
17	Tilbage	70	liste, der tillader udvidet markering	123	modal
18		71	fil	124	tilstand
19		72	Menuen Filer	125	ikke-modal
20		73	Søg	126	ændringstast
21	Gennemse	74	Find næste	127	mus
22	Annuller	75	Søg efter	128	Flyt
23	undermenu	76	mappe	129	Flyt hertil
24	afkrydsningsfelt	77	skrifttype	130	multiple document interface (MDI)
25	afkrydsning	78	skriftstørrelse	131	liste, der tillader flere markeringer
26	underordnet vindue	79	typografi	132	Denne computer (ikon)
27	vælge	80	funktionstast	133	Andre computere (ikon)
28	klikke	81		134	Ny
29	Udklipsholder	82		135	Næste
30	Luk	83	gruppeboks	136	objekt
31	lukknep	84	håndtag	137	OK
32	skjule (disposition)	85	Hjælp	138	OLE
33	kolonneoverskrift (kontrollement)	86	Menuen Hjælp	139	OLE-træk og slip
34	kombinationsboks	87	Skjul	140	integreret OLE-objekt
35	kommandoknap	88	hierarkisk markering	141	sammenkædet OLE-objekt
36	objektbeholder	89	holde nede	142	interaktiv OLE-træk og slip
37	kontekstafhængig hjælp	90	aktivt punkt	143	Åbn
38	kontekstafhængig	91	aktiv zone	144	Åbn med
39	kontrollement	92	ikon	145	alternativknap
40	Kopier	93	ikke-aktiv	146	aktiveret indstilling
41	Kopier hertil	94	ikke-aktivt vindue	147	objektpakke
42	Opret genvej	95		148	Sideopsætning
43	Opret genvej her	96		149	paletvindue
44	Klip	97	inputfokus	150	rude
45	standard	98	Menuen Indsæt	151	overordnet vindue
46	standardknap	99	Indsæt objekt	152	adgangskode
47	Slet	100	indsætningspunkt	153	Sæt ind
48	skrivebord	101	kursiv	154	Indsæt kæde
49	destination	102	etiket	155	Indsæt genvej
50	dialogboks	103	liggende	156	Indsæt speciel
51	handicap	104		157	sti
52	usammenhængende markering	105		158	Pause
53	forankre	106	kæde (n.)	159	

Danish

160	Afspil	193	tekstboks til formateret tekst	225	startknap
161	Plug and Play	194	Kør	226	Startmappe
162	punkt (n.)	195	Gem	227	statuslinje
162	pege (v.)	196	Gem som	228	Stop
163	markør	197	rulle	229	fane
164	pop-up-menu	198	rullepil	230	
165	pop-up-vindue	199	rullepanel	231	proceslinje
166	stående	200	rulleboks	232	opgaveafhængig Hjælp
167	trykke på (en tast)	201	sekundært vindue	233	skabelon
168	trykke på (og holde en musknap nede)	202	markere	234	tekstboks
169	primært destinationsobjekt	202	vælge	235	titellinje
170	primært vindue	203	Marker alt	236	titeltekst
171	Udskriv	204	det markerede	237	til/fra-tast
172	printer	205	markeringshåndtag	238	værktøjslinje
173	statusindikator (kontrollement)	206	Overfør til	239	værktøjstip
174	projekt	207	separator	240	træstruktur
175	Egenskaber	208	Indstillinger	241	type (n.)
176	egenskabsfremviser	209	Installation	242	skrive (v.)
177	egenskabsside	209	Indstillinger	243	ikke tilgængelig
178	egenskabsark	210	genvej	244	Førtryd
179	kontrollement på egenskabsark	211	genvejsknap	245	Fjern installationen
180	Hurtig visning	212	genvejsikon	246	Menuen Vis
181	skrivebeskyttet	213	genvejstast	247	lokal redigering
182		214	kontrollement til genvejstast	248	grafikpalet
183	Papirkurv (ikon)	215	Vis	249	Hvad er det?
184	Annuler Førtryd	216	Luk computeren	250	vindue
185	områdemarkering	217	liste, der kun tillader en enkelt markering	251	Menuen Vindue
186	registreringsdatabase	218	Tilpas størrelse	252	Windows Stifinder
187	Gentag	219	størrelsehandtag	253	guide
188	Erstat	220	skala	254	projektmappe
189	Gendan	221	rotationsboks	255	arbejdsgruppe
190	gendannelsesknap	222	Opdel	256	arbejdsområde
191	Fortsæt	223	delelinje	257	Ja
192	Forsøg igen	224	deleboks		

Dutch

1	Info				
2	toegangstoets				
3	toegankelijkheid	52	persoon met een handicap (beter dan gehandicapte)	103	liggend
4	bewerkingsgreep	53	niet-aaneengesloten selectie	104	
5	actief	54	in werkbalkdok plaatsen	105	
6	selectie-einde	55	document	106	koppeling
7	actief object	56	dubbelklikken	107	koppelen
8	actief venster	57	slepen	108	Hier koppeling maken
9	grafisch hulpmiddel	58	slepen en neerzetten	109	keuzelijst
10	Altijd op voorgrond	59	vervolgkeuzelijst met invoervak	110	weergaveknoppen
11	fixeerpunt	60	vervolgkeuzelijst	111	handmatige koppeling
12	Toepassen	61	menu	112	Maximaliseren
13	automatisch verlaten	62	Bewerken	113	knop Maximaliseren
14	(zich) automatisch herhalen	63	menu Bewerken	114	menu
15	automatische koppeling	64	puntjes (...)	115	menubalk
16	automatisch schuiven	65	ingesloten object	116	menuknop
17	Vorige (wanneer het een logisch paar vormt met Volgende)	66	Afsluiten	117	opdracht
18		67	uitvouwen	118	menunaam
19		68	Verkennen	119	berichtvak
20		69	uitgebreide selectie	120	Minimaliseren
21	Bladeren	70	keuzelijst met uitgebreide selectie	121	knop Minimaliseren
22	Annuleren	71	bestand	122	met gemengde waarden
23	vervolgmenu	72	menu Bestand	123	modusgebonden
24	selectievakje	73	Zoeken	124	modus (pl. = modi)
25	vinkje	74	Volgende zoeken	125	niet-modusgebonden
26	subvenster	75	Zoeken naar	126	modificatietoets
27	kiezen	76	map	127	muis
28	klikken	77	lettertype	128	Verplaatsen
29	Klembord	78	tekengrootte	129	Hierheen verplaatsen
30	Sluiten	79	tekenstijl	130	interface voor meerdere documenten (MDI)
31	knop Sluiten	80	functietoets	131	keuzelijst met meervoudige selectie
32	samenvouwen	81		132	Deze computer (pictogram)
33	kolomnaam	82		133	Netwerkomgeving (pictogram)
34	keuzelijst met invoervak	83	groepsvak	134	Nieuw
35	opdrachtknop	84	greep	135	Volgende
36	hoofdobject	85	Help	136	object
37	contextafhankelijke Help	86	menu Help	137	OK
38	contextafhankelijk	87	Verbergen	138	OLE (OLE (objecten koppelen en insluiten): voluit alleen in doc en Help)
39	besturingselement	88	hiërarchische selectie	139	slepen en neerzetten (via OLE)
40	Kopiëren	89	ingedrukt houden	140	ingesloten OLE-object
41	Hierheen kopiëren	90	selectiepunt	141	gekoppeld OLE-object
42	Snelkoppeling maken	91	selectiegebied	142	Aangepast slepen en neerzetten (via OLE)
43	Hier snelkoppeling maken	92	pictogram	143	Openen
44	Knippen	93	niet-actief	144	Openen met
45	standaard	94	niet-actief venster	145	keuzerondje
46	standaardknop	95		146	opties
47	Verwijderen	96		147	OLE-pakket
48	bureaublad	97	invoerfocus	148	Pagina-instelling
49	doel	98	menu Invoegen	149	paletvenster
50	dialogovenster	99	Object invoegen	150	deelvenster
51	handicap (voorzichtig in context, maar handicap niet verbloemen:VB:	100	invoegpositie	151	hoofdvenster
		101	cursor		
		102	label (gender, Masc.: de)		

Dutch

152	wachtwoord	187	Herhalen	224	splitsblokje
153	Plakken	188	Vervangen	225	knop Start
154	Koppeling plakken	189	Vorig formaat	226	map Opstarten
155	Snelkoppeling plakken	190	knop Vorig formaat	227	statusbalk
156	Plakken speciaal	191	Doorgaan	228	Stoppen
157	pad	192	Nogmaals	229	tab
158	Pauze	193	RTF-vak	230	
159		194	Uitvoeren (Maar: macro starten)	231	taakbalk
160	Afspelen	195	Opslaan	232	taakgeoriënteerde Help
161	Plug en Play	196	Opslaan als	233	sjabloon (de)
162	aanwijzen	197	schuiven door	234	tekstvak
163	aanwijzer	198	schuifpijl	235	titelbalk
164	pop-up-menu	199	schuifbalk	236	venstertitel
165	pop-up-venster	200	schuifblok	237	wisseltoets
166	staand	201	secundair venster	238	werkbalk
167	drukken op (een toets)	202	selecteren	239	knopinfo
168	(een muisknop) ingedrukt houden (press a mouse button = een muisknop indrukken)	203	Alles selecteren	240	(besturingselement voor) structuurweergave
169	primair hoofdobject	204	selectie	241	type
170	primair venster	205	selectiegreep	242	typen
171	Afdrukken	206	Kopiëren naar	243	niet beschikbaar
172	printer	207	scheidingstekens	244	Ongedaan maken
173	voortgangsindicator	208	Instellingen	245	Installatie ongedaan maken
174	project	209	Instellen (Setup als het programma Setup wordt bedoeld)	246	menu Beeld
175	Eigenschappen	210	snelkoppeling	247	direct bewerken
176	eigenschappenweergave	211	snelkoppelingsknop	248	keuzelijst met grafische opties
177	eigenschappenpagina	212	snelkoppelingspictogram	249	Wat is dit?
178	eigenschappenblad	213	sneltoets	250	venster
179	besturingselement op een eigenschappenblad	214	sneltoetsvak	251	menu Venster
180	Snel weergeven	215	Weergeven	252	Windows Verkenner
181	alleen-lezen	216	Afsluiten	253	wizard (geen hoofdletter meer in lopende tekst)
182		217	keuzelijst met enkelvoudige selectie	254	werkmap
183	Prullenbak (pictogram)	218	Formaat wijzigen	255	werkgroep
184	Opnieuw	219	formaatgreep	256	werkruimte
185	gebiedselectie	220	schuifregelaar	257	Ja
186	het Register	221	kringveld		
		222	Splitsen		
		223	splitsbalk		

Finnish

1	Tietoja	53	telakoida	106	linkki
2	valintanäppäin	54	asiakirja; tiedosto	107	linkittää
3	helppokäyttötoiminto	55	kaksoisnapsauttaa	108	Linkitä tähän
4	toimintokahva	56		109	luetteloruutu
5	aktiivinen	57	vetää	110	luettelonäyttö (ohjausobjekti)
6	valinnan aktiivinen päätös kohta	58	vetää ja pudottaa	111	manuaalinen linkki
7	aktiivinen objekti	59	avattava yhdistelmäruutu	112	Suorena
8	aktiivinen ikkuna	60	avattava luetteloruutu	113	suurennuspainike
9	graafinen lisäke	61	avattava valikko	114	valikko
10	Aina päällimmäisenä	62	Muokkaa	115	valikkorivi
11	ankkurikohta	63	Muokkaa-valikko	116	valikkopainike
12	Käytä	64	kolme pistettä	117	valikon vaihtoehto
13	automaattinen siirtyminen	65	upotettu objekti	118	valikon otsikko
14	automaattinen toisto	66	Lopeta	119	sanomaruutu
15	automaattinen linkki	67	laajentaa (jäsenys)	120	Pienennä
16	automaattinen vieritys	68	Selaa	121	pienennuspainike
17	Takaisin	69	laajennettu valinta	122	monitila
18		70	laajennettu valinta-luetteloruutu	123	modaalinen
19		71	tiedosto	124	tila
20		72	Tiedosto-valikko	125	ei-modaalinen
21	Selaa	73	Etsi	126	yhdistelmänäppäin
22	Peruuta	74	Etsi seuraava	127	hiiri
23	alivalikko	75	Etsittävä	128	Siirrä
24	valintaruutu	76	kansio	129	Siirrä tähän
25	valintamerkki	77	fontti	130	MDI-liittymä
26	ali-ikkuna	78	fonttikoko	131	monivalintainen luetteloruutu
27	valita	79	fonttityyli	132	Oma tietokone (kuvake)
28	napsauttaa	80	funktionäppäin	133	Verkkoympäristö (kuvake)
29	Leikepöytä	81		134	Uusi
30	Sulje	82		135	Seuraava
31	sulkemispainike	83	ryhmän kehys	136	objekti
32	kutistaa; tiivistää (jäsenys)	84	kahva	137	OK
33	sarakeotsikko; saraketunnus	85	Ohje	138	OLE
	(ohjausobjekti)	86	Ohje-valikko	139	vedä ja pudota-OLE-toiminto
34	yhdistelmäruutu	87	Pilota	140	upotettu OLE-objekti
35	(komento) painike	88	hierarkkinen valinta	141	linkitetty OLE-objekti
36	säilö	89	pitää painettuna	142	käyttäjän määrittämä vedä ja pudota-OLE-toiminto
37	tilannekohtainen ohje	90	kohdepiste	143	Avaa
38	tilannekohtainen	91	kohdealue	144	Avaa sovelluksessa
39	ohjausobjekti	92	kuvake	145	valintanappi
40	Kopioi	93	passiivinen	146	valitsimen tila
41	Kopioi tähän	94	passiivinen ikkuna	147	pakkaus
42	Luo pikakuvake	95		148	Sivun asetukset
43	Luo pikakuvake tähän	96		149	valikoimaikkuna
44	Leikkaa	97	syöttöalue	150	ruutu
45	oletus	98	Lisää-valikko	151	ylemmän tason ikkuna
46	oletuspainike	99	Lisää objekti	152	salasana
47	Poista	100	lisäyskohta	153	Liitä
48	työpöytä	101	kursivoitu	154	Liitä linkki
49	kohde	102	nimi; otsikko	155	Liitä pikakuvake
50	valintaikkuna	103	vaaka	156	Liitä määräten
51	invaliditeetti	104		157	polku
52	hajavalinta	105			

Finnish

158	Tauko	191	Jatka	225	Käynnistä-painike
159		192	Yritä uudelleen	226	Käynnistys-kansio
160	Soita	193	monimuotoruutu	227	tilarivi
161	Plug and Play	194	Suorita	228	Pysäytä
162	osoittaa	195	Tallenna	229	välilehti (ohjausobjekti)
162	piste	196	Tallenna nimellä	230	
163	osoitin	197	vierittää	231	tehtäväpalkki
164	pikavalikko	198	vierityснуoli	232	tehtäväohje
165	ponnahdusikkuna	199	vierityspalkki	233	malli
166	pysty	200	vieritysruutu	234	muokkausruutu
167	painaa (näppäintä)	201	toissijainen ikkuna	235	otsikkorivi
168	painaa (ja pitää painettuna hiiripainiketta)	202	valita	236	otsikkoteksti
169	ensisijainen säilö	203	Valitse kaikki	237	tilanvaihtonäppäin
170	ensisijainen ikkuna	204	valinta	238	työkalurivi
171	Tulosta	205	valintakahva	239	työkaluvihje
172	kirjoitin	206	Lähetä tiedosto	240	puunäyttö (ohjausobjekti)
173	tilanneilmaisin (ohjausobjekti)	207	erotin	241	tyyppi; laji
174	projekti	208	Asetukset	242	kirjoittaa
175	Ominaisuudet	209	Asennus	243	ei käytettävissä
176	ominaisuuksien tarkastelu	210	pika-	244	Kumoa
177	ominaisuusryhmä	211	pikapainike	245	Pura asennus
178	ominaisuusikkuna	212	pikakuvake	246	Näytä-valikko
179	ominaisuusikkuna-ohjausobjekti	213	pikanäppäin	247	visuaalinen muokkaus
180	Pikanäyttö	214	pikanäppäin-ohjausobjekti	248	graafisen valinnan ohjausobjekti
181	vain luku	215	Näytä	249	Lisätietoja
182		216	Sammuta	250	ikkuna
183	Roskakori (kuvake)	217	yksivalintainen luetteloruutu	251	Ikkuna-valikko
184	Tee uudelleen	218	Muuta kokoa	252	Resurssienhallinta
185	aluevalinta	219	koonmuuttokahva	253	ohjattu toiminto
186	rekisteri	220	liukusäädin	254	työkirja
187	Toista	221	askellusruutu	255	työryhmä
188	Korvaa	222	Jaa	256	työtila
189	Palauta	223	jakopalkki	257	Kyllä
190	palautuspainike	224	jakoruutu		

French

1	A propos	53	aligner	106	liaison
2	touche d'accès rapide	54	document	107	lier
3	accessibilité	55	cliquer deux fois	108	Lier ici
4	handle d'action	56	toucher deux fois	109	zone de liste
5	actif/active	57	faire glisser	110	Liste icônes
6	point de fin de sélection	58	glisser-déplacer	111	liaison manuelle
7	objet actif	59	zone de liste déroulante modifiable	112	Agrandissement
8	fenêtre active	60	zone de liste déroulante fixe	113	agrandir
9	barre	61	menu déroulant	114	menu
10	Toujours visible	62	Edition	115	barre de menus
11	point de début de sélection	63	modifier	116	bouton de menu
12	Appliquer	64	points de suspension	117	élément de menu
13	sortie automatique	65	objet incorporé	118	titre de menu
14	répétition automatique	66	Quitter	119	boîte de message
15	Liaison automatique	67	développer	120	Réduction
16	défilement automatique	68	Explorer	121	réduire
17	Précédent	69	sélection étendue	122	valeurs multiples
18	Bouton du stylet	70	zone de liste à sélection étendue	123	modal
19	toucher-maintenir enfoncé	71	fichier	124	mode
20	édition contrôlée	72	Fichier	125	non modal
21	Parcourir	73	Rechercher	126	touche de modification
22	Annuler	74	Suivant	127	souris
23	menu en cascade	75	Rechercher	128	Déplacement
24	case à cocher	76	dossier	129	Transférer ici
25	coche	77	police	130	Interface documents multiples
26	fenêtre enfant	78	taille de police	131	zone de liste à sélection multiple
27	choisir	79	style de police	132	Poste de travail
28	(v.) cliquer sur (à l'écran) / cliquer le (bouton souris) - (n.) clic	80	touche de fonction	133	Voisinage réseau
29	Presse-papiers	81	signe	134	Nouveau
30	Fermer/Fermeture	82	glyphe	135	Suivant
31	Fermer	83	zone de groupe	136	objet
32	réduire	84	handle	137	OK
33	en-tête de colonne	85	Aide	138	OLE
34	zone de liste modifiable	86	?	139	glisser-déplacer OLE
35	bouton de commande	87	Masquer	140	Objet OLE incorporé
36	conteneur (d'objets)	88	sélection hiérarchique	141	Objet OLE lié
37	aide contextuelle	89	maintenir	142	glisser-déplacer OLE non standard
38	contextuel/contextuelle	90	point d'impact	143	Ouvrir
39	contrôle	91	zone critique	144	Ouvrir avec
40	Copier	92	icône	145	case d'option
41	Copier ici	93	inactif/inactive	146	état des caractéristiques
42	Créer un raccourci	94	fenêtre inactive	147	ensemble
43	Créer un raccourci ici	95	dessin à main levée	148	Mise en page
44	Couper	96	éditeur de dessin à main levée	149	palette
45	par défaut	97	zone d'interaction	150	volet
46	bouton par défaut	98	Insertion	151	fenêtre parent
47	Supprimer	99	Insérer un objet	152	mot de passe
48	bureau	100	point d'insertion	153	Coller
49	destination	101	italique	154	Coller avec liaison
50	boîte de dialogue	102	nom de volume / étiquette	155	Coller le raccourci
51	incapacité	103	paysage	156	Collage spécial
52	sélection d'objets disjoints	104	toucher lasso	157	chemin
		105	loupe	158	Pause

French

159	stylet	193	zone de texte RTF (Rich Text Format)	226	dossier de démarrage
160	Exécuter	194	Exécuter	227	barre d'état
161	Plug and Play	195	Enregistrer	228	Arrêter
162	(v.) amener le pointeur sur (n.) point	196	Enregistrer sous	229	onglet
163	pointeur	197	faire défiler	230	toucher
164	menu autonome	198	flèche de défilement	231	barre des tâches
165	fenêtre autonome	199	barre de défilement	232	aide spécifique aux tâches
166	portrait	200	curseur de défilement	233	modèle
167	appuyer (sur une touche)	201	fenêtre secondaire	234	zone de texte
168	appuyer (et maintenir enfoncé)	202	sélectionner	235	barre de titre
169	conteneur principal	203	Tout sélectionner	236	texte de la barre de titre
170	fenêtre principale	204	sélection	237	touche bascule
171	Imprimer	205	handle de sélection	238	barre d'outils
172	imprimante	206	Envoyer vers	239	info-bulle
173	indicateur d'état	207	séparateur	240	arborescence
174	projet	208	Paramètres	241	type
175	Propriétés	209	Installation / INSTALL	242	taper
176	inspecteur de propriétés	210	raccourci	243	pas disponible
177	page de propriétés	211	raccourci	244	Annuler
178	feuille de propriétés	212	raccourci	245	Désinstaller
179	feuille de propriétés	213	touche de raccourci	246	Affichage
180	Aperçu	214	touche de raccourci	247	activation sur place
181	en lecture seule	215	Afficher	248	sélection graphique
182	reconnaissance	216	Arrêter l'ordinateur	249	Qu'est-ce que c'est ?
183	Corbeille	217	zone de liste à sélection unique	250	fenêtre
184	Annuler Annuler	218	Dimension	251	Fenêtre
185	sélection par zone	219	poignée de redimensionnement	252	Explorateur Windows
186	base des registres	220	défileur	253	assistant
187	Répéter	221	compteur	254	classeur
188	Remplacer	222	Fractionner	255	groupe de travail
189	Restauration	223	barre de fractionnement	256	espace de travail
190	Restaurer	224	curseur de fractionnement	257	Oui
191	Reprendre	225	Démarrer		
192	Essayer de nouveau				

German

1	Info	54	Dokument	107	Verknüpfen
2	Zugriffstaste	55	Doppelklicken	108	Hiermit verknüpfen
3	Eingabehilfe	56	Doppeltippen	109	Listenfeld
4	Aktionspunkt	57	Ziehen	110	Listenansicht
5	Aktiv	58	Drag & Drop	111	Manuelle OLE-Verknüpfung
6	Aktives Ende	59	Dropdown-Kombinationsfeld	112	Maximieren
7	Aktives Objekt	60	Dropdown-Listenfeld	113	Maximieren (Schaltfläche)
8	Aktives Fenster	61	Dropdown-Menü	114	Menü
9	Zubehör	62	Bearbeiten	115	Menüleiste
10	Immer im Vordergrund	63	Bearbeiten (Menü)	116	Menü (Schaltfläche)
11	Ankerpunkt	64	Auslassungspunkte	117	Menüelement
12	Zuweisen	65	Eingebettetes Objekt	118	Menütitel
13	Textfeld mit automatischer Freigabe	66	Beenden	119	Meldungsfeld
14	Automatische Wiederholung	67	Einblenden (einer Struktur)	120	Minimieren
15	Automatische OLE-Verknüpfung	68	Explorer (Befehl)	121	Minimieren (Schaltfläche)
16	Automatischer Bildlauf	69	Erweiterte Auswahl	122	Gemischt
17	Zurück	70	Listenfeld für erweiterte Auswahl	123	Modal
18	Pen-Knopf	71	Datei	124	Modus
19	Tippen mit Pen-Knopf	72	Datei (Menü)	125	Interaktiv
20	Texteditor (Steuerelement)	73	Suchen	126	Zusatztaste
21	Durchsuchen	74	Weitersuchen	127	Maus
22	Abbrechen	75	Suchen nach	128	Verschieben
23	Überlappendes Menü	76	Ordner	129	Hierher verschieben
24	Kontrollkästchen	77	Schriftart	130	MDI (Multiple Document Interface)
25	Markierung (Kontrollkästchen)	78	Schriftgrad	131	Listenfeld für Mehrfachauswahl
26	Untergeordnetes Fenster	79	Schriftschnitt	132	Arbeitsplatz (Symbol)
27	Wählen	80	Funktionstaste	133	Netzwerk (Symbol)
28	Klicken	81	Schriftzug	134	Neu
29	Zwischenablage	82	Zeichen	135	Weiter
30	Schließen	83	Gruppenfeld	136	Objekt
31	Schließen (Schaltfläche)	84	Ziehpunkt	137	OK
32	Ausblenden (Gliederung)	85	Hilfe	138	OLE
33	Spaltenüberschrift (Steuerelement)	86	? (Menü)	139	OLE-Drag & Drop
34	Kombinationsfeld	87	Ausblenden	140	Eingebettetes OLE-Objekt
35	Schaltfläche	88	Hierarchische Auswahl	141	Verknüpftes OLE-Objekt
36	Container	89	Halten	142	Vom Standard abweichendes OLE- Drag & Drop
37	Kontextbezogene Hilfe	90	Hot Spot	143	Öffnen
38	Kontextbezogen	91	Hot Zone	144	Öffnen mit
39	Steuerelement	92	Symbol	145	Optionsfeld
40	Kopieren	93	Inaktiv	146	Aktivierte Option
41	Hierher kopieren	94	Inaktives Fenster	147	Paket
42	Verknüpfung erstellen	95	Ink	148	Seite einrichten
43	Hiermit verknüpfen	96	Inkeditor	149	Palettenfenster
44	Ausschneiden	97	Eingabefokus	150	Fensterbereich
45	Standard	98	Einfügen (Menü)	151	Übergeordnetes Fenster
46	Standardschaltfläche	99	Objekt einfügen	152	Kennwort
47	Löschen	100	Einfügemarke	153	Einfügen
48	Desktop	101	Kursiv	154	Verknüpfung einfügen
49	Ziel	102	Bezeichnung	155	Verknüpfung einfügen
50	Dialogfeld	103	Querformat	156	Inhalte einfügen
51	Behinderung	104	Lasso-Tippen	157	Pfad
52	Nichtzusammenhängende Auswahl	105	Lupe	158	Anhalten
53	Verankern	106	Verknüpfung		

German

159	Pen	192	Wiederholen	226	Autostart (Ordner)
160	Wiedergeben	193	RTF-Textfeld	227	Statusleiste
161	Plug & Play	194	Ausführen	228	Beenden
162	Zeigen	195	Speichern	229	Register
163	Zeiger	196	Speichern unter	230	Tippen
164	Kontextmenü	197	Bildlauf durchführen	231	Task-Leiste
165	Popup-Fenster	198	Bildlaufpfeil	232	Vorgangsbezogene Hilfe
166	Hochformat	199	Bildlaufleiste	233	Vorlage
167	Drücken (einer Taste)	200	Bildlauffeld	234	Textfeld
168	Drücken (und Halten einer Maustaste)	201	Sekundärfenster	235	Titelleiste
169	Primär-Container	202	Auswählen	236	Titeltext
170	Primärfenster	203	Alle markieren	237	Ein-/Aus-Taste
171	Drucken	204	Auswahl	238	Symbolleiste
172	Drucker	205	Auswahlpunkt	239	QuickInfo
173	Statusanzeige	206	Senden an	240	Strukturansicht
174	Projekt	207	Trennelement	241	Typ
175	Eigenschaften	208	Einstellungen	242	Eingeben
176	Eigenschaftanzeige	209	Einrichten	243	Nicht verfügbar
177	Eigenschaftengruppe	210	Verknüpfung	244	Rückgängig
178	Eigenschaftfenster	211	Verknüpfte Schaltfläche	245	Deinstallieren
179	Eigenschaftfenster-Steuerelement	212	Verknüpfungssymbol	246	Ansicht (Menü)
180	Schnellansicht	213	Tastenkombination	247	Direkte Bearbeitung
181	Schreibgeschützt	214	Steuerelement für Tastenbelegung	248	Steuerelement zur Grafikanzeige
182	Schrifterkennung	215	Anzeigen	249	Direkthilfe
183	Papierkorb (Symbol)	216	Beenden	250	Fenster
184	Wiederherstellen	217	Listefeld für Einfachauswahl	251	Fenster (Menü)
185	Bereichsauswahl	218	Größe ändern	252	Explorer
186	Registrierung	219	Element für Größenänderung	253	Assistent
187	Wiederholen	220	Schieber	254	Arbeitsmappe
188	Ersetzen	221	Drehfeld	255	Arbeitsgruppe
189	Wiederherstellen	222	Teilen	256	Arbeitsbereich
190	Wiederherstellen (Schaltfläche)	223	Fensterleiter	257	Ja
191	Fortsetzen	224	Teilungsfeld		
		225	Start (Schaltfläche)		

Greek

1	Περίτου (της)	49	προορισμός	101	πλάγια (γραφή)	
2	πλήκτρο πρόσβασης	50	παράθυρο διαλόγου	102	ετικέτα	
3	προσβασιμότητα	51	ειδικές ανάγκες	103	οριζόντια (σελίδα)	
4	λαβή ενεργειών	52	ασυνεχής επιλογή	104		
5	ενεργός (-ή, ό)	53	αποθέτω (v.)	105		
6	ενεργό τέλος (επιλογών)	54	έγγραφο	106	δεσμός	
7	ενεργό αντικείμενο	55	διπλό κλικ	107	συνδέω	
8	ενεργό παράθυρο	56	διπλό χτύπημα	108	Σύνδεσηεδώ	
9	διάκοσμος	57	σύρω	109	πλαίσιο λίστας	
10	Πάντα σε πρώτο πλάνο	58	μεταφορά και απόθεση	110	προβολή λίστας	
11	σημείο αγκύρωσης	59	αναπτυσσόμενο σύνθετο	111	μη αυτόματος δεσμός	
12	Εφαρμογή		πλαίσιο	112	Μεγιστοποίηση	
13	αυτόματης εξόδου (πλαίσιο)	60	αναπτυσσόμενο πλαίσιο λίστας	113	κουμπί μεγιστοποίησης	
14	αυτόματης επανάληψης (πλαίσιο)	61	αναπτυσσόμενο μενού	114	μενού	
15	αυτόματος δεσμός	62	Επεξεργασία	115	γραμμή μενού	
16	αυτόματη κύλιση	63	Μενού Επεξεργασία	116	κουμπί μενού	
17	Προηγούμενος(-η, ο)	64	αποσιωπητικά	117	στοιχείο μενού	
18		65	ενσωματωμένο αντικείμενο	118	τίτλος μενού	
19		66	Έξοδος	119	παράθυρο μηνύματος	
20		67	ανάπτυξη (διάρθρωσης)	120	Ελαχιστοποίηση	
21	Αναζήτηση	68	Εξερεύνηση Διερεύνηση	121	πλήκτρο ελαχιστοποίησης	
22	Άκυρο	69	διευρυμένη επιλογή	122	μεικτής τιμής	
23	επικαλυπτόμενα μενού, δευτερεύον μενού, διαδοχικά μενού	70	πλαίσιο λίστας για διευρυμένη επιλογή	123	περιοριστικός (-ή, -ό) σε συγκεκριμένες καταστάσεις λειτουργίας	
24	πλαίσιο ελέγχου	71	αρχείο		124	κατάσταση (λειτουργίας), τρόπος (λειτουργίας)
25	μαρκάρισμα, σημάδι	72	Μενού Αρχείο		125	μη περιοριστικός (-ή, ό)
26	θυγατρικό παράθυρο	73	Εύρεση		126	πλήκτρο τροποποίησης
27	επιλογή (n.), επιλέγω, διαλέγω (v.)	74	Εύρεσηεπομένου		127	ποντίκι
28	κλικ, κάντε κλικ	75	Εύρεσητου		128	Μετακίνηση
29	Πρόχειρο	76	φάκελος		129	Μετακίνησηεδώ
30	Κλείσιμο	77	γραμματοσειρά		130	περιβάλλον πολλών εγγράφων (MDI)
31	Κουμπί "Κλείσιμο"	78	μέγεθος γραμματοσειράς		131	πλαίσιο λίστας για πολλαπλές επιλογές
32	σύμπτυξη (διάρθρωσης)	79	στυλ γραμματοσειράς		132	Ο υπολογιστής μου
33	επικεφαλίδα στήλης	80	πλήκτρο ειδικής λειτουργίας		133	Περιοχή του δικτύου
34	σύνθετο πλαίσιο	81			134	Δημιουργία
35	κουμπί εντολής	82	πλαίσιο ομάδας		135	Επόμενος(-η, ο)
36	κοντέινερ	83	λαβή		136	αντικείμενο
37	βοήθεια συναφής με το περιβάλλον	84	Βοήθεια		137	OK
38	συναφής, στο πλαίσιο, στο περιβάλλον	85	Μενού Βοήθεια		138	OLE
39	στοιχείο ελέγχου	86	Απόκρυψη		139	μεταφορά και απόθεση OLE
40	Αντιγραφή	87	ιεραρχική επιλογή		140	ενσωματωμένο αντικείμενο OLE
41	Αντιγραφήεδώ	88	κρατώ πατημένο		141	συνδεδεμένο αντικείμενο OLE
42	Δημιουργίασυντόμευσης	89	σημείο αιχμής		142	Μη προεπιλεγμένη μεταφορά και απόθεση OLE
43	Δημιουργίασυντόμευσηςεδώ	90	ζώνη αιχμής		143	Άνοιγμα
44	Αποκοπή	91	εικονίδιο		144	Άνοιγμαμε
45	προεπιλεγμένος (-η, ο), εξ ορισμού	92	ανενεργός (-ή, ό)		145	κουμπί επιλογής
46	προεπιλεγμένο κουμπί	93	ανενεργό παράθυρο		146	ορισμός επιλογής
47	Διαγραφή	94			147	πακέτο
48	επιφάνεια εργασίας	95	χώρος εισαγωγής στοιχείων (από το χρήστη)		148	Διαμόρφωσησελίδας
		96	Μενού Εισαγωγή			
		97	Εισαγωγήαντικειμένου			
		98	σημείο παρεμβολής			

Greek

149	παράθυρο παλέτας	186	μητρώο	221	Πλαίσιο τιμών
150	τμήμα (παράθυρου)	187	Επανάληψη	222	Διαίρεση
151	γονικό παράθυρο	188	Αντικατάσταση	223	γραμμή διαίρεσης
152	κωδικός πρόσβασης	189	Επαναφορά	224	πλαίσιο διαίρεσης
153	Επικόλληση	190	Κουμπί επαναφοράς	225	Κουμπί έναρξης
154	Επικόλληση δεσμού	191	Επιστροφή Επανεκκίνηση	226	Φάκελος εκκίνησης
155	Επικόλληση συντόμευσης	192	Επανάληψη(π.), επαναλαμβάνω (v.), ξαναπροσπαθώ (v.)	227	γραμμή κατάσταση
156	Ειδική επικόλληση	193	πλαίσιο εμπλουτισμένου κειμένου	228	Διακοπή
157	Διαδρομές (στο δίσκο)	194	Εκτέλεση	229	στοιχείο καρτέλας
158	Παύση	195	Αποθήκευση	230	
159		196	Αποθήκευση	231	Γραμμή εργασιών
160	Αναπαραγωγή Εκτέλεση	197	κύλιση	232	βοήθεια σχετική με την εργασία
161	Τοποθέτηση και άμεση λειτουργία	198	βέλος κύλισης	233	Πρότυπο
162	σημαδέψτε με το δείκτη	199	γραμμή κύλισης	234	πλαίσιο κειμένου
163	δείκτης	200	πλαίσιο κύλισης	235	γραμμή τίτλου
164	αναδυόμενο μενού	201	δευτερεύον παράθυρο	236	κείμενο τίτλου
165	αναδυόμενο παράθυρο	202	επιλέγω	237	πλήκτρο-διακόπτης
166	κατακόρυφη σελίδα	203	Επιλογή όλων	238	γραμμή εργαλείων
167	πάτημα (πλήκτρου)	204	επιλογή	239	επεξήγηση εργαλείου
168	πάτημα (και κράτημα ενός πλήκτρου ποντικιού)	205	λαβή επιλογής	240	στοιχείο (ελέγχου) προβολής δέντρου
169	πρωτεύον κοντέινερ	206	Αποστολή σε	241	τύπος
170	πρωτεύον παράθυρο	207	Διαχωριστικό	242	πληκτρολόγηση
171	Εκτύπωση	208	Παράμετροι	243	μη διαθέσιμος (-η, -ο)
172	εκτυπωτής	209	Εγκατάσταση Ορισμός παραμέτρων	244	Αναίρεση
173	δείκτης προόδου	210	συντόμευση	245	Κατάργηση εγκατάστασης
174	έργο	211	κουμπί συντόμευσης	246	Μενού Προβολή
175	Ιδιότητα	212	εικονίδιο συντόμευσης	247	επιτόπια επεξεργασία
176	επιθεώρηση ιδιοτήτων	213	πλήκτρο συντόμευσης	248	στοιχείο (ελέγχου) πηγής
177	σελίδα ιδιοτήτων	214	στοιχείο (ελέγχου) πλήκτρου συντόμευσης	249	Τι είναι...
178	φύλλο ιδιοτήτων	215	Επίδειξη Εμφάνιση	250	παράθυρο
179	στοιχείο (ελέγχου) φύλλου ιδιοτήτων	216	Τερματισμός λειτουργίας	251	Μενού Παράθυρο
180	Γρήγορη προβολή	217	πλαίσιο λίστας για μεμονωμένες επιλογές	252	Εξερεύνηση των Windows
181	μόνο για ανάγνωση	218	Μέγεθος	253	οδηγός
182		219	λαβή μεταβολής μεγέθους	254	βιβλίο εργασίας
183	Κάδος ανακύκλωσης	220	Αυξομειωτής	255	ομάδα εργασίας
184	Ακύρωση αναίρεσης			256	χώρος εργασίας
185	επιλογή περιοχής			257	Ναι

Hebrew

1	אודות	53	עגן	101	הטיה
2	מקש גישה	54	מסמך	102	תווית
3	נגישות	55	לחץ פעמיים	103	לרוחב
4	נקודת אחיזה לביצוע פעולה	55	לחיצה כפולה	104	הקפה ונקישה
5	פעיל	56	הקש פעמיים	105	
6	קצה אזור פעיל	56	נקישה כפולה	106	קישור
7	אובייקט פעיל	57	גרור	107	קשר
8	חלון פעיל	58	גרור ושחרר	108	קשר כאן
9		59	תיבה משולבת נפתחת	109	תיבת רשימה
10	תמיד עליון	60	תיבת רשימה נפתחת	110	תצוגות רשימה (פקד)
11	נקודת עוגן	61	תפריט נפתח	111	קישור ידני
12	החל	62	עריכה	112	הגדל
13	יציאה אוטומטית	63	תפריט עריכה	113	לחצן הגדל
14	חזרה אוטומטית	64	שלוש נקודות	114	תפריט
15	קישור אוטומטי	65	אובייקט מוטבע	115	שרת תפריט
16	גלילה אוטומטית	66	יציאה	116	לחצן תפריט
17	הקודם	67	הרחב (חלוקה לרמות)	117	פריט תפריט
18	לחצן העט	68	טייר	118	כותרת תפריט
19	נקישת עט	69	בחירה מורחבת	119	תיבת הודעה
20	תיבת עריכה	70	תיבת רשימה עם אפשרות בחירה מורחבת	120	מזער
21	עיון	71	קובץ	121	לחצן מזער
22	ביטול	72	תפריט קובץ	122	ערכים מעורבים
23	תפריט מדורג	73	תפריט קובץ	123	מודאלי
24	תיבת סימון	74	חפש	124	מצב
25	סימן ביקורת	75	חפש את הבא	125	לא מודאלי
26	חלון צאצא	76	תיקיה	126	מקש משנה מצב
27	בחר	77	גופן	127	עכבר
28	לחץ	78	גודל גופן	128	הזז
29	לוח	79	סגנון גופן	129	העבר
30	סגור	80	מקש ייעודי	130	הזז
31	לחצן סגור	81	תנועת יד	131	העבר כאן
32	כוח (חלוקה לרמות)	82	תמונה		ממשק ריבוי מסמכים (MDI)
33	כותרת עמודה	83	תיבת קבוצה		תיבת רשימה עם אפשרות בחירה מדובה
34	תיבה משולבת	84	נקודת אחיזה	132	המחשב שלי (סמל)
35	לחצן פקודה	85	עורה	133	שכנים ברשת (סמל)
36	כלי קיבול	86	תפריט עורה	134	חדש
37	עורה תלוית הקשר	87	הסתר	135	הבא
38	תלוי הקשר	88	בחירה בשלבים/הדרגתית	136	אובייקט
39	פקד	89	החזק (לחצן)	137	אישור
40	העתק	90	נקודת מגע	138	OLE
41	העתק כאן	91	אזור מגע	139	
42	צור קיצור דרך	92	סמל	140	
43	צור קיצור דרך כאן	93	לא פעיל	141	
44	גזור	94	חלון לא פעיל	142	
45	ברירת מחדל	95	שרבוט	143	פתיחה
46	לחצן ברירת מחדל	96	עריכת שרבוט	144	פתחבאמצעות
47	מחק	97	מוקד קלט	145	לחצן אפשרויות
48	שולחן עבודה	98	תפריט הוספה	146	אפשרויות מוגדרות
49	יעד	99	הוספת אובייקט	147	מנה
50	תיבת דו-שיח	100	נקודת כניסה	148	הגדרת עמוד
51	מגבלה	101	נסוי	149	חלון ערכת כלים
52	בחירה לא רציפה				

Hebrew

150	חלונית	185	בחירה על-ידי תיחום	220	תיבת טווח
151	חלון הורה	186	רישום	221	פצל
152	סיסמה	187	חזור על	222	פס פיצול
153	חדבק	188	החלף	223	תיבת פיצול
154	חדבקוקשר	189	שחזר	224	לחצן התחל
155	חדבקקיזור דרך	190	להצן שחזר	225	התיקיה הפעלה
156	חדבקה מיוחדת	191	חדש	226	שורת מצב
157	נתיב	192	נסה שנית	227	עצור
158	השהה	193	תיבת טקסט עשיר	228	פקד כרטיסיה
159	עט	194	הפעל	229	נקישה
160	הפעל	195	שמור	230	הקש
160	השמע	196	שמירה בשם	230	שורת משימות
160	נגן	197	גלול	231	עזרה תלויית משימה
161	הכנס-הפעל	198	חץ גלילה	232	תבנית
162	הצבע	199	פס גלילה	233	תיבת טקסט
162	נקודה	200	תיבת גלילה	234	כותרת
163	מצביע	201	חלון משני	235	סקסט כותרת
164	תפריט מוקפץ	202	בחר	236	מקש דו-מצבי
165	חלון מוקפץ	203	בחר הכל	237	סרגל כלים
166	לאורך	204	בחירה	238	תיאור כלי
167	הקש (על מקש)	204	קטע נבחר	239	פקד תצוגת עץ
168	לחץ	205	נקודת אחיזה	240	סוג
	(על לחצן עכבר והחזק אותו לחוץ)	206	שלח אל	241	הקלד
169	כלי קיבול ראשי	207	מפריד	242	לא זמין
170	חלון ראשי	208	הגדרות	243	בטל
171	הדפס	209	התקנה	244	בטל התקנה
172	מדפסת	210	קיצור דרך	245	תפריט תצוגה
173	מד התקדמות (פקד)	211	לחצן קיצור דרך	246	עריכה חזותית
174	פרוייקט	212	סמל קיצור דרך	247	פקד מאגר
175	מאפיינים	213	מקש קיצור דרך	248	מה זה?
176	סוקר מאפיינים	214		249	חלון
177	עמוד מאפיינים	215	הצג	250	תפריט חלון
178	גליון מאפיינים	216	כיבוי (המחשב)	251	טייר של Windows
179	פקד גליון מאפיינים	216	סגירה (של יישום לא מתפקד)	252	אשף
180	הצצה	216	יצואה (מ- Windows)	253	חוברת עבודה
181	קריאה בלבד	217	תיבת רשימה עם אפשרות	254	קבוצת עבודה
182	זיהוי	217	בחירה בודדת	255	שטח עבודה
183	סל מיוחד (סמל)	218	גודל	256	כו
184	בצע שוב	219	נקודת אחיזה לשינוי גודל	257	

Hungarian

1	Névjegy	52	szakaszos kijelölés, nem összefüggő	104
2	hívóbetű	53	kiköt	105
3	kisegítő lehetőségek	54	dokumentum	106 csatolás
4	kezelő	55	duplán kattint	107 csatol
5	aktív	56		108 Csatolás (ide)
6	végpont	57	húz	109 listapanel
7	aktív objektum	58	"Fogd és vidd"	110 listatárló (vezérlés)
8	aktív ablak	59	legördülő kombinált lista	111 kézi csatolás
9	kényelmi eszközök	60	legördülő lista	112 Teljes méret
10	Mindig látható	61	legördülő menü	113 Teljes méret gomb
11	kezdőpont	62	Szerkesztés	114 menü
12	Alkalmaz, Legyen, Érvényesít	63	Szerkesztés menü	115 menüsor
13	automatikus kilépés	64	három pont	116 menügomb
14	automatikus ismétlés	65	beágyazott objektum	117 menüelem
15	automatikus csatolás	66	Kilépés	118 menücím
16	automatikus görgetés	67	kibont	119 üzenetpanel
17	Vissza	68	Intéz, Szervez	120 Kis méret
18		69	univerzális kijelölés	121 Kis méret gomb
19		70	lista univerzális kijelöléssel	122 kevert érték
20		71	fájl	123 modális
21	Tallózás	72	Fájl menü	124 mód
22	Mégse	73	Keresés	125 nem modális, független
23	almenü	74	Továbbkeresés	126 módosítóbillentyű
24	jelölőnégyzet	75	Mit	127 eger
25	pipa, iksz	76	mappa	128 Áthelyezés
26	származtatott ablak	77	betűtípus	129 Áthelyezés ide
27	választ	78	betűméret	130 többdokumentumos felület
28	kattint	79	betűstílus	131 többválasztós lista
29	Vágólap	80	funkcióbillentyű, F-billentyű,	132 Sajátgép (ikon)
30	Bezárás	81		133 Hálózatok (ikon)
31	Bezárás gomb	82		134 Új
32	összecsuk	83	(vezérlőelem-) csoport	135 Következő
33	hasábfej (vezérlés)	84	kezelő	136 objektum
34	kombinált lista	85	Súgó	137 OK
35	parancsgomb	86	Súgó menü	138 OLE
36	tároló,tartály	87	Elrejtés	139 irányított áthúzás
37	környezetfüggő súgó	88	hierachikus kiválasztás	140 OLE beágyazott objektum
38	környezetfügő	89	nyomva tartás	141 OLE csatolt objektum
39	vezérlőelem	90	hatáspont	142 OLE választó áthúzás/irányított
40	Másolás	91	érzékeny mező/terület/rész	fogd és vidd eljárás
41	Másolás ide	92	ikon	143 Megnyitás
42	Parancsikon létrehozása	93	inaktív	144 Társítás
43	Parancsikon létrehozása	94	inaktív ablak	145 választógomb
44	Kivágás	95		146 beállítás
45	alap, alapértelmezett, alapértelmezés	96		147 csomag
46	alapgomb	97	beviteli terület	148 Oldalbeállítás
47	Törlés	98	Beszűrés menü	149 paletta ablak
48	asztal	99	Objektum beszűrése	150 ablaktábla
49	cél	100	beszűrés pont	151 szülőablak
50	párbeszédpanel	101	dölt	152 jelszó
51	kezdő	102	címke, felirat	153 Beillesztés
		103	fekvő	154 Csatolva beillesztés

Hungarian

155	Parancsikon beillesztése	189	Előző méret	225	Start gomb
156	Irányított beillesztés	190	Előző méret gomb	226	Indítópult
157	elérési út	191	Tovább	227	állapotsor
158	Szünet	192	Ismét	228	Leállítás
159		193	formázott szöveget tartalmazó mező	229	bejárás vezérlése
160	Lejátszás	194	Futtatás, Indítás	230	
161	Plug and Play (Önbeállító technológia)	195	Mentés	231	tálca
162	rámutat, pont	196	Mentés másként	232	feladatfüggő súgó
163	mutató, kurzor	197	görgetés	233	sablon
164	felbukkanó menü	198	görgetőnyíl	234	itt: (adat) beviteli mező
165	felbukkanó ablak	199	görgetősáv	235	címsor
166	álló	200	görgetőcsúszka	236	cím
167	lenyom (billentyűt)	201	másodlagos ablak	237	kapcsolóbillentyű
168	lenyom (és nyomva tart- egérbillentyűt)	202	kijelöl	238	eszköztár
169	elsődleges tároló, tartály	203	Mindent kijelöli	239	gombnév
170	főablak	204	kijelölés	240	Fa-struktúra vezérlés
171	Nyomtatás	205	jelölőpont	241	típus
172	nyomtató	206	Küldés	242	gépel, beírás
173	folyamatjelző (vezérlés)	207	elválasztó	243	nem érhető el
174	projekt, téma	208	Beállítások	244	Visszavonás
175	Tulajdonságok	209	Telepítés, Beállítás	245	Letörlés
176	objektumfigyelő	210	huzárvágás	246	Nézet menü
177	tulajdonságcsoport	211	gyorsítógomb	247	közvetlen szerkesztés
178	tulajdonságlap	212	parancsikon	248	Grafikus kijelölés
179	tulajdonságlap-vezérlő	213	billentyűparancs	249	Mi ez?
180	Nézőke	214	billentyűparancs vezérlés	250	ablak
181	csak olvasásra	215	Megjelenítés	251	Ablak menü
182		216	Kikapcsolás	252	Windows Intéző
183	Lomtár (ikon)	217	egyválasztós lista	253	varázsló
184	Újra, mégis	218	méretezés	254	munkafüzet
185	bekerítés	219	méretező	255	munkacsoport
186	bejegyzés	220	csúszka	256	munkaterület
187	Ismétlés	221	léptetőmező	257	Igen
188	Csere	222	Felosztás		
		223	osztósáv		
		224	osztócsúszka		

Italian

1	Informazioni su	53	posizionare	101	corsivo
2	tasto di scelta	54	documento	102	etichetta
3	accesso facilitato	55	fare doppio clic (v.)	103	orizzontale
4	identificatore dell'azione	55	doppio clic (n.)	104	selezione circolare
5	attivo	56	toccare due volte in rapida	105	lente
6	punto finale		successione (v.)	106	collegamento (n.)
7	oggetto attivo	56	doppio tocco (n.)	107	collegare (v.)
8	finestra attiva	57	trascinare	108	Collega
9	barra	58	caratteristica Trascina selezione (n.)	109	casella di riepilogo
10	Sempre in primo piano	58	trascinare e rilasciare (v.)	110	visualizzazione elementi
11	punto di ancoraggio	59	casella combinata a discesa	111	collegamento manuale
12	Applica	60	casella di riepilogo a discesa	112	Ingrandisci
13	ad uscita automatica	61	menu a discesa	113	pulsante di ingrandimento
14	a ripetizione automatica	62	Modifica	114	menu
15	collegamento automatico	63	menu Modifica	115	barra dei menu
16	scorrimento automatico	64	puntini di sospensione	116	pulsante menu
17	Indietro	65	oggetto incorporato	117	voce di menu
18	pulsante della penna	66	Esci	118	titolo di menu
19	tocco con il pulsante premuto	67	espandere (una struttura)	119	finestra di messaggio
20	casella di testo a griglia	68	Gestione risorse	120	Riduci a icona
21	Sfoggia	69	selezione estesa	121	pulsante di riduzione ad icona
22	Annulla	70	casella di riepilogo a selezione	122	valori misti
23	menu sovrapposto		estesa	123	a scelta obbligatoria
24	casella di controllo	71	file	124	modalità
25	segno di spunta	72	menu File	125	non a scelta obbligatoria
26	finestra secondaria	73	Trova	126	tasto di modifica dell'output di
27	scegliere	74	Trova successivo		tastiera/delle funzioni di tastiera
28	fare clic	75	Trova	127	mouse
28	scegliere	76	cartella	128	Sposta
29	Appunti	77	tipo di carattere	129	Sposta
30	Chiudi	78	dimensione carattere	130	interfaccia a documenti multipli
31	pulsante di chiusura	79	stile carattere		(MDI)
32	comprimere (v.)	80	tasto funzione	131	casella di riepilogo a selezione
33	intestazione di colonna	81	segno		multipla
34	casella combinata	82	icona	132	Risorse del computer
35	pulsante di comando	83	casella di gruppo	133	Risorse di rete
36	contenitore	84	quadrato di ridimensionamento	134	Nuovo
37	guida sensibile al contesto	85	Guida	135	Avanti
38	contestuale	86	menu ?	136	oggetto
39	controllo	87	Nascondi	137	OK
40	Copia	88	selezione gerarchica	138	OLE
41	Copia	89	tenere premuto	139	caratteristica Trascina selezione
42	Crea collegamento	90	area sensibile del puntatore		OLE
43	Crea collegamento	91	area sensibile dell'oggetto	140	oggetto incorporato OLE
44	Taglia	92	icona	141	oggetto collegato OLE
45	predefinito	93	inattivo	142	caratteristica Trascina selezione
46	pulsante predefinito	94	finestra inattiva		OLE non predefinita
47	Elimina	95	tratto	143	Apri
48	desktop	96	modifica tratto	144	Apri con
49	destinazione	97	elemento attivo	145	pulsante di opzione
50	finestra di dialogo	98	menu Inserisci	146	opzione attivata/impostata
51	disabilità	99	Inserisci oggetto	147	package
52	selezione multipla	100	punto di inserimento	148	Imposta pagina

Italian

149	casella degli strumenti/tavolozza di colori	186	registro di configurazione	222	Dividi
150	riquadro	187	Ripeti	223	barra di divisione
151	finestra principale	188	Sostituisci	224	casella di divisione
152	password	189	Ripristina	225	pulsante Avvio
153	Incolla	190	pulsante di ripristino	226	cartella Esecuzione automatica
154	Incolla collegamento	191	Riprendi	227	barra di stato
155	Incolla collegamento	192	Riprova	228	Ferma
156	Incolla speciale	193	casella di testo RTF	229	controllo a schede
157	percorso	194	Esegui	230	toccare (v.)
158	Interrompi	195	Salva	230	tocco (n.)
159	penna	196	Salva con nome	231	barra delle applicazioni
160	Riproduci	197	scorrere (v.)	232	guida orientata alle attività
161	Plug and Play	198	freccia di scorrimento	233	modello
162	punto	199	barra di scorrimento	234	casella di testo
163	puntatore	200	casella di scorrimento	235	barra del titolo
164	menu di scelta rapida	201	finestra secondaria	236	testo della barra del titolo
165	finestra popup	202	selezionare (v.)	237	tasto interruttore
166	verticale	203	Seleziona tutto	238	barra degli strumenti
167	premere (un tasto)	204	selezione	239	descrizione comando
168	premere (e tenere premuto un pulsante del mouse)	205	quadrato di selezione	240	controllo per la visualizzazione ad albero
169	contenitore principale	206	Invia a	241	tipo
170	finestra principale	207	separatore	242	digitare/inserire
171	Stampa	208	Impostazioni	243	non disponibile
172	stampante	209	Imposta	244	Annulla
173	indicatore di avanzamento del processo	210	collegamento	245	Rimozione
174	progetto	211	pulsante di collegamento	246	menu Visualizza
175	Proprietà	212	icona di collegamento	247	modifica diretta
176	visualizzatore proprietà	213	tasto di scelta rapida	248	controllo di selezione grafica
177	scheda proprietà	214	controllo tasto di scelta rapida	249	Guida rapida
178	finestra proprietà	215	Mostra	250	finestra
179	controllo finestra proprietà	216	Arresta il sistema (pulsanti e opzioni)	251	menu Finestra
180	Anteprima	216	Chiudi sessione (comando del menu Avvio)	252	Gestione risorse
181	sola lettura	217	casella di riepilogo a selezione singola	253	installazione guidata
182	riconoscimento	218	Dimensione	254	cartella di lavoro
183	Cestino	219	punto di ridimensionamento	255	gruppo di lavoro
184	Ripeti	220	dispositivo di scorrimento	256	area di lavoro
185	selezione dell'area	221	casella di selezione	257	Sì

Japanese

1	バージョン情報	46	デフォルト ボタン	90	ホット スポット
2	アクセス キー	47	削除	91	ホット ゾーン
3	ユーザー補助	48	デスクトップ	92	アイコン
4	アクション ハンドル	49	OLE 先	93	非アクティブ
5	アクティブ	50	ダイアログ ボックス	94	非アクティブ ウィンドウ
6	アクティブ エンド	51	ディザビリティ	95	インク
7	アクティブなオブジェクト	52	非連続の複数選択	96	インク編集
8	アクティブ ウィンドウ	53	ドッキング	97	入力フォーカス
9	ウィンドウの付属要素	54	ドキュメント	98	[挿入] メニュー
10	つねに手前に表示	55	ダブルクリック	99	オブジェクトの挿入
11	アンカー ポイント	56	ダブルタップ	100	挿入ポイント
12	更新	57	ドラッグ	101	斜体
13	自動フォーカス	58	ドラッグ アンド ドロップ	102	ラベル
14	オート リピート	59	ドロップダウン コンボ ボックス	103	横
15	自動リンク	60	ドロップダウン リスト ボックス	103	横置き
16	自動スクロール	61	ドロップダウン メニュー	104	囲んで選択
17	戻る	62	編集	105	レンズ
18	サイド ボタン	63	[編集] メニュー	106	リンク
19	サイド ボタンを押しなが らタップ	64	省略記号	107	リンクする
20	ボックス編集	65	埋め込みオブジェクト	108	ここにリンク
21	参照	66	～の終了	109	リスト ボックス
22	キャンセル	67	下位階層の表示	110	一覧表示
23	カスケード メニュー	67	開く	111	手動リンク
24	チェック ボックス	68	エクスペローラ	112	最大化
25	チェック マーク	69	拡張選択	113	最大化ボタン
26	子ウィンドウ	70	拡張選択リスト ボックス	114	メニュー
27	選ぶ	71	ファイル	115	メニューバー
28	クリック	72	[ファイル] メニュー	116	メニュー ボタン
29	クリップボード	73	検索	117	メニュー項目
30	閉じる	74	次を検索	118	メニュー タイトル
31	閉じるボタン	75	検索する文字列	119	メッセージ ボックス
32	下位階層の非表示	75	検索する値	120	最小化
32	閉じる	76	フォルダ	121	最小化ボタン
33	列見出し	77	フォント	122	混在設定
34	コンボ ボックス	78	フォント サイズ	123	モーダル
35	コマンド ボタン	79	フォント スタイル	124	モード
36	コンテナ	80	ファンクション キー	125	モードレス
37	状況依存のヘルプ	81	ジェスチャ	126	修飾キー
38	状況依存の	82	グリフ	127	マウス
39	コントロール	83	グループ ボックス	128	移動
40	コピー	84	ハンドル	129	ここに移動
41	ここにコピー	85	ヘルプ	130	複数ドキュメント インター フェイス
42	ショートカットの作成	86	[ヘルプ] メニュー	131	複数選択リスト ボックス
43	ショートカットをここに作成	87	隠す	132	マイ コンピュータ
44	切り取り	88	階層的な選択	133	ネットワーク コンピュータ
45	標準	89	押したまま	134	新規作成
45	デフォルト			135	次へ

Japanese

136	オブジェクト	177	プロパティ ページ	219	サイズ変更ハンドル
137	OK	178	プロパティ シート	220	つまみ
138	OLE	179	プロパティ シート コントロ ール	221	スピン ボックス
139	OLE ドラッグ アンド ドロ ップ	180	クイック表示	222	境界の変更
140	OLE オブジェクトの埋め込み	181	読み取り専用	223	分割バー
141	OLE でリンクされたオブジェ クト	182	認識	224	分割ボックス
142	選択型 OLE ドラッグ アンド ドロップ	183	ごみ箱	225	[スタート] ボタン
143	開く	184	やり直し	226	スタートアップ フォルダ
144	アプリケーションから開く	185	領域選択	227	ステータスバー
145	オプション ボタン	186	レジストリ	228	中止
146	オプション設定	187	リピート	228	停止
147	パッケージ	188	置換	228	終了
148	ページレイアウトの設定	189	復元	228	解除
149	パレット ウィンドウ	190	元のサイズに戻すボタン	229	タブ コントロール
150	ペイン	191	再開	230	タップ
151	親ウィンドウ	192	再試行	231	タスクバー
152	パスワード	193	リッチテキスト ボックス	232	タスク対応ヘルプ
153	貼り付け	194	ファイル名を指定して実行	233	テンプレート
154	リンク貼り付け	195	保存	234	テキスト ボックス
155	ショートカットの貼り付け	196	名前を付けて保存	235	タイトルバー
156	形式を選択して貼り付け	197	スクロール	236	タイトルバーの文字
157	パス	198	スクロールバーの矢印ボタン	237	トグル キー
158	一時停止	199	スクロールバー	238	ツールバー
159	ペン	200	スクロールバーのつまみ	239	ツールのヒント
160	再生	201	2次ウィンドウ	240	ツリー表示コントロール
161	プラグ アンド プレイ	202	選択する	241	種類
162	ポイント	203	すべて選択	241	タイプ
163	ポインタ	204	選択範囲	242	入力
164	ポップアップ メニュー	205	選択ハンドル	243	利用不可
165	ポップアップ ウィンドウ	206	送る	244	元に戻す
166	縦	207	区分線	245	アンインストール
166	縦置き	208	設定	245	削除
167	押す	209	セットアップ	246	[表示] メニュー
168	押したまま	210	ショートカット	247	埋め込み先編集
169	メイン コンテナ	211	ショートカット ボタン	248	ビジュアル コントロール
170	メイン ウィンドウ	212	ショートカット アイコン	249	ヘルプ
171	印刷	213	ショートカット キー	250	ウィンドウ
172	プリンタ	214	ショートカット キー コント ロール	251	[ウィンドウ] メニュー
173	進行状況インジケータ	215	表示	252	エクスペローラ
174	プロジェクト	216	シャットダウン	253	ウィザード
175	プロパティ	216	Windows の終了	254	ワークブック
176	プロパティ インспекタ	217	単一選択リストボックス	255	ワークグループ
		218	サイズ	256	ワークスペース
				257	はい

Korean

1	정보	47	삭제	94	비활성 창
2	선택키	48	바탕 화면	95	링크
3	장애인용	49	대상	96	링크 편집
4	작업 핸들	50	대화 상자	97	입력 가능 영역
5	활성	51	장애	98	삼입 메뉴
6	선택 끝점	52	다중 선택	99	개체 삼입
7	활성 개체	53	고정	100	삼입 포인터
8	활성 창	54	문서	101	기울임꼴
9	사용하기 편리하도록 화면에 표시	55	두 번 누르기	102	레이블
10	항상 위	56	두 번 누르기	102	이름표
11	선택 시작점	57	끝기	103	가로 방향
11	기준 위치점	58	끌어서 놓기	104	원형으로 영역 선택
12	적용	59	나열형 콤보 상자	105	렌즈(제어)
13	자동 종료	60	나열형 목록 상자	106	연결
14	자동 반복	61	나열형 메뉴	107	연결하다
15	자동 연결	62	편집	108	연결 대상
16	자동 이동	63	편집 메뉴	109	목록 상자
17	뒤로	64	생략 기호	110	목록 표시(제어)
18	펜 단추	65	포함된 개체	111	수동 연결
19	펜 두들기	66	종료	112	전체 화면 표시
20	상자형 편집 영역(제어)	67	하위 수준 표시(개요)	113	전체 화면 표시 단추
21	찾아보기	68	파일 탐색	114	메뉴
22	취소	69	선택 영역 확장	115	메뉴 표시줄
23	계단식 메뉴	70	선택 영역을 확장할 수 있는	116	메뉴 단추
24	확인란	71	목록 상자	117	메뉴 항목
25	확인 표시	72	파일 메뉴	118	메뉴 이름
26	하위 문서 창	73	찾기	119	메시지 상자
27	선택	74	다음 찾기	120	아이콘 표시
28	누르기	75	찾을 문자열	121	아이콘 표시 단추
29	클립보드	76	폴더	122	혼합값
30	닫기	77	글꼴	123	모달
31	닫기 단추	78	글꼴 크기	124	모드
32	하위 수준 숨기기(개요)	79	글꼴 유형	125	모드리스
33	열 머리글(제어)	80	기능키	126	수정키
34	콤보 상자	81	체크	127	마우스
35	명령 단추	82	모양	128	이동
36	다른 개체를 포함하는 개체	83	그룹 창	129	여기에 이동
37	현재 상황에 맞는 도움말	84	핸들	130	다중 문서 인터페이스
38	상황에 맞는	84	조종	131	다중 선택 목록 상자
39	제어	85	도움말	132	내 컴퓨터(아이콘)
39	조절	86	도움말 메뉴	133	네트워크 환경(아이콘)
40	복사	87	숨기기	134	새 파일
41	여기에 복사	88	계층적 선택	135	다음
42	단축 아이콘 만들기	89	취기	136	개체
43	여기에 단축 아이콘 만들기	90	핫 스폿	137	확인
44	잘라내기	91	핫 존	138	개체 연결 및 포함
45	기본값	92	아이콘	139	OLE 끌어서 놓기
46	기본 단추	93	비활성	140	OLE 포함 개체
				141	OLE 연결 개체

Korean

142	OLE 조건적 끌어서 놓기	180	잡잔 보기	220	슬라이더
143	열기	181	읽기 전용	221	스핀 상자
144	파일 열 프로그램	182	인식	222	나눔
145	옵션 단추	183	휴지통(아이콘)	223	나눔줄
146	옵션 설정	184	재실행	224	나눔 상자
147	꾸러미	185	영역 선택	225	시작 단추
148	쪽 설정	186	시스템 등록	226	시작 폴더
149	모음 창	187	반복	227	상태 표시줄
149	색상표 창	188	바꾸기	228	정지
150	틀	189	화면 복귀	229	램 제어
151	상위 창	190	화면 복귀 단추	230	두들기기
152	암호	191	재시작	231	작업 표시줄
153	붙여넣기	192	재시도	232	작업 순서 도움말
154	연결하여 붙여넣기	193	서식 유지 입력란	233	작업 파일
155	단축 붙여넣기	194	실행	234	입력란
156	선택하여 붙여넣기	195	저장	235	제목 표시줄
157	경로	196	다른 이름으로 저장	236	제목 문자열
158	일시 중지	197	이동	237	전환키
159	팬	198	이동 화살표	238	도구 모음
160	재생	199	이동줄	239	도구 설명
161	플러그 앤 플레이(주변기기 자동 설치)	200	이동 위치표	240	트리 표시 제어
162	포인트	201	부속 창	241	유형
163	포인터	202	선택하다	241	종류
164	돌출 메뉴	203	전체 선택	242	입력한다
165	돌출 창	204	선택	243	사용 불가능
166	세로 방향	205	선택 핸들	244	실행 취소
167	(키) 두들기기	206	보내기	245	설치 삭제
168	(마우스 단추) 누르기	207	구분자	246	보기 메뉴
169	다른 개체를 포함하는 기본 개체	208	설정	247	포함된 위치를 현재 위치에서 편집
170	기본 창	209	설치	248	그래픽 정보 표시
171	인쇄	210	단축	249	설명
172	프린터	211	단축 단추	250	창
173	작업 진행 표시등(제어)	212	단축 아이콘	251	창 메뉴
174	프로젝트	213	단축키	252	파일 탐색기
175	등록 정보	214	단축키 제어	253	마법사
175	속성	215	표시	254	통합 문서
176	등록 정보 보기	215	보기	255	작업 그룹
177	등록 정보 쪽	216	시스템 종료	256	작업 영역
178	등록 정보 시트	217	단일 선택 목록 상자	257	예
179	등록 정보 제어	218	크기		
		219	창 크기 조절 핸들		

Norwegian

1	Om	54	dokument	107	koble
2	tilgangstast	55	dobbeltklikke	108	Lag kobling her
3	tilgjengelighet	56		109	listebooks
4	handlingshåndtak	57	dra	110	listevisning (kontroll)
5	aktiv	58	dra og slippe	111	manuell kobling
6	markeringsavslutning	59	kombinasjonsboks	112	Maksimer
7	aktivt objekt	60	rullegardinliste	113	maksimeringsknapp
8	aktivt vindu	61	rullegardinmeny	114	meny
9	verktøyelement	62	Rediger	115	menylinje
10	Alltid øverst	63	Rediger-menyen	116	menyknapp
11	forankringspunkt	64	ellipse	117	menyelement
12	Bruk	65	innebygd objekt	118	menytittel
13	automatisk avslutning	66	Avslutt	119	meldingsboks
14	automatisk gjentagelse	67	utvide (en disposisjon)	120	Minimer
15	automatisk kobling	68	Utforsk	121	minimeringsknapp
16	automatisk rulling (autorulling)	69	utvidet merking	122	blandet verdi
17	Tilbake	70	liste med utvidet merking	123	modal
18		71	fil	124	modus
19		72	fil-menyen	125	ikke-modal
20		73	Søk etter	126	modifiseringstast
21	Bla gjennom	74	Søk etter neste	127	mus
22	Avbryt	75	Søk etter	128	Flytt
23	undermeny	76	mappe	129	Flytt hit
24	avmerkingsboks	77	skrift	130	flerdokumentgrensenitt (MDI)
25	merke	78	skriftstørrelse	131	flervalgsliste
26	undervindu	79	skriftstil	132	Min datamaskin (ikon)
27	velge	80	funksjonstast	133	Andre maskiner (ikon)
28	klikke	81		134	Ny
29	utklippstavle	82		135	Neste
30	Lukk	83	gruppeboks	136	objekt
31	lukkeknapp	84	håndtak	137	OK
32	skjule (disposisjon)	85	Hjelp	138	OLE
33	kolonneoverskrift (kontroll)	86	Hjelp-menyen	139	OLE dra og slipp
34	kombinasjonsboks	87	Skjul	140	innebygd OLE-objekt
35	kommandoknapp	88	hierarkisk merking	141	koblet OLE-objekt
36	beholder	89	holde	142	utvidet OLE dra og slipp
37	kontekstavhengig hjelp	90	fokus	143	Åpne
38	kontekstavhengig	91	fokuseringssone	144	Åpne i
39	kontroll	92	ikon	145	alternativknapp
40	Kopier	93	inaktiv	146	valgt alternativ
41	Kopier hit	94	inaktivt vindu	147	pakke
42	Lag snarvei	95		148	Utskriftsformat
43	Lag snarvei her	96		149	palettvindu
44	Klipp ut	97	inndatafokus	150	rute
45	standard	98	Sett inn-menyen	151	hovedvindu
46	standardknapp	99	Sett inn objekt	152	passord
47	Slett	100	innsettingspunkt	153	Lim inn
48	skrivebord	101	kursiv	154	Lim inn kobling
49	mål	102	etikett	155	Lim inn snarvei
50	dialogboks	103	liggende	156	Lim inn utvalg
51	funksjonshemming	104		157	bane
52	ikke sammenhengende utvalg	105		158	Pause
53	forankre	106	kobling	159	

Norwegian

160	Spill	193	boks for rik tekst	226	Oppstart-mappen
161	Plug and Play	194	Kjør	227	statuslinje
162	peke	195	Lagre	228	Stopp
162	punkt	196	Lagre som	229	kategorikontroll
163	peker	197	rulle	230	
164	hurtigmeny	198	rullepil	231	oppgavelinje
165	forklaringsvindu	199	rullefelt	232	oppgaveorientert hjelp
166	stående	200	rulleboks	233	mal
167	trykke (en tast)	201	sekundærvindu	234	tekstboks
168	klikke (og holde nede en musetast)	202	merke	235	tittellinje
169	primærbeholder	203	Merk alt	236	titteltekst
170	primærvindu	204	merket område	237	veksletast
171	Skriv ut	205	markeringshåndtak	238	verktøylinje
172	skriver	206	Send til	239	verktøytips
173	fremdriftsindikator (kontroll)	207	skilletegn	240	trevisningskontroll
174	prosjekt	208	Innstillinger	241	type
175	Egenskaper	209	Installasjon	242	skrive
176	egenskapsvisning	210	snarvei	243	ikke tilgjengelig
177	egenskapsseite	211	snarveisknapp	244	Angre
178	egenskapsark	212	snarveisikon	245	Avinstaller
179	egenskapsarkkontroll	213	hurtigtast	246	Vis-menyen
180	Hurtigvisning	214	hurtigtastkontroll	247	visuell redigering
181	skrivebeskyttet	215	Vis	248	grafikkontroll
182		216	Avslutt	249	Hva er dette?
183	Papirkurv (ikon)	217	enkelvalgliste	250	vindu
184	Gjør om	218	Størrelse	251	Vindu-menyen
185	områdemerking	219	skaleringshåndtak	252	Windows Utforsker
186	register	220	glidebryter	253	veiviser
187	Gjenta	221	verdisettingsboks	254	arbeidsbok
188	Erstatt	222	Del	255	arbeidsgruppe
189	Gjenopprett	223	delelinje	256	arbeidsområde
190	gjenopprettingsknapp	224	deleboks	257	Ja
191	Fortsett	225	startknapp		
192	Prøv på nytt				

Polish

1	Informacje	52	wybór nieciągły	104	
2	klawisz dostępu	53	dokowanie	105	
3	dostępność	54	dokument	106	łączy
4	obsługa	55	dwukrotne kliknięcie	107	łącz
5	aktywny	56		108	Łącz tutaj
6	aktywne zakończenie	57	przeciągnij	109	pole listy
7	aktywny obiekt	58	przeciągnij i upuść	110	widok listy
8	aktywne okno	59	rozwijalne pole kombi	111	łączenie ręczne
9	zwieńczenie	60	pole listy rozwijalnej	112	Maksymalizuj
10	Zawsze na wierzchu	61	menu rozwijalne	113	przycisk maksymalizacji
11	punkt zakotwiczenia	62	Edycja	114	menu
12	Zastosuj	63	menu Edycja	115	pasek menu
13	autozakoczenie	64	wielokropek	116	przycisk menu
14	autopowtarzanie	65	obiekt osadzony	117	element menu
15	łączenie automatyczne	66	Zakończ	118	tytuł menu
16	automatyczne przewijanie (autoprzewijanie)	67	rozwiń	119	pole komunikatu
17	Wstecz	68	Eksplozuj	120	Minimalizuj
18		69	wybór rozszerzony	121	przycisk minimalizacji
19		70	pole listy z rozszerzonym wyborem	122	wartość mieszana
20		71	plik	123	modalny
21	Przeglądaj	72	menu Plik	124	tryb
22	Anuluj	73	Znajdź	125	niemodalny
23	menu kaskadowe	74	Znajdź następne	126	klawisz modyfikujący
24	pole wyboru	75	Znajdź	127	mysz
25	znacznik wyboru	76	folder	128	Przenieś
26	okno podrzędne	77	czcionka	129	Przenieś tutaj
27	wybierz	78	rozmiar czcionki	130	interfejs wielodokumentowy (MDI)
28	kliknij	79	styl czcionki	131	pole listy z wielokrotnym wyborem
29	Schowek	80	klawisz funkcyjny	132	Mój komputer (ikona)
30	Zamknij	81		133	Otoczenie sieciowe (ikona)
31	przycisk Zamknij	82		134	Nowy
32	zwiń	83	pole grupy	135	Następny
33	nagłówek kolumny (formant)	84	uchwyt	136	obiekt
34	pole kombi	85	Pomoc	137	OK
35	przycisk polecenia	86	menu Pomoc	138	OLE
36	kontener	87	Ukryj	139	OLE-przeciągnij i upuść
37	pomoc kontekstowa	88	wybór hierarchiczny	140	osadzony obiekt OLE
38	kontekstowy	89	trzymaj	141	łączony obiekt OLE
39	formant	90	punkt aktywny	142	OLE-niestandardowe przeciągnij i upuść
40	Kopiuuj	91	strefa aktywna	143	Otwórz
41	Kopiuuj tutaj	92	ikona	144	Otwórz z
42	Utwórz skrót	93	nieaktywny	145	przycisk opcji
43	Utwórz skrót tutaj	94	okno nieaktywne	146	zestaw opcji
44	Wytnij	95		147	pakiet
45	domyślny	96		148	Ustawienia strony
46	przycisk domyślny	97	fokus wejściowy	149	okno palety
47	Usuń	98	menu Wstaw	150	okienko
48	pulpit	99	Wstaw obiekt	151	okno nadrzędne
49	przeznaczenie	100	punkt wstawiania	152	hasło
50	okno dialogowe	101	kursywa	153	Wklej
51	niepełnosprawność	102	pozioma		

Polish

154	Wklej łączenia	189	Przywróć	224	pole podziału
155	Wklej skrót	190	przycisk Przywróć	225	przycisk Start
156	Wklej specjalnie	191	Wznów	226	folder startowy
157	ścieżka	192	Ponów próbę	227	pasek stanu
158	Pauza	193	pole tekstu RTF	228	Zatrzymaj
159		194	Uruchom	229	formant karty
160	Odtwarzaj	195	Zapisz	230	
161	Plug and Play	196	Zapisz jako	231	pasek zadań
162	punkt	197	przewiń	232	Pomoc zorientowana zadaniowo
163	wskaźnik	198	strzałka przewijania	233	szablon
164	menu podręczne	199	pasek przewijania	234	pole tekstowe
165	okno podręczne	200	pole przewijania	235	pasek tytułu
166	pionowa	201	okno podrzędne	236	tekst tytułu
167	naciśnij (klawisz)	202	zaznacz	237	klawisz przełącznikowy
168	naciśnij (i przytrzymaj przycisk)	203	Zaznacz wszystko	238	pasek narzędzi
169	główny kontener	204	zaznaczenie	239	etykieta narzędziowa
170	główne okno	205	uchwyt zaznaczenia	240	formant widoku drzewa
171	Drukuj	206	Wyślij do	241	typ
172	drukarka	207	separator	242	wpisz
173	wskaźnik postępu	208	Ustawienia	243	niedostępny
174	projekt	209	Instalator	244	Cofnij
175	Właściwości	210	skrót	245	Odinstaluj
176	inspektor właściwości	211	przycisk skrótu	246	menu Widok
177	strona właściwości	212	ikona skrótu	247	edycja wizualna
178	arkusz właściwości	213	klawisz skrótu	248	formant graficzny
179	formant arkusza właściwości	214	formant klawisza skrótu	249	Co to jest?
180	Krótki przegląd	215	Pokaż	250	okno
181	tylko-odczyt	216	Zamknięcie systemu	251	menu Okno
182		217	pole listy z pojedynczym wyborem	252	Ekspłorator Windows
183	Kosz (ikona)	218	Rozmiar	253	kreator
184	Ponów	219	uchwyt rozmiaru	254	skoroszyt
185	wybór obszaru	220	suwak	255	grupa robocza
186	rejestracja	221	pokrętło	256	obszar roboczy
187	Powtórz	222	Podział	257	Tak
188	Zamień	223	pasek podziału		

Portuguese

1	Acerca de				
2	tecla de acesso				
3	acessibilidade				
4	ponto de controlo de acção				
5	activo(s)/a(s)				
6	extremidade activa				
7	objecto activo				
8	janela activa				
9	ornamento				
10	Sempre Visível				
11	ponto de fixação				
12	Aplicar				
13	saída automática				
14	repetição automática				
15	ligação automática				
16	rolamento automático				
17	Retroceder				
18					
19					
20					
21	Procurar				
22	Cancelar				
23	menu em cascata				
24	caixa de verificação				
25	marca de verificação				
26	janela filha				
27	seleccionar				
28	clique, fazer clique (sobre)				
29	Área de Transferência				
30	Fechar				
31	botão Fechar				
32	fechar (destaque)				
33	título de coluna (controlo)				
34	caixa de combinação				
35	botão de comando				
36	recipiente, depósito				
37	ajuda contextual				
38	contextual				
39	controlo				
40	Copiar				
41	Copiar Aqui				
42	Criar Atalho				
43	Criar Atalho Aqui				
44	Cortar				
45	predefinir; predefinido; predefinição; predefinições				
46	botão predefinido				
47	Eliminar				
48	ambiente de trabalho				
49	destino				
50	caixa de diálogo				
51	incapacidade				
52	selecção descontinua (n.),				
		53	seleccionar	109	caixa de listagem
		54	ancorar	110	vista da lista (controlo)
		55	documento	111	ligação manual
			duplo clique, fazer duplo clique (sobre)	112	Maximizar
		57	arrastar	113	botão Maximizar
		58	arrastar e largar	114	menu
		59	caixa de combinação pendente	115	barra de menus
		60	caixa de listagem pendente	116	botão de menu
		61	menu pendente	117	item de menu
		62	Editar	118	título do menu
		63	menu Editar	119	caixa da mensagem
		64	elipse (if graphic object), reticências (if punctuation)	120	Minimizar
			objecto incorporado	121	botão Minimizar
		65	Sair	122	valor misto
		66	expandir (um destaque)	123	modal
		67	Explorar	124	modo
		68	selecção alargada	125	sem modo
		69	caixa de listagem de selecção alargada	126	tecla modificadora
		70	ficheiro	127	rato
		71	menu Ficheiro	128	Mover
		72	Localizar	129	Mover Aqui
		73	Localizar Seguinte	130	interface de múltiplos documentos (MDI, multiple document interface)
		74	Localizar	131	caixa de listagem de selecção múltipla
		75	pasta	132	O Meu Computador (ícone)
		76	tipo de letra	133	Redondezas na Rede (ícone)
		77	tamanho do tipo de letra	134	Novo
		78	estilo do tipo de letra	135	Seguinte
		79	tecla de função	136	objecto
		80	caixa de grupo	137	OK
		81	ponto de controlo	138	OLE (ligação e incorporação de objectos)
		82	Ajuda	139	arrastar e largar OLE
		83	menu Ajuda	140	objecto incorporado por OLE
		84	Ocultar	141	objecto ligado por OLE
		85	selecção hierárquica	142	arrastar e largar OLE não predefinido
		86	manter premido(s)/a(s)	143	Abrir
		87	ponto interactivo	144	Abrir Com
		88	área interactiva	145	botão de opção
		89	ícone	146	conjunto de opções
		90	inactivo(s)/a(s)	147	conjunto de programas
		91	janela inactiva	148	Configurar Página
		92	foco de introdução	149	janela da paleta
		93	menu Inserir	150	painel
		94	Inserir Objecto	151	janela mãe
		95	ponto de inserção	152	palavra-passe
		96	itálico	153	Colar
		97	etiqueta/nome	154	Colar Ligação
		98	horizontal	155	Colar Atalho
		99	ligação	156	Colar Especial
		100	ligar	157	caminho
		101	Ligar Aqui		

Portuguese

158	Pausa/Interromper	191	Continuar	225	botão Iniciar
159		192	Repetir/Tentar de Novo	226	pasta de Arranque
160	Reproduzir	193	caixa de texto melhorado	227	barra de estado
161	Plug and Play	194	Executar	228	Parar
162	ponto	195	Guardar	229	controlo de tabulação
163	ponteiro	196	Guardar Como	230	
164	menu de sobreposição	197	rolar	231	barra de tarefas
165	janela de sobreposição	198	seta de deslocamento	232	Ajuda relacionada com a tarefa
166	vertical	199	barra de deslocamento	233	modelo
167	premir (uma tecla)	200	caixa de deslocamento	234	caixa de texto
168	premir (e manter premido um botão do rato)	201	janela secundária	235	barra de título
169	recipiente principal	202	seleccionar	236	texto do título
170	janela principal	203	Seleccionar Tudo	237	tecla de comutação
171	Imprimir	204	selecção	238	barra de ferramentas
172	impressora	205	ponto de controlo de selecção	239	descrição
173	indicador de progresso (controlo)	206	Enviar Para	240	controlo da vista da árvore
174	projecto	207	separador	241	tipo (n.)
175	Propriedades	208	Definições	242	escrever (v.)
176	inspector de propriedades	209	Configurar	243	indisponível
177	página de propriedades	210	atalho	244	Anular
178	folha de propriedades	211	botão de atalho	245	Desinstalar
179	controlo de folha de propriedades	212	ícone de atalho	246	menu Ver
180	Apresentação	213	tecla de atalho	247	edição visual
181	Só de Leitura	214	controlo de teclas de atalho	248	controlo de propriedades gráficas
182		215	Mostrar	249	O Que É Isto?
183	Reciclagem (ícone)	216	Encerrar	250	janela
184	Repetir	217	caixa de listagem de selecção única	251	menu Janela
185	selecção de grupo	218	Dimensionar (v.), Tamanho (n.)	252	Explorador do Windows
186	registo	219	controlo de dimensionamento	253	assistente
187	Repetir	220	controlo de escala	254	(o) livro
188	Substituir	221	caixa de controlo rotativo	255	grupo de trabalho
189	Restaurar	222	Dividir	256	área de trabalho
190	botão Restaurar	223	barra de divisão	257	Sim
		224	caixa de divisão		

Portuguese – Brazil

1	Sobre	52	seleção descontínua (n.), descontinuar seleção (v.)		rótulo
2	tecla de acesso			103	paisagem
3	acessibilidade	53	encaixar	104	
4	alças de manipulação	54	documento	105	
5	ativo(a)	55	clique duas vezes	106	vínculo (n.)
6	fim ativo	56		107	vincular (v.)
7	objeto ativo	57	arrastar	108	Vincular Aqui
8	janela ativa	58	arrastar-e-soltar	109	caixa de listagem
9	controle de opções gráficas	59	caixa de combinação suspensa	110	modo de lista (controle)
10	Sempre Visível	60	caixa de listagem suspensa	111	vínculo manual
11	ponto de âncora	61	menu suspenso	112	Maximizar
12	Aplicar	62	Editar	113	botão Maximizar
13	saída automática (n.), sair automaticamente (v.)	63	Menu Editar	114	menu
14	repetição automática (n.), repetir automaticamente (v.)	64	reticências	115	barra de menu
15	vínculo automático	65	objeto incorporado	116	botão de menu
16	rolagem automática	66	Sair	117	item de menu
17	Voltar	67	expandir (tópicos)	118	título de menu
18		68	Explorar	119	caixa de mensagem
19		69	seleção estendida	120	Minimizar
20		70	caixa de listagem de seleção estendida	121	botão Minimizar
21	Procurar	71	arquivo	122	valor misto
22	Cancelar	72	Menu Arquivo	123	modal
23	menu em cascata	73	Localizar	124	modo
24	caixa de verificação	74	Localizar Próxima	125	sem modo
25	marca de verificação	75	Localizar	126	tecla de modificação
26	janela filho	76	pasta	127	mouse
27	escolher	77	fonte	128	Mover
28	clique	78	tamanho da fonte	129	Mover Aqui
29	Área de Transferência	79	estilo da fonte	130	interface de múltiplos documentos (MDI)
30	Fechar	80	tecla de função	131	caixa de listagem de seleção múltipla
31	botão Fechar	81		132	Meu Computador (ícone)
32	ocultar (tópicos)	82		133	Ambiente de Rede (ícone)
33	cabeçalho da coluna (controle)	83	caixa de grupo	134	Novo
34	caixa de combinação	84	alças	135	Avançar
35	botão de comando	85	Ajuda	136	objeto
36	recipiente	86	Menu Ajuda	137	OK
37	Ajuda relacionada ao contexto	87	Ocultar	138	OLE
38	relacionado(a) ao contexto	88	seleção hierárquica	139	arrastar-e-soltar OLE
39	controle	89	manter pressionado(a)	140	objeto incorporado OLE
40	Copiar	90	ponto interativo	141	objeto vinculado OLE
41	Copiar Aqui	91	área interativa	142	arrastar-e-soltar OLE não padrão
42	Criar Atalho	92	ícone	143	Abrir
43	Criar Atalho Aqui	93	inativo(a)	144	Abrir Com
44	Recortar	94	janela inativa	145	botão de opção
45	padrão	95		146	conjunto de opções
46	botão padrão	96		147	pacote
47	Excluir	97	foco de entrada	148	Configurar Página
48	área de trabalho	98	Menu Inserir	149	janela de paleta
49	destino	99	Inserir Objeto	150	painel
50	caixa de diálogo	100	ponto de inserção	151	janela pai
51	incapacidade	101	itálico	152	senha
		102	according to context: nome, etiqueta,		

Portuguese – Brazil

153	Colar	188	Substituir	224	caixa de divisão
154	Colar Vínculo	189	Restaurar	225	botão Iniciar
155	Colar Atalho	190	botão Restaurar	226	pasta Iniciar
156	Colar Especial	191	Continuar	227	barra de status
157	caminho	192	Repetir	228	Parar
158	Pausa	193	caixa de rich-text	229	controle de tabulação (if it refers to tabul.), controle de guias (if it refers to 'tabs' in a dial. box)
159		194	Executar		
160	Reproduzir; Jogar	195	Salvar	230	
161	Plug and Play	196	Salvar Como	231	barra de tarefas
162	ponto	197	rolar	232	Ajuda relacionada à tarefa
163	ponteiro	198	seta de rolagem	233	modelo
164	menu pop-up	199	barra de rolagem	234	caixa de texto
165	janela pop-up	200	caixa de rolagem	235	barra de título
166	retrato	201	janela secundária	236	texto do título
167	pressione (uma tecla)	202	selecionar	237	tecla de alternância
168	pressione (e mantenha pressionado o botão do mouse)	203	Selecionar Tudo	238	barra de ferramentas
169	recipiente primário	204	seleção	239	descrição de ferramenta
170	janela primária	205	alças de seleção	240	modo de árvore (controle)
171	Imprimir	206	Enviar Para	241	tipo
172	impressora	207	separador	242	digitar
173	indicador de progresso (controle)	208	Configurações	243	não disponível
174	projeto	209	Programa de Instalação	244	Desfazer
175	Propriedades	210	atalho	245	Desinstalar
176	inspetor de propriedades	211	botão de atalho	246	Menu Exibir
177	página de propriedades	212	ícone de atalho	247	edição visual
178	folha de propriedades	213	tecla de atalho	248	controle de entalhe
179	controle da folha de propriedades	214	controle de tecla de atalho	249	O Que É Isto?
180	Visualização Rápida	215	Mostrar	250	janela
181	somente leitura	216	Desligar	251	Menu Janela
182		217	caixa de listagem de seleção única	252	Windows Explorer
183	Lixeira (ícone)	218	Tamanho	253	assistente
184	Refazer	219	alças de dimensionamento	254	pasta de trabalho
185	seleção de região	220	controle deslizante	255	grupo de trabalho
186	registro	221	caixa de rotação	256	área de trabalho
187	Repetir	222	Divisão (n.), Dividir (v.)	257	Sim
		223	barra de divisão		

Russian

1	О программе	46	основная кнопка	87	Скрыть
2	клавиша доступа	47	Удалить	88	Иерархическое выделение
3	доступность; легкость использования	48	рабочий стол	89	удерживать
4	ручка	49	место назначения, получатель	90	острие
5	активный	50	диалоговое окно	91	область взаимодействия
6	активный край	51	физический недостаток	92	значок
7	активный объект	52	несвязное выделение	93	неактивный
8	активное окно	53	закрепить; пристыковать	94	неактивное окно
9	элемент оформления	54	документ	95	
10	Поверх остальных[окош]	55	(v.) дважды щелкнуть; дважды нажать кнопку мыши; (п.) двойной щелчок; двойное нажатие кнопки мыши	96	
11	начало выделения			97	фокус ввода
12	Применить			98	Вставка
13	автопереход; поле с автоматическим переходом	56		99	Вставить объект
14	самоповторяющийся (событие и т.п.)	57	1) перетащить (объект); 2) протащить (указатель по списку, тексту и т.п.; линию); 3) выделить (фрагмент текста, элементы списка, объекты и т.п.); 4) переместить указатель при нажатой кнопке мыши (если ни одно из предыдущих выражений не подходит)	100	курсор
15	автоматически обновляемая связь			101	наклонное (начертание); курсивное
16	автопрокрутка			102	наклейка; подпись
17	Назад			103	альбомная
18				104	
19				105	
20		58		106	связь
21	Обзор (кнопка); обзор, просмотр	59	поле с раскрывающимся списком	107	связать
22	Отмена (кнопка)	60	раскрывающийся список	108	Связать здесь
23	Отменить (команда)	61	меню; раскрывающееся меню	109	список
24	подменю	62	править, изменять	110	список
25	флажок	63	Правка	111	связь, обновляемая вручную
26	отметка; галочка	64	многоточие	112	Развернуть
27	дочернее окно	65	встроенный объект	113	кнопка развертывания окна
28	выбрать (v.) щелкнуть; нажать кнопку мыши; выбрать с помощью мыши; (п.) щелчок; нажатие кнопки мыши	66	Выход	114	меню
29	Буфер обмена	67	развернуть (иерархию, структуру)	115	строка меню
30	Заккрыть	68	Просмотр	116	кнопка раскрытия меню
31	Кнопка закрытия окна	69	расширенное выделение	117	пункт меню
32	свернуть (структуру)	70	список с расширенным выделением	118	заглавие меню
33	заголовок столбца	71	файл	119	окно сообщения
34	поле со списком	72	Документ; Файл	120	Свернуть
35	кнопка	73	Найти	121	Кнопка свертывания [окна]
36	[объект-]контейнер	74	Поиск далее	122	смешанное (состояние элемента интерфейса)
37	контекстная справка	75	Образец	123	модальный
38	контекстный	76	папка	124	режим
39	элемент управления	77	шрифт	125	немодальный
40	Копировать	78	размер шрифта	126	преобразующая клавиша
41	Копировать сюда	79	начертание	127	мышь
42	Создать ярлык	80	функциональная клавиша	128	Переместить
43	Создать ярлык здесь	81		129	Переместить сюда
44	Вырезать	82		130	многодокументная среда (MDI)
45	используемый по умолчанию; предустановленный	83	рамка группы, группа	131	список с множественным выбором
		84	ручка	132	Мой компьютер
		85	Справка	133	Сетевая окрестность
		86	?	134	Создать
				135	Далее (Next/Back); Следующий (Next/Previous)
				136	объект

Russian

137	ОК (русские буквы)	178	окно свойств		Показать
138	OLE	179	элемент управления из таблицы свойств	216	Завершении работы
139	OLE-перетаскивание			217	простой список
140	внедренный OLE-объект	180	Быстрый просмотр	218	Размер
141	связанный OLE-объект	181	только для чтения, только чтение (флажок)	219	ручка размера
142	условное OLE-перетаскивание			220	ползунок
143	Открыть	182		221	счетчик
144	Открыть с помощью	183	Корзина	222	Разбить
145	переключатель	184	Вернуть	223	линия разбивки
146	параметр установлен	185	охват	224	вешка разбивки
147	сверток	186	[системный] реестр	225	кнопка Пуск
148	Макет страницы	187	Повторить	226	Загружаемые при запуске; Автозапуск
149	окно палитры	188	Заменить	227	строка состояния
150	область (окна)	189	Восстановить	228	Останов, Остановить, Стоп
151	родительское окно	190	Кнопка восстановления размеров окна	229	ярлык
152	пароль			230	
153	Вставить	191	Продолжить	231	панель задач
154	Вставить связь	192	Повтор (кнопка); повторить	232	справка по задачам
155	Вставить ярлык	193	форматируемое поле	233	шаблон
156	Специальная вставка	194	Выполнить	234	поле
157	путь	195	Сохранить	235	заголовок окна
158	Пауза	196	Сохранить как	236	текст заголовка
159		197	прокручивать	237	переключатель; клавиша-переключатель
160	Воспроизведение	198	кнопка прокрутки	238	панель инструментов
161	[самоадаптируемое] устройство (Plug and Play)	199	полоса прокрутки	239	всплывающая подсказка
162	указать на; подвести указатель к; установить указатель на указатель	200	бегунок	240	средство просмотра дерева
163	указатель	201	вспомогательное окно	241	тип
164	всплывающее меню	202	выбрать; выделить	242	вводить
165	всплывающее окно	203	Выделить все	243	недоступный
166	книжная (ориентация)	204	выделение; выделенные объекты	244	Отменить
167	нажать (клавишу)	205	ручка выделения	245	Удалить
168	нажать и удерживать кнопку мыши	206	Отправить	246	Вид
169	главный контейнер	207	разделитель	247	правка на месте
170	главное окно	208	Настройка	248	клетка
171	Печать	209	Установка	249	Что это такое?
172	принтер	210	ярлык	250	окно
173	индикатор выполнения, показатель выполнения	211	кнопка действия	251	Окно
174	проект	212	значок ярлыка, ярлык	252	Проводник
175	Свойства	213	быстрая клавиша; сочетание клавиш; клавиши быстрого вызова	253	мастер
176	инспектор свойств объекта	214	поле определения сочетания клавиш	254	рабочая книга
177	карточка свойств	215	Вывести; Отобразить	255	рабочая группа
				256	рабочее пространство
				257	Да

Slovenian

1	Vizitka	53	združitev	105
2	tipka za dostop	54	dokument	106
3	Pripomočki za invalide	55	dvoklik	107
4	oprimek dejanja	56		108
5	aktivno	57	povleči	109
6	aktivni konec	58	povleči in spustiti	110
7	aktivni predmet	59	spustni kombinirani seznam	111
8	aktivno okno	60	okence za spustni seznam	112
9	prirobnik	61	spustni meni	113
10	Vedno na vrhu	62	Uredi	114
11	sidrišče	63	meni Uredi	115
12	Uporabi	64	tri pike	116
13	samodejni izhod	65	vdelan predmet	117
14	samodejna ponovitev	66	Izhod	118
15	samodejna povezava	67	razširiti (oris)	119
16	samodejno drsenje (samodrsenje)	68	Raziskuj	120
17	Nazaj	69	razširjeni izbor	121
18		70	okence seznama za razširjeni izbor	122
19		71	datoteka	123
20		72	meni Datoteka	124
21	Prebrskaj	73	Najdi	125
22	Prekliči	74	Nadaljuj iskanje	126
23	stopničasti meni	75	Najdi (Kaj)	127
24	potrditveno polje	76	mapa	128
25	potrditveni znak	77	pisava	129
26	podrejeno okno	78	velikost pisave	130
27	izbrati	79	slog pisave	131
28	klikniti	80	funkejska tipka	132
29	odložišče	81		133
30	Zapri	82		134
31	gumb Zapri	83	okvirček skupine	135
32	strniti (oris)	84	oprimek	136
33	naslov stolpca (krmilo)	85	Pomoč	137
34	kombinirani seznam	86	meni Pomoč	138
35	ukazni gumb	87	Skrj	139
36	vsebnik	88	hierarhični izbor	140
37	pomensko občutljiva pomoč	89	zadržati	141
38	pomensko skladno	90	občutljiva točka	142
39	krmilo	91	občutljivo področje	143
40	Kopiraj	92	ikona	144
41	Kopiraj sem	93	neaktivno	145
42	Ustvari bližnjico	94	neaktivno okno	146
43	Ustvari bližnjico tu	95		147
44	Izreži	96		148
45	privzeto	97	vnosno žarišče	149
46	privzeti gumb	98	meni Vstavi	150
47	Izbriši	99	Vstavi predmet	151
48	namizje	100	mesto vstavljanja	152
49	cilj	101	ležeče (pisava)	153
50	pogovorno okno	102	oznaka	154
51	telesna okvara	103	ležeče (format)	155
52	nepovezani izbor	104		156
				106
				107
				108
				109
				110
				111
				112
				113
				114
				115
				116
				117
				118
				119
				120
				121
				122
				123
				124
				125
				126
				127
				128
				129
				130
				131
				132
				133
				134
				135
				136
				137
				138
				139
				140
				141
				142
				143
				144
				145
				146
				147
				148
				149
				150
				151
				152
				153
				154
				155
				156

Slovenian

157	pot	191	Nadaljuj	225	gumb Start
158	Premor / Začasna prekinitev	192	Poskusi znova	226	Mapa - Zagon
159		193	vnosno polje za obogateno besedilo	227	statusna vrstica
160	Predvajaj	194	Poženi	228	Ustavi
161	Plug and Play	195	Shrani	229	jeziček
162	pokazati	196	Shrani kot	230	
163	kazalec	197	drseti	231	opravilna vrstica
164	pojavní meni	198	drсна puščica	232	opravilno usmerjena pomoč
165	pojavnó okno	199	drsní trak	233	predloga
166	pokončno	200	drsník	234	vnosno polje
167	pritisniti (tipko)	201	dodatno okno	235	naslovná vrstica
168	pritisniti (in zadržati miškino tipko)	202	izbrati	236	besedílo naslova
169	osnovní vsebník	203	Izberi vse	237	preklopna tipka
170	osnovno okno	204	izbor	238	orodná vrstica
171	Tiskaj	205	izbírni oprímek	239	opís orodja
172	tiskalník	206	Pošlji	240	krmílo za drevesní pogled
173	kazalník poteka (krmílo)	207	ločilo	241	vrsta
174	projícirati	208	Nastavitve	242	natípkati
175	Lastnosti	209	Priprava	243	ni na voljo
176	prikaz lastnosti	210	bližnjica	244	Razveljavi
177	strán z lastnostmi	211	gumb bližnjice	245	Odstrani
178	okno z lastnostmi	212	íkona bližnjice	246	meni Pogled
179	krmílo v oknu z lastnostmi	213	tipka bližnjice	247	neposredno urejanje
180	Hitri vpogled	214	krmílo za tipko bližnjice	248	krmílo za grafično izbíró
181	samo za branje	215	Pokaži	249	Kaj je to?
182		216	Zaustavítev sistema	250	okno
183	Koš (íkona)	217	okence seznama za enojno izbíró	251	meni Okno
184	Uveljavi	218	Velikost	252	Raziskovalec
185	izbírá področja	219	velikostní oprímek	253	čarovník
186	register	220	drсна letev	254	delovni zvezek
187	Ponovi	221	vrtilno polje	255	delovná skupína
188	Zamenjaj	222	Razdeli	256	delovní prostor
189	Obnovi	223	delílilná črta	257	Da
190	gumb Obnovi	224	okenski delílilník		

Spanish

1	Acerca de	54	documento	106	vínculo (n.)
2	tecla de acceso	55	hacer doble clic	107	vincular (v.)
3	accesibilidad	56	puntear dos veces	108	Vincular aquí
4	controlador de acciones	57	arrastrar	109	cuadro de lista
5	activo	58	arrastrar y colocar	110	presentación de iconos or "ver lista"
6	fin de la selección activa	59	cuadro combinado desplegable		depending on context.
7	objeto activo	60	cuadro de lista desplegable	111	vínculo manual
8	ventana activa	61	menú desplegable	112	Maximizar
9	opción gráfica	62	Edición	113	botón de maximizar
10	Siempre visible	63	menú Edición	114	menú
11	inicio de la selección activa	64	puntos suspensivos	115	barra de menús
12	Aplicar	65	objeto incrustado	116	botón de menú
13	salida automática	66	Salir	117	elemento de menú
14	repetición automática	67	expandir (un esquema)	118	título de menú
15	vínculo automático	68	Explorar	119	cuadro de mensaje
16	desplazamiento automático	69	selección extendida	120	Minimizar
17	Atrás	70	cuadro de lista de selección extendida	121	botón de minimizar
18	botón del lápiz			122	valores mezclados
19	puntear con el botón presionado	71	archivo	123	modal
20	edición en casilla (control)	72	menú Archivo	124	modo
21	Examinar	73	Buscar	125	sin modo
22	Cancelar	74	Buscar siguiente	126	tecla modificadora
23	menú en cascada	75	Buscar	127	mouse
24	casilla de verificación	76	carpeta	128	Mover
25	marca de verificación	77	fuentes	129	Mover aquí
26	ventana secundaria	78	tamaño de fuente	130	interfaz de documentos múltiples (MDI)
27	elegir	79	estilo de fuente		
28	hacer clic	80	tecla de función	131	cuadro de lista de selección múltiple
29	Portapapeles	81	signo	132	Mi PC (icono)
30	Cerrar	82	símbolo gráfico	133	Entorno de red (icono)
31	botón "Cerrar"	83	cuadro de grupo	134	Nuevo
32	contraer (esquema)	84	controlar (v.) controlador (n.)	135	Siguiente
33	encabezado de columna (control)	85	Ayuda	136	objeto
34	cuadro combinado	86	menú Ayuda	137	Aceptar
35	botón de comando	87	Ocultar	138	OLE
36	contenedor	88	selección jerárquica	139	Arrastrar y colocar de OLE
37	ayuda interactiva	89	mantener presionado	140	Objeto incrustado de OLE
38	contextual	90	punto interactivo	141	Objeto vinculado de OLE
39	control	91	zona interactiva	142	Arrastrar y colocar no predeterminado de OLE
40	Copiar	92	icono		
41	Copiar aquí	93	inactivo	143	Abrir
42	Crear acceso directo	94	ventana inactiva	144	Abrir con
43	Crear acceso directo aquí	95	trazo	145	botón de opción
44	Cortar	96	editor de trazos	146	opción establecida
45	predeterminado	97	zona de entrada [de datos]	147	paquete
46	botón predeterminado	98	menú Insertar	148	Preparar página
47	Eliminar	99	Insertar objeto	149	ventana de paleta
48	escritorio	100	punto de inserción	150	panel
49	destino	101	cursiva	151	ventana principal
50	cuadro de diálogo	102	etiqueta	152	contraseña
51	Discapacidades	103	horizontal	153	Pegar
52	selección disjunta	104	punteo en la selección	154	Pegar vínculo
53	acoplar	105	lente (control)	155	Pegar acceso directo

Spanish

156	Pegado especial	191	Reanudar	224	cuadro de división
157	ruta de acceso	192	Reintentar	225	botón "Inicio"
158	Pausa	193	cuadro de texto enriquecido	226	carpeta Inicio
159	lápiz	194	Ejecutar	227	barra de estado
160	Reproducir	195	Guardar	228	Detener
161	Plug and Play	196	Guardar como	229	control de fichas
162	señalar(v.) punto (n.)	197	desplazar	230	puntear
163	puntero	198	flecha de desplazamiento	231	barra de tareas
164	menú emergente	199	barra de desplazamiento	232	Ayuda relativa a la tarea
165	ventana emergente	200	cuadro de desplazamiento	233	plantilla
166	vertical	201	ventana secundaria	234	cuadro de texto
167	presionar (una tecla)	202	seleccionar	235	barra de título
168	presionar (y mantener presionado un botón del mouse)	203	Seleccionar todo	236	texto de título
169	contenedor primario	204	selección	237	tecla para alternar
170	ventana principal	205	controlador de selección	238	barra de herramientas
171	Imprimir	206	Enviar a	239	sugerencias
172	impresora	207	separador	240	control de visión en árbol
173	indicador de progreso (control)	208	Configuración	241	tipo (n.)
174	proyecto	209	Instalar for an application or Configurar for a device already installed	242	escribir (v.)
175	Propiedades	210	acceso directo	243	no disponible
176	monitor de propiedades	211	botón de acceso directo	244	Deshacer
177	página de propiedades	212	icono de acceso directo	245	Desinstalar
178	hoja de propiedades	213	tecla de método abreviado	246	menú Ver
179	control de la hoja de propiedades	214	control de la tecla de método abreviado	247	edición visual
180	Vista rápida	215	Mostrar	248	control de opciones gráficas
181	sólo lectura	216	Apagar el sistema	249	¿Qué es esto?
182	reconocimiento	217	cuadro de lista de selección simple	250	ventana
183	Papelera de reciclaje (icono)	218	Tamaño	251	menú Ventana
184	Rehacer	219	ajuste de tamaño	252	Explorador de Windows
185	selección de área	220	control deslizante	253	asistente
186	Registro de configuraciones	221	cuadro selector	254	libro [de trabajo]
187	Repetir	222	Dividir	255	grupo de trabajo
188	Reemplazar	223	barra de división	256	área de trabajo
189	Restaurar			257	Sí
190	botón "Restaurar"				

Swedish

1	Om	53	docka	106	länk
2	snabbtangent	54	dokument	107	länka
3	Hjälpmedel (ikonen Accessibility)/tillgänglighet	55	dubbelklicka på	108	Länka hit
4	funktionshandtag	56		109	listruta
5	aktiv	57	dra	110	listvy
6	aktiv slutpunkt	58	dra och släpp	111	manuell länk
7	aktivt objekt	59	nedrullningsbar kombinationsruta	112	Maximera
8	aktivt fönster	60	nedrullningsbar listruta	113	maximeringsknapp
9	fönsterfält	61	nedrullningsbar meny	114	meny
10	Alltid överst	62	Redigera	115	menyrad
11	startpunkt	63	Redigera-meny	116	menyknapp
12	Verkställ	64	punkter	117	menyobjekt
13	flytta automatiskt	65	inbäddat objekt	118	menytitel
14	upprepa automatiskt	66	Avsluta	119	meddelanderuta
15	automatisk länk	67	expandera	120	Minimera
16	automatisk rullning	68	Utforska	121	minimeringsknapp
17	Föregående	69	utökad markering	122	blandvärde
18		70	listruta för utökad markering	123	modal
19		71	fil	124	läge
20		72	Arkiv-meny	125	icke-modal
21	Bläddra	73	Sök	126	ändringstangent
22	Avbryt	74	Sök nästa	127	mus
23	undermeny	75	Sök efter	128	Flytta
24	kryssruta	76	mapp	129	Flytta hit
25	markering	77	teckensnitt	130	multiple document interface (MDI)
26	underfönster	78	teckenstorlek	131	listruta för multipel markering
27	välj	79	teckenstil	132	Den här datorn
28	klicka	80	funktionstangent	133	Nätverket
29	Urklipp	81		134	Ny/nytt
30	Stäng	82		135	Nästa
31	stängningsknapp	83	gruppruta	136	objekt
32	komprimera	84	handtag	137	OK
33	kolumnrubrik	85	Hjälp	138	OLE
34	kombinationsruta	86	Hjälp-meny	139	dra och släpp (OLE)
35	kommandoknapp	87	Dölj	140	inbäddat objekt (OLE)
36	behållare	88	hierarkisk markering	141	länkat objekt (OLE)
37	sammanhangsberoende hjälp	89	hålla ned	142	utökad dra och släpp (OLE)
38	sammanhangsberoende	90	aktiv punkt	143	Öppna
39	kontroll	91	aktiveringszon	144	Öppna med
40	Kopiera	92	ikon	145	alternativknapp
41	Kopiera hit	93	inaktiv	146	valt alternativ
42	Skapa genväg	94	inaktivt fönster	147	paket
43	Skapa genväg här	95		148	Utskriftsformat
44	Klipp ut	96		149	palett-fönster
45	standard	97	inmatningsfokus	150	fönsterruta
46	standardknapp	98	Infoga-meny	151	moderfönster
47	Ta bort	99	Infoga objekt	152	lösenord
48	skrivbord	100	insättningspunkt	153	Klistra in
49	mål	101	kursiv	154	Klistra in länk
50	dialogruta	102	titel	155	Klistra in genväg
51	oförmåga	103	liggande	156	Klistra in special
52	osammanhängande markering	104		157	sökväg
		105		158	Paus

Swedish

159		193	rich text-ruta	226	mappen Autostart
160	Spela upp	194	Kör	227	statusfält
161	Plug and Play	195	Spara	228	Stanna
162	peka	196	Spara som	229	flik
163	pekare	197	rulla	230	
164	pop up-meny	198	rullningspil	231	Aktivitetsfältet
165	pop up-fönster	199	rullningslist	232	aktivitetsberoende hjälp
166	stående	200	rullningsruta	233	mall
167	tryck på	201	sekundärt fönster	234	textruta
168	håll ned	202	markera	235	namnlist
169	primär behållare	203	Markera allt	236	text i namnlist
170	primärt fönster	204	markering	237	växlingstangent
171	Skriv ut	205	markeringshandtag	238	verktygsfält
172	skrivare	206	Skicka till	239	funktionsbeskrivning
173	förloppsindikator	207	avgränsare	240	trädkontroll
174	projekt	208	Inställningar	241	typ
175	Egenskaper	209	Inställningar/ installationsprogram	242	skriva
176	egenskapsgranskare	210	genväg	243	ej tillgänglig
177	egenskapssida	211	genvägsknapp	244	Ängra
178	egenskapsförteckning	212	genvägsikon	245	Avinstallera
179	kontroll i egenskapsförteckning	213	kortkommando	246	Visa-meny
180	Snabbgranskning	214	kortkommandokontroll	247	direktredigering
181	skrivskydd	215	Visa	248	grafikkontroll
182		216	Avsluta	249	Förklaring
183	Papperskorgen	217	listruta för enkel markering	250	fönster
184	Gör om	218	Storlek/Ändra storlek	251	Fönster-meny
185	områdesmarkering	219	storleksgrepp	252	Utforskaren
186	Registret	220	skjutreglage	253	guide
187	Upprepa	221	rotationsruta	254	arbetsbok
188	Ersätt	222	Dela	255	arbetsgrupp
189	Återställ	223	delningslist	256	arbetsyta
190	knappen Återställ	224	delningsruta	257	Ja
191	Fortsätt	225	startknappen		
192	Försök igen				

Turkish

1	Hakkında	54	belge	107	bağla
2	erişim tuşu	55	çift tıklama	108	Buraya Bağla
3	erişilebilirlik	56		109	liste kutusu
4	eylem tutacağı	57	sürüklemek	110	liste görünümü (denetim)
5	etkin	58	sürükle ve bırak	111	el ile bağlantı
6	bitiş ucu	59	açılan bileşim kutusu	112	Ekranı Kapla
7	etkin nesne	60	açılan liste kutusu	113	ekranı kaplama düğmesi
8	etkin pencere	61	açılan menü	114	menü
9	takı	62	Düzenle	115	menü çubuğu
10	Devamlı Üstte	63	Düzen menüsü	116	menü düğmesi
11	başlangıç ucu	64	üç nokta	117	menü ögesi
12	Uygula	65	katılmış nesne	118	menü başlığı
13	otomatik çıkış	66	Çıkış	119	ileti kutusu
14	otomatik yineleme	67	(seviye) genişlet	120	Simge Durumuna Küçült
15	otomatik bağlantı	68	Araştır	121	simge durumuna küçültme düğmesi
16	otomatik kaydırma	69	genişletilmiş seçim		
17	Geri	70	genişletilmiş seçim listesi kutusu	122	karışık değer
18		71	dosya	123	kipsel
19		72	Dosya menüsü	124	kip
20		73	Bul	125	kipsiz
21	Gözet	74	Sonrakini Bul	126	değiştirici tuş
22	İptal Et	75	Ne Bulunsun	127	fare
23	basamaklı menü	76	klasör	128	Taşı
24	onay kutusu	77	yazıtıpi	129	Buraya Taşı
25	onay imi	78	yazıtıpi boyutu	130	Çoklu Belge Arabirimi
26	alt pencere	79	yazıtıpi biçemi	131	çoklu seçim listesi kutusu
27	seçmek	80	işlev tuşu	132	Bilgisayarım (simge)
28	tıklamak	81		133	Ağ Komşuları (simge)
29	Pano	82		134	Yeni
30	Kapat	83	grup kutusu	135	Sonraki
31	Kapat düğmesi	84	tutaç	136	nesne
32	(seviye) daralt	85	Yardım	137	Tamam
33	sütun başlığı	86	Yardım menüsü	138	OLE
34	bileşim kutusu	87	Gizle	139	OLE sürükle ve bırak
35	komut düğmesi	88	sırasal seçim	140	OLE katılmış nesne
36	kap	89	basılı tutmak	141	OLE bağlanmış nesne
37	içeriğe duyarlı yardım	90	sıcak nokta	142	OLE varsayılan dışı sürükleme ve bırakma
38	içeriksiz	91	sıcak bölge		
39	denetim	92	simge	143	Aç
40	Kopyala	93	etkin değil	144	Birlikte Aç
41	Buraya Kopyala	94	etkin olmayan pencere	145	seçenek düğmesi
42	Kısayol Yarat	95		146	seçim ayarı
43	Burada Kısayol Yarat	96		147	paket
44	Kes	97	giriş odağı	148	Sayfa Yapısı
45	ön değer	98	Ekle menüsü	149	palet penceresi
46	saptanan düğme	99	Nesne Ekle	150	yarı pencere
47	Sil	100	ekleme noktası	151	ana pencere
48	masaüstü	101	italik	152	parola
49	hedef	102	etiket	153	Yapıştır
50	iletişim kutusu	103	yatay	154	Bağlantı Yapıştır
51	engellilik	104		155	Kısayol Yapıştır
52	düzensiz seçim	105		156	Özel Yapıştır
53	yapışık	106	bağlantı	157	yol

Turkish

158	Durakla	191	Devam Et	225	Başlat düğmesi
159		192	Yeniden Dene	226	Başlangıç klasörü
160	Çal	193	zengin metin kutusu	227	durum çubuğu
161	Tak ve Kullan	194	Çalıştır	228	Dur
162	yazıtipi boyutu birimi (n.) / işaretleme (v.)	195	Kaydet	229	sekme denetimi
163	işaretçi	196	Farklı Kaydet	230	
164	açılır menü	197	kaydırmak	231	görev çubuğu
165	açılır pencere	198	kaydırma oku	232	göreve duyarlı Yardım
166	düşey	199	kaydırma çubuğu	233	şablon
167	basamak	200	kaydırma kutusu	234	metin kutusu
168	basın (ve basılı tutun)	201	ikincil pencere	235	başlık çubuğu
169	birincil kap	202	seçmek (n.) / Seç (v.)	236	başlık metni
170	ön pencere	203	Tümünü Seç	237	değiştirme tuşu
171	Yazdır	204	seçim	238	araç çubuğu
172	yazıcı	205	seçim tutacağı	239	araç bilgisi
173	durum göstergesi (denetim)	206	Gönder	240	araç görüntümlü denetim
174	proje	207	ayırıcı	241	tür
175	Özellikler	208	Ayarlar	242	yaz
176	özellik denetleyicisi	209	Kur	243	kullanılamaz
177	özellik sayfası	210	kısayol	244	Geri Al
178	özellik tablosu	211	kısayol düğmesi	245	Kaldır
179	özellik tablosu denetimi	212	kısayol simgesi	246	Görünüm menüsü
180	Hızlı Bakış	213	kısayol tuşu	247	yerinde düzenleme
181	salt okunur	214	kısayol tuşu denetimi	248	görüntüsel denetim
182		215	Göster	249	Bu Nedir?
183	Geri Dönüşüm Kutusu (simge)	216	Oturumu Kapat	250	pencere
184	Yinele	217	tek seçim listesi kutusu	251	Pencere menüsü
185	bölge seçimi	218	Boyut	252	Windows Gezgini
186	kayıt	219	boyutlandırma tutacağı	253	sihirbaz
187	Yinele	220	kaydırıcı	254	çalışma kitabı
188	Değiştir	221	fırıldak kutusu	255	çalışma grubu
189	Eski Durumuna Getir	222	Böl	256	çalışma alanı
190	Eski Durumuna Getir düğmesi	223	bölme çubuğu	257	Evet
		224	bölme kutusu		

Glossary

A

accelerator key *See* shortcut key.

access bar *See* desktop toolbar.

access key The key that corresponds to an underlined letter on a menu or control (also referred to as a mnemonic or mnemonic access key).

accessibility Designing software to be usable and accessible to the widest range of users, including users with disabilities.

action handle A special handle, primarily designed for pen-based interaction, that provides access to a selected object's operations, through a pop-up menu, drag and drop, or both.

active The state when an object is the focus of user input and its operations are available.

active end The ending point for a selected range of objects. It is usually established at the object logically nearest the hot spot of the pointer when a user releases a mouse button or lifts the tip of a pen from the input surface. *Compare* anchor point.

active window The window in which a user is currently working or directing input. An active window is typically at the top of the Z order and is distinguished by the color of its title bar. *Compare* inactive window.

adornment A control or status area that is attached to the edge of a pane or window, such as a toolbar or ruler.

anchor point The starting point for a selected range of objects. An anchor point is usually established at the object logically nearest the hot spot of the pointer when a user presses a mouse button or touches the tip of a pen to the input surface. *Compare* active end.

anti-aliasing A graphic design technique that involves adding colored pixels to smooth the jagged edges of a graphic.

apply To commit a set of changes or pending transactions made in a secondary window, typically without closing that window.

auto-exit A text box in which the input focus automatically moves to the next control as soon as a user types the last character.

auto-joining The movement of text to fill a remaining gap after a user deletes other text.

automatic scrolling A technique where a display area automatically scrolls without direct interaction with a scroll bar.

auto-repeat An event or interaction that is automatically repeated. Auto-repeat events usually occur when a user holds down a keyboard key or presses and holds a special control (for example, scroll bar buttons).

B

barrel-tap A pen action that involves holding down the barrel button of a pen while tapping. It is the equivalent of clicking mouse button 2.

box edit A standard Microsoft Windows pen interface control that provides a discrete area for entering each character. A user can also edit text within the control.

C

cancel To halt an operation or process and return to the state before it was invoked. *Compare* stop.

caret *See* insertion point.

cascading menu A menu that is a submenu of a menu item (also referred to as a hierarchical menu, child menu, or submenu).

check box A standard Windows control that displays a setting, either checked (set) or unchecked (not set). *Compare* option button.

child menu *See* cascading menu.

child window A document window used within an MDI window. *See also* multiple document interface.

chord To press more than one mouse button at the same time.

click (v.) To position the pointer over an object and then press and release a mouse button. (n.) The act of clicking. *See also* press.

Clipboard The area of storage for objects, data, or their references after a user carries out a Cut or Copy command.

close To remove a window.

code page A collection of characters that make up a character set.

collection A set of objects that share some common aspect.

column heading A standard Windows control that can be used to provide interactive column titles for a list.

combo box A standard Windows control that combines a text box and interdependent list box. *Compare* drop-down combo box.

command button A standard Windows control that initiates a command or sets an option (also referred to as a push button).

composite A set or group of objects whose aggregation is recognized as an object itself (for example, characters in a paragraph, a named range of cells in a spreadsheet, or a grouped set of drawing objects).

constraint A relationship between a set of objects, such that making a change to one object affects another object in the set.

container An object that holds other objects.

context menu *See* pop-up menu.

context-sensitive Help Information about an object and its current condition. It answers the questions "What is this" and "Why would I want to use it?" *Compare* reference Help and task-oriented Help.

contextual Specific to the conditions in which something exists or occurs.

contiguous selection A selection that consists of a set of objects that are logically sequential or adjacent to each other (also referred to as range selection). *Compare* disjoint selection.

control An object that enables user interaction or input, often to initiate an action, display information, or set values.

Control menu The menu, also referred to as the System menu, displayed on the left end of a title bar in Windows 3.1. A pop-up menu of a window replaces the Control menu.

cursor A generic term for the visible indication of where a user's interaction will occur. *See also* input focus, insertion point, and pointer.

D

data-centered design A design in which users interact with their data directly without having to first start an appropriate editor or application.

data link A link that propagates a value between two objects or locations.

default An operation or value that the system or application assumes, unless a user makes an explicit choice.

default button The command button that is invoked when a user presses the ENTER key. A default button typically appears in a secondary window.

delete To remove an object or value.

desktop The visual work area that fills the display. The desktop is also a container and can be used as a convenient location to place objects stored in the file system.

desktop toolbar A toolbar that docks to the desktop, similar to the taskbar. *See also* taskbar.

dialog base unit A device-independent measure to use for layout. One horizontal unit is equal to one-fourth of the average character width for the current system font. One vertical unit is equal to one-eighth of an average character height for the current system font.

dialog box A secondary window that gathers additional information from a user. *Compare* message box, palette window, and property sheet.

dimmed *See* unavailable.

disabled *See* unavailable.

disjoint selection A selection that consists of a set of objects that are not logically sequential or physically adjacent to each other. *Compare* contiguous selection. *See also* extended selection.

dock To manipulate an interface element, such as a toolbar, such that it aligns itself with the edge of another interface element, typically a window or pane.

document A common unit of data (typically a file) used in user tasks and exchanged between users.

document window A window that provides a primary view of a document (typically its content).

double-click (v.) To press and release a mouse button twice in rapid succession. (n.) The act of double-clicking.

double-tap (v.) To press and lift the pen tip twice in rapid succession. It is typically interpreted as the double-click of the mouse. (n.) The act of double-tapping.

drag To press and hold a mouse button (or press the pen tip) while moving the mouse (or pen).

drag and drop A technique for moving, copying, or linking an object by dragging. The destination determines the interpretation of the operation. *Compare* nondefault drag and drop.

drop-down combo box A standard Windows control that combines the characteristics of a text box with a drop-down list box. *Compare* combo box.

drop-down list box A standard Windows control that displays a current setting, but can be opened to display a list of choices.

drop-down menu A menu that is displayed from a menu bar. *See also* menu and pop-up menu.

E

edit field *See* text box.

Edit menu A common drop-down menu that includes general purpose commands for editing objects displayed within a window, such as Cut, Copy, and Paste.

ellipsis The “...” suffix added to a menu item or button label to indicate that the command requires additional information to be completed. When a user chooses the command, a dialog box is usually displayed for user input of this additional information.

embedded object *See* OLE embedded object.

event An action or occurrence to which an application can respond. Examples of events are clicks, key presses, and mouse movements.

explicit selection A selection that a user intentionally performs with an input device. *Compare* implicit selection.

extended selection A selection technique that is optimized for the selection of a single object or single range using contiguous selection techniques (that is, canceling any existing selection when a new selection is made). However, it also supports modifying an existing selection using disjoint selection techniques. *See also* disjoint selection.

extended selection list box A list box that supports multiple selection, but is optimized for a selection of a single object or single range. *See also* extended selection and list box. *Compare* multiple selection list box.

F

File menu A common drop-down menu that includes commands for file operations, such as Open, Save, and Print.

flat appearance The recommended visual display of a control when it is nested inside another control or scrollable region.

folder A type of container for objects — typically files.

font A set of attributes for text characters.

font size The size of a font, typically represented in points.

font style The stylistic attributes of a font — such as bold, italic, and underline.

G

gesture A set of lines or strokes (inking) drawn on the screen that is recognized and interpreted as a command or character. *See also* recognition and ink.

glyph A generic term used to refer to any graphic or pictorial image that can be used on a button or in a message box. *Compare* icon.

grayed *See* unavailable.

group box A standard Windows control that groups a set of controls.

H

handle An interface element added to an object that provides a control point for moving, sizing, reshaping, or other operations pertaining to that object.

Help menu A common drop-down menu that includes commands that provide access to Help information or other forms of user assistance. *See* also context-sensitive Help and task-oriented Help.

heterogeneous selection A selection that includes objects with different properties or type. *Compare* homogeneous selection.

hierarchical menu *See* cascading menu.

hold To continue pressing a keyboard key, mouse button, or pen tip.

homogeneous selection A selection that includes objects with the same properties or type. *Compare* heterogeneous selection.

hot spot The specific portion of the pointer (or pointing device) that defines the exact location, or object, to which a user is pointing.

hot zone The interaction area of a particular object or location with which a pointer or pointing device's hot spot must come in contact.

I

icon A pictorial representation of an object. *Compare* glyph.

implicit selection A selection that is the result of inference or the context of some other operation. *See* also explicit selection.

inactive The state of an object when it is not the focus of a user's input.

inactive window A window in which a user's input is not currently being directed. An inactive window is typically distinguished by the color of its title bar. *Compare* active window.

indeterminate *See* mixed-value appearance.

ink The unrecognized, freehand drawing of lines on the screen with a pen. *See* also gesture and ink edit.

ink edit A standard Windows control for input and editing of "ink." *See* also ink.

input focus The location where the user is currently directing input.

input focus appearance The visual display of a control or other object that indicates when it has the input focus.

insertion point The location where text or graphics will be inserted (also referred to as the caret). Also used for text box controls to indicate input focus.

inside-out activation A technique that allows a user to directly interact with the content of an OLE embedded object without executing an explicit activation command. *Compare* outside-in activation.

J

jump A special form of a link that navigates to another location (also referred to as a hyperlink).

L

label The text (or graphic) that identifies a control (also referred to as a caption).

landscape An orientation where the long dimension of a rectangular area (for example, screen or paper) is horizontal.

lasso-tap A pen gesture that results in a region selection by drawing a circle around the object to be selected and tapping within that circle.

lens *See* writing tool.

link (v.) To form a connection between two objects. (n.) A reference to an object that is linked to another object. *See also* OLE linked object.

link path The descriptive form of referring to the location of a link source (also referred to as a moniker).

list box A standard Windows control that displays a list of choices. *See also* extended selection list box.

list view A standard Windows list box control that displays a set of objects. The control also supports different views and drag and drop.

locale A collection of language-related user preferences for formatting information, such as time, currency, or dates.

localization The process of adapting software for different countries, languages, or cultures.

M

marquee *See* region selection.

maximize To make a window its largest size. *See also* minimize.

MDI *See* multiple document interface.

menu A list of textual or graphical choices from which a user can choose. *See also* drop-down menu and pop-up menu.

menu bar A horizontal bar at the top of a window, below the title bar, that contains menus. *See also* drop-down menu.

menu button A command button that displays a menu.

menu item A choice on a menu.

menu title A text or graphic label that designates a particular menu. For drop-down menus, the title is the entry in the menu bar; for cascading menus the menu title is the name of its parent menu item.

message box A secondary window that is displayed to inform a user about a particular condition. *Compare* dialog box, palette window, and property sheet.

minimize To minimize the size of a window; in some cases this means to hide the window. *See also* maximize.

mixed-value appearance The visual display for a control when it reflects a mixed set of values.

mnemonic *See* access key.

modal A restrictive or limiting interaction because of operating in a mode. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. *Compare* modeless.

mode A particular state of interaction, often exclusive in some way to other forms of interaction.

modeless Not restrictive or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. *Compare* modal.

modifier key A keyboard key that, when pressed (and held), changes the actions of ordinary input.

moniker *See* link path.

mouse A commonly used input device that has one or more buttons used to interact with a computer. It is also used as a generic term to include other pointing devices that operate similarly (for example, trackballs and headpointers).

multiple document interface (MDI) A technique for managing a set of windows whereby documents are opened into windows (sometimes called child windows) that are constrained to a single primary (parent) window. *See also* child window and parent window.

multiple selection list box A list box that is optimized for making multiple, independent selections. *Compare* extended selection list box and single selection list box.

My Computer A standard Windows icon that represents a user's private, usually local, storage.

N

Network Neighborhood A standard Windows icon that represents access to objects that are stored on the network file system.

nondefault drag and drop A drag (transfer) operation whose interpretation is determined by a user's choice of command. These commands are included in a pop-up menu displayed at the destination when the object is dropped. *Compare* drag and drop.

O

object An entity or component identifiable by a user that can be distinguished by its properties, operations, and relationships.

object-action paradigm The basic interaction model for the user interface in which the object to be acted upon is specified first, followed by the command to be executed.

OLE (Microsoft OLE) The name that describes the technology and interface for implementing support for object interaction.

OLE embedded object A data object that retains the original editing and operating functionality of the application that created it, while physically residing in another document.

OLE linked object An object that represents or provides an access point to another object that resides at another location in the same container or a different, separate container. *See also* link.

OLE visual editing The ability to edit an OLE embedded object in place, without opening it into its own window.

open appearance The visual display of an object when the user opens the object into its own window.

operation A generic term that refers to the actions that can be done to or with an object.

option button A standard Windows control that allows a user to select from a fixed set of mutually exclusive choices (also referred to as a radio button). *Compare* check box.

option-set appearance The visual display for a control when its value is set.

outside-in activation A technique that requires a user to perform an explicit activation command to interact with the content of an OLE embedded object. *Compare* inside-out activation.

P

package An OLE encapsulation of a file so that it can be embedded in an OLE container.

palette window A modeless secondary window that displays a toolbar or other choices, such as colors or patterns. *Compare* dialog box and message box. *See also* property sheet.

pane One of the separate areas in a split window.

parent window A primary window that provides window management for a set of child windows. *See also* child window and multiple document interface.

pen An input device that consists of a pen-shaped stylus that a user employs to interact with a computer.

persistence The principle that the state of an object is automatically preserved.

point (v.) To position the pointer over a particular object and location. (n.) A unit of measurement for type (1 point equals approximately 1/72 inch).

pointer A graphic image displayed on the screen that indicates the location of a pointing device (also referred to as a cursor).

pop-up menu A menu that is displayed at the location of a selected object (also referred to as a context menu or shortcut menu). The menu contains commands that are contextually relevant to the selection.

pop-up window A secondary window with no title bar that is displayed next to an object; it provides contextual information about that object.

portrait An orientation where the long dimension of a rectangular area (for example, screen or paper) is vertical.

press To press and release a keyboard key or to touch the tip of a pen to the screen. *See also* click.

pressed appearance The visual display for an object, such as a control, when it is being pressed.

primary window The window in which the main interaction takes place. *See also* secondary window and window.

progress indicator Any form of feedback that provides the user with information about the state of a process.

progress indicator control A standard Windows control that displays the percentage of completion of a particular process as a graphical bar.

project A window or task management technique that consists of a container holding a set of objects, such that when the container is opened, the windows of the contained objects are restored to their former positions.

properties Attributes or characteristics of an object that define its state, appearance, or value.

property inspector A dynamic properties viewer that displays the properties of the current selection, usually of a particular type of object. *Compare* property sheet.

property page A grouping of properties on a tabbed page of a property sheet. *See also* property sheet.

property sheet A secondary window that displays the properties of an object when a user chooses its Properties command. *Compare* dialog box and property inspector. *See also* property page.

property sheet control A standard Windows control used to create property sheet interfaces.

proximity The ability of some pen devices to detect the presence of the pen without touching the pen to the input surface.

push button *See* command button.

R

radio button *See* option button.

range selection *See* contiguous selection.

recognition The interpretation of strokes or gestures as characters or operations. *See also* gesture.

reference Help A form of online Help information that can contain conceptual and explanatory information. *Compare* task-oriented Help and context-sensitive Help.

region selection A selection technique that involves dragging out a bounding outline (also referred to as a marquee) to define the selected objects.

Recycle Bin The standard Windows icon that represents the repository for deleted files.

relationship The context or way an object relates to its environment.

rich-text box A standard Windows control that is similar to a standard text box, except that it also supports individual character and paragraph properties.

S

scope The definition of the extent that a selection is logically independent from other selections. For example, selections made in separate windows are typically considered to be independent of each other.

scrap An icon created when the user transfers a data selection from within a file to a shell container.

scroll To move the view of an object or information to make a different portion visible.

scroll arrow button A component of a scroll bar that allows the information to be scrolled by defined increments when the user clicks it. The direction of the arrow indicates the direction in which the information scrolls.

scroll bar A standard Windows control that supports scrolling.

Glossary

scroll box A component of a scroll bar that indicates the relative position (and optionally the proportion) of the visible information relative to the entire amount of information. The user can drag the scroll box to view areas of information not currently visible. *See also* scroll bar shaft.

scroll bar shaft The component of a scroll bar that provides the visual context for the scroll box. Clicking (or tapping) in the scroll bar shaft scrolls the information by a screenful. *See also* scroll box.

secondary window A window that provides information or supplemental interaction related to objects in a primary window.

select To identify one or more objects upon which an operation can be performed.

selection An object or set of objects that have been selected.

selection appearance The visual display of an object when it has been selected.

selection handle A graphical control point of an object that provides direct manipulation support for operations of that object, such as moving, sizing, or scaling.

separator An entry in a menu used to group menu items together.

shell A generic term that refers to the interface that allows the user control over the system.

shortcut A generic term that refers to an action or technique that invokes a particular command or performs an operation with less interaction than its usual method.

shortcut icon A link presented as an icon that provides a user with access to another object.

shortcut key A keyboard key or key combination that invokes a particular command (also referred to as an accelerator key).

shortcut menu *See* pop-up menu.

single selection list box A list box that only supports selection of a single item in the list.

size grip A special control that appears at the junction of a horizontal and vertical scroll bar or the right end of a status bar and provides an area that a user can drag to size the lower right corner of a window.

slider A standard Windows control that displays and sets a value from a continuous range of possible values, such as brightness or volume.

spin box A control composed of a text box and increment and decrement buttons that allows a user to adjust a value from a limited range of possible values.

split bar A division between panes that appears where a window has been split; the split bar visually separates window panes.

split box A special control added to a window, typically adjacent to the scroll bar, that allows a user to split a window or adjust a window split.

status bar An area that allows the display of state information of the information being viewed in the window, typically placed at the bottom of a window.

status bar control A standard Windows control that provides the functionality of a status bar.

stop To halt a process or action, typically without restoring the state before the process began. *Compare* cancel.

submenu *See* cascading menu.

System menu *See* Control menu.

T

tab control A standard Windows control that looks similar to a notebook or file divider and provides navigation between different pages or sections of information.

tap To press and lift the pen tip from the screen, usually interpreted as a mouse click.

targeting To determine where pen input is directed.

taskbar A special toolbar that docks on an edge of the desktop supplied by the system. The taskbar includes the Start button, buttons for each open primary window, and a status area.

task-oriented Help Information about the steps involved in carrying out a particular task. *Compare* context-sensitive Help and reference Help.

template An object that automates the creation of new objects of a particular type.

text box A standard Windows control in which a user can enter and edit text (also referred to as the edit field).

thread A process that is part of a larger process or program.

title bar The horizontal area at the top of a window that identifies the window. The title bar also acts as a handle for dragging the window.

toggle key A keyboard key that alternates between turning a particular operation, function, or mode on or off.

toolbar A frame or special area that contains a set of other controls.

toolbar button A command button used in a toolbar (or status bar).

toolbar control A standard Windows control designed with the same characteristics as the toolbar.

tooltip A standard Windows control that provides a small pop-up window that provides descriptive text, such as a label, for a control or graphic object.

transfer appearance The visual feedback displayed during a transfer operation.

transaction A unit of change to an object.

tree control A standard Windows control that allows a set of hierarchically related objects to be displayed as an expandable outline.

type (v.) To enter a character from the keyboard. (n.) A classification of an object based on its characteristics, behavior, and attributes.

U

unavailable The state of a control whose normal functionality is not presently available to a user (also referred to as grayed, dimmed, and disabled).

unavailable appearance The visual display for a control when it is unavailable.

undo To reverse a transaction.

unfold button A command button used to expand a secondary window to a larger size to reveal additional controls or information.

Glossary

V

visual editing *See* OLE visual editing.

W

well control A control that is used to display color or pattern choices, typically used like an option button.

white space The background area of a window. (The color need not literally be white.)

window A standard Windows object that displays information. A window is a separately controllable area of the screen that typically has a rectangular border. *See also* primary window and secondary window.

wizard A form of user assistance that automates a task through a dialog with the user.

wordwrap The convention where, as a user enters text, existing text is automatically moved from the end of a line to the next line.

workbook A window or task management technique that consists of a set of views that are organized like a tabbed notebook.

workspace A window or task management technique that consists of a container holding a set of objects, where the windows of the contained objects are constrained to a parent window. Similar to the multiple document interface, except that the windows displayed within the parent window are of objects that are also contained in the workspace.

writing tool A standard Windows pen interface control that supports text editing.

Z

Z order The layered relationship of a set of objects, such as windows, on the display screen.

Bibliography

General Design

Baecker, Ronald M., and Buxton, William A. S. *Readings in Human-Computer Interaction: A Multidisciplinary Approach*. Los Altos, Calif.: M. Kaufmann, 1987.

Brooks, Frederick P. *The Mythical Man-Month: Essays on Software Engineering*. Reading, Mass.: Addison-Wesley Pub. Co., 1975.

Heckel, Paul. *The Elements of Friendly Software Design*. New Ed., San Francisco: SYBEX, 1991.

Lakoff, George, and Johnson, Mark. *Metaphors We Live By*. Chicago: University of Chicago Press, 1980.

Laurel, Brenda, Ed. *The Art of Human-Computer Interface Design*. Reading, Mass.: Addison-Wesley Pub. Co., 1990.

Norman, Donald A. *The Design of Everyday Things*. New York: Basic Books, 1990.

Norman, Donald A., and Draper, Stephen, W., Eds. *User Centered System Design: New Perspectives on Human-Computer Interaction*. Hillsdale, N.J.: L. Erlbaum Associates, 1986.

Shneiderman, Ben. *Designing the User Interface: Strategies for Effective Human-Computer Interaction*. Reading, Mass.: Addison-Wesley, 1992.

Tognazzini, Bruce. *Tog on Interface*. Reading, Mass.: Addison-Wesley, 1992.

Graphic Information Design

Blair, Preston. *Cartoon Animation*. How to Draw and Paint Series. Tustin, Calif.: Walter Foster Pub., 1989.

Dreyfuss, Henry. *Symbol Sourcebook: An Authoritative Guide to International Graphic Symbols*. New York: Van Nostrand Reinhold Co., 1984.

Thomas, Frank., and Johnston, Ollie. *Disney Animation: The Illusion of Life*. New York: Abbeville Press, 1984.

Tufte, Edward R. *Envisioning Information*. Cheshire, Conn.: Graphics Press, 1990.

Tufte, Edward R. *The Visual Display of Quantitative Information*. Cheshire, Conn.: Graphics Press, 1983.

Usability

Dumas, Joseph S., and Redish, Janice C. *A Practical Guide to Usability Testing*. Norwood, N.J.: Ablex Pub. Corp., 1993.

Nielsen, Jakob. *Usability Engineering*. Boston: Academic Press, 1993.

Rubin, Jeffrey. *Handbook of Usability Testing: How to Plan, Design, and Conduct Effective Tests*. New York: Wiley, 1994.

Whiteside, John, Bennett, John, and Holtzblatt, Karen. "Usability Engineering: Our Experience and Evolution." In *Handbook of Human-Computer Interaction*, Martin Helander (Ed.), Elsevier Science Pub. Co., Amsterdam, 1988.

Wiklund, Michael E., Ed. *Usability in Practice: How Companies Develop User-Friendly Products*. Boston: AP Professional, 1994.

Object-Oriented Design

Booch, Grady. *Object-Oriented Analysis and Design with Applications*. Redwood City, Calif.: Benjamin/Cummings Pub. Co., 1994.

Peterson, Gerald E., Ed. *Tutorial: Object-Oriented Computing: Volume 2: Implementations*. Washington, D.C.: Computer Society Press of the IEEE, 1987.

Rumbaugh, James, et al. *Object-Oriented Modeling and Design*. Englewood Cliffs, N.J.: Prentice Hall, 1991.

Organizations

The following organizations publish journals and sponsor conferences on topics related to user interface design.

SIGCHI (Special Interest Group in Computer Human Interaction)

Association for Computing Machinery

1515 Broadway

New York, NY 10036-5701

212-869-7440

SIGGRAPH (Special Interest Group on Graphics)

Association for Computing Machinery

1515 Broadway

New York, NY 10036-5701

212-869-7440

Human Factors and Ergonomics Society

P.O. Box 1369

Santa Monica, CA 90406-1369

310-394-1811

Accessibility

For a list of accessibility aids available for Microsoft Windows, accessibility software vendors, potential test sites, or facilities for producing accessible documentation, contact:

Microsoft Sales Information Center
One Microsoft Way
Redmond, WA 98052-6399
(800) 426-9400 (voice)
(800) 892-5234 (text telephone)
(206) 936-7329 (FAX)

An assistive technology program in your area can provide referrals to programs and services available to you. To locate the assistive technology program nearest to your location, contact:

National Information System
Center for Development Disabilities
University of South Carolina
Benson Building
Columbia, SC 29208
(803) 777-4435 (voice or text telephone)
(803) 777-6058 (FAX)

The Trace Research and Development Center publishes references and materials on accessibility, including:

Vanderheiden, Gregg C., and Vanderheiden, Katherine R. *Accessible Design of Consumer Products: Guidelines for the Design of Consumer Products to Increase Their Accessibility to People with Disabilities or Who Are Aging*. Madison, Wis.: Trace Research and Development Center, 1991.

Vanderheiden, Gregg C. *Application Software Design Guidelines: Increasing the Accessibility of Applications Software to People with Disabilities and Older Users (Version 1.1)*. Madison, Wis.: Trace Research and Development Center, 1994.

Borden, Fatherly, Ford, and Vanderheiden, Eds. *Trace Resource Book: Assistive Technologies for Communication, Control and Computer Access*. Madison, Wis.: Trace Research and Development Center, 1993.

For information on these books and other resources available from the Trace Research and Development Center, contact them at:

Trace Research and Development Center
University of Wisconsin - Madison
S-151 Waisman Center
1500 Highland Avenue
Madison, WI 5705-2280
(608) 263-2309 (voice)
(608) 263-5408 (text telephone)
(608) 262-8848 (FAX)

Index

- 16-x 16-pixel icons 250, 392
- 32-x 32-pixel icons 250, 392
- 48-x 48-pixel icons 250, 392

A

- Abbreviating filenames 268
- Abbreviating window titles
 - in taskbar buttons 26
 - in title bars 101
- About command 126
- Absolute path to link source 90
- Accelerator keys *See* Shortcut keys
- Access bars *See* Desktop toolbars
- Access keys
 - assigning 34
 - defined 33
 - for active object menus 308
 - for controls in secondary windows 186
 - for MDI workspace menus 308
 - for menu items 138
 - for menu titles 134 – 135
 - for primary container menus 308
 - international considerations 418
 - nonunique 34
 - providing by using static text fields 162
 - setting in the registry 252
 - table of access key assignments 441
- Accessibility
 - accessibility aids 406 – 407
 - bibliography 525
 - color of interface elements 412
 - documentation, providing in alternative formats 414
 - ensuring compatibility with screen review utilities 408 – 410
 - High Contrast Mode 412
 - Accessibility (*continued*)
 - keyboard and mouse interface 413
 - keys supporting Windows accessibility options 440
 - navigational interfaces 411
 - overview 403
 - packaging, making easy to remove 414
 - scalability of screen elements 412
 - ShowSounds option 402
 - summary of guidelines 449
 - support services, providing 414
 - time-based interfaces 411
 - types of disabilities 404 – 405
 - usability testing 414 – 415
 - user's point of focus 411
 - using sound in applications 401
- Action handles
 - See also* Handles
 - accessing operations for a selection 69
 - defined 37
 - displaying pop-up menus 69
 - replacing selected characters 68
 - using in boxed edit controls 170
 - using in ink edit controls 171
- Activating objects
 - inside-out activation 297, 299
 - outside-in activation 297 – 299
- Activating windows 103 – 104
- Active end of selection 48, 56
- Active hatched border 304 – 305
- Active object menus 307
- Active selection 395 – 396
- Active window 103
- Add mode key 57
- Adjusting mouse selections 49 – 54
- Adornments 300, 310 – 313

Index

- Advanced users, designing for 15
 - Aesthetics 7
 - Alignment of interface elements 389
 - ALT key
 - See also* Keyboard interface
 - accessing drop-down menus 123
 - activating menu bars 123
 - avoiding in shortcut key assignments 36
 - canceling a drop-down menu 123
 - international considerations 418
 - using in modifier key combinations 35
 - using with access keys 33
 - ALT+~ key combination 418
 - ALT+arrow key combination 123, 130
 - ALT+double-click 61
 - ALT+ENTER key combination 61
 - ALT+ESC key combination 36, 103
 - ALT+F4 key combination 61
 - ALT+F6 key combination 181
 - ALT+HYPHEN key combination 130
 - ALT+number key combinations 36
 - ALT+SPACEBAR key combination 36, 130
 - ALT+TAB key combination 35, 36, 103, 109
 - Always on Top property
 - for application desktop toolbars 271
 - for palette windows 208
 - providing for secondary windows 181
 - Anchor point
 - See also* Mouse interface summary
 - keyboard selection 56
 - mouse selection 48
 - Animating pointers 395
 - Animation, designing 400
 - ANSI character sets 419
 - Anti-aliasing 391
 - Appbars *See* Desktop toolbars
 - Application desktop toolbars *See* Desktop toolbars
 - Application icons 392
 - Application key 36, 129
 - Application path information, registering 241
 - Application shortcuts, placing in the Programs menu 260
 - Application state information, registering 238 – 240
 - Apply command 65, 190
 - Arrow keys
 - accessing drop-down lists 153
 - accessing drop-down menus 123
 - accessing window pop-up menus 130
 - basic function of 45
 - navigating between controls 185
 - selecting items in list boxes 150
 - switching between tabs 165
 - using for contiguous selections 56
 - using for scrolling 115
 - using with the ALT key 123, 130
 - using with the SHIFT key 56
 - Arrow pointers 30
 - Assessment *See* Usability testing
 - Attributes of objects *See* Properties
 - Audio feedback
 - accessibility considerations 404
 - importance of 7
 - summary of guidelines 449
 - using sound as notification 401 – 402
 - Auto-exit text boxes 158
 - Auto-joining 63
 - Auto-repeat 111
 - Autoexec.bat file 259
 - Automatic scrolling 82 – 83, 114 – 115
 - AutoPlay feature, supporting 264 – 266
 - Autorun.inf file 264
- ## B
- BACKSPACE key 63
 - Barrel button
 - barrel-dragging 38, 77
 - barrel-tapping 38
 - Basic elements of the Windows environment
 - desktop 23
 - icons 26
 - Start button 25
 - status area 26
 - taskbar 24
 - window buttons 26
 - windows 28
 - Beginning users, designing for 15

Bibliography 523 – 526

Bitmaps *See* Graphic design

Bold text 386

Borders

color of control borders 373

illustrations

active hatched border 305

control border styles 372 – 376

OLE objects distinguished by use of borders 291

window border style 373

of active OLE embedded objects 304 – 305

of controls 372 – 376, 383

of OLE embedded or linked objects 290

of windows

border style 373

described 96

using to resize windows 107

Boxed edit controls 169 – 170

Breaking links 324

Browsing the file system 195

Buttons

See also specific type of button

avoiding the triangular arrow graphic 391

border styles 374 – 375

capitalization of labels for 387

check boxes 147 – 149

command buttons 141 – 145

default buttons in secondary windows 184

flat appearance 383

for displaying pop-up menus 144

for setting tool modes 144

layout and spacing of 388

menu buttons 144 – 145

mixed-value appearance 379 – 380

mouse buttons 31

option buttons 145 – 147

option-set appearance 378 – 379

pen barrel button 38

positioning in secondary windows 389

pressed appearance 377 – 378

shortcut buttons in Help 349 – 350

size of 386

title bar buttons 101 – 102

toolbar buttons 176 – 178

unavailable appearance 381 – 382

Buttons (*continued*)

unfold buttons 142, 182

using to support creation of objects 88

window buttons 26

C

Cancel command

accessing in secondary windows 186

avoiding access key assignments for 34

canceling a drag and drop transfer 81

canceling the closing of a property sheet 191

discarding pending transactions 65

in dialog boxes 194

in message boxes 212 - 213

in property sheets 190

in the Open dialog box 196

in the Save As dialog box 200

vs. Close command 60

Capitalization

general guidelines for 387

of check box labels 148

of command buttons 142

of file type names 247

of group box labels 164

of list box labels 149

of menu items 139, 252

of option button labels 146

of tab labels 165

of text field labels 157

CAPS LOCK key 34

Captions for output of speech and sound 402

Caret *See* Insertion point

Cascade command 225

Cascading menus 133 – 134

Cascading secondary windows 182

CD-ROM AutoPlay feature, supporting 264 – 266

Change Icon dialog box 323

Character keys

assigning as access keys 33 – 34

assigning as shortcut keys 35 – 36

international considerations 418

text keys for text entry 33

Character sets 419

Characteristics of objects 18

Index

- Check boxes
 - border style 375
 - capitalization of labels for 388
 - described 147 – 149
 - flat appearance 383
 - illustrations 147, 148, 377 – 383
 - labeling 147
 - layout of 388
 - mixed-value appearance 148, 379
 - option-set appearance 378
 - pressed appearance 377
 - unavailable appearance 381
- Check mark in menus 137
- Checklists for design guidelines 443 – 450
- Child menus *See* Cascading menus
- Child windows
 - See also* Multiple document interface (MDI)
 - defined 220
- Chording 32
- Clear command 86
- Clicking
 - See also* Mouse interface summary
 - button 1 31
 - button 2 31
 - CTRL+click 49 – 53, 435
 - defined 31
 - selecting objects with the mouse 48 – 53
 - SHIFT+click 50 – 53, 432
- Client-server applications
 - designing 421
 - installing 262
- Clipboard 74 – 77
- Close & Return To command 315
- Close button 102, 105
- Close command
 - closing windows 105
 - handling pending changes 61, 64
 - in the File menu 124
 - in the pop-up menu for title bar icons 98
 - in the window pop-up menu 129
 - vs. Cancel command 60
- Closing MDI windows 222
- Closing property sheets 191
- Closing windows 60 – 61, 105 – 106
- Code pages 419
- Cognitive disabilities, interface recommendations for 405
- Collection of objects, defined 19
- Colon, using with labels 408
- Color
 - accessibility considerations 404, 412
 - general guidelines for 368 – 370
 - international considerations 368
 - of borders for controls 373
 - of borders for OLE objects 291
 - of handles 397
 - of icons 392
 - of jumps in Help 353
 - of task Help topic windows 348
 - providing the option to customize 370
- Color dialog box 206 – 207
- Column heading controls 164
- Combo boxes
 - See also* Drop-down combo boxes
 - described 159
- Command buttons
 - accessing in secondary windows 185 – 186
 - appearance of
 - bold outline for default 386
 - flat appearance 383
 - mixed-value appearance 380
 - option-set appearance 378
 - pressed appearance 378
 - unavailable appearance 381
 - border styles 374 – 375
 - capitalization of labels for 387
 - default button 184
 - described 141 – 145
 - ellipsis in button labels 142
 - illustrations 141, 144, 378 – 383
 - in dialog boxes 194
 - in message boxes 212 – 213
 - in wizards 359
 - labeling 142
 - layout of
 - general guidelines 388, 389
 - in dialog boxes 194
 - in property sheets 190
 - menu buttons 144 – 145

- Command buttons (*continued*)
 - unfold buttons 142, 182
 - using to display pop-up menus 144 – 145
 - using to set tool modes 144
- Command method of transferring objects 74 – 77, 279 – 283
- Commands
 - See also* Menu items
 - registering 251 – 252
 - unavailable appearance 135
- Common dialog box interfaces *See* Dialog boxes
- Complexity, managing 8
- Composite, defined 19
- Composition, described 19
- Compound documents
 - See also* Object linking and embedding (OLE)
 - described 277 – 279
- Config.sys file 259
- Consistency
 - importance of 5
 - supporting standard system settings 275
 - with graphic images 391
 - with metaphors 5
- Constraint, defined 19
- Container, defined 19
- Containment, defined 19
- Contents page in Help Topics window 354 – 355
- Context (relationships) of objects, described 18
- Context-sensitive Help
 - guidelines for writing 342
 - illustrations 340 – 343
 - pointer for 340
 - pop-up menus for 342
 - pop-up windows for 215, 341
 - What's This? command
 - access to context-sensitive Help 339 – 342
 - including in icon pop-up menus 132
- Contextual operations 58
- Contextual user assistance
 - See also* Context-sensitive Help
 - Help command button 346
 - status bar messages 344 – 346
 - tooltips 343 – 344
- Contiguous selection
 - adjusting 50 – 54
 - defined 46
- Contiguous selection (*continued*)
 - hierarchical 47
 - keyboard selection 56
- Continuous scrolling *See* Automatic scrolling
- Control menu, replaced by window pop-up menu 129
- Control Panel
 - adding objects to 273
 - adding to the Passwords object 273 – 274
- Control, putting the user in 3
- Controls
 - See also specific type of control*
 - accessing in secondary windows 185 – 186
 - avoiding in the window title area 101
 - border styles 374 – 376
 - boxed edit controls 169 – 170
 - buttons 141 – 149
 - capitalization of labels for 387
 - check boxes 147 – 149
 - column headings 164
 - combo boxes 159
 - command buttons 141 – 145
 - compatibility with screen review utilities 408
 - default font for labels 384
 - defined 140
 - defining access keys for 34
 - drop-down combo boxes 160 – 161
 - drop-down list boxes 152 – 153
 - extended selection list boxes 153 – 154
 - for record-processing applications 422
 - frame adornments 310 – 313
 - group boxes 163 – 164
 - ink edit controls 170 – 171
 - labeling 141
 - labeling by using static text fields 162
 - layout of
 - general guidelines 388, 389
 - in dialog boxes 194
 - international considerations 420
 - list boxes 149 – 157
 - list view controls 155
 - multiple selection list boxes 153 – 154
 - nesting in a scrollable region or control 383
 - option buttons 145 – 147

Index

Controls (*continued*)

- overview of 140 – 141
 - pen-specific controls 169 – 171
 - placing adjacent to scroll bars 116
 - pop-up menus for 128, 141
 - progress indicators 167 – 168
 - property sheet controls 166
 - rich-text boxes 159
 - scroll bars 166
 - shortcut key input controls 163
 - single selection list boxes 151 – 152
 - sliders 167
 - spin boxes 161 – 162
 - standard text boxes 158
 - static text fields 162
 - status bars 172 – 175
 - summary of guidelines 446
 - tabs 165
 - text fields 157 – 163
 - toolbars 172 – 178, 310 – 313
 - tooltip controls 168
 - tree view controls 156 – 157
 - using to support creation of objects 88
 - visual states 377 – 383
 - wells 169
- Conventions for supporting operations 58 – 61
- Convert dialog box 326 – 328
- Converting object types 326 – 328
- Copy command
- creating new objects 87
 - described 74
 - feedback not required for 84
 - in icon pop-up menus 131, 132
 - replacing the last entry on the Clipboard 77
- Copy Here command 80
- Copy-hook handlers 254
- Copying files when installing applications 257 – 260
- Copying objects
- See also* Transfer operations
 - command method 74 – 77
 - described 73
 - direct manipulation method 77 – 81
- Create Shortcut command 131, 283
- Create Shortcut Here command 81

Creation operations

- See also* Object linking and embedding (OLE)
- using controls 88
- using templates 88
- using the Copy command 87
- using the Insert command 88
- using the New command 88

Critical messages 210

CTRL key

- See also* Keyboard interface
- adjusting mouse selections 49
- displaying CTRL key combinations in menus 139
- guidelines for modifying mouse actions with 435 – 436
- using for region selection 54
- using for transfer operations 87
- using in modifier key combinations 35
- using in shortcut key combinations 35
- using with navigation keys 44

CTRL+ALT key combination 418

CTRL+C key combination 87

CTRL+click 435

CTRL+double-click 436

CTRL+drag 49 – 53, 87, 435

CTRL+F6 key combination 225

CTRL+O key combination 61

CTRL+press 435

CTRL+SPACEBAR key combination 56

CTRL+TAB key combination 165, 225

CTRL+V key combination 87

CTRL+X key combination 87

Cultural issues *See* Internationalization

Cursors

- See also* Insertion point; Pointers
- blinking cursor provided by the system 382
- indicating the input focus 44, 62
- mouse pointers 29
- overtyping cursor 63
- role in keyboard selection 56

Customizable interface, creating a sense of user control 3

Cut command

- described 74
- feedback for 83
- in icon pop-up menus 131, 132
- replacing the last entry on the Clipboard 77

D

- Data-centered design 17 – 21, 235
- Deactivating windows 103 – 104
- Default button in secondary windows 184
- Default command 59
- Default drag and drop
 - See also* Transfer operations
 - overview of 78 – 79
- Default menu items 138
- Default operations
 - See also* Transfer operations
 - shortcut techniques for 59
- Delete command
 - in icon pop-up menus 131, 132
 - in the Edit menu 125
 - specialized form of 86
- DELETE key 63
- Deleting files to the Recycle Bin 273
- Deleting text 63
- Design concepts 17 – 21
- Design cycle 9 – 12
- Design guidelines
 - See also* Design principles; Special design considerations; Visual design
 - checklists 443 – 450
 - extending xix
 - how to apply xix
 - relationship to other guidelines xx
 - supporting specific versions of Windows 451 – 454
- Design methodology 9 – 14, 444
- Design principles
 - See also* Visual design
 - aesthetics 7
 - bibliography 531
 - consistency 5
 - directness 4
 - feedback 7
 - forgiveness 6
 - progressive disclosure 8
 - simplicity 8
 - user in control 3
 - visual communication 365 – 371
- Design tradeoffs 16
- Desktop toolbars
 - controls included with the system 175
 - integrating with the system 271 – 272
- Desktop, described 23
- Diacritical marks affecting spacing 420
- Dialog base units 386
- Dialog boxes
 - See also* Secondary windows
 - avoiding an ellipsis in title text 193
 - Change Icon dialog box 323
 - Color dialog box 206 – 207
 - commands in 194
 - common interfaces 195
 - Convert dialog box 326 – 328
 - default button in 184
 - defining title text for 193
 - Find dialog box 202
 - Font dialog box 205
 - font usage in 384
 - Help button in 346
 - Insert Object dialog box 286 – 288
 - layout of 194
 - Links dialog box 324
 - Open dialog box 195 – 198
 - Page Setup dialog box 203 – 205
 - Paste Special dialog box 281, 282
 - Print dialog box 202
 - Print Setup dialog box 203
 - purpose of 193
 - Replace dialog box 202
 - Save As dialog box 198 – 201
- Differences between Windows 95 and other versions of Windows 451 – 454
- Dimmed items *See* Unavailable appearance
- Direct manipulation
 - canceling a drag and drop transfer 81
 - creating OLE embedded or linked objects 283 – 284
 - default drag and drop 78
 - differentiating transfer and selection when dragging 81
 - feedback 84 – 86
 - importance of 4
 - nondefault drag and drop 79 – 81
 - overview 72 – 73
 - scrolling when transferring by dragging 82 – 83

Index

- Disabilities *See* Accessibility
 - Disabled items *See* Unavailable appearance
 - Disjoint selection
 - adjusting 51 – 53
 - defined 46
 - Display resolution, VGA 234
 - Displaying linked or embedded objects 290 – 292
 - Docking toolbars 174
 - Document icons 392
 - Document windows
 - See also* Multiple document interface (MDI)
 - defined 220
 - Document-centered design 17
 - Documentation for products, designing for accessibility 414
 - Double-clicking
 - See also* Mouse interface summary
 - as a selection shortcut 57
 - default operations for 59
 - defined 31
 - Double-tapping 38, 57
 - Drag and drop
 - See also* Transfer operations
 - canceling a drag and drop transfer 81
 - creating OLE embedded or linked objects 283
 - default operations for 59, 78
 - designing transfer appearance 398 – 399
 - differentiating transfer and selection when dragging 81
 - feedback 84 – 86
 - illustrations
 - automatic scrolling based on velocity of dragging 83
 - “no drop” pointer 86
 - nondefault drag and drop operation 79
 - pointers for transfer operations 85
 - translucent and outline appearance 398
 - nondefault drag and drop 79 – 81
 - nondefault transfer completion commands 80
 - scrolling when transferring by dragging 82 – 83
 - taskbar window buttons as destinations 268
 - Drag handlers 254
 - Dragging
 - See also* Drag and drop; Mouse interface summary
 - CTRL+drag 49 – 53, 435
 - defined (mouse) 31
 - defined (pen) 38
 - Dragging (*continued*)
 - selecting objects with the mouse 48 – 53
 - selecting objects with the pen 55
 - SHIFT+drag 50 – 53, 433
 - Drop handlers 254
 - Drop-down combo boxes 160 – 161
 - Drop-down list boxes 152 – 153
 - Drop-down menus
 - described 121
 - Edit menu 124 – 125
 - File menu 124
 - Help menu 125 – 126
 - interaction with 122 – 124
 - View menu 125
 - Window menu 125
 - Duplicate command 86, 125
- E**
- Edit command 296, 300, 316
 - Edit menu
 - adding commands for selected objects 295
 - Copy command 74
 - Cut command 74
 - Delete command 125
 - described 124
 - Duplicate command 125
 - Find and Replace command 125
 - Links command 324
 - Paste command 74 – 77
 - Paste Link command 75
 - Paste Shortcut command 75
 - Paste Special command 75
 - Repeat command 125
 - Undo command 125
 - Editing
 - committing transactions 64 – 65
 - deleting text 63
 - illustrations
 - handles for an object 64
 - pen action handle with alternative characters 69
 - pen action handle with pop-up menu 70
 - pen editing gestures 72
 - pen selection handle in a text box 67

Editing (*continued*)

- illustrations (*continued*)
 - pen Wordlist displayed for a selected word 69
 - pen writing tool button 67
 - pen writing tool on-screen keyboard 70
 - pen writing tool windows 68
 - selecting text with the pen selection handle 68
- inserting text 62
- OLE embedded objects
 - opening embedded objects 313 – 316
 - visual editing in place 300 – 313
 - OLE linked objects 316 – 320
- providing access to properties 65 – 66
- text 62 – 63
- using a pen
 - editing in pen-enabled controls 66 – 71, 169 – 171
 - gestures for editing 71 – 72
- using handles 63
- using overtype mode 62
- using the keyboard 62
- using the mouse 62

Ellipsis

- avoiding in dialog box titles 193
- in abbreviated path names 268
- in command button labels 142
- in list box entries 150
- in menu items 136
- in tab labels 386
- in taskbar window buttons 26
- in truncated filenames 267

Embedded objects

- See also* Object linking and embedding (OLE)
- defined 279

Enabling printing 253

END key 45

ENTER key

- accessing controls 186
- accessing the OK command 34, 186
- activating OLE embedded objects 300
- activating the default button in secondary windows 184
- activating the default command 61
- duplicate ENTER keys on the keyboard 33
- using as a text entry key 33
- using with the ALT key 61

ESC key

- accessing the Cancel command 34, 186
- canceling a drag and drop transfer 81
- closing a drop-down list box 153
- closing a drop-down menu 123
- closing a pop-up menu 128
- function of 36
- using with the ALT key 36, 103

Evaluation *See* Usability testing

Exit & Return To command 315

Exit command 124

Expanding a secondary window by unfolding 182

Explicit selection 45

Extended selection

- keyboard selection 56 – 57
- mouse selection 49 – 54

Extended selection list boxes 153 – 155

Extensions

- avoiding in title bar text 100
- file naming conventions 266
- handling in the Save As dialog box 200 – 201
- registering 242 – 246
- table of common extensions 243 – 246

F

F1 key 61, 342

F1 through F12 keys, assigning as shortcut keys 35

Feedback

See also Audio feedback; Special design considerations; Visual design

- changing the pointer to indicate a pop-up window 215
- for activation of linked objects 90
- for command method transfers 83
- for direct manipulation transfers 84 – 86
- for selection 46
- importance of 7, 83
- using message boxes for 209 – 214
- using pointers for 394
- using progress indicators for 168
- using sound as notification 401 – 402
- using status bar messages for 345
- validating input in secondary windows 187

Index

Fields

- See also* Text boxes
- aligning 389
- border styles 375, 376
- capitalization of labels for 388
- static text fields 162
- text fields 157

File menu

- described 124
- primary container menu 306

File types

- defining short type names 248
- defining type names 247
- file naming conventions 266
- handling in the Save As dialog box 200 – 201
- registering
 - application identifier key 247 – 248
 - filename extension key 242 – 246
 - overview 242
- table of common filename extensions 243

Filenames

- abbreviating 268
- browsing for 195
- capitalization of 387
- displaying title text for unsaved files 100
- ellipsis in 267, 268
- file naming conventions 266 – 268
- handling in the Save As dialog box 198 – 201
- registering extensions 242 – 246
- table of common extensions 243 – 246
- truncating 267

Files

- browsing for 195
- copying when installing applications 257 – 260
- finding 133
- opening 195 – 198
- properties of 65

Find and Replace command 125

Find command 133

Find dialog box 202

Find page in Help Topics window 357 – 358

Flashing taskbar window button 270

Flat appearance for controls 383

Folder for application shortcuts in Start menu 260

Folder icons, illustrated 27

Font dialog box 205

Fonts

- avoiding italic and serif fonts 370
- guidelines for choosing 370
- illustrations
 - default font usage in windows 385
 - effective and ineffective choices 370
- installing 262
- international considerations 419, 420
- system font settings 384 – 387

Forgiveness 6

Frame adornments 300, 310 – 313

Full-screen display 272

Full-text search 357

Function keys

- assigning as shortcut keys 35
- displaying in menus as shortcut keys 139

G

Gestures

- advantages and disadvantages of 40
- for editing 71 – 72
- illustrations of 55, 72
- overview of 40
- recognition of 41
- selecting objects by using 55
- targeting 42
- when to avoid using 40

Glossary 511

Glyphs *See* Graphic design

Graphic design

- See also* Icons
- bibliography 523
- designing graphic images 390 – 395

Grayed items *See* Unavailable appearance

Green underlined text in Help 353

Group boxes

- border style 376
- described 163 – 164
- flat appearance 383

Group boxes (*continued*)

- illustrations 164, 388
- labeling 164
- layout of 388

Grouping related interface components 388 – 389

Guidelines

- See also* Design principles; Special design considerations; Visual design
- checklists 443 – 450
- extending xix
- how to apply xix
- relationship to other guidelines xx
- supporting specific versions of Windows 451 – 454

H

Hand pointer 91

Handlers for shell extensions 254 – 256

Handles

- action handles for pen interface
 - accessing operations for a selection 69
 - defined 37
 - displaying pop-up menus 69
 - replacing selected characters 68
 - using in boxed edit controls 170
 - using in ink edit controls 171
- appearance of 397 – 398
- color of 397
- for OLE embedded or linked objects 329
- illustrations
 - handles for an object 64, 329
 - pen action handle 69, 70
 - pen selection handle 67, 68
 - selected graphic object with handles 397
 - solid and hollow handles 397
- overview of 63 – 64
- selection handles for pen interface 67, 68, 170
- size of 397

Handwriting, targeting input of 42

Hatched border for active OLE embedded objects 304 – 305

Header controls *See* Column heading controls

Hearing disabilities, interface recommendations for 404

Help

See also Help Topics browser

context-sensitive 339 – 343

Help command button 346

illustrations

- context-sensitive Help for an icon 343
- Help button in a secondary window 346
- methods of accessing What's This? 340
- pointer for context-sensitive Help 340
- pop-up menu for a control 342
- pop-up window for context-sensitive Help 341
- reference Help window 351
- task topic with shortcut button 350
- window for task Help topic 347

jumps 353

pop-up window for context-sensitive Help 215

reference Help 350 – 353

shortcut buttons in 349 – 350

summary of guidelines 448

task-oriented 347 – 350

Help button 212, 346

Help Contents 354 – 355

Help Index 356 – 357

Help menu 125 – 126, 351, 354

Help Topics browser

Contents page 354 – 355

Find page 357 – 358

guidelines for writing Help Contents entries 355

guidelines for writing Help Index keywords 357

illustrations 355 – 358

Index page 356 – 357

providing access to 348, 354

Heterogeneous selection 46

Hierarchical menus *See* Cascading menus

Hierarchical selection 47

High Contrast Mode 412

Highlighting selections 396

Holding down keyboard keys 33

HOME key 45

Homogeneous selection 46

Hot key controls *See* Shortcut key input controls

Hot spot

of mouse pointer 31, 394 – 395

of pen gestures 40, 71

Index

Hot zone

- defined 31
- for detecting a pen double-tap 38
- for different types of controls 140
- for drag operations 82

Hourglass pointer 30, 394

Hyperlinks *See* Jumps; Links

I

I-beam pointer 30, 399

Icon handlers 254

Icons

- 16 x 16 pixel 250, 392
- 32 x 32 pixel 250, 392
- 48 x 48 pixel 250, 392
- accessibility considerations 410
- anti-aliasing of graphic images 391
- application icons 392
- as the sole representation of an object 220
- capitalization of labels for 387
- changing for an OLE object 323
- color 392
- consistency of design 391, 393
- context-sensitive Help for 343
- described 26
- designing 390 – 393
- displaying OLE objects as 292, 294, 322
- document icons 392
- illustrations
 - application and supported document icons 392
 - icons for basic objects 27
 - system-supplied icon for file type 393
 - template icon 88
 - three sizes of icons 392
 - title bar icons 97 – 98
 - use of perspective and dimension in graphics 393
- labeling 292
- metaphors for 4, 393
- monochrome 392
- pop-up menus for 130 – 133
- registering commands for 251
- registering 250
- size of 392

Icons (*continued*)

- template icons 88
- title bar icons 97 – 98

Implicit selection 45

Import File command 315

Inactive window 103

Index page in Help Topics window 356 – 357

Information services, designing 424 – 425

Informational messages 210

Ink edit controls 170 – 171

Inking 37, 41

Input focus

- appearance of 382
- defined 44
- keyboard selection 56
- targeting at text to be edited 62

Input techniques

See also Navigation; Selection

keyboard input

- access keys 33 – 34
- common actions 33
- mode keys 34 – 35
- shortcut keys 35 – 36
- text keys 33

mouse input

- common actions 31 – 32
- pointers 29 – 31

pen input

- actions defined for a pen 38 – 39
- gestures 40 – 41, 71 – 72
- inking 37, 41
- overview 37 – 39
- recognition 41
- targeting 42
- summary of guidelines 444

Insert command 88

INSERT key 63

Insert Object command

- creating OLE embedded or linked objects 285 – 289
- descriptive text for 288
- dialog box for, illustrated 286, 287

Inserting OLE embedded or linked objects 285 – 289

Inserting text 62

Insertion point

- indicating the input focus 62, 382
- moving with the keyboard 44
- role in keyboard selection 56

Inside-out activation of objects 297

Installation

- copying files 257 – 260
- designing an installation program 260 – 262
- installing applications on a network 262
- installing fonts 262
- installing information services 425
- providing access to applications 260
- supporting AutoPlay 264 – 266
- uninstalling an application 263 – 264

Integrating with the system

See also Object linking and embedding (OLE); Registry

- application desktop toolbars 271 – 272
- Control Panel integration 273 – 274
- file naming conventions 266 – 268
- full-screen display 272
- installation
 - copying files 257 – 260
 - designing an installation program 260 – 262
 - installing applications on a network 262
 - installing fonts 262
 - providing access to applications 260
 - supporting AutoPlay 264 – 266
 - uninstalling an application 263 – 264
- modeless interaction 276
- Plug and Play support 275
- Recycle Bin integration 273
- summary of guidelines 447
- system settings, supporting 275
- taskbar integration 268 – 270

Interactivity of software, maximizing 4

Intermediate users, designing for 15

Internationalization

- avoiding references to unsupported features 420
- character sets 419
- color, considerations in visual design 368
- documenting terms and product changes 416
- formats for categories of information 419 – 420
- graphics 417 – 418
- keyboards 418

Internationalization (*continued*)

- layout of interface elements 420
- overview 415
- summary of guidelines 450
- text translation 416 – 417
- word lists for localization 455 – 510

Italic fonts, avoiding 370

J

Jumps

- distinguishing with a hand pointer or button 90
- using in reference Help 353

K

Keyboard accessibility aids 407

Keyboard characters, international considerations 418

Keyboard filters 407

Keyboard interface

- access keys 33 – 34, 441
- accessibility considerations 413
- accessibility keys 440
- common actions 33
- for controls in secondary windows 185 – 186
- for drop-down menus 123 – 124
- for list boxes 150
- for navigation 44 – 45, 437
- for OLE active object menus 308 – 309
- for pop-up menus 129, 130
- for pop-up windows 215
- for scrolling 45, 115
- for selection 56 – 57
- for sliders 167
- for switching between windows 225
- for tabs 165
- for text fields 157
- for toolbars and status bars 173
- for well controls 169
- input focus 44, 56
- mode keys 34 – 35
- shortcut keys 35 – 36, 438
- summary 437 – 441

Index

Keyboard interface (*continued*)

- text keys 33
- uses of keyboard input 32
- Windows keys 439

Keyboard layouts, international considerations 418

Keys, registry *See* Registry

Keywords for the Help Index, writing 357

L

Labels

- accessibility considerations 408 – 409
- aligning 389
- capitalization (general guidelines) 387
- default font for control labels 384
- for check boxes 147
- for command buttons 142
- for controls (general guidelines) 141
- for group boxes 164
- for list boxes 149
- for menu items 138 – 139
- for OLE embedded objects 292
- for OLE linked objects 292
- for option buttons 146
- for sliders 167
- for tabs 165
- for text fields 157
- for wells 169
- using static text fields as labels 162

Language disabilities, interface recommendations for 405

Languages *See* Internationalization

Lasso-tap gesture 55

Layered order of windows *See* Z order

Layout

- aligning interface elements 389
- fonts 384 – 387
- grouping and spacing 388 – 389
- illustrations
 - default font usage in windows 385
 - layout of buttons 390
 - recommended layout of controls and text 388
- impact of 384
- international considerations 420

Layout (*continued*)

- keyboards, international 418
- positioning interface elements 389
- size of interface components 384 – 387

Lens *See* Writing tool for pen interface

Light source 371

Link Here command 80

Linking objects, described 73, 89

Links

- See also* Object linking and embedding (OLE)
- absolute and relative paths to 90
- activating 90
- applying operations to linked objects 89 – 90
- breaking 324
- changing the source of 324 – 326
- creating 279 – 289
- described 89
- properties of 320
- updating 318, 324
- ways of presenting in the interface 89

Links command 324, 326

Links dialog box 324

List boxes

- border style 375
- described 149 – 151
- drop-down 152 – 153
- ellipsis in text entries 150
- extended selection 153 – 154
- illustrations 151, 153, 154, 156
- keyboard selection and scrolling 150
- labeling by using static text fields 149
- layout of 388
- list view controls 155
- multiple selection 153 – 154
- scrolling entries in 150 – 151
- single selection 151 – 152
- supporting transfer operations 151
- tree view controls 156 – 157
- unavailable appearance 149

List view controls 155

Locale, defined 419

Localization

- See also* Internationalization
- defined 415
- summary of guidelines 450
- word lists 455 – 510

Long filenames

- displayed in the Open dialog box 196
- file naming conventions 266 – 268
- naming shared application files 259

M

MAPI (Messaging API) 424

Marquee *See* Region selection

Maximize button 102, 107

Maximize command 107, 129

Maximizing windows 107, 224

MDI *See* Multiple document interface

Menu bars

- described 121
- keyboard access to 123

Menu buttons 144 – 145

Menu items

- alternating to indicate two states 138
- bold text for default commands 386
- capitalization of 139, 387
- check mark next to 137
- default 138
- default font for 384
- defining access keys for 138
- defining shortcut keys for 35
- disabling 136
- displaying shortcut keys in 139
- ellipsis in 136
- formats for 135
- illustrations 135, 136
- labeling 138 – 139
- registering commands 251 – 252
- separators between 135
- unavailable appearance 135
- using for state settings 137

Menu titles

- capitalization of 387
- default font for 384

Menu titles (*continued*)

- defining access keys for 134 – 135
- defining text for 134
- disabling 136
- illustration of access keys in 135

Menus

See also specific type of menu

- active object 307
- border style 373
- cascading 133 – 134
- drop-down 121 – 126
- Edit menu 124 – 125
- File menu 124
- Help menu 125 – 126
- illustrations
 - access keys in a menu bar 135
 - formats for menu items 135
 - inappropriate menu item separator 136
 - menu bar 122
 - pen access to pop-up menus 128
 - pop-up menu 126
- pop-up 126 – 133
- primary container 306
- separators in 135
- unavailable 136
- View menu 125
- Window menu 125
- workspace 306

Message boxes

- avoiding the question mark symbol in 211
- command buttons in 212 – 213
- defining text for 213 – 214
- defining title bar text for 209
- for opening files 197
- for property sheets 191
- Help button in 346
- illustrations
 - information, warning, and critical message boxes 210
 - message box choices 213
 - progress message box 212
- importance of 209
- progress indicators in 168

Index

- Message boxes (*continued*)
 - symbols in 210
 - types of 209 – 212
- Message notification by the taskbar 270
- Messages
 - See also* Message boxes
 - critical 210
 - for OLE objects
 - changing additional links with same source 326
 - invalid source 325
 - link source files unavailable 334
 - link source type changed 335
 - link updating 336
 - object's application busy 333
 - object's application cannot run standalone 332
 - object's application unavailable 333
 - status line messages 336 – 337
 - guidelines for writing 213 – 214
 - in status bars 344 – 346
 - informational 210
 - warning 210
- Messaging API (MAPI) 424
- Metaphors
 - See also* Visual design
 - applying object-based concepts 20
 - consistency with 5
 - international considerations 417
 - objects as metaphor 18 – 20
 - overview of design principles 4
 - using in the design of icons 393
- Microsoft Exchange, interacting with 424 – 425
- Microsoft OLE *See* Object linking and embedding
- Minimize button 102, 108
- Minimize command 108, 129
- Minimizing MDI windows 223 – 224
- Minimizing windows 26, 108
- Mixed-value appearance for controls 379 – 380
- Mnemonics *See* Access keys
- Modal secondary windows 183
- Mode keys 34 – 35
- Modeless secondary windows 183, 276
- Modes, avoiding 4
- Modifier keys
 - adjusting mouse selections 49 – 53
 - avoiding multiple modifier assignments 35
 - defined 35
 - guidelines for modifying mouse actions with 431 – 434, 435 – 436
 - using for contiguous selections 56
 - using for disjoint selections 57
 - using for region selection 54
- Monochrome icons 392
- Mouse accessibility 413
- Mouse actions
 - button 1 vs. button 2 31
 - clicking 31
 - common, unmodified mouse actions 429 – 430
 - double-clicking 31
 - dragging 31
 - modifying with the CTRL key 435 – 436
 - modifying with the SHIFT key 431 – 434
 - pointing 31
 - pressing 31
- Mouse buttons 31
- Mouse interface summary 429 – 436
- Mouse navigation 44
- Mouse pointers
 - See also* Pointers
 - common forms 30
- Mouse selection
 - active end 48
 - anchor point 48
 - basic selection 48
 - region selection 54
 - selection adjustment 49 – 54
 - shortcut for 57
- Move command 106, 129
- Move Here command 80
- Movement disabilities, interface recommendations for 405
- Moving MDI windows 223 – 224
- Moving objects
 - See also* Transfer operations
 - command method 74 – 77
 - described 73
 - direct manipulation method 77 – 81
- Moving the taskbar 24

Moving windows 106
 Multi-line text boxes 159
 Multiple document interface (MDI)
 advantage of using 220
 alternatives to 225–232
 displaying secondary windows 221
 illustrations 221, 223, 224
 limitations of 225
 maximizing windows 108
 minimizing windows 108
 moving and sizing windows 223–224
 opening and closing windows 222
 pop-up menu for application icon 133
 selecting a window model 233–235
 switching between child windows 225
 title bar icons 98
 title bar text 99
 Window menu 125
 workspace menu 306
 Multiple selection list boxes 153–154
 Multiple selections 58
 Multiple-clicking 32

N

Naming files
 displaying title text for unsaved files 100
 filename conventions 266–268
 Save As dialog box 198–201
 shared application files 259
 Naming installation programs 262
 Navigation
 See also Scrolling
 accessibility considerations 411, 413
 in secondary windows 185–186
 keyboard techniques 44–45, 437
 mouse and pen techniques 44
 switching between windows 225
 Nested controls 383
 Network computing
 designing client-server applications 421
 designing for network access 421

Network computing (*continued*)
 designing shared data files 422
 summary of guidelines 450
 Network file access, using UNC names 267
 Network installation of applications 262
 New command
 creating objects 88
 for template objects 89
 in pop-up menu for MDI application icon 133
 registering file types for 249
 “No drop” pointer 30, 86
 Nondefault drag and drop handlers 254
 Nondefault drag and drop
 See also Transfer operations
 overview of 79–81
 Nonscrolling regions in reference Help 353
 Notational conventions xx
 Notification
 See also Message boxes
 of pending message for inactive application 270
 NUM LOCK key 34

O

Object characteristics 18
 Object linking and embedding (OLE)
 access to commands for selected objects 295–296
 access to properties of objects
 Links command 324–326
 Properties command 321–324
 activating objects 297–299
 appearance of open objects 314–316, 399
 compound documents 277–279
 considerations for window management 225
 converting object type 326–328
 creating objects
 container offering different OLE link options 284
 using direct manipulation 77–81, 283–284
 using scraps 285
 using the command method 74–77
 using the Create Shortcut command 283
 using the Insert Object command 285–289
 using the Paste command 279–280
 using the Paste Link command 283

Index

- Object linking and embedding (OLE) (*continued*)
 - creating objects (*continued*)
 - using the Paste Shortcut command 283
 - using the Paste Special command 280 – 282
 - using toolbar buttons 289
 - displaying messages
 - linked object messages 334 – 336
 - object application messages 332 – 334
 - status line messages 336 – 337
 - displaying objects
 - as icons 292, 294
 - appearance of selected open embedded object 315
 - identifying objects by using borders 290 – 291
 - editing embedded objects
 - Convert dialog box 326
 - effect of scrolling increment on visual editing 313
 - frame adornment integration 310 – 313
 - handles for an active embedded object 329
 - hatched border for active object 304 – 305
 - keyboard interface integration 308 – 309
 - menu integration 305 – 308
 - opening embedded objects 313 – 316
 - overview 300 – 304
 - palette window integration 310 – 313
 - toolbar integration 310 – 313
 - viewing and changing properties 321 – 324
 - visual editing menu layout 306
 - editing linked objects
 - automatic and manual updating 318
 - Change Icon dialog box 323
 - editing a link source 317
 - Links dialog box 324
 - operations available for links 319
 - out-of-date links 320
 - overview 316 – 318
 - viewing and changing properties 320
 - handles for objects 329
 - linked objects
 - Link page in property sheet 323
 - linked object as an individual selection 294
 - linked object as part of multiple selection 293
 - Links dialog box 324
 - Paste link option in Paste Special dialog box 282
 - menus
 - active object menus 307
 - drop-down menus for selected object 295
 - pop-up menu for active object 308
 - pop-up menu for selected OLE object 296
 - primary container menu 306
 - workspace menu 306
 - messages for objects 325, 326, 332 – 336
 - model of interaction 277 – 279
 - property sheets for OLE objects 322
 - registering 253
 - selecting objects 293 – 296
 - undo operations 330 – 332
- Object properties 18, 65
 - Object type
 - See also* File types
 - converting 326 – 328
 - defined 19
 - Object-oriented design 17 – 21, 524
 - Observing users
 - See also* Usability testing
 - during initial product design 9
 - OK command
 - accessing in secondary windows 186
 - avoiding access key assignments for 34
 - committing pending transactions 65
 - in dialog boxes 194
 - in message boxes 212
 - in property sheets 190
 - OLE packages 287
 - On-screen keyboards
 - accessibility aids 407
 - for the pen writing tool 70
 - Online documentation *See* Help; Reference Help
 - Open appearance of objects, designing 399
 - Open command
 - editing OLE embedded objects 313
 - editing OLE linked objects 316
 - in icon pop-up menus 131, 132
 - in the File menu 124
 - in the Open dialog box 196
 - in the primary container menu 306

- Open dialog box 195 – 198
 - Open With command 296
 - Opening
 - files 195 – 198
 - MDI windows 222
 - OLE embedded objects 313 – 316
 - shortcut icons 196
 - windows 60, 104
 - Operating environment, integrating with
See Integrating with the system
 - Operations, defined 18
 - Option buttons
 - capitalization of labels for 388
 - described 145 – 147
 - flat appearance 383
 - illustrations 145, 146, 377 – 383
 - labeling 146
 - layout of 388
 - mixed-value appearance 146
 - option-set appearance 378
 - pressed appearance 377
 - unavailable appearance 381
 - Option-set appearance for controls 378 – 379
 - Order of windows *See* Z order
 - Organizations involved in user interface design 525
 - Outside-in activation of objects 297
 - Overtyping mode 62
- P**
- Packages 287
 - Packaging of products, designing for accessibility 414
 - PAGE DOWN key 45, 115
 - Page Setup dialog box 203 – 205
 - PAGE UP key 45, 115
 - Palette windows
 - Always on Top property 208
 - defining 207 – 208
 - distinguished by size of title bar 207
 - illustrations 207, 208
 - integrating for active OLE objects 310 – 313
 - pop-up menu for 208
 - title text font and size 208
 - Panes 116 – 119
 - Parent windows
 - See also* Multiple document interface (MDI)
 - defined 220
 - Passwords object, adding services to 273 – 274
 - Paste command
 - embedding objects 279 – 280
 - feedback for 83
 - in icon pop-up menus 131
 - overview of transfer operations 74 – 77
 - Paste Link command 75, 283
 - Paste Shortcut command 75, 283
 - Paste Special command
 - descriptive text for 282
 - dialog box, illustrated 281
 - overview of transfer operations 75 – 77
 - transferring OLE embedded or linked objects 280 – 282
 - Path names
 - abbreviating by using an ellipsis in 268
 - avoiding in title bar text 100
 - Paths for applications, registering 241
 - Paths to link source, storing 90
 - Pause command 65
 - Pen-enabled controls
 - access to pop-up menus 69, 128
 - boxed edit controls 169 – 170
 - editing in 66 – 71
 - gestures for editing 71 – 72
 - illustrations
 - action handle with alternative characters 69
 - action handle with pop-up menu 70
 - boxed edit control 170
 - eraser toolbar button 171
 - gestures 72
 - ink edit control 171
 - pen writing tool button 67
 - selecting text with the selection handle 68
 - selection handle in a text box 67
 - Wordlist displayed for a selected word 69
 - writing tool button 67
 - writing tool on-screen keyboard 70
 - writing tool windows 68
 - ink edit controls 170 – 171

Index

Pen input

- barrel-dragging 38, 77
- barrel-tapping 38
- direct manipulation of objects 77
- double-tapping 38
- dragging 38
- editing in pen-enabled controls 66 – 71
- gestures 40 – 41, 71 – 72
- illustrations
 - common pen pointers 39
 - gestures 72
 - targeting handwritten input 42
- inking 37, 41
- pressing 38
- recognition 41
- support for proximity 39
- tapping 38
- targeting 42

Pen navigation 44

Pen pointers 39 – 40

Pen proximity 39

Pen selection 55, 57

Persistence 20

Physical movement disabilities, interface recommendations for 405

Plug and Play, supporting 275

Pointers

- animating 395
- common forms of 30
- context-sensitive Help pointer 340
- described 29
- designing 394 – 395
- displaying during transfer operations 85 – 86, 399
- hot spot 31, 394 – 395
- hourglass 30, 394
- I-beam 30, 399
- illustrations
 - common mouse pointers 30
 - common pen pointers 39
 - hand pointer 91
 - “no drop” pointer 86
 - pointer hot spots 395
 - pointers for transfer operations 85

Pointers (*continued*)

- indicating jumps in Help 353
- pen 39 – 40
- using to provide feedback 394

Pointing devices *See* Mouse input

Pointing, described 31

Pop-up menu handlers 254

Pop-up menus

- access to 130
- avoiding shortcut keys in 129, 140
- described 126 – 127
- for active OLE objects 308
- for controls 128, 141
- for icons 130 – 133
- for palette windows 208
- for primary windows 129 – 130
- for secondary windows 129, 180
- for selected OLE objects 295
- illustrations 126, 128
- interaction with 128 – 129
- keyboard access to 129, 130
- menu buttons for 144 – 145
- order of commands in 127
- pen access to 69, 128

Pop-up windows

- contextual Help 341
- described 215
- illustrations 215, 341, 343
- tooltips 343

Porting Windows 3.1 – based applications 21

Power users, designing for 15

Pressed appearance for controls 377 – 378

Pressing

- See also* Mouse interface summary
- keyboard keys 33
- mouse buttons 31
- pen barrel button 38
- pen tip 38

Primary container menu 306

Primary windows

- See also* Windows
- defined 95
- illustration of common components 96

Principles of design *See* Design principles

Print command

described 86

in icon pop-up menus 132

in the File menu 124

in the primary container menu 306

registering 253

Print dialog box 202

Print Here command 253

Print Setup dialog box 203

Print To command 253

Printing, enabling 253

Procedural Help *See* Task-oriented Help

Product integration *See* Integrating with the system

Programs menu, placing application shortcuts in 260

Progress indicators 167 – 168

Progressive disclosure 8

Projects 231 – 232

Properties

See also Properties command; Property sheets

displaying for grouped items 193

displaying for heterogeneous selections 193

displaying for multiple selections 192

object characteristics, described 18

providing access to 65 – 66

Properties command

described 65

for OLE linked or embedded objects 295, 296, 321 – 324

in icon pop-up menus 131, 132

in palette windows 208

providing feedback for implicit selections 46

Property inspectors 187, 191 – 192

Property pages 188 – 189

Property sheet handlers 254

Property sheets

See also Property inspectors

adding pages to 254

closing 191

controls for 166

defined 187

for grouped items 193

for heterogeneous selections 193

for multiple selection of objects 192

for OLE linked or embedded objects 321 – 323

Properties sheets (*continued*)

Help button in 346

illustrations

drop-down list for tabbed pages 189

Link page in property sheet of OLE linked object 323

OLE embedded and linked object property sheets 322

prompt for pending property changes 191

tabbed pages 188

including samples on property pages 191

navigation in 188 – 189

positioning command buttons in 190

size of 386

transaction commands in 190

Prototyping 10

Push buttons *See* Command buttons

Q

Question mark button for What's This? command 340

Question mark symbol, avoiding in message boxes 211

Quick View command 132, 256

R

Radio buttons *See* Option buttons

Range selection *See* Contiguous selection

Read-only text boxes 158

Recognition of pen strokes and gestures 41

Record-processing applications, designing 422

Recycle Bin, supporting 273

Redo command 65

Reference Help

adding jumps to 353

adding menus and toolbar buttons to 352

defined 350

guidelines for writing 352 – 353

including nonscrolling regions in 353

providing access to 351

window for 351 – 352

Region selection 54

Registry

adding property pages 254

enabling printing 253

hierarchical structure, described 238

Index

Registry (*continued*)

- icons for unregistered file types, illustrated 242
- indicating inside-out activation of objects 298
- key names, conventions for 238
- purpose of 237
- registering application path information 241
- registering application state information 238 – 240
- registering commands 251 – 252
- registering filename extensions
 - application identifier key 247 – 248
 - filename extension key 242 – 246
 - overview 242
 - table of common extensions 243
- registering icons 250
- registering OLE 253
- registering services for the Passwords object 274
- registering shared files 258
- registering shell extensions 254 – 256
- registering sound events 257
- registering the location of System directory 258
- registering uninstall programs 263
- supporting creation 249 – 250
- supporting the Quick View command 256
- values, size limit for 238
- vs. Win.ini file 259

Related Topics button in Help 349

Relationships between objects 18

Relative path to link source 90

Removing installed applications 263 – 264

Rename command 131, 132

Repeat command 65, 125

Replace command 125

Replace dialog box 202

Resizing windows

- maximizing 107
- MIDI windows 223 – 224
- minimizing 108
- pointers used for 30
- restoring to previous size 108
- using a size grip 109
- using sizing borders 107

Resolution, VGA 234

Restore button 102, 108

Restore command 108, 129

Restoring windows 108

Resume command 65

Rich-text boxes 159

Right-click menus *See* Pop-up menus

Right-clicking *See* Clicking

S

Save All command 133

Save As command 64

Save As dialog box 198 – 201

Save command

- described 64
- displaying the Save As dialog box 198
- in the File menu 124
- in the primary container menu 306

Save Copy As command 315

Saved Search icon, illustrated 27

Scalability of screen elements 412

Scope of selection 47

Scraps 285

Screen enlargement utilities 406

Screen resolution, VGA 234

Screen review utilities

- compatibility with 408 – 410
- described 406

Scroll arrows 110 – 111

Scroll bars

- avoiding as an interface for setting values 166
- components of 109 – 114
- illustrations 110, 112
- placing controls adjacent to 116
- purpose of scroll bar controls 166

Scroll boxes 111 – 113

SCROLL LOCK key 45, 115

Scrolling

- automatic scrolling 82 – 83, 114 – 115
- illustrations 83, 112, 114
- in a single row of tabs 165
- in container applications 313
- in list boxes 150 – 151
- keyboard scrolling 45, 115
- nonscrolling regions in Help topics 353
- providing scroll bars in windows 109 – 110

Scrolling (*continued*)

- using scroll arrows 110 – 111
- using the scroll bar shaft 113 – 114
- using the scroll box 111 – 113
- when transferring objects by dragging 82 – 83

Secondary windows

- See also* Dialog boxes; Message boxes; Windows
- activating 103
- appearance and behavior of 179 – 180
- button for What's This? command in title bar 180
- cascading 182
- closing 106
- default button in 184
- described 179
- displayed by MDI parent or child window 221
- Help button in 346
- highlighting selections in 396
- illustration of typical secondary window 180
- interaction with other windows 180 – 182
- layout of 388 – 390
- modal 183
- modeless 183, 276
- navigation in 185 – 186
- opening 104
- palette windows 207 – 208
- pop-up menu for 129, 180
- pop-up windows 215
- positioning 183
- property inspectors 187, 191 – 192
- property sheets 187 – 193
- size of 386
- summary of guidelines 445
- taskbar window buttons for, avoiding 268
- unfolding 182
- validation of input 187

Seizure disorders, interface recommendations for 405

Select key (SPACEBAR)

- opening and closing pop-up windows 215
- using for disjoint selections 57
- using for explicit selections 56

Selecting objects 293 – 296, 315

Selection

- See also* Mouse interface summary
- active end 48, 56
- active selection 395 – 396
- anchor point 48, 56
- appearance 395 – 398
- contiguous 46, 56
- described 45 – 46
- differentiating transfer and selection when dragging 81
- disjoint 46, 57
- explicit vs. implicit 45
- feedback for 46
- hierarchical 47
- highlighting 396
- homogeneous vs. heterogeneous 46
- illustrations
 - adjusting selections 49 – 53
 - examples of selection appearance 396
 - hierarchical selection 47
 - pen selection 55
 - selected graphic object with handles 397
 - selected OLE objects 293 – 294
- multiple 58
- pointer for selecting text 30
- region selection 54
- scope of 47
- shortcuts 57
- subselection 49
- using handles 63, 329, 397
- with the keyboard 56 – 57
- with the mouse 48 – 54
- with the pen 55

Selection handles

- See also* Handles
- for OLE embedded or linked objects 329
- for the pen interface 67, 68, 170

Selection range *See* Contiguous selection

Send To command

- described 86
- in icon pop-up menus 131, 132
- in the File menu 124

Separators 135

Index

- Serif fonts, avoiding 370
- Setting up applications *See* Installation
- Setup options, designing 260
- Shadow effect used in the interface 371
- Shared files
 - designing shared data files 422
 - installing 258 – 259
 - registering 258
- Shell extensions
 - handlers for 254
 - registering 254 – 256
- Shell, integrating with
 - using desktop toolbars 271
 - using the registry 254 – 256
- SHIFT key
 - See also* Keyboard interface
 - displaying SHIFT key combinations in menus 139
 - guidelines for modifying mouse actions with 431 – 434
 - international considerations 418
 - using for contiguous selections 56
 - using for disjoint selections 57
 - using for region selection 54
 - using in modifier key combinations 35
 - using in shortcut key combinations 35
 - using to adjust mouse selections 50 – 53
- SHIFT+ALT+TAB key combination 35, 103, 109
- SHIFT+arrow key combination 56
- SHIFT+click 432
- SHIFT+double-click 434
- SHIFT+drag 50 – 53, 433
- SHIFT+F1 key combination 61
- SHIFT+F10 key combination 129, 300
- SHIFT+F8 key combination 57
- SHIFT+press 431
- SHIFT+TAB key combination 185
- Short type names
 - registering 248
 - using with the Paste command 280
 - using with the Paste Special command 281
- Shortcut buttons in task Help topics 349 – 350
- Shortcut icons
 - defined 27
 - labeling icons for OLE linked objects 292
 - opening 196
- Shortcut icons (*continued*)
 - placing in the Programs menu 260
 - using UNC paths for 262
- Shortcut key input controls 163
- Shortcut keys
 - assigning 35 – 36
 - avoiding in pop-up menus 129
 - defined 35
 - displaying in menus 139
 - for active objects 309
 - for common viewing commands 61
 - for primary containers 309
 - for transfer operations 87
 - international considerations 418
 - providing an interface for customizing 36, 163
 - table of accessibility keys 440
 - table of common shortcut keys 438 – 439
 - table of Windows keys 439
- Shortcut menus *See* Pop-up menus
- Shortcuts
 - See also* Drag and drop; Shortcut icons; Shortcut keys
 - default operations for 59
 - for selection 57
 - for tasks in Help topics 349
 - for transfer operations 87
 - for viewing objects 61
 - keyboard 35 – 36, 438 – 440
 - mouse 57, 59
 - pen 57
- Show Objects command 290
- ShowSounds option 402
- Simplicity 8
- Single document interface 219 – 220
- Single selection list boxes 151 – 152
- Size command 107, 129
- Size grip 109
- Size of handles 397
- Size of icons 392
- Size of interface components 384 – 387
- Sizing windows
 - maximizing 107
 - MDI windows 223 – 224
 - minimizing 108

- Sizing windows (*continued*)
 - pointers used for 30
 - restoring to previous size 108
 - using a size grip 109
 - using sizing borders 107
- Sliders 167
- Software integration *See* Integrating with the system
- Sound
 - accessibility considerations 401
 - providing the option to customize 402
 - registering sound events 257
 - ShowSounds option 402
 - SoundSentry option 402
 - summary of guidelines 449
 - supplementing with other forms of information 401
 - uses of 401
- SoundSentry option 402
- SPACEBAR key
 - opening and closing pop-up windows 215
 - using as a text entry key 33
 - using as the Select key 56
 - using for disjoint selections 57
 - using with the ALT key 36, 130
 - using with the CTRL key 56
- Spacing of interface components 388–389
- Special design considerations
 - accessibility
 - accessibility aids 406–407
 - color 412
 - compatibility with screen review utilities 408–410
 - documentation, packaging, and support 414
 - keyboard and mouse interface 413
 - navigational interfaces 411
 - overview 403
 - scalability of screen elements 412
 - time-based interfaces 411
 - types of disabilities 404–405
 - usability testing 414
 - user's point of focus 411
 - information services 424–425
 - internationalization
 - avoiding references to unsupported features 420
 - character sets 419
 - documenting terms and product changes 416
 - Special design considerations (*continued*)
 - internationalization (*continued*)
 - formats for categories of information 419–420
 - graphics 417–418
 - keyboards 418
 - layout of interface elements 420
 - overview 415
 - text translation 416–417
 - Microsoft Exchange 424–425
 - network computing 421–422
 - records processing 422
 - sound 401–402
 - telephony 423
 - Speech disabilities, interface recommendations for 405
 - Spin boxes 161–162
 - Split bars 118
 - Split boxes 117
 - Split command 118
 - Splitting windows 116–119
 - Start button 25
 - Start menu, placing application shortcuts in 260
 - State information for applications, registering 238–240
 - Static text fields
 - described 162
 - illustrations 162, 388
 - layout of 388, 408
 - using for compatibility with screen review utilities 408
 - using to label list boxes 149
 - using to label text fields 157
- Status area of the taskbar, described 26
- Status bars
 - avoiding in secondary windows 180
 - controls included with the system 175
 - described 172
 - illustrated 173
 - interaction with 173
 - providing messages in 344–346
 - providing tooltips for 173, 343
 - supporting user options 174–175
 - using progress indicators in 168
- Status field border style 376
- Status message boxes 212

Index

Status notification

- adding to the taskbar 269 – 270
- for minimized windows 108

Stop command 65

Submenus *See* Cascading menus

Support services, accessibility considerations 414

Supporting operations for objects 58 – 61

Switching between MDI child windows 225

Switching between windows 103, 181

Switching mouse buttons 31

Symbols, using in graphics that will be localized 417

System folder icons, illustrated 27

System menu *See* Window pop-up menu

System settings, supporting 275

System, integrating with *See* Integrating with the system

T

TAB key

- basic function of 45
- navigating in secondary windows 185
- using as a text entry key 33
- using with the ALT key 35, 36, 103, 109
- using with the CTRL key 165, 225
- using with the SHIFT key 185

Tabs

- capitalization of labels for 387
- ellipsis in tab label 386
- illustrations 165, 188
- labeling 165
- scrolling 165
- single vs. multiple rows of 165
- size of 386
- switching between 165
- tab controls 165
- tabbed property pages 188 – 189

TAPI (Telephony API) 423

Tapping 38

Targeting

- See also* Pen input
- guidelines for 42

Task-oriented Help

- See also* Help Topics browser
- guidelines for writing 348 – 349

Task-oriented Help (*continued*)

- illustrations 347, 350
- providing access to 348
- shortcut buttons in 349 – 350
- task topic windows 347 – 348

Taskbar

- as a drag and drop destination 268
- avoiding buttons for certain types of windows 268
- described 24
- hiding to provide more screen space 272
- illustrations
 - button indicating a pending message 270
 - status indicator in the taskbar 269
 - taskbar in a different location 25
 - tooltip showing full title for window button 26
 - window buttons on the taskbar 24
- message notification 270
- moving 24
- obscuring with full-screen display of windows 272
- removing buttons when windows are closed 106
- representing minimized windows 108
- representing open primary windows 104
- Start button, described 25
- status area 26
- status notification 269 – 270
- window buttons 26, 268

Telephony API (TAPI) 423

Telephony design considerations 423

Template icons 88

Templates for object creation 88

Testing product design *See* Usability testing

Text boxes

- auto-exit 158
- border style 375
- capitalization of labels for 388
- combo boxes 159
- drop-down combo boxes 160 – 161
- illustrations 158 – 161
- read-only 158
- rich-text boxes 159
- shortcut key input controls 163
- spin boxes 161 – 162
- standard text box 158

Text editing *See* Editing

- Text fields
 - See also* Text boxes
 - border style 375
 - capitalization of labels for 157, 388
 - described 157
 - labeling by using static text fields 157
 - static text fields 162
- Text keys 33
- Text labels *See* Labels
- Text selection *See* Selection
- Three-dimensional effects in visual design 371
- Tile command 225
- Title bar icons
 - accessing the pop-up menu for 98
 - defining the pop-up menu for 132
 - for documents or data files 97
 - for MDI application and document windows 98
 - for tool or utility applications 97
 - illustrations 97–98
- Title bars
 - See also* Title bar icons; Title text
 - accessing the window pop-up menu 130
 - avoiding drawing in or adding controls to 101
 - buttons in 101–102
 - described 96
 - dragging to move a window 106
 - illustrations 97–98
- Title text
 - abbreviating 101
 - avoiding path names and extensions in 100
 - capitalization of 387
 - default font for 384
 - defining 98–101
 - distinguishing multiple views of a file 100
 - for Help windows 348, 353
 - illustrations 99, 100
 - order of filename and application name 98
- Toggle keys 34
- Toolbars
 - See also* Palette windows
 - button appearance 380, 381, 382
 - button images for common functions 176–178
 - button size 386
 - controls included with the system 175
- Toolbars (*continued*)
 - described 172
 - desktop toolbars 271–272
 - docking 174
 - for reference Help 351
 - hiding or closing to provide more screen space 272
 - illustrations 172
 - integrating for active OLE objects 310–313
 - interaction with 173
 - obscuring with full-screen display of windows 272
 - providing tooltips for 173, 343
 - spacing of controls in 389
 - supporting user options 174–175
 - using to insert objects 289
- Tooltips
 - controls for 168
 - defined 343
 - displaying and removing 343
 - for toolbars and status bars 173
 - for window buttons on the taskbar 26
 - illustrations 168, 343
 - pop-up windows for 215
- Topic titles in Help, defining 348, 353
- Trackbar controls *See* Sliders
- Tradeoffs in design 16
- Transaction-based applications, designing 422
- Transactions 64–65
- Transfer operations
 - See also* Transferring OLE linked or embedded objects
 - canceling a drag and drop transfer 81
 - command method 74–77, 279–283
 - default drag and drop 78
 - designing transfer appearance 398–399
 - differentiating transfer and selection when dragging 81
 - direct manipulation method 77–83, 283–284
 - feedback 83–86
 - illustrations
 - automatic scrolling based on velocity of dragging 83
 - feedback for transfer operations 85
 - “no drop” pointer 86
 - nondefault drag and drop operation 79
 - pointers for transfer operations 85
 - translucent and outline appearance 398

Index

Transfer operations (*continued*)

- nondefault drag and drop 79–81
- nondefault transfer completion commands 80
- overview 72–73
- scrolling when transferring by dragging 82–83
- shortcut keys for 87
- specialized transfer commands 86
- supporting for list boxes 151

Transferring OLE linked or embedded objects

- command method 74–77, 279–283
- direct manipulation method 77–83, 283–284
- paths to link source, storing 90
- using scraps 285
- using the Create Shortcut command 283
- using the Paste command 279–280
- using the Paste Link command 283
- using the Paste Shortcut command 283
- using the Paste Special command 280–282

Translation of text

- considerations for 416–417
- word lists for localization 455–510

Tree view controls 156–157

Truncating filenames 267

Type names *See* File types

Type, object

- See also* File types
- converting 326–328
- defined 19

Typing input with the keyboard 33

Typographic conventions xx

U

Unavailable appearance

- list boxes 149
- menu items 135, 136
- menu titles 136
- using for controls 381–382

UNC paths, supporting 262, 267, 421

Understanding users 15

Undo command 65, 125

Undo operations for OLE embedded objects 330–332

Unfold buttons 142, 182

Unfolding secondary windows 182

Uninstalling an application 263–264

Universal naming convention (UNC) 262, 267, 421

Up-down controls *See* Spin boxes

Update command 315

Updating links 318, 324

Usability testing

- accessibility considerations 414–415
- as part of the design process 12
- bibliography 524
- purpose of 11
- testing techniques 13–14

User assistance

- See also* Accessibility; Help
- context-sensitive Help 339–343
- Help command button 346
- Help Topics browser 354–358
- reference Help 350–353
- status bar messages 344–345
- summary of guidelines 448
- task-oriented Help 347–350
- tooltips 343–344
- wizards 358–363

Users

- characteristics of 15
- user-centered design principles 3–8
- user in control 3

V

Validation of input 187

Verbs for commands 251–252

VGA resolution 234

View menu 125, 307

Viewing objects

- common operations for 59
- shortcut techniques 61

Views, managing *See* Window management

Visual design

- accessibility considerations 404, 410, 412
- animation 400
- anti-aliasing of graphic images 391
- appearance of controls 377–383
- bibliography 532
- border styles 372–376

Visual design (*continued*)

- color 368 – 370
 - consistency of graphic images 391
 - dimensionality 371
 - fonts 370, 384 – 387
 - handles 397 – 398
 - icons 390 – 393
 - illustrations
 - application and supported document icons 392
 - border styles 372 – 376
 - default font usage in windows 385
 - drag transfer, translucent and outline appearance 398
 - fonts, effective and ineffective 370
 - handles, solid and hollow 397
 - icon sizes 392
 - layout of buttons 390
 - layout of controls and text 388
 - open appearance for an object 399
 - pointer hot spots 395
 - selected graphic object with handles 397
 - selection appearance 396
 - system-supplied icon for file type 393
 - use of perspective and dimension in graphics 393
 - importance of 365
 - international considerations 417, 420
 - layout 384 – 390
 - metaphors 4
 - open appearance 314 – 316, 399
 - pointer design 394 – 395
 - principles of composition and organization 366 – 368
 - secondary windows 386, 388 – 390
 - selection appearance 395 – 398
 - size of interface components 384 – 387
 - states for controls 377 – 383
 - summary of guidelines 448
 - transfer appearance 398 – 399
- Visual disabilities, interface recommendations for 404
- Voice input systems 407
- W**
- Walkthroughs, conducting 14
- Warning messages 210
- Well controls 169, 379

What's This? command

- access to context-sensitive Help 339 – 342
 - guidelines for writing context-sensitive Help 342
 - including in icon pop-up menus 132
- Win.ini file, avoiding use of 259
- Window borders
 - style of 373
 - using to resize windows 107
- Window buttons
 - as drag and drop destinations 268
 - avoiding for certain types of windows 268
 - described 26
 - ellipsis in 26
 - flashing to indicate pending message 270
 - for applications running in the background 268
 - placing on the taskbar 26, 268
- Window frames 96
- Window management
 - illustrations
 - example of project design 232
 - example of workbook design 230
 - example of workspace design 227
 - maximized MDI child window 224
 - MDI parent and child window 221
 - minimized MDI child window 223
 - MDI alternatives 225 – 232
 - multiple document interface (MDI) 220 – 225
 - projects 231 – 232
 - selecting a window model 233 – 235
 - single document interface 219 – 220
 - workbooks 229 – 231
 - workspaces 227 – 229
- Window menu in MDI applications 125, 225, 306
- Window panes 116 – 119
- Window pop-up menu 129 – 130
- Window Z order *See* Z order
- Windows
 - See also* Dialog boxes; Message boxes; Secondary windows
 - activating 103 – 104
 - closing 60 – 61, 105 – 106, 222
 - components of 96 – 102
 - deactivating 103 – 104
 - default font usage in 384

Index

Windows (*continued*)

- full-screen display 272
 - illustrations
 - common window components 96
 - MDI parent and child window title bars 100
 - moving the split bar 118
 - scroll bar 110, 112
 - scrolling with the scroll bar shaft 114
 - split box location 117
 - split window 116
 - title bar icons 97–98
 - title text order 99
 - maximizing 107, 223–224
 - minimizing 108, 223–224
 - moving 106, 223–224
 - opening 60, 104, 222
 - palette windows 207–208, 310–313
 - pop-up menu for 129–130
 - pop-up windows 215
 - primary 95
 - property inspectors 187, 191–192
 - property sheets 187–193
 - restoring 108
 - scrolling 109–116
 - size grip for 109
 - size recommendations 386
 - sizing 106–109, 223
 - splitting 116–119
 - summary of guidelines 445
 - switching between 103, 181, 225
 - use of windows, described 28
- Windows 3.1–based applications, porting 21
- Windows environment
 - See also* Integrating with the system
 - overview of 23–28

Windows keys

- avoiding use with modifier keys 36
 - table of WINDOWS key combinations 439
- Windows NT, supporting specific versions of 453–454
- Windows version 3.1, supporting 451–452
- Wizards 358–363
- Word lists for localization 455–510
- Word wrap 62
- Workbooks 229–231
- Workspace menu 306
- Workspaces 227–229
- Writing tool for pen interface 66–71

Z

Z order

- activating windows 103
- for application desktop toolbars 271
- for palette windows 208
- for secondary windows 181
- opening windows 60, 105
- pasting objects in Z-ordered contexts 76
- selecting objects in Z-ordered contexts 54

THE WINDOWS® INTERFACE GUIDELINES FOR SOFTWARE DESIGN

Here are the Microsoft® guidelines for creating well-designed, visually and functionally consistent user interfaces for applications that run on the Microsoft Windows operating system. **THE WINDOWS INTERFACE GUIDELINES FOR SOFTWARE DESIGN** is an essential handbook for all programmers and designers working with the latest release of Windows, regardless of experience level or development tools used.

This book covers the basic principles of user interface design and design methodologies and specifies how data-centered concepts such as objects and properties can be applied to interface design. It includes detailed information on mouse, keyboard, and pen interaction and on how to use the common interface elements supplied by the system. This book also includes information about special considerations such as network computing, international users, and users with disabilities.

Topics include:

- *General input techniques*—navigation, selection, viewing, editing, and creation, including both command and direct manipulation methods such as drag and drop.
- *Windows*—primary and secondary types and their components, including property sheets, dialog boxes, message boxes, palette windows, and pop-up windows.
- *Menus, controls, and toolbars*—types and their components and when to use them.
- *Microsoft OLE*—how to support design interfaces for OLE embedded and linked objects, visual editing, and other forms of activation.
- *User assistance*—how to use contextual forms of help, including tooltips and wizards.
- *Integration with the system*—designing your software so that its interface functions and operates consistently with Windows.
- *Visual design*—effective use of color, layout, fonts, and graphics.

If you are developing or are considering developing applications for Microsoft Windows,

THE WINDOWS INTERFACE GUIDELINES FOR SOFTWARE DESIGN is a key resource.

U.S.A. \$29.95

U.K. £27.49

Canada \$39.95

[Recommended]

Microsoft® Press

Operating Systems/Windows/Programming

ISBN 1-55615-679-0



9 0000



Petitioner Samsung Ex-1061, 0579

9 781556 156793