

# 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 <sup>1</sup>	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 <sup>2</sup>	None <sup>2</sup>	Selects the object. <sup>1</sup>	Selects the object <sup>1</sup> 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. <sup>3</sup>

**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 <sup>4</sup> upon the button release at the destination.	Selects the object and displays the non-default transfer pop-up menu <sup>4</sup> upon the button release at the destination.
	Selected object	None	None	Carries out the default transfer operation <sup>4</sup> on the selection upon the button release at the destination.	Displays the nondefault transfer pop-up menu <sup>4</sup> 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. <sup>3</sup>	None.

<sup>1</sup>Alternatively, 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.

<sup>2</sup>Alternatively, 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.

<sup>3</sup>The 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).

<sup>4</sup>The 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. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object. <sup>3</sup>
	Selected object	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object. <sup>3</sup>
	White space (background)	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object logically included at the button down point. <sup>2</sup>	Extends the selection state from the anchor point to the object logically included at the button down point. <sup>3</sup>

**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. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object <sup>2</sup> and displays the pop-up menu for the resulting selection. <sup>3</sup>
	Selected object	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object <sup>2</sup> and displays the pop-up menu for the resulting selection. <sup>3</sup>
	White space (background)	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object logically included at the button down point. <sup>2</sup>	Extends the selection state from the anchor point to the object <sup>2</sup> logically included at the button down point and displays the pop-up menu for the resulting selection. <sup>3</sup>

**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. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object <sup>2</sup> and displays the pop-up menu for the resulting selection. <sup>3</sup>
	Selected object	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object. <sup>2</sup>	Extends the selection state from the anchor point to the object <sup>2</sup> and displays the pop-up menu for the resulting selection. <sup>3</sup>
	White space (background)	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object logically included at the button down point. <sup>2</sup>	Extends the selection state from the anchor point to the object logically included at the button down point <sup>2</sup> and displays the pop-up menu for the resulting selection. <sup>3</sup>

**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. <sup>1</sup>	Resets the anchor point to the object.	Extends the selection state from the anchor point to the object <sup>2</sup> and carries out the default command on the resulting selection. <sup>3</sup>	Extends the selection state from the anchor point to the object. <sup>2</sup>
	Selected object	None	None	Extends the selection state from the anchor point to the object <sup>2</sup> and carries out the default command on the resulting selection. <sup>3</sup>	Extends the selection state from the anchor point to the object. <sup>2</sup>
	White space (background)	Clears the active selection. <sup>1</sup>	None	Extends the selection state from the anchor point to the object logically included at the button down point <sup>2</sup> and carries out the default command on the resulting selection. <sup>3</sup>	Extends the selection state from the anchor point to the object logically included at the button down point. <sup>2</sup>

<sup>1</sup> 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.

<sup>2</sup> 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.

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

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

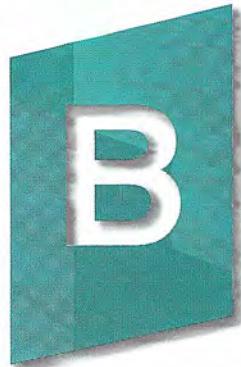
<sup>2</sup> If the user releases the CTRL key before releasing the mouse button, the operation reverts to the default transfer operation (as determined by the destination). If the destination does not support a copy operation, it may reinterpret operation. If the object cannot be dragged, you can optionally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

<sup>3</sup> 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).

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

<sup>5</sup> 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, shortcut 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). <sup>1</sup>	Left one screen (or previous unit, if left is not meaningful).
PAGE DOWN	Down one screen (next screen, same position). <sup>1</sup>	Right one screen (or next unit, if right is not meaningful).
TAB <sup>2</sup>	Next field.	To next tab position (in property sheets, next page).

<sup>1</sup> "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.

<sup>2</sup> 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**

<b>Key</b>	<b>Meaning</b>
CTRL+C <sup>1</sup>	Copy
CTRL+O	Open
CTRL+P	Print
CTRL+S	Save
CTRL+V <sup>1</sup>	Paste
CTRL+X <sup>1</sup>	Cut
CTRL+Z <sup>1</sup>	Undo
F1	Display contextual Help window.
SHIFT+F1	Activate context-sensitive Help mode (What's This?).
SHIFT+F10	Display pop-up menu.
SPACEBAR <sup>2</sup>	Select (same as mouse button 1 click).
ESC	Cancel
ALT	Activate or inactivate menu bar mode.
ALT+TAB <sup>3</sup>	Display next primary window (or application).
ALT+ESC <sup>3</sup>	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 <sup>3</sup>	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)**

<b>Key</b>	<b>Meaning</b>
CTRL+F6	Display next child window (MDI). <sup>1</sup>
CTRL+TAB	Display next tabbed page or child window (MDI).
CTRL+ALT+DEL	Reserved for system use.

<sup>1</sup> 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.

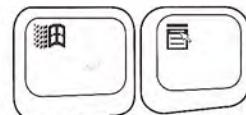
<sup>2</sup> If the context (for example, a text box) uses the SPACEBAR for entering a space character, you can use CTRL+SPACEBAR. If that is also defined by the context, define your own key.

<sup>3</sup> 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**

<b>Key</b>	<b>Meaning</b>
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**

<b>Key</b>	<b>Meaning</b>
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	<u>I</u> nsert <u>O</u> bject	<u>Q</u> uick <u>V</u> iew
<u>A</u> lways on <u>T</u> op	<u>L</u> ink <u>H</u> ere	<u>R</u> edo
<u>A</u> pply	<u>M</u> aximize	<u>R</u> epeat
<u>B</u> ack	<u>M</u> inimize	<u>R</u> estore
<u>B</u> rowse	<u>M</u> ove	<u>R</u> esume
<u>C</u> lose	<u>M</u> ove <u>H</u> ere	<u>R</u> etry
<u>C</u> opy	<u>N</u> ew	<u>R</u> un
<u>C</u> opy <u>H</u> ere	<u>N</u> ext	<u>S</u> ave
<u>C</u> reate <u>S</u> hortcut	<u>N</u> o	<u>S</u> ave <u>A</u> s
<u>C</u> reate <u>S</u> hortcut <u>H</u> ere	<u>O</u> pen	<u>S</u> elect <u>A</u> ll
<u>C</u> ut	<u>O</u> pen <u>W</u> ith	<u>S</u> end <u>T</u> o
<u>D</u> elete	<u>P</u> aste	<u>S</u> how
<u>E</u> dit	<u>P</u> aste <u>L</u> ink	<u>S</u> ize
<u>E</u> xit	<u>P</u> aste <u>S</u> hortcut	<u>S</u> plit
<u>E</u> xplore	<u>P</u> age <u>S</u> etup	<u>S</u> top
<u>E</u> file	<u>P</u> aste <u>S</u> pecial	<u>U</u> ndo
<u>E</u> nd	<u>P</u> ause	<u>V</u> iew
<u>H</u> elp	<u>P</u> lay	<u>W</u> hat's <u>T</u> his?
<u>H</u> elp <u>T</u> opics	<u>P</u> rint	<u>W</u> indow
<u>H</u> ide	<u>P</u> rint <u>H</u> ere	<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:

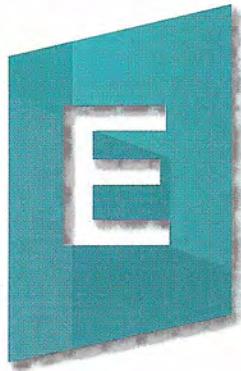
- Window visuals and shell components follow the Windows 3.1 appearance and operation.
- Close buttons and title bar icons are not supported.
- Open and Save As common dialog boxes follow Windows 3.1 appearance and conventions.
- Message box symbols follow Windows 3.1 conventions.
- Pen API interfaces 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	<b>About</b>	54	document	107	link (v.)
2	access key	55	double-click	108	<b>Link Here</b>
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	<b>Maximize</b>
7	active object	60	drop-down list box	113	maximize button
8	active window	61	drop-down menu	114	menu
9	adornment	62	<b>Edit</b>	115	menu bar
10	<b>Always on Top</b>	63	<b>Edit menu</b>	116	menu button
11	anchor point	64	ellipsis	117	menu item
12	<b>Apply</b>	65	embedded object	118	menu title
13	auto-exit	66	<b>Exit</b>	119	message box
14	auto-repeat	67	expand (an outline)	120	<b>Minimize</b>
15	automatic link	68	<b>Explore</b>	121	minimize button
16	automatic scrolling (autoscroll)	69	extended selection	122	mixed-value
17	<b>Back</b>	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	<b>Find</b>	126	modifier key
21	<b>Browse</b>	74	<b>Find Next</b>	127	mouse
22	<b>Cancel</b>	75	<b>Find What</b>	128	<b>Move</b>
23	cascading menu	76	folder	129	<b>Move Here</b>
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	<b>New</b>
29	Clipboard	82	glyph	135	<b>Next</b>
30	<b>Close</b>	83	group box	136	object
31	Close button	84	handle	137	<b>OK</b>
32	collapse (outline)	85	<b>Help</b>	138	OLE
33	column heading (control)	86	Help menu	139	OLE drag and drop
34	combo box	87	<b>Hide</b>	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	<b>Open</b>
38	contextual	91	hot zone	144	<b>Open With</b>
39	control	92	icon	145	option button
40	<b>Copy</b>	93	inactive	146	option-set
41	<b>Copy Here</b>	94	inactive window	147	package
42	<b>Create Shortcut</b>	95	ink	148	<b>Page Setup</b>
43	<b>Create Shortcut Here</b>	96	ink edit	149	palette window
44	<b>Cut</b>	97	input focus	150	pane
45	default	98	<b>Insert</b>	151	parent window
46	default button	99	<b>Insert Object</b>	152	password
47	<b>Delete</b>	100	insertion point	153	<b>Paste</b>
48	desktop	101	italic	154	<b>Paste Link</b>
49	destination	102	label	155	<b>Paste Shortcut</b>
50	dialog box	103	landscape	156	<b>Paste Special</b>
51	disability	104	lasso-tap	157	path
52	disjoint selection	105	lens (control)	158	<b>Pause</b>
53	dock	106	link (n.)	159	pen

## English

160	<b>Play</b>	193	rich-text box	226	StartUp folder
161	Plug and Play	194	<b>Run</b>	227	status bar
162	point	195	<b>Save</b>	228	<b>Stop</b>
163	pointer	196	<b>Save As</b>	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	<b>Select All</b>	236	title text
171	<b>Print</b>	204	selection	237	toggle key
172	printer	205	selection handle	238	toolbar
173	progress indicator (control)	206	<b>Send To</b>	239	tooltip
174	project	207	separator	240	tree view control
175	<b>Properties</b>	208	<b>Settings</b>	241	type (n.)
176	property inspector	209	<b>Setup</b>	242	type (v.)
177	property page	210	shortcut	243	unavailable
178	property sheet	211	shortcut button	244	<b>Undo</b>
179	property sheet control	212	shortcut icon	245	<b>Uninstall</b>
180	<b>Quick View</b>	213	shortcut key	246	<b>View</b>
181	read-only	214	shortcut key control	247	visual editing
182	recognition	215	<b>Show</b>	248	well control
183	Recycle Bin (icon)	216	<b>Shutdown</b>	249	<b>What's This?</b>
184	<b>Redo</b>	217	single selection list box	250	window
185	region selection	218	<b>Size</b>	251	<b>Window</b>
186	registry	219	size grip	252	Windows Explorer
187	<b>Repeat</b>	220	slider	253	wizard
188	<b>Replace</b>	221	spin box	254	workbook
189	<b>Restore</b>	222	<b>Split</b>	255	workgroup
190	Restore button	223	split bar	256	workspace
191	<b>Resume</b>	224	split box	257	<b>Yes</b>
192	<b>Retry</b>	225	Start button		

## Arabic

1	حول	45	المقراضي	90	نقطة فعالة
2	مفتاح التشغيل	46	زر اقتراضي	91	مفتقة فعالة
2	مفتاح الوصول	47	جذف	92	رمز
3	إيكانية التشغيل	48	سطيع المكتب	93	غير نشط
3	إيكانية الوصول	49	الوجهة	94	إطار غير نشط
4	مقتضى الأداء	50	مربيح حوار	95	كتابه غير مقررة
5	نشط	51	إعاقفة	96	ثوابر كتابة غير مقررة
6	نقطة النهاية النشطة	52	تحديد غير متصل	97	مركز النشاط
7	كان نشط	53	رفض	98	إدراج
8	إطار نشط	54	مستند	99	إدراج كان
9	عنصر إلصاني	55	النفر نقرأً مزدوجاً	100	نقطة الإدراج
10	دوماً في المقدمة	55	النفر نقرأً مزدوجاً	101	مايل
11	نقطة الارتساء	56	اضط 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 والإثبات	103	أتجاه عرضي
15	ارتباط تلقائي	59	مربيح تحبير وسرد منسدل	104	تحديد حر
16	تكرير تلقائي	60	مربيح قائمة منسدلة	105	عدسة
17	السابق	61	قائمة منسدلة	106	ارتباط
18	زر غلاف القلم	62	تحبير	107	ربط
19	الضغط بزر غلاف القلم	63	تحبير	108	الربط هنا
20	عنصر تحبير مربيح	64	علامة القطع	109	مربيح قائمة
21	استعراض	65	كان مضمّن	110	العرض كقائمة
22	إلغاء الأمر	66	إنهاء	111	ارتباط يدري
23	قائمة متباينة	67	توسيع	112	الخط الأقصى
24	حالة اختبار	68	استكشاف	113	زر التكبير
25	علامة الاختبار	69	تحديد ميد	114	قائمة
26	إطار فرعى	70	مربيح قائمة تحديد ميد	115	ربط القوائم
27	احتز	71	ملن	116	زر قائمة
28	انقر	72	ملف	117	عنصر قائمة
28	النقر	73	بحث	118	عنوان القائمة
29	الحافظة	74	بحث عن التالي	119	مربيح رسائل
30	إغلاق	75	المبحث عن	120	الخط الأقصى
31	زر الإغلاق	76	مجلد	121	زر التصفير
32	طي	77	خط	122	قيمة مختلفة
33	عنوان المورد	78	حجم الخط	123	منشروع
34	مربيح تحبير وسرد	79	نمط الخط	124	وضع
35	زر الأمر	80	مفتاح وظيفي	125	غير مشروع
36	كان ضام	81	إشارة	126	زر معدّل
37	تعليمات تبع السياق	82	صورة رمزية	127	المارس
38	سيامي	83	مربيح مجموعة	128	تحريك
39	عنصر تحكم	84	مقتضى	128	نقل
40	نسخ	85	تعليمات	129	التحريك هنا
41	النسخ هنا	86	تعليمات	129	النقل إلى هنا
42	إنشاء اختصار	87	إلغاء	130	واجهة تعدد المستندات
43	إنشاء اختصار هنا	88	تحديد هيكل	131	مربيح قائمة تحديدات 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	الاثلي	176	كاشف الخصائص	219	مقبض تغيير الحجم
136	كائن	177	صفحة الخصائص	220	مربع التمرير
137	موافق	178	كتف بالخصوص	221	مربع زيادة ونقصان
138	ربط الكائنات وتضمينها	179	عنصر تحكم الكتف بالخصوص	222	انقسام
139	السحب والإفلات في ربط الكائنات وتضمينها	180	عرض سريع	223	شريط الانقسام
140	كائن مفتوش في نظام ربط الكائنات وتضمينها	181	للتقرية فقط	224	مربع الانقسام
141	كائن مرتبط في نظام ربط الكائنات وتضمينها	182	التعرف على	225	زر الباب
142	السحب والإفلات غير الانزاعي في ربط الكائنات وتضمينها	183	سلة المخلفات	226	معلم بدء التشغيل
143	فتح	184	إعادة	227	شرط الوضع
144	فتح بواسطة	185	تحديد منطقة	227	شرط المعلومات
145	زر الخيار	186	سجل النظام	228	توقف
146	مجموعة حبارات	187	تكرار	229	توريق
147	جريدة	188	استبدال	230	ضغط
148	إعداد الصفحة	189	استرجاع	231	شرط المهام
149	إطار لوح حبارات	190	زر الاسترخاء	232	تعليمات تعيين المهام
150	جزء	191	استثناف	233	قالب
151	إطار أصلى	192	إعادة اخواة	234	مربع نص
152	كلمة مرور	193	مربع نص متعدد	235	شرط العنوان
153	لصن	194	تشغيل	236	نص العنوان
154	لصن الارتباط	194	تنبيه	237	افتتاح متقلب
155	لصن الاختصار	195	حفظ	238	شرط الأدوات
155	اختصار المقت	196	حفظ باسم	239	تعريف الأدوات
156	لصن خاص	197	ثمير	240	عنصر عرض هيكل
157	سار	198	سهم التمرير	241	نوع
158	إيقاف مؤقت	199	شرط التمرير	242	أكتب
159	تلن	200	خانة التمرير	243	غير متوف
160	قراءة	201	إطار تابعى	243	غير صالح
161	الترصيص والتشغيل	202	تحديد	244	تراجع
162	نقطة	203	تحديد كلى	245	إلغاء التثبيت
163	مؤشر	204	تحديد	246	عرض
164	قائمة متبلطة	205	مقبض التحديد	247	تحريك مجرى
165	إطار متبلط	206	إرسال إلى	248	ما هذا
166	طباعة طولية	207	فاصل	249	إطار
166	أتجاه طولي	208	إعدادات	250	إطار
167	اضغط	209	برناموج الأعداد	251	المستكشف
168	اضغط	210	اختصار	252	معالج
169	كائن ضام أساسى	211	زر اختصار	253	مصنف
170	إطار أساسى	212	رمز اختصار	254	مجموع عمل
171	طباعة	213	افتتاح اختصار	255	مساحة العمل
172	طباعة	214	عنصر تحكم لافتتاح اختصار	256	نعم
173	مدبر النقدم	215	إظهار	257	
		216	إيقاف التشغيل		

**Basque**

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

## Basque

155	<b>Itsatsi lasterbidea</b>	190	"Leheneratu" botoia	224	zatitze-koadroa
156	<b>Itsatsi berezia</b>	191	<b>Berrekin</b>	225	"Hasi" botoia
157	bide-izena	192	<b>Saiatu berriro</b>	226	"Abioa" karpeta
158	<b>Pausa</b>	193	testu aberastua-koadroa	227	egoera-barra
159	Arkatza	194	<b>Exekutatu</b>	228	<b>Gelditu</b>
160	<b>Erreproduzitu</b>	195	<b>Gorde</b>	229	fitxa-kontrola
161	Plug and Play	196	<b>Gorde honela</b>	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	<b>Hautatu dena</b>	237	txanda-tekla
169	lehen mailako edukigailua	204	hautapena	238	tresna-barra
170	lehen mailako leihoa	205	hautapen-heldulekua	239	argibidea
171	<b>Inprimatu</b>	206	<b>Bidali hona</b>	240	zuhaitza ikusteko kontrola
172	inprimagailua	207	bereizlea	241	mota
173	progresio-adierazlea	208	<b>Ezarpenak</b>	242	idatzi
174	proiektau	209	<b>Instala</b>	243	ez-erabilgarria
175	<b>Proprietateak</b>	210	lasterbidea	244	<b>Desegin</b>
176	proprietate-begiralea	211	laster-botoia	245	<b>Desinstalatu</b>
177	proprietate-orrialdea	212	laster-ikonoa	246	<b>Ikusi menua</b>
178	proprietate-orria	213	laster-tekla	247	edizio bisuala
179	proprietate-orriaren kontrola	214	laster-teklaren kontrola	248	kaxa-kontrola
180	<b>Ikustaldi bizkorra</b>	215	<b>Erakutsi</b>	249	<b>Zer da hau?</b>
181	irakurtzeko soilik	216	<b>Itzali</b>	250	leihoa
182	ezagutzea	217	hautapen bakarreko zerrenda-koadroa	251	<b>Leihoa menua</b>
183	Zakarrontzia	218	<b>Tamaina</b>	252	Windows esploradorea
184	<b>Berregin</b>	219	tamaina-heldulekua	253	morroia
185	eskualde-hautapena	220	irristaria	254	laneko liburua
186	erregistroa	221	koadro birakaria	255	lantaldea
187	<b>Errepikatu</b>	222	<b>Zatitu</b>	256	laneko espazioa
188	Ordeztu	223	zatitze-barra	257	<b>Bai</b>
189	<b>Leheneratu</b>				

## Catalan

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

## Catalan

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

**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	剪帖板	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	条行码	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	接住
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	横向
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	開啟檔案	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	啓動資料夾
143	開啟舊檔	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	精灵
167	按 (按鍵)	209	設定	254	活頁簿
168	接住 (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	<b>Co je</b>	53	ukotvit; dok (mobile)	105	
2	přistupová klávesa	54	dokument	106	propojení
3	přístupnost; usnadnění přístupu	55	poklepat	107	propojit
4	výkonný úchyt	56		108	<b>Propojit sem</b>
5	aktivní	57	přetáhnout; táhnout	109	seznam
6	aktivní konec	58	umístit tažením	110	seznam
7	aktivní objekt	59	pole s rozevíracím seznamem	111	ruční propojení
8	aktivní okno	60	rozevírací seznam	112	<b>Maximalizovat</b>
9	lem	61	rozevírací nabídka; nabídka	113	maximalizační tlačítko
10	<b>Vždy navrchu</b>	62	<b>Úpravy</b>	114	nabídka
11	kotevní bod	63	<b>nabídka Úpravy</b>	115	rádeček nabídky
12	<b>Použít, Provést</b>	64	výpustek	116	vstup nabídky; tlačítko nabídky
13	automatický výstup	65	vložený objekt	117	položka nabídky
14	automatické opakování	66	<b>Konec</b>	118	název nabídky
15	automatické propojení	67	rozbalit (přehled)	119	zpráva
16	automatický posuv	68	<b>Prozkoumat</b>	120	<b>Minimalizovat</b>
17	<b>Zpět</b>	69	rozšířený výběr	121	minimalizační tlačítko
18		70	seznam s rozšířeným výběrem	122	neurčitý
19		71	soubor	123	modální
20		72	nabídka Soubor	124	režim
21	<b>Procházet</b>	73	<b>Najít</b>	125	nemodální
22	<b>Storno</b>	74	<b>Najít další</b>	126	modifikační klávesa
23	vedlejší nabídka	75	<b>Co hledat</b>	127	myš
24	zaškrťávací políčko	76	složka	128	<b>Přesunout</b>
25	zaškrtnutí	77	písmo	129	<b>Přesunout sem</b>
26	dceřiné okno	78	velikost písma	130	prostředí více dokumentů (MDI)
27	zvolut	79	řez písma	131	seznam s násobným výběrem
28	klepnout	80	funkční klávesa	132	Tento počítač
29	schránka	81		133	Okolní počítače
30	<b>Zavřít</b>	82		134	<b>Nový</b>
31	Závěr	83	rámeček skupiny	135	<b>Další</b>
32	sbalit (přehled)	84	úchyt	136	objekt
33	hlavička sloupce	85	<b>Nápověda</b>	137	<b>OK</b>
34	pole se seznamem	86	nabídka Nápověda	138	OLE (propojování a vkládání objektů)
35	příkazové tlačítko; tlačítko	87	<b>Skrýt</b>	139	přetažení OLE
36	kontejner	88	viceúrovňový výběr	140	vložený objekt OLE
37	kontextová nápověda	89	držet (hold down - přidržet)	141	propojený objekt OLE
38	kontextový	90	aktivní bod	142	přetažení OLE s nabídkou
39	ovládací prvek	91	citlivá oblast	143	<b>Otevřít</b>
40	<b>Kopírovat</b>	92	ikona	144	<b>Otevřít čím</b>
41	<b>Kopírovat sem</b>	93	neaktivní	145	přepínač
42	<b>Vytvořit zástupce</b>	94	neaktivní okno	146	skupina přepínačů; nastavená možnost
43	<b>Vytvořit zástupce zde</b>	95		147	baliček
44	<b>Vyjmout</b>	96		148	<b>Vzhled stránky</b>
45	výchozí	97	místo vstupu; zvýraznění	149	paleta
46	výchozí tlačítko	98	<b>nabídka Vložit</b>	150	část okna
47	<b>Odstranit</b>	99	<b>nabídka Objekt</b>	151	mateřské okno
48	pracovní plocha	100	kurzor	152	heslo
49	cíl	101	kurzíva	153	<b>Vložit</b>
50	dialogové okno; dialog	102	popis		
51	postižení	103	na šířku		
52	nespojitý výběr	104			

## Czech

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

**Danish**

1	<b>Om</b>	54	dokument	107	sammenkæde (v.)
2	hurtigtast	55	dobbeltklikke	108	<b>Indsæt kæde her</b>
3	brugervenlighed	56		109	liste
4	genvejshåndtag	57	trække	110	listevisningsboks (kontrolelement)
5	aktiv	58	trække og slippe	111	manuel kæde
6	markeringssafslutning	59	kombinationsboks med rullepil	112	<b>Maksimer</b>
7	aktivt objekt	60	rulleliste	113	maksimeringsknap
8	aktivt vindue	61	rullemenu	114	menu
9	værktøjsellement	62	<b>Rediger</b>	115	menulinje
10	<b>Altid øverst</b>	63	<b>Menuen Rediger</b>	116	menuknap
11	forankringspunkt	64	ellipse	117	menupunkt
12	<b>Anvend</b>	65	integreret objekt	118	menutitel
13	tekstboks med automatisk udgang	66	<b>Afslut</b>	119	meddelelsesboks
14	automatisk gentagelse	67	udvide (en disposition)	120	<b>Minimer</b>
15	automatisk kæde	68	<b>Stifinder</b>	121	minimeringsknap
16	automatisk rulning	69	udvidet markering	122	blandet værdi
17	<b>Tilbage</b>	70	liste, der tillader udvidet markering	123	modal
18		71	fil	124	tilstand
19		72	Menuen Filer	125	ikke-modal
20		73	<b>Søg</b>	126	ændringstast
21	<b>Gennemse</b>	74	<b>Find næste</b>	127	mus
22	<b>Annuler</b>	75	<b>Søg efter</b>	128	<b>Flyt</b>
23	undermenu	76	mappe	129	<b>Flyt hertil</b>
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	<b>Ny</b>
29	Udklipsholder	82		135	<b>Næste</b>
30	<b>Luk</b>	83	gruppeboks	136	objekt
31	lukknap	84	håndtag	137	<b>OK</b>
32	skjule (disposition)	85	<b>Hjælp</b>	138	OLE
33	kolonneoverskrift (kontrolelement)	86	Menuen Hjælp	139	OLE-træk og slip
34	kombinationsboks	87	<b>Skjal</b>	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	<b>Åbn</b>
38	kontekstafhængig	91	aktiv zone	144	<b>Åbn med</b>
39	kontrolelement	92	ikon	145	alternativknap
40	<b>Kopier</b>	93	ikke-aktiv	146	aktivteret indstilling
41	<b>Kopier hertil</b>	94	ikke-aktivt vindue	147	objektpakke
42	<b>Opret genvej</b>	95		148	<b>Sideopsætning</b>
43	<b>Opret genvej her</b>	96		149	paletvindue
44	<b>Klip</b>	97	inputfokus	150	rude
45	standard	98	<b>Menuen Indsæt</b>	151	overordnet vindue
46	standardknap	99	<b>Indsæt objekt</b>	152	adgangskode
47	<b>Slet</b>	100	indsætningspunkt	153	<b>Sæt ind</b>
48	skrivebord	101	kursiv	154	<b>Indsæt kæde</b>
49	destination	102	etiket	155	<b>Indsæt genvej</b>
50	dialogboks	103	liggende	156	<b>Indsæt speciel</b>
51	handicap	104		157	sti
52	usammenhængende markering	105		158	<b>Pause</b>
53	forankre	106	kæde (n.)	159	

## Danish

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

## Dutch

1	<b>Info</b>	persoon met een handicap (beter dan gehandicapte))	103	liggend
2	toegangstoets	104		
3	toegankelijkheid	105		
4	bewerkingsgreep	106	koppeling	
5	actief	107	koppelen	
6	selectie-einde	108	<b>Hier koppeling maken</b>	
7	actief object	109	keuzelijst	
8	actief venster	110	weergaveknoppen	
9	grafisch hulpmiddel	111	handmatige koppeling	
10	<b>Altijd op voorgrond</b>	112	<b>Maximaliseren</b>	
11	fixeerpunt	113	knop Maximaliseren	
12	<b>Toepassen</b>	114	menu	
13	automatisch verlaten	115	menubalk	
14	(zich) automatisch herhalen	116	menuknop	
15	automatische koppeling	117	opdracht	
16	automatisch schuiven	118	menunaam	
17	<b>Vorige</b> (wanneer het een logisch paar vormt met <b>Volgende</b> )	119	berichtvak	
18		120	<b>Minimaliseren</b>	
19		121	knop Minimaliseren	
20		122	met gemengde waarden	
21	<b>Bladeren</b>	123	modusgebonden	
22	<b>Annuleren</b>	124	modus (pl. = modi)	
23	vervolgmenu	125	niet-modusgebonden	
24	selectievakje	126	modificatietoets	
25	vinkje	127	muis	
26	subvenster	128	<b>Verplaatsen</b>	
27	kiezen	129	<b>Hierheen verplaatsen</b>	
28	klikken	130	interface voor meerdere documenten (MDI)	
29	Klembord	131	keuzelijst met meervoudige selectie	
30	<b>Sluiten</b>	132	Deze computer (pictogram)	
31	knop Sluiten	133	Netwerkomgeving (pictogram)	
32	samenvouwen	134	Nieuw	
33	kolomnaam	135	<b>Volgende</b>	
34	keuzelijst met invoervak	136	object	
35	opdrachtknop	137	<b>OK</b>	
36	hoofdobject	138	OLE (OLE (objecten koppelen en insluiten): voluit alleen in doc en Help)	
37	contextafhankelijke Help	139	slepen en neerzetten (via OLE)	
38	contextafhankelijk	140	ingesloten OLE-object	
39	besturingselement	141	gekoppeld OLE-object	
40	<b>Kopiëren</b>	142	Aangepast slepen en neerzetten (via OLE)	
41	<b>Hierheen kopiëren</b>	143	<b>Openen</b>	
42	<b>Snelkoppeling maken</b>	144	<b>Openen met</b>	
43	<b>Hier snelkoppeling maken</b>	145	keuzerondje	
44	<b>Knippen</b>	146	opties	
45	standaard	147	OLE-pakket	
46	staandaardknop	148	<b>Pagina-instelling</b>	
47	<b>Verwijderen</b>	149	paletvenster	
48	bureaublad	150	deelvenster	
49	doel	151	hoofdvenster	
50	dialoogvenster			
51	handicap (voorzichtig in context, maar handicap niet verbloemen:VB:			

## Dutch

152	wachtwoord	187	<b>Herhalen</b>	224	splitsblokje
153	<b>Plakken</b>	188	<b>Vervangen</b>	225	knop Start
154	Koppeling plakken	189	<b>Vorig formaat</b>	226	map Opstarten
155	Snelkoppeling plakken	190	knop Vorig formaat	227	statusbalk
156	Plakken speciaal	191	<b>Doorgaan</b>	228	<b>Stoppen</b>
157	pad	192	<b>Nogmaals</b>	229	tab
158	<b>Pauze</b>	193	RTF-vak	230	
159		194	<b>Uitvoeren (Maar: macro starten)</b>	231	taakbalk
160	<b>Afspelen</b>	195	<b>Opslaan</b>	232	taakgeoriënteerde Help
161	Plug en Play	196	<b>Opslaan als</b>	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	<b>Alles selecteren</b>	240	(besturingselement voor) structuurweergave
169	primair hoofdobject	204	selectie	241	type
170	primair venster	205	selectiegroep	242	typen
171	<b>Afdrukken</b>	206	<b>Kopiëren naar</b>	243	niet beschikbaar
172	printer	207	scheidingssteken	244	<b>Ongedaan maken</b>
173	voortgangsindicator	208	<b>Instellingen</b>	245	<b>Installatie ongedaan maken</b>
174	project	209	Instellen (Setup als het programma Setup wordt bedoeld)	246	<b>menu Beeld</b>
175	<b>Eigenschappen</b>	210	snelkoppeling	247	direct bewerken
176	eigenschappenweergave	211	snelkoppelingsknop	248	keuzelijst met grafische opties
177	eigenschappennpagina	212	snelkoppelingspictogram	249	<b>Wat is dit?</b>
178	eigenschappenblad	213	sneltoets	250	venster
179	besturingselement op een eigenschappenblad	214	sneltoetsvak	251	<b>menu Venster</b>
180	<b>Snel weergeven</b>	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	<b>Formaat wijzigen</b>	255	werkgroep
184	<b>Opnieuw</b>	219	formaatgreep	256	werkruimte
185	gebiedsselectie	220	schuifregelaar	257	<b>Ja</b>
186	het Register	221	kringveld		
		222	<b>Splitsen</b>		
		223	splitsbalk		

**Finnish**

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

## Finnish

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

**French**

1	<b>A propos</b>	53	aligner	106	liaison
2	touche d'accès rapide	54	document	107	lier
3	accessibilité	55	cliquer deux fois	108	<b>Lier ici</b>
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	<b>Agrandissement</b>
8	fenêtre active	60	zone de liste déroulante fixe	113	agrandir
9	barre	61	menu déroulant	114	menu
10	<b>Toujours visible</b>	62	<b>Edition</b>	115	barre de menus
11	point de début de sélection	63	<b>modifier</b>	116	bouton de menu
12	<b>Appliquer</b>	64	points de suspension	117	élément de menu
13	sortie automatique	65	objet incorporé	118	titre de menu
14	répétition automatique	66	<b>Quitter</b>	119	boîte de message
15	Liaison automatique	67	développer	120	<b>Réduction</b>
16	défilement automatique	68	<b>Explorer</b>	121	réduire
17	<b>Précédent</b>	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	<b>Parcourir</b>	73	<b>Rechercher</b>	126	touche de modification
22	<b>Annuler</b>	74	<b>Suivant</b>	127	souris
23	menu en cascade	75	<b>Rechercher</b>	128	<b>Déplacement</b>
24	case à cocher	76	dossier	129	<b>Transférer ici</b>
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	<b>Nouveau</b>
30	<b>Fermer/Fermeture</b>	82	glyphe	135	<b>Suivant</b>
31	Fermer	83	zone de groupe	136	objet
32	réduire	84	handle	137	<b>OK</b>
33	en-tête de colonne	85	<b>Aide</b>	138	OLE
34	zone de liste modifiable	86	?	139	glisser-déplacer OLE
35	bouton de commande	87	<b>Masquer</b>	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	<b>Ouvrir</b>
39	contrôle	91	zone critique	144	<b>Ouvrir avec</b>
40	<b>Copier</b>	92	icône	145	case d'option
41	Copier ici	93	inactif/inactive	146	état des caractéristiques
42	<b>Créer un raccourci</b>	94	fenêtre inactive	147	ensemble
43	Créer un raccourci ici	95	dessin à main levée	148	<b>Mise en page</b>
44	<b>Couper</b>	96	éditeur de dessin à main levée	149	palette
45	par défaut	97	zone d'interaction	150	volet
46	bouton par défaut	98	<b>Insertion</b>	151	fenêtre parent
47	<b>Supprimer</b>	99	<b>Insérer un objet</b>	152	mot de passe
48	bureau	100	point d'insertion	153	<b>Coller</b>
49	destination	101	italique	154	<b>Coller avec liaison</b>
50	boîte de dialogue	102	nom de volume / étiquette	155	<b>Coller le raccourci</b>
51	incapacité	103	paysage	156	<b>Collage spécial</b>
52	sélection d'objets disjoints	104	toucher lasso	157	chemin
		105	loupe	158	<b>Pause</b>

## French

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

## German

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

## German

159	Pen	192	<b>Wiederholen</b>	226	Autostart (Ordner)
160	<b>Wiedergeben</b>	193	RTF-Textfeld	227	Statusleiste
161	Plug & Play	194	<b>Ausführen</b>	228	<b>Beenden</b>
162	Zeigen	195	<b>Speichern</b>	229	Register
163	Zeiger	196	<b>Speichern unter</b>	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	<b>Alle markieren</b>	237	Ein-/Aus-Taste
171	<b>Drucken</b>	204	Auswahl	238	Symbolleiste
172	Drucker	205	Auswahlpunkt	239	QuickInfo
173	Statusanzeige	206	<b>Senden an</b>	240	Strukturansicht
174	Projekt	207	Trennelement	241	Typ
175	<b>Eigenschaften</b>	208	<b>Einstellungen</b>	242	Eingeben
176	Eigenschaftsanzeige	209	<b>Einrichten</b>	243	Nicht verfügbar
177	Eigenschaftengruppe	210	Verknüpfung	244	Rückgängig
178	Eigenschaftenfenster	211	Verknüpfte Schaltfläche	245	Deinstallieren
179	Eigenschaftenfenster-Steuerelement	212	Verknüpfungssymbol	246	<b>Ansicht (Menü)</b>
180	<b>Schnellansicht</b>	213	Tastenkombination	247	Direkte Bearbeitung
181	Schreibgeschützt	214	Steuerelement für Tastenbelegung	248	Steuerelement zur Grafikanzeige
182	Schrifterkennung	215	<b>Anzeigen</b>	249	<b>Direkthilfe</b>
183	Papierkorb (Symbol)	216	<b>Beenden</b>	250	Fenster
184	<b>Wiederherstellen</b>	217	Listenfeld für Einfachauswahl	251	<b>Fenster (Menü)</b>
185	Bereichsauswahl	218	<b>Größe ändern</b>	252	Explorer
186	Registrierung	219	Element für Größenänderung	253	Assistent
187	<b>Wiederholen</b>	220	Schieber	254	Arbeitsmappe
188	<b>Ersetzen</b>	221	Drehfeld	255	Arbeitsgruppe
189	<b>Wiederherstellen</b>	222	<b>Teilen</b>	256	Arbeitsbereich
190	Wiederherstellen (Schaltfläche)	223	Fensterteiler	257	<b>Ja</b>
191	<b>Fortsetzen</b>	224	Teilungsfeld		
		225	Start (Schaltfläche)		

## Greek

1	Περίτον (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	Σύνδεσηδά
9	διάκοσμος	57	σύρω	109	πλαίσιο λίστας
10	Πάντα σε πρότο πλάνο	58	μεταφορά και απόθεση	110	προβολή λίστας
11	σημείο αγκύρωσης	59	αναπτυσσόμενο σύνθετο	111	μη αυτόματος δεσμός
12	Εφαρμογή	60	πλαίσιο	112	Μεγιστοποίηση
13	αυτόματης εξόδου (πλαίσιο)	61	αναπτυσσόμενο λίστας	113	κουμπί μεγιστοποίησης
14	αυτόματης επανάληψης (πλαίσιο)	62	αναπτυσσόμενο μενού	114	μενού
15	αυτόματος δεσμός	63	Επεξεργασία	115	γραμμή μενού
16	αυτόματη κύλιση	64	Μενού Επεξεργασία	116	κουμπί μενού
17	Προηγούμενος(-η, ο)	65	αποσιωπητικά	117	στοιχείο μενού
18		66	ενσωματωμένο αντικείμενο	118	τίτλος μενού
19		67	Έξοδος	119	παράθυρο μηνύματος
20		68	ανάπτυξη (διάρθρωσης)	120	Ελαχιστοποίηση
21	Αναζήτηση	69	Εξερεύνηση Διερεύνηση	121	πλήκτρο ελαχιστοποίησης
22	Ακυρο	70	διευρυμένη επιλογή	122	μεικτής τιμής
23	επικαλυπτόμενα μενού, δευτερεύοντα μενού, διαδοχικά μενού	71	πλαίσιο λίστας για διευρυμένη επιλογή	123	περιοριστικός (-ή, -ό) σε συγκεκριμένες καταστάσεις λειτουργίας
24	πλαίσιο ελέγχου	72	αρχείο	124	κατάσταση (λειτουργίας), τρόπος (λειτουργίας)
25	μαρκάρισμα, σημάδι	73	Μενού Αρχείο	125	μη περιοριστικός (-ή, ό)
26	θυγατρικό παράθυρο	74	Εύρεση	126	πλήκτρο τροποποίησης ποντίκι
27	επιλογή (n.), επιλέγω, διαλέγω (v.)	75	Εύρεση πομένου	127	
28	κλικ, κάντε κλικ	76	Εύρεσητον	128	Μετακίνηση
29	Πρόχειρο	77	φάκελος	129	Μετακίνησηδά
30	Κλείσιμο	78	γραμματοσειρά	130	περιβάλλον πολλών εγγράφων (MDI)
31	Κουμπί "Κλείσιμο"	79	μέγεθος γραμματοσειράς	131	πλαίσιο λίστας για πολλαπλές επιλογές
32	σύμπτυξη (διάρθρωσης)	80	στυλ γραμματοσειράς	132	Ο υπολογιστής μου
33	επικεφαλίδα στήλης	81	πλαίσιο λίστας	133	Περιοχή του δικτύου
34	σύνθετο πλαίσιο	82	ομάδας	134	Δημιουργία
35	κουμπί εντολής	83	λαβή	135	Επόμενος(-η, ο)
36	κοντέινερ	84	Βοήθεια	136	αντικείμενο
37	βοήθεια συναφής με το περιβάλλον	85	Μενού Βοήθεια	137	OK
38	συναφής, στο πλαίσιο, στο περιβάλλον	86	Απόκρυψη	138	OLE
39	στοιχείο ελέγχου	87	ιεραρχική επιλογή	139	μεταφορά και απόθεση OLE
40	Αντιγραφή	88	κρατώ πατημένο	140	ενσωματωμένο αντικείμενο OLE
41	Αντιγραφήδά	89	σημείο αιχμής	141	συνδεδεμένο αντικείμενο OLE
42	Δημιουργίασυντόμευσης	90	ζώνη αιχμής	142	Μη προεπιλεγμένη μεταφορά και απόθεση OLE
43	Δημιουργίασυντόμευσηςεδώ	91	εικονίδιο	143	Ανοιγμα
44	Αποκοπή	92	ανενεργός (-ή, ό)	144	Ανοιγμαμε
45	προεπιλεγμένος (-η, ο), εξ ορισμού	93	ανενεργό παράθυρο	145	κουμπί επιλογής
46	προεπιλεγμένο κουμπί	94	χώρος εισαγωγής στοιχείων (από το χρήστη)	146	ορισμός επιλογής
47	Διαγραφή	95	Μενού Εισαγωγή	147	πακέτο
48	επιφάνεια εργασίας	96	Εισαγωγήσαντικειμένου	148	Διαμόρφωσησελίδας
		97	σημείο παρεμβολής		
		98			
		99			
		100			

## Greek

149	παράθυρο παλέτας	186	μητρώο	221	Πλαίσιο τιμών
150	τηήμα (παραθύρου)	187	Επανάληψη	222	Διαιρεστή
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	Επικόλλησης δεσμό	191	Επιστροφή Επανεκκίνηση	226	Φάκελος εκκίνησης
155	Επικόλλησηςυπτόμευσης	192	Επανάληψη(π.), επαναλαμβάνω (ν.), ξαναπροσπαθώ (ν.)	227	γραμμή κατάστασης
156	Ειδική επικόλληση	193	πλάίσιο εμπλουτισμένου κειμένου	228	Διακοπή
157	Διαδρομές (στο δίσκο)	194	Εκτέλεση	229	στοιχείο καρτέλας
158	Παύση	195	Αποθήκευση	230	
159		196	Αποθήκευσησως	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 δείκτης	199	γραμμή κύλισης	234	πλαίσιο κειμένου
163	αναδύμενο μενού	200	πλαίσιο κύλισης	235	γραμμή τίτλου
164	αναδύμενο παράθυρο	201	δευτερεύον παράθυρο	236	κείμενο τίτλου
165	κατακόρυφη σελίδα	202	επιλέγω	237	πλήκτρο-διακόπτης
166	πάτημα (πλήκτρου)	203	Επιλογήδλων	238	γραμμή εργαλείων
167	πάτημα (και κράτημα ενός πλήκτρου ποντικιού)	204	επιλογή	239	επεξήγηση εργαλείου
168	πρωτεύον κοντέινερ	205	λαβή επιλογής	240	στοιχείο (ελέγχου) προβολής δέντρου
169	πρωτεύον παράθυρο	206	Αποστολήσε	241	τύπος
170	Εκτύπωση	207	Διαχωριστικό	242	πληκτρολόγηση
171	εκτυπωτής	208	Παράμετροι	243	μη διαθέσιμος (-η, -ο)
172	δείκτης προόδου	209	Εγκατάσταση Ορισμός παραμέτρων	244	Αναίρεση
173	έργο	210	συντόμευση	245	Κατάργησηκατάστασης
174	Ιδιότητες	211	κουμπί συντόμευσης	246	ΜενούΠροβολή
175	επιθεώρηση ιδιοτήτων	212	εικονίδιο συντόμευσης	247	επιτόπια επεξεργασία
176	σελίδα ιδιοτήτων	213	πλήκτρο συντόμευσης	248	στοιχείο (ελέγχου) πηγής
177	φύλλο ιδιοτήτων	214	στοιχείο (ελέγχου) πλήκτρου συντόμευσης	249	Τι είναι...
178	στοιχείο (ελέγχου) φύλλου ιδιοτήτων	215	Επίδειξη Εμφάνιση	250	παράθυρο
179	Γρήγορη προβολή	216	Τερματισμόδειτουργίας	251	ΜενούΠαράθυρο
180	μόνο για ανάγνωση	217	πλαίσιο λίστας για μεμονωμένες επιλογές	252	Εξερεύηση των Windows
181	Κάδος ανακύλωσης	218	Μέγεθος	253	οδηγός
182	Ακύρωση αναίρεσης	219	λαβή μεταβολής μεγέθους	254	βιβλίο εργασίας
183	επιλογή περιοχής	220	Ανζομειωτής	255	ομάδα εργασίας
184				256	χώρος εργασίας
185				257	Ναι

## Hebrew

1	אודות	53	נגן	101	הטיה
2	מקש גישה	54	מסך	102	תווית
3	נגישות	55	לחץ פעמיים	103	ל Robbins
4	נקודות אחיזה לבייצוע פעולה	55	לחיצה כפולה	104	הקפה ונקירה
5	פעיל	56	הקש פנימיים	105	
6	כח אחור פועל	56	ונישה כפולה	106	
7	אובייקט פעיל	57	גרור	107	
8	חלון פעיל	58	גרור וwasher	108	קשר כאן
9		59	TİBİH MASHOLBAT NFTCH	109	TİBİT DİŞİMƏ
10	TEMİZ ÜZÜLN	60	TİBİT DİŞİMƏ NFTCH	110	TİZGÖR DİŞİMƏ (PKD)
11	נקודות עוגן	61	TFRİST NFTCH	111	KİŞİSİZ DİNİ
12	החל	62	ՄՐՃԻ	112	הגדל
13	יציאה אוטומטית	63	TFRİST ÜZÜLCİH	113	LAZCAN HGDİL
14	זרה אוטומטית	64	ŞALOŞ NFKDÖT	114	TFRİST
15	��ישר אוטומטי	65	AOVİYİKET MÖVBN	115	ŞORHAT TFRİST
16	גלאיה אוטומטית	66	YİAİA	116	LAZCAN TFRİST
17	הקודם	67	HRİCH (CHLÖKHA LRDÖMÖT)	117	PFRİST TFRİST
18	לחצן הנט	68	SİYİR	118	CÖHMİT TFRİST
19	נקישת נט	69	BAHİRE MÖRHABET	119	TİBİT HODUNA
20	TİBİT TÜRİCİH	70	TİBİT SHİMİMA NM AFŞARDA	120	MÖHUR
21	עיוו		BAHİRE MÖRHABET	121	LAZCAN MÜHUR
22	ביטול	71	KOBİZ	122	URÇIM MÜHARBİM
23	TİFİRİST MÖDÖRG	72	TFRİST KOBİZ	123	MÖDÄLİ
24	TİBİT SİMMÖ	73	CHPŞ	124	MCB
25	סימן ביקורת	74	CHPŞ AT HABA	125	LA MÖDÄLİ
26	חלון צפצוף	75	CHPŞ AT	126	MKŞ MŞNNA MCİB
27	בחר	76	TİKIRİH	127	ÜCBUR
28	לחץ	77	GÖPÖN	128	HÖZ
29	לוח	78	GÖDÖL GÖPÖN	129	HEVR
30	סגור	79	SGENÖN GÖPÖN	128	HÖZ
31	לחצן סגור	80	MKŞ YİYUDİ	129	HEVR BÄN
32	כובץ (חלוקה לرمות)	81	TUNUNİT İZ	130	MAMŞAK RİBİYİ MŞMCİM (MDI)
33	בORTHOT UNMÖDÖ	82	TMÖHNİH	131	TİBİT SHİMİMA NM AFŞARDA
34	TİBİT MASHOLBAT	83	TİBİT KBOZHİ		BAHİRE MÖRHABET
35	לחצן פקודה	84	NFKDÖT ACHİZİH	132	HMŞŞAB ŞALİ (SMEL)
36	כלי קיבול	85	ÜDRÖH	133	ŞCİNMİS DRŞT (SMEL)
37	ערזה ותלויות הקשר	86	TFRİST NDRÖH	134	HDŞ
38	תליי הקשר	87	HSHTER	135	HBÄ
39	פקד	88	BAHİRE BŞLBBİM/HDRİGTİH	136	AÖVİYİK
40	העתק	89	CHÖK (LCHÖM)	137	AYŞWÖR
41	העתק CAN	90	NFKDÖT MGUN	138	OLE
42	צור קיזור דוד CAN	91	AZOR MGUN	139	
43	צור קיזור דוד CAN	92	SMEL	140	
44	גוז	93	LA FÜYİL	141	
45	ברירת מחדל	94	CHLÖN LA FÜYİL	142	
46	לחצן ברירת מחדל	95	ŞRBÖT	143	PTİHİH
47	מחק	96	URÇİT ŞRBÖT	144	PTİHABÄMÇUNÖT
48	שולחן עבודה	97	MÖKCD KLT	145	LAZCAN AFŞARİYİT
49	ינט	98	TFRİST HOSŞPİH	146	AFŞARÖT MÖGDÖRT
50	TİBİT DÖ-SİHİ	99	HOSŞPİT AÖVİYİKET	147	MÖHNE
51	מגבלה	100	NFKDÖT CİNİH	148	LAZCAN UMÖD
52	בHIRAH LA RÇİFH	101	NÖRÖ	149	CHLÖN URÇİT CLİM

## Hebrew

150	חלונית	185	בחירה על-ידי תחום	220	תיבת טווח
151	חולון הורה	186	רישום	221	פצל
152	סטטמה	187	חוור על	222	פס פיצול
153	הדבק	188	החלף	223	תיבת פיצול
154	הדבק וקשר	189	שחזר	224	לחצן החלה
155	הדבק קיזור דוד	190	לחצן שחזור	225	התיקיה הפעלה
156	הדבקה מוייחدة	191	חזר	226	שרמת מצב
157	נתיב	192	טסה שניית	227	עכוז
158	השאה	193	תיבת טקסט עשייר	228	פקד כרטיסייה
159	טט	194	הפעל	229	נקישה
160	הפעל	195	שמור	230	הקש
160	השמען	196	שמירה בשם	230	שורות מסוימות
160	נגן	197	גלוֹל	231	עורזה תלויות מסוימת
161	הכנס-הפעל	198	חץ גליליה	232	תבנית
162	הכבען	199	פס גליליה	233	תיבת טקסט
162	גנודה	200	תביבת גליליה	234	គוורת
163	מצביע	201	חלון משנהי	235	טקסט כוורת
164	תפריט מוקף	202	בחור	236	מקש דוד-מצביע
165	חלון מוקף	203	בחור הכל	237	טרגל כלים
166	לאורך	204	בחירה	238	תיאור כלים
167	הקש (על מקש)	204	קטע נבחר	239	פקד תציגות נזק
168	לחץ	205	נקודות אחיזה	240	סוג
	(על לחצן עכבר והחזק אותו לחץ)		שלח אל	241	הקלד
169	כלי קיבול ראשי	206	מפרק	242	לא זמין
170	חלון ראשי	207	הגדרות	243	בטל
171	הדף	208	התקינה	244	בטלה התקינה
172	מדפסת	209	קייזר דרך	245	תפישת הצוגה
173	מד הדפסות (פקד)	210	לחצן קיזור דוד	246	עריכה חווותית
174	פרוייקט	211	סמל קיזור דוד	247	פקד מאגר
175	מאפיינים	212	מקש קיזור דרך	248	מה זה?
176	סוקר מאפיינים	213	הציג	249	חלון
177	עמד מאפיינים	214	(כיבוי המחשב)	250	תפריט חלון
178	גלאיון מאפיינים	215	סגירה (של יישום לא מותפק)	252	סירר של Windows
179	פקד גלאיון מאפיינים	216	יציאה (מ-	253	אשף
180	הצצה	216	תיבת רשיימה עם אפזרות	254	חרוברת נבודה
181	קווריאה בלבד	217	בחירה בודדת	255	קובוצת נבודה
182	זיהוי		גודל	256	שטח נבודה
183	סל מוחדר (סמל)	218	נקודות אחיזה לשינוי גודל	257	יכן
184	בצע שוב	219			

## Hungarian

1	<b>Névjegy</b>	52	szakaszos kijelölés, nem összefüggő	104
2	hívóbetű	53	kiköt	105
3	kisegítő lehetőségek	54	dokumentum	106
4	kezelő	55	duplán kattint	107
5	aktív	56		108
6	végpont	57	húz	109
7	aktív objektum	58	"Fogd és vidd"	110
8	aktív ablak	59	legördülő kombinált lista	111
9	kényelmi eszközök	60	legördülő lista	112
10	<b>Mindig látható</b>	61	legördülő menü	113
11	kezdőpont	62	<b>Szerkesztés</b>	114
12	<b>Alkalmaz, Legyen, Érvényesít</b>	63	<b>Szerkesztés menü</b>	115
13	automatikus kilépés	64	három pont	116
14	automatikus ismétlés	65	beágazott objektum	117
15	automatikus csatolás	66	<b>Kilépés</b>	118
16	automatikus görgetés	67	kibont	119
17	<b>Vissza</b>	68	<b>Intéz, Szervez</b>	120
18		69	univerzális kijelölés	121
19		70	lista univerzális kijelöléssel	122
20		71	fájl	123
21	<b>Tallázás</b>	72	Fájl menü	124
22	<b>Mégse</b>	73	<b>Keresés</b>	125
23	almenü	74	<b>Továbbkeresés</b>	126
24	jelölőnagyzet	75	<b>Mit</b>	127
25	pipa, iksz	76	mappa	128
26	származtatott ablak	77	betűtípus	129
27	választ	78	betűméret	130
28	kattint	79	betűstílus	131
29	Vágólap	80	funkciobilentyű, F-billentyű,	132
30	<b>Bezárás</b>	81		133
31	Bezárás gomb	82		134
32	összecsuk	83	(vezérlőelem-) csoport	135
33	hasábfej (vezérlés)	84	kezelő	136
34	kombinált lista	85	<b>Súgó</b>	137
35	parancsgomb	86	Súgó menü	138
36	tároló,tartály	87	<b>Elrejtés</b>	139
37	környezetfüggő súgó	88	hierachikus kiválasztás	140
38	környezetfüggő	89	nyomva tartás	141
39	vezérlőelem	90	hatáspont	142
40	<b>Másolás</b>	91	érzékeny mező/terület/rész	
41	<b>Másolás ide</b>	92	ikon	143
42	Parancsikon létrehozása	93	inaktív	144
43	Parancsikon létrehozása	94	inaktív ablak	145
44	<b>Kivágás</b>	95		146
45	alap, alapértelmezett,	96		147
	alapértelmezés	97	beviteli terület	148
46	alapgomb	98	<b>Beszúrás menü</b>	149
47	<b>Törlés</b>	99	<b>Objektum beszúrása</b>	150
48	asztal	100	beszúrási pont	151
49	cél	101	dölt	152
50	párbeszéddpanel	102	címke, felirat	153
51	kezdő	103	fekvő	154

## Hungarian

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

**Italian**

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

## Italian

149	casella degli strumenti/tavolozza di colori	186	registro di configurazione	222	<b>Dividi</b>
150	riquadro	187	<b>Ripeti</b>	223	barra di divisione
151	finestra principale	188	<b>Sostituisci</b>	224	casella di divisione
152	password	189	<b>Ripristina</b>	225	pulsante Avvio
153	<b>Incolla</b>	190	pulsante di ripristino	226	cartella Esecuzione automatica
154	<b>Incolla collegamento</b>	191	<b>Riprendi</b>	227	barra di stato
155	<b>Incolla collegamento</b>	192	<b>Riprova</b>	228	<b>Ferma</b>
156	<b>Incolla speciale</b>	193	casella di testo RTF	229	controllo a schede
157	percorso	194	<b>Eseguì</b>	230	toccare (v.)
158	<b>Interrompi</b>	195	<b>Salva</b>	230	tocco (n.)
159	penna	196	<b>Salva con nome</b>	231	barra delle applicazioni
160	<b>Riproduci</b>	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	<b>Seleziona tutto</b>	238	barra degli strumenti
167	premere (un tasto)	204	selezione	239	descrizione comando
168	premere (e tenere premuto un pulsante del mouse)	205	quadratino di selezione	240	controllo per la visualizzazione ad albero
169	contenitore principale	206	<b>Invia a</b>	241	tipo
170	finestra principale	207	separatore	242	digitare/inserire
171	<b>Stampa</b>	208	<b>Impostazioni</b>	243	non disponibile
172	stampante	209	<b>Imposta</b>	244	<b>Annulla</b>
173	indicatore di avanzamento del processo	210	collegamento	245	<b>Rimozione</b>
174	progetto	211	pulsante di collegamento	246	<b>menu Visualizza</b>
175	<b>Proprietà</b>	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	<b>Guida rapida</b>
178	finestra proprietà	215	<b>Mostra</b>	250	finestra
179	controllo finestra proprietà	216	<b>Arresta il sistema</b> (pulsanti e opzioni)	251	<b>menu Finestra</b>
180	<b>Anteprima</b>	216	<b>Chiudi sessione</b> (comando del menu Avvio)	252	Gestione risorse
181	sola lettura	217	casella di riepilogo a selezione singola	253	installazione guidata
182	riconoscimento	218	<b>Dimensione</b>	254	cartella di lavoro
183	Cestino	219	punto di ridimensionamento	255	gruppo di lavoro
184	<b>Ripeti</b>	220	dispositivo di scorrimento	256	area di lavoro
185	selezione dell'area	221	casella di selezione	257	<b>Sì</b>

**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	103	横
15	自動リンク		クス	103	横置き
16	自動スクロール	60	ドロップダウン リスト ボッ	104	囲んで選択
17	戻る		クス	105	レンズ
18	サイド ボタン	61	ドロップダウン メニュー	106	リンク
19	サイド ボタンを押しながらタ	62	編集	107	リンクする
	ップ	63	【編集】メニュー	108	ここにリンク
20	ボックス編集	64	省略記号	109	リスト ボックス
21	参照	65	埋め込みオブジェクト	110	一覧表示
22	キャンセル	66	～の終了	111	手動リンク
23	カスクード メニュー	67	下位階層の表示	112	最大化
24	チェック ボックス	67	開く	113	最大化ボタン
25	チェック マーク	68	エクスプローラ	114	メニュー
26	子ウィンドウ	69	拡張選択	115	メニューバー
27	選ぶ	70	拡張選択リスト ボックス	116	メニュー ボタン
28	クリック	71	ファイル	117	メニュー項目
29	クリップボード	72	【ファイル】メニュー	118	メニュー タイトル
30	閉じる	73	検索	119	メッセージ ボックス
31	閉じるボタン	74	次を検索	120	最小化
32	下位階層の非表示	75	検索する文字列	121	最小化ボタン
32	閉じる	75	検索する値	122	混在設定
33	列見出し	76	フォルダ	123	モーダル
34	コンボ ボックス	77	フォント	124	モード
35	コマンド ボタン	78	フォント サイズ	125	モードレス
36	コンテナ	79	フォント スタイル	126	修飾キー
37	状況依存のヘルプ	80	ファンクション キー	127	マウス
38	状況依存の	81	ジェスチャ	128	移動
39	コントロール	82	グリフ	129	ここに移動
40	コピー	83	グループ ボックス	130	複数ドキュメント インターフ
41	ここにコピー	84	ハンドル		ェイス
42	ショートカットの作成	85	ヘルプ	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	86	【ヘルプ】メニュー	132	マイ コンピュータ
44	切り取り	87	隠す	133	ネットワーク コンピュータ
45	標準	88	階層的な選択	134	新規作成
45	デフォルト	89	押したまま	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	スピンドル
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	ウインドウ
172	プリンタ	214	ショートカット キー コントロール	251	【ウインドウ】メニュー
173	進行状況インジケータ	215	表示	252	エクスプローラ
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 インスペクタ	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	선택 키	48	비탕 화면	95	잉크
3	장애 인용	49	대상	96	잉크 편집
4	작업 헤더	50	대화 상자	97	입력 가능 영역
5	활성	51	장애	98	설립 메뉴
6	선택 끌점	52	다중 선택	99	개체 삽입
7	활성 개체	53	고정	100	삽입 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 시 작점	57	끌기	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 두들기기	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 표시 줄
23	계단식 메뉴	70	선택 영역을 확장할 수 있는 목록 상자	116	메뉴 단추
24	확인란	71	파일	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	풀더	122	혼합값
30	닫기	77	글꼴	123	모달
31	닫기 단추	78	글꼴 크기	124	모드
32	하위 수준 습기기(개요)	79	글꼴 유형	125	모드리스
33	열 머리글(제어)	80	기능키	126	수정키
34	콤보 상자	81	제스처	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	습기기	134	새 파일
41	여기에 복사	88	제충적 선택	135	다음
42	단축 아이콘 만들기	89	취기	136	개체
43	여기에 단축 아이콘 만들기	90	핫 스폿	137	확인
44	찰라내기	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	잘한 보기	220	슬라이더
143	열기	181	읽기 전용	221	스핀 상자
144	파일을 열 프로그램	182	인식	222	나눔
145	옵션 단추	183	휴지통(아이콘)	223	나눔풀
146	옵션 설정	184	재실행	224	나눔 상자
147	꾸러미	185	영역 선택	225	시작 단추
148	쪽 설정	186	시스템 등록	226	시작 풀더
149	모음 창	187	반복	227	상태 표시줄
149	색상표 창	188	바꾸기	228	정지
150	틀	189	화면 복귀	229	랩 채어
151	상위 창	190	화면 복귀 단추	230	두들기기
152	암호	191	새시작	231	작업 표시줄
153	불여 넣기	192	새시도	232	작업 순서 도움말
154	연결 하여 불여 넣기	193	서식 유지 입력란	233	서식 파일
155	단축 불여 넣기	194	실행	234	입력란
156	선택 하여 불여 넣기	195	저장	235	제목 표시줄
157	경로	196	다른 이름으로 저장	236	제목 문자열
158	임시 중지	197	이동	237	전환키
159	렌	198	이동 화살표	238	도구 모음
160	재생	199	이동풀	239	도구 설명
161	플러그 앤 플레이(주변기기) 자동 설치()	200	이동 위치표	240	트리 표시 채어
162	포인트	201	부속 창	241	유형
163	포인터	202	선택 하다	241	종류
164	돌출 메뉴	203	전체 선택	242	입력 한다
165	돌출 창	204	선택	243	사용 불가능
166	새로 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 채어	218	크기		
		219	창 크기 조절 핸들		

## Norwegian

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

## Norwegian

160	<b>Spill</b>	193	boks for rik tekst	226	Oppstart-mappen
161	Plug and Play	194	<b>Kjør</b>	227	statuslinje
162	peke	195	<b>Lagre</b>	228	<b>Stopp</b>
162	punkt	196	<b>Lagre som</b>	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	<b>Merk alt</b>	236	titteltekst
170	primærvindu	204	merket område	237	veksletast
171	<b>Skriv ut</b>	205	markeringshåndtak	238	verktøylinje
172	skriver	206	<b>Send til</b>	239	verktøytips
173	fremdriftsindikator (kontroll)	207	skilletegn	240	trevisningskontroll
174	prosjekt	208	<b>Innstillinger</b>	241	type
175	<b>Egenskaper</b>	209	<b>Installasjon</b>	242	skrive
176	egenskapsvisning	210	snarvei	243	ikke tilgjengelig
177	egenskapsside	211	snarveisknapp	244	<b>Angre</b>
178	egenskapsark	212	snarveisikon	245	<b>Avinstaller</b>
179	egenskapsarkkontroll	213	hurtigtast	246	<b>Vis-menyen</b>
180	<b>Hurtigvisning</b>	214	hurtigtastkontroll	247	visuell redigering
181	skrivebeskyttet	215	<b>Vis</b>	248	grafikkontroll
182		216	<b>Avslutt</b>	249	<b>Hva er dette?</b>
183	Papirkurv (ikon)	217	enkeltvalgsliste	250	vindu
184	<b>Gjør om</b>	218	<b>Størrelse</b>	251	<b>Vindu-menyen</b>
185	områdemerking	219	skaleringshåndtak	252	Windows Utforsker
186	register	220	glidebryter	253	veiviser
187	<b>Gjenta</b>	221	verdisettingsboks	254	arbeidsbok
188	Erstatt	222	<b>Del</b>	255	arbeidsgruppe
189	<b>Gjenopprett</b>	223	delelinje	256	arbeidsområde
190	gjenopprettingsknapp	224	deleboks	257	<b>Ja</b>
191	<b>Fortsett</b>	225	startknapp		
192	<b>Prøv på nytt</b>				

**Polish**

1	<b>Informacje</b>	52	wybór nieciągły	104
2	klawisz dostępu	53	dokowanie	105
3	dostępność	54	dokument	106
4	obsługa	55	dwukrotne kliknięcie	107
5	aktywny	56		108
6	aktywne zakończenie	57	przeciągnij	109
7	aktywny obiekt	58	przeciągnij i upuść	110
8	aktywne okno	59	rozwijalne pole kombi	111
9	zwieńczenie	60	pole listy rozwijsanej	112
10	<b>Zawsze na wierzchu</b>	61	menu rozwijsane	113
11	punkt zakotwiczenia	62	<b>Edycja</b>	114
12	<b>Zastosuj</b>	63	<b>menu Edycja</b>	115
13	autozakończenie	64	wielokropek	116
14	autopowtarzanie	65	obiekt osadzony	117
15	łączenie automatyczne	66	<b>Zakończ</b>	118
16	automatyczne przewijanie (autoprzewijanie)	67	rozwinięty	119
17	<b>Wstecz</b>	68	<b>Eksploruj</b>	120
18		69	wybór rozszerzony	121
19		70	pole listy z rozszerzonym wyborem	122
20		71	plik	123
21	<b>Przeglądaj</b>	72	menu Plik	124
22	<b>Anuluj</b>	73	<b>Znajdź</b>	125
23	menu kaskadowe	74	<b>Znajdź następne</b>	126
24	pole wyboru	75	<b>Znajdź</b>	127
25	znacznik wyboru	76	folder	128
26	okno podrzędne	77	czcionka	129
27	wybierz	78	rozmiar czcionki	130
28	kliknij	79	styl czcionki	
29	Schowek	80	klawisz funkcyjny	
30	<b>Zamknij</b>	81		
31	przycisk Zamknij	82		
32	zwiń	83	pole grupy	
33	nagłówek kolumny (formant)	84	uchwyty	
34	pole kombi	85	<b>Pomoc</b>	
35	przycisk polecenia	86	menu Pomoc	
36	kontener	87	<b>Ukryj</b>	
37	pomoc kontekstowa	88	wybór hierarchiczny	
38	kontekstowy	89	trzymaj	
39	formant	90	punkt aktywny	
40	<b>Kopiuj</b>	91	strefa aktywna	
41	<b>Kopiuj tutaj</b>	92	ikona	
42	<b>Utwórz skrót</b>	93	nieaktywny	
43	<b>Utwórz skrót tutaj</b>	94	okno nieaktywne	
44	<b>Wytnij</b>	95		
45	domyślny	96		
46	przycisk domyślny	97	fokus wejściowy	
47	<b>Usuń</b>	98	<b>menu Wstaw</b>	
48	pulpit	99	<b>Wstaw obiekt</b>	
49	przeznaczenie	100	punkt wstawiania	
50	okno dialogowe	101	kursywa	
51	niepełnosprawność	102	etykieta	
		103	pozioma	
				153 <b>Wklej</b>

## Polish

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

## Portuguese

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

## Portuguese

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

## Portuguese – Brazil

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

## Portuguese – Brazil

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

**Russian**

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

## Russian

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

## Slovenian

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

## Slovenian

157	pot	191	<b>Nadaljuj</b>	225	gumb Start
158	<b>Premor / Začasna prekinitev</b>	192	<b>Poskusi znova</b>	226	Mapa - Zagon
159		193	vnosno polje za obogateno besedilo	227	statusna vrstica
160	<b>Predvajaj</b>	194	<b>Poženi</b>	228	<b>Ustavi</b>
161	Plug and Play	195	<b>Shrani</b>	229	jeziček
162	pokazati	196	<b>Shrani kot</b>	230	
163	kazalec	197	drseti	231	opravilna vrstica
164	pojavni meni	198	drsna puščica	232	opravilno usmerjena pomoč
165	pojavno okno	199	drsni trak	233	predloga
166	pokončno	200	drsnik	234	vnosno polje
167	pritisniti (tipko)	201	dodatno okno	235	naslovna vrstica
168	pritisniti (in zadržati miškino tipko)	202	izbrati	236	besedilo naslova
169	osnovni vsebnik	203	<b>Izberi vse</b>	237	preklopna tipka
170	osnovno okno	204	izbor	238	orodna vrstica
171	<b>Tiskaj</b>	205	izbirni oprimek	239	opis orodja
172	tiskalnik	206	<b>Pošlji</b>	240	krnilo za drevesni pogled
173	kazalnik poteka (krnilo)	207	ločilo	241	vrsta
174	projicirati	208	<b>Nastavitve</b>	242	natipkati
175	<b>Lastnosti</b>	209	<b>Priprava</b>	243	ni na voljo
176	prikaz lastnosti	210	bližnjica	244	<b>Razveljaví</b>
177	stran z lastnostmi	211	gumb bližnjice	245	<b>Odstrani</b>
178	okno z lastnostmi	212	ikona bližnjice	246	<b>meni Pogled</b>
179	krnilo v oknu z lastnostmi	213	tipka bližnjice	247	neposredno urejanje
180	<b>Hitri vpogled</b>	214	krnilo za tipko bližnjice	248	krnilo za grafično izbiro
181	samo za branje	215	<b>Pokaži</b>	249	<b>Kaj je to?</b>
182		216	<b>Zaustavitev sistema</b>	250	okno
183	Koš (ikona)	217	okence seznama za enojno izbiro	251	<b>meni Okno</b>
184	<b>Uveljaví</b>	218	<b>Velikost</b>	252	Raziskovalec
185	izbira področja	219	velikostni oprimek	253	čarovnik
186	register	220	drsna letev	254	delovni zvezek
187	<b>Ponovi</b>	221	vrtilno polje	255	delovna skupina
188	<b>Zamenjaj</b>	222	<b>Razdeli</b>	256	delovni prostor
189	<b>Obnovi</b>	223	delilna črta	257	<b>Da</b>
190	gumb Obnovi	224	okenski delilnik		

## Spanish

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

## Spanish

156	<b>Pegado especial</b>	191	<b>Reanudar</b>	224	cuadro de división
157	ruta de acceso	192	<b>Reintentar</b>	225	botón "Inicio"
158	<b>Pausa</b>	193	cuadro de texto enriquecido	226	carpeta Inicio
159	lápiz	194	<b>Ejecutar</b>	227	barra de estado
160	<b>Reproducir</b>	195	<b>Guardar</b>	228	<b>Detener</b>
161	Plug and Play	196	<b>Guardar como</b>	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	<b>Seleccionar todo</b>	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	<b>Imprimir</b>	206	<b>Enviar a</b>	239	sugerencias
172	impresora	207	separador	240	control de visión en árbol
173	indicador de progreso (control)	208	<b>Configuración</b>	241	tipo (n.)
174	proyecto	209	<b>Instalar</b> for an application or <b>Configurar</b> for a device already installed	242	escribir (v.)
175	<b>Propiedades</b>	210	acceso directo	243	no disponible
176	monitor de propiedades	211	botón de acceso directo	244	<b>Deshacer</b>
177	página de propiedades	212	ícono de acceso directo	245	<b>Desinstalar</b>
178	hoja de propiedades	213	tecla de método abreviado	246	<b>menú Ver</b>
179	control de la hoja de propiedades	214	control de la tecla de método abreviado	247	edición visual
180	<b>Vista rápida</b>	215	<b>Mostrar</b>	248	control de opciones gráficas
181	sólo lectura	216	<b>Apagar el sistema</b>	249	<b>¿Qué es esto?</b>
182	reconocimiento	217	cuadro de lista de selección simple	250	ventana
183	Papelera de reciclaje (ícono)	218	<b>Tamaño</b>	251	<b>menú Ventana</b>
184	<b>Rehacer</b>	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	<b>Repetir</b>	222	<b>Dividir</b>	255	grupo de trabajo
188	<b>Reemplazar</b>	223	barra de división	256	área de trabajo
189	<b>Restaurar</b>			257	<b>Sí</b>
190	botón "Restaurar"				

**Swedish**

1	<b>Om</b>	53	docka	106	länk
2	snabbtangent	54	dokument	107	länska
3	Hjälpmödel (ikonen)	55	dubbelklicka på	108	Länka hit
4	Accessibility)/tillgänglighet	56		109	listruta
5	funktionshandtag	57	dra	110	listvy
6	aktiv	58	dra och släpp	111	manuell länk
7	aktiv slutpunkt	59	nedrullningsbar kombinationsruta	112	<b>Maximera</b>
8	aktivt objekt	60	nedrullningsbar listruta	113	maximeringsknapp
9	aktivt fönster	61	nedrullningsbar meny	114	meny
10	fönsterfält	62	<b>Redigera</b>	115	menyrad
11	Alltid överst	63	<b>Redigera-meny</b>	116	menyknapp
12	startpunkt	64	punkter	117	menyobjekt
13	<b>Verkställ</b>	65	inbäddat objekt	118	menytitel
14	flytta automatiskt	66	<b>Avsluta</b>	119	meddelanderuta
15	upprepa automatiskt	67	expander	120	<b>Minimera</b>
16	automatisk länk	68	<b>Utforska</b>	121	minimeringsknapp
17	automatisk rullning	69	utökad markering	122	blandvärde
18	<b>Föregående</b>	70	listruta för utökad markering	123	modal
19		71	fil	124	läge
20		72	Arkiv-meny	125	icke-modal
21	<b>Bläddra</b>	73	<b>Sök</b>	126	ändringstangent
22	<b>Avbryt</b>	74	Sök nästa	127	mus
23	undermeny	75	Sök efter	128	<b>Flytta</b>
24	kryssruta	76	mapp	129	<b>Flytta hit</b>
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	Urkipp	81		134	<b>Ny/nytt</b>
30	<b>Stäng</b>	82		135	<b>Nästa</b>
31	stängningsknapp	83	gruppruta	136	objekt
32	komprimera	84	handtag	137	<b>OK</b>
33	kolumnrubrik	85	<b>Hjälp</b>	138	OLE
34	kombinations ruta	86	Hjälp-meny	139	dra och släpp (OLE)
35	kommandoknapp	87	<b>Dölj</b>	140	inbäddat objekt (OLE)
36	behållare	88	hierarkisk markering	141	länkat objekt (OLE)
37	sammanhangsberoende hjälp	89	hålla ned	142	utökat dra och släpp (OLE)
38	sammanhangsberoende	90	aktiv punkt	143	<b>Öppna</b>
39	kontroll	91	aktivieringszon	144	<b>Öppna med</b>
40	<b>Kopiera</b>	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	<b>Utskriftsformat</b>
44	<b>Klipp ut</b>	96		149	palettfönster
45	standard	97	inmatningsfokus	150	fönsterruta
46	standardknapp	98	<b>Infoga-meny</b>	151	moderfönster
47	<b>Ta bort</b>	99	<b>Infoga objekt</b>	152	lösenord
48	skrivbord	100	insättningspunkt	153	<b>Klistra in</b>
49	mål	101	kursiv	154	<b>Klistra in länk</b>
50	dialogruta	102	titel	155	<b>Klistra in genväg</b>
51	oförmåga	103	liggande	156	<b>Klistra in special</b>
52	osammanhängande markering	104		157	sökväg
		105		158	<b>Paus</b>

## Swedish

159		193	rich text-ruta	226	mappen Autostart
160	<b>Spela upp</b>	194	<b>Kör</b>	227	statusfält
161	Plug and Play	195	<b>Spara</b>	228	<b>Stanna</b>
162	peka	196	<b>Spara som</b>	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	<b>Markera allt</b>	236	text i namnlist
170	primärt fönster	204	markering	237	växlingstangent
171	<b>Skriv ut</b>	205	markeringshandtag	238	verktygsfält
172	skrivare	206	<b>Skicka till</b>	239	funktionsbeskrivning
173	förlopsindikator	207	avgränsare	240	trädkontroll
174	projekt	208	<b>Inställningar</b>	241	typ
175	<b>Egenskaper</b>	209	<b>Inställningar/</b> installationsprogram	242	skriva
176	egenskapsgranskare	210	genväg	243	ej tillgänglig
177	egenskapsida	211	genvägsknapp	244	<b>Anga</b>
178	egenskapsförteckning	212	genvägsikon	245	<b>Avinstallera</b>
179	kontroll i egenskapsförteckning	213	kortkommando	246	<b>Visa-meny</b>
180	<b>Snabbgranskning</b>	214	kortkommandokontroll	247	direktredigering
181	skrivskydd	215	<b>Visa</b>	248	grafikkontroll
182		216	<b>Avsluta</b>	249	<b>Förklaring</b>
183	Papperskorgen	217	listruta för enkel markering	250	fönster
184	<b>Gör om</b>	218	<b>Storlek/Ändra storlek</b>	251	<b>Fönster-meny</b>
185	områdesmarkering	219	storleksgrepp	252	Utforskaren
186	Registret	220	skjutreglage	253	guide
187	<b>Upprepa</b>	221	rotationsruta	254	arbetsbok
188	<b>Ersätt</b>	222	<b>Dela</b>	255	arbetsgrupp
189	<b>Återställ</b>	223	delningslist	256	arbetsytta
190	knappen Återställ	224	delningsruta	257	<b>Ja</b>
191	<b>Fortsätt</b>	225	startknappen		
192	Försök igen				

## Turkish

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

## Turkish

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

## Glossary

**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.

## Glossary

**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

cancelling 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 Passworts 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

### 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

overtype 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 &amp; 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

- 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  
**Overtype 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  
    MDI 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
  - 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* LabelsText 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 Exhibit 1031, Page 579

9 781556 156793