

The following sections provide information on types of disabilities and additional recommendations about how to address the needs of customers with those disabilities.

Types of Disabilities

There are many types of disabilities, but they are often grouped into several broad categories. These include visual, hearing, physical movement, speech or language impairments, and cognitive and seizure disorders.

Visual Disabilities

Visual disabilities range from slightly reduced visual acuity to total blindness. Those with reduced visual acuity may only require that your software support larger text and graphics. For example, the system provides scalable fonts and controls to increase the size of text and graphics. To accommodate users who are blind or have severe impairments, make your software compatible with speech or Braille utilities, described later in this chapter.

Color blindness and other visual impairments may make it difficult for users to distinguish between certain color combinations. This is one reason why color is not recommended as the only means of conveying information. Always use color as an additive or enhancing property.

Hearing Disabilities

Users who are deaf or hard-of-hearing are generally unable to detect or interpret auditory output at normal or maximum volume levels. Avoiding the use of auditory output as the only means of communicating information is the best way to support users with this disability. Instead, use audio output only as a redundant, additive property or provide visual output as an option to supplement the audio information. For more information about supporting sound, see the section “Sound” earlier in this chapter.

Physical Movement Disabilities

Some users have difficulty or are unable to perform certain physical tasks — for example, moving a mouse or simultaneously pressing two keys on the keyboard. Other individuals have a tendency to inadvertently strike multiple keys when targeting a single key. Consideration of physical ability is important not only for users with disabilities, but also for beginning users who need time to master all the motor skills necessary to interact with the interface. The best way to support these users is by supporting all your basic operations using simple keyboard and mouse interfaces.

Speech or Language Disabilities

Users with language disabilities, such as dyslexia, find it difficult to read or write. Spell- or grammar-check utilities can help children, users with writing impairments, and users with a different first language. Supporting accessibility tools and utilities designed for users who are blind can also help those with reading impairments. Most design issues affecting users with oral communication difficulties apply only to utilities specifically designed for speech input.

Cognitive Disabilities

Cognitive disabilities can take many forms, including perceptual differences and memory impairments. You can accommodate users with these disabilities by allowing them to modify or simplify your software's interface, such as supporting menu or dialog box customization. Similarly, using icons and graphics to illustrate objects and choices can be helpful for users with some types of cognitive impairments.

Seizure Disorders

Some users are sensitive to visual information that alternates its appearance or flashes at particular rates — often the greater the frequency, the greater the problem. However, there is no perfect flash rate. Therefore, base all modulating interfaces on the system's cursor blink rate. Because users can customize this value, a particular frequency can be avoided. If that is not practical, provide your own interface for changing the flash rate.



The **GetCaretBlinkTime** function provides access to the current cursor blink rate setting. For more information about this function, see the documentation included in the Win32 SDK.

Types of Accessibility Aids

There are a number of accessibility aids to assist users with certain types of disabilities. To allow these users to effectively interact with your application, make certain it is compatible with these utilities. This section briefly describes the types of utilities and how they work.

One of the best ways to accommodate accessibility in your software's interface is to use standard Windows conventions wherever possible. Windows already provides a certain degree of customization for users and most accessibility aids work best with software that follows standard system conventions.

Screen Enlargement Utilities

Screen enlargers (also referred to as screen magnification utilities or large print programs) allow users to enlarge a portion of their screen. They effectively turn the computer monitor into a viewport showing only a portion of an enlarged virtual display. Users then use the mouse or keyboard to move this viewport to view different areas of the virtual display. Enlargers also attempt to track where users are working, following the input focus and the activation of windows, menus, and secondary windows, and can automatically move the viewport to the active area.

Screen Review Utilities

People who cannot use the visual information on the screen can interpret the information with the aid of a screen review utility (also referred to as a screen reader program or speech access utility). Screen review utilities take the displayed information on the screen and direct it through alternative media, such as synthesized speech or a refreshable Braille display. Because both of these media present only text information, the screen review utility must render other information on the screen as text; that is, determine the appropriate text labels or descriptions for graphical screen elements. They must also track users' activities to provide descriptive information about what the user is doing. These utilities often work by monitoring the system interfaces that support drawing on the screen. They build an off-screen database of the objects on the screen, their properties, and their spatial relationships. Some of this information is presented to

users as the screen changes, and other information is maintained until users request it. Screen review utilities often include support for configuration files (also referred to as set files or profiles) for particular applications.

Voice Input Systems

Users who have difficulty typing can choose a voice input system (also referred to as a speech recognition program) to control software with their voice instead of a mouse and keyboard. Like screen reader utilities, voice input systems identify objects on the screen that users can manipulate. Users activate an object by speaking the label that identifies the object. Many of these utilities simulate keyboard interfaces, so if your software includes a keyboard interface, it can be adapted to take advantage of this form of input.

On-Screen Keyboards


Some individuals with physical disabilities cannot use a standard keyboard, but can use special devices designed to work with an on-screen keyboard. Switching devices display groups of commands displayed on the screen, and the user employs one or more switches to choose a selected group, then a command within the group. Another technique allows a user to use a special mouse or headpointer (a device that lets users manipulate the mouse pointer on the screen through head motion) to point to graphic images of keys displayed on the screen to generate keystroke input.

Keyboard Filters

Impaired physical abilities, such as erratic motion, tremors, or slow response, can sometimes be compensated by filtering out inappropriate keystrokes. The Windows Accessibility Options supports a wide range of keyboard filtering options. These are generally independent of the application with which users are interacting and therefore require no explicit support except for the standard system interfaces for keyboard input. However, users relying on these features may type slowly.

Compatibility with Screen Review Utilities

You can use the following techniques to ensure software compatibility with screen review utilities. The system allows your application to determine whether the system has been configured to provide support for a screen review utility, allowing your software to enable or disable certain capabilities.

 You can check the `SM_SCREENREADER` setting using the `GetSystemMetrics` function. For more information about this function and other information about supporting screen review utilities, see the documentation included in the Win32 SDK.

Controls

Use standard Windows controls wherever possible. Most of these have already been implemented to support screen review and voice input utilities. However, custom controls you create may not be usable by screen review utilities.

Always include a label for every control, even if you do not want the control's label to be visible. This applies regardless of whether you use standard controls or your own specialized controls, such as owner drawn controls or custom controls. If the control does not provide a label, you can create a label using a static text control.

Follow the normal layout conventions by placing the static text label before the control (above or to the left of the control). Also, set the keyboard TAB navigation order appropriately so that tabbing to a label navigates to the associated control it identifies instead of a label. To make certain that the label is recognized correctly, include a colon at the end of the label's text string, unless you are labeling a button, tab, or group box control. In cases where a label is not needed or would be visually distracting, provide the label but do not make it visible. Although the label is not visible, it is accessible to a screen review utility.

Text labels are also effective for choices within a control. For example, you can enhance menus or lists that display colors or line widths by including some form of text representation, as shown in Figure 14.1.

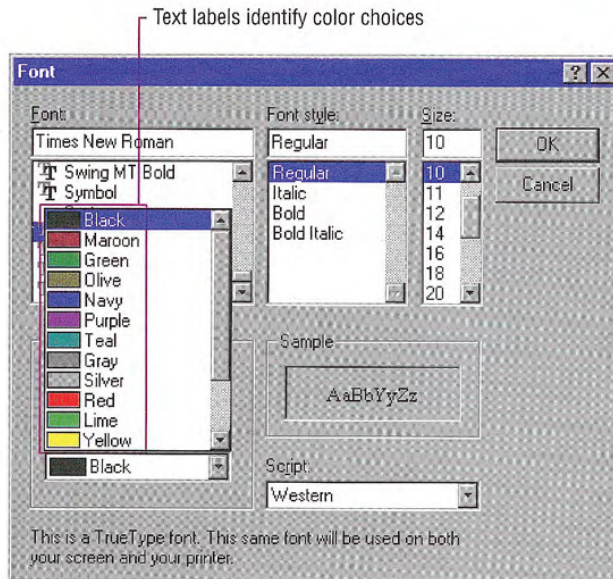


Figure 14.1 Using text to help identify choices

If providing a combined presentation is too difficult, offer users the choice between text and graphical representation, or choose one of them based on the system's screen review utility setting.

Text Output

Screen review utilities usually interpret text — including properties such as font, size, and face — that is displayed with standard system interfaces. However, text displayed as graphics (for example, bit-mapped text) is not accessible to a screen review utility. To make it accessible, your application can create an invisible text label and associate the graphical representation of text with it by drawing the text over the graphic with a null operator (NOP). Screen review utilities can read standard text representations in a metafile, so you can also use metafiles, instead of bitmap images, for graphics information that includes text.

Graphics Output

Users with normal sight may be able to easily distinguish different elements of a graphic or pictorial information, such as a map or chart, even if they are drawn as a single image; however, a screen review utility must distinguish between different components. There are a number of ways to do this. Any of these methods can be omitted when the system's screen review setting is not set.

When using bitmap images, consider separately drawing each component that requires identification. If performance is an issue, combine the component images in an off-screen bitmap using separate drawing operations and then display the bitmap on the screen with a single operation. You can also draw multiple bitmap images with a single metafile.

Alternatively, you can redraw each component separately, or draw a separate image to identify each region using a null operator. This will not have an effect on the visible image, but allows a screen review utility to identify the region. You can also use this method to associate a text label with a graphic element.

When drawing graphics, use standard Windows drawing functions wherever possible. If you change an image directly — for example, clearing a bitmap by writing directly into its memory — a screen review utility will not be able to recognize the content change and will inappropriately describe it to users.

Icons and Windows

Accompany icons that represent objects with a text label (title) of the object's name. Use the system font and color for icon labels, and follow the system conventions for placement of the text relative to the icon. This allows a screen review utility to identify the object without special support.

Similarly, make certain that all your windows have titles. Even if the title is not visible, it is still available to access utilities. The more unique your window titles, the easier users can differentiate between them, especially when using a screen review utility. Using unique window class names is another way to provide for distinct window identification, but providing appropriate window titles is preferred.

The User's Point of Focus

Many accessibility aids must follow where the user is working. For example, a screen review utility conveys to users where the input focus is; a screen enlarger pans its viewport to ensure that users' focus is always kept on the visible portion of the screen. Most utilities give users the ability to manually move the viewport, but this becomes a laborious process, especially if it has to be repeated each time the input focus moves.

When the system handles the move of the input focus, such as when the user selects a menu, navigates between controls in a dialog box, or activates a window, an accessibility utility can track the change. However, the utility may not detect when an application moves the input focus within its own window. Therefore, whenever possible, use standard system functions to place the input focus, such as the text insertion point. Even when you provide your own implementation of focus, you can use the system functions to indicate focus location without making the standard input focus indicator visible.



The **SetCaretPos** function is an example of a system function you can use to indicate focus location. For more information about this function, see the documentation included in the Win32 SDK.

Timing and Navigational Interfaces

Some users read text or press keys very slowly and do not respond to events as quickly as the average user. Avoid displaying critical feedback or messages briefly and then automatically removing them because many users cannot read or respond to them. Similarly, limit your use of time-out based interfaces. If you do include a time-based interface, always provide a way for users to configure the time-out.

Also, avoid displaying or hiding information based on the movement of the pointer, unless it is part of a standard system interface (for example, tooltips). Although such techniques can benefit some users, they may not be available for those using accessibility utilities. If you do provide such support, consider making these features optional so that users can turn them on or off when a screen review utility is installed.

Similarly, you should avoid using general navigation to trigger operations, because users of accessibility aids may need to navigate through all controls. For example, basic TAB keyboard navigation in a dialog box should not activate actions associated with a control, such as setting a check box or carrying out a command button. However, navigation can be used to facilitate further user interaction, such as validating user input or opening a drop-down control.

Color


Base the color properties of your interface elements on the system colors for window components, rather than defining specific colors. Remember to use appropriate foreground and background color combinations. If the foreground of an element is rendered with the button text color, use the button face color as its background rather than the window background color. If the system does not provide standard color settings that can be applied to some elements, you can include your own interface that allows users to customize colors. In addition, you can provide graphical patterns as an optional substitute for colors as a way to distinguish information.


The system also provides a global setting called High Contrast Mode that users can set through the Windows Accessibility Options. The setting provides contrasting color settings for foreground and background visual elements. Your application should check for this setting's status when it starts, and whenever it receives notification of system setting changes. When set, adjust your interface colors based on those set for the high contrast color scheme. In addition, whenever High Contrast Mode is set, hide any images that are drawn behind text (for example, watermarks or logos) to maintain the legibility of the information on the screen. You can also display monochrome versions of bitmaps and icons using the appropriate foreground color.


Scalability

Another important way to provide for visual accessibility is to allow for the scalability of screen elements. Sometimes, this simply means allowing users to change the font for the display of information. The system allows users to change the size and font of standard Windows components. You should use these same metrics for appropriately adjusting the size of other visual information you provide. For your own custom elements, you can provide scaling by including a TrueType font or metafiles for your graphics images.

It may also be useful to provide scaling features within your application. For example, many applications provide a "Zoom" command that scales the presentation of the information displayed in a window, or other commands that make the presentation of information easier to read. You may need to add scroll bars if the scaled information exceeds the current size of the window.

 For more information about the use of color and how it is used for interface elements, see Chapter 13, "Visual Design."

 The **GetSystemMetrics** function provides access to the `SM_HIGHCONTRAST` setting. For more information about this function, see the documentation included in the Win32 SDK.

 For more information about the system metrics for font and size, see Chapter 13, "Visual Design."

Keyboard and Mouse Interface

Providing a good keyboard interface is an important step in accessibility because it affects users with a wide range of disabilities. For example, a keyboard interface may be the only option for users who are blind or use voice input utilities, and those who cannot use a mouse. The Windows Accessibility Options often compensate for users with disabilities related to keyboard interaction; however, it is more difficult to compensate for problems related to pointing device input.


You should follow the conventions for keyboard navigation techniques presented in this guide. For specialized interfaces within your software, model your keyboard interface on conventions that are familiar and appropriate for that context. Where they apply, use the standard control conventions as a guide for your defining interaction. For example, support TAB and SHIFT+TAB key and access keys to support navigation to controls.

Make certain the user can navigate to all objects. Avoid relying only on navigational design that requires the user to understand the spatial relationship between objects. Accessibility utilities may not be able to convey such relationships.

Providing a well-designed mouse interface is also important. Pointing devices may be more efficient than keyboards for some users. When designing the interface for pointing input, avoid making basic functions available only through multiple clicking, drag and drop manipulation, and keyboard-modified mouse actions. Such actions are best considered shortcut techniques for more advanced users. Make basic functions available through single click techniques.

The system also allows your application to determine when the user relies on the keyboard, rather than pointing device input. You can use this to present special keyboard interfaces that might otherwise be hidden.

Where possible, avoid making the implementation of basic functions dependent on a particular device. This is critical for supporting users with physical disabilities and users who may not wish to use or install a particular device.

 Check the SM_KEYBOARD-PREF setting, using **GetSystemMetrics**, to determine whether a user relies on keyboard rather than pointing device input. For more information about this function, see the documentation included in the Win32 SDK.

Documentation, Packaging, and Support

Although this guide focuses primarily on the design of the user interface, a design that provides for accessibility needs to take into consideration other aspects of a product. For example, consider the documentation needs of your users. For users who have difficulty reading or handling printed material, provide online documentation for your product. If the documentation or installation instructions are not available online, you can provide documentation separately in alternative formats, such as ASCII text, large print, Braille, or audio tape format. Organizations that can help you produce and distribute such documentation are listed in the accessibility section of the Bibliography of this guide.

When possible, choose a format and binding for your documentation that makes it accessible for users with disabilities. As in the interface, information in color should be a redundant form of communication. Bindings that allow a book to lie flat are usually better for users with limited dexterity.

Packaging is also important because many users with limited dexterity can have difficulty opening packages. Consider including an easy-opening overlap or tab that helps users remove shrink-wrapping.

Finally, although support is important for all users, it is difficult for users with hearing impairments to use standard support lines. Consider making these services available to customers using text telephones (also referred to as “TT” or “TDD”). You can also provide support through public bulletin boards or other networking services.

Usability Testing

Just as it is important to test the general usability of your software, it is a good idea to test how well it provides for accessibility. There are a variety of ways of doing this. One way is to include users with disabilities in your prerelease or usability test activities. In addition, you can establish a working relationship with companies that provide accessibility aids. Information about accessibility vendors or potential test sites is included in the Bibliography.

You can also try running your software in a fashion similar to that used by a person with disabilities. Try some of the following ideas for testing:

- Use the Windows Accessibility Options and set your display to a high contrast scheme, such as white text on a black background. Are there any portions of your software that become invisible or hard to use or recognize?
- Try using your software for a week without using a mouse. Are there operations that you cannot perform? Was anything especially awkward?
- Increase the size of the default system fonts. Does your software still look good? Does your software fonts appropriately adjust to match the new system font?

Internationalization

To successfully compete in international markets, your software must easily accommodate differences in language, culture, and hardware. This section does not cover every aspect of preparing software for the international market, but it does summarize some of the key design issues.

The process of translating and adapting a software product for use in a different country is called *localization*. Like any part of the interface, include international considerations early in the design and development process. In addition to adapting screen information and documentation for international use, Help files, scenarios, templates, models, and sample files should all be a part of your localization planning.

Language is not the only relevant factor when localizing an interface. Several countries can share a common language but have different conventions for expressing information. In addition, some countries can share a language but use a different keyboard convention.



For more information about the technical details for localizing your application, see the documentation included in the Win32 SDK.

A more subtle factor to consider when preparing software for international markets is cultural differences. For example, users in the U.S. may recognize a rounded mail box with a flag on the side as an icon for a mail program, but this image may not be recognized by users in other countries. Sounds and their associated meanings may also vary from country to country.

It is helpful to create a supplemental document for your localization team that covers the terms and other translatable elements your software uses, and describes where they occur. Documenting changes between versions saves time in preparing new releases. Appendix E of this guide provides recommended translations of many words used in the Windows interface.

Text

A major aspect of localizing an interface involves translating the text used by the software in its title bars, menus and other controls, messages, and some registry entries. To make localization easier, store interface text as resources in your application's resource file rather than including it in the source code of the application. Remember to also translate menu commands your application stores for its file types in the system registry.

Translation is a challenging task. Each foreign language has its own syntax and grammar. Following are some general guidelines to keep in mind for translation:

- Do not assume that a word always appears at the same location in a sentence, that word order is always the same, that sentences or words always have the same length, or that nouns, adjectives, and verbs always keep the same form.
- Avoid using vague words that can have several meanings in different contexts.
- Avoid colloquialisms, jargon, acronyms, and abbreviations.
- Use good grammar. Translation is a difficult enough task without a translator having to deal with poor grammar.

- Avoid dynamic, or run-time, concatenation of different strings to form new strings — for example, composing messages by combining frequently used strings. An exception is the construction of filenames and names of paths.
- Avoid hard coding filenames in a binary file. Filenames may need to be translated.
- Avoid including text in images and icons. Doing so requires that these also be translated.

Translation of interface text from English to other languages often increases the length of text by 30 percent or more. In some extreme cases, the character count can increase by more than 100 percent; for example, the word “move” becomes “verschieben” in German. Accordingly, if the amount of the space for displaying text is strictly limited, as in a status bar, restrict the length of the English interface text to approximately one half of the available space. In contexts that allow more flexibility, such as dialog boxes and property sheets, allow 30 percent for text expansion in the interface design. Message text in message boxes, however, should allow for text expansion of about 100 percent. Avoid having your software rely on the position of text in a control or window because translation may require movement of the text.

Expansion due to translation affects other aspects of your product. A localized version is likely to affect file sizes, potentially changing the layout of your installation disks and setup software.

Translation is not always a one-to-one correspondence. A single word in English can have multiple translations in another language. Adjectives and articles sometimes change spelling according to the gender of the nouns they modify. Therefore, be careful when reusing a string in multiple places. Similarly, several English words may have only a single meaning in another language. This is particularly important when creating keywords for the Help index for your software.

Graphics

It is best to review the proposed graphics for international applicability early in your design cycle. Localizing graphics can be a time consuming process.

Although graphics communicate more universally than text, graphical aspects of your software — especially icons and toolbar button images — may also need to be revised to address an international audience. For example, a toolbar image that includes a magic wand to represent access to a wizard interface does not have meaning in many European countries and requires a different image.

When possible, choose generic images and glyphs. Even if you can create custom designs for each language, having different images for different languages can confuse users who work with more than one language version.

Many symbols with a strong meaning in one culture do not have any meaning in another. For example, many symbols for U.S. holidays and seasons are not shared around the world. Importantly, some symbols can be offensive in some cultures (for example, the open palm commonly used at U.S. crosswalk signals is offensive in some countries). Some metaphors also may not apply in all languages.

Keyboards

International keyboards also differ from those used in the U.S. Avoid using punctuation character keys as shortcut keys because they are not always found on international keyboards or easily produced by the user. Remember too, that what seems like an effective shortcut because of its mnemonic association (for example, CTRL+B for Bold) can warrant a change to fit a particular language. Similarly, macros or other utilities that invoke menus or commands based on access keys are not likely to work in an international version, because the command names on which the access keys are based differ.

Keys do not always occupy the same positions on all international keyboards. Even when they do, the interpretation of the unmodified keystroke can be different. For example, on U.S. keyboards, SHIFT+8 results in an asterisk character. However, on French keyboards, it generates the number 8. Similarly, avoid using CTRL+ALT combinations, because the system interprets this combination for some language versions as the ALTGR key, which generates some alphanumeric characters. Similarly, avoid using the ALT key as a modifier because it is the primary keyboard interface for accessing menus and controls. In addition, the system uses many specialized versions for special input. For example, ALT+~ invokes special input


editors in Far East versions of Windows. For text fields, pressing `ALT+number` enters characters in the upper range of a character set. Similarly, avoid using the following characters when assigning the following shortcut keys.

@ £ \$ { } [] \ ~ | ^ ' < >

Character Sets

Some international countries require support for different character sets (sometimes referred to as *code pages*). The system provides a standard interface for supporting multiple character sets and sort tables. Use these interfaces wherever possible for sorting and case conversion. In addition, consider the following guidelines:

- Do not assume that the character set is U.S. ANSI. Many ANSI character sets are available. For example, the Russian version of Windows 95 uses the Cyrillic ANSI character set which is different than the U.S. ANSI set.
- Use the system functions for supporting font selection (such as the common font dialog box).
- Always save the character set with font names in documents.

 The **SystemParametersInfo** function allows you to determine the current keyboard configuration. For more information about this function, see the documentation included in the Win32 SDK.

Formats

Different countries often use substantially different formats for dates, time, money, measurements, and telephone numbers. This collection of language-related user preferences are referred to as a *locale*. Designing your software to accommodate international audiences requires supporting these different formats.

Windows provides a standard means for inquiring what the default format is and also allows the user to change those properties. Your software can allow the user to change formats, but restrict these changes to your application or document type, rather than affecting the system defaults. Table 14.1 lists the most common format categories.


 For more information about the functions that provide access to the current locale formats, see the documentation included in the Win32 SDK.

Table 14.1 Formats for International Software

Category	Format considerations
Date	Order, separator, long or short formats, and leading zero
Time	Separator and cycle (12-hour vs. 24-hour), leading zero
Physical quantity	Metric vs. English measurement system
Currency	Symbol and format (for example, trailing vs. preceding symbol)
Separators	List, decimal, and thousandths separator
Telephone numbers	Separators for area codes and exchanges
Calendar	Calendar used and starting day of the week
Addresses	Order and postal code format
Paper sizes	U.S. vs. European paper and envelope sizes

Layout

For layout of controls or other elements in a window, it is important to consider alignment in addition to expansion of text labels. In Hebrew and Arabic countries, information is written right to left. So when localizing for these countries, reverse your U.S. presentation.

Some languages include diacritical marks that distinguish particular characters. Fonts associated with these characters can require additional spacing.

In addition, do not place information or controls into the title bar area. This is where Windows places special user controls for configurations that support multiple languages.

References to Unsupported Features

Avoid confusing your international users by leaving in references to features that do not exist in their language version. Adapt the interface appropriately for features that do not apply. For example, some language versions may not include a grammar checker or support for bar codes on envelopes. Remove references to features such as menus, dialog boxes, and Help files from the installation program.

Network Computing

Windows provides an environment that allows the user to communicate and share information across the network. When designing your software, consider the special needs that working in such an environment requires.

Conceptually, the network is an expansion of the user's local space. The interface for accessing objects from the network should not differ significantly from or be more complex than the user's desktop.

Leverage System Support

When designing for network access, support standard conventions and interfaces, including the following:

- Use universal naming convention (UNC) paths to refer to objects stored in the file system. This convention provides transparent access to objects on the network.
- Use system-supported user identification that allows you to determine access without including your own password interface.
- Adjust window sizes and positions based on the local screen properties of the user.
- Avoid assuming the presence of a local hard disk. It is possible that some of your users work with diskless workstations.

Client-Server Applications

Users operating on a network may wish to run your application from a network server. For applications that store no state information, no special support is required. However, if your application stores state information, design your application with a server set of components and a client set of components. The server components include the main executable files, dynamic link libraries, and any other files that need to be shared across the network. The client components consist of the components of the application that are specific to the user, including local registry information and local files that provide the user with access to the server components.



For information about installing the client and server components of your application, see Chapter 10, "Integrating with the System."

Shared Data Files

When storing a file in the shared space of the network, it should be readily accessible to all users, so design the file to be opened multiple times. The granularity of concurrent access depends on the file type; that is, for some files you may only support concurrent access by word, paragraph, section, page, and so on. Provide clear visual cues as to what information can be changed and what cannot. Where multiple access is not easily supported, provide users with the option to open a copy of the file, if the original is already open.

Record Processing

Record processing or transaction-based applications may require somewhat different structuring than the typical productivity application. For example, rather than opening and saving discrete files, the interface for such applications focuses on accessing and presenting data as records through multiple views, forms, and reports. One of the distinguishing and most important design aspects of record-processing applications is the definition of how the data records are structured. This dictates what information can be stored and in what format.

However, you can apply much of the information in this guide to record-oriented applications. For example, the basic principles of design and methodology are just as applicable as they are for individual file-oriented applications. You can also apply the guide's conventions for input, navigation, and layout when designing forms and report designs. Similarly, you can apply other secondary window conventions for data-entry design, including the following:

- Provide reasonable default values for fields.
- Use the appropriate controls. For example, use drop-down list boxes instead of long lists of option buttons.
- Distinguish text entry fields from read-only text fields.


- Design for logical and smooth user navigation. Order fields as the user needs to move through them. Auto-exit text boxes are often good for input of predefined data formats, such as time or currency inputs.
- Provide data validation as close to the site of data entry as possible. You can use input masks to restrict data to specific types or list box controls to restrict the range of input choices.

Telephony

Windows provides support for creating applications with telephone communications, or *telephony*, services. Those services include the Assisted Telephony services for adding minimal, but useful telephonic functionality to applications, and the full Telephony API, for implementing full telephonic applications.


You should consider the following guidelines when developing telephony applications:

- Provide separate fields for users to enter country code, area code, and a local number. You may use auto-exit style navigation to facilitate the number entry. You can also use a drop-down list box to allow users to select a country code. The system provides support for listing available codes.
- Provide access to the TAPI Dialing Properties property sheet window wherever a user enters a phone number. This window provides a consistent and easy interface for users.
- Use the modem configuration interfaces provided by the system. If the user has not installed a modem, run the Windows TAPI modem installation wizard.

 For more information about creating applications using the Microsoft Windows Telephony API (TAPI), see the documentation included in the Win32 SDK.

Microsoft Exchange

Microsoft Exchange is the standard Windows interface for email, voice mail, FAX, and other communication media. Applications interact with Microsoft Exchange by using the Messaging API (MAPI) and support services and components.

 For more information about MAPI, see the documentation included in the Win32 SDK.

Microsoft Exchange allows you to create support for an information service. An information service is a utility that enables messaging applications to send and receive messages and files, store items in an information store, obtain user addressing information, or any combination of these functions.

Coexisting with Other Information Services

Microsoft Exchange is designed to simultaneously support different information services. Therefore when designing an information service, avoid:

- Initiating lengthy operations.
- Assuming exclusive use of key hardware resources, such as communications (COMM) ports and modems.
- Adding menu commands that are incompatible with other services.

Adding Menu Items and Toolbar Buttons

Microsoft Exchange allows you to add menu items and toolbar buttons to the main viewer window. Follow the recommendations in this guide for defining menu and toolbar entries. In addition, where possible, define your menu items and toolbar entries (or their tool-tips) in a way that allows the user to clearly associate the functionality with a specific information service.

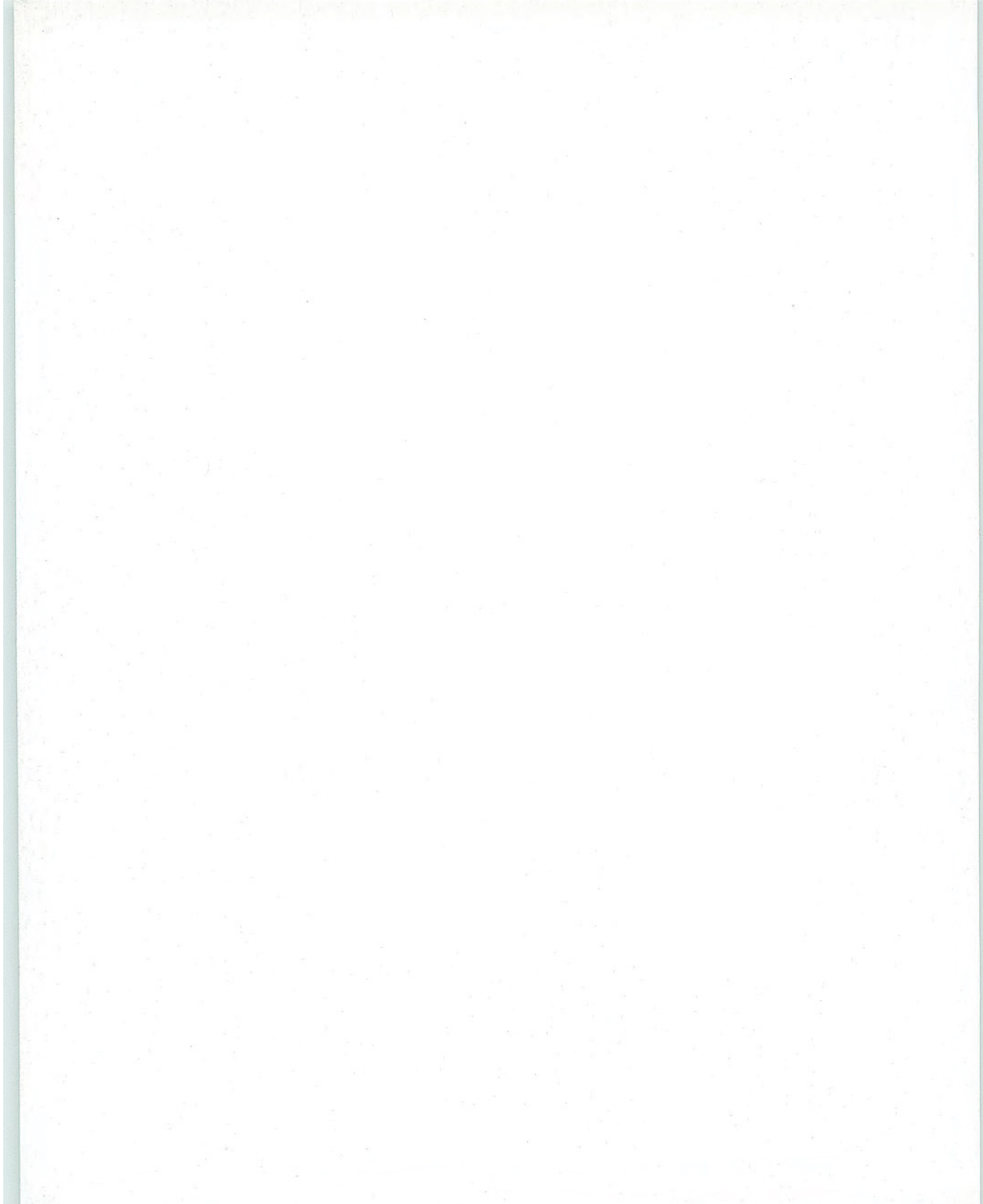
Supporting Connections

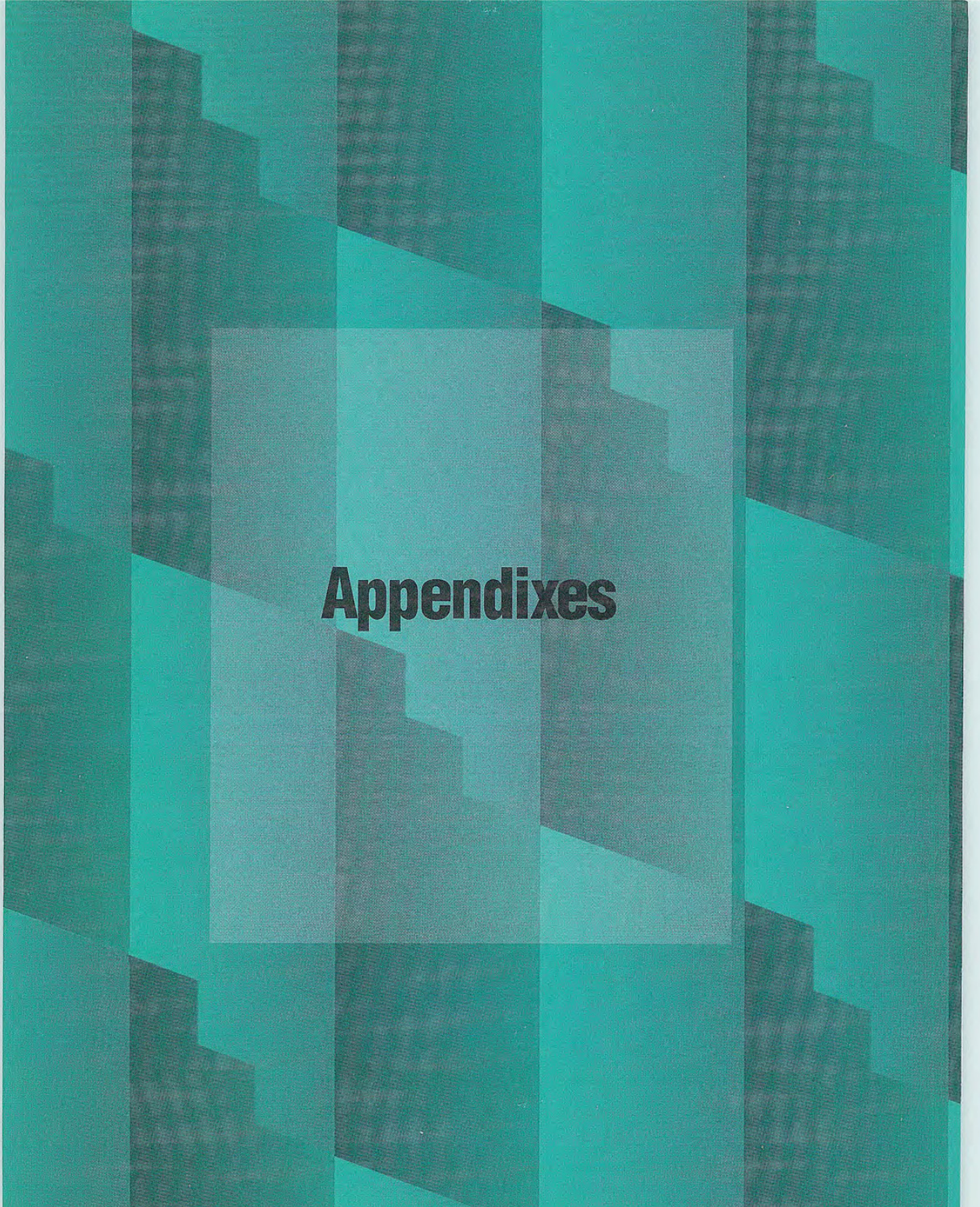
When the user selects an information service that you support, provide the user with a dialog box to confirm the choice and allow the user access to configuration properties. Because simultaneous services run at the same time, clearly identify the service. At the top of the window, display the icon and name of the service. You can include an option to not display the dialog box.

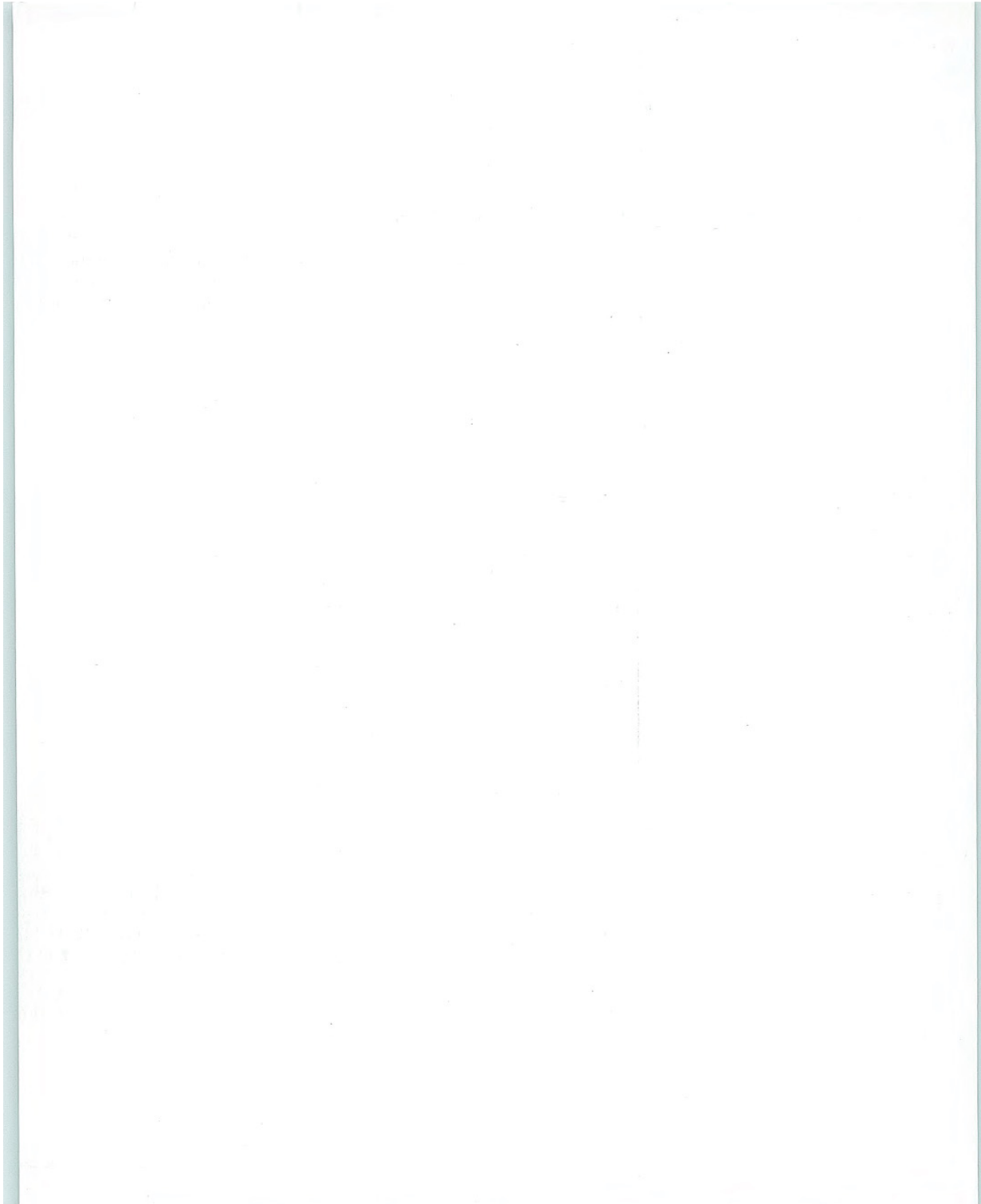
Installing Information Services

Microsoft Exchange includes a special wizard for installation of information services. You can support this wizard to allow the user to easily install your service.

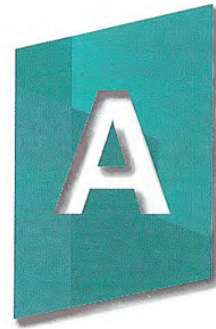
The system also provides profiles and files that define which services are available to users when they log on. When the user installs your service, ask the user which profile they would like to include with your service, such as their default profile.







Mouse Interface Summary



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

Table A. 1 Interaction Guidelines for Common Unmodified Mouse Actions

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

Appendix A Mouse Interface Summary

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

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

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

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

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

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

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

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

Appendix A Mouse Interface Summary

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

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

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

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

Appendix A Mouse Interface Summary

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

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

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

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

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

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

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

Appendix A Mouse Interface Summary

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

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

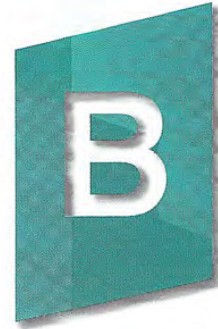
² If the user releases the CTRL key before releasing the mouse button, the operation reverts to the default transfer operation (as determined by the destination). If the destination does not support a copy operation, it may reinterpret operation. If the object cannot be dragged, you can optionally use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

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

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

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

Keyboard Interface Summary



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

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

Table B.1 Common Navigation Keys

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

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

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

Appendix B Keyboard Interface Summary

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

Table B.2 Common Shortcut Keys

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

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

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

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

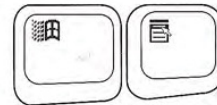
² If the context (for example, a text box) uses the SPACEBAR for entering a space character, you can use CTRL+SPACEBAR. If that is also defined by the context, define your own key.

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

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

Table B.3 Windows Keys

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

**Windows key and Application key**

Appendix B Keyboard Interface Summary

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

Table B.4 Accessibility Keys

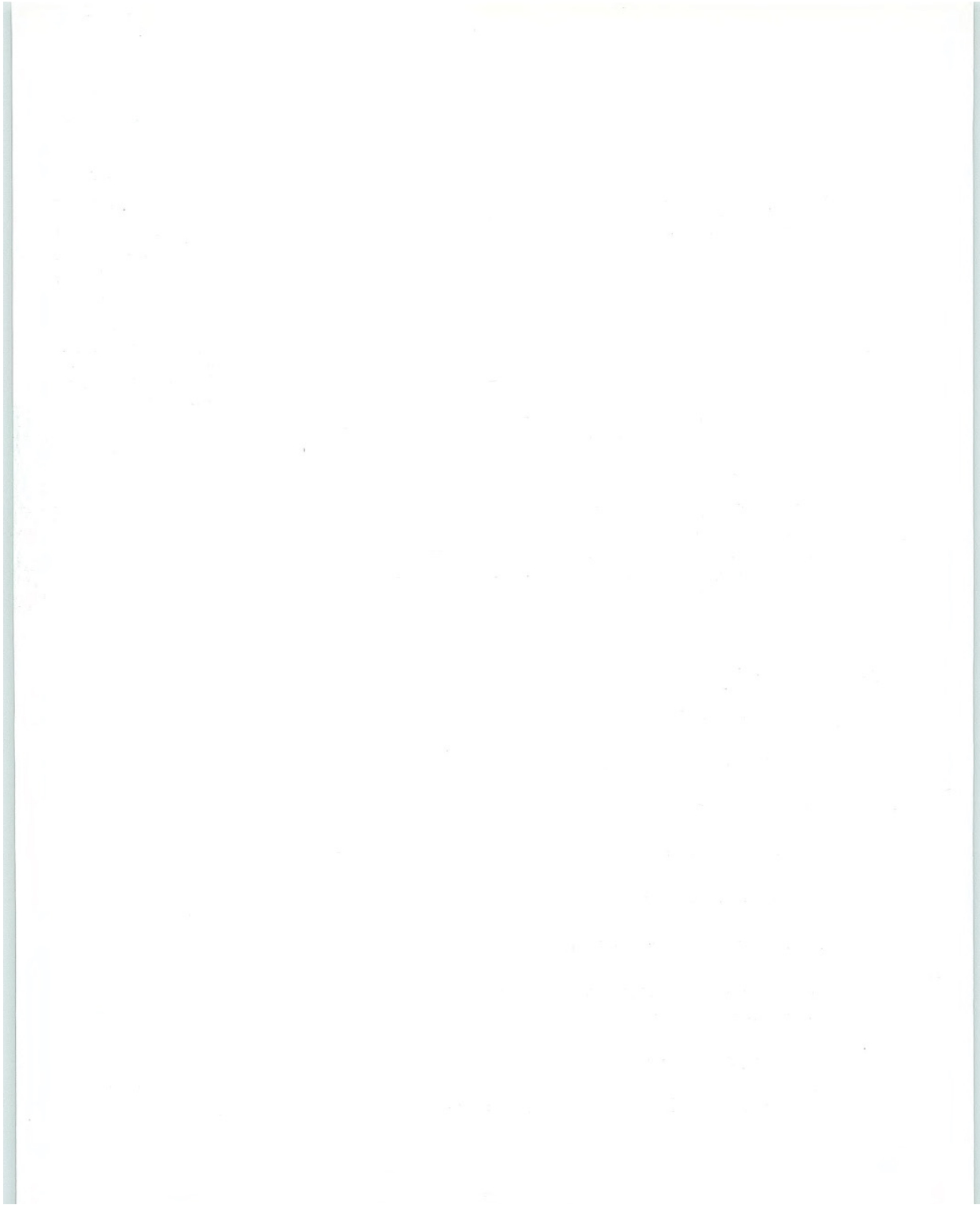
Key	Meaning
LEFT ALT+LEFT SHIFT+PRINT SCREEN	Toggle High Contrast mode
LEFT ALT+LEFT SHIFT+NUM LOCK	Toggle MouseKeys
SHIFT (pressed five consecutive times)	Toggle StickyKeys
RIGHT SHIFT (held eight or more seconds)	Toggle FilterKeys (SlowKeys, RepeatKeys, and BounceKeys)
NUM LOCK (held five or more seconds)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

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

Table B.5 Access Key Assignments

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

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



Guidelines Summary



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

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

General Design

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

Appendix C Guidelines Summary

- 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

Appendix C Guidelines Summary

- 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

Appendix C Guidelines Summary

- 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.

Appendix D Supporting Specific Versions of Windows

- 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:

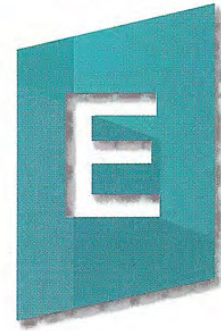
- Window visuals and shell components follow the Windows 3.1 appearance and operation.
- Close buttons and title bar icons are not supported.
- Open and Save As common dialog boxes follow Windows 3.1 appearance and conventions.
- Message box symbols follow Windows 3.1 conventions.
- Pen API interfaces 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	

Appendix E International Word Lists

English

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

English

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

Appendix E International Word Lists

Arabic

1	حول	45	لتواضى	90	نقطة فعالة
2	مفتاح التشغيل	46	زر التواضى	91	منطقة فعالة
2	مفتاح الوصول	47	حذف	92	رمز
3	إسكافية التشغيل	48	سطح المكتب	93	غير نشط
3	إسكافية الوصول	49	الوجهة	94	إطار غير نشط
4	مقبض الأداء	50	مربع حوار	95	كتابة غير مقروءة
5	نشط	51	إعانة	96	تحرير كتابة غير مقروءة
6	نقطة النهاية النشطة	52	تجديد غير متصل	97	مركز النشاط
7	كان نشط	53	رصف	98	إدراج
8	إطار نشط	54	مستند	99	إدراج كائن
9	عنصر إضافي	55	انقر تقرأ مزدوجاً	100	نقطة الإدراج
10	دوماً في المقدمة	55	النقر تقرأ مزدوجاً	101	مائل
11	نقطة الارتساء	56	اضغط بالقلم مرتين	102	عدونة
12	تطبيق	56	الضغط بالقلم مرتين	102	اسم
13	إنهاء تلقائي	57	سحب	103	طباعة عرضية
14	تكرار تلقائي	58	السحب والإفلات	103	اتجاه عرضي
15	ارتباط تلقائي	59	مربع تحرير وسرد متسدل	104	تجديد حر
16	تحرير تلقائي	60	مربع قائمة منسدلة	105	عدسة
17	السابق	61	قائمة منسدلة	106	ارتباط
18	زر غلاف القلم	62	تحرير	107	ربط
19	الضغط بزر غلاف القلم	63	تحرير	108	الربط هنا
20	عنصر تحرير مربع	64	علامة القطع	109	مربع قائمة
21	استعراض	65	كائن مضمن	110	العرض كقائمة
22	إلغاء الأمر	66	إنهاء	111	ارتباط يدوي
23	قائمة متعاقبة	67	توسيع	112	الحد الأقصى
24	خانة اختيار	68	استكشاف	113	زر التكبير
25	علامة الاختيار	69	تجديد مبتد	114	قائمة
26	إطار فرعي	70	مربع قائمة تحديد ممتد	115	شريط القوائم
27	احتز	71	ملف	116	زر قائمة
28	انقر	72	ملف	117	عنصر قائمة
28	النقر	73	بحث	118	عنوان القائمة
29	الحافظة	74	بحث عن التالي	119	مربع رسائل
30	إغلاق	75	البحث عن	120	الحد الأدنى
31	زر الإغلاق	76	محدد	121	زر التصغير
32	طى	77	خط	122	قيمة مختلطة
33	عنوان العمود	78	حجم الخط	123	مشروط
34	مربع تحرير وسرد	79	نقط الخط	124	وضع
35	زر الأمر	80	مفتاح وظيفي	125	غير مشروط
36	كائن ضام	81	إشارة	126	زر معتل
37	تعليمات تتبع السياق	82	صورة رمزية	127	الماوس
38	سياقي	83	مربع مجموعة	128	تحريك
39	عنصر تحكم	84	مقبض	128	نقل
40	نسخ	85	تعليمات	129	التحريك هنا
41	النسخ هنا	86	تعليمات	129	النقل إلى هنا
42	إنشاء اختصار	87	إخفاء	130	واحدة تعدد المستندات
43	إنشاء اختصار هنا	88	تجديد هيكلية	131	مربع قائمة تحديثات 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	الثاني	176	كاشف الخصائص	219	مقبض تغيير الحجم
136	كائن	177	صفحة الخصائص	220	مربع التمرير
137	موافق	178	كشف بالخصائص	221	مربع زيادة ونقصان
138	ربط الكائنات وتضمينها	179	عنصر تحكم الكشف بالخصائص	222	انقسام
139	السحب والإفلات في ربط الكائنات وتضمينها	180	عرض سريع	223	شريط الانقسام
140	كائن معتمدين في نظام ربط الكائنات وتضمينها	181	للقرائة فقط	224	مربع الانقسام
141	كائن مرتبط في نظام ربط الكائنات وتضمينها	182	التعرف على	225	زر البدء
142	السحب والإفلات غير الافتراضي في ربط الكائنات وتضمينها	183	سلة المهجرات	226	بمجرد بدء التشغيل
143	فتح	184	إعادة	227	شريط الوضع
144	فتح بواسطة	185	تحدد منطقة	227	شريط المعلومات
145	زر الخيار	186	سجل النظام	228	توقف
146	مجموعة خيارات	187	تكرار	229	تويب
147	حزمة	188	استبدال	230	ضغط
148	إعداد الصفحة	189	استرجاع	231	شريط المهام
149	إطار لوج خيارات	190	زر الاسترجاع	232	تعليمات تتبع المهام
150	جزء	191	استئناف	233	قالب
151	إطار أصلي	192	إعادة المحاولة	234	مربع نص
152	كلمة مرور	193	مربع نص منسق	235	شريط العنوان
153	لصق	194	تشغيل	236	نص العنوان
154	لصق الارتباط	194	تنفيذ	237	مفتاح منقلب
155	لصق الاختصار	195	حفظ	238	شريط الأدوات
155	اختصار اللصق	196	حفظ باسم	239	تعريف الأدوات
156	لصق خاص	197	تمرير	240	عنصر عرض هيكلية
157	مسار	198	سهم التمرير	241	نوع
158	إيقاف مؤقت	199	شريط التمرير	242	أكتب
159	تلم	200	حانة التمرير	243	غير متوفر
160	قراءة	201	إطار ثانوي	243	غير متاح
161	التوصيل والتشغيل	202	تحديد	244	تراجع
162	نقطة	203	تحديد كلي	245	إلغاء التثبيت
163	مؤشر	204	تحديد	246	عرض
164	قائمة منبقة	205	مقبض التحديد	247	تمرير مرئي
165	إطار منبقة	206	إرسال إلى	248	
166	طباعة طولية	207	فاصل	249	ما هذا
166	انتهاء طولي	208	إعدادات	250	إطار
167	اضغط	209	يوناهج الإعداد	251	إطار
168	اضغط	210	اختصار	252	المستكشف
169	كائن ضام أساسي	211	زر اختصار	253	معالج
170	إطار أساسي	212	رمز اختصار	254	مصنف
171	طباعة	213	مفتاح اختصار	255	مجموعة عمل
172	طابعة	214	عنصر تحكم لمفتاح اختصار	256	مساحة العمل
173	مدير التقدم	215	إظهار	257	نعم
		216	إيقاف التشغيل		

Appendix E International Word Lists

Basque

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

Basque

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

Appendix E International Word Lists

Catalan

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

Catalan

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

Chinese (Simplified)

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

Chinese (Simplified)

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

Appendix E International Word Lists

Chinese (Traditional)

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

Chinese (Traditional)

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

Czech

1	Co je	53	ukotvit; dok (mobile)	105	
2	přístupová klávesa	54	dokument	106	propojení
3	přístupnost; usnadnění přístupu	55	poklepat	107	propojit
4	výkonný úchyt	56		108	Propojit sem
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	Maximalizovat
9	lem	61	rozevírací nabídka; nabídka	113	maximalizační tlačítko
10	Vždy navrchu	62	Úpravy	114	nabídka
11	kotevní bod	63	nabídka Úpravy	115	řádek nabídek
12	Použit, Provést	64	výpustek	116	vstup nabídky; tlačítko nabídky
13	automatický výstup	65	vložený objekt	117	položka nabídky
14	automatické opakování	66	Konec	118	název nabídky
15	automatické propojení	67	rozbalit (přehled)	119	zpráva
16	automatický posuv	68	Prozkoumat	120	Minimalizovat
17	Zpět	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	Procházet	73	Najít	125	nemodální
22	Storno	74	Najít další	126	modifikační klávesa
23	vedlejší nabídka	75	Co hledat	127	myš
24	zaškrťovací políčko	76	složka	128	Přesunout
25	zaškrtnutí	77	písmo	129	Přesunout sem
26	dceřiné okno	78	velikost písma	130	prostředí více dokumentů (MDI)
27	zvolit	79	řez písma	131	seznam s násobným výběrem
28	klepnout	80	funkční klávesa	132	Tento počítač
29	schránka	81		133	Okolní počítače
30	Zavřít	82		134	Nový
31	Závěr	83	rámeček skupiny	135	Další
32	sbalit (přehled)	84	úchyt	136	objekt
33	hlavička sloupce	85	Nápověda	137	OK
34	pole se seznamem	86	nabídka Nápověda	138	OLE (propojování a vkládání objektů)
35	příkazové tlačítko; tlačítko	87	Skrýt	139	přetažení OLE
36	kontejner	88	víceúrovňový 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	Otevřít
40	Kopírovat	92	ikona	144	Otevřít čím
41	Kopírovat sem	93	neaktivní	145	přepínač
42	Vytvořit zástupce	94	neaktivní okno	146	skupina přepínačů; nastavená možnost
43	Vytvořit zástupce zde	95		147	baliček
44	Vyjmout	96		148	Vzhled stránky
45	výchozí	97	místo vstupu; zvyraznění	149	paleta
46	výchozí tlačítko	98	nabídka Vložit	150	část okna
47	Odstranit	99	nabídka Objekt	151	mateřské okno
48	pracovní plocha	100	kurzor	152	heslo
49	cíl	101	kurzíva	153	Vložit
50	dialogové okno; dialog	102	popis		
51	postížení	103	na šířku		
52	nespojité výběr	104			

Czech

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

Appendix E International Word Lists

Danish

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

Danish

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

Appendix E International Word Lists

Dutch

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

Dutch

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

Finnish

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

Finnish

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

Appendix E International Word Lists

French

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

French

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

Appendix E International Word Lists

German

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

German

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

Appendix E International Word Lists

Greek

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

Appendix E International Word Lists

Hebrew

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

Hebrew

150	חלונית	185	בחירה על-ידי תיחום	220	תיבת טווח
151	חלון הורה	186	רישום	221	פצל
152	סיסמה	187	חזור על	222	פס פיצול
153	הזבק	188	החלף	223	תיבת פיצול
154	הזבקוקשר	189	שחזר	224	לחצן התחל
155	הזבק קיצור דרך	190	לחצן שחזר	225	התיקיה הפעלה
156	הזבקה מיוחדת	191	חדש	226	שורת מצב
157	נתיב	192	נסה שנית	227	עצור
158	השהה	193	תיבת טקסט עשיר	228	פקד כרטיסיה
159	עט	194	הפעל	229	נקישה
160	הפעל	195	שמוד	230	הקש
160	השמע	196	שמירה בשם	230	שורת משימות
160	נגן	197	גלול	231	עזרה תלויית משימה
161	הכנס-הפעל	198	חץ גלילה	232	תבנית
162	הצבע	199	פס גלילה	233	תיבת טקסט
162	נקודה	200	תיבת גלילה	234	כותרת
163	מצביע	201	חלון משני	235	טקסט כותרת
164	תפריט מוקפץ	202	בחר	236	מקש דו-מצבי
165	חלון מוקפץ	203	בחר הכל	237	סרגל כלים
166	לאורך	204	בחירה	238	תיאור כלי
167	הקש (על מקש)	204	קטע נבחר	239	פקד תצוגת עץ
168	לחץ (על לחצן עכבר והחזק אותו לחוץ)	205	נקודת אחיזה	240	סוג
169	כלי קיבול ראשי	206	שלח אל	241	הקלד
170	חלון ראשי	207	מפריד	242	לא זמין
171	הדפס	208	הגדרות	243	בטל
172	מדפסת	209	התקנה	244	בטל התקנה
173	מד התקדמות (פקד)	210	קיצור דרך	245	תפריט תצוגה
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Hungarian

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

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

Italian

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

Italian

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

Appendix E International Word Lists

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

Japanese

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

Korean

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

Korean

142	OLE 조건적 끌어서 놓기	180	잠깐 보기	220	슬라이더
143	열기	181	읽기 전용	221	스핀 상자
144	파일 열 프로그램	182	인식	222	나눔
145	옵션 단추	183	휴지통(아이콘)	223	나눔줄
146	옵션 설정	184	재실행	224	나눔 상자
147	꾸러미	185	영역 선택	225	시작 단추
148	쪽 설정	186	시스템 등록	226	시작 폴더
149	모음 창	187	반복	227	상태 표시 줄
149	색상표 창	188	바꾸기	228	정지
150	틀	189	화면 복귀	229	탭 제어
151	상위 창	190	화면 복귀 단추	230	두들기기
152	압호	191	재시작	231	작업 표시 줄
153	붙여넣기	192	재시도	232	작업 순서 도움말
154	연결하여 붙여넣기	193	서식 유지 입력란	233	서식 파일
155	단축 붙여넣기	194	실행	234	입력란
156	선택하여 붙여넣기	195	저장	235	제목 표시 줄
157	경로	196	다른 이름으로 저장	236	제목 문자열
158	일시 중지	197	이동	237	전환키
159	펜	198	이동 화살표	238	도구 모음
160	재생	199	이동줄	239	도구 설명
161	플러그 앤 플레이(주변기기 자동 설치)	200	이동 위치표	240	트리 표시 제어
162	포인트	201	부속 창	241	유형
163	포인터	202	선택하다	241	종류
164	돌출 메뉴	203	전체 선택	242	입력한다
165	돌출 창	204	선택	243	사용 불가능
166	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 제어	218	크기		
		219	창 크기 조절 핸들		

Appendix E International Word Lists

Norwegian

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

Norwegian

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

Appendix E International Word Lists

Polish

1	Informacje	52	wybór nieciągły	104	
2	klawisz dostępu	53	dokowanie	105	
3	dostępność	54	dokument	106	łącze
4	obsługa	55	dwukrotne kliknięcie	107	łącz
5	aktywny	56		108	Łącz tutaj
6	aktywne zakończenie	57	przeciągnij	109	pole listy
7	aktywny obiekt	58	przeciągnij i upuść	110	widok listy
8	aktywne okno	59	rozwijalne pole kombi	111	łączenie ręczne
9	zwięźczenie	60	pole listy rozwijalnej	112	Maksymalizuj
10	Zawsze na wierzchu	61	menu rozwijalne	113	przycisk maksymalizacji
11	punkt zakotwiczenia	62	Edycja	114	menu
12	Zastosuj	63	menu Edycja	115	pasek menu
13	autozakończenie	64	wielokropek	116	przycisk menu
14	autopowtarzanie	65	obiekt osadzony	117	element menu
15	łączenie automatyczne	66	Zakończ	118	tytuł menu
16	automatyczne przewijanie	67	rozwiń	119	pole komunikatu
	(autoprzewijanie)	68	Eksploruj	120	Minimalizuj
17	Wstecz	69	wybór rozszerzony	121	przycisk minimalizacji
18		70	pole listy z rozszerzonym wyborem	122	wartość mieszana
19		71	plik	123	modalny
20		72	menu Plik	124	tryb
21	Przeglądaj	73	Znajdź	125	niemodalny
22	Anuluj	74	Znajdź następne	126	klawisz modyfikujący
23	menu kaskadowe	75	Znajdź	127	mysz
24	pole wyboru	76	folder	128	Przenieś
25	znacznik wyboru	77	czcionka	129	Przenieś tutaj
26	okno podrzędne	78	rozmiar czcionki	130	interfejs wielodokumentowy
27	wybierz	79	styl czcionki		(MDI)
28	kliknij	80	klawisz funkcyjny	131	pole listy z wielokrotnym wyborem
29	Schowek	81		132	Mój komputer (ikona)
30	Zamknij	82		133	Otoczenie sieciowe (ikona)
31	przycisk Zamknij	83	pole grupy	134	Nowy
32	zwiń	84	uchwyt	135	Następny
33	nagłówek kolumny (formant)	85	Pomoc	136	obiekt
34	pole kombi	86	menu Pomoc	137	OK
35	przycisk polecenia	87	Ukryj	138	OLE
36	kontener	88	wybór hierarchiczny	139	OLE-przeciągnij i upuść
37	pomoc kontekstowa	89	trzymaj	140	osadzony obiekt OLE
38	kontekstowy	90	punkt aktywny	141	łączony obiekt OLE
39	formant	91	strefa aktywna	142	OLE-niestandardowe przeciągnij i
40	Kopiuj	92	ikona		upuść
41	Kopiuj tutaj	93	nieaktywny	143	Otwórz
42	Utwórz skrót	94	okno nieaktywne	144	Otwórz z
43	Utwórz skrót tutaj	95		145	przycisk opcji
44	Wytnij	96		146	zestaw opcji
45	domyślny	97	fokus wejściowy	147	pakiet
46	przycisk domyślny	98	menu Wstaw	148	Ustawienia strony
47	Usuń	99	Wstaw obiekt	149	okno palety
48	pulpit	100	punkt wstawiania	150	okienko
49	przeznaczenie	101	kursywa	151	okno nadrzędne
50	okno dialogowe	102	etykieta	152	hasło
51	niepełnosprawność	103	pozioma	153	Wklej

Polish

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