

Menus & Dialog Boxes in Windows

As you work with Microsoft Windows and various other programs, it will be necessary to interact with Menus and Dialog Boxes. This is how you tell the computer what to do. There are many common controls and options to look for in the various programs. The following are some that you will see regularly in a variety of programs.

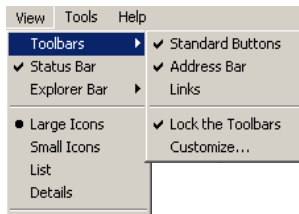


Figure 1

Menus — When you click on a word in the *Menu Bar* a menu of choices will appear in a drop down list. To select one, move the mouse pointer directly down the list and, when the choice is highlighted, click once on the left mouse button. If an option is dimmed out (the text is very light gray), it means that option is not currently available.

Fly Out Menus — If you see a ▶ to the right of a menu option, this means there is a sub-menu for this option. In [Figure 1](#), there is a ▶ next to the word *Toolbars*. When this option is highlighted the second menu or Fly Out menu appears.

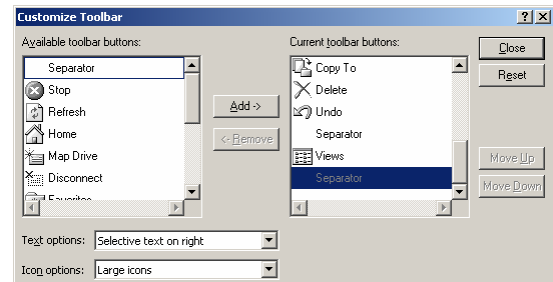


Figure 2

Ellipsis — Three dots or ellipsis marks next to a menu option means a new window will open if this selection is chosen. In [Figure 1](#), choosing *Customize* will open [Figure 2](#). These windows are called *Dialog Boxes* because you use them to communicate your choices to the computer.

Checks and Checkboxes — In [Figure 1](#), there are several choices that have a ✓ next to them. A ✓ indicates that the option is turned On. To turn that option Off, single click on that option. When viewed again, the ✓ will be gone, indicating an Off status. In the Fly Out menu for [Figure 1](#) several items in the list have ✓'s. When a group or list of items have ✓'s or Checkboxes, you can pick all of them, none of them, or some of them. Checks and Checkboxes are not exclusive. A different type of Checkbox can be seen in [Figure 3](#).

Radio Buttons — These are also known as Bullets or Option Buttons. Unlike ✓'s or Checkboxes, Radio Buttons are exclusive. When options in a group are selected with a # you can only pick one from the list. In [Figure 1](#), there are four options (*Large Icons*, *Small Icons*, *List*, and *Details*) in a grouping. Only one of these can be selected at a time. Another type of Radio Button can be seen in [Figure 3](#).

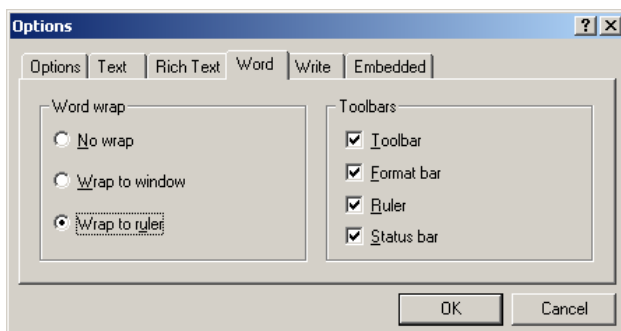


Figure 3

Tabs — Tabs provide a means to display several Dialog Boxes in the space of one. In [Figure 3](#) there are six Tabs. These look like the tabs on a file folder. To view the screen for that Tab, click once on the Tab name.

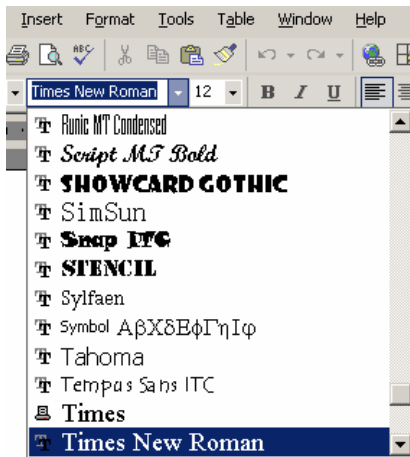


Figure 4

Drop Down List — Drop Down Lists can be found in a variety of toolbars and Dialog Boxes. Using a Drop Down List is similar to selecting something from a Menu. Figure 4 shows a Drop Down List found on a toolbar. Some Drop Down Lists have their own vertical scroll bar because there are so many choices. Figure 5 shows a Drop Down List in a Dialog Box in the Pages section.

Command Buttons — In Figure 5 there are two rectangles in the lower right hand corner. These are called Command Buttons. In this Dialog Box, clicking on the OK button would tell the computer to accept the choices that you have made. Clicking on the Cancel button means that any choices you made would NOT be implemented. You will run into a variety of Command Buttons in different Dialog Boxes.

? — In Figure 5, there is a ? to the left of the X in the Title Bar. When a Dialog Box has a question mark in this location, it is a shortcut to Help. To use this option, click once on the ? button. Notice that the mouse pointer now has a question mark next to the arrow. Position this mouse pointer on top of the Dialog Box in the area that you need help, i.e. a Checkbox, Command Button, Drop Down List, etc. and single click on the left mouse button. A small window will appear with a description of that item.

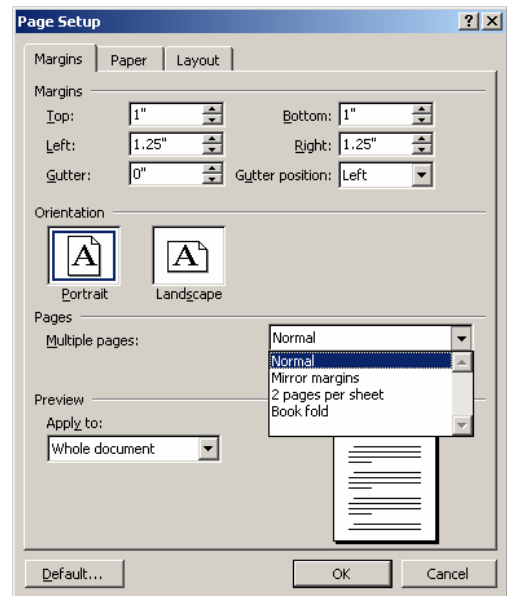


Figure 5

Spin Dials — Figure 5 contains a number of Spin Dials. In this Dialog Box, they are used to change the Margins and Gutter. Spin Dials have an up and a down arrow very close together. Click the Up Arrow ▲ to increase the number and click the Down Arrow ▼ to decrease the number in the box.

Text Box — The Spin Dials in Figure 5 also work as Text Boxes. A Text Box is an area of the Dialog Box

where you can type in something. To use a Text Box move the mouse pointer over the white box area. When the mouse pointer turns into an I-beam, click once on the left mouse button. When you see the blinking cursor, delete the current number and type in the new number. You can also highlight the number in the Text Box and type in another number to replace it.



Figure 6

Slider Bar — Figure 6 displays a Slider Bar. These are very similar to Scroll Bars. Place your mouse pointer over the rectangle square and click and drag to choose a new setting.