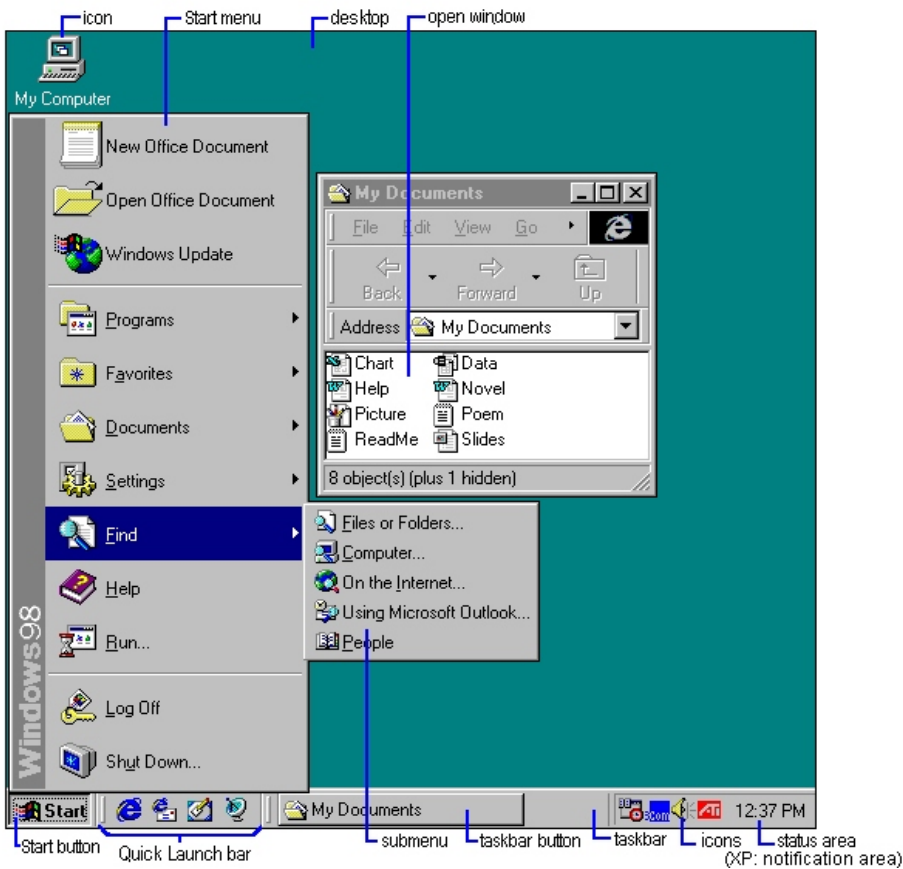


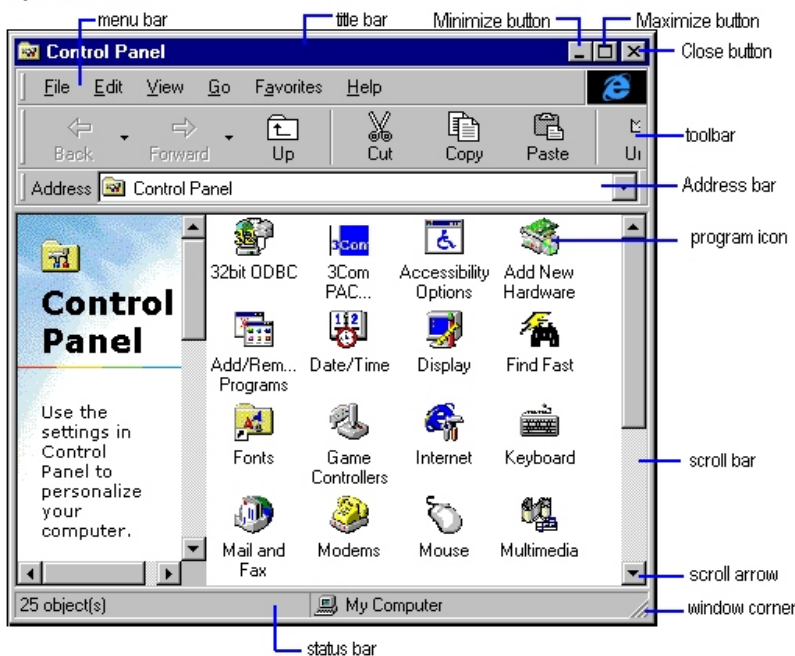
Windows Screen Terminology

If you ever compose software documentation, you will need to refer to the parts of a program's interface. Thus, it's helpful to know what those parts are called. The following graphics provide callouts that label common Windows components.

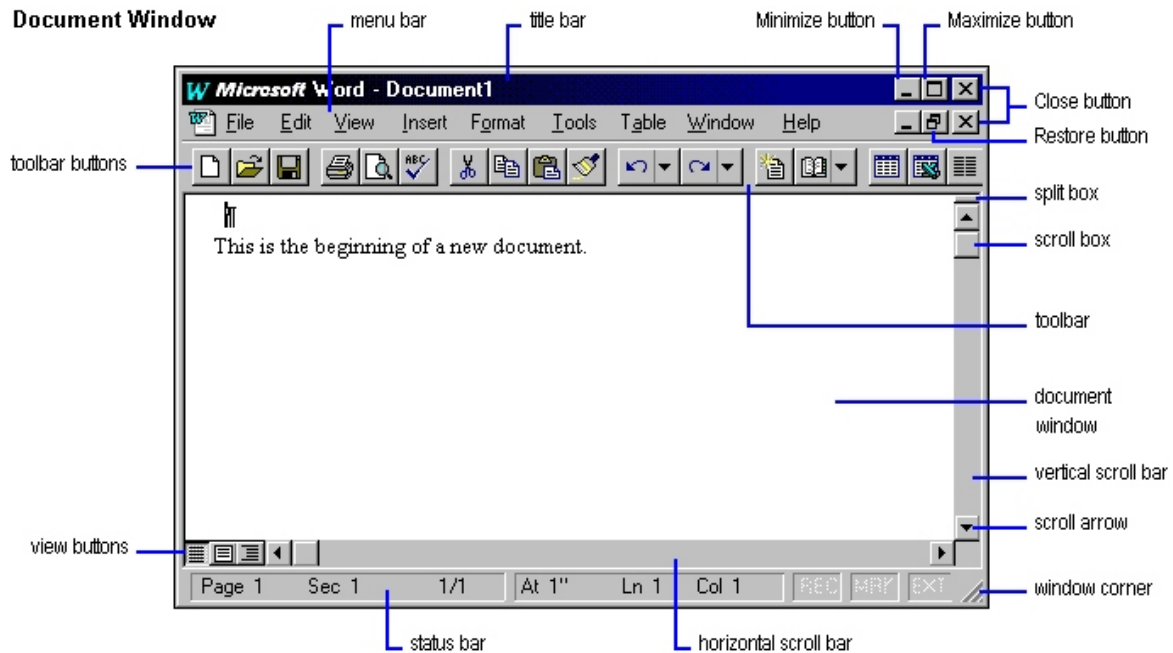
Windows desktop



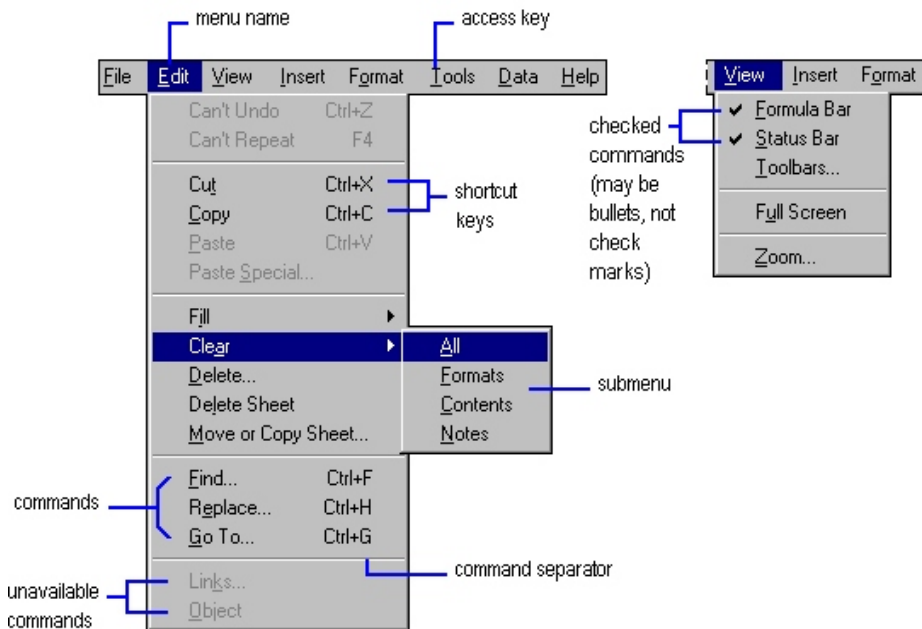
Open Window



Document Window

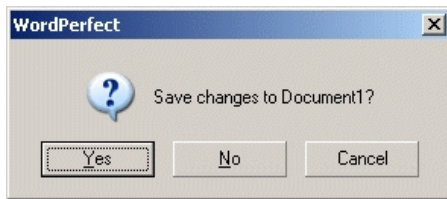


Menu with commands

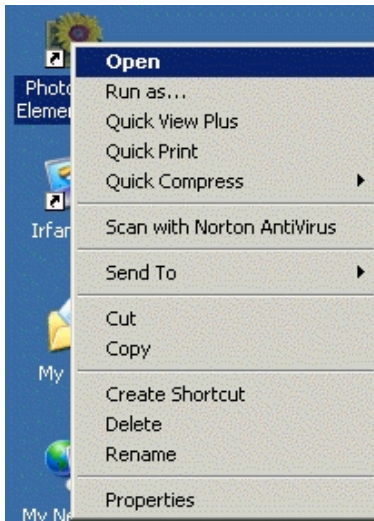


Simplified from the *Microsoft Manual of Style for Technical Publications*, 2nd ed.

Other Windows Screen Terminology



Dialog Box



Shortcut Menu

Windows Graphical User Interface Verbs

When documenting software, a writer must be careful with his or her language choices. For example, if a writer uses verbs inconsistently or incorrectly, he or she may confuse or frustrate the reader. The following list, adapted from the *Microsoft Manual of Style for Technical Publications*, will help you pick the correct verb for a given situation.

Mouse Terminology

Click NOTE: Don't use <i>click on</i> , <i>press</i> , or <i>select</i> .	Using the left mouse button to select an object or to click any item (button, menu, etc.) on the screen Example: On the File menu, click Open . Example: Click OK .
Double-click	Using the left mouse button to open a program from an icon or to open a folder to reveal its contents Example: Double-click My Computer , and then double-click the CD-ROM drive.
Right-click	Using the right mouse button to reveal a shortcut menu Example: Right-click the Recycle Bin , and then click Empty Recycle Bin .
Select	Using the left mouse button to highlight text or choose an option Example: Select the last word of the sentence and press DELETE.
Point to	Resting the mouse over a menu to allow a submenu to appear Example: Click the Start button, point to Programs , point to Accessories , and then click Notepad .

Keyboard Terminology

Type NOTE: Don't use <i>enter</i> .	Using the keyboard to input letters, words, or numbers Example: Type Hello, World! in the Text box.
Press NOTE: Don't use <i>hit</i> or <i>strike</i> .	Using the keyboard to start an action Example: Press ENTER to continue. Example: Press DELETE to move the file to the Recycle Bin.

Document Conventions

To keep software documentation readable and consistent, the *Microsoft Manual of Style* offers formatting and style suggestions. I've included a few of the recommended conventions in the following table. In addition, I've modified some of the examples or added to the conventions for clarity and relevance.

Item	Convention	Example
Commands on menus and buttons	Bold; capitalization follows interface (usually title caps)	On the Insert menu, click Header/Footer .
Dialog box options	Bold; capitalization follows interface	Click Close all programs and log on as a different user? Click OK .
Dialog box titles	Bold; title caps	Protect Document dialog box Import/Export Setup dialog box
Error message names	Title caps	General Protection Fault
Extensions	A period followed by lowercase letters	.xpj .doc .pdf
File names	Title caps (internal caps in short file names are acceptable for readability)	English Report.doc RoboHelp Project.xpj
Folders and directories	Title caps	My Documents \\Magenta\User\
Icon names	Bold; title caps	Double-click the Recycle Bin . In Control Panel, click Add New Hardware .
Key names, key combinations, and key sequences	All uppercase (Plus sign indicates keys pressed simultaneously)	CTRL TAB CTRL+ALT+DEL F7

Item (cont'd)	Convention (cont'd)	Example (cont'd)
Menu names	Bold; title caps	On the Edit menu, click Cut .
Programs and applications, including utility and accessory programs	Usually title caps (check the Microsoft trademark list for other styles of capitalization) (Some styles place application names in italics—e.g., Microsoft <i>Excel</i>)	Microsoft Word Notepad Dial-Up Networking RoboHelp HTML
Toolbar button names	Usually title caps (follow the interface); bold	Format Painter Send/Receive
URLs	All lowercase; break long URLs before a forward slash, if necessary to break; do not hyphenate.	http://www.microsoft.com/ www.missouristate.edu http://www.michaelstowe.net/eng373.htm
User input	Usually lowercase and italicized, unless case-sensitive or to match standard capitalization conventions (Some styles use Courier New to indicate user input—e.g., In the password box, type <code>pumm408</code> .)	In the Password box, type pumm408 .
Views	Usually lowercase, but varies by product. Capitalize those based on proper names (Gantt view).	outline view, chart view, but Navigation view (FrontPage). One guideline for groups to use for deciding is to follow the interface for views listed as menu commands.
Windows, named	Title caps	Help window
Windows, unnamed	All lowercase	document window

You may download the 2nd edition of the *Microsoft Manual of Style for Technical Publications* from the course Web site. (The printed version is now in its 3rd edition and does contain some changes, but the basic ideas in both documents are the same. The online version mentions it's the 3rd edition, but, in fact, it's the 2nd.) The document is in Microsoft HTML Help (.chm) format, and you'll need to save the file to a flash drive if you want to view it on campus computers.