

## CHAPTER 6

### Menu Selection, Form Fill-In, and Dialog Boxes

تحديد القائمة وتعبئة النموذج ومربعات الحوار

#### Task-Related Organization

تنظيم المهام ذات الصلة

#### Single Menus

القوائم المفردة

#### Combination of multiple menus

مجموعة من القوائم المتعددة

#### Content Organization

تنظيم المحتوى

### Menu Selection, Form Fill-In, and Dialog Boxes - (cont.)

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## **Task-Related Organization**

The primary goal for menu, form fill-in, and dialog-box designers is to create a sensible, comprehensible, memorable, and convenient organization relevant to the user's task."

# Single Menus

القوائم المفردة

## Binary Menus

Mnemonic letters - Radio Buttons - Button Choice

## Pull-down, pop-up, and toolbar menus

### Pull-down menus

Always available to the user by making selections on a top menu bar

### Pull-down menus (cont.)

#### Key board shortcuts

E.g., Ctrl-C important to support expert user efficiency

#### Toolbars, iconic menus, and palletes

Offers actions on a displayed object

#### Pop-up menus

Appear on a display in response to a check or tap with a pointing device.

## Multiple-item Menu

## Multiple-selection menus or check boxes

### Scrolling menus, combo boxes, and fisheye menus

- Scrolling menus display the first portion of the menu and an additional menu item, typically an arrow that leads to the next set of items in the menu sequence.
- Combo boxes combine a scrolling menu with a text-entry field.
- Fisheye menus display all of the menu items on the screen at once, but show only items near the cursor at full size.

## Menus for long lists

### Sliders and alphasliders

- When items consist of ranges or numerical values, a slider is a natural choice to allow the selection of a value.
- The alphslider uses multiple levels of granularity in moving the slider thumb and therefore can support tens or hundreds of thousand of items.

### Two-dimensional menus

"Fast and vast" two-dimensional menus give users a good overview of the choices, reduce the number of required actions, and allow rapid selection.

## Embedded menus and hotlinks

- Embedded menus are an alternative to explicit menus
- It is natural to allow users reading about people, events, and places to retrieve detailed information by selecting menus in context.

## Combination of multiple menus

مزيج من القوائم المتعددة

### Linear menu sequences and simultaneous menus

#### Linear

- Guide the user through complex decision-making process.  
E.g. cue cards or "Wizards"
- Effective for novice users performing simple tasks

#### Simultaneous

Present multiple active menus at the same time and allows users to enter choices in any order

### Tree-structured menus

- Designers can form categories of similar items to create a tree structure  
E.g., fonts, size style, spacing
- Fast retrieved if natural and comprehensive
- Use terminology from the task domain
- Expanding menus maintain the full context of each choice  
E.g., Windows Explorer

### Menu Maps

- Menu maps can help users stay oriented in a large menu tree
- Effective for providing overviews to minimize user disorientation.

### Acyclic and Cyclic Networks

- Useful for
- social relationships
- transportation routing
- scientific-journal citations
- Can cause confusion and disorientation

## Content Organization

تنظيم المحتوى

### Task-related grouping in tree organization

- Create groups of logically similar items
- Form groups that cover all possibilities
- Make sure that items are nonoverlapping
- Use familiar terminology, but ensure that items are distinct from one another

### Item Presentation Sequence

The order of items in the menu is important, and should take natural sequence into account when possible:

- Time
- Numeric ordering
- Physical properties

When cases have no task-related orderings, the designer must choose from such possibilities as:

- Alphabetic sequence of terms
- Most frequently used items first
- Grouping of related items
- Most important items first.

### Menu layout

#### Titles

- For single menus, use a simple descriptive title.

- For tree-structured menus, use the exact same words in the higher-level menu items as in the titles for the next lower-level menu.

E.g. if a menu item is called Business and Financial Services, the next screen should have that phrase as its title

#### - Phrasing of menu items

- Use familiar and consistent terminology
- Ensure that items are distinct from one another
- Use consistent and concise phrasing
- Bring the keyword to the left .

#### Graphic layout and design

##### Constraints :

- screen width and length
- display rate
- character set
- Highlighting techniques

Establish guidelines for consistency of at least these menu components:

#### -Titles

- Item placement
- Error messages
- Instructions
- Status reports

#### Techniques

- Indentation
- Upper/lower case characters
- Symbols such as \* or - to create separators or outlines
- Position markers
- Cascading or walking menus
- Magic lens

## Fast Movement Through Menus

الحركة السريعة من خلال القوائم

### Keyboard shortcuts

Supports expert use

Can make translation to a foreign language more difficult

Bookmarks in browsers

User configured toolbars

### Form Fill-in

#### Appropriate when many fields of data must be entered:

- Full complement of information is visible to user.
- Display resembles familiar paper forms.
- Few instructions are required for many types of entries.

#### Users must be familiar with:

- Keyboards
- Error correction methods
- Permissible field contents
- Use of TAB key or mouse to move the cursor
- Field-label meanings
- Use of the ENTER and/or RETURN key.

### Format-specific field

#### Coded fields

- Telephone numbers
- Times
- Social-security numbers
- Dates
- Dollar amounts (or other currency)

### Dialog Boxes

#### Combination of menu and form fill-in techniques.

##### Internal layout guidelines:

- Meaningful title, consistent style
- Clustering and emphasis
- Consistent terminology, fonts, capitalization, justification
- Standard buttons (OK, Cancel)
- Top-left to bottom-right sequencing
- Consistent layouts (margins, grid, white space, lines, boxes)
- Error prevention by direct manipulation

##### External Relationship

- Smooth appearance and disappearance
- Size small enough to reduce overlap problems
- No overlap of required items
- Clear how to complete/cancel
- Distinguishable but small boundary
- Display close to appropriate items
- Easy to make disappear

### Novel design combining menus and direct manipulation

- Pie menus
- Marking menus
- Control menus
- Flow menus
- Toolglass

## Data Entry with Menus

ادخال البيانات مع القوائم

## Audio Menus and Menus for Small Displays

القوائم الصوتية و قوائم للعروض الصغيرة

### Audio menus

- Verbal prompts and option descriptions
- Input is normally verbal or keypad
- Not persistent, like a visual display, so memorization is required.
- Request users can avoid listening to options

### Menu for small displays

- E.g., entertainment, communication services
- Learnability is a key issue
- Hardware buttons
  - Navigation, select
- Expect interactions
- Tap interface
- GPS and radio frequency identification provides same automatic input