

Interaction guidelines

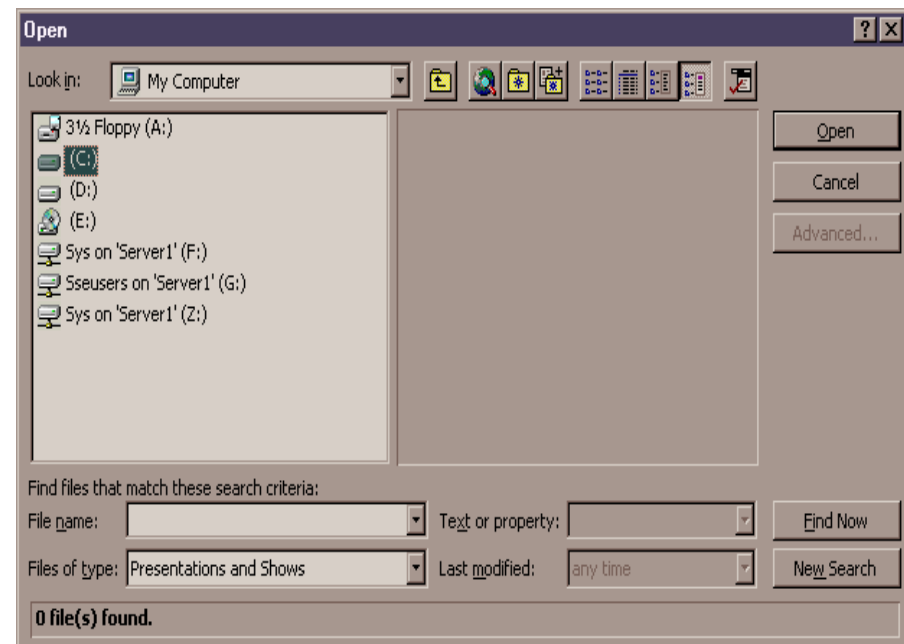
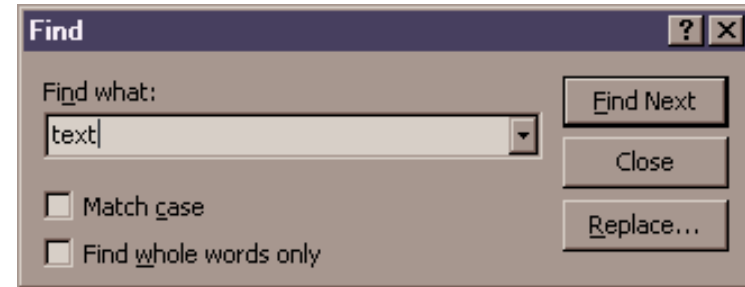
Dr. Karim Bouzoubaa

Outline

- Control devices
 - buttons, check boxes, list boxes, sliders,
- Forms
- Dialog boxes
- Menus
- Messages
- Color
- Icons and tool bars
- Metaphors
- On-line help
- Browsing and interaction

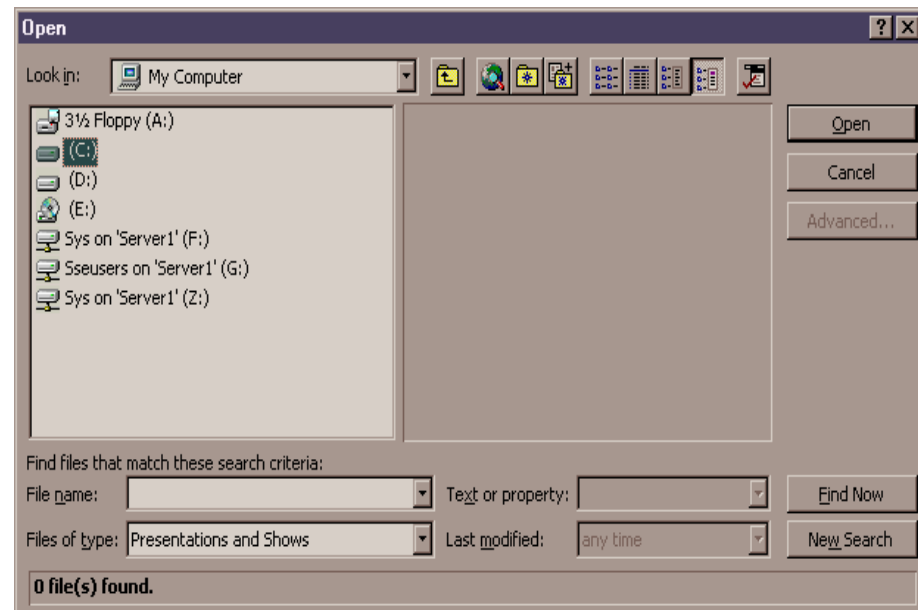
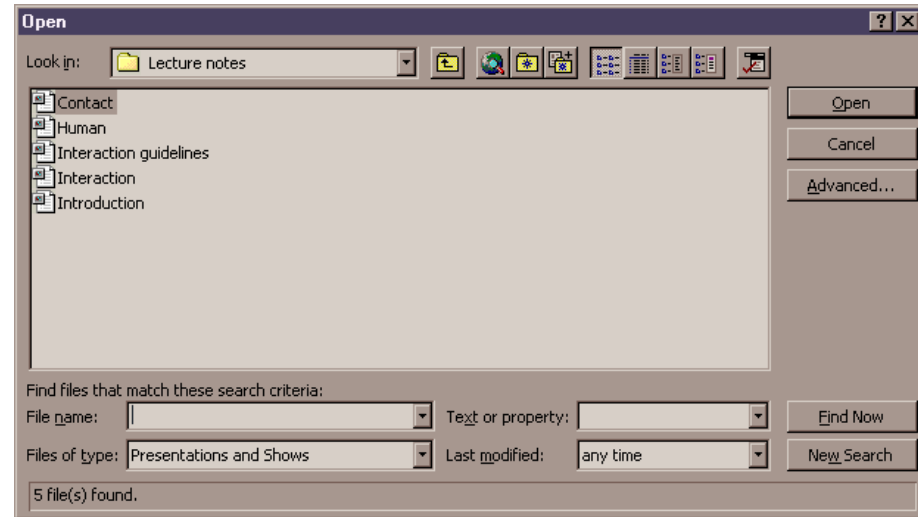
Buttons

- Use them only for immediate and frequent actions
- use a significant label (uppercase first letter)
- use the standards (cancel, close, help, ...)
- if possible, change the OK button by a more specific label
- order them coherently (confirmation, canceling, specific)
- default button (a non destructive one)
- use, at max, 2 sizes
- separate the buttons from the remaining of the window
- group functionally the buttons
- maximum of 6 buttons per window



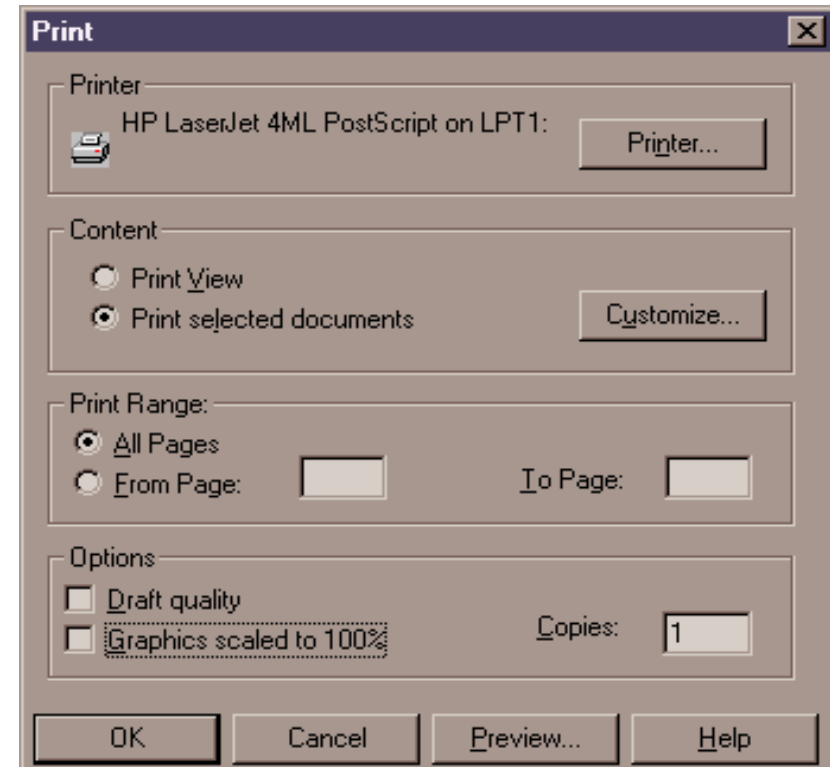
Buttons

- Locate the buttons in the zone in which they apply
- Use '>>' to indicate that a dialog box is extensible
- Use '...' to indicate that a button leads to a window
- Use grey button to indicate that a button is unavailable



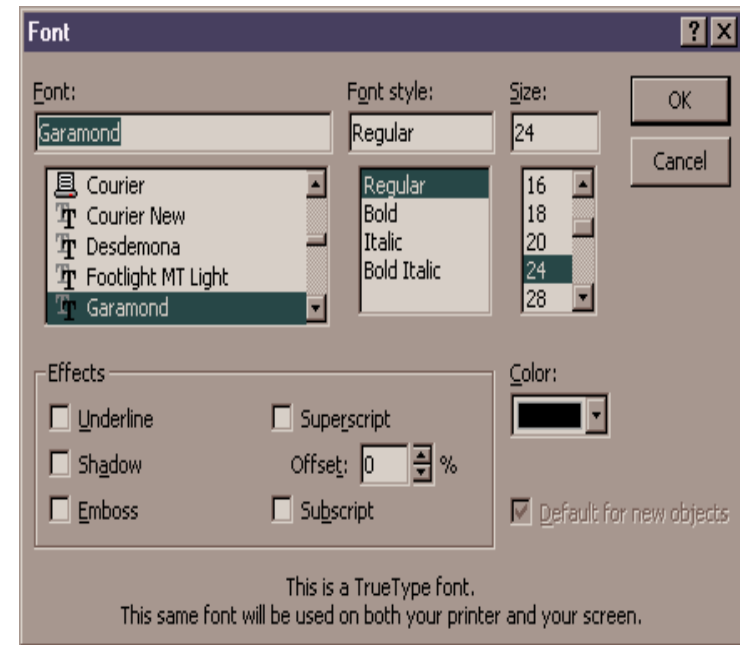
Radio buttons

- A radio button is control device that allows to do a choice among a list of mutually exclusive values
- Put the RB label on the right
- Chunk the RB when necessary
- Align them vertically
- Limit the number to 4

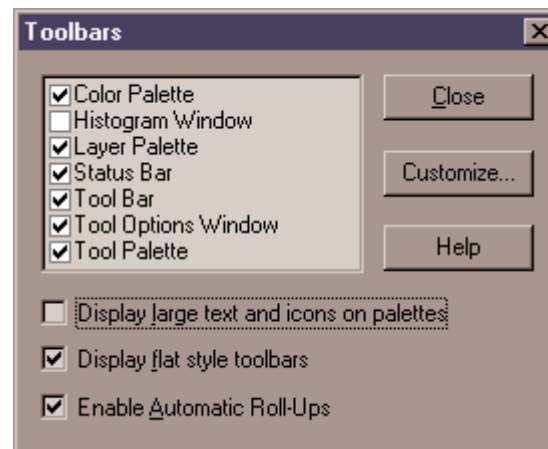


Check boxes

- A check box is a control device that allows to do a adjustment. That adjustment could be active or inactive
- Use a CB for binary values
- Chunk the CB and place the label on the right
- Align the CB
- Limit the number to 10
- Don't use a CB for 'select all'

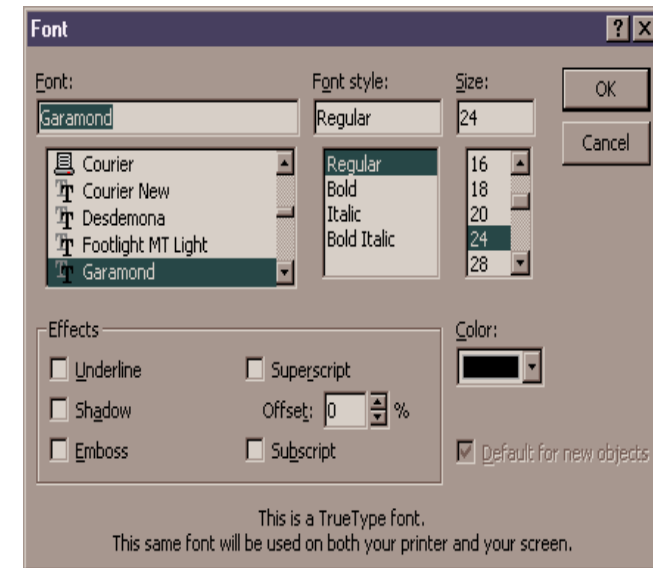


Zone:	(03) Rabat/Tanger	
Localité:	RABAT	
Catégorie:		
Raison sociale:	ecole	<input checked="" type="checkbox"/> Commencant par
Adresse:		
Téléphone:		
	Rechercher	Aide



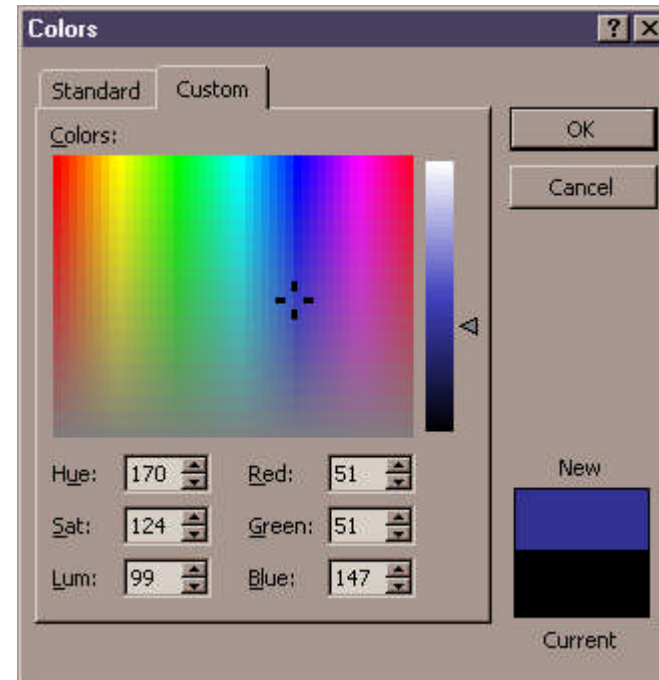
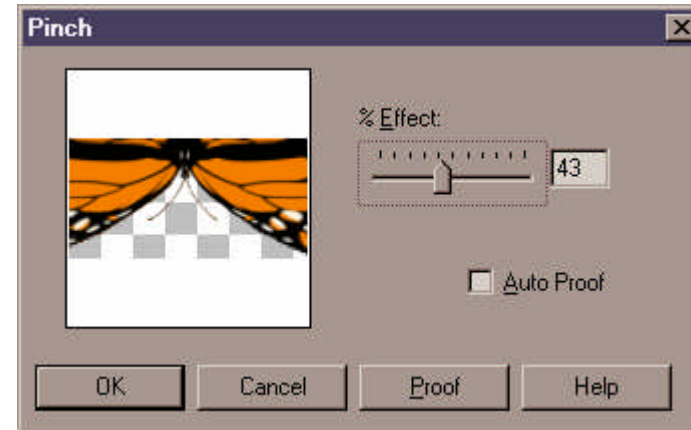
List boxes

- A list box is a control device that allows to make a choice among a list of values
- Use a list box when the list of items is long
- Display between 3 to 8 items at once
- Use drop-down LB for gaining screen space
- Insert instructions in LB
- Use filters for long LB



Sliders

- Use a slider for visual choice
- Use a slider for large possible values
- Always display the selected value
- Allow the user to enter an exact value
- Put the slider naturally



Form fills

The screenshot shows a web form with a dark blue header bar containing the text "Save and Close" and a tabbed interface with "Basics", "Details", "Comments", and "Advanced" tabs. The "Basics" tab is active. The form is organized into four main sections, each with a light blue header:

- Name:** Includes fields for "First name:", "Middle name:", "Last name:", "Title:" (with a dropdown), and "Suffix:" (with a dropdown).
- Business:** Includes a "Company:" field with a small icon and a "Job title:" field.
- Phones:** Includes fields for "Office phone:", "Office fax:", "Cell phone:", "Home phone:", "Home fax:", and "Pager:".
- Email and Web Page:** Includes fields for "eMail address:" and "Web page:".

- Frame each field
- Do not frame fields used only for displays
- Indicate the necessary fields
- Indicate the format of the field
- Use the length of the frame to show the length
- Use the same length when possible
- Align and chunk the fields

The form is titled "Required Information" with a red underline. It contains the following fields:

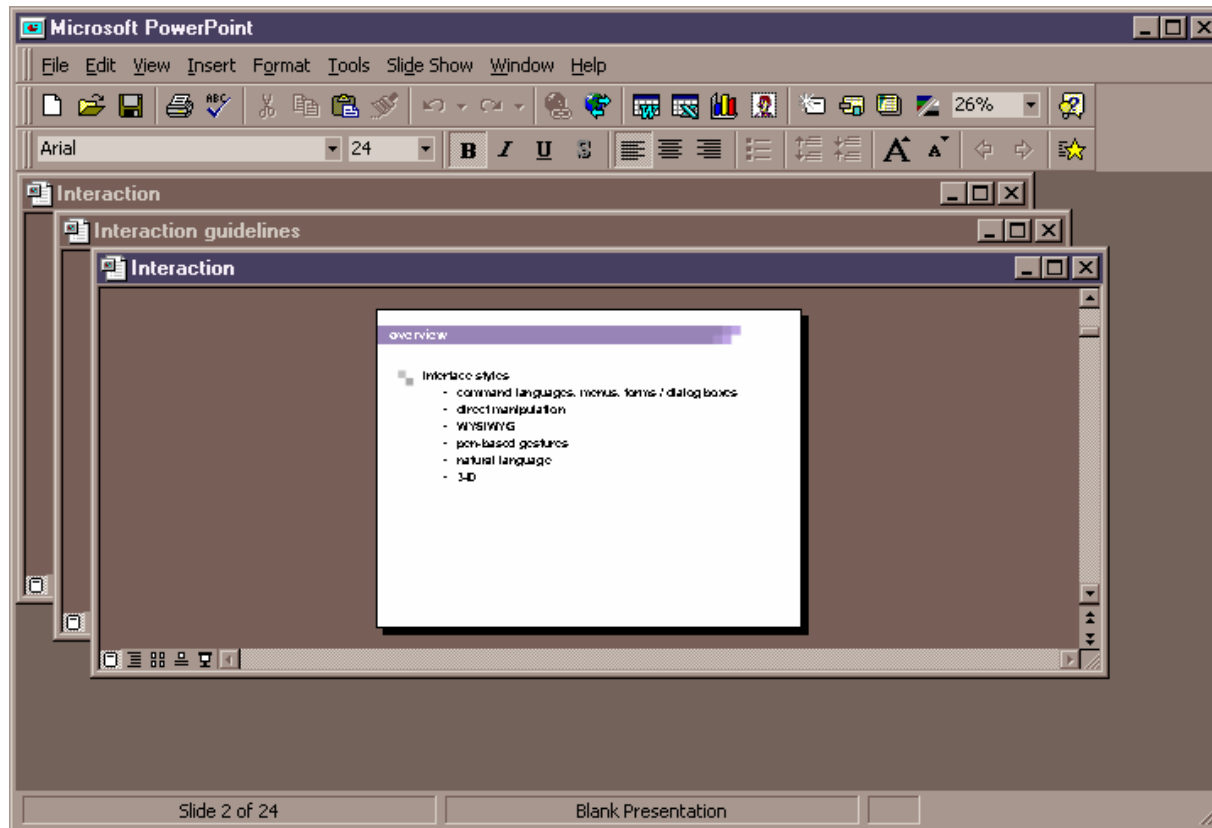
- Your email address:*
- Retype email address:*
- Choose a password:*(5 to 14 characters)
- Retype password:*
- Gender:* with radio buttons for Male and Female
- Birth Year:*

Fields' labels

The screenshot shows a software interface with a dark blue header bar containing a 'Save and Close' button. Below the header is a navigation menu with tabs for 'Basics', 'Details', 'Comments', and 'Advanced'. The main content area is divided into four sections, each with a purple header bar: 'Name', 'Phones', 'Business', and 'Email and Web Page'. Each section contains several input fields with labels to their left. The 'Name' section includes fields for 'First name', 'Middle name', 'Last name', 'Title', and 'Suffix'. The 'Phones' section includes fields for 'Office phone', 'Office fax', 'Cell phone', 'Home phone', 'Home fax', and 'Pager'. The 'Business' section includes fields for 'Company' and 'Job title'. The 'Email and Web Page' section includes fields for 'eMail address' and 'Web page'. A vertical toolbar with various icons is visible on the left side of the form.

- Place the label on the left of the field
- The first letter only of the label is uppercase
- Align them on the left
- Place the ‘:’ after each label

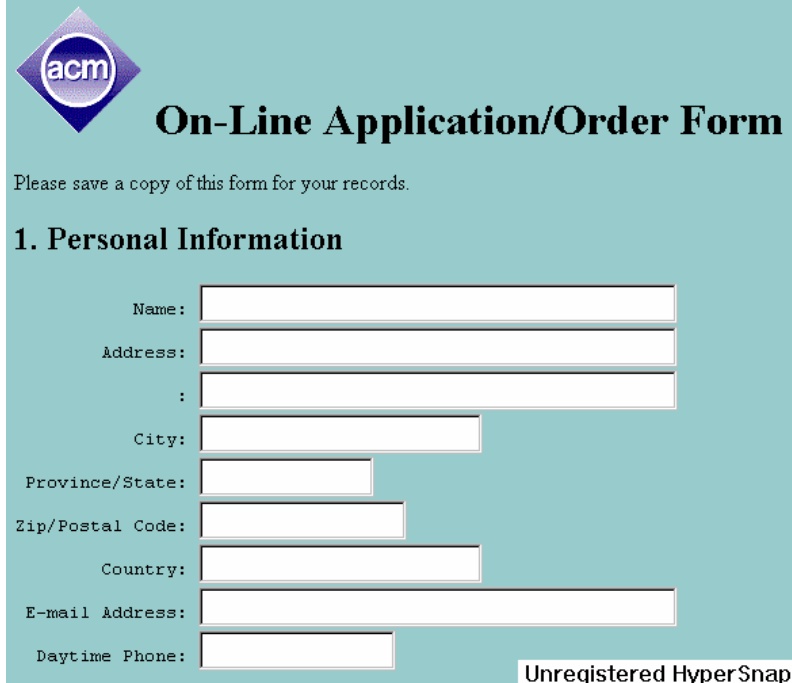
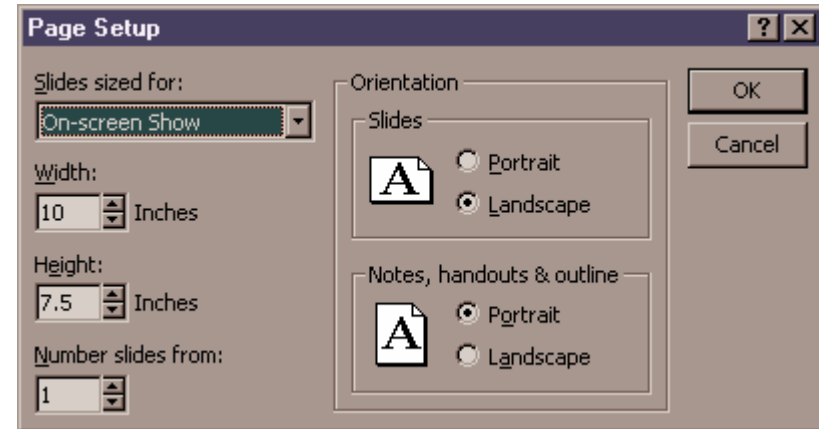
Dialog boxes



- Give priority to the superposition (or tiling) of the DB
- Give the opportunity to expand the window

Navigating inside DB

- Each DB should be associated to only one user's task
- Always think of a home DB
- Organize information inside the DB
- Group semantically close information
- Sometimes, it is helpful to enumerate the groups of necessary information to type



acm **On-Line Application/Order Form**

Please save a copy of this form for your records.

1. Personal Information

Name:

Address:
:

City:

Province/State:

Zip/Postal Code:

Country:

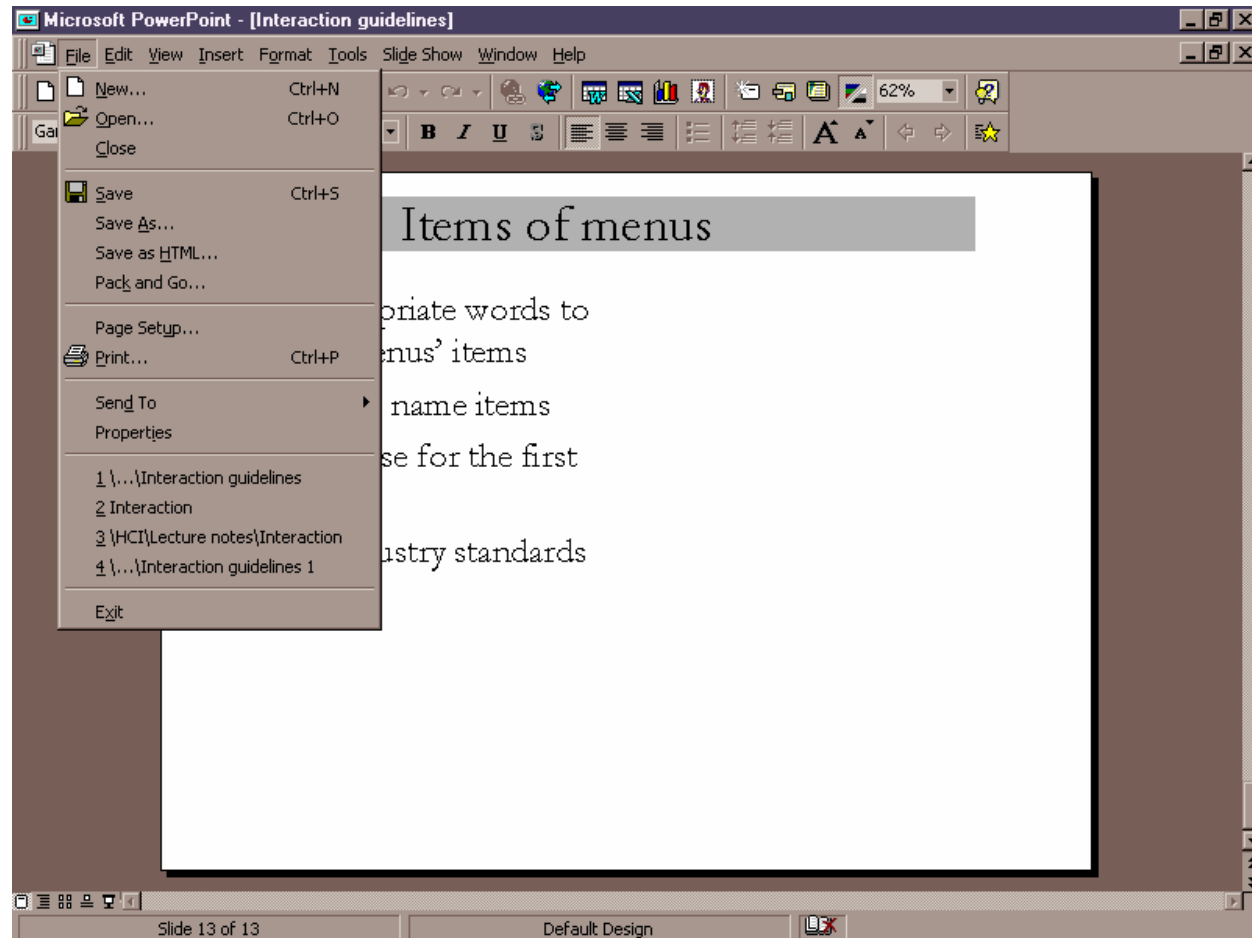
E-mail Address:

Daytime Phone:

Unregistered HyperSnap

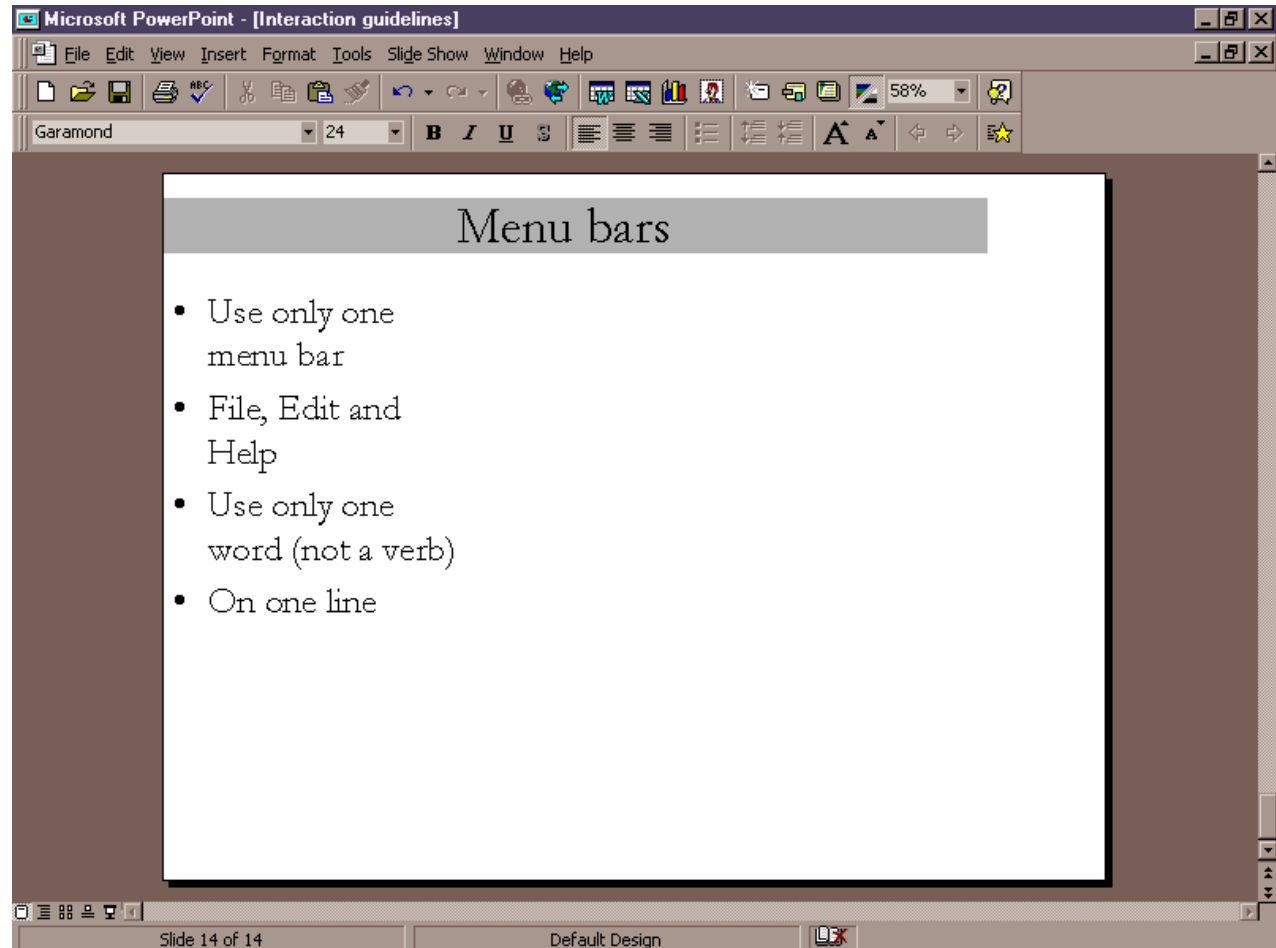
Items of menu

- Select appropriate words to name the menus' items
- Use verbs to name items
- Use uppercase for the first letter
- Adopter industry standards



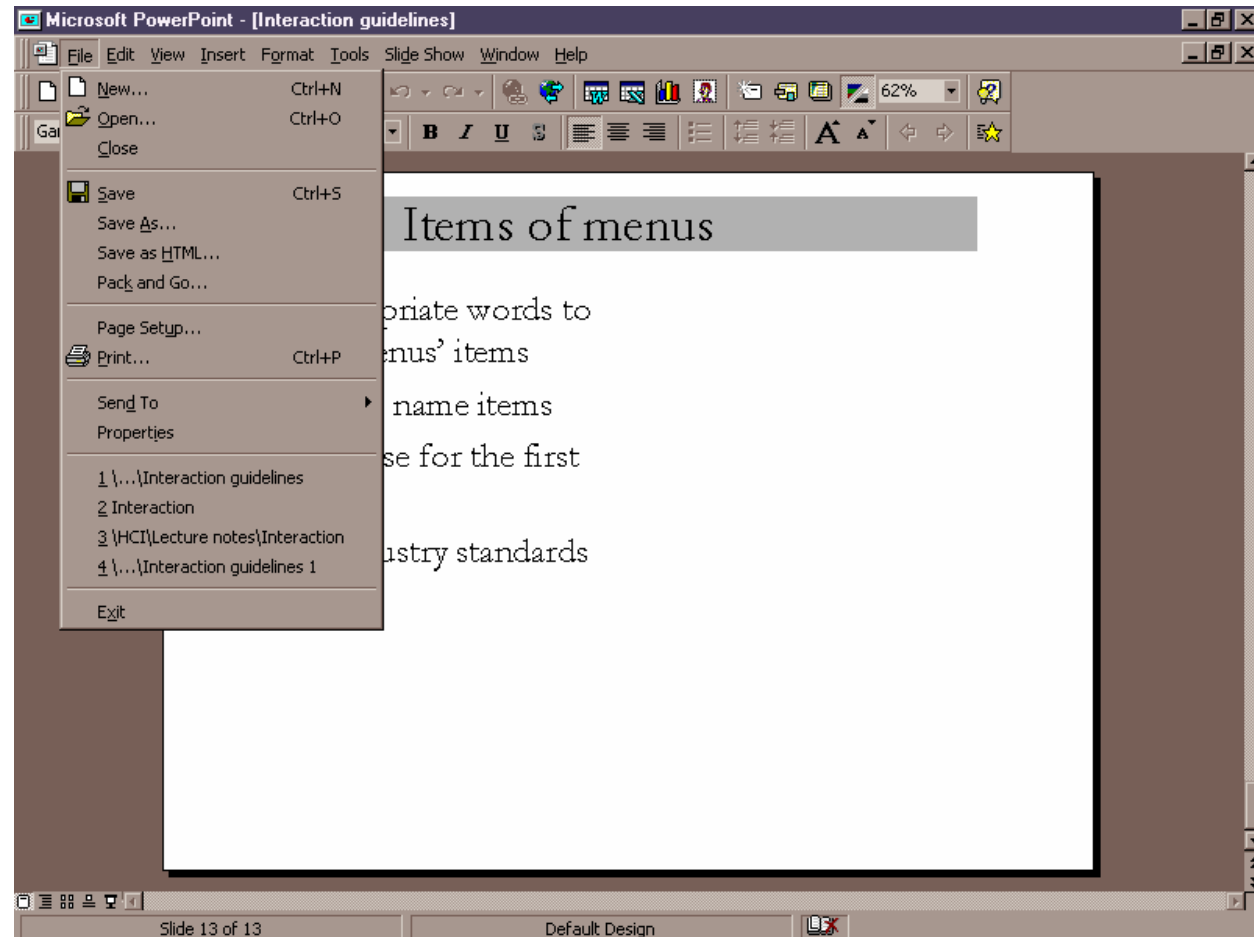
Menu bars

- Use only one menu bar
- File, Edit and Help
- Use only one word (not a verb)
- On one line

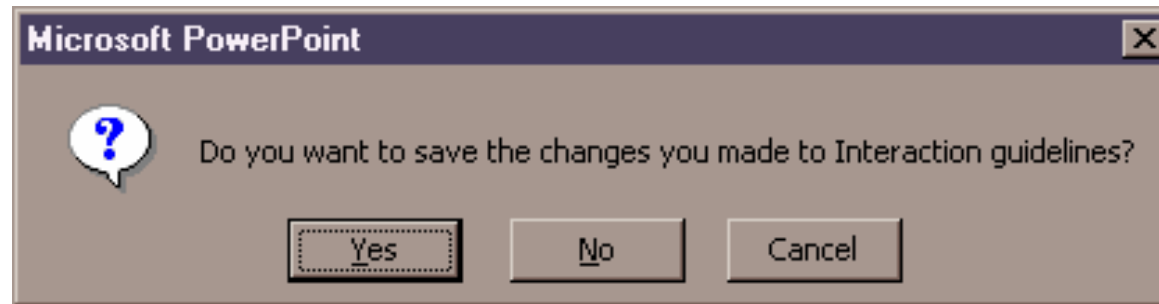


Pull-Down Menus

- A PDM should not exceed the screen limit
- Place the more important items on the top
- Allow shortcuts
- Use separation lines
- Use ‘...’ to announce a DB

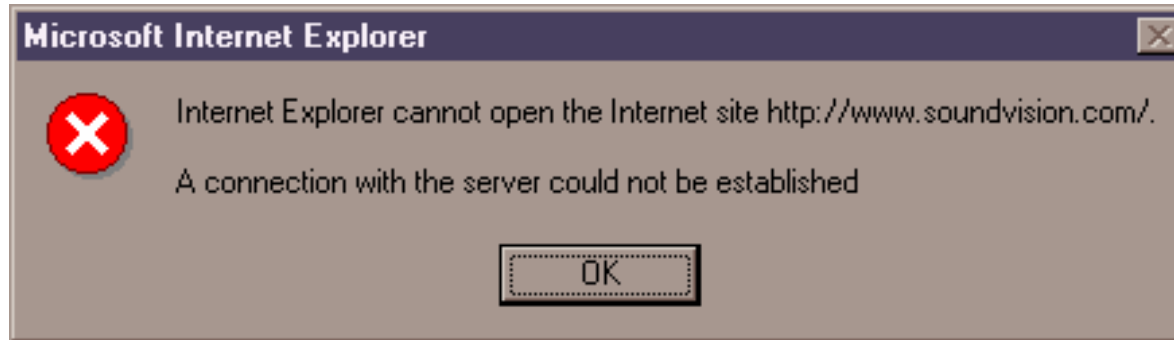


Messages - General rules



- Plan messages at appropriate moments
 - give an answer, make a decision, correct typed data
 - sensitive action such as deleting, duration of the process is more than 5 seconds
- Place the messages in the middle of the current activity
- Place the more important information at the beginning of the message
- Use the Yes, No, and Cancel buttons instead of the OK button
- Use the active voice and the affirmative form
 - You should complement the form (the form should be complemented)
 - You have to choose the name of the file (have you chosen the name of the file)
- Use familiar vocabulary
- Types: information, error, feedback, and warning messages

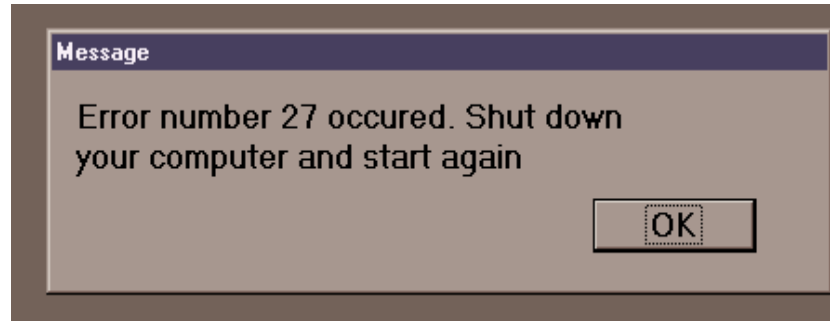
Information messages



- An information message indicates to the user that a task has been processed with success or failure
- Add an OK button to give users time to read
- Use information messages for background applications
- Combine with sound when necessary

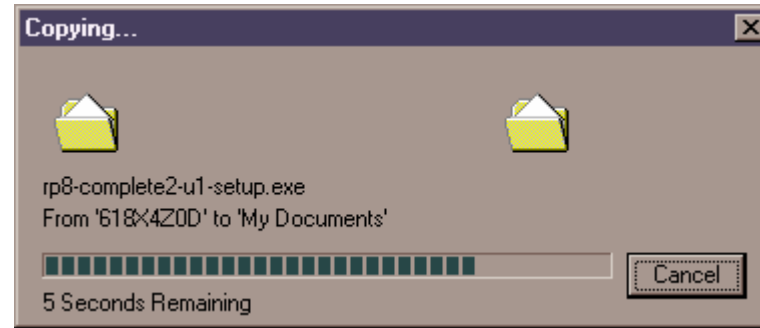
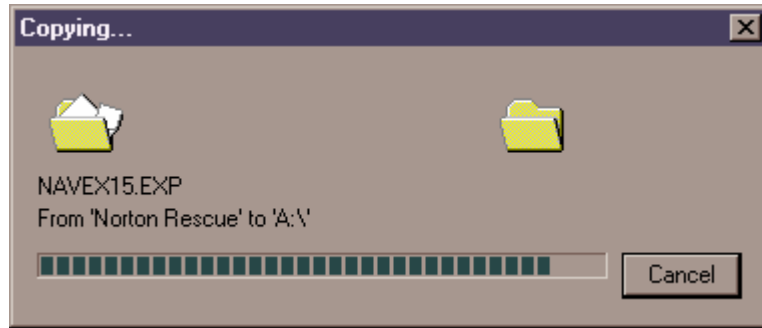


Error messages

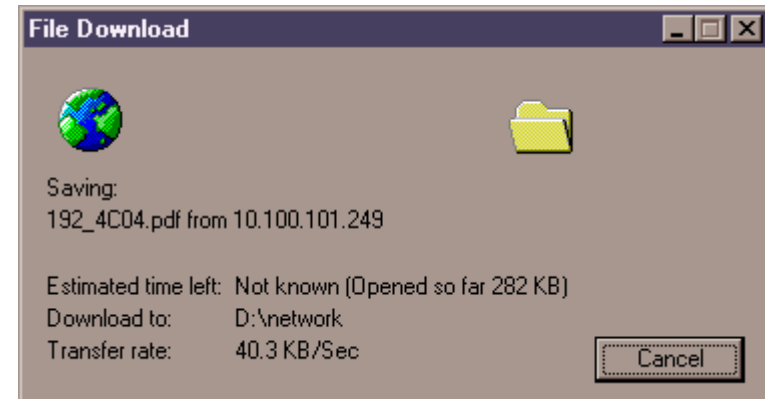
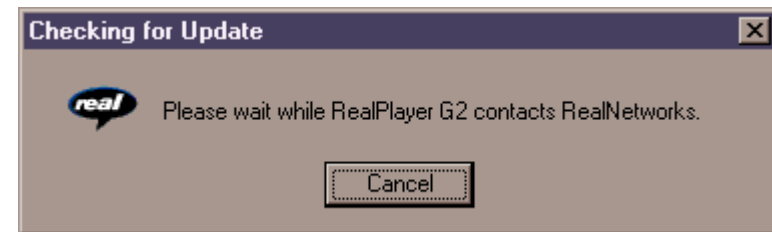


- An error message indicates to the user that an intervention is necessary in order to appropriately resume the current task
- Every error message should contain
 - what did the user, the reasons why it is not correct, how to correct?
- Use concrete examples of solutions (e.g. ‘type 25/12/01’)
- Never blame the users (fatal error, invalid, illegal, ...)
- Provide a help for error messages
- Do not force the user to read a long message to correcte

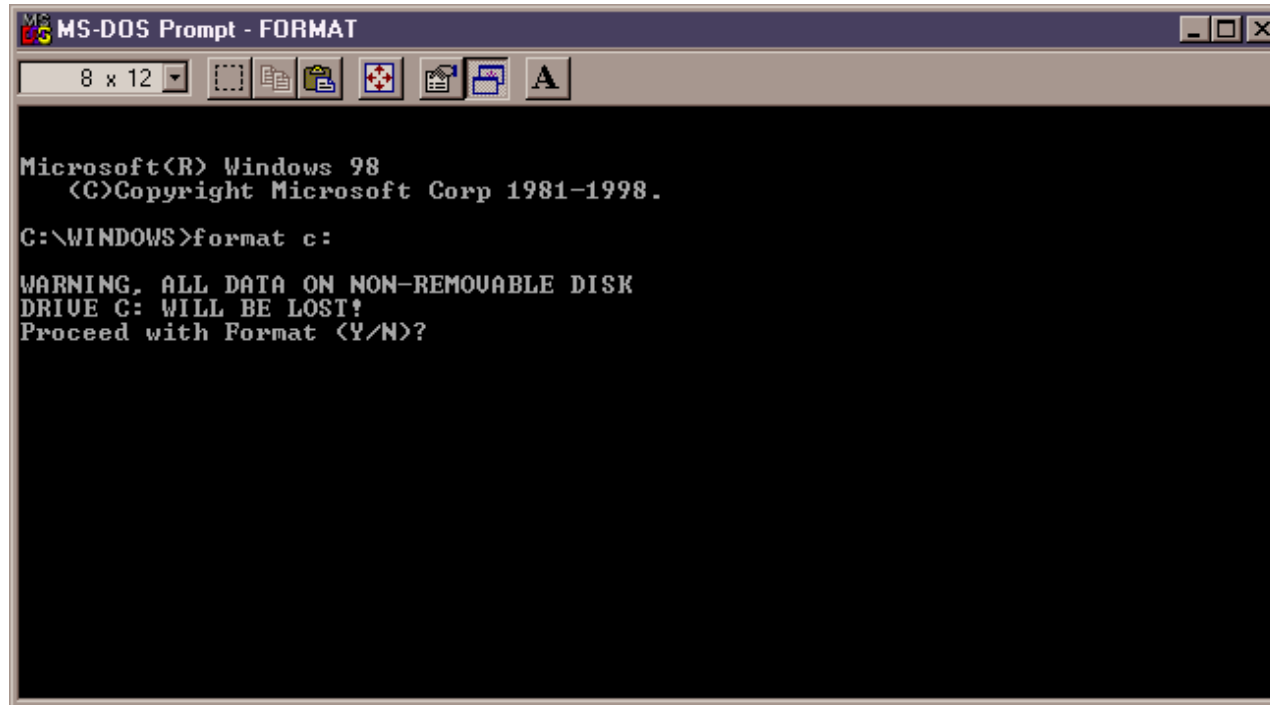
Feedback messages



- A feedback message indicates to the user that a task is normally progressing
- Provide two kinds of information
 - what did the machine, did it succeed?
- Inform about the duration
- Provide the possibility to cancel
- Use a visual indicator about the progress



Warning messages



The screenshot shows a Windows 98 MS-DOS Prompt window titled "MS-DOS Prompt - FORMAT". The window has a standard Windows 98 interface with a menu bar and a toolbar. The command prompt shows the following text:

```
Microsoft(R) Windows 98
(C)Copyright Microsoft Corp 1981-1998.

C:\WINDOWS>format c:

WARNING, ALL DATA ON NON-REMOVABLE DISK
DRIVE C: WILL BE LOST!
Proceed with Format (Y/N)?
```

- A warning message indicates to the user that the requested task will take time or that will imply an important risk
- Avoid the OK button, use the Cancel one
- The default button should be the secure one

Colors

- Use colors to attract attention
- Use colors moderately
- Limit their number to 3
- Combine with the inverse video
- Do not rely only to colors for distinction
- Think of monochrome screens
- Adopt industrial standards
- Use a light color for background
- Avoid the blue for background (the less perceptible)
- Avoid the red-blue combination (red-green)

Colors

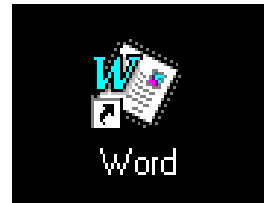
- Respect the cultures

	<i>Red</i>	<i>Blue</i>	<i>Yellow</i>	<i>Green</i>
<i>North america</i>	Danger	Calmness	Warning	Acceptance
<i>China</i>	Happiness	Clouds, skies	Birth, richness	Ming dynasty
<i>India</i>	Life, creativity		Success	Prosperity

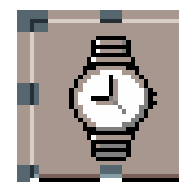
- Allow the user to change colors
- Give the option ‘change preview’

Icons

- 3 kinds of icons: application icons, button icons, and message icons



- Use icons as shortcuts
- Use them when the illustration is more appropriate
- Use them for illiterates
- Use them for internationalization
- Avoid details in the design of new icons
- Test new icons
- Label the icons (info-bulles)
- Do not overload the screen with icons



Toolbars

- Be coherent
- Use a tool bar for the more frequent tasks
- Use a tool bar as a complement of menus
- Allow the user to activate or deactivate the toolbar
- Allow them to move it
- Allow them to customize their toolbars
- Use spaces (or lines) to chunk icons inside a toolbar

On line Help

- Text should be concise and brief
- Create independent information units
- Information should be easily accessible
- Organize information for a quick access and understanding
- Link the application with the online help
- Link topics between them
- Organize carefully the index
- Limit the number of hypertext links

