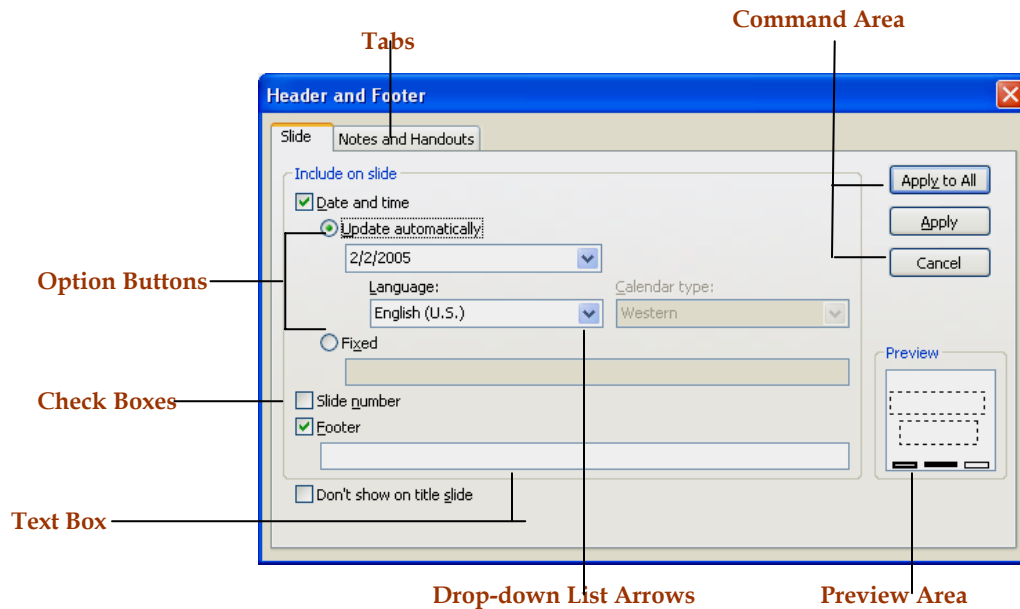


WORKING WITH DIALOG BOXES

A dialog box is a special window that provides additional information needed to complete a task. This box opens when a menu command or button name followed by an ellipsis (...) is clicked. A dialog box can contain different items. These items are displayed in the illustration below and a description of each is provided in the following table.



Component	Description
Tabs	Tabs are used to organize items into categories for easy access. Click a tab to display its contents.
Option Buttons	These buttons are used to select an option. Only one option button in a group of related buttons may be clicked at a time.
Drop-Down Lists	This option provides a list of available choices. In order to see the list, click the drop-down arrow on the right side of the box. A scroll bar will appear if the list is longer than the box. Click an item in the list to choose it.
Text Boxes	Text boxes are used to input variable information by typing the information directly into the box.
Check Boxes	A small box precedes an option that can be turned on or off by clicking the box. A check in the box means the option is on; a clear box means the option is off.
Command Buttons	These buttons are used to carry out an action. If an ellipsis (...) follows the button name, another dialog box will open when the button is clicked.
Preview Area	This area provides a preview of the changes before the dialog box is closed.