

DIALOG BOXES

A dialog box typically appears when a menu command is selected. This command is usually followed by an ellipsis (...). This ellipsis alerts the user to the fact that there is more information needed to complete the task. A dialog box is the means by which further information can be supplied. To move through an element in a dialog box, push the **Tab** key. To move back to a previous element, press the **Shift + Tab** keys. The following list provides a description of the standardized elements that work the same way for any dialog box that may be encountered while working with Windows programs.

Dialog Box Options

Option	Description
Text Box	This is a box where text is typed, such as the name of a file or a password to access the Network. To replace existing text, select the text, and type what is to replace the text in the box.
List Box	This box is a rectangle that lists several choices, the way a menu does. If the list contains more entries than can be shown on the list, scroll bars appear along the right side and bottom of the box. Sometimes these boxes will contain multiple choices. To select more than one choice, hold down the Ctrl key and click each item. Holding down the Shift key and clicking the first and last items will select a continuous list of items.
Drop-down List Box	This box is similar to the standard list box, but the list is revealed when the down arrow beside the box is clicked. To select something from this list, click the item.
Combo Box	A combination of the list box and the text box, this box allows the user to input a choice or select from a list of choices. Only one choice at a time may be made in this type of box.
Check Box	To select a check box item, click the small box next to the item to place a check mark in it. These boxes may be grouped together. If they are, more than one choice may be made at a time.
Option Button	Also known as a radio button, the circle or label beside an item is clicked to select it. Only one box may be selected at a time.
Command Button	This is the most common button in a dialog box. The OK and Cancel buttons are Command Buttons. Clicking OK will issue the command; clicking Cancel will not issue the command.

Tabbed dialog boxes, compartmentalize information into multiple pages. This type of dialog box looks a little like a file folder. To change a page in this dialog box, click the tab.