Element	Description
OK button	Click to close the dialog box and accept the changes you made.
Cancel button	Click to close the dialog box, ignoring any changes you made.
Apply button	Click to accept the changes you made and leave the dialog box open.
Page	Select the tab to view the separate panel containing options related to a dialog box topic. Sometimes called a tab.
Tab	Select to reveal pages within a dialog box.
Option buttons	Click to select an option. You can select only one option button in a given area at a time.
Check boxes	Click to select an option. Click again to deselect the option. Unlike option buttons, you can select more than one check box in a given area at a time.
Combo box	Type the desired information into this box, or click the arrow to its right to display a drop-down list, and then click the desired option from the list.
Drop-down list box	Click the arrow to the right of the drop-down list box to display a drop-down list, and then click the desired option from the list. You cannot, however, type your selection in a drop-down list box.
Text box	Type the desired information into this box.
Spin box	Click the up or down arrow to the right of the box to increase or decrease the value in the box.
What's This button	Click this button, and then click the part of the dialog box on which you need help.

Table 2-4: *Dialog Box Elements Described*