

Identifying Dialog Box Elements

Dialog boxes appear when Windows NT needs information from you to execute a command. In a word processing program, for example, a dialog box appears when you choose the Print command. To print a document, you use the dialog box to specify which printer to use, which pages to print, and how many copies to print. In some dialog boxes, default choices are already filled in for you and you simply need to confirm these selections.

Elements of typical dialog boxes are shown in Figure 2-5 and Figure 2-6. Windows NT dialog boxes incorporate easy-to-use features that allow you to select the options you want to use. The elements of dialog boxes are described in Table 2-4.

In dialog boxes, the large rectangular buttons are *command buttons*. You use these buttons to accept or cancel the options you have selected in the dialog box. One command button is *highlighted*. This means that if you press ENTER, the command on that button will be automatically carried out. A highlighted command button often has a dark shadow below it and to its right, as shown in Figure 2-5, where the Find Now button is highlighted. Sometimes, however, a highlighted command button appears with a dotted line around its text.

Some dialog boxes, such as the one at the bottom of Figure 2-6, include a *What's This* button, which is shaped like a question mark. When you click the What's This button, you can get help on an element of the dialog box.

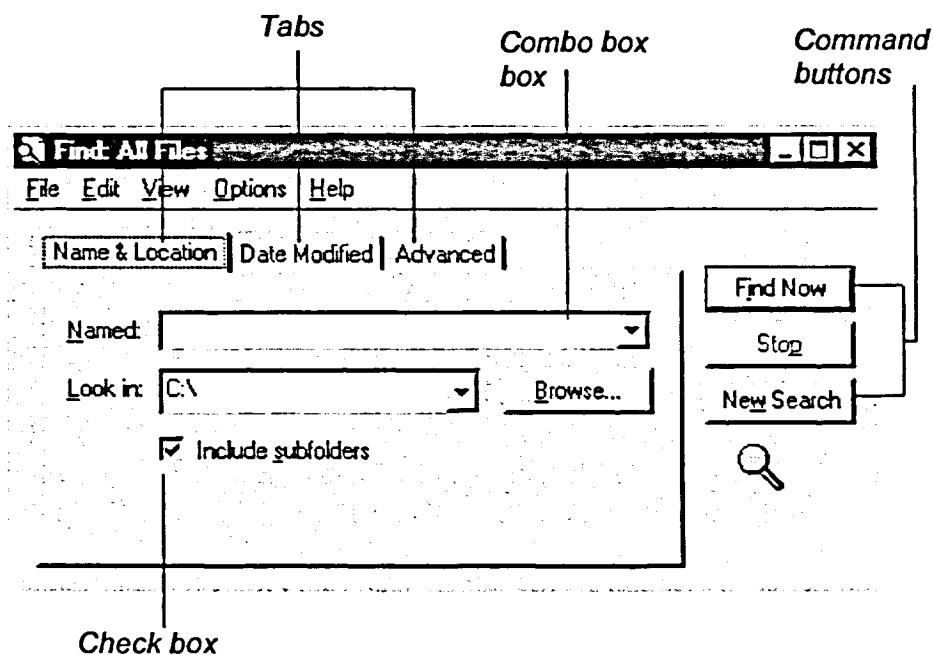


Figure 2-5: A Typical Dialog Box