

CHAPTER 6

Menu Selection, Form Fill-In, and Dialog Boxes

تحديد القائمة وتعبئة النموذج ومربعات الحوار

Task-Related Organization

تنظيم المهام ذات الصلة

Single Menus

القوائم المفردة

Combination of multiple menus

مجموعة من القوائم المتعددة

Content Organization

تنظيم المحتوى

Menu Selection, Form Fill-In, and Dialog Boxes - (cont.)

تابع- تحديد القائمة وتعبئة النموذج ومربعات الحوار

Fast Movement Through Menus

الحركة السريعة من خلال القوائم

Data Entry with Menus

ادخال البيانات مع القوائم

Audio Menus and Menus for Small Displays

القوائم الصوتية و قوائم العروض الصغيرة

Task-Related Organization

The primary goal for menu, form fill-in, and dialog-box designers is to create a sensible, comprehensible, memorable, and convenient organization relevant to the user's task."

Single Menu

القوائم المفردة

Binary Menus

Mnemonic letters - Radio Buttons - Button Choice

Pull-down, pop-up, and toolbar menus

Pull-down menus

Always available to the user by making selections on a top menu bar

Pull-down menus (cont.)

Key board shortcuts

E.g., Ctrl-C important to support expert user efficiency

Toolbars, iconic menus, and palletes

Offers actions on a displayed object

Pop-up menus

Appear on a display in response to a check or tap with a pointing device.

Multiple-item Menu

Multiple-selection menus or check boxes

Scrolling menus, combo boxes, and fisheye menus

- Scrolling menus display the first portion of the menu and an additional menu item, typically an arrow that leads to the next set of items in the menu sequence.
- Combo boxes combine a scrolling menu with a text-entry field.
- Fisheye menus display all of the menu items on the screen at once, but show only items near the cursor at full size.

Menus for long lists

Sliders and alphasliders

- When items consist of ranges or numerical values, a slider is a natural choice to allow the selection of a value.
- The alphslider uses multiple levels of granularity in moving the slider thumb and therefore can support tens or hundreds of thousand of items.

Two-dimensional menus

“Fast and vast” two-dimensional menus give users a good overview of the choices, reduce the number of required actions, and allow rapid selection.

Embedded menus and hotlinks

- Embedded menus are an alternative to explicit menus
- It is natural to allow users reading about people, events, and places to retrieve detailed information by selecting menus in context.

Combination of multiple menus

مزيج من القوائم المتعددة

Linear menu sequences and simultaneous menus

Linear

- Guide the user through complex decision-making process.
E.g. cue cards or "Wizards"
- Effective for novice users performing simple tasks

Simultaneous

Present multiple active menus at the same time and allows users to enter choices in any order

Tree-structured menus

- Designers can form categories of similar items to create a tree structure
E.g., fonts, size style, spacing
- Fast retrieved if natural and comprehensive
- Use terminology from the task domain
- Expanding menus maintain the full context of each choice
E.g., Windows Explorer

Menu Maps

- Menu maps can help users stay oriented in a large menu tree
- Effective for providing overviews to minimize user disorientation.

Acyclic and Cyclic Networks

- Useful for
- social relationships
- transportation routing
- scientific-journal citations
- Can cause confusion and disorientation

Content Organization

تنظيم المحتوى

Task-related grouping in tree organization

- Create groups of logically similar items
- Form groups that cover all possibilities
- Make sure that items are nonoverlapping
- Use familiar terminology, but ensure that items are distinct from one another

Item Presentation Sequence

The order of items in the menu is important, and should take natural sequence into account when possible:

- Time
- Numeric ordering
- Physical properties

When cases have no task-related orderings, the designer must choose from such possibilities as:

- Alphabetic sequence of terms
- Most frequently used items first
- Grouping of related items
- Most important items first.

Menu layout

Titles

- For single menus, use a simple descriptive title.

- For tree-structured menus, use the exact same words in the higher-level menu items as in the titles for the next lower-level menu.

E.g. if a menu item is called Business and Financial Services, the next screen should have that phrase as its title

- Phrasing of menu items

- Use familiar and consistent terminology
- Ensure that items are distinct from one another
- Use consistent and concise phrasing
- Bring the keyword to the left .

Graphic layout and design

Constraints :

- screen width and length
- display rate
- character set
- Highlighting techniques

Establish guidelines for consistency of at least these menu components:

-Titles

- Item placement
- Error messages
- Instructions
- Status reports

Techniques

- Indentation
- Upper/lower case characters
- Symbols such as * or - to create separators or outlines
- Position markers
- Cascading or walking menus
- Magic lens

Fast Movement Through Menus

الحركة السريعة من خلال القوائم

Keyboard shortcuts

Supports expert use

Can make translation to a foreign language more difficult

Bookmarks in browsers

User configured toolbars

Form Fill-in

Appropriate when many fields of data must be entered:

- Full complement of information is visible to user.
- Display resembles familiar paper forms.
- Few instructions are required for many types of entries.

Users must be familiar with:

- Keyboards
- Error correction methods
- Permissible field contents
- Use of TAB key or mouse to move the cursor
- Field-label meanings
- Use of the ENTER and/or RETURN key.

Format-specific field

Coded fields

- Telephone numbers
- Times
- Social-security numbers
- Dates
- Dollar amounts (or other currency)

Dialog Boxes

Combination of menu and form fill-in techniques.

Internal layout guidelines:

- Meaningful title, consistent style
- Clustering and emphasis
- Consistent terminology, fonts, capitalization, justification
- Standard buttons (OK, Cancel)
- Top-left to bottom-right sequencing
- Consistent layouts (margins, grid, white space, lines, boxes)
- Error prevention by direct manipulation

External Relationship

- Smooth appearance and disappearance
- Size small enough to reduce overlap problems
- No overlap of required items
- Clear how to complete/cancel
- Distinguishable but small boundary
- Display close to appropriate items
- Easy to make disappear

Novel design combining menus and direct manipulation

- Pie menus
- Marking menus
- Control menus
- Flow menus
- Toolglass

Data Entry with Menus

ادخال البيانات مع القوائم

Audio Menus and Menus for Small Displays

القوائم الصوتية و قوائم للعروض الصغيرة

Audio menus

- Verbal prompts and option descriptions
- Input is normally verbal or keypad
- Not persistent, like a visual display, so memorization is required.
- Request users can avoid listening to options

Menu for small displays

- E.g., entertainment, communication services
- Learnability is a key issue
- Hardware buttons
 - Navigation, select
- Expect interactions
- Tap interface
- GPS and radio frequency identification provides same automatic input