

Contents

Figures and Tables	13
--------------------	----

Chapter 1	Introduction to the Aqua Human Interface Guidelines	21
------------------	------------------------------------------------------------	----

The Benefits of Applying the Interface Guidelines	22
Deciding What to Do First	23
Tools and Resources for Applying the Guidelines	24
If You Have a Need Not Covered by the Guidelines	25

Chapter 2	Human Interface Design	27
------------------	-------------------------------	----

Human Interface Design Principles	27
Metaphors	27
See-and-Point	28
Direct Manipulation	28
User Control	29
Feedback and Communication	29
Consistency	30
WYSIWYG (What You See Is What You Get)	30
Forgiveness	31
Perceived Stability	31
Aesthetic Integrity	31
Modelessness	32
Knowledge of Your Audience	33
Worldwide Compatibility	33
Cultural Values	34
Language Differences	34
Text Display and Text Editing	35
Default Alignment of Interface Elements	36
Resources	36

C O N T E N T S

Universal Accessibility	37
Visual Disabilities	38
Hearing Disabilities	38
Physical Disabilities	39

Chapter 3 **The Dock** 41

The Dock's Onscreen Position	41
Dock Notification Behavior	42
Dock Menus	43
Clicking in the Dock	44

Chapter 4 **Menus** 45

Menu Elements	45
Menu Titles	46
Menu Items	46
Grouping Items in Menus	47
Hierarchical Menus (Submenus)	48
Menu Behavior	49
Scrolling Menus	50
Toggled Menu Items	50
Sticky Menus	51
Standard Pull-Down Menus (The Menu Bar)	52
The Apple Menu	53
The Application Menu	54
The Application Menu Title	54
The Application Menu Contents	55
The File Menu	56
The Edit Menu	59
The View Menu	61
The Window Menu	61
The Help Menu	63
Menu Bar Status Items	63
Other Menus	63
Contextual Menus	64

C O N T E N T S

Using Special Characters and Text Styles in Menus	65
Using Symbols in Menus	65
Using Text Styles and Fonts in Menus	67
Using Ellipses in Menus and Buttons	67

Chapter 5 Windows 69

Window Layering	70
Window Appearance and Behavior	70
Textured Windows	72
Opening and Naming Windows	74
Positioning Windows	76
Closing Windows	79
Moving Windows	80
Resizing and Zooming Windows	80
Active and Inactive Windows	81
Click-Through	82
Scroll Bars and Scrolling Windows	85
Automatic Scrolling	87
Minimizing and Expanding Windows	88
Windows With Changeable Panes	88
Special Windows	88
Drawers	88
When to Use Drawers	89
Drawer Behavior	90
Utility Windows	91
The About Window	92

Chapter 6 Dialogs 95

Types of Dialogs and When to Use Them	95
Document-Modal Dialogs (Sheets)	96
Sheet Behavior	97
When to Use Sheets	98
When Not to Use Sheets	98
Alerts	98

C O N T E N T S

Dialog Behavior	101
Accepting Changes	101
The Open Dialog	102
Saving, Closing, and Quitting Behavior	105
Save Dialogs	105
Closing a Document With Unsaved Changes	109
Saving Documents During a Quit Operation	110
Saving a Document With the Same Name as an Existing Document	113
The Choose Dialog	114
The Printing Dialogs	115

Chapter 7 Controls 119

Control Behavior and Appearance	120
Push Buttons	120
Push Button Specifications	121
Radio Buttons and Checkboxes	122
Radio Button and Checkbox Specifications	123
Selections Containing More Than One Checkbox State	124
Pop-Up Menus	124
Pop-Up Menu Specifications	126
Command Pop-Down Menus	127
Command Pop-Down Menu Specifications	127
Combination Boxes	128
Combo Box Specifications	129
The Text Entry Field	129
The Scrolling List	130
Placards	130
Bevel Buttons	131
Bevel Button Specifications	132
Toolbars	133
Pop-Up Icon Buttons and Pop-Up Bevel Buttons	134
Slider Controls	137
Slider Control Specifications	137
Tab Controls	138
Tab Control Specifications	139
Progress Indicators	141

C O N T E N T S

Text Fields and Scrolling Lists	144
Tools for Creating Lists	144
Text Input Field Specifications	145
Scrolling List Specifications	146
Image Wells	147
Disclosure Triangles	148

Chapter 8 **Layout Guidelines** 149

Positioning Controls in Dialogs and Windows	149
Group Boxes	151
Sample Dialog Layouts	154
Using Small Versions of Controls	160

Chapter 9 **User Input** 163

The Mouse and Other Pointing Devices	163
Using the Mouse	164
Clicking	164
Double-Clicking	164
Pressing	165
Dragging	165
The Keyboard	166
The Functions of Specific Keys	166
Character Keys	166
Modifier Keys	169
Arrow Keys	170
Function Keys	174
Reserved and Recommended Keyboard Equivalents	176
Key Combinations Reserved by the System	176
Recommended Keyboard Equivalents	179
Creating Your Own Keyboard Equivalents	180
Keyboard Focus and Navigation	182
Full Keyboard Access Mode	184
Type-Ahead and Auto-Repeat	185

C O N T E N T S

Selecting	185
Selection Methods	186
Selection by Clicking	186
Selection by Dragging	187
Changing a Selection With Shift-Click	187
Changing a Selection With Command-Click	188
Selections in Text	189
Selecting With the Mouse	190
What Constitutes a Word	190
Selecting Text With the Arrow Keys	192
Selections in Graphics	192
Selections in Arrays and Tables	192
Editing Text	193
Inserting Text	193
Deleting Text	193
Replacing a Selection	194
Intelligent Cut and Paste	194
Editing Text Fields	195
Entering Passwords	196

Chapter 10 Fonts 197

Chapter 11 Icons 201

Icon Genres and Families	202
Application Icons	204
User Application Icons	204
Viewer, Player, and Accessory Icons	206
Utility Icons	207
Non-Application Icons	207
Document Icons	207
Icons for Preferences and Plug-ins	209
Icons for Hardware and Removable Media	209
Toolbar Icons	211
Icon Perspectives and Materials	213

C O N T E N T S

Conveying an Emotional Quality in Icons	216
Suggested Process for Creating Aqua Icons	216
Tips for Designing Aqua Icons	218

Chapter 12 Drag and Drop 219

Drag and Drop Design Overview	219
Drag and Drop Semantics	220
Move Versus Copy	220
When to Check the Option Key State	221
Selection Feedback	222
Single-Gesture Selection and Dragging	222
Background Selections	222
Drag Feedback	223
Destination Feedback	223
Windows	223
Text	224
Multiple Dragged Items	224
Automatic Scrolling	225
Using the Trash as a Destination	225
Drop Feedback	225
Finder Icons	226
Graphics	226
Text	226
Transferring a Selection	226
Feedback for an Invalid Drop	227
Clippings	227

Chapter 13 Language 229

Style	229
Terminology	230
Developer Terms and User Terms	230
Labels for Interface Elements	230
Capitalization of Interface Elements	231
Using Contractions in the Interface	232
Writing Good Alert Messages	232

C O N T E N T S

Chapter 14 User Help and Assistants 235

Apple's Philosophy of Help	235
Help Viewer	237
Providing Access to Help	237
Help Tags	238
Help Tag Guidelines	239
Setup Assistants	241

Chapter 15 Files 245

Installing Files	245
Where to Put Files	247
Handling Plug-ins	249
Naming Files and Showing Filename Extensions	249
Displaying Pathnames	251

Chapter 16 Speech Recognition and Synthesis 253

Speech Recognition	254
Speakable Items	255
The Speech Recognition Interface	255
Speech-Recognition Errors	257
Guidelines for Implementing Speech Recognition	257
Speech Synthesis	258
Guidelines for Implementing Speech Synthesis	258
Spoken Dialogues and Delegation	260

Appendix A Checklist for Creating Aqua Applications 261

General Considerations	261
Installation and File Location	263
Graphic Design	263
Menus	263
Pop-Up Menus	264
Windows	265

C O N T E N T S

Utility Windows	266
Scrolling	266
Dialogs	267
Feedback and Alerts	268
The Mouse	269
Keyboard Equivalents	269
Text	270
Icons	270
User Documentation	271
Help Tags	271

Appendix B	Mac OS X Terminology Guidelines	273
-------------------	----------------------------------------	-----

Appendix C	Document Revision History	285
-------------------	----------------------------------	-----

Glossary	289
----------	-----

Index	297
-------	-----
