



MICROSOFT® OFFICE

USER INTERFACE DESIGN GUIDELINES

Guidelines for Licensing the Microsoft Office User Interface

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8. **ENTIRE AGREEMENT.** This is the entire agreement between us regarding its subject matter.
9. **APPLICABLE LAW.** The laws of the State of Washington govern this agreement. If federal jurisdiction exists, we each consent to jurisdiction and venue in the federal courts in King County, Washington. If not, we each consent to jurisdiction and venue in the Superior Court of King County, Washington.
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 - b. If either of us materially breaches any provision of this agreement other than paragraph 3(a) and does not fix the breach within ninety (90) days after being notified about it, the other party may terminate this Agreement in writing.
 - c. If you breach any of the provisions in paragraph 3(a), Microsoft may terminate this Agreement in writing at any time.
 - d. Only Sections 3(a) and 4-9 of this Agreement will survive its termination. You will immediately destroy all copies of the Design Guidelines (except one for archive purposes if you wish) when the license terminates.

CONTENTS

Contents	4
Introduction	9
Who Should Read This Document?	9
Definitions	9
Implementation Requirements	9
Additional Resources	13
Document level Command UI (Required)	14
Accessing Document Level Command UI	15
Implementing the Microsoft Office 2007 UI Application Button	15
Implementing the Microsoft Office 2010 UI File Tab	17
Microsoft Office 2007 UI Application Menu	17
Application Menu Requirements	17
Application Menu Controls	20
Microsoft Office 2010 UI Backstage View	25
Requirements for the Backstage View	26
Backstage View: Tabs in the Backstage View	27
Tab Pane Requirements	29
Commands in the Tab Pane	30
Backstage view: Control Panes	31
Backstage view: Controls	33
Requirements for Controls	33
Controls: Backstage Button Requirements	35
Controls: Backstage Menu Requirements	38
Controls: Icon Gallery Requirements	40
Controls: Backstage ListBox	41

Controls: Most Recently Used List	42
Controls: Second Tier Tabs	44
Controls: Control Pane changes due to Control Selections	46
Controls: Text Wrapping and Descriptions	47
Ribbon (Required).....	48
Requirements for the Ribbon	49
Ribbon Tabs (Required)	50
Requirements for Ribbon Tabs	50
Displaying Ribbon Tabs	50
Minimizing the Ribbon.....	51
Tab Scrolling.....	54
Best Practices for Tabs.....	54
Groups (Required)	55
Requirements for Groups	55
Displaying Groups	55
Best Practices for Groups	57
Controls (Required)	58
Requirements for Controls	58
Displaying Controls	58
Control Layouts.....	59
Control Labels	60
Control Behaviors	63
Best Practices for Controls.....	63
Ribbon Resizing (Required).....	66
Requirements for Ribbon Resizing.....	66
Defining Groups for Ribbon Resizing	66
Collapsed Group Behavior	69

Defining Group Combinations for Ribbon Resizing	71
Best Practices for Ribbon Resizing.....	78
Quick Access Toolbar (Required)	79
Requirements for Quick Access Toolbar	79
Displaying the Quick Access Toolbar	79
Customizing the Quick Access Toolbar	82
Displaying Many Controls in the Quick Access Toolbar	84
Best Practices for the Quick Access Toolbar	84
Visual Appearance (Required)	85
Microsoft Office 2007 UI Visual appearance Requirements.....	85
Application Button.....	85
Position of UI Elements.....	87
Quick Access Toolbar	87
Application Title Bar	91
Tabs.....	94
Ribbon Background.....	97
Groups	100
Scrollbars	103
StatusBar.....	107
Microsoft Office 2010 UI Visual appearance Requirements.....	108
File Tab.....	108
Quick Access Toolbar	109
Position of UI Elements.....	110
Application Title Bar	110
Tabs.....	111
Ribbon Background.....	112
Groups	113

Status Bar.....	113
Scrollbars	114
Keyboard Access (Required)	114
Requirements for Keyboard Access.....	115
Displaying KeyTips	116
Dismissing KeyTips.....	117
Keyboard Navigation	117
KeyTip Size and Positioning	118
Backstage View KeyTips.....	121
KeyTips for Collapsed Groups.....	126
Best Practices for KeyTips.....	127
Contextual Tabs (Optional).....	129
Requirements for Contextual Tabs	130
Selecting Contextual Tabs When Inserting a New Object	130
Showing Contextual Tabs After Selecting an Existing Object	131
Contextual Tab Labels.....	132
Best Practices for Contextual Tabs	133
Galleries (Optional).....	133
Requirements for Galleries.....	135
Displaying Galleries.....	135
In-Ribbon Gallery Navigation Arrows	140
Displaying Expanded In-Ribbon Galleries	141
Resizing Expanded In-Ribbon Galleries.....	143
Gallery Filters.....	144
Mini Toolbar (Optional)	147
Requirements for Mini Toolbar	147
Displaying the Mini Toolbar.....	148

Dismissing the Mini Toolbar	149
Controls Displayed on the Mini Toolbar	150
Displaying the Mini Toolbar with Context Menus	153
Previewing Context Menu Control actions	154
ScreenTips (Optional)	158
Requirements for ScreenTips	158
Best Practices for ScreenTips.....	160
Microsoft Office UI For Web-Based applications	162

1 INTRODUCTION

2 This document contains the implementation requirements for licensing the Microsoft Office 2010 User Interface
3 (Microsoft Office 2010 UI) and the Microsoft Office 2007 User Interface (Microsoft Office 2007 UI). The Microsoft
4 Office 2010 UI and Microsoft Office 2007 UI are referred collectively as the Microsoft Office UI. User interface may
5 be referred as UI in these guidelines. We will discuss in detail which elements of the Microsoft Office 2010 UI and
6 Microsoft Office 2007 UI are allowed to be implemented together and which parts must not be combined. The
7 requirements outlined in this document are the same for both client and web-based applications.

8 WHO SHOULD READ THIS DOCUMENT?

9 This document should be read by developers, independent software vendors, and component vendors who are
10 interested in licensing or who have licensed the Microsoft Office UI.

11 This document licenses the original Microsoft Office 2007 UI and Microsoft Office 2010 User Interface Design
12 Guidelines. The key changes are as follows:

- 13 • Includes the new elements of the Microsoft Office 2010 UI
14 ◦ Added Microsoft Office Backstage™ view user interface
15 ◦ Added the new File Tab entry point to the document level command UI
16 • Modified certain required elements for Microsoft Office 2007 UI by changing them from required to
17 optional.
18

19 DEFINITIONS

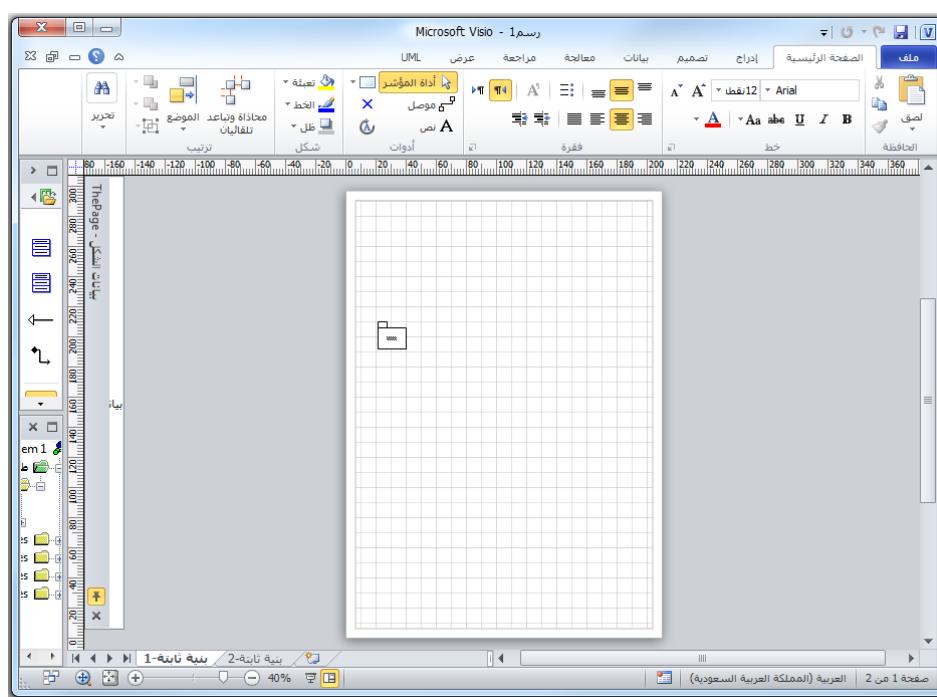
20 The key words "MUST," "MUST NOT," "REQUIRED," "NOT REQUIRED," "SHALL," "SHALL NOT," "SHOULD," "SHOULD
21 NOT," "RECOMMENDED", "MAY", " and "OPTIONAL" in this document have the meanings below:

- 22 1. The words **MUST**, **REQUIRED** and **SHALL**, indicate absolute requirements of the Design Guidelines.
23 2. The phrases **MUST NOT** and **SHALL NOT** indicate absolute prohibitions of the Design Guidelines.
24 3. The words **SHOULD** and **RECOMMENDED** and the phrase **NOT REQUIRED** mean you must carefully weigh
25 the full implications before choosing a different course.
26 4. The phrases **SHOULD NOT** and **NOT RECOMMENDED** mean you must carefully weigh the full implications
27 before implementing this behavior.
28 5. The words **MAY** and **OPTIONAL** mean that you can choose whether to implement the behavior.

29 IMPLEMENTATION REQUIREMENTS

- 30 1. If you choose to implement these guidelines, you MUST include this notice in your product: *The Microsoft
31 Office User Interface is subject to protection under U.S. and international intellectual property laws and is
32 used by [LICENSEE NAME] under license from Microsoft.*

- 33 2. Visuals can be implemented to meet either the Microsoft Office 2007 UI or Microsoft Office 2010 UI
 34 requirements. However, only one of the two visual styles can be used within an application and
 35 implementing the visuals MUST be done consistently. Hybrids of the Microsoft Office UI, combining 2007
 36 and 2010 visuals, MUST NOT be used except where explicitly noted.
 37
 38 3. The Microsoft Office UI MAY be implemented either in Left-to-Right orientation, as described in this
 39 document, or reversed horizontally to Right-to-Left orientation in languages that read Right to Left.
 40



- 41
 42 Figure 1: Visio 2010 in Arabic. The UI is flipped to accommodate the Arabic language reading from right to left
 43
 44 4. The following table shows the elements of the Microsoft Office 2007 UI and Microsoft Office 2010 UI.

REQUIRED ELEMENTS: All of the following are required elements of the Office UI and MUST be implemented if any one of the elements is implemented		Microsoft Office 2007 UI	Microsoft Office 2010 UI
UI Element			
Document Level Command UI	File Tab		X
	Application Button	X	
	Application Menu	X	X
	Backstage View		X
	Ribbon	Ribbon	X

	Tabs	X	X
	Groups	X	X
	Controls	X	X
	Ribbon Scaling (resizing)	X	X
Accessibility	KeyTips	X	X
Visuals	Visual Appearance	X	X

ADDITIONAL ELEMENTS: All of the following are OPTIONAL elements of the Microsoft Office UI. You should carefully weigh the implications of including in or excluding from your implementation each of these elements. If any of these optional elements is implemented, then all of the required elements above MUST also be implemented.

UI Element	Microsoft Office	
	2007 UI	2010 UI
Quick Access Toolbar	X	X
Contextual Tabs	X	X
Galleries	X	X
Mini Toolbar	X	X
Screen Tips	X	X

- 45 5. If you create a utility with minimal functionality, which only appears within a licensed application that has
 46 implemented all required elements, then your utility MAY include only the Application Menu and Quick
 47 Access Toolbar, as long as the overall look of the utility is consistent with the Application Menu, Quick
 48 Access Toolbar, and Visual Appearance sections of these Design Guidelines.
 49
- 50 6. If your application requires additional controls or navigation elements that are not described in these
 51 Design Guidelines, they MUST be designed to be compatible with the Microsoft Office 2007 UI or the
 52 Microsoft Office 2010 UI interaction models and the overall visual appearance embodied in these Design
 53 Guidelines.
- 54 7. The Microsoft Office Transformer Logos and both of the decorative background arcs pictured below are
 55 branding elements reserved by Microsoft. You MUST NOT include them in your Licensed UI or Licensed
 56 Products (whether or not they appear in the contextual screenshot examples in any particular section of
 57 these guidelines).

58

Microsoft Office 2007 Transformer Logo:



59

Figure 2: Microsoft Office 2007 Transformer Logos

60

Microsoft Office 2010 Transformer Logo:

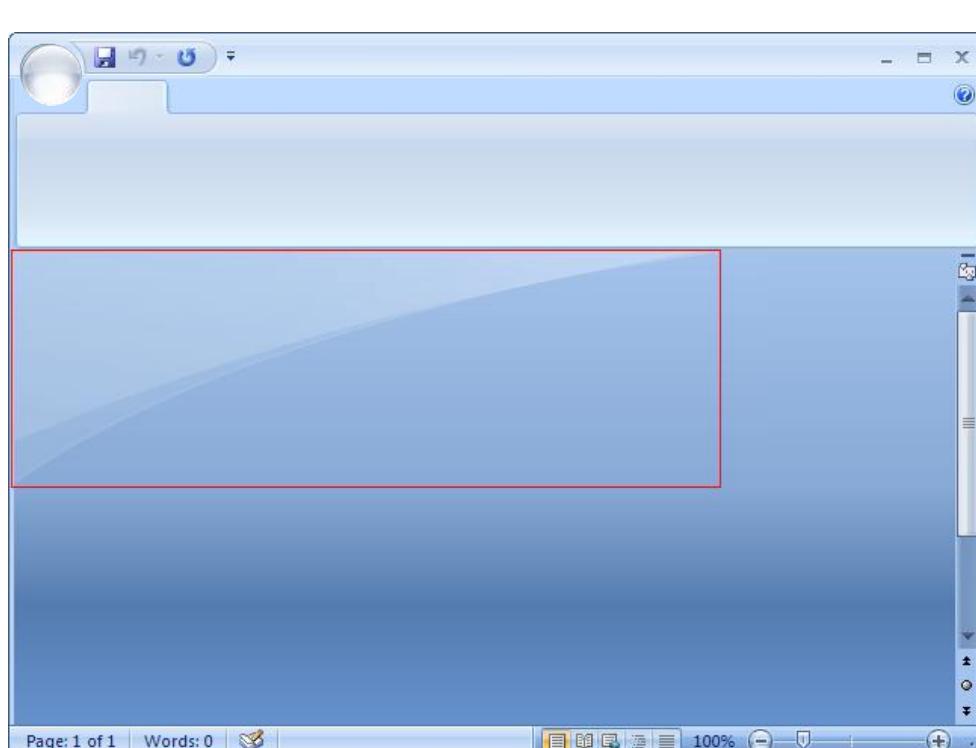


61

Figure 3: Microsoft Office 2010 Transformer Logo

62

Microsoft Office 2007 Decorative Background Arc:



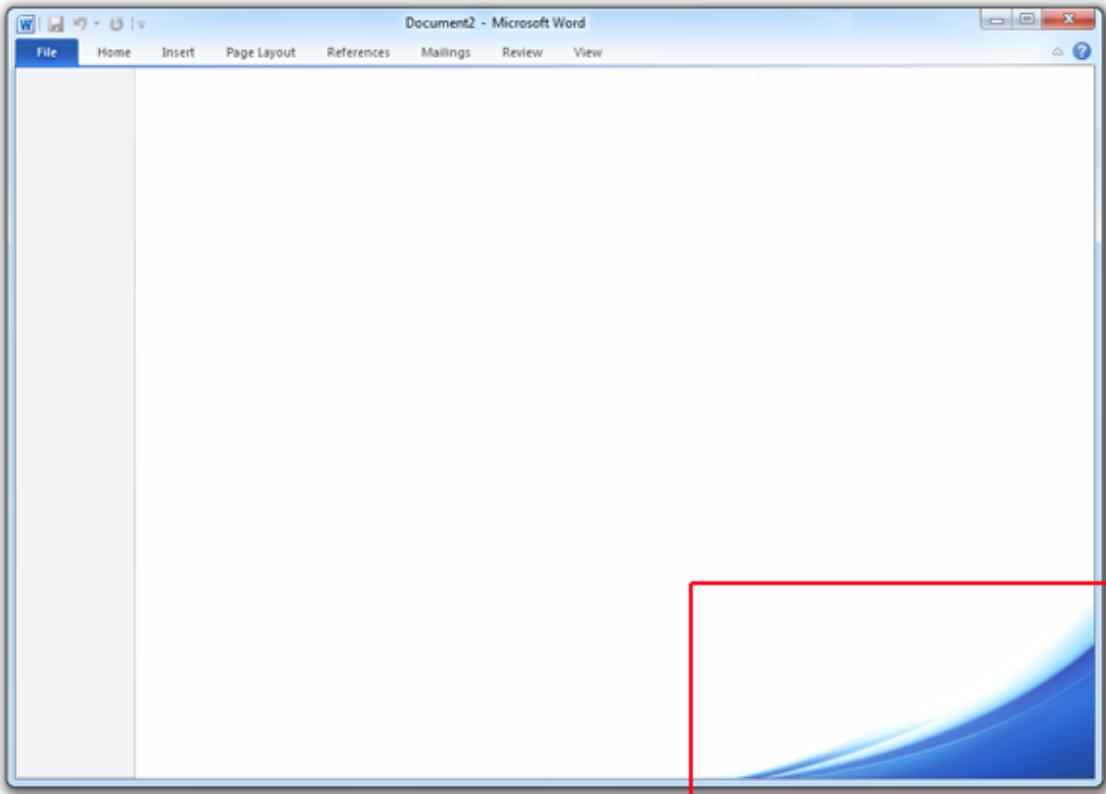
63

Figure 4: Microsoft Office 2007 Decorative Background Arc

64

70

Microsoft Office 2010 Backstage Decorative Background Arc:



71

Figure 5: Microsoft Office 2010 Backstage Decorative Background Arc

72

73

***NOTE:** All figures in this document are for illustrative purposes only.*

74

ADDITIONAL RESOURCES

75

- 76 1. Document Location: <http://msdn.microsoft.com/officeui>
- 77 2. Questions Regarding Implementation Requirements: officeui@microsoft.com
- 78 3. Microsoft Office UI Extensibility: <http://msdn.microsoft.com/office/tool/ribbon/>
- 79 4. Microsoft Office 2010 Engineering Blog: <http://blogs.msdn.com/office2010>

80

DOCUMENT LEVEL COMMAND UI (REQUIRED)

81 Document Level Command UI refers to the elements used to display controls that perform actions on the entire
82 document, such as Save, Print, and Send As Attachment. The Document Level Command UI may also provide a list
83 of recent documents, access to application options for changing settings and user preferences, and application
84 exit.

85 Document Level Command UI is REQUIRED.

86 There are two possible user interface elements allowed for surfacing Document Level Command UI:

1. Microsoft Office 2007 Application Menu:
2. Microsoft Office 2010 Backstage™ view

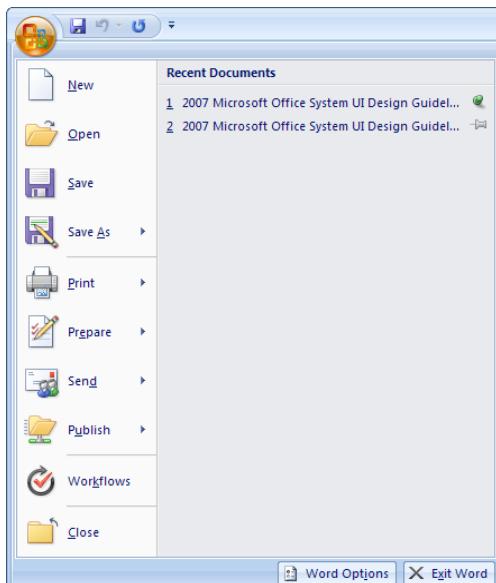


Figure 6: Microsoft Office 2007 Application Menu

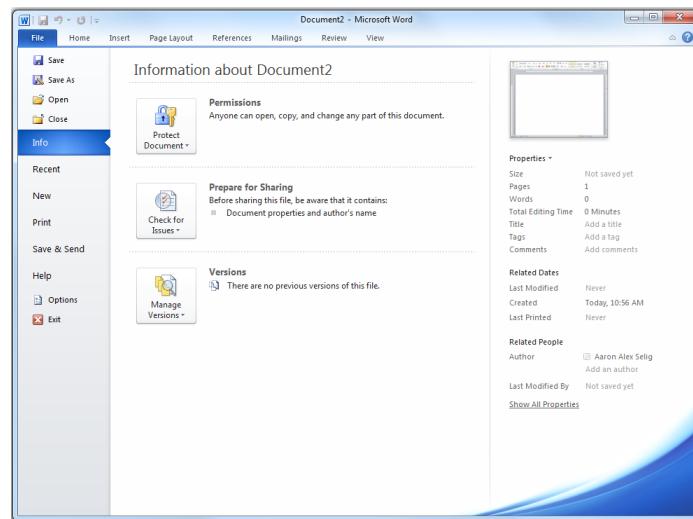


Figure 7: Microsoft Office 2010 Backstage view

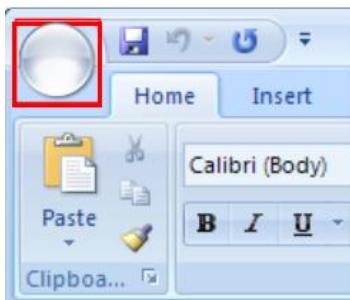
87 Either the Application Menu requirements or the Backstage view requirements MUST be implemented if any of the
88 following elements of the Microsoft Office UI are implemented: Ribbon, tabs, groups, controls, Ribbon resizing,
89 visual appearance, or keyboard access. For more details see the Implementation Requirements.

90 ACCESSING DOCUMENT LEVEL COMMAND UI

91 There are two possible entry points to Document Level Command UI. Which one you choose depends on whether
92 you are following the Microsoft Office 2007 UI or the Microsoft Office 2010 UI.

1. Microsoft Office 2007 UI Application

Button:



2. Microsoft Office 2010 UI File Tab

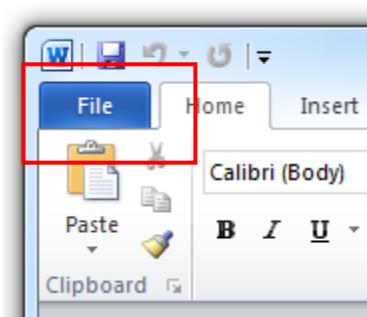


Figure 9: Microsoft Office 2010 UI File Tab

Figure 8: Microsoft Office 2007 UI Application

Button

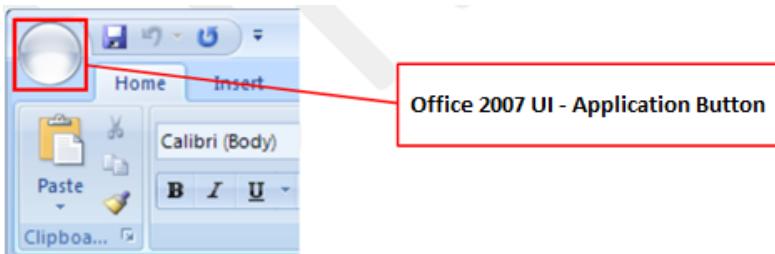
- 93
- The Microsoft Office 2007 UI Application Button MUST be used with the Microsoft Office Application
94 Menu ONLY.
 - The Microsoft Office 2010 UI File Tab MAY be used with EITHER the Application Menu or the Backstage
95 view.
96
- 97

	Microsoft Office Application Menu	Microsoft Office Backstage view
Microsoft Office 2007 UI Application Button	Allowed	Not Allowed
Microsoft Office 2010 UI File Tab	Allowed	Allowed

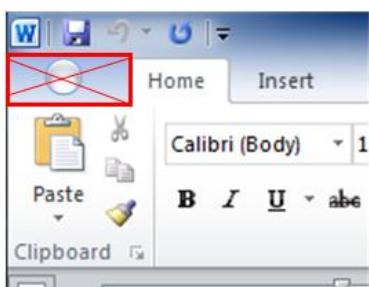
98 IMPLEMENTING THE MICROSOFT OFFICE 2007 UI APPLICATION BUTTON

99 If you are choosing to implement the Microsoft Office 2007 UI Application Button, the following requirements
100 MUST be implemented:

- 101 1. The Application Button MUST be displayed in the upper-left corner of the application window.



- 102
103 Figure 10: Microsoft Office 2007 UI Application Button
- 104 2. The Application Button MUST NOT be embedded into the Quick Access Toolbar
- 105 3. The Application Menu MAY be launched from either the File Tab or the Application Button, but the
106 Application Button MUST NOT take the place of the File Tab (e.g., as a small icon in the same location).



- 107
108 Figure 11: Example of how the Application Button MUST NOT take the place of the File Tab
- 109 4. Clicking the Application Button MUST display the Application Menu.

110 **IMPLEMENTING THE MICROSOFT OFFICE 2010 UI FILE TAB**

111 If you choose to implement the Microsoft Office 2010 UI File Tab, the following requirements MUST be
112 implemented:

113 1. The File Tab MUST be displayed to the left of all other Ribbon tabs.



114

Figure 12: Microsoft Office 2010 UI File Tab

- 115 2. The File Tab MUST NOT be a part of the Quick Access Toolbar.
116 3. If the Quick Access Toolbar is displayed above the Ribbon , then it MUST be displayed above the File Tab,
117 fully left-justified in the application title bar.
118 4. Clicking the File Tab MUST display either the Application Menu or the Backstage view.
119 5. Clicking the File Tab MUST consistently display ONLY the Application Menu or the Backstage view. An
120 application MUST NOT display the Application Menu some times and the Backstage view other times.

122 **MICROSOFT OFFICE 2007 UI APPLICATION MENU**

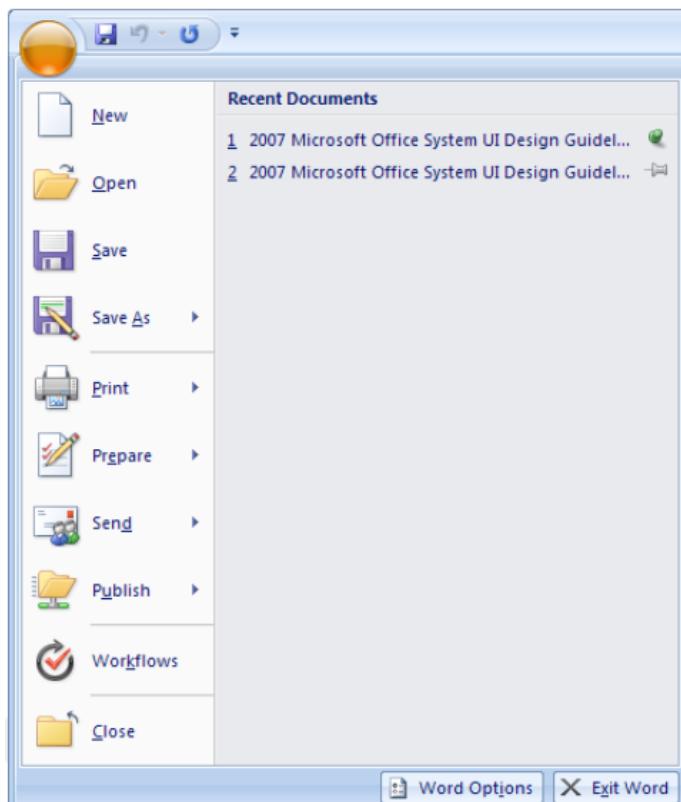
123 The Application Menu is the style of Document Level Command Menu included in the Microsoft Office 2007
124 applications.

125 If you choose to implement the Microsoft Office 2007 UI Application Menu, the following requirements MUST be
126 implemented:

- 127 • The Application menu MUST appear when the user clicks on either the Application Button or the File Tab.
- 128 • The Application Menu MAY be used with EITHER the Microsoft Office 2007 UI Application Button or the
129 Microsoft Office 2010 UI File Tab.

130 **APPLICATION MENU REQUIREMENTS**

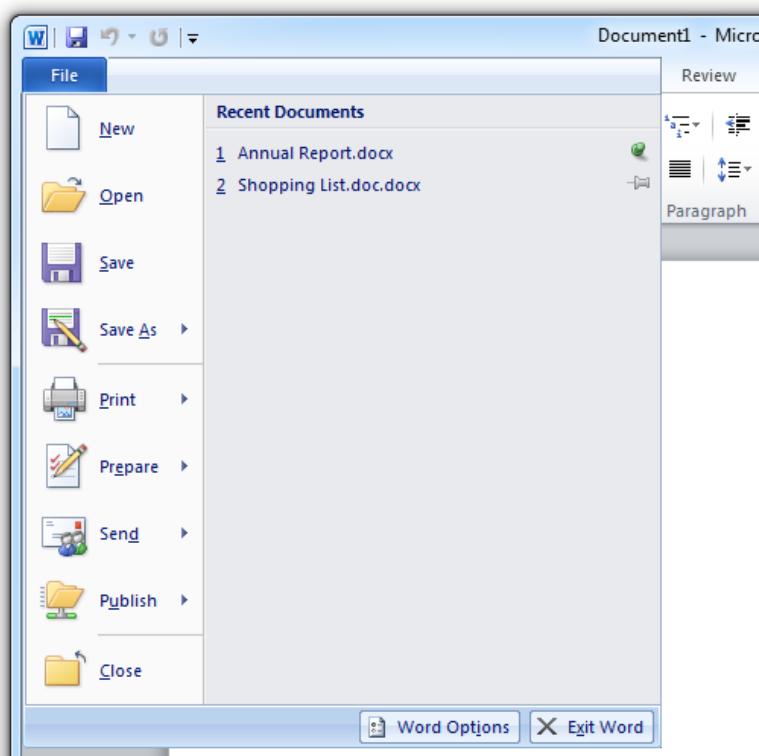
131 The following Application Menu requirements are applicable when the Application menu is used with either a
132 Microsoft Office 2007 UI Application Button or a Microsoft Office 2010 UI File Tab.



133

134

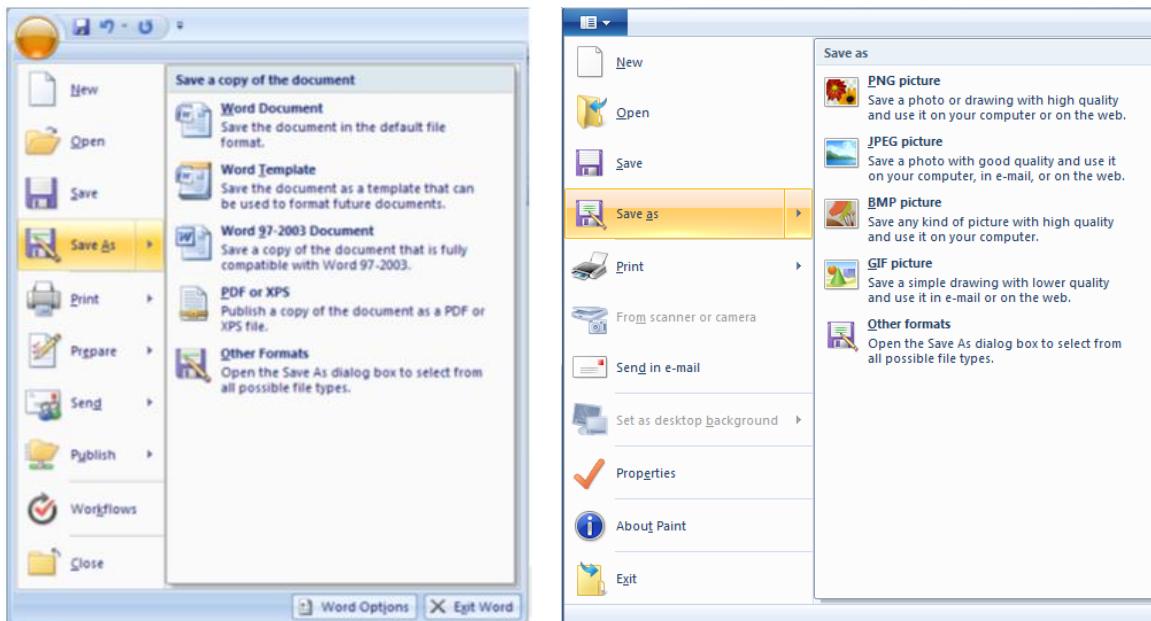
Figure 13: Application Menu launched from a Microsoft Office 2007 UI Application Button.



135

Figure 14: Application Menu launched from the Microsoft Office 2010 UI File Tab.

- 137 1. The Application Menu MUST display controls for performing actions on the entire document such as New, Open, Save, Save As, Print, Send, Close and Exit.
- 138 2. The Application Menu MUST NOT coexist with the Backstage View. The Backstage View is a replacement for the Application Menu.
- 139 3. The Application Menu MUST have two vertical panes.
- 140 4. The left pane MUST be able to display controls for performing actions on the entire document.
- 141 5. The right pane view by default SHOULD display a list of recent documents if applicable.
- 142 6. On command selection the right pane MAY be used to display subcommands (example below).



145

146

Figure 15: Examples of command selected and options presented in the right hand pane

- 147 7. The width of the Application Menu SHOULD be fixed. It SHOULD NOT change when the length of the
148 strings, such as the file names displayed in the recent documents, changes.
- 149 8. The height of the Application Menu MUST be no larger than the size required to display the controls in the
150 left pane. Additional empty space MUST NOT be displayed at the bottom of the left pane of the
151 Application Menu.

152

APPLICATION MENU CONTROLS

153 The following Application Menu Control requirements apply to the Application Menu, whether it is used with a
154 Microsoft Office 2007 UI Application Button or a Microsoft Office 2010 UI File Tab.

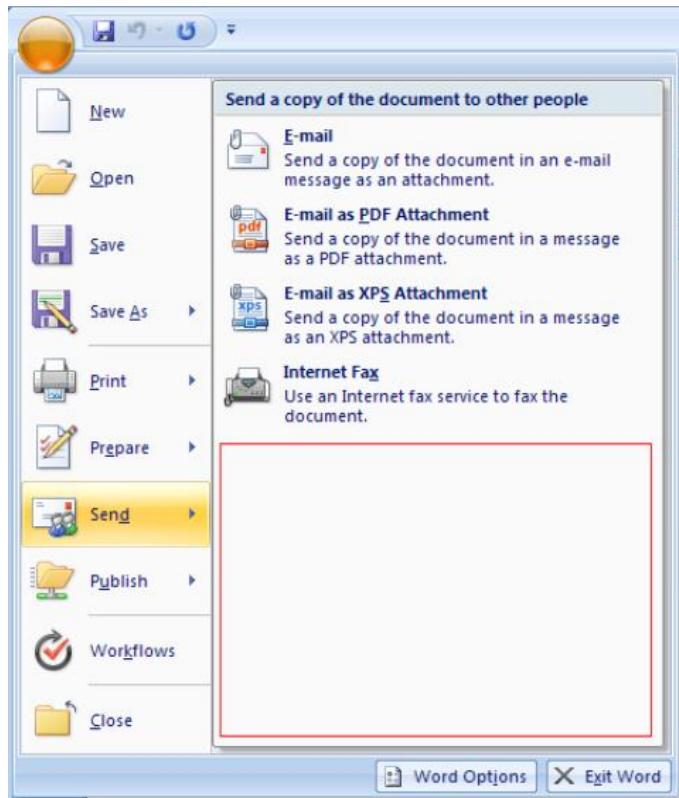
- 155 1. The Application Menu MUST be able to display four types of controls: menus, galleries, Split Buttons, and
156 buttons. A button is a control that performs an action when the user clicks on it. A menu is a button (the
157 menu anchor) whose action is displaying menu items in the right pane. A split-button is a button with two
158 parts, a button and an arrow, where clicking on the button performs an action and the arrow launches a
159 dropdown menu.
- 160 2. The Application Menu is NOT REQUIRED to actually display all four types of controls if they are not
161 applicable.
- 162 3. Menu controls displayed on the Application Menu SHOULD automatically open when the cursor hovers
163 over the menu anchor for more than 300 milliseconds (ms). (*Note: in the following figure, the items in the*
164 *right pane are automatically displayed when the mouse pointer has hovered over the Send menu anchor*
165 *for more than 300 ms.*)



166

Figure 16: Menu state when mouse pointer has hovered over the Send menu anchor for more than 300 ms.

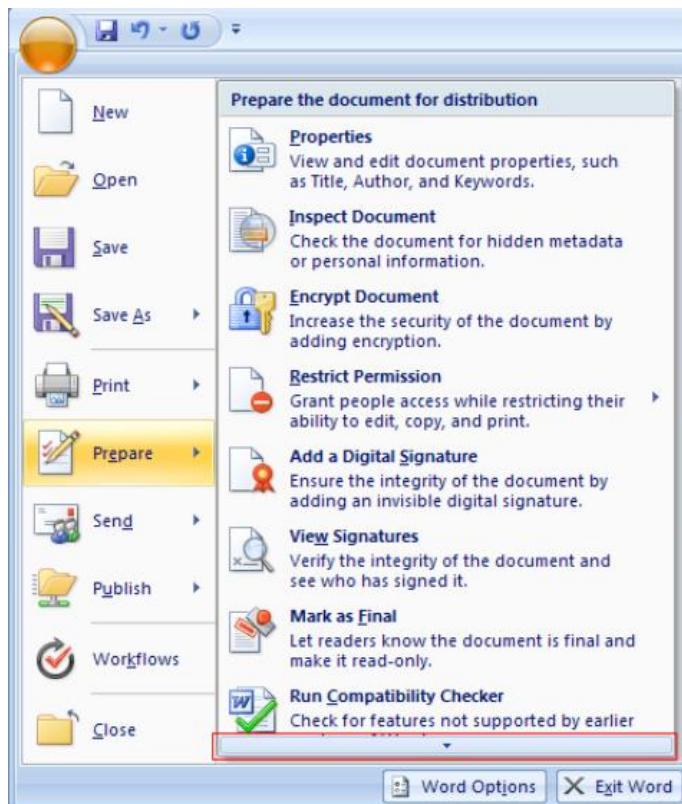
- 167
- 168 4. Menu items MUST be displayed in the right pane of the Application Menu.
- 169 5. Menu items MUST be aligned with the top of the Application Menu. The menu items MUST NOT be
170 aligned with the top of the menu anchor.
- 171 6. Menu items MUST completely occlude the right pane of the Application Menu, regardless of the number
172 of items available in the menu options. (*Note: in the following figure the menu options completely
173 occlude the entire right pane of the Application Menu, even though there are only four items displayed in
the menu options.*)
- 174



175

176 **Figure 17: The menu options completely occlude the entire right pane of the Application Menu, even though there are only four items displayed in the menu options.**

- 177
- 178 7. Menu options SHOULD be no larger than the right pane of the Application Menu. Menu options SHOULD
179 NOT extend outside the Application Menu.
- 180 8. If there are more items in the menu than can be displayed in the vertical space available, then a scroll
181 button MUST appear at the bottom of the menu. *(Note: in the following figure, the scroll button is at the
182 bottom of the menu options.)*



183

Figure 18: Application menu with the scroll button at the bottom of the menu options.

184

9. Horizontal scroll bars MUST NOT be displayed for menu items.

185

10. Split Buttons are NOT REQUIRED for the Application Menu.

186

11. If Split Buttons are displayed on the Application Menu, then the menu portion of Split Buttons MUST automatically open when the mouse pointer hovers over any part of the Split Button for longer than 300 ms.

187

12. Menu items MUST be displayed when users hover over either the menu portion or the button portion of a Split Button displayed on the Application Menu. Users MUST NOT be required to click on or hover over the menu portion of the Split Button for the menu items to be displayed. In addition, another method to display the menu items beyond hovering MUST be available to the user. When the user clicks on the menu portion the menu MUST display unless the control is intentionally disabled. (*Note: in the following figure, the items in the "Save a copy of the document" menu are displayed when a user hovers over the button portion of the Save As Split Button control.*)



197

198

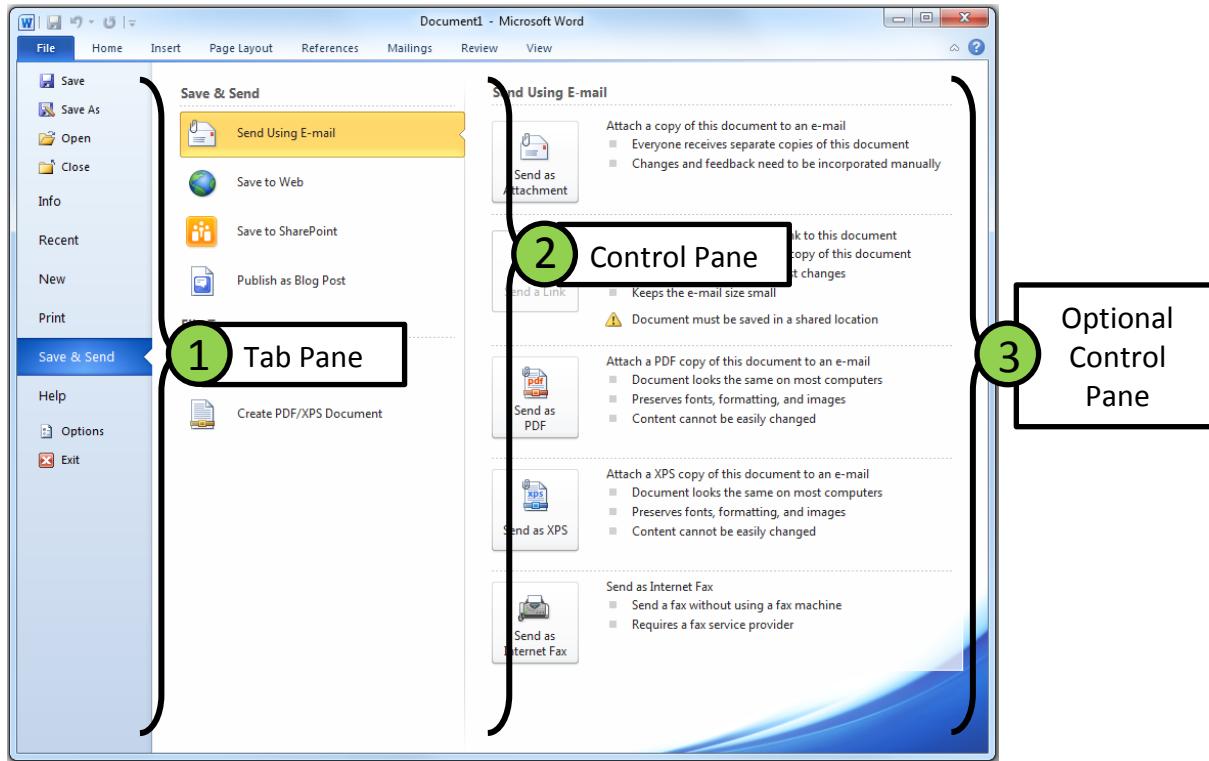
199

Figure 19: The menu displayed when the user has hovered over the button portion of the “Save As” Split Button control for 300 ms.

200

MICROSOFT OFFICE 2010 UI BACKSTAGE VIEW

201 The Backstage view is a new element of the Microsoft Office 2010 UI. The Backstage view is the primary
202 replacement for the Application Menu in the Microsoft Office 2007 UI.



203

Figure 20: Backstage view breakdown showing Tab Pane and Control Panes

204 The Backstage view MUST contain the following three elements, as illustrated by the previous figure):

- 205 1. **Tab Pane.** Tabs are used to organize controls in the Backstage view around the core scenarios and tasks
206 that users perform on the document.
- 207 2. **Control Pane.** Different types of controls can be hosted in the Backstage view. Examples of controls are
208 menus, Split Buttons, combo boxes, and spinner controls.
- 209 3. **Optional Control Pane.** An additional, optional Control Pane displays content and controls that
210 correspond to the selection in the first control pane.

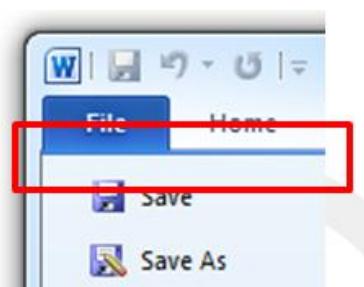
212 REQUIREMENTS FOR THE BACKSTAGE VIEW

- 213 1. The Backstage view MUST replace all Document Level Command UI.
- 214 2. The Backstage view MUST NOT coexist with the Application Menu. The Backstage view is a replacement
215 for the Application Menu.
- 216 3. The Backstage view MUST contain a Tab Pane and at least one Control Pane.
- 217 4. The Backstage view MUST only appear after the user clicks on the Microsoft Office 2010 UI File Tab, or
218 after the application has first booted, if applicable.
- 219 5. The Backstage view MUST NOT appear with the Microsoft Office 2007 UI Application Button.
- 220 6. The Backstage view MUST display controls for performing actions on the entire document, such as New,
221 Open, Save, Save As, Print, Send, Close and Exit.
- 222 7. The Backstage view MUST be positioned immediately below the Ribbon tabs and extend all the way to the
223 bottom of the application window. Ribbon groups MUST NOT be visible
- 224 8. When the Backstage view is displayed, the Ribbon Tab titles MUST be visible.
- 225 9. The Backstage view MUST extend the entire width of the application window.
- 226 10. The Backstage view MUST cover the entire document; the document MUST NOT be in view while the
227 Backstage view is displayed.
- 228 11. The Backstage view MUST be opaque and completely cover the document.
- 229 12. The Backstage view MUST not be resizable independent of the application window. Resize handles MUST
230 NOT appear anywhere on the Backstage View.
- 231 13. The Backstage view MUST resize in horizontal and vertical directions when the application window is
232 resized.
- 233 14. The Backstage view MUST be dismissed, the document MUST be shown again and focus MUST be
234 returned to the document when the user performs any of the following actions:
- 235 a. Clicks on the File Tab while the Backstage view is shown.
- 236 b. Clicks on a Ribbon tab (in the previous figure, Home, Insert, and Page Layout are examples of
237 Tabs). If the user clicks on a Ribbon Tab, that Tab MUST be shown when the Backstage view is
238 closed.
- 239 c. Presses the ESC key.
- 240 d. Clicks on a command that completes a task and returns the user to their document. For
241 example, navigating to the Backstage View and clicking on the “Save” command MUST close the
242 Backstage view and return the user to the document.

- 243 15. When the Backstage View is closed, the most recently open Ribbon Tab MUST be displayed, unless the
244 user closes the Backstage View by clicking on a different Ribbon Tab. For example, if the Page Layout Tab
245 was displayed before the user clicked on the File Tab, it MUST be displayed again when the Backstage
246 view has been closed. However, if the user clicks on the Insert Tab while the Backstage view is shown, the
247 Insert Tab MUST be displayed when the Tab, the Backstage view is closed, Tab even though the Page
248 Layout Tab was originally displayed.
- 249 16. The Backstage view MUST only resize when the application window is resized.
- 250 17. When the Backstage view is shown, the Windows Caption bar controls MUST dismiss the entire
251 application as they normally do; they MUST NOT close only the Backstage view.
- 252 18. Backstage view SHOULD have a highlight along the top that matches the File Tab color.



253
254 Figure 21: Highlight along top of Backstage view

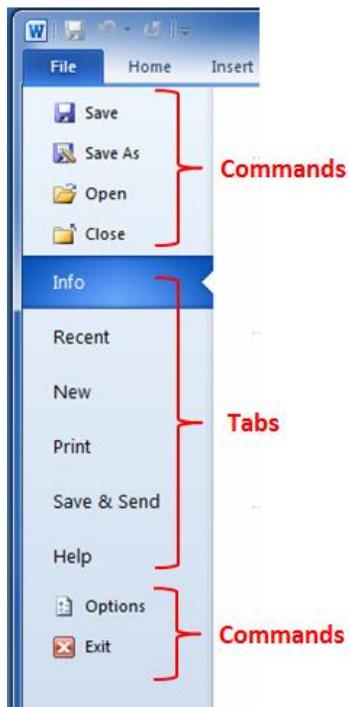


255
256 Figure 22: Zoom in on portion of the highlight on the Backstage view

- 257 19. When the Backstage view is shown, the Quick Access Toolbar SHOULD be disabled.

258 BACKSTAGE VIEW: TABS IN THE BACKSTAGE VIEW

- 259 The left-most Pane in the Backstage view is the **Tab Pane**. The Tab Pane is required when implementing the
260 Backstage view in an application:



261

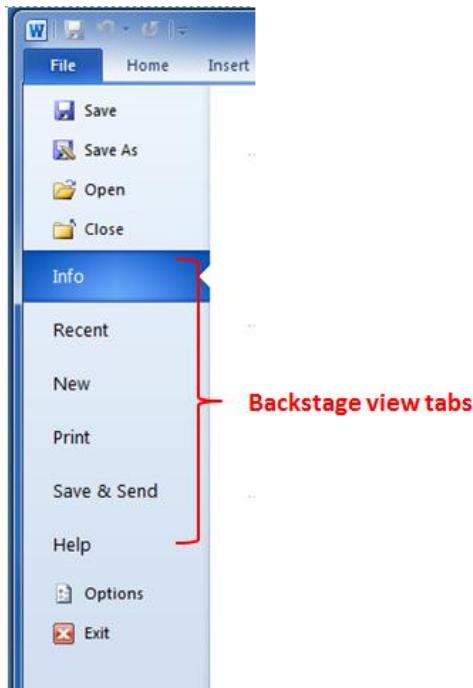
Figure 23: Tab Pane in Backstage view with commands and tabs displayed

- 262 1. The Tab Pane MUST include tabs.
- 263 2. The Tab Pane in the Backstage view MAY include commands as well as tabs.
- 264 3. The Tab Pane MUST NOT include controls other than tabs and buttons.
- 265 4. The Tab Pane MUST be the left-most pane of the Backstage view.
- 266 5. The Tab Pane MUST be positioned directly under the File Tab with the left side of the pane aligned with the left side of the File Tab.
- 267 6. The Tab Pane MUST extend the entire height of the Backstage view.
- 268 7. The width of the Tab Pane SHOULD be the smallest size with which tab names and command names fit without wrapping.
- 269 8. The width of the Tab Pane MUST NOT change when navigating between tabs.
- 270 9. The number of tabs SHOULD be kept small to afford browsing and learning. Four to eight tabs is the rule of thumb.
- 271 10. Each control SHOULD exist on only one tab in the Backstage view. Controls SHOULD NOT be repeated on more than one tab whenever possible, since this makes it easier for users to learn the location of controls.

277

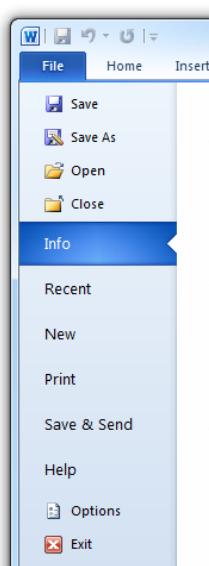
278 TAB PANE REQUIREMENTS

279 Much like the Ribbon, tabs in the Backstage view are used to organize controls around activities that users perform
280 with the document, like opening, saving, printing and sending. For this reason, every application will have a unique
281 set of tabs, which correlate to the activities that users perform on the document in that particular application. The
282 tab requirements outlined below MUST be implemented if the Backstage View is used.



283

284 Figure 24: Backstage view tabs called out on Tab Pane



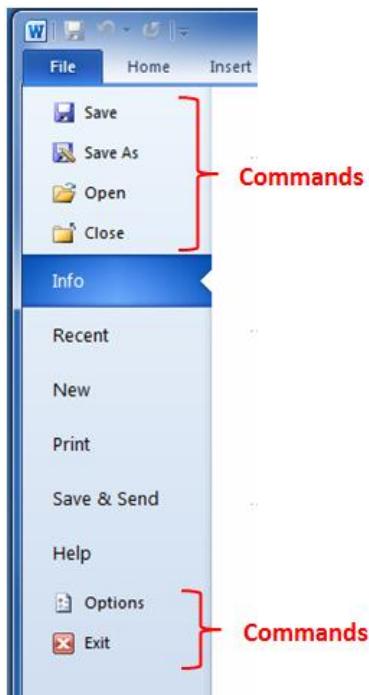
285

286 Figure 25: Tab Pane showing six tabs with the Info Tab in the first position active

- 287 1. The first tab MUST be selected whenever the user clicks on the File Tab. The tab that was selected in the
288 Backstage View when it was last closed MUST NOT be selected when it is next opened, unless it is the first
289 tab.
290
291 2. Clicking a tab MUST select that tab and display the Control Pane associated with that tab.
292
293 3. The tab selected in the Backstage view MUST NOT automatically switch as a result of user selections made
294 in a Control Pane.
295
296 4. The Control Pane MUST display the commands of only the selected tab.
297
298 5. Users MUST NOT be able to select more than one tab at a time.
299
300 6. Tabs MUST be displayed in a vertical list in the Tab Pane. Tabs MUST NOT be displayed in multiple
301 columns.
302
303 7. The size of the tabs MUST NOT change when a user hovers over or clicks on them.
304
305 8. Tabs MUST NOT include icons. The tab name MUST be the only content that appears on the tab. Icons in
306 the Tab Pane MUST be used only with Commands.

307 COMMANDS IN THE TAB PANE

308



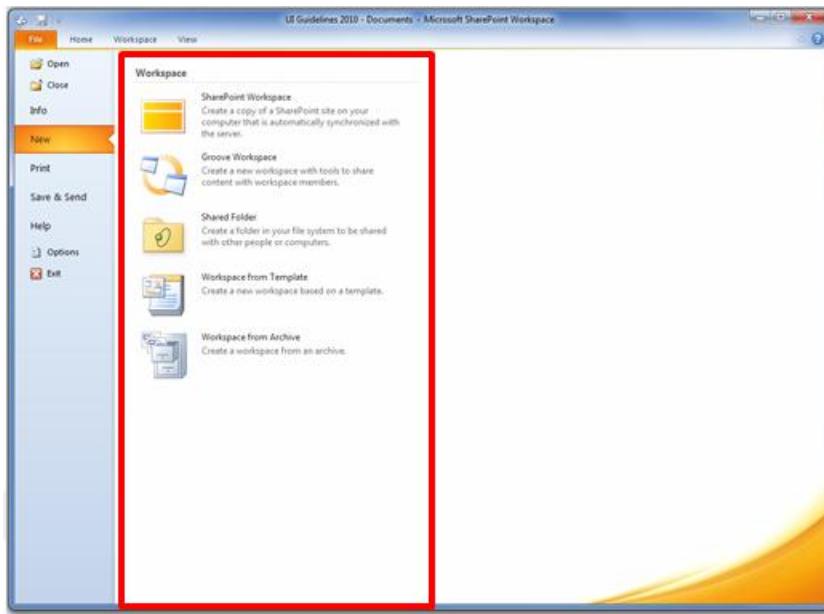
309

310 Figure 26: Backstage view commands called out on Tab Pane

- 311 1. Commands MAY be shown in the Tab Pane; They are OPTIONAL.
- 312 2. Commands displayed in the Tab Pane SHOULD be grouped together to make it easier for users to browse the Commands and to differentiate between Commands and tabs.
- 313
- 314 3. Commands in the Tab Pane MUST include an icon. An icon next to the command name differentiates commands from tabs in the Tab Pane.
- 315
- 316 4. The Tab Pane MUST NOT have either a horizontal or vertical scrollbar. If the contents of the Tab Pane do not fit on the screen, scrollbars MUST be shown for the entire Backstage view.
- 317
- 318 5. Commands displayed by default in the Tab Pane SHOULD only be commands that users frequently need to complete an action with their document.
- 319
- 320 6. Commands SHOULD be displayed in a smaller font than the tab text.
- 321 7. The number of commands SHOULD be kept small to afford browsing and learning. Six or fewer commands is the rule of thumb
- 322

323 BACKSTAGE VIEW: CONTROL PANES

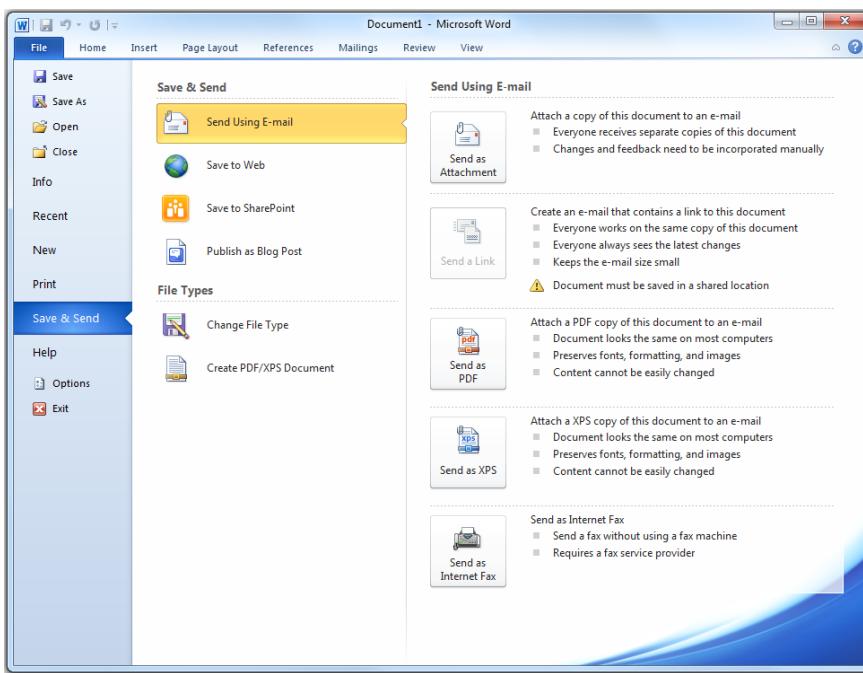
- 324 A Control Pane is a pane next to the Tab Pane that contains an organized set of controls with which users can accomplish a set of related tasks. This is much like the set of related controls that appear on a tab of the Ribbon.
- 325
- 326 Controls on the Ribbon SHOULD pertain to the content in the document, while controls in the Backstage view
- 327 SHOULD pertain to the document as a whole.



328

329 Figure 27: SharePoint Workspace with Tab Pane set to the “New” tab with one Control Pane

- 330 1. When the user clicks on a tab in the Backstage view, one or more Control Panes MUST be displayed that
331 relate to the selected tab.
332
333 2. The content in the second Control Pane MUST relate to the selected item in the first Control Pane
334
335 3. The content in the second Control Pane MUST by default relate to the first item in the first Control Pane.
336
337 4. In the following figure, for example, when the user clicks on the Save & Send Tab, the two Save & Send
338 Control Panes are shown. Selecting an option from the first Control Pane, such as “Send Using E-Mail”,
339 causes the second Control Pane to show additional controls related to that task. See the section
340 “Controls: Second Tier Tabs”. In this example, the first Command in the first Control Pane is automatically
341 selected when the “Save & Send” Tab is selected.
342



343

Figure 28: Save & Send Tab in the Backstage view with its two control panes

- 344 5. Content in the second Control Pane MUST NOT change unless an item in the first Control Pane is clicked.
345 6. Double-clicking an item in the first Control Pane MAY execute the first item in the associated second
346 Control Pane, providing more efficiency for the user.

349 CONTROL PANE REQUIREMENTS

- 350 The Control Pane requirements outlined below MUST be implemented if the Backstage view is used.
351 1. One or more Control Panes relating to the selected tab MUST be shown whenever the Backstage view is
352 displayed.

- 353 2. Clicking a tab MUST immediately change the Control Pane(s) to display the controls associated with the
354 newly selected tab.
- 355 3. The Control Pane(s) MUST display controls for only one Backstage view tab at a time.
- 356 4. The Control Pane(s) MUST be positioned next to the Tab Pane and extend the entire remaining width of
357 the Backstage view.
- 358 5. The Control Pane(s) MUST extend the entire height of the Backstage view.
- 359 6. When two Control Panes are used (see the section “Controls: Second Tier Tabs”) for a given tab, one
360 Control Pane MAY be wider than the other.
- 361 7. Two Control Panes MAY scroll vertically together with a single scrollbar or separately with two different
362 scrollbars.
- 363 8. The entire Backstage view MUST scroll horizontally if the Control Pane controls don’t fit on the screen.

BACKSTAGE VIEW: CONTROLS

- 365 The Backstage view MUST be able to display several types of controls. These controls include, but are not limited
366 to, menus, buttons, Split Buttons, hyperlinks, galleries, spinner controls, and check boxes.
- 367 In addition, the Backstage view MAY display rich text labels, including bulleted lists to describe commands and
368 features. The Backstage view MAY also display both a larger and smaller version of buttons, enabling the content
369 to fit on the screen and making it easy for users to browse and find functionality at different application window
370 sizes.
- 371 Custom controls MAY be implemented in the Backstage view to be consistent with the overall visual appearance
372 and behaviors of the Microsoft Office 2010 UI.

REQUIREMENTS FOR CONTROLS

- 374 The following few sections outline the requirements for controls in the Backstage view. The following figures are
375 examples of different controls that are used in the backstage (examples are from Microsoft Word 2010):

Microsoft Office User Interface Design Guidelines

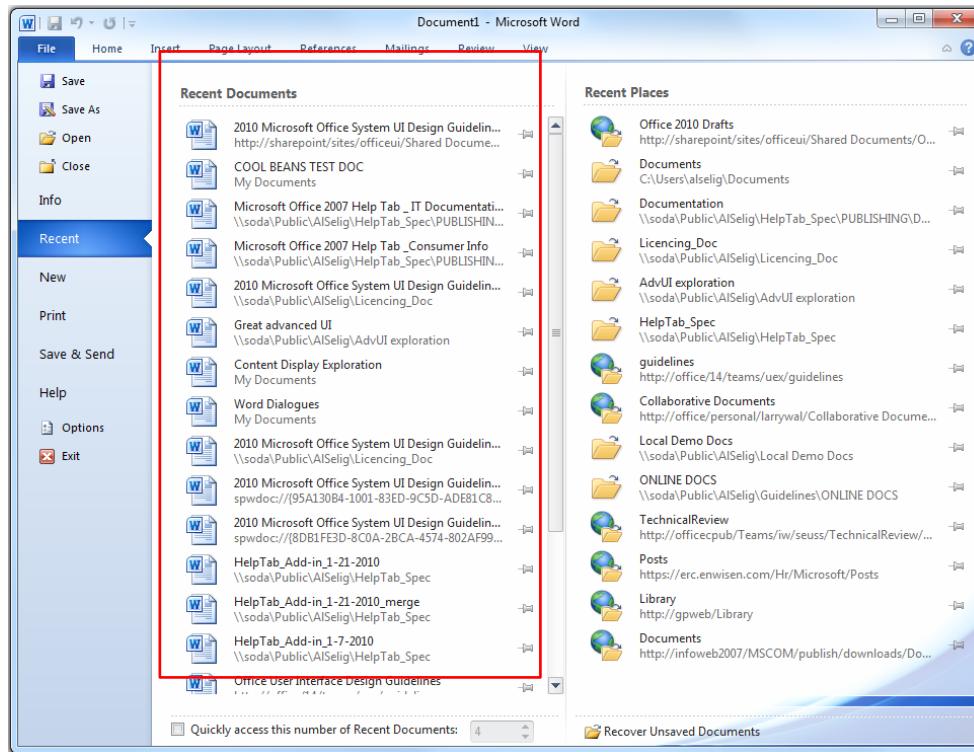
376



377

378

Figure 29: Backstage view Large button controls

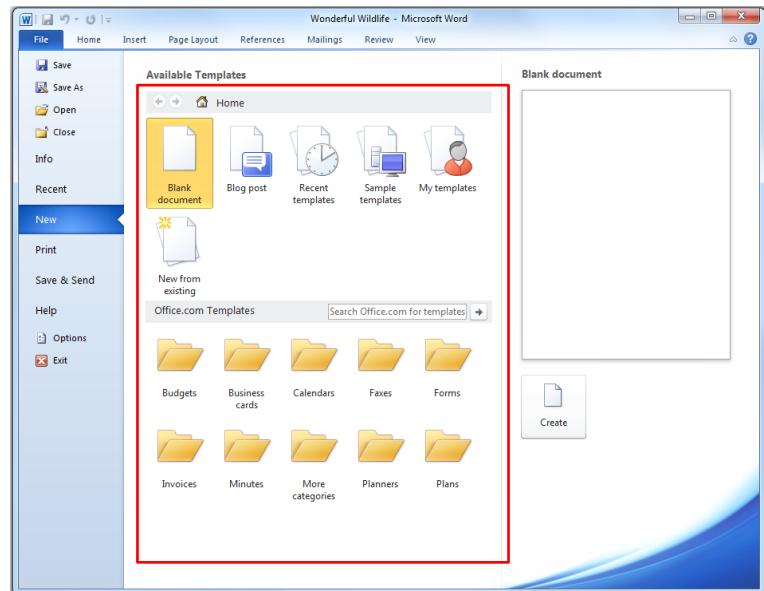


379

380

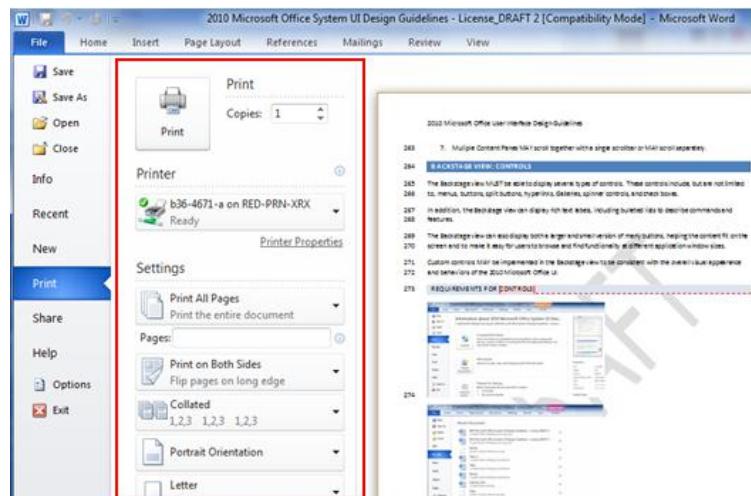
Figure 30: Most Recently Used Document List

Microsoft Office User Interface Design Guidelines



381

Figure 31: Icon Gallery



383

Figure 32: Print Control Pane with second Control Pane including Print Preview

385 CONTROLS: BACKSTAGE BUTTON REQUIREMENTS

386 Backstage buttons are large buttons (86px by 80px) that have a large 32px by 32px icon. Large buttons anchor
387 features within the Backstage view.

388



389

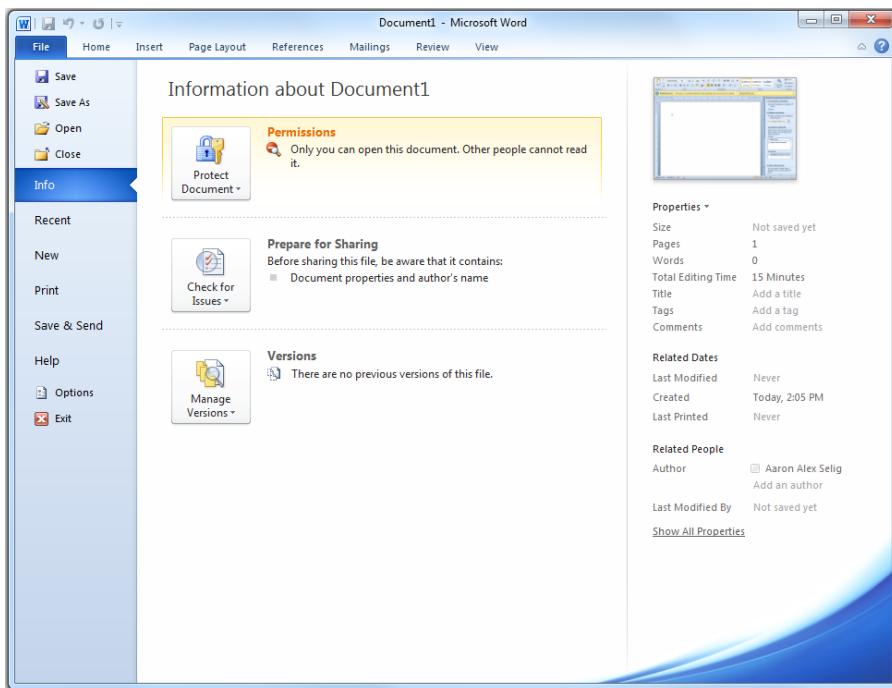
Figure 33: Backstage button boxed in red

391 If the Backstage button controls are used, they MUST be implemented in the following manner:

- 392 1. Backstage buttons MUST be aligned to the same side as the tabs.
- 393 2. Backstage buttons MUST be 86px by 80px at 96 dpi.
- 394 3. Backstage buttons MUST have a 32px by 32px icon at 96 dpi.
- 395 4. Backstage buttons MUST each be accompanied by a supporting title and description text.
- 396 5. Titles MUST be aligned with the top of the button.
- 397 6. Backstage button text SHOULD help the user understand the purpose of the feature.
- 398 7. Backstage buttons SHOULD display the current state of the associated feature. For example, in the
399 following figures, the format of the “Permissions” Backstage button in the Info Tab changes based on the
400 state of the document.

Microsoft Office User Interface Design Guidelines

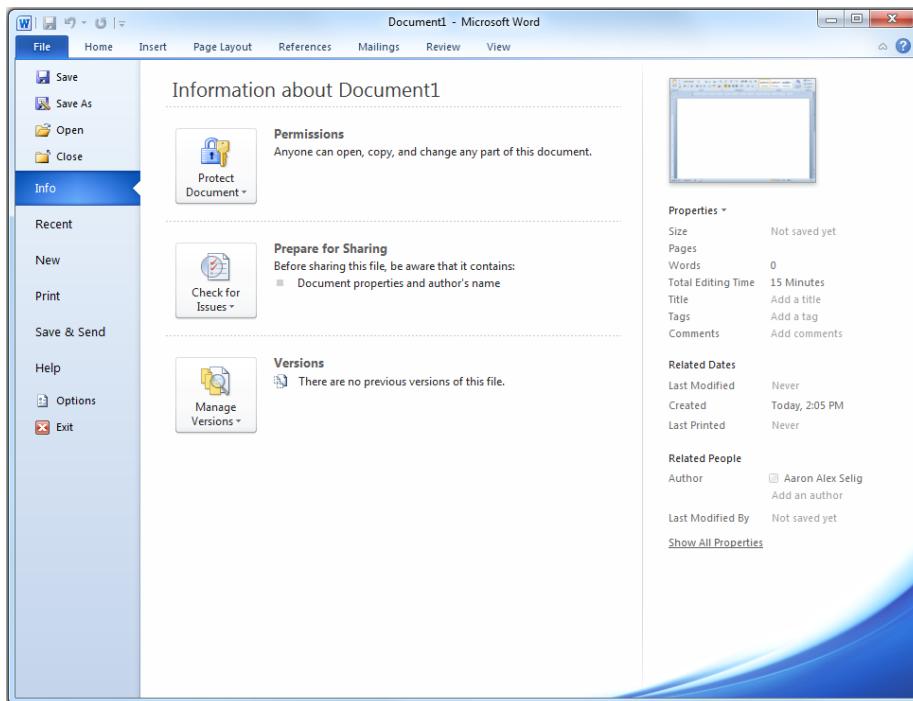
401



402

403

Figure 34: Document info pane when document is in protected view



404

405

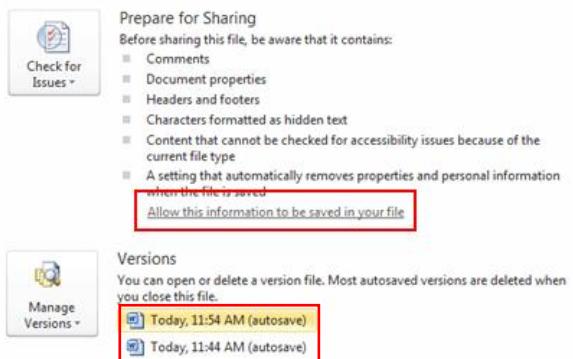
Figure 35: Document info pane when document is in regular editing mode

406

407 8. Bullets MAY be used below the title next to the Backstage button.

408 9. Small 16px by 16px icons and text links MAY be displayed in the area next to the Backstage Button.

409

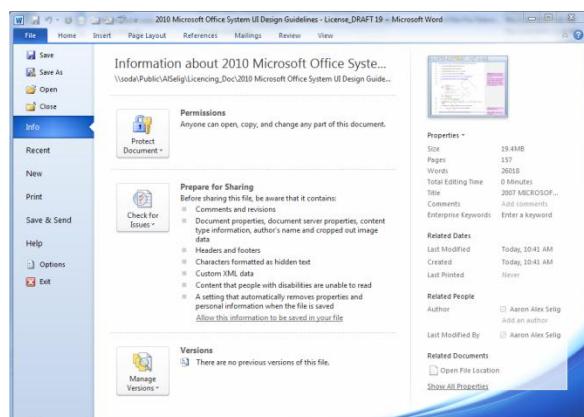


410

Figure 36: Example of a link and icons next to Backstage button (outlined in red)

411

413 10. Content next to a Backstage Button SHOULD be fewer than 10 lines or bullets in length. Below, the
414 "Prepare for Sharing" Button displays nearly the maximum amount of content that would be advisable
415 next to a Backstage button.
416



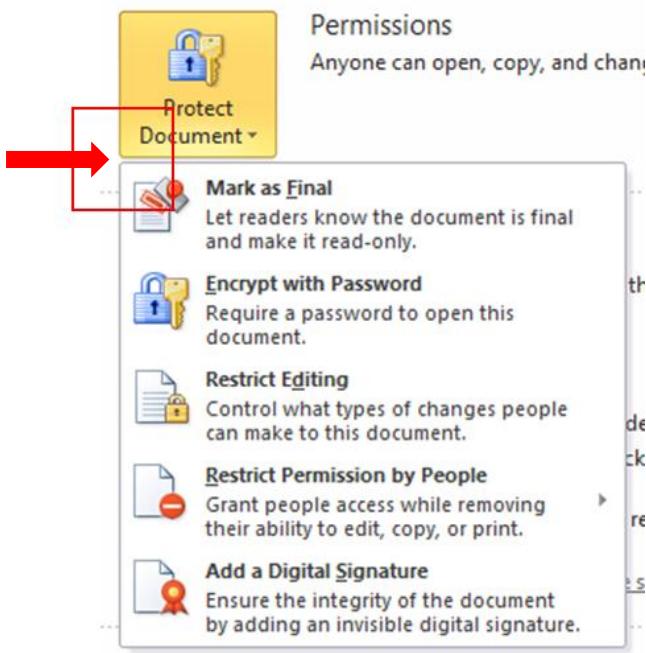
417

Figure 37: Backstage view with Backstage buttons and descriptions with bullets

418

CONTROLS: BACKSTAGE MENU REQUIREMENTS

420 1. Backstage Menus MUST align with the bottom left corner of a Backstage Button, as in the following figure.

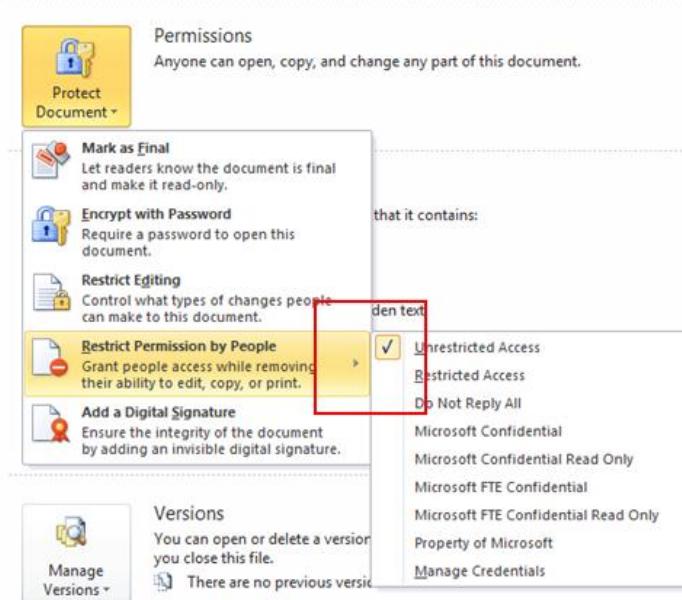


421
422

Figure 38: Backstage menu with left alignment to Backstage button boxed in red

423

- 424 2. Backstage menus MUST be a single column of items.
425
426 3. The Backstage menu MAY have flyout menus, as in the following figure.



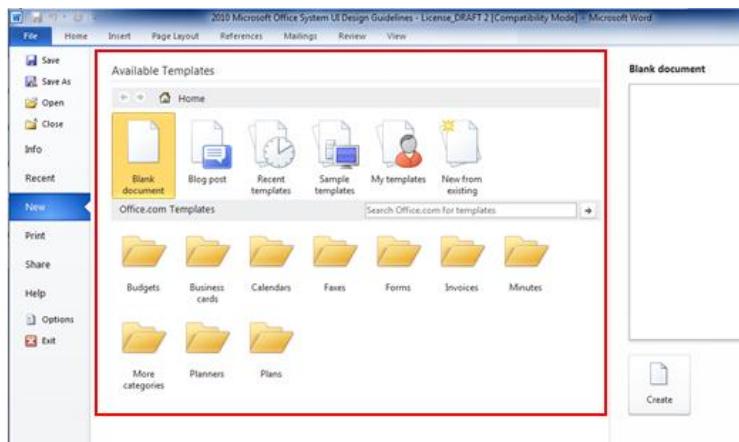
427

428 Figure 39: Backstage menu flyout aligned to the top of the selected menu option

429

- 430 4. Flyout menus SHOULD align with the top corner of the menu option selected, so that users can easily
431 enter the flyout.
432

433 **CONTROLS: ICON GALLERY REQUIREMENTS**



434

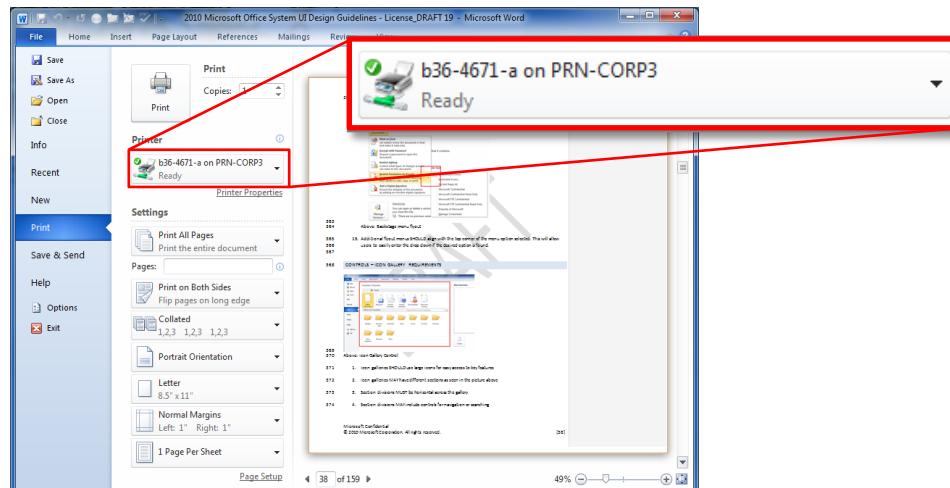
Figure 40: Icon Gallery Control

- 435 1. Icon galleries SHOULD use large icons for easy access to key features.
436 2. Icon galleries MAY have different sections, as in the previous figure.
437 3. Section divisions, if used, MUST stretch horizontally across the entire gallery.
438 4. Section divisions, if used, MAY include controls for navigation or searching.

440 CONTROLS: BACKSTAGE LISTBOX

441 The Backstage ListBox is a control that displays the current state of a system or feature. Backstage ListBoxes are
442 best used with features that can only be in one state at any time, such as a Backstage ListBox that displays the
443 selected printer. ListBoxes not only show what feature is currently selected, but also the state of that selected
444 item. For example, the Backstage ListBox for printer selection shows the state of the printer selected (ready,
445 offline, or error), as in the following figure:

446

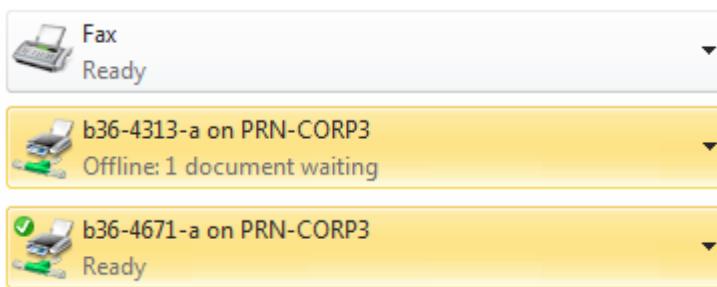


447

Figure 41: Backstage ListBox that displays the selected printer and its state

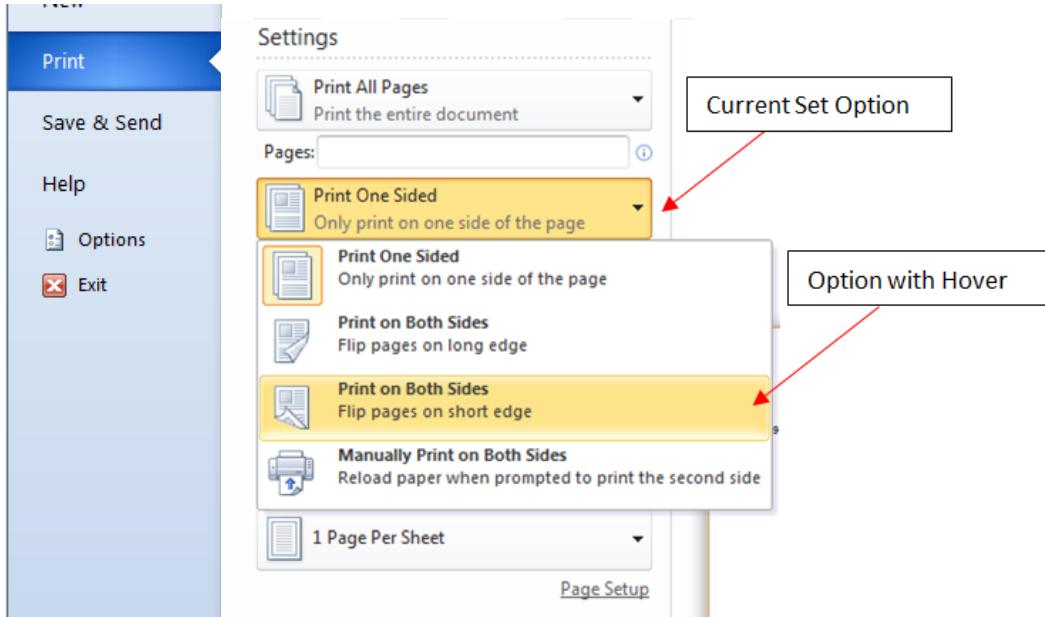
449

- 450 1. The Backstage ListBoxes SHOULD have a default selection, which is displayed automatically.
- 451 2. The Backstage ListBoxes SHOULD have icons next to each item in the list.
- 452 3. The Backstage List Boxes MUST display the current selection in the ListBox.
- 453 4. The Backstage ListBoxes SHOULD display the status of the item selected. For example, in the following
454 figure, the printers selected show both the status and the selected printer.



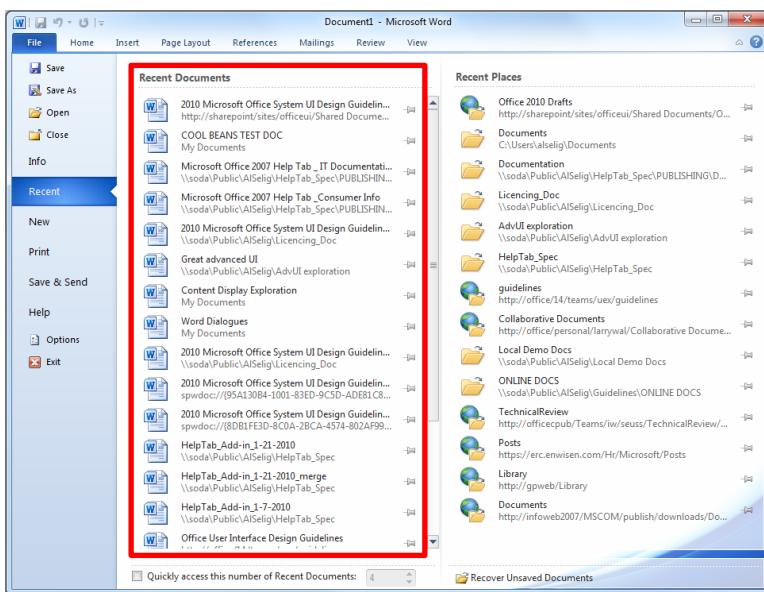
458 Figure 42: Three different printer status examples from a Backstage ListBox

- 459 5. The Backstage ListBox MAY display a larger width when the user drops down the list of items. However,
460 the ListBox itself SHOULD NOT change width based on user selection.
- 461 6. The Backstage ListBox SHOULD not have horizontal scroll bars.



- 462
- 463 Figure 43: Dropdown Menu from a Backstage ListBox that is wider than the ListBox itself
- 464 7. Backstage ListBoxes MUST not change the selected option based on mouse hover; the selection MUST
465 change only when the user clicks an item.

466 CONTROLS: MOST RECENTLY USED LIST

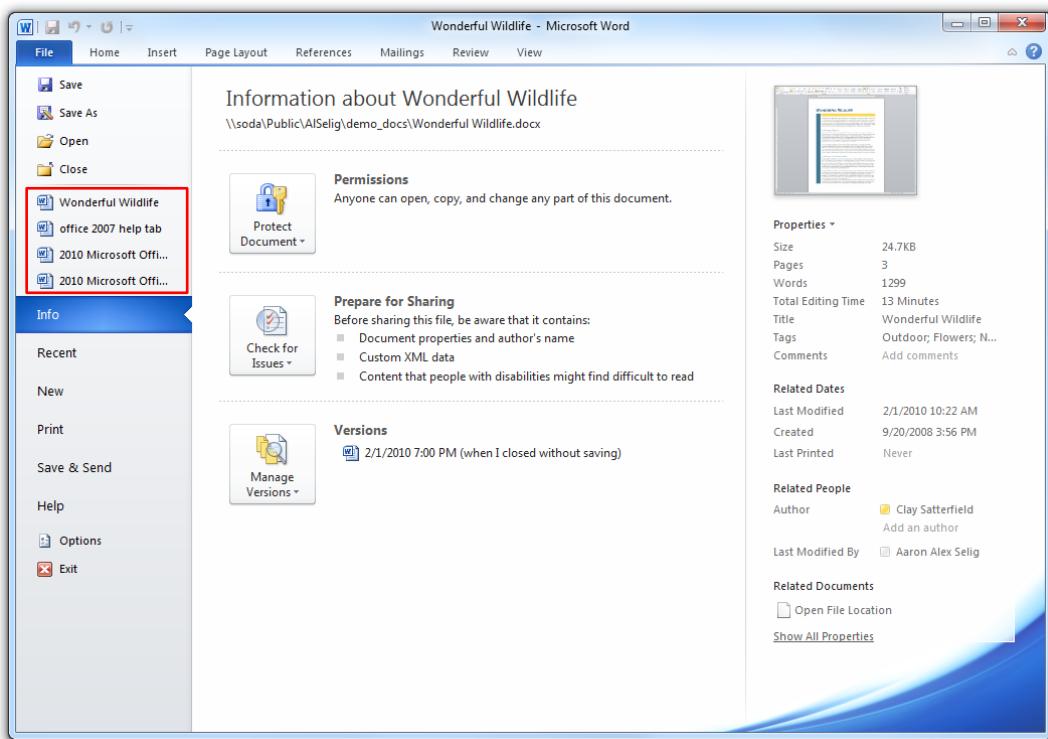


467

468

Figure 44: Most Recently Used (MRU) list

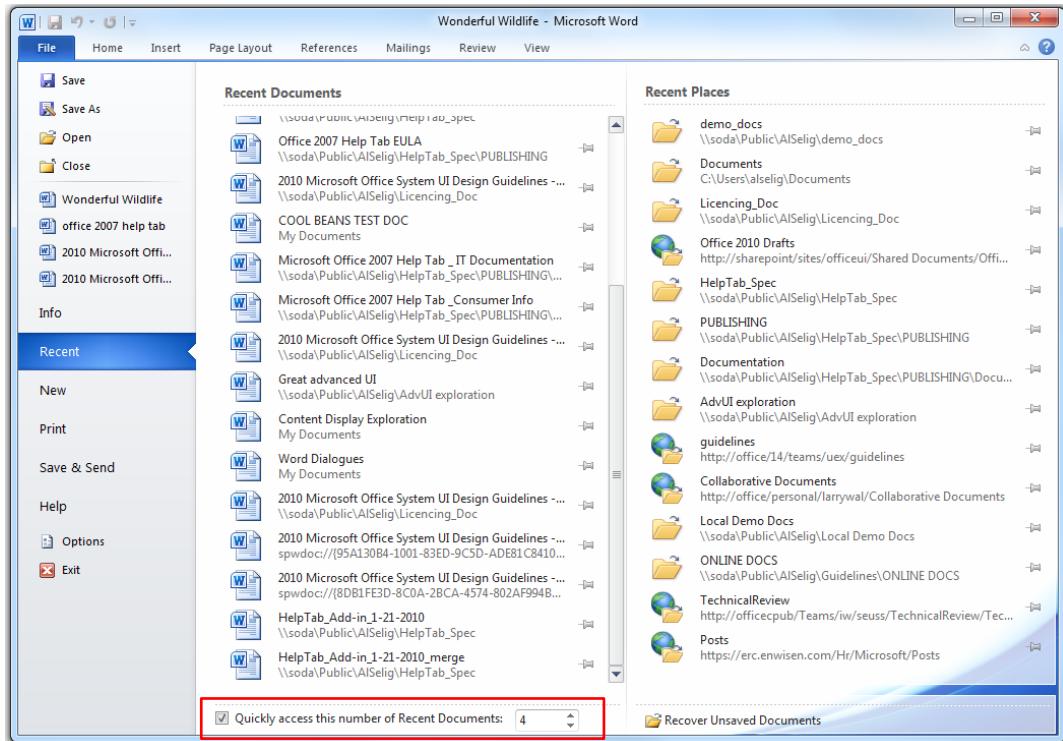
- 469 1. Most Recently Used list MUST display an icon next to each file.
- 470 2. Most Recently Used lists MAY allow “pinning” documents to the list – that is, toggling whether or not the
471 item is always on the list, even when the list dynamically updates based on other factors.
- 472 3. Most Recently Used lists SHOULD align the title of each link with the top of the corresponding icon.
- 473 4. Most Recently Used lists SHOULD show the path of each file.
- 474 5. Most Recently Used lists SHOULD display the path of the file with a font that draws less attention than the
475 font used for the title of the file. For example, the path text could be a different color or a smaller size than
476 the title text.
- 477 6. Most Recently Used lists MAY dynamically update based on user behavior.
- 478 7. Most Recently Used lists MUST NOT change while the Tab is selected.
- 479 8. Most Recently Used list items MAY be displayed in the Tab Pane of the Backstage view.



480

Figure 45: Most Recently Used list Items displayed as controls in the Tab Pane of the Backstage view

- 481 9. Most Recently Used list items in the Tab Pane of the Backstage view SHOULD be grouped with other
482 commands, if any, in the Tab Pane.
- 483
- 484 10. Allowing end users to add or remove Most Recently Used list items from the Tab Pane of the Backstage
485 view is OPTIONAL.
- 486



487

488

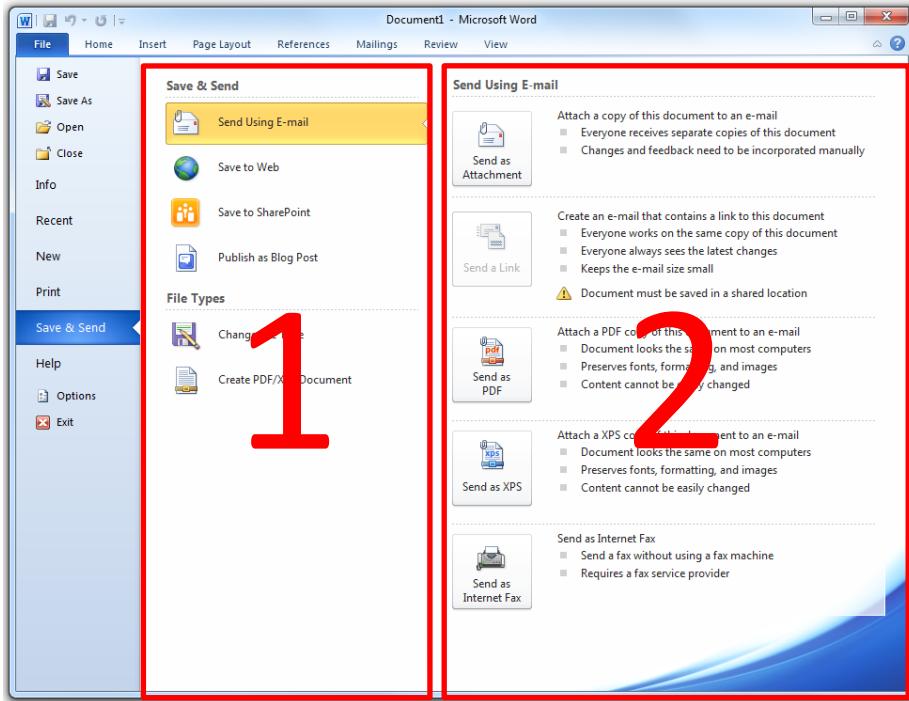
Figure 46: The control to add or remove Most Recently Used list items from the Tab Pane in the Backstage view

489

CONTROLS: SECOND TIER TABS

490
491

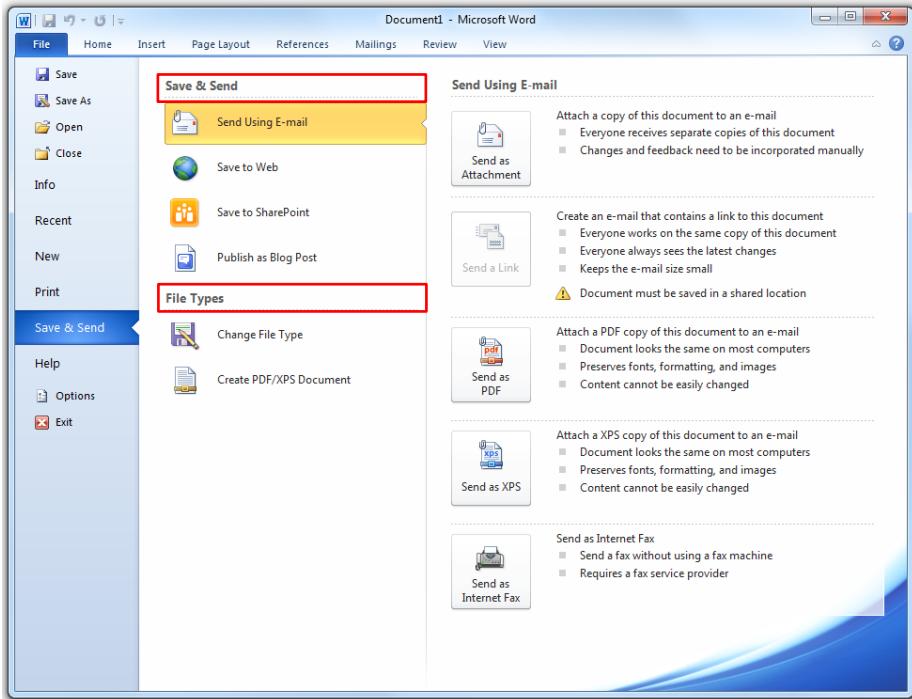
Second Tier Tabs are controls that allow for a second level of hierarchy before the final choices are displayed.



492

Figure 47: Second Tier Tabs (1) and Adjacent Control Pane (2)

- 493 1. Second Tier Tabs MUST change state (for example, highlight) when selected.
- 494 2. Second Tier Tabs MUST NOT execute commands; they can only change the content of the second Control
- 495 3. Content in the adjacent Control Pane MUST NOT change if the user hovers over Second Tier Tabs without
- 496 4. There MUST NOT be a third tier of tabs. The second Control Pane MUST include commands and controls,
- 497 5. Control Panes MAY use different categories to help organize the features within the Second Tier Tabs, as
- 498 in the following figure.
- 499
- 500
- 501
- 502
- 503



504

Figure 48: Category titles boxed in red on the Save & Send Tab

505

506

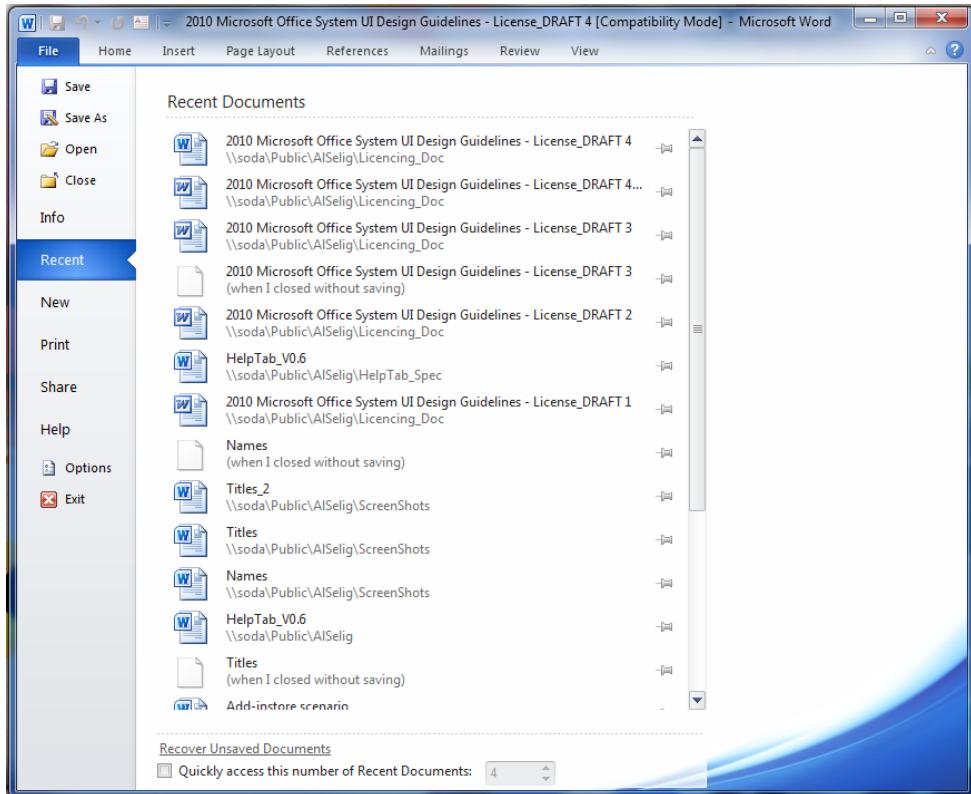
- 507 6. Second Tier Tabs MAY scale the description text based on the window size. For example, in Office 2010,
508 icons start at 64px by 64px at 96 dpi in maximized windows at 1024 by 768 resolution, and they scale
509 down to 32px by 32px as the window gets smaller. The Command descriptions MAY also reduce in length.

510 **CONTROLS: CONTROL PANE CHANGES DUE TO CONTROL SELECTIONS**

- 511 1. Document previews in the Control Pane SHOULD reflect changes to settings made with the Controls. For
512 example, when the user selects a non-color printer, the Print Preview display should reflect that change—
513 the preview is now in black and white. As another example, changing the page orientation of a document
514 immediately changes its orientation in the Print Preview display.

515 **CONTROLS: SCROLLBARS AND SCALING**

- 516 1. Document previews and thumbnails SHOULD scale rather than clip. In other words, scrollbars are used to
517 view a preview only after the preview is being forced to scale below a useful size.
- 518 2. Long lists that will often require more space than a fully maximized screen will allow SHOULD be given
519 their own scroll bar so that the list can scroll without need for the entire window to scroll. In the following
520 figure, for example, the Most Recently Used List scrolls independently of the Backstage View.



521

Figure 49: Long list with scroll bar

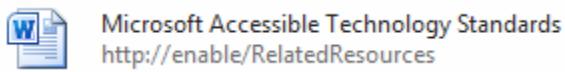
- 522 3. If two Control Panes are implemented, they SHOULD scroll together as the window is scaled. However, if
523 one Control Pane in full screen view requires scrolling, you MAY enable scrolling for that pane only.

525 4. Horizontal scroll bars SHOULD be avoided if possible.

526 **CONTROLS: TEXT WRAPPING AND DESCRIPTIONS**

- 527 1. Text wrapping of command labels SHOULD be avoided. This is especially important to avoid wrapping in
528 maximized windows in standard resolutions including 1024px by 768px.

529 2. For standard command buttons, usually 32px by 32px, bullets, command labels and descriptions SHOULD
530 NOT extend beyond the height of the associated icon.



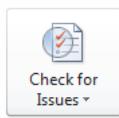
Microsoft Accessible Technology Standards

<http://enable/RelatedResources>

531

Figure 50: Example of 32px by 32px icon with associated text not extending beyond the height of the icon

- 532 3. For Backstage buttons that show the state of the feature, bullets, command labels, and descriptions MAY
533 extend beyond the height of Backstage button. Info Tab.



535

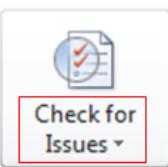
Figure 51: Backstage button with bullets extending beyond the height of the button

537

4. Tab labels SHOULD NOT wrap.

538

5. Titles on Backstage buttons SHOULD NOT be longer than two lines, as in the following figure.



539

Figure 52: Backstage button with title

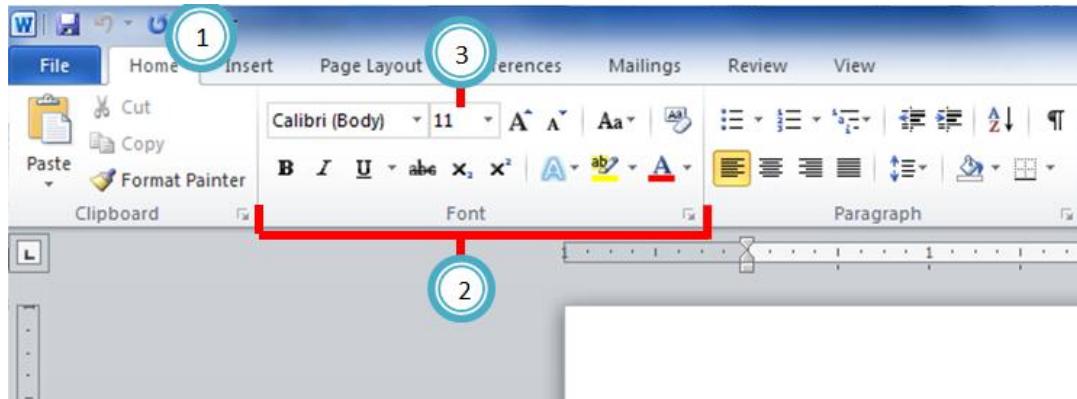
541

RIBBON (REQUIRED)

542 The Ribbon is the primary replacement for menus and toolbars in the Office 2007 and Office 2010 UI. The Ribbon
543 can be used with either the Office 2007 style Office Button or the Office 2010 style File Tab.

544 The Ribbon MUST contain the following three elements:

- 545 1. **Tabs.** Tabs are used to organize controls in the Ribbon around the core scenarios and tasks that users
546 perform with the application.
- 547 2. **Groups.** Each tab contains one or more groups which show related controls together.
- 548 3. **Controls.** Different types of controls can be hosted in the Ribbon. Examples of controls are menus, Split
549 Buttons, combo boxes, and spinner controls.



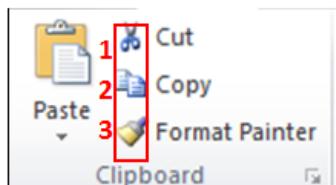
550

551 **Figure 53: Three elements of the Ribbon - Tabs (1), Groups (2), and Controls (3) called out above**

552 REQUIREMENTS FOR THE RIBBON

- 553 1. The Ribbon MUST replace all top-level menus and toolbars (e.g. File, Edit, View, Insert, and Window).
- 554 2. The Ribbon MUST NOT coexist with top-level menus and toolbars. The Ribbon is a replacement for menus
555 and toolbars. The Ribbon is not an additional component that can be added onto an existing menu- and
556 toolbar-based user interface.
- 557 3. The Ribbon MUST contain all three of the following elements: Tabs, Groups, and Controls.
- 558 4. The Ribbon MUST be positioned at the top of the application window in a space that is dedicated to
559 displaying the Ribbon. The Ribbon MUST NOT be displayed on either side of the application window or at
560 the bottom of the application window.
- 561 5. The Ribbon MUST NOT be able to float over the document workspace so that users can change the
562 position of the Ribbon. Users MUST NOT be able to dock the Ribbon on either side of the application
563 window or at the bottom of the application window.
- 564 6. The Ribbon MUST NOT be displayed over the top of the document by default. (See Minimizing the Ribbon
565 for more information.)
- 566 7. The Ribbon MUST NOT hide or appear automatically based on mouse movement alone.
- 567 8. The Ribbon MUST NOT display any application logos or images that cannot be clicked or that are not part
568 of a control.
- 569 9. The Ribbon MUST extend the full width of the application window at all times. The Ribbon MUST resize in
570 the horizontal direction when the application window is resized. The Ribbon MUST NOT resize in the
571 vertical direction when the application window resizes. (See Ribbon resizing for more information.)
- 572 10. Users MUST NOT be able to resize the Ribbon. Resize handles MUST NOT appear anywhere on the
573 Ribbon. The Ribbon MUST resize only in the horizontal direction and only when the application window is
574 resized.

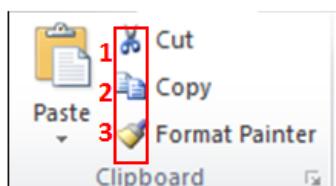
- 575 11. The Ribbon MUST be exactly tall enough to display three vertically stacked controls that use 16px by 16px
576 icons at 96 dpi. (*Note the height of the Ribbon in the Figure below.*)



577

Figure 54: Ribbon - Clipboard Group showing height of Ribbon based upon icons

- 579 12. The Ribbon MUST NOT be any taller than the height required to display three vertically stacked controls
580 that use 16px by 16px icons at 96 dpi. (*Note the height of the Ribbon in the figure below.*)

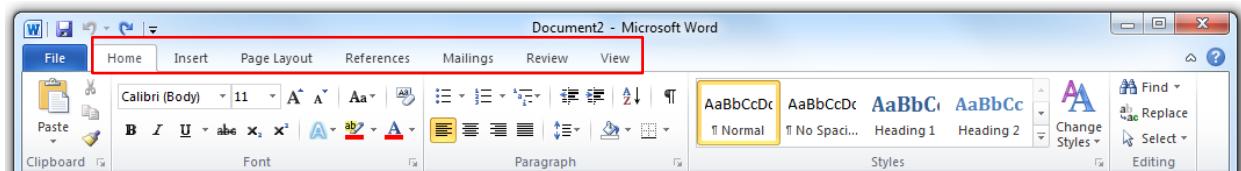


581

Figure 55: Ribbon - Clipboard Group showing the height of the Ribbon based on icon size

RIBBON TABS (REQUIRED)

584 Ribbon tabs are used to organize controls in the Ribbon around the activities that users perform in the application.
585 For this reason, each application will have a unique set of tabs that correlate to the activities that users perform
586 with that particular application. The leftmost tab MUST include the controls used to accomplish the most
587 frequently performed actions of the application and SHOULD be labeled "Home."



588
589

Figure 56: Ribbon tabs boxed in red

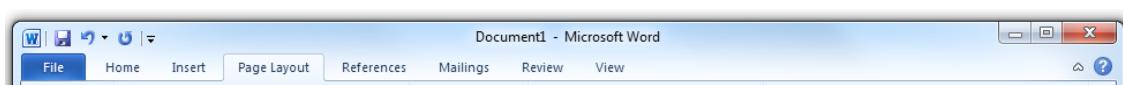
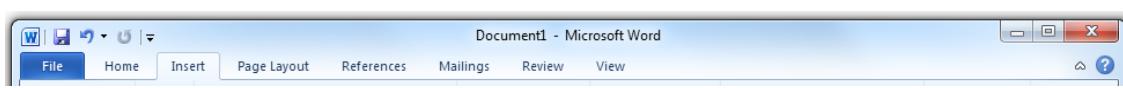
REQUIREMENTS FOR RIBBON TABS

591 The Ribbon tab requirements outlined below MUST be implemented if any of the following elements of the
592 Microsoft Office UI are implemented: Application Menu, Ribbon, groups, controls, Ribbon resizing, visual
593 appearance, or keyboard access. For more details see the Implementation Requirements.

DISPLAYING RIBBON TABS

- 595 1. The leftmost tab (the "Home" Tab) MUST be selected when the application is started. The tab that was
596 selected in the Ribbon when the application was last closed MUST NOT be selected when the application
597 is next started unless it was the first tab.

- 598 2. Clicking a tab MUST select that tab and display the controls on the Ribbon for that tab. The tab selected
599 on the Ribbon MUST NOT automatically switch as a result of user selections made in the document
600 (except as noted in the Contextual Tabs section).
- 601 3. The controls displayed MUST be for only one tab on the Ribbon at a time.
- 602 4. Users MUST NOT be able to select more than one tab at a time.
- 603 5. Tabs MUST be displayed on only one row across the top of the Ribbon.
- 604 6. Tabs MUST NOT be displayed on more than one row on the Ribbon. (See Ribbon resizing for details on
605 how to display tabs when the width of the application window is small.)
- 606 7. The height of tabs MUST NOT change when you switch tabs.
- 607 8. The width of tabs MUST vary with the length of the tab label. Tabs with long names MUST be wider than
608 tabs with short names. (*Note in the figure below that the Insert and Page Layout Tabs are the same
609 height, but the Page Layout Tab is wider than the Insert Tab.*)
- 610

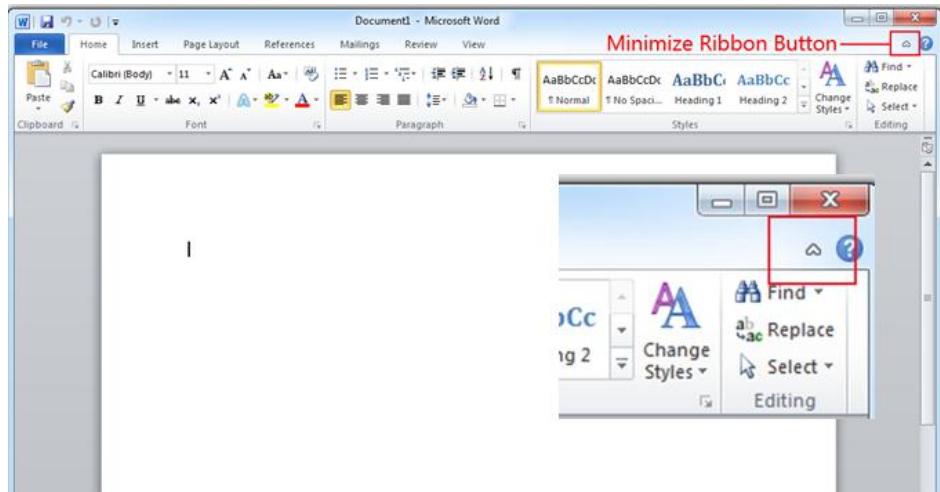


611 612 **Figure 57: Two screen shots showing the Insert and Page Layout Tabs selected, respectively**

- 613 614 9. Selecting a tab MUST NOT change the height or width of that tab.
- 615 10. The width of each Tab MUST include a uniform amount of padding on each side of the text label to
616 provide the space necessary for displaying REQUIRED tab states like mouse hover and selected. (See the
617 Visual Appearance section for more details.)
- 618

619 MINIMIZING THE RIBBON

- 620 Users SHOULD be able to minimize the Ribbon. The requirements outlined below are REQUIRED if minimizing the
621 Ribbon is implemented.
- 622 1. The Ribbon MUST be minimized when:
- 623 a. Users double-click the currently selected Ribbon tab.
- 624 b. Users chooses "Minimize the Ribbon" from the Ribbon tab right-click menu.
- 625 c. Users click on the "Minimize Ribbon" button in the UI. (*Note: the figure below shows the location
626 of the Minimize Ribbon button*).
- 627 d. Press CTRL-F1.



628

629 **Figure 58: Minimize Ribbon button boxed in red with zoom view**

- 630 2. The tab names MUST be the only parts of the Ribbon that are displayed when the Ribbon is minimized.
631 (*Note: in the following figure, that only the Ribbon tabs are shown when the Ribbon is minimized.*)



632

633 **Figure 59: Ribbon when minimized shows only the tabs themselves**

634

- 635 3. The Ribbon MUST remain minimized until the user either double-clicks a tab, unselects "Minimize the
636 Ribbon" from the right-click menu on a tab, clicks on the "Minimize Ribbon" button, or presses CTRL+F1
637 again.
- 638 4. The Ribbon MUST NOT hide or appear automatically based on mouse movement alone, such as hovering
639 the mouse pointer over a Tab.
- 640 5. There MUST NOT be a tab selected when the Ribbon is minimized.
- 641 6. While the Ribbon is minimized, clicking on any tab MUST display the controls on the Ribbon for that tab
642 over the document workspace. (*Note: In the figure below, the displayed Ribbon controls overlap the
643 document workspace [B], rather than shifting the workspace down, when the user clicks the Home Tab.*)

A

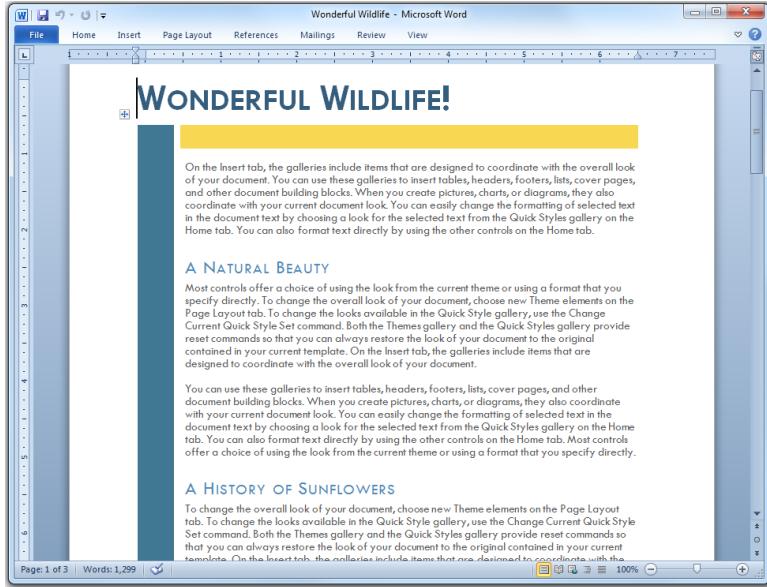


Figure 60: Minimized Ribbon with document

B

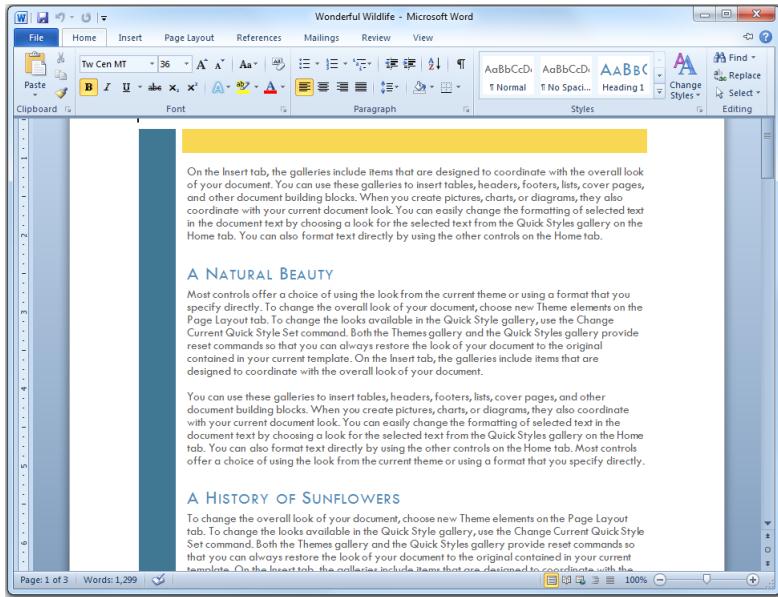


Figure 61: Ribbon displayed after the user clicks on the Home Tab

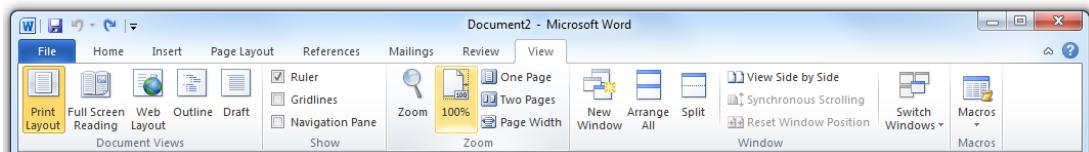
- 644 7. The temporarily un-minimized Ribbon MUST continue to be displayed regardless of the location of the mouse pointer. The Ribbon MUST NOT automatically close or open when the mouse pointer moves away from or towards the top of the Ribbon.

- 645 8. The temporarily un-minimized Ribbon MUST return to the minimized state after the user clicks on a control or a menu item in the Ribbon.

- 649 9. The temporarily un-minimized Ribbon MUST return to the minimized state when users click anywhere
650 other than a control displayed on the Ribbon.
- 651 10. When a minimized Ribbon is open the first click outside of the Ribbon MUST dismiss the Ribbon without
652 changing the current selection or insertion point in the document. The second click can then allow users
653 to modify selections or insertion points in the document area.
- 654 11. The Ribbon MUST be minimized when the application is opened if the Ribbon was minimized when the
655 application was last closed.
- 656 12. The Ribbon SHOULD NOT be minimized when the application is opened for the very first time.

657 TAB SCROLLING

- 658 Users SHOULD be able to use the mouse scroll wheel to navigate from one tab to another when the mouse pointer
659 is over the Ribbon. The behaviors listed below are REQUIRED if tab Scrolling is implemented. (See Keyboard
660 Access for information on how to navigate the Ribbon without a mouse.)
- 661 1. The mouse pointer MUST be over the Ribbon for tab scrolling to be enabled.
- 662 2. Scrolling down with the mouse scroll wheel MUST navigate to the tab on the right of the currently
663 selected tab. Scrolling up MUST navigate to the tab on the left of the currently selected tab. If you are
664 implementing UI that is reversed horizontally to accommodate Right-to Left languages this tab scrolling
665 behavior would also be reversed.
- 666 3. Scrolling the mouse wheel SHOULD navigate to the next tab regardless of what control on the Ribbon the
667 mouse pointer is over.
- 668 4. Scrolling through Tabs MUST NOT wrap around from the last tab on the right to the first tab on the left or
669 vice versa. (*Note that the View Tab is selected in the figure below. Scrolling down with the mouse scroll*
670 *wheel MUST NOT navigate to the Home Tab.*)



671 Figure 62: Ribbon state when View Tab is selected

- 672 5. Scrolling MUST NOT be enabled when the Ribbon is minimized.

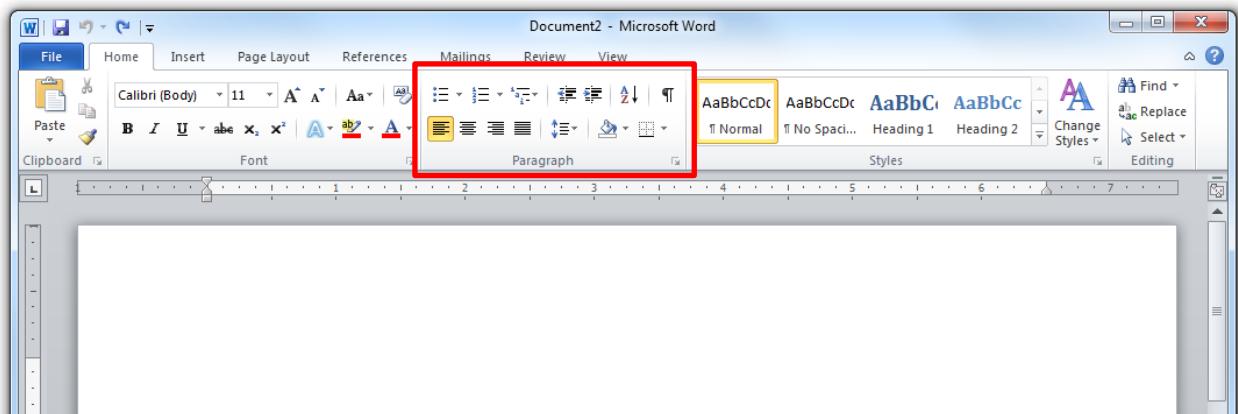
674 BEST PRACTICES FOR TABS

- 675 1. The number of tabs SHOULD be kept small to afford browsing and learning. Five to nine tabs is the
676 guideline.
- 677 2. Each control SHOULD exist on only one tab in the Ribbon. Controls SHOULD NOT be repeated on more
678 than one tab in the Ribbon, so that users can learn the location of controls in the Ribbon more quickly.

- 679 3. Successful implementation of the Microsoft Office UI relies on a deep and accurate understanding of the
680 core activities performed with the application. The frequency of use for controls and the sequence of
681 controls used to perform core activities SHOULD be used to determine which controls to place in each tab
682 in order to minimize tab switching. Controls frequently used together SHOULD be placed on the same tab
683 to minimize the need for switching between tabs while performing core activities with the application.
- 684 4. Users SHOULD be able to perform most basic activities within the application by using only the controls
685 on the Home Tab.
- 686 5. The most frequently used controls SHOULD be placed on the Home Tab to minimize tab switching.
- 687 6. Frequency of use SHOULD NOT be the sole determinant in deciding which controls to display on the Home
688 Tab. For example, the Insert Picture control in Microsoft Word is one of the most frequently used
689 controls in the application. However, that control clearly belongs on the Insert Tab and not on the Home
690 Tab, since that location for the control more closely aligns with the logical organization of the tabs in the
691 application.

692 GROUPS (REQUIRED)

693 Groups are used to organize related controls on a tab in the Microsoft Office UI. They make it easier to browse the
694 Ribbon by formalizing the relationship among controls on a particular tab.



695

696 Figure 63: Paragraph group on the Home Tab of the Ribbon is boxed in red

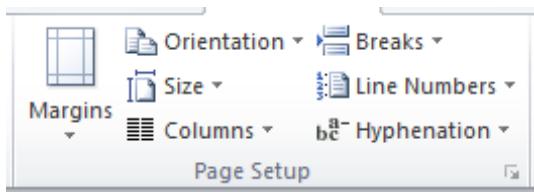
697 REQUIREMENTS FOR GROUPS

698 Groups MUST be implemented as specified in the following sections if any of the following elements of the
699 Microsoft Office UI are implemented: Application Menu, Ribbon, tab, controls, Ribbon Resizing, visual appearance,
700 or keyboard access. Implementers can choose between the 2007 and the 2010 Ribbon designs, but a combination
701 or hybrid is not allowed unless explicitly noted. For more details, see the Implementation Requirements.

702 DISPLAYING GROUPS

- 703 1. Controls MUST be organized into groups.

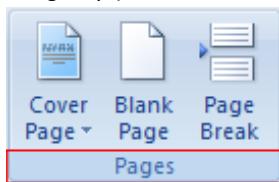
- 704 2. Every control on the Ribbon MUST be displayed in a group, even if there is only one control in the group.
- 705 3. Controls displayed in a group MUST NOT change as a result of selection. If a control is not active, then the
706 control MUST be disabled (grayed out), rather than removed from the group. This provides a more
707 predictable user experience and prevents the layout of controls on the Ribbon from changing and
708 distracting users.
- 709 4. Every group MUST have a label.
- 710 5. Group labels MUST be as short and descriptive as possible.
- 711 6. Group labels MUST NOT change as a result of selection.
- 712 7. Group labels MUST be positioned below the group and horizontally centered. (*Note: in the following
713 figure, "Page Setup" is centered in the available space.*)



714

Figure 64: Page Setup group with label centered

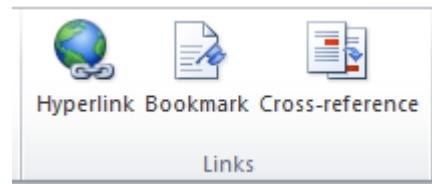
- 715 8. Group labels SHOULD have a background color that is visually distinct from the background color of the group.
- 716 9. For the 2007 Ribbon design, the background color for group labels MUST extend the entire width of the
717 group. (*Note: in the following figure, the dark blue color for the "Pages" Group extends the entire width of
718 the group.*)



721

Figure 65: Office 2007 Visual style for a group with dark blue title bar emphasis

- 722 10. For the 2010 Ribbon design, the background color for group labels MAY be the same as the overall group.



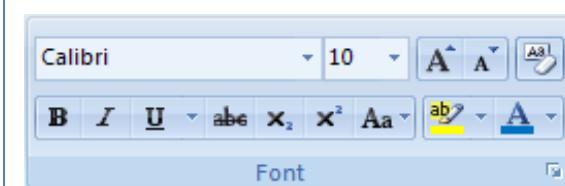
724

Figure 66: Office 2010 visuals style for group with links title on the same color background as the controls in the group

- 726 11. The group label MUST be displayed whenever Groups and controls are displayed (i.e., in a non-minimized
 727 Ribbon) and MUST NOT appear or disappear based on user selection, mouse movement, or any other
 728 factor.
- 729 12. For the 2007 Ribbon design, groups SHOULD have two states, normal and hover. If two states are
 730 implemented, the hover state SHOULD be independent of the hover state for controls within the group.
 731 The table below describes the two group states. The hover state is OPTIONAL for the Microsoft Office
 732 2010 UI.

733

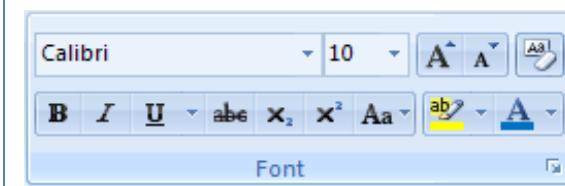
734



Normal. The group is drawn with a default background color. This state is also referred to as the “rest” state.

737

738



Hover. The group and group label are drawn with a background color that is slightly lighter than the color of the normal state to provide a glow effect.

740

741

742

743

744

The visual appearance of controls in the group SHOULD NOT change. The background color for the group SHOULD change.

The group hover state SHOULD persist when the mouse hovers over controls in the group, but the controls in the group SHOULD have an independent hover state that is displayed only when the mouse hovers over the control.

745

BEST PRACTICES FOR GROUPS

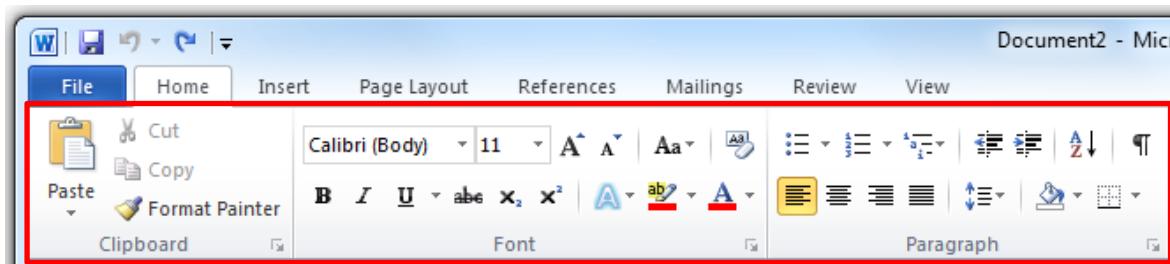
- 746 1. The number of groups on a tab SHOULD be kept small to afford browsing and learning. Four to seven
 747 groups per tab is the best practice.
- 748 2. Controls frequently accessed via Dialog Boxes SHOULD be displayed on the Ribbon to reduce the
 749 frequency with which users are required to open dialog boxes.
- 750 3. In most cases, controls displayed on the Ribbon SHOULD NOT simply launch dialog boxes. Controls
 751 displayed on the Ribbon SHOULD execute commands or use galleries whenever possible to provide
 752 results-oriented sets of choices.

754

CONTROLS (REQUIRED)

755 The Ribbon MUST be able to display different types of controls. These controls include, but are not limited to, buttons, menus, Split Buttons, combo boxes, galleries, spinner controls, and check boxes. In addition, the Ribbon
756 can display both a large and small version of many controls. By using a combination of large and small controls
757 organized into groups, the relative importance and the relative relationship among controls on the Ribbon is
758 visually conveyed to the user. The arrangement of controls is intended to make it easy for users to browse the
759 Ribbon and discover new functionality.

761



762

Figure 67: Home Tab filled with groups populated with controls

763

REQUIREMENTS FOR CONTROLS

764 The Controls requirements outlined below MUST be implemented if any of the following elements of the Microsoft
765 Office UI are implemented: Application Menu, Ribbon, tabs, groups, Ribbon Resizing, visual appearance, or
766 keyboard access. For more details see the Implementation Requirements.

767

DISPLAYING CONTROLS

- 768 1. The Ribbon MUST be able to display a variety of controls that include, but are not limited to, buttons, split
769 buttons Split Buttons, combo boxes, galleries, menus, spinners, and check boxes.
- 770 2. Custom controls SHOULD be implemented to be consistent with the overall visual appearance and
771 behavior of the Microsoft Office UI. Standard Microsoft Windows® controls displayed on the Ribbon
772 MUST follow the Windows XP or Windows Vista Theme. Windows 95 (“classic style”) controls MUST NOT
773 be displayed on the Ribbon.
- 774 3. The Ribbon MUST be able to display text labels for all types of controls.
- 775 4. Controls MUST NOT appear or disappear on the Ribbon as a result of selection in the document.
- 776 5. Text labels for controls MUST NOT change. Controls that display a value MUST toggle between “normal”
777 and “selected” control states.
- 778 6. Controls MUST be disabled (grayed out) if they do not apply to the current selection.
- 779 7. Both the menu and button portion of Split Button controls MUST be disabled on the Ribbon if all of the
780 items in the menu are inactive.

781 CONTROL LAYOUTS

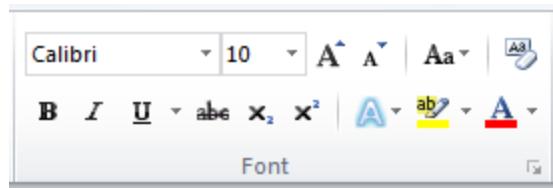
- 782 1. The Ribbon MUST be able to display both large and small versions of controls in the same group. The
783 large version of controls SHOULD use 32px by 32px icons at 96 dpi. The small version of controls SHOULD
784 use 16px by 16px icons at 96 dpi. (*Note: in the figure below, the Paste control is large and the Cut, Copy,
785 and Format Painter controls are small.*)



786

Figure 68: Clipboard group with large Paste and small Cut, Copy and Format Painter controls

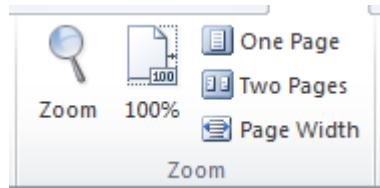
- 788 2. The Ribbon MUST be able to display multiple types of controls within the same group. (*Note: in the figure
789 below, combo boxes, Split Buttons and small buttons are all displayed in the same group.*)



790

Figure 69: Font group with multiple types of controls

- 792 3. The Ribbon MUST be able to display three vertically stacked small controls. (*Note: in the following figure,
793 the three small controls are vertically stacked.*)

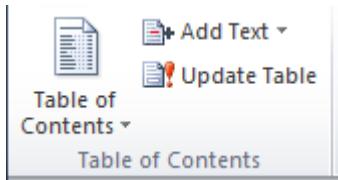


794

Figure 70: Zoom group with three controls stacked vertically

796

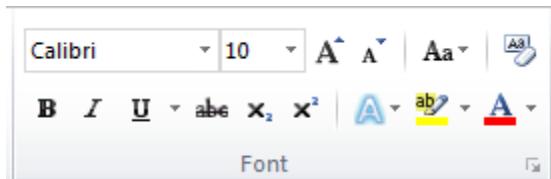
- 797 4. Two small controls in the same Group MUST be top-aligned, not vertically distributed. (*Note: in the figure below, the Add Text and Update Table controls are top aligned as opposed to vertically distributed.*)



799

Figure 71: Table of Contents group with two controls vertically aligned with the top

- 800 5. The Ribbon MUST be able to display buttons in a button group within a Ribbon group. (*Note: in the figure below, the Bold, Italic, and Underline controls are in their own button group.*)



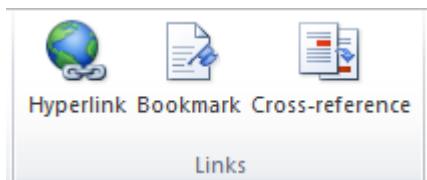
803

Figure 72: Font group with button group of controls including Bold, Italic, and Underline

805

CONTROL LABELS

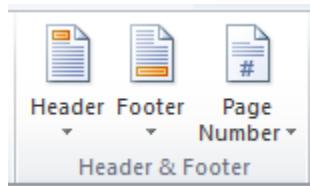
1. The Ribbon MUST be able to display text labels for all controls.
2. Large controls displayed in the Ribbon MUST contain text labels. Large controls MUST NOT be displayed in the Ribbon without text labels.
3. Small controls MAY be displayed in the Ribbon without text labels.
4. Text labels for controls in the Ribbon MUST NOT use ellipses to indicate that a dialog box will be displayed. (*Note: in the figure below, no ellipsis is used for the label of the Hyperlink control, even though it launches a dialog box.*)



813

Figure 73: Links group with Hyperlink button that does not use an ellipsis

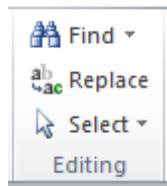
- 815 5. Text labels MUST be centered below the icon of large controls and SHOULD use two lines of text when
816 necessary to keep the width of the control as small as possible. (*Note: in the figure below, the label "Page*
817 *Number" takes up two lines.*)



818

Figure 74: Header & Footer group with Page Number control title displayed on two lines

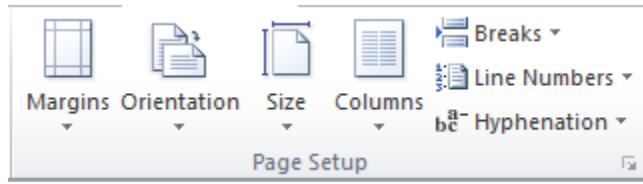
- 820 6. Text labels MUST be positioned to the right of the icons of small controls. Text labels for small controls
821 MUST be left aligned when vertically stacked. (*Note: in the figure below, the Find, Replace, and Select text*
822 *labels are left aligned.*)



823

Figure 75: Editing group with small button labels all aligned to the left

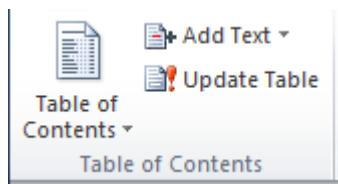
- 825 7. Menus and Split Buttons MUST have a dropdown arrow. The dropdown arrow MUST be centered below
826 the label for large controls that require only one line of text for their labels. (*Note: in the following figure,*
827 *the dropdown arrow is displayed below the text labels for Margins, Orientation, Size, and Columns.*)



828

Figure 76: Dropdown arrows are displayed below the text labels for Margins, Orientation, Size, and Columns controls

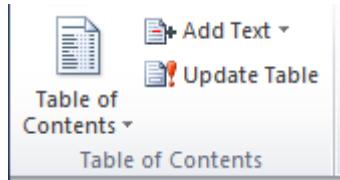
- 830 8. The dropdown arrow for large menus and toolbars MUST be positioned in line with the second line of text
831 when more than one of text is needed. (*Note: in the following figure, the dropdown arrow is displayed in*
832 *line with the second line of text for the Table of Contents control.*)



833

Figure 77: Dropdown arrows are displayed in line with the second line of text for the Table of Contents control

- 835 4. Text labels for small controls MUST NOT use two lines of text. (*Note: in the following figure, the text for*
836 *the Update Table control is displayed on one line.*)



837

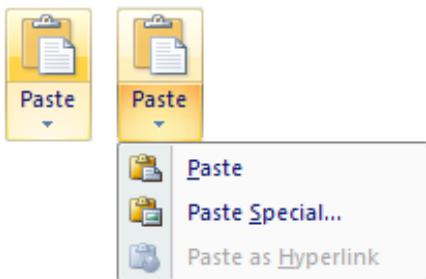
Figure 78: Small controls showing that their labels does not take up more than one line, regardless of length

- 839 5. Up to six control states MAY be represented. Controls MUST implement Normal and Disabled. Control
840 states SHOULD include: disabled, normal, hover, pressed, selected, and hover selected. The table below
841 describes the six control states RECOMMENDED for the Microsoft Office UI along with examples.

View Side by Side	Disabled. Displayed when the control is inactive.
View Side by Side	Normal. Displayed when the control is active and the mouse is not over the control.
View Side by Side	Hover. Displayed when the mouse pointer is over an unselected control.
View Side by Side	Pressed. Displayed when the left mouse button is pressed down on the control.
View Side by Side	Selected. Displayed when a control is selected. Sometimes referred to as the “depressed” state for toggle buttons.
View Side by Side	Hover Selected. Displayed when the mouse pointer is over a selected control.

842 CONTROL BEHAVIORS

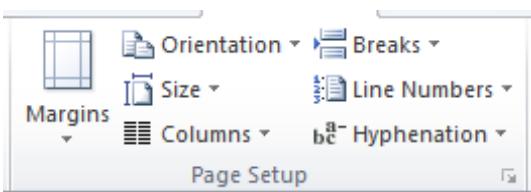
- 843 1. For large Split Button controls, clicking on the icon MUST perform the default action for the control (i.e., either the first item in the menu or the most recently used item from the menu, whichever icon is displayed). Clicking on the text label associated with the dropdown arrow MUST display the menu. (*Note: in the following figure, the two parts of the Paste Split Button perform different.*)
- 847 2. The default action for the control, the action associated with the button portion, MUST also be displayed at the top of the menu that appears if the menu portion of the control is clicked.



849
850 Figure 79: Paste control showing the top button activated (left) and bottom button activated to display dropdown menu (right)

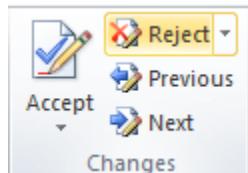
851 BEST PRACTICES FOR CONTROLS

- 852 1. Controls SHOULD exist on only one tab in the Ribbon. Controls SHOULD NOT be repeated on more than one tab in the Ribbon whenever possible, since this makes it easier for users to learn the location of controls in the Ribbon more quickly.
- 855 2. Text labels SHOULD be used whenever possible to describe the control.
- 856 3. Text labels for controls SHOULD be kept as short as possible in order to keep the width of the control and thus the width of the group as small as possible.
- 858 4. Large and small controls SHOULD be used to visually convey the relative importance or frequency of use for controls displayed within a group. For example, adjusting the margins in a document is more frequently used than any of the other controls in the Page Setup group and is therefore displayed using a large control. (*Note: in the following figure, the Margins control uses a large control, while the remaining commands in the group use small controls.*)

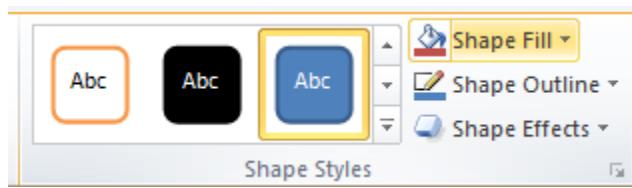


863
864 Figure 80: Page Setup group with controls sized to show relative importance of the controls
865

- 866 5. For small Split Buttons, the text label SHOULD be associated with the more frequently used part of the
 867 Split Button (i.e., button versus menu). If the button part of the control is most frequently used, then the
 868 text label SHOULD be associated with the icon to provide a large target for the mouse. If the menu part of
 869 the Split Button is most frequently used, than the text label SHOULD be associated with the dropdown
 870 arrow to provide a larger target for the mouse. (*Note: in the following figure, the Split Buttons. The text
 871 label is associated with the icon of the Reject control, while the text label is associated with the dropdown
 872 arrow of the Shape Fill control. In both cases, the text label is associated with the most frequently used
 873 part of the Split Button, in order to provide a larger target for the mouse.*)



874



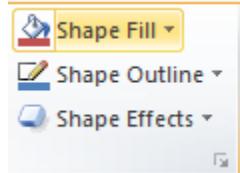
875

876 Figure 81: Examples of Split Buttons reject that associate the text label with the button icon (top) and the dropdown
 877 arrow (bottom)

878

- 879 6. Split Buttons SHOULD adhere to the following four rules:

- Avoid making the most frequently used features into a Split Button. For example, an Insert Picture Split Button with a menu that includes Insert Clip Art is NOT a good idea since the usage of Insert Picture is very high and vastly more common than Insert Clip Art. By separating these into different controls, no users lose efficiency when inserting a picture if they don't happen to click on the button part of the control.
- Color pickers SHOULD be a Split Button with a small icon button to apply the current default and the text as a large drop down to change the color.



887

888 Figure 82: Shape Fill control with the icon as a color fill control and the text title as a dropdown menu

889

- Split Buttons with the icon plus text button and an arrow to launch the drop down SHOULD be used for buttons where you do have a common action but want to give the user advanced options. (*Note: In the following figure, the Reject command is the more common action than using one of the controls accessed by dropping down rejection options menu and therefore the default of the Reject split button.*)

894



895

Figure 83: Reject button has the icon and title as the Reject control and the arrow drops down the menu

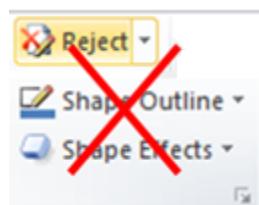
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- d. Columns of Split Buttons SHOULD NOT switch Split Button styles. For example, the color picker style with a small button for the icon and a drop down for the text SHOULD NOT be in the same column as an icon plus text button with an arrow for the drop down.

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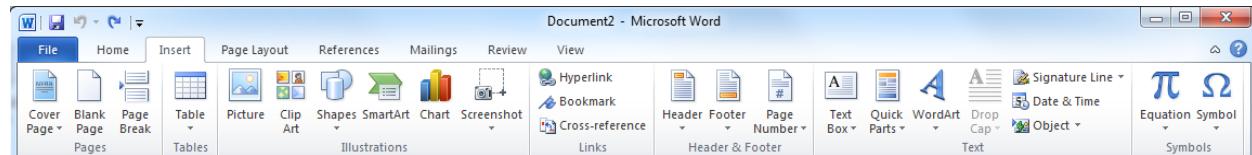
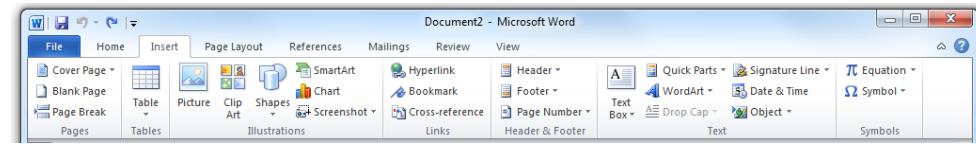
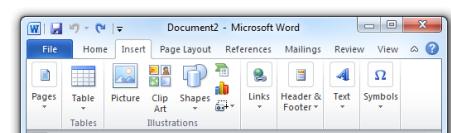
Figure 84: Illustration of what SHOULD NOT be done with Split Buttons with different behaviors when the text of the button is clicked.

902 RIBBON RESIZING (REQUIRED)

903 The layout of controls in the Ribbon changes when the width of the application window changes. When displayed
 904 on a large monitor, the Ribbon will adjust, or “scale,” to show the “large versions” of groups in the Ribbon. When
 905 displayed on a small monitor, or when the user chooses to manually reduce the size of the application window, the
 906 Ribbon will adjust to show the “small versions” of groups in the Ribbon. The Ribbon is not designed for a particular
 907 display resolution. The Ribbon simply provides the best arrangement of the controls for the application and
 908 displays that arrangement appropriately for every possible size of the application window.

909 The following figure illustrates how the layouts of controls on Microsoft Word’s Insert Tab change when the
 910 application window is horizontally resized. Note that some controls change from being displayed as large controls
 911 to being displayed as small controls when the Ribbon is narrower (for example, Header, Footer and Page Number).
 912 Also note that some text labels for controls are removed from the Ribbon when the Ribbon is narrower. In the
 913 narrowest Ribbon, most Groups have become collapsed, an icon that when clicked will display the Group below
 914 the Ribbon and over the document.

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917918
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920

Figure 85: Examples of the Insert Tab scaling – note the SmartArt, Chart and Screenshot button variations

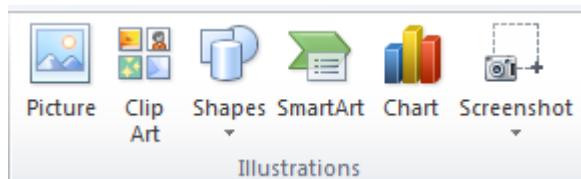
922 REQUIREMENTS FOR RIBBON RESIZING

923 The Ribbon Resizing requirements outlined below MUST be implemented if any of the following elements of the
 924 Microsoft Office UI are implemented: Application Menu, Ribbon, tab, groups, Control, Quick Access Toolbar, visual
 925 appearance, or keyboard access. For more details see the Implementation Requirements.

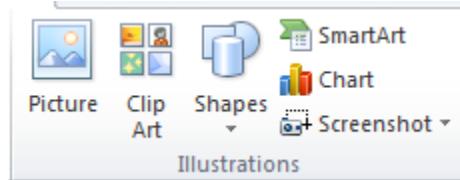
926 DEFINING GROUPS FOR RIBBON RESIZING

- 927 1. Resizing the width of the application window MUST change the layout of controls on the Ribbon.
- 928 2. The layout of controls on the Ribbon MUST change in real-time when the application window is resized by
 929 dragging with the mouse. The change in the layout of controls on the Ribbon MUST NOT be delayed until
 930 after the application window has been resized and the left mouse button is released.

- 931 3. Changing the layout of the controls on the Ribbon MUST be achieved by substituting variants for each
932 group that differ in width but not in the order of controls. *(Note: in the following figure, two different
933 variants for the Illustrations group that use a different layout for the controls and vary in width.)*



934



935

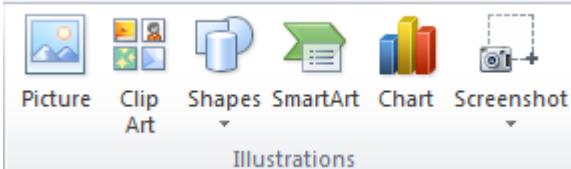
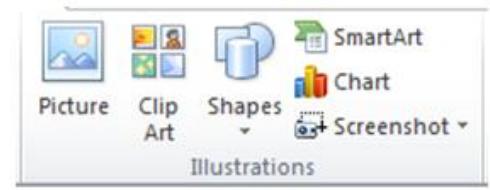
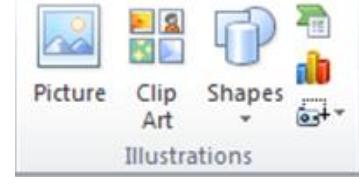
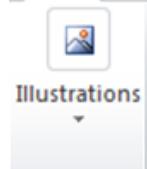
936 **Figure 86: The Illustrations Group displays six large buttons at its widest level, but only three large buttons when narrower**

- 937 4. Each group variant MUST have a unique layout for the controls in the group
938 5. Each group variant MUST contain all of the controls for the group. Controls MUST NOT be added or
939 deleted from different width variants of the same group.
940 6. Groups MUST have at least two predefined variants, "Large" and "Collapsed." *(Note: in the following
941 figure, the large and collapsed group variants of the Illustrations group are shown.)*

Large	<p>A screenshot of the Microsoft Office ribbon showing the 'Illustrations' group at its widest level. It displays six large buttons: 'Picture', 'Clip Art', 'Shapes', 'SmartArt', 'Chart', and 'Screenshot'. The 'Illustrations' tab is selected.</p>
Collapsed	<p>A screenshot of the Microsoft Office ribbon showing the 'Illustrations' group in a narrower view. Only three large buttons are visible: 'Picture', 'Clip Art', and 'Shapes'. The other buttons ('SmartArt', 'Chart', 'Screenshot') are collapsed into a single button labeled 'More'.</p>

942

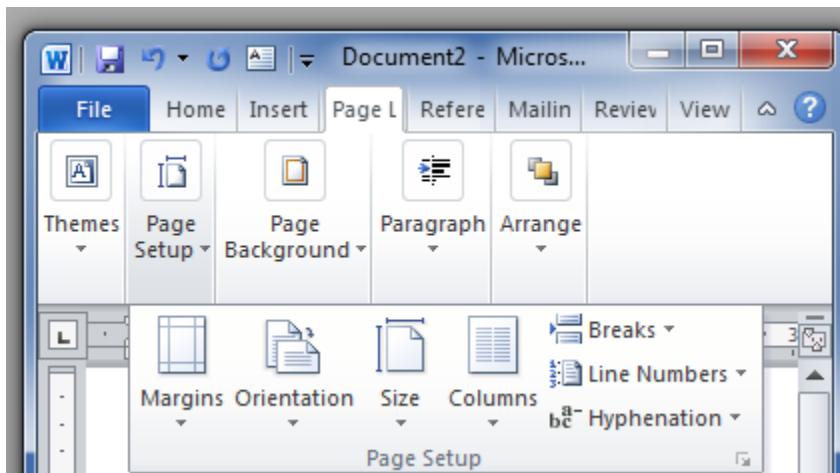
- 943 7. Groups **SHOULD** have three to four predefined variants to provide a smooth transition between group
 944 variants as the application window is horizontally resized. The four predefined variants for the
 945 Illustrations group are shown in the table below. (*Note how the layout of controls for each variant*
 946 *changes to produce of different widths.*)

 <p>Picture Clip Art Shapes SmartArt Chart Screenshot</p> <p>Illustrations</p>	<p>Large. All six controls are displayed using large Icons (32px by 32px at 96 dpi)</p>
 <p>Picture Clip Art Shapes SmartArt Chart Screenshot</p> <p>Illustrations</p>	<p>Medium. The first three controls are displayed using large Icons. The last three controls are displayed using small icons (16px by 16px at 96 dpi) and are stacked vertically to decrease the width of the group.</p>
 <p>Picture Clip Art Shapes SmartArt Chart Screenshot</p> <p>Illustrations</p>	<p>Small. The first three controls are displayed using large icons. The last three controls are displayed using small icons, but the text labels have been dropped to decrease the width of the group.</p>
 <p>Illustrations</p>	<p>Collapsed. The group is collapsed into one item that displays the group text label, "Illustrations."</p>

947

948 COLLAPSED GROUP BEHAVIOR

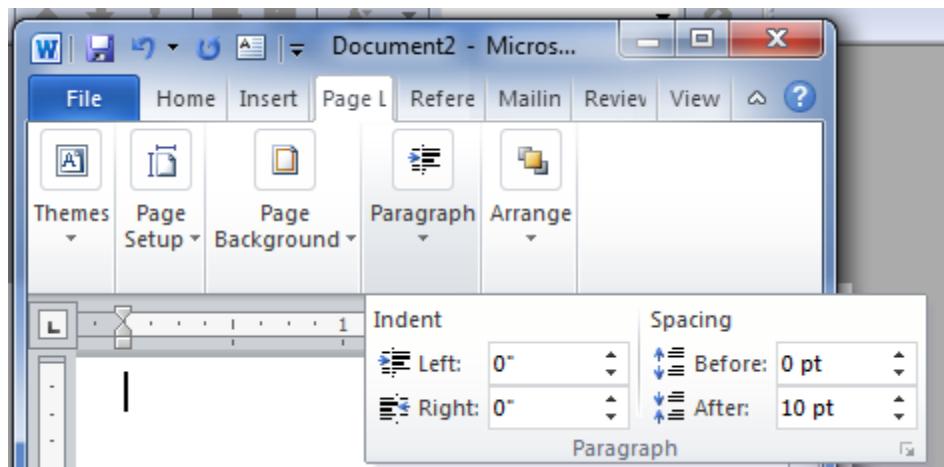
- 949 1. Collapsed groups MUST use the same text string as the group label.
- 950 2. Clicking a collapsed group MUST display the largest variant of that group below the Ribbon if the group
951 does not contain an in-Ribbon gallery. When groups contain an in-Ribbon gallery, the smallest variant for
952 that group MUST be displayed below the Ribbon. (*Note: in the following figure, the collapsed Page Setup*
953 *group is displayed below the Ribbon.*)



954

955 Figure 87: Example of a collapsed groups displayed below the Ribbon

- 956 3. All controls MUST behave in the same way when they are displayed below the Ribbon from a collapsed
957 group as they do when they are displayed on the Ribbon.
- 958 4. Collapsed groups displayed below the Ribbon MUST immediately disappear after a control in it is clicked.
- 959 5. Collapsed groups displayed below the Ribbon MUST immediately disappear if the user clicks anywhere
960 outside the group.
- 961 6. Clicking outside a collapsed group that is displayed below the Ribbon MUST NOT dismiss or clear the
962 current selection of objects or text in the document.
- 963 7. For controls that require user input, such as spinner controls or combo boxes, the collapsed Group MUST
964 remain displayed below the Ribbon until the user presses the ENTER key or clicks anywhere outside the
965 group. (*Note: in the following figure, the collapsed group remains displayed while the user has text*
966 **selection in the Indent Left control.**)



967

968 Figure 88: The collapsed Paragraph group remains displayed while the user has text selection in the Indent Left combo box
969

970 DEFINING GROUP COMBINATIONS FOR RIBBON RESIZING

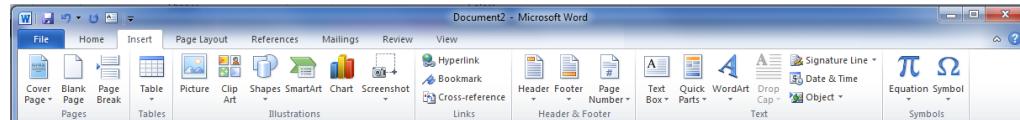
- 971 1. Each tab in the Ribbon MUST specify several predefined combinations of group variants for a sample of
 972 several possible application window widths. For example, the table below provides a summary of the
 973 fifteen predefined group variant combinations for the Insert tab in Microsoft Word, where 1 is the widest
 974 and 15 is the narrowest.

		Group Variants (Large, Medium, Small, Collapsed)						
		Pages	Tables	Illustrations	Links	Headers & Footers	Text	Symbols
Group Combinations for Insert Tab	1	Large	Large	Large	Large	Large	Large	Large
	2	Large	Large	Large	Medium	Large	Large	Large
	3	Large	Large	Large	Medium	Large	Large	Medium
	4	Medium	Large	Large	Medium	Large	Large	Medium
	5	Medium	Large	Large	Medium	Large	Medium	Medium
	6	Medium	Large	Large	Medium	Medium	Medium	Medium
	7	Medium	Large	Medium	Medium	Medium	Medium	Medium
	8	Medium	Large	Medium	Medium	Medium	Small	Medium
	9	Medium	Large	Medium	Collapsed	Medium	Small	Medium
	10	Collapsed	Large	Medium	Collapsed	Medium	Small	Medium
	11	Collapsed	Large	Medium	Collapsed	Medium	Small	Collapsed
	12	Collapsed	Large	Small	Collapsed	Medium	Small	Collapsed
	13	Collapsed	Large	Collapsed	Collapsed	Medium	Collapsed	Collapsed
	14	Collapsed	Large	Collapsed	Collapsed	Collapsed	Collapsed	Collapsed
	15	Collapsed	Large	Collapsed	Collapsed	Collapsed	Collapsed	Collapsed

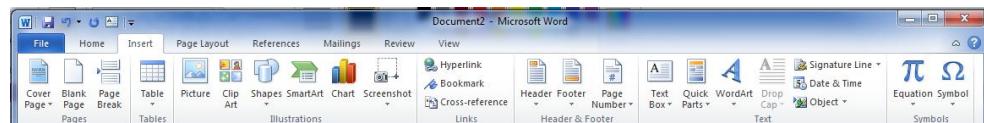
975

Microsoft Office User Interface Design Guidelines

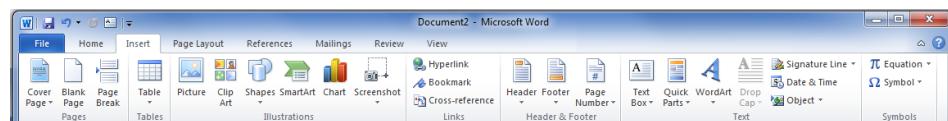
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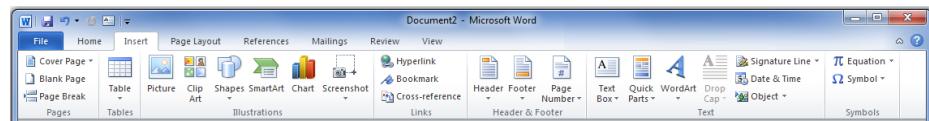
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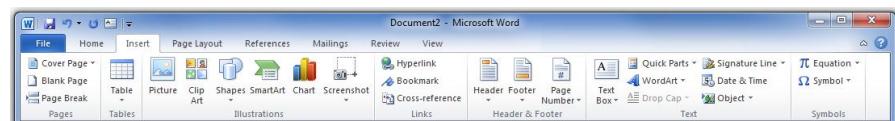
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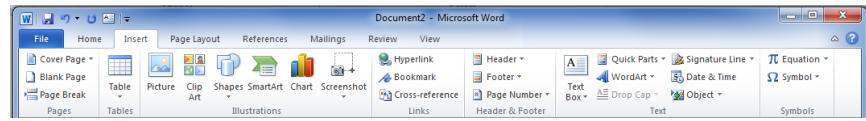
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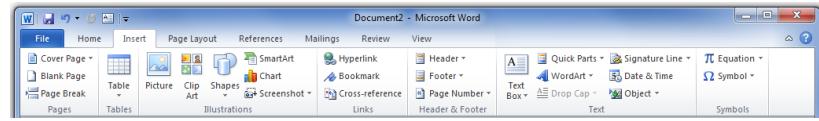
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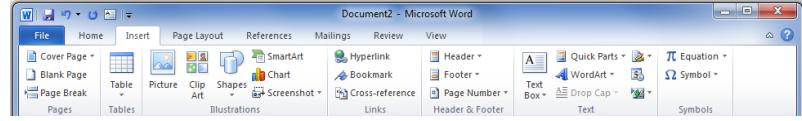
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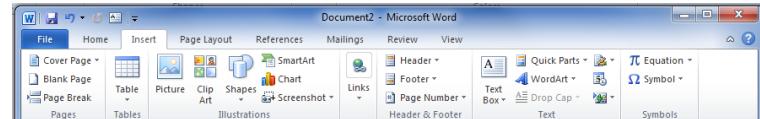
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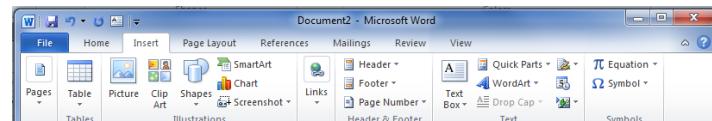
Microsoft Office User Interface Design Guidelines

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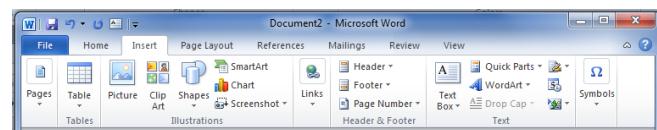
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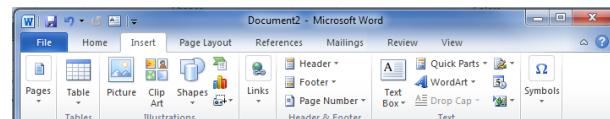
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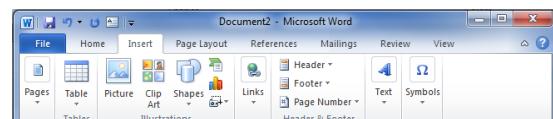
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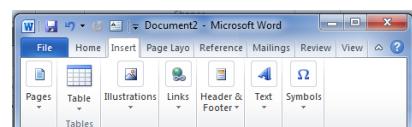
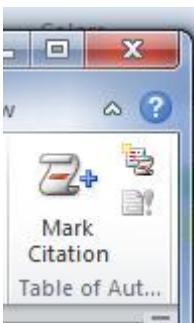


Figure 89: The predefined scales of the Insert Tab in Word

- 977 2. When the application window is horizontally resized, the combination of variants that allows the greatest
978 number of groups to be at their largest variants MUST be displayed.
- 979 3. If the width of the application window is larger than the combination of group variants displayed, the
980 groups MUST be left aligned in the Ribbon, with any remaining empty space displayed on the right. (*Note:*
981 *in the following figure, empty space is displayed on the right side of the Ribbon, since there is not enough*
982 *room to display any of the smaller groups at the next larger size.*)

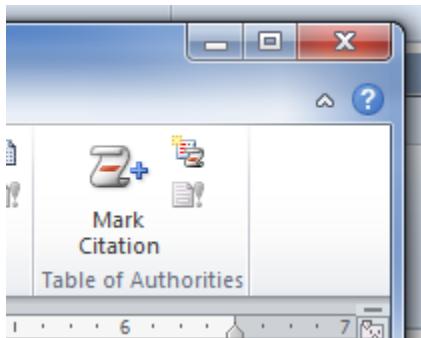


- 983
- 984 **Figure 90: Empty space is displayed on the right of Ribbon in certain scaling conditions**
- 985 4. The width of each group MUST be determined by the width of the controls within the group. The width of
986 each group MUST NOT be determined by the length of the group label.
- 987 5. If the length of the label of a non-collapsed group is wider than the width of the controls within the group
988 at a particular scale, then the group label MUST be truncated to provide more available space on the
989 Ribbon for other groups to display larger variants. For this reason, the length of group labels SHOULD be
990 kept as short as possible. (*Note: in the following figure, the Table of Authorities group label is truncated*
991 *because the group label is wider than the controls within the Group.*)



- 992
- 993 **Figure 91: Table of Authorities group label is truncated because the group label is wider than the controls within the Group**
- 994

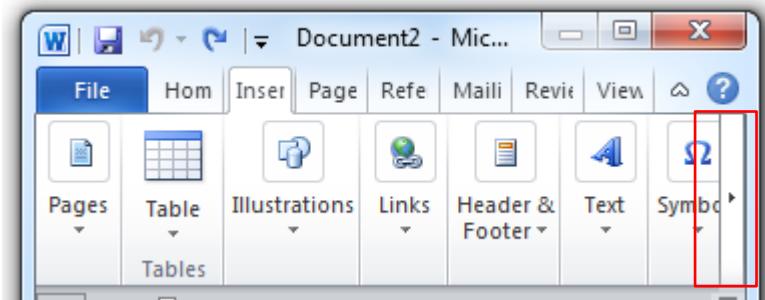
- 995 6. If empty space is available on the right side of the Ribbon, then the width of the Group SHOULD
996 automatically increase so that the group label is no longer truncated. The group label and controls
997 SHOULD maintain their usual spacing and be horizontally centered as a collection when this action occurs.
998 (*Note: in the following figure, the width of the Table of Authorities group has been expanded and the*
999 *group label is no longer truncated, since additional empty space was available on the right side of the*
1000 *Ribbon. Also note that the controls within the group are horizontally centered.*)



1001

Figure 92: The Table of Authorities Group when the label is wider than the controls and extra space is available

- 1003 7. A horizontal scroll button MUST be displayed when the width of the application window is too small to
1004 display the groups at their smallest variant size. (*Note: in the following figure, a horizontal scroll arrow is*
1005 *displayed on the right side of the Ribbon. Also note that the width of collapsed Groups is determined by*
1006 *the label.*)

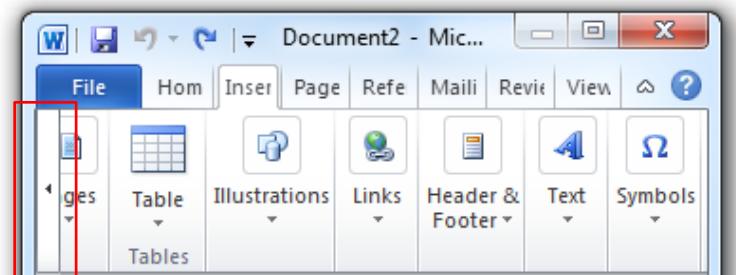


1007

Figure 93: Horizontal scroll arrow displayed on right side of the Ribbon

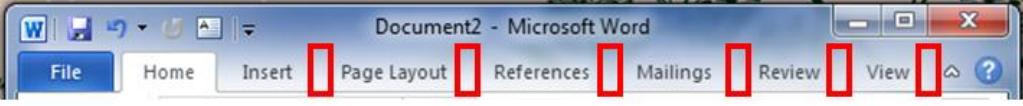
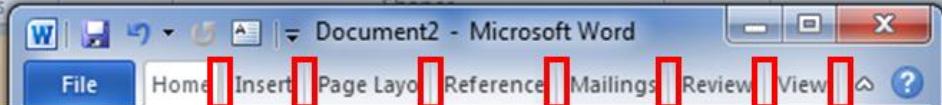
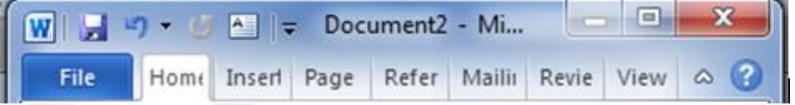
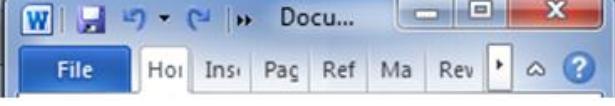
- 1009 8. The horizontal scroll button MUST first appear on the right edge of the Ribbon and the right side of the
1010 Ribbon MUST be cropped.
1011 9. Hovering over the horizontal scroll button MUST NOT cause the Ribbon to scroll.
1012

- 1013 10. Clicking the horizontal scroll button MUST page (not scroll) the Ribbon to the left — that is, the next
 1014 Group to the right MUST be displayed in its entirety, truncating the groups on the left if necessary. When
 1015 the Ribbon is paged all the way to the right, the horizontal scroll arrow MUST be displayed on the left side
 1016 of the Ribbon. (*Note: in the following figure, the left side of the Insert Ribbon is cropped after the user*
 1017 *clicks the horizontal scroll button.*)



- 1018
- 1019 Figure 94: Left arrow appears next to the Ribbon when the tab is paged all the way to the right
- 1020 11. The scroll state for each tab MUST be independent of the scroll state for other tabs in the Ribbon.
- 1021 12. The scrolled state MUST be remembered per tab. If the user navigates to a Tab that was previously
 1022 scrolled, its previous position MUST be displayed. For example, navigating from tab A to tab B, and then
 1023 back to tab A, MUST NOT discard the scrolled position for tab A, regardless of whether the user scrolled
 1024 other Tabs while they were displayed. Resizing the application window SHOULD discard all scrolling
 1025 position persistence.
- 1026 13. The entire Ribbon SHOULD completely disappear when the application window is less than 300 pixels
 1027 wide or 250 pixels tall to provide more space for displaying the document.
- 1028 14. The tab names MUST compress to fit the available space when the application window is horizontally
 1029 resized based on the rules in the following table.

Step 1	Gradually remove empty space to the right of the tabs tab names..
Step 2	Gradually and uniformly remove the padding from both sides of all the tab names until the minimum padding between tab names required to display the tab selection and hover states is reached.
Step 3	Add separator lines between tab names to assist readability.
Step 4	Reduce the width of the tab with the longest name by truncating the text label. Continue reducing the width of the tab (or tabs) with the longest remaining name until all tabs are the same width. Tooltips MUST display the complete names of any tab whose text label is truncated. (NOTE: The minimum padding required to display the tab selection and hover states MUST be maintained.)

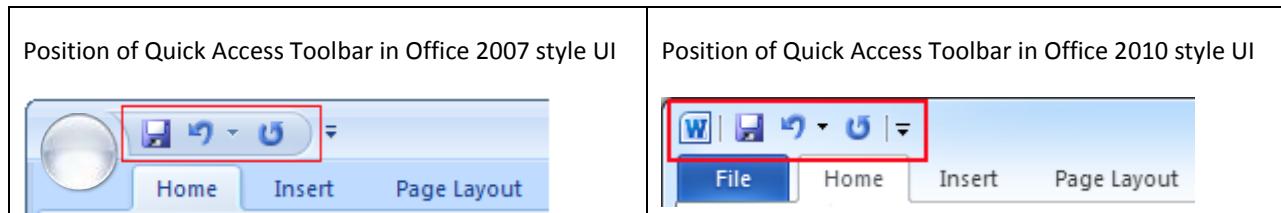
Step 5	Reduce the width of all core tabs equally down to a minimum of about three characters. <i>(NOTE: Contextual tab names SHOULD NOT be truncated until Step 6 below.)</i>
Step 6	Display a horizontal scroll button.
Step 1	 Gradually remove empty space to the right of the tab names
Step 2	 Gradually and uniformly remove the padding from both sides of all the tab names until the minimum padding between tab names required to display the tab selection and hover states is reached.
Step 3	 Add separator lines between tab names to assist readability.
Step 4	Reduce the width of the tab with the longest name by truncating the text label. Continue reducing the width of the tab (or tabs) with the longest remaining name until all Tabs are the same width. Tooltips MUST display the complete names of any tab whose text label is truncated. <i>(NOTE: The minimum padding required for displaying the tab selection and hover states MUST be maintained.)</i>
Step 5	 Reduce the width of all core tabs equally down to a minimum of about three characters. <i>(NOTE: Contextual tab names SHOULD NOT be truncated until Step 6 below.)</i>
Step 6	 Display a horizontal scroll button.

1031 **BEST PRACTICES FOR RIBBON RESIZING**

- 1032 1. Every group that contains more than one control SHOULD have a collapsed group variant defined as its
1033 smallest size variant.
- 1034 2. Groups that contain less frequently used controls SHOULD be displayed smaller before groups that
1035 contain more frequently used controls.
- 1036 3. Controls with 16px x 16px icons that are more familiar to users SHOULD be displayed without labels
1037 before less familiar controls when defining how the Ribbon will be resized. Groups that contain the more
1038 familiar icons SHOULD be reduced in width before groups that contain less familiar controls.

1039 **QUICK ACCESS TOOLBAR (REQUIRED)**

1040 Controls on the Quick Access Toolbar are always available to the user, regardless of which tab is selected in the
 1041 Ribbon. For this reason, the Quick Access Toolbar is the single location in the Microsoft Office UI where controls
 1042 that users always want to be quickly available are displayed. In addition, the Quick Access Toolbar can be
 1043 customized by users to include any control to which they need frequent access, in order to accommodate their
 1044 specific work styles.



1045

1046 **REQUIREMENTS FOR QUICK ACCESS TOOLBAR**

1047 The Quick Access Toolbar requirements outlined below **MUST** be implemented if any of the following elements of
 1048 the Microsoft Office UI are implemented: Application Menu, Ribbon, tabs, groups, controls Ribbon Resizing, visual
 1049 appearance, or keyboard access. For more details, see the Implementation Requirements.

1050 **DISPLAYING THE QUICK ACCESS TOOLBAR**

1051 1. The Quick Access Toolbar **SHOULD** be positioned by default in the application title bar. If a custom
 1052 application title bar has not been implemented, then the Quick Access Toolbar **MUST** be displayed
 1053 immediately below the application title bar.

1054 2. The Quick Access Toolbar **MUST** be positioned by default at the top of the application window, above the
 1055 Ribbon tabs.

1056 a. The Quick Access Toolbar **MUST** be positioned to the right of the Application Button in the Office
 1057 2007 style UI.

1058 b. The Quick Access Toolbar **MUST** be left aligned in the application window in the Office 2010 style
 1059 UI.

1060 3. The height of the Quick Access Toolbar **MUST** be no taller than the height required to display one 16px by
 1061 16px icon at 96 dpi and the various button states it requires, about 22 pixels in height.

1062 4. The Quick Access Toolbar **MUST** display only one row of controls. The Quick Access Toolbar **MUST NOT**
 1063 display more than one row of controls.

1064 5. The Quick Access Toolbar **MUST** always be displayed, regardless of which tab is selected on the Ribbon.

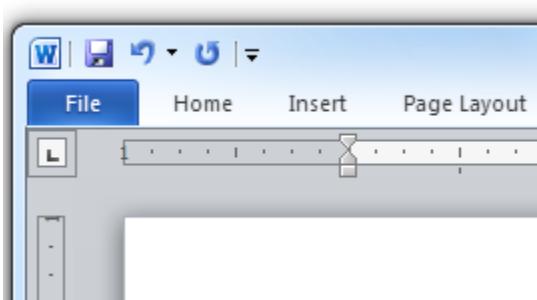
1065 6. The controls on the Quick Access Toolbar **MUST NOT** dynamically change when different tabs are selected
 1066 in the Ribbon or when different objects are selected in the document.

- 1067 7. Controls MUST NOT automatically appear or disappear on the Quick Access Toolbar.
- 1068 8. Controls on the Quick Access Toolbar MUST support the control states described in the Controls section.
1069 For example, the Undo control MUST be displayed using the disabled state when the criteria required for
1070 its activation has not been satisfied. (*Note: in the following figure, the Undo control is displayed using the*
1071 *disabled state to indicate that it is not active.*)



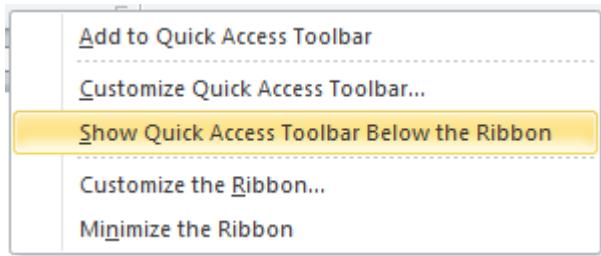
1072 Figure 95: Undo control is displayed using the disabled state to indicate that it is not active

- 1074 9. The Quick Access Toolbar MUST be able to display all types of controls that can be displayed on the
1075 Ribbon. Available controls MUST include, but need not be limited to, buttons, menus, Split Buttons,
1076 combo boxes, galleries, spinner controls, and check boxes.
- 1077 10. Controls displayed on the Quick Access Toolbar MUST be no larger than the height of the Quick Access
1078 Toolbar (roughly 22 pixels at 96 dpi).
- 1079 11. Text labels SHOULD NOT be displayed for controls on the Quick Access Toolbar.
- 1080 12. Users MUST NOT be able to manually resize the Quick Access Toolbar. It MUST resize automatically (see
1081 the section “Displaying Many Controls in the Quick Access Toolbar”).
- 1082 13. The Quick Access Toolbar MUST be displayed when the Ribbon is minimized. (*Note: in the following*
1083 *figure, the Quick Access Toolbar is still displayed when the Ribbon is minimized.*)



1084 Figure 96: The Quick Access Toolbar displayed with the Ribbon minimized

- 1086 14. Right-clicking anywhere on the Ribbon SHOULD provide the option to “Show Quick Access Toolbar Below
1087 the Ribbon.” (*Note: in the following figure, the option to “Show the Quick Access Toolbar Below the*
1088 *Ribbon” appears on the context menu of the Ribbon.*)

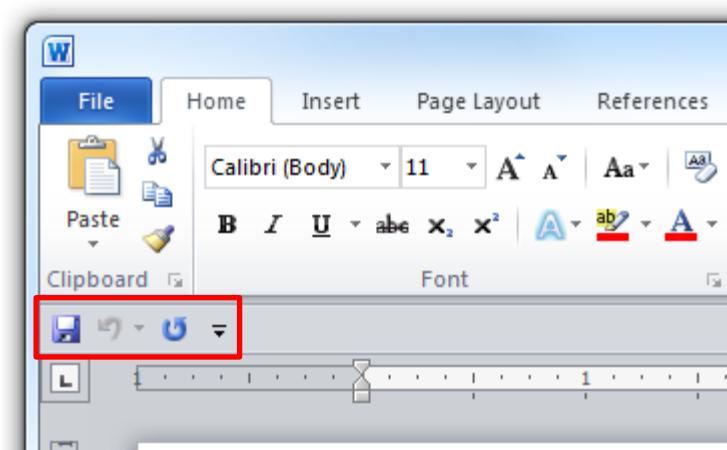


1089

1090

Figure 97: The option to “Show the Quick Access Toolbar Below the Ribbon”

- 1091 15. Choosing “Show Quick Access Toolbar Below the Ribbon”, if the option is implemented, from the right-
1092 click menu MUST display the Quick Access Toolbar below the Ribbon. (Note: in the following figure, the
1093 Quick Access Toolbar is displayed below the Ribbon.)



1094

1095

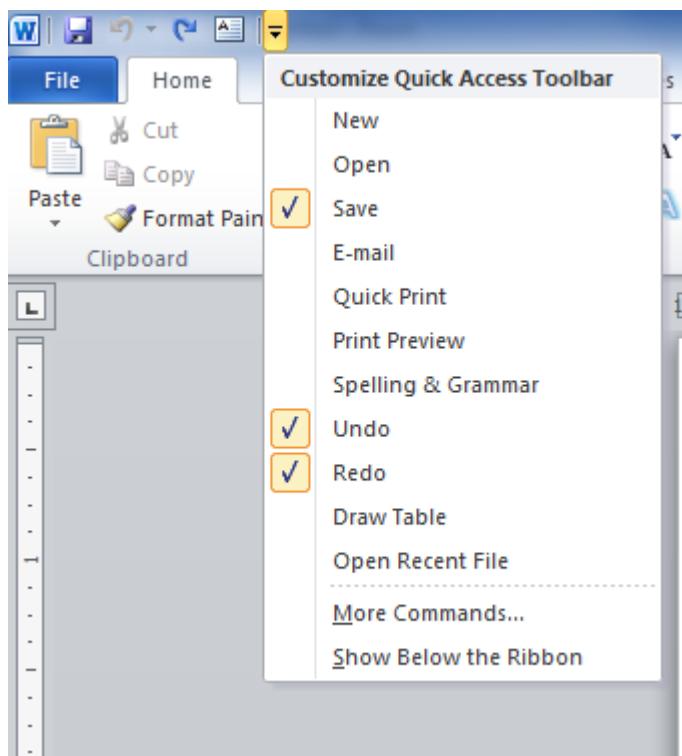
Figure 98: Quick Access Toolbar below Ribbon

- 1096 16. When the Quick Access Toolbar is displayed below the Ribbon, it MUST extend the entire width of the
1097 application window, and its height MUST be no taller than the height required to display a single row of
1098 small controls using 16px by 16px icons at 96 dpi.
1099 17. The Quick Access Toolbar MUST display only one row of controls when displayed below the Ribbon. The
1100 Quick Access Toolbar MUST NOT display more than one row of controls when displayed below the
1101 Ribbon.
1102 18. If the Quick Access Toolbar is displayed below the Ribbon when the application is closed, then the Quick
1103 Access Toolbar MUST be displayed below the Ribbon when the application is next opened.
1104

1105 CUSTOMIZING THE QUICK ACCESS TOOLBAR

1106 Users SHOULD be able to customize the Quick Access Toolbar. The requirements outlined below are REQUIRED if
1107 Quick Access Toolbar customization is implemented.

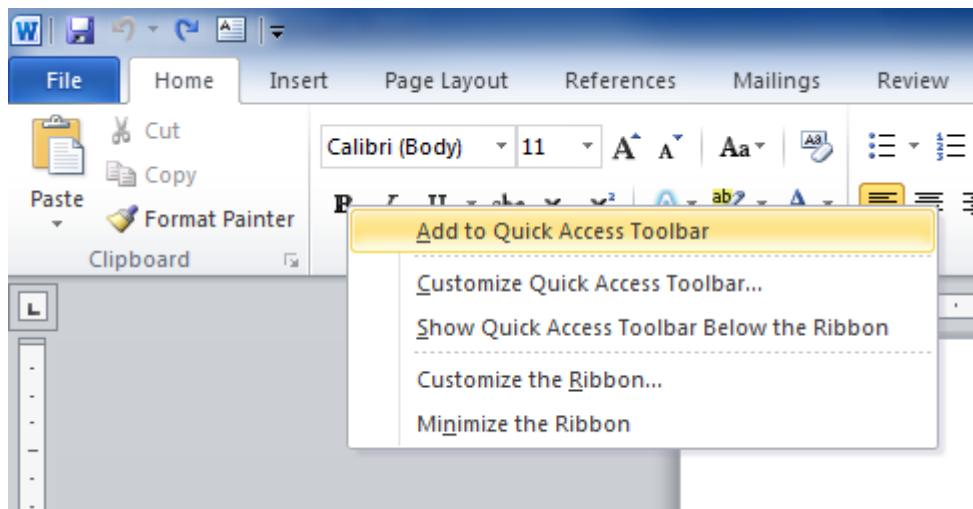
1108 1. A dropdown arrow MUST be displayed on the right side of the Quick Access Toolbar. Clicking the
1109 dropdown arrow MUST display the “Customize Quick Access Toolbar” menu. This menu SHOULD provide
1110 a list of controls that users frequently add to the Quick Access Toolbar. (*Note: in the following figure, the*
1111 *common options are available in the Customize Quick Access Toolbar menu.*)



1112

Figure 99: Customize Quick Access Toolbar menu

- 1113 2. The “Customize Quick Access Toolbar” menu MAY include a launcher to a more robust customization
1114 experience. In Office, the “More Commands...” option in the menu launches a dialog with a more robust
1115 customization experience.
1116
- 1117 3. Right-clicking on any control in the Ribbon MUST provide the option to add that control to the Quick
1118 Access Toolbar. Choosing the “Add to Quick Access Toolbar” option MUST add the control to the Quick
1119 Access Toolbar. (*Note: in the following figure, the “Add to Quick Access Toolbar” option is displayed in the*
1120 *context menu of a control.*)

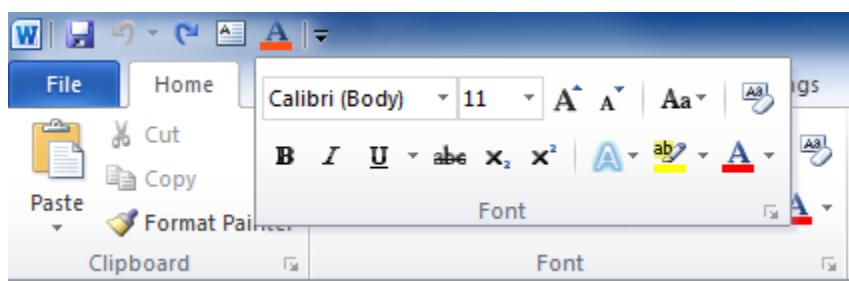


1121

1122

Figure 100: Context menu of a control in the Ribbon

- 1123 4. Right-clicking on any group label MUST provide the option to add the entire group to the Quick Access Toolbar. Groups that are added to the Quick Access Toolbar MUST be displayed using small button controls.
- 1124
- 1125
- 1126 5. Clicking on a group control in the Quick Access Toolbar MUST display the entire group using the same layout as the group would use if it were collapsed in the Ribbon. (*Note: in the following figure, the layout for the Font group that was displayed by clicking the Font group icon on the Quick Access Toolbar is the same as the “large” layout.*)
- 1127
- 1128
- 1129



1130

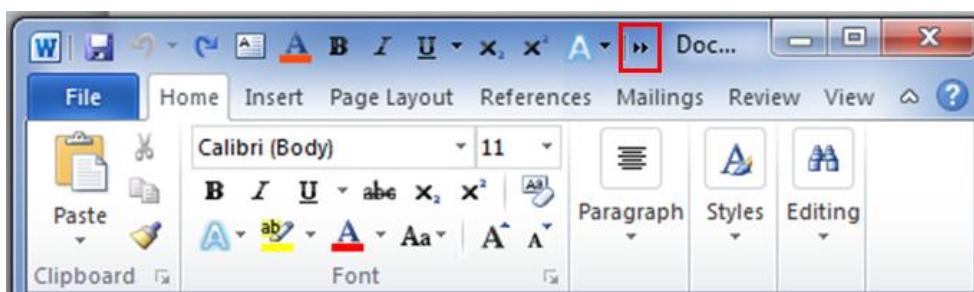
1131

Figure 101: The layout for the Font group that was displayed by clicking the Font group icon on the Quick Access Toolbar

1132

1133 DISPLAYING MANY CONTROLS IN THE QUICK ACCESS TOOLBAR

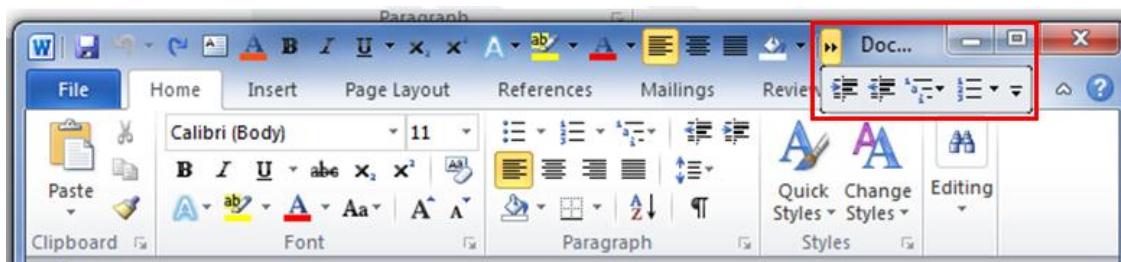
- 1134 1. When the width of the application window is too small to display all the controls in the Quick Access Toolbar on one row, a right-pointing double arrow MUST be displayed on the right side of the Quick Access Toolbar. (*Note: in the following figure, a right-pointing double arrow is added on the right side of the Quick Access Toolbar.*)
- 1135
- 1136
- 1137



1138

Figure 102: The right-pointing double arrow on the right side of the Quick Access Toolbar

- 1139 2. Clicking the right-pointing double arrow MUST display an overflow Quick Access Toolbar, which contains the controls that do not fit on the Quick Access Toolbar. (*Note: in the following figure, the overflow Quick Access Toolbar displayed when a user clicks the right-pointing double arrow.*)
- 1140
- 1141
- 1142



1143

Figure 103: The overflow Quick Access Toolbar displayed when a user clicks the right-pointing double arrow

1144 BEST PRACTICES FOR THE QUICK ACCESS TOOLBAR

- 1145 1. The Quick Access Toolbar SHOULD display by default only those controls that users need most frequently when using the application.
- 1146 2. More than five controls SHOULD NOT be displayed by default on the Quick Access Toolbar.
- 1147 3. More than twenty controls SHOULD NOT be displayed in the Customize Quick Access Toolbar menu.
- 1148 4. The Customize Quick Access Toolbar menu SHOULD include a "More Controls..." option that displays a dialog box where users SHOULD be able to add any control in the application to the Quick Access Toolbar.
- 1149 5. The Customize Quick Access Toolbar menu SHOULD include the "Show Below the Ribbon" option and the "Minimize the Ribbon" option.
- 1150
- 1151
- 1152
- 1153
- 1154

1155 **VISUAL APPEARANCE (REQUIRED)**

1156 This section describes the visual appearances of both the Microsoft Office 2010 UI and the Microsoft Office 2007
1157 UI. There are different requirements for the visual appearance with the 2007 and 2010 versions of the UI.
1158 Implementers MUST choose only one of the two versions of visuals and MUST use it consistently. No hybrids of
1159 these features are acceptable except where explicitly noted. Licensed UI MUST have an overall visual appearance
1160 that is consistent with either the 2007 or 2010 version.

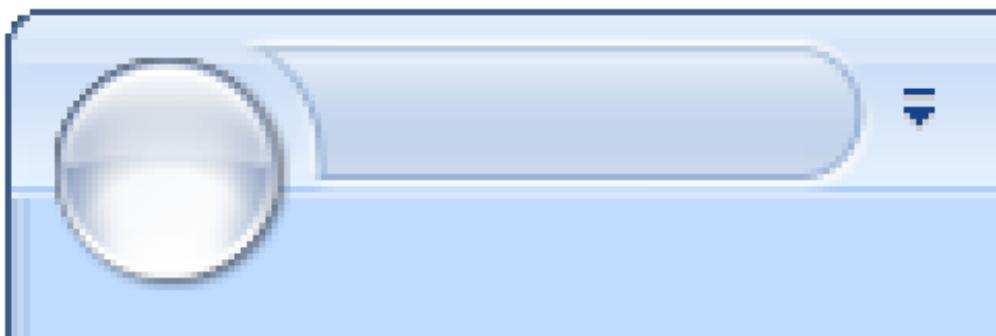
1161 Below you will find two different sections. One for Microsoft Office 2007 UI Visual Appearance Requirements and
1162 then a second section for Microsoft Office 2010 UI Visual Appearance Requirements.

1163 **MICROSOFT OFFICE 2007 UI VISUAL APPEARANCE REQUIREMENTS**

1164 The Visual Appearance requirements outlined below MUST be implemented if any of the Microsoft Office 2007 UI
1165 Visuals are implemented.

1166 **APPLICATION BUTTON**

- 1167 1. The Application Button MUST be round.
- 1168 2. The Application Button MUST have approximately a 36-pixel diameter at 96 dpi.
- 1169 3. The Application Button MUST be positioned in the upper-left corner of the application window.
- 1170 4. The top half of the Application Button SHOULD be positioned in the application title bar. (*Note: in the*
1171 *following figure, the top half of the Application Button is in the application title bar.*)



1172 **Figure 104: Figure showing the position of the Application Button**

- 1173 5. The Application Button MUST display the application or company logo.
- 1174 6. The Application Button SHOULD NOT display text unless it is part of the application logo.
- 1175 7. The Application Button MUST have a background gradient that is visually distinct from the background
1176 used for the Application Title Bar, the Quick Access Toolbar, and the tabs on the Ribbon.
- 1177 8. The Application Button SHOULD have a background gradient that creates the appearance of a three-
1178 dimensional, rounded button with a shiny, glass-like visual appearance. (*Note: in the following figure, the*

1179 *background gradient creates a three-dimensional, rounded-button appearance for the Application*
1180 *Button.)*



1181 **Figure 105: The Application Button appearance**

- 1182 9. The Application Button SHOULD display an orange hover effect when the mouse hovers over the
1183 Application Button.
- 1184 10. The mouse hover effect displayed for the Application Button SHOULD have a gradient that creates the
1185 visual appearance of a protruding, rounded button when the mouse hovers over the Application Button.
1186 *(Note: in the following figure, the hover effect shows a selected button.)*



1187 **Figure 106: Application Button on hover effect**

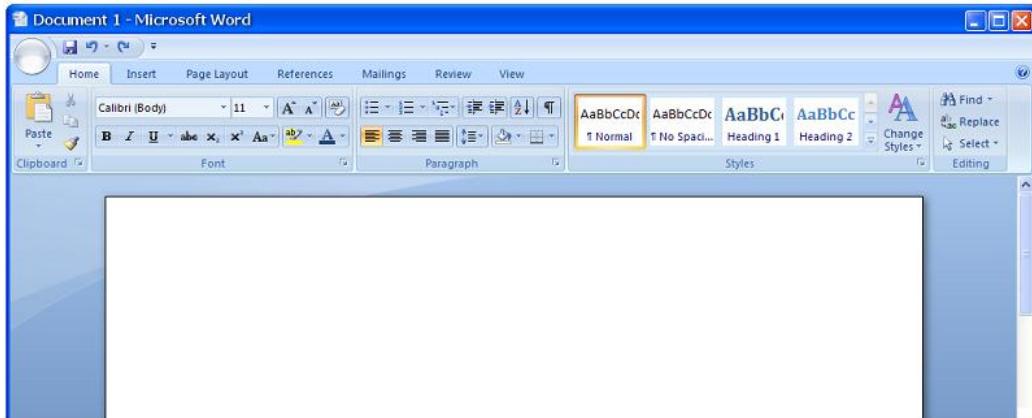
- 1189 11. The mouse hover effect displayed for the Application Button SHOULD gradually fade out (a transitional
1190 fade effect) when the mouse is moved off of the Application Button. The mouse hover effect SHOULD
1191 NOT immediately disappear when the mouse is moved off of the Application Button.
- 1192 12. The Application Button SHOULD display a dark-orange gradient when the Application Button is pressed or
1193 when the Application Menu is open. *(Note: in the following figure, a dark-orange gradient is shown for
1194 the pressed Application Button.)*



1195 **Figure 107: Application Button on-click effect**

1197 POSITION OF UI ELEMENTS

- 1198 1. If a custom application title bar has not been implemented, then all elements of the Microsoft Office 2007
1199 UI MUST be shifted down, immediately beneath the title bar. (*Note: in the following figure, the position*
1200 *of the elements has been shifted down for an application where a custom title bar was not implemented.*)



1201

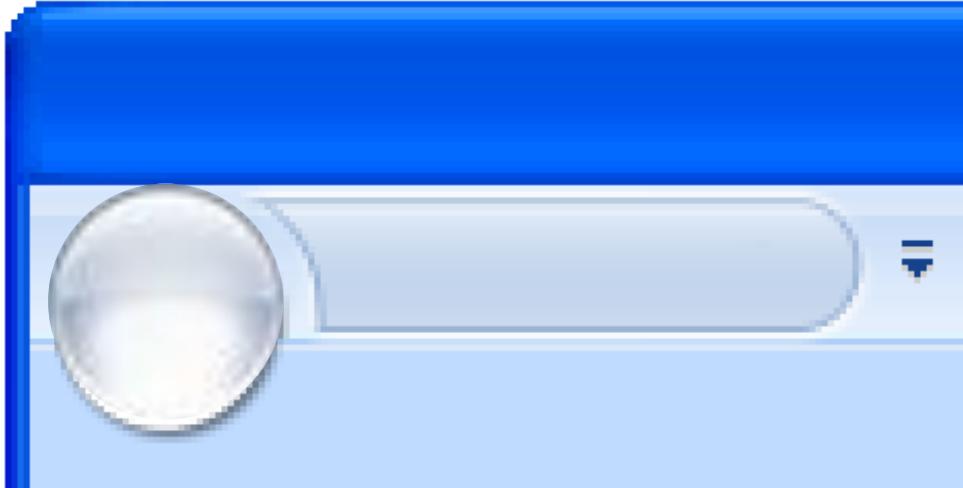
1202 Figure 108: Office 2007 UI elements in an application without a custom title bar

1203 QUICK ACCESS TOOLBAR

1204 NOTE: A Quick Access Toolbar SHOULD be implemented. The following requirements MUST be implemented if the
1205 Quick Access Toolbar is implemented with the 2007 style UI:

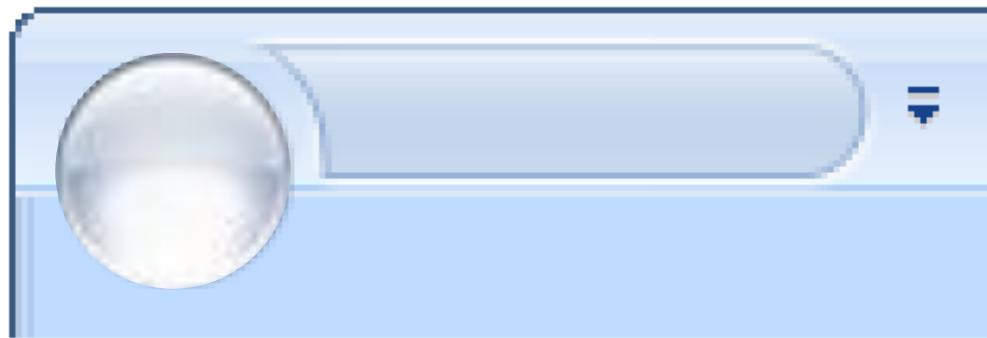
- 1206 1. The Quick Access Toolbar MUST be positioned by default at the top of the application window and MUST
1207 be positioned to the right of the Application Button.
- 1208 2. The Quick Access Toolbar SHOULD be positioned by default in the application title bar.

- 1209 3. If a custom application title bar has not been implemented, then the Quick Access Toolbar MUST be
1210 displayed immediately below the application title bar. (*Note: in the following figure, the position of the*
1211 *Quick Access Toolbar is below the title bar in an application where a custom title bar is not implemented.*)
1212



1213

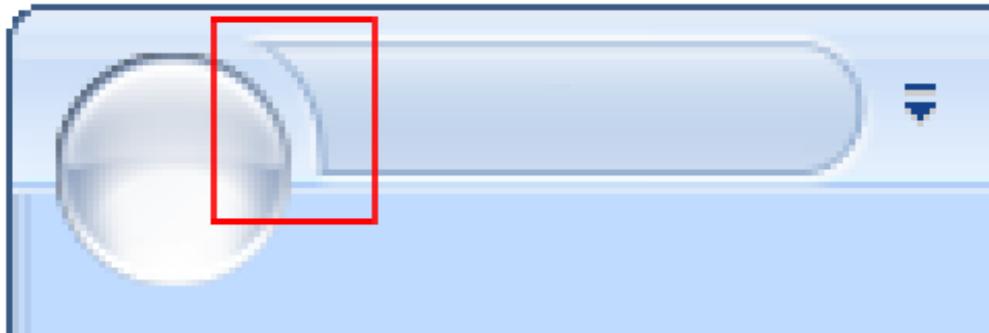
- 1214 **Figure 109: The position of the Quick Access Toolbar when a custom title bar is not implemented**
- 1215 4. The Quick Access Toolbar MUST be approximately 22 pixels tall at 96 dpi.
- 1216 5. The Quick Access Toolbar MUST NOT be attached to the Application Button. A few pixels of space (~ 6-10
1217 pixels at 96 dpi) MUST exist between the Application Button and the Quick Access Toolbar to create the
1218 appearance of two visually distinct UI elements.
- 1219 6. The Quick Access Toolbar MUST have a border.
- 1220 7. The border of the Quick Access Toolbar MUST consist of a dark and light line to create the visual
1221 appearance that the Quick Access Toolbar is carved into the Application Title Bar. (*Note: in the following*
1222 *figure, the Quick Access Toolbar appears as if it were carved into the application title bar.*)



1223

- 1224 **Figure 110: the Quick Access Toolbar appears as if it were carved into the application title bar**
- 1225 8. The left border of the Quick Access Toolbar SHOULD have a convex curve that follows the same curve as
1226 the Application Button. The center of the circle used to create this convex curve SHOULD be positioned at
1227 the center of the Application Button to ensure that the convex curve follows the same curve as the

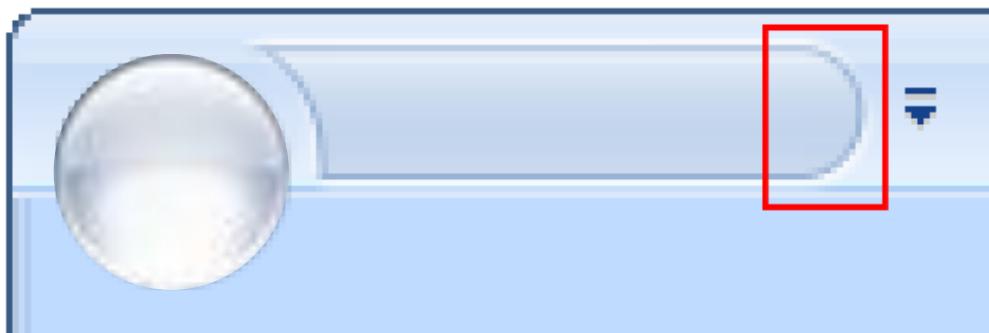
- 1228 Application Button. (*Note: in the following figure, the shape of the curve on the left border of the Quick*
1229 *Access Toolbar follows the shape of the Application Button.*)



1230

1231 **Figure 111: The shape of the curve on the left border of the Quick Access Toolbar**

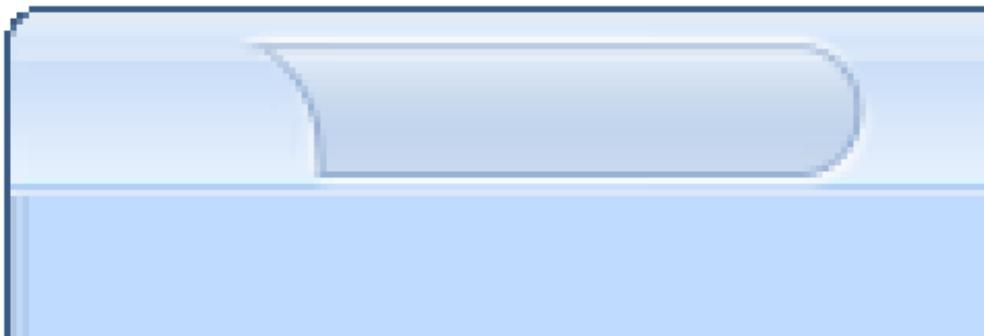
- 1232 9. The right border of the Quick Access Toolbar SHOULD have a concave curve. The radius of the curve
1233 SHOULD equal the radius of a circle positioned in the center of the application title bar. The radius of the
1234 concave curve on the right border MUST NOT equal the radius of the convex curve on the left border.
1235 (*Note: in the following figure, the shape of the curve on the right border of the Quick Access Toolbar is*
1236 *different from the convex curve in the previous figure.*)



1237

1238 **Figure 112: The shape of the curve on the right border of the Quick Access Toolbar**

- 1239 10. The Quick Access Toolbar SHOULD have a slight gradient that creates a beveled visual appearance. The
1240 gradient used for the Quick Access Toolbar SHOULD be different from the gradient used for the
1241 application title bar to create the visual appearance that the Quick Access Toolbar protrudes from the
1242 application title bar. (*Note: in the following figure, the Quick Access Toolbar has a gradient that differs*
1243 *from the gradient used in the application title bar and thus appears to protrude from the application title*
1244 *bar.*)



1245

1246 [Figure 113: The Quick Access Toolbar appears to protrude from the application title bar](#)

1247 11. If the application implements a “Customize Quick Access Toolbar” menu, then the Quick Access Toolbar
1248 MUST have a dropdown arrow positioned on the right side of the Quick Access Toolbar. (Note: *in the*
1249 *following figure, the location of the dropdown arrow is to the right of the Quick Access Toolbar.*)



1250

1251 [Figure 114: The location of the dropdown arrow on the right of the Quick Access Toolbar](#)

1252 12. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST be represented using the
1253 icon in the following figure. The icon MUST display a horizontal straight line over a down arrow.



1254

1255 [Figure 115: Drop down arrow used in the Quick Access Toolbar to access “Customize Quick Access Toolbar”](#)

1256 13. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST NOT be attached to the
1257 Quick Access Toolbar (i.e., within the border of the Quick Access Toolbar). A few pixels of space (~ 5 pixels
1258 at 96 dpi) MUST exist between the Quick Access Toolbar and the dropdown arrow to create the
1259 appearance of two visually distinct UI elements.
1260 14. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST NOT have a border and thus
1261 MUST NOT be displayed as a toolbar button. It MUST have a flat visual appearance in the normal state.

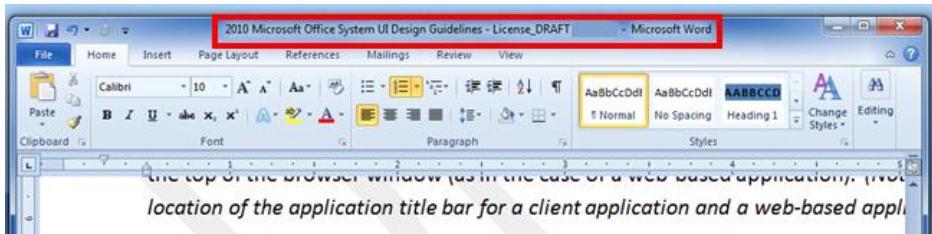
1262 15. The dropdown arrow for the “Customize Quick Access Toolbar” menu SHOULD have three states: normal,
1263 hover, and pressed. The table below illustrates the three dropdown arrow states for the Microsoft Office
1264 2010 UI.

Drop Down Arrow States	
	Normal
	Hover
	Pressed

1265 **APPLICATION TITLE BAR**

1266 The requirements in this section are REQUIRED for all applications that license the Microsoft Office UI and use the
1267 2007 style. These include applications that implement a custom application title bar, applications that do not
1268 implement a custom application title, and web-based applications developed to run in a web browser.

- 1269 1. A custom application title bar SHOULD be implemented for the Microsoft Office 2007 UI.
- 1270 2. If a custom application title bar is not implemented, then the application title bar requirements defined in
1271 this section MUST be displayed below the application title bar (in the case of a client application) or at the
1272 top of the browser window (in the case of a web-based application). (*Note: in the following figures, the*
1273 *location of the application title bar is shown for a client application and a web-based application.*)



1274

1275 Figure 116: The location of the application title bar for a client application

1276

1277

1278

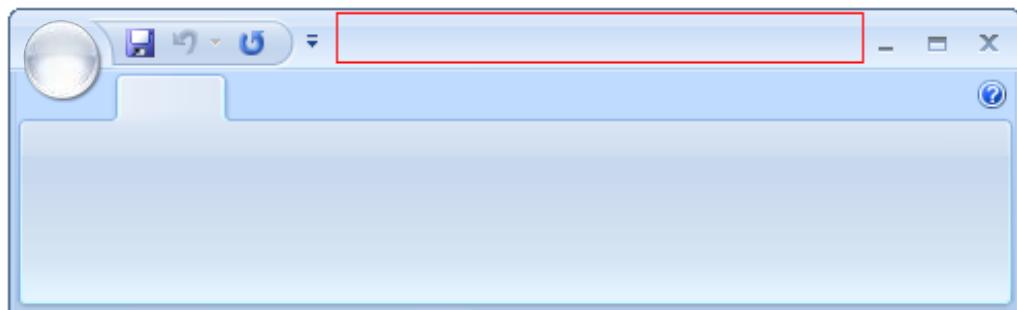
1279



1280
1281

Figure 117: The location of the application title bar for a web-based application

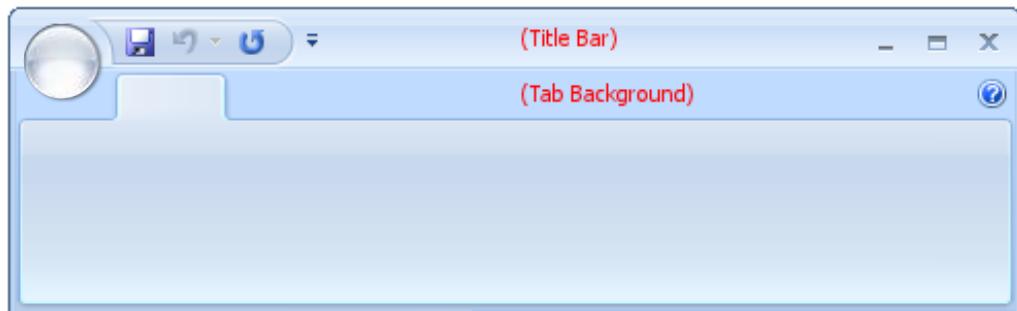
- 1282 3. The application title bar MUST be approximately 30 pixels tall at 96 dpi.
- 1283 4. The application title bar SHOULD have a gradient that creates a beveled visual appearance. (Note: in the
1284 following figure, a gradient is used to create a beveled visual appearance.)



1285

1286 Figure 118: A gradient is used to create a beveled visual appearance

- 1287 5. The application title bar SHOULD be visually distinct from the Tab background. (Note: in the following
1288 figure, the application title bar has a gradient, while the tab background does not.)



1289

1290 Figure 119: The application title bar has a gradient, while the tab background does not

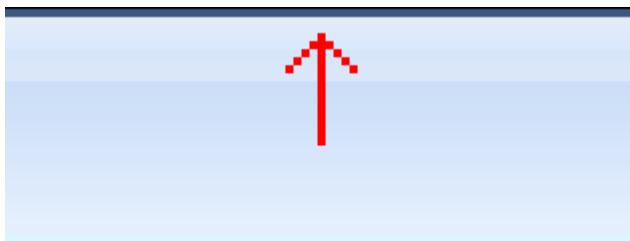
- 1291 6. The application title bar SHOULD have a border line at the base of the title bar to visually separate the
1292 title bar from the tab background. (Note: in the following figure, the border line between the application
1293 title bar (top) and the tab background (bottom).)



1294

1295 **Figure 120: The border line between the application title bar (top) and the tab background (bottom)**

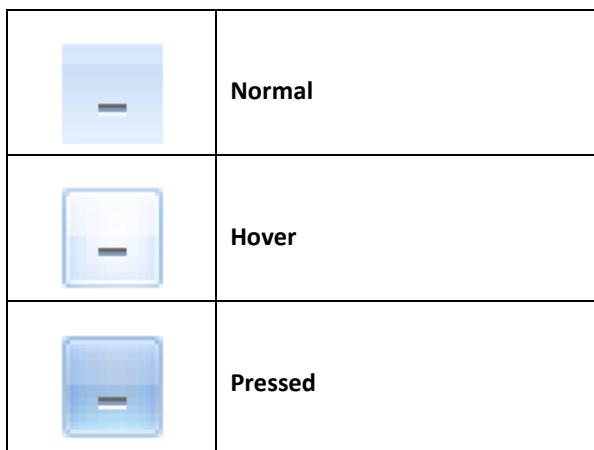
- 1296 7. For applications that implement a custom title bar, a dark border line at the top of the title bar MUST be
1297 displayed when the application is in the restored state (i.e., not maximized). This border SHOULD extend
1298 around the entire application window when the application is in the restored state. (*Note: in the*
1299 *following figure, a border line at the top of the application title bar is displayed when the application*
1300 *window is in the restored state.*)



1301

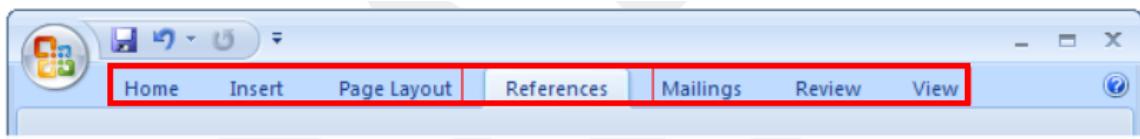
1302 **Figure 121: The border line at the top of the application title bar, displayed when the application window is in the restored state**

- 1303 8. For applications that implement a custom title bar, the document and application names MUST be follow
1304 these requirements:
- 1305 a. The document and application names displayed in the application title bar.
- 1306 9. The document and application names MUST be centered in the application title bar when no contextual
1307 tabs are displayed.
- 1308 10. The document and application names MUST be displayed using the following naming convention:
1309 “Document Name – Application Name”.
- 1310 11. For applications that implement a custom title bar, the font color used to display the document name
1311 MUST be monochromatic. The font color used to display the application name SHOULD be blue when the
1312 application window is active.
- 1313 12. For applications that implement a custom title bar, the caption buttons displayed in the application title
1314 bar MUST be monochromatic and SHOULD have three states: normal, hover, and pressed. The table
1315 below illustrates the three caption button states for the Microsoft Office 2007 UI.



1316 TABS

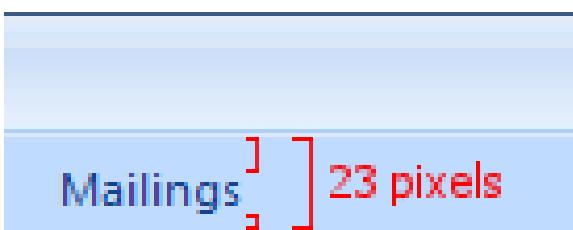
- 1317 1. Tabs MUST be displayed below the Application Title Bar and above the Ribbon.
- 1318 2. The tab background SHOULD NOT have a color or gradient different from the background of the ribbon UI area itself. It MUST appear flat. (*Note: in the following figure, the tab background does not have a gradient.*)
- 1319
- 1320



1321

1322 **Figure 122: The References tab has a different color gradient than the background**

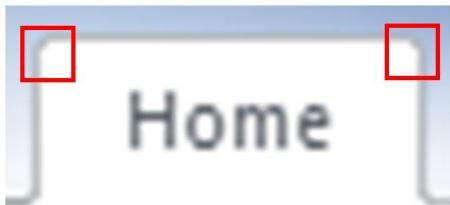
- 1323 3. The tab background MUST be 23 pixels high at 96 dpi.



1324

1325 **Figure 123: The height of the tab background and the relative position of the tab name**

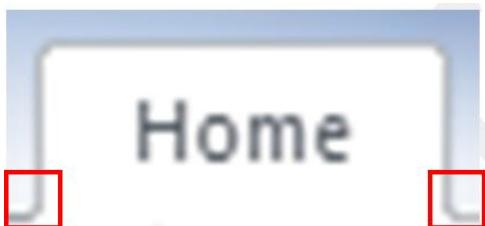
- 1326 4. Tab names MUST NOT be vertically centered in the tab background. Tab names MUST be slightly offset towards the bottom of the tab background.
- 1327
- 1328 5. The selected tab SHOULD have the visual appearance of a tab with rounded upper corners. (*Note: in the following figure, the upper corners of the selected tab are rounded.*)
- 1329



1330

1331 **Figure 124: Rounded corners of the tab**

- 1332 6. The selected tab **SHOULD** curve at the lower corners where the tab meets the Ribbon, to create the visual
1333 appearance that the tab is connected to the Ribbon. (*Note: in the following figure, the curve at the lower*
1334 *corners of the selected tab connects it to the Ribbon.*)



1335

1336 **Figure 125: Rounded bottom edges of the tab**

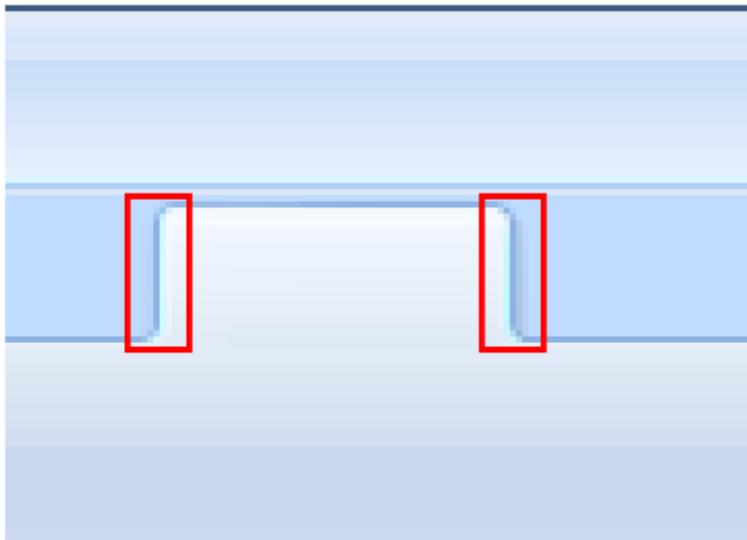
- 1337 7. The selected tab **SHOULD** have a slight shadow to create the three-dimensional visual appearance that
1338 the selected tab is raised above the tab background. (*Note: in the following figure, the shadow on the*
1339 *right side of the selected tab suggests that the Tab is raised above the Tab background.*)



1341

1342 **Figure 126: Shadow next to the tab**

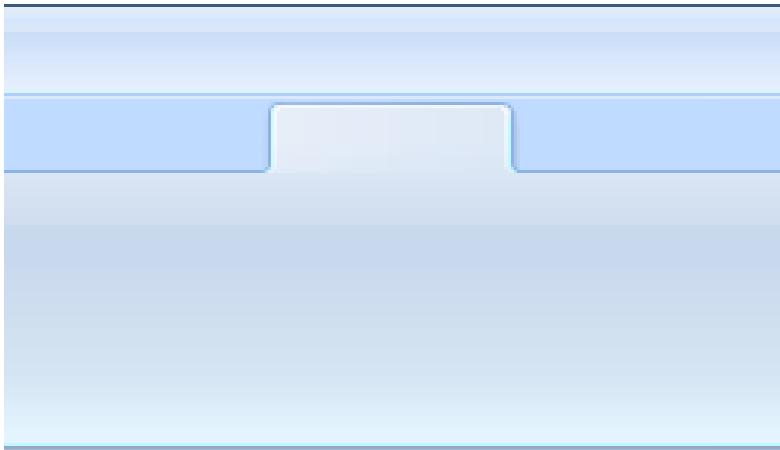
- 1343 8. The selected tab SHOULD have highlights displayed on both sides of the selected tab to create the three-dimensional visual appearance of the tabs. (*Note: in the following figure, the white and light blue highlight lines displayed on each side of the selected tab.*)



1346

1347 Figure 127: Light blue highlight lines displayed on each side of the selected tab

- 1348 9. The background used for selected tabs SHOULD have a gradient. The background gradient used for the
1349 Ribbon SHOULD extend into the selected tab. (*Note: in the following figure, how the background gradient
1350 for the Ribbon extends into the background for the selected tab.*)



1351

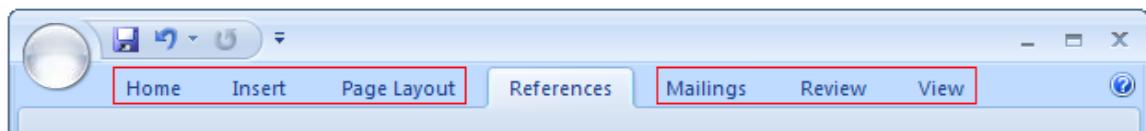
1352 Figure 128: The background gradient for the Ribbon extends into the background for the selected tab

- 1353 10. Different tab states MUST be represented. Tab states SHOULD include: normal, hover, selected, and
1354 hover selected. The table below describes the four tab states REQUIRED for the Microsoft Office 2007 UI
1355 visuals.

Home	Normal. No Tab demarcation lines are drawn around the Tab.
------	------------------------------------------------------------

	Hover. The tab is displayed as a rounded rectangle with a linear gradient that extends from the base and sides to the center. No curve is displayed at the bottom corner of the tab.
	Selected. The tab is displayed with a background color that is lighter than the unselected tabs. The tab is drawn with curved bottom corners.
	Hover Selected. A glow effect is created by displaying a brighter color that fades a few pixels outside and inside the tab demarcation line.

- 1356 11. Unselected tabs MUST NOT have the visual appearance of a tab. Unselected tabs MUST have a flat visual
 1357 appearance. (*Note: in the following figure, only the selected tab (i.e., References) has the visual*
 1358 *appearance of a tab. All unselected tabs do not have the visual appearance of a tab.*)

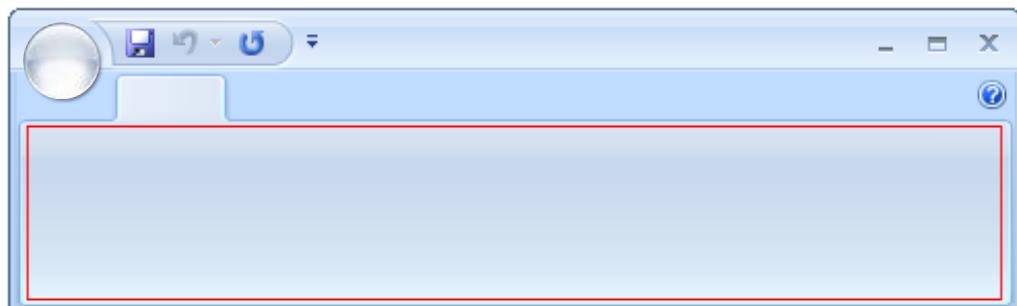


1359

1360 Figure 129: Unselected tabs have a flat visual appearance

1361 RIBBON BACKGROUND

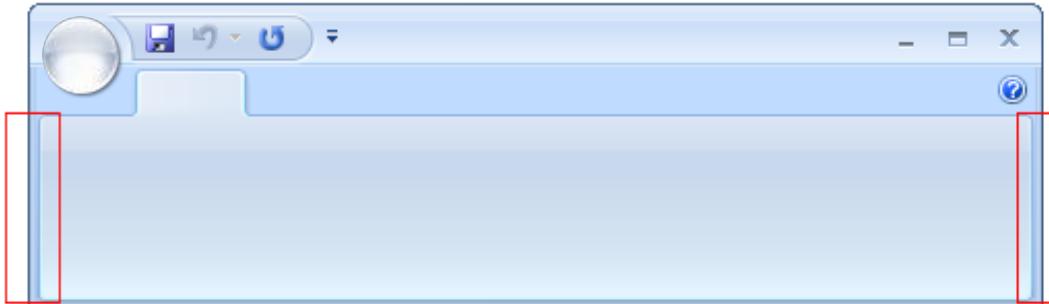
- 1362 1. The Ribbon background MUST be approximately 91 pixels tall at 96 dpi
 1363 2. The Ribbon background SHOULD have a gradient that creates a beveled visual appearance. (*Note: in the*
 1364 *following figure, the gradient for the Ribbon background.*)



1365

1366 Figure 130: The gradient for the Ribbon background creates a beveled visual appearance

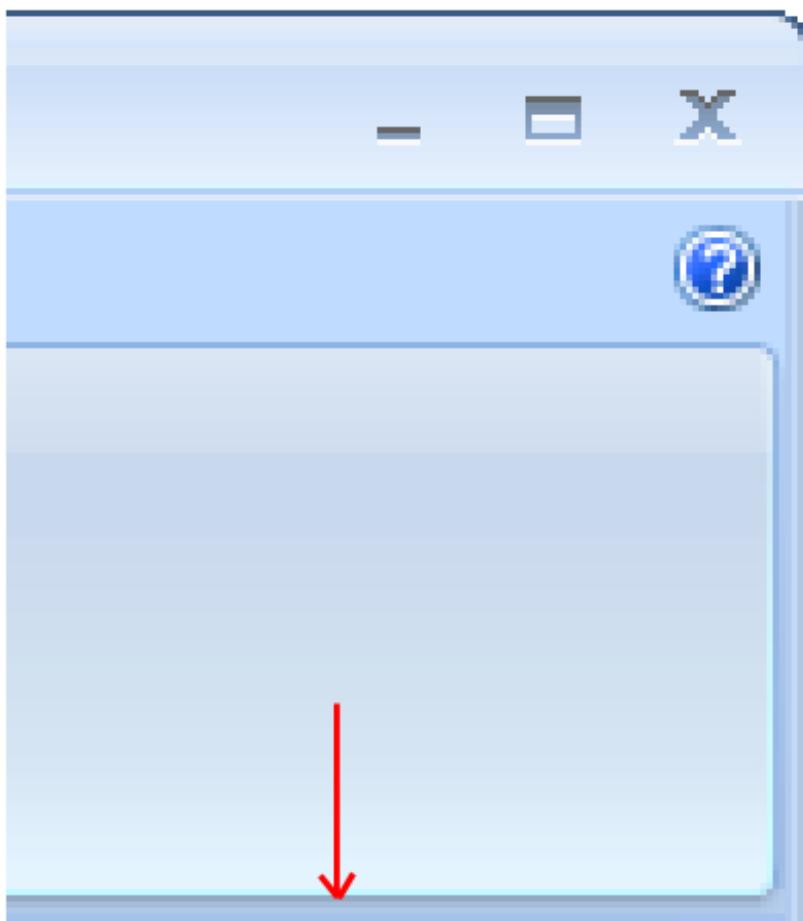
1367 3. The Ribbon background MUST NOT extend to the sides of the application window. A few pixels of space
1368 (~ 5 pixels at 96 dpi) MUST exist between the sides of the Ribbon background and the sides of the
1369 application window to create the visual appearance that the Ribbon is a distinct UI element. (*Note: in the*
1370 *following figure, the space between the sides of the Ribbon background and the application window.*)



1371

1372 **Figure 131: The Ribbon does not extend beyond the sides of the application window – there is space between the sides of the**
1373 **Ribbon background and the application window**

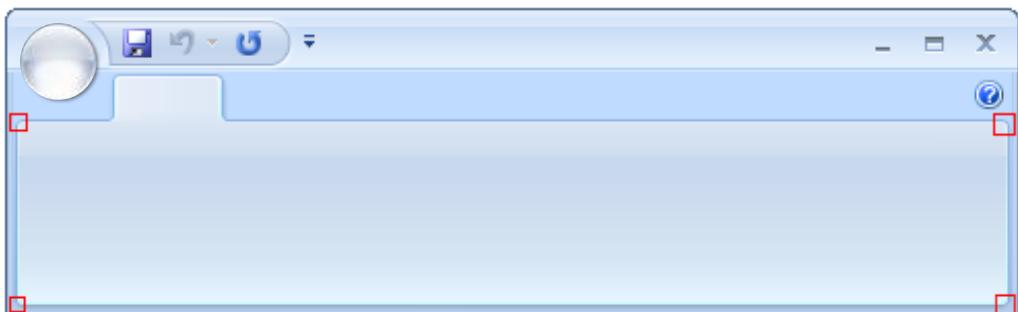
- 1374 4. The Ribbon background SHOULD have a drop shadow to create the visual appearance that the Ribbon is
1375 floating on top of the application workspace. (*Note: in the following figure, the drop shadow on the*
1376 *Ribbon background.*)



1377

1378 **Figure 132: The drop shadow on the Ribbon background**

- 1379 5. The corners of the Ribbon background SHOULD be rounded. (*Note the rounded corners of the Ribbon*
1380 *background in the figure below.*)



1381

1382 **Figure 133: The rounded corners of the Ribbon**

1383 GROUPS

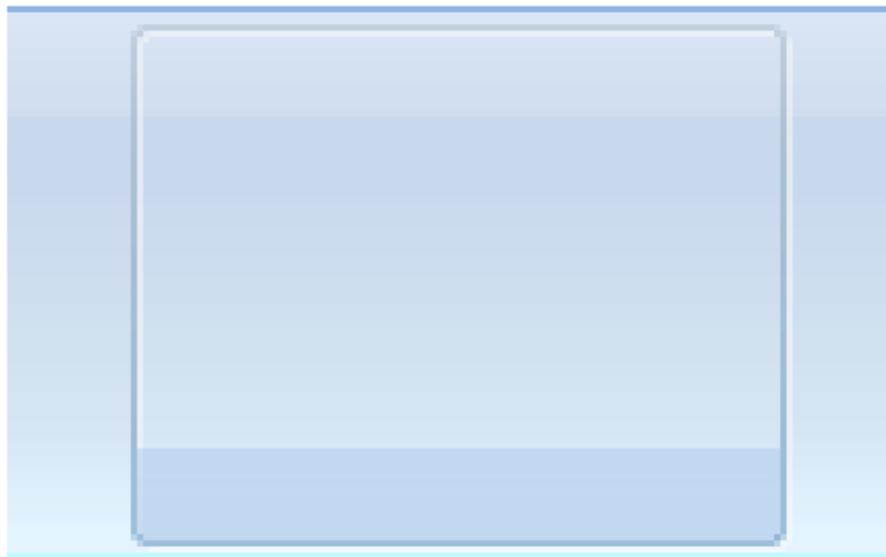
- 1384 1. All controls MUST be displayed in groups positioned within the Ribbon background.
- 1385 2. Groups MUST have a border to create the visual appearance of distinct UI elements. (*Note: in the*
1386 *following figure, the groups appear distinct from one another.*)



1387

1388 **Figure 134: Groups have borders to create visual appearance of distinct UI elements**

- 1389 3. Groups SHOULD have a border comprised of a dark and light line to create the visual appearance that the
1390 group is carved into the Ribbon background. (*Note: in the following figure, the use of the dark and light*
1391 *colored lines to create the visual appearance that the group is carved into the Ribbon background.*)



1392

1393 **Figure 135: Example of the use of the dark and light colored lines to create the visual appearance that the group is carved into the**
1394 **Ribbon background**

- 1395 4. The corners of the groups SHOULD be rounded. (*Note: in the following figure, the rounded group*
1396 *corners.*)



1397

1398 **Figure 136: Rounded corners on group borders**

- 1399 5. Groups SHOULD have a gradient fill that is identical to the gradient used for the Ribbon background.
1400 6. A few pixels of space (~ 2 pixels at 96 dpi) MUST exist between groups displayed on the Ribbon
1401 background to create the visual appearance of unique UI elements. (*Note: in the following figure, the*
1402 *space between each group.*)



1403

1404 **Figure 137: The spacing between each group on a Ribbon**

- 1405 7. Groups MUST be evenly spaced apart on the Ribbon background.
1406 8. The group label MUST have a background fill that is approximately 15 pixels tall at 96 dpi.
1407 9. The background of the group label MUST extend the entire width of the group.
1408 10. The background of the group label MUST be a visually distinct color from the gradient color used to fill the
1409 group.

- 1410 11. The group label background MUST NOT have a beveled visual appearance. Group labels MUST appear
1411 flat. (*Note: in the following figure, the group label background does not have a beveled visual*
1412 *appearance.*)

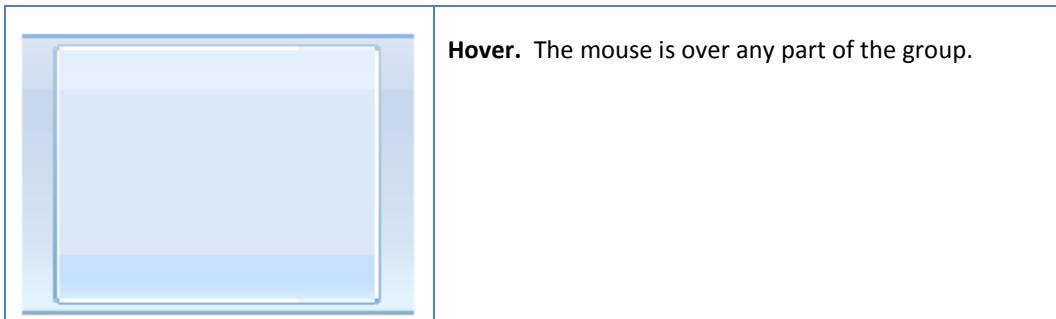


1413

1414 **Figure 138: Illustration showing of the lack of gradient on the group label background**

- 1415 12. Groups SHOULD have a mouse hover effect that makes the group appear brighter when the mouse hovers
1416 over the group. The group over which the mouse is hovering SHOULD be the only group to appear
1417 brighter. All other groups on the Ribbon SHOULD NOT change.
- 1418 13. The mouse hover effect for Groups MUST be independent of the hover effect for controls within the
1419 group.
- 1420 14. Groups MUST have two states: normal and hover. The table below illustrates the two group states for the
1421 Microsoft Office 2007 UI.

 An illustration of a rectangular label with a light blue gradient background, identical to Figure 138.	Normal. The mouse is not over any part of the group.
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------



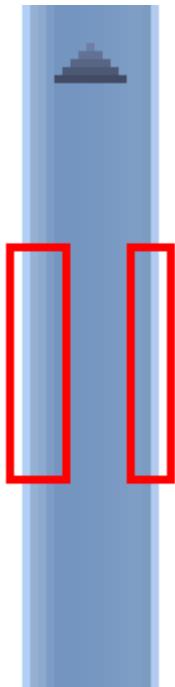
Hover. The mouse is over any part of the group.

- 1422 15. The mouse hover effect for groups SHOULD gradually fade in (i.e., transition fade effect) when the mouse
1423 moves over the group. The mouse hover effect SHOULD gradually fade out when the mouse moves off
1424 the group.

1425 **SCROLLBARS**

- 1426 Windows scrollbars MUST be themed on Windows XP and Windows Vista or Windows 7 operating systems.
1427 Windows 95 ("classic style") scrollbars MUST NOT be displayed by default.
- 1428 Custom scrollbars are NOT REQUIRED for the Microsoft Office 2007 UI. If custom scrollbars are implemented,
1429 then the guidelines below are REQUIRED.
- 1430 1. The scrollbar track MUST be approximately 17 pixels wide at 96 dpi.
1431 2. The scrollbar track MUST be a visually distinct color from the application canvas.

- 1432 3. The sides of the scrollbar track MUST have a visible border. (*Note: in the following figure, the border*
1433 *surrounding the scrollbar track.*)



1434

1435 **Figure 139: Scroll bar border**

- 1436 4. The scrollbar track MUST have a gradient that creates the visual appearance of a depression in the
1437 scrollbar track. (*Note: in the following figure, the gradient creates the visual appearance of a depression*
1438 *in the scrollbar track.*)



1439

1440 **Figure 140: The gradient creates the visual appearance of a depression in the scrollbar track**
1441

- 1442 5. The scrollbar thumb MUST have a gradient that creates a beveled visual appearance. (*Note: in the*
1443 *following figure, the gradient on the scrollbar thumb creates a beveled visual appearance.*)

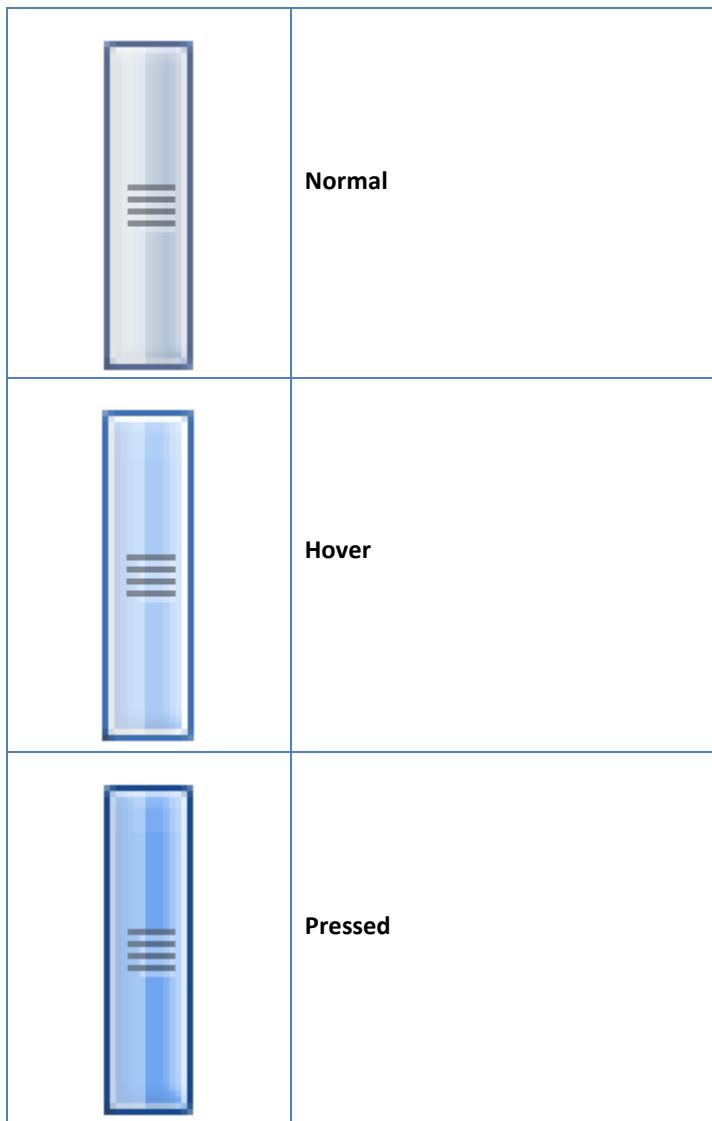


1444

1445 **Figure 141: The gradient on the above scrollbar thumb creates a beveled visual appearance**

- 1446 6. The scrollbar thumb MUST be approximately 15 pixels wide at 96 dpi.
- 1447 7. The scrollbar thumb MUST display four horizontal lines centered on the thumb when the thumb is greater
1448 than 12 pixels tall at 96 dpi.
- 1449

- 1450 8. The scrollbar thumb MUST have three states: normal, hover, and pressed. The table below illustrates the
1451 two scrollbar thumb states for the Microsoft Office 2007 UI.



- 1452 9. The scrollbar arrows MUST have a flat visual appearance when in the normal state. Scrollbar arrows
1453 MUST NOT have the visual appearance of a button when the mouse is not over the any part of the
1454 scrollbar.
1455 10. The scrollbar arrows MUST have the visual appearance of a button when the mouse is over any part of the
1456 scrollbar track or thumb.

- 1457 11. Scrollbar arrows MUST have four states: normal, track hover, button hover, and pressed. The table below
1458 illustrates the four scrollbar arrow states for the Microsoft Office UI.

	Normal. To be displayed when the mouse is not over any part of the scrollbar.
	Track Hover. To be displayed when the mouse is over any part of the scrollbar track or thumb.
	Button Hover. To be displayed when the mouse is over the scrollbar arrow.
	Pressed. To be displayed when the scrollbar arrow has been pressed using the left mouse button.

1459 STATUS BAR

- 1460 A custom status bar should be implemented for the Microsoft Office 2007 UI. If a custom status bar is
1461 implemented, then the guidelines below are REQUIRED.

- 1462 1. The status bar SHOULD have a gradient that creates a beveled visual appearance. (*Note the beveled visual*
1463 *appearance of the status bar in the figure below.*)



1464

1465 Figure 142: The beveled visual appearance of the status bar in the figure above

- 1466 2. If the status bar both displays status information and contains view changing controls, then it MUST be
1467 divided into two sides. The left side of the status bar MUST display status notifications. The right side of
1468 the status bar MUST display view changing controls.

- 1469 3. The two sides of the status bar MUST be visually distinct. (*Note: in the following figure, the difference in*
1470 *the gradients used for the left part of the status bar, where notifications are displayed and the right part*
1471 *of the status bar, where view switching and zoom controls are displayed.*)



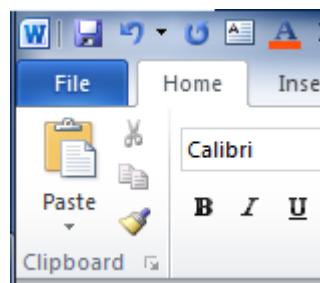
- 1472
- 1473 **Figure 143:** The difference in the gradients used for the left part of the status bar, where notifications are displayed and the right part of the status bar, where view switching and zoom controls are displayed is illustrated above.
- 1474

- 1475 4. The status bar MUST be no taller than approximately 23 pixels at 96 dpi.
- 1476 5. The status bar MUST display only one row of status notifications and view switching controls. The status
1477 bar MUST NOT display more than one row of status notifications or view switching controls.
- 1478 6. The text displayed on the status bar MUST be vertically centered.

1479 MICROSOFT OFFICE 2010 UI VISUAL APPEARANCE REQUIREMENTS

- 1480 The Visual Appearance requirements outlined below MUST be implemented if any of the Microsoft Office 2010 UI
1481 Visuals are implemented.

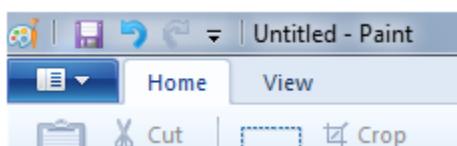
1482 FILE TAB



1483

Figure 144: The File Tab

- 1484
- 1485 1. The File Tab MUST have a color that is in high contrast to the background and UI text.
- 1486 2. The File Tab SHOULD have a contrast ratio of 5:1 between the background and the tab color.
- 1487 3. The File Tab MAY be any color as long as it meets the high contrast requirement
- 1488 4. The File Tab MUST be located at the edge of the window (left for left sided interfaces and right for right
1489 sided UI)



1490

Figure 145: The File Tab from Paint with icon on the tab

1492



1493

1494

Figure 146: The File Tab MAY be either “File” in text or an icon.

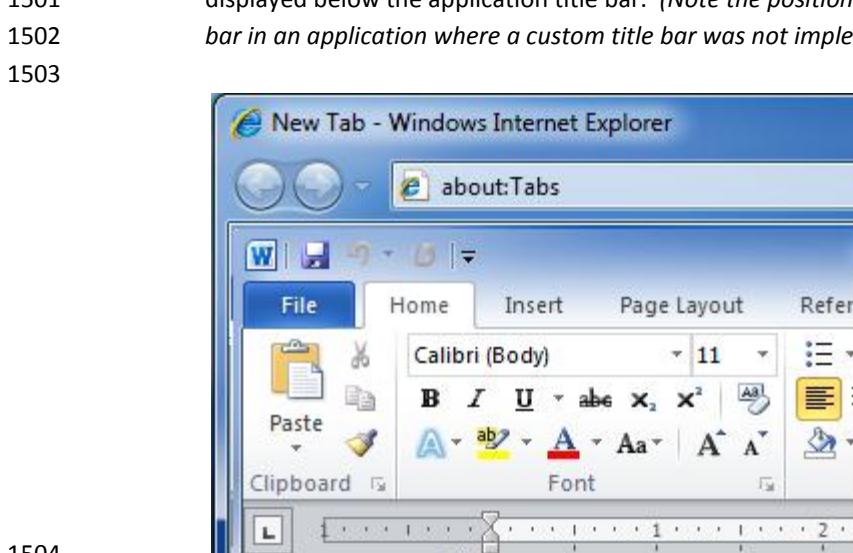
1495

QUICK ACCESS TOOLBAR

1496 NOTE: A Quick Access Toolbar SHOULD be implemented see the requirements for the 2010 version below:

- 1497 1. The Quick Access Toolbar MUST be positioned by default at the top of the application window and MUST be positioned to the right of the Application Button.
- 1498 2. The Quick Access Toolbar SHOULD be positioned by default in the application title bar.
- 1499 3. If a custom application title bar has not been implemented, then the Quick Access Toolbar MUST be displayed below the application title bar. (*Note the position of the Quick Access Toolbar below the title bar in an application where a custom title bar was not implemented.*)

1500



1501

1502 1503
1504 Figure 147: The position of the Quick Access Toolbar below the title bar in an application where a custom title bar was not implemented

1505

1506 4. The Quick Access Toolbar MUST be approximately 22 pixels tall at 96 dpi.
1507 5. If the application has a “Customize Quick Access Toolbar” menu, then the Quick Access Toolbar MUST have a dropdown arrow positioned on the right side of the Quick Access Toolbar. (*Note the location of the dropdown arrow on the right of the Quick Access Toolbar in the figure below.*)
1508
1509
1510



1511

1512 Figure 148: The location of the dropdown arrow on the right of the Quick Access Toolbar

- 1513 6. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST be represented using the
1514 icon in the figure below. The icon MUST display a horizontal straight line over a down arrow. (Note the
1515 icon displayed in the figure below.)

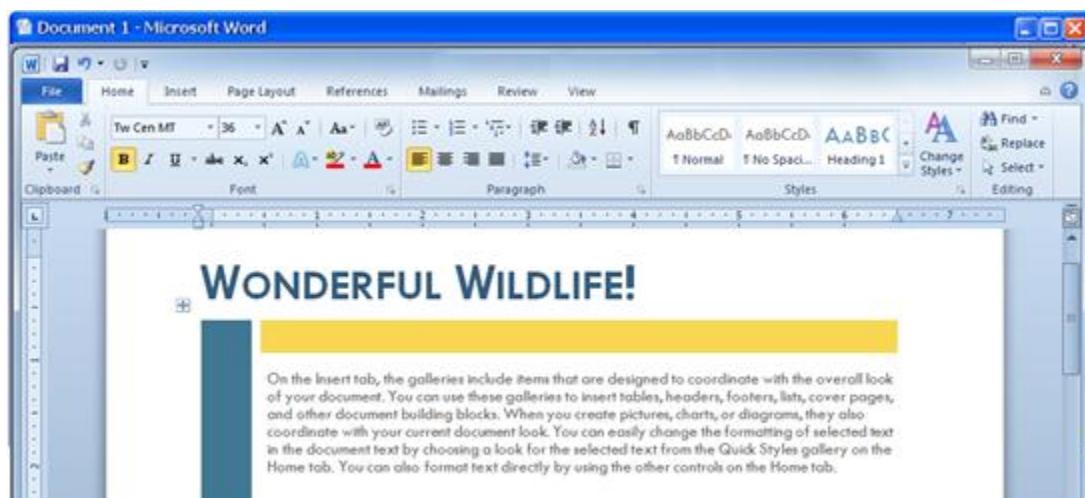


1516

1517 Figure 149: The drop down arrow for the "Customize Quick Access Toolbar" menu

1518 POSITION OF UI ELEMENTS

- 1519 1. If a custom application title bar has not been implemented, then all elements of the Microsoft Office
1520 2010 UI MUST be shifted down. (Note that the position of the elements in the figure below have been
1521 shifted down for an application where a custom title bar was not implemented.)



1522

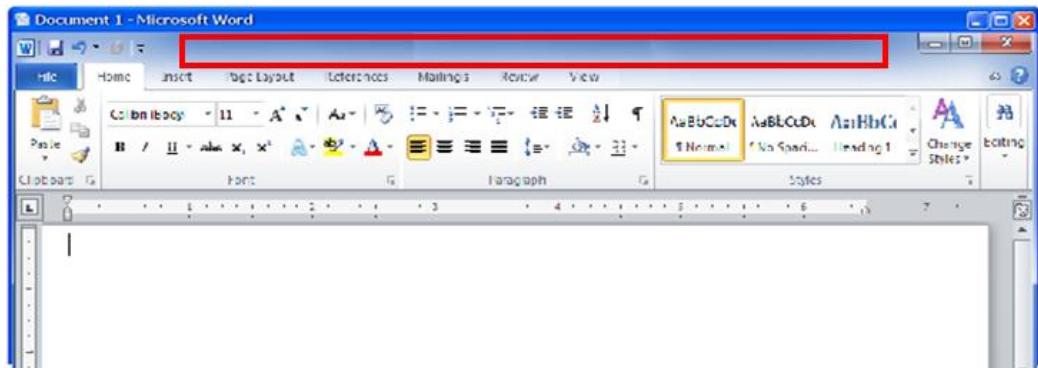
1523 Figure 150: The position of the elements in the figure below have been shifted down for an application where a custom title bar
1524 was not implemented

1525 APPLICATION TITLE BAR

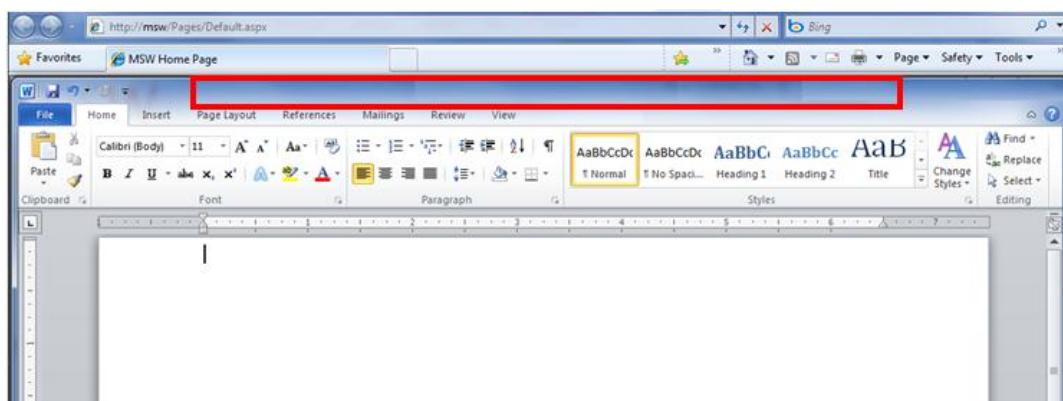
- 1526 The requirements in this section are REQUIRED for all applications that license the Microsoft Office 2010 UI.
1527 These include applications that implement a custom application title bar, applications that do not implement a
1528 custom application title, and web-based applications developed to run in a web browser.

- 1529 1. A custom application title bar SHOULD be implemented for the Microsoft Office 2010 UI.

- 1530 2. If a custom application title bar is not implemented, then the application title bar requirements defined in
1531 this section MUST be displayed below the application title bar (as in the case of a client application) or at
1532 the top of the browser window (as in the case of a web-based application). (*Note in the figures below the*
1533 *location of the application title bar for a client application and a web-based application.*)



1534
1535



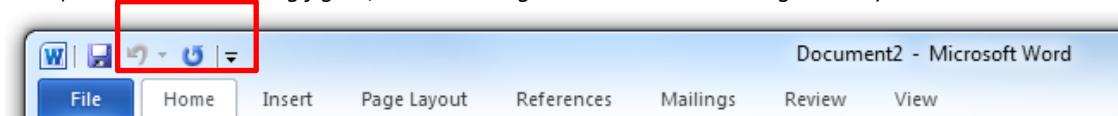
1536

1537 **Figure 151: The locations of the application title bar for a client application and a web-based application**

- 1538 3. The application title bar MUST be approximately 30 pixels tall at 96 dpi.

1539 TABS

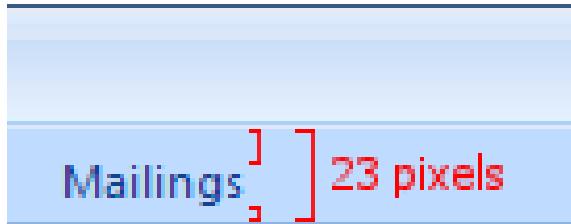
- 1540 1. Tabs MUST be displayed below the Application Title Bar and above the Ribbon.
1541 2. The tab background MUST NOT have a unique color or gradient from the background. It MUST appear
1542 flat. (*Note: in the following figure, the tab background does not have a gradient.*)



1543

1544 **Figure 152: The tab background does not have a gradient**

- 1545 3. The tab background SHOULD be 23 pixels high at 96 dpi.



1546

1547 **Figure 153: Tab background height**

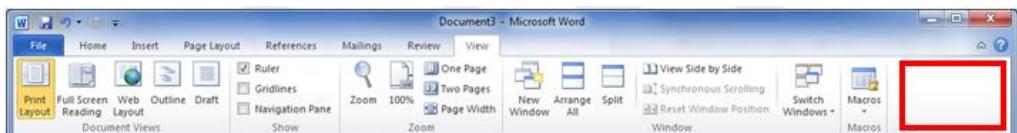
- 1548 4. Tab names MUST NOT be vertically centered in the tab background. Tab names MUST be slightly offset
1549 towards the bottom of the tab background.
- 1550 5. Three tab states MUST be represented. Tab states MUST include: normal, hover, and selected. The table
1551 below describes the three tab states REQUIRED for the Microsoft Office 2010 UI.

	Normal. No tab demarcation lines are drawn around the tab.
	Hover. The tab is displayed as a rounded rectangle with a linear gradient that extends from the base and sides to the center. No curve is displayed at the bottom corner of the tab.
	Selected. The tab is displayed with a background color that is lighter than the unselected tabs. The tab is drawn with curved bottom corners.

1552

1553 RIBBON BACKGROUND

- 1554 1. The Ribbon background MUST be a plain light color.

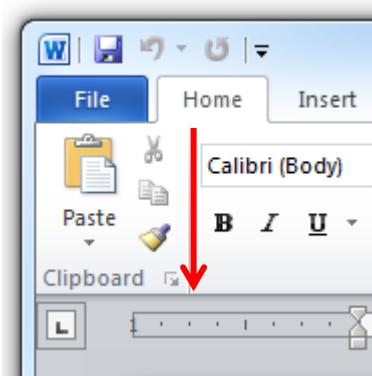


1555

1556 **Figure 154: Ribbon with light color boxed**

- 1557 2. The Ribbon background MUST be approximately 91 pixels tall at 96 dpi.

- 1558 3. The Ribbon background MUST extend to the sides of the application window.
- 1559 4. The Ribbon background MUST have a drop shadow to create the visual appearance that the Ribbon is floating on top of the application workspace. (*Note: in the following figure, the drop shadow on the Ribbon background.*)
- 1560
- 1561

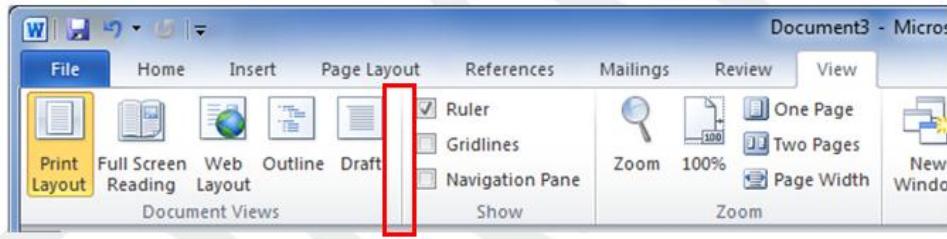


1562

Figure 155: Drop shadow on the Ribbon background

1564 GROUPS

- 1565 1. All controls MUST be displayed in groups positioned within the Ribbon background.
- 1566 2. Groups MUST have a vertical separator to create the visual appearance of distinct UI groupings. (*Note: in the following figure, the groups appear separated from one another.*)
- 1567



1568

Figure 156: Divider between groups on the Ribbon

- 1570 3. Groups MUST have a gradient or solid color fill that is identical to the gradient used for the Ribbon background.
- 1571
- 1572 4. Groups MUST be evenly spaced apart on the Ribbon background.
- 1573 5. Group labels MUST be centered within the group.

1574 STATUS BAR

- 1575 A custom status bar is NOT REQUIRED for the Microsoft Office 2010 UI. If a custom status bar is implemented,
- 1576 then the guidelines below are REQUIRED.

- 1577 1. If the status bar both displays status information and contains view changing controls, then it MUST be
1578 divided into two sides. The left side of the status bar MUST display status notifications. The right side of
1579 the status bar MUST display view changing controls.
- 1580
- 1581 2. The status bar MUST display only one row of status notifications and view switching controls. The status
1582 bar MUST NOT display more than one row of status notifications or view switching controls.
- 1583
- 1584 3. The text displayed on the status bar MUST be vertically centered.
- 1585

1586 **SCROLLBARS**

- 1587 Windows scrollbars MUST be themed on Windows XP and Windows Vista or Windows 7 operating systems.
1588 Windows 95 ("classic style") scrollbars MUST NOT be displayed by default.
- 1589 Custom scrollbars are NOT REQUIRED for the Microsoft Office 2010 UI. If custom scrollbars are implemented,
1590 then the guidelines for scroll bars outlined in the 2007 Visuals section MUST be followed.

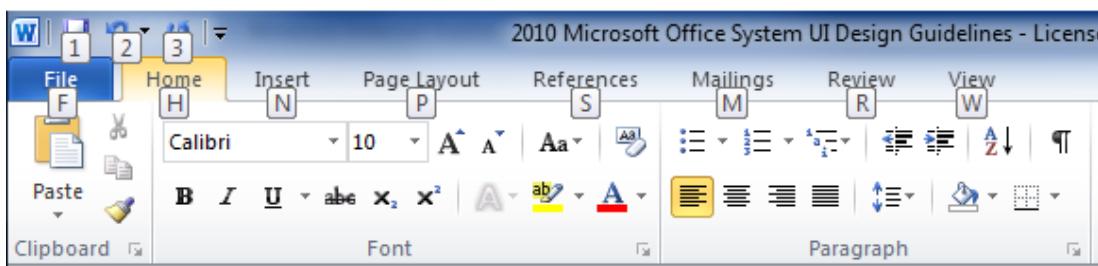
1591 **KEYBOARD ACCESS (REQUIRED)**

1592 Keyboard access is very important for the accessibility of your application. One of the dominant ways the Office UI
1593 has implemented keyboarding is through KeyTips which provide keyboard access to every control in the Ribbon
1594 and Backstage. When the ALT key is pressed, KeyTips appear for all of the tabs in the Ribbon. Typing the letter or
1595 number associated with any tab displays the KeyTips for all the controls on that tab. Pressing the key associated
1596 with any control will then select that control and perform the associated action.

1597

1598 The figure below illustrates how KeyTips can be used to remove a heading style in Microsoft Word.

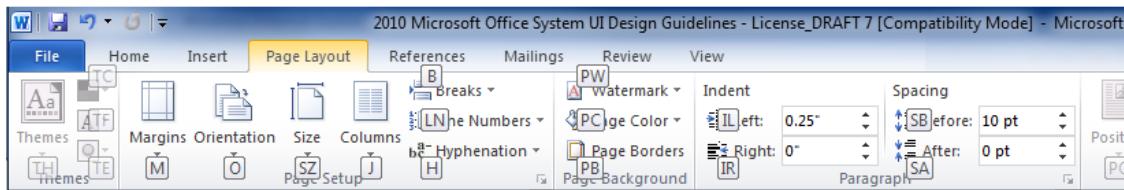
- 1599 1. Press ALT to make the KeyTips appear.



1600

1601 Figure 157: Home tab with KeyTips displayed

- 1602 2. Press P to select the Page Layout tab.



1603

Figure 158: KeyTips displayed on the Page Layout tab

1604 3. Press O to select the orientation button in the Page Setup group.

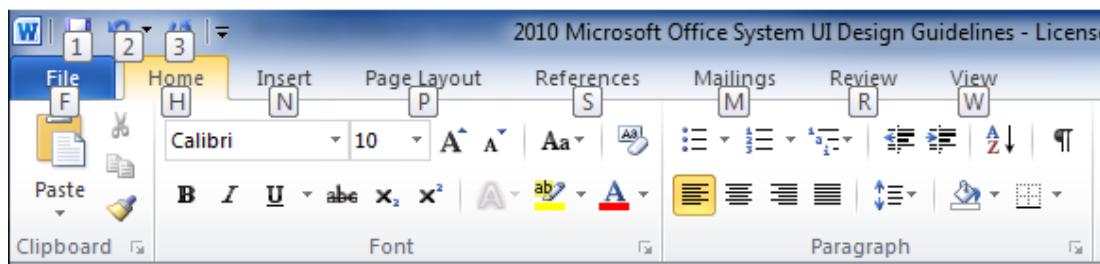
1605 REQUIREMENTS FOR KEYBOARD ACCESS

1606 The keyboard access requirements outlined below MUST be implemented if any of the following Microsoft Office UI is implemented: Application Menu, Ribbon, tabs, groups, controls, Ribbon resizing, or visual appearance. For 1607 more details see the Implementation Requirements.

1608

1611 DISPLAYING KEYTIPS

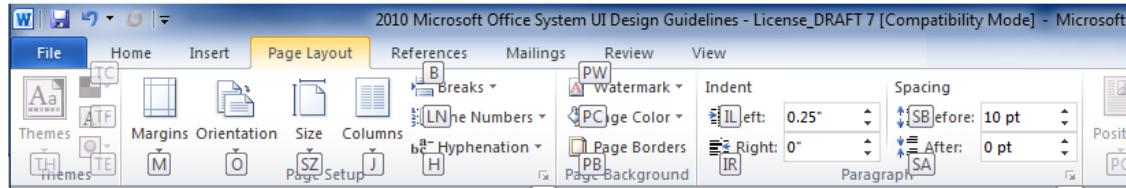
- 1612 1. Keyboard focus MUST move from the document to the Ribbon when the ALT or F10 key is pressed and released. The focus MUST NOT move until the key is released.
- 1613
- 1614 2. The currently displayed tab MUST be selected and MUST receive keyboard focus when the ALT or F10 key is pressed and released. Selection and keyboard focus MUST NOT go to the first tab by default.
- 1615
- 1616 3. KeyTips MUST appear for all tabs, all controls on the Quick Access Toolbar and the Application Button when the ALT or F10 key is pressed and released. (*Note: in the following figure, the Home Tab is selected and KeyTips are displayed for all tabs as well as the controls in the Quick Access Toolbar and the Application Button.*)
- 1617
- 1618
- 1619



1620

Figure 159: The tab and Quick Access Toolbar level of KeyTips

- 1621
- 1622 4. Pressing a key associated with a tab KeyTip MUST select that tab, move keyboard focus to that tab, and display the KeyTips for every control on that tab. (*Note: in the following figure, the KeyTips are displayed for every control on the Insert tab after the user types ALT, P.*)
- 1623
- 1624

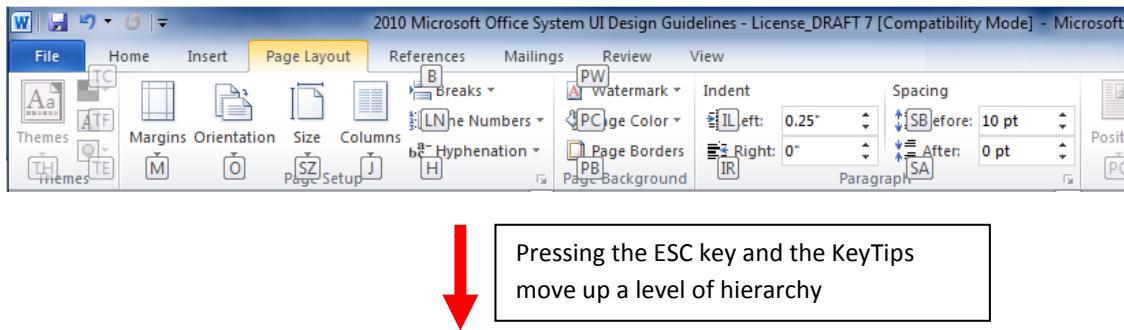


1625

Figure 160: The in-tab level of KeyTips

- 1626
- 1627 5. Every control MUST have a KeyTip unique to its tab. There MUST NOT be any duplicate KeyTips for any controls on the same tab.
- 1628
- 1629 6. Typing a control's KeyTip MUST immediately perform the action associated with that control (if it is simply a button control) or move keyboard focus and selection to a non-button control so that the user can take further action (as in the case of a menu control).
- 1630
- 1631
- 1632 7. Keyboard focus MUST return to the document (or the location that previously had focus) immediately following the execution of any control accessed using KeyTips. Keyboard focus MUST NOT remain in the Ribbon after the action is executed.
- 1633
- 1634

- 1635 8. Pressing any key that is not displayed as a KeyTip when the KeyTips are displayed MUST produce the
 1636 default error sound and the KeyTips MUST remain displayed. (See Dismissing KeyTips below for
 1637 exceptions to this requirement.)
- 1638 9. Pressing the ESC key when the KeyTips for controls on the Ribbon are displayed MUST dismiss the KeyTips
 1639 for the controls and redisplay the KeyTips for the tabs. Keyboard focus and selection MUST be given to
 1640 the currently displayed tab. (*Note: in the following figure, the KeyTips for the tabs are displayed for all*
 1641 *tabs and that the Insert tab is selected after the ESC key has been pressed.*)



- 1642
- 1643
- 1644
- 1645
- 1646 [Figure 161: When ESC is pressed KeyTips shift from in-tab KeyTips to tab and Quick Access Toolbar level KeyTips](#)
- 1647 10. Pressing the ESC key after a menu has been opened using KeyTips MUST close the menu and redisplay the
 1648 KeyTips for all controls on the Ribbon. Keyboard focus and selection MUST be given to the anchor for the
 1649 menu that was closed.

1650 DISMISSING KEYTIPS

- 1651 1. Pressing the ALT or F10 key when the KeyTips are displayed MUST dismiss the KeyTips and return
 1652 keyboard focus to the document.
- 1653 2. Pressing the ESC key when the KeyTips for the tabs are displayed MUST immediately dismiss the KeyTips
 1654 and return keyboard focus to the document.
- 1655 3. Clicking anywhere on the Ribbon or the document when the KeyTips are displayed MUST dismiss the
 1656 KeyTips and return keyboard focus to the document.

1657 KEYBOARD NAVIGATION

- 1658 1. Pressing the ALT or F10 key MUST both display the KeyTips and move keyboard focus to the Ribbon by
 1659 selecting the currently displayed tab. If ALT or F10 is typed while focus is in the Ribbon and KeyTips are
 1660 being displayed, keyboard focus MUST return to the document workspace.

- 1661 2. Pressing any of the typical keyboard navigation keys (e.g., TAB, SHIFT+TAB, ARROW RIGHT, ALT+ARROW
 1662 DOWN, SPACE BAR) MUST immediately dismiss the KeyTips and perform the associated in the document.
- 1663 3. When using the typical keyboard navigation keys to navigate within the Ribbon, the KeyTips MUST NOT be
 1664 displayed.
- 1665 4. Using the mouse scroll wheel to navigate from one tab to another in the Ribbon MUST be disabled when
 1666 the Ribbon has keyboard focus.
- 1667 5. There MUST be keyboard access to your client, web application, or site
- 1668
- 1669 6. Keyboard access MAY take the form of keyboard short cuts.
- 1670 7. There MUST be at minimum, keyboard shortcuts to prominent areas of the UI.

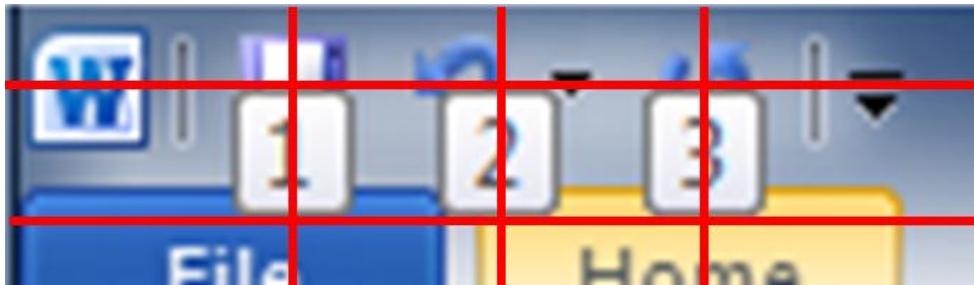
1671 Below are some keyboard shortcut examples from SharePoint 2010:

To do this	Press
Move left or right to another tab of the Ribbon, respectively.	TAB to get to the desired tab, and then LEFT ARROW, RIGHT ARROW
Display the shortcut menu for the selected command.	ENTER
Move the focus to each command on the Ribbon, forward or backward respectively.	TAB, SHIFT+TAB
Move down, up, left, or right among the items on the Ribbon, respectively.	DOWN ARROW, UP ARROW, LEFT ARROW, RIGHT ARROW
Activate the selected command or control on the Ribbon.	SPACE BAR or ENTER
Open the selected menu or gallery on the Ribbon.	SPACE BAR or ENTER
Activate a command or control on the Ribbon so you can modify a value.	ENTER
Finish modifying a value in a control on the Ribbon, and move the focus back to the document.	ENTER

1672

1673 KEYTIP SIZE AND POSITIONING

- 1674 1. KeyTips MUST be wide enough to fit the letter "O." This is the minimum width for all KeyTips. KeyTips
 1675 MUST grow wider to accommodate larger text strings.
- 1676 2. KeyTips MUST be horizontally centered over each control in the Quick Access Toolbar and positioned
 1677 vertically below the control so that the top two-thirds of the control is visible when the KeyTips are
 1678 displayed. (*Note: in the following figure, the KeyTip position for controls on the Quick Access Toolbar.*)



1679

1680

Figure 162: Position of KeyTips on Quick Access Toolbar

- 1681 3. KeyTips for tabs MUST be horizontally centered on each tab and positioned vertically below the tab label so that the top edge of the KeyTip touches the baseline of the text on the tab label. (Note: in the following figure, the KeyTips positioned below the label for each tab.)

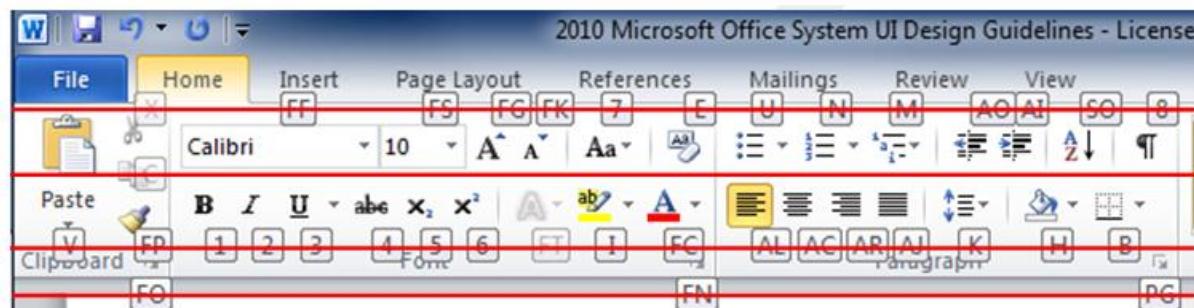


1684

1685

Figure 163: Position of KeyTips on tabs

- 1686 4. KeyTips for every control on the Ribbon MUST be vertically centered on one of four possible rows based on the following rules. (Note: in the following figure, the four possible vertical positions. They are labeled A, B, C, and D.)



1689

1690

Figure 164: Position of KeyTips within a tab

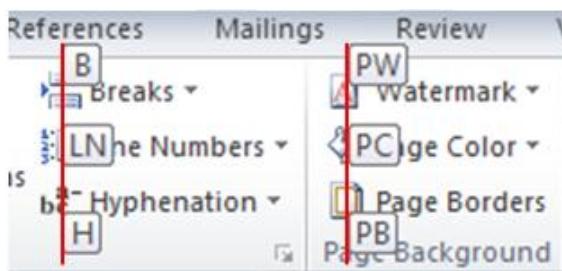
- 1691 5. KeyTips for collapsed groups MUST be displayed in row D and MUST be horizontally centered below the group. (Note: in the following figure, the position of the KeyTip for the collapsed Illustrations group.)



1693

Figure 165: Position of a KeyTip on a collapsed group

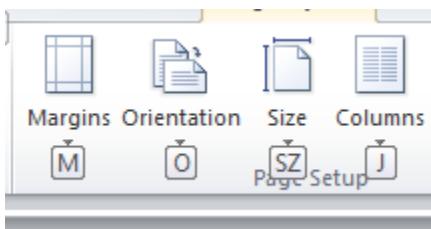
- 1695 6. KeyTips for all controls that use small icons (i.e., 16x16 pixels) MUST be horizontally aligned so that their
1696 left edge is aligned with the center of the icon. (Note: in the following figure, the horizontal position of
1697 the KeyTips for the controls.)



1698

Figure 166: Position of KeyTips on small icon controls

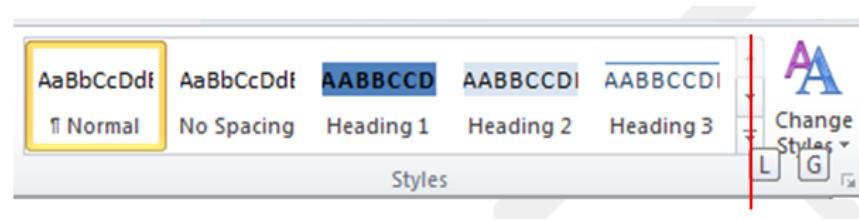
- 1700 7. KeyTips for all controls that use large icons (i.e., 32x32 pixels) MUST be displayed in row C and horizontally
1701 centered below the icon. (Note: in the following figure, the position of the KeyTips for the controls.)



1702

Figure 167: Position of KeyTips for large icon controls

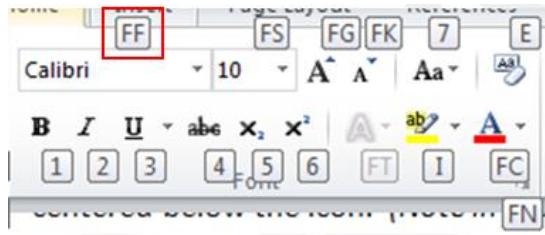
- 1704 8. KeyTips for in-Ribbon gallery controls MUST be displayed in row C and horizontally positioned so that
1705 their left edge is aligned with the center of the More Options dropdown control. (Note: in the following
1706 figure, the position of the KeyTip for the Styles in-Ribbon gallery ("L").)



1707

Figure 168: Position of KeyTips on Ribbon galleries

- 1709 9. KeyTips for combo boxes, ListBoxes, and spinner controls MUST be horizontally centered on the controls
1710 only when these controls do not have an icon. If these controls have associated icons, then the KeyTips
1711 MUST be positioned above or below the icon. (Note: in the following figure, the position of the KeyTip for
1712 the Font combo box ("FF") as compared to the KeyTip for the Grow Font button ("FG").)



1713

Figure 169: KeyTip for the Font combo box is centered above the combo box

- 1715 10. KeyTips for check boxes MUST be horizontally positioned so that their left edge is aligned with the center
1716 of the check box. This horizontal alignment MUST be the same as the horizontal alignment used for small
1717 icons. (Note: in the following figure, the horizontal position of the KeyTips for the check boxes.)

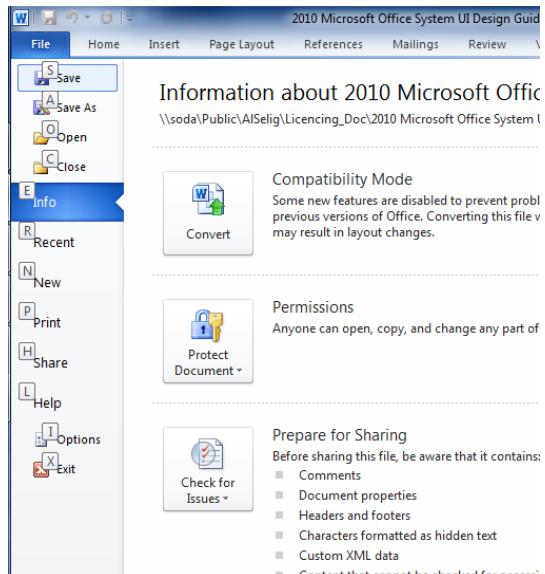


1718

Figure 170: Position of KeyTips for check boxes

1720 BACKSTAGE VIEW KEYTIPS

- 1721 1. If the Backstage view is implemented Tooltips MUST exist in the Backstage view.

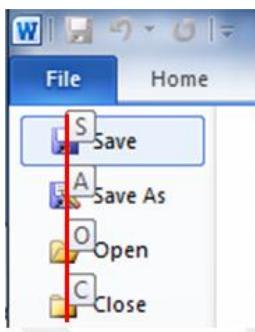


1722

Figure 171: KeyTips in the Backstage view

1724 2. In the Backstage the small icons (16x16) MUST have KeyTips aligned with the center of the icon

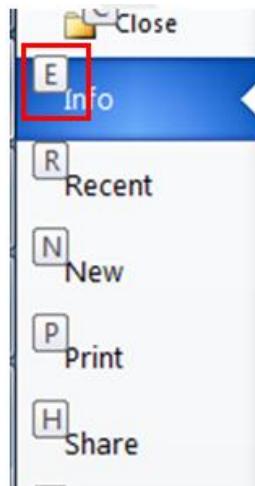
1725



1726

Figure 172: KeyTips on small icon controls in the Backstage Tab Pane

1728 3. In the Backstage view tabs MUST have KeyTips aligned with the upper corner of the title



1729

Figure 173: Position of the KeyTips on tabs in the backstage

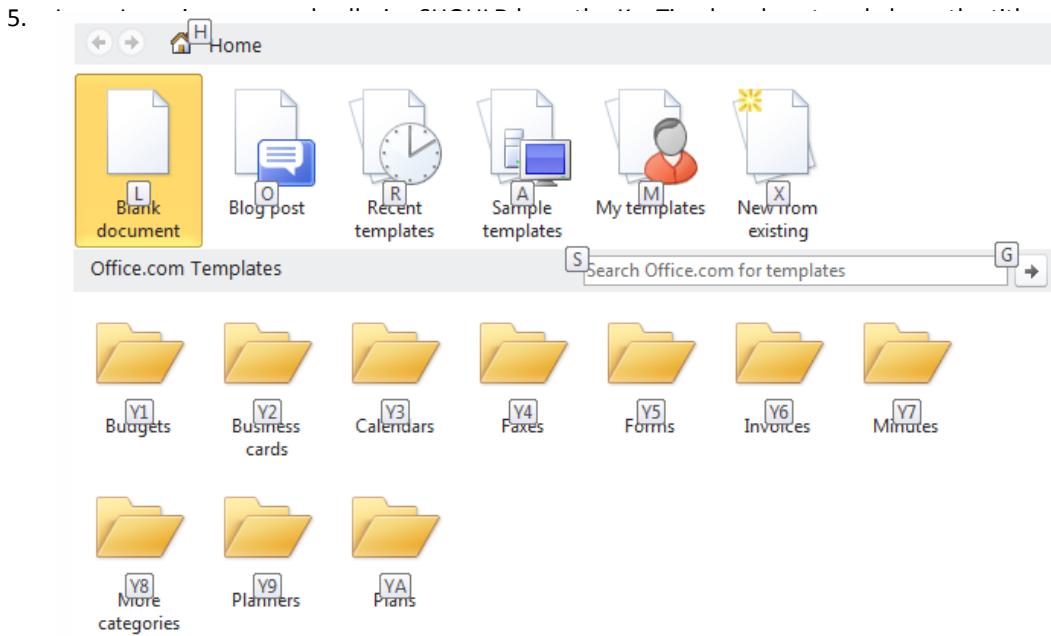
1731 4. The KeyTip MUST be displayed in the center of a Backstage button



1732

Figure 174: The position of KeyTips on a Backstage button

1734



1735

1736

Figure 175: The position of KeyTips on command galleries

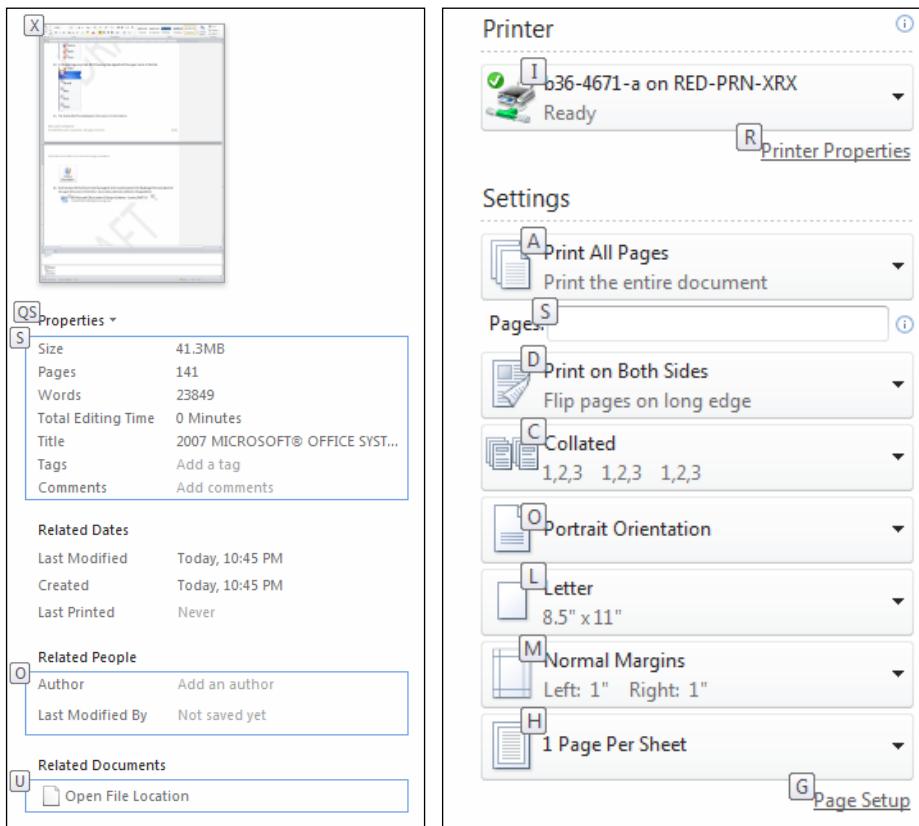
1737

1738

6. Each function SHOULD have a KeyTip assigned in the Control Pane of the Backstage view and placed in the upper left corner of the title or icons unless otherwise defined in the KeyTip guidelines

1739





1740

1741

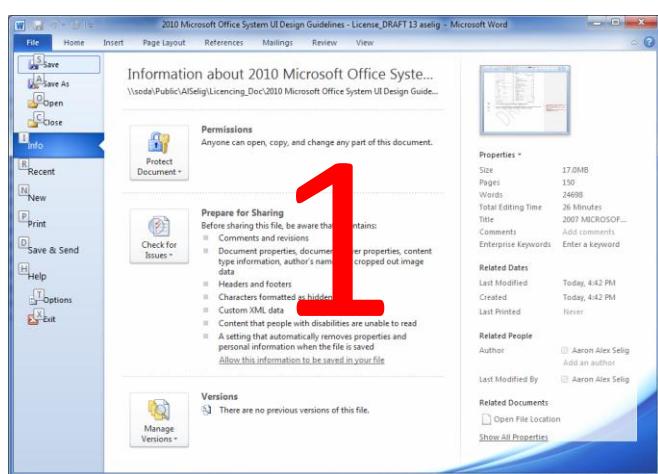
Figure 176: Examples of KeyTip placement in the Backstage Control Pane

1742

1743

KeyTips in the Backstage view SHOULD have the following hierarchy – show tab KeyTips then upon execution of a tab KeyTip display Control Pane KeyTips. See below for an example.

1744



1745

Microsoft Office User Interface Design Guidelines

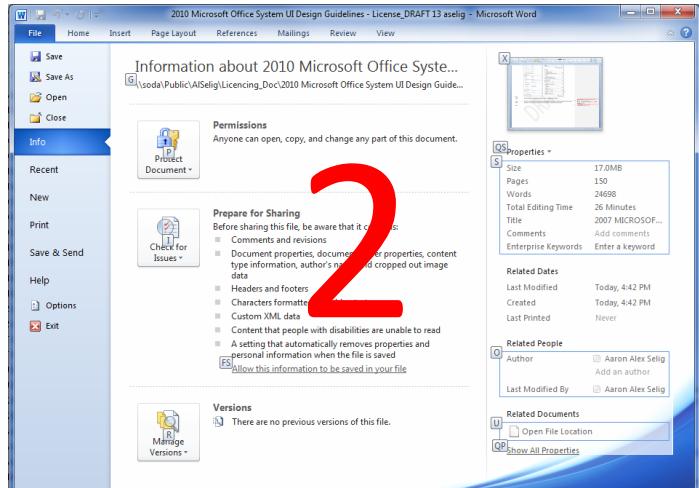


Figure 177: Backstage KeyTip Hierarchy

- 1747
- 1748 7. When Control Pane KeyTips are displayed hitting escape SHOULD take the user back to the tab KeyTips rather than exiting completely from the keyboard KeyTips mode.
- 1749
- 1750
- 1751 8. When you have lists one SHOULD use numbers to define the list items. Example below:

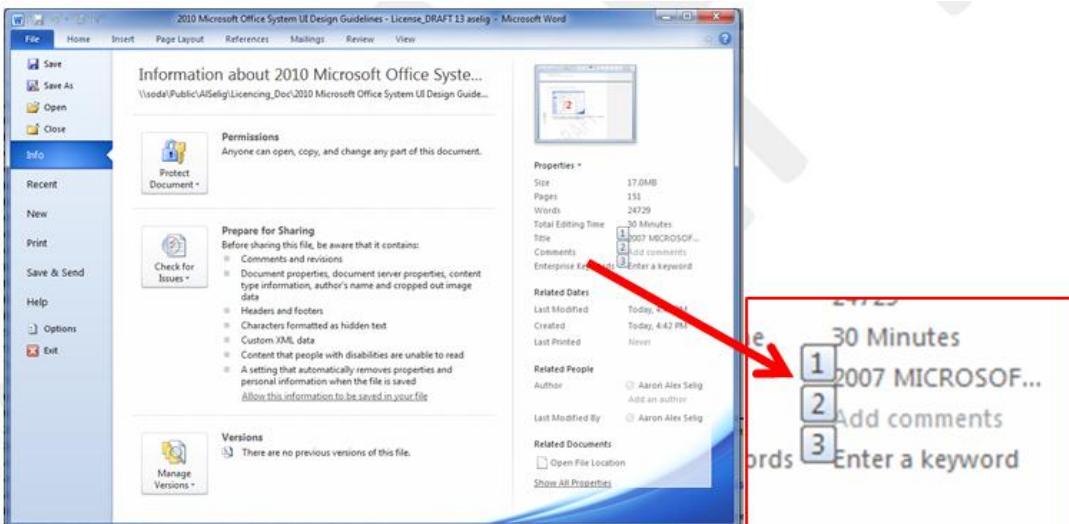


Figure 178: Numbered list item KeyTips shown in example above

1754 KEYTIPS FOR COLLAPSED GROUPS

- 1755 1. KeyTips assigned to a control MUST NOT change when the Ribbon is resized. (*Note: in the following*
1756 *figure, the KeyTip assigned to each control never changes, even when the size of the group changes.*)

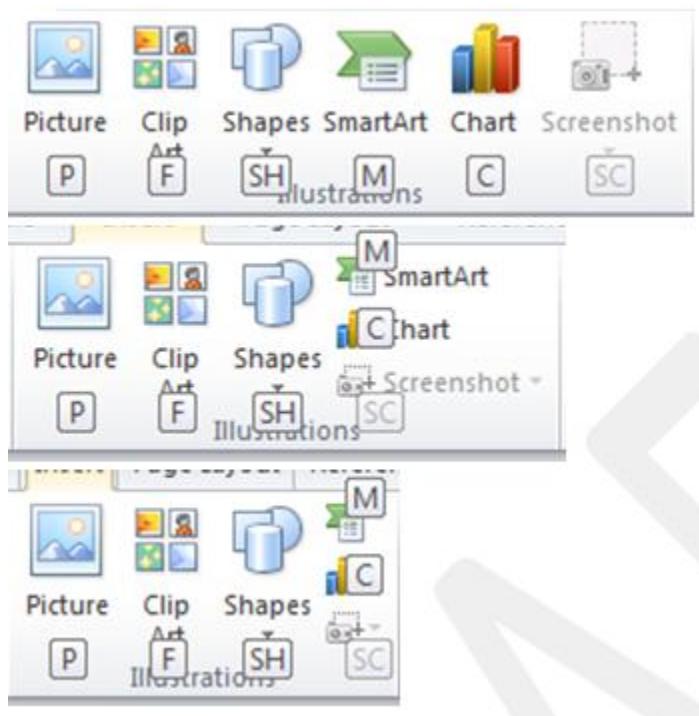
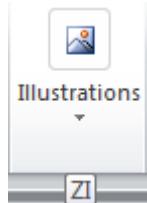


Figure 179: Example of KeyTip position changes based on scaling

- 1757 2. KeyTips MUST be displayed for collapsed groups. (*The KeyTip "ZI" is displayed for the collapsed*
1758 *Illustrations group in the figure below.*)



1759

Figure 180: KeyTip displayed below for collapsed groups

1760

1762 Users MUST NOT be required to type the KeyTip for collapsed groups in order to access controls within a
 1763 collapsed group. The sequence of KeyTips required for every control on the Ribbon MUST NOT change
 1764 when the group is collapsed. (*Typing ALT+N+P MUST launch the Insert Picture dialog when the*
 1765 *Illustrations group is collapsed as in figure B. Users MUST NOT be required to type ALT+N+ZI+P, but this*
 1766 *key sequence MUST work if the user chooses to type the KeyTip for the collapsed group.*)

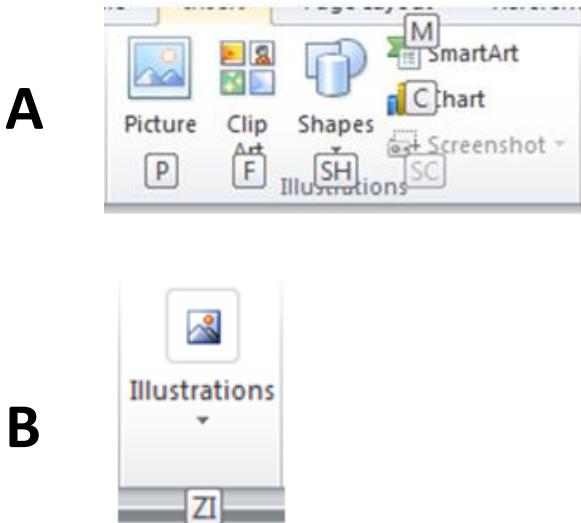


Figure 181: Illustrations group in expanded and collapsed forms

1767 BEST PRACTICES FOR KEYTIPS

1. KeyTips SHOULD appear after a 500 ms delay when the ALT key is held down, but keyboard focus SHOULD NOT move to the Ribbon and no tab SHOULD be selected until the ALT key is released. Usability research has shown that users, who are accustomed to using keyboard shortcuts with previous versions of Microsoft Office, will often hold down the ALT key while looking at the Ribbon for additional visual information to guide their next keystroke. (*Note: in the following figure, the KeyTips are displayed, but that the Home Tab is not selected and thus does not have keyboard focus.*)

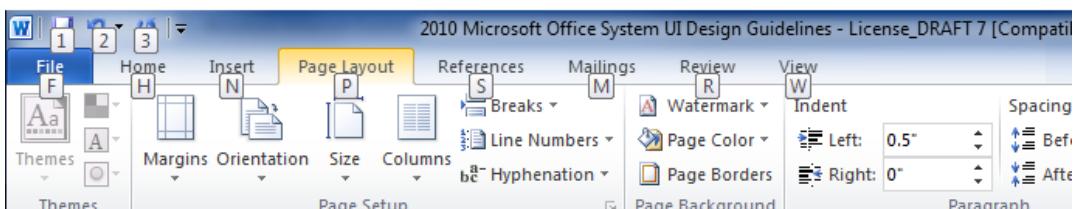
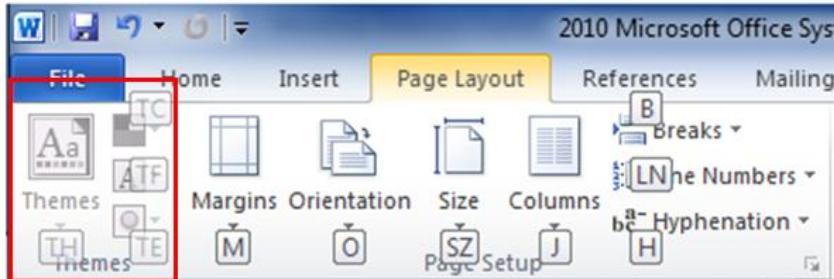


Figure 182: KeyTips displayed on Ribbon with Page Layout Tab in focus

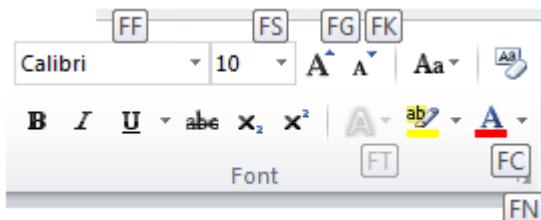
1774

1775
1776

- 1777 2. KeyTips for inactive controls SHOULD be displayed as inactive when their associated control is inactive,
 1778 since KeyTips partially occlude the controls on the Ribbon. This approach is preferable to not displaying
 1779 KeyTips for inactive controls, since it provides a more consistent user experience. (*Note: in the following*
 1780 *figure, the KeyTips displayed for the Cut and Copy controls are inactive.*)



- 1781
- 1782 Figure 183: KeyTips displayed in deactivated state when controls are inactive
- 1783 3. When typing the first character of a multi-character KeyTip, all KeyTips that do not begin with the
 1784 character typed SHOULD disappear. This approach provides users with visual feedback regarding what
 1785 character they have already typed and helps users determine what valid character inputs are still
 1786 available. (*Note: in the following figure, what happens when ALT+H+F have been typed. The only*
 1787 *remaining KeyTips displayed are the multi-character KeyTips that begin with the letter F.*)



- 1788
- 1789 Figure 184: Only Multi-character KeyTips are displayed that begin with the Letter F after ALT+H+F have been typed
- 1790 4. Pressing ESC while in the process of typing a multi-character KeyTip SHOULD immediately dismiss the
 1791 KeyTips for all controls on the Ribbon and SHOULD display the KeyTips for the tabs. This approach allows
 1792 users to recover if they mistakenly press a character that is part of a two character KeyTip for a control
 1793 that they do not wish to select.

1794 CONTEXTUAL TABS (OPTIONAL)

- 1795 The controls used most often in the application are always available on the Ribbon. Some controls, however, can
 1796 only be used in conjunction with a specific object selected in the document, such as a picture, chart, table, or
 1797 shape. These controls are displayed in Contextual Tabs, which only appear when a relevant object is selected.
 1798 For example, the Picture Tools Contextual Tab only appears when a picture is selected. When a picture is not
 1799 selected the picture, the Picture Tools Contextual Tab disappears.

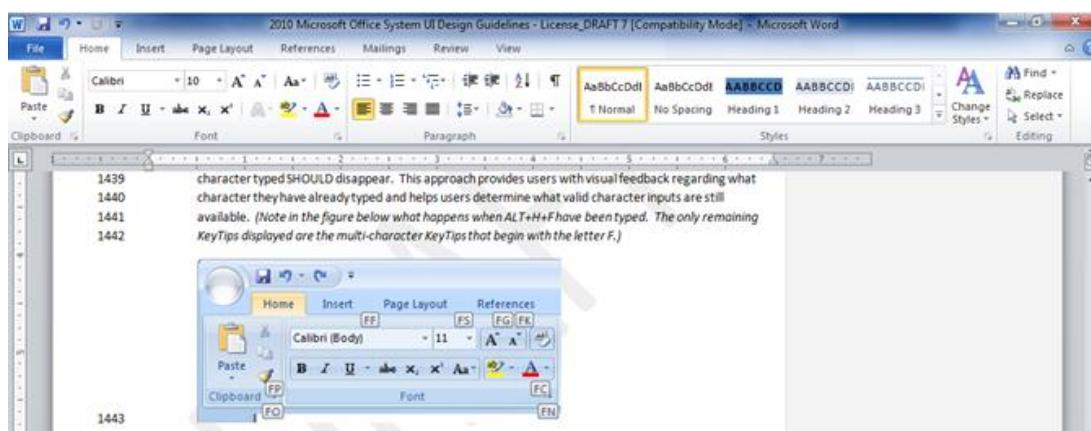
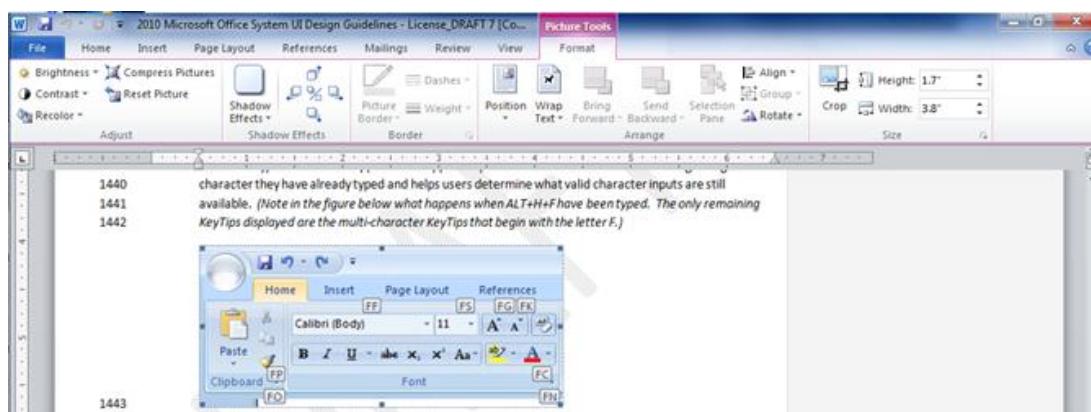


Figure 185: Contextual Tabs appear when an object is selected (A) and disappear when deselected (B)

1800 REQUIREMENTS FOR CONTEXTUAL TABS

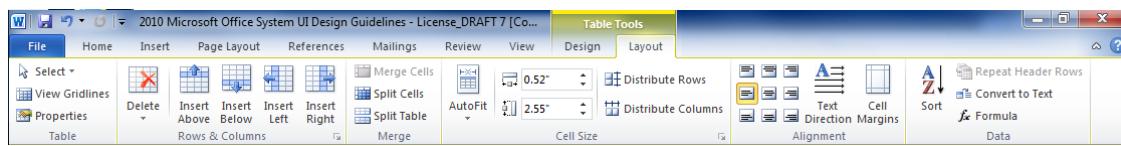
1801 Contextual Tabs are an OPTIONAL part of the Microsoft Office UI. If Contextual Tabs are implemented, then the
1802 guidelines in this section are REQUIRED. In addition, all eight of the REQUIRED elements MUST also be
1803 implemented if Contextual Tabs are implemented. The eight REQUIRED elements are: Application Menu, Ribbon,
1804 tabs, groups, controls, Ribbon resizing, visual appearance, and keyboard access. For more details see the
1805 Implementation Requirements.

1806 SELECTING CONTEXTUAL TABS WHEN INSERTING A NEW OBJECT

- 1807 1. All requirements described in the Requirements for Tabs section also apply to Contextual Tabs.
- 1808 2. If the number of controls necessary for a particular object type does not fit comfortably within a single
1809 Contextual Tab, the controls SHOULD be organized into several Contextual Tabs for that object type.
(Note: in th
- 1811 3. *e following figure, Table Tools have two Contextual Tabs, Design and Layout.)*



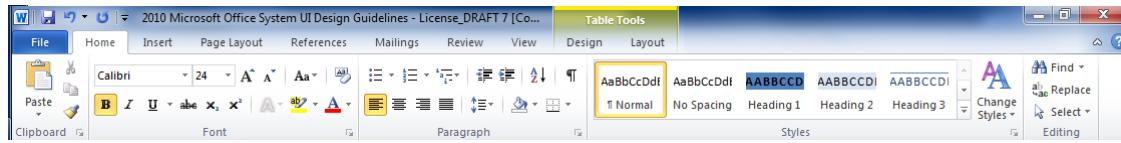
1812



1813

Figure 186: Images showing when two contextual tabs can appear in the UI

- 1815 4. If Contextual Tabs are available for an object, they MUST be selected when a new object is inserted into
1816 the document if the new object is selected (or has keyboard focus) after being inserted.
- 1817 5. If there is more than one Contextual Tab available for the object, the leftmost Contextual Tab MUST be
1818 selected.
- 1819 6. Contextual Tabs MUST behave in every way like normal tabs once they are displayed. See the Tabs
1820 section for more details. *(Note: in the following figure, the Table Tools Contextual Tabs are still available
1821 after the Home Tab has been selected.)*



1822

Figure 187: The images shows that the Contextual Tabs behave like normal tabs even after the tab focus has been shifted if the state that caused the Contextual Tabs to appear is still true

- 1825 7. Contextual Tabs MUST disappear when the object is no longer selected.

- 1826 8. The leftmost ("Home") tab MUST be selected when the object is no longer selected and the Contextual
1827 Tabs disappear. The tab that was last selected MUST NOT be selected when the Contextual Tabs
1828 disappear.
- 1829 9. If more than one object type with associated Contextual Tabs can be selected at once, then all relevant
1830 Contextual Tabs MUST be displayed at the same time. (*Note: in the following figure, both the Picture
1831 Tools and Table Contextual Tabs are displayed when a picture within a table is selected.*)



Figure 188: Image displaying the Ribbon in a state where multiple Contextual Tabs appear at once

SHOWING CONTEXTUAL TABS AFTER SELECTING AN EXISTING OBJECT

- 1835 1. Contextual Tabs MUST be available when the user selects an existing object in the document, but the
1836 Contextual Tabs MUST NOT become selected. The currently selected tab MUST continue to be selected in
1837 the Ribbon. This behavior is different from selecting the Contextual Tabs when a new object is inserted
1838 (as described in the section above). (*Note: in the following figure, the Picture Tools Contextual Tab is
1839 available when the picture is selected in the document, but that the Picture Tools Contextual Tab is not
1840 selected. The Home Tab continues to be selected in the Ribbon when the user selects the picture in the
1841 document.*)

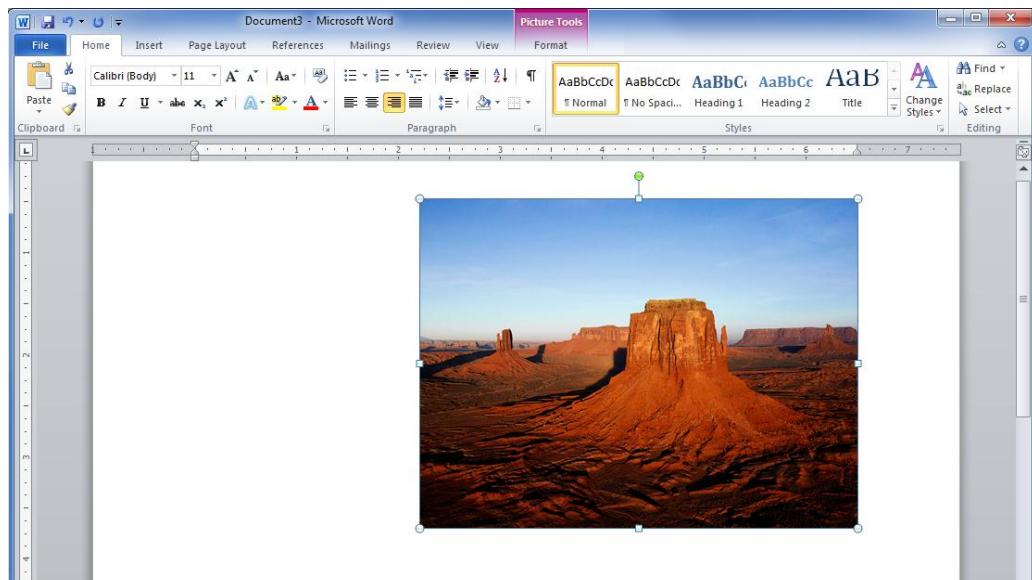
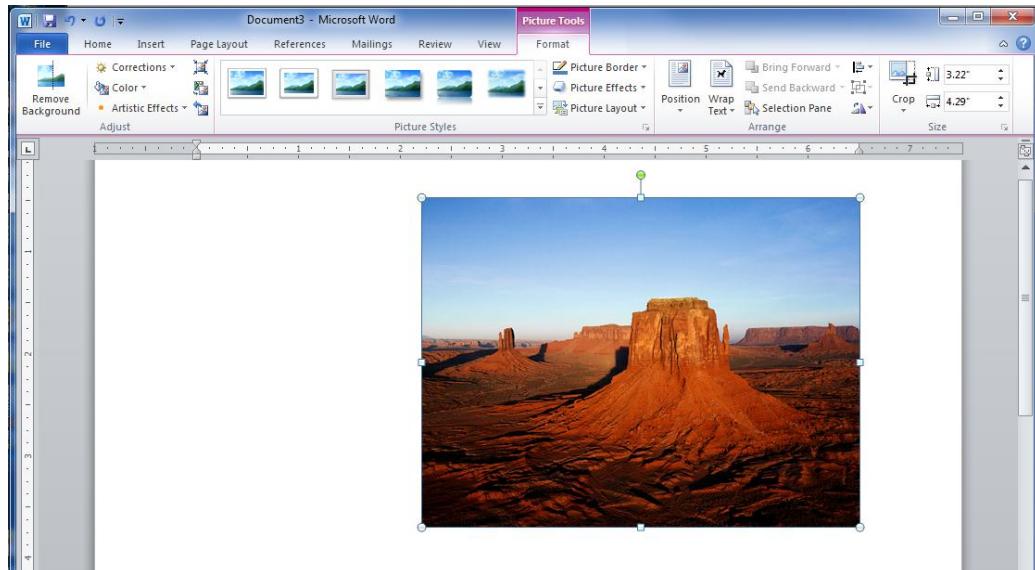


Figure 189: Selecting an existing object in a document does not cause the selected tab to change to the relevant Contextual Tab

- 1845 2. Contextual Tabs MUST NOT be automatically selected when an existing object is selected in the
1846 document. Users MUST click the Contextual Tab for it to be selected. (*Note: in the following figure, a user*
1847 *has clicked on the Format Contextual Tab, so it is now selected.*)



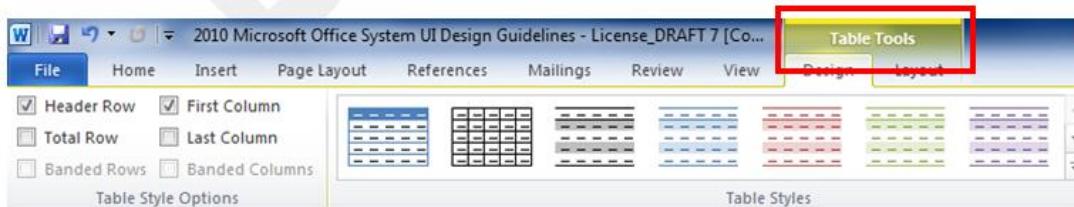
1848

Figure 190: Format Picture Contextual Tab is manually selected by the user when modifying a pre-existing object

- 1850 3. Contextual Tabs SHOULD be selected when a user double-clicks on an existing object in the document.
1851 4. If a Contextual Tab is selected in the Ribbon when a user deselects and reselects the same object (or type
1852 of object) in the document without performing any other action, then the Contextual Tabs SHOULD be re-
1853 selected. **This scenario is the only situation in which selecting an existing object in the document may**
1854 **select a Contextual Tab in the Ribbon.**

1855 CONTEXTUAL TAB LABELS

- 1856 1. Contextual Tabs MUST have a label displayed in the application title bar. If a custom title bar has not
1857 been implemented, then the label MUST be displayed in the space below the title bar. See the Visual
1858 Appearance section for more information.
1859 2. Contextual Tab labels MUST extend the entire width of the Contextual Tabs for the object. (*Note: in the*
1860 *following figure, the "Chart Tools" shading extends over both Contextual Tabs.*)



1861

Figure 191: The "Chart Tools" shading extends over both Contextual Tabs

- 1863 3. Contextual Tab labels MUST be left aligned and SHOULD use the naming convention, “[Object] Tools”.
- 1864 4. Contextual Tab labels MUST NOT display icons.
- 1865 5. Contextual Tab labels SHOULD have a unique color associated with each object. (*Note: in the following figure, red is associated with the Picture Tools Contextual Tab label, while yellow is associated with the Table Tools Contextual Tab label.*)



- 1868
- 1869 Figure 192: Magenta is associated with the Picture Tools Contextual Tab label, while yellow is associated with the Table Tools Contextual Tab label
- 1870

- 1871 6. Clicking on the Contextual Tab label SHOULD take the user to the first tab in that Contextual Tab set.
- 1872 7. Double-clicking on the Contextual Tab label SHOULD behave in the same way that double-clicking anywhere else on the application title bar and SHOULD either restore down or maximize the application window.

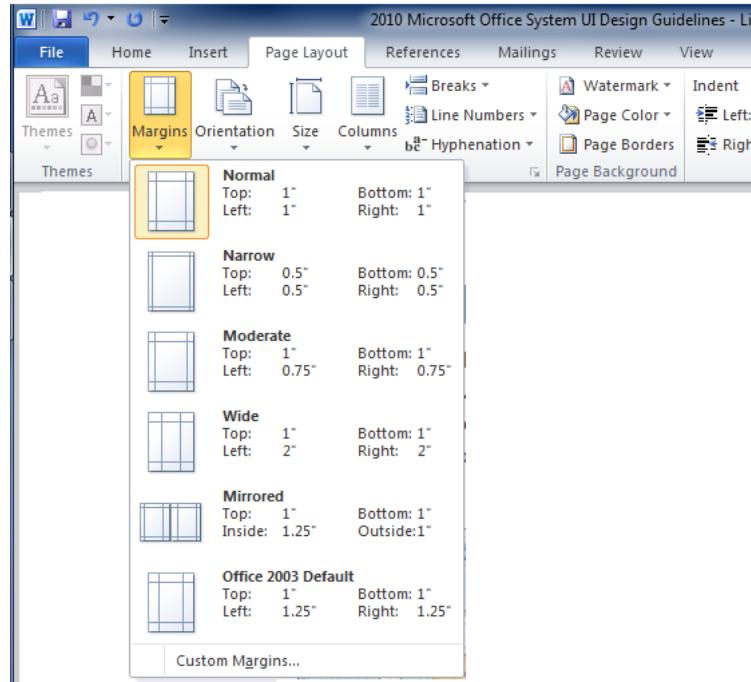
BEST PRACTICES FOR CONTEXTUAL TABS

- 1876 1. The number of Contextual Tabs displayed for a particular object in the application SHOULD vary since the number of Contextual Tabs is dependent on the number of controls associated with the relevant object. Objects with many controls SHOULD have two or more Contextual Tabs, while objects with few controls SHOULD have only one Contextual Tab.
- 1877
- 1878
- 1879
- 1880 2. The number of Contextual Tabs for a particular object SHOULD be kept as small as possible. Whenever possible only one Contextual Tab SHOULD be used to display all of the relevant controls for an object. This design makes it easier for users to discover and learn the location of controls on the Contextual Tabs, since they are not required to remember on which Contextual Tab a particular control is located. Displaying all of the relevant controls for an object on only one Contextual Tab also makes using the Contextual Tabs more efficient.
- 1881
- 1882
- 1883
- 1884
- 1885
- 1886 3. Controls displayed on the core tabs SHOULD NOT be repeated on the Contextual Tabs. For example, the Bold, Italic, and Highlight controls do not appear on both the Home Tab and the Table Tools Contextual Tabs in Microsoft Word. The Microsoft Office UI provides additional elements to help users access the controls they need when the Contextual Tabs are displayed. For more information on these elements see the Quick Access Toolbar and Mini Toolbar sections of this document.
- 1887
- 1888
- 1889
- 1890

GALLERIES (OPTIONAL)

- 1892 Galleries are a key type of control found in the Microsoft Office UI. Galleries behave similarly to menus, but the contents of galleries are very different. While menus provide a list of individual actions from which the user can choose, galleries provide a visual list of results. For example, the Margins Gallery in Microsoft Word provides a
- 1893
- 1894

1895 visual list of potential margin settings to choose from, rather than simply providing controls for setting the margin properties.



1897

1898 [Figure 193: The Margins control has a drop down gallery that gives an image representation of various margin options](#)

1899 Often, the visual list of results displayed in galleries can be achieved only by combining several actions together.
1900 The Picture Styles Gallery in the figure below shows a list of richly formatted picture results. Each gallery item
1901 (picture style) combines several individual actions to create the end result.



1902

1903 [Figure 194: Example of In-Ribbon Gallery](#)

1904

1905 REQUIREMENTS FOR GALLERIES

1906 Galleries are an OPTIONAL part of the Microsoft Office UI. If galleries are implemented, then the guidelines in this
1907 section are REQUIRED. In addition, all eight of the REQUIRED elements MUST also be implemented if galleries are
1908 implemented. The eight REQUIRED elements are: Application Menu, Ribbon, tabs, groups, controls, Ribbon
1909 resizing, visual appearance, and keyboard access. For more details see the Implementation Requirements.

1910 DISPLAYING GALLERIES

- 1911 1. The Ribbon MUST be able to display both dropdown and in-Ribbon gallery controls. (*Note the dropdown*
1912 *gallery in figure A and the in-Ribbon gallery in figure B below.*)

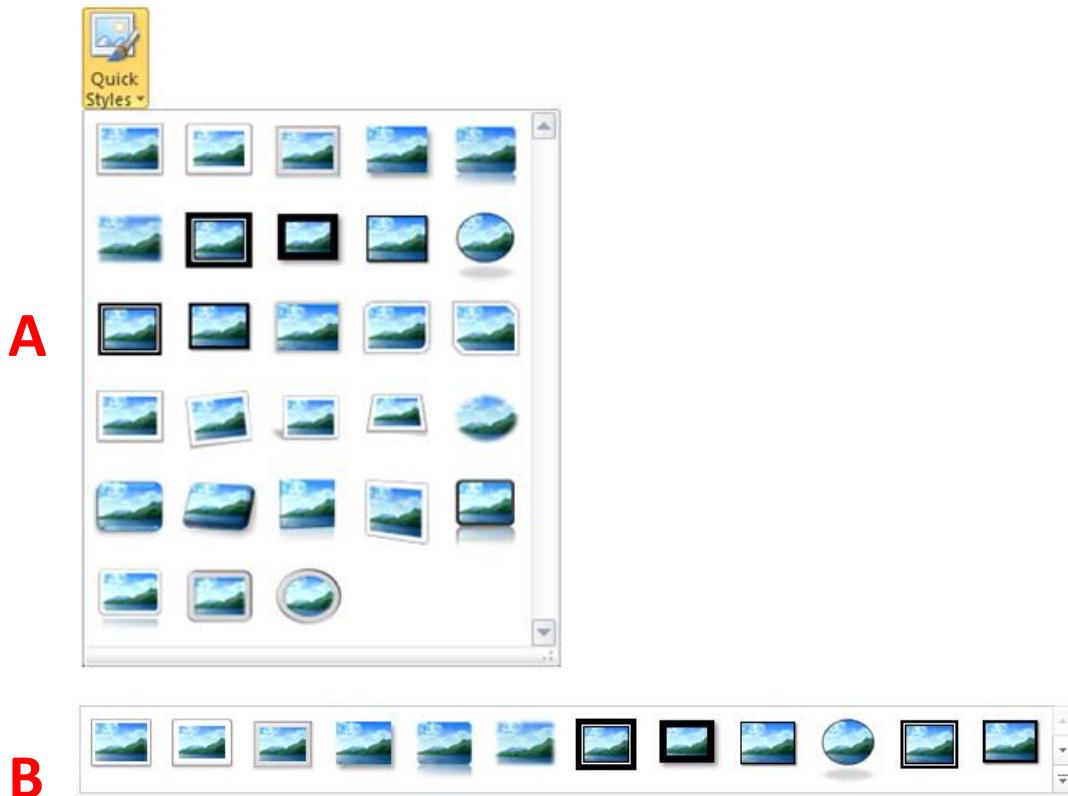


Figure 195: A dropdown gallery (A) and the in-Ribbon gallery (B)

1913

- 1914 2. Gallery controls SHOULD be able to display zoom mouse hover feedback. The size of an item in the gallery
1915 SHOULD be increased when the mouse hovers over that item. (*Note in figure B below the mouse was*
1916 *moved over the third gallery item, which is then displayed using zoom mouse hover feedback.*)

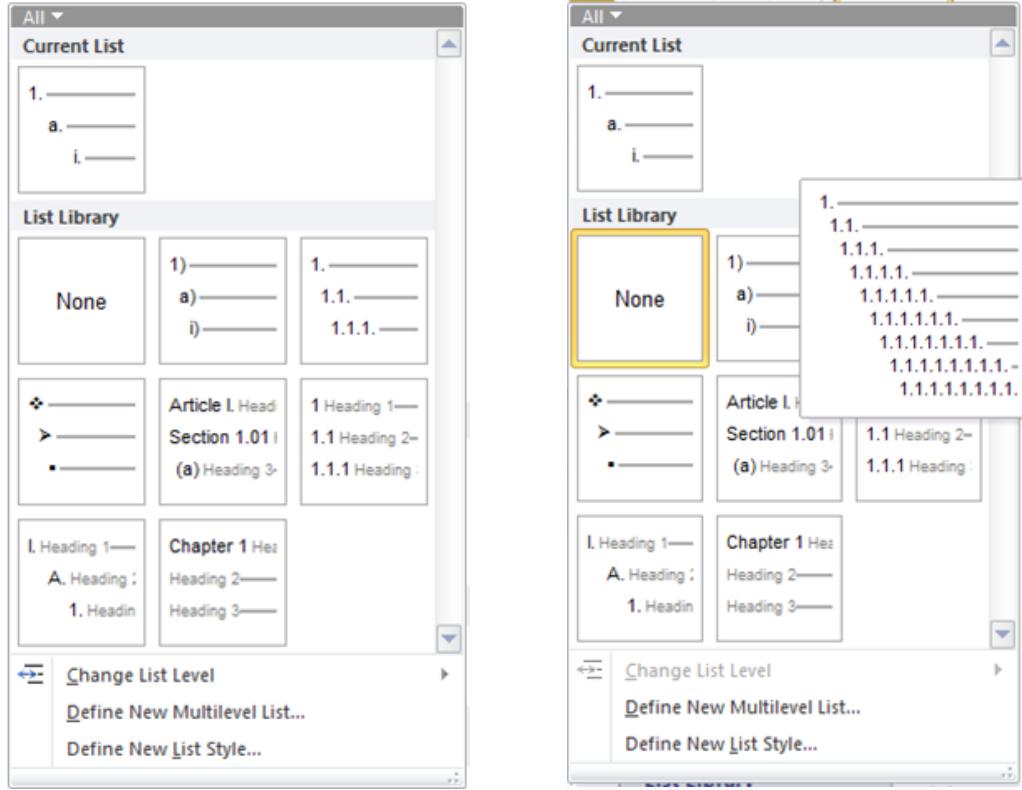
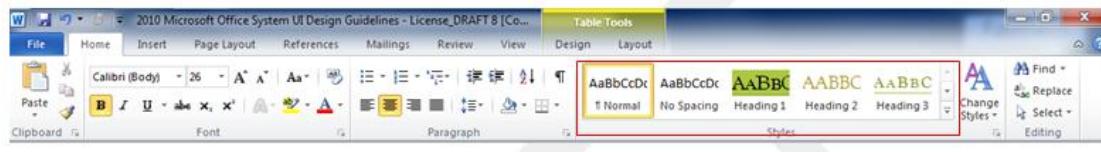
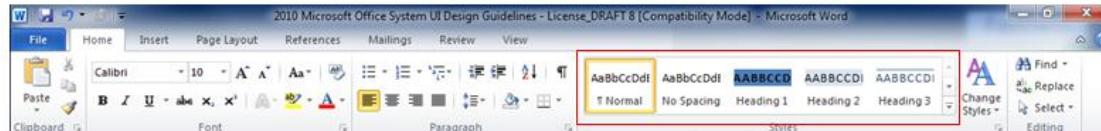


Figure 196: Figure A is standard gallery display and Figure B shows an on-hover zoom when hovering over the third gallery item

- 1919 3. Gallery controls MUST be able to display different content as a result of actions executed by other
1920 controls in the application. For example, choosing a different style set from the Change Styles menu in
1921 Microsoft Word changes the contents of the items displayed in the Styles Gallery. (*Note: in the following*
1922 *figure, that the items displayed in the Styles Gallery changed when a user selected a different style set*
1923 *from the Change Styles menu.*)

Microsoft Office User Interface Design Guidelines



1924

1925

Figure 197: Galleries can change based on user's settings selections

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1927
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1930

4. Each gallery MUST be able to be displayed as either an in-Ribbon gallery or a dropdown gallery. It is frequently necessary for a particular gallery to change from being displayed as an in-Ribbon gallery to a dropdown gallery when the Ribbon is resized in the horizontal direction. (*Note: in the following figure, the PowerPoint Picture Styles Gallery changes from being displayed as an in-Ribbon gallery to a dropdown gallery when the Ribbon is resized. See Ribbon Resizing for more information.*)



1931

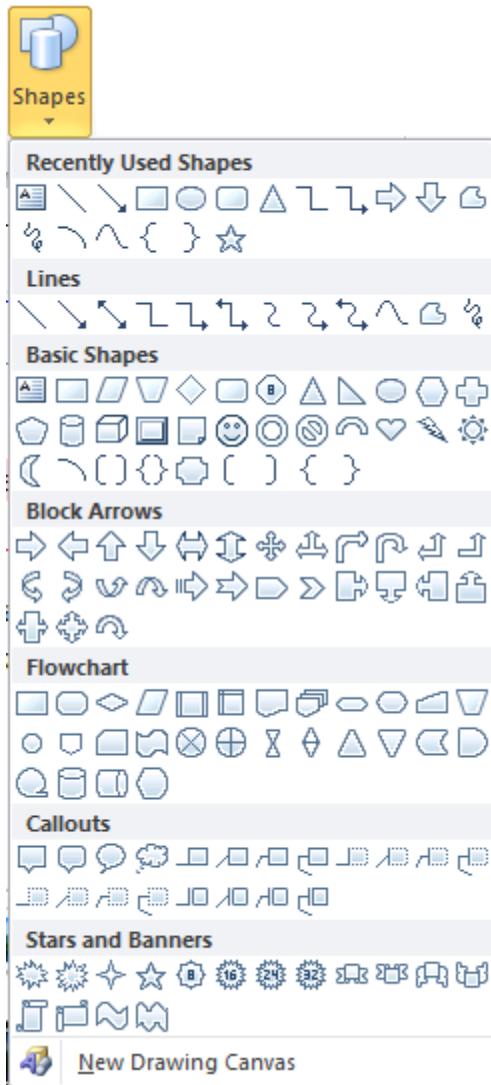


1932

1933
1934

Figure 198: Example of the Picture Styles Gallery in both in-Ribbon and dropdown form

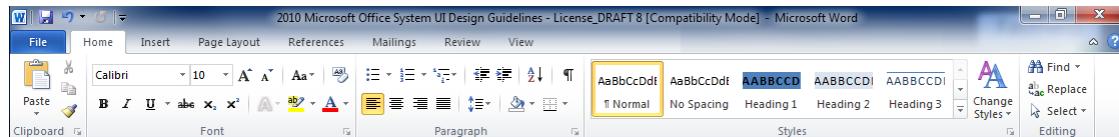
- 1935 5. Dropdown galleries MUST be accessed just like menus. Clicking the anchor for the dropdown gallery
 1936 displayed on the Ribbon MUST expand (i.e., dropdown) the gallery and display its contents. (*Note: in the*
 1937 *following figure, the Shapes dropdown gallery has been opened by clicking on the Shapes control in the*
 1938 *Ribbon.*)



1939

1940 Figure 199: The view when the Shapes dropdown gallery has been opened by clicking on the Shapes control in the Ribbon

- 1941 6. Clicking an item in an expanded gallery MUST immediately execute the action associated with the item
 1942 and close the gallery.
- 1943 7. In-Ribbon gallery controls MUST display the contents of the gallery in the Ribbon. Clicking an item
 1944 displayed in an in-Ribbon gallery MUST immediately execute the action associated with the item.
- 1945 8. Users MUST NOT be forced to expand in-Ribbon galleries in order to choose an item. (*Note: in the*
 1946 *following figure, the items in the Styles in-Ribbon gallery can be clicked without first opening the gallery.*)



1947

Figure 200: Items in the Styles in-Ribbon gallery can be clicked without first opening the gallery

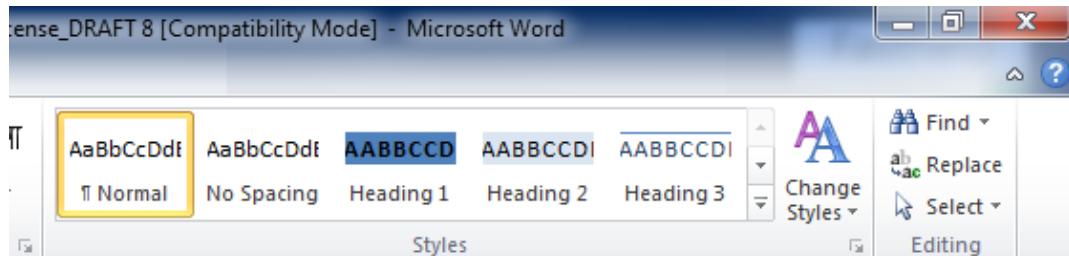
- 1949 9. In-Ribbon gallery controls MUST be displayed in a unique container within each group so that other
1950 controls can also be displayed in the group. (*Note: in the following figure, the Picture Styles Gallery is*
1951 *displayed in a unique gallery container within the group and that other controls, such as Picture Border,*
1952 *Picture Effects, Picture Layout, are also displayed within the same group.*)



1953

Figure 201: The Picture Styles Gallery is displayed in a unique gallery container within the group along with other controls

- 1955 10. In-Ribbon gallery controls MUST extend the entire height of the group from the top of the group label to
1956 the base of the tabs. (*Note: in the following figure, the height of the in-Ribbon gallery controls for Styles*)



1957

Figure 202: The in-Ribbon gallery controls for Styles extends the entire height of the group

- 1959 11. In-Ribbon gallery controls MUST NOT display partial items.
1960 12. In-Ribbon gallery and dropdown gallery controls MAY preview the results of the control on the selected
1961 text or object

- 1963 13. In-Ribbon gallery controls MUST NOT display category headings for items in the gallery. (*Note in figure A below the category headings "This Presentation" and "Built-In" are not displayed when the gallery is displayed in-Ribbon. These category headings are only displayed when the gallery is expanded, as in figure B.*)
- 1964
- 1965
- 1966



Figure 203: Figure A shows the in-Ribbon gallery without headings while the drop down gallery in Figure B has headings

1967 IN-RIBBON GALLERY NAVIGATION ARROWS

- 1968 1. In-Ribbon gallery controls MUST have three navigation arrows: two arrows for paging up and down within the gallery and one more arrow for expanding the entire gallery by dropping it down like a menu.
(*Note: in the following figure, the three in-Ribbon gallery navigation arrows.*)
- 1969
- 1970



1971

1972 Figure 204: Navigation arrows for in-Ribbon galleries are boxed in red

- 1973 2. In-Ribbon gallery navigation arrows MUST be positioned on the right side of the gallery container.
- 1974 3. In-Ribbon gallery navigation arrows MUST be vertically stacked so that the up arrow is positioned at the top, the down arrow is positioned in the middle, and the dropdown arrow is positioned at the bottom.
- 1975
- 1976 4. Four in-Ribbon gallery navigation arrow states MUST be represented. These SHOULD include:
- 1977 disabled, active, hover, and pressed. The table below describes the four in-Ribbon gallery navigation
- 1978 arrow states for the Microsoft Office UI.

	Disabled.
	Active.
	Hover.
	Pressed.

- 1979 5. Clicking the down arrow MUST page down and display the next full row of items in the gallery. Clicking
1980 on the up arrow MUST page up and display the previous full row of items in the gallery. The gallery MUST
1981 NOT expand (i.e., dropdown) when either the up or down arrows are clicked.

1982 DISPLAYING EXPANDED IN-RIBBON GALLERIES

- 1983 1. Clicking the dropdown arrow MUST expand the entire gallery by dropping it down like a menu. *(Note: in
1984 the following figure, the dropdown arrow located in the bottom right corner of the in-Ribbon gallery
1985 control.)*

1986



1987

Figure 205: Dropdown arrow located in the bottom right corner of the in-Ribbon gallery control boxed in red

1988
1989

2. The top row of the expanded in-Ribbon gallery MUST be displayed over the Ribbon. (Note: in the following figure, the expanded in-Ribbon gallery is positioned over top of the Ribbon.)

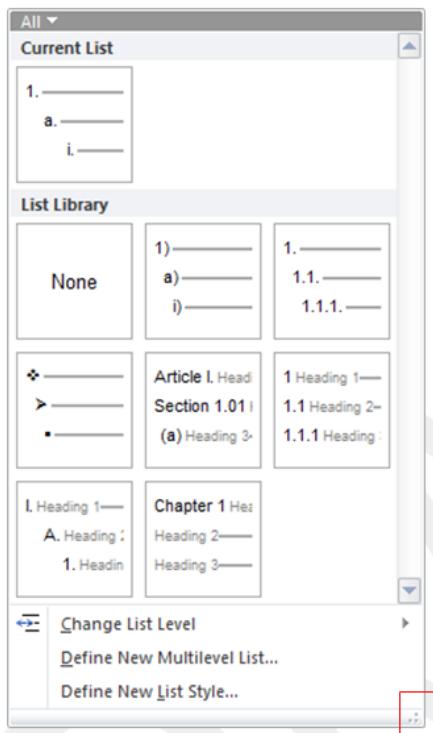


1990

Figure 206: The expanded in-Ribbon gallery is positioned over top of the Ribbon

3. Expanded in-Ribbon galleries MUST be locked into position. Users MUST NOT be able to drag or move the expanded in-Ribbon galleries.
4. Expanded in-Ribbon galleries MUST be at least as wide as the width of the in-Ribbon gallery before the gallery was expanded so that the entire in-Ribbon gallery control is occluded.
5. Expanded in-Ribbon galleries MUST NOT default to be taller than the height required to display all of the items in the gallery. There MUST NOT be additional empty white space at the bottom of the expanded gallery.
6. Expanded in-Ribbon galleries MUST NOT default to a height greater than two-thirds the height of the display monitor to ensure that the expanded gallery does not completely occlude the document.
7. Expanded in-Ribbon galleries MUST display a scrollbar with scroll arrows on the right when more items are in the gallery than can be displayed at the current height.
8. Expanded in-Ribbon galleries MUST NOT display horizontal scroll bars.

-
- 2004 RESIZING EXPANDED IN-RIBBON GALLERIES
- 2005 1. Both dropdown and in-Ribbon galleries SHOULD be resizable.
- 2006 2. Expanded in-Ribbon galleries SHOULD display resize handles in the bottom right corner of the gallery to indicate when the gallery can be resized.
- 2007

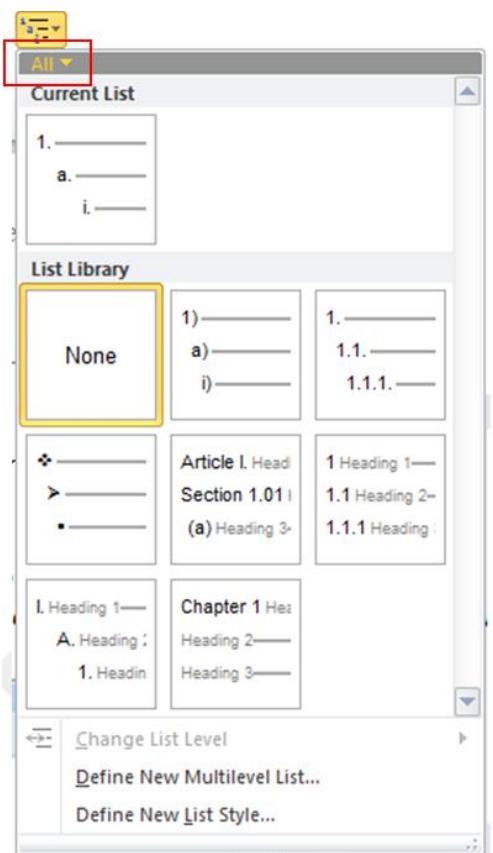


- 2008
- 2009 **Figure 207: Resize handles in the bottom right corner of the gallery are boxed in red to indicate when the gallery can be resized**
- 2010 3. Users MUST NOT be able to resize an expanded in-Ribbon gallery to be narrower than the width of the in-Ribbon gallery before the gallery was expanded.
- 2011
- 2012 4. Users SHOULD be able to resize an expanded in-Ribbon gallery to be wider than the width of the in-Ribbon gallery.
- 2013

2014 GALLERY FILTERS

2015 Galleries SHOULD be able to host gallery filters. The requirements outlined below are REQUIRED if a gallery filter is implemented.

2017 1. Gallery filters MUST be positioned at the top of the expanded gallery. (*Note: in the following figure, the option "All" with a dropdown arrow at the top of the expanded gallery.*)



2019

2020 Figure 208: The gallery filter is boxed in red at the top of the gallery

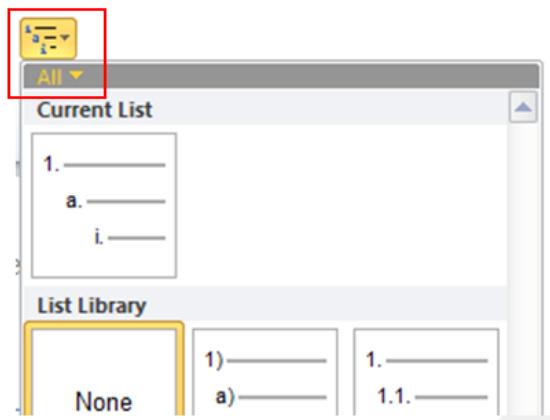
2021 2. Gallery filters MUST NOT be displayed when the gallery is displayed as an in-Ribbon gallery. The gallery filters MUST be displayed only when the in-Ribbon gallery is expanded.

2022 3. A dropdown arrow MUST be positioned to the right of the gallery filter label.

2023 4. The background color used for gallery filter labels MUST be a visually distinct color from the background used for gallery category headings.

2024 5. The background color used for gallery filter labels MUST extend the entire width of the gallery.

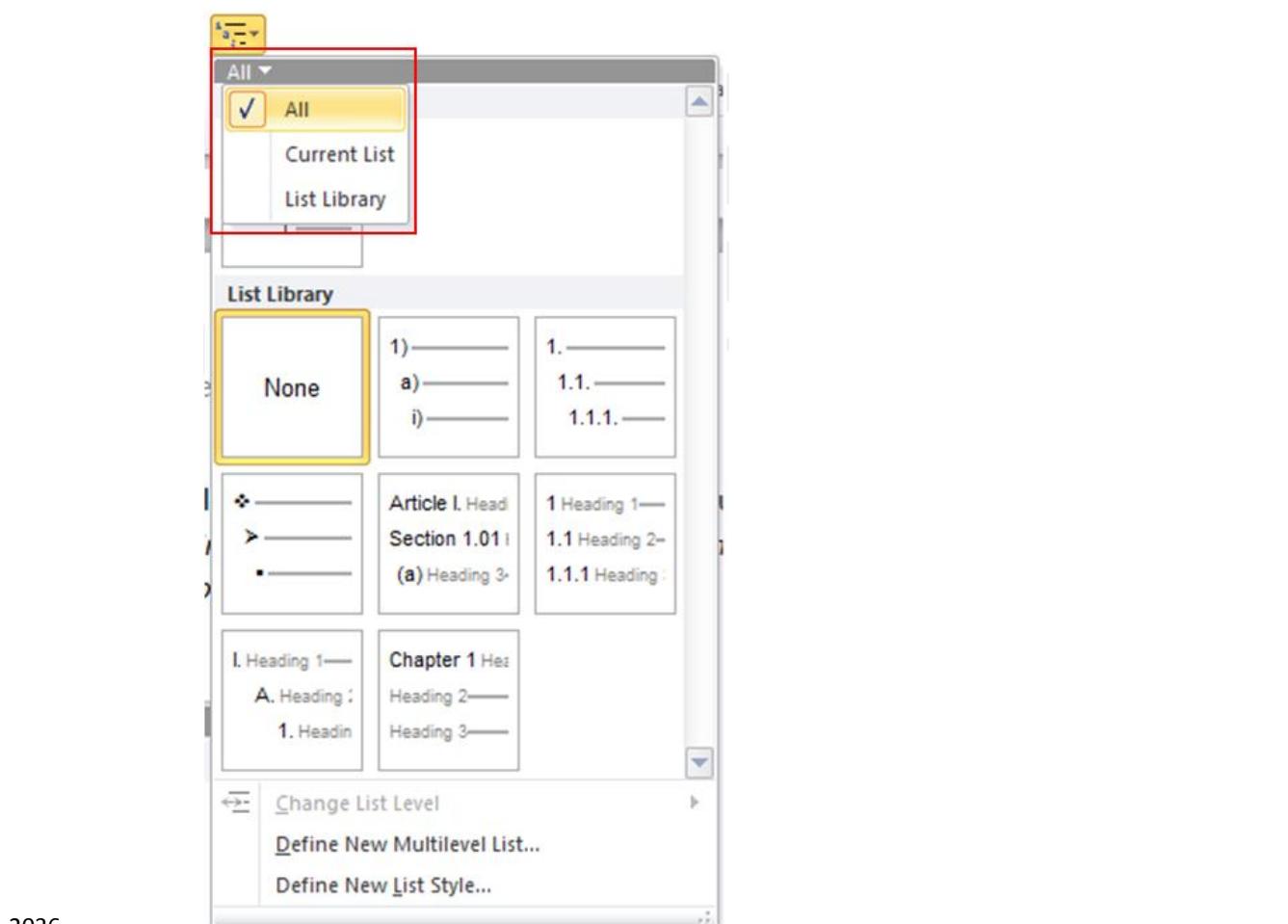
2025 6. Gallery filter labels MUST display mouse hover feedback when the mouse is over the label. (*Note: in the following figure, both the text string and the dropdown arrow are highlighted in a different color than their normal state to give mouse hover feedback.*)



2030

2031 Figure 209: The figure below both the text string and the dropdown arrow are highlighted in a different color than their normal state to give mouse hover feedback

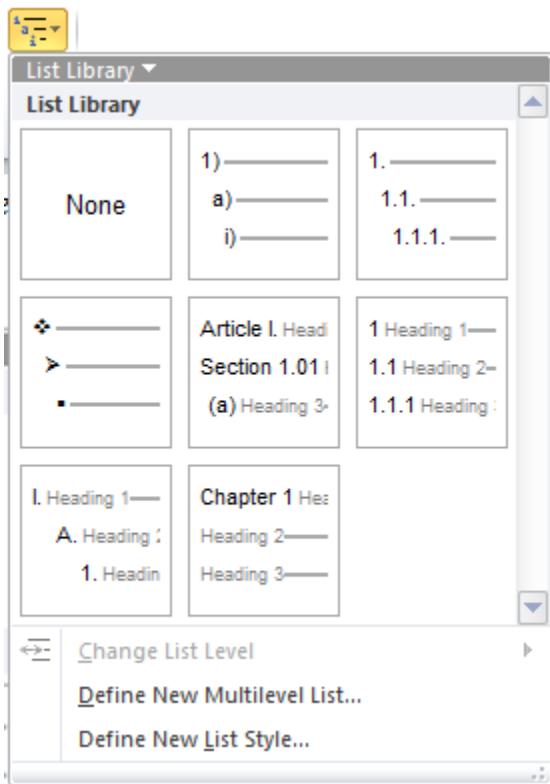
2032
2033 7. Clicking the gallery filter label MUST display a menu with the categories by which the user can filter the items displayed in the gallery. (Note: in the following figure, the gallery filter label has been clicked and the gallery filter menu options are displayed.)



2036

2037 Figure 210: The gallery filter label has been clicked and the gallery filter menu options are displayed

- 2038 8. Clicking a filter option for a gallery MUST dismiss the filter menu and refresh the expanded gallery to
2039 display only those gallery items in the chosen category.
- 2040 9. When clicking a filter changes the number of displayed items, the size of the expanded gallery MUST
2041 reduce or expand to fit the new number, unless the user has previously resized the expanded gallery (in
2042 which case the size MUST NOT change).
- 2043 10. The text string used for the gallery filter label MUST change to display the current filter category. (*Note:*
2044 *in the following figure, the gallery filter label has changed from "All" to "List Library."*)



2045

2046

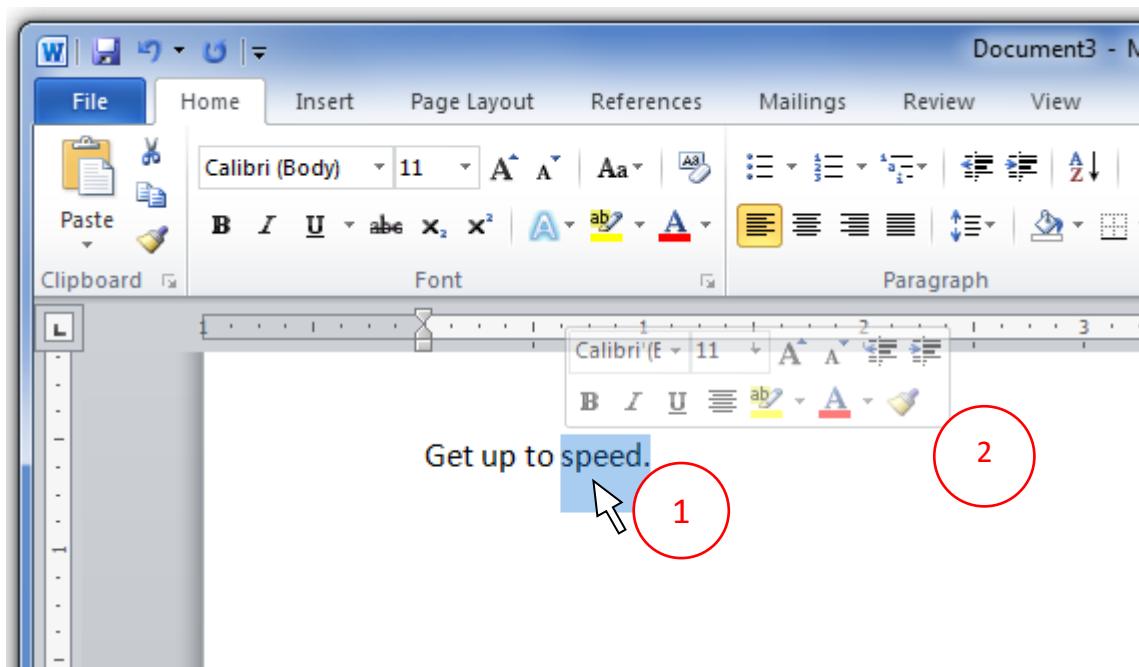
Figure 211: The gallery filter label has changed from "All" to "List Library"

2047

2048

MINI TOOLBAR (OPTIONAL)

- 2049 The Mini Toolbar appears next to the mouse cursor when you select text with the mouse. It provides quick and
2050 efficient access to the most useful text formatting controls.
- 2051 When a user selects text with the mouse (1 in the figure below), the Mini Toolbar appears and is translucent (2 in
2052 the figure below). When the mouse cursor moves toward the Mini Toolbar, it becomes opaque, and the controls
2053 on the Mini Toolbar become clickable. When the mouse cursor moves away from the Mini Toolbar or another
2054 action (such as typing) is performed, the Mini Toolbar disappears.



2055

2056 Figure 212: Mini Toolbar appears translucent until mouse approach

2057

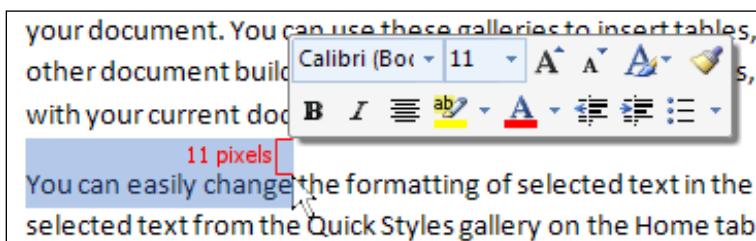
REQUIREMENTS FOR MINI TOOLBAR

- 2058 The Mini Toolbar is an OPTIONAL part of the Microsoft Office UI. If the Mini Toolbar is implemented, then the
2059 guidelines in this section are REQUIRED. In addition, all of the REQUIRED elements MUST also be implemented if
2060 the Mini Toolbar is implemented. The REQUIRED elements include: Application Menu or Backstage view, Ribbon,
2061 tabs, groups, controls, Ribbon resizing, visual appearance, and keyboard access. For more details see the
2062 Implementation Requirements.

2063

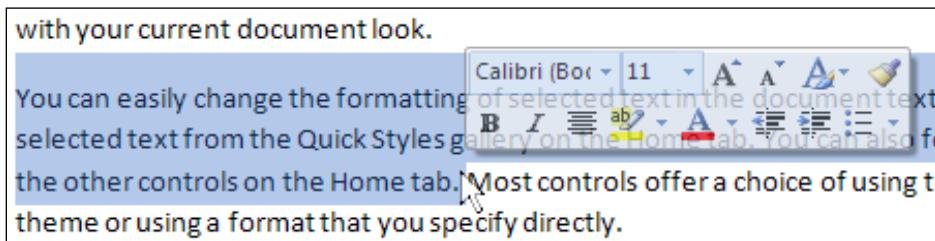
2064 DISPLAYING THE MINI TOOLBAR

- 2065 1. The Mini Toolbar MUST be displayed when text is selected with the mouse.
- 2066 2. The Mini Toolbar MUST NOT be displayed when text is selected with the keyboard.
- 2067 3. There MAY be different Mini Toolbars based upon the type of object selected. The toolbar for a picture
2068 may be different than the toolbar for selected text.
- 2069 4. The Mini Toolbar MUST be displayed so that the bottom left corner is approximately 11 pixels at 96 dpi
2070 above the position of the mouse pointer when the left mouse button is released following text selection
2071 (i.e., mouse up). This metric is given in pixels at 96 dpi and MUST be scaled appropriately for other dpi
2072 settings. (*Note: in the following figure, the position of the Mini Toolbar.*)



2073
2074 Figure 213: Illustration of the position of the mini toolbar relative to selected text

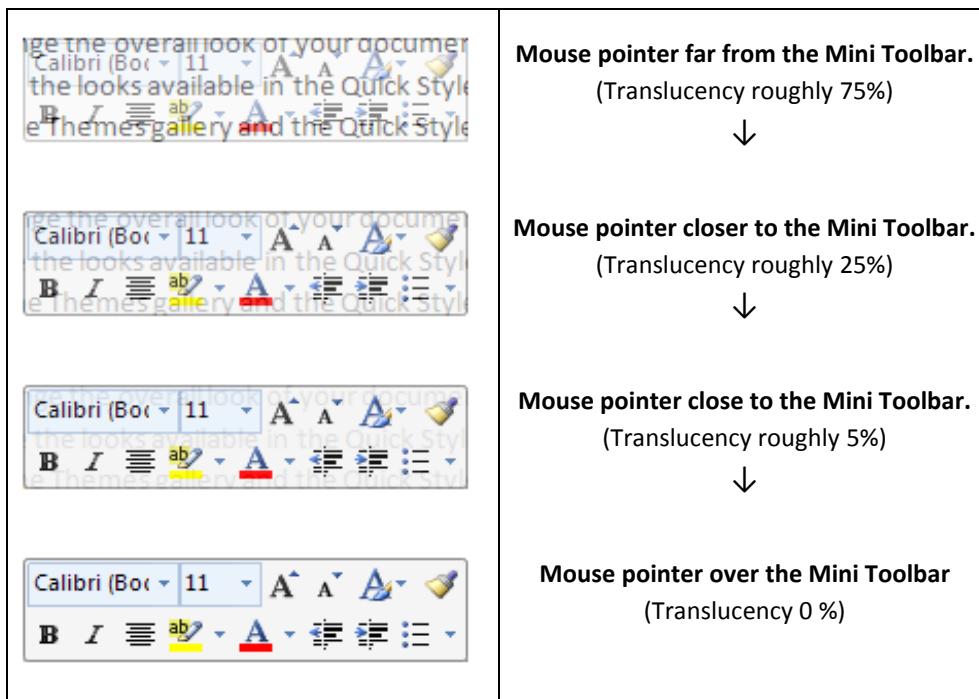
- 2075 5. The Mini Toolbar MUST be displayed relative to the position of the mouse when the left mouse button is
2076 released following text selection. The Mini Toolbar MUST NOT be displayed relative to the position of the
2077 text selection. Therefore, the Mini Toolbar may be displayed over selected text. (*Note: in the following
2078 figure, the Mini Toolbar is displayed over text that was selected by dragging from upper left to lower
2079 right.*)



2080
2081 Figure 214: The Mini Toolbar is displayed relative to the position of the mouse

- 2082 6. For discontinuous selections of text, the Mini Toolbar MUST be displayed approximately 11 pixels above
2083 the position of the mouse pointer when the CTRL key is released, rather than when the left mouse button
2084 is released.
- 2085 7. The Mini Toolbar MUST NOT be displayed off screen. The Mini-Toolbar MUST be adjusted as little as
2086 possible so that all edges are always displayed on screen.
- 2087 8. The Mini Toolbar MAY be displayed over the Ribbon or task Panes.
- 2088 9. The Mini Toolbar May be displayed outside the application window when the window is not maximized.

- 2089 10. The Mini Toolbar MUST be mostly invisible when it is initially displayed.
- 2090 11. The Mini Toolbar MUST be completely opaque (i.e., translucency = 0) when the mouse pointer is moved
2091 over the Mini Toolbar.
- 2092 12. The Mini Toolbar MUST become gradually less translucent when the mouse pointer is moved closer. The
2093 Mini Toolbar MUST become gradually more translucent when the mouse pointer is moved away. (*The
2094 figure below provides an example of how the translucency for the Mini Toolbar changes with respect to
2095 the position of the mouse pointer.*)



- 2096 13. Changes in translucency for the Mini Toolbar MUST occur linearly over a range of 11 pixels from the edge
2097 of the Mini Toolbar.

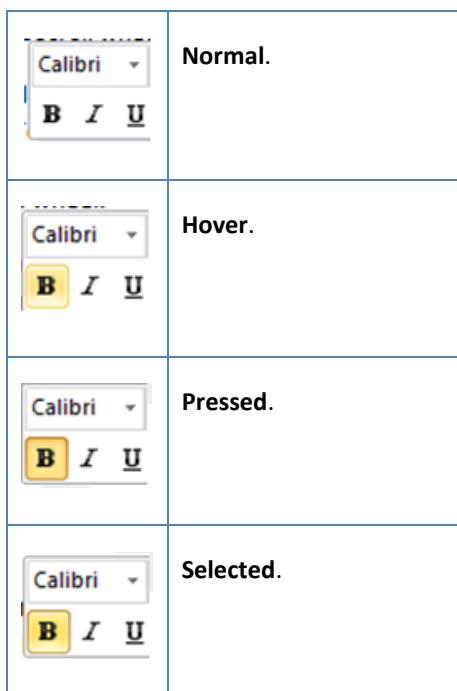
2098 DISMISSING THE MINI TOOLBAR

- 2099 1. The Mini Toolbar MUST be completely dismissed and MUST NOT reappear for a particular instance of
2100 selected text when the mouse pointer is moved more than 44 pixels away from the closest edge of the
2101 Mini Toolbar, if the user has never hovered over the Mini Toolbar.
- 2102 2. If the mouse pointer has crossed over the edge of the Mini Toolbar, then the distance used to determine
2103 when to completely dismiss the Mini Toolbar MUST change from 44 pixels to 176 pixels.
- 2104 3. The distance variable used to determine when to completely dismiss the Mini Toolbar for a particular
2105 instance of selected text MUST be independent of the distance variable used to determine changes in
2106 translucency for the Mini Toolbar.
- 2107 4. If the mouse pointer has not crossed over the edge of the Mini Toolbar (which has not become
2108 completely opaque), then the distance used to determine changes in translucency MUST change from 11

- 2109 pixels to 22 pixels. In other words, the distance from the edge of the Mini Toolbar that causes it to
2110 become completely transparent is greater than the distance the mouse had to move to make it opaque.
- 2111 5. If the mouse pointer has crossed over the edge of the Mini Toolbar and made it opaque, then the distance
2112 used to determine changes in translucency MUST change from 11 pixels to 44 pixels.
- 2113 6. The Mini Toolbar MUST be dismissed and text selection MUST be preserved when the user types ESC on
2114 the keyboard.
- 2115 7. The Mini Toolbar MUST be dismissed and text selection MUST be preserved when users scroll with the
2116 mouse scroll wheel.
- 2117 8. The Mini Toolbar MUST be completely dismissed when users type any key or click anywhere outside the
2118 Mini Toolbar and selection should behave as it would if the user clicked there without having seen the
2119 **Mini Toolbar.**

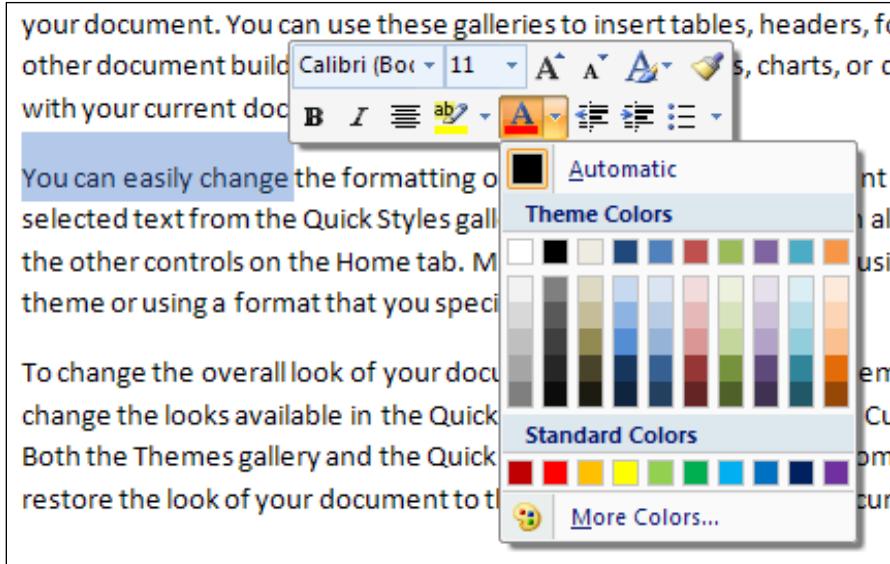
2120 CONTROLS DISPLAYED ON THE MINI TOOLBAR

- 2121 1. Controls displayed on the Mini Toolbar MUST display the same mouse states that are represented for the
2122 control when it is displayed on the Ribbon.



- 2123 2. Controls displayed on the Mini Toolbar MUST NOT have tooltips.

- 2124 3. Controls displayed on the Mini Toolbar MUST behave in the same way as when they are displayed on the
2125 Ribbon. For example, clicking on Split Buttons or combo boxes MUST drop a menu as they do when they
2126 are displayed on the Ribbon. (*Note: in the following figure, the Split Button for Font Color still drops a*
2127 *menu when clicked from the Mini Toolbar.*)

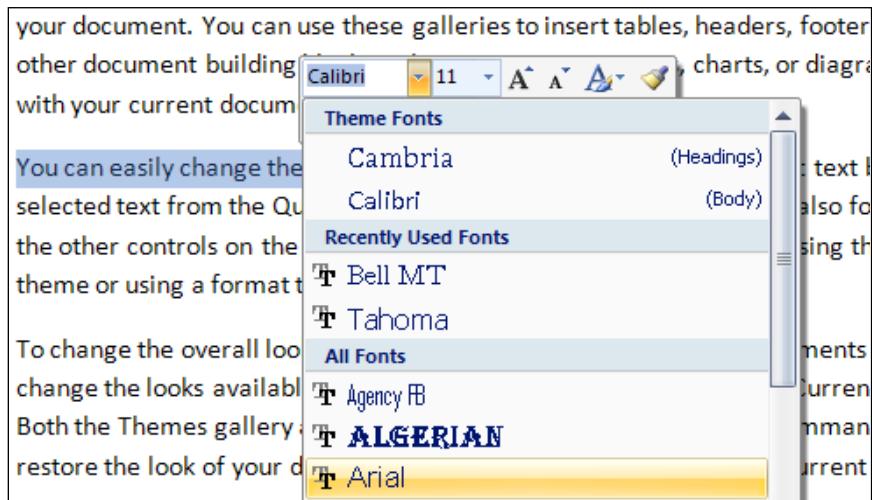


2128

2129 Figure 215: The Split Button for Font Color still drops a menu when clicked from the Mini Toolbar

- 2130 4. The Mini Toolbar MUST remain displayed after a control is selected. The action for the control MUST be
2131 immediately executed, but the Mini Toolbar MUST NOT be dismissed. The Mini Toolbar MUST remain
2132 displayed so that additional controls may be chosen for a particular instance of selected text. If the
2133 mouse pointer is moved 176 pixels away then the Mini Toolbar MUST be dismissed.
2134 5. Combo boxes displayed in the Mini Toolbar MUST have the same keyboard behaviors as combo boxes
2135 displayed in the Ribbon. You MUST be able to click inside a combo box and type a value.
2136

- 2137 6. When a selection is made from a combo box menu displayed in the Mini Toolbar, the command MUST be
2138 immediately executed and the Mini Toolbar MUST NOT disappear, even if the mouse pointer is farther
2139 than 176 pixels away from the Mini Toolbar. (*Note: in the following figure, the Mini Toolbar is still*
2140 *displayed even though the distance of the mouse, hovering over the Arial font option, is greater than 176*
2141 *pixels from the Mini Toolbar.*)

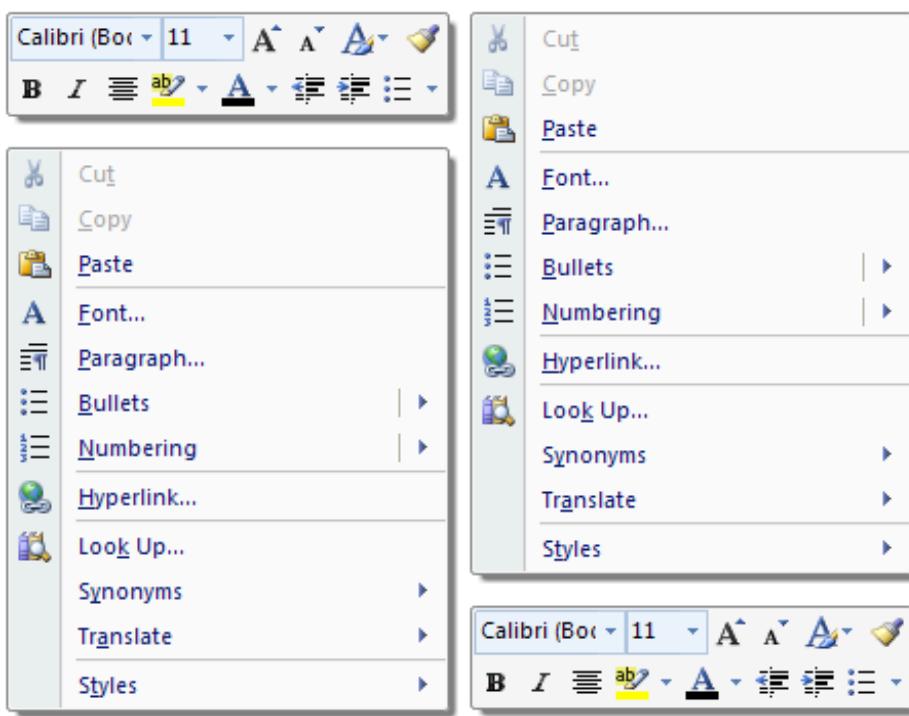


2142

2143 Figure 216: The Mini Toolbar is still displayed even though the distance of the mouse, hovering over the Arial font option, is
2144 greater than 176 pixels from the Mini Toolbar
2145

2146 DISPLAYING THE MINI TOOLBAR WITH CONTEXT MENUS

- 2147 1. If the user right-clicks in a place where selecting would cause the Mini Toolbar to be displayed, then the
2148 Mini Toolbar MUST be displayed along with the context menu, but in a separate window.
- 2149 2. The Mini Toolbar MUST be displayed above the context menu when the menu is displayed down from the
2150 position of the right-click. The Mini Toolbar MUST be displayed below the context menu when the menu
2151 is displayed up from the position of the right-click. (*Note: in the following figure, the two different*
2152 *locations where the Mini Toolbar is displayed.*)
- 2153
- 2154



2155

2156 Figure 217: Mini Toolbar position relative to context menu based on direction menu display

- 2157 3. The position of the context menu MUST NOT change when the Mini Toolbar is displayed. The Mini
2158 Toolbar is simply displayed above or below the contextual menu.
- 2159
- 2160 4. A 15 pixel gap (at 96 dpi) MUST exist between the context menu and the Mini Toolbar.
- 2161
- 2162 5. The left edge of the Mini Toolbar MUST be aligned with the left edge of the context menu.
- 2163
- 2164 6. The minimum width of context menus where the Mini Toolbar is displayed MUST be at least as wide as
2165 the Mini Toolbar.
- 2166
- 2167 7. The Mini Toolbar MUST NOT be displayed with a context menu that is narrower than the Mini Toolbar.

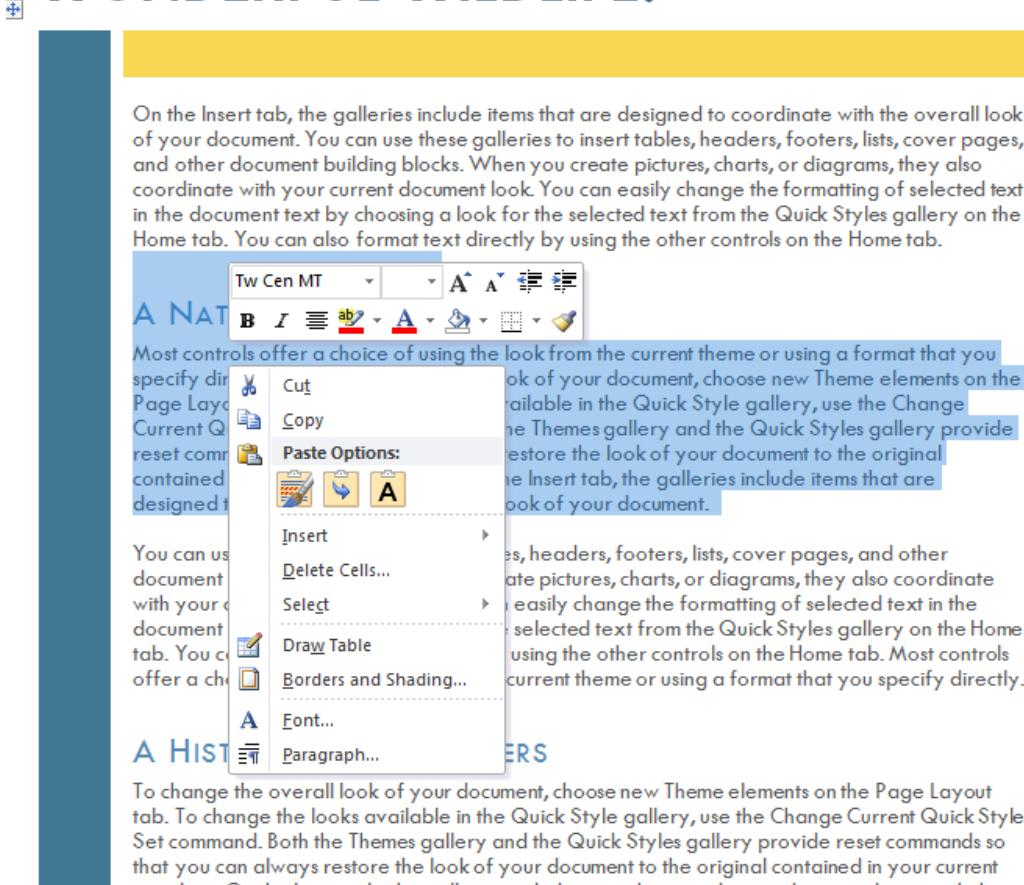
- 2168 8. The Mini Toolbar MUST be opaque when displayed with the context menu. The Mini Toolbar MUST NOT
2169 be translucent when displayed with the context menu, regardless of the position of the mouse pointer or
2170 keyboard focus.
- 2171 9. The Mini Toolbar MUST NOT be displayed when the context menu is displayed via typing SHIFT+F10 or by
2172 typing the context menu key on the keyboard.
- 2173 10. The Mini Toolbar MUST be dismissed using the same rules as the context menu uses. When the context
2174 menu is dismissed, the Mini Toolbar MUST be dismissed.
- 2175 11. Users MUST NOT be able to use the keyboard to navigate from the context menu to the Mini Toolbar.
- 2176 12. When a control displayed on the Mini Toolbar is used, the context menu MUST disappear and the Mini
2177 Toolbar MUST remain displayed to allow for the use of other controls on the Mini Toolbar. Once the
2178 context menu disappears, the Mini Toolbar MUST behave in the same way as it would for selected text.
- 2179 13. The ability to turn off the Mini Toolbar SHOULD be provided in the application's options. This option
2180 SHOULD NOT turn off the Mini Toolbar displayed with context menus. The Mini Toolbar SHOULD always
2181 be displayed with context menus.

2182 PREVIEWING CONTEXT MENU CONTROL ACTIONS

2183 Previewing control actions from a Context Menu is a powerful tool. Galleries can be placed into context menus to
2184 allow for the user to select one of several options within a feature. The effect of the controls in these galleries
2185 SHOULD be previewed to the user so they can see the result of the action before committing to it.

- 2186 1. When preview is used in conjunction with a control on a context menu the context menu SHOULD go
2187 transparent except for the controls related to the live preview

WONDERFUL WILDLIFE!



2188

2189

Figure 218: Context Menu Opaque before hovering in paste gallery

2190

2191

WONDERFUL WILDLIFE!

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab.

A NATURAL BEAUTY

MOST CONTROLS OFFER A CHOICE OF USING THE LOOK FROM THE CURRENT THEME OR USING A FORMAT THAT YOU SPECIFY DIRECTLY. TO CHANGE THE OVERALL LOOK OF YOUR DOCUMENT, CHOOSE NEW THEME ELEMENTS ON THE PAGE LAYOUT TAB. TO CHANGE THE LOOKS AVAILABLE IN THE

Paste Options:



STYLE GALLERY, USE THE CHANGE QUICK STYLE SET COMMAND.

BOTH THE THEMES GALLERY AND THE QUICK STYLES GALLERY PROVIDE RESET COMMANDS SO THAT YOU CAN ALWAYS RESTORE THE LOOK OF YOUR DOCUMENT TO THE ORIGINAL CONTAINED IN YOUR CURRENT TEMPLATE. ON THE INSERT TAB, THE GALLERIES INCLUDE ITEMS THAT ARE DESIGNED TO COORDINATE WITH THE OVERALL LOOK OF YOUR DOCUMENT.

2192

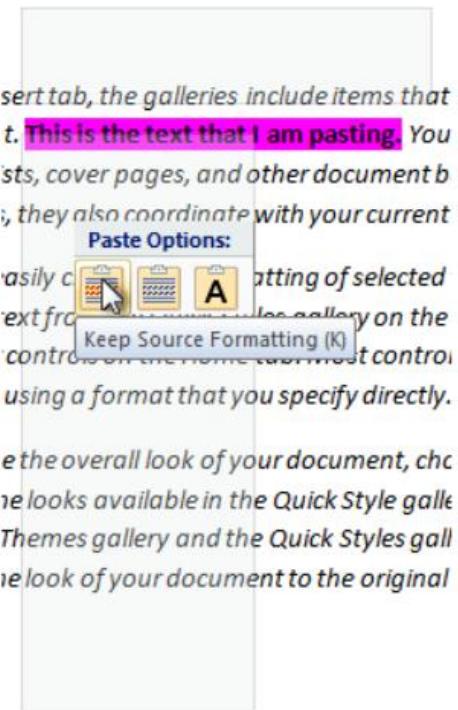
2193
2194

Figure 219: When hovering in the Context Menu paste gallery the menu itself becomes transparent while the paste gallery options remain visible

2195
2196
2197

2. The mini toolbar and context menu SHOULD become transparent (transparency (alpha) level of 30%) during a live preview

- 2198 3. The command(s) that are being previewed SHOULD be fully opaque



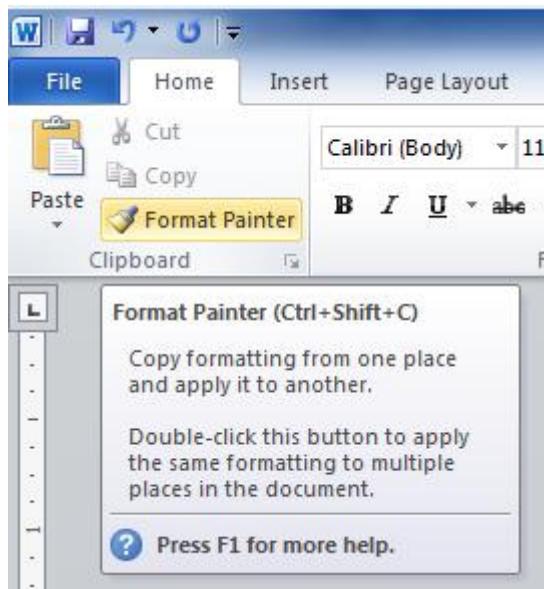
2199

2200 **Figure 220: Picture showing context menu behavior during live preview**

- 2201 4. The transparent shapes of toolbars SHOULD have a 1-pixel border and an transparency (alpha) level of
2202 30%
- 2203
- 2204 5. In High-Contrast mode, the borders SHOULD be fully opaque
- 2205
- 2206 6. There SHOULD be no transition (fade or animation) between opaque and transparent states of the
2207 context menu
- 2208
- 2209 7. All shadows from the context menu UI SHOULD be hidden during the live preview
- 2210
- 2211 8. The context menu and mini toolbar SHOULD NOT move as a result of live preview

2212 SCREENTIPS (OPTIONAL)

- 2213 ScreenTips help bridge the gap between the user interface and the Help system. ScreenTips appear when the
2214 mouse pointer hovers over a control in the Microsoft Office UI. ScreenTips display the name of the control, the
2215 keyboard shortcut for the control, and a brief description of how to use the control.
- 2216 Some ScreenTips in the Microsoft Office UI also provide F1 support, which opens Microsoft Office Help and takes
2217 the user directly to the related Help topic for the control whose ScreenTip was displayed when the F1 button was
2218 pressed.



2219

Figure 221: Screen Tip for Format Painter

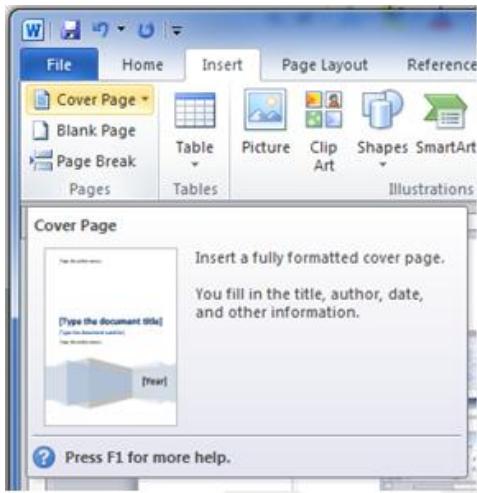
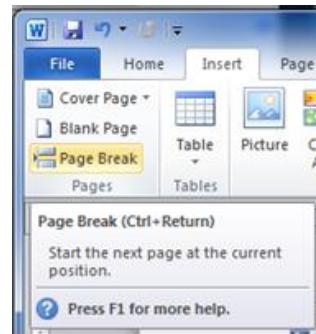
2221 REQUIREMENTS FOR SCREENTIPS

- 2222 ScreenTips are an OPTIONAL part of the Microsoft Office UI. If ScreenTips are implemented, then the guidelines in
2223 this section are REQUIRED. In addition, all of the REQUIRED elements MUST also be implemented if ScreenTips are
2224 implemented. The REQUIRED elements are: Application Menu or Backstage view, Ribbon, tabs, groups, controls,
2225 Ribbon resizing, visual appearance, and keyboard access. For more details see the Implementation Requirements.

2226 DISPLAYING SCREENTIPS

- 2227 1. All Controls on the Ribbon MUST display a ScreenTip when the mouse pointer hovers over a control for
2228 more than 900 ms.
- 2229 2. ScreenTips SHOULD have a 20 second timeout that automatically causes them to disappear.
- 2230 3. ScreenTips MUST disappear when the control is clicked with the mouse or when any key is pressed on the
2231 keyboard.
- 2232 4. ScreenTips for controls on the Ribbon MUST NOT be displayed over the Ribbon. ScreenTips MUST be
2233 displayed 5 pixels (at 96 dpi) below the Ribbon, whether the control is positioned at the top or bottom of

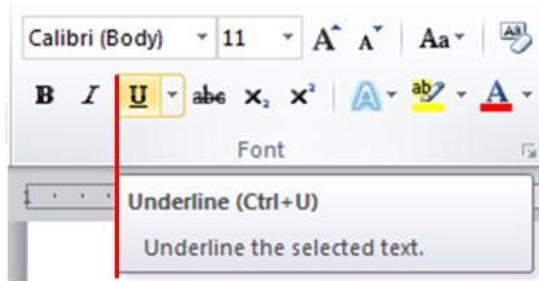
2234 the Ribbon. (Note that the vertical position of the ScreenTip is the same for both the Breaks control (figure
 2235 A below) and the Hyphenation control (figure B) even though each control is displayed on a different row
 2236 in the Ribbon.)

Figure A**Figure B**

2237

2238 Figure 222: Examples showing that screen tips in both scenario A and B do not cover the Ribbon

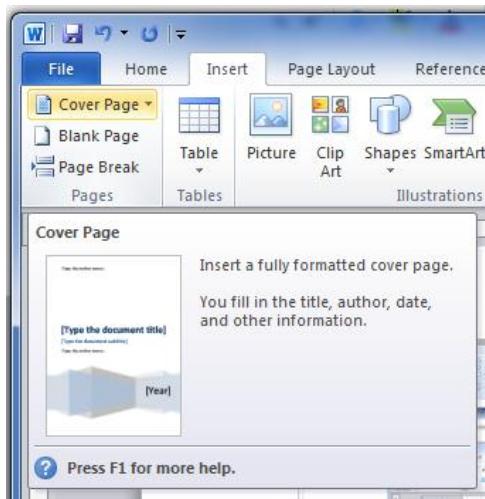
2239 5. ScreenTips MUST be aligned with the left edge of the control with which they are associated. (Note: in
 2240 the following figure, the alignment of the ScreenTip for the Underline control.)



2241

2242 Figure 223: The image shows how screen tips are aligned with controls

2243 6. ScreenTips MUST be able to display an image along with descriptive text that describes the control.



2244

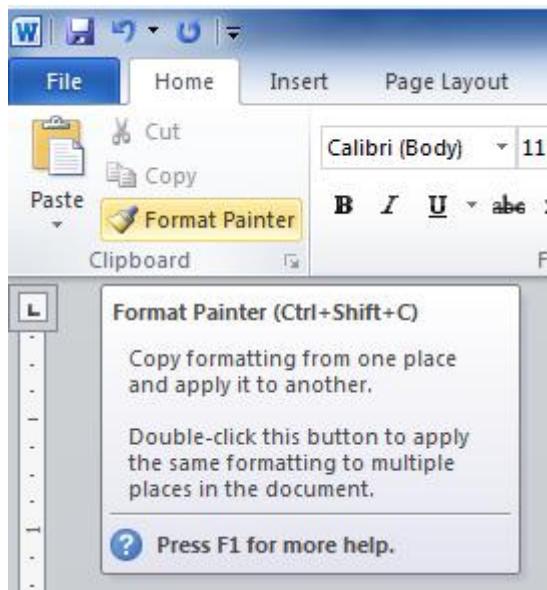
Figure 224: ScreenTip with illustration

- 2246 7. ScreenTips MUST be displayed at one of two possible fixed-width sizes, one for ScreenTips that contain an
2247 image (318 pixels wide at 96 dpi) and one for ScreenTips that do not contain an image (210 pixels at 96
2248 dpi).
- 2249 8. The width of ScreenTips MUST NOT change as a result of the amount of text displayed on the ScreenTip.
- 2250 9. ScreenTips MUST be displayed at a minimum height (50 pixels at 96 dpi). The height of ScreenTips may
2251 increase as a result of the amount of text displayed on the ScreenTip.
- 2252 10. ScreenTips MUST be displayed with a background color that is different from the background color used
2253 for the Ribbon and the document so that the ScreenTips are conspicuous.
- 2254 11. ScreenTips MUST be able to display different content for the same control based on whether it is active or
2255 inactive.

BEST PRACTICES FOR SCREENTIPS

- 2257 1. ScreenTips SHOULD display the name of the control and the keyboard shortcut for the control (if one
2258 exists).
- 2259 2. ScreenTips SHOULD display a brief description of the control when appropriate.
- 2260 3. The name of the control and the keyboard shortcut for the control SHOULD be left aligned at the top of
2261 the ScreenTip and SHOULD be displayed using bold font.
- 2262 4. The keyboard shortcut for the control SHOULD be displayed to the right of the control name (on the same
2263 line) and SHOULD be displayed within parentheses using bold font.
- 2264 5. ScreenTips with a description SHOULD display the description using normal font. The description for the
2265 control SHOULD be displayed 14 pixels (at 96 dpi) below the name of the control and 8 pixels (at 96 dpi)

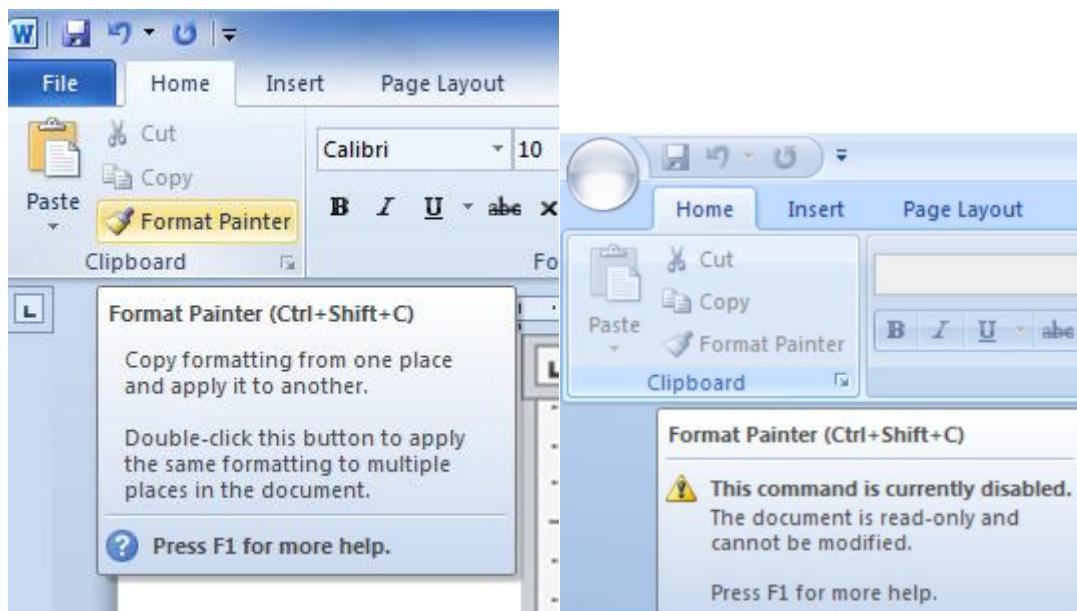
2266 indented to the right of the control name. (*Note: in the following figure, the location of the descriptive text on the ScreenTip.*)
 2267



2268

Figure 225: Image illustrating the location of the descriptive text on a ScreenTip

- 2269 6. ScreenTips SHOULD include a text label at the bottom of the ScreenTip that reads, "Press F1 for more help." Pressing the F1 key when the ScreenTip is displayed SHOULD open Help and take the user to the Help topic that describes the control. (*Note: in the following figure, the text that reads, "Press F1 for more help."*)
 2270
 2271
 2272
 2273

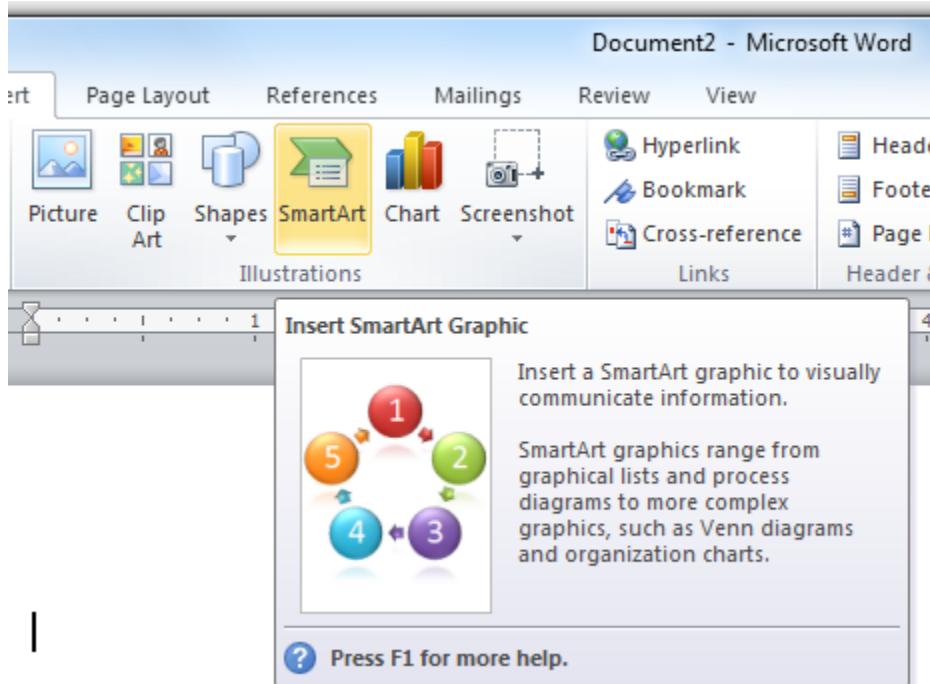


2274

Figure 226: Images illustrating the "Press F1 for more help" portion of a ScreenTip

2275

2277 7. The information displayed on ScreenTips over inactive controls SHOULD help users understand why the
2278 control is inactive and what steps they need to take in order to activate the control. (*Note: in the*
2279 *following figure, the ScreenTip explains to the user how to take full advantage of the functionality*
2280 *provided by the application.*)



2281

2282 Figure 227: The ScreenTip explains to the user how to take full advantage of the functionality provided by the application

2283 MICROSOFT OFFICE UI FOR WEB-BASED APPLICATIONS

2284 The Microsoft Office UI may be implemented for web-based applications. You MUST comply with the
2285 Design Guidelines. You MAY, however, deviate from the Design Guidelines only for those specific
2286 elements which are not technologically possible to implement.