



2007 MICROSOFT® OFFICE FLUENT™ USER INTERFACE DESIGN GUIDELINES

Guidelines for Licensing the 2007 Microsoft Office Fluent User Interface

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- c. **"Licensed Products"** means your software applications or tools products that include a Licensed UI and are not Excluded Products. Licensed Products must be registered with Microsoft at <http://msdn.microsoft.com/officeui>.
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- 6. DISCLAIMER OF WARRANTIES.** THE DESIGN GUIDELINES ARE PROVIDED "AS IS." IT IS YOUR RESPONSIBILITY TO OBTAIN ANY ADDITIONAL RIGHTS YOU NEED FOR YOUR LICENSED UI.
- 7. LIMITATION OF DAMAGES.** YOU CANNOT RECOVER FROM MICROSOFT ANY CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES OR LOST PROFITS RELATED TO THIS AGREEMENT. THIS APPLIES EVEN IF MICROSOFT KNEW OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OF THE DAMAGES.
- 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.
- 10. TERMINATION.**
- a. You may terminate this agreement at any time by providing written notice to Microsoft.
 - 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.

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1 INTRODUCTION

2 The 2007 Microsoft Office System provides the new Office Fluent User Interface for productivity software. This
3 document contains the implementation requirements for licensing the 2007 Microsoft Office Fluent User Interface
4 (2007 Microsoft Office Fluent UI). The requirements outlined in this document are the same for both client and
5 web-based applications.

6 WHO SHOULD READ THIS DOCUMENT?

7 This document should be read by developers, independent software vendors, and component vendors who are
8 interested in licensing or who have licensed the 2007 Microsoft Office Fluent UI.

9 **DISCLAIMER:** *The 2007 Microsoft Office Fluent UI SHOULD NOT be implemented for websites or web-based
10 applications whose primary purpose is to enable browsing, purchasing, or downloading content. The 2007
11 Microsoft Office Fluent UI was NOT developed to address these user tasks.*

12 DEFINITIONS

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

- 15 1. The words **MUST**, **REQUIRED** and **SHALL**, indicate absolute requirements of the Design Guidelines.
- 16 2. The phrases **MUST NOT** and **SHALL NOT** indicate absolute prohibitions of the Design Guidelines.
- 17 3. The words **SHOULD** and **RECOMMENDED** and the phrase **NOT REQUIRED** mean you must carefully weigh
18 the full implications before choosing a different course.
- 19 4. The phrases **SHOULD NOT** and **NOT RECOMMENDED** mean you must carefully weigh the full implications
20 before implementing this behavior.

21 IMPLEMENTATION REQUIREMENTS

- 22 1. If you choose to implement these guidelines, you MUST include this notice in your product: *The 2007
23 Microsoft Office Fluent User Interface is subject to protection under U.S. and international intellectual
24 property laws and is used by [LICENSEE NAME] under license from Microsoft.*
- 25 2. The 2007 Microsoft Office Fluent UI consists of the following thirteen elements: Application Menu,
26 Ribbon, Tabs, Groups, Controls, Ribbon Resizing, Quick Access Toolbar, Visual Appearance, Keyboard
27 Access, Contextual Tabs, Galleries, Mini Toolbar, and ScreenTips.
- 28 3. All nine of the following required elements MUST be implemented if any one of the elements is
29 implemented: Application Menu, Ribbon, Tabs, Groups, Controls, Ribbon Resizing, Quick Access Toolbar,
30 Visual Appearance, and Keyboard Access.
- 31 4. The following four optional elements are NOT REQUIRED: Contextual Tabs, Galleries, Mini Toolbar, and
32 ScreenTips. If any one of these four optional elements is implemented, then all nine of the required

33 elements MUST be implemented (i.e., Application Menu, Ribbon, Tabs, Groups, Controls, Ribbon Resizing,
34 Quick Access Toolbar, Visual Appearance, and Keyboard Access).

35 5. If you create a utility with minimal functionality, which only appears within a licensed application that has
36 implemented all nine required elements, then your utility may include only the Application Menu and
37 Quick Access Toolbar, so long as the overall look of the utility is consistent with the Application Menu,
38 Quick Access Toolbar, and Visual Appearance sections of these Design Guidelines.

39 6. If your application requires additional controls or navigation elements that are not described in these
40 Design Guidelines, they MUST be designed to be compatible with the 2007 Microsoft Office Fluent UI
41 interaction model and the overall visual appearance embodied in these Design Guidelines.

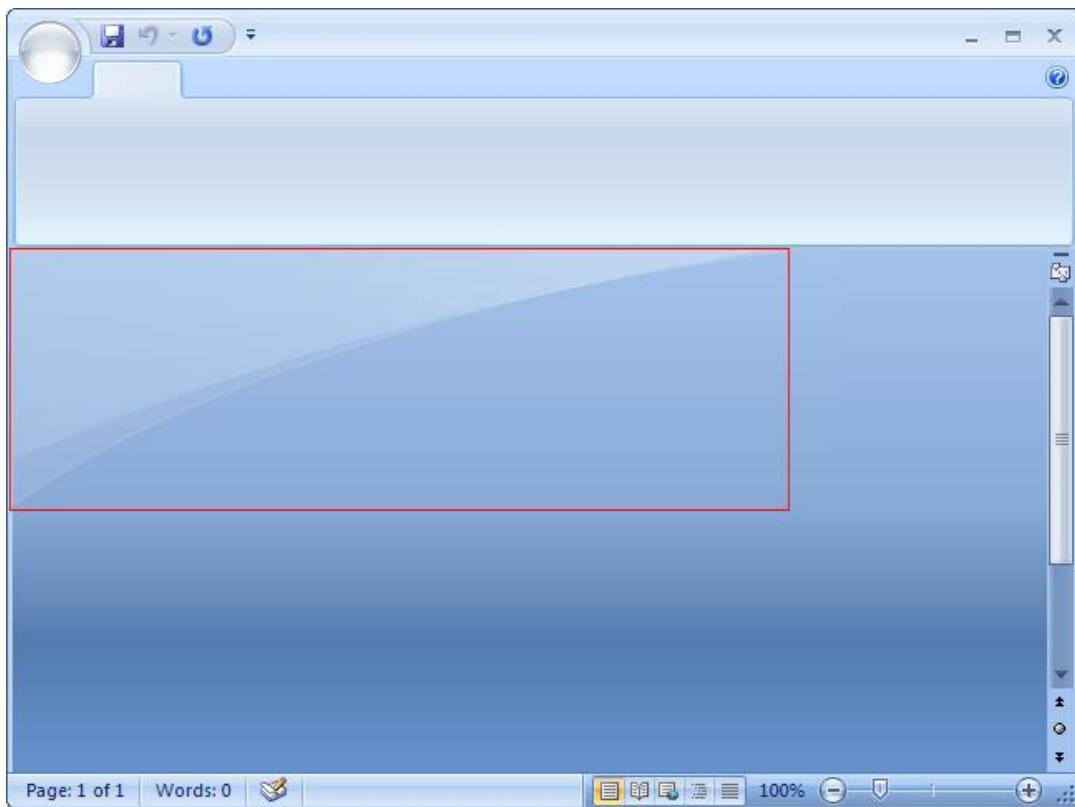
42 7. The Microsoft Office Transformer Logo and the decorative background arc pictured below are branding
43 elements reserved by Microsoft. You MUST NOT include them in your Licensed UI or Licensed Products
44 (whether or not they appear in the contextual screenshot examples in any particular section of these
45 guidelines).

46 **Microsoft Office Transformer Logo:**



47

48 **Decorative Background Arc:**



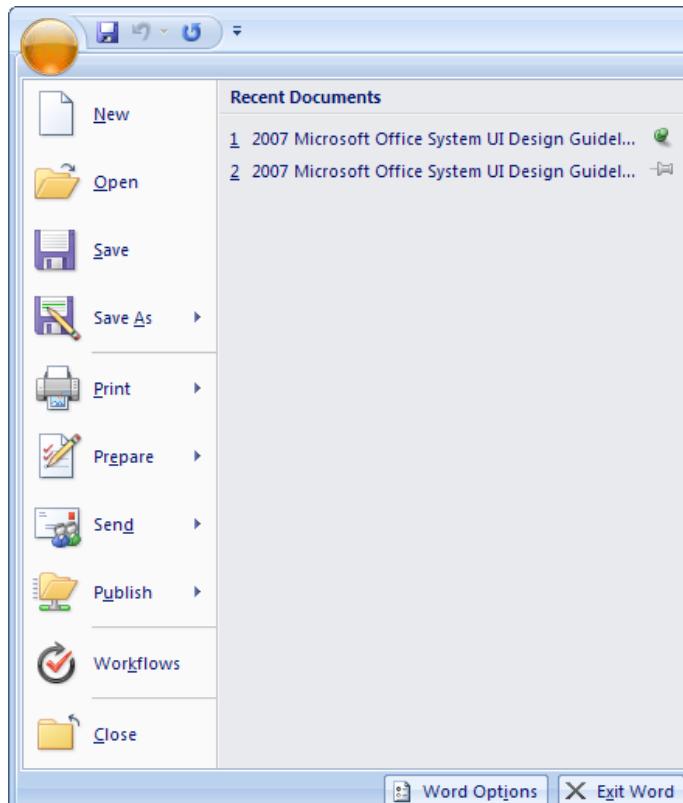
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50 ADDITIONAL RESOURCES

- 51 1. Document Location: <http://msdn.microsoft.com/officeui>
- 52 2. Questions Regarding Implementation Requirements: officeui@microsoft.com
- 53 3. Jensen Harris: An Office User Interface Blog: <http://blogs.msdn.com/jensenh/>
- 54 4. 2007 Microsoft Office System UI Extensibility: <http://msdn.microsoft.com/office/tool/ribbon/>

55 APPLICATION MENU (REQUIRED)

56 The Application Menu appears when users click the Application Button in the upper-left corner of the window.
57 This menu displays controls used to perform actions on the entire document, like Save, Print, and Send. The
58 Application Menu also provides a list of recent documents, access to application options for changing user settings
59 and preferences, and application exit.



60

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

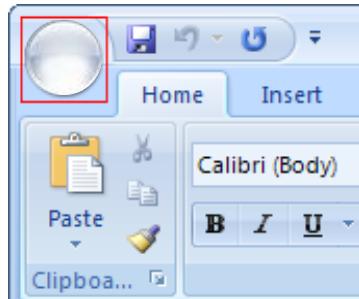
62 REQUIREMENTS FOR THE APPLICATION MENU

63 The Application Menu requirements outlined below MUST be implemented if any of the following elements of the
64 2007 Microsoft Office Fluent UI are implemented: Ribbon, Tabs, Groups, Controls, Ribbon Resizing, Quick Access
65 Toolbar, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

66

67 DISPLAYING THE APPLICATION MENU

- 68 1. The Application Button MUST be displayed in the upper-left corner of the application window. (*Note in
69 the figure below the Application Button is located in the upper-left corner of the application window.*)



- 71 2. The Application Button MUST NOT be a part of the Ribbon [Tabs](#) or the [Quick Access Toolbar](#).
- 72 3. Clicking the Application Button MUST display the Application Menu.
- 73 4. The Application Menu MUST display controls for performing actions on the entire document like New,
74 Open, Save, Save As, Print, Send, and Close.
- 75 5. The Application Menu MUST have two vertical panes.
- 76 6. The left pane MUST be able to display controls for performing actions on the entire document.
- 77 7. The right pane SHOULD display a list of recent documents if applicable.
- 78 8. The width of the Application Menu SHOULD be fixed. It SHOULD NOT change when the length of the file
79 names displayed in the recent documents changes.
- 80 9. The height of the Application Menu MUST be no larger than the size required to display the controls
81 listed. Additional empty space MUST NOT be displayed at the bottom of the left pane of the Application
82 Menu.
- 83 10. Vertical scrollbars MUST NOT be displayed for either the left or right pane of the Application Menu.

84 APPLICATION MENU CONTROLS

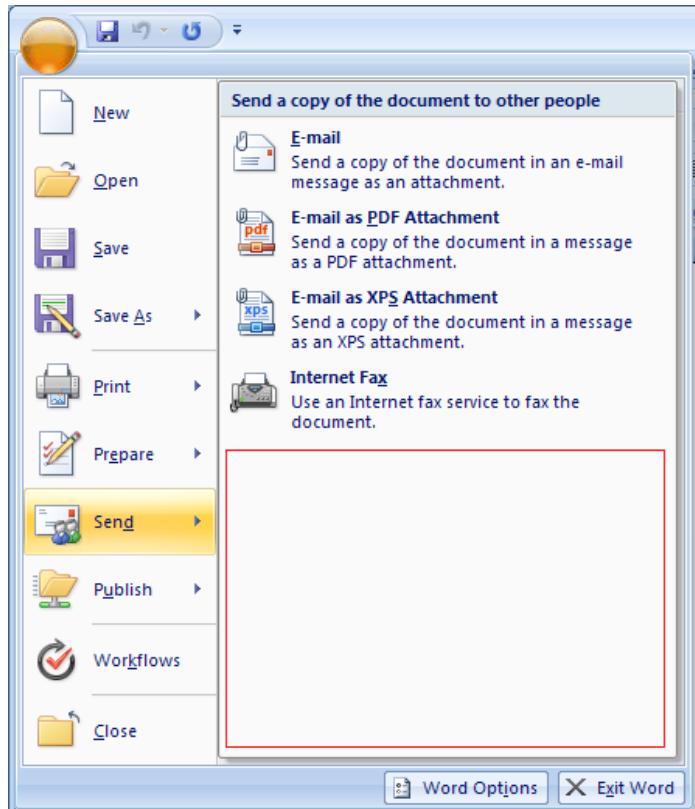
- 85 1. The Application Menu MUST be able to display four types of controls: menus, galleries, split-buttons, and
86 buttons.
- 87 2. The Application Menu is NOT REQUIRED to display all four types of controls if they are not applicable.
- 88

- 89 3. Menu controls displayed on the Application Menu SHOULD automatically open when the mouse pointer
90 hovers over the menu anchor for more than 300 ms. (*Note in the figure below the items in the “Send a*
91 *copy of the document to other people” menu are automatically displayed when the mouse pointer is over*
92 *the Send menu anchor for more than 300 ms.*)



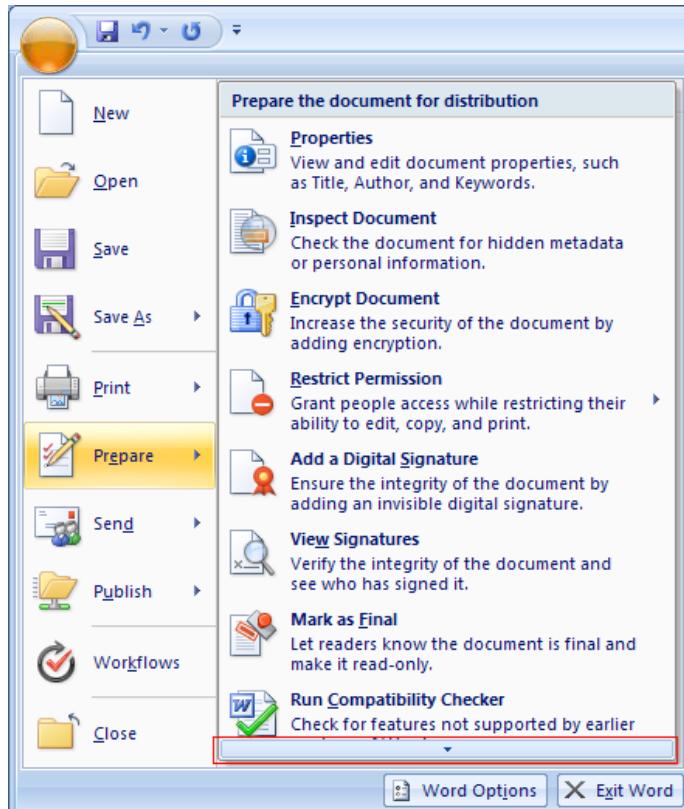
- 93
94 4. Menu items MUST be displayed over the right pane of the Application Menu.
95 5. Menu items MUST be aligned with the top of the Application Menu. The menu items MUST NOT be
96 aligned with the top of the menu anchor.

- 97 6. Menu items MUST completely occlude the right pane of the Application Menu, regardless of the number
98 of items available in the menu options. (*Note in the figure below the menu options completely occlude the*
99 *right pane of the Application Menu, even though there are only four items displayed in the menu options.*)



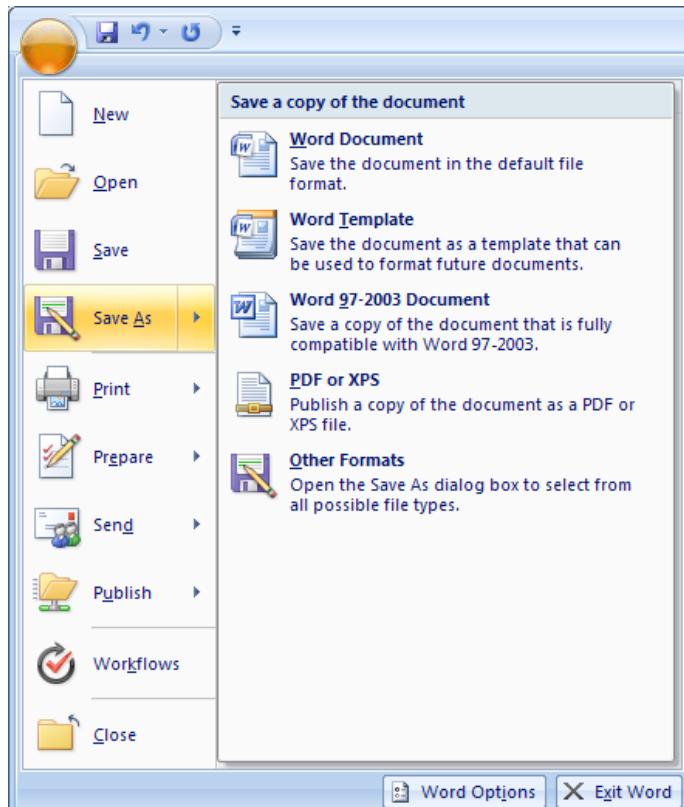
- 100
101 7. Menu options SHOULD be no larger than the right pane of the Application Menu. Menu options SHOULD
102 NOT extend outside the Application Menu.
103

- 104 8. If there are more items in the menu than can be displayed in the vertical space available, then a scroll
105 button MUST appear at the bottom of the menu. (*Note in the figure below the scroll button at the bottom*
106 *of the menu options.*)



- 107
108 9. Horizontal scroll bars MUST NOT be displayed for menu items.
109 10. Split buttons are NOT REQUIRED for the Application Menu.
110 11. If split buttons are displayed on the Application Menu, then the menu portion of split buttons MUST
111 automatically open when the mouse pointer hovers over any part of the split button for more than 300
112 ms.

- 113 12. Menu items MUST be displayed when users hover over either the menu or the button portion of a split
114 button displayed on the Application Menu. Users MUST NOT be required to hover over the menu portion
115 of the split button for the menu items to be displayed. *(Note in the figure below the items in the "Save a*
116 *copy to the document" menu are displayed when a user hovers over the button portion of the Save As split*
117 *button control.)*

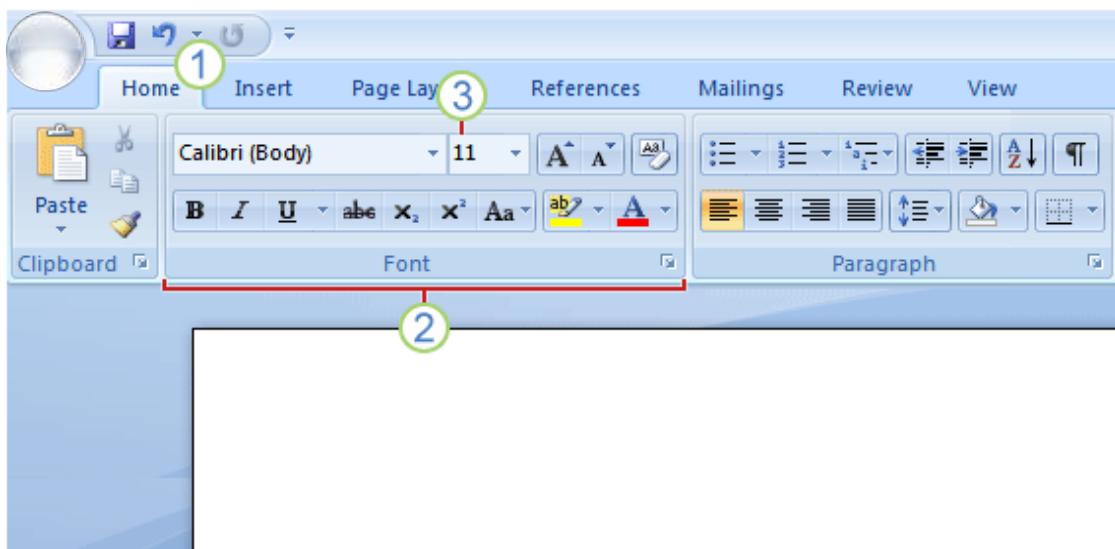


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121 **RIBBON (REQUIRED)**

122 The Ribbon is the primary replacement for menus and toolbars in the 2007 Microsoft Office Fluent UI. The Ribbon
123 MUST contain the following three elements:

- 124 1. **Tabs.** Tabs are used to organize controls in the Ribbon around the core scenarios and tasks that users
125 perform with the application.
- 126 2. **Groups.** Each tab contains one or more groups which show related controls together.
- 127 3. **Controls.** Different types of controls can be hosted in the Ribbon. Examples of controls are menus, split
128 buttons, combo boxes, and spinner controls.

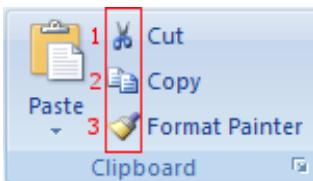


129

130 **REQUIREMENTS FOR THE RIBBON**

- 131 1. The Ribbon MUST replace all top-level menus and toolbars (e.g. File, Edit, View, Insert, Window, etc.).
- 132 2. The Ribbon MUST NOT coexist with top-level menus and toolbars. The Ribbon is a replacement for menus
133 and toolbars. The Ribbon is not an additional component that can be added onto an existing menu-and
134 toolbar-based user interface.
- 135 3. The Ribbon MUST contain all three of the following elements: tabs, groups, and controls.
- 136 4. The Ribbon MUST be positioned at the top of the application window in a space that is dedicated to
137 displaying the Ribbon.
- 138 5. The Ribbon MUST NOT be displayed on either side of the application window or at the bottom of the
139 application window.
- 140 6. The Ribbon MUST NOT be able to float over the document workspace so that users can drag the Ribbon
141 and position it wherever they want.

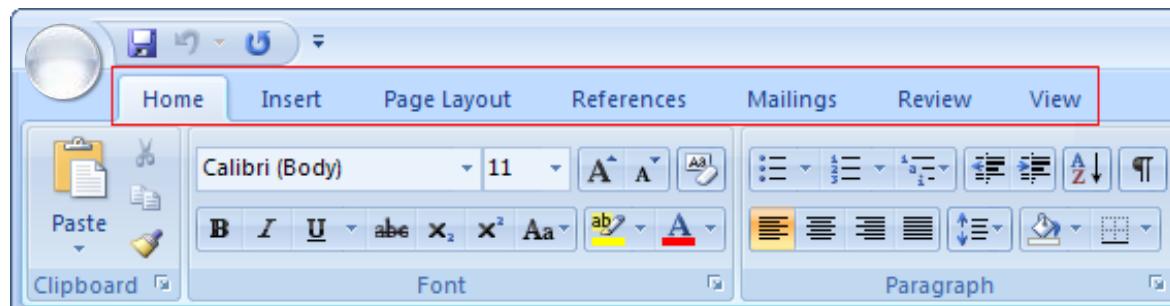
- 142 7. Users MUST NOT be able to dock the Ribbon on either side of the application window or at the bottom of
143 the application window.
- 144 8. The Ribbon MUST NOT be displayed over the top of the document by default. (See [Minimizing the Ribbon](#)
145 for more information.)
- 146 9. The Ribbon MUST NOT auto-hide/appear when the mouse pointer moves away from/towards the top
147 edge of the application window.
- 148 10. The Ribbon MUST NOT display any application logos or images that cannot be clicked or that are not part
149 of a control.
- 150 11. The Ribbon MUST extend the full width of the application window at all times. The Ribbon MUST resize in
151 the horizontal direction when the application window is resized. The Ribbon MUST NOT resize in the
152 vertical direction when the application window resizes. (See [Ribbon Resizing](#) for more information.)
- 153 12. Users MUST NOT be able to resize the Ribbon.
- 154 13. Resize handles MUST NOT appear anywhere on the Ribbon. The Ribbon MUST only resize in the
155 horizontal direction when the application window is resized.
- 156 14. The Ribbon MUST be exactly tall enough to display three vertically stacked controls that use 16x16 pixel
157 icons at 96 dpi. (*Note the height of the Ribbon in the Figure below.*)



- 158
- 159 15. The Ribbon MUST NOT be any taller than the height required to display three vertically stacked controls
160 that use 16x16 pixel icons at 96 dpi.

161 **TABS (REQUIRED)**

162 Tabs are used to organize controls in the Ribbon around the activities that users perform in the application. For
163 this reason, every application will have a unique set of tabs which correlate to the activities that users perform
164 with that particular application. The one exception to this rule is the leftmost tab, which MUST include the
165 controls used to accomplish the most frequently-performed actions with the application and SHOULD be labeled
166 "Home."



167

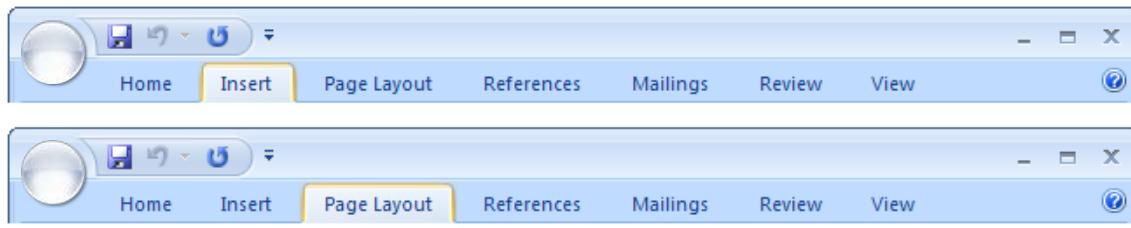
168 **REQUIREMENTS FOR TABS**

169 The Tab requirements outlined below MUST be implemented if any of the following elements of the 2007
170 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Groups, Controls, Ribbon Resizing, Quick
171 Access Toolbar, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

172 **DISPLAYING TABS**

- 173 1. The leftmost tab (the "Home" Tab) MUST be selected every time the application is started.
- 174 2. The tab that was selected in the Ribbon when the application was last closed MUST NOT be selected
175 when the application is next started.
- 176 3. Clicking a tab MUST select that tab and display the controls on the Ribbon for that tab.
- 177 4. The tab selected on the Ribbon MUST NOT automatically switch as a result of user selections made in the
178 document (except as noted in the [Contextual Tabs](#) section).
- 179 5. The controls displayed MUST be for only one tab on the Ribbon at a time.
- 180 6. Users MUST NOT be able to select more than one tab at a time.
- 181 7. Tabs MUST be displayed only on one row across the top of the Ribbon. Tabs MUST NOT be displayed on
182 more than one row on the Ribbon. (See [Ribbon Resizing](#) for details on how to display tabs when the
183 width of the application window is small.)
- 184 8. The height of tabs MUST NOT change when you switch tabs.

- 185 9. The width of tabs MUST vary with the length of the tab label. Tabs with long names MUST be wider than
186 tabs with short names. (*Note in the Figure below the Insert and Page Layout Tabs are the same height,*
187 *but the Page Layout Tab is wider than the Insert Tab.*)

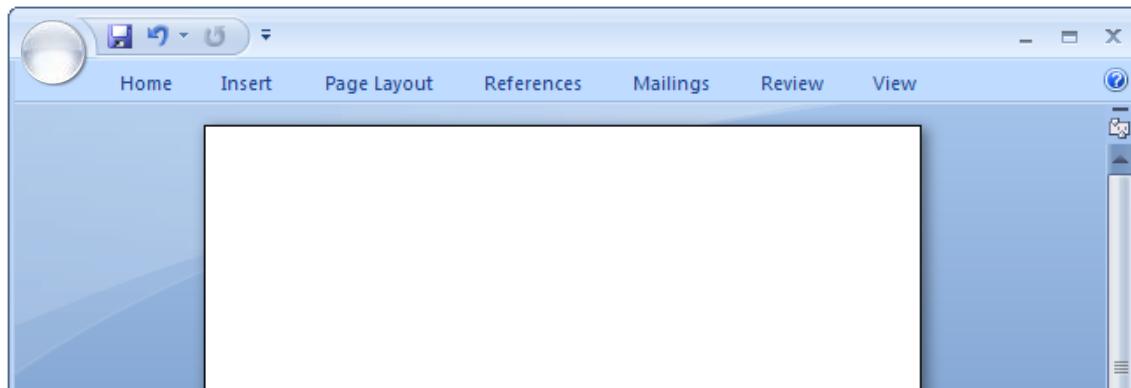


- 188 10. Selecting a tab MUST NOT change the height or width of that tab.
189 11. The width of each tab MUST include a uniform amount of padding on each side of the text label to
190 provide the space necessary for displaying REQUIRED tab states like mouse hover and selected. (See the
191 [Visual Appearance](#) section for more details.)

193 MINIMIZING THE RIBBON

194 Users SHOULD be able to minimize the Ribbon. The requirements outlined below are REQUIRED if minimizing the
195 Ribbon is implemented.

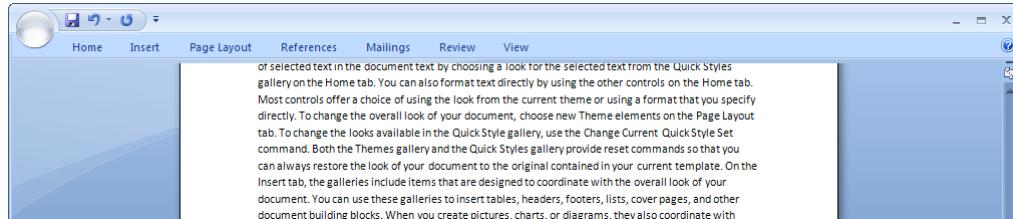
- 196 1. The Ribbon MUST be minimized when users double-click the currently selected Tab, choose "Minimize the
197 Ribbon" from the Tab right-click menu, or type CTRL+F1. (*Note the minimized Ribbon in the Figure below.*)



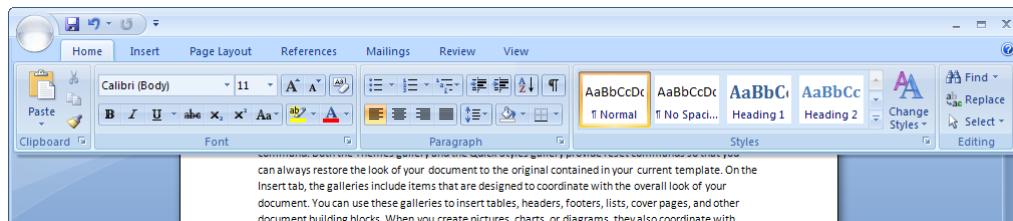
- 198 2. The tabs MUST be the only parts of the Ribbon that are displayed when the Ribbon is minimized.
199 3. The Ribbon MUST remain minimized until users either double-click a Tab, unselect "Minimize the Ribbon"
200 from the Tab right-click menu, or type CTRL+F1.
201 4. The Ribbon MUST NOT be automatically displayed when the mouse pointer hovers over the tabs.
202 5. There MUST NOT be a tab selected when the Ribbon is minimized.

- 204 6. Clicking on any tab MUST display the controls on the Ribbon for that tab over the document workspace.
205 *(Note in the figure below the Ribbon is displayed over the document workspace [B], rather than shifting
206 the workspace down, when the user clicks the Home Tab.)*

A



B

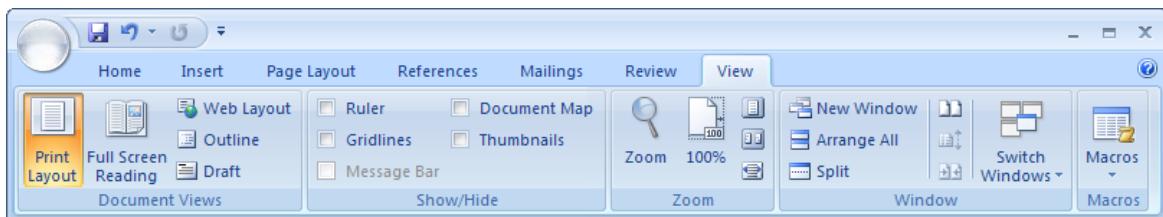


- 207 7. The Ribbon MUST continue to be displayed regardless of the location of the mouse pointer. The Ribbon
208 MUST NOT automatically close/open when the mouse pointer moves away from/towards the top of the
209 Ribbon.
- 210 8. The Ribbon MUST return to the minimized state after a control on the Ribbon or an item from a menu is
211 chosen.
- 212 9. The Ribbon MUST return to the minimized state when users click anywhere other than a control displayed
213 on the Ribbon.
- 214 10. Clicking below the Ribbon on the document workspace MUST NOT dismiss or clear the current selection
215 of objects or text in the document.
- 216 11. The Ribbon MUST be minimized when the application is opened if the Ribbon was minimized when the
217 application was last closed.
- 218 12. The Ribbon MUST NOT be minimized when the application is opened for the very first time.

219 TAB SCROLLING

220 Users SHOULD be able to use the mouse scroll wheel to navigate from one Tab to another when the mouse pointer
221 is over the Ribbon. The requirements outlined below are REQUIRED if Tab Scrolling is implemented. (See
222 [Keyboard Access](#) for information on how to navigate the Ribbon without a mouse.)

- 223 1. The mouse pointer MUST be over the Ribbon for tab scrolling to be enabled.
- 224 2. Scrolling down with the mouse scroll wheel MUST navigate to the tab on the right of the currently
225 selected tab. Scrolling up MUST navigate to the tab on the left of the currently selected tab.
- 226 3. Scrolling the mouse wheel MUST navigate to the next tab regardless of what control on the Ribbon the
227 mouse pointer is over. Only when mouse focus is in a control will the mouse scroll wheel work for that
228 control.
- 229 4. Scrolling MUST NOT wrap around from the last tab on the right to the first tab on the left or vice versa.
230 *(Note that the View Tab is selected in the figure below. Scrolling down with the mouse scroll wheel MUST
231 NOT navigate to the Home Tab.)*



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

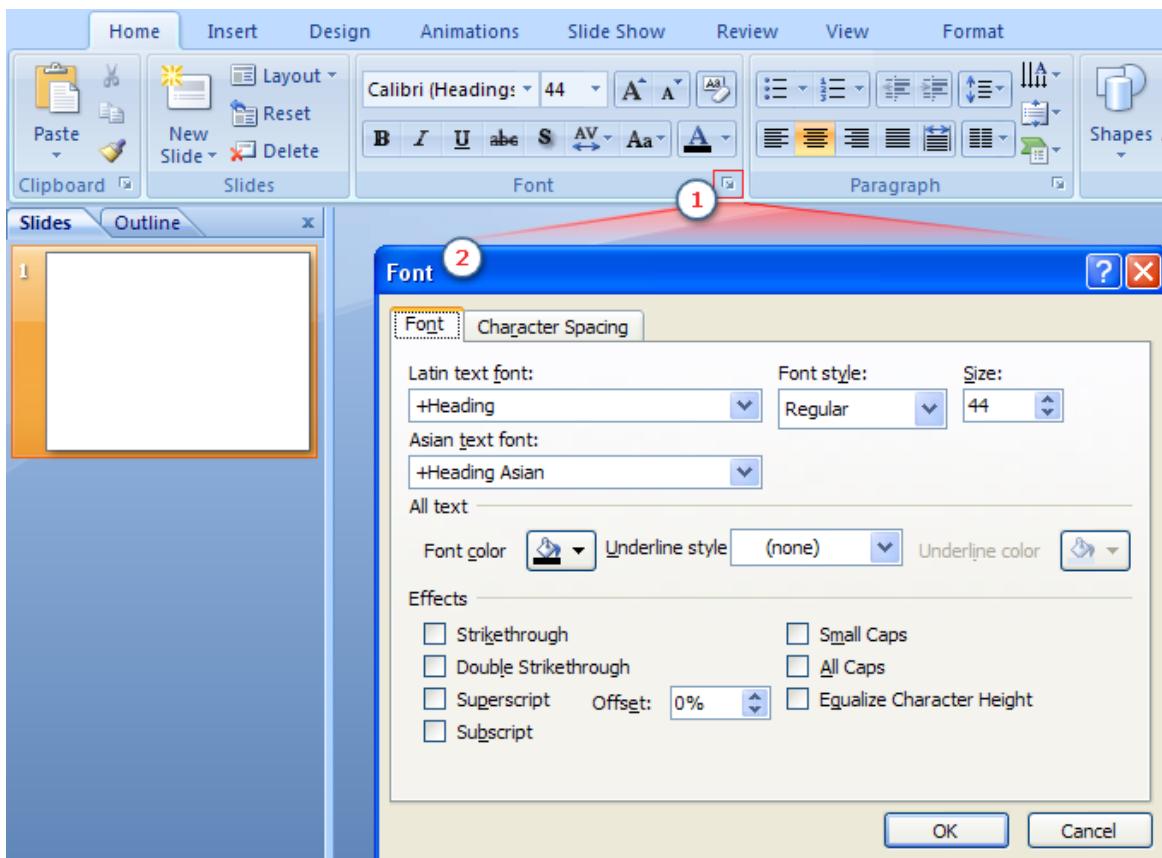
234 BEST PRACTICES FOR TABS

- 235 1. The number of tabs SHOULD be kept small to afford browsing and learning. Roughly five to nine tabs is
236 the rule of thumb.
- 237 2. Each control SHOULD exist on only one tab in the Ribbon. Controls SHOULD NOT be repeated on more
238 than one tab in the Ribbon whenever possible, since this makes it easier for users to learn the location of
239 controls in the Ribbon more quickly.
- 240 3. Successful implementation of the 2007 Microsoft Office Fluent UI relies on a deep and accurate
241 understanding of the core activities performed with the application. The frequency of use for controls
242 and the sequence of controls used to perform core activities SHOULD be used to determine what controls
243 to place in each tab in order to minimize tab switching. Controls frequently used together SHOULD be
244 placed on the same tab to minimize the need for switching between tabs while performing core activities
245 with the application.
- 246 4. Users SHOULD be able to perform most basic activities within the application by using only the controls
247 on the Home Tab.

- 248 5. The most frequently used controls SHOULD be placed on the Home Tab to minimize tab switching.
- 249 6. Frequency of use SHOULD NOT be the sole determinant when deciding what controls to display on the
250 Home Tab. For example, the Insert Picture control in Microsoft Word is one of the most frequently used
251 controls in the application. However, that control clearly belongs on the Insert Tab and not on the Home
252 Tab since that location for the control more closely aligns with the logical organization of the tabs in the
253 application.

254 **GROUPS (REQUIRED)**

255 Groups are used to organize related controls on a tab in the 2007 Microsoft Office Fluent UI. They make it easier
 256 to browse the Ribbon by formalizing the relationship among controls on a particular tab. Groups also make it
 257 easier to find controls that are not located on the Ribbon by using Dialog Box Launchers to provide quick access to
 258 less commonly used controls with closely related functionality. The Dialog Box Launcher can be clicked to open a
 259 related dialog box or task pane with more advanced functionality related to the group.



260

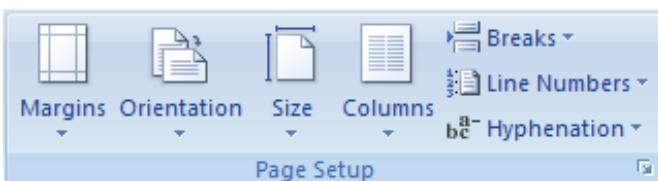
261 **REQUIREMENTS FOR GROUPS**

262 The Groups requirements outlined below MUST be implemented if any of the following elements of the 2007
 263 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tab, Controls, Ribbon Resizing, Quick
 264 Access Toolbar, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

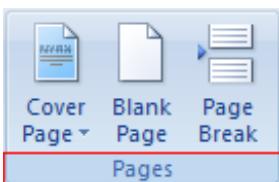
265 **DISPLAYING GROUPS**

- 266 1. Controls MUST be organized into groups.
- 267 2. Every control on the Ribbon MUST be displayed in a group, even when there is only one control in the
 268 group.

- 269 3. Controls displayed in a group MUST NOT change as a result of selection. If a control is not active, then the
270 control MUST be grayed out, rather than removed from the group. This provides a more predictable user
271 experience and prevents the layout of controls on the Ribbon from changing and distracting users.
- 272 4. Every group MUST have a label.
- 273 5. Group labels MUST be as short and descriptive as possible.
- 274 6. Group labels MUST NOT change as a result of selection.
- 275 7. Group labels MUST be positioned below the group and horizontally centered. (*Note in the figure below
276 "Page Setup" is centered in the available space.*)



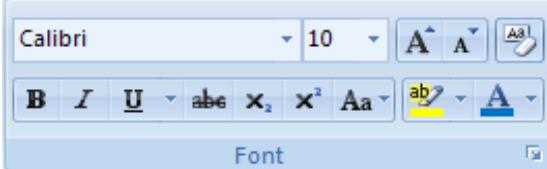
- 277
- 278 8. Group labels MUST have a background color that is visually distinct from the background color of the
279 group.
- 280 9. The background color for group labels MUST extend the entire width of the group. (*Note in the figure
281 below the dark blue color for the Pages Group extends the entire width of the group.*)



- 282
- 283 10. The group label MUST be displayed at all times and MUST NOT appear or disappear when the mouse
284 pointer hovers over the Ribbon.

285

286 11. Groups SHOULD have two states: normal and hover. The hover state SHOULD be independent of the hover
 287 state for controls within the group. The table below describes the two group states that are OPTIONAL for the
 288 2007 Microsoft Office Fluent UI.

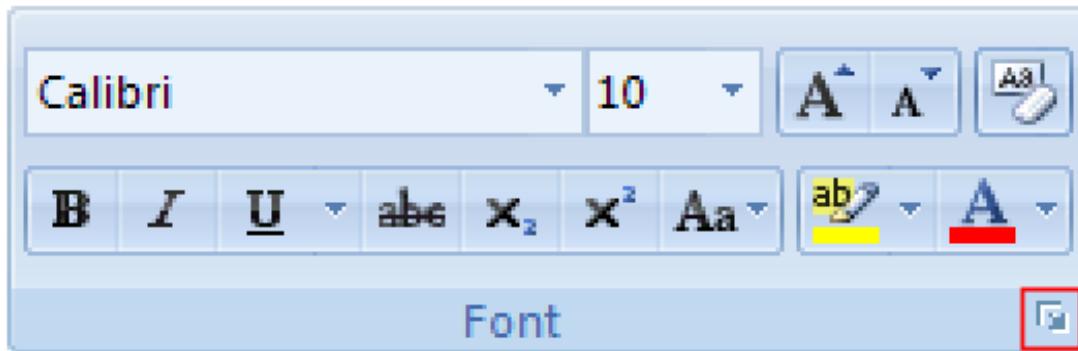
	<p>Normal. The group is drawn with a default background color. This state is also referred to as the “rest” state.</p>
	<p>Hover. The group and group label are drawn with a background color that is slightly lighter than their normal states to provide a glow effect.</p> <p>The visual appearance of controls in the group SHOULD NOT change. Only the background color for the group SHOULD change.</p> <p>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 only displayed when the mouse hovers over the control.</p>

289 DIALOG BOX LAUNCHERS

- 290 1. Groups MUST be able to display Dialog Box Launchers.
- 291 2. Dialog Box Launchers are NOT REQUIRED for every group.
- 292 3. Every dialog box in the application is NOT REQUIRED to map to a Dialog Box Launcher. Many dialog boxes
 293 SHOULD NOT map to a Dialog Box Launcher. Dialog Box Launchers SHOULD be used only to access dialog
 294 boxes that provide more advanced functionality related to the group.

295

- 296 4. Dialog Box Launchers MUST be represented as a small, diagonal arrow in the lower-right corner of the
 297 group. (*See the Dialog Box Launcher in the lower-right corner of the Font group in the figure below.*)



- 298
- 299 5. Dialog Box Launchers MUST NOT execute a command that modifies a selection in the document. Dialog
 300 Box Launchers MUST only provide access to additional controls by opening a dialog box or task pane.
- 301 6. The group label MUST NOT behave like a hyperlink. Clicking on the group label MUST NOT open the
 302 dialog box for that group.
- 303 7. Dialog Box Launchers MUST have two states: normal and hover. The hover state MUST be independent of
 304 the group hover state. The table below describes the two Dialog Box Launcher states REQUIRED for the
 305 2007 Microsoft Office Fluent UI.

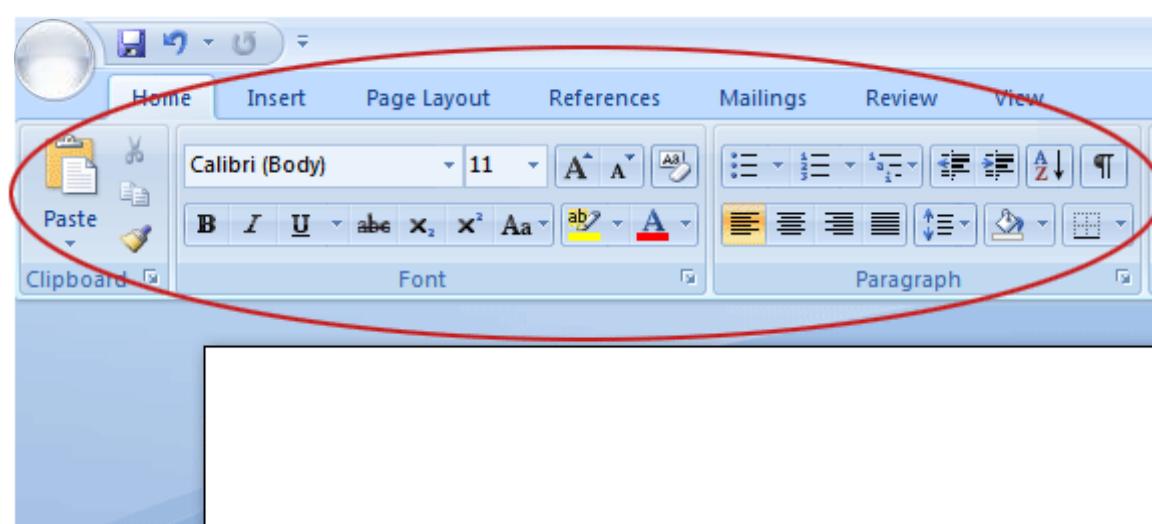
	Normal. The Dialog Box Launcher is displayed with a default background color. This state is also referred to as the "rest" state.
	Hover. The Dialog Box Launcher is displayed with the glow color used to indicate hover on controls in the 2007 Microsoft Office Fluent UI. The hover state for Dialog Box Launchers is independent of the hover state for groups.

306 **BEST PRACTICES FOR GROUPS**

- 307 1. The number of groups on a tab SHOULD be kept small to afford browsing and learning. Roughly four to
 308 seven groups per tab is the rule of thumb.
- 309 2. Controls frequently accessed via Dialog Boxes SHOULD be displayed on the Ribbon to reduce the
 310 frequency with which users are required to open dialog boxes.
- 311 3. In most cases, controls displayed on the Ribbon SHOULD NOT simply launch dialog boxes. Controls
 312 displayed on the Ribbon SHOULD instead use [Galleries](#) whenever possible to provide results-oriented
 313 choices.

314 **CONTROLS (REQUIRED)**

315 The Ribbon MUST be able to display several types of controls. These controls include, but are not limited to,
316 buttons, menus, split buttons, combo boxes, [Galleries](#), spinner controls, and check boxes. In addition, the Ribbon
317 can display both a large and small version of many controls. By using a combination of large and small controls
318 organized into groups, the relative importance and the relative relationship among controls on the Ribbon is
319 visually conveyed to the user. This arrangement of controls makes it easy for users to browse the Ribbon and
320 discover new functionality.



321

322 **REQUIREMENTS FOR CONTROLS**

323 The Controls requirements outlined below MUST be implemented if any of the following elements of the 2007
324 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tab, Groups, Ribbon Resizing, Quick Access
325 Toolbar, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

326 **DISPLAYING CONTROLS**

- 327 1. The Ribbon MUST be able to display a variety of controls that include, but are not limited to, buttons, split
328 buttons, combo boxes, Galleries, menus, spinners, and check boxes.
- 329 2. Custom controls SHOULD be implemented to be consistent with the overall visual appearance and
330 behavior of the 2007 Microsoft Office Fluent UI. Standard Microsoft Windows controls displayed on the
331 Ribbon, MUST follow the Windows XP or Windows Vista Theme. Windows 95 ("classic style") controls
332 MUST NOT be displayed on the Ribbon.
- 333 3. The Ribbon MUST be able to display text labels for all types of controls.
- 334 4. Controls MUST NOT appear/disappear on the Ribbon as a result of selection in the document.
- 335 5. Text labels for controls MUST NOT change. The control MUST simply toggle on/off using the normal and
336 selected control states.

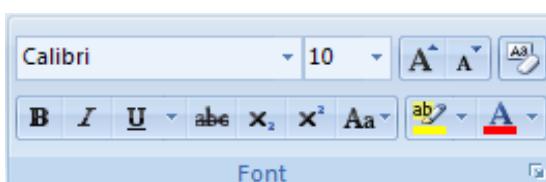
- 337 6. Controls MUST be disabled (grayed out) if the criteria required for their activation have not been met.
- 338 7. Both the menu and button portion of split button controls MUST be disabled on the Ribbon if all of the
339 items in the menu are inactive.

340 CONTROL LAYOUTS

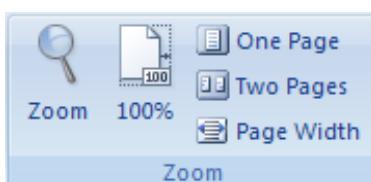
- 341 1. The Ribbon MUST be able to display both large and small versions of controls in the same group. The
342 large version of controls SHOULD use 32x32 pixel icons at 96 dpi. The small version of controls SHOULD
343 use 16x16 pixel icons at 96 dpi. (*Note in the figure below the large version of the Paste control and the
344 small versions of Cut, Copy, and Format Painter controls.*)



- 345
- 346 2. The Ribbon MUST be able to display multiple types of controls within the same group. (*Note in the figure
347 below combo boxes, split buttons and small buttons are all displayed in the same group.*)



- 348
- 349 3. The Ribbon MUST be able to display three vertically stacked small controls. (*Note in the figure below the
350 three small controls are vertically stacked.*)



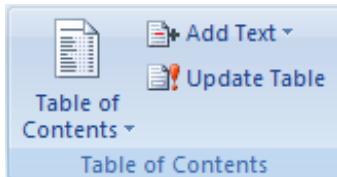
351

- 352 4. The Ribbon MUST be able to display two vertically distributed controls. (*Note in the figure below the*
353 *Previous and Next controls are vertically distributed.*)



354

- 355 5. The Ribbon MUST be able to top align two small controls. (*Note in the figure below the Add Text and*
356 *Update Table controls are top aligned as opposed to vertically distributed.*)



357

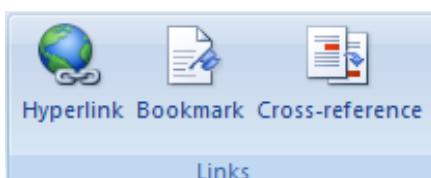
- 358 6. The Ribbon MUST be able to display a button group of controls within a group. (*Note in the figure below*
359 *the button group of controls that include Bold, Italic, and Underline.*)



360

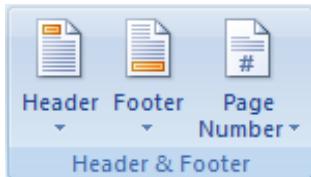
361 CONTROL LABELS

- 362 1. The Ribbon MUST be able to display text labels for all controls.
- 363 2. Large controls displayed in the Ribbon MUST contain text labels. Large controls MUST NOT be displayed
364 in the Ribbon without text labels. Only small controls MAY be displayed in the Ribbon without text labels.
- 365 3. Text labels for controls in the Ribbon MUST NOT use ellipses to indicate that a dialog box will be
366 displayed. (*Note in the figure below no ellipses are used for Hyperlink, even though it launches a dialog*
367 *box.*)



368

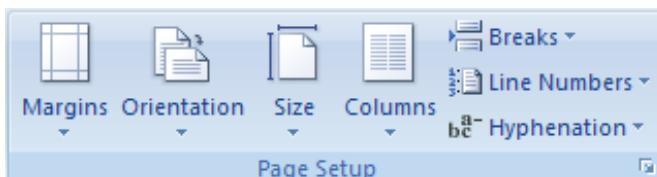
- 369 4. Text labels MUST be centered below the icon of large controls and SHOULD use two lines of text when
370 necessary to keep the width of the control as small as possible. (*Note in the figure below Page Number*
371 *uses two lines to display the text label.*)



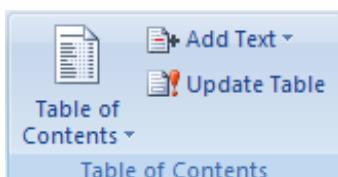
- 372
- 373 5. Text labels MUST be positioned to the right of the icon of small controls. Text labels for small controls
374 MUST be left aligned when vertically stacked in the Ribbon. (*Note in the figure below the Find, Replace,*
375 *and Select text labels are left aligned.*)



- 376
- 377 6. Menus and split buttons MUST have a dropdown arrow associated with the control. The dropdown arrow
378 MUST be centered below the label for large controls that require only one line of text. (*Note in the figure*
379 *below the dropdown arrow is displayed below the text labels for Margins, Orientation, Size, and Columns.*)

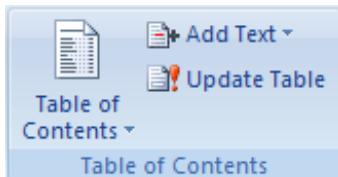


- 380
- 381 7. The dropdown arrow for large menus and toolbars MUST be positioned in line with the second line of text
382 when more than one of text is needed. (*Note in the figure below the dropdown arrow is displayed in line*
383 *with the second line of text for the Table of Contents control.*)



384

- 385 4. Text labels for small controls MUST NOT use two lines of text. (*Note in the figure below the text for the*
386 *Update Table control is displayed on one line.*)



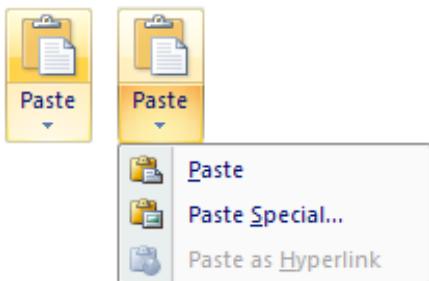
387

- 388 5. Six control states SHOULD be represented. Control states SHOULD include: disabled, normal, hover,
389 pressed, selected, and hover selected. The table below describes the six control states RECOMMENDED
390 for the 2007 Microsoft Office Fluent 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 is over the control.
View Side by Side	Pressed. Displayed when the left mouse button is pressed down.
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 is over a selected control.

391 CONTROL BEHAVIORS

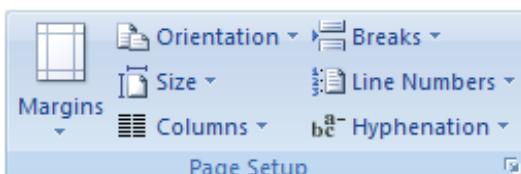
- 392 1. For large split button controls, clicking on the icon MUST always perform the default action for the control
393 (i.e., either the first item in the menu or the most recently used item from the menu). Clicking on the text
394 label associated with the dropdown arrow MUST always display the menu. (*Note in the figure below the*
395 *two parts of the Paste split button.*)



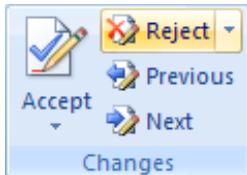
396

397 BEST PRACTICES FOR CONTROLS

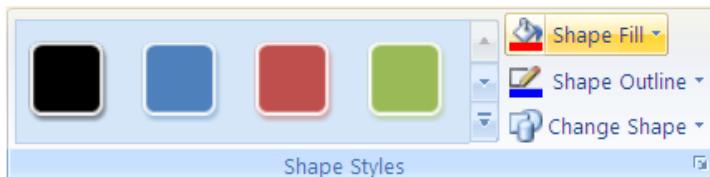
- 398 1. Controls SHOULD exist on only one tab in the Ribbon. Controls SHOULD NOT be repeated on more than
399 one tab in the Ribbon whenever possible, since this makes it easier for users to learn the location of
400 controls in the Ribbon more quickly.
- 401 2. Text labels SHOULD be used whenever possible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

409
410

- 411 5. For small split buttons, the text label SHOULD be associated with the more frequently-used part of the
412 split button (i.e., button versus menu). If the button part of the control is most frequently used, then the
413 text label SHOULD be associated with the icon to provide a large target for the mouse. If the menu part of
414 the split button is most frequently used, than the text label SHOULD be associated with the dropdown
415 arrow to provide a larger target for the mouse. (*Note in the figure below two different implementations*
416 *for small split buttons. The text label is associated with the icon in the Reject control, while the text label is*
417 *associated with the dropdown arrow in the Shape Fill control. In both cases, the text label is associated*
418 *with the most frequently-used part of the split button in order to provide a larger target for the mouse.*)



419



420

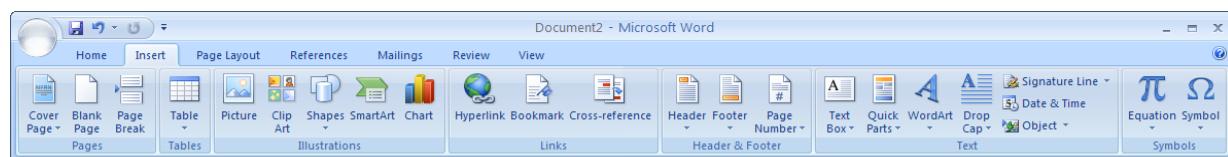
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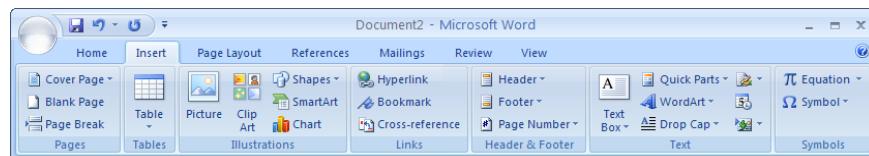
423 RIBBON RESIZING (REQUIRED)

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

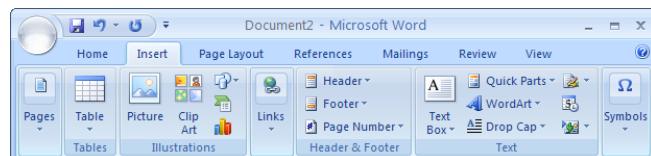
430 The figure below illustrates how the layouts of controls on Microsoft Word’s Insert Tab change when the application window is horizontally resized. Note that some controls change from being displayed as large controls to being displayed as small controls when the Ribbon is narrower. Also note that some text labels for controls are removed from the Ribbon when the Ribbon is narrower.



434



435



436

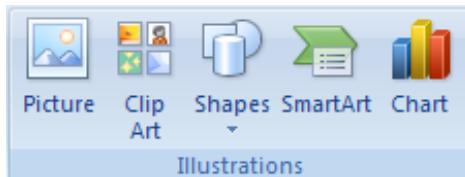
437 REQUIREMENTS FOR RIBBON RESIZING

438 The Ribbon Resizing requirements outlined below MUST be implemented if any of the following elements of the 439 2007 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tab, Groups, Controls, Quick Access 440 Toolbar, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

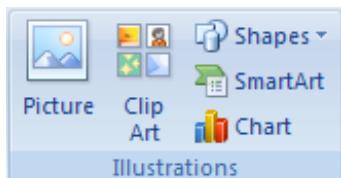
441 DEFINING GROUPS FOR RIBBON RESIZING

- 442 1. Resizing the width of the application window MUST change the layout of controls on the Ribbon.
- 443 2. The layout of controls on the Ribbon MUST change in real-time when the application window is resized by dragging with the mouse. The change in the layout of controls on the Ribbon MUST NOT be delayed until 444 after the application window has been resized and the left mouse button is released.

- 446 3. Changing the layout of the controls on the Ribbon MUST be achieved by substituting variants for each
447 group that differ in width. (*Note in the figure below two different variants for the Illustrations group that*
448 *use a different layout for the controls and vary in width.*)



449



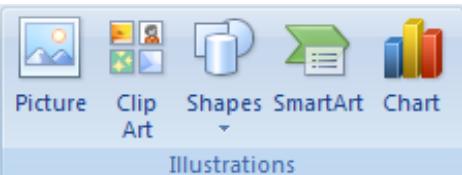
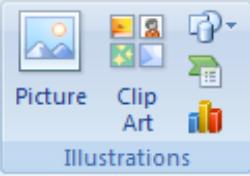
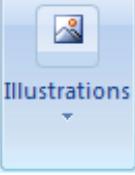
450

- 451 4. Each variant MUST have a unique layout for the controls in the group
452 5. Each variant MUST contain all of the controls for the group. Controls MUST NOT be added or deleted
453 from different variants of the same group.
454 6. Groups MUST have at least two predefined variants, "Large" and "Collapsed." (*Note in the figure below*
455 *the large and collapsed group variants for the Illustrations group.*)

Large	<p>A screenshot of the Microsoft Office ribbon. The 'Illustrations' tab is selected. All five icons ('Picture', 'Clip Art', 'Shapes', 'SmartArt', and 'Chart') are present and visible.</p>
Collapsed	<p>A screenshot of the Microsoft Office ribbon. The 'Illustrations' tab is selected. Only the 'Picture' icon is visible, while the other four icons are missing.</p>

456

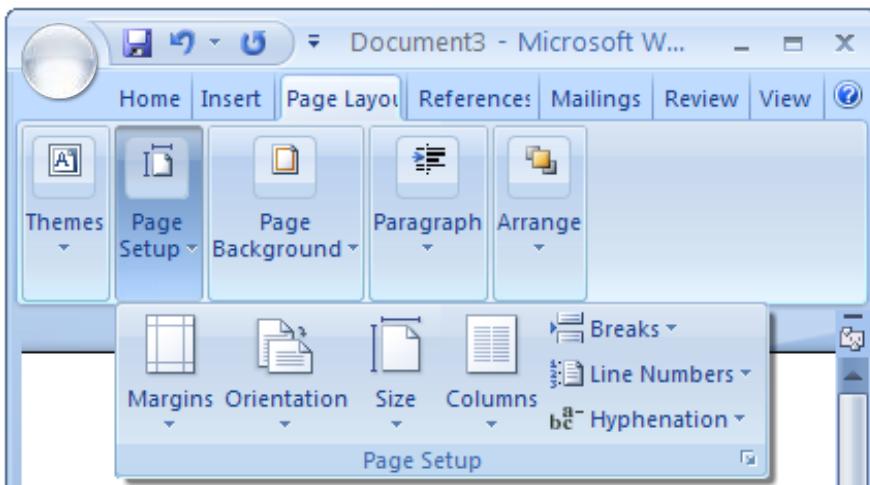
- 457 7. Groups SHOULD have three – four predefined variants to provide a smooth transition between group
 458 variants when the application window is horizontally resized. The four predefined variants for the
 459 Illustrations group are shown in the table below. (*Note how the layout of controls for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

 Large. All five controls are displayed using large icons (32x32 pixels at 96 dpi)
 Medium. The first two controls are displayed using large icons. The last three controls are displayed using small icons (16x16 pixels at 96 dpi) and are stacked vertically to decrease the width of the group.
 Small. The first two 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.
 Collapsed. The group is collapsed into one item that displays the group text label, "Illustrations."

461

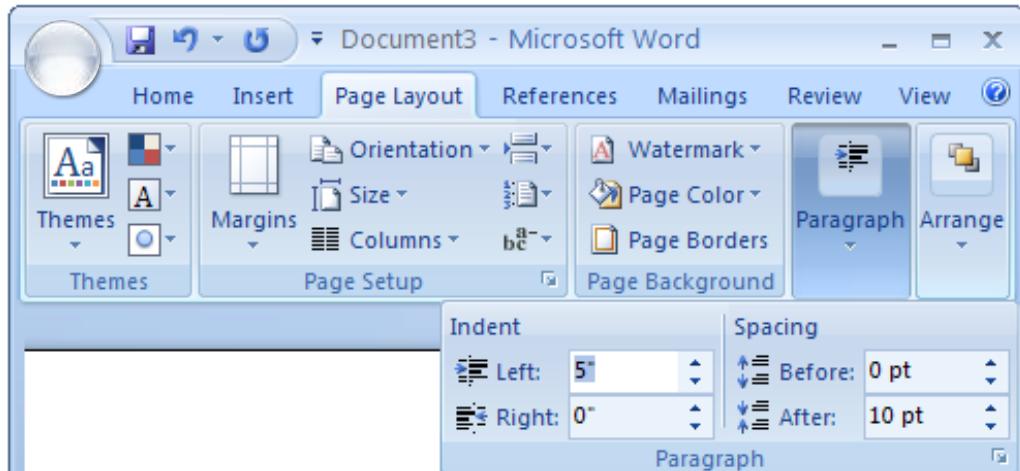
462 COLLAPSED GROUP BEHAVIOR

- 463 1. Collapsed groups MUST use the same text string as the group Label
- 464 2. Clicking a collapsed group MUST display the largest variant for that group below the Ribbon if the group does not contain an in-Ribbon gallery. For groups that contain an in-Ribbon gallery, the smallest variant for that group MUST be displayed below the Ribbon. (*Note in the figure below the collapsed "Page Setup" group is displayed below the Ribbon.*)
- 465
- 466
- 467



- 468
- 469 3. All controls MUST behave in the same way when they are displayed below the Ribbon from a collapsed group as they do when they are displayed on the Ribbon.
- 470
- 471 4. Collapsed groups displayed below the Ribbon MUST immediately disappear after a control within it is chosen.
- 472
- 473 5. Collapsed groups displayed below the Ribbon MUST immediately disappear if the user clicks anywhere outside the group.
- 474
- 475 6. Clicking outside a collapsed group displayed below the Ribbon MUST NOT dismiss or clear the current selection of objects or text in the document.
- 476
- 477

- 478 7. For controls that require user input, like spinner controls and combo boxes, the group MUST remain
479 displayed below the Ribbon until the user types ENTER on the keyboard or clicks anywhere outside the
480 group. (*Note in the figure below the collapsed group remains displayed while the user has text selection in*
481 *the combo box for Indent Left.*)



482
483

484

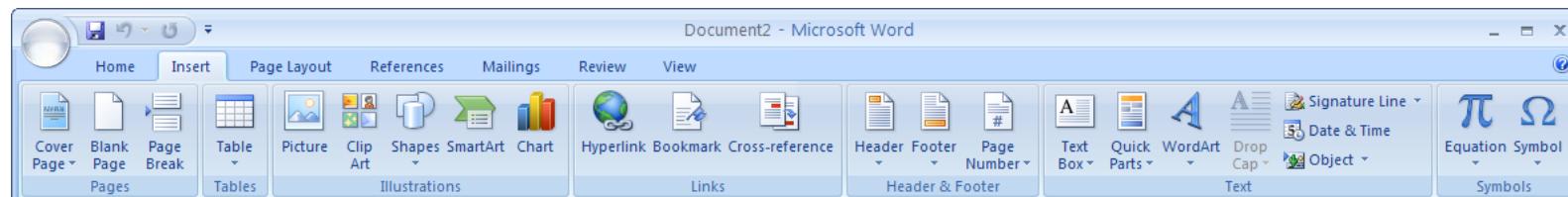
DEFINING GROUP COMBINATIONS FOR RIBBON RESIZING

- 485 1. Each tab in the Ribbon MUST have several predefined combinations of group variants for a sample of
 486 several possible application window widths. The table below provides a summary of the fifteen
 487 predefined group variant combinations for the Insert tab in Microsoft Word.

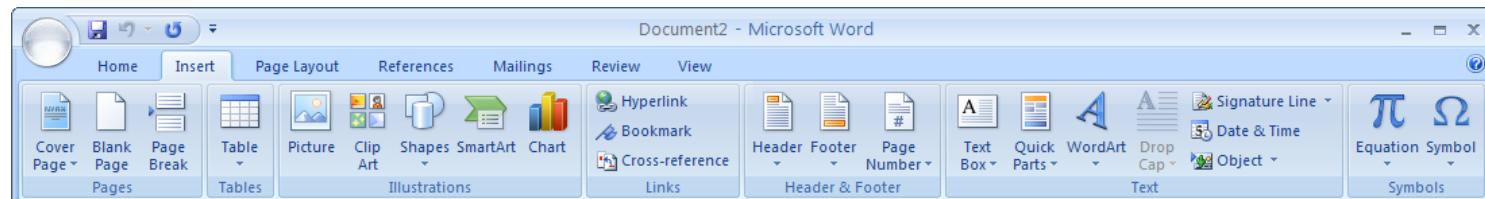
		Group Variants (Large, Medium, Small, Collapsed)						
		Pages	Tables	Illustrations	Links	Headers & Footers	Text	Symbols
Group Combinations for Insert Tab	1	Large	Large	Large	Large	Large	Large	Large
	2	Large	Large	Large	Medium	Large	Large	Large
	3	Large	Large	Large	Medium	Large	Large	Medium
	4	Medium	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

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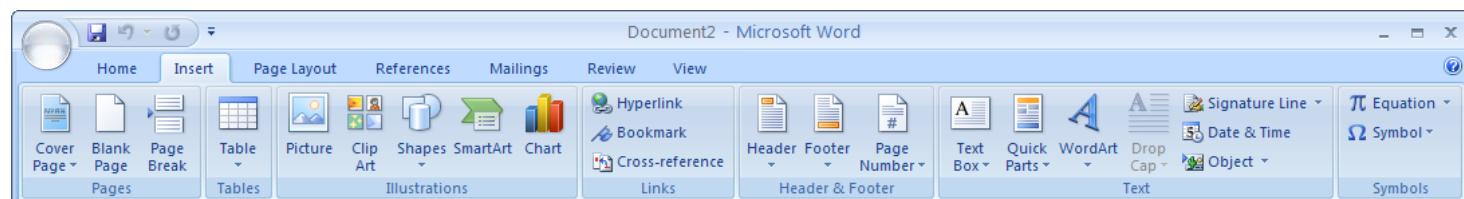
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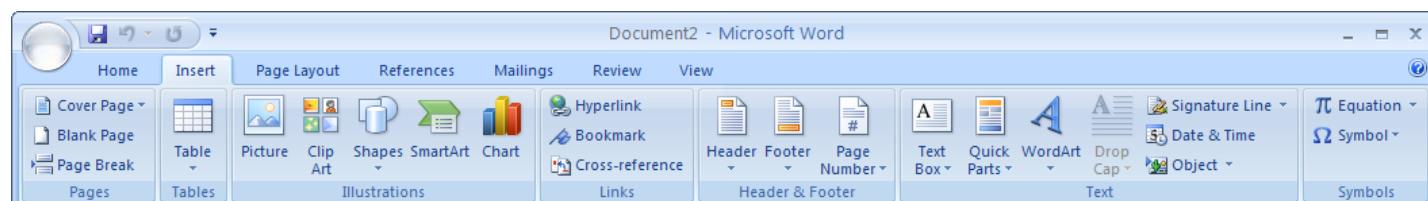
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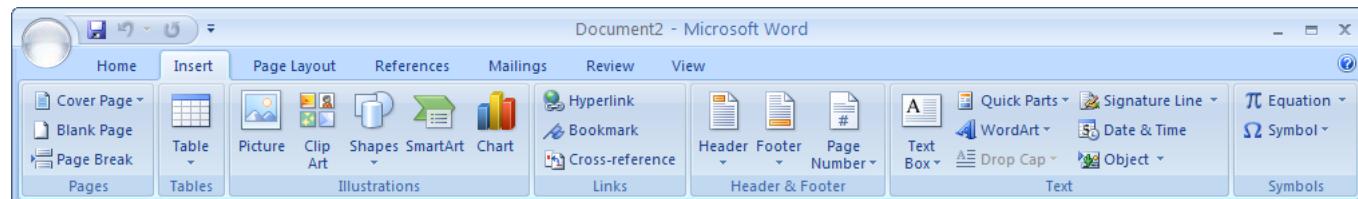
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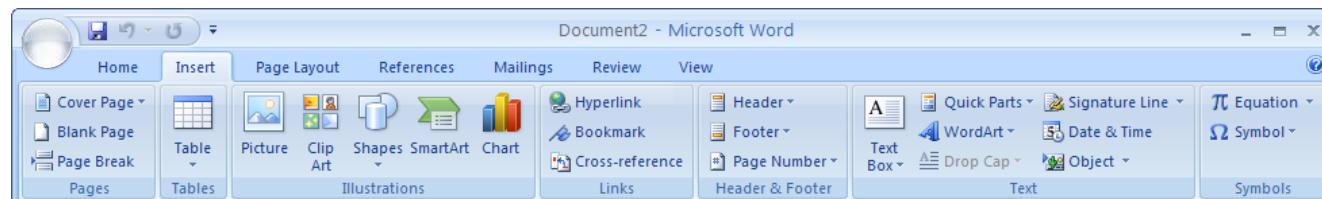
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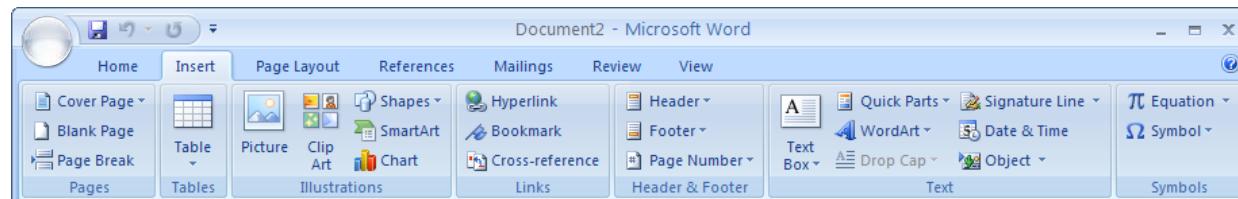
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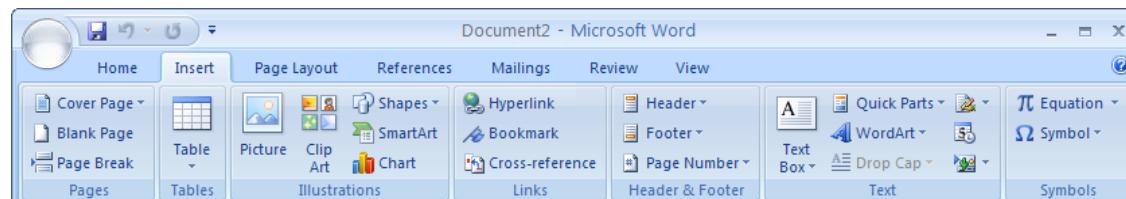
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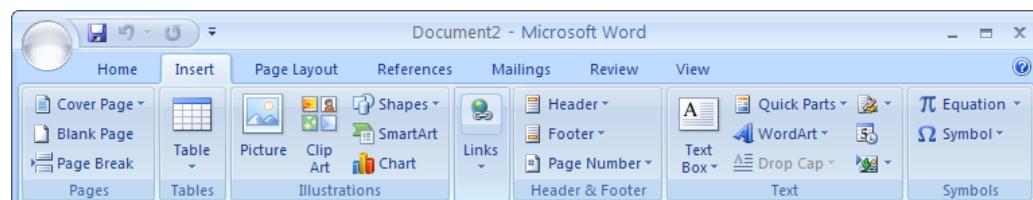
7



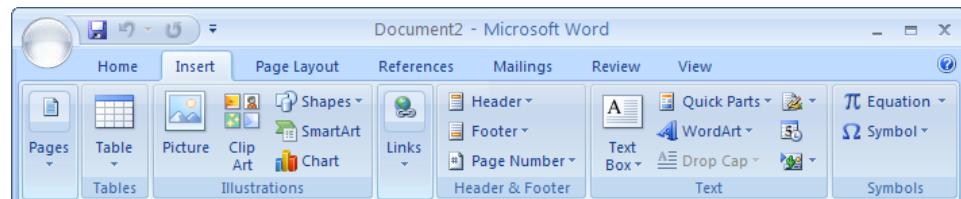
8



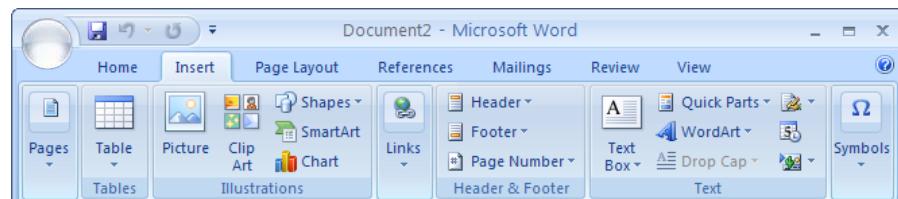
9



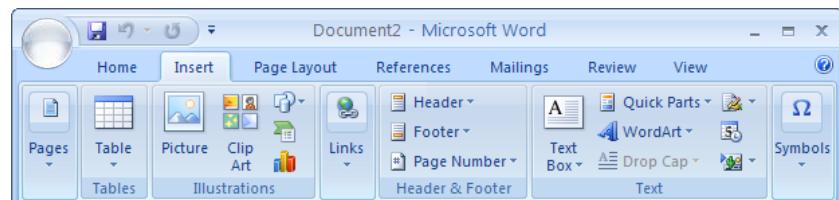
10



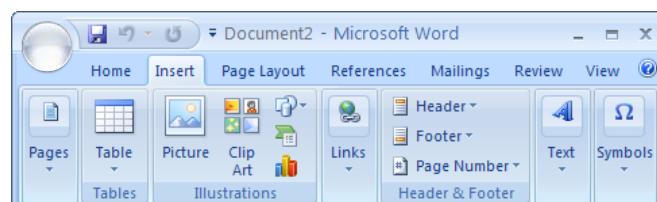
11



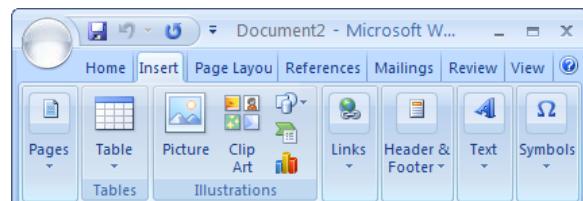
12



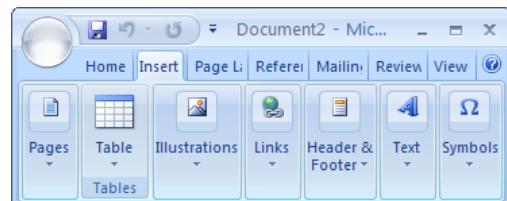
13



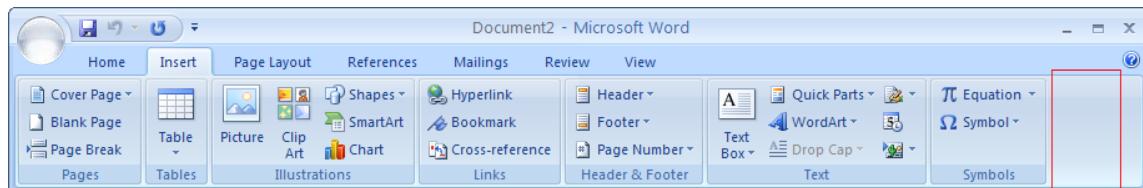
14



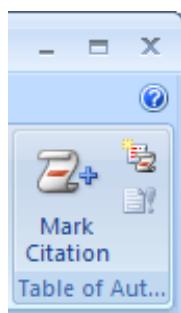
15



- 489 2. When the application window is horizontally resized, the combination of variants that allows the greatest
490 number of groups to be at their largest variants MUST be displayed.
- 491 3. If the width of the application window is too large for a combination of group variants to fill the entire
492 Ribbon, then the groups MUST be left aligned in the Ribbon with any remaining empty space displayed on
493 the right. (*Note in the figure below empty space is displayed on the right side of the Ribbon, since there is*
494 *not enough room to display one of the groups at their next larger size.*)



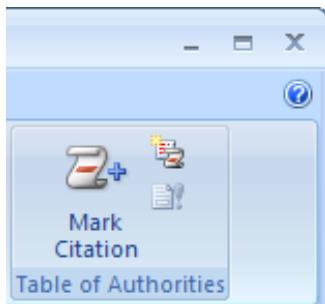
- 495
- 496 4. The width of each group MUST be determined by the width of the controls within the group. The width of
497 each group MUST NOT be determined by the length of the group label.
- 498 5. If the length of the group label is wider than the width of the controls within the group, then the group
499 label MUST be truncated to provide more available space on the Ribbon for other groups to display larger
500 variants. For this reason, the length of group labels MUST be kept short. (*Note in the figure below the*
501 *Table of Authorities group label is truncated because the group label is wider than the controls within the*
502 *Group.*)



503

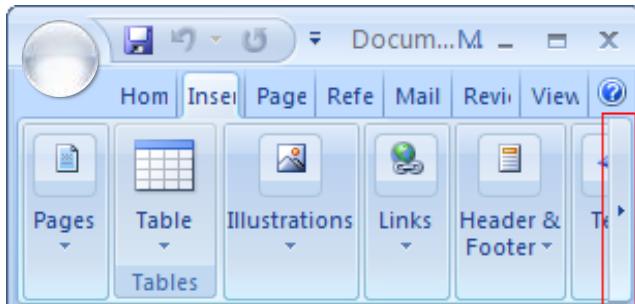
504

- 505 6. If empty space is available on the right side of the Ribbon, then the width of the Group SHOULD
506 automatically increase so that the group label is no longer truncated. The group label and controls
507 SHOULD be horizontally centered when this action occurs. (*Note in the figure below the width of the*
508 *group has been expanded and the group label is no longer truncated since additional empty space was*
509 *available on the right side of the Ribbon. Also note that the controls within the group are horizontally*
510 *centered.*)



511

- 512 7. A horizontal scroll button MUST be displayed when the width of the application window is too small to
513 display the groups at their smallest variant size. (*Note in the figure below the horizontal scroll arrow on*
514 *the right side of the Ribbon.*)

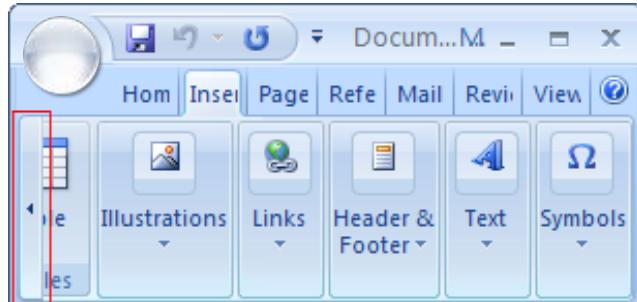


515

- 516 8. The horizontal scroll button MUST first appear on the right edge of the Ribbon and the right side of the
517 Ribbon MUST be cropped.
518 9. Hovering over the horizontal scroll button MUST NOT cause the Ribbon to scroll.

519

- 520 10. Clicking the horizontal scroll button MUST page (not scroll) the Ribbon to the left. When the tab is paged
 521 all the way to the right, the horizontal scroll arrow MUST be displayed on the left side of the Ribbon.
 522 (*Note in the figure below the left side of the Ribbon is now cropped after clicking the horizontal scroll
 523 button.*)

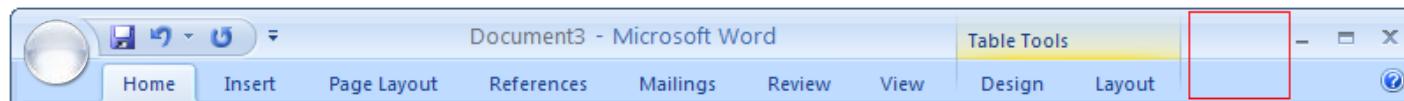


- 524
- 525 11. The scrolled state for each tab MUST be independent of the scroll state for other tabs in the Ribbon.
- 526 12. The scrolled state MUST be remembered per tab. Navigating from tab A to tab B, and then back to tab A,
 527 MUST NOT discard the scrolled position for tab A, regardless of how much scrolling was performed on tab
 528 B when it was displayed. Resizing the application window SHOULD discard all scrolling position
 529 persistence.
- 530 13. The entire Ribbon SHOULD completely disappear when the application window is less than 300 pixels
 531 wide and 250 pixels tall to provide more space for displaying the document.
- 532 14. The tabs MUST compress to fit the available space when the application window is horizontally resized
 533 using the rules outlined in the table below.

Step 1	Gradually remove empty space to the right of the tabs
Step 2	Gradually and uniformly remove the padding from both sides of all the tabs until the minimum padding required for displaying the tab selection and hover states is reached.
Step 3	Add separator lines between tabs 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 largest tab (or tabs in the case of ties) 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.

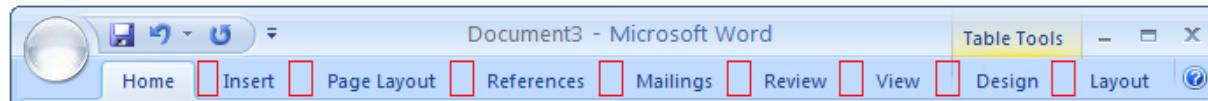
534

Step 1



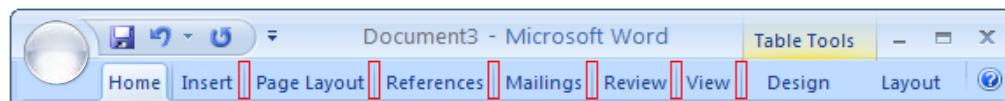
Gradually remove empty space to the right of the tabs

Step 2



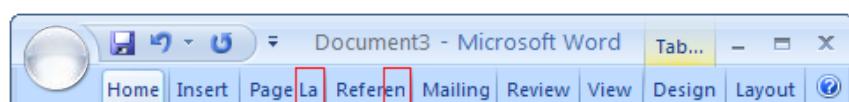
Gradually and uniformly remove the padding from both sides of all the tabs until the minimum padding required for displaying the tab selection and hover states is reached.

Step 3



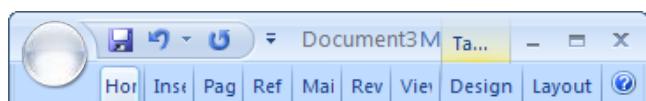
Add separator lines between tabs to assist readability.

Step 4



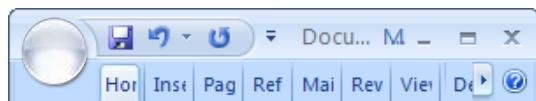
Reduce the width of the tab with the longest name by truncating the text label. Continue reducing the width of the largest tab (or tabs in the case of ties) until all tabs are the same width. Tooltips MUST display the complete names of any tab whose text label is truncated. (**NOTE:** The minimum padding required for displaying 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. (**NOTE:** Contextual tab names SHOULD not be truncated until Step 6 below.)

Step 6



Display a horizontal scroll button.

536 **BEST PRACTICES FOR RIBBON RESIZING**

- 537 1. Every group that contains more than one control SHOULD have a collapsed group variant defined as its
538 smallest size variant.
- 539 2. Groups that contain less frequently used controls SHOULD be displayed smaller before groups that
540 contain more frequently used controls.
- 541 3. Groups that contain controls with 16x16 icons that are better known to users SHOULD lose labels before
542 lesser known controls when defining how the Ribbon will be resized.

543

544

545 **QUICK ACCESS TOOLBAR (REQUIRED)**

546 Controls on the Quick Access Toolbar are always available to the user, regardless of which tab is selected in the
 547 Ribbon. For this reason, the Quick Access Toolbar is the single location in the 2007 Microsoft Office Fluent UI
 548 where controls that must always be quickly available to the user are displayed. In addition, the Quick Access
 549 Toolbar can be customized by users to include any control to which they need frequent access in order to
 550 accommodate their specific work style.



551

552 **REQUIREMENTS FOR QUICK ACCESS TOOLBAR**

553 The Quick Access Toolbar requirements outlined below MUST be implemented if any of the following elements of
 554 the 2007 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tab, Groups, Controls, Ribbon
 555 Resizing, Visual Appearance, or Keyboard Access. For more details see the [Implementation Requirements](#).

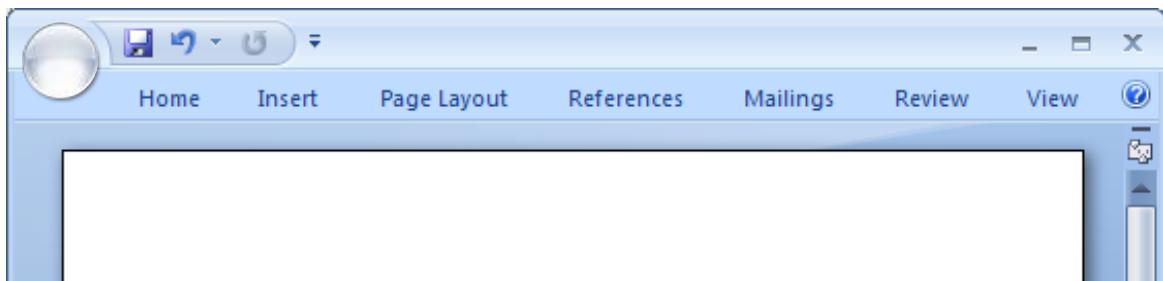
556 **DISPLAYING THE QUICK ACCESS TOOLBAR**

- 557 1. The Quick Access Toolbar MUST be displayed above the tabs and MUST be left aligned when the application is first started.
- 559 2. The height of the Quick Access Toolbar MUST be no taller than the height required to display one 16 x 16 pixel icon at 96 dpi.
- 561 3. The Quick Access Toolbar MUST display only one row of controls. The Quick Access Toolbar MUST NOT display more than one row of controls.
- 563 4. The Quick Access Toolbar MUST always be displayed, regardless of which tab is selected on the Ribbon.
- 564 5. The controls on the Quick Access Toolbar MUST NOT dynamically change when different tabs are selected in the Ribbon or when different objects are selected in the document.
- 566 6. Controls MUST NOT automatically disappear/appear on the Quick Access Toolbar
- 567 7. Controls on the Quick Access Toolbar MUST support the control states described in the [Controls](#) section. For example, the Undo control MUST be displayed using the disabled state when the criteria required for its activation has not been satisfied. (*Note in the figure below the Undo control is displayed using the disabled state to indicate that it is not active.*)

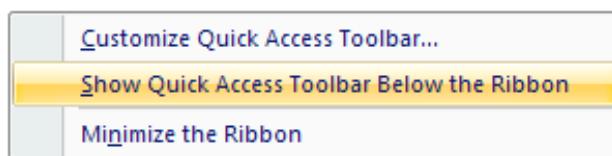


571

- 572 8. The Quick Access Toolbar MUST be able to display all types of controls that can be displayed on the
573 Ribbon. Available controls MUST include, but need not be limited to, buttons, menus, split buttons,
574 combo boxes, [Galleries](#), spinner controls, and check boxes.
- 575 9. Controls displayed on the Quick Access Toolbar MUST be no larger than the height of the Quick Access
576 Toolbar (roughly 22 pixels at 96 dpi).
- 577 10. Text labels SHOULD NOT be displayed for controls on the Quick Access Toolbar.
- 578 11. Users MUST NOT be able to resize the Quick Access Toolbar.
- 579 12. The Quick Access Toolbar MUST be displayed when the Ribbon is minimized. (*Note in the figure below the*
580 *Quick Access Toolbar is still displayed when the Ribbon is minimized.*)

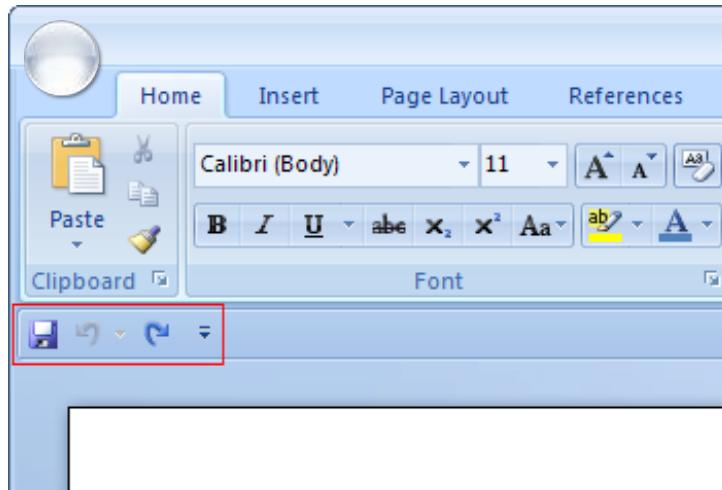


- 581
- 582 13. Right-clicking anywhere on the Ribbon SHOULD provide the option to "Show Quick Access Toolbar Below
583 the Ribbon." (*Note in the figure below the option to "Show the Quick Access Toolbar Below the Ribbon."*)



584
585

- 586 14. Choosing "Show Quick Access Toolbar Below the Ribbon" from the right-click menu SHOULD display the
587 Quick Access Toolbar below the Ribbon. (*Note in the figure below the Quick Access Toolbar is displayed*
588 *below the Ribbon.*)

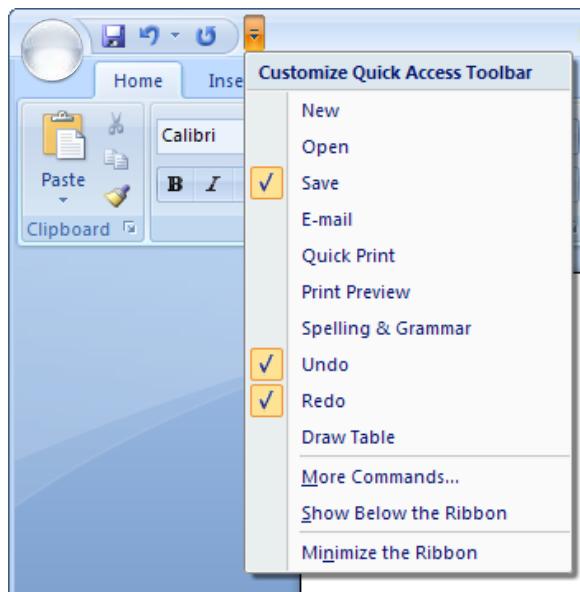


- 589
- 590 15. When the Quick Access Toolbar is displayed below the Ribbon, it MUST extend the entire length of the
591 application window.
- 592 16. When the Quick Access Toolbar is displayed below the Ribbon, its height MUST be no taller than the
593 height required to display a single row of small controls using 16 x 16 pixel icons at 96 dpi.
- 594 17. The Quick Access Toolbar MUST display only one row of controls when displayed below the Ribbon. The
595 Quick Access Toolbar MUST NOT display more than one row of controls when displayed below the
596 Ribbon.
- 597 18. If the Quick Access Toolbar is displayed below the Ribbon when the application is closed, then the Quick
598 Access Toolbar MUST be displayed below the Ribbon when the application is next opened.
- 599

600 CUSTOMIZING THE QUICK ACCESS TOOLBAR

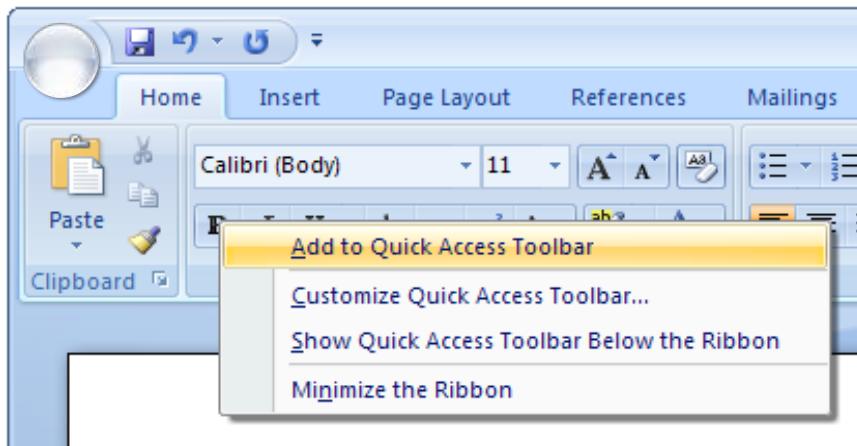
601 Users SHOULD be able to customize the Quick Access Toolbar. The requirements outlined below are REQUIRED if
602 Quick Access Toolbar customization is implemented.

- 603 1. A dropdown arrow MUST be displayed on the right side of the Quick Access Toolbar. Clicking the
604 dropdown arrow MUST display the “Customize Quick Access Toolbar” menu. This menu MUST provide a
605 list of controls that users frequently add to the Quick Access Toolbar. (*Note in the figure below the*
606 *options available in the Customize Quick Access Toolbar menu.*)

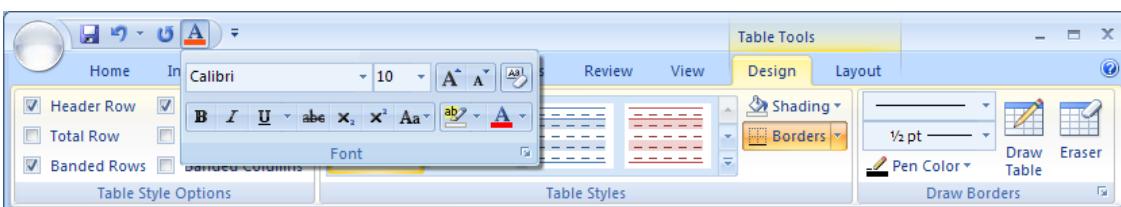


607
608

- 609 2. Right-clicking on any control in the Ribbon MUST provide the option to add that control to the Quick
610 Access Toolbar. Choosing the “Add to Quick Access Toolbar” option MUST add the control to the Quick
611 Access Toolbar. (*Note in the figure below the “Add to Quick Access Toolbar” option displayed in the right-*
612 *click menu.*)



- 613
- 614 3. Right-clicking on any group label MUST provide the option to add the entire group to the Quick Access
615 Toolbar. Groups that are added to the Quick Access Toolbar MUST be displayed using small button
616 controls.
- 617 4. Clicking on the group control displayed in the Quick Access Toolbar MUST display the entire group using
618 the same layout as the group would require if it were collapsed in the Ribbon. (*Note in the figure below*
619 *the layout for the Font group that was displayed by clicking the Font group icon on the Quick Access*
620 *Toolbar.*)



621
622

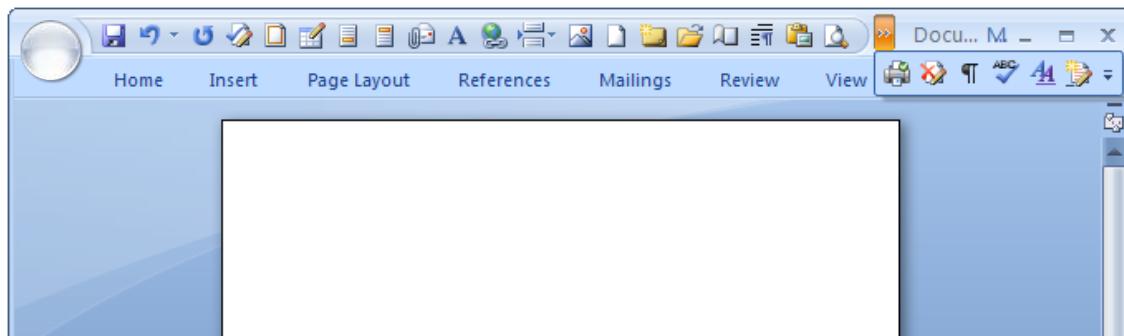
623 DISPLAYING MANY CONTROLS IN THE QUICK ACCESS TOOLBAR

- 624 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 figure below the right-pointing double arrow on the right side of the Quick Access Toolbar.*)
- 625
- 626
- 627



628

- 629 2. Clicking the right-pointing double arrow MUST display an overflow Quick Access Toolbar, which contains
630 the controls that do not fit on the Quick Access Toolbar. (*Note in the figure below the overflow Quick*
631 *Access Toolbar displayed when a user clicks the right-pointing double arrow.*)



632

633 BEST PRACTICES FOR THE QUICK ACCESS TOOLBAR

- 634 1. The Quick Access Toolbar SHOULD display by default only those controls that users need most frequently when using the application.
- 635
- 636 2. More than five controls SHOULD NOT be displayed by default on the Quick Access Toolbar.
- 637 3. More than ten controls SHOULD NOT be displayed in the Customize Quick Access Toolbar menu.
- 638 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.
- 639
- 640 5. The Customize Quick Access Toolbar menu SHOULD include the “Show Below the Ribbon” option and the “Minimize the Ribbon” option.
- 641

642 **VISUAL APPEARANCE (REQUIRED)**

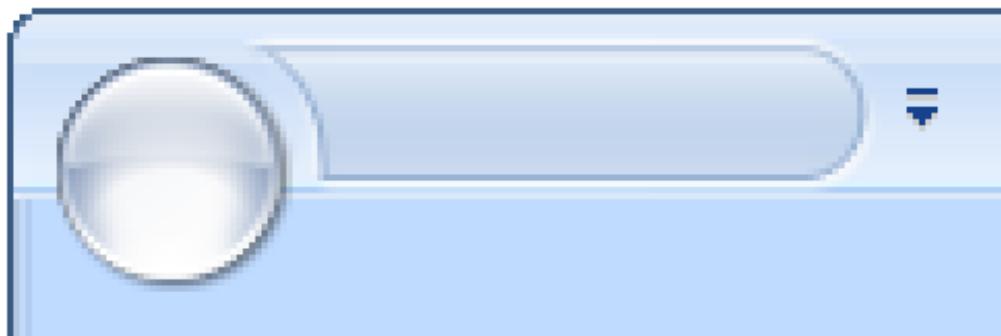
643 This section describes the visual appearance of the 2007 Microsoft Office Fluent UI. Licensed UI MUST have an
644 overall visual appearance that is consistent with the 2007 Microsoft Office Fluent UI, including the elements
645 defined in this section.

646 **VISUAL APPEARANCE REQUIREMENTS**

647 The Visual Appearance requirements outlined below MUST be implemented if any of the following elements of the
648 2007 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tabs, Groups, Controls, Ribbon
649 Resizing, Quick Access Toolbar, or Keyboard Access. For more details see the [Implementation Requirements](#).

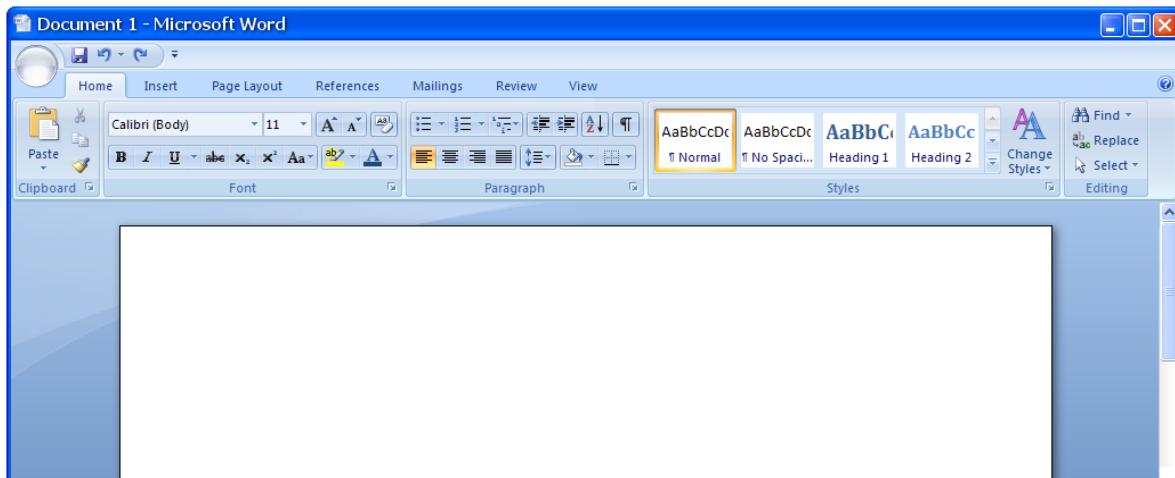
650 **APPLICATION BUTTON**

- 651 1. The Application Button MUST be round.
- 652 2. The Application Button MUST have approximately a 36-pixel diameter at 96 dpi.
- 653 3. The Application Button MUST be positioned in the upper-left corner of the application window.
- 654 4. The top half of the Application Button SHOULD be positioned in the application title bar. (*Note in the*
655 *figure below the top half of the Application Button is in the application title bar.*)

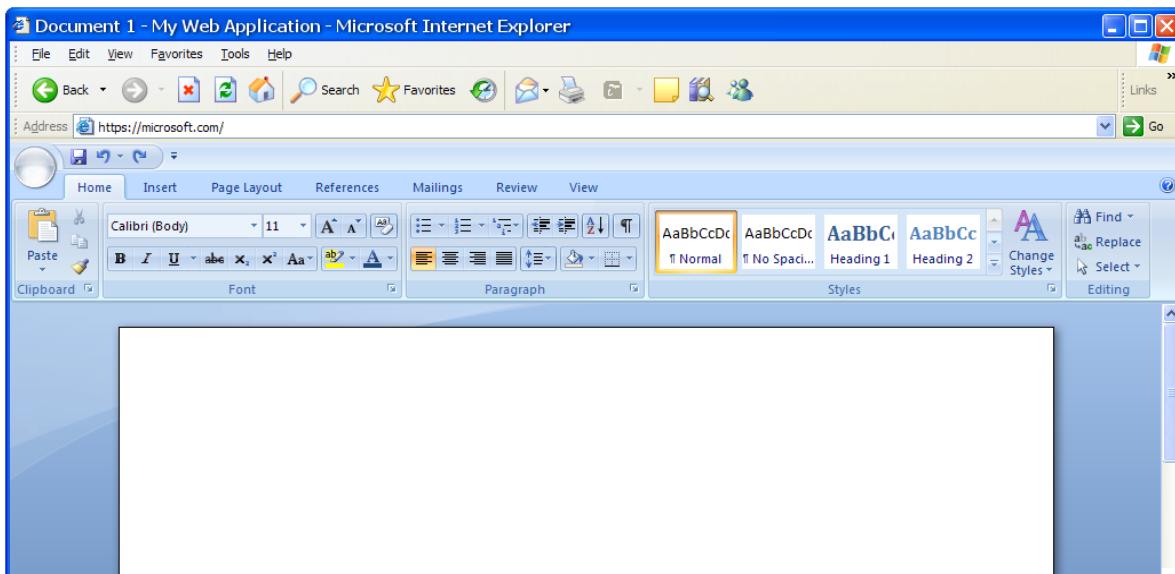


656
657

- 658 5. If a custom application title bar has not been implemented, then all elements of the 2007 Microsoft Office
659 Fluent UI MUST be shifted down. (*Note that the position of the elements in the figure below have been*
660 *shifted down for an application where a custom title bar was not implemented.*)



- 661
- 662 6. For web-based applications, all of the [REQUIRED elements](#) of the 2007 Microsoft Office Fluent UI MUST
663 be displayed in the browser window. (*Note that the position of the elements in the figure below are*
664 *displayed in the browser window for an application developed to run in a web browser.*)



- 665
- 666 7. The Application Button MUST display the application or company logo.
667 8. The Application Button MUST NOT display text unless it is part of the application logo.
668 9. The Application Button MUST have a drop shadow to create a three-dimensional appearance.
669 10. The Application Button MUST have a background gradient that is visually distinct from the background
670 used for the Application Title Bar, the Quick Access Toolbar, and the Tabs on the Ribbon.

- 671 11. The Application Button MUST have a background gradient that creates a shiny, glass-like visual
672 appearance.
- 673 12. The Application Button MUST have a background gradient that creates a three-dimensional, rounded-
674 button visual appearance. (*Note that the background gradient used shown in the figure below creates a*
675 *three-dimensional, rounded-button appearance for the Application Button.*)



- 676
- 677 13. The Application Button SHOULD display an orange hover effect when the mouse hovers over the
678 Application Button.
- 679 14. The mouse hover effect displayed for the Application Button MUST have a gradient that creates the visual
680 appearance of a protruding, rounded button when the mouse hovers over the Application Button. (*Note*
681 *the hover effect shown in the Figure below for the Application Button.*)



- 682
- 683 15. The mouse hover effect displayed for the Application Button SHOULD gradually fade out (i.e., transitional
684 fade effect) when the mouse is moved off of the Application Button. The mouse hover effect MUST NOT
685 immediately disappear when the mouse is moved off of the Application Button.
- 686

- 687 16. The Application Button SHOULD display a dark-orange gradient when the Application Button is pressed or
688 when the Application Menu is open. (*Note the dark-orange gradient shown in the figure below for the*
689 *pressed Application Button.*)



690

691 **QUICK ACCESS TOOLBAR**

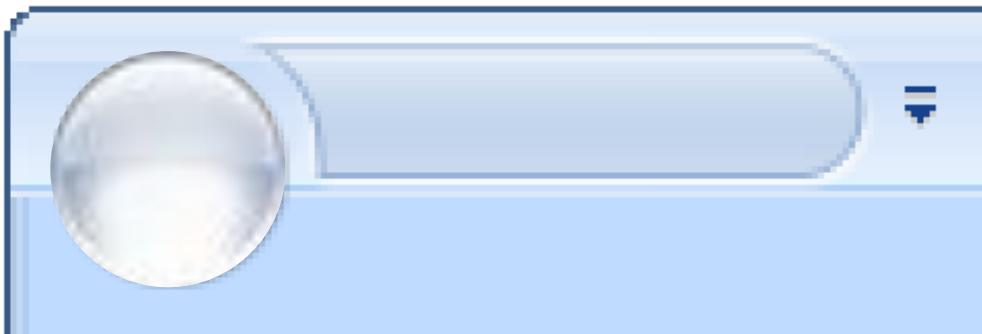
- 692 1. The Quick Access Toolbar MUST be positioned by default at the top of the application window and MUST
693 be positioned to the right of the Application Button.
- 694 2. The Quick Access Toolbar SHOULD be positioned by default in the application title bar.
- 695 3. If a custom application title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



698

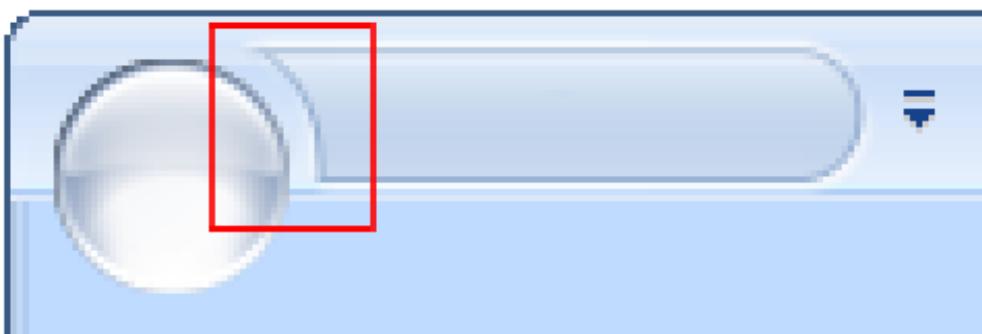
- 699 4. The Quick Access Toolbar MUST be approximately 22 pixels tall at 96 dpi.
- 700 5. The Quick Access Toolbar MUST NOT be attached to the Application Button. A few pixels of space (~ 6-10
701 pixels at 96 dpi) MUST exist between the Application Button and the Quick Access Toolbar to create the
702 appearance of two visually distinct UI elements.
- 703 6. The Quick Access Toolbar MUST have a border.

- 704 7. The border of the Quick Access Toolbar MUST consist of a dark and light line to create the visual
705 appearance that the Quick Access Toolbar is carved into the Application Title Bar. (*Note in the figure
706 below the Quick Access Toolbar appears as if it was carved into the application title bar.*)



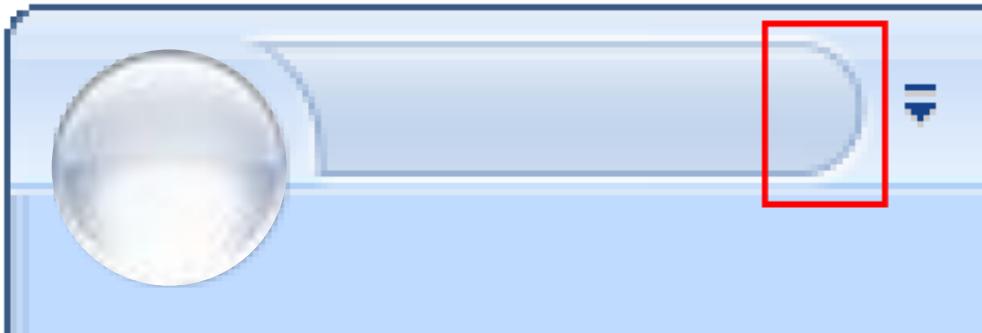
707

- 708 8. The left border of the Quick Access Toolbar MUST have a convex curve which follows the same curve as
709 the Application Button. The center of the circle used to create this convex curve MUST be positioned at
710 the center of the Application Button to ensure that the convex curve follows the same curve as the
711 Application Button. (*Note the shape of the curve on the left border of the Quick Access Toolbar in the
712 figure below.*)

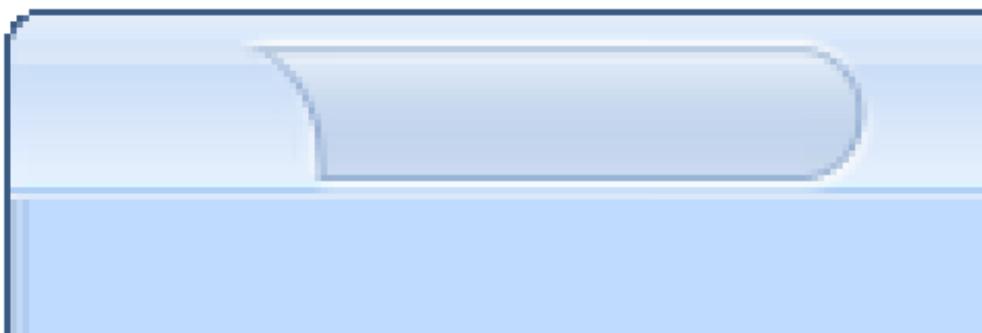


713
714

- 715 9. The right border of the Quick Access Toolbar MUST have a concave curve. The radius of the curve MUST
716 equal the radius of a circle positioned in the center of the application title bar. The radius of the concave
717 curve on the right border MUST NOT equal the radius of the convex curve on the left border. (*Note the*
718 *shape of the curve on the right border of the Quick Access Toolbar in the figure below.*)

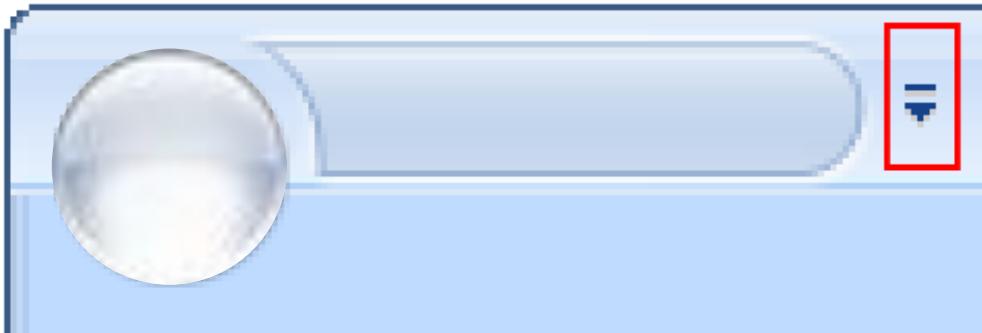


- 719
- 720 10. The Quick Access Toolbar MUST have a slight gradient that creates a beveled visual appearance. The
721 gradient used for the Quick Access Toolbar MUST be different from the gradient used for the application
722 title bar to create the visual appearance that the Quick Access Toolbar protrudes from the application title
723 bar. (*Note in the figure below the Quick Access Toolbar has a gradient that differs from the gradient used*
724 *in the application title bar and thus appears to protrude from the application title bar.*)



- 725
- 726

- 727 11. If the application has a “Customize Quick Access Toolbar” menu, then the Quick Access Toolbar MUST
728 have a dropdown arrow positioned on the right side of the Quick Access Toolbar. (*Note the location of*
729 *the dropdown arrow on the right of the Quick Access Toolbar in the figure below.*)



- 730
- 731 12. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST be represented using the
732 icon in the figure below. The icon MUST display a horizontal straight line over a down arrow. (*Note the*
733 *icon displayed in the figure below.*)



- 734
- 735 13. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST NOT be attached to the
736 Quick Access Toolbar (i.e., within the border of the Quick Access Toolbar). A few pixels of space (~ 5 pixels
737 at 96 dpi) MUST exist between the Quick Access Toolbar and the dropdown arrow to create the
738 appearance of two visually distinct UI elements.
- 739 14. The dropdown arrow for the “Customize Quick Access Toolbar” menu MUST NOT have a border and thus
740 MUST NOT be displayed as a toolbar button. It must have a flat visual appearance when in the normal
741 state.
- 742

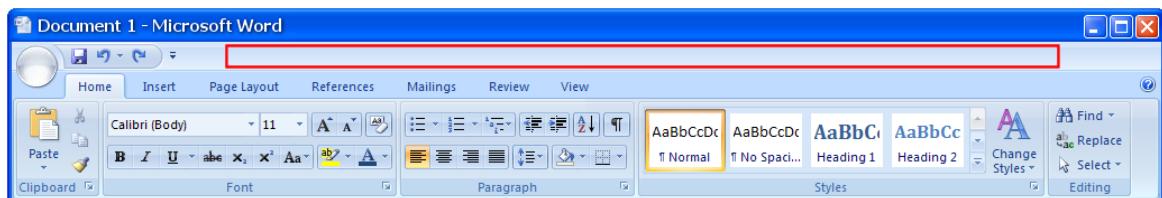
- 743 15. The dropdown arrow for the “Customize Quick Access Toolbar” menu SHOULD have three states: normal,
744 hover, and pressed. The table below illustrates the three dropdown arrow states for the 2007 Microsoft
745 Office Fluent UI .

	Normal
	Hover
	Pressed

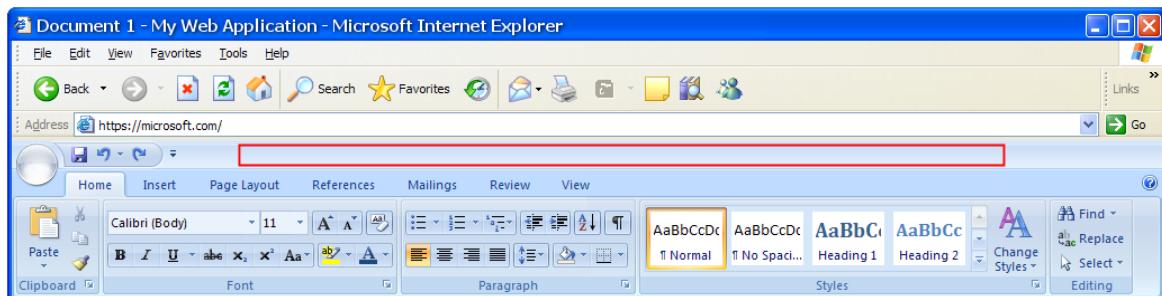
746 APPLICATION TITLE BAR

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

- 750 1. A custom application title bar SHOULD be implemented for the 2007 Microsoft Office Fluent UI.
- 751 2. If a custom application title bar is not implemented, then the application title bar requirements defined in
752 this section MUST be displayed below the application title bar (as in the case of a client application) or at
753 the top of the browser window (as in the case of a web-based application). (*Note in the figures below the*
754 *location of the application title bar for a client application and a web-based application.*)

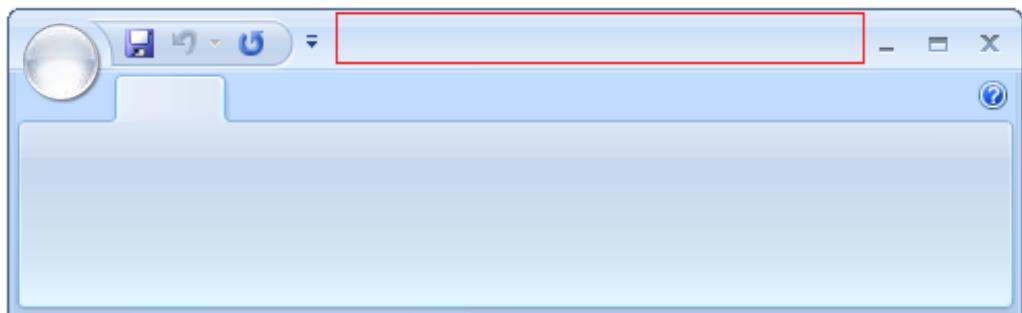


755



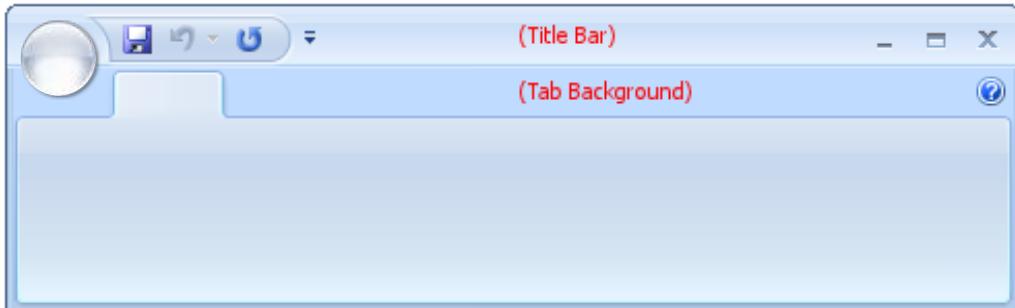
756

- 757 3. The application title bar MUST be approximately 30 pixels tall at 96 dpi.
- 758 4. The application title bar MUST have a gradient that creates a beveled visual appearance. (*Note in the*
759 *figure below the gradient used to create a beveled visual appearance.*)



760

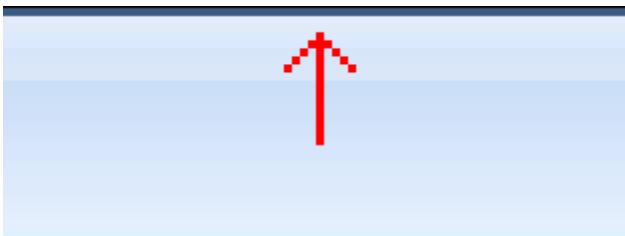
- 761 5. The application title bar MUST be visually distinct from the tab background. (*Note in the figure below the*
762 *application title bar has a gradient, while the tab background does not.*)



- 763
- 764 6. The application title bar MUST have a border line at the base of the title bar to visually separate the title
765 bar from the tab background. (*Note in the figure below the border line between the application title bar*
766 *(top) and the tab background (bottom).*)



- 767
- 768 7. For applications that implement a custom title bar, a dark border line at the top of the title bar must be
769 displayed when the application is in the restored state (i.e., not maximized). This border MUST extend
770 around the entire application window when the application is in the restored state. (*Note in the figure*
771 *below the border line at the top of the application title bar, displayed when the application window is in*
772 *the restored state.*)



- 773
- 774 8. For applications that implement a custom title bar, the document and application names MUST be
775 displayed in the application title bar.
- 776 9. For applications that implement a custom title bar, the document and application names MUST be
777 centered in the application title bar when no contextual tabs are displayed.
- 778 10. For applications that implement a custom title bar, the document and application names MUST be
779 displayed using the following naming convention: "Document Name – Application Name".

- 780 11. For applications that implement a custom title bar, the font color used to display the document name
781 MUST be monochromatic. The font color used to display the application name MUST be blue when the
782 application window is active.
- 783 12. For applications that implement a custom title bar, the caption buttons displayed in the application title
784 bar MUST be monochromatic and MUST have three states: normal, hover, and pressed. The table below
785 illustrates the three caption button states for the 2007 Microsoft Office UI .

	Normal
	Hover
	Pressed

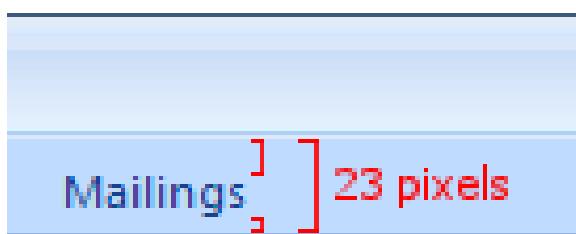
786 **TABS**

- 787 1. Tabs MUST be displayed below the Application Title Bar and above the Ribbon.
- 788 2. The tab background MUST NOT have a gradient. It MUST appear flat. (*Note in the figure below the tab
789 background does not have a gradient.*)



790

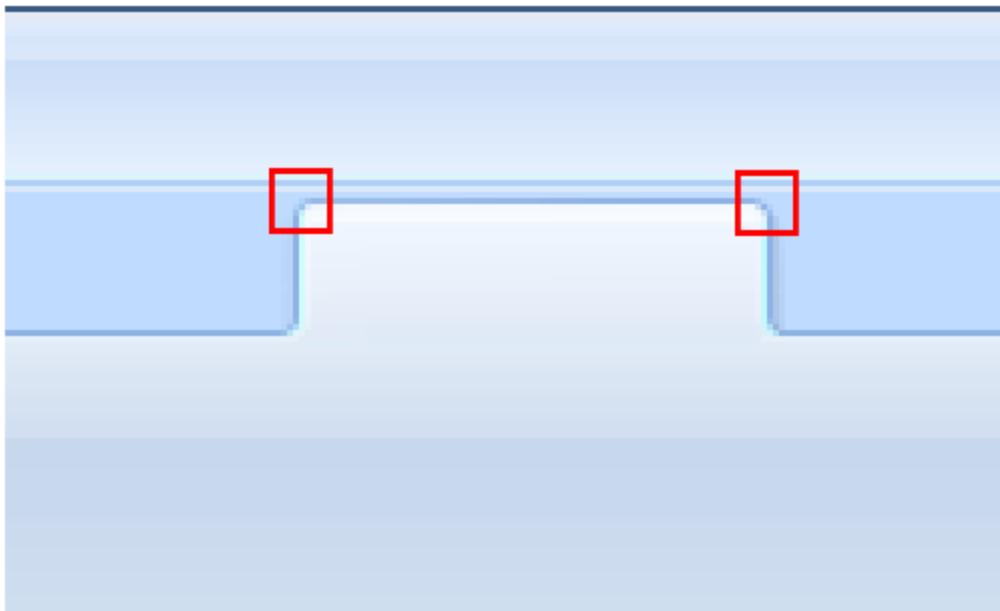
- 791 3. The tab background MUST be 23 pixels high at 96 dpi.



792

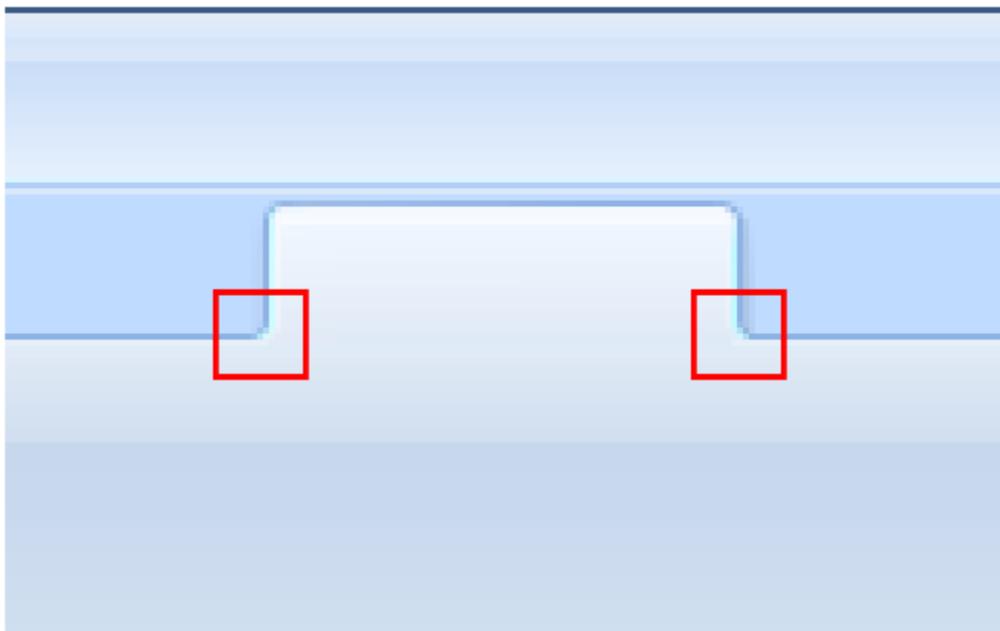
- 793 4. Tab names MUST NOT be vertically centered in the tab background. Tab names MUST be slightly offset
794 towards the bottom of the tab background.

- 795 5. The selected tab MUST have the visual appearance of a tab with rounded upper corners. (*Note in the figure below the rounded upper corners of the selected tab.*)
- 796



797

- 798 6. The selected tab MUST curve at the lower corners where the tab meets the Ribbon to create the visual appearance that the tab is connected to the Ribbon. (*Note in the figure below the curve at the lower corners of the selected tab.*)
- 799
- 800

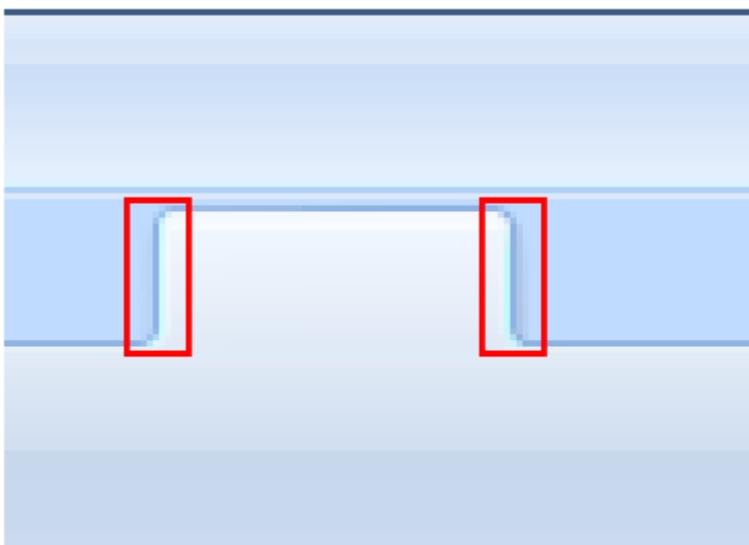


801

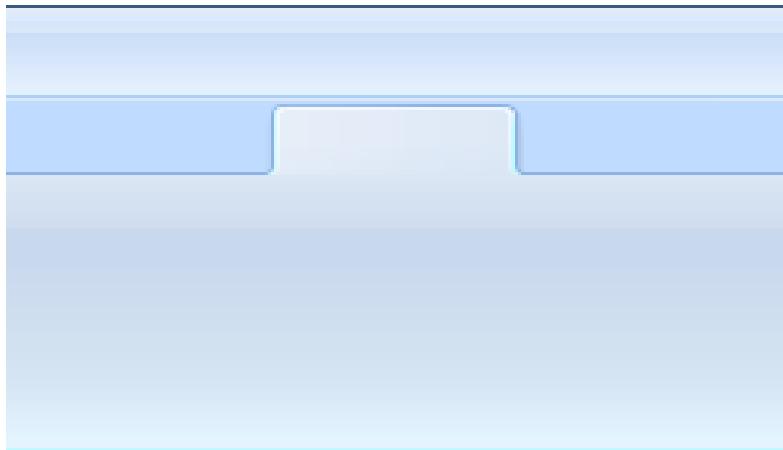
- 802 7. The selected tab MUST have a slight shadow to create the three-dimensional visual appearance, namely
803 that the selected tab is raised above the tab background. (*Note in the figure below the shadow on the*
804 *right side of the selected tab.*)



- 805
806 8. The selected tab MUST have highlights displayed on both sides of the selected tab to create the three-
807 dimensional visual appearance of the tabs. (*Note in the figure below the white and light blue highlight*
808 *lines displayed on each side of the selected tab.*)



- 810 9. The background used for selected tabs MUST have a gradient. The background gradient used for the
 811 Ribbon MUST extend into the selected tab. (*Note in the figure below how the background gradient for*
 812 *the Ribbon extends into the background for the selected tab.*)

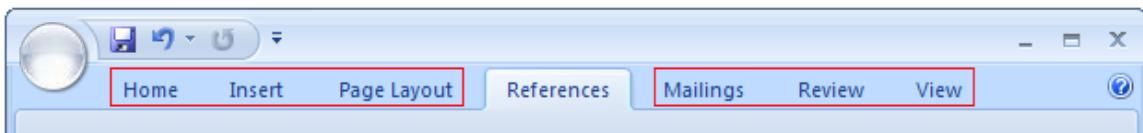


813

- 814 12. Four tab states MUST be represented. Tab states MUST include: normal, hover, selected, and hover
 815 selected. The table below describes the four tab states REQUIRED for the 2007 Microsoft Office Fluent UI
 816 .

	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.

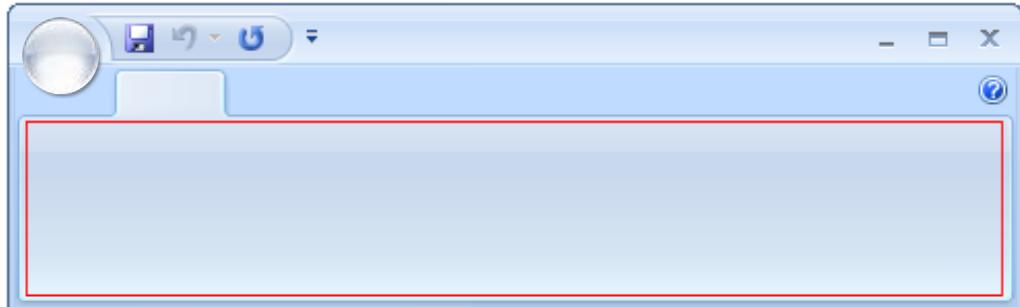
- 817 1. Unselected tabs MUST NOT have the visual appearance of a tab. Unselected tabs MUST have a flat visual
 818 appearance. (*Note in the figure below only the selected tab (i.e., References) has the visual appearance of*
 819 *a tab. All unselected tabs do not have the visual appearance of a tab.*)



820

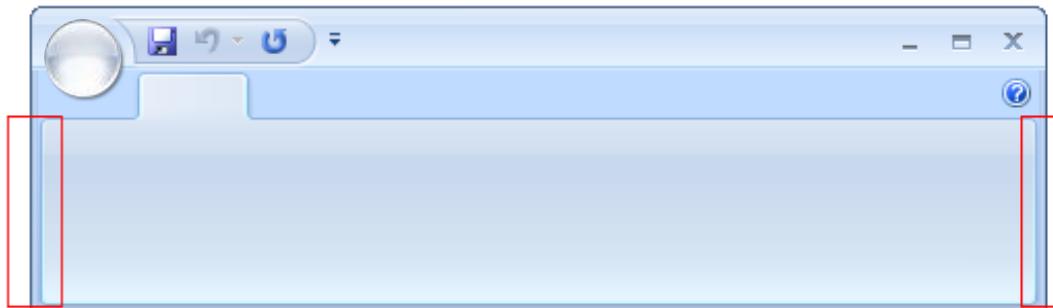
821 RIBBON BACKGROUND

- 822 1. The Ribbon background MUST have a gradient that creates a beveled visual appearance. (*Note in the*
823 *figure below the gradient for the Ribbon background.*)



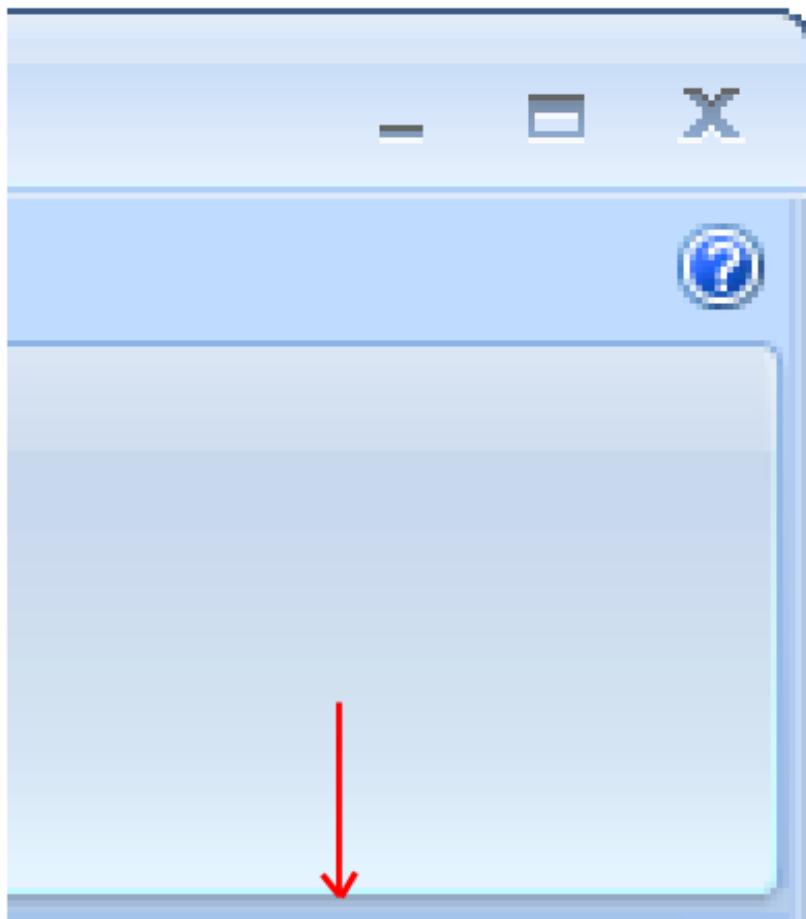
824

- 825 2. The Ribbon background MUST be approximately 91 pixels tall at 96 dpi.
- 826 3. The Ribbon background MUST NOT extend to the sides of the application window. A few pixels of space
827 (~ 5 pixels at 96 dpi) MUST exist between the sides of the Ribbon background and the sides of the
828 application window to create the visual appearance that the Ribbon is a distinct UI element. (*Note in the*
829 *figure below the space between the sides of the Ribbon background and the application window.*)



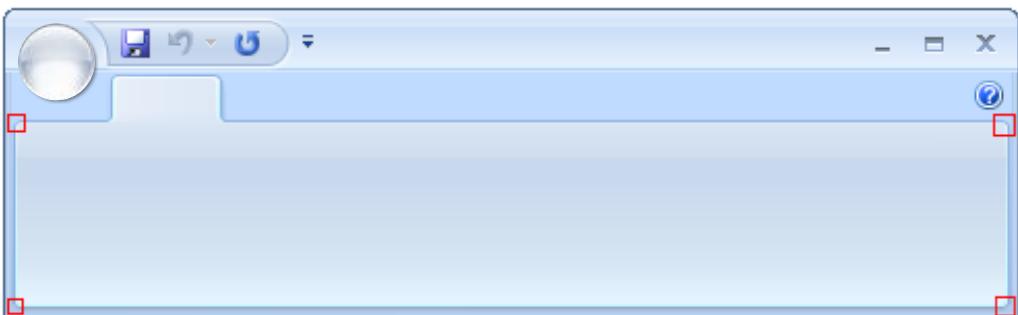
830

- 831 4. The Ribbon background MUST have a drop shadow to create the visual appearance that the Ribbon is
832 floating on top of the application workspace. (*Note in the figure below the drop shadow on the Ribbon*
833 *background.*)



834

- 835 5. The corners of the Ribbon background MUST be rounded. (*Note the rounded corners of the Ribbon*
836 *background in the figure below.*)



837

838

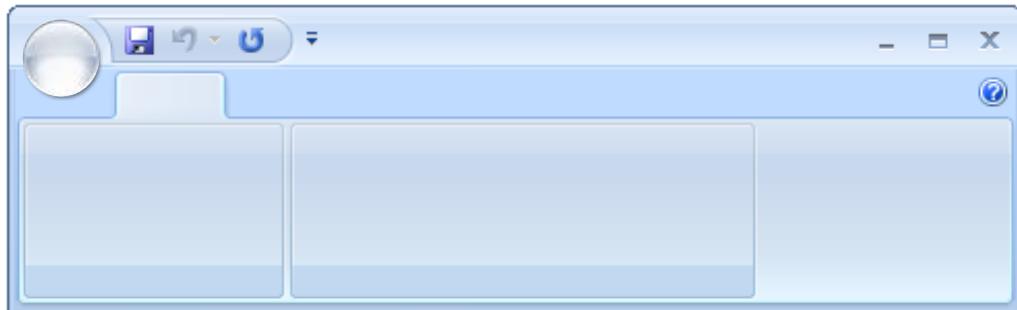
GROUPS

839

1. All controls MUST be displayed in groups positioned within the Ribbon background.

840

2. Groups MUST have a border to create the visual appearance of distinct UI elements. *(Note in the figure below the groups appear distinct from one another.)*



842

3. Groups MUST have a border comprised of a dark and light line to create the visual appearance that the group is carved into the Ribbon background. *(Note in the figure below the use of the dark and light colored lines to create the visual appearance that the group is carved into the Ribbon background.)*



846

- 847 4. The corners of the groups MUST be rounded. (*Note in the figure below the rounded group corners.*)



848

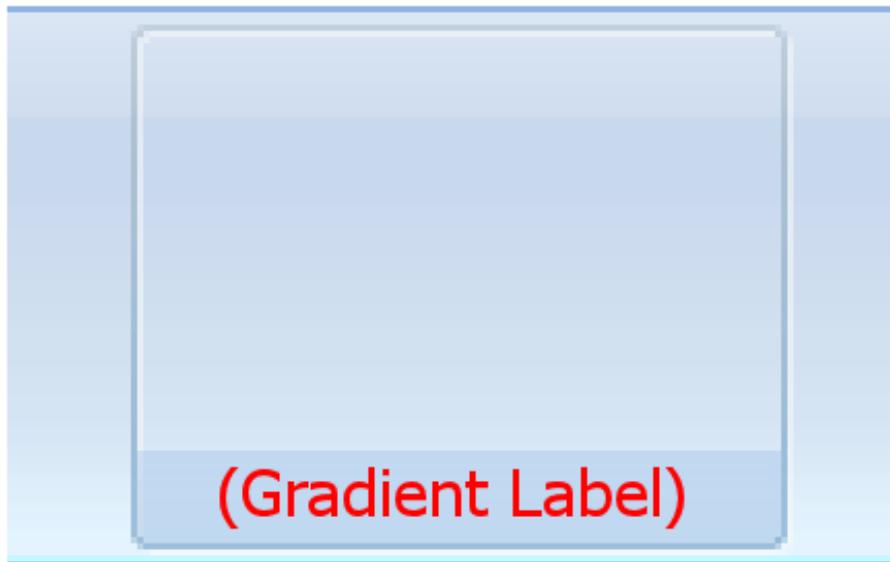
- 849 5. Groups MUST have a gradient fill that is identical to the gradient used for the Ribbon background.
- 850 6. A few pixels of space (~ 2 pixels at 96 dpi) MUST exist between groups displayed on the Ribbon
851 background to create the visual appearance of unique UI elements. (*Note in the figure below the space
852 between each group.*)



853

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

- 859 11. The group label background MUST NOT have a beveled visual appearance. Group labels MUST appear
860 flat. (*Note in the figure below the group label background does not have a beveled visual appearance.*)



- 861
- 862 12. Groups MUST have a mouse hover effect that makes the group appear brighter when the mouse hovers
863 over the group. The group over which the mouse is hovering MUST be the only group to appear brighter.
864 All other groups on the Ribbon MUST NOT change.
- 865 13. The mouse hover effect for Groups MUST be independent of the hover effect for controls within the
866 group.
- 867 14. Groups MUST have two states: normal and hover. The table below illustrates the two group states for the
868 2007 Microsoft Office UI .

<p>A screenshot of a ribbon group in its normal state. The background is a uniform light blue, and the text inside is black.</p>	Normal. The mouse is not over any part of the group.
<p>A screenshot of a ribbon group in its hover state. The background is a uniform light blue, and the text inside is black. A faint, darker blue shadow or glow is visible around the edges of the group, indicating it is selected.</p>	Hover. The mouse is over any part of the group.

- 869 15. The mouse hover effect for groups SHOULD gradually fade in (i.e., transition fade effect) when the mouse
870 moves over the group. The mouse hover effect SHOULD gradually fade out when the mouse moves off
871 the group.
- 872 16. Dialog Box Launchers MUST be positioned in the lower right corner of groups when applicable.
- 873 17. Dialog Box Launchers MUST be approximately 15 x 15 pixels at 96 dpi.
- 874 18. Dialog Box Launchers MUST be represented using the icon in the figure below. (*Note the figure below the*
875 *icon for a Dialog Box Launcher.*)



- 876
- 877 19. Dialog Box Launchers MUST have a mouse hover state that is independent of the group hover state.
- 878 20. Dialog Box Launchers MUST have two states: normal and hover. The pressed state is NOT REQUIRED. The
879 table below illustrates the three Dialog Box Launcher states for the 2007 Microsoft Office UI .

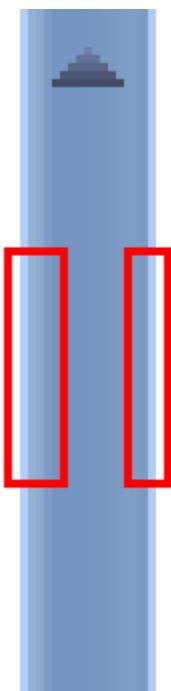
	Normal
	Hover
	Pressed (optional)

880

881 SCROLLBARS

- 882 Windows scrollbars MUST be themed on Windows XP and Windows Vista operating systems. Windows 95 ("classic
883 style") scrollbars MUST NOT be displayed by default.
- 884 Custom scrollbars are NOT REQUIRED for the 2007 Microsoft Office Fluent UI. If custom scrollbars are
885 implemented, then the guidelines below are REQUIRED.
- 886 1. The scrollbar track MUST be approximately 17 pixels wide at 96 dpi.
- 887 2. The scrollbar track MUST be a visually distinct color from the application canvas.
- 888 3. The sides of the scrollbar track MUST have a visible border. (*Note in the figure below the border*
889 *surrounding the scrollbar track.*)

890



891

- 892 4. The scrollbar track MUST have a gradient that creates the visual appearance of a depression in the
893 scrollbar track. (*Note in the figure below the gradient creates the visual appearance of a depression in the*
894 *scrollbar track.*)



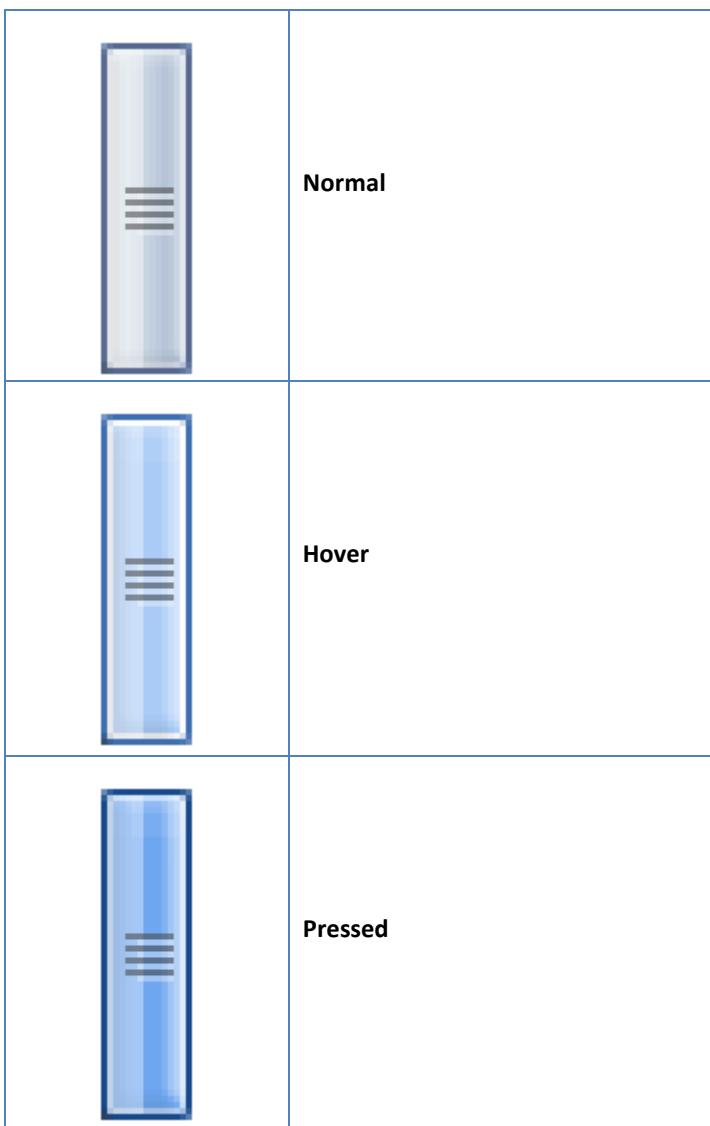
895
896

- 897 5. The scrollbar thumb MUST have a gradient that creates a beveled visual appearance. (*Note in the figure below the gradient on the scrollbar thumb creates a beveled visual appearance.*)
- 898



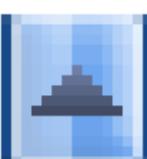
- 899
- 900 6. The scrollbar thumb MUST be approximately 15 pixels wide at 96 dpi.
- 901 7. The scrollbar thumb MUST display four horizontal lines centered on the thumb when the thumb is greater
902 than 12 pixels tall at 96 dpi.
- 903

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



- 906 9. The scrollbar arrows MUST have a flat visual appearance when in the normal state. Scrollbar arrows
907 MUST NOT have the visual appearance of a button when the mouse is not over the any part of the
908 scrollbar.
909 10. The scrollbar arrows MUST have the visual appearance of a button when the mouse is over any part of the
910 scrollbar track or thumb.

- 911 11. Scrollbar arrows MUST have four states: normal, track hover, button hover, and pressed. The table below
 912 illustrates the four scrollbar arrow states for the 2007 Microsoft Office Fluent 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.

913 STATUS BAR

- 914 A custom status bar is NOT REQUIRED for the 2007 Microsoft Office Fluent UI. If a custom status bar is
 915 implemented, then the guidelines below are REQUIRED.

- 916 1. The status bar MUST have a gradient that creates a beveled visual appearance. (*Note the beveled visual*
 917 *appearance of the status bar in the figure below.*)



918

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

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

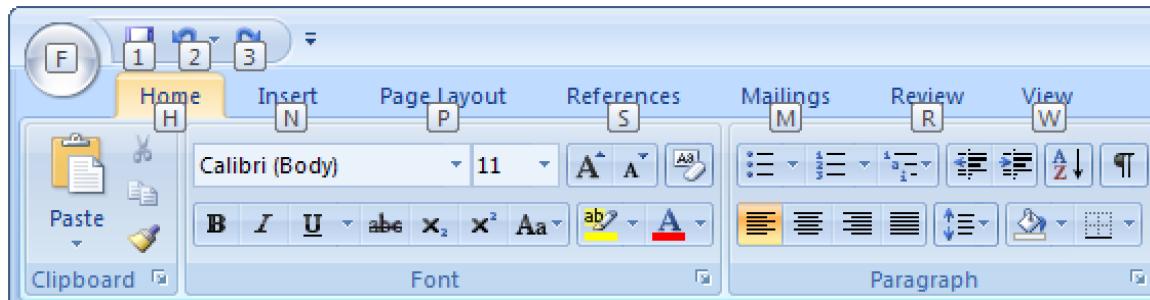


- 925
- 926 4. The status bar MUST be no taller than approximately 23 pixels at 96 dpi.
- 927 5. The status bar MUST display only one row of status notifications and view switching controls. The status
928 bar MUST NOT display more than one row of status notifications or view switching controls.
- 929 6. The text displayed on the status bar MUST be vertically centered.

930 **KEYBOARD ACCESS (REQUIRED)**

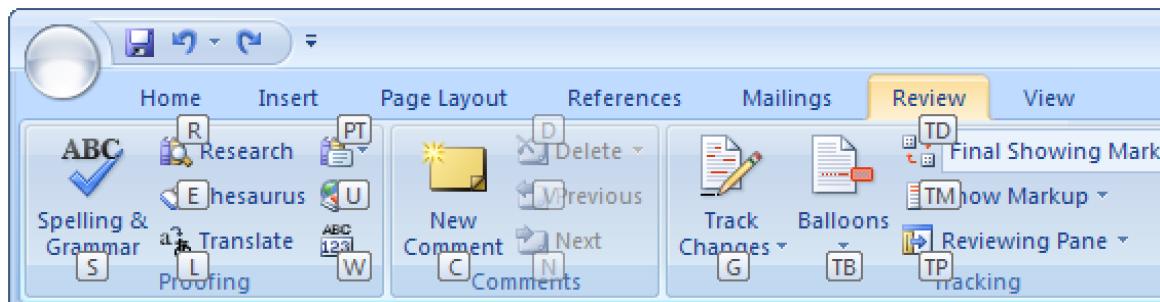
931 KeyTips provide keyboard access to every control in the Ribbon. When the ALT key is typed, KeyTips appear for all
932 of the tabs in the Ribbon. Typing the letter or number associated with any tab displays the KeyTips for all the
933 controls on that tab. Pressing the key associated with any control will then select that control and perform the
934 associated action. The figure below illustrates how KeyTips can be used to remove a heading style in Microsoft
935 Word.

936 1. Press ALT to make the KeyTips appear.



937

938 2. Press R to select the Review tab.



939

940 3. Press S to select the Spelling & Grammar button in the Proofing group.

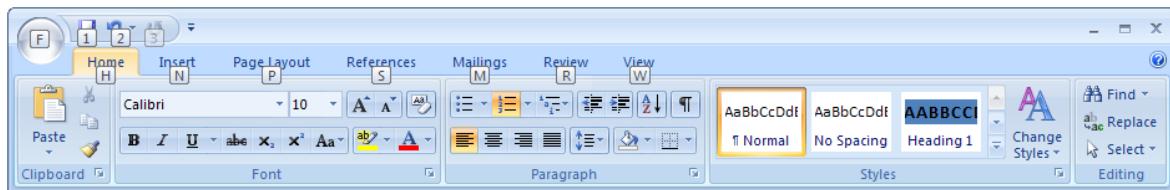
941 **REQUIREMENTS FOR KEYBOARD ACCESS**

942 The Keyboard Access requirements outlined below MUST be implemented if any of the following elements of the
943 2007 Microsoft Office Fluent UI are implemented: Application Menu, Ribbon, Tabs, Groups, Controls, Ribbon
944 Resizing, Quick Access Toolbar, or Visual Appearance. For more details see the [Implementation Requirements](#).

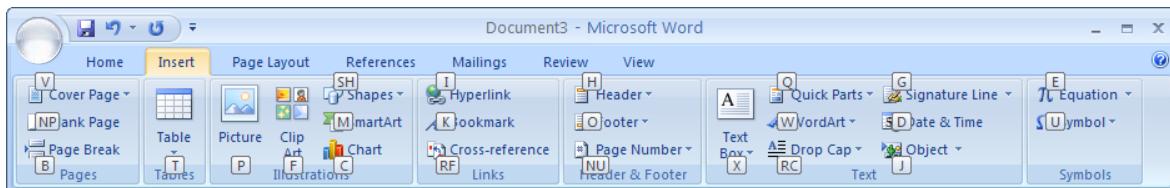
945

946 DISPLAYING KEYTIPS

- 947 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.
- 948
- 949 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.
- 950
- 951 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 figure below 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.*)
- 952
- 953
- 954

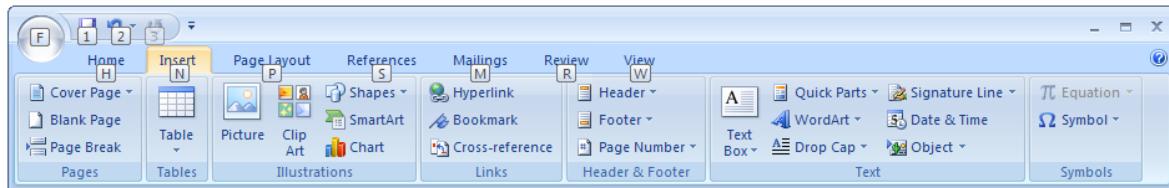


- 955
- 956 4. Pressing a key associated with a tab KeyTip MUST select that tab, move keyboard focus to that tab, and display the KeyTips for every control on that tab. (*Note in the figure below the KeyTips are displayed for every control on the Insert tab after the user types ALT, N.*)
- 957
- 958



- 959
- 960 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.
- 961
- 962 6. Typing a control's KeyTip MUST immediately perform the action associated with that control (if it is a simply 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).
- 963
- 964
- 965 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.
- 966
- 967
- 968 8. Pressing any key that is not displayed as a KeyTip when the KeyTips are displayed MUST produce the default error sound and the KeyTips MUST remain displayed. (See [Dismissing KeyTips](#) below for exceptions to this requirement.)
- 969
- 970
- 971

- 972 9. Pressing the ESC key when the KeyTips for controls on the Ribbon are displayed MUST dismiss the KeyTips
 973 for the controls and redisplay the KeyTips for the tabs. Keyboard focus and selection MUST be given to
 974 the currently displayed tab. *(Note in the figure below the KeyTips for the tabs are displayed for all tabs
 975 and that the Insert tab is selected after the ESC key has been pressed.)*



- 976 977 10. Pressing the ESC key after a menu has been opened using KeyTips MUST close the menu and redisplay the
 978 KeyTips for all controls on the Ribbon. Keyboard focus and selection MUST be given to the anchor for the
 979 menu that was closed.

980 DISMISSING KEYTIPS

- 981 1. Pressing the ALT or F10 key when the KeyTips are displayed MUST dismiss the KeyTips and return
 982 keyboard focus to the document.
- 983 2. Pressing the ESC key when the KeyTips for the Tabs are displayed MUST immediately dismiss the KeyTips
 984 and return keyboard focus to the document.
- 985 3. Clicking anywhere on the Ribbon or the document when the KeyTips are displayed MUST dismiss the
 986 KeyTips and return keyboard focus to the document.

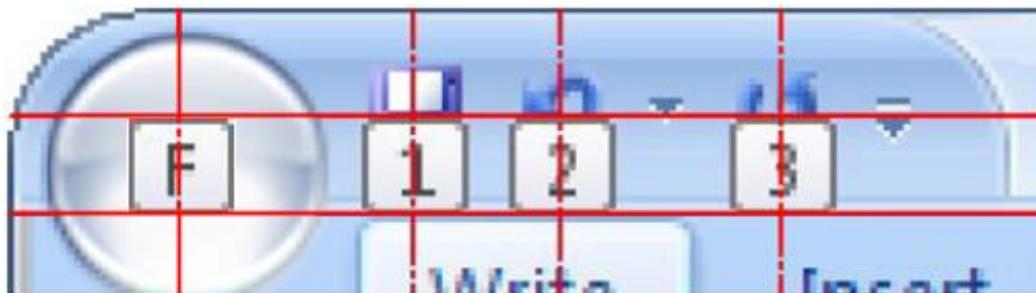
987 KEYBOARD NAVIGATION

- 988 1. Pressing the ALT or F10 key MUST both display the KeyTips and move keyboard focus to the Ribbon by
 989 selecting the currently displayed tab. If ALT or F10 is typed while focus is in the Ribbon and KeyTips are
 990 being displayed, keyboard focus MUST return to the document workspace.
- 991 2. Pressing any of the typical keyboard navigation keys (e.g., TAB, SHIFT+TAB, ARROW RIGHT, ALT+ARROW
 992 DOWN, SPACE BAR) MUST immediately dismiss the KeyTips and perform the associated UI navigation
 993 action.
- 994 3. When using the typical keyboard navigation keys to navigate within the Ribbon, the KeyTips MUST NOT be
 995 displayed.
- 996 4. Using the mouse scroll wheel to navigate from one tab to another in the Ribbon MUST be disabled when
 997 the Ribbon has keyboard focus.

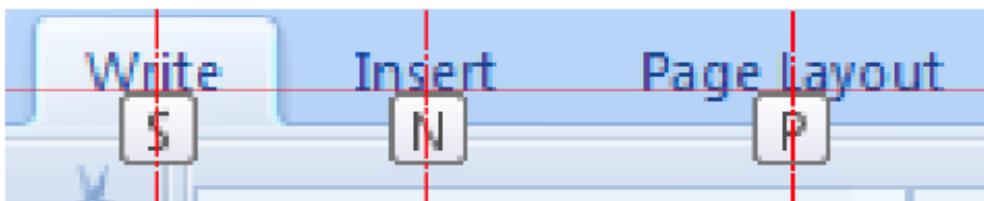
998 KEYTIP SIZE AND POSITIONING

- 999 1. KeyTips MUST be wide enough to fit the letter "O." This is the minimum width for all KeyTips. KeyTips
 1000 MUST grow wider to accommodate larger text strings.

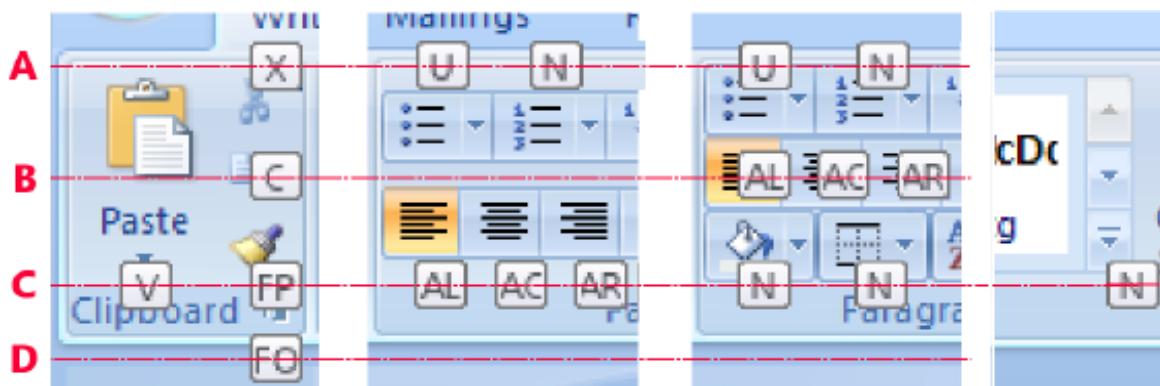
- 1001 2. KeyTips MUST be horizontally centered over each control in the Quick Access Toolbar and positioned
1002 vertically below the control so that the top two-thirds of the control is visible when the KeyTips are
1003 displayed. (*Note in the figure below the KeyTip position for controls on the Quick Access Toolbar.*)



- 1004
- 1005 3. KeyTips for Tabs MUST be horizontally centered on each tab and positioned vertically below the tab label
1006 so that the top edge of the KeyTip touches the baseline of the text on the tab label. (*Note in the figure
1007 below the KeyTips positioned below the label for each tab.*)

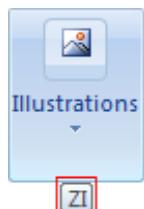


- 1008
- 1009 4. KeyTips for every control on the Ribbon MUST be vertically centered on one of four possible rows based
1010 on the following rules. (*Note in the figure below the four possible vertical positions. They are labeled A, B,
1011 C, and D.)*

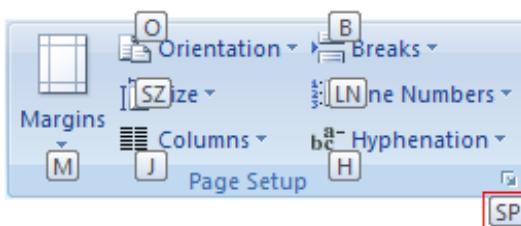


1012
1013

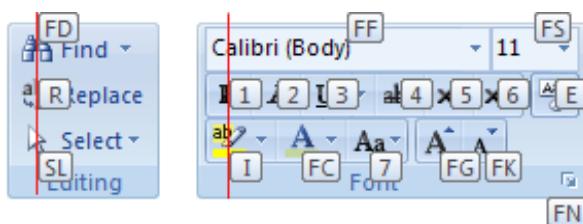
- 1014 5. KeyTips for collapsed groups MUST be displayed in row D and MUST be horizontally centered below the
 1015 group. (*Note in the figure below the position of the KeyTip for the collapsed Illustrations group.*)



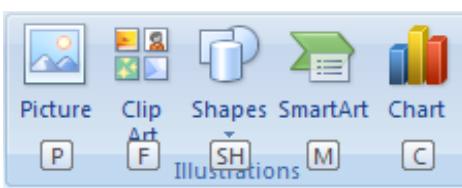
- 1016
- 1017 6. KeyTips for Dialog Box Launchers MUST be displayed in row D and MUST be horizontally centered below
 1018 the Dialog Box Launcher. (*Note in the figure below the horizontal position of the KeyTip for the Page Setup
 1019 Dialog Box Launcher (i.e., "SP").*)



- 1020
- 1021 7. KeyTips for all controls that use small icons (i.e., 16x16 pixels) MUST be horizontally aligned so that their
 1022 left edge is aligned with the center of the icon. (*Note in the figure below the horizontal position of the
 1023 KeyTips for the controls.*)

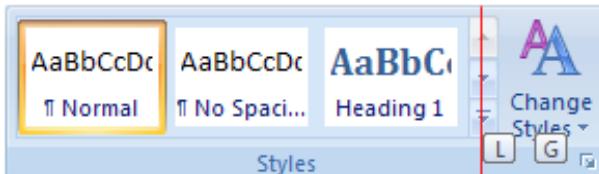


- 1024
- 1025 8. KeyTips for all controls that use large icons (i.e., 32x32 pixels) MUST be displayed in row C and horizontally
 1026 centered below the icon. (*Note in the figure below the position of the KeyTips for the controls.*)

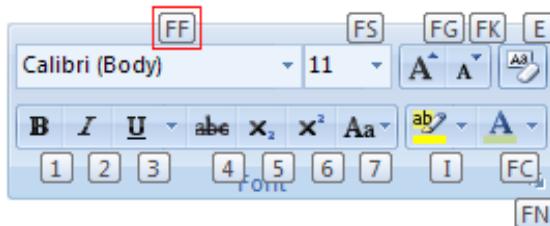


- 1027
- 1028

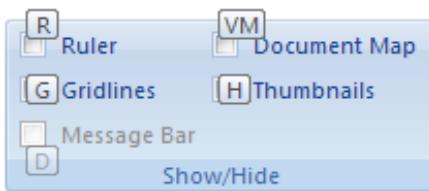
- 1029 9. KeyTips for in-Ribbon gallery controls MUST be displayed in row C and horizontally positioned so that
 1030 their left edge is aligned with the center of the More Options dropdown control. (*Note in the figure below*
 1031 *the position of the KeyTip for the Styles in-Ribbon gallery ("L").*)



- 1032
- 1033 10. KeyTips for combo boxes, list boxes, and spinner controls MUST be horizontally centered on the controls
 1034 only when these controls do not have an icon. If these controls have associated icons, then the KeyTips
 1035 MUST be positioned above or below the icon. (*Note in the figure below the position of the KeyTip for the*
 1036 *Font combo box ("FF") as compared to the KeyTip for the Grow Font button ("FG").*)



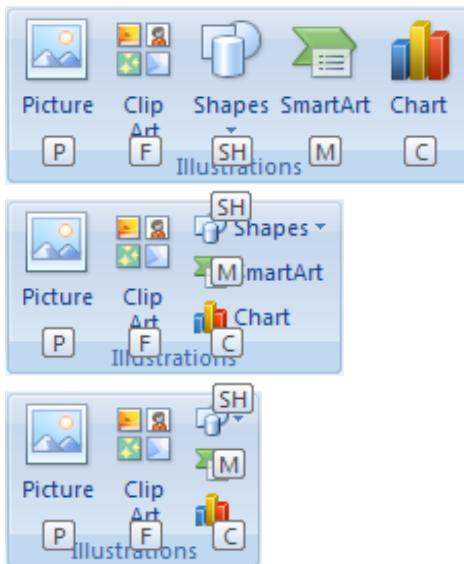
- 1037
- 1038 11. KeyTips for check boxes MUST be horizontally positioned so that their left edge is aligned with the center
 1039 of the check box. This horizontal alignment MUST be the same as the horizontal alignment used for small
 1040 icons. (*Note in the figure below the horizontal position of the KeyTips for the check boxes.*)



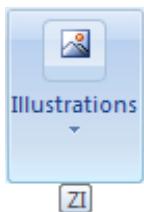
1041

1042 KEYTIPS FOR COLLAPSED GROUPS

- 1043 1. KeyTips assigned to a control MUST NOT change when the Ribbon is resized. (*Note in the figure below the KeyTip assigned to each control never changes, even when the size of the group changes.*)
1044



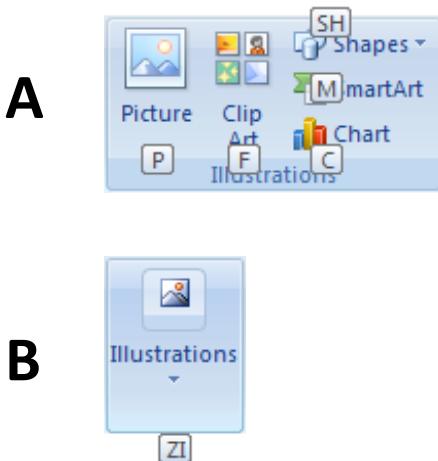
- 1045 2. KeyTips MUST be displayed for collapsed groups. (*The KeyTip "ZI" is displayed for the collapsed Illustrations group in the figure below.*)
1046



1047

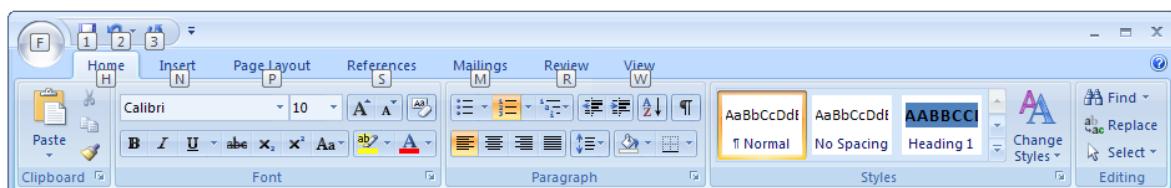
1048

- 1049 3. Users MUST NOT be required to type the KeyTip for collapsed groups in order to access controls within a
 1050 collapsed group. The sequence of KeyTips required for every control on the Ribbon MUST NOT change
 1051 when the group is collapsed. (*Typing ALT+N+P MUST launch the Insert Picture dialog when the*
 1052 *Illustrations group is collapsed as in figure B. Users MUST NOT be required to type ALT+N+ZI+P, but this*
 1053 *key sequence MUST work if the user chooses to type the KeyTip for the collapsed group.*)



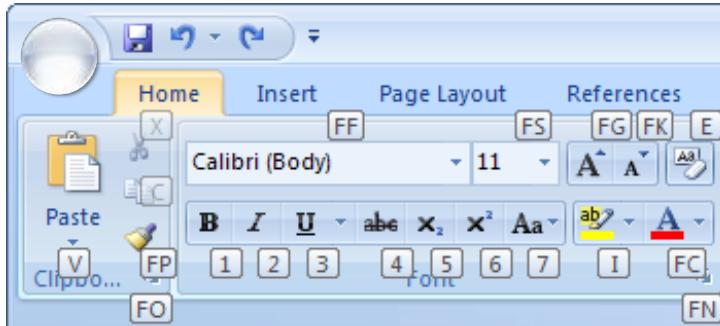
1054 BEST PRACTICES FOR KEYTIPS

- 1055 1. KeyTips SHOULD appear after a 500 ms delay when the ALT key is held down, but keyboard focus SHOULD
 1056 NOT move to the Ribbon and no tab SHOULD be selected until the ALT key is released. Usability research
 1057 has shown that users, who are accustomed to using keyboard shortcuts with previous versions of
 1058 Microsoft Office, will often hold down the ALT key while looking at the Ribbon for additional visual
 1059 information to guide their next keystroke. (*Note in the figure below the KeyTips are displayed, but that*
 1060 *the Home tab is not selected and thus does not have keyboard focus.*)

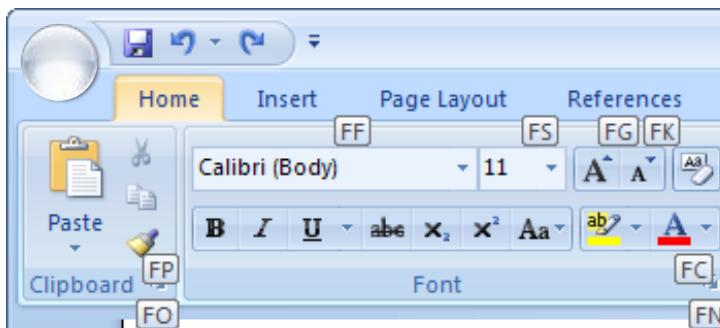


1061
1062

- 1063 2. KeyTips for inactive controls SHOULD be displayed as inactive when their associated control is inactive,
1064 since KeyTips partially occlude the controls on the Ribbon. This approach is preferable to not displaying
1065 KeyTips for inactive controls, since it provides a more consistent user experience. (*Note in the figure
1066 below the KeyTips displayed for the Cut and Copy controls are inactive.*)



- 1067 3. When typing the first character of a multi-character KeyTip, all KeyTips that do not begin with the
1068 character typed SHOULD disappear. This approach provides users with visual feedback regarding what
1069 character they have already typed and helps users determine what valid character inputs are still
1070 available. (*Note in the figure below what happens when ALT+H+F have been typed. The only remaining
1071 KeyTips displayed are the multi-character KeyTips that begin with the letter F.*)
1072

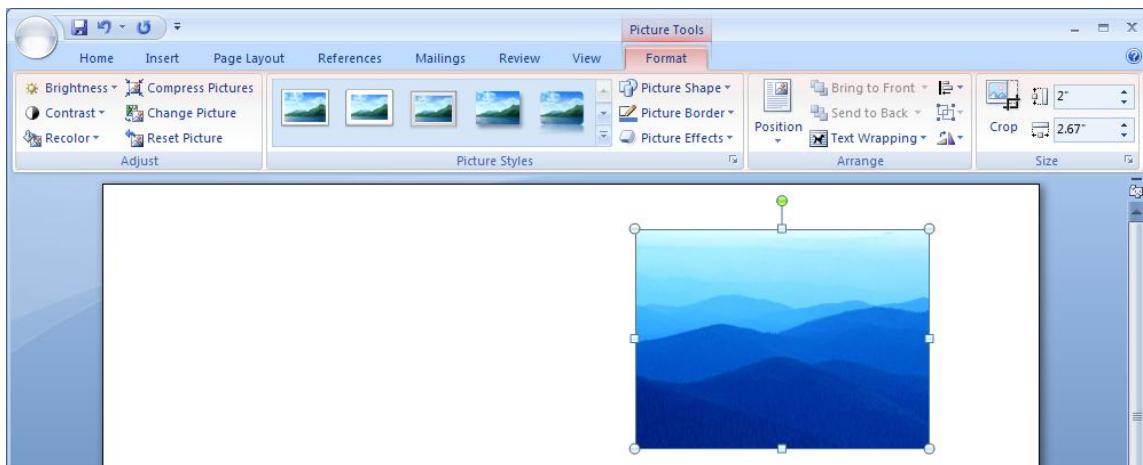


- 1073 4. Pressing ESC while in the process of typing a multi-character KeyTip SHOULD immediately dismiss the
1074 KeyTips for all controls on the Ribbon and SHOULD display the KeyTips for the tabs. This approach allows
1075 users to recover if they mistakenly press a character that is part of a two character KeyTip for a control
1076 that they do not wish to select.
1077

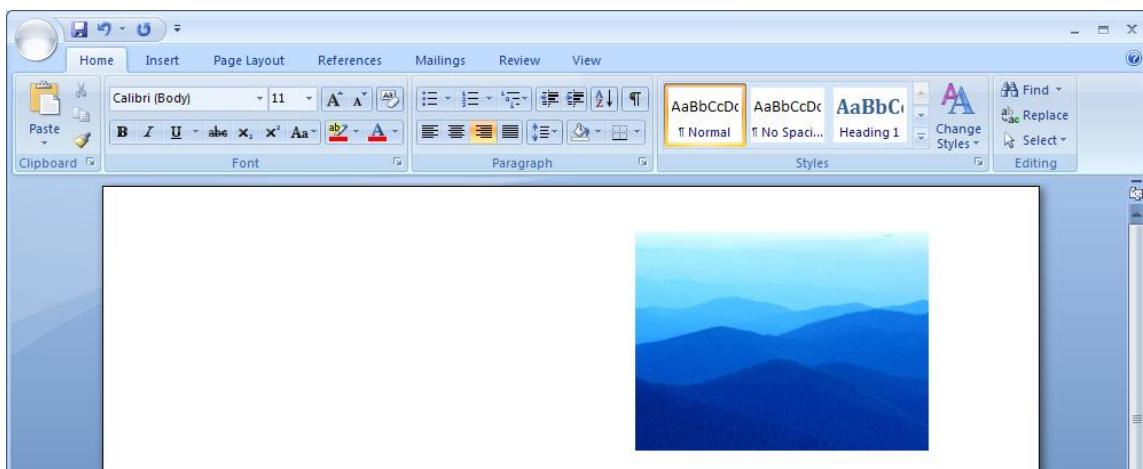
1078

CONTEXTUAL TABS (OPTIONAL)

- 1079 The controls used most often in the application are always available on the Ribbon. Some controls, however, can
1080 only be used in conjunction with a specific object selected in the document, such as a picture, chart, table, or
1081 shape. These controls are displayed in Contextual Tabs, which only appear when a relevant object is selected.
- 1082 For example, the Picture Tools Contextual Tab only appear when a picture is selected. When a picture is not
1083 selected the picture, the Picture Tools Contextual Tab disappears.



A



B

1084

1085

1086 REQUIREMENTS FOR CONTEXTUAL TABS

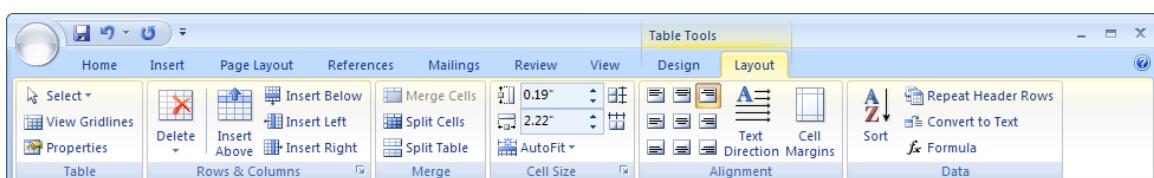
1087 Contextual Tabs are an OPTIONAL part of the 2007 Microsoft Office Fluent UI. If Contextual Tabs are
 1088 implemented, then the guidelines in this section are REQUIRED. In addition, all nine of the REQUIRED elements
 1089 MUST also be implemented if Contextual Tabs are implemented. The nine REQUIRED elements are: Application
 1090 Menu, Ribbon, Tabs, Groups, Controls, Ribbon Resizing, Quick Access Toolbar, Visual Appearance, and Keyboard
 1091 Access. For more details see the [Implementation Requirements](#).

1092 SELECTING CONTEXTUAL TABS WHEN INSERTING A NEW OBJECT

- 1093 1. All requirements described in the [Requirements for Tabs](#) section also apply to Contextual Tabs.
- 1094 2. If the number of controls necessary for a particular object type does not fit comfortably within a single
 1095 Contextual Tab, the controls SHOULD be organized into several Contextual Tabs for that object type.
 1096 (*Note in the figure below Table Tools have two Contextual Tabs, Design and Layout.*)

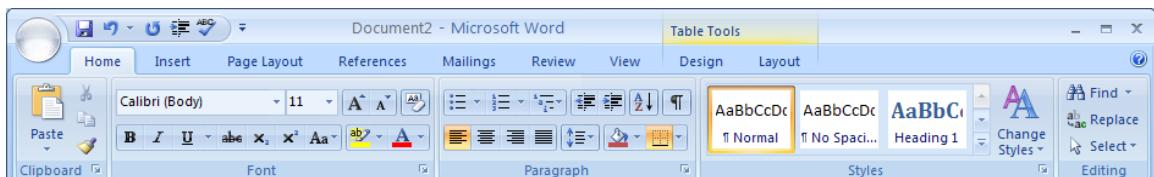


1097



1098

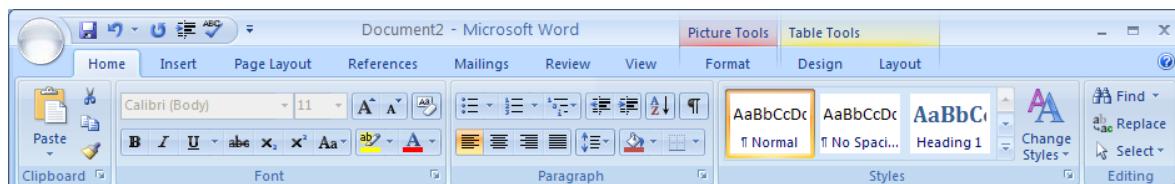
- 1099 3. If Contextual Tabs are available for an object, they MUST be selected when a new object is inserted into
 1100 the document if the new object is selected (or has keyboard focus) after being inserted.
- 1101 4. If there is more than one Contextual Tab available for the object, the leftmost Contextual Tab MUST be
 1102 selected.
- 1103 5. Contextual Tabs MUST behave in every way like normal Tabs once they are displayed. See the [Tabs](#)
 1104 section for more details. (*Note in the figure below the Table Tools Contextual Tabs are still available after
 1105 the Home Tab has been selected.*)



1106

- 1107 6. Contextual Tabs MUST disappear when the object is no longer selected.

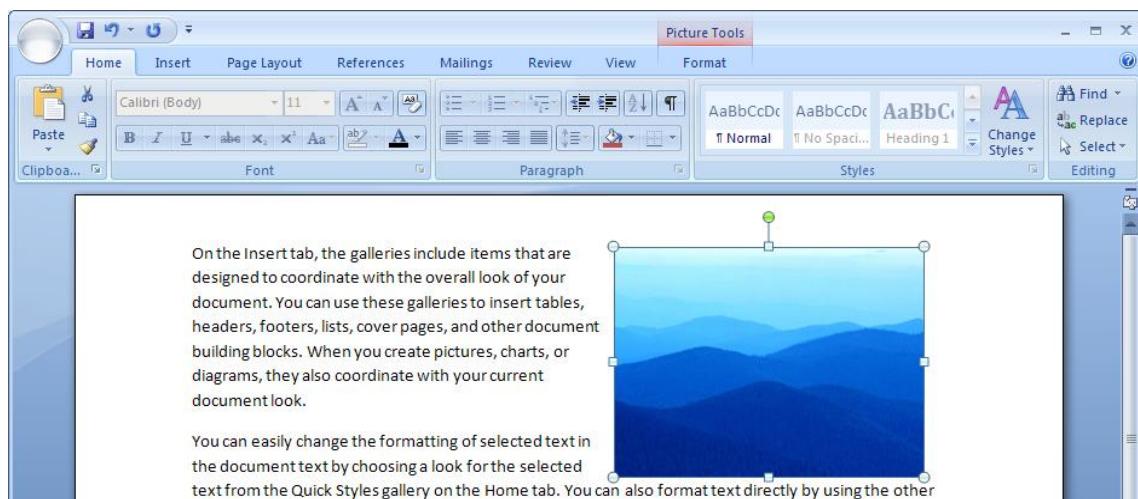
- 1108 7. The leftmost ("Home") tab MUST be selected when the object is no longer selected and the Contextual
1109 Tabs disappear. The tab that was last selected MUST NOT be selected when the Contextual Tabs
1110 disappear.
- 1111 8. If more than one object type with associated Contextual Tabs can be selected at once, then all relevant
1112 Contextual Tabs MUST be displayed at the same time. (*Note in the figure below both the Picture Tools*
1113 *and Table Contextual Tabs are displayed when a picture within a table is selected.*)



1114

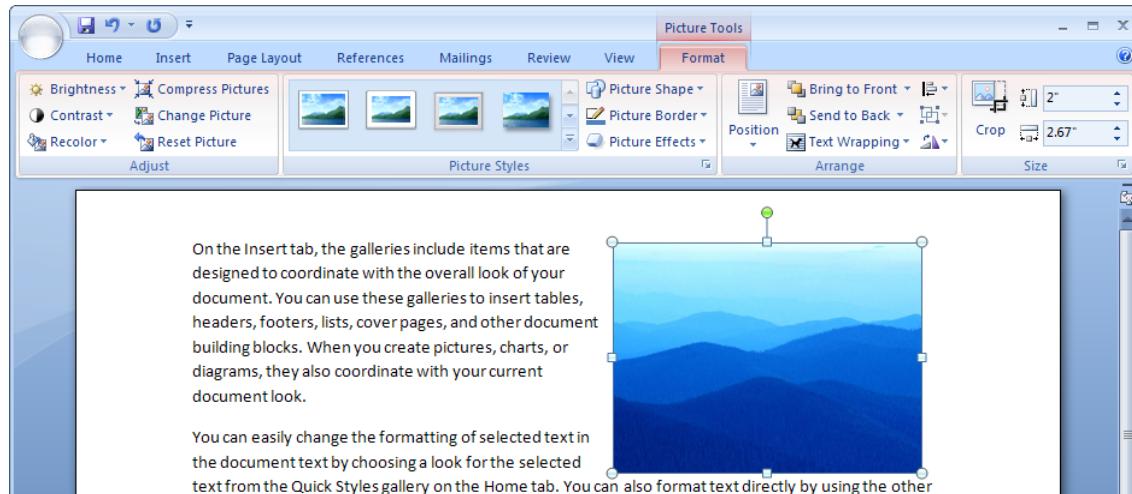
SHOWING CONTEXTUAL TABS AFTER SELECTING AN EXISTING OBJECT

- 1115 1. Contextual Tabs MUST be available when the user selects an existing object in the document, but the
1116 Contextual Tabs MUST NOT become selected. The currently selected tab MUST continue to be selected in
1117 the Ribbon. This behavior is different from selecting the Contextual Tabs when a new object is inserted
1118 (as described in the [section above](#)). (*Note in the figure below the Picture Tools Contextual Tab is available*
1119 *when the picture is selected in the document, but that the Picture Tools Contextual Tab is not selected.*
1120 *The Home Tab continues to be selected in the Ribbon when the user selects the picture in the document.*)



1122
1123

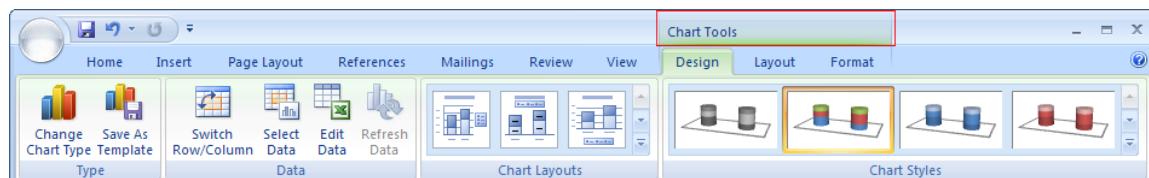
- 1124 2. Contextual Tabs MUST NOT be automatically selected when an existing object is selected in the
 1125 document. Users MUST click the Contextual Tab for it to be selected. (*Note in the figure below a user has*
 1126 *clicked on the Format Contextual Tab, so it is now selected.*)



- 1127
- 1128 3. Contextual Tabs SHOULD be selected when a user double-clicks on an existing object in the document.
 1129 4. If a Contextual Tab is selected in the Ribbon when a user deselects and reselects the same object (or type
 1130 of object) in the document without performing any other action, then the Contextual Tabs SHOULD be
 1131 reselected. **This scenario is the only situation in which selecting an existing object in the document may**
 1132 **select a Contextual Tab in the Ribbon.**

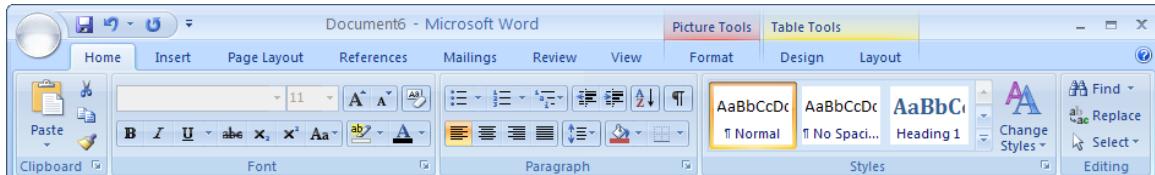
1133 CONTEXTUAL TAB LABELS

- 1134 1. Contextual Tabs MUST have a label displayed in the application title bar. If a custom title bar has not
 1135 been implemented, then the label MUST be displayed in the space below the title bar. See the [Visual](#)
 1136 [Appearance](#) section for more information.
 1137 2. Contextual Tab labels MUST extend the entire width of the Contextual Tabs for the object. (*Note in the*
 1138 *figure below the "Chart Tools" shading extends over all three Contextual Tabs.*)



- 1139
- 1140 3. Contextual Tab labels MUST be left aligned and SHOULD use the naming convention, "[Object] Tools".
 1141 4. Contextual Tab labels MUST NOT display icons.

- 1142 5. Contextual Tab labels SHOULD have a unique color associated with each object. (*Note in the figure below
1143 red is associated with the Picture Tools Contextual Tab label, while yellow is associated with the Table
1144 Tools Contextual Tab label.*)



- 1145
- 1146 6. Clicking on the Contextual Tab label SHOULD take the user to the first tab in that Contextual Tab set.
- 1147 7. Double-clicking on the Contextual Tab label SHOULD behave in the same way that double-clicking
1148 anywhere else on the application title bar and SHOULD either restore down or maximize the application
1149 window.

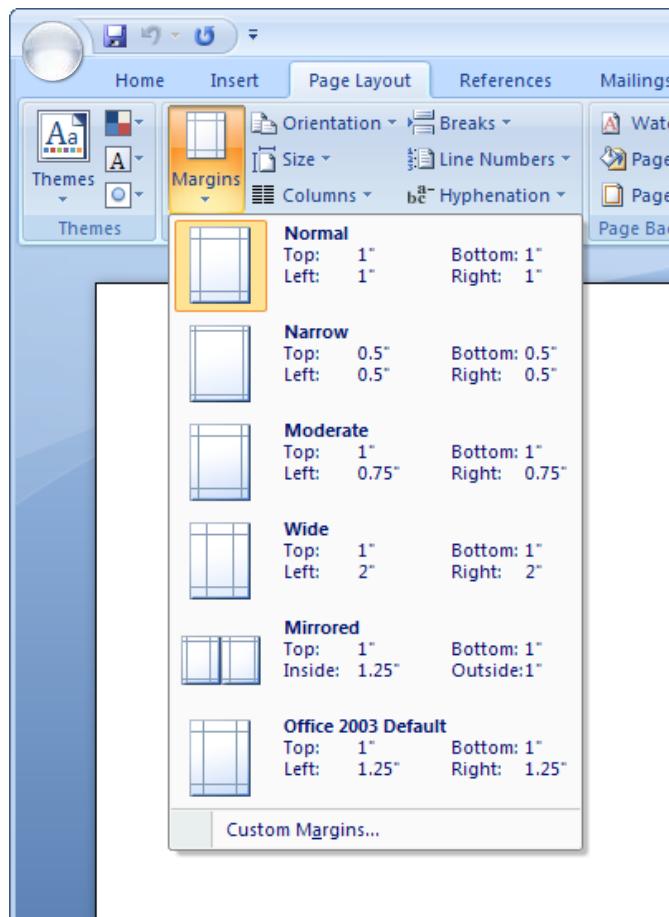
1150 BEST PRACTICES FOR CONTEXTUAL TABS

- 1151 1. The number of Contextual Tabs displayed for a particular object in the application SHOULD vary since the
1152 number of Contextual Tabs is dependent on the number of controls associated with the relevant object.
1153 Objects with many controls SHOULD have two or more Contextual Tabs, while objects with few controls
1154 SHOULD have only one Contextual Tab.
- 1155 2. The number of Contextual Tabs for a particular object SHOULD be kept as small as possible. Whenever
1156 possible only one Contextual Tab SHOULD be used to display all of the relevant controls for an object.
1157 This design makes it easier for users to discover and learn the location of controls on the Contextual Tabs,
1158 since they are not required to remember on which Contextual Tab a particular control is located.
1159 Displaying all of the relevant controls for an object on only one Contextual Tab also makes using the
1160 Contextual Tabs more efficient.
- 1161 3. Controls displayed on the core tabs SHOULD NOT be repeated on the Contextual Tabs. For example, the
1162 Bold, Italic, and Highlight controls do not appear on both the Home Tab and the Table Tools Contextual
1163 Tabs in Microsoft Word. The 2007 Microsoft Office Fluent UI provides additional elements to help users
1164 access the controls they need when the Contextual Tabs are displayed. For more information on these
1165 elements see the [Quick Access Toolbar](#) and [Mini Toolbar](#) sections of this document.

1166

1167 **GALLERIES (OPTIONAL)**

1168 Galleries are a new type of control found in the 2007 Microsoft Office Fluent UI. Galleries behave similarly to
 1169 menus, but the contents of Galleries are very different. While menus provide a list of individual actions from
 1170 which the user can choose, Galleries provide a visual list of results. For example, the Margins Gallery in Microsoft
 1171 Word provides a visual list of potential margin settings to choose from, rather than simply providing controls for
 1172 setting the margin properties.



1173

1174 Often, the visual list of results displayed in Galleries can be achieved only by combining several actions together.
 1175 The Picture Styles Gallery in the figure below shows a list of richly formatted picture results. Each Gallery item
 1176 (picture style) combines several individual actions to create the end result.



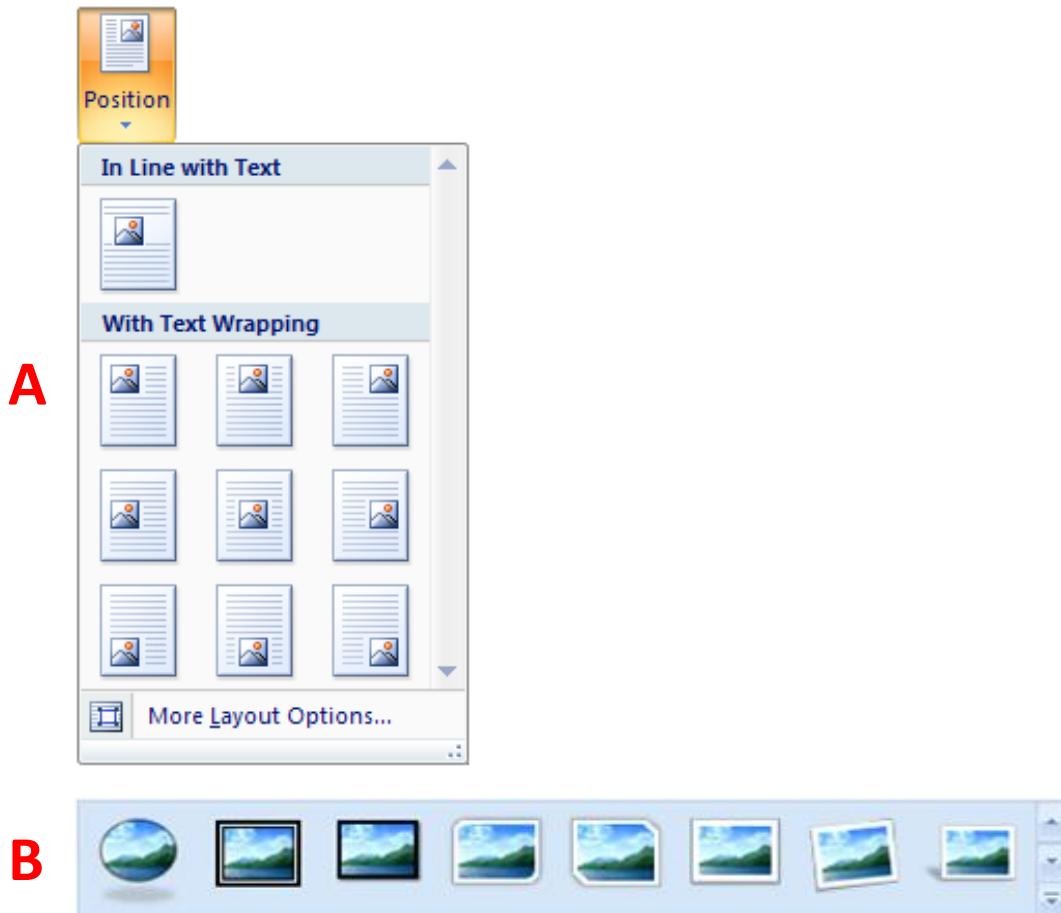
1177

1178 REQUIREMENTS FOR GALLERIES

1179 Galleries are an OPTIONAL part of the 2007 Microsoft Office Fluent UI. If Galleries are implemented, then the
1180 guidelines in this section are REQUIRED. In addition, all nine of the REQUIRED elements MUST also be
1181 implemented if Galleries are implemented. The nine REQUIRED elements are: Application Menu, Ribbon, Tabs,
1182 Groups, Controls, Ribbon Resizing, Quick Access Toolbar, Visual Appearance, and Keyboard Access. For more
1183 details see the [Implementation Requirements](#).

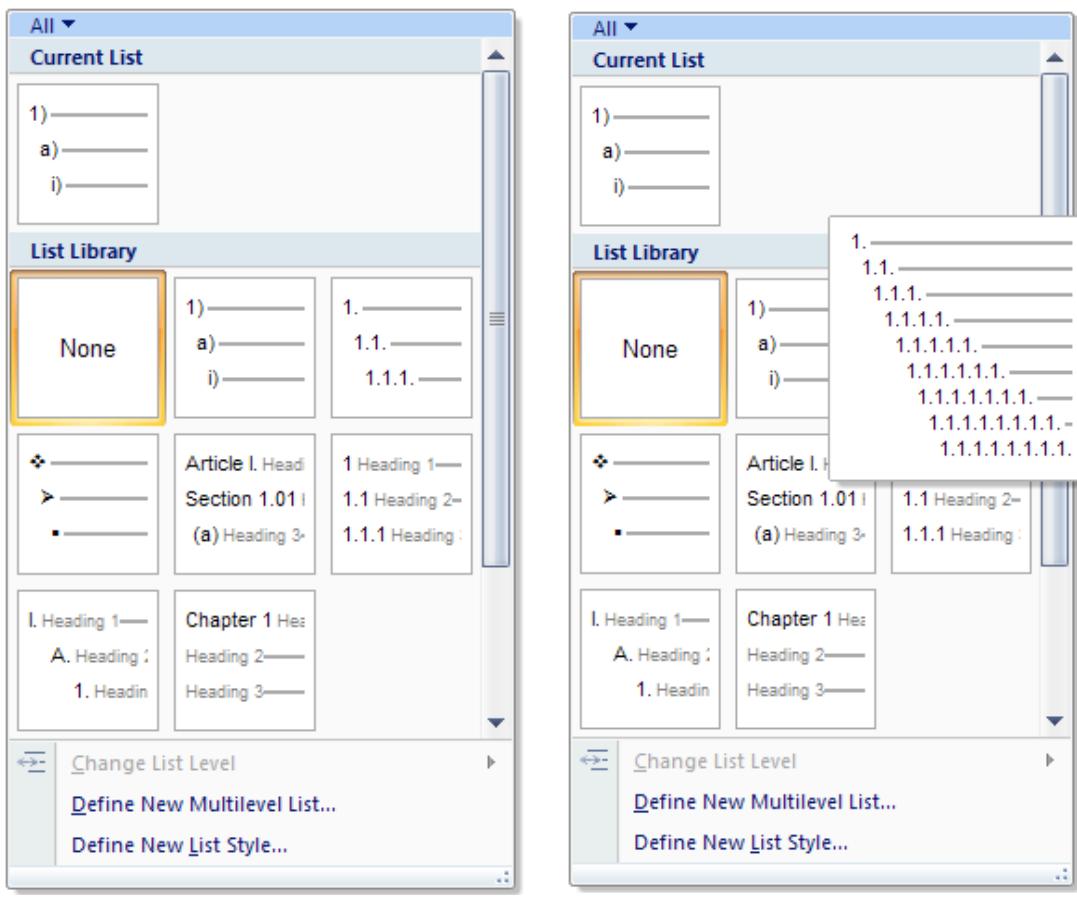
1184 DISPLAYING GALLERIES

- 1185 1. The Ribbon MUST be able to display both dropdown and in-Ribbon Gallery controls. (*Note the dropdown*
1186 *Gallery in figure A and the in-Ribbon Gallery in figure B below.*)



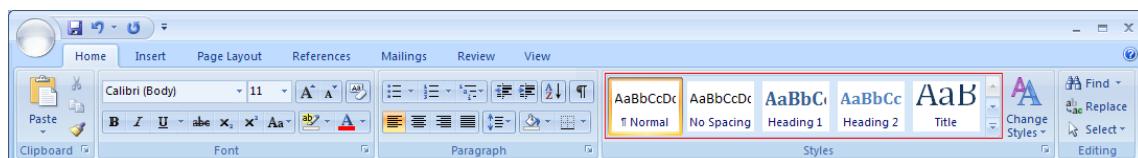
1187

- 1188 2. Gallery controls SHOULD be able to display zoom mouse hover feedback. The size of an item in the
 1189 Gallery SHOULD be increased when the mouse hovers over that item. (*Note in figure B below the mouse*
 1190 *was moved over the third Gallery item, which is then displayed using zoom mouse hover feedback.*)

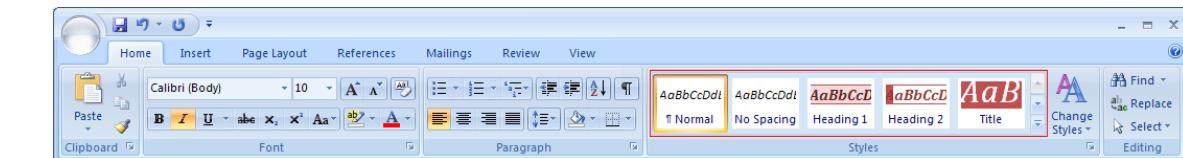
**A****B**

1191

- 1192 3. Gallery controls MUST be able to display different content as a result of actions executed by other
 1193 controls in the application. For example, choosing a different style set from the Change Styles menu in
 1194 Microsoft Word changes the contents of the items displayed in the Styles Gallery. (*Note in the figure
 1195 below the items displayed in the Styles Gallery changed when a user selected a different style set from the
 1196 Change Styles menu.*)

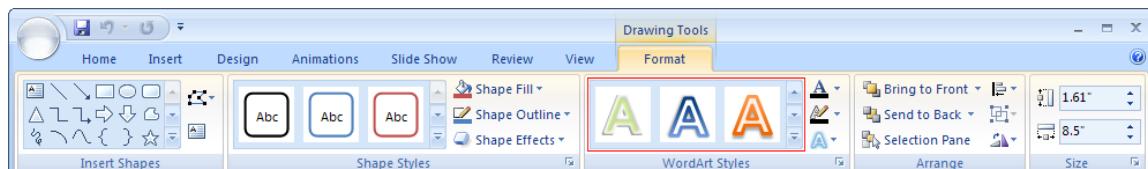


1197

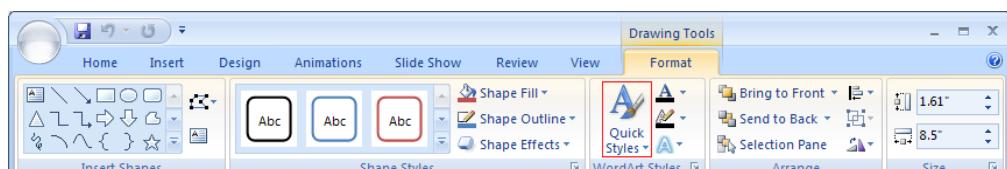


1198

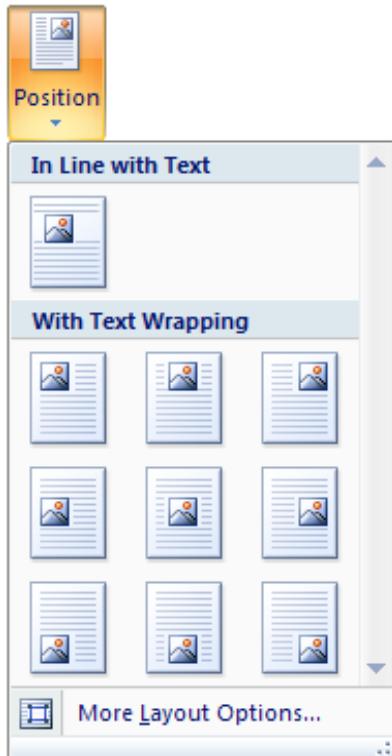
- 1199 4. Each Gallery MUST be able to be displayed as either an in-Ribbon Gallery or a dropdown Gallery. It is
 1200 frequently necessary for a particular Gallery to change from being displayed as an in-Ribbon Gallery to a
 1201 dropdown Gallery when the Ribbon is resized in the horizontal direction. (*Note in the figure below the
 1202 WordArt Quick Styles Gallery changes from being displayed as an in-Ribbon Gallery to a dropdown Gallery
 1203 when the Ribbon is resized. See [Ribbon Resizing](#) for more information.*)



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1206

- 1207 5. Dropdown Galleries MUST be accessed just like menus. Clicking the anchor for the dropdown Gallery
 1208 displayed on the Ribbon MUST expand (i.e., dropdown) the Gallery and display its contents. (*Note in the*
 1209 *figure below the Position dropdown Gallery has been opened by clicking on the Position control in the*
 1210 *Ribbon.*)



- 1211
 1212 6. Clicking an item in an expanded Gallery MUST immediately execute the action associated with the item
 1213 and close the Gallery.
 1214 7. In-Ribbon Gallery controls MUST display the contents of the Gallery in the Ribbon. Clicking an item
 1215 displayed in an in-Ribbon Gallery MUST immediately execute the action associated with the item.
 1216 8. Users MUST NOT be forced to expand in-Ribbon Galleries in order to choose an item. (*Note in the figure*
 1217 *below the items in the Picture Styles in-Ribbon Gallery can be clicked without first opening the Gallery.*)

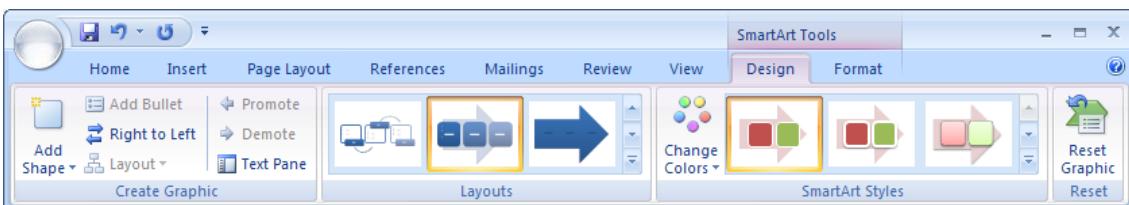


1218
 1219

- 1220 9. In-Ribbon Gallery controls MUST be displayed in a unique container within each group so that other
1221 controls can also be displayed in the group. (*Note in the figure below the Shape Styles Gallery is displayed*
1222 *in a unique Gallery container within the group and that other controls, such as Shape Fill, Shape Outline,*
1223 *and Shape Effects are also displayed within the same group.*)

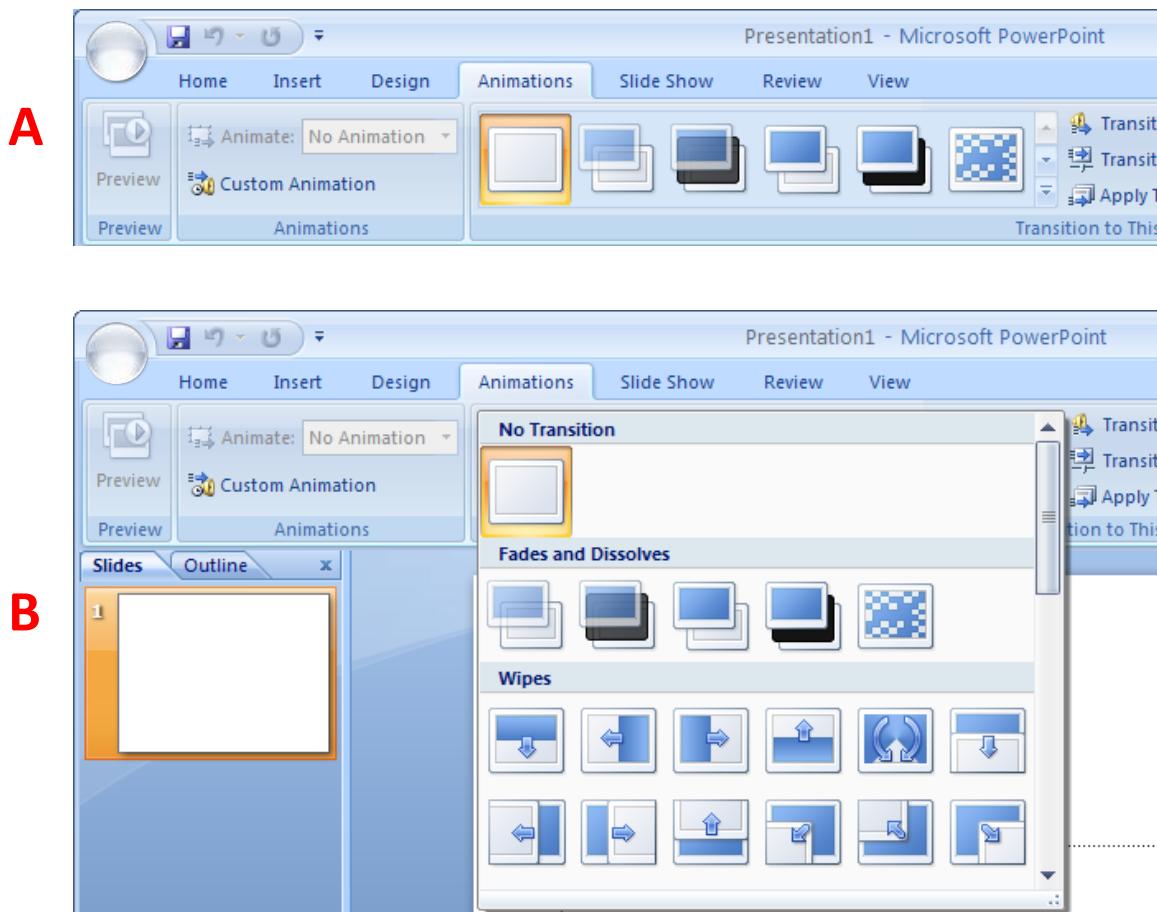


- 1224 10. In-Ribbon Gallery controls MUST extend the entire height of the group from the top of the group label to
1225 the base of the tabs. (*Note in the figure below the height of the in-Ribbon Gallery controls for Layouts and*
1226 *SmartArt styles.*)



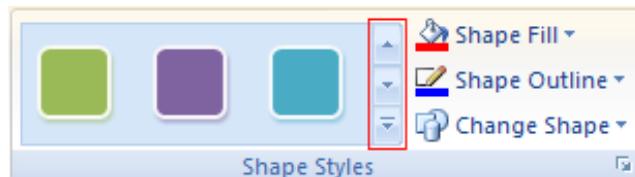
- 1228 11. In-Ribbon Gallery controls MUST NOT display partial items.
1229
1230

- 1231 12. In-Ribbon Gallery controls MUST NOT display category headings for items in the Gallery. (*Note in figure A below the category headings "No Transition," "Fades and Dissolves," and "Wipes" 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.*)
- 1232
- 1233
- 1234



1235 **IN-RIBBON GALLERY NAVIGATION ARROWS**

- 1236 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 figure below the three in-Ribbon Gallery navigation arrows.*)
- 1237
- 1238



1239

- 1240 2. In-Ribbon Gallery navigation arrows MUST be positioned on the right side of the gallery container.

1241 3. In-Ribbon Gallery navigation arrows MUST be vertically stacked so that the up arrow is positioned at the
1242 top, the down arrow is positioned in the middle, and the dropdown arrow is positioned at the bottom.

1243 4. Four in-Ribbon Gallery navigation arrow states MUST be represented. These states SHOULD include:
1244 disabled, active, hover, and pressed. The table below describes the four in-Ribbon Gallery navigation
1245 arrow states for the 2007 Microsoft Office UI.

	Disabled.
	Active.
	Hover.
	Pressed.

1246 5. Clicking the down arrow MUST page down and display the next full row of items in the Gallery. Clicking
1247 on the up arrow MUST page up and display the previous full row of items in the Gallery. The Gallery
1248 MUST NOT expand (i.e., dropdown) when either the up or down arrows are clicked.

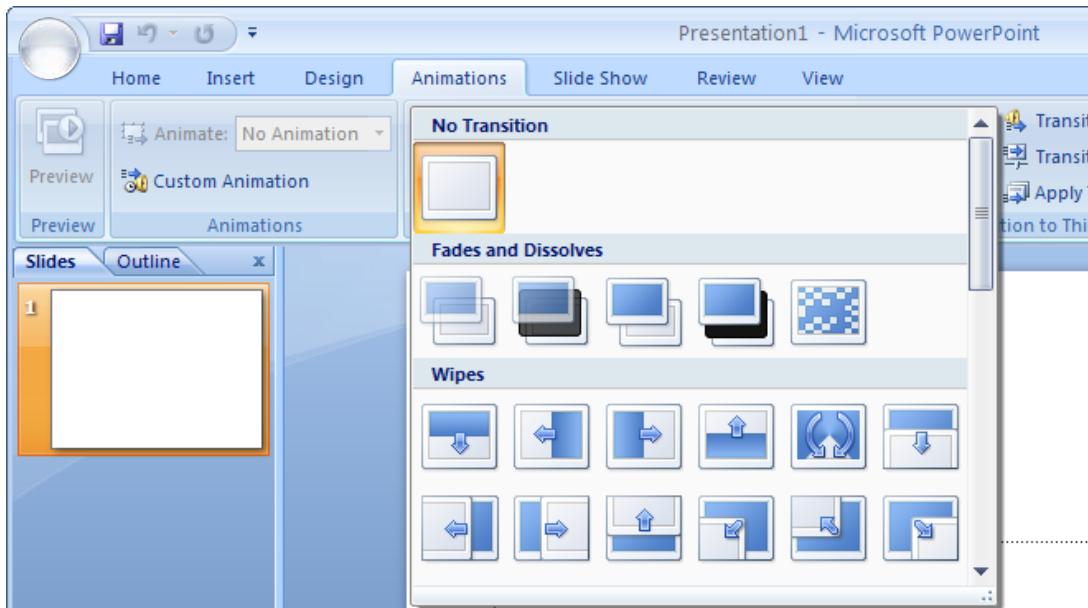
1249 **DISPLAYING EXPANDED IN-RIBBON GALLERIES**

1250 1. Clicking the dropdown arrow MUST expand the entire gallery by dropping it down like a menu. (*Note in*
1251 *the figure below the dropdown arrow located in the bottom right corner of the in-Ribbon Gallery control.*)



1252
1253

- 1254 2. The top row of the expanded in-Ribbon Gallery MUST be displayed over the Ribbon. (*Note in the figure
1255 below the expanded in-Ribbon Gallery is positioned over top of the Ribbon.*)



- 1256
- 1257 3. Expanded in-Ribbon Galleries MUST be locked into position. Users MUST NOT be able to drag or move
1258 the expanded in-Ribbon Galleries.
- 1259 4. Expanded in-Ribbon Galleries MUST be at least as wide as the width of the in-Ribbon Gallery before the
1260 Gallery was expanded so that the entire in-Ribbon Gallery control is occluded.
- 1261 5. Expanded in-Ribbon Galleries MUST NOT default to be taller than the height required to display all of the
1262 items in the Gallery. There MUST NOT be additional empty white space at the bottom of the expanded
1263 Gallery.
- 1264 6. Expanded in-Ribbon Galleries MUST NOT default to a height greater than two-thirds the height of the
1265 display monitor to ensure that the expanded Gallery does not completely occlude the document.
- 1266 7. Expanded in-Ribbon Galleries MUST display a scrollbar with scroll arrows on the right when more items
1267 are in the Gallery than can be displayed at the current height.
- 1268 8. Expanded in-Ribbon Galleries MUST NOT display horizontal scroll bars.

1269 RESIZING EXPANDED IN-RIBBON GALLERIES

- 1270 1. Both dropdown and in-Ribbon Galleries SHOULD be resizable.
- 1271 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.

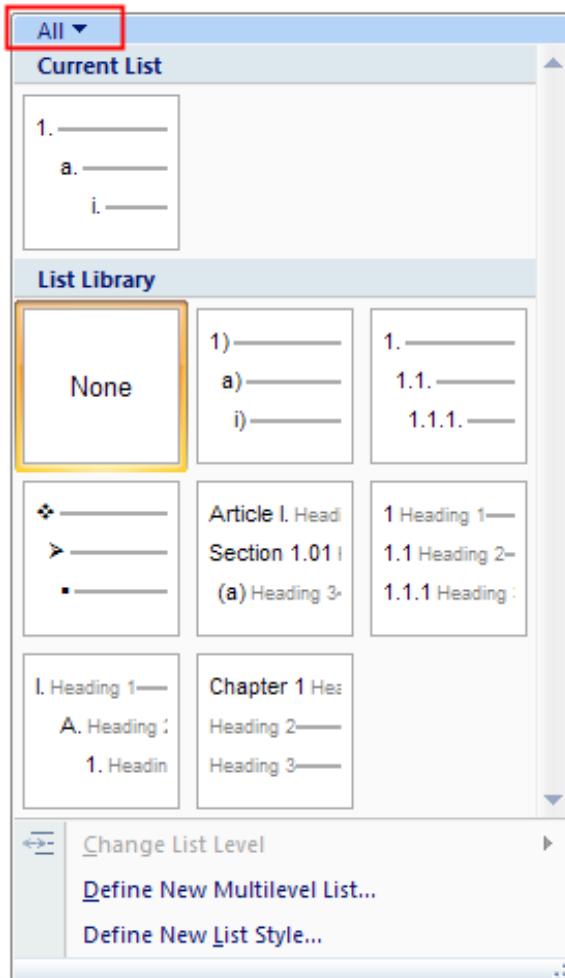


- 1273
- 1274 3. Users MUST NOT be able to resize an expanded in-Ribbon Gallery to be narrower than the width of the in-Ribbon Gallery before the Gallery was expanded.
- 1275
- 1276 4. Users SHOULD be able to resize an expanded in-Ribbon Gallery to be wider than the width of the in-Ribbon Gallery.
- 1277

1278 GALLERY FILTERS

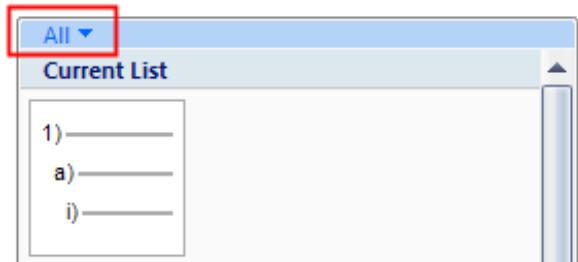
1279 Galleries SHOULD be able to host Gallery filters. The requirements outlined below are REQUIRED if a Gallery filter
1280 is implemented.

- 1281 1. Gallery filters MUST be positioned at the top of the expanded Gallery. (*Note in the figure below the*
1282 *option "All" with a dropdown arrow at the top of the expanded Gallery.*)

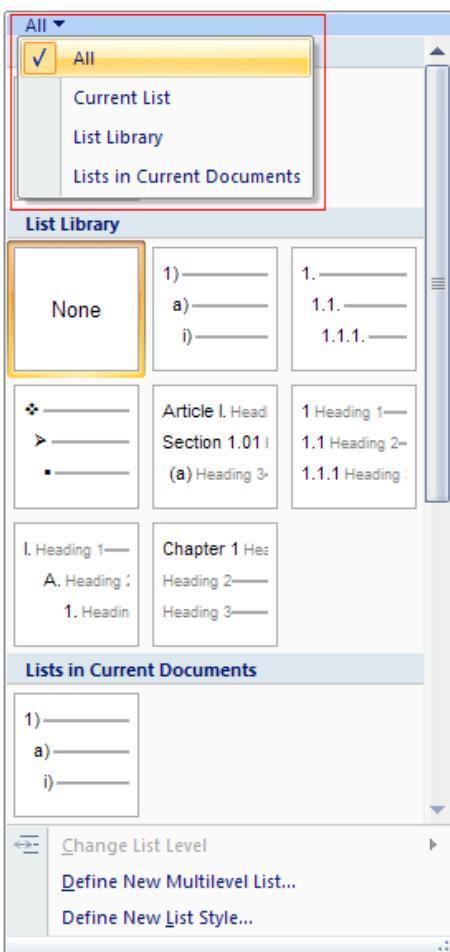


- 1283
1284 2. Gallery filters MUST NOT be displayed when the gallery is displayed as an in-Ribbon Gallery. The Gallery
1285 filters MUST be displayed only when the in-Ribbon Gallery is expanded.
1286 3. A dropdown arrow MUST be positioned to the right of the gallery filter label.
1287 4. The background color used for Gallery filter labels MUST be a visually distinct color from the background
1288 used for Gallery category headings.
1289 5. The background color used for Gallery filter labels MUST extend the entire width of the Gallery.

- 1290 6. Gallery filter labels MUST display mouse hover feedback when the mouse is over the label. (*Note in the*
 1291 *figure below both the text string and the dropdown arrow are highlighted in a different color than their*
 1292 *normal state to give mouse hover feedback.*)

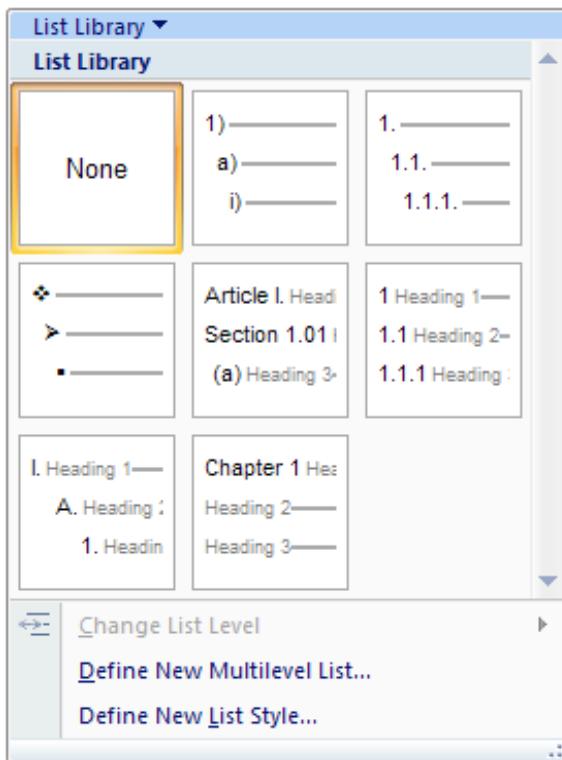


- 1293
 1294 7. Clicking the Gallery filter label MUST display a menu with the categories by which the user can filter the
 1295 items displayed in the Gallery. (*Note in the figure below the gallery filter label has been clicked and the*
 1296 *gallery filter menu options are displayed.*)



- 1297
 1298 8. Clicking a filter option for Gallery MUST dismiss the filter menu and refresh the expanded Gallery to
 1299 display only those Gallery items in the chosen category.

- 1300 9. When clicking a filter changes the number of displayed items, the size of the expanded Gallery MUST
1301 reduce or expand to fit the new number, unless the user has previously resized the expanded Gallery (in
1302 which case the size MUST NOT change).
- 1303 10. The text string used for the Gallery filter label MUST change to display the current filter category. (*Note in*
1304 *the figure below the Gallery filter label has changed from "All" to "List Library."*)



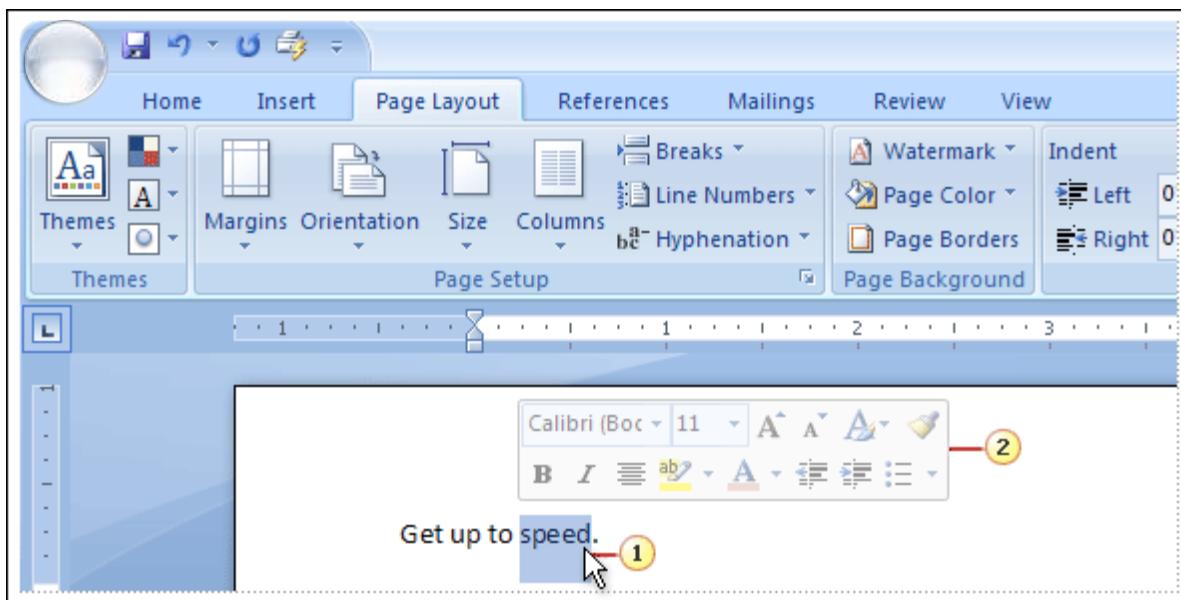
1305

1306

1307 **MINI TOOLBAR (OPTIONAL)**

- 1308 The Mini Toolbar appears next to the mouse cursor when you select text with the mouse. It provides quick and
1309 efficient access to the most useful text formatting controls.

1310 When a user selects text with the mouse (1 in the figure below), the Mini Toolbar appears and is translucent (2 in
1311 the figure below). When the mouse cursor moves toward the Mini Toolbar, it becomes opaque, and the controls
1312 on the Mini Toolbar become clickable. When the mouse cursor moves away from the Mini Toolbar or another
1313 action (such as typing) is performed, the Mini Toolbar disappears.



1314

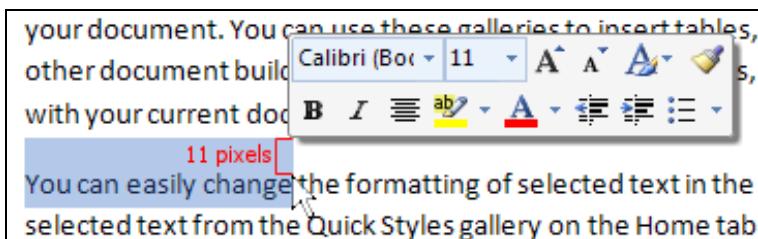
1315 **REQUIREMENTS FOR MINI TOOLBAR**

- 1316 The Mini Toolbar is an OPTIONAL part of the 2007 Microsoft Office Fluent UI. If the Mini Toolbar is implemented,
1317 then the guidelines in this section are REQUIRED. In addition, all nine of the REQUIRED elements MUST also be
1318 implemented if the Mini Toolbar is implemented. The nine REQUIRED elements include: Application Menu,
1319 Ribbon, Tabs, Groups, Controls, Ribbon Resizing, Quick Access Toolbar, Visual Appearance, and Keyboard Access.
1320 For more details see the [Implementation Requirements](#).

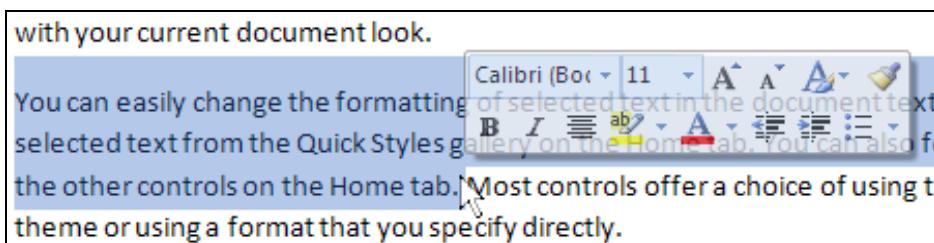
1321

1322 DISPLAYING THE MINI TOOLBAR

- 1323 1. The Mini Toolbar MUST be displayed when text is selected with the mouse.
- 1324 2. The Mini Toolbar MUST NOT be displayed when text is selected with the keyboard.
- 1325 3. The Mini Toolbar MUST be displayed so that the bottom left corner is approximately 11 pixels at 96 dpi
1326 above the position of the mouse pointer when the left mouse button is released following text selection
1327 (i.e., mouse up). This metric is given in pixels at 96 dpi and MUST be scaled appropriately for other dpi
1328 settings. (*Note in the figure below the position of the Mini Toolbar.*)

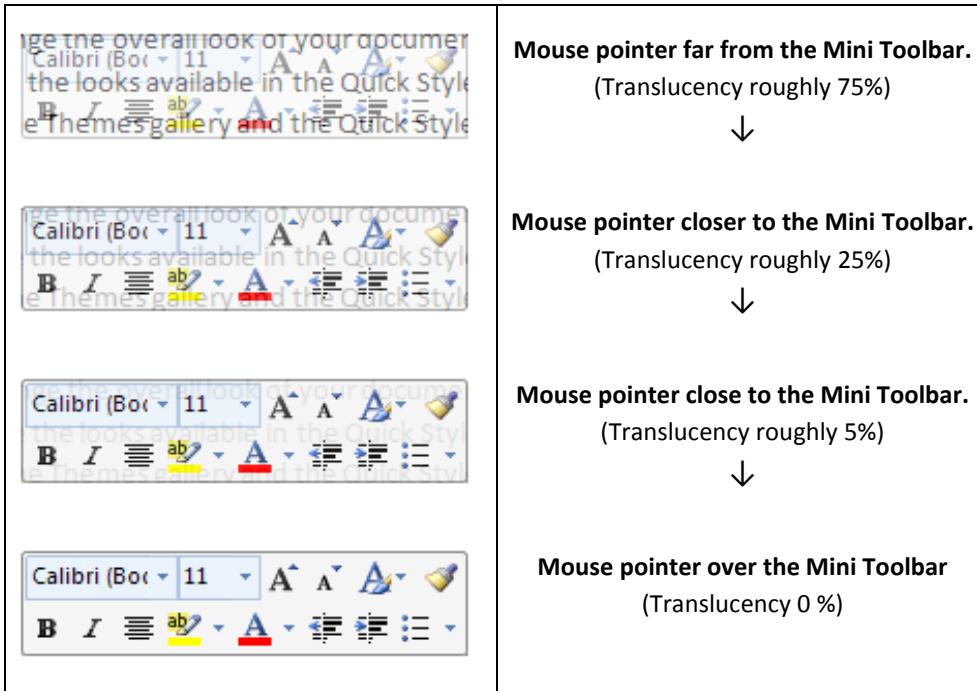


- 1329
- 1330 4. The Mini Toolbar MUST be displayed relative to the position of the mouse when the left mouse button is
1331 released following text selection. The Mini Toolbar MUST NOT be displayed relative to the position of the
1332 text selection. Therefore, the Mini Toolbar may be displayed over selected text. (*Note in the figure below*
1333 *the Mini Toolbar is displayed over text that was selected by dragging from upper left to lower right.*)



- 1334
- 1335 5. For discontiguous selections of text, the Mini Toolbar MUST be displayed approximately 11 pixels above
1336 the position of the mouse pointer when the CTRL key is released, rather than when the left mouse button
1337 is released.
- 1338 6. The Mini Toolbar MUST NOT be displayed off screen. The Mini-Toolbar MUST be adjusted as little as
1339 possible so that all edges are always displayed on screen.
- 1340 7. The Mini Toolbar MAY be displayed over the Ribbon or task panes.
- 1341 8. The Mini Toolbar May be displayed outside the application window when the window is not maximized.
- 1342 9. The Mini Toolbar MUST be mostly invisible when it is initially displayed.
- 1343 10. The Mini Toolbar MUST be completely opaque (i.e., translucency = 0) when the mouse pointer is moved
1344 over the Mini Toolbar.

- 1345 11. The Mini Toolbar MUST become gradually less translucent when the mouse pointer is moved closer. The
 1346 Mini Toolbar MUST become gradually more translucent when the mouse pointer is moved away. (*The*
 1347 *figure below provides an example of how the translucency for the Mini Toolbar changes with respect to*
 1348 *the position of the mouse pointer.*)



- 1349 12. Changes in translucency for the Mini Toolbar MUST occur linearly over a range of 11 pixels from the edge
 1350 of the Mini Toolbar.

1351 DISMISSING THE MINI TOOLBAR

1. The Mini Toolbar MUST be completely dismissed and MUST NOT reappear for a particular instance of selected text when the mouse pointer is moved more than 44 pixels away from the closest edge of the Mini Toolbar, if the user has never hovered over the Mini Toolbar.
2. If the mouse pointer has crossed over the edge of the Mini Toolbar, then the distance used to determine when to completely dismiss the Mini Toolbar MUST change from 44 pixels to 176 pixels.
3. The distance variable used to determine when to completely dismiss the Mini Toolbar for a particular instance of selected text MUST be independent of the distance variable used to determine changes in translucency for the Mini Toolbar.
4. If the mouse pointer has not crossed over the edge of the Mini Toolbar (which has not become completely opaque), then the distance used to determine changes in translucency MUST change from 11 pixels to 22 pixels. In other words, the distance from the edge of the Mini Toolbar that causes it to become completely transparent is greater than the distance the mouse had to move to make it opaque.
5. If the mouse pointer has crossed over the edge of the Mini Toolbar and made it opaque, then the distance used to determine changes in translucency MUST change from 11 pixels to 44 pixels.

- 1366 6. The Mini Toolbar MUST be dismissed and text selection MUST be preserved when the user types ESC on
 1367 the keyboard.
- 1368 7. The Mini Toolbar MUST be dismissed and text selection MUST be preserved when users scroll with the
 1369 mouse scroll wheel.
- 1370 8. The Mini Toolbar MUST be completely dismissed when users type any key or click anywhere outside the
 1371 Mini Toolbar and selection should behave as it would if the user clicked there without having seen the
 1372 Mini Toolbar.

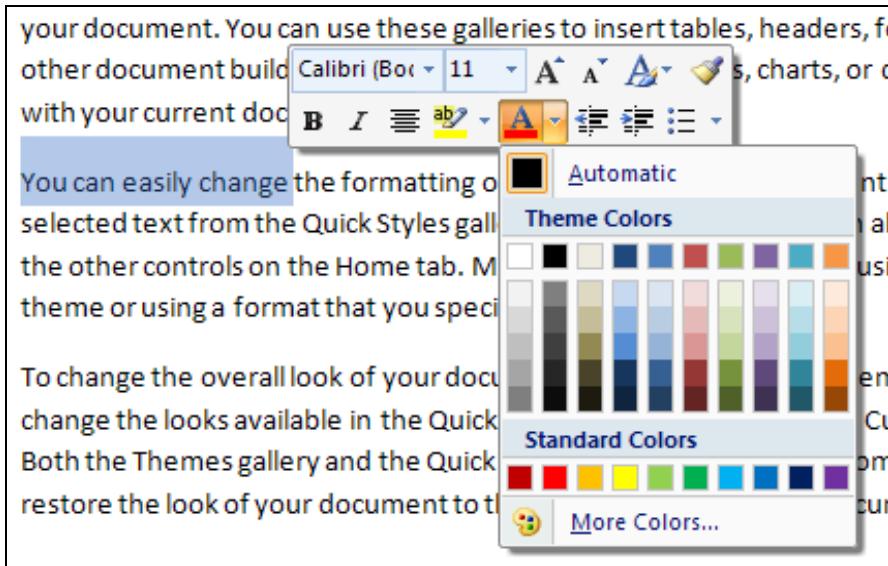
1373 **CONTROLS DISPLAYED ON THE MINI TOOLBAR**

- 1374 1. Controls displayed on the Mini Toolbar MUST display the same mouse states that are represented for the
 1375 control when it is displayed on the Ribbon.

	Normal.
	Hover.
	Pressed.
	Selected.
	Hover Selected.

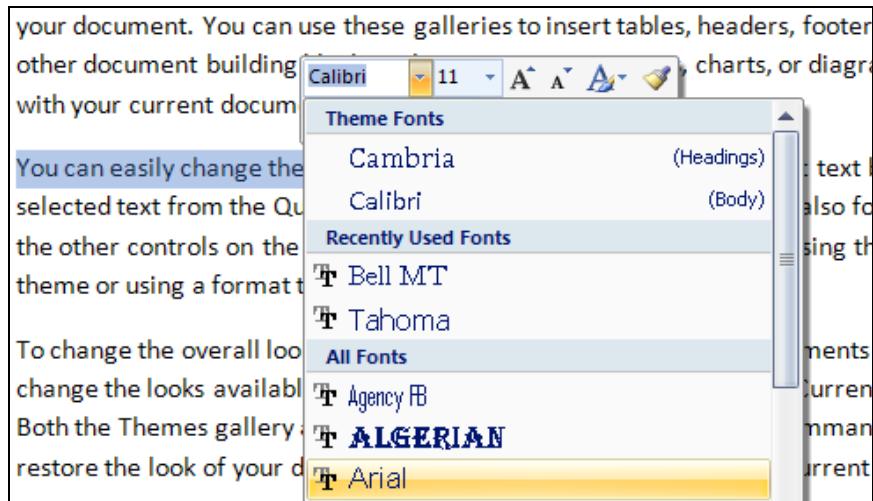
- 1376 2. Controls displayed on the Mini Toolbar MUST NOT have tooltips.

- 1377 3. Controls displayed on the Mini Toolbar MUST behave in the same way as when they are displayed on the
1378 Ribbon. For example, clicking on split buttons or combo boxes MUST drop a menu as they do when they
1379 are displayed on the Ribbon. (*Note in the figure below the split button for Font Color still drops a menu*
1380 *when clicked from the Mini Toolbar.*)



- 1381
- 1382 4. The Mini Toolbar MUST remain displayed after a control is selected. The action for the control MUST be
1383 immediately executed, but the Mini Toolbar MUST NOT be dismissed. The Mini Toolbar MUST remain
1384 displayed so that additional controls may be chosen for a particular instance of selected text. If the
1385 mouse pointer is moved 176 pixels away then the Mini Toolbar MUST be dismissed.
1386 5. Combo boxes displayed in the Mini Toolbar MUST have the same keyboard behaviors as combo boxes
1387 displayed in the Ribbon. You MUST be able to click inside a combo box and type a value.
1388

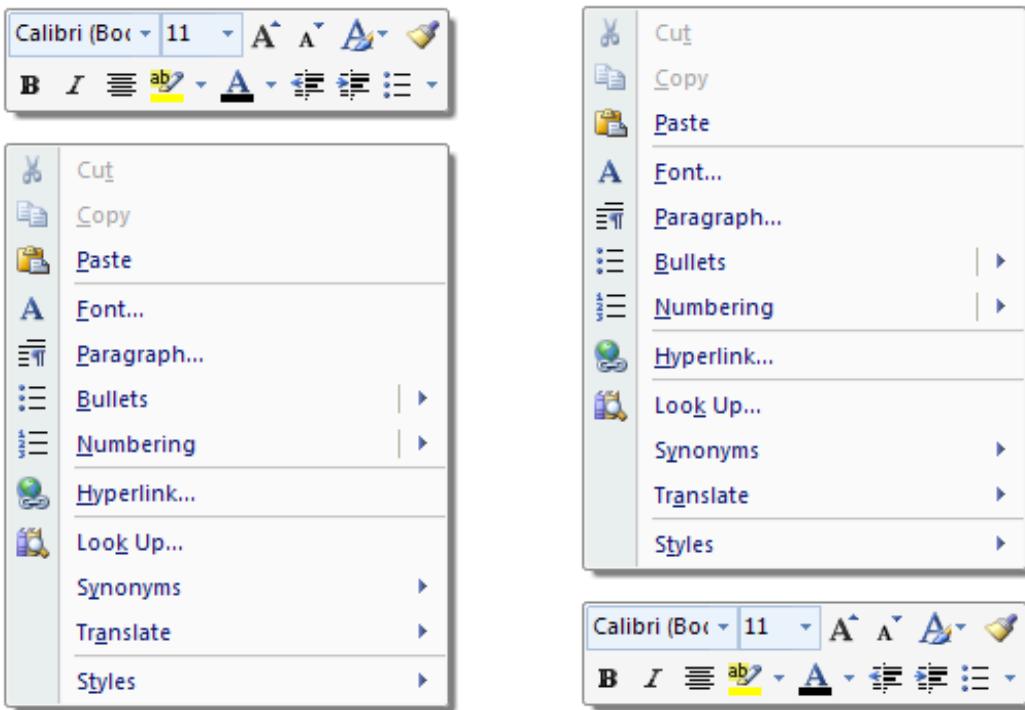
- 1389 6. When a selection is made from a combo box menu displayed in the Mini Toolbar, the command MUST be
1390 immediately executed and the Mini Toolbar MUST NOT disappear, even if the mouse pointer is farther
1391 than 176 pixels away from the Mini Toolbar. (*Note in the figure below the Mini Toolbar is still displayed*
1392 *even though the distance of the mouse, hovering over the Arial font option, is greater than 176 pixels from*
1393 *the Mini Toolbar.*)



1394
1395

1396 DISPLAYING THE MINI TOOLBAR WITH CONTEXT MENUS

- 1397 1. If the user right-clicks in a place where selecting would cause the Mini Toolbar to be displayed, then the
1398 Mini Toolbar MUST be displayed along with the context menu, but in a separate window.
- 1399 2. The Mini Toolbar MUST be displayed above the context menu when the menu is displayed down from the
1400 position of the right-click. The Mini Toolbar MUST be displayed below the context menu when the menu
1401 is displayed up from the position of the right-click. (*Note in the figure below the two different locations*
1402 *where the Mini Toolbar is displayed.*)



- 1403 3. The position of the context menu MUST NOT change when the Mini Toolbar is displayed. The Mini
1404 Toolbar is simply displayed above or below the contextual menu.
- 1405 4. A 15 pixel gap (at 96 dpi) MUST exist between the context menu and the Mini Toolbar.
- 1406 5. The left edge of the Mini Toolbar MUST be aligned with the left edge of the context menu.
- 1407 6. The minimum width of context menus where the Mini Toolbar is displayed MUST be at least as wide as
1408 the Mini Toolbar.
- 1409 7. The Mini Toolbar MUST NOT be displayed with a context menu that is narrower than the Mini Toolbar.
- 1410 8. The Mini Toolbar MUST be opaque when displayed with the context menu. The Mini Toolbar MUST NOT
1411 be translucent when displayed with the context menu, regardless of the position of the mouse pointer or
1412 keyboard focus.

- 1413 9. The Mini Toolbar MUST NOT be displayed when the context menu is displayed via typing SHIFT+F10 or by
1414 typing the context menu key on the keyboard.
- 1415 10. The Mini Toolbar MUST be dismissed using the same rules as the context menu uses. When the context
1416 menu is dismissed, the Mini Toolbar MUST be dismissed.
- 1417 11. Users MUST NOT be able to use the keyboard to navigate from the context menu to the Mini Toolbar.
- 1418 12. When a control displayed on the Mini Toolbar is used, the context menu MUST disappear and the Mini
1419 Toolbar MUST remain displayed to allow for the use of other controls on the Mini Toolbar. Once the
1420 context menu disappears, the Mini Toolbar MUST behave in the same way as it would for selected text.
- 1421 13. The ability to turn off the Mini Toolbar SHOULD be provided in the application's options. This option
1422 SHOULD NOT turn off the Mini Toolbar displayed with context menus. The Mini Toolbar SHOULD always
1423 be displayed with context menus.

1424 SCREENTIPS (OPTIONAL)

1425 ScreenTips help bridge the gap between the user interface and the Help system. ScreenTips appear when the
1426 mouse pointer hovers over a control in the 2007 Microsoft Office Fluent UI. ScreenTips display the name of the
1427 control, the keyboard shortcut for the control, and a brief description of how to use the control.
1428 Some ScreenTips in the 2007 Microsoft Office Fluent UI also provide F1 support, which opens Microsoft Office Help
1429 and takes the user directly to the related Help topic for the control whose ScreenTip was displayed when the F1
1430 button was pressed.



1431

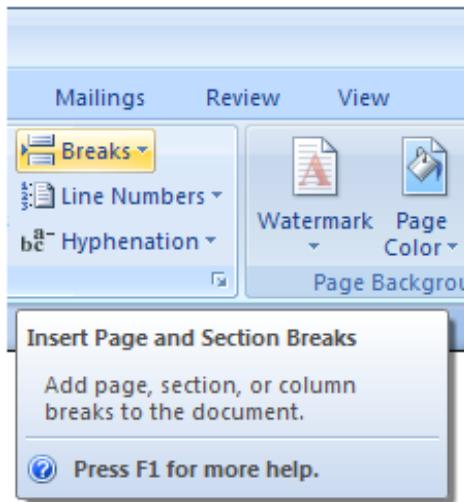
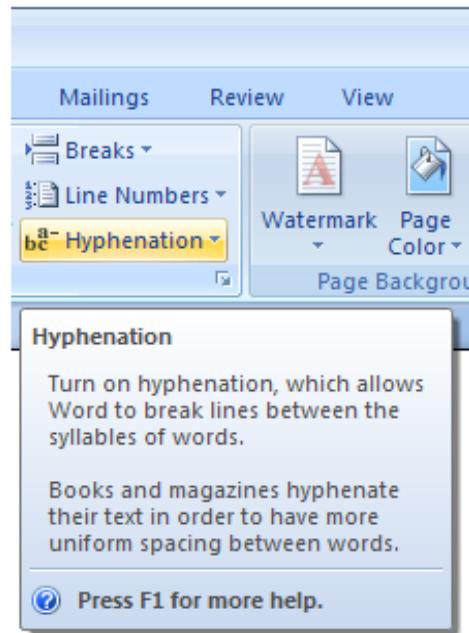
1432 REQUIREMENTS FOR SCREENTIPS

1433 ScreenTips are an OPTIONAL part of the 2007 Microsoft Office Fluent UI. If ScreenTips are implemented, then the
1434 guidelines in this section are REQUIRED. In addition, all nine of the REQUIRED elements MUST also be
1435 implemented if ScreenTips are implemented. The nine REQUIRED elements are: Application Menu, Ribbon, Tabs,
1436 Groups, Controls, Ribbon Resizing, Quick Access Toolbar, Visual Appearance, and Keyboard Access. For more
1437 details see the [Implementation Requirements](#).

1438 DISPLAYING SCREENTIPS

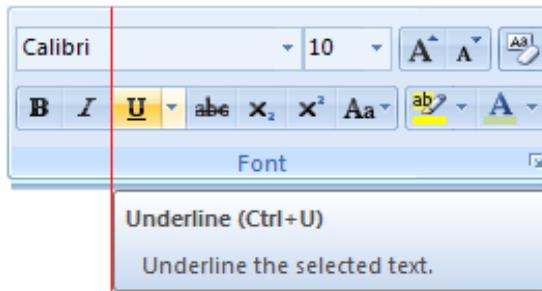
- 1439 1. All Controls on the Ribbon MUST display a ScreenTip when the mouse pointer hovers over a control for
1440 more than 900 ms.
- 1441 2. ScreenTips SHOULD have a 20 second timeout that automatically causes them to disappear.
- 1442 3. ScreenTips MUST disappear when the control is clicked with the mouse or when any key is pressed on the
1443 keyboard.

- 1444 4. ScreenTips for controls on the Ribbon MUST NOT be displayed over the Ribbon. ScreenTips MUST be
 1445 displayed 5 pixels (at 96 dpi) below the Ribbon, whether the control is positioned at the top or bottom of
 1446 the Ribbon. (*Note that the vertical position of the ScreenTip is the same for both the Breaks control (figure
 1447 A below) and the Hyphenation control (figure B) even though each control is displayed on a different row
 1448 in the Ribbon.*)

Figure A**Figure B**

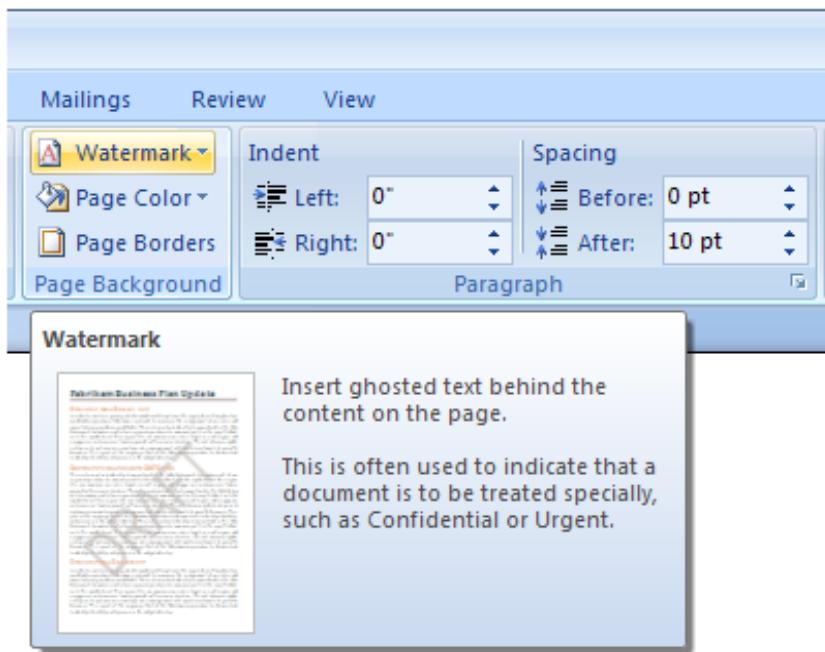
1449

- 1450 5. ScreenTips MUST be aligned with the left edge of the control with which they are associated. (*Note in the
 1451 figure below the alignment of the ScreenTip for the Underline control.*)



1452

- 1453 6. ScreenTips MUST be able to display an image along with descriptive text that describes the control.



- 1454
- 1455 7. ScreenTips MUST be displayed at one of two possible fixed-width sizes, one for ScreenTips that contain an image (318 pixels wide at 96 dpi) and one for ScreenTips that do not contain an image (210 pixels at 96 dpi).
- 1456
- 1457
- 1458 8. The width of ScreenTips MUST NOT change as a result of the amount of text displayed on the ScreenTip.
- 1459 9. ScreenTips MUST be displayed at a minimum height (50 pixels at 96 dpi). The height of ScreenTips may
- 1460 increase as a result of the amount of text displayed on the ScreenTip.
- 1461 10. ScreenTips MUST be displayed with a background color that is different from the background color used
- 1462 for the Ribbon and the document so that the ScreenTips are conspicuous.
- 1463 11. ScreenTips MUST be able to display different content for the same control based on whether it is active or
- 1464 inactive.

1465 BEST PRACTICES FOR SCREENTIPS

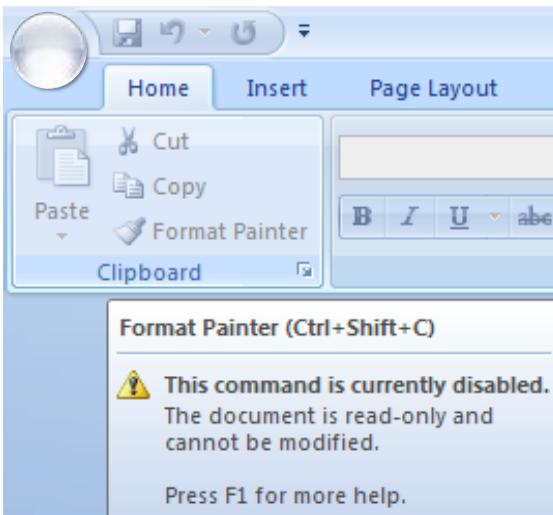
- 1466 1. ScreenTips SHOULD display the name of the control and the keyboard shortcut for the control (if one
- 1467 exists).
- 1468 2. ScreenTips SHOULD display a brief description of the control when appropriate.
- 1469 3. The name of the control and the keyboard shortcut for the control SHOULD be left aligned at the top of
- 1470 the ScreenTip and SHOULD be displayed using bold font.
- 1471 4. The keyboard shortcut for the control SHOULD be displayed to the right of the control name (on the same
- 1472 line) and SHOULD be displayed within parentheses using bold font.

- 1473 5. ScreenTips with a description SHOULD display the description using normal font. The description for the
1474 control SHOULD be displayed 14 pixels (at 96 dpi) below the name of the control and 8 pixels (at 96 dpi)
1475 indented to the right of the control name. (*Note in the figure below the location of the descriptive text on*
1476 *the ScreenTip.*)



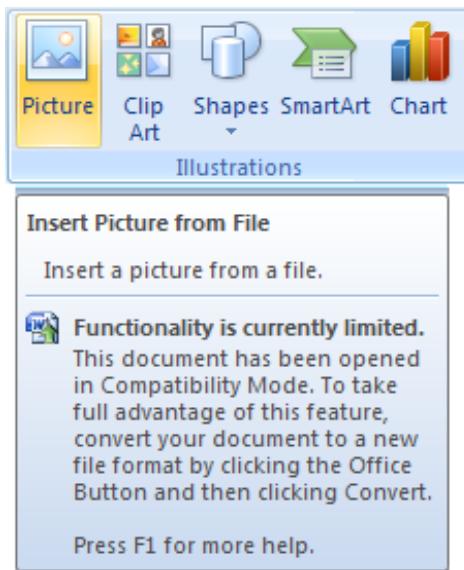
1477

- 1478 6. ScreenTips SHOULD include a text label at the bottom of the ScreenTip that reads, "Press F1 for more
1479 help." Pressing the F1 key when the ScreenTip is displayed SHOULD open Help and take the user to the
1480 Help topic that describes the control. (*Note in the figure below the text that reads, "Press F1 for more*
1481 *help."*)



1482

- 1483 7. The information displayed on ScreenTips over inactive controls SHOULD help users understand why the
1484 control is inactive and what steps they need to take in order to activate the control. (*Note in the figure
1485 below the ScreenTip explains to the user how to take full advantage of the functionality provided by the
1486 application.*)



1487

1488