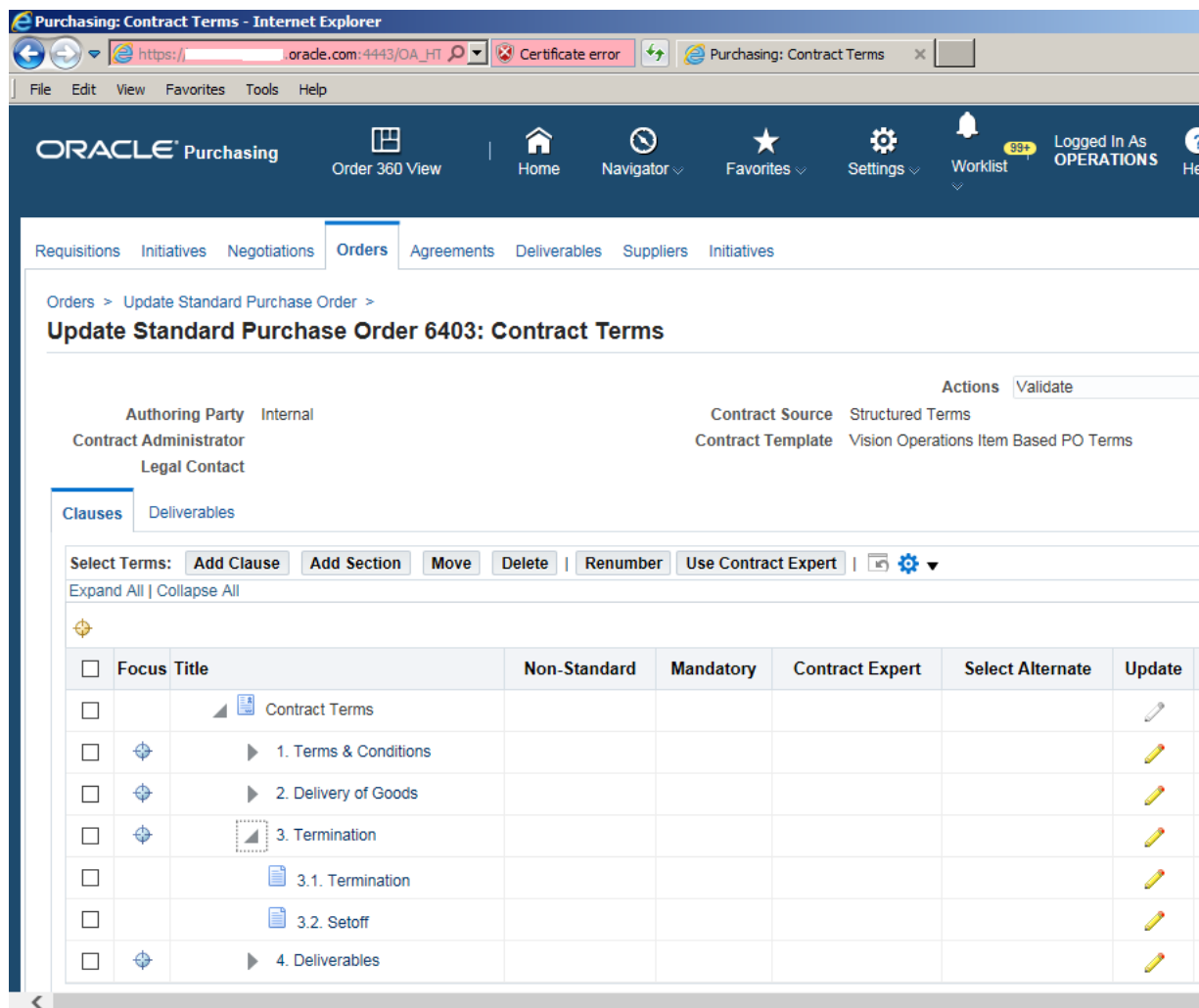


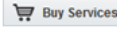


Figure 12–31 Example of a Tree Table



12.3 Buttons and Icons in Procedural and Conceptual Text



For procedural and conceptual text, refer to a button or an icon by its label. The guidelines differ slightly when you refer to buttons that display just a graphic without text, or a graphic in addition to text. The three button variations are:

- Standard buttons that display a label: 
- Icon buttons that display only an icon: 
- Icon buttons that display an icon and a label: 

Note: You are not required to insert button or icon graphics in procedural or conceptual text, but if you decide to insert them, then note the guidelines for their presentation in [Section 12.3.1](#) and [Section 12.3.2](#).



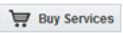
12.3.1 Buttons and Icons in Procedural Text

Use the following guidelines for referring to buttons and icons in procedural text:

1. Refer to the button or icon by its label (name) or for what it does. Talk about **Edit** , not the pencil icon, or **Action** , not the gear icon. Do not include the word *button* or *icon* except on a rare occasion when the word is needed to clarify to the user exactly what to click or select.
2. Bold the label of the button or icon.

Correct	Incorrect
Click Update .	Click the button labeled Update .
Click Add and then specify a value in the empty field.	Click the Add button and then specify a value in the empty field.
Click Select All Files .	Click the Select All Files button.

3. Use title capitalization unless the UI shows sentence capitalization. The label must always accurately reflect what the user sees in the UI.
4. If you insert a graphic in your procedure, then insert the graphic *after* the label, and bold the label.

To present a button or icon that ...	Example
Has a label	To add a user account, click Add User 
Has only a graphic	To add your purchase to your order, click Shopping Cart  Note: Use the icon label that appears in the tooltip, such as Shopping Cart. If the icon label contains multiple words, then use the same capitalization that appears in the tooltip.
Has a graphic and a label	To purchase subscriptions to Oracle Cloud SaaS applications or PaaS services, click Buy Services  Note: Use only the button's label; do not refer to the graphic on the button (Shopping Cart in this instance).

12.3.2 Buttons and Icons in Conceptual Text

When referring to buttons and icons in conceptual text:



1. Refer to the button or icon by its label (name), followed by the word *button* or *icon* if needed to ensure clarity.
2. Bold the label of the button or icon.
3. Use title capitalization for the label unless the UI shows sentence capitalization. The label must always accurately reflect what the user sees in the UI.
4. If you insert a button or icon graphic into your conceptual text, then follow these guidelines:
 - a. Insert the button or icon graphic after the label and after the word *button* or *icon*, and only once, at first mention of that same button or icon in the same paragraph, section, or topic.

Note: In conceptual text, include the word *button* if it is needed to ensure clarity.

If you are inserting a graphic for a button or icon that displays only a graphic (no text), then use the label that appears in the tooltip as if it were the label.

If the tooltip is long (more than a few words), then use the first words that convey the action of the icon or other user interface element, and then follow those words with ellipses to show that the text is truncated. For example, if the tooltip is **Save and Continue Editing the Document**, then use **Save ...** for the name of the icon.

- b. Use only the label thereafter for any further mention in that same paragraph, section, or topic.

Correct	Incorrect
<p>Oracle ProductName lets you quickly find whatever data you need, and organize that data at the same time. You can click the Search button  and the Configure button . You decide how to store and identify any data that you found by taking advantage of the dual-purpose Configure button. By using the Search and Configure buttons in combination, your data becomes information, not just random bits of text without relationship to your goals.</p>	<p>Oracle ProductName lets you quickly find whatever data you need, and organize that data at the same time. You can click the Search button (magnifying glass) and the Configure button (wrench). You decide how to store and identify any data that you've found by taking advantage of the dual-purpose Configure button (wrench). By using the Search (magnifying glass) and Configure (wrench) buttons in combination, your data becomes information, not just random bits of text without relationship to your goals.</p>