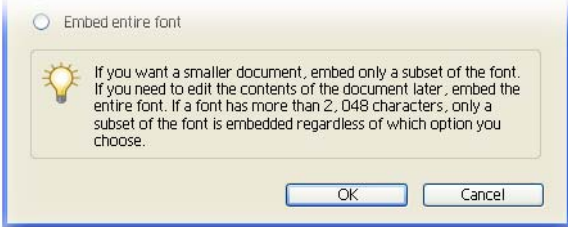


Field labels	Use Title capitalization for all labels except " Checkbox & radio button labels ". ^a	
	A label is always followed by a colon; the fields themselves are colon-aligned.	
	If the label includes a parenthetical phrase that explains the field in more detail, place the phrase before the colon (not after).	
	Do not use single (or double) quotation marks to identify a field label (you see this in messages that refer to other parts of the UI).	Single quotes are never correct in this context. Double quotes are not necessary and make the text harder to read.
File > Open dialog	The location field label is: Look in	
	The file name field label is: File name (not Object name)	
	The file list field label is: Files of type (not Objects of type)	
	Choose from a standard list of button labels.	See " Button labels ".
File > Save dialog	The location field label is: Save in	
	The file name field label is: File name (not Object name)	
	The file list field label is: Save as type	
	Choose from a standard list of button labels.	See " Button labels ".
Group box labels	Use Title capitalization. ^a	
	Do not follow group box labels with any punctuation (e.g., colon, period, etc.).	
	Center the label within the group box (vs. align with baseline).	
Icons	Do not use icons in dialogs unless they appear in the UI design spec or are recommended by Visual Design.	Contact the UI Designer to redesign around any existing static icons.
Menus	Use Title capitalization. ^a	
Menu items	Use Title capitalization. ^a	
	Follow with ellipses (...) if a dialog is shown upon choosing the command.	See also the Menu common UI spec.
Menu keyboard shortcuts	Order of keys is Alt+Shift+Ctrl.	
Tips	Where slated, static textual tips appear at the bottom of the dialog in a group box. There is a standard icon for this group box.	 <p>See also the Acrobat Help UI spec.</p>
Tooltips	Simple tooltips use descriptive text, as in "Hand Tool." Use Title capitalization. ^a	
	Extended tooltips use the imperative mood, as in "Create a table to....," or "Remove a bookmark from...." Use Sentence capitalization ^b and no ending punctuation.	

a. Capitalize each word except

- articles (a, an, the)
- coordinating conjunctions (and, or, etc.)
- prepositions (for, when, until, etc.)

Any word that starts or ends a label is always capitalized.

b. Capitalize only the first word and proper nouns.