

Basic Elements - Buttons

Buttons

Buttons described here are considered command or action buttons. Typical actions include "OK," "Cancel" and similar main actions, and these buttons differ from navigation control buttons such as in global navigation. Buttons generally display adjacent to a form layout (side or bottom) and in a dialog box (bottom). The below graphic is an example for a button group for a message box dialog.



Appearance and Actions






- Each button in a grouped set should be of equal width.
- If one or more long labels would result in awkward sizing for most buttons, then the button with a longer label may exceed the standard width set for individual buttons in the button set.
- Tab-key order/focus (keyboard access) should move left-to-right and top-down among buttons in a set.

Button States

- Enabled: Default display state
- Hover: Mouse-over button
- Pressed: Mouse-down on button
- Disabled: Displayed button but action is not available and button cannot be pressed. Disabled buttons are displayed rather than hidden or removed from the UI when temporarily not actionable.

Button Groups

Button Group	Description	Example
OK - Cancel	Use these commands for a confirmation message.	A dialog box with a white background and a gray border. At the bottom right, there are two blue buttons with white text: "OK" and "Cancel".
Save - Cancel	Use these commands when the user needs to save the current page or operation.	A dialog box with a white background and a gray border. At the bottom right, there are two blue buttons with white text: "Save" and "Cancel".
Yes - No	Use these commands when the dialog message is expressed as a question.	A dialog box with a white background and a gray border. At the bottom right, there are two blue buttons with white text: "Yes" and "No".
Yes - No - Cancel	Cancel can be included in this command set when there is a need to allow for a null answer or for the user to return to the main page.	A dialog box with a white background and a gray border. At the bottom right, there are three blue buttons with white text: "Yes", "No", and "Cancel".

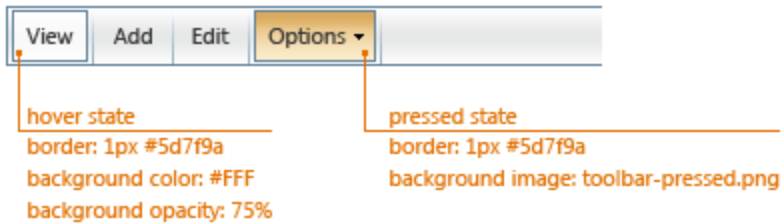
Close - Cancel	Use the Close command when user will be closing a transition or leaving a client.	
Exit - Cancel	Use the Exit command when user will be closing an application.	
Quit - Cancel	Use the Quit command when user is quitting or stopping an operation.	
Add - OK - Cancel	Use the OK-Cancel combo with the Add command when there is a lookup grid in a dialog and there is a need to allow the user to add an additional code or item to the lookup list.	
Edit - OK - Cancel	Use the OK-Cancel combo with the Edit command when there is a lookup grid in a dialog and there is a need to allow the user to edit a code or item in the lookup list.	

Types of Menu Buttons

These button types appear on toolbars above forms or grids.

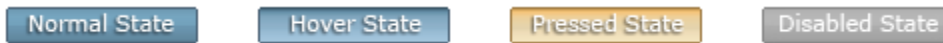


- **Menu Buttons:**
 - A menu button may appear on a page-level toolbar to consolidate commands and organize commands based on usage patterns.
 - To access commands from this type of button, the user will need to hover over the button control so that the drop down menu can appear. In the above example, the Options command is a menu button.
 - A single downward-pointing triangle indicates that clicking the button shows a menu.
- **Split Buttons:**
 - Like a menu button, a single downward-pointing triangle indicates that clicking the rightmost portion of the button shows a menu.
 - Split buttons are also used to consolidate related commands; however the default command should appear in the button label, unless the command is represented only with an icon.
 - As indicated by the button type label, there are 2 methods for accessing the commands from this button. In the above example, the import/export icon and Print command are split buttons.
 - User will click the arrow portion of the button to display the drop-down menu.
 - User will click on the main portion of the button to perform the action. For the import/export command, the last command performed is the default command and will be represented with a checkmark next to the menu command. For the Print command, the typical default command would be the actual Print command.
 - Unlike a menu button, clicking the left portion of the split button performs the action on the label directly. Split buttons are effective in situations where the next command is likely to be the same as the last command.
- **States for Menu & Split Buttons:**
 - Hover and Pressed states are identical for menu or split buttons, though there are additional spacing considerations for split buttons. (Please note: Both of these states may not be active at the same time. This graphic is a mockup for the appearance of the hover and pressed states.)



Button Labels and Graphic Elements

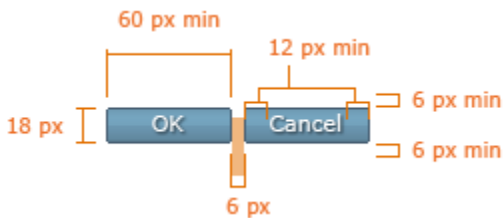
- Button labels should generally be one-word. Avoid multi-word labels and do not display long phrases or sentences as labels on buttons.
- Consistently use labels throughout a given product's UI (Add or New, Edit or Update, OK or Save, Quit or Cancel, Remove or Delete, etc.)
- Do not clip or truncate labels on buttons.
- Tool tips do not display for buttons.
- Disabled state does not have a shadow effect applied to the button text.
- Appearance of button states will be:



- Graphics for button states will be implemented as sprites ordered from top to bottom: normal/enabled, hover, pressed, disabled. The graphics are:

	File Name	Example - Graphic Asset
Left-Side	button-left.png	Insert Carrie's graphic but need to confirm sprite management with Dave, waiting for Dave's response about sprites
Right-Side	button-right.png	Insert Carrie's graphic but need to confirm sprite management with Dave, waiting for Dave's response about sprites

- Redlines for basic button layout:



Graphics assets for items shown are located on UX SharePoint site and available for download:

- Toolbar: [UX SharePoint/Graphic Assets/Toolbar](#)
- Buttons: [UX SharePoint/Graphic Assets/Buttons](#)