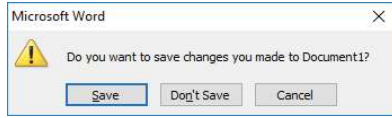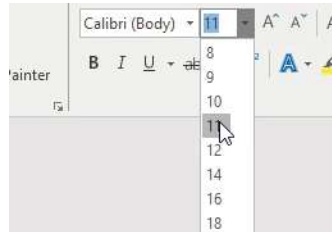## What are 'dialogue boxes'?

A 'dialogue box' is a window which displays information or a question and waits for a response. Click on one of the options in the box to select it.

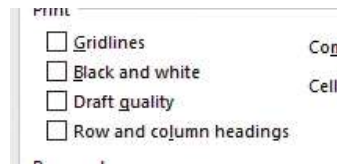## What are 'drop-down menus'?

A drop down menu is displayed as a single text box with a down-pointing arrow. If the menu contains a large number of options use the scroll bars to scroll through the list.

1. Click the arrow to display a list of options. Only ONE option can be selected from this list.

What are 'option/radio buttons'?

Options buttons, also called radio buttons, allow users to choose ONE of several options.

To choose an option click on the circle next the one you wish to select. The black circle indicates the option selected.
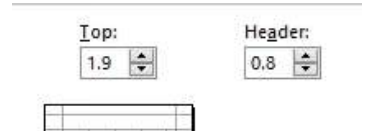
What are 'checkboxes'?

Checkboxes are similar to option buttons, however, it is possible to select one or more options from those displayed.

To check or uncheck an option click in the box next to the option you wish. A checkmark appears in the box if it is selected.

What are 'spin controls'?

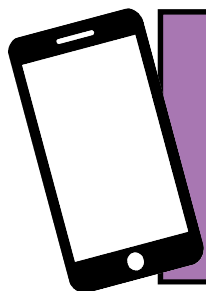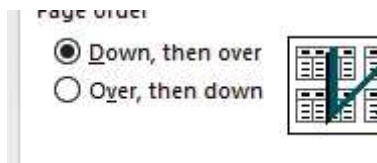Spin controls appear as a text box with up and down pointing arrows.

You can delete the value and type a new value (Press <Return> after typing) or use the arrows to increase or decrease the value.

For help and assistance call the ICT Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.