COMMON UI QUICK REFERENCE

The Zen of Layout
Common UI Quick Reference
The Zen of Layout
Ver. 1.1

This document is a visual guide to the principal UI elements in the Adobe Common UI. It is not a replacement for the detailed information in the common UI specifications on the UI Team’s interface website, but instead a convenient summary of the highlights of those specs especially as they relate to layout and UI controls.

1.0 Recent Changes

<table>
<thead>
<tr>
<th>Date/Version</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug.02 ver.1.0</td>
<td>Alpha release [d.valiulis]</td>
</tr>
<tr>
<td>23 Oct.02 ver.1.1</td>
<td>New splash screen info; changed OSX art to Jaguar; measurements between radios/checkboxes is now a 5-pixel gap, added a cover. [d.valiulis]</td>
</tr>
</tbody>
</table>

2.0 Contents

Dialogs p.2
- Dialog spacing p.2
- Dialog alignment p.3

Pushbuttons, vertical p.6
Pushbuttons, horizontal p.7
Edit boxes & Pop-ups in Dialogs p.8
Spinners & Combo Boxes in Dialogs p.9
Dialog Fonts p.10
Checkboxes & Radio Buttons p.11
Group Boxes p.12
Alert Boxes p.13

Tab Palettes p.14
- Tab Palette Layout p.14
- Tab Palette Alignment p.15
- Tabs in Tab Palettes p.16
- Edit Boxes & Pop-ups in Tab Palettes p.17
- Spinner & Combo Boxes in Tab Palettes p.18

- Tab Palette Small Controls p.19
- Palette menus p.20
- Dragging Palettes p.21

Misc. p.22
- Tool Palettes p.22
- Sliders & Dials p.23
- Application Menus (Mac OS X) p.24
- Menus p.25
- Splash Screens p.26
- Applications Icons p.27
- Icon Sizes & Naming Conventions p.28
- Iconic Buttons p.29
- OS X Shadows and Anti-aliased Text p.30

3.0 Get the Full Guidelines
This Quick Ref collects only a small part of the complete UI guidelines. For more info, consult the full version of the Adobe UI Guidelines.

4.0 Feedback
Send comments and feedback on this document to:
- Marissa Treinen (mtreinen@adobe.com)
- Bill Bachman (bbachman@adobe.com)
Section 1: Dialogs: Dialog spacing

- **Pixel counting**
  - Use 10 pixels to separate related items (such as a label and its control), but to use 15 pixels to separate unrelated items.
  - In Windows, count the space between controls (that is, don’t include a colon or the bevel in a pushbutton).
  - In Mac OS, discount the shadow (sometimes hard to discern, especially for pushbuttons). See page 30.
  - So too, discount the antialiasing of text (count from the black pixel).

- **Checkboxes**
  - In Mac OS, discount the check that breaks out from upper right corner.
**Dialog alignment**

- **Pushbuttons**: May be placed along the bottom or stacked in the upper right corner.
- **Checkbox indents**: Indent to line up with previous control only if checkbox is related to control above it; otherwise, indent 15 pixels from left edge.
Pushbuttons, vertical

Keyboard binding
- Default button = Enter. Cancel = Esc
- Reset: Alt changes Cancel to Reset (underlined letter is R in Windows)
- Length: At least 95
- Mac OS: Ignore the shadow when counting pixels Default button pulsates.
- Focus: New in Mac OS X. On the Mac, focus doesn’t change the default button, as Windows does. Pressing Enter chooses the default button; pressing the spacebar chooses the focus button.

Pulsates

The actual bevel around XP Pushbuttons is lighter than shown here. The bevel has been made darker to make it more obvious in this document.
**Pushbuttons, horizontal**

When to place horizontally: Most dialogs use stacked, vertical buttons (see page 6), but if there are only 2 or 3, a single horizontal row can be used to save space.

Spacing: An unrelated button (as shown in the above art) may be given extra space to distinguish it, but this is unusual and is easier to show when buttons are vertically aligned (see page 6).

Optional checkbox: If present, left-align it. Typical use is for “Preview” or “Don’t Show Again.”

Button order: Windows: default button goes far left, then Cancel, then others (to match the reading order of Western languages)
Mac OS: first others, then Cancel, then default button (to make primary button easy to find in bottom-right corner)
If no default button, order them according to frequency of use
### Section 1: Dialogs

#### Edit boxes & Pop-ups in Dialogs

<table>
<thead>
<tr>
<th>Windows XP</th>
<th>Mac OS X</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit box</strong></td>
<td><strong>Pop-up</strong></td>
</tr>
<tr>
<td><strong>Text:</strong> 800</td>
<td><strong>Text:</strong> 800</td>
</tr>
<tr>
<td><strong>Focus</strong></td>
<td><strong>Focus</strong></td>
</tr>
<tr>
<td><strong>Disabled</strong></td>
<td><strong>Disabled</strong></td>
</tr>
</tbody>
</table>

**Width** Is determined by the longest text in the list.

**Height** Always 20 pixels (in Windows 2000, include the bevel; in OS X, ignore the shadow).
### Spinners & Combo Boxes in Dialogs

#### Windows XP

- **Spinner**
  - Width/Height: Is determined by the longest text in the list. Always 20 pixels (in Windows 2000, include the bevel; in OS X, ignore the shadow).

- **Combo**
  - (shown here with spinner)

#### Mac OS X

- **Spinner**
  - Width/Height: Is determined by the longest text in the list. Always 20 pixels (in Windows 2000, include the bevel; in OS X, ignore the shadow).

- **Combo**
  - (shown here with spinner)

In Mac OS, all are custom controls; in Windows, only the ones with spinners are custom.
Even though Tahoma 8pt is Microsoft's official font for dialogs in Windows 2000 and XP, and MS Sans Serif 8pt is Microsoft's official font for Windows 98 and NT, Adobe applications use the Photoshop Large and Photoshop Small fonts as standard. These special fonts are installed with (and used as an UI element only in) Adobe Windows products.

The fonts used in dialogs are platform-specific but have similar character widths to maintain maximum cross-platform compatibility. The following tables summarize the fonts used in dialogs:

### Windows

<table>
<thead>
<tr>
<th>Main (large)</th>
<th>Western</th>
<th>Japanese</th>
<th>Korean</th>
<th>Simp. Chinese</th>
<th>Trad. Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photoshop Large, a 12pt, aliased b</td>
<td>M S UI Gothic</td>
<td>Gulim 12 (Large Font) (antialias off)</td>
<td>Simsum 13pt (antialias off)</td>
<td>Mingliu 13pt (antialias off)</td>
<td></td>
</tr>
<tr>
<td>Photoshop Small, 9pt, aliased</td>
<td>M S UI Gothic</td>
<td>Gulim 12 (Small Font) (antialias off)</td>
<td>Simsum 12pt (antialias off)</td>
<td>Mingliu 12pt (antialias off)</td>
<td></td>
</tr>
<tr>
<td>Trebuchet MS Bold, 13pt, white</td>
<td>M S UI Gothic</td>
<td>Gulim 12 (antialias off)</td>
<td>Simsum 13pt (antialias off)</td>
<td>Mingliu 13pt (antialias off)</td>
<td></td>
</tr>
<tr>
<td>Tahoma, 9pt, antialiased</td>
<td>M S UI Gothic</td>
<td>Gulim 12 (antialias off)</td>
<td>Simsum 13pt (antialias off)</td>
<td>Mingliu 13pt (antialias off)</td>
<td></td>
</tr>
</tbody>
</table>

* a. These used to be called AdobeLg and AdobeSm. These are the names Photoshop 7 uses; other products may install them under different names.
* b. Tahoma is Microsoft's official font for dialogs, but Adobe applications use the Photoshop Large and Photoshop Small fonts, which are installed with the Windows version of Photoshop 7.

### Mac OS

<table>
<thead>
<tr>
<th>Main (large)</th>
<th>Western</th>
<th>Japanese</th>
<th>Korean</th>
<th>Simp. Chinese</th>
<th>Trad. Chinese</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western</td>
<td>Lucida Grande Regular 13pt a</td>
<td>Hiragino KakuGo Pro W3 13pt</td>
<td>Apple Gothic 13pt (antialias crisp)</td>
<td>Hei 13pt (antialias crisp)</td>
<td>Apple Ligotic 13pt (antialias crisp)</td>
</tr>
<tr>
<td>Title bar</td>
<td>Lucida Grande Regular 13pt</td>
<td>Hiragino KakuGo Pro W3 14pt</td>
<td>Apple Gothic 13pt (antialias crisp)</td>
<td>Hei 13pt (antialias crisp)</td>
<td>Apple Ligotic 13pt (antialias crisp)</td>
</tr>
</tbody>
</table>

* a. OS9 uses Charcoal 12pt.
* b. Technical restrictions in Mac OS X prevent us from using the special font Espiago 9pt, which we used in previous Mac OS versions. Also, the small font in OS X is 10% wider than Espiago and Geneva, which were the previously recommended fonts. This wider font may adversely affect dialog layout.

### Large font
- Control labels, edit boxes, pushbutton text, title bar text (Mac only)

### Small font
- Explanatory text, special dialogs where space is at a premium

### Bold
- Don’t use bold in non-Western fonts
Section 1: Dialogs

Checkboxes & Radio Buttons

Wording
Start with a verb. Put command into the affirmative. (Avoid starting with "hide," "don't," or "disable.")

All items in the group should be phrased similarly.

Spacing
In Mac OS, don't count the shadow at the bottom or the stroke that breaks out from the upper right.

Capitalization
Uppercase all major words

When using a secondary control with a checkbox or radio button, leave 5 pixels between the lowest and highest points to avoid overlap. (If there are multiple secondary controls, align on the controls, not the colons.)
GROUP BOXES

**Bevels**
If box line has a bevel (all but XP), don’t include the bevel line when counting pixels.

**Spacing**
If box has a control (checkbox or pop-up), measure between the objects closest to each other.

**Alignment**
Label text is centered aligned (regardless of OS conventions).
**Alert Boxes**

- **OS order of buttons**: Same order as in dialogs (see page 7)
- **OS alignment**: Windows: Buttons are centered. Mac OS: buttons are aligned on right gutter.
- **“Don’t Show Again” checkbox**: Place 15 pixels above buttons and 15 pixels below alert text, left-aligned with text.
- **Title bar**: No text in OS X
- **Wording**: Be as succinct as possible without sacrificing clarity
All spaces are at least 5 pixels (red lines = 5px) but some spaces can be > 5 to keep alignment.

Icons should be spaced so that their rollover/selected states would be 1px apart.
Tabs in Tab Palettes

- **Overlap**: Multiple tabs should overlap equally.

- **Cycle Options button**
  - **Active**
  - **Mouse down**
  - **Inactive**

- **Show Just Tabs**
  - **Close Group**
  - **Theme Specific Title Bar**
  - **Rollover**

- **Always Disabled**
## Section 2: Tab Palettes

### Edit Boxes & Pop-ups in Tab Palettes

<table>
<thead>
<tr>
<th></th>
<th>Windows XP</th>
<th>Mac OS X</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit box</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight: 4 pt</td>
<td><img src="image1" alt="WindowsXP" /></td>
<td><img src="image2" alt="MacOSX" /></td>
</tr>
<tr>
<td>Focus</td>
<td><img src="image3" alt="WindowsXP" /></td>
<td><img src="image4" alt="MacOSX" /></td>
</tr>
<tr>
<td>Disabled</td>
<td><img src="image5" alt="WindowsXP" /></td>
<td><img src="image6" alt="MacOSX" /></td>
</tr>
<tr>
<td><strong>Pop-up</strong></td>
<td><img src="image7" alt="WindowsXP" /></td>
<td><img src="image8" alt="MacOSX" /></td>
</tr>
<tr>
<td>Weight: 4 pt</td>
<td><img src="image9" alt="WindowsXP" /></td>
<td><img src="image10" alt="MacOSX" /></td>
</tr>
<tr>
<td>Focus</td>
<td><img src="image11" alt="WindowsXP" /></td>
<td><img src="image12" alt="MacOSX" /></td>
</tr>
<tr>
<td>Down</td>
<td><img src="image13" alt="WindowsXP" /></td>
<td><img src="image14" alt="MacOSX" /></td>
</tr>
<tr>
<td>Disabled</td>
<td><img src="image15" alt="WindowsXP" /></td>
<td><img src="image16" alt="MacOSX" /></td>
</tr>
</tbody>
</table>
## Spinner & Combo Boxes in Tab Palettes

### Windows XP

- **Rollover**
  - Weight: 4
  - Weight: 4
  - Weight: 4

- **Focus**
  - Weight: 4

- **Down**
  - Weight: 4

- **Disabled**
  - Weight: 4

### Mac OS X

- **Rollover**
  - Weight: 4
  - Weight: 4

- **Focus**
  - Weight: 4

- **Down**
  - Weight: 4

- **Disabled**
  - Weight: 4

### Notes
- Combo boxes in Mac OS, all are custom controls; in Windows, only the ones with spinners are custom.
Tab Palette Small Controls
Palette menus

First command
If applicable, the top command is for moving the palette to the well: Place in Palette Well.

Buttons vs. commands
All button actions appearing at the bottom of the palette should be represented in the menu, with New, Duplicate, and Delete at the top.

Fly-out direction
Palette menus always open to the right side of the tab palette unless there's not enough room there. Then it flies out to the left. Regardless of direction, the fly-out menu never covers the palette iconic button.

Submenus
Hierarchical menus are OK.

Item Commands with New, Duplicate, and Delete at the top.

Options for the item (Layer, Brush, Swatch, etc)

Other Commands, Grouped logically.
Dragging Palettes

**OS compliance**
Live dragging supported in Windows 2000, XP, and Mac OS X

**Dragging by title bar**
Shows full palette at 100% opacity

**Dragging by tab**
Shows “ghosted” palette at 50% opacity

**Targeting**
The black outlines over the drop target remain. The tab being dragged changes to reflect what it will look like when dropped.
Section 3: Misc. Tool Palettes

- Icons are antialiased
- Tear-off behavior: Follow ImageReady's behavior
- Switch to next tool in a tool group: Press Shift+tool_letter or Alt-click tool icon
- Adobe Online button: Is 58x23 and is half-saturated for the normal state and the full color for the rollover state

Identical on all platforms

Only XP has rounded corners
Sliders & Dials

WIN XP

Dialog

Palette

MAC OS X

Dialog

Palette

Custom control
All dials and sliders are custom-drawn
Don't use "Adobe" with application name in the menu title
  Don't have to bind Cmd+H to Hide
  Move application-wide commands to here

But it's OK in the "about" and "quit" commands
  Use Cmd+H if not used elsewhere in application; use Ctrl+Cmd+H as an alternative
  Such as Preferences, Color Settings, etc.
Detailed user interface guidelines for Common UI Quick Reference, Ver. 1.1:

**Menus**

**Menu Shortcuts**

<table>
<thead>
<tr>
<th></th>
<th>Windows</th>
<th>Mac OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift</td>
<td>Shift a</td>
<td></td>
</tr>
<tr>
<td>Alt/Option</td>
<td>Alt</td>
<td></td>
</tr>
<tr>
<td>Control</td>
<td>Ctrl</td>
<td></td>
</tr>
<tr>
<td>Command</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

- Some Adobe applications abbreviate Shift to “Shift,” but there is no good reason for this.
- The Control key should be avoided since it’s used at the OS level for accessibility.

**Menu Icons:**

- At least 4 pixels between icons
- Not to exceed 30 pixels

**Order of modifiers**

- Alt then Shift then Ctrl (on the Mac, Option then Shift then Command)

**Underlined letters in Windows**

- Unique within the menu, preferably mnemonic

**Alignment**

- Commands are left-aligned; shortcuts are right-aligned

**Icons**

- Apply the all-or-none rule so that command text lines up

**Capitalization**

- All words except for conjunctions and prepositions unless the conjunction or preposition appears as final word

**Submenus**

- Dimmed unless at least one item is selectable from submenu
Splash Screens

Overall dimensions are 600 pixels wide, 550 high, including the transparent buffer zone.

Font used for all text (credit text, progress text, license text, etc.):

- **Mac OS 9:** Espiago 9 pt (aliased)
- **Mac OS X:** Lucida Grande 9pt (antialiased)
- **Windows 9x and 2000:** AdobeSm 9pt (aliased)
- **Windows XP:** Tahoma 9 pt (antialiased). (If an application cannot support antialiasing in XP, using aliased AdobeSm is acceptable.)
- **Asian text:** 9pt Roman (since most of the text is in English)

License text begins at 368 (468) pixels from the top.

Version text is right-aligned and is 241 (341) pixels from the top.

Text has 20 (70) pixels of cushion on both sides.

License text ends at 445 (495) pixels from the left and is right-justified.

Beginning of text area is 260 (360) pixels from the top.

End of scroll area is 365 (465) pixels from the top.

Progress text starts at 20,399 (70, 499).

No more than 6 lines of credit

License text begins at 368 (468) pixels from the top.
### Applications Icons

<table>
<thead>
<tr>
<th>Icon type</th>
<th>Special design characteristic</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application icon</td>
<td>Parts of the image break out from upper right corner of frame; boxed frame around background; no label</td>
<td><img src="image1.png" alt="Example" /></td>
</tr>
<tr>
<td>Primary file icon</td>
<td>Upper-right corner curls; initials of application used as label; product symbol is distinct</td>
<td><img src="image2.png" alt="Example" /></td>
</tr>
<tr>
<td>Secondary file icons</td>
<td>Upper-right corner curls; label on top; product symbol is faded; secondary symbol (here, sprockets and shapes) are 100%</td>
<td><img src="image3.png" alt="Example" /></td>
</tr>
<tr>
<td>Module icons</td>
<td>Symbol for the type of module breaks out from top right corner; label on bottom, product symbol faded in background</td>
<td><img src="image4.png" alt="Example" /></td>
</tr>
<tr>
<td>Other (generic) icon</td>
<td>Top page corner curled down; no label; background faded but product symbol is 100%</td>
<td><img src="image5.png" alt="Example" /></td>
</tr>
<tr>
<td>Template/stationery icon</td>
<td>Bottom page corner curled up with another page beneath it; extension initial at top</td>
<td><img src="image6.png" alt="Example" /></td>
</tr>
<tr>
<td>Folder icons (Mac OS only)</td>
<td>Primary: Main symbol at 100%; app name on tab; Secondary: Main symbol faded with module symbol at 100%; module name on tab</td>
<td><img src="image7.png" alt="Example" /></td>
</tr>
</tbody>
</table>
Section 3: Misc.

Icon Sizes & Naming Conventions

File format: All icons delivered to Engineering in PNG format.
Iconic Buttons

As a radio button (only one option is set at a time)

As a pushbutton (initiates an action)

As a fly-out (reveals additional buttons)

As a pop-up (reveals a menu)

As a checkbox (toggles between two states)

As a spin control (steps through values)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Mac OS X</th>
<th>Mac OS 9</th>
<th>Windows XP</th>
<th>Windows 2000 (and previous)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rollover</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selected Rollover</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Several controls in Mac OS X are displayed with shadows and labels or use an anti-aliased text. These special effects introduce extra pixels that are not counted when laying out controls. The following figures should help illustrate this.

Tips
- Antialiasing and shadows make counting pixels problematic in OS X. If you’re mocking up a dialog in OS X, be sure you’re using OS X 10.2 (Jaguar) controls, where the shadows are much less pronounced.
- Use Windows mock-ups when exact spacing, alignment, and positioning are needed.