Additional Examples for Steps 4 and 13
Example 2
An improperly organized menu bar and pull-down.

Menu 2.1
In this poor menu bar, all alternatives are presented creating a very crowded series of choices in a difficult-to-scan horizontal array. No groupings are provided and an alphabetic order causes intermixing of what appear to be different functions. While menu breadth is preferred to excessive menu depth, too many choices are presented here.

<table>
<thead>
<tr>
<th>OFFICE SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Book</td>
</tr>
<tr>
<td>Delete File</td>
</tr>
<tr>
<td>New File</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Menu 2.1

Menus 2.2 and 2.3
This is a better, but still poor, menu bar — while File, Function, and Help are now presented separately, the cascading Function menu requires an excessive number of steps.
to complete selection. Note the number of levels needed to access the Address or Telephone book. Excessive levels of depth are difficult to scan and lead to one’s getting lost. Some have referred to this problem as cascade confusion.

Menu 2.2

Menu 2.3

Menus 2.4, 2.5, and 2.6

Here is a much more reasonable solution — Application and Tool menu bar items are created and all alternatives now exist on one pull-down menu. The number of steps necessary to reach any alternative is minimized and easier scanning of all items is permitted.
Illustrated is a collection of textual Web site global navigation bars showing various presentation styles. Menu A is horizontally arrayed with good separation between alternate choices. No delimiters between the choices are included. Menu B uses the symbol >> to designate the choices. Menus C, D, E, and F use a vertical line to separate the choices, a very common technique used today in textual navigation presentation. All choices are arrayed horizontally, with Menu F comprising two lines. Menu G is composed of four columns. This menu would be scanned horizontally between columns and vertically within a column. Spacing and choice content make this obvious. Menus H and I are composed of fewer choices than Menu G and are arrayed for vertical scanning.
Menu 2.7E

Menu 2.7F

Menu 2.7G

Menu 2.7H

Menu 2.7I

Menu 2.7J

The vertical menu arrangements do make scanning of the choices much easier. Whenever possible, orient menus in the manner illustrated by Menus G, H, and I. If a horizontal array is used, a separation delimiter is recommended. A vertical line separator is recommended. This will give the choices a more “button-like” appearance, and this style commonly appears on Web pages.

Menus A, B, E, F, G, H, and I use the headline style of presentation (all significant words capitalized). The remaining menus (C, D) use sentence style (only the initial word is capitalized). The recommendation in this book, for reasons previously described, is for captions and menu choices to be displayed in the headline style. For another reason, look at the illustration in Menu 2.7J. A menu choice, when underlined, can have letters with descenders degraded, destroying the shape of the word. This is especially critical if the letter is the first word. Capitalization of a letter avoids this problem.
Menus 2.8A through 2.8E

Illustrated is a collection of local Web site global navigation bars. All are arrayed in the desired vertical format.

Menu A is a listing comprised of 20 choices. While it is alphabetized, no groupings of choices exist. It would have been much better presented with groupings related by topic. If topical grouping was not possible, visual grouping of the menu choices should have been accomplished either by leaving a space line after every five choices, or by providing a bolder or distinctively different line after every fifth choice.

Menu 2.8A

Menu B, composed of nine choices, is grouped, with separation of groups by horizontal lines. Ordering appears to be by frequency of use. It is a simple and well-constructed menu.

Menu 2.8B

Menu C is composed of two groups, with headings for each group. The headings, being capitalized, stand out well. The ordering schemes within groupings are not immediately obvious, however. In the MARKETS section, subgroupings of choices are desirable.
Menu 2.8C

Menu D contains a heading (In City of London) with five subheadings. A larger size makes the heading stand out, and boldness makes all headings stand out. Sections are grouped and visually separated. Why, however, is the subheading “Search for in the map” positioned over two lines? It would appear to easily fit on one line. What is the purpose of the horizontal lines separating the bottom three groupings? Because these groupings all relate to “map,” perhaps it was to separate the three map components. The horizontal line extending to each end of the box implies too great a separation and no relationship, however. It would have been better to inscribe a shorter line extending no wider than the choices themselves.

Menu 2.8D
Also worth considering, if these lines were shortened, would be to include two lines the entire width of the box to separate the three major menu sections. This recommendation is illustrated in Menu 2.8E.

![Menu 2.8E](image)

**Menus 2.9A through 2.9C**

Illustrated is a collection of global navigation bars containing icons.

Do these icons add to screen usability? When searching through these menu arrays do you look at the icons or words? Menu C is particularly wasteful of screen space, forcing below the screen and out of sight content that might otherwise be visible if the navigation bar were more reasonably sized.

![Menu 2.9A](image)

Menu 2.9A

![Menu 2.9B](image)

Menu 2.9B

![Menu 2.9C](image)

Menu 2.9C

**Menu 2.10**

Menu 2.10 is an interesting menu, combining a two-level menu with a historical trail. The top level, individual pages, has led to the selection of layout on the submenu. The path followed exists within the displayed menu. All lowercase letters for menu choices is not recommended, however. Headline-style presentation would have been much better.
BC10 Additional Examples for Steps 4 and 13

Menu 2.10
Additional Examples for Step 13

Example 3

These are redesigned versions of the banking screen presented in Step 3.

Screen 3.1

This is the original screen.

![Screen 3.1](image-url)
Screen 3.2

The Name field is given a caption and a single alignment point is established for both captions and data. Captions and data are now much more readable. Name format instructions (1st, 2nd, and so on) are established as prompts. This prompt designation is signaled by placing them in italics to subdue them visually. The prompt for Date of Birth is placed to the right of its text box, out of the way but still easily viewable. This also permits the alignment point for the text boxes to be moved closer to the captions. Date is also segmented into its component pieces. The command buttons are positioned at the bottom. No groupings are established, however. This screen is 9 percent less complex than the original.

Screen 3.3

This screen is identical to the previous version except that Sex and Marital Status are arrayed vertically. This screen is 17 percent less complex than the original.

Screen 3.4

The elements are now grouped with group boxes and section headings. Name is segmented into its three components. Address details are moved closer to the customer’s name. Sex and Marital Status must be arrayed horizontally because of space constraints caused by the groupings. This screen is 4 percent less complex than the original. Which of these do you prefer, 3.2, 3.3, or 3.4?
Additional Examples for Step 13 BC13

Screen 3.3

Screen 3.4
Example 4

These are redesigned versions of the drawing program screens presented in Step 3.

Screen 4.1

This is the original PRINT MERGE screen.

Screen 4.2

The redesigned PRINT MERGE screen. Elements are aligned and the File text box is positioned by its related list box. The Up command is placed in the proper contingent relationship to the Directories list box. The command buttons are moved to the bottom of the screen and Merge is changed to OK for consistency with the other screens. The title is capitalized for consistency with the other screens. This redesigned screen is 29 percent less complex than the original.
Additional Examples for Step 13 BC15

**Screen 4.2**

This is the original PAGE SETUP screen.

**Screen 4.3**
**Screen 4.4**

Here is the redesigned PAGE SETUP screen. The radio buttons are aligned for vertical scanning and placed within borders. The inches control is changed to a standard drop-down/pop-up list box. This redesigned screen is 19 percent less complex than the original.

![PAGE SETUP](image)

**Screen 4.5**

The original EXPORT screen.
The redesigned EXPORT screen. The radio buttons and check boxes are aligned for vertical scanning and placed within borders. The check boxes are given a caption, as is the list box. For balance purposes, the controls are arrayed in two columns. This redesigned screen is 5 percent less complex than the original.
Example 5

Here are redesigned versions of the word-processing screens presented in Step 3.

Screen 5.1

This is the original FOOTNOTE OPTIONS screen.

Screen 5.2

The redesigned FOOTNOTE OPTIONS screen. Elements are aligned, including the single check boxes. Headings are capitalized and left-justified within the borders. Position and Separator are combined into one grouping called LOCATION. This redesigned screen is 13 percent less complex than the original.
Screen 5.2

Screen 5.3

This is the original LOCATION OF FILES screen.

Screen 5.4

The redesigned LOCATION OF FILES screen. The section headings are capitalized and left-justified in the borders. Visual competition with the text box information is now minimized. A grouping called FILES is created at the screen’s top for consistency and balance. The single check box is aligned under the text boxes. This redesigned screen is 2 percent more complex than the original, again due to the added heading.
### BC20 Additional Examples for Steps 4 and 13

#### Location of Files

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backup Files</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>c:\window\leen</td>
</tr>
<tr>
<td>Graphics Files</td>
<td>c:\window\graphics</td>
</tr>
<tr>
<td>Printer Files</td>
<td>c:\wpc</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>Macros/Keyboards/Button Bars</td>
<td>Files: c:\window\macros</td>
</tr>
<tr>
<td>Styles</td>
<td></td>
</tr>
<tr>
<td>Directory</td>
<td>c:\window</td>
</tr>
<tr>
<td>Filename</td>
<td>c:\window\library.sty</td>
</tr>
<tr>
<td>Thesaurus/Speller/Hyphenation</td>
<td>Main: c:\window</td>
</tr>
<tr>
<td></td>
<td>Supplementary: c:\window</td>
</tr>
</tbody>
</table>

- [ ] Update Quick List with Changes

---

#### Screen 5.3

#### Location of Files

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backup Files</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>c:\window\leen</td>
</tr>
<tr>
<td>Graphics Files</td>
<td>c:\window\graphics</td>
</tr>
<tr>
<td>Printer Files</td>
<td>c:\wpc</td>
</tr>
<tr>
<td>Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>Macros/Keyboards/Button Bars</td>
<td>Files: c:\window\macros</td>
</tr>
<tr>
<td>Styles</td>
<td></td>
</tr>
<tr>
<td>Directory</td>
<td>c:\window</td>
</tr>
<tr>
<td>Filename</td>
<td>c:\window\library.sty</td>
</tr>
<tr>
<td>Thesaurus/Speller/Hyphenation</td>
<td>Main: c:\window</td>
</tr>
<tr>
<td></td>
<td>Supplementary: c:\window</td>
</tr>
</tbody>
</table>

- [ ] Update Quick List with Changes

---

#### Screen 5.4
Example 6
Here is a redesigned version of the drawing program read-only/display screen presented in Step 3.

Screen 6.1
This is the original screen.

Screen 6.2
Here is the redesigned screen. Headings are capitalized to set them off from the control captions. The headline style of presentation is consistently applied to all captions. The data fields are aligned and the Units in the IMAGE sections are moved to the top. This redesigned screen is 12 percent less complex than the original.
BC22 Additional Examples for Steps 4 and 13

Example 7
Here are redesigned versions of the other read-only/display screen presented in Step 3.

Screen 7.1
This is the original STORY INFO screen.
Additional Examples for Step 13 BC23

**Screen 7.2**

Here is the redesigned STORY INFO screen. Elements are aligned and incorporated within borders. Note that headings are not included within the borders. The command remains positioned in the upper-right corner, as is standard for this graphical system. This redesigned screen is 8 percent less complex than the original.

---

**STORY INFORMATION**

<table>
<thead>
<tr>
<th>File Link:</th>
<th>OK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textblocks: 1</td>
<td></td>
</tr>
<tr>
<td>Character Count: 1400</td>
<td></td>
</tr>
<tr>
<td>First Page: 4</td>
<td></td>
</tr>
<tr>
<td>Last Page: 4</td>
<td></td>
</tr>
<tr>
<td>Overset Characters: 0</td>
<td></td>
</tr>
</tbody>
</table>

Area: 23.413 sq inches
Depth: 7.400 inches

---

**Screen 7.3**

Here is another version of the redesigned STORY INFO screen. The only difference is that the command button is positioned at the bottom rather than at the side, creating a better-balanced screen. On less complex screens, this is another advantage of bottom positioning of command buttons.

---

**STORY INFORMATION**

<table>
<thead>
<tr>
<th>File Link:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textblocks: 1</td>
</tr>
<tr>
<td>Character Count: 1400</td>
</tr>
<tr>
<td>First Page: 4</td>
</tr>
<tr>
<td>Last Page: 4</td>
</tr>
<tr>
<td>Overset Characters: 0</td>
</tr>
</tbody>
</table>

Area: 23.413 sq inches
Depth: 7.400 inches