

FlexSim UI Quick Reference Guide

The following table is a quick explanation of how to format text discussing various user interface elements. For a more in-depth version of these recommendations, see the FlexSim Style Guide.


UI Element	Usage Notes	Example
check boxes	<ul style="list-style-type: none"> • Format the check box title in bold when giving instructions to users. • Always surround the title with the words <i>the</i> and <i>check box</i>. • Use the verb <i>check</i> to tell users to put a check in a check box. Use the verb <i>clear</i> to tell users to remove a check from a check box. • See Check Boxes for more information. 	Check the Use Transport check box.
control bar (formerly simulation control panel)	<ul style="list-style-type: none"> • Can be referred to as <i>control bar</i> for short. • Use the term <i>button</i> to refer to control bar buttons. • At least the first time you discuss a control bar button, use the specific button name surrounded by the words <i>the</i> and <i>button</i>. • Only use the verb <i>click</i> to describe control bar button interaction. • Format the button name in bold when giving instructions to users. • See Simulation Control Bar for more information. 	Pause your simulation by clicking the Stop button on the simulation control bar.
flow items	<ul style="list-style-type: none"> • Only use the term <i>flow item</i> or <i>item</i> to refer to flow items. Avoid referring to items as <i>flowitems</i> or <i>boxes</i>. • Do not capitalize the term <i>flow item</i>. • Do not format the term <i>flow item</i> in bold. • See Flow Items for more information. 	Notice that flow items are beginning to stack up in the queue.
group boxes	<ul style="list-style-type: none"> • Introduce a group box using the prepositions <i>under</i> or <i>in</i>, followed by the title of the group box, followed by the word <i>group</i> or <i>area</i>. • Format group box titles in bold when giving instructions to users. • See Group Boxes for more information. 	Under the Output group, check the Use Transport check box.

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key names and keyboard shortcuts	<ul style="list-style-type: none"> • Use the verb <i>press</i> to refer to the action of pressing a key. Use the verb <i>press and hold down</i> to tell users to press a key continuously. Use the verb <i>type</i> to refer to the action of typing a phrase on a keyboard. • Spell key names as they appear on the keyboard. Capitalize the key name. • When telling users to press a key, do not format the key names in bold. However, when telling users to <i>type</i> a letter key, format the letter key in bold. • When explaining keyboard shortcuts, you can refer to a key combination or key sequence by the keys that make it up. Use either the plus sign or commas and spaces to indicate the sequence of keys. • See Key Names and Keyboard Shortcuts for more information. 	Press the backspace key to delete an object.
links	<ul style="list-style-type: none"> • Use text that is as descriptive as possible, preferably the title of the document you are linking to. • Never use phrases like <i>click for more info</i> or <i>click here</i> as the hyperlinked text. • See Links for more information. 	See Ports for more information.
list boxes and drop-down list boxes	<ul style="list-style-type: none"> • Format the list box title in bold when giving instructions to users. • Always use the term <i>the</i> before the list box title. After the list box title, use either the term <i>list</i> or <i>box</i>, whichever is clearer. • Use the verb <i>click</i> or <i>select</i> to tell users which selection to choose. • Format the selection title in bold. • See List Boxes for more information. 	In the Setup Time list, select Statistical Distribution .
main menu	<ul style="list-style-type: none"> • Refer to a specific menu by name, surrounded by the words <i>the</i> and <i>menu</i>. • Use the verb <i>click</i> to describe menu interaction. Use <i>point to</i> for submenus. • Avoid using angle brackets (>) to direct users to menu options. • Format in bold when giving instructions to users. • See Main Menu for more information. 	On the Statistics menu, point to Dashboards , then click Add .

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mouse terminology	<ul style="list-style-type: none"> • Use <i>mouse button</i> to indicate the left mouse button. Use <i>right mouse button</i> to refer to the right mouse button. Use <i>mouse wheel</i> to refer to the middle button on the mouse. • Use the verbs <i>click</i>, <i>double-click</i>, and <i>right-click</i> to refer to mouse clicks. • Use the term <i>point to</i> when you want a user to hover over an item without clicking it. • Use the verb <i>drag</i>, but not <i>click and drag</i>, <i>drag and drop</i>, or <i>press and hold</i>. • See Mouse Terminology for more information. 	Drag a processor from the Library into your model.
objects	<ul style="list-style-type: none"> • When referring to an object, refer to its actual name. If you instructed a user to change the object’s label, refer to the specific name you told them to use. • You do not need to capitalize the name of the object unless you are referring to a specific object in a specific model. • Use the verbs <i>click</i> and <i>double-click</i> to describe object interaction. Use the term <i>drag</i> instead of <i>click and drag</i>. • See Objects for more information. 	Drag a processor from the Library into your model
option buttons (radio buttons)	<ul style="list-style-type: none"> • Refer to option buttons by their label or their title. • Use the verb <i>click</i> or <i>select</i> to describe how a user should interact with option buttons. • Format the options in bold when giving instructions to users. • See Option Buttons for more information. 	If you are activating your license directly from FlexSim, click Activate through FlexSim .
panes	<ul style="list-style-type: none"> • Refer to each pane by the title of its content rather than its location, such as the Library. Only describe the location of the pane if needed for clarity. • Refer to them as <i>panes</i>, not <i>panels</i>. • Do not format pane titles in bold. • Refer to individual submenus on panes by their titles alone. Since submenus are clickable, they would be formatted in bold when giving instructions to users. • See Panels for more information. 	In the Quick Properties pane under Output , select the Use Transport check box.

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picklists	<ul style="list-style-type: none"> • Use the term <i>picklists</i>. Do not refer to them as <i>pick lists</i>. • In general, you should try to avoid using this term generally since it's jargon. • If you need to refer to the actual drop-down list or field in a picklist, you can refer to those as <i>picklist options</i>. • When referring to specific picklists, mirror the spelling and capitalization in the user interface. • Use the verb <i>click</i> or <i>select</i> to refer to selecting a picklist from a drop-down list box. • Format the names of specific picklists in bold. Do not format the term <i>picklist</i> in bold typeface. • See PickLists for more information. 	Use the Set Object Color picklist if you want a processor to change a flow item's color.
port connections	<ul style="list-style-type: none"> • Refer to the specific type of port connection users should create between objects (input/output or center). • The terms <i>port</i>, <i>port connection</i>, <i>center</i>, <i>input</i>, or <i>output</i> are not capitalized. • Use the verb <i>connect</i> to describe the process of making port connections. Make sure it is clear from the context the exact order objects should be connected. Also make sure it is clear what types of connections user should make. • Names of port connections should not be formatted in bold, but the Connect Objects tool should be in bold when giving instructions to users. • See Port Connections for more information. 	Connect Queue2 to Processor3 . Make sure that the output port on Queue2 is connected to the input port on Processor3 .
Properties dialog box	<ul style="list-style-type: none"> • Use the term <i>dialog box</i> to describe the Properties dialog box or simply refer to it as <i>Properties</i>. • See Properties Dialog Box for more information. 	Double-click an object to open the Properties dialog box.

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spin boxes	<ul style="list-style-type: none"> • In content for customers, simply refer to the spin box by its label. For example, the X-Position box. Only use the term <i>spin box</i> when writing for a technical audience. • Do not use the term <i>spinners</i> or other labels to refer to spin boxes. • Format the labels of spin boxes in bold when giving instructions to users. • For complex spin boxes that have both unnamed and named labels, make sure it's clear from the context which box you are referring to. • See Spin Boxes for more information. 	Use the Position box to adjust an object's position within the model.
Start Screen	<ul style="list-style-type: none"> • When discussing the Start Screen page, format anything that is clickable in bold typeface. 	On the Start Screen, click the New Model icon in the upper-left corner.
tabs	<ul style="list-style-type: none"> • Always surround tab names with the words <i>the</i> and <i>tab</i>. • Use the verb <i>click</i> to describe how a user should interact with tabs. • Format tab names in bold when giving instructions to users. • See Tabs for more information. 	Click the Statistics tab to view the statistics generated by the simulation.
text boxes and drop-down combo boxes	<ul style="list-style-type: none"> • Format the text box title in bold when giving instructions to users. • Use the verb <i>type</i> to refer to the process of entering text into the text box. • See Text Boxes and Drop-Down Combo Boxes for more information. 	In the Send to Port box , type or select the method you want the queue to use when sending flow items to the processor.
toolbar	<ul style="list-style-type: none"> • Use specific name of the command when discussing a toolbar button. • Add a descriptive adjective or name in front of the word <i>toolbar</i> if it is not clear which toolbar you are referring to. • Only use the verb <i>click</i> to describe toolbar button interaction. • Format in bold when giving instructions to users. • See Toolbar for more information. 	On the main toolbar, click New .

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triggers and events	<ul style="list-style-type: none"> • Use the terms <i>trigger</i> and <i>event</i> correctly. Triggers are associated with a particular object. Events are not. • When referring to a specific trigger or event, refer to it using its specific title, mirroring the spelling and capitalization in the user interface. • Format the names of triggers and events in bold typeface. • See Triggers and Events for more information. 	<p>If you want Processor4 to paint each flow item, you could add the Set Object Color behavior to the OnProcessFinish trigger.</p>
unnamed buttons	<ul style="list-style-type: none"> • Use the name of the tooltip and then insert a graphic showing a picture of the button, if possible. • See Unnamed Buttons for more information. 	<p>Click the Code Edit button  to directly edit the code for this trigger.</p>