



Windows

Getting Online

Interacting with Websites

When you visit a website, you find various controls or elements to interact with.

They let you enter information, make choices to gain access, or perform an action. **It's worth a closer look at these controls.**

1. **Edit Field:** This control, also referred to as an edit box, lets you type in required information such as your first name, last name, password, or user ID. You select inside the edit field to begin entering text into the form.

Tip: You can easily move to the next edit field by clicking in the edit box or by using the Tab key. To move back to a previous edit field, click inside the edit box or use the keyboard shortcut of Shift plus Tab to move back.

2. **Solitary Checkbox:** When you have a single checkbox, this control is asking you to choose a yes/no answer.

Tip: Here are a couple of ways to check a checkbox. You can either click it with your mouse pointer or press the spacebar to mark or unmark the checkbox. If the checkbox is checked, that means yes and unchecked means no. So if the box is already checked, you can unmark it by clicking on the box.

3. **Multiple Checkboxes:** Some lists let you choose more than one option. With this type of control, checking one box doesn't unmark any others.

Tip: When you have multiple checkboxes, you can move between them using either your mouse pointer or by pressing the Tab key.

4. **Radio Buttons:** These are used when you can choose only one item in a group. In a group of radio buttons, when you select one item, the rest are automatically unselected.

Tip: Radio buttons can be checked or unchecked by using your arrow keys and then pressing the spacebar once you are on the selection you want.

5. **Buttons:** Buttons often are used to submit, sign on, continue, or cancel out of a form-filling process. You activate a button control by using the spacebar or clicking the button with your mouse pointer.

Tip: When you hover over the button, your pointer appears as a hand with a pointing index finger and the you can click to select the button.

6. **Drop-down List:** These controls show you various options under a certain topic heading, and you can select only one at a time. When you hover over the topic heading, a list appears.

Tip: You can use either your mouse pointer or arrow keys to move down and select the desired item.

7. **List Box:** This shows you many options at once, but with this control, you can pick multiple items, much like the multiple checkboxes.

8. **Combo Box:** This displays only one item at a time. You make a choice and then move on to the next box to make your next choice.

Tip: As with your other controls, you can select your option with your mouse pointer or arrow keys.

You can find a variety of controls or elements on a web page. Being familiar with these helps you navigate websites more easily. You can explore more workshops in this series. Try them out to see which ones are the most helpful to you!

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