

Citi Global Wealth Management  
**GWM Desktop User Interface Guidelines**  
October 24, 2008

# Table of Contents

## Introduction

|                                            |   |
|--------------------------------------------|---|
| About this Document .....                  | 3 |
| About Citi's Online Brand Experience ..... | 4 |
| Browser and System Requirements .....      | 5 |
| Style and Usage .....                      | 6 |

## Copy and Language Conventions

|                                         |   |
|-----------------------------------------|---|
| International Style Guidelines .....    | 7 |
| Nomenclature: Buttons and Actions ..... | 8 |

## Layout Rules and Resolution

|                                                     |    |
|-----------------------------------------------------|----|
| Basic Layout Rules .....                            | 9  |
| Target Resolution: 1024 x 768 vs. 1280 x 1024 ..... | 10 |

## Typography

|                          |    |
|--------------------------|----|
| General Guidelines ..... | 11 |
| Type Styles .....        | 12 |

## Navigation

|                                                      |    |
|------------------------------------------------------|----|
| Application Navigation .....                         | 13 |
| Button Bar (aka BrickBar) .....                      | 14 |
| User Preferences: Button Bar .....                   | 15 |
| Customizing the Button Bar using Drag and Drop ..... | 16 |
| Go To .....                                          | 17 |
| Tabs .....                                           | 18 |
| Vertical Tabs .....                                  | 19 |

## Icons

|                                     |    |
|-------------------------------------|----|
| GWM Desktop Icons .....             | 20 |
| GWM Desktop Icons (continued) ..... | 21 |

## Containers

|                                               |    |
|-----------------------------------------------|----|
| Popup Overlays .....                          | 22 |
| Confirmation Popup .....                      | 23 |
| Positioning Popup Overlays .....              | 24 |
| Comparison of Header Module Types .....       | 25 |
| Header Module View States .....               | 26 |
| Header Module Design Specifications .....     | 27 |
| Header Module Comments Panel .....            | 28 |
| Telephone / Personal Information Panels ..... | 29 |
| Info Panel .....                              | 30 |

## Forms

|                                       |    |
|---------------------------------------|----|
| Form Layout .....                     | 31 |
| Horizontal and Vertical Layouts ..... | 32 |
| Checkboxes and Radio Buttons .....    | 33 |
| Select Boxes .....                    | 34 |
| Text Inputs .....                     | 35 |
| List Builder .....                    | 36 |
| Data Entry Grid .....                 | 37 |
| Form Wizard .....                     | 38 |
| Date Picker .....                     | 39 |
| Reinvest Option Popup Overlay .....   | 40 |
| Attestation Disclaimer .....          | 41 |
| Status Messages .....                 | 42 |

## Buttons

|                             |    |
|-----------------------------|----|
| Command Buttons .....       | 43 |
| Command Button States ..... | 44 |
| Other Buttons .....         | 45 |
| Button Placement .....      | 46 |

## Tables

|                                              |    |
|----------------------------------------------|----|
| Table Elements .....                         | 47 |
| Alignment of Cell Data and Headers .....     | 48 |
| Nested Rows .....                            | 49 |
| Tables with Row and Column Headers .....     | 50 |
| Table Interaction: Highlighting .....        | 51 |
| Table Interaction: Multi-select Filter ..... | 52 |
| Table Interaction: Resizing Columns .....    | 53 |
| Table Interaction: Reordering Columns .....  | 54 |
| Table Interaction: Locked Columns .....      | 55 |

## Messaging and Indicators

|                  |    |
|------------------|----|
| Alerts Bar ..... | 56 |
|------------------|----|

---

# Introduction

## About this Document

### PURPOSE OF THIS GUIDE

This guide is intended for designers, developers, information architects and content developers building the GWM Desktop application.

The rules and examples in this guide provide direction for establishing standardized behavior and a unified look to all Global Wealth Management online properties. This guide is a living document and will be updated as new needs are discovered.

### CONTACT INFORMATION

This guide was created by the Online Client Experience group.

If you have questions or comments please contact:

Sunghee Soh  
Director, Online Client Experience  
+1 (212) 783-3687  
sunghee.soh@citi.com

Laura Sweet  
Art Director, Online Client Experience  
+1 (212) 783-3644  
laura.sweet@citi.com

### WEB GUIDELINES OBJECTIVES

The Citi Global Web Guidelines provide the foundation and guidance to bring our brand to life online. They are designed to provide the tools each team needs to create and build web sites that deliver a consistent Citi-branded design and look and feel across our businesses, while allowing each team the latitude to best meet the needs of specific audiences. Use these global guidelines as the “first chapter” of your business’ more comprehensive online guidelines. By applying the principles laid out here, you play a crucial role as a Citi brand steward, ensuring:

- A more rewarding interaction for our clients
- A more seamless experience across our many Citi sites
- A more powerful Citi brand

---

## Introduction

# About Citi's Online Brand Experience

These guiding principles express a design language that uniquely brands our web presence and connects our sites to all of our Citi brand touch points.

Our online identity reflects our brand purpose, which is Driving Success. Visually and verbally we must:

### BE CLEAR, SIMPLE AND DIRECT

- Create clear information hierarchies to communicate what matters most
- Provide simple and direct access to Citi's full range of products and services
- Make navigation across Citi web sites seamless by sharing one navigation design style
- Drive direct user action and conversion with clear calls to action

### PUT THE CLIENT AT THE CENTER

- Make orientation easy for users – equally for those who know what they need and those who don't
- Help users easily make choices to find, compare and apply for what they need
- Address and engage users directly in headlines, body copy and key visuals

### BUILD CITI AS A GLOBAL, ICONIC BRAND

- Create a consistent global look and feel by sharing core elements across all web sites
- Present Citi as human, inspiring, simple and intelligent by using straightforward, action-oriented language and bold photography
- Maintain flexibility in functionality and content to effectively target unique segments

Key aspects of our design language include:

- A focus on "less is more" through simplicity of design and more use of white space. This helps reinforce the fact that Citi is clear, simple and direct.
- A spatial delineation that incorporates rounded corners to help keep the feeling fresh and approachable.
- A unified typographic approach that is clean and easy to read, in keeping with the typography used throughout our Citi brand system.
- A color palette for each line of business complements marketing collateral, collectively bringing harmony and synergy to the Citi brand.

Further, these guidelines build a more unified brand and foster greater ease of use across our sites.

Specific treatment of key web site elements include:

- Standardized global header and business identifier
- System for primary and secondary navigation
- Standardized, yet flexible graphic style for ads and promotions
- Consistent text links and calls to action

# Introduction

## Browser and System Requirements

### GENERAL REQUIREMENTS

#### Browser and Compatibility

Design internal pages and applications for Internet Explorer 5.0 and above.

#### Screen Resolution

Optimize Web pages for 1024x768 screen resolution.

#### Flash Player

Flex Applications require that Flash Player 9.0.28.0 or above be installed.

### ADA COMPLIANCE

Although there is no specific GWM mandate for ADA site design and functionality, below are basic guidelines to accommodate users with physical and other disabilities.

Examples of measures previously taken include <http://www.smithbarney.com/ada>, which addresses users with visual impairments, who can access the site via screen readers or other assistive technologies.

Additional recommendations are described below.

#### Images, Audio and Video

- Create equivalent alternatives for non-text elements, such as applets and programmatic objects, audio, frames, graphical buttons and check boxes, icons, images, sounds, symbols and video
- Make images accessible to the color blind, so that all information conveyed with color is understandable without color. Use text-based descriptions to supplement instructions. For example, if referring to a "green button," include a tooltip that says "green button" upon mousing over the button

#### Navigation Links

- Use introductory text to inform users of assistive technologies about the available controls or tasks
- Ensure that the link's text clarifies the target and/or purpose of the link

### Additional Recommendations

- Identify row and column headers for data tables so that particular cells are associated with their row and column headings
- Ensure that electronic forms allow assistive technology access, and provide directions, cues and field elements required for completion and submission of the form
- Provide a text-only page, with equivalent information or functionality when ADA compliance cannot be accomplished in any other way

For more information on legal mandates and industry practices, see government and accessibility Web sites, such as <http://www.w3.org/TR/WAI-WEBCONTENT>.

For legal requirements specific to a particular GWM site, please consult the Legal department.

## Copy and Language Conventions

### Style and Usage

Editorial style for Global Wealth Management sites should be based on the **Associated Press Stylebook**.

#### Asterisks (\*) and Footnotes

- Do not insert a space before an asterisk or footnote that follows a word or punctuation mark
- Insert one space after an asterisk or footnote

#### Capitalization

Capitalize all interface element labels in either Title Style or Sentence Style.

- Title Style
  - Capitalize every word except:
    - Articles (a, an, the)
    - Coordinating conjunctions (and, or)
    - Prepositions and adverbs of three or fewer letters, except when the word is part of a verb phrase, as in "Starting Up the Computer"
  - Always capitalize the first and last word, even if it is an article, a conjunction or a preposition of three or fewer letters
- Sentence Style
  - Capitalize the first word and leave the rest lowercase, except in the case of proper nouns or proper adjectives

#### Chart Signs

- Use the "USD" and "%" signs next to every top entry in a list and next to the first entry after a tally line
- Do not use the currency or percent signs next to each number in a column

#### Dashes

- Follow the same standards for dashes and hyphens as in print text

#### Dates

- Write the date as 08/03/2008 when it appears as data, such as in a data grid or a date stamp
- Display the date as August 3, 2008 when it appears in a block of text

#### Metrics

- Display full numbers in data tables
- In written copy, if space is tight, abbreviate large numbers as:
  - 30K (30,000) signifying thousands
  - 3.0MM (3,000,000) signifying millions
  - 3.0B (3,000,000,000) signifying billions
  - 3.0T (3,000,000,000,000) signifying trillions

#### Numbers

- Spell out the numbers one through nine
- Use numerals for 10 and above
- Spell a number if it is the first word in a sentence
- Display actual numbers in data tables

#### Prepositions

- Do not end sentences with prepositions

#### Quarters

- Abbreviate quarters with an uppercase "Q," preceded by the quarter number and followed by the two-digit year. For example: 2Q08

#### Quotation Marks

- Put periods and commas inside quotation marks

#### Spacing

- Insert one space after periods

#### Telephone numbers

- Put area codes in parentheses, followed by a space and then the phone number. For example: (212) 555-6767

#### Time

- Write "am" and "pm" with lowercase letters without periods or spaces. For example: 2:15pm ET
- Use "ET" for eastern Time, rather than "EST" or "EDT"
- Do not add an apostrophe for years. For example: 1990s instead of 1990's

---

## Copy and Language Conventions

### International Style Guidelines

#### International Addresses and Names

- Allow for house numbers to follow street names. For example: Avenida Robles 17
- Account for postal codes of various lengths, which often precede city names. For example: 28043 Madrid SPAIN
- Use "Postal code/ZIP code" instead of just "ZIP code," which is a U.S.-only term
- Avoid separate fields for first name and last name whenever possible. (For example, in many Asian countries, the first name is the family name.) Offer a single field to accommodate a person's entire name

#### Phone Numbers

Allow enough space for a varying number of digits and a country code

- Avoid stating phone numbers in letters (such as 1-800-TOO-EASY) because many countries do not include letters on their telephone keypads

#### Measurements

- Give measurements in both metric and traditional English units. State explicitly which system is used

## Copy and Language Conventions

### Nomenclature: Buttons and Actions

#### BUTTON LABELS

##### Cancel

- Use Cancel to end an action without committing changes
- For a popup, use Cancel to also close the window

##### Clear

- Use Clear to remove editable data from a form

##### Confirm

- Use Confirm in a multi-step process, following approval, submission or any action that requires a confirmation step

##### Continue

- Use Continue for interim messages and notice pages. For example: when a user must read a legal notice and click Continue before proceeding to the desired page

##### Finish

- Use Finish after a user completes a task or set of tasks

##### Reset

- Use Reset to re-populate a form with the page's initial data before edits were made

##### Save

- Use Save to commit changes or new data that the user has input if this data can later be retrieved and further edited
- In some cases, such as when entering a transaction, Save and Submit may appear side-by-side

##### Search

- Place Search only next to a search text field

##### Submit

- Use Submit when submitting a form with the expectation of displayed results. For example: finding a report or entering a transaction
- Submit indicates that the action is final
- In some cases, such as when entering a transaction, Save and Submit may appear side-by-side

#### ACTIONS

##### Add

- Use Add to include multiple items in an action or group. For example: adding selected reports
- Use Add instead of Create for minor activities. For example: Add Comment

##### Archive

- Use Archive when referring to a set of old documents or pages, when the archive contains old versions of content

##### Create

- Use Create when adding a new item. For example: Create New Template

##### Delete

- Use Delete to eliminate items. Delete is often used with Add and Edit

##### Edit and Manage

- Use Edit for taking action on a single item. Edit is preferred over the term Modify
- Use Manage to work with a list of items

##### History

Use History to display a chronology of edits to a single item or transaction. For example: "View History" to see modified trades

##### More

- Use More to start a text link to additional information. For example: "More reports," "More disclosures"

##### Previous and Next

- Use these labels for a stepped process. For example: wizards

##### Remove

- Use Remove to take elements out of the display, without deleting them from the system

## Layout Rules and Resolution

### Basic Layout Rules

The figure at right illustrates the basic layout for a typical screen at 1024 x 768 resolution.

#### SCREEN ELEMENTS

- 1 Page Title
- 2 Application Menu
- 3 Button Bar
- 4 Header Modules
- 5 Grid (Data Table) Title
- 6 Data Table
- 7 Data Table Filter
- 8 Filter Results and Time Stamp
- 9 Utility Icons
- 10 Go To
- 11 Alerts Bar

The screenshot shows the NextGen desktop user interface. The layout is divided into several sections, with numbered callouts indicating specific elements:

- 1 Page Title:** The title bar of the application window, labeled "NextGen".
- 2 Application Menu:** The top menu bar containing options like File, Edit, Scheduling, Contact, Account, Security, Research, Order, Book, Services, Tools, Manager, Utility, and Help.
- 3 Button Bar:** A row of buttons below the menu bar, including Schedule, PosXRef, Client List, HH Accts, Funds Avail, Buy, Tasks, Tax Lots, Tax Lots, HH Notes, Mat Secs, and Port Minder.
- 4 Header Modules:** A section containing a "Find" button and a search bar with the text "10-A-0057-10-099".
- 5 Grid (Data Table) Title:** The title of the data table, "Capital Gain Distribution (Sorted by Date-Dsc)".
- 6 Data Table:** The main data table with columns: Symbol/CUSIP, Description, Date, Short Term Distribution, and Long Term Distribution. It contains 12 rows of data for Eaton Vance Insd Calif Mun.
- 7 Data Table Filter:** A section below the data table with filters for View (Summary, Unrealized, Realized), Year (2008), and Reporting Currency (USD).
- 8 Filter Results and Time Stamp:** A section showing the number of records found (7 records found as of August 25, 2008) and a timestamp (5:19 PM).
- 9 Utility Icons:** A row of icons at the bottom of the screen, including a Start button and a NextGen button.
- 10 Go To:** A section with a "Go To" button and a search bar.
- 11 Alerts Bar:** A section at the bottom of the screen showing the status "52.6.9 Gain/Loss: Capital Gains".

## Layout Rules and Resolution

### Target Resolution: 1024 x 768 vs. 1280 x 1024

GWM Desktop screens have been designed for a target screen resolution of 1024x768. At a higher screen resolution of 1280 x 1024, the following things occur:

#### 1 Button Bar navigation

- Stays the same size
- Leaves a blank background area on the right side

#### 2 Header modules

- Resize to make use of the additional space
- Margins and spacing remain the same

#### 3 Data grids

- Resize to use the additional screen width
- If applicable, more rows of data become visible

The screenshot displays the NextGen desktop application interface. The top menu bar includes File, Edit, Scheduling, Contact, Account, Security, Research, Order, Book, Services, Tools, Manager, Utility, and Help. Below the menu bar is a toolbar with buttons for Search, Stmt, Profile, Balances, Holdings, Activity, Notes, Sell, GLAS, HH Bids, HH Hldgs, Options, and Dashboard. The main content area is divided into sections. The 'Find' section includes a search bar and a 'Find' button. Below this is a 'First Name Lorem Ipsum LastName' section with a '10-A-0057-10-099' identifier. The 'Capital Gain Distribution' table is shown, sorted by Date-Dsc, with columns for Symbol/CUSIP, Description, Date, Short Term Distribution, and Long Term Distribution. The table contains 20 rows of data for Eaton Vance Insd Calif Mun. The interface is annotated with numbers 1, 2, and 3 corresponding to the layout rules.

| Symbol/CUSIP | Description                | Date       | Short Term Distribution | Long Term Distribution |
|--------------|----------------------------|------------|-------------------------|------------------------|
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/28/2007 | \$0.00                  | \$2,898.29             |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/27/2007 | 0.00                    | 4,705.82               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/26/2007 | 0.00                    | 2,224.99               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/25/2007 | 0.00                    | 4,524.83               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/24/2007 | 0.00                    | 2,675.34               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/22/2007 | 0.00                    | 3,232.58               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/21/2007 | 0.00                    | 2,719.93               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/27/2007 | 0.00                    | 4,705.82               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/26/2007 | 0.00                    | 2,224.99               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/25/2007 | 0.00                    | 4,524.83               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/24/2007 | 0.00                    | 2,675.34               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/22/2007 | 0.00                    | 3,232.58               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/28/2007 | 0.00                    | \$2,898.29             |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/27/2007 | 0.00                    | 4,705.82               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/26/2007 | 0.00                    | 2,224.99               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/25/2007 | 0.00                    | 4,524.83               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/24/2007 | 0.00                    | 2,675.34               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/22/2007 | 0.00                    | 3,232.58               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/21/2007 | 0.00                    | 2,719.93               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/27/2007 | 0.00                    | 4,705.82               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/26/2007 | 0.00                    | 2,224.99               |
| 27828A308000 | Eaton Vance Insd Calif Mun | 12/25/2007 | 0.00                    | 4,524.83               |
| Totals:      |                            |            | \$0.00                  | \$23,328.02            |

---

## Typography

### General Guidelines

#### Typefaces used in the GWM Desktop Application

ABCDEFGHIJKL  
abcdefghijklm  
1234567890

Arial Regular

**ABCDEFGHIJKL**  
**abcdefghijklm**  
**1234567890**

Arial Bold

*ABCDEFGHIJKL*  
*abcdefghijklm*  
*1234567890*

Arial Italic

#### Embedding Fonts

In order to enable anti-aliasing, fonts to be displayed larger than 10px should be embedded via CSS.

Use the @font-face “at-rule” declaration to specify the source of the embedded font, and then define the name of the font by using the fontFamily property. You must specify the @font-face declaration for each face of the font for the same family that you use.

#### Embedded Font Syntax

Following is an example on how to embed TrueType fonts. Assuming your fonts are located in a folder named assets/fonts, use the following syntax in your style sheet or <mx:Style> tag:

```
@font-face {  
  
    src:url("assets/fonts/arial.ttf");  
  
    fontWeight: normal;  
  
    fontFamily: embeddedArial;  
  
}  
  
@font-face {  
  
    src:url("assets/fonts/arialbd.ttf");  
  
    fontWeight: bold;  
  
    fontFamily: embeddedArialBold;  
  
}
```

# Typography

## Type Styles

Follow these specifications for the appropriate font size and colors for each text area of GWM Desktop screens.

### 1 Page Title

Arial, 16px, #000000

### 2 Filter Title

Arial bold, 11px, #000000

### 3 Filter Field Label

Arial, 11px, #000000

### 4 Grid Title

Arial bold, 11px, #000000

### 5 Grid Criteria

Arial, 11px, #000000

### 6 Time Stamp

Arial, 11px, #000000

### 7 Section Header

Arial, 14px, #000000

### 8 Instructional Text

Arial, 11px, #000000

### 9 Disclaimer

Arial italic, 11px, #000000

## TYPE STYLE SPECIFICATIONS

The screenshot displays two sections of the GWM Desktop User Interface. The top section, titled 'Gain/Loss', includes a search bar (1), filter controls (2), a view selector (3), and a table of realized gains/losses (4). The bottom section, titled 'Available Taxlots', includes a section header (7), a table of taxlots (8), and a disclaimer (9).

**Gain/Loss Section:**

- 1: Page Title (Gain/Loss)
- 2: Filter Title (Find)
- 3: Filter Field Label (FirstName, LastName)
- 4: Grid Title (Gain/Loss Summary)
- 5: Grid Criteria (Unrealized, 2008 Realized, 2007 Realized, 2006 Realized, 2005 Realized, 2004 Realized, 2003 Realized)
- 6: Time Stamp (As of August 5, 2008)

| Cost (Original) | Unrealized | 2008 Realized | 2007 Realized   | 2006 Realized   | 2005 Realized   | 2004 Realized   | 2003 Realized   |
|-----------------|------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| \$00,000,000.00 |            | *             | \$00,000,000.00 | \$00,000,000.00 | \$00,000,000.00 | \$00,000,000.00 | \$00,000,000.00 |
| Cost (Adjusted) |            |               |                 |                 |                 |                 |                 |

**Available Taxlots Section:**

- 7: Section Header (Available Taxlots)
- 8: Instructional text relating to section (Instructional text relating to section)
- 9: Disclaimer (Accounts with Smith Barney dating prior to 12/31/96 will reflect performance from 12/31/96 to the present month.)

| Source | Trade      | Term | Quantity  | Price     | Cost Basis | Gain/Loss % |
|--------|------------|------|-----------|-----------|------------|-------------|
| SB     | MM/DD/YYYY | LT   | 0,000,000 | 0,000,000 | 763        | 0           |
| SB     | MM/DD/YYYY | LT   | 0,000,000 | 0,000,000 | 763        | 0           |
| SB     | MM/DD/YYYY | LT   | 0,000,000 | 0,000,000 | 763        | 0           |
| SB     | MM/DD/YYYY | LT   | 0,000,000 | 0,000,000 | 763        | 0           |

# Navigation

## Application Navigation

### APPLICATION MENU

#### 1 Background Gradient

#333333 to #666666

#### 2 Drop Shadow

Distance: 2px, Size: 5 px, Angle: 90°, Color: #000000, Opacity: 30%

### CASCADING MENU

The Cascading Menu is a dropdown menu that displays submenus when a menu item is selected. The presence of submenus is indicated by the black arrow, as seen in the figures at right.

#### 3 Font

Arial, 13px, #000000

#### 4 Background Gradient

#FFFFFF to #F1F1F1

#### 5 Dotted Rule

1px, one #999999 pixel followed by three-pixel gap

#### 6 Menu Border

Solid, 1px, #CCCCCC

#### 7 Menu Drop Shadow

Distance = 5px, Size = 5 px, Angle = 120°, Color = #000000, Opacity = 35%

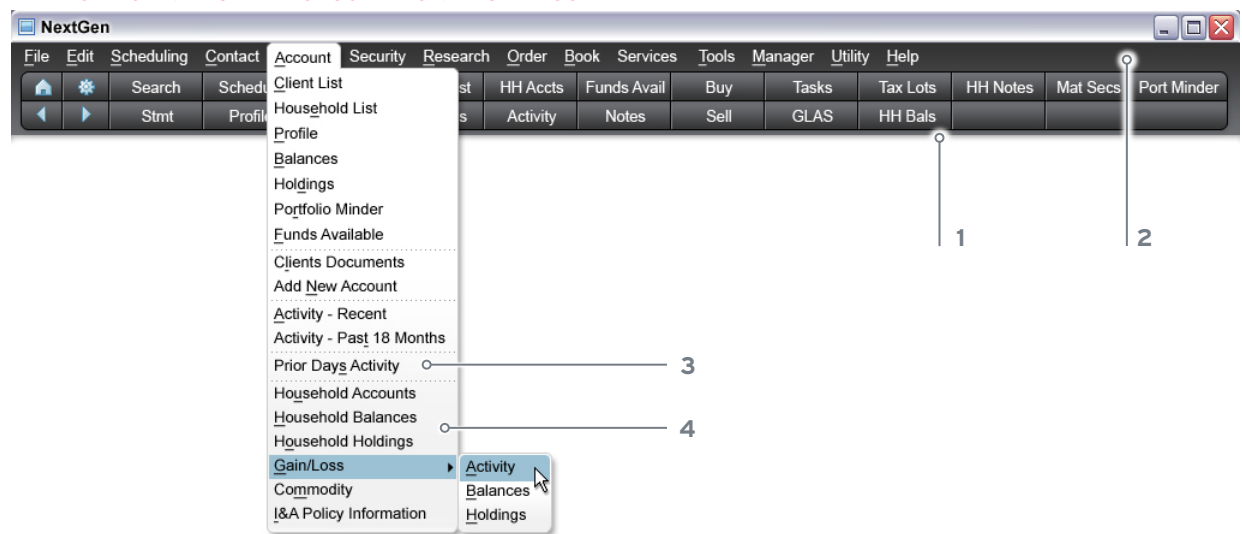
#### 8 Hover

Background Color = #9BC1D4, Inset = 1px

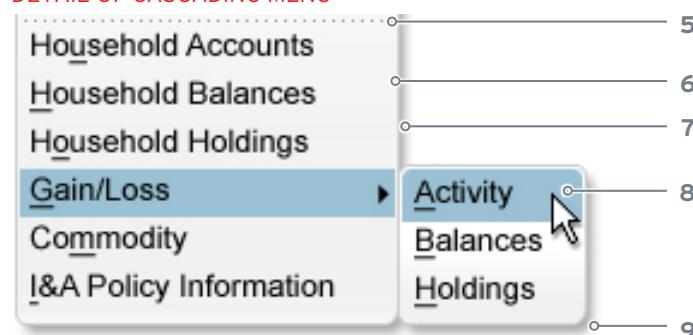
#### 9 Corner Radius

10px

### APPLICATION MENU WITH CASCADING MENU EXPOSED



### DETAIL OF CASCADING MENU



## Navigation

### Button Bar (aka BrickBar)

#### BUTTON BAR

The GWM Desktop Button Bar provides quick access to various functions and applications.

Depict fixed items as icons. Display a descriptive Info Tip when any icon is rolled over. See the Icons section of this document for additional information about the Button Bar icons.

Optional shortcut buttons are text-only. Users can select optional buttons to display by clicking the Configure button (gear icon) which launches a new window.

#### BUTTON SPECIFICATIONS

##### Font

Arial, 13px, #FFFFFF

##### Button Bar Gradient

#333333 to #666666

##### Button Border

Solid, 1px, #000000

##### Inset

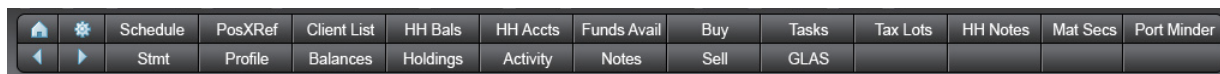
Solid, 1px, #858587

#### BUTTON ONMOUSEOVER

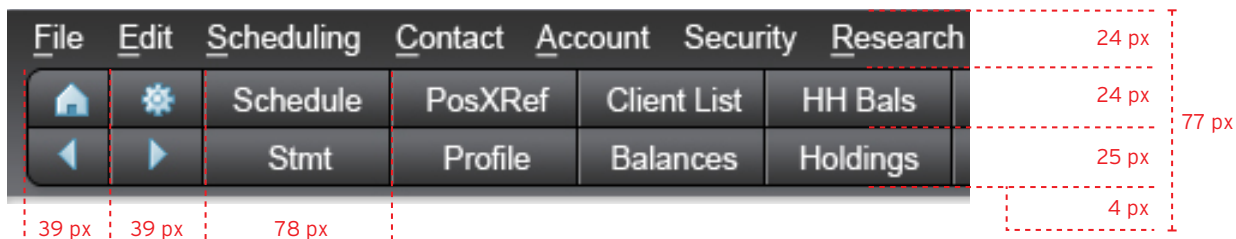
##### 1 Button Bar Gradient

#666666 to #333333

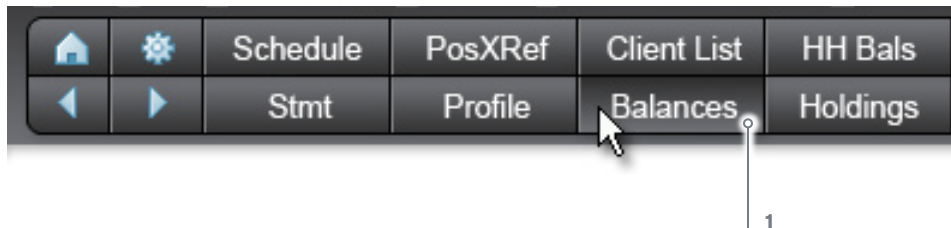
#### BUTTON BAR



#### DETAIL OF BUTTON BAR LAYOUT



#### BUTTON MOUSEOVER STATE



## Navigation

### User Preferences: Button Bar

#### BUTTONBAR CONFIGURATION SCREEN

Displayed within the User Preferences Popup Overlay, this screen provides the capability to customize the Button Bar.

The user can customize the Button Bar by dragging and dropping options from the Available Commands section to the Button Bar preview section.

The user can remove a button from the preview section by dragging the button and dropping it into the Available Commands list box. The order of buttons can also be customized via drag and drop.

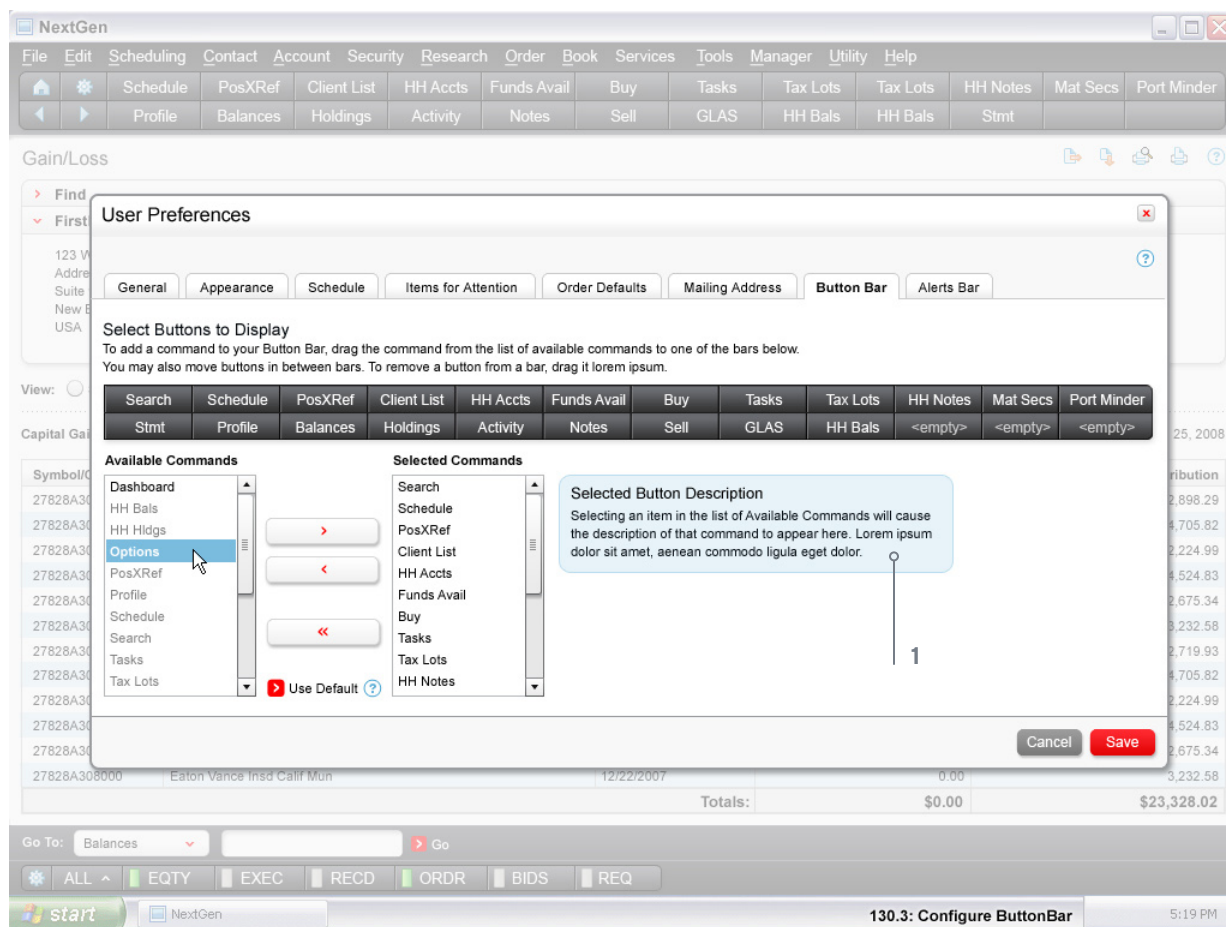
#### 1 Selected Button Description

Background Color: #E7F3F9  
Border: Solid, 1px, #7ABCEDE  
Corner Radius: 10

See the following page for Drag and Drop interaction specifications.

See the List Builder page in the Forms section of this document for detailed specifications of the list boxes and transfer buttons.

#### USER PREFERENCES: BUTTONBAR



## Navigation

### Customizing the Button Bar using Drag and Drop

#### CUSTOMIZING THE BUTTONBAR

##### 1 Selected Item in List Box

Background Color: #7BBDDF

Font: Arial bold, 11, #FFFFFF

##### 2 Selected Item in List Box during drag

Background Color: #DBDCDE

Font: Arial bold, 11, #FFFFFF

##### 3 Insertion Point

Solid, 2px, #7ABCDE

##### 4 Selected Item Proxy

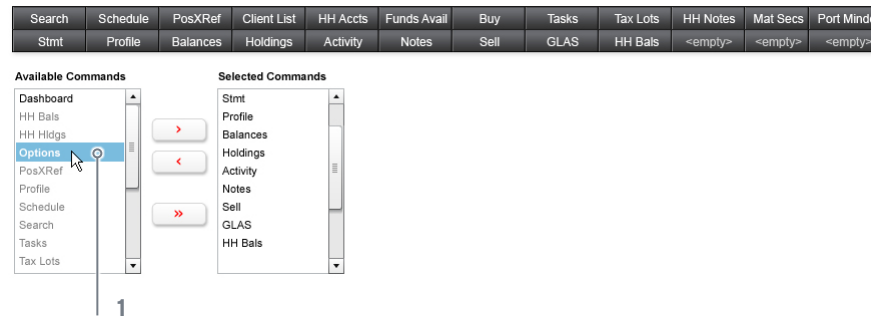
Background Color: #7BBDDF

Border: Solid, 2px, #FFFFFF

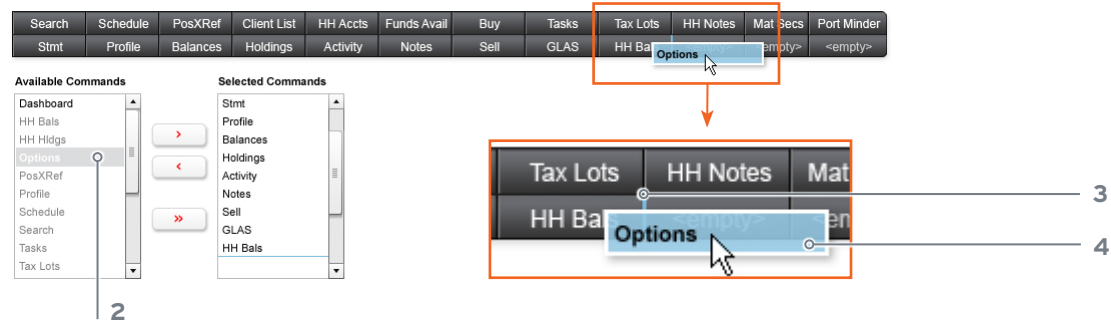
Opacity: 70%

See the Drag and Drop in a List Box page in the Forms section of this document for detailed specifications of the list boxes and buttons.

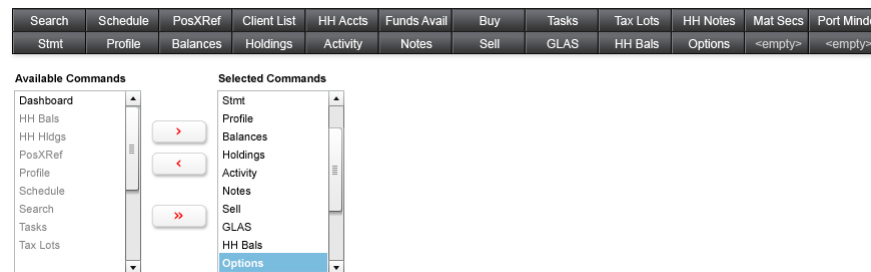
#### STEP 1: OPTIONS BUTTON IS SELECTED IN THE AVAILABLE COMMANDS LIST BOX



#### STEP 2: SELECTED ITEM IS DRAGGED FROM LIST BOX TO THE BUTTON BAR



#### STEP 3: SELECTED ITEM IS DROPPED INTO THE BUTTON BAR



# Navigation

## Go To

### GO TO

#### 1 Label

Arial, 13px, #FFFFFF

#### 2 Go To Menu

The user can select a destination at which to arrive when the search query is invoked. See the Forms section of this document for dropdown menu specifications.

#### 3 Query Text Input

The user types his query into the text box. See the Forms section of this document for specifications of Text Inputs.

#### 4 Go button

Clicking the Go button activates the query. The user may also type the Enter key instead. See the Forms section of this document for button specifications.

Font: Arial, 11px, #FFFFFF

Button: See the Icons section of this document for the small red button.

#### 5 Horizontal Rule

Solid, 1px, #77787D

#### 6 Go To button onmouseover

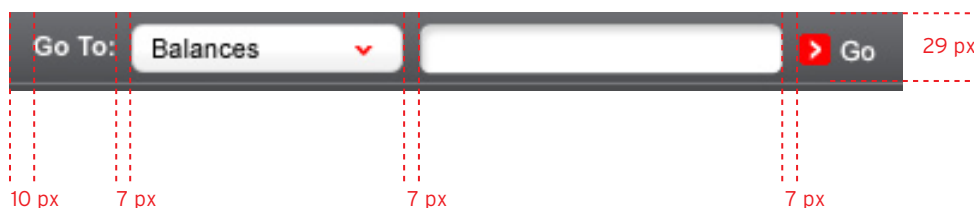
Font: Arial, 11px, #FFFFFF

Button: See the Icons section of this document for the small red button.

### GO TO



### DETAIL WITH LAYOUT SPECIFICATIONS



### GO TO BUTTON ONMOUSEOVER



## Navigation

### Tabs

Tabs enable users to navigate through one or more panes of content when there is only space to show one pane at a time.

Use tabs only if the different panes of content do not need to be viewed in context with each other.

Visually connect and set boundaries around the content associated with the tab. Usually this is delineated with a box.

Maintain the tab location as the user clicks from one tab to another.

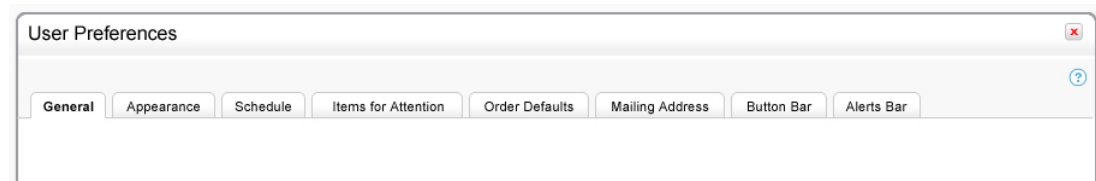
#### 1 Active Tab

Font: Arial Bold, 11px, #000000  
Background Color: #FFFFFF  
Corner radius: 4 px  
Border: 1 px, #CCCCCC

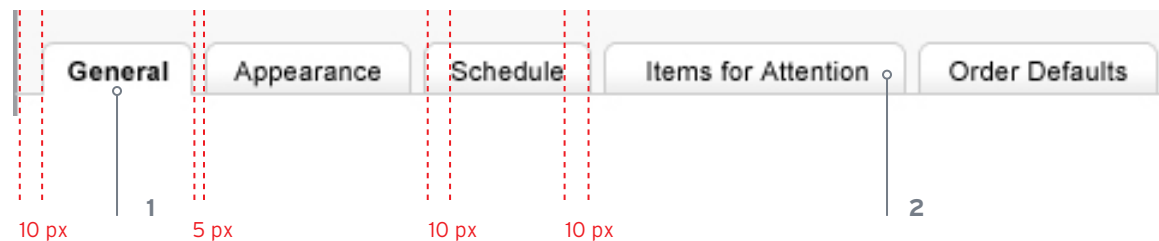
#### 2 Inactive Tab

Font: Arial 11 px, #333333  
Background Gradient: #FFFFFF to #EAEAEA  
Corner radius: 4 px  
Border: 1 px, #CCCCCC

#### TABS IN A POPUP OVERLAY



#### DETAIL OF TABS LAYOUT



## Navigation

### Vertical Tabs

#### Vertical Tabset

Border: 1 px, #CCCCCC

Background: #FFFFFF

##### 1 Active Tab

Font: Arial Bold, 11px, #FFFFFF

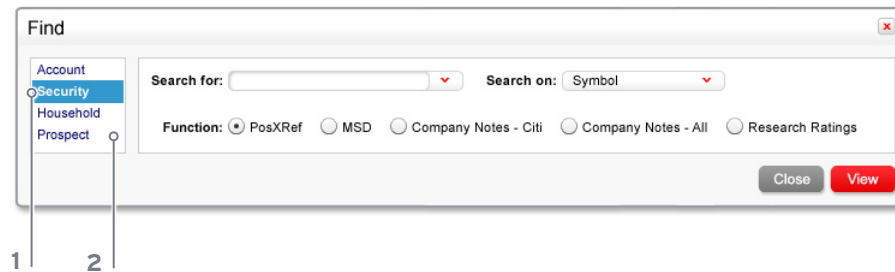
Background: #3398CC

Inset: 1px

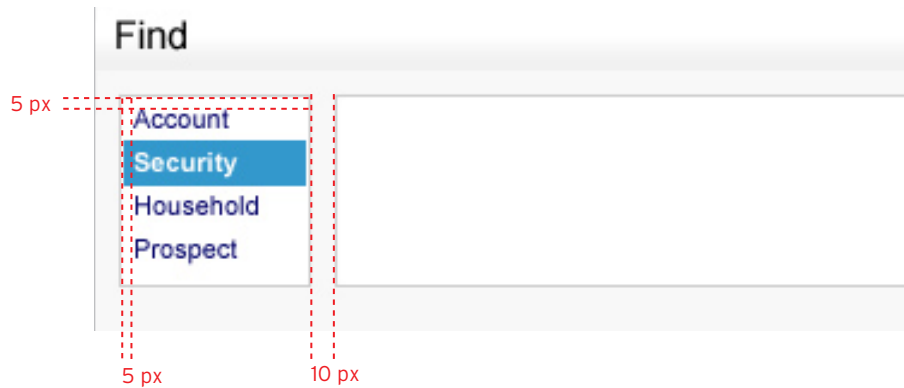
##### 2 Inactive Tab

Font: Arial 11 px, #000066

#### VERTICAL TABS IN A POPUP OVERLAY



#### LAYOUT SPECIFICATIONS



## Icons

### GWM Desktop Icons

#### VIEW CONTROLS

|                        |  |
|------------------------|--|
| Close Nested Row       |  |
| Open Nested Row        |  |
| Ascending Column Sort  |  |
| Descending Column Sort |  |
| Close Popup Overlay    |  |
| Close Info Panel       |  |
| Expand Header Module   |  |
| Collapse Header Module |  |
| Show More              |  |

|               | normal | mouseover | mousedown | disabled |
|---------------|--------|-----------|-----------|----------|
| Attach        |        |           |           |          |
| Delete        |        |           |           |          |
| Download      |        |           |           |          |
| Export        |        |           |           |          |
| Edit          |        |           |           |          |
| Print         |        |           |           |          |
| Print Preview |        |           |           |          |
| Refresh       |        |           |           |          |
| View          |        |           |           |          |

|            | normal | mouseover | mousedown |
|------------|--------|-----------|-----------|
| Calculator |        |           |           |
| Calendar   |        |           |           |
| Info       |        |           |           |
| Help       |        |           |           |

#### MULTI-SELECT FILTER BUTTON

|                      |  |  |  |
|----------------------|--|--|--|
| Filter (not applied) |  |  |  |
| Filter (applied)     |  |  |  |

## Icons

### GWM Desktop Icons (continued)

#### STATUS INDICATORS

|                         |                                                                                     |
|-------------------------|-------------------------------------------------------------------------------------|
| Citibank Linked Account |    |
| External Account        |    |
| Incomplete Order        |    |
| Open Order              |    |
| Order Ready             |    |
| Order Sent              |    |
| Stock Split             |  |
| Alert                   |  |
| Error                   |  |
| Priority                |  |

#### FILE TYPES

|                      | normal                                                                               | mouseover                                                                            | mousedown                                                                            |
|----------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Adobe PDF            |   |   |   |
| Advent               |   |   |   |
| Microsoft Excel      |   |   |   |
| Microsoft Word       |   |   |   |
| Microsoft Powerpoint |   |   |   |
| Rich Text File       |  |  |  |

#### BUTTON AND LINK GRAPHICS

|                                    |                                                                                       |
|------------------------------------|---------------------------------------------------------------------------------------|
| Secondary Command or Search Button |  |
| Link Icon                          |  |

#### BUTTONBAR ICONS

|                     |                                                                                     |
|---------------------|-------------------------------------------------------------------------------------|
| Configure Buttonbar |  |
| Home                |  |
| Previous            |  |
| Next                |  |

#### ALERTS BAR INDICATORS

|                     |                                                                                       |
|---------------------|---------------------------------------------------------------------------------------|
| Alert Indicator On  |  |
| Alert Indicator Off |  |

# Containers

## Popup Overlays

### BEHAVIOR

Popup Overlays appear within the same browser window, but on a layer above the main application stage.

When a Popup Overlay opens, the main application becomes disabled and is covered with a white (#FFFFFF) layer at 80% opacity.

Restrict the number of open overlays to two. If two child windows are open, launch additional content in one of the open windows.

### SIZE

Size popups appropriate to the content, in a manner that minimizes scrolling. Popup width should be in increments of 100 pixels, up to a maximum width of 900 pixels.

#### 1 Title Bar

Font: Arial, 16 px, #000000

Background Gradient: #FFFFFF to #F1F1F1

#### 2 Popup Overlay Panel

Background Color: #FFFFFF

Border: Solid, 2px, #9B9DA1

Corner Radius: 10

Drop Shadow: Distance = 3px, Size = 5px, Color =

#000000, Opacity = 35%

Margins = 10px

#### 3 Horizontal Rule

Solid, 1px, #CCCCCC

#### 4 Command Area

See the Buttons section of this document for full specification of the Command Area.

### BASIC POPUP SPECIFICATIONS

NextGen

File Edit Scheduling Contact Account Security Research Order Book Services Tools Manager Utility Help

Schedule PosXRef Client List HH Accts Funds Avail Buy Tasks Tax Lots Tax Lots HH Notes Mat Secs Port Minder

Profile Balances Holdings Activity Notes Sell GLAS HH Bais HH Bais Stmt

Gain/Loss 10 px

Find

1 2

123 W  
Address 1234  
Suite 999  
New Brunswick, NJ 11  
USA

10 px

PCM Client Returns

Account: 449-01873 Lastname, Firstname | Returns as of September 22, 2008

View: Summary

| Type      | Current Quarter | YTD  | Trailing 12 Months | Since Inception |
|-----------|-----------------|------|--------------------|-----------------|
| Gross IRR | -3.7            | 74.0 | 73.1               | -5.0            |
| Net IRR   | -3.7            | 74.0 | 73.0               | -5.1            |

Capital Gain Distribution (

| Symbol/CUSIP | De | Begin Mkt Value  | Contributions | Withdrawals | Total Returns | End Mkt Value | Income       | Margin Interest |
|--------------|----|------------------|---------------|-------------|---------------|---------------|--------------|-----------------|
| 27828A308000 | Ea | \$155,797,711.41 | 19,000.00     | 5,000.00    | 19,000.00     | 5,000.00      | \$0.00       | -40,790.42      |
| 27828A308000 | Ea | \$110,477,726.38 | 19,000.00     | 5,000.00    | 19,000.00     | 5,000.00      | \$8,272.56   | -115,389.12     |
| 27828A308000 | Ea | \$112,536,939.70 | 19,000.00     | 5,000.00    | 19,000.00     | 5,000.00      | \$35,966.73  | -144,386.69     |
| 27828A308000 | Ea | \$7,772,451.30   | 19,000.00     | 5,000.00    | 19,000.00     | 5,000.00      | \$904,276.09 | -3,115,756.29   |

Accounts with Smith Barney dating prior to 12/31/96 will reflect performance from 12/31/96 to the present month.

3 4

Close 42 px

Go To: Balances

ALL EQTY EXEC RECD ORDR BIDS REQ

start NextGen

51.4.8 Account Menu: Account Balance: Returns (PCM)

5:19 PM

## Containers

### Confirmation Popup

The Confirmation Popup follows the same design specifications as the Popup Overlay described on the previous page, except that it lack a Title Bar.

#### Panel and Content

Background Color: #FFFFFF

Border: Solid, 2px, #9B9DA1

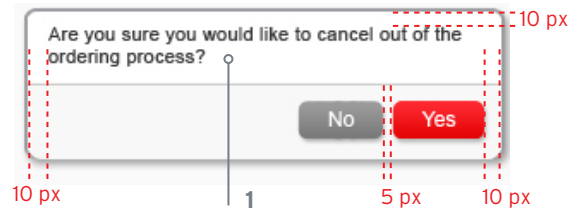
Corner Radius: 10

Drop Shadow: Distance = 3px, Size = 5px, Color= #000000, Opacity = 35%

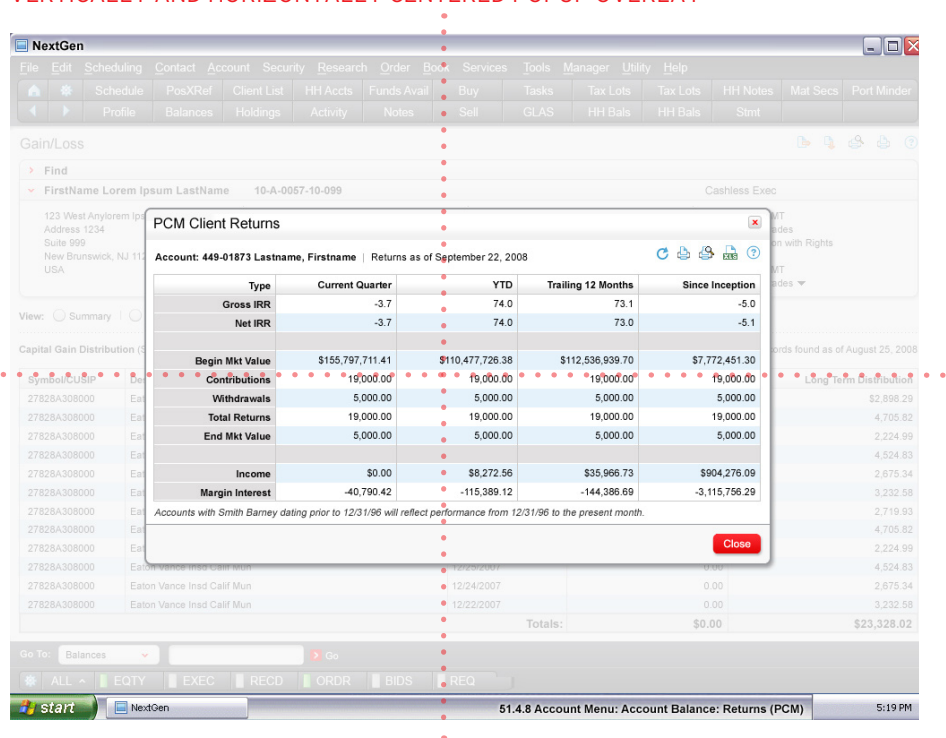
Margins = 10px

Font: Arial, 11px, #000000

#### EXAMPLE CONFIRMATION POPUP OVERLAY



## VERTICALLY AND HORIZONTALLY CENTERED POPUP OVERLAY



## Comparison of Header Module Types

## ACCOUNT BALANCE HEADER

|                                                                                               |  |                                                                                  |                                                                                                                                                                                                                                                  |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| ▼ <b>FirstName Lorem Ipsum LastName</b>                                                       |  | <b>10-A-0057-10-099</b>                                                          |                                                                                                                                                                                                                                                  | Cashless Exec                                                                                                                   |
| 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA |  | (212) 444 5678 Home<br><b>(212) 123 4567 Business</b><br>(847) 123 4567 Mobile ▼ | Sed ut spiciatis unde omnis iste natus error sit voluptatem natus error sit natus error sit natus error sit accusantium doloreque laudantium, totam rem error sit natus error sitvoluptatem est aperiam omnis iste natus error son accusantium ▼ | FMA GLAS STMT<br>No syndicate trades<br>Joint Registration with Rights<br>Lorem Ipsum<br>FMA GLAS STMT<br>No syndicate trades ▼ |

## HOUSEHOLD HEADER

| ▼ | FirstName Lorem Ipsum LastName                                                                | 10-A-0057-10-099 Lead                                                            | Reserved Level: Select |
|---|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------|
|   | 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA | (212) 444 5678 Home<br><b>(212) 123 4567 Business</b><br>(847) 123 4567 Mobile ▼ | MC/CB                  |

## PROSPECT HEADER

| ▼ | FirstName Lorem Ipsum LastName                                                                | Status: Prospect - A                                                             | Prior Acct # 10-A-0000-22-000 | FA: 10A-099 Jones, Tom |
|---|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------|------------------------|
|   | 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA | (212) 444 5678 Home<br><b>(212) 123 4567 Business</b><br>(847) 123 4567 Mobile ▼ |                               | » Reassign FA          |

## ORDER TICKET HEADER

|                                                                                               |                                                                           |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |                            |                        |                 |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------|-----------------|
| ▼ <b>FirstName Lorem Ipsum</b>                                                                |                                                                           | 10-A-0057-10-099                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                       | Cashless Exec              | Account Value:         | \$00,000,000.00 |
| 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA | (212) 444 5678 Home<br>(212) 123 4567 Business<br>(847) 123 4567 Mobile ▼ |  Sed ut spiciatis unde omnis iste<br>natus error sit voluptatem natus<br>error sit natus error sit natus<br>error sit doloreque volup<br>tatem natus error sit natus lau<br>dantium, totam rem aperiam ▼ |  Cashless Exec<br>FMA GLAS STMT<br>No syndicate trades<br>Joint Registration with Rights<br>Lorem Ipsum<br>No syndicate trades ▼ | Net Cash:<br>Margin Value: | 00,000.00<br>00,000.00 |                 |

## Containers

### Header Module View States

When a header consists of two panels, those panels can be expanded and collapsed independently.

The four possible view states for header modules are illustrated at right.

#### ACCOUNT HEADER WITH FIND AND PROFILE MODULES COLLAPSED

|                                  |                  |               |
|----------------------------------|------------------|---------------|
| > Find                           |                  |               |
| > FirstName Lorem Ipsum LastName | 10-A-0057-10-099 | Cashless Exec |

#### FIND MODULE EXPANDED AND PROFILE MODULE COLLAPSED

|                                                     |                  |                  |
|-----------------------------------------------------|------------------|------------------|
| > Find                                              |                  |                  |
| <input type="text" value="Name or Account Number"/> | > View           | >> Advanced Find |
| > FirstName Lorem Ipsum                             | 10-A-0057-10-099 | Cashless Exec    |

#### FIND MODULE COLLAPSED AND PROFILE MODULE EXPANDED

|                                                                                               |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| > Find                                                                                        |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                         |
| > FirstName Lorem Ipsum LastName                                                              | 10-A-0057-10-099                                                                                      | Cashless Exec                                                                                                                                                                                                                                                                                                                                                                                           |
| 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA | (212) 444 5678 Home<br>(212) 123 4567 Business<br>(847) 123 4567 Mobile ▼<br><br>Personal Information | Sed ut spiciatis unde omnis iste natus error<br>sit voluptatem natus error sit natus error sit<br>natus error sit accusantium doloremque<br>laudantium, totam rem error sit natus error<br>sitvoluptatem est aperiam omnis iste natus<br>error son accusantium ▼<br><br>FMA GLAS STMT<br>No syndicate trades<br>Joint Registration with Rights<br>Lorem Ipsum<br>FMA GLAS STMT<br>No syndicate trades ▼ |

#### FIND AND PROFILE MODULES EXPANDED

|                                                                                               |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| > Find                                                                                        |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="text" value="Name or Account Number"/>                                           | > View                                                                                                | >> Advanced Find                                                                                                                                                                                                                                                                                                                                                                                                 |
| > FirstName Lorem Ipsum                                                                       | 10-A-0057-10-099                                                                                      | Cashless Exec                                                                                                                                                                                                                                                                                                                                                                                                    |
| 123 West Anylorem Ipsum Street<br>Address 1234<br>Suite 999<br>New Brunswick, NJ 11223<br>USA | (212) 444 5678 Home<br>(212) 123 4567 Business<br>(847) 123 4567 Mobile ▼<br><br>Personal Information | Sed ut spiciatis unde omnis iste natus<br>error sit voluptatem natus error sit natus<br>error sit natus error sit accusantium<br>doloremque laudantium, totam rem error<br>sit natus error sitvoluptatem est aperiam<br>omnis iste natus error son accusantium ▼<br><br>FMA GLAS STMT<br>No syndicate trades<br>FMA GLAS STMT<br>Lorem ipsum dolor sit amet<br>Lorem ipsum dolor sit amet<br>Lorem ipsum dolor ▼ |

## Containers

### Header Module Design Specifications

#### 1 Header Chrome

Background Gradient: #FFFFFF to #FF2F2F2  
 Border: Solid, 1px, #CCCCCC  
 Font: Arial bold, 11px, #000000

#### 2 Panel

Background Color: #FFFFFF  
 Border: Solid, 1px, #CCCCCC  
 Corner Radius: 10px  
 Font: Arial, 11px, #000000

#### 3 Account Number

Arial bold, 11px, #000000

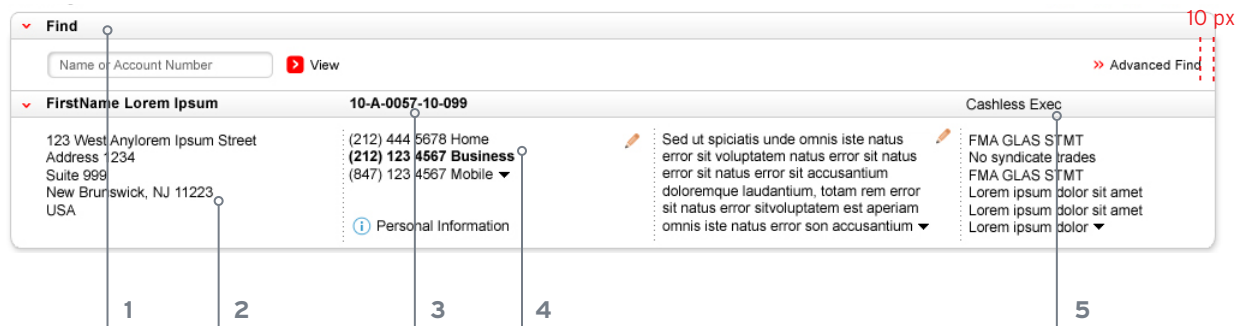
#### 4 Default Phone Number

Arial bold, 11px, #000000

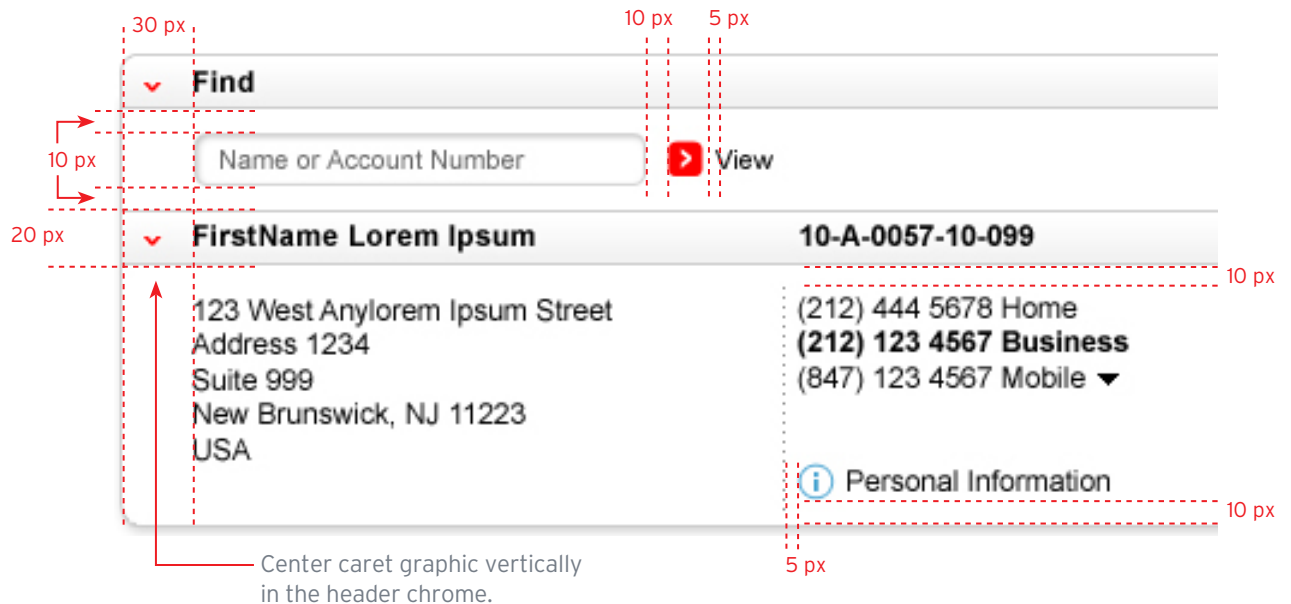
#### 5 Category Box

Arial, 11px, #000000

#### FIND AND PROFILE MODULES EXPANDED



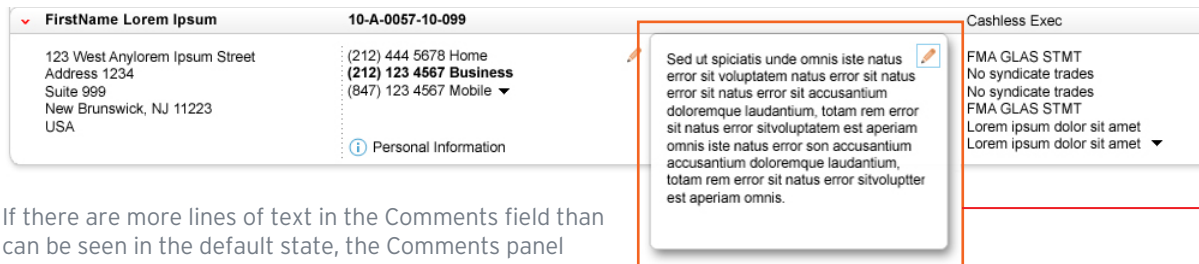
#### DETAIL WITH LAYOUT SPECIFICATIONS



## Containers

### Header Module Comments Panel

#### COMMENTS PANEL ON HOVER



If there are more lines of text in the Comments field than can be seen in the default state, the Comments panel expands onHover to display the full text.

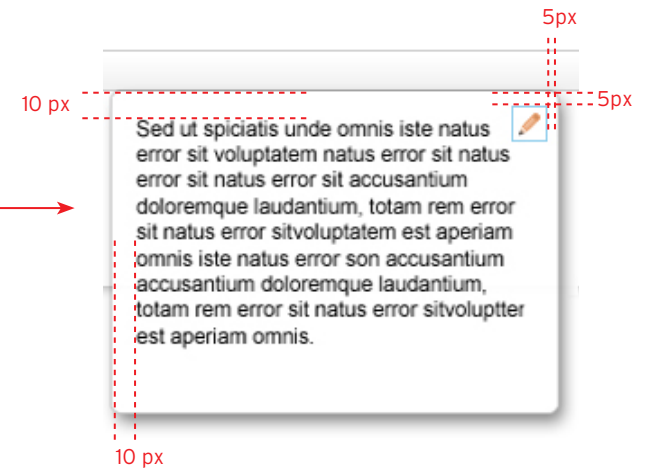
The panel returns to the default state onMouseout.

Clicking the Edit icon toggles the Comments panel into edit mode.

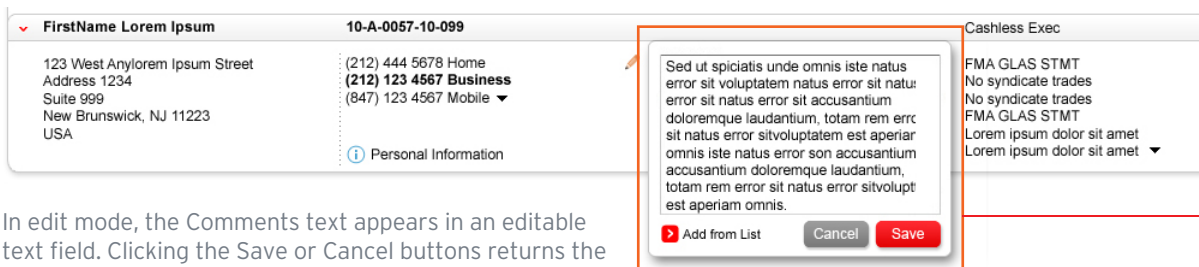
#### Panel onHover

Background Color: #FFFFFF  
 Border: Solid, 1px, #CCCCCC  
 Corner Radius: 5  
 Drop Shadow: Distance = 6px, Size = 10px, Color= #000000, Opacity = 50%  
 Margins = 10px  
 Font: Arial, 11px, #000000

#### COMMENTS PANEL ON HOVER (DETAIL)



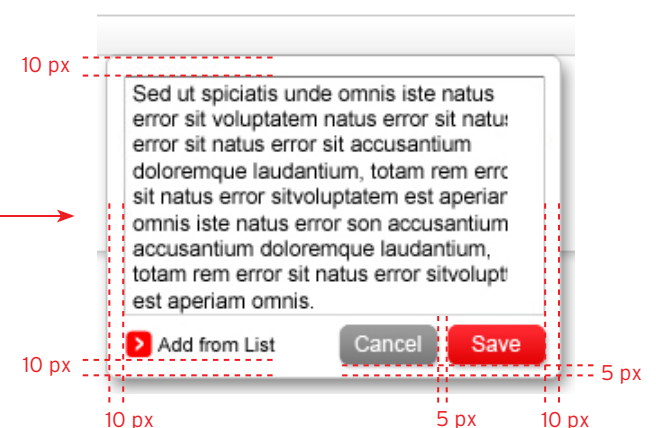
#### COMMENTS PANEL IN EDIT MODE



In edit mode, the Comments text appears in an editable text field. Clicking the Save or Cancel buttons returns the panel to display mode.

See the Buttons section of this document for detailed specifications on the Command Area and buttons.

#### COMMENTS PANEL IN EDIT MODE (DETAIL)



## Containers

### Telephone / Personal Information Panels

If there are more lines of text in the Comments field than can be seen in the default state, the Comments panel expands onHover to display the full text.

The panel returns to the default state onMouseout.

Clicking the Edit icon toggles the Comments panel into edit mode.

#### 1 Panel onHover

Background Color: #FFFFFF

Border: Solid, 1px, #CCCCCC

Corner Radius: 5

Drop Shadow: Distance = 6px, Size = 10px, Color= #000000, Opacity = 50%

Margins = 10px

Font: Arial, 11px, #000000

#### Default Phone Number

Arial bold, 11px, #000000

#### 2 info Panel

See the following page for detailed specifications.

#### PROFILE MODULE IN DEFAULT STATE

#### TELEPHONE PANEL ON HOVER

#### PERSONAL INFORMATION OVERLAY PANEL

## Containers

### Info Panel

The Info Panel is a popup overlay that appears when the user clicks on the Info icon. The Info Panel is closed by clicking the Close icon at the top right of the panel.

#### Info Panel Specifications

Border: Solid, 1px, #6EB7D9

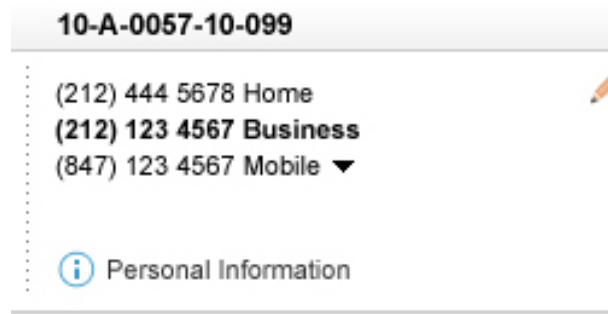
Corner Radius: 10

Background Gradient: #F0F6F9 to #FFFFFF

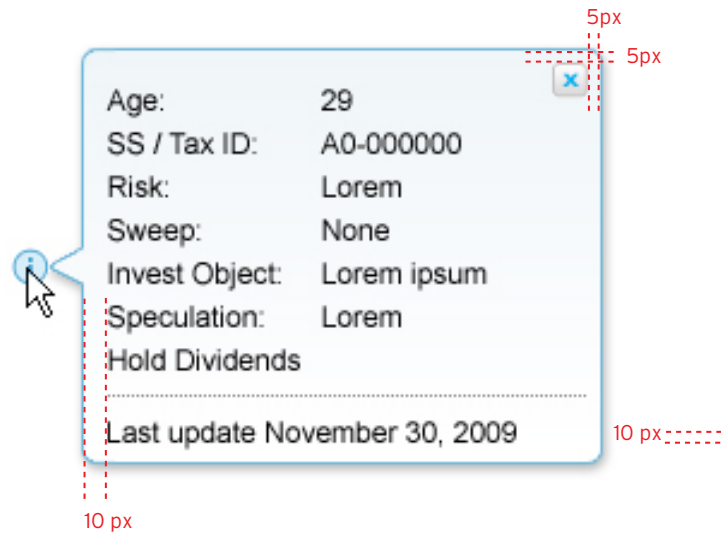
Font: Arial, 11px, #000000

Drop Shadow: Distance = 2px, Size = 5px, Color = #000000, Opacity = 30%

#### INFO ICON SHOWN IN CONTEXT



#### INFO PANEL SPECIFICATIONS



# Forms

## Form Layout

A high-level view of a basic form layout.

### 1 Section Header

Arial 14 px  
#000000

### 2 Field Label

Arial bold, 11 px, #000000

### 3 Dotted Rule

1 px, one #999999 pixel followed by three-pixel gap

### 4 Instructional Text

Arial, 11 px, #000000

### 5 Field Level Instructional Text

Arial, 11 px, #000000

### FORM LAYOUT

The diagram illustrates a form layout with the following components and annotations:

- Form Title:** Located at the top left of the form window.
- Instructional text:** Two blocks of instructional text are present, one at the top and one below the second section header. Both are annotated with a red dashed line and the number 4.
- Section Header 1:** Labeled "Section Header 1: Dolor sit amet", annotated with a red dashed line and the number 1.
- Field Label:** Labeled "\*Alisi:", annotated with a red dashed line and the number 2.
- Field:** A dropdown menu with "Select" and "Acipis" options, annotated with a red dashed line and the number 2.
- Field:** A text input field with "Secte" as placeholder text, annotated with a red dashed line and the number 2.
- Field Label:** Labeled "\*Lorem Ipsum:", annotated with a red dashed line and the number 3.
- Field:** A text input field, annotated with a red dashed line and the number 3.
- Section Header 2:** Labeled "Section Header 2: Consectetuer Adipiscing", annotated with a red dashed line and the number 1.
- Instructional text:** A block of instructional text below the second section header, annotated with a red dashed line and the number 4.
- Field Label:** Labeled "\*Facum:", annotated with a red dashed line and the number 2.
- Field:** Two radio buttons labeled "Lorem" and "Velisse", annotated with a red dashed line and the number 2.
- Field Label:** Labeled "Lorem Ipsum:", annotated with a red dashed line and the number 3.
- Field:** A dropdown menu with "Select" and "Acipis" options, annotated with a red dashed line and the number 3.
- Field:** A text input field with "Secte" as placeholder text, annotated with a red dashed line and the number 3.
- Field Label:** Labeled "Lorem:", annotated with a red dashed line and the number 3.
- Field:** A dropdown menu with "Select" and "Acipis" options, annotated with a red dashed line and the number 3.
- Field Label:** Labeled "Lorem:", annotated with a red dashed line and the number 3.
- Field:** Three checkboxes labeled "Lorem", "Quam", and "Quamtu", with "Quam" checked, annotated with a red dashed line and the number 3.
- Field Label:** Labeled "Ipsum:", annotated with a red dashed line and the number 3.
- Field:** A text area with a scrollbar, annotated with a red dashed line and the number 3.
- Buttons:** "Reset", "Cancel", and "Submit" buttons are located at the bottom of the form.

## Forms

### Horizontal and Vertical Layouts

Use horizontal layout if possible. Position labels to the left of the form fields, and right-align field labels.

Use vertical layout only when horizontal space is limited. Position labels above the form fields, and left-align field labels.

#### HORIZONTAL LAYOUT

**\*Lorem Ipsum:**

**\*Facum:** ☐ Lorem ☐ Velisse

**Lorem Ipsumi:**

**Lorem:** ☐ Lorem ☒ Quam ☐ Quamtu

**Ipsum:**

5 px

5 px 15 px

#### VERTICAL LAYOUT

**\*Lorem Ipsum:**

**\*Facum:** ☐ Lorem ☐ Velisse

**Lorem Ipsumi:**

**Lorem:** ☐ Lorem ☒ Quam ☐ Quamtu

**Ipsum:**

5 px

15 px

## Forms

### Checkboxes and Radio Buttons

Both checkbox groups and radio button groups allow the user to see all choices. If there are more than four choices, or if screen real estate is not available, drop-down lists should be considered. Radio buttons are often used when an explicit answer, such as a legal attestation or agreement, is required.

#### CHECKBOXES AND RADIO BUTTONS

**Form Title**

5 px

**Section Header 1: Dolor sit amet con nosotri**

☐ Consectetuer adipiscing

☒ Maecenas in lectus vitae ante congue este solose suscipit

☐ Vitae ante congue este solose suscipit

☐ Consectetuer adipiscing elit entesque

10 px

**Section Header 2: Sit amet consectetur ante congue elit quam**

☒ Lorem ipsum dolor sit amet, consectetur adipiscing congue este solose

☐ Congue este solose suscipit

☐ Solose suscipit

☐ Dolor sit amet consectetur adipiscing elit entesque

10 px

**Section Header 3: Dolor sit amet con nosotri**

Instructional text. Lorem ipsum dolor sit amet, consectetur adipiscing quamque elit.

Lectus vitae ante congue este solose? ☐ Yes

Consectetuer adipiscing? ☐ Yes ☐ No

10 px

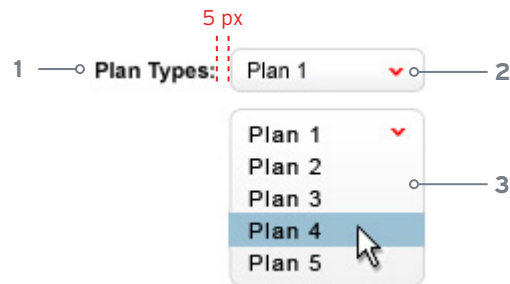
5 px 15 px

Reset Cancel Submit

## Forms

### Select Boxes

#### DROPDOWN LIST BOX



The drop-down list box allows a user to select a single option from a list of options. Apply scrolling for lists containing more than 11 options.

##### 1 Form Label

Arial 11 px, Bold, #000000

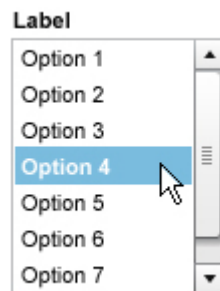
##### 2 Dropdown Closed

Corner radius: 5 px, Gradient: #F1F1F1 to #FFFFFF,  
Border: 1 px, #D6D6D6

##### 3 Dropdown Open

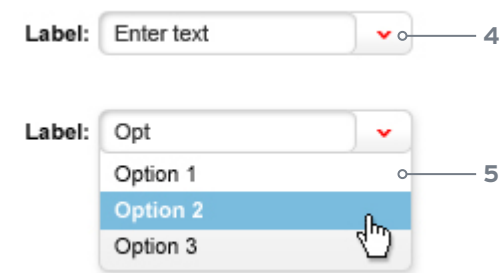
Corner radius: 5 px  
Gradient: #F1F1F1 to #FFFFFF  
Border: 1 px, #D6D6D6  
Selected Option BG: #9CC1D4

#### EXPOSED LIST BOX



The exposed list box allows multiple selections, and are used in list builder controls.

#### COMBO BOX



Combo boxes combine a drop-down list box with a single-line text input.

##### 4 Combo Box Closed

Corner radius: 5 px  
Border: 1 px, #d6d6d6

##### 5 Combo Box Open

Same as Dropdown Open

#### SPINNER



The spinner is a single-select list that displays only one option. This control should be used when the options list consists of incremental values, such as numbers or dates.

Both spinners and combo boxes are standard components in Adobe Flex but are not a native HTML controls. Pure HTML application requires an emulated control.

## Forms

### Text Inputs

Use text input fields when users need to type in textual information or data. There are two main types of text input fields:

#### SINGLE-LINE TEXT INPUT FIELDS

- Use single-line text input fields for relatively short text (e.g., name, account number).
- If text length is consistent and pre-determined (e.g., 10-digit telephone numbers), specify field width to fit.
- If text length varies within a set number of characters (e.g., 5- v. 6-digit postal code), specify width for the longest possibility.
- If text length varies within a larger range (e.g., street address), specify width for the longest reasonable possibility for that data/information type.
- If the input field has to be shorter than the field's character limit, indicate that with field-level instructional text.
- Instructional text:  
Arial 11 px  
#000000

#### MULTI-LINE TEXT INPUT FIELDS

- Use multi-line text input fields for more open-ended text entry.
- Specify width and height for the number of lines that should be viewable at once. Consider a scrollbar for more than five lines.

#### SINGLE-LINE TEXT INPUT

**\*Label:**

##### Single-line Text Input

Border: 1 px, #CCCCCC

Corner Radius: 5 px

Inner Shadow: #CCCCCC

Size: 3 px; Angle: 120° ; Opacity: 25%

#### MULTI-LINE TEXT INPUT

**Label:**

Characters left: 256

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis  
 lorem nunc, malesuada semper, consequat id, consequat non, dui.  
 Maecenas at dui. Pellentesque lectus turpis, blandit et, lobortis  
 posuere, varius sed, dui. Nullam ornare sem vel libero. interdum

##### Multi-line Text Input (Textarea)

Border: 1 px, #CCCCCC

## Forms

### List Builder

The list builder is used for creating or maintaining a list of items. It is composed of two exposed list boxes where users view and select items.

#### 1 Selected Item in List Box

Background Color: #7BBDDF  
Font: Arial bold, 11, #FFFFFF

#### 2 Selected Item in List Box during drag

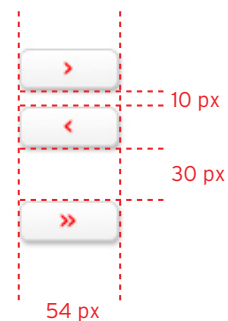
Background Color: #DBDCDE  
Font: Arial bold, 11, #FFFFFF

#### 3 Insertion Point

Solid, 2px, #7ABCD E

#### 4 Selected Item Proxy

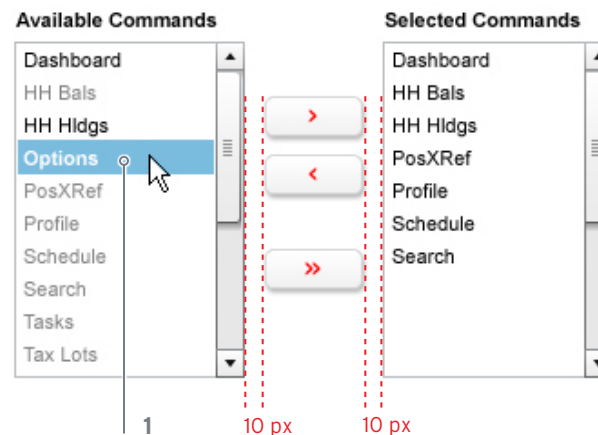
Background Color: #7BBDDF  
Border: Solid, 2px, #FFFFFF  
Opacity: 70%



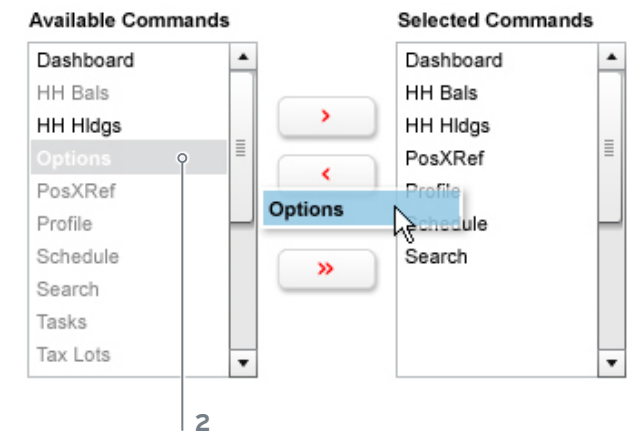
#### Transfer Buttons

Border: Solid, 1px, #DCDCDC  
Corner Radius: 5  
Background Gradient: #F2F2F2

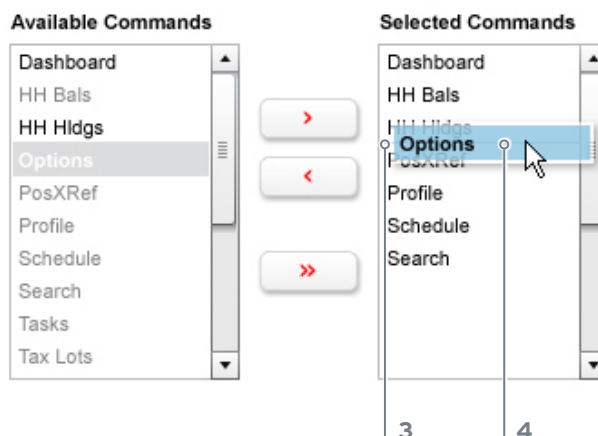
#### STEP 1



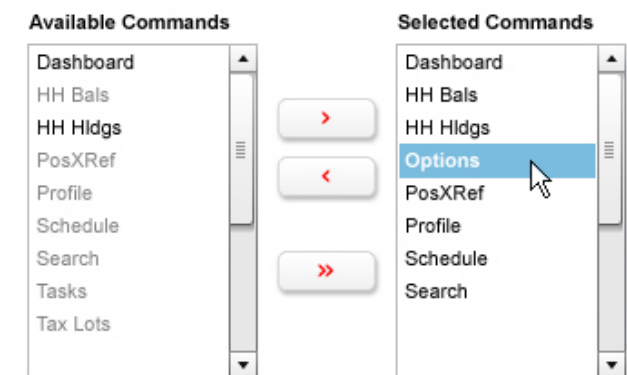
#### STEP 2



#### STEP 3



#### STEP 4



## Forms

### Data Entry Grid

As user clicks on the cell, the cell becomes selected and the black border around it appears. After selecting a specific cell, the user can start edit or input text.

## 1 Title

Arial bold, 11px, #000000

## 2 Header Row

Arial bold, 11 px, #000000  
Background: #F0F0F0

### 3 Cell Data

Arial, 11 px, #000000  
Height: 23 px

#### 4 Selected Cell

Border: Solid 2 px, #000000

## 5 Cell Borders

Border: Solid, 1 px, #CCCCCC

### 6 Totals Row

Font: Arial bold, 13 px, #000000  
Height: 23 px  
Border: Solid, 2px, #CCCCCC  
Background: # EFEFEF

### DATA ENTRY GRID

The screenshot shows a 'Commission Calculator Worksheet' dialog box. It features a table with three columns: 'Quantity', 'Prc / Prem', and 'Principal'. The table has a total row at the bottom. Annotations include: 1. Title bar text 'Commission Calculator Worksheet'. 2. Close button (X). 3. Help button (?). 4. Table header row. 5. Table body row. 6. Total row. 7. 'Clear All' button. 8. 'Cancel' button. 9. 'OK' button. Dimensions are marked: 21 px for the table header row height, 23 px for the table body row height, and 5 px for the total row height.

| Quantity                   | Prc / Prem | Principal                    |
|----------------------------|------------|------------------------------|
| 100.0000                   | \$10.000   | \$1,000.00                   |
| 1,000.000                  | 5.000      | 5,000.00                     |
| 50,000.0000                | 2.000      | 100,000.00                   |
| <b>Totals: 51,100.0000</b> |            | <b>\$2.0744 \$106,000.00</b> |

## Forms

### Form Wizard

A wizard is a series of Popup Overlays that leads the user through a long or complex process and breaks the process into a series of simpler steps.

When appropriate, split the process at decision points, so that choices made by the user change the “downstream” steps dynamically.

In each window include a title bar and a step designation that shows the user's progress through the process. Use the command area at the bottom of each window for navigation through the progression.

#### 1 Previous or Next Step

Background Gradient: #BEBDBD to #A2A2A2

Step Number: Arial bold, 15px, #FFFFFF

Step Name: Arial bold, 12px, #FFFFFF

#### 2 Current Step

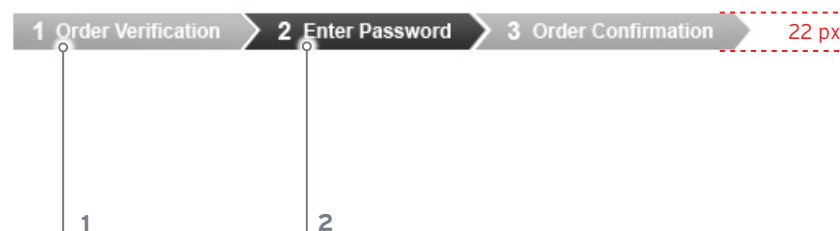
Background Gradient: #565656 to #303030

Step Number: Arial bold, 15px, #FFFFFF

Step Name: Arial bold, 12px, #FFFFFF

#### FORM WIZARD

#### DETAIL OF STEPWISE



## Forms

### Date Picker

Clicking the calendar icon launches the Date Picker in a standard Popup Overlay. The Date Picker closes when users select a date, click "Today," or click the close button at the top right.

#### SPECIFICATIONS

- Default the display to the current month and year

##### 1 Weekends & Leading/Trailing Days

Arial, 11, #999999

##### 2 Weekdays

Arial, 11, #000000

##### 3 Current Day Indicator

Border: Solid, 1 px, #FF0103

##### 4 Selected Day Indicator

Border: Solid, 2px, #353535

Background: #F2F8FD

##### 5 Today link

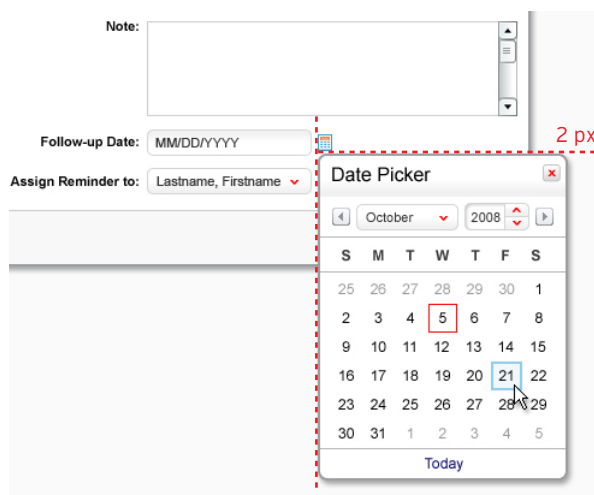
Arial, 11, #000066

#### POSITIONING

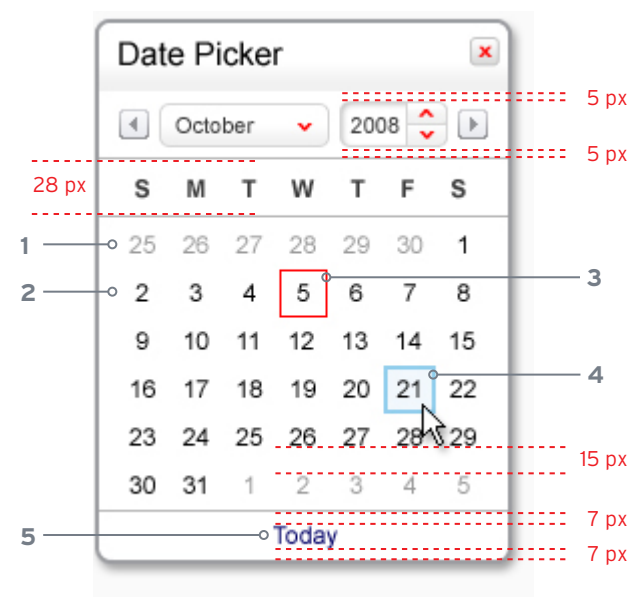
The date picker automatically positions itself based on screen real estate. The default position is below and left-aligned with the calendar icon.

Alternate positions depend on the position of the date entry field in the browser. If the text field is too close to the bottom of the page, the date picker will display above the icon. If the text field is too far to the right to display the entire date picker in the browser, the date picker will display right-aligned with the icon.

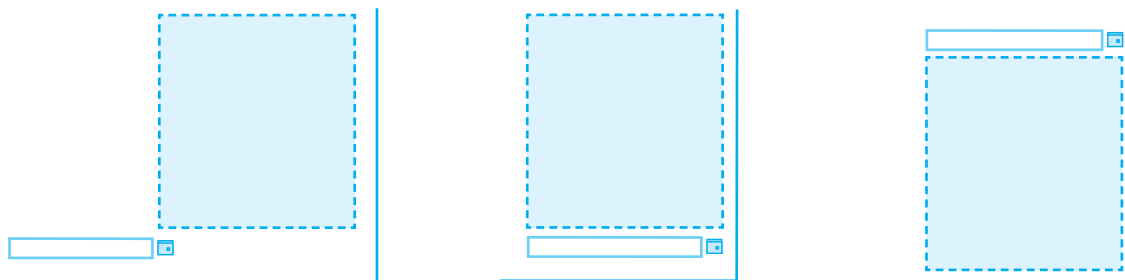
#### DATE PICKER IN CONTEXT



#### DATE PICKER LAYOUT SPECIFICATIONS



#### ALTERNATE POSITIONS



## Forms

### Reinvest Option Popup Overlay

This form component follows the rules of a Popup Overlay, except:

- It does not have a title bar
- It does not have a close button
- It does not disable the layer below it

See the Popup Overlays page in the Containers section of this document for detailed specifications.

#### 1 Overlay Title

Arial bold, 11px, #000000

#### 2 Message Area

Border: Solid, 1px, #E4E4E4

Background: #D0D0D0

Font: Arial, 11px, #000000

#### REINVEST OPTIONS POPUP OVERLAY SHOWN IN CONTEXT

The screenshot shows a 'Holdings Detail' window for Goldman Sachs Group. It displays various fields such as Symbol, CUSIP, Sec #, Closing Price, Security Type, Coupon/Rate, Maturity Date, Market Value, T-C, Trade Qty, Settle Qty, Accr Income, and Reinvest Options. A 'Reinvest Option' popup overlay is shown in the foreground, containing radio buttons for 'Cash Only' and 'Re-Invest', a '<Message area>' text field, and 'Cancel' and 'Submit' buttons. Two numbered callouts are present: '1' points to the 'Reinvest Option' title and radio buttons, and '2' points to the '<Message area>' text field.

## Forms

### Attestation Disclaimer

When the user accesses the Attestation dropdown to make a selection, a panel will slide out with the Attestation Disclaimer. The user can close this panel by clicking on the close icon or by clicking outside of the panel.

This form component follows the rules of a Popup Overlay, except:

- It has title bar with a close button but no title
- It does not disable the layer below it

See the Popup Overlays page in the Containers section of this document for detailed specifications.

#### 1 Disclaimer Content

Font: Arial bold, All Caps, 11px, #000000

Font: Arial, 11px, #000000

#### ATTESTATION DISCLAIMER

The screenshot shows a trading form with fields for Branch #, Account Base (123456), Type (1 - Cash), FA (7), and Disposition. A 'Special Instru' dropdown is set to 'AON'. Below these are 'Trader Instructions', 'Confirm Trailer' (dropdown), 'Avg Price' (input), 'T&P Discr' (checked), and 'Attestation' (dropdown set to 'Yes'). The 'Received By' section includes 'ID/Name' (4499271), 'Logon, NextGen Test', 'Date' (calendar icon), and 'Time (EST)' (calendar icon). An 'Authori' dropdown is set to 'Custom'. A popup overlay titled 'ATTESTATION DISCLAIMER' is open, containing the following text:

**WITH RESPECT TO THE ACCOUNT(S) OR TRADER(S) ENTERED, I ATTEST TO THE FOLLOWING:**

- I have notified my client of the availability of independent, third party research for this order.
- I have informed my client that he/she can receive, at no cost, independent third party research for this security:
  - By visiting [www.smithbarney.com](http://www.smithbarney.com)
  - By calling 866-836-9542, or
  - Which I can arrange to send to them if that is preferred.

The popup has a close button (X) in the top right corner. Red dashed lines and labels indicate dimensions: '10 px' for the top and bottom borders, and '1' for the height of the text area.

## Forms

### Status Messages

#### 1 Section-level Error Message

Arial 11 px bold, #FF0000

Vertical Align: Middle

Icon: Error

#### 2 Field-level Error Message

Border: 2 px, #FF0000

#### A FORM WITH ERROR MESSAGES DISPLAYED

Phone Order Block Ticket ▲ Input required Live | May 5, 2008

---

> **FirstName Lorem Ipsum LastName** **10-A-0057-10-099** **Cashless Exec**

|                                                                                        |                                                                                                                                |                     |                             |                                                                                             |                              |                         |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------|---------------------------------------------------------------------------------------------|------------------------------|-------------------------|
| * Action:<br>SELL ▼                                                                    | * Quantity<br><div style="border: 2px solid red; width: 100px; height: 20px;"></div>                                           | * Symbol<br>CSCO    | Price<br>MKT                | Price Qualifier:<br>▼                                                                       | Avg Price<br>0 ▼             | Net/Agy:<br>AGY         |
| Time in Force:<br>DAY ▼                                                                | Security Description<br>MDY JUN08 160                                                                                          | * Sol/Unsol:<br>SOL | Special Instructions ?<br>▼ | Allocation Method<br>Random ▼                                                               |                              |                         |
| Branch #:<br><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>   | Account Base:<br>123456                                                                                                        | Type:<br>1 - Cash ▼ | FA:<br>763                  | IA Code:<br><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div>         | Settlement: ?<br>Regular Way | Bid: Ask:<br>2.45 26.55 |
| Open/Close:<br><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> | Trader Instructions, Trader Name, FA Name, Phone #:<br><div style="border: 1px solid #ccc; width: 300px; height: 20px;"></div> |                     |                             | Trader Initials:<br><div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> |                              |                         |

#### DETAIL

Phone Order Block Ticket ▲ Input required

---

> **FirstName Lorem Ipsum LastName** **10-A-0057-**

|                     |                                                                                      |                  |
|---------------------|--------------------------------------------------------------------------------------|------------------|
| * Action:<br>SELL ▼ | * Quantity<br><div style="border: 2px solid red; width: 100px; height: 20px;"></div> | * Symbol<br>CSCO |
|---------------------|--------------------------------------------------------------------------------------|------------------|

1

2

## Buttons

### Command Buttons

Use command buttons to allow users to execute specific actions. There are two main types of command buttons:

#### PRIMARY COMMAND BUTTONS

Actions that complete the interaction with the field or form, such as Save, Submit, Done, OK, Cancel, and Close.

##### Commit Buttons

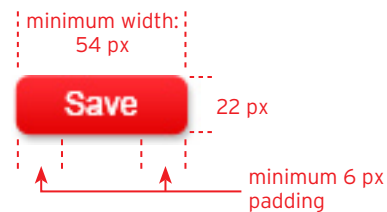
Use commit buttons to execute the default intended action of the form, such as transferring information from the form to the server. Commit buttons include "Submit", "Done", "Save" or "OK".

##### Dismissal Buttons

Use dismiss buttons, including "Cancel" or "Close", to terminate interaction with a form without transmitting data to the server.

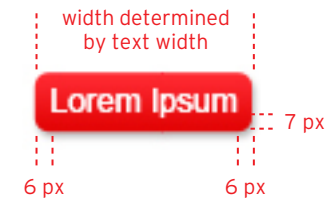
Primary command buttons have a default appearance and four states (hover, mousedown, focused, disabled).

#### COMMIT BUTTON

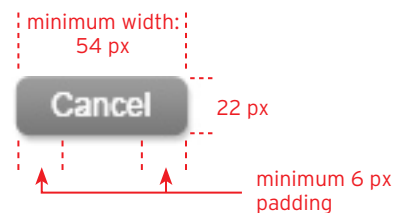


##### Default

Arial 12 px, #FFFFFF, Align Center  
 Corner Radius: 5 px  
 Background Gradient: #E30405 to #FF2A32  
 Drop Shadow: #000000; Opacity: 25%  
 Size: 3 px; Angle: 120°



#### DISMISSAL BUTTON



##### Default

Arial 12 px, #FFFFFF, Align Center  
 Corner Radius: 5 px  
 Background Gradient: #CDCDCD to #9C9C9C  
 Drop Shadow: #000000; Opacity: 25%,  
 Size: 3 px; Angle: 120°

## Buttons

### Command Button States

#### COMMIT BUTTON STATES



##### Default

Arial 12 px, #FFFFFF, Align Center  
 Corner Radius: 5 px  
 Background Gradient: #E30405 to #FF2A32  
 Drop Shadow: #000000; Opacity: 25%  
 Size: 3 px; Angle: 120°



##### Hover

Text is underscored  
 (otherwise same specs as default)



##### Mousedown

No drop shadow  
 (otherwise same specs as default)



##### Focused

Border: 2 px, #9F0805  
 (otherwise same specs as default)



##### Disabled

Same specs as default.  
 Opacity of all elements: 50%

#### DISMISS BUTTON STATES



##### Default

Arial 12 px, #FFFFFF, Align Center  
 Corner Radius: 5 px  
 Background Gradient: #CDCDCD to #9C9C9C  
 Drop Shadow: #000000; Opacity: 25%,  
 Size: 3 px; Angle: 120°



##### Hover

Text is underscored  
 (otherwise same specs as default)



##### Mousedown

No drop shadow  
 (otherwise same specs as default)



##### Focused

Border: 2 px, #5E5D5D  
 (otherwise same specs as default)



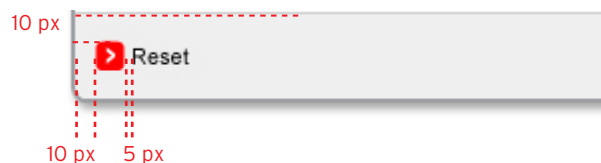
##### Disabled

Same specs as default.  
 Opacity of all elements: 50%

## Buttons

### Other Buttons

#### SECONDARY COMMAND BUTTONS



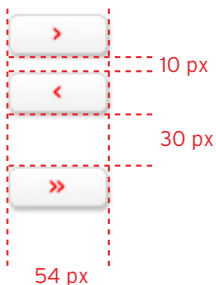
##### Secondary Command Button

Actions that change the state of information the user has entered in the field or form, such as "Reset" and "Clear".

Font: Arial 11px, #000000

Button: See the Icons section of this document for the small red button.

#### TRANSFER BUTTONS



##### Transfer Buttons

Border: Solid, 1px, #DCDCDC

Corner Radius: 5

Background Gradient: #F2F2F2

#### SEARCH BUTTON



##### Search Button

Use this button next to a single field search form.

Font: Arial 11px, #000000

Button: See the Icons section of this document for the small red button.

#### PREVIOUS / NEXT BUTTONS



##### Previous / Next Buttons

Border: Solid, 1px, #DCDCDC

Corner Radius: 5

Background Gradient: #F2F2F2

#### LINK STYLE BUTTON



##### Link Style Button

Use the link Style of button to initiate a task that occurs on a different screen or Popup Overlay.

Font: Arial 11px, #000000

Button: See the Icons section of this document for the red double caret button.

##### 1 Link Style Button onMouseover

Font: Arial 11px, #FF0000, underlined

## Buttons

### Button Placement

Place command buttons dedicated to a specific field to the right of the field. This arrangement is often found in conjunction with keyword search components.

For form-level command buttons that apply to many fields, group command buttons in a dedicated section of the form, known as the command area. Place the command area at the bottom of the form.

#### 1 Command Area

Background Color: #C8C8C8

#### 2 Command Area Border

Border: Solid, 1px, #CCCCCC

#### COMMAND AREA BUTTONS

##### 3 Secondary Command

##### 4 Dismissal Button

##### 5 Commit Button

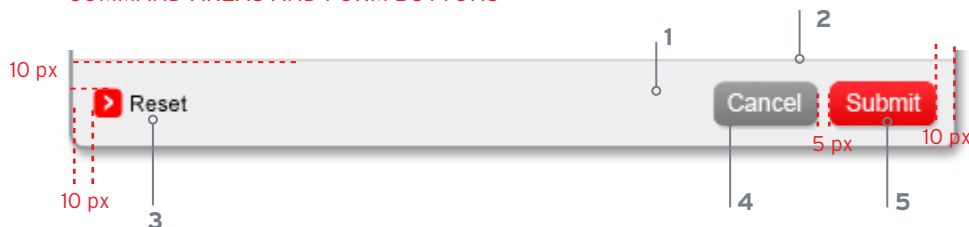
##### 6 Previous Button

##### 7 Next Button

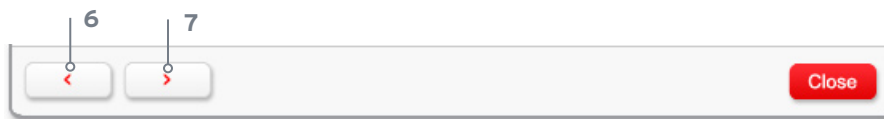
#### COMMAND BUTTON ASSOCIATED WITH A SINGLE FIELD



#### COMMAND AREAS AND FORM BUTTONS



#### PREVIOUS AND NEXT BUTTONS



## Tables

### Table Elements

When all units for a particular measure within a table are the same type, clearly indicate the type (abbreviated) on the page, preferably below the table title.

If a table contains mixed currencies, but has a column with only one currency, indicate units in the column header. For example: Price Change (USD).

Use symbols (for example, \$ or €) in the first row of a single-currency column to improve comprehension while maintaining scanability.

#### 1 Table Title

Arial bold, 11px, #000000

#### 2 Header Row

Arial bold, 11 px, #000000

Background Gradation: #FFFFFF to #EDEDED

#### 3 Cell Data

Arial, 11 px, #000000

#### 4 Header Column Selected

Background Gradation: #FFFFFF to #ABD6F4

#### 5 Totals Row

Font: Arial bold, 13 px, #000000

Height: 23 px

Border: Solid, 2px, #CCCCCC

#### 6 Alternating Row Color

Odd: #FFFFFF

Even: #E5F2FB

#### 7 Cell Borders

Border: Solid, 1 px, #CCCCCC

#### TABLE ELEMENTS

| Name             | Address                                  | Account Number | Date       | Status | Employed | Resume | Active                              | Short Term Distribution | Balance    |
|------------------|------------------------------------------|----------------|------------|--------|----------|--------|-------------------------------------|-------------------------|------------|
| Allan Rubin      | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/28/2007 | Select | 1 year   |        | <input checked="" type="checkbox"/> | \$0.00                  | \$2,898.29 |
| Sean Sittambalam | 31 West 52nd Street, New York, NY 10019  | 0123456789     | 12/27/2007 | Select | 12 year  |        | <input type="checkbox"/>            | 0.00                    | (4,705.82) |
| Sandra Rojas     | 43 West 7th Street, New York, NY 10021   | 0123456789     | 12/26/2007 | Select | 4 months |        | <input type="checkbox"/>            | 0.00                    | 2,224.99   |
| Rick Chernok     | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/25/2007 | Select | 22 years |        | <input type="checkbox"/>            | 0.00                    | 4,524.83   |
| Marah Anderson   | 31 West 52nd Street, New York, NY 10019  | 0123456789     | 12/24/2007 | Select | 6 months |        | <input type="checkbox"/>            | 0.00                    | (2,675.34) |
| Mark H. Egener   | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/22/2007 | Select | 18 years |        | <input type="checkbox"/>            | 0.00                    | 3,232.58   |
| Mark I Gronner   | 450 Lexington Avenue, New York, NY 10178 | 0123456789     | 12/21/2007 | Select | 6 years  |        | <input type="checkbox"/>            | 0.00                    | 2,719.93   |
| Totals:          |                                          |                |            |        |          |        |                                     | \$0.00                  | \$8,219.46 |

## Tables

### Alignment of Cell Data and Headers

In general, alignment of column header matches alignment of data in same column. Vertically align headers to bottom. More details in figure.

#### ALIGNMENT OF CELL DATA AND HEADERS

Dropdowns and text input form fields are left-aligned

Icons, unlabeled radio buttons and checkboxes are center-aligned

Sort indicator is right aligned. Data in column aligns with header text, not sort indicator

Capital Gain Distribution (Sorted by Date-Dsc) | Reporting Currency USD Customize

7 records found as of August 25, 2008

| Name             | Address                                  | Account Number | Date       | Status | Employed | Resume | Active                              | Short Term Distribution | Balance    |
|------------------|------------------------------------------|----------------|------------|--------|----------|--------|-------------------------------------|-------------------------|------------|
| Allan Rubin      | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/28/2007 | Select | 1 year   |        | <input checked="" type="checkbox"/> | \$0.00                  | \$2,898.29 |
| Sean Sittambalam | 31 West 52nd Street, New York, NY 10019  | 0123456789     | 12/27/2007 | Select | 12 year  |        | <input type="checkbox"/>            | 0.00                    | (4,705.82) |
| Sandra Rojas     | 43 West 7th Street, New York, NY 10021   | 0123456789     | 12/26/2007 | Select | 4 months |        | <input type="checkbox"/>            | 0.00                    | 2,224.99   |
| Rick Chernok     | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/25/2007 | Select | 22 years |        | <input type="checkbox"/>            | 0.00                    | 4,524.83   |
| Marah Anderson   | 31 West 52nd Street, New York, NY 10019  | 0123456789     | 12/24/2007 | Select | 6 months |        | <input type="checkbox"/>            | 0.00                    | (2,675.34) |
| Mark H. Egener   | 666 3rd Avenue, New York, NY 10017       | 0123456789     | 12/22/2007 | Select | 18 years |        | <input type="checkbox"/>            | 0.00                    | 3,232.58   |
| Mark I Gronner   | 450 Lexington Avenue, New York, NY 10178 | 0123456789     | 12/21/2007 | Select | 6 years  |        | <input type="checkbox"/>            | 0.00                    | 2,719.93   |
| Totals:          |                                          |                |            |        |          |        |                                     | \$0.00                  | \$8,219.46 |

Text, hyperlinks, and combinations of text and numerical data (such as addresses) are left-aligned

Account numbers, dates and other numbers used as identifiers are left-aligned

When a number is followed by text, right-align the numbers and left-align the text within each unit. Then right-align the unit.

Numerical data is right-aligned. Negative values in parentheses align on the last digit, not the closing parenthesis.

## Tables

### Nested Rows

The “plus” graphic icon indicates that there are nested rows. Clicking the icon opens nested rows. The plus icon then changes to a minus icon.

The “plus” in the header row opens all nested rows in the table. The “minus” control collapses/hides the nested rows.

#### 1 Expanded Blue Row Pinline

Solid, 1px, #FFFFFF

#### 2 Expanded White Row Pinline

Solid, 1px, #E5F2FB

#### NESTED ROWS

“plus” control in table header opens all nested rows

1 2

| + Senex Ipsum Lorem                      | Status        | Asset Class | Asset Sub-Class | Currency | Date        | Quantity |
|------------------------------------------|---------------|-------------|-----------------|----------|-------------|----------|
| + Lorem ipsum alter                      | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| - Lorem et alteripsum alis que lorem sed | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| Sed alis lorem ipsum equi                | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| Lorem ipsum                              | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| Dulcet harumque                          | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| + Ipsum                                  | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| - Sed alia alter quondam                 | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| Alias one                                | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| Alisa alter                              | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |
| + Rex iniquit semper alia                | Non-confirmed | Equity      | Stocks          | USD      | DD-MMM-YYYY | 000.00   |

Plus/minus graphic centers horizontally in column that is 25 px wide. Graphic centers vertically in one-line table rows.

## Tables

### Tables with Row and Column Headers

Use tables with row and column headers to compare multiple sets of data.

Column headings designate the basis of comparison, while row headings designate what is being compared.

#### 1 Row Headers

Background Color: #E2E0E0

Pinlines: Solid, 1px, #FFFFFF

Font: Arial Bold, 11px, #000000

Alignment: Right

#### TABLES WITH ROW AND COLUMN HEADERS

1

|                      | Unrealized      | 2008 Realized   | 2007 Realized   |
|----------------------|-----------------|-----------------|-----------------|
| Cost (Original)      | \$00,000,000.00 |                 | \$00,000,000.00 |
| Cost (Adjusted)      |                 |                 |                 |
| Mkt Value Proceeds   | 00,000,000.00   | \$00,000,000.00 | 00,000,000.00   |
| Adjusted Proceeds    |                 | 00,000,000.00   | 00,000,000.00   |
| Gain/Loss (Original) | 00,000,000.00   | 00,000,000.00   | -00,000,000.00  |
| Gain/Loss (Adjusted) |                 |                 |                 |
| Capital Gain/Loss    | 00,000,000.00   | 00,000,000.00   | -00,000,000.00  |
| Ordinary Income      |                 |                 |                 |
| Cost N/A (Long)      | 00,000,000.00   | *** NONE ***    | *** NONE ***    |
| Cost N/A (Short)     |                 |                 |                 |

## Tables

### Table Interaction: Highlighting

Highlighted rows and columns assist users with visually scanning Data Tables.

#### HIGHLIGHTING A ROW

When the user hovers the mouse cursor over any portion of the table row, the background of the row changes color. The table row returns to its default color on mouseout.

##### Row Highlight

Background Color: #9CC1D4

#### HIGHLIGHTING A COLUMN HEADER

When the user hovers the mouse cursor over the column header in a table, the background gradient of the column header changes color. The column header returns to its default background gradient on mouseout.

##### Column Header Highlight

Gradient: #FFFFFF to #ABD7F4

#### HIGHLIGHTING A ROW

| Name             | Account Number | Date       |
|------------------|----------------|------------|
| Allan Rubin      | 0123456789     | 12/28/2007 |
| Sean Sittambalam | 0123456789     | 12/27/2007 |
| Sandra Rojas     | 0123456789     | 12/26/2007 |
| Rick Chernok     | 0123456789     | 12/25/2007 |
| Marah Anderson   | 0123456789     | 12/24/2007 |
| Mark H. Egener   | 0123456789     | 12/22/2007 |
| Mark I Gronner   | 0123456789     | 12/21/2007 |

#### HIGHLIGHTING A COLUMN HEADER

| Name             | Account Number | Date       |
|------------------|----------------|------------|
| Allan Rubin      | 0123456789     | 12/28/2007 |
| Sean Sittambalam | 0123456789     | 12/27/2007 |
| Sandra Rojas     | 0123456789     | 12/26/2007 |
| Rick Chernok     | 0123456789     | 12/25/2007 |
| Marah Anderson   | 0123456789     | 12/24/2007 |
| Mark H. Egener   | 0123456789     | 12/22/2007 |
| Mark I Gronner   | 0123456789     | 12/21/2007 |

## Tables

## Table Interaction: Multi-select Filter

The Multi-select Filter provides the ability to filter on one or more discrete values within a single column.

### Step 1

When users hover over the filter icon, it switches to a highlighted state.

## Step 2

Clicking the icon display a filter panel. If the user has not previously made changes, indicate that all data is currently displayed by putting checks in the "All" option and its sub-options. "Reset" and "Apply" buttons are inactive. Clicking "Cancel" closes the filter panel.

### Step 3

Users select which information to filter by unchecking options from the list. After users make a selection, the “All” checkbox remains active but becomes grayed-out. If every option is checked, do not allow users to deselect “All” as this will result in an empty table. Users click the “Apply” button to close the panel and run the filter.

To restore filter options to the last applied state, users click “Reset”. If a user makes changes, without clicking “Apply”, a subsequent click on “Reset” reverts back to the previous set of filter selections.

### Step 4

The filtered selections are displayed in the table. The “Filter Available” icon in the column header cell switches to a “Filter Applied” icon.

### STEP 1: BUTTON SHOWN IN TABLE HEADER

| Lorem  | Quantity |  |
|--------|----------|--|
| Equity | 50.00    |  |
| Dolor  | 600.00   |  |
| Lorem  | 50.00    |  |
| Equity | 800.00   |  |
| Ipsum  | 40.00    |  |

## STEP 2: CLICKING BUTTON DISPLAYS FILTER PANEL



The screenshot shows a table with a modal dropdown menu. The table has columns 'Lorem' and 'Quantity'. The 'Quantity' column has a dropdown arrow. The modal menu is open, showing a list of items with checkboxes: 'All', 'Equities', 'Fixed Income', 'Capital Markets', 'Lorem', and 'Ipsum'. All items are checked. At the bottom of the modal are three buttons: 'Reset', 'Cancel', and 'Apply'.

| Lorem  | Quantity        |
|--------|-----------------|
| Equity | All             |
| Dolor  | Equities        |
| Lorem  | Fixed Income    |
| Equity | Capital Markets |
| Ipsum  | Lorem           |
|        | Ipsum           |

### STEP 3: CHANGING CRITERIA ENABLES BUTTONS

5 px

20 px

5 px

5 px

5 px

5 px

## STEP 4: THE FILTERED TABLE

| Quantity | Unit    |
|----------|---------|
| Equity   | 50.00   |
| Equity   | 800.00  |
| Equity   | 1234.56 |
| Equity   | 555.25  |
| Equity   | 9548.32 |

## Command Buttons

Command Buttons contained in the Multi-select Filter panel have the same style and states as the Command Buttons described in the Buttons section of this document, with the following exceptions:

- Buttons are 20 pixels high
- Buttons have 5 pixels of padding to the left and right of the button labels
- Buttons are not subject to the 54 pixel minimum width rule

## Tables

### Table Interaction: Resizing Columns

#### Content Flow

Columns cannot be resized smaller than 5 px wide.

If users resize a column narrower than the longest content element in the column, the following rules apply:

- If the column contains read-only data, the content will wrap
- If the column is too narrow to wrap the content, the content will flow on a single line and will be hidden
- If the column contains editable data, the column width will snap to the width of the widest content element.

#### Step 1

Upon hovering over a vertical gridline in the column header, the cursor changes from the default arrow to a horizontal resize cursor.

#### Step 2

Upon mousedown, a highlighted gridline appears, indicating that the gridline has been selected. The highlight extends the entire table height.

#### Step 3

While continuing to mousedown, the user drags the duplicate gridline in the desired direction. Motion is locked to the horizontal axis, so any vertical mouse movement will not move the gridline.

#### Step 4

When the desired width has been reached, and the mouse button is released, the column to the left of the dragged border is resized. All columns to the right resize algorithmically. The duplicate gridline disappears, and the actual gridline snaps to the location where the release occurred.

#### STEP 1: THE RESIZE CURSOR

| Account    | ⌵⌶ | Lorem  | Ipsum  | Employed |
|------------|----|--------|--------|----------|
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |

#### STEP 2: HIGHLIGHTED COLUMN EDGE

| Account    | ⌵⌶ | Lorem  | Ipsum  | Employed |
|------------|----|--------|--------|----------|
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |

#### Column Gridline Proxy

Solid, 2px, #7ABCDE

#### STEP 3: COLUMN BORDER BEING DRAGGED

| Account    | ⌵⌶ | Lorem  | Ipsum  | Employed |
|------------|----|--------|--------|----------|
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |
| 0123456789 |    | 123.45 | 123.45 | Lorem    |

#### STEP 4: THE RESIZED COLUMN

| Account    | Lorem  | Ipsum  | Employed |
|------------|--------|--------|----------|
| 0123456789 | 123.45 | 123.45 | Lorem    |
| 0123456789 | 123.45 | 123.45 | Lorem    |
| 0123456789 | 123.45 | 123.45 | Lorem    |
| 0123456789 | 123.45 | 123.45 | Lorem    |

## Tables

### Table Interaction: Reordering Columns

Column Reordering is a customization feature where users can override the default order and rearrange columns. The steps below outline the Drag-and-Drop process.

#### Step 1

The user selects the column by mousing down on the column header. The header's background gradient changes to indicate that it has been selected.

#### Step 2

The user moves the column by dragging the mouse horizontally in either direction. Motion is locked to the horizontal axis, so that any vertical mouse movement will not move the header.

As the user begins dragging the header, a semi-transparent duplicate header appears, to represent the "grabbed" object, and moves with the cursor. The original column header remains in place. The entire selected column is highlighted. When the cursor is dragged to the halfway point of another column header, that column's border is highlighted to indicate the column's insertion point.

#### Step 3

Once the insertion point has been selected, the user ends the drag motion and releases the mouse button. The column and header move to the left of the highlighted border if the column was dragged left, or to the right of the border if dragged to the right.

#### Step 4

When released, column highlighting switches off, and the cells return to their original state.

#### STEP 1

| Title       | Lorem  | Ipsum  | Amet   |
|-------------|--------|--------|--------|
| Lorem Ipsum | 11,111 | 22,222 | 33,333 |
| Dolor Sit   | 11,111 | 22,222 | 33,333 |
| Amet        | 11,111 | 22,222 | 33,333 |
| Consecutor  | 11,111 | 22,222 | 33,333 |

#### Column Header Highlight

Gradient: #FFFFFF to #ABD7F4

#### STEP 3

| Title       | Ipsum  | Lorem  | Amet   |
|-------------|--------|--------|--------|
| Lorem Ipsum | 22,222 | 11,111 | 33,333 |
| Dolor Sit   | 22,222 | 11,111 | 33,333 |
| Amet        | 22,222 | 11,111 | 33,333 |
| Consecutor  | 22,222 | 11,111 | 33,333 |

#### STEP 2

| Title       | Lorem  | Lorem um | Amet   |
|-------------|--------|----------|--------|
| Lorem Ipsum | 11,111 | 22,222   | 33,333 |
| Dolor Sit   | 11,111 | 22,222   | 33,333 |
| Amet        | 11,111 | 22,222   | 33,333 |
| Consecutor  | 11,111 | 22,222   | 33,333 |

#### Column Header Proxy

BG Color: #7BBDDF

Border: Solid, 2px, #FFFFFF

Opacity: 70%

#### Insertion Point

Solid, 2px, #7ABCDE

#### STEP 4

| Title       | Ipsum  | Lorem  | Amet   |
|-------------|--------|--------|--------|
| Lorem Ipsum | 22,222 | 11,111 | 33,333 |
| Dolor Sit   | 22,222 | 11,111 | 33,333 |
| Amet        | 22,222 | 11,111 | 33,333 |
| Consecutor  | 22,222 | 11,111 | 33,333 |

## Tables

### Table Interaction: Locked Columns

#### Locked Columns and Headers

To maximize the use of screen real estate, data tables may include interior scrolling. While data scrolls in and out of view, key reference points, such as column headers, remain stationary.

In addition to locked column headers, this mechanism allows for entire columns to be “locked,” so that users can scroll through data and column headers horizontally, with a fixed point of reference.

Scrolling horizontally moves all rows and their column headers to the right of the lock point.

Scrolling vertically moves all rows below the column header row, on both sides of any lock point.

If pre-setting lock points, ensure that locked columns consist of data which will provide the clearest indication of what the remaining data refers to.

#### STEP 1: TABLE WITH LOCKED COLUMN

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

#### STEP 2: CURSOR CHANGES ONMOUSEOVER

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

#### STEP 3: LOCK COLOR CHANGES ONCLICK

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

#### STEP 4: DRAGGING THE COLUMN LOCK

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

Column Lock Proxy  
Solid, 2px, #7ABCE

#### STEP 5: NEW COLUMN LOCK DESTINATION FOUND

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

#### STEP 6: SCROLLBAR REDRAWS ONMOUSEUP

| Description                      | Quantity | Citi | Mean | Price    | Unit Cost |
|----------------------------------|----------|------|------|----------|-----------|
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | \$22.869 | \$21.000  |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |
| Lorem ipsum eun le movet persius | 114.00   | 1M   | 1.8  | 22.869   | 21.000    |

## Messaging and Indicators

### Alerts Bar

GWM Desktop provides real-time notification for a variety of events through the Alerts Status Bar on the bottom of every screen. To access this message, users click on the appropriate button, such as EXEC, RECD or ORDR. To configure alerts, users click the Configure button, which launches a new widow.

#### 1 Broadcast Message Indicator

Font: Arial bold, 11px, #000000

#### 2 All Alerts Menu

Font: Arial, 13px, #000000

Gradient: #FFFFFF to #F1F1F1

Border: Solid, 1px, #CCCCCC

Hover Background Color: #9BC1D4

Corner Radius: 10px

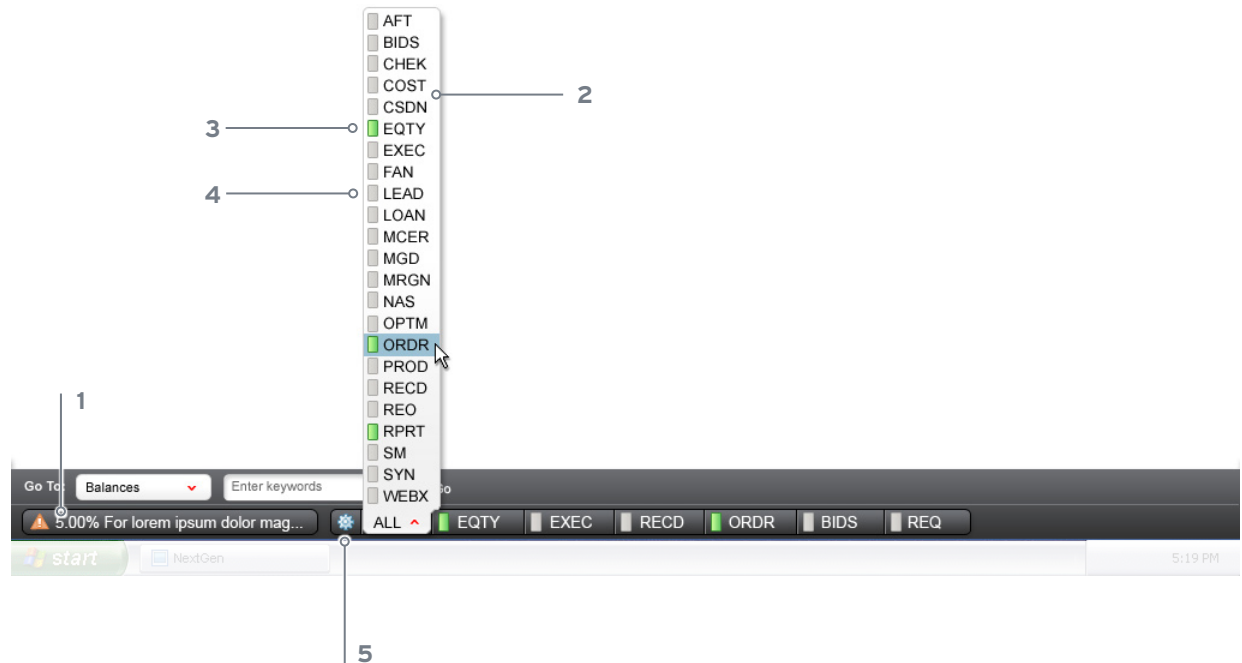
Drop Shadow: Distance = 5px, Size = 5 px, Angle = 120°, Color = #000000, Opacity = 35%

#### 3 Alert Indicator (on)

#### 4 Alert Indicator (off)

#### 5 Configure button

ALERTS BAR WITH BROADCAST MESSAGE INDICATOR DISPLAYED AND ALL ALERTS MENU EXPOSED



DETAIL OF ALERTS BAR

