

Form Fillin Design Guidelines

- Meaningful title
 - ➔ not computer terminology
- Comprehensible instructions
 - ➔ be brief; use task terms
 - ➔ use "type" info; "press" keys. *— consistent by "click on" vs "select"*
- Logical grouping/sequencing of fields
 - ➔ related fields next to each other
- Visually appealing layout of form ✓
 - ➔ use "whitespace" (vertical & horizontal)
- Familiar field labels
- Consistent terminology & abbreviations *— familiar*
- Visible space and boundaries for fields
 - ➔ show structure of field (e.g., date)
- Convenient Cursor movement
 - ➔ arrows or tab key
- Error correction for characters & fields
 - ➔ simple intra-field editing

■ Error messages for unacceptable values

- immediate
- indicate permissible values

msg where?

■ Optional fields marked clearly

- if possible, after required fields

■ Explanatory messages for fields

- tell user what field is for
- activated by cursor
- fixed location

eg. bottom of form

*as at cursor
"tool tips"?*

■ Completion signal

- how to indicate that form is completed

- problem of ca!