Form Fillin Design Guidelines

- Meaningful title
  - not computer terminology
- Comprehensible instructions
  - be brief; use task terms
  - use “type” info; “press” keys.
- 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
- 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

• Optional fields marked clearly
  → if possible, after required fields

• Explanatory messages for fields
  → tell user what field is for
  → activated by cursor
  → fixed location

• Completion signal
  → how to indicate that form is completed