



Keeping the user in perspective, what care is to be taken while developing forms page of a website?



Enter Y / N after checking the content under description

Description	(Y/N)
Users & tasks	
Subscribing and Unsubscribing	
Making a purchase	
Lodging a request or inquiry	
Notify the company of something	
Responding to a questionnaire	
Best practices	
Testing your forms (design of forms should be tested thoroughly as there are many opportunities for things to go wrong)	
Speaking user’s language (Simple and easy to understand questionnaire in the forms)	
Minimizing Instructions (Do not explain requirements for each field in a form)	
Provide appropriate choices (Include other field apart from providing drop down)	
Framing requirements as questions (To reduce the text of requirements, ask it in the form of a question)	
Using Asterisk for the mandatory fields	
Using progress indicator (User should know where he is while filling the forms)	
Using a grid (For entry of dates, provide 3 small fields. For entry of land line number, provide country, state, phone fields)	
Provide submit and cancel buttons	
Supporting clear(Provide clear button if user wishes to enter data in a form from beginning and if he wishes to de select the already selected radio buttons)	
Retaining data during navigation (Data entered in previous page must be retained for user to view it after clicking back button)	



Validating forms (Highlight fields that have wrong user input for user to enter information in those fields after validation)	
Guaranteeing privacy security (Provide a brief statement about security or a clear link to privacy and security notices)	
Minimizing data collection (Don't force users to provide information that you won't use)	
Pitfalls	
Failing to test with users	
Asking for inappropriate information	
Using jargon or unfamiliar terminology	
Failing to provide appropriate terminology	
Providing lengthy instructional information	
Failing to indicate a progress indicator	