

# Designing Data Capture Forms

A data Capture form is a form that will be used to collect data that will be inputted into a computer program.

If the data capture form is well designed, inputting the data on the form into the computer will be easier.

The design of the data capture form is an important part of the user interface design. Some factors that should be considered when designing data capture forms are:

## Layout

The data fields and their layout on the data capture form should match the layout of the input form on the screen; they should correspond as far as possible. This will make it easier for the person entering the data into the computer program from the form.

## Instructions

If the form is filled in incorrectly, the data will probably be unusable and cannot be inputted or won't work. So the form should have very clear instructions indicating how it should be filled in.

## Readability

If the data on the form cannot be read, then it can't be inputted into the program. Instructions should indicate to the person filling in the form to write clearly, or use block capitals. One way of doing this is to provide one box for each character, this can also limit the number of characters entered.