

Designing Input Screens

The User

- It is important to remember who the user is while designing an input screen.
- Age and the amount of computer literacy skills the user has should be taken into account

Layout

- It is important to take advantage of all the space available, and make sure that the display is not cluttered.
- Grouping items together and using headings and subheadings can make it clearer.

Order

- The user is likely to read the screen left to right and top to bottom.
- So the most important stuff like the title should be at the top, and action buttons should be near the bottom.

Validation

- The interface, where ever possible should reject any data that is obviously wrong, if it does not fit some preset rules.

GUI objects

- The objects available should be used to make data input efficient and help avoid input errors .
- This should include text boxes, drop-down menus, check boxes, menus and toolbars.

Online help and information

- The interface should keep the user informed about what the system is doing . for example if an input is rejected, the user should be told why.
- Any additional help should be easily available to the user.

