

RULES

FOR EFFECTIVE FORM DESIGN



FORM DESIGN AND USABILITY HAS A ENORMOUS IMPACT ON THE SPEED WITH WHICH USERS CAN CORRECTLY COMPLETE A FORM.

USE THESE RECOMMENDATIONS AS A STARTING POINT FOR YOUR FORM DESIGN!



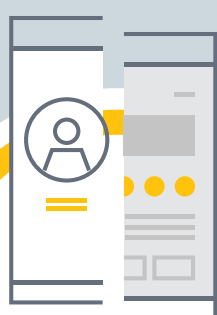
CONTENT

- Present answers in a familiar format for the user
- Form as short and simple as possible
- Distinguish optional and required fields

- Place labels above the corresponding input fields
- Present fields in a single column layout
- Match fields to the size of the input



LAYOUT



INPUT TYPES

- Minimize the number of input fields and user typing effort (e.g. use drop-down menus)
- Use checkboxes instead of list boxes
- Use radio buttons for up to 4 options; for more options, use a drop-down menu
- Order the form logically and only ask for the information you really need

- Error messages should be polite and explain the errors that occurred
- After an error occurred, never clear the already completed fields
- Always show error messages after the form has been filled and sent
- Provide highly visible and specific error messages



ERROR HANDLING



FORM SUBMISSION

- Disable the submit button after it has been clicked
- Show a confirmation, after the submission
- Avoid 'Reset' Button

Do you need to build efficient Web forms?

[CONTACT OUR TEAM!](#)



lightweightform

lightweightform@opensoft.pt | +351 21 380 44 10

www.opensoft.pt