Eight Golden Rules

①   Strive for consistency

➥   Terminology; commands; etc.

②   Enable frequent users to use shortcuts

➥   Abbreviations; macros; etc.

③   Offer informative feedback

➥   Give feedback for *everything*.

➥   Major actions get major feedback.

④   Design dialogs to yield closure

➥   Group actions; closure at end of group.

➥   Closure provides memory "relief".

⑤   Offer simple error handling

➥   Detect and allow simple correction.

⑥   Permit easy reversal of actions

➥   Undo encourages exploration

⑦   Support internal locus of control

➥   Users initiate, not respond.

⑧   Reduce short-term memory load

➥   7 + or - 2 "chunks" of info in STM

➥   Let the computer remember

Data Entry Guidelines

- Consistency of data-entry transactions
  - keep actions required the same

- Minimal input actions by user
  - prefer single action (keypress/mouseclick)
  - select from list
  - avoid device changes (hand mvt.)

- Minimal memory load on user
  - don't make person remember codes etc.

- Compatibility of data entry with display
  - enter it the way it's displayed

- Flexibility for user control of data entry
  - allow experienced users to control order, and perhaps format, of data entry.

Data Display Guidelines

- ♥ Consistency of data display
  - ➥ Terminology; formats; fonts; colors; etc.

- ♥ Efficient information assimilation by user
  - ➥ task related, familiar formats.
  - ➥ neat presentation.

- ♥ Minimal memory load on user
  - ➥ encourage closure. ——— *Q. what's closure*
  - ➥ group entry. ——— *related items together*

- ♥ Compatibility of data display and entry
  - ➥ display it the way it's entered.
  - ➥ e.g., left-right, up-down. ——— *read in W. ga, etc*

- ♥ Flexibility for user control of data display
  - ➥ choose data to be displayed to match current task.
  - ➥ i.e., it should be easy to use.