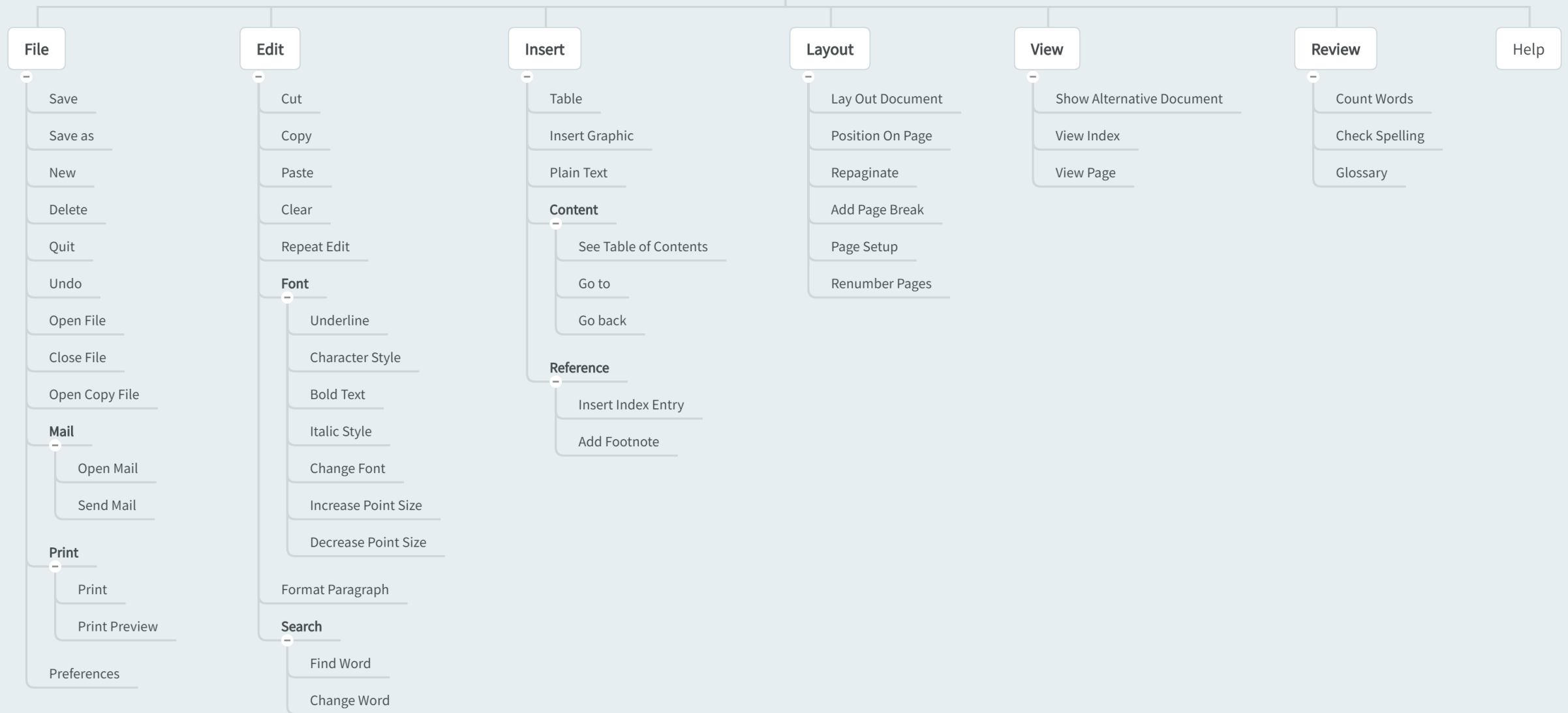


Final Result

The Menu-driven Word-processing System



Individual Works

- In the part, both original result and comparison of every member are displayed
- The differences between origin individual work and final result have been highlighted
- The headings have been bolded. Some may be secondary.



Chenhui Mao

File	save, save as, new, open, quit, open file, close file, open copy of file, go to, go back, open mail, send mail, show alternative document, print, print preview
Start	help, Words: find word, change word, count word, bold text, italic text, underline, increase point size, decrease point size, change font
Edits	delete, undo, cut, copy, paste, clear, repeated edit
Insert	table, plain text, insert graphic, add footnote
Dictionary	glossary, character style, check spelling
Layout	Format: preferences, format paragraph, layout document, see table of contents, Page: position page, repaginate, add page break, page set up, view page, renumber page
Reference	insert index entry, view index



- I think the *preference* related to the format preference that should be included into “*Format*” heading, however other group members think that preference indicate the saving preference, so the final version we place the preference into “*File*” part.
- *Go to* and *go back* is the most controversial one, I believe the go to and go back means the go to somewhere to find the file or go back to previous direction, however other members think that it means go to a certain content like a hyperlink.
- Finally the *show alternative document*, none of our member have a good understanding relate to that words, so I just accord to its literal meaning to put in the “*File*” heading.

As for other function, though, we place them under different heading, we all group the same function together, because those function do not have ambiguous meaning.



Haotian Sang

Document	open file, close file, open copy of file, save, save as, new, delete, quit, undo, Print: print, print preview
Edit	cut, copy, paste, clear, repeat edit, add footnote
Font	character style, change font, plain text, bold text, italic text, underline, Point size: increase point size, decrease point size
Layout	glossary, preferences, repaginate, add page break, lay out document
Page	page setup, view page, position on page, renumber pages, format paragraph
Content	go to, go back, view index, see table of contents
Insert	insert graphic, insert index entry, table
Search	find word, change word, check spelling, count words
Share	open mail, send mail
Help	show alternative document, help



Haotian Sang

- The difference between us mainly focus on the “***Search***”, “***Share***”, “***Help***” headings put in the 1st level, because it’s easy to use. However, other group members thinks that ***the 1st level should be clearly***, and my choice makes there are too many items in first which makes it difficult to read (***Short Term Memory***). Therefore, we put some of them in “***Layout***” or “***File***” headings.
- What’s more, the page-relevant labels I put in “***Page***” heading. After discussion, I ***understood some misunderstand parts***, and found some of them can be put in other items which is better.
- Finally, ***show alternative document***, none of our member have a good understanding related to that words, so I just put it to the “***Help***” heading.



Xiao Xie

File	save, save as, new, delete, quit, open file, close file, copy of file, Print: print, print preview, Mailings: open mail, send mail
Edit	Layout: layout document, position on page, Font: bold text, italic text, underline, increase point size, decrease point size, change font, Paragraph: format paragraph, repaginate, Page: page setup, view page
Home	undo, character style, cut copy, paste, clear, repeat edit
Insert	table, plain text, add page break, insert graphic, insert index entry
View	view index, show alternative document
References	insert index entry, table of contents, add footnote
Review	count words, change word, find word, go to, go back, glossary
Help	help



Xiao Xie

- The differences between the final result and mine mainly lie on the following functions: *undo, character style, cut copy, paste, clear, repeat edit*. Since they are all *frequently-used functions*, I group them as “*Home*” for *handy uses*.
- Besides, I also group some functions like *format paragraph* and *repaginate* as *a sub-heading* of “*Edit*”, because they *share some similarities and all are related to the operation* of editing.
- In addition, I put functions like *insert index entry, add footnote* into one independent 1st heading, “*References*”, as it would be easier for users to memorize, if not, there may be too many functions in one heading, which is against with the law of “People can only memorize *7 ± 2 chunks* at most”.



Yuekai Yin

File	save, save as, new, open, quit, open file, close file, open copy of file, print, print preview, delete, preference, undo
Edit	character style, format paragraph, plain text, bold text, italic text, underline, increase point size, decrease point size, change font, cut, copy, paste, clear, find word, change word
Insert	table, repaginate, add page break, insert graphic, renumber pages
Layout	layout document, page setup, position on page, repaginate
Reference	insert index entry, see table of contents, add footnote, go to, go back
Mail	send mail, open mail
Review	glossary, check spelling, count words,
View	view index, view page, show alternative document
Help	



Yuekai Yin

- Firstly, our result used *2-level classification* in order to make the classification more clear and easier to understand.
- And then, our final result put the “*Mail*” into the “*File*” category and put “*Reference*” into “*Insert*” category. But I made them as separate categories because I preferred the existing classification in Microsoft Office more. However, other group members considered that we should have our own opinion and *my original result was a bit fractional*. Additionally, functions under these 2 headings have similar function meanings with their father categories, so that the “*Mail*” could be put under the “*File*”, and “*Reference*” could be put under the “*Insert*”.
- Similar disagreements occurred in the *renumber page*, and I still followed Microsoft Word's classification approach and placed it under the category of “*Insert*”. But other group members did not agree with that.
- At last, I think the meaning of *go to* and *go back* are jump to a reference of a particular text, so they should put under the “*Reference*”. However, other members considered that these two functions are more like the use of hyperlink



Zhuohua Qi

File	save, save as, new, delete, quit, undo, open file, close file, open copy file, Mail: open mail, send mail, Print: print, print preview
Text	plain text, underline, character style, bold text, italic style, change font, increase point size, decrease point size, format paragraph, find word, change word
Edit	cut, copy, paste, clear, repeat edit
Insert	table, insert graphic, see table of contents
Reference	insert index entry, add footnote, go to, go back
Layout	lay out document, position on page, repaginate, add page break, page setup, view pages, renumber pages
Review	count words, check spelling, view index, glossary, show alternative document
Help	



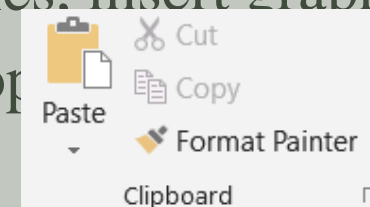
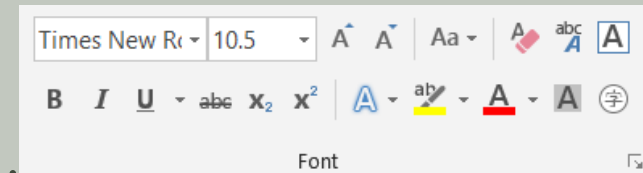
Zhuohua Qi

- The most significant change is that we use *more secondary headings*. I divided functions into too much individual headings at first, but later we tried to reset *the hierarchical headings*.
 - Combine most functions under “*Text*” heading which are closed related to font as “*Font*” into “*Edit*”.
 - Group the “*Reference*” as a secondary heading into “*Insert*”.
 - Separate “*Review*” heading into “*Review*” and “*View*” headings, which makes the classification more specific.
 - In my opinion, function *help* should be a separate heading, which might lead users to assistance faster. This idea was well received by other teammates.
- Some functions are difficult for us to distinguish.
 - Functions like *show alternative document* and *view pages* confused all of us, and they were transferred to “*View*” after the discussion because of the literal meaning from verbs.
 - Some functions like *go to* and *go back* were *really ambiguous and without*

Thinking and Discussion

Q: Why do some functions always seem to be grouped together?

- A:**
- Operate on the same object
 - Implicit (e.g., underline, bold text, italic style)
 - Explicit (e.g., position on *page*, *page* setup, renumber *pages*)
 - Related functions
 - Semblable (e.g. *view* index, *view* page, *save*, *save* as)
 - Opposite (e.g., *increase* point size, *decrease* point size)
 - Similar procedure (e.g., *Insert*-tables, insert graphic, plain text)
 - Sequential operations (e.g., cut, copy, paste)





Q: Why do some groups of functions always get categorized correctly?

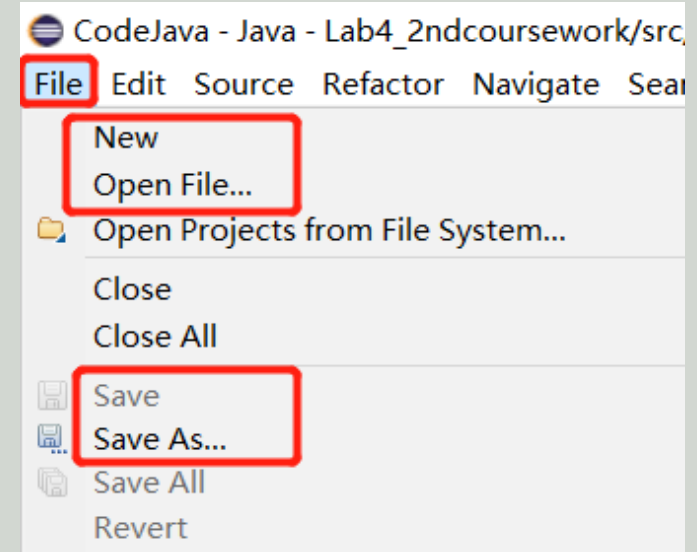
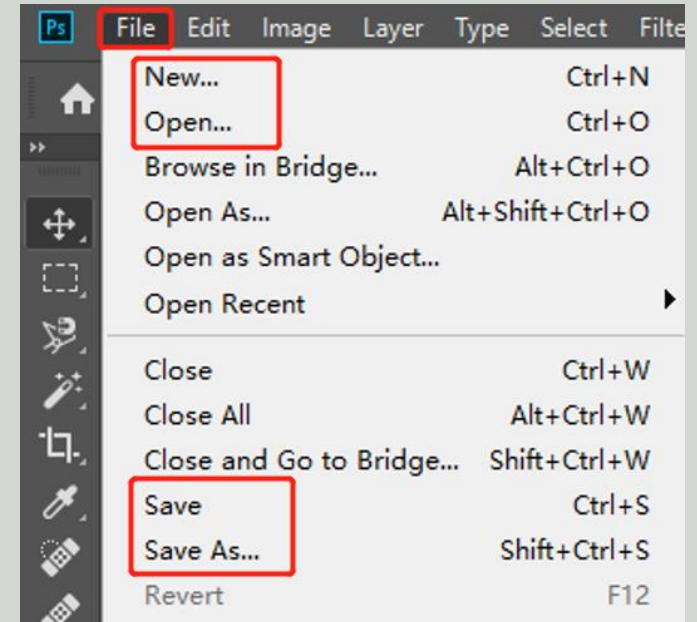
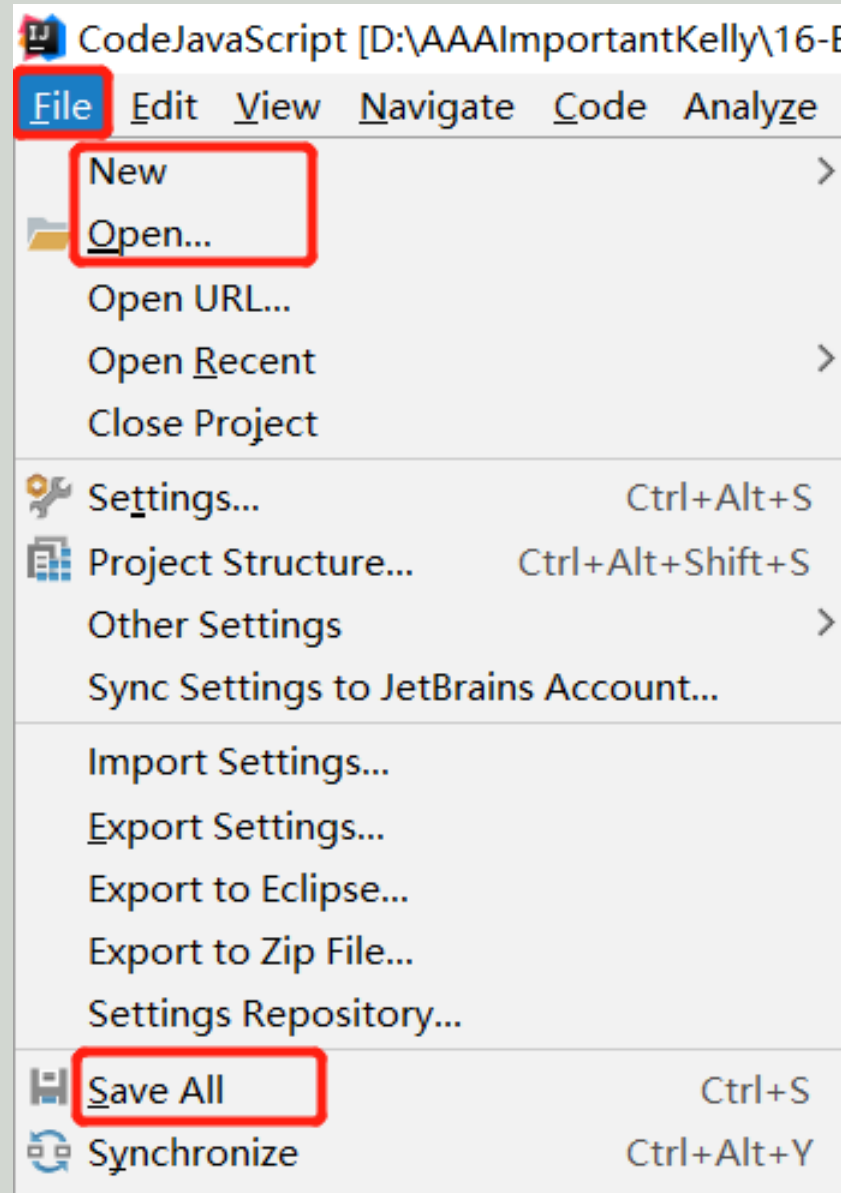
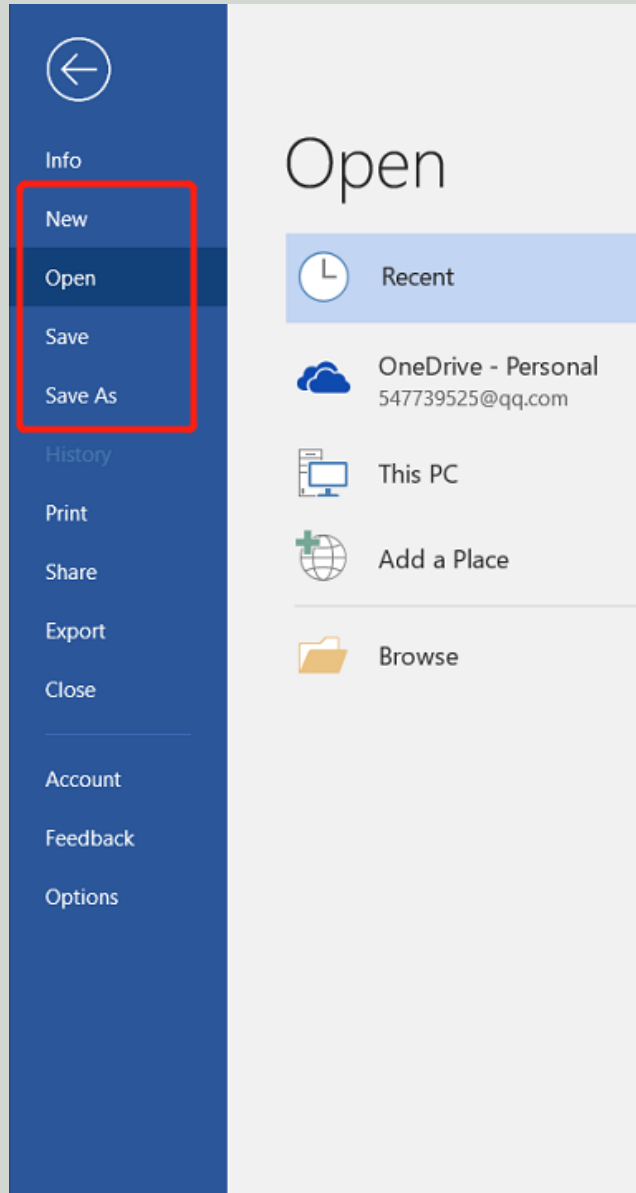
- A:**
- Clear natural language
 - Explicit naming (e.g., change font)
 - Explicit function (e.g., print preview)
 - High connectivity (e.g., bold text)
 - High frequency of use (e.g., undo)
 - Common functions for various

Why are some less easy to place under the 'correct' heading?

- Ambiguous language
 - Vaguely naming (e.g., go to, go back)
 - Vaguely faction (e.g., show alternative document)
 - Poorly pertinency (e.g., preferences)
- Low frequency of use (e.g., glossary)
- Specific functions for specific systems (e.g., show alternative

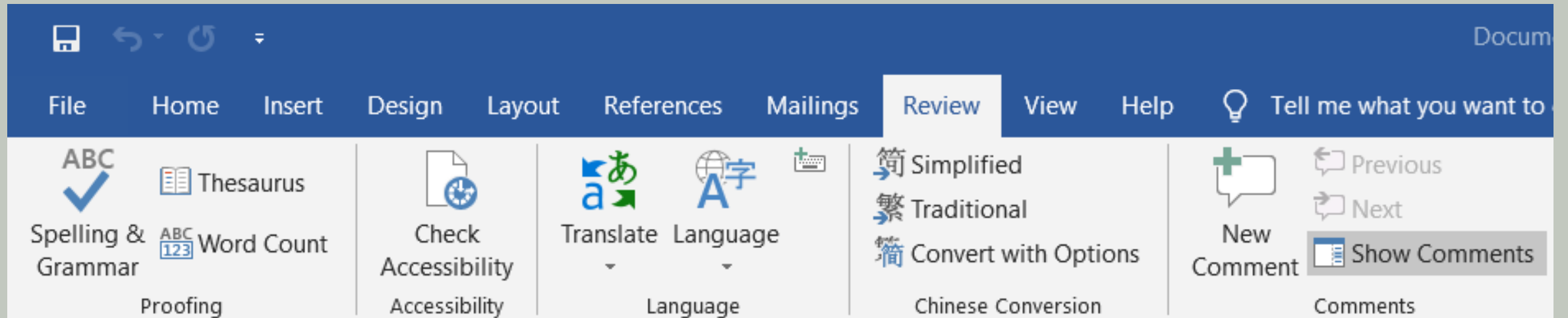
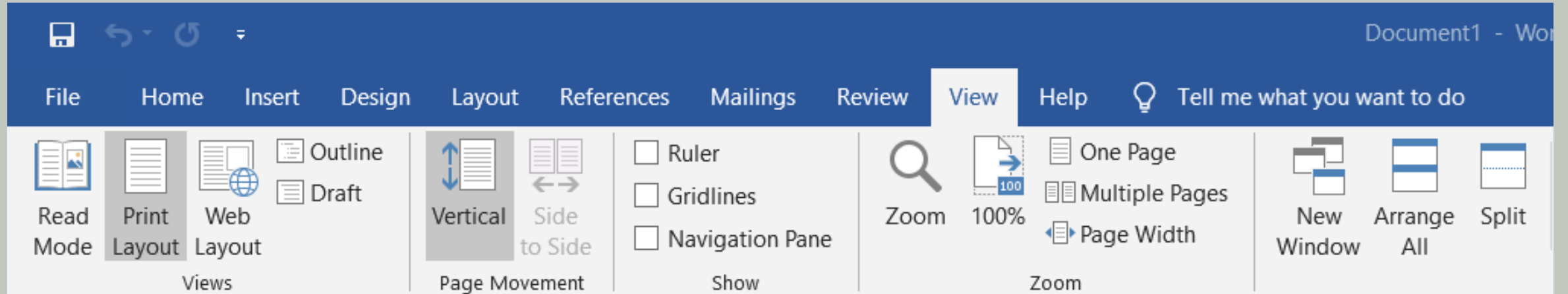


Common functions for various systems





Specific functions for specific systems





Q: Why is this important?

A:

- Make the layout clearer
- Easy and fast access to common action
- Improve efficiency
- Meet the ergonomics
- Better user's experience