1. **Grouping**

|  |  |
| --- | --- |
| **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) |
| **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 |

**Different with final results:**

**The difference between us mainly focus on the Search\Share\Help item put in the 1st level, because it’s easy to use. However, other group member 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 (STM). Therefore, we put some of them in Layout, File items. What’s more, the page-relevant labels I put in Page item. After discussion, I understand some misunderstand parts, and found some of them can be put in other items which is better. Then, show alternative document, none of our member have a good understanding relate to that words, so I just put it to the help items.**

1. **Problems:**
2. Why do some functions always seem to be grouped together?
3. They have similar functions
4. Designed for STM (limited capacity - 7± 2 chunks)
5. Easy to use
6. Why do some groups of functions always get categorized correctly?
7. Natural language level is easy to understand
8. Consensus in many software
9. Why are some less easy to place under the ‘correct’ heading?
10. Ambiguous meaning
11. Specific function in specific software
12. Why is this important?
13. Help people use more efficient
14. Make the interface more readable
15. Natural language understandable and clear, ergonomics