

Collapse All

Introduction

Generally, forms should be easy, short and inviting. The fewer the fields, the better. To keep forms short, we can use conditional logic so that it only displays a question if a user has answered a previous question in a certain way. We can also hide information appropriately (until needed) to make the whole web form design look more pleasant. For long forms, progress bars can be used to reduce user anxiety by clearly communicating how far they are from finishing. Try to minimize typing and prevent users from making errors – use checkboxes, radio buttons or dropdown menus to restrict the number of options and for entries that can easily be mistyped. Below are further guidelines to make the form filling experience more manageable.

Form Element Types

Default Input

Predictable fields are prefilled to reduce typing and increase efficiency.

Example

Normal State

Hover and Active State

Individual Properties

Border-color: #899299

Background: #FFFFFF


Color: #B3B3B3

Border-color: #0051A5

Background: #FFFFFF

Color: #585858

Disabled State

 Description of error.

Error State

Individual Properties

Border-color: #899299

Background: #D3D9E1

Color: #6F6F6F

Border-color: #CE1709

Background: #FFFFFF

Color: #CE1709

Error notification height: 42px

Error notification margin-top: 12px

Required Field State

Validated Field State

Individual Properties

box-shadow: inset 4px 0 0 0 #CE1609;

box-shadow: inset 4px 0 0 0 #427700;

Global Input Properties

Height: 38px

Padding Left/Right: 12px

Padding Top/Bottom: 12px

Border-radius: 4px

Font-family: Roboto

Font-size: 12px

Text-align: Left

Autocomplete Input

As the user types in data, a list of suggested items that match the inputted data is displayed from which the user can select thus reducing typing and increase efficiency.

Normal State

Normal State with Icons

×

Green Lantern

×

Superman

Bat Girl

×

Aquaman

Bat Girl

Batman

Flash

Hover, Active and Multiselect States

Individual Properties

Static Icon-color: #585858

Linked IconColor: #006AC3

Icon Padding: 12px

Padding Left/Right 12px

Padding Top/Bottom: 12px

Chicklet Height: 24px

Chicklet Icon Width/Height: 8px

Chicklet Icon Padding: 8px

Chicklet Icon Margin-right: 16px

Chicklet Icon Margin-bottom: 22px

Background: #FFFFFF

Color: #585858

Highlight Row Color: #EAEAEA


Highlight Row Height: 44px

Dropdown Box-shadow: 0 2px 4px 0 rgba(0,0,0,0.17);

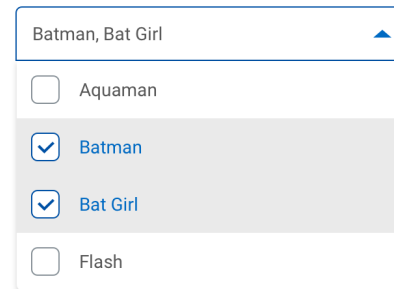
Combobox

Combines a dropdown with multiple checkbox options.

Example

A combobox in its normal state. It features a light gray background, a rounded rectangular border, and a small downward-pointing triangle on the right side. The text "Super Heros" is displayed in the center.

Normal State

A combobox in its hover, active, and multiselect states. The background is white with a blue border. The text "Batman, Bat Girl" is at the top with a small upward-pointing triangle on the right. Below is a list of options, each with a checkbox: "Aquaman" (unchecked), "Batman" (checked), "Bat Girl" (checked), and "Flash" (unchecked). The "Batman" and "Bat Girl" rows are highlighted with a light gray background.

Hover, Active and Multiselect States

Individual Properties

Same as Autocomplete Input

Checkbox Margin-right: 16px

Checkbox Padding: 12px

Global Input Properties

Same as Autocomplete Input

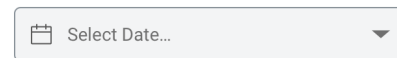
Date Picker

Allows a user to pick a specific date in a given year.

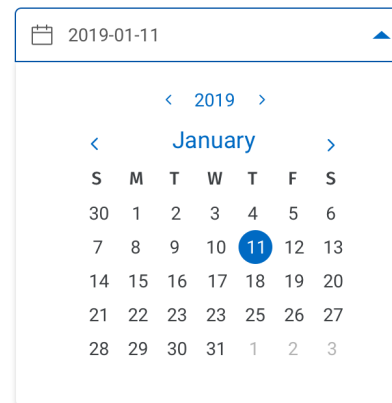
Example

A date picker in its normal state. It has a light gray background, a rounded rectangular border, and a small downward-pointing triangle on the right. A calendar icon is on the left, followed by the text "Select Date...".

Normal State

A date picker in its disabled state. It has a light gray background, a rounded rectangular border, and a small downward-pointing triangle on the right. A calendar icon is on the left, followed by the text "Select Date...".

Disabled State

A date picker in its hover and active state. The background is white with a blue border. The text "2019-01-11" is at the top with a small upward-pointing triangle on the right. Below is a calendar for January 2019. The days of the week are listed at the top: S, M, T, W, T, F, S. The dates are arranged in a grid. The date "11" is highlighted with a blue circle.

Hover and Active State

Individual Properties

Same as Autocomplete Input

Global Input Properties

Same as Autocomplete Input

Textarea

Should reflect how much text the user is expected to enter. Users want to see their full entry.

Example

Type something here

Normal State

Duis sit amet commodo justo, eu vestibulum sapien. Nunc blandit metus non neque sagittis, in varius quam finibus. Proin elit enim, commodo non ultrices sit amet, molestie vitae orci. Donec finibus dui vitae ligula iaculis sollicitudin. Morbi eu diam a mauris pellentesque condimentum sed vitae mi. Nam nisi et.

Active and Hover State

Type something here

Disabled State

Type something here

!

 Description of error.

Error State

Individual Properties

Same as Default Input

Global Input Properties

Same as Default Input

Checkbox

Used when more than one option can be selected.

Example

☐ Aquaman

☐ Batman

☒ Bat Girl

☐ Bat Girl

☒ Flash

☐ Spiderman

Normal State Hover State Active State Disabled States

Individual Properties (Normal)	Individual Properties (Hover)	Individual Properties (Active)	Individual Properties (Disabled)
Border-color: #899299	Border-color: #005795	Background: #0051A5 Icon Color: #FFFFFF	Border-color: #899299 Background: #D3D9E1 Icon Color: #6F6F6F

Global Input Properties

Width: 20px
Height: 20px
Margin-right 16px
Border-radius: 4px
Background: #FFFFFF

Radio

Used when there's a range of options and only one option can be chosen; should be vertically stacked.

Example



Individual Properties (Normal)

Border-color: #899299

Individual Properties (Hover)

Border-color: #005795

Individual Properties (Active)

Border: #0051A5

Background: #FFFFFF

Icon Color: #0051A5

Individual Properties (Disabled)

Border-color: #899299

Background: #D3D9E1

Icon Color: #899299

Global Input Properties

Height: 20px

Width: 20px

Margin-right 16px

Background: #FFFFFF

Toggle

Allows the user to change a setting between two states.

Example



Individual Properties (Normal)

Border-color: #899299

Individual Properties (Active)

Border: #0051A5

Background: #0051A5

Icon Border: #0051A5

Individual Properties (Disabled)

Border-color: #899299

Background: #D3D9E1

Icon Border: #899299

Icon Background: #899299

Individual Properties

Label Margin-right 16px

Global Input Properties

Height: 20px

Width: 40px

Margin-right 16px

Icon Background: #FFFFFF



Do

- Have a visual hierarchy for buttons that emphasizes the primary action
- Ensure all buttons are styled and behave consistently
- Consistent naming convention
- Have a clear visual cue of a normal, hover, selected and disabled states
- Have buttons large enough to be easily noticeable and clickable: **respect minimum /maximum specifications**
- Use **alt-tags** to further define the button
- Have buttons and background colours contrastable; use contrast ratio of at least 4.5:1

Don't

- **Have label exceed maximum button width**
- **Have too many buttons as they will begin to compete with each other; too many choices will slow down the process**