

# PDFfiller

UX Writing Retrospective

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Welcome back!

Your last login: Nov 2, 2018 at 12:05 pm

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## Recent Documents



Quick Guide to Templates

No Recent Activity

+ Add tag

Nov 2, 2018 at 12:06 pm



Host a Fillable Form

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+ Add tag form hosting

Sep 19, 2018 at 03:06 pm



Get a Document Signed

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+ Add tag sign document

Sep 19, 2018 at 03:06 pm



PDFfiller How To Guide

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+ Add tag guidebook

Sep 19, 2018 at 03:06 pm

## What would you like to do?



Open



Save As



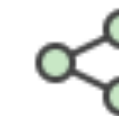
Print



Email



Convert to  
Template



Share  
Document



LinkToFill



Rewrite  
PDF



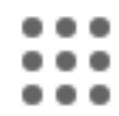
SignNow



Send via  
USPS



SMS



More

## Document Information

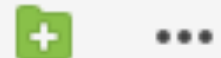
**Document Name** Quick Guide to Templates

**Project ID** 233410830

**Created Date** Nov 2, 2018 at 12:06 pm

**Tags** [+ Add tag](#)

## FOLDERS



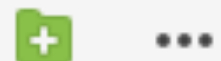
### My Documents

Encrypted

Shared with Me

Templates

## SMART FOLDERS



Smart Folders

## MORE

Suggested Documents

## My Documents

5 items

[+ ADD NEW](#)

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Sort by: Modified-Newest

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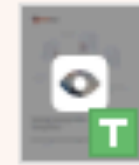
[Rename](#)

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Quick Guide to Templates

Nov 2, 2018 at 12:06 pm



Quick Guide to Templates

Sep 19, 2018 at 03:11 pm



Host a Fillable Form

Sep 19, 2018 at 03:06 pm



Get a Document Signed

Sep 19, 2018 at 03:06 pm



## My Documents

You can find all of your documents here, even if you've moved them to other folders. To add a new document, just click Add New Document to get started.

[+ ADD NEW DOCUMENT](#)

[Create from Template](#)

[Edit Template](#)

[Rewrite PDF](#) NEW

[Print](#)

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[Save As](#)

[Send via USPS](#)

[Fill in Bulk](#)

[Extract in Bulk](#) NEW

[COLLABORATE](#)

[Share Templates](#)

[Sign Now](#)

1 document selected



Distribute your documents to be filled by anyone on any device. See the options below to choose the best way to distribute your documents and get them completed.



## Document Template to Make Publicly Fillable



Envelope - Quick Guide to Templates



Quick Guide to Templates

Last update: 11/02/18



Edit Fillable Fields



Add Another Document



Set Security Options

More details



Require From Recipient

More details

MY DOCS

☐ Use as your default LinkToFill settings

TEST MY DOCUMENT



PUBLISH

### Add or Edit Fillable Fields

Turn any document into an interactive fillable form by adding fillable fields. Make it easy and fast for anyone to sign and submit a form from any device. Just so you know, envelope names can't be longer than 100 characters.

If you add or edit fillable fields to a document before your LinkToFill is published, the changes will be saved to the original document as well as the document you publish via LinkToFill. If you add or edit fillable fields after your LinkToFill is published, the original document will remain unchanged.

### Define Security Settings

### Verify Recipient Identity



Your document is not **published** yet

# Successes

The original version that I inherited had 50% more text.

I changed “Open Document” to “Open” and made similar improvements across the interface.

I added sample documents that were tutorials for complex features such as document templates.

# Things I'd Change

There is way too much text. While this is a complex document management platform, it can be simplified even more.

Phrases like “Make it easy and fast...” are marketing and don't belong in the interface.

Test such as “Just so you know, envelope names can't be longer than 100 characters” would be better as error messages than instructions. Of course, “Just so you know” should be cut.