UX Analysis Document Review

Tester Name

Kate Woods

Name of Document

Assignment 2 SUPPLEMENTAL Badly Designed Document.docx

Date Examined

November 19, 2023

Summary of Key Findings or Critical Issues

The document has accurate and complete information and mostly needs formatting and styling fixes. When revising, watch for issues like sometimes using "N/A" while other times using "n/a". Also, be sure to use clear terms and simplify sentences.

Bugs and Usability Problems

- Document title should not have all caps
  - Correction: Change saved file to "UX Analysis Website Review.docx"
- The title heading "Procedure" is incomplete which can lead to confusion of what the document is regarding and ultimately who might need it
  - Correction: Move the Title "Random Job Audit Procedure" to the title heading
- Table being used for the repeating information on each page is distracting
  - Correction: Edit the Header to include:
    - Company Name: ACME Engineering Co.
    - Title: Random Job Audit Procedure
    - Document Information: Document No. 855 Revision A
  - Correction: Edit the Footer to include:
    - Page Number: # of #

- - Effective Date: Effective Date 5-29-2021
- Document History has important information but does not need immediate attention and could be presented clearer.
    - Correction: Move the Description, Written By, Approved By, Revision, and Effective Date to the end of the document.
    - Correction: Do not use all caps in the Description, Written By, and Approved By sections
    - Correction: Use the name of the approver or if it has not been approved yet, leave blank
- Use of the table for formatting is overwhelming and confusing for the reader
    - Correction: Remove the table and use the Tab anchors for necessary formatting
- Font is not cohesive throughout the document
    - Correction: Set all font to New Times Roman
    - Correction: Set font sizes and style the same
        - Title: 22, all caps, bold
        - Heading: 14, all caps, bold, unnumbered
        - Normal: 12, not all caps, not bold, not numbered
- Procedure section needs to be simple, easy to follow with clear directions
    - Correction: Use the same numbering system (1. > A. > a.) and indentations
        - Ensure the numbering system continues in a consecutive order
    - Correction: Use Normal style for all numbered sections
- Images need to be clear and identified
    - Correction: Reduce the size of the image so that the words are clear – does not need to be stretched across the entire screen
        - Center image
    - Correction: Add identifier below the image "Figure 1 – [file name] screen shot"