

# PDFfiller

UX Writing Retrospective

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## Welcome back!

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

[Documents](#)[Templates](#)[Notifications](#)[+ ADD NEW](#)

### Recent Documents



Quick Guide to Templates

No Recent Activity

+ Add tag

Nov 2, 2018 at 12:06 pm



Host a Fillable Form

No Recent Activity

+ Add tag ● form hosting

Sep 19, 2018 at 03:06 pm



Get a Document Signed

No Recent Activity

+ Add tag ● sign document

Sep 19, 2018 at 03:06 pm



PDFfiller How To Guide

No Recent Activity

+ 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](#)

Dashboard

Mybox

Cloud

Inbox

Outbox

Trash Bin

Audit

Help

Feedback

FOLDERS

My Documents

Encrypted

Shared with Me

Templates

SMART FOLDERS

Smart Folders

MORE

Suggested Documents

## My Documents

5 items

ADD NEW

Search



Sort by: Modified-Newest ▾

Duplicate

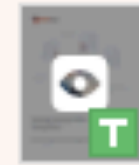
Rename

Move to Trash

Move

Tag

More (7)



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

Create from Template

Edit Template

Rewrite PDF NEW

Print

Email

SMS

Fax

Save As

Send via USPS

Fill in Bulk

Extract in Bulk NEW

COLLABORATE

Share Templates

Sign Now




### 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


1 document selected

## 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 almost 50% more text. This is much clearer and more concise.

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

I added sample documents that were tutorials for power-user features like document templates.

# Things I'd Change

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

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

Text 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.