UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

TO: Dr. Gregory Wickliff
FROM: Anne Moore, Rebekah Crosson, Dorothy Knosby
SUBJECT: ENGL4181/5181 Spring 2022
                  Project 1 Combined Analysis and Revision Plan
DATE: February 16, 2022

We struggled a lot with the location of our images as question marks appeared when we sent the InDesign document to one another. We decided to try to take turns making corrections on our sections and sending them to the next person and finally to Anne to add the revised pages to the final InDesign master document.

Comments on Key User Demographics:
The usability tester who exclusively uses Macs could not complete the test (the toolbar disappeared and it was on the opposite side of the screen compared to what they were used to), so this is a limitation of our tutorial. The usability tester who had not used page layout applications was also challenged to use InDesign although he was able to follow our instructions. All of the testers were challenged because they had to use different computers than they were accustomed to and to look at one computer and scroll down through the tutorial in InDesign while performing the steps on another computer in InDesign.

Categories of Problems Identified in the 3 usability tests
1. The photos will need to be enlarged a little but not too much, making them blurry. When working with photos, they will all need to be saved as PNG. files and will need to be placed adjacent to text (no horizontal text with vertical photos). (Everyone)
2. Address concerns expressed in Usability Test #3 to add more space between the text of each step, minimize big blocks of white, and make sure the text is spaced out so it is not so condensed in one area. (Everyone)
3. Everyone will have to double check that their photos are clear in the final product.
4. Everyone will look over the wording in our pages and find ways to make some of the areas a little more concise.

5. There are a few photos that need some slight adjustments. Dorothy has already recaptured and cropped the photos. They will be added in after the usability tests are complete.
6. Cover Page: change Green to white and purple to red In order to have cohesion in color scheme (Anne will do this).
7. Anne needs to fix arrows and images that run into the text.
8. The "Creating a Heading" section must precede the "Create Filler Text" section in the instructions for better flow (Anne will do this).
9. Drop create textbox with filler text in Creating a Paragraph Style Step #2. The filler text portion felt redundant (Rebekah will do this).
10. Images/screenshots from Rebekah and Dorothy's sections have question marks because they are not saved in a common/shared folder. We created a Google Folder inside our Project 1 Google Folder to hold all of the images. Rebekah and Dorothy will put their screenshots in the folder with unique names and then Anne can update the links in the master InDesign file. (We may just live with the question marks since they don't print).
11. There is some confusion at the end of Dorothy's section with the blue text. One student thought they were completely finished because the text congratulated them on finishing the section. This will need a slight rewording.

Tasks prepared and to be updated by team members:
1. Anne Moore: Following the instructions, the participant will open Adobe™ InDesign® 2021 and create a new letter-sized document. They will name their completed file and save it in Adobe™ InDesign® 2021.
2. Dorothy Knosby: The participants will create a heading style in a specific typographic style.
3. Dorothy Knosby: The participants will apply the new style to headings in the document and name the new style.
4. Anne Moore: The participants will create a text box and fill it with placeholder text.
5. Rebekah Crosson: The participants will create a paragraph style.
6. Rebekah Crosson: The participants will apply the paragraph style to the text in a text box.
7. Anne Moore: The participants will use the master page function to apply page numbers and a running header to the document.

Dorothy will complete her corrections first and send the file to Rebekah by Sunday afternoon. Rebekah will insert her corrections and will ensure the InDesign terminology is consistent throughout the document and then send the file to Anne not later than Tuesday, February 22, at 8 a.m. Anne will integrate the

corrections into the master InDesign file on her computer and export it to pdf. She will export the pdf and send it to Rebekah and Dorothy. Then the tutorial will be ready for peer review the night of Feb. 23.