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Basic principles for graphical symbols for use on equipment —

Part 4:
Guidelines for the adaptation of graphical symbols for use on screens and displays (icons)

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Principes de base pour les symboles graphiques utilisables sur le matériel —

Partie 4: Lignes directrices pour l'adaptation de symboles graphiques utilisables sur les écrans et les dispositifs de visualisation (icônes)

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

In order to collect all requirements concerning basic principles for graphical symbols for use on equipment, ISO/TC 145, *Graphical symbols*, and IEC/TC 3, *Documentation and graphical symbols*, agreed to prepare jointly all parts in this International Standard and to publish them under the general number 80416. For each of the individual parts of this series, only one of the two organizations is responsible. Meanwhile, the technical committees have agreed that no modification will be made to International Standard 80416 except by mutual agreement.

ISO 80416-4 was accordingly prepared jointly by Technical Committee ISO/TC 145, *Graphical symbols,* and Subcommittee 3C, *Graphical symbols for use on equipment,* of Technical Committee IEC/TC 3, *Information structures, documentation and graphical symbols*.

ISO 80416 consists of the following parts, under the general title *Basic principles for graphical symbols for use on equipment*:

⎯ *Part 2: Form and use of arrows*

⎯ *Part 4: Guidelines for the adaptation of graphical symbols for use on screens and displays (icons)*

IEC 80416-1, Creation of symbol originals, and IEC 80416-3, Guidelines for the application of graphical symbols are published by IEC.

Introduction

A graphical symbol is a visually perceptible figure used to transmit information independently of language. Graphical symbols are used on equipment for a wide range of purposes. For such symbols, consistency in the design of families of symbols used in one location, or on similar equipment, helps users to understand the meaning of the symbols. Equally important is the legibility of symbols when they are reduced to small dimensions. Thus, there is a need to standardize the principles for creating graphical symbols for use on equipment to ensure visual clarity and consistency, and thereby to improve recognition.

This International Standard which is a multi-part standard, addresses the basic rules used to create graphical symbols for use on equipment, including line thicknesses, form and use of arrows, negation elements, and use of the basic pattern which serves as a guide for drawing symbols. These design principles are required to be used for all graphical symbols for use on equipment, which are standardized in ISO 7000 and IEC 60417.

Icons can reduce the apparent complexity of a software-user interface, making it easier to learn and use. This part of ISO 80416 provides guidelines for the adaptation of graphical symbols for use on screens and displays (icons).

This part of ISO 80416 is primarily concerned with the adaptation of graphical symbols for use as icons. However, the guidelines may also be used in the development of icons where suitable graphical symbols do not exist. Annex B contains additional guidelines for this purpose. Annex A provides examples of those symbols adapted as icons.

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Basic principles for graphical symbols for use on equipment —

Part 4:
Guidelines for the adaptation of graphical symbols for use on screens and displays (icons)

1 Scope

This part of ISO 80416 provides guidelines for the adaptation of graphical symbols for use on screens and displays (icons) on a wide range of equipment, such as electrotechnical equipment, photocopiers, vehicle dashboards and home appliances. It also provides principles for maintaining the fidelity of icons to the original graphical symbols.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 7000, *Graphical symbols for use on equipment — Index and synopsis* [Database available at <http://www.graphical-symbols.info/>]

ISO/IEC 11581-2, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 2: Object icons*

ISO/IEC 11581-3, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 3: Pointer icons*

ISO/IEC 11581-5, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 5: Tool icons*

ISO/IEC 11581-6, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 6: Action icons*

IEC 80416-1, *Basic principles for graphical symbols for use on equipment — Part 1: Creation of symbol originals*

ISO 80416-2, *Basic principles for graphical symbols for use on equipment — Part 2: Form and use of arrows*

IEC 60417, *Graphical symbols for use on equipment* [database available at <http://www.graphical-symbols.info/>]

3 Terms and definitions

For the purposes of this document, the terms and definitions given in IEC 80416-1 and the following apply.

3.1
anti-aliasing
technique using several intensities of colour between the colour of a line and the background colour to create the effect of smoother curves and fewer jagged edges on curves and diagonals

3.2
default
option or attribute already provided by the operating system or application, and which the user can change

3.3
icon
graphical symbol presented on a screen or display

NOTE   Icons can be static and interactive and change as the result of user input, or dynamic and change as the result of equipment status.

3.4
icon editor
special software application (or "tool") used for creating icon files

3.5
pixel
pel
smallest addressable graphical element of a screen or display

NOTE   Screen or display resolutions are typically referenced by the number of pixels measured horizontally and vertically, e.g. 1 024 by 768 pixels.

4   Area of application

4.1   Screens and displays

Graphical symbols used as icons can be presented upon a screen or display using a full or limited colour palette, or in monochrome. Icons are presented in varying sizes depending upon the specific implementation by the computer software and the attributes of the display technology, for example, the physical dimensions of the screen or display and the number of pixels available. There may be a need to modify the symbol original in order to ensure visual clarity provided that the original graphical impression is retained.

4.2   Supporting documentation

Graphical symbols used as icons reproduced in supporting documentation should convey the same visual impression as those used on the screen or display.

4.3   International Standards

If International Standards prepared by technical committees contain icons adapted from graphical symbols with ISO 7000 or IEC 60417 registration numbers, each icon should be illustrated together with a reference to the registration number of the original graphical symbol.

5   Principles of implementation

5.1   General usage

Icons are used widely in contemporary software systems that use graphical user interfaces. They can be static and used solely for visual identification/reinforcement of a textual description, or invoke a function or open an object when selected with a pointer. Icons can also be animated or dynamic and show the current status of the represented object. In contemporary operating systems (or "platforms"), icons have varying attributes and utilize different file types. The specific details of these attributes and file types are not addressed in this part of ISO 80416.

5.2   Types of icons

The following types of icons are addressed in the different parts of ISO/IEC 11581:

— object icons (ISO/IEC 11581-2);

— pointer icons (ISO/IEC 11581-3);

— tool icons (ISO/IEC 11581-5);

— action icons (ISO/IEC 11581-6).

NOTE 1   Action icons are also referred to as "tool bar" icons.

NOTE 2   Some graphical representations might be used in more than one icon type to provide similar functionality. For example, a printer icon could be used to describe the printer object, to start the print action, and to show the printer status or the ink level.

5.3   Relationship between graphical symbols and icons

5.3.1   Consistency

When the same graphical symbol is used both on equipment, in printed or engraved form, and presented on a screen or display as an icon, it is essential that the meaning of the graphical symbol is consistent across all areas of application.

Internationally standardized graphical symbols should not be used with meanings other than those specified.

5.3.2   Adaptation of existing graphical symbols

It is essential that new icons are adapted from existing internationally standardized graphical symbols, where a suitable graphical symbol exists with the same meaning.

NOTE   Examples of existing graphical symbols adapted as icons are given in Annex A.

5.4   Colour

5.4.1   Technical considerations

Default colour palettes vary depending upon the operating system. When creating or adapting an icon, it is essential that the default colour palette of the operating system or environment in which the icon will be used is taken into account, so as to avoid unintended results.

For screens or displays using cathode ray tubes (CRT) and liquid crystal display (LCD) panels, 8 bit (i.e. 256 colours) icons are commonly used. However, some devices, for example photocopiers and domestic appliances, can require 2 bit (monochrome) or 4 bit (16 colours) icons.

Within a 4 bit colour palette, additional colours can be created by mixing different colours spatially, i.e. by "checker-boarding" colours of similar tonal values.

Only colours of similar tonal values should be spatially mixed ("dithered"). Mixing colours of contrasting tonal values will create visible "chequer" patterns.

For web applications, a colour palette that can be displayed reliably using different browsers should be used.

5.4.2 Use of colour

It is important to consider all the icons to be used in order to create a harmonious visual impression. Unless there is a specific reason, the same chromatic impression and balance between icons should be maintained.

Because saturated colours are very dominating, they should be used sparingly and for a specific purpose, for example, for warning or change of status.

Where an icon is derived from a standardized warning sign, colour fidelity should be maintained (see ISO 3864-1).

Colour and grey outlines can be used to create a three-dimensional or highlight/shadowed effect in larger icons (e.g. 32×32 pixels). For smaller sizes (e.g. 16×16 pixels), saturated colours and black outlines can be used to aid their recognition and comprehension.

NOTE   The convention for objects or functions currently "unavailable" is to display them as "greyed", i.e. colourless, icons.

6   Constructing icons

6.1   General

Contemporary display technologies, for example CRT, LCD and PDP (plasma display), impose certain constraints regarding the construction and presentation of graphical symbols on displays. At the sizes where icons are conventionally displayed, it might not be possible to maintain a constant line thickness or regular arcs.

Vector drawing tools can be used for constructing icons. However, contemporary practice is to save and display icons in the form of bitmapped images, i.e. a series of coloured squares (representing individual pixels) within a square or rectangular grid (the "cell").

Alternative versions need to be created to support all the cell sizes, colour palettes, etc, which the target operating system supports. If the correct sizes are not provided, the operating system might re-size available icons automatically, removing or adding averaged rows and columns of pixels to achieve the required cell size. This process produces unexpected and often undesirable results, and it is recommended that each size version required is individually created by the designer.

NOTE   Some operating systems will identify the available display resolution and colour palette in use and present the appropriate combination of cell sizes for the current screen resolution. It is not unusual for an icon file to contain up to eight variations of cell size and colour palette.

Additional design guidelines for new icons, that are not adapted from existing internationally standardized graphical symbols, are given in Annex B.

6.2   Cell sizes

Established operating system conventions exist for the cell sizes of most icon types.

The common icon sizes are 64×64, 48×48, 32×32, 16×16 and 8×8 pixels. A 24×24 pixel cell size is also used, but this is less common. The final presentation sizes of the icons will depend upon a combination of the physical size of the display screen and the colour palette used, for example, 640×480 pixels/4 bit, 800×600 pixels/8 bit, $1\ 024 \times 768$ pixels/24 bit, etc.

6.3   Location of graphical image in cell

Operating-system conventions should be taken into account when locating the graphical image within the cell, in the following ways.

— Some systems require the graphical image to be on the left and base aligned within the cell, while others centralize the graphical image horizontally on a common line above the base of the cell.

— Adjacent icons should not appear to touch. There should be sufficient white space from the outer extremities of the image and the cell sides to avoid this. Whether adjacent icons appear to touch depends on various factors including operating system settings for positioning and stacking.

— Some operating systems require an area of empty (transparent) space surrounding the graphical image to show the object's status, (e.g. available/selected/in use/unavailable), consequently the graphical image may need to be smaller than one designed for other operating systems.

6.4   Line drawing

6.4.1   General

When drawing lines of one or two pixels wide, it is not always possible to maintain constant widths for diagonal lines or regular arcs for curved lines. The technique of anti-aliasing (the addition of less-saturated pixels) can improve the visual quality.

6.4.2   Diagonal lines

Horizontal and vertical lines will appear at constant widths, but diagonal lines of the same apparent thickness are difficult to achieve; a diagonal line of three pixels would be needed to match a horizontal line of two pixels, as illustrated in Figure 1.
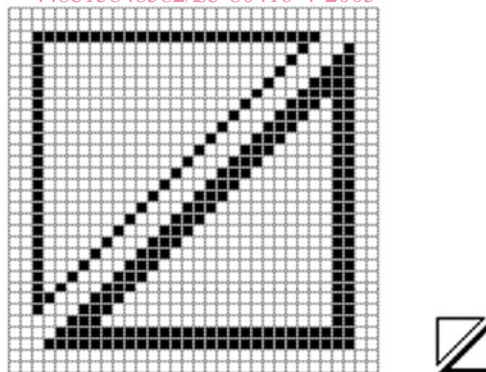
Figure 1 — Examples of diagonal line widths (enlarged and final size)

Diagonal lines of a regular appearance can only be achieved at equivalents of 11,5°, 22,5°, 45,0°, 67,5° and 78,5°, i.e. by "stair-casing" the pixels at ratios of 1:3, 1:2, 1:1, 2:1 and 3:1, as illustrated in Figure 2.