Unemployment Compensation Reemployment Services (UCRS)

Interactive E-Training DVD Standards
09/21/2006

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Revision History

Version	Description	Date
1.0	Initial release	8/11/2006
1.1	Added Color Palette	9/21/2006
1.2	Added Bullet Information	12/2/2006

Purpose

This document lists the navigational, look and feel, multimedia, and other standards necessary for the development and delivery of UCRS Interactive E-Training DVD.

UCRS DVD Standards

The following sections describe the standards used in the development of the UCRS Interactive E-Training DVD.

General Requirements
The following are some general requirements related to the development of the UCRS E-guide DVD.

DVD Header

The DVD header should include:

- The ODJFS logo/seal
- The text "ODJFS" and "UCRS"
- The buttons for Full Text and Help

Figure 1 - Header and Footer Example

DVD Footer

The DVD footer contains the following information:
- The following buttons: Pause, Play, Mute, Back and Next.
- Copyright information and date (year) for when the DVD was completed.
- Page "X/X"

DVD Subtitles

The background of the Subtitle area should be a light-gray gradient (#CCCCCC and #FFFFFF) background. Text should be Century Gothic, 12 point and black (#000000).

Navigation Elements

Breadcrumb Navigation:

- The chapter titles within the breadcrumb will display at all times. When a user clicks the Next button to advance through the DVD, the navigation will always reflect the user's location with the chapter and underlined section name.
- The user has the option to collapse the navigation by clicking the Navigation button but only the section names will disappear.
- Even though the user may have collapsed the breadcrumb in a prior chapter, when the user begins a new chapter, the section names will display again. If the user wants to collapse the navigation again, the Navigation button must be clicked.
- When building a page in Flash, block out the 50 pixels from the top and 50 pixels from the bottom of the 600 x 320 stage for the chapter/section navigation and the subtitle area.

Figure 2 - Breadcrumb Navigation and Button Example

Multimedia Standards

Flash

Video

Audio

Text Standards

Font
Use the Century Gothic font and font size of at least 12 pt if not larger on all page text.

Page Headers
Where possible, use a page or topic header for page information.

Use of Bullets
Experts recommend that you start each bulleted item with a capital letter.

Bullet Punctuation

- With bullets, use periods after independent clauses, dependent clauses, or long phrases that are displayed on separate lines in a list.
- Use periods after short phrases that are essential to the grammatical completeness of the statement introducing the list.
- It's not necessary to use periods after short phrases or single words in a list, if the introductory statement is grammatically complete or if the listed items are like those on an inventory sheet or a shopping list.
- When one item contains a complete sentence, punctuate all bulleted items as though they were complete sentences: capitalize the beginning words and use a period at the end of each item.
- If you're creating a long document full of bulleted items, you may choose to be consistent and end each item with a period.
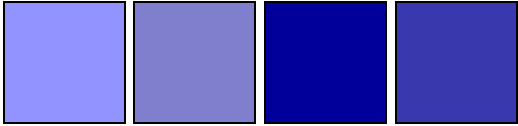
Numbered Lists
Use numbered lists when audio files refer to specific items by number. If items are not referred to by numbers, use bullets.

Page Standards

Screen Color Palette

Use the following colors for screen backgrounds and key point areas. Text colors are also indicated. The background color includes the entire stage area. The key point areas are the design elements used to display the content being highlighted on that screen.

- All of these background colors can have gradients applied to them using white or grey.

- You can interchange them accordingly to compliment the design elements present on the screen.

- Place screen shots or simulations on the yellow, tan, or grey backgrounds.

- Place graphical images on one of the darker colored backgrounds or grey.

Background:
Grey (#CCCCCC)

Text Color directly on Background:
Use 12 point, Century Gothic, Black (#000000)

Key Point Background Colors:
Periwinkle (#9293FE)
Light Purple (#7F7FCD)
Blue (#000099)
Light Blue (#3939AC)

Key Point Text Colors:
- When including text on a lighter colored element, use 12 point, Century Gothic, black. Bold the text for any headings. See examples.
- When including text on a darker colored, use 12 point, Century Gothic, white (#FFFFFF). Bold the text for any headings. See examples.
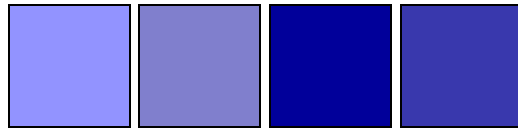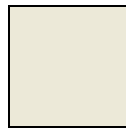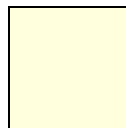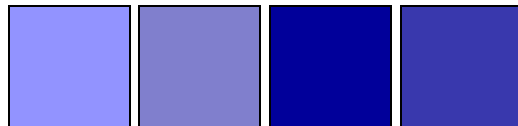
Background:
Yellow (#FFFFDD)
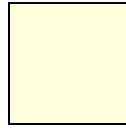
Text Color directly on Background:
Use 12 point, Century Gothic, Black
(#000000)

Key Point Background Colors:
Periwinkle (#9293FE)
Light Purple (#7F7FCD)
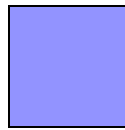Blue (#000099)
Light Blue (#3939AC)

Key Point Text Colors:
- When including text on a lighter colored element, use 12 point, Century Gothic, black. Bold the text for any headings. See examples.
- When including text on a darker colored element, 12 point, Century Gothic, white (#FFFFFF). Bold the text for any headings. See examples.

Background:
Tan (#ECE9D8)

Text Color directly on Background:
Use 12 point, Century Gothic, Black
(#000000)
Key Point Background Colors:
Periwinkle (#9293FE)
Light Purple (#7F7FCD)
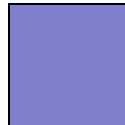Blue (#000099)
Light Blue (#3939AC)
Yellow (#FFFFDD)

Key Point Text Colors:
- When including text on a lighter colored element, use 12 point, Century Gothic, black. Bold the text for any headings. See examples.
- When including text on a darker colored element, use 12 point, Century Gothic, white (#FFFFFF). Bold the text for any headings. See examples.

Background:
Periwinkle (#9293FE)

Text Color directly on Background:
Use 12 point, Century Gothic, Black (#000000) or White (#FFFFFF)

Key Point Background Colors:
Yellow (#FFFFDD)
Grey (#CCCCCC)
Tan (#ECE9D8)

Key Point Text Colors:
- When including text on a lighter color element, use 12 point, Century Gothic, black (#000000). Bold the text for any headings. See examples.

Background:
Light Purple (#7F7FCD)

Text Color directly on Background:
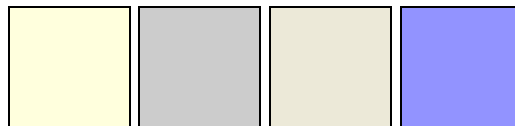Use 12 point, Century Gothic, White (#FFFFFF)

Key Point Background Colors:
Yellow (#FFFFDD)
Grey (#CCCCCC)
Tan (#ECE9D8)
Periwinkle (#9293FE)

Key Point Text Colors:
- When including text on a lighter color element, use 12 point, Century Gothic, black (#000000). Bold the text for any headings. See examples.
- When including text on a darker colored element, use 12 point, Century Gothic, white (#FFFFFF). Bold the text for any headings. See examples.

Background:
Blue (#000099)

Text Color directly on Background:
Use 12 point, Century Gothic, White (#FFFFFF)

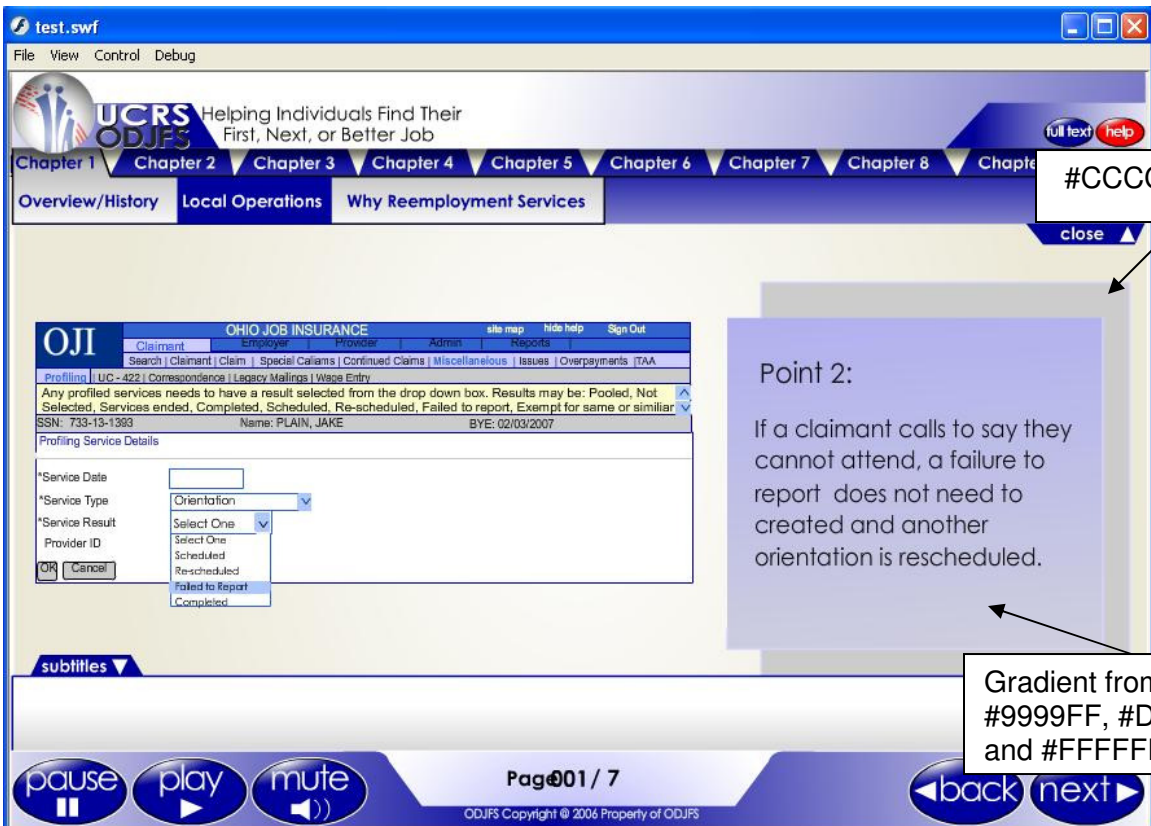**Key Point Background Colors:**
Yellow (#FFFFDD)
Grey (#CCCCCC)
Tan (#ECE9D8)
White (#FFFFFF)

Key Point Text Colors:
- When including text on a lighter color element, use 12 point, Century Gothic, black (#000000). Bold the text for any headings. See examples.

Background:
Light Blue (#3939AC)

Text Color directly on Background:
Use 12 point, Century Gothic, White (#FFFFFF)

Key Point Background Colors:
Yellow (#FFFFDD)
Grey (#CCCCCC)

Tan (#ECE9D8)
White (#FFFFFF)

Key Point Text Colors:
- When including text on a lighter color element, use 12 point, Century Gothic, black (#000000). Bold the text for any headings. See examples.

Examples of Screens Using Color Pallet

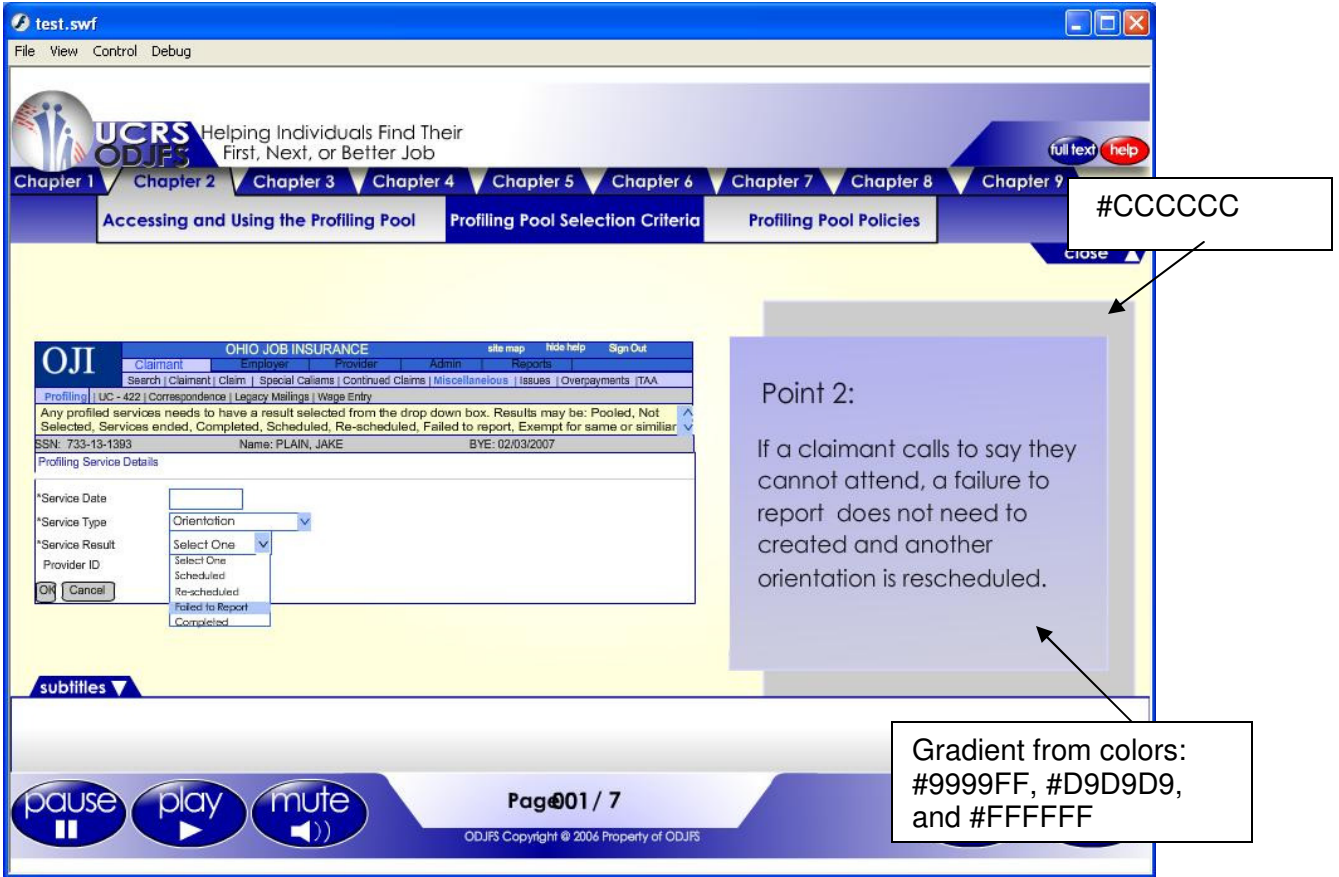**Figure 3 - Gray and Purple Text Box Color Example**
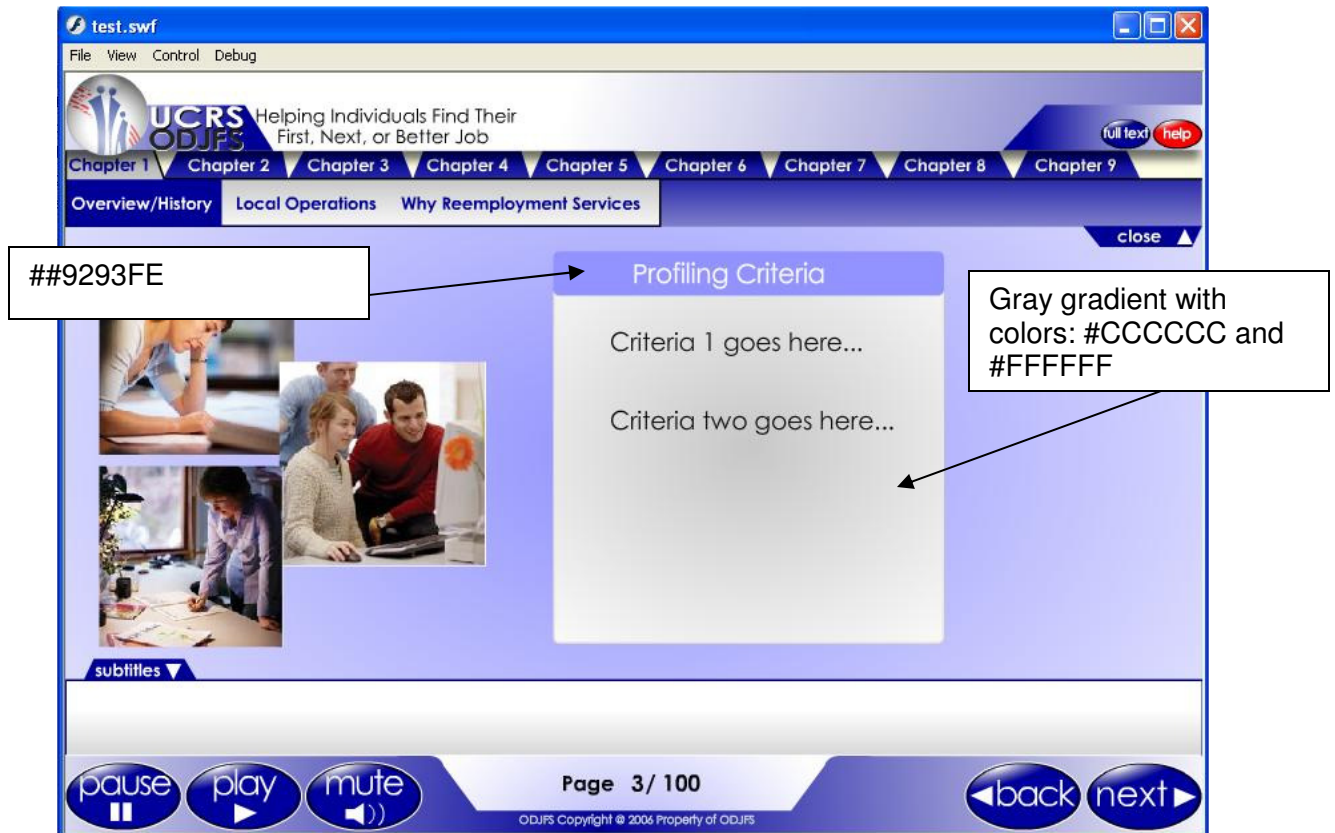
Figure 4 - Yellow Background Example

Figure 5 - Gray Gradient Text Box Example
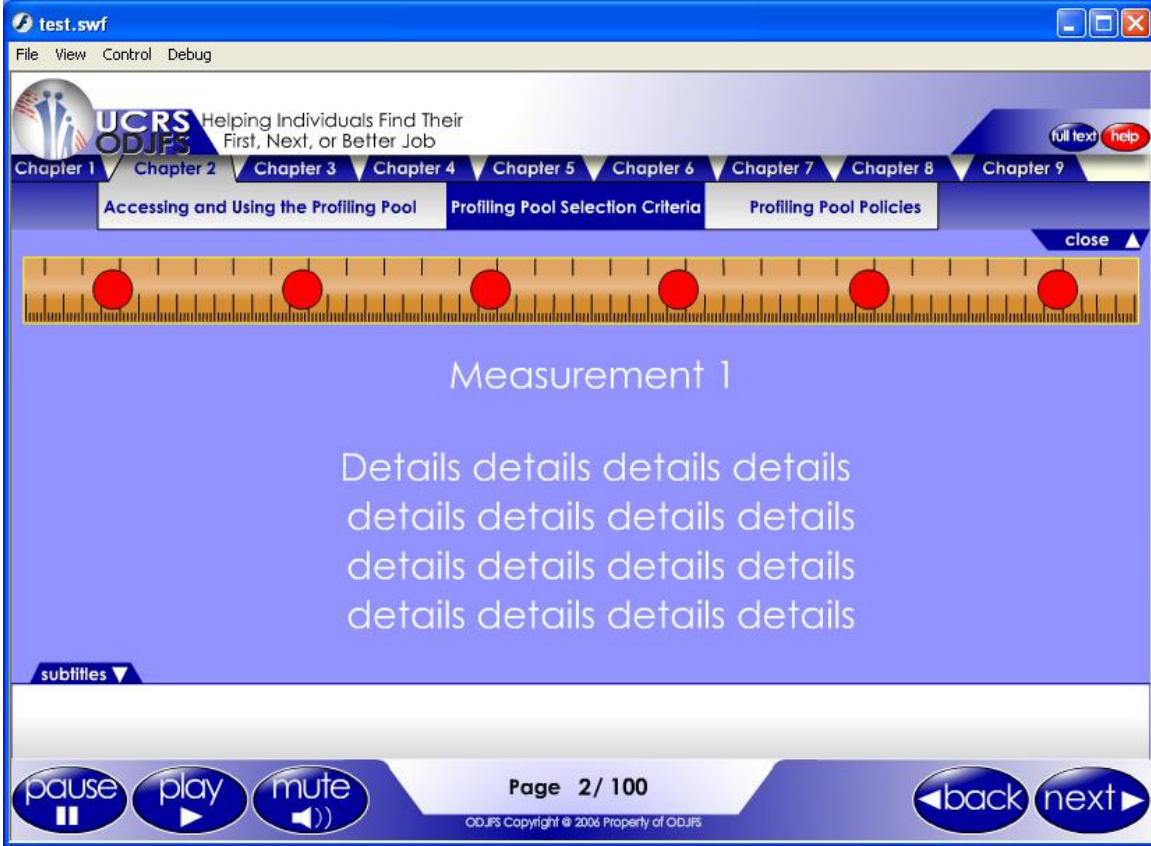
Figure 6 - Dark Purple Text Box Example
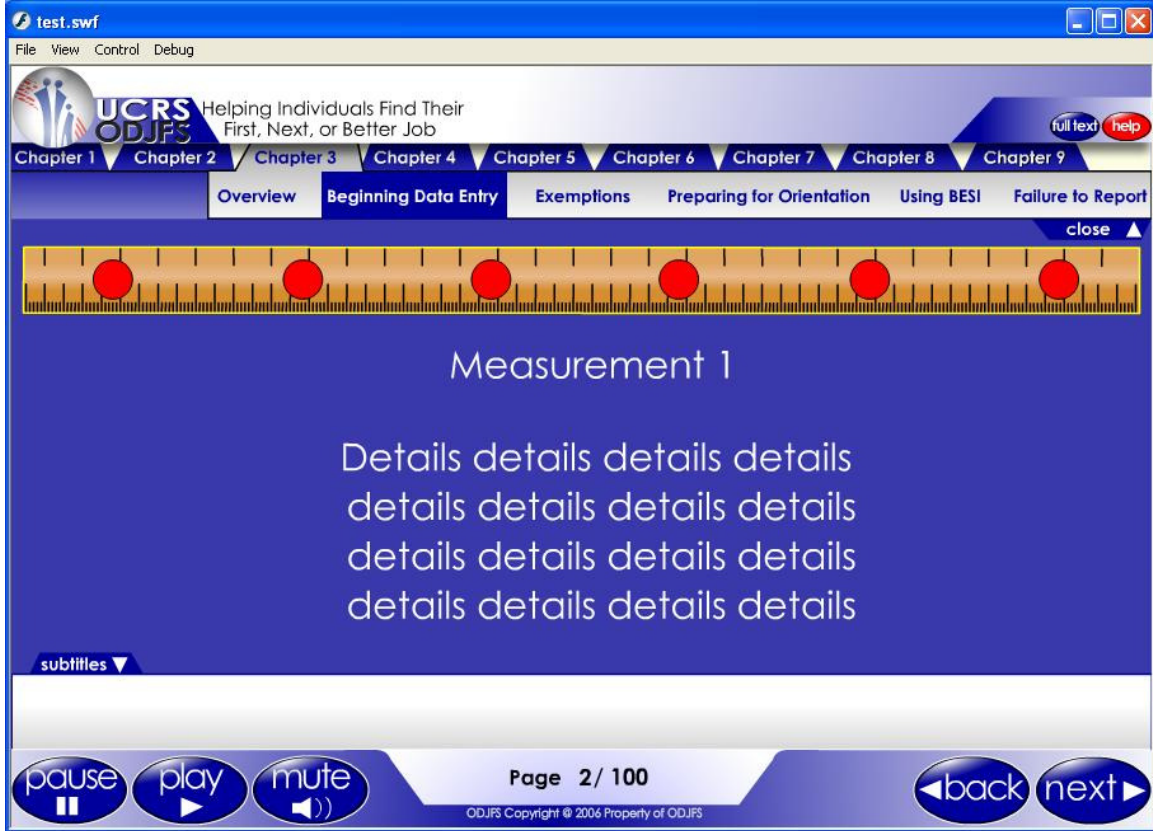
Figure 7 - Periwinkle Background Color Example

Figure 8 – Dark Blue Background Example

Terminology

One Stop: When writing content which uses One Stop; it is two word, no hyphens and the "O" and the "S" are capitalized.

One on one: When writing content which uses one on one; it is three words, no hyphens.