INTERNATIONAL STANDARD

ISO/IEC 18035

First edition
2003-02-01

Information technology — Icon symbols and functions for controlling multimedia software applications

Technologies de l'information — Symboles et fonctions d'icônes pour des applications de contrôle de logiciel de multimédia

Reference number
ISO/IEC 18035:2003(E)

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ISO/IEC 18035 was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC 35, *User interfaces*.

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Introduction

Multimedia control icons enable users to invoke functions that act upon pre-selected or default objects. Functions initiated by these icons may also be available via text commands on menus. Multimedia control icons provide direct access to functions by graphically representing those text commands.

ISO/IEC 18035 provides guidance of the graphics to be used by implementers of ISO 14915-2, *Software ergonomics for multimedia user interfaces — Part 2: Multimedia navigation and control*.

The icon functions and graphics included in ISO/IEC 18035 have been selected on the basis of their common use across contemporary software platforms and applications.

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Information technology — Icon symbols and functions for controlling multimedia software applications

1 Scope

ISO/IEC 18035 applies to icons that are shown on a computer screen, that users can manipulate and interact with, and that represent computer system functions. ISO/IEC 18035 describes user interaction with and the appearance of multimedia control icons on the screen. Other forms of icons are covered in ISO/IEC 11581 — Information technology — User system interfaces and symbols — Icon symbols and functions.

This international standard defines a consistent set of icons and related functions that are presented by multimedia applications on a computer screen and that users interact with to control such applications. These control icons typically represent actions by association with conventional controls on hardware devices (for example video recorders and compact disk players) that prompt the user to recall the intended actions.

This standard provides a consistent set of controls for such functions as: Play, Pause, Stop, Rewind, Fast forward, Scan forward, Scan backward, Replay, Play backward, Loop, Record, Go to beginning, Go to previous, Go to next, Go to end, Set volume and Mute.

2 Conformance

A system, application or set of one or more icons conforms to ISO/IEC 18035 if all multimedia navigation icons available to the user in the system or application conform to sub clause 5.1 of this standard and clause 5 and sub-clause 6.1 of ISO/IEC 11581-1:2000.

3 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 14915-2, *Software ergonomics for multimedia user interfaces — Part 2: Multimedia navigation and control*

ISO/IEC 11581-1:2000, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 1: Icons — General*

ISO/IEC 11581-6:1999, *Information technology — User system interfaces and symbols — Icon symbols and functions — Part 6: Action icons*

4 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

4.1
application
collection of functions with which a user can perform a task

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4.2
dynamic media
media in which the presentation to the user changes over time

EXAMPLES Video, music, animations.

[ISO 14915-1, definition 3.4]

4.3
dynamic object
single instance of dynamic media

EXAMPLE A video clip.

4.4
icon
graphic displayed on the screen of a visual display that represents a function of the computer system

4.5
interactive system
combination of hardware and software components that receive input from, and communicate output to, a human user in order to support his or her performance of a task

[ISO 13407:1999, definition 2.1]

NOTE The term "system" is often used, rather than "interactive system".

5 Requirements and recommendations

5.1 Requirements

5.1.1 Graphic and function

If an interactive system or application uses a multimedia control icon that has the appearance of the icon graphic specified in clause 6 of this standard, within the specific variations given, and within the global variations specified in ISO/IEC 11581-1, it shall serve the primary function specified in clause 6 of this standard.

5.1.2 Arrangement

Related multimedia control icons shall be grouped together. The elements of these groups shall be arranged together in rows, columns or boxes.

5.1.3 Selection

Selection of an action icon shall be made by indicating with the pointer and activating the associated input device (e.g. clicking a mouse button).

5.1.4 Visual feedback

There shall be a clear visual discriminability between multimedia control icons that represent available and unavailable functions.

There shall be visual feedback when a function has been invoked via a multimedia control icon. There shall also be visual feedback that indicates the status of the action.

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NOTE Typically, multimedia control icons are presented as, and have the same behaviour as, real, three-dimensional push buttons.

The visual feedback to the user from activated action icons shall be consistent and logical.

5.2 Recommendations

5.2.1 Function and graphic

If an interactive system or application uses an action icon that serves the primary function specified in clause 6 of this standard, it is highly recommended that it have the appearance of the action icon graphic specified in clause 6, within the specific variations given and within the global variations specified in clause 6.3 of ISO/IEC 11581-1.

5.2.2 Metaphor

A consistent highlighting or presentation style should be considered which renders the graphic of the symbols sufficiently prominent in comparison with other information on the screen.

5.2.3 Colour

Multimedia control icons may be coloured.

5.2.4 Cell size

Icon cell sizes are not required to be square (as can be observed from the various shaped icons depicted in this standard). The sizes shown in clause 6 are relative to the complexity of the design and implementation of the icons. The aspect ratio of the cell sizes are not part of this standard.

5.2.5 Appearance

All icons of a similar selection status should be of a similar visual strength.

5.2.6 Text/typeface

The use of text inside multimedia control icons should be avoided. However, if text is included, plain typefaces should be used. If text is used, it should be used in a manner that supports adaptation for cultural, linguistic and comprehensibility purposes.

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6 Icon specifications

6.1 Dynamic media controls

6.1.1 Play

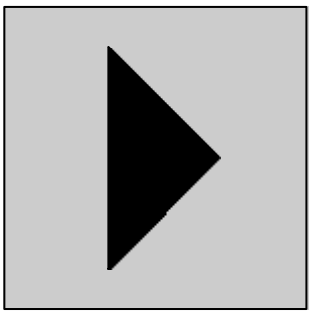
Primary function. To enable the user to start the presentation of dynamic media, except where the task requires automatic playing of that media.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.3.

Specific instance. A right pointing arrowhead, typically used for the “Play” control on a magnetic tape device.

Components. A solid (filled) triangle, directing to the right, with the vertical side to the left.

Graphic.



6.1.2 Stop

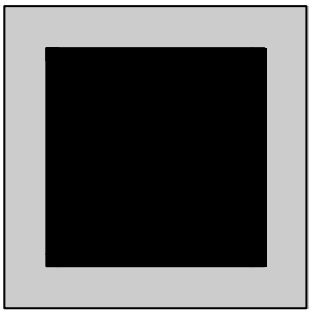
Primary function. To enable the user to stop the presentation of dynamic media.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.4.

Specific instance. A rectangle, typically used for the “Stop” control on a magnetic tape device.

Components. A solid (filled) square.

Graphic.



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6.1.3 Pause

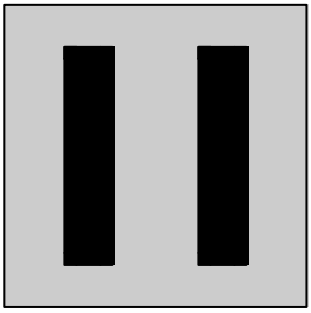
Primary function. To enable the user to suspend, and subsequently resume, the media presentation.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.5.

Specific instance. Two bars, typically used for the “Pause” control on a magnetic tape device.

Components. Two identical parallel, vertical lines.

Graphic.



6.1.4 Replay

Primary function. To enable the user to replay from the start of a composite media object**.**

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.6.

Specific instance. A clockwise-rotating arrow.

Components.

- Arrowhead: A solid (filled) triangle, pointing upwards and to the left.
- Shaft: Incomplete, circular track.

Graphic.



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6.1.5 Play backward

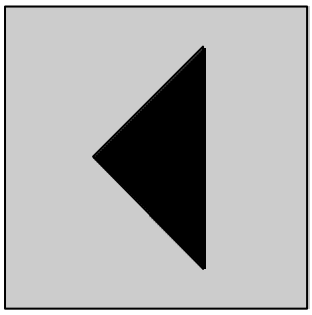
Primary function. To enable the user to play the presentation of a dynamic object or composite media object in the backward direction.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.7.

Specific instance. A left pointing arrowhead, typically used for the “Play backward” control on a magnetic tape device.

Components. A solid (filled) triangle, directing to the left, with the vertical side to the right.

Graphic.



6.1.6 Scan forward

Primary function. To enable the user to move the media forward at fast speed, accompanied with a visual image.

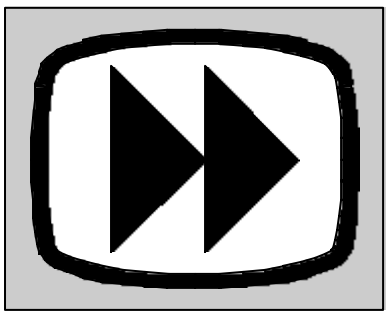
NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.8.

Specific instance. A pair of forward (right direction) arrowheads enclosed within a display screen.

Components.

- Display screen: A rectangle with curved sides.
- Arrowheads: Two identical, solid (filled) triangles, directing to the right, with their vertical sides to the left.

Graphic.



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6.1.7 Scan backward

Primary function. To enable the user to move the media backward at fast speed, accompanied with a visual image.

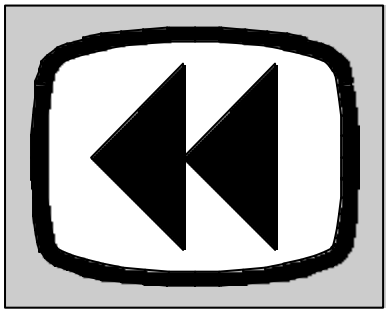
NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.9.

Specific instance. A pair of backward (left direction) arrowheads enclosed within a display screen.

Components.

- Display screen: A rectangle with curved sides.
- Arrowheads: Two identical, solid (filled) triangles, directing to the left, with their vertical sides to the right.

Graphic.



6.1.8 Fast forward

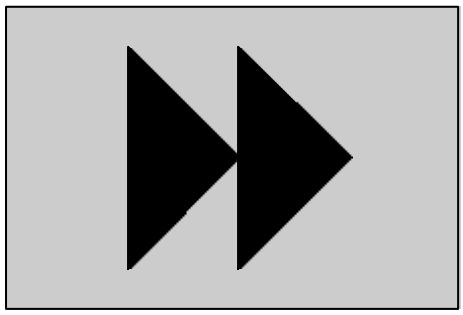
Primary function. To enable the user to move the media forward at fast speed without playing it.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.10.

Specific instance. A pair of arrowheads.

Components. Two identical, solid (filled) triangles, directing to the right, with their vertical sides to the left.

Graphic.



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6.1.9 Rewind

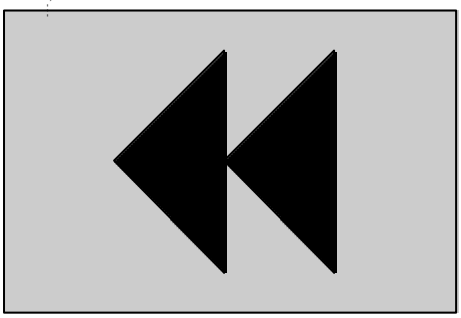
Primary function. To enable the user to move the media backward at fast speed without playing it.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.11.

Specific instance. A pair of arrowheads.

Components. Two identical, solid (filled) triangles, directing to the left, with their vertical sides to the right.

Graphic.



6.1.10 Step forward

Primary function. To enable the user to move the media forward sequentially, one frame at a time, accompanied with a visual image.

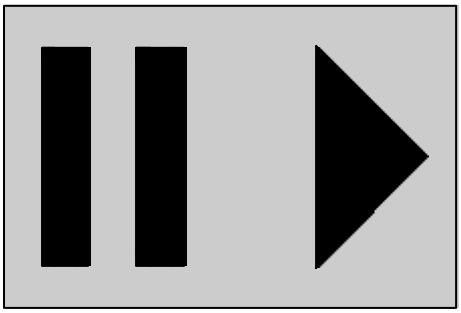
Specific instance. Two bars and a right pointing arrow, typically used for the “Pause” and “Play” controls on a magnetic tape device.

Components.

- Pause: Two identical, parallel, vertical lines located to the left of the triangle.
- Play: A solid (filled) triangle, directing to the right, with the vertical side to the left, and located to the right of the “Pause” symbol.

NOTE The space separating the triangle from the pair of vertical lines, should be a minimum of three times the distance between the vertical lines.

Graphic.



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6.1.11 Step backward

Primary function. To enable the user to move the media backward sequentially, one frame at a time, accompanied with a visual image.

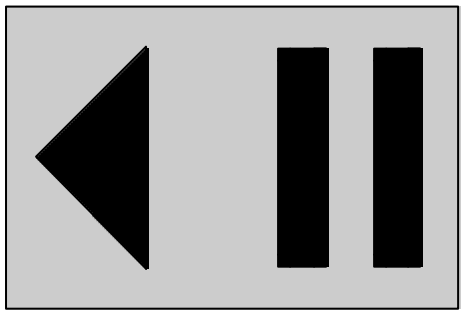
Specific instance. A left pointing arrow and two bars, typically used for the “Play backward” and “Pause” controls on a magnetic tape device.

Components.

- Play: A solid (filled) triangle, directing to the left, with the vertical side to the right, and located to the left of the “Pause” symbol.
- Pause: Two identical, parallel, vertical lines located to the right of the triangle.

NOTE The space separating the triangle from the pair of vertical lines, should be a minimum of three times the distance between the vertical lines.

Graphic.



6.1.12 Record

Primary function. To enable the user to record/capture information from one source or several sources (microphone, camera…) to a destination (e.g. file on disk, tape).

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.1.12.

Specific instance. A circle, typically used for the “Record” control on a magnetic tape device.

Components. A solid (filled) circle.

Graphic.



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6.2 Attributes of dynamic media controls

6.2.1 Loop

Primary function. To enable the user to set the running of the media object or composite media object in a circular fashion, replaying from the beginning when its end has been reached.

NOTE 1 When loop has not been activated the medium will stop at the end of the media chunk and the system should proceed to any further actions that may be linked to the end of playing that media chunk.

NOTE 2 For a more detailed functional description refer to ISO 14915-2, clause 11.2.3.

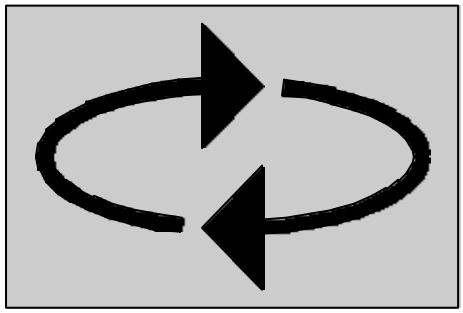
Specific instance. A pair of arrows rotating in a clockwise direction.

Components.

- Upper arrow with semi-circular shaft and solid (filled) arrowhead at highest point in rightward and clockwise direction.

- Lower arrow with semi-circular shaft and solid (filled) arrowhead at lowest point in leftward and clockwise direction.

Graphic.



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6.2.2 Set volume

Primary function. To enable the user to set the volume of the audio in a multimedia application.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 11.2.6.

Specific instance. A sliding, volume control on a radio.

Components.

- A triangle.
- A vertical rectangle (slider), superimposed on the triangle.

Graphic.



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6.2.3 Mute (Speaker off)

Primary function. To enable the user to set the audio volume to zero (silent).

NOTE 1 Selecting mute again should reset the volume to its previous value.

NOTE 2 For a more detailed functional description refer to ISO 14915-2, clause 11.2.7.

Specific instance. An audio loudspeaker and overlaid “cancel” symbol.

Components.

- Loudspeaker:
  - A rectangle with height greater than width.
  - Trapezoid, joined along its shorter left-hand, vertical side to the vertical side of the rectangle.
- An overlaid "X".

Graphic.



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6.2.4 Speaker on

Primary function. To enable the user to set the audio volume to on.

Specific instance. A loudspeaker with sound waves.

Components.

- Loudspeaker:
  - A rectangle with height greater than width.
  - Trapezoid, joined along its shorter left-hand, vertical side to the vertical side of the rectangle.
- Sound waves: Three radiating arcs.

Graphic.



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6.3 Navigation controls

6.3.1 Go to beginning

Primary function. To enable the user to move to:

- the start of the entire application
- the start of the current presentation segment
- the start of the current media object.

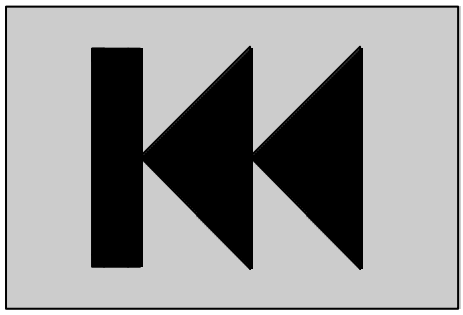
NOTE For a more detailed functional description refer to ISO 14915-2, clause 9.2.

Specific instance. A pair of arrowheads and a bar.

Components.

- Bar: A vertical bar to the left of the triangles.
- Arrowheads: Two identical, solid (filled) triangles, directing to the left, with their vertical sides to the right.

Graphic.



6.3.2 Go to previous

6.3.2.1 Go to previous state

Primary function. If the user is allowed to save the state of an application, this control should enable the user to restart the application from that saved state.

NOTE 1 For a more detailed functional description refer to ISO 14915-2, clause 9.3.4.

NOTE 2 Due to the unavailability of commonly used icons, guidance on the specific instance or suitable graphics is not included within this standard.

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6.3.2.2 Go to previously visited presentation segment

Primary function. To enable the user to locate and revisit a previously visited presentation segment.

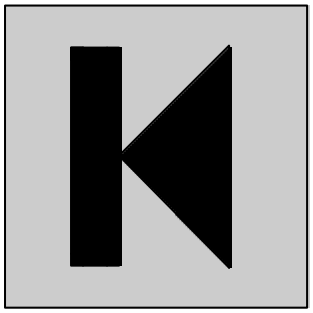
NOTE For a more detailed functional description refer to ISO 14915-2, clause 9.3.1.

Specific instance. A single, backward (left direction) arrowhead and stopping point.

Components.

- A vertical bar to the left of the triangle.
- A single, solid (filled) triangle with the vertical side to the right.

Graphic.



6.3.2.3 Go to previous media object

Primary function. To enable the user to locate and revisit a previously visited media object within a composite media object.

NOTE 1 For a more detailed functional description refer to ISO 14915-2, clause 9.3.2.

NOTE 2 Due to the unavailability of commonly used icons, guidance on the specific instance or suitable graphics is not included within this standard.

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6.3.3 Go to next

6.3.3.1 Go to next presentation segment within the application

Primary function. To enable the user to move to the next presentation segment within the application.

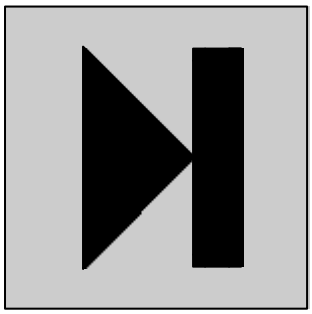
NOTE For a more detailed functional description refer to ISO 14915-2, clause 9.4.1.

Specific instance. A single, forward (right direction) arrowhead and stopping point.

Components.

- A single, solid (filled) triangle with the vertical side to the left.
- A vertical bar to the right of the triangle.

Graphic.



6.3.3.2 Go to next media object within the composite media object

Primary function. To enable the user to immediately advance to the next media object, or synchronised group of objects, within the composite media object.

NOTE 1 For a more detailed functional description refer to ISO 14915-2, clause 9.4.2.

NOTE 2 Due to the unavailability of commonly used icons, guidance on the specific instance or suitable graphics is not included within this standard.

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6.3.4 Go to end

6.3.4.1 Go to end of composite media object

Primary function. To enable the user to move to the end of the current composite media object.

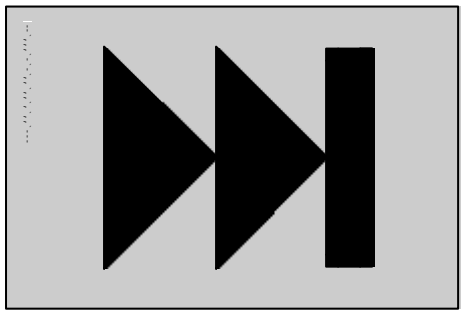
NOTE For a more detailed functional description refer to ISO 14915-2, clause 9.5.2.

Specific instance. A pair of arrowheads and a bar.

Components.

- Arrowheads: Two identical, solid (filled) triangles, directing to the right, with their vertical sides to the left.
- Bar: A vertical bar to the right of the triangles.

Graphic.



6.3.4.2 Exit

Primary function. To enable the user to close the currently running application.

NOTE For a more detailed functional description refer to ISO 14915-2, clause 9.5.1.

Specific instance. A character “X”.

Components. Two diagonal lines crossing at 45 degrees, to form an “X”.

Graphic.



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6.4 Additional controls

6.4.1 Main menu

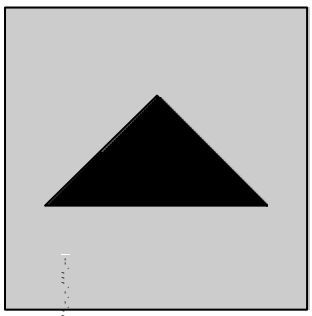
Primary function. To enable the user to go to the main menu of the presentation.

Specific instance. An upward-pointing arrowhead.

Components.

A solid (filled) triangle, directing upward, with the horizontal side at the base.

Graphic.



6.4.2 Eject

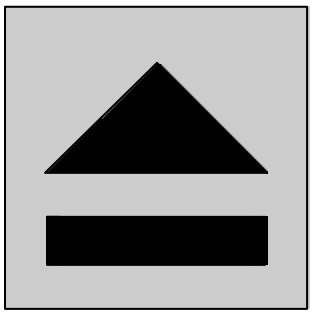
Primary function. To enable the user to eject the current physical media from the appropriate drive.

Specific instance. A line with an upward pointing arrow head.

Components.

- A solid (filled) triangle, with the lowest side horizontal.
- A horizontal line, separated from and parallel to the underside of the arrowhead.

Graphic.



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6.4.3 Help

Primary function. To provide access to the Help functions of the system, either to general help or related help to a user-selected object.

Specific instance. A question mark.

Components. The question mark, commonly used in Latin languages.

Graphic.



NOTE See also ISO/IEC 11581-6:1999, clause 7.1.1.

6.4.4 Snapshot

Primary function. To capture the current visual image in static (“still”) format.

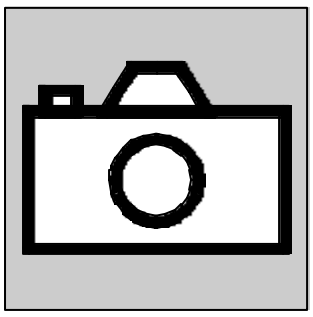
Specific instance. A 35 mm, single lens, reflex camera.

Components.

Camera unit, comprising:

- Camera body: A rectangle.
- Lens: A circle, within the camera body.
- Flash unit/viewfinder: A trapezium, attached to the central top surface of the camera body.
- Button: A small rectangle attached to the top left surface of the camera body.

Graphic.



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6.4.5 Save

Primary function. To save the current presentation without changing its name (if it has one) within the filing system, whilst keeping the presentation open.

Specific instance. An open folder with an arrow pointing into it.

Components.

- An open folder (based upon ISO/IEC 11581-2:2000, 7.1.2).
- A direction arrow. Located in the top left corner of the cell, pointing downwards and into the open folder.

Graphic.



NOTE See also ISO/IEC 11581-6:1999, clause 7.2.3.

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