



Unlock:

Information Guidelines

Version 1

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1. Introduction

The aim of this document is to give guidance for all information displayed within the unlock applications. This document is to be used internally and externally to unlock, ensuring all information presentations being displayed in the app follow the same rules. All presentations must be submitted for review before they will be added to the application, the criteria for passing this review is outlined in this document.

2. Information content

The information content for the presentations must be accurate, this can be ensured by checking the source's creditability and reliability. There isn't an approved list of sources provided as it is the responsibility of the content creator to find their own information and ensure it is found from appreciate sources. Information used must have the approval from the original creator or the governing body responsible for the information's distribution, this includes the use of but not limited to;

- Text
- Images
- Video
- Audio
- Graphical Diagrams

All information displayed must be of a family friendly nature and avoid all content that might be seen as offensive. The use of foul language is strictly prohibited along with media of an inappropriate or overly graphic nature.

3. Layout

All content must be placed and not excide the page when presented to the user, to avoid this a minimum margin of 10 pixels around the entire parameter must be kept clear to ensure all the full content is viewable. Content dose not need to be placed up to this minimum margin but must not exceed it.

3.1. Title

Each slide should contain a title specifying what content is displayed below, this is to allow the user to quickly scan through the presentations, to see what information is available for each location or point of interest. The title can be in any format as long as it is easily readable, to ensure this, titles should follow these rules;

- placed at the top of the slide
- be a font that is readable



- have a bigger font size compared to other text on the slide, if there is no other text a suggested font size is 100

3.2. Text

Text should be readable with a font size no smaller than 50, correct spelling and grammar should be used and checked. The use of bold and underline should be reserved for appropriate use cases such as key points, dates and names. Italics should be used for references or acknowledgements.

3.3. Images

Images should be large enough to see clearly but not too large to exceed the minimum margins. Images should not be stretched or squashed but must maintain their original aspect ratio to ensure clarity. If an image is too large to be displayed properly then cropped sections should be used to show the key points of that image. Images must be of high resolution to avoid blurriness and their scale must not be increased for example a 300x200 pixel image should not be enlarged to a greater size. The supported file format for images is jpeg.

3.4. Videos

Videos should be of high enough resolution to ensure they are easily viewable; videos do not need to have a 16:9 aspect ratio but must be equivalent or higher in resolution to 480p 16:9 video. The recommended is 720p but preferably 1080p, higher resolutions than 1080p are not recommended at this time due to device limitations and will be compressed to 1080p if required. The supported file format for videos is mp4.

3.5. Audio

Audio should be in WAV format, 16-bit and 44.1khz sampling rate. If used for voice the recording needs to be clear and free of unwanted background noise, music must adhere to copyright protection laws as stated for all information above and should be appropriate for the information being displayed.

3.6. Graphical diagrams

Simple graphical diagrams can be created using the available shapes (triangle, ellipse and line). These can have coloured outlines while also having colour fills and gradients, although graphics can be used, it is advised to add complex diagrams as images and only use the available shapes to highlight key points.



3.7. Layout specifics

