Commfluence Style Guide

2024

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Table of Contents

Table of Contents **2**
Colors and Conventions **3**
Colors 3
Conventions 3
Fonts 3
The Header 4
Cards 4
Project Cards 4
Document Cards 4
Task Cards 4
The Taskboard 5
Mockups **6**
Landing Page 6
About Page 6
Contact Page 7
Home Page 7
Home Page Populated 8
Document Page 8
Document Page Populated 9
Document Page—Collaborators Popup Populated 9
Document Editor Page 10

Colors and Conventions

Colors

White #FFFFFF
Blue #0079FF
Gray #777777

The style of Commfluence revolves around these three colors. There are some color conventions that we want to follow, but the conventions are less loose than others on the website. Generally, headings and titles should be in Blue, and other text on the page will be in Gray.

Generally, “Create” buttons, or buttons that serve the C function in CRUD such as the “New Project”, “New Document”, and “New Task” buttons are in Gray, whereas existing projects and documents are in Blue.

If there is a White banner under a heading, the heading should be Blue. If there is a Blue banner under a heading, the heading should be White. The convention follows the guidelines below:

- Gray elements can only sit on a White background.
- Blue elements can only sit on a White background.
- White elements can sit on either a Blue or Gray background.

Conventions

Fonts

- Text in the Header should use the font Segoe UI Bold
- Page Titles (like “Projects” or “Documents”) are in the font Segoe UI Bold
- “Subtitles” (the text underneath on-screen cards) is in Times New Roman Bold. The convention is that text pertaining to writing should be in Times New Roman / TNR Bold.
- Text in the “Task Cards” on the Taskboard should be in Times New Roman / TNR Bold.

We want to provide visual separation between things on the site that belong to the user and things on the site that belong to just the website. For example, the “About” and “Contact” texts in the Header are in Segoe UI Bold because they belong to the website. Similarly, things the user cannot press like Titles are in Segoe UI Bold. Elements that the user *can* press, like the “Project Cards” or the “Task Cards” are in Times New Roman Bold. The purpose behind this distinction is to guide the user to clickable elements easier, and hopefully improve the user experience.

The Header

The header is at the top of the screen in the same location across most of the pages except for when a user is inside the document editor. When a user is *not* in the document editor, scrolling will cause the header to disappear, in the sense that the user is scrolling down from the top of the page, and the header is stuck at the top of the page, therefore the header will scroll off-screen. When the user *is* in the document editor, scrolling down the document will not cause the header to disappear, and the header will remain at the top of the document editor page regardless. Note too that the header on the document editor has a smaller height than the header on the rest of the pages, and the clickable links in the header are moved to the right of the website title instead of below it.

Cards

There are several types of cards in Commfluence. Right now, there are “Project Cards”, “Document Cards”, and “Task Cards.”

Project Cards

Project Cards…

- Have rounded edges.
- Are solid colors.
- Utilize Times New Roman font.

Document Cards

Document Cards…

- Have squared edges.
- Are solid colors.
- Utilize Times New Roman font.

Task Cards

Task Cards…

- Have squared edges.
- Are White with Gray borders.
- Utilize Times New Roman font.

The Taskboard

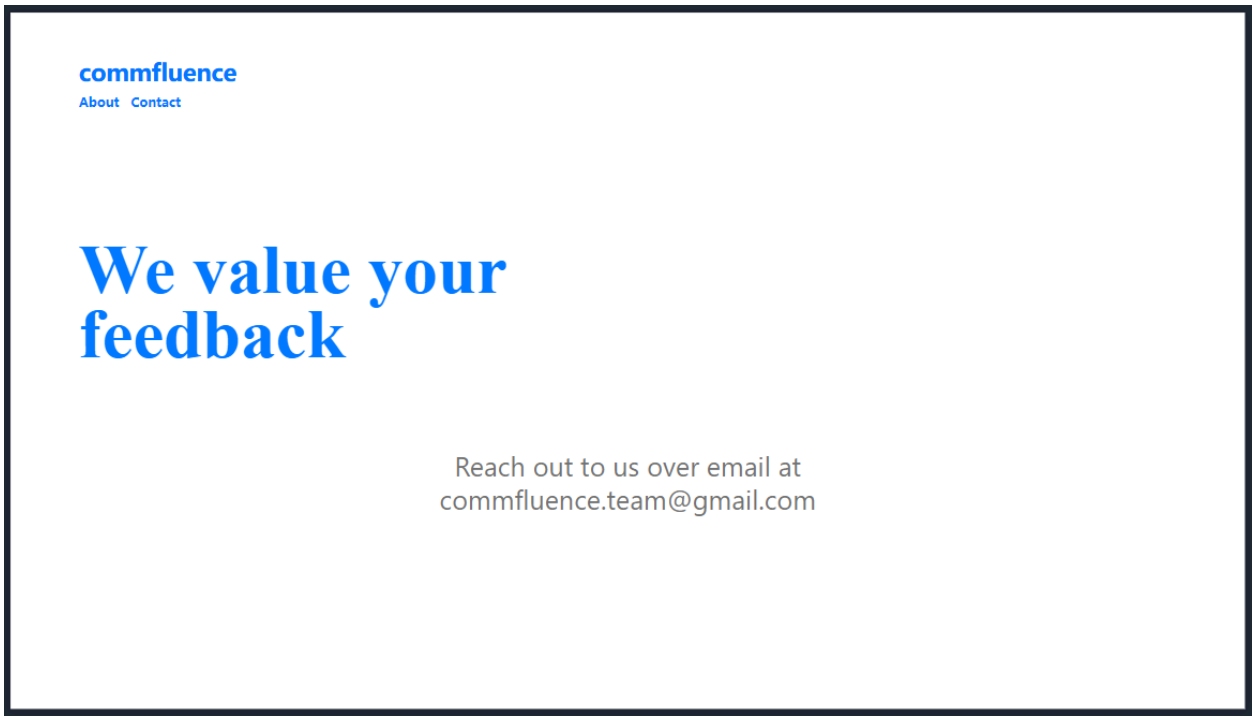
The Taskboard is located on the right side of the page on the “Documents” page within a project as well as a smaller condensed version located on the right side of the page in the document editor within a document. Any future modifications or features to the taskboard should keep in mind that the taskboard is located on the right side of the screen. To maintain familiarity, keep this placement consistent.

Mockups

Landing Page

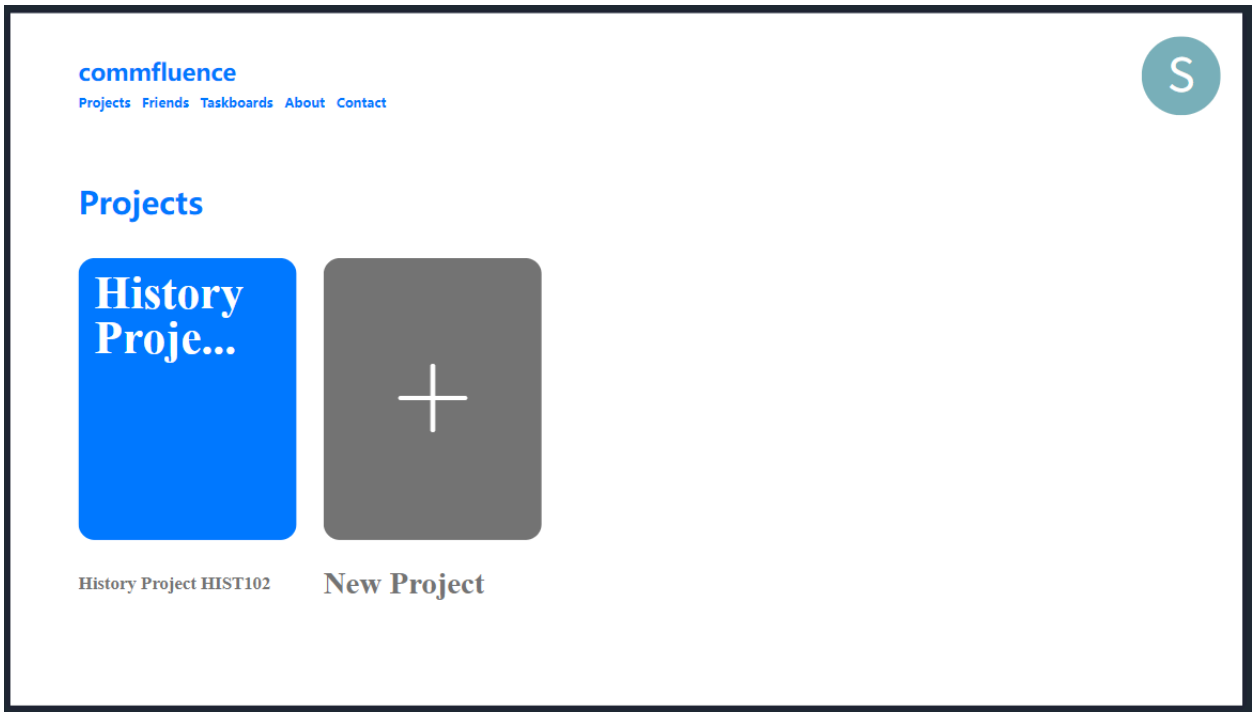
About Page

Contact Page

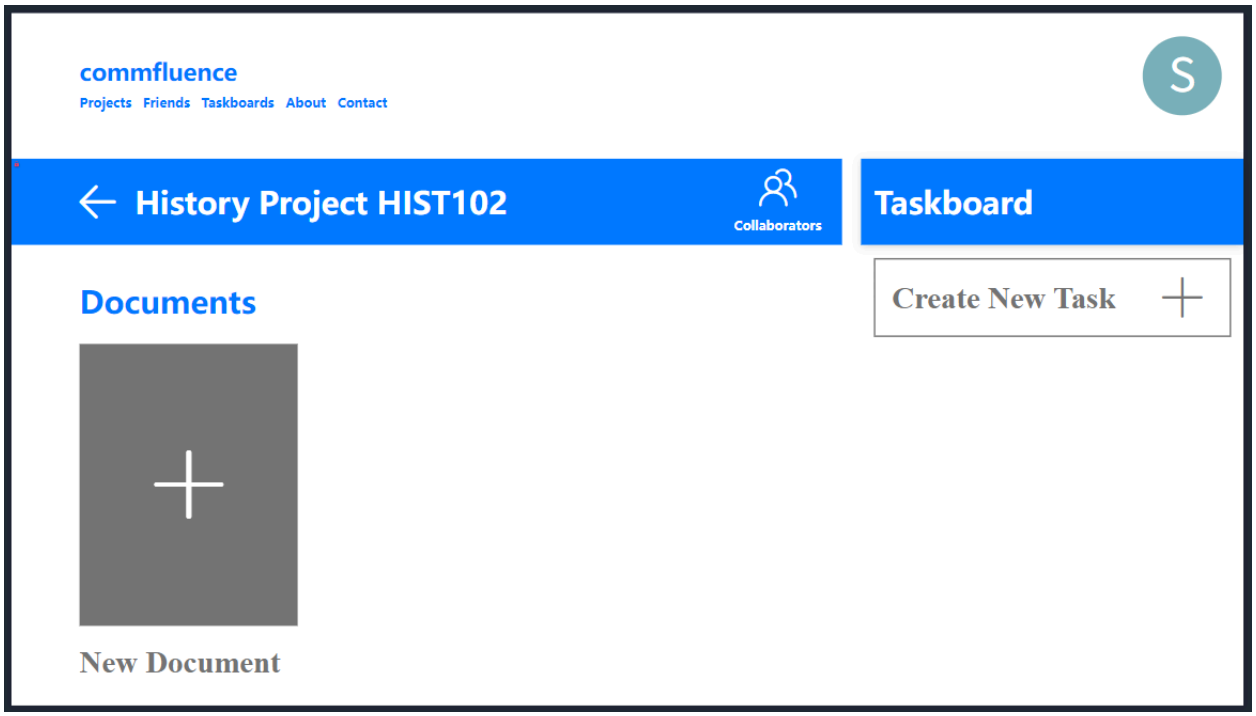


Home Page

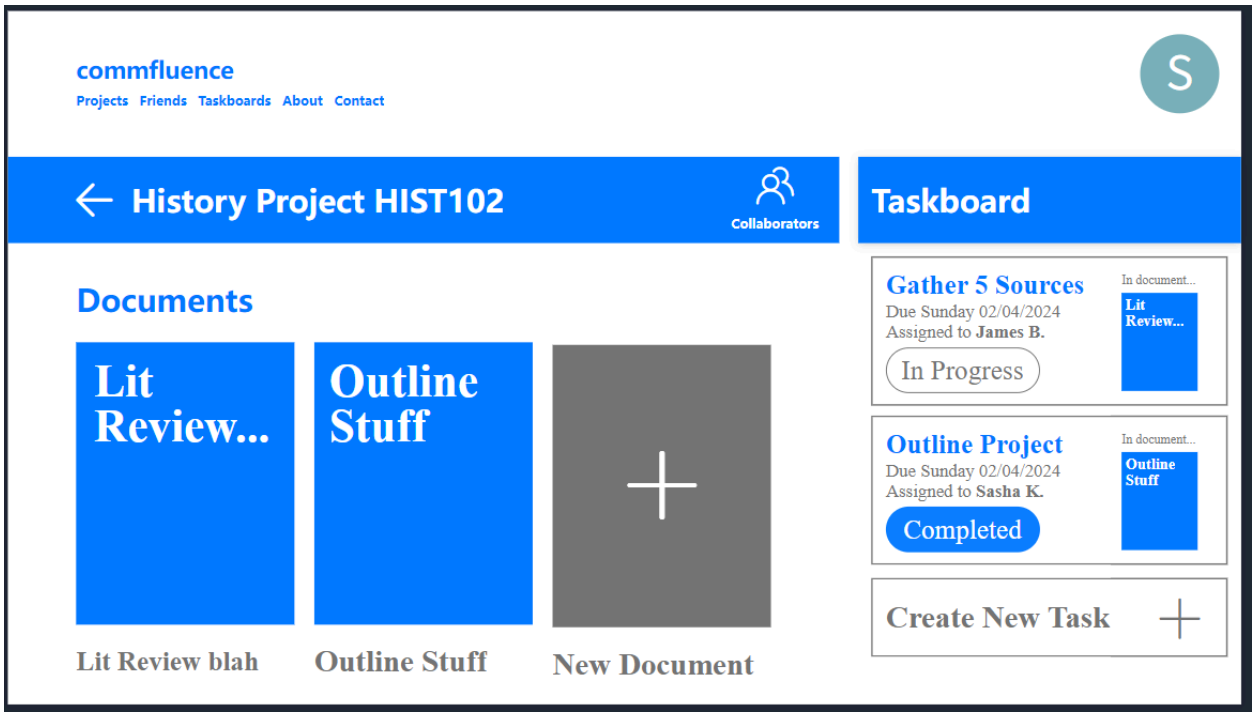
Home Page Populated



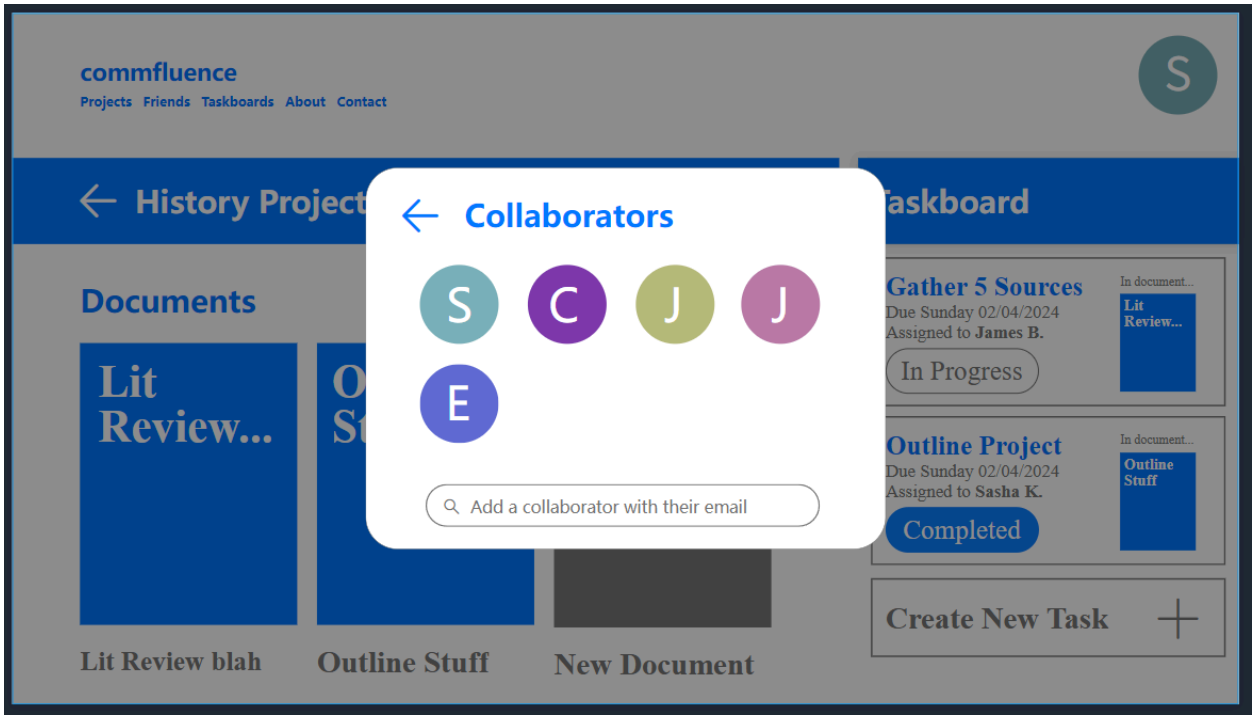
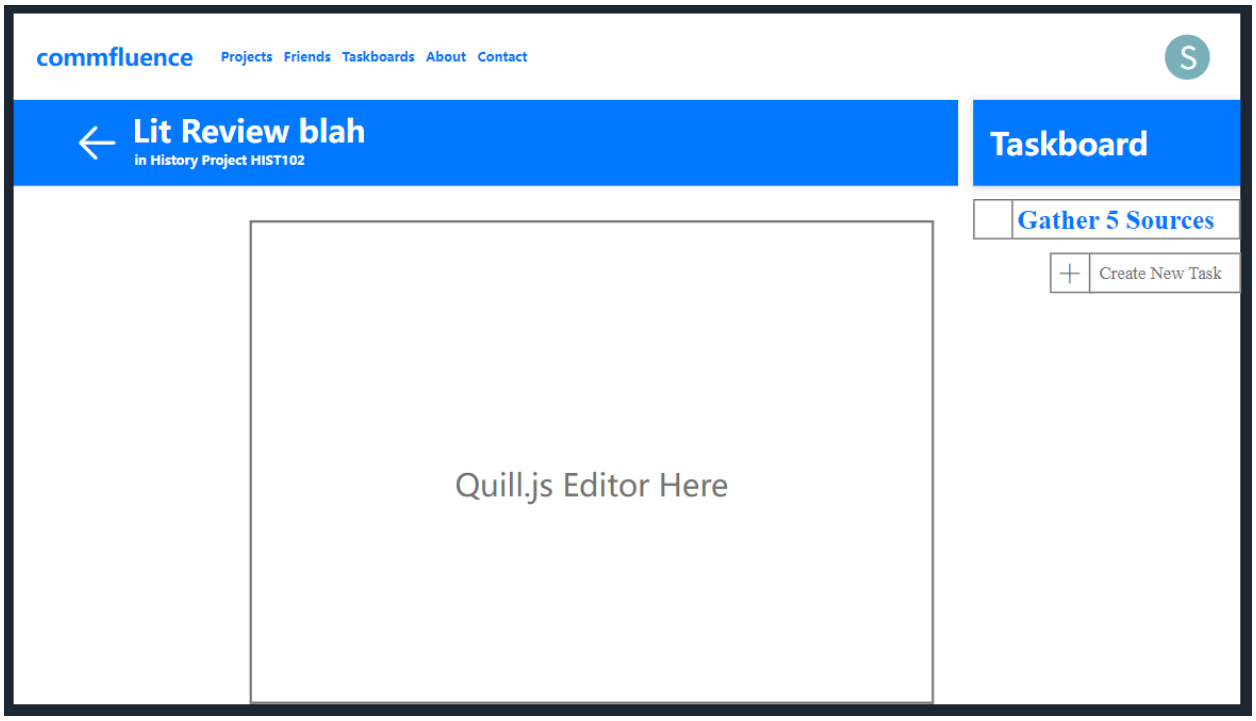
Document Page



Document Page Populated



Document Page—Collaborators Popup Populated



Document Editor Page