# Saskatchewan.ca Elements

#### **How to Use This Guide**

This document outlines a considerable portion of the elements used on Saskatchewan.ca and some Saskatchewan Account applications. Primary elements have been documented in a standard format to outline usage and background, general style properties and examples.

The style properties are guidelines as certain implementations may require deviations. It is expected that the overall Government of Saskatchewan visual identity is maintained.

Page numbers don't appear in this guide as the intent is it is generated on the fly to contain the most important elements for a specific project. This guide is a living document and new pages of examples may be added. The intent is to review the elements annually to ensure components and usage recommendations are still accurate and follow best practice. The examples in this document are scaled larger (and sometimes smaller) than the actual web browser view.

A GitHub repository of CSS styles and code samples is also being developed. When that is complete the link to the repository will be provided here. Font Awesome is also the icon set used and referenced within this document.

This guide is maintained by the Digital Strategy and Operations unit within the Information Technology Division of SaskBuilds and Procurement.

#### **Photos and Images**

Composition: When choosing photography for Government of Saskatchewan marketing and communications materials it's important to feature both people and scenery that can be identified with Saskatchewan. Look for iconic backdrops, even in urban environments. Focus on natural lighting in all seasons to show off the natural beauty of Saskatchewan. For people, look for natural, relaxed body language. Stock photography is not acceptable unless approved. Consult with communications and brand for acceptable images. Ensure you are legally able to use the photo or image. Images should be related to what the page text says and placed near the most meaningful information. Crop your photos to focus on the primary topic.

# Accessibility

Images must be described with "alt text" in the HTML. Complex images (diagrams, charts, infographics) need alt text but also a long description or caption underneath that's visible to the user.

If an image is decorative, use it within the style sheet or if an <img> element needs to be used, the alt text remains empty. At role="presentation" to the <img> tag as well in this case.

Image as a linked logo should have an alt text of where it is going. Images used as official logos are exempt from some accessibility requirements. Icons conveying information within link text should use FontAwesome, stand-alone icon images that have a function should also use FontAwesome.

## File Type

Joint Photographic Expert Group (jpeg/jpg): Good compression (smallest file size while retaining image quality).

Portable Network Graphics image (png): More precise reproduction of images, or when transparency is needed. PNGs can also have partial transparent areas.

Scalable Vector Graphics (svg): Interface elements, icons, diagrams that can be displayed in a very small file size but scale up to any dimension needed.

Larger photographs should be saved, and as JPGs, except where precise reproduction of colours is needed. Graphics, including graphics that may include photographic imagery, or words should be saved as PNGs. PNGs preserve the crispness of lines better than JPGs. Save PNGs as 24-bit to support more colour representation.

## File Size and Dimensions

Resize your image to about double the dimensions it will display on a desktop device using a program like Adobe Photoshop. If the image will be around 400px wide on screen, resize the original mage to 800px wide. Always work with the large highest quality image for resizing (so you are scaling down, not up).

The reason you want an 800px wide image sitting inside a 400px website container is to accommodate high resolution displays (mobile, tablet, laptops). This keeps the image looking sharp, which could otherwise look soft or blurry. This is also important for responsive websites where the container may get larger or smaller depending on the device it is viewed on.

The following page shows an example where a banner image sits to the side of a web page on a desktop and mobile browser. The mobile image displays slightly larger (filling the screen horizontally) due to the right column of the website cascading under the left.

Next, compress the image with a program like Adobe Photoshop. Free programs usually offer poor compression and lower quality results in the final output of the image.

Large images or backgrounds should be no more than 1 MB (1000 KB).

Graphics and in-page images should be 400 KB or less.

Name your image file with a description such as family-walking-on-sidewalk.jpg. This will help search engine optimization and file management. It is better to use hyphens than underscores. Ensure there are no spaces or special characters in the time name. Lower case should be used as well.

# Desktop banner image takes 3 columns (image container is around 297px wide x 187px high)

#### **Agriculture, Natural Resources and Industry**

Learn more about the business of agriculture and the many natural resources of our province.

#### **Doing Business with Government**

Find business opportunities, access the tendering system, or become a registered supplier.

#### **Entrepreneurs Start or Exit a Business**

Find information about opening and closing a business in Saskatchewan along with legislation and standards and other helpful tools for business owners.

# **COVID-19 Information for Businesses and Workers**

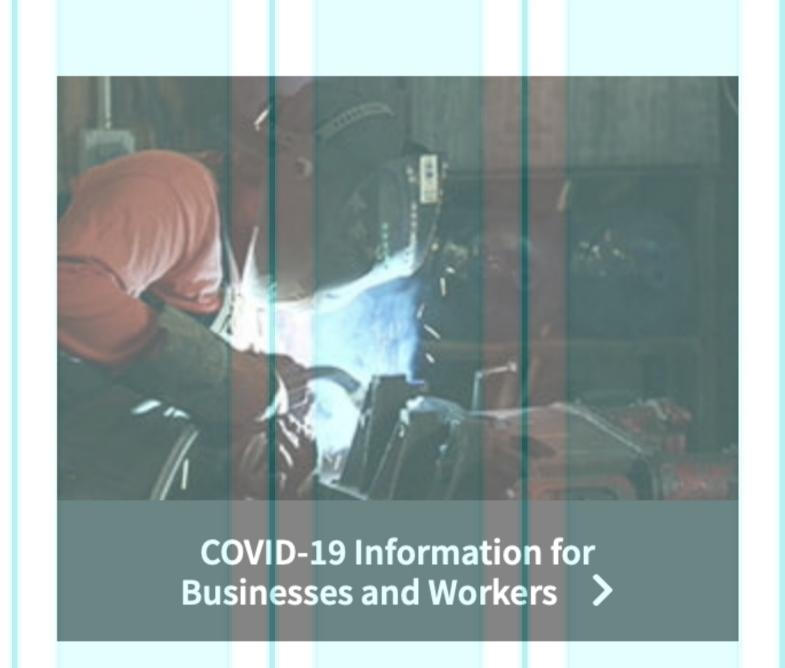
Find available support for businesses and workers.

#### **Employment Standards**

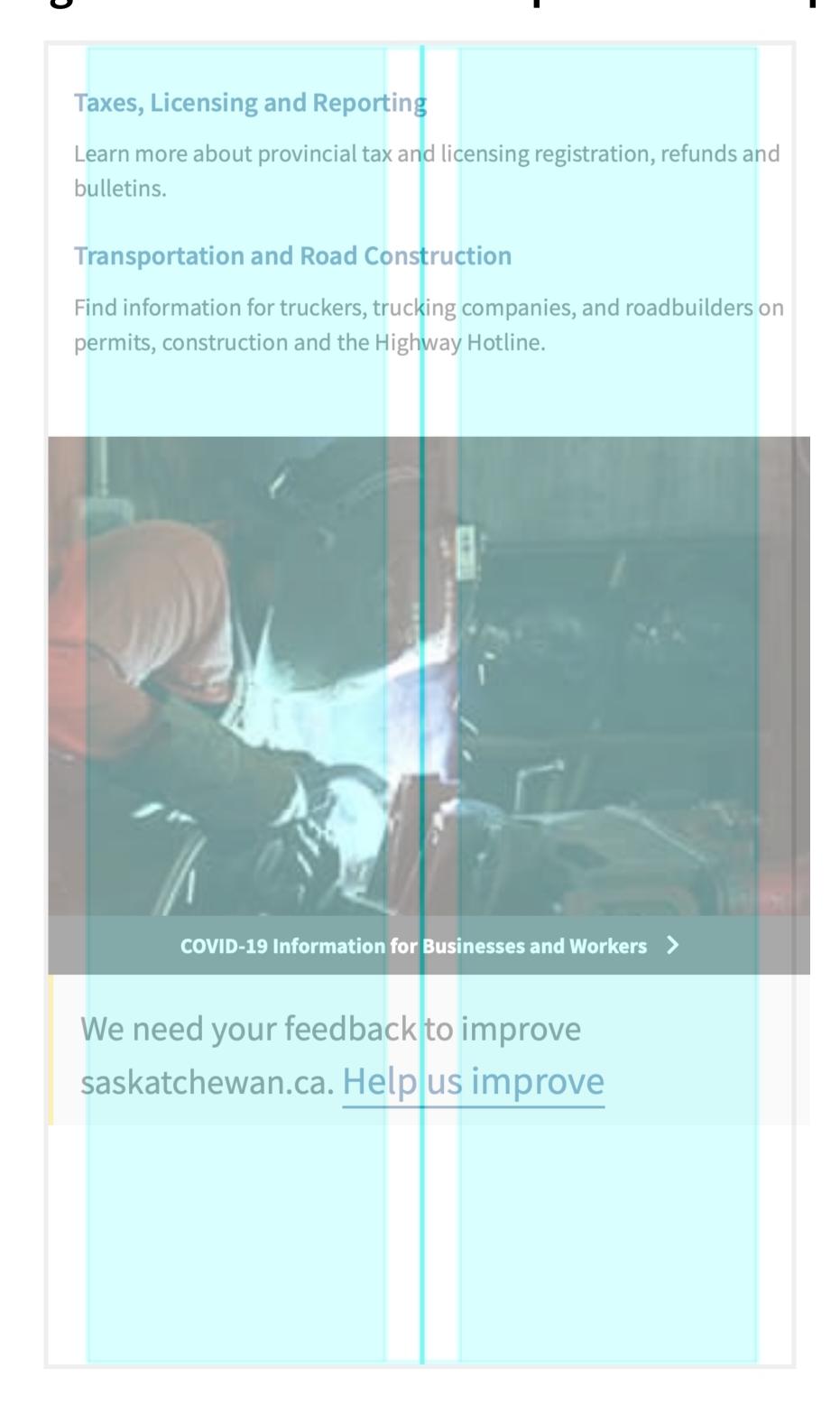
Find out your workplace rights and responsibilities as a Saskatchewan employer or worker, including labour legislation and regulations.

# Environmental Protection and Sustainability

Learn how to protect our natural environment through careful management for long term sustainability.



# Mobile banner image takes 2 columns but the columns are larger for this display type (image container now is 537px wide x 360px high)



#### **Site Header & Footer Settings**

In the header/footer documentation we supply, there is the option to enable/disable the following features based on GoS recommendations:

- Sign In (required to be enabled if using Saskatchewan Account for sign in and required to be disabled if not using the Saskatchewan Account)
- Translate
- Search (disabled if the content is not included in global search)
- Breadcrumb
- Secondary Footer (grey footer with link links disabled in downstream services)

#### **Site Header Breadcrumbs**

There are some cases where our recommendation is not to use the breadcrumb as it would add confusion or take the citizen away from the application.

#### **Saskatchewan Account Connected Service**

Home > Saskatchewan Account > Service Name > Current Page

#### **UAT**

- Home qa.saskatchewan.ca
- Saskatchewan Account https://services-uat.saskatchewan.ca/c1/#/dashboard/services

#### PROD

- Home https://www.saskatchewan.ca/
- Saskatchewan Account https://services.saskatchewan.ca/c1/#/dashboard/services

Service Name – Would link to the starting page of the service

Current Page – Title of the current page you are on, would change as you navigate through the system. (Not a link)

#### <u>Digital Service without a Saskatchewan Account connection</u>

Saskatchewan.ca Path > Service Name > Current Page

Saskatchewan.ca Path – The path that the Service Page is located on Saskatchewan.ca

Current Page – Title of the current page you are on, would change as you navigate through the system. (Not a link)

# **Styles**

#### Header

- Breadcrumb background: #f5f5f5;
- Breadcrumb padding: 1.5em 1.8em .5em
- Breadcrumb font size: .87em
- Breadcrumb border-left: 5px solid #333
- Internal list container background: #f5f5f5;
- Internal list container padding: 1em;
- Internal heading font weight: semi-bold (600)
- Internal list width: 50%
- Internal list border: 1px solid #eee
- Font color: #333;
- Font-family: Source Sans Pro
- Font size: 1em;
- Line height: 1.5em;
- Font-weight: Regular (400)

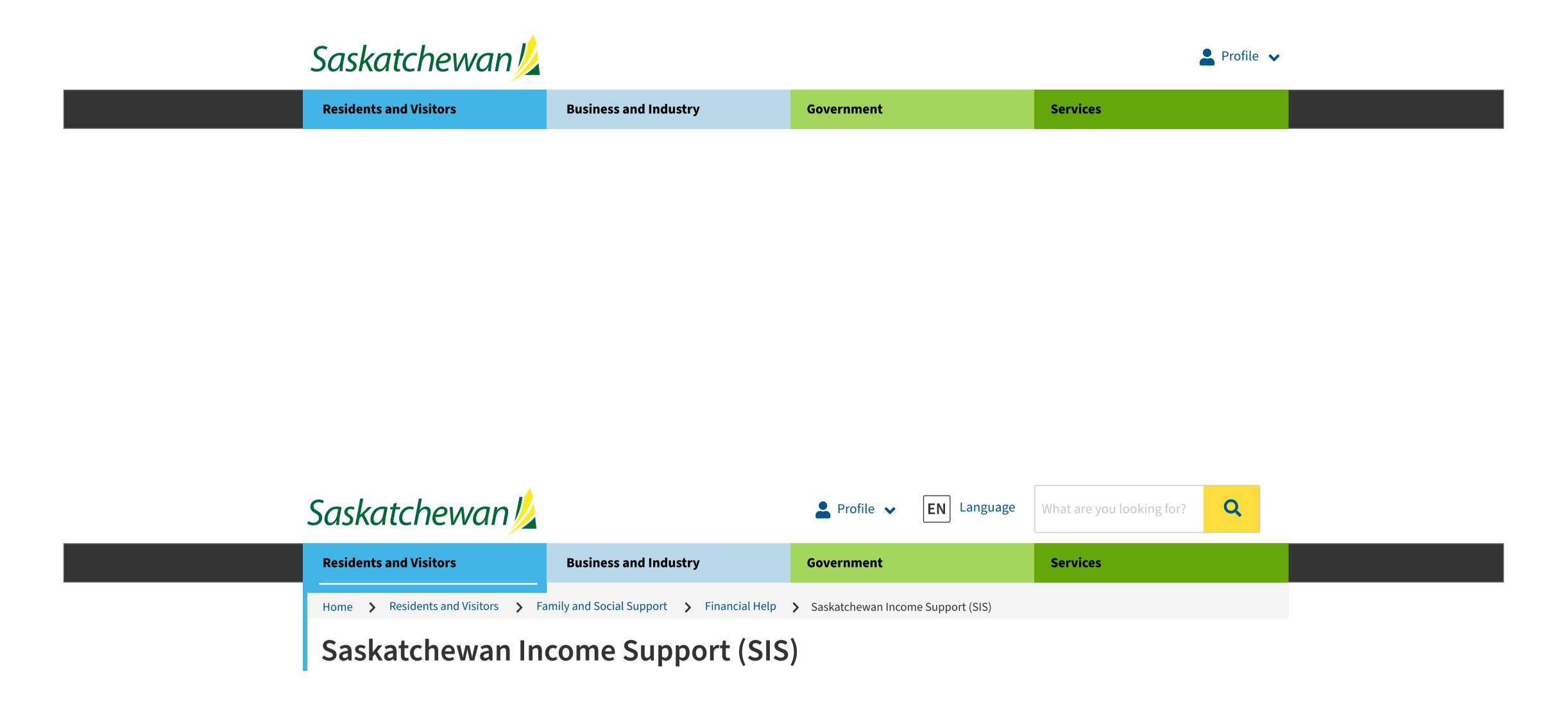
# Large Footer

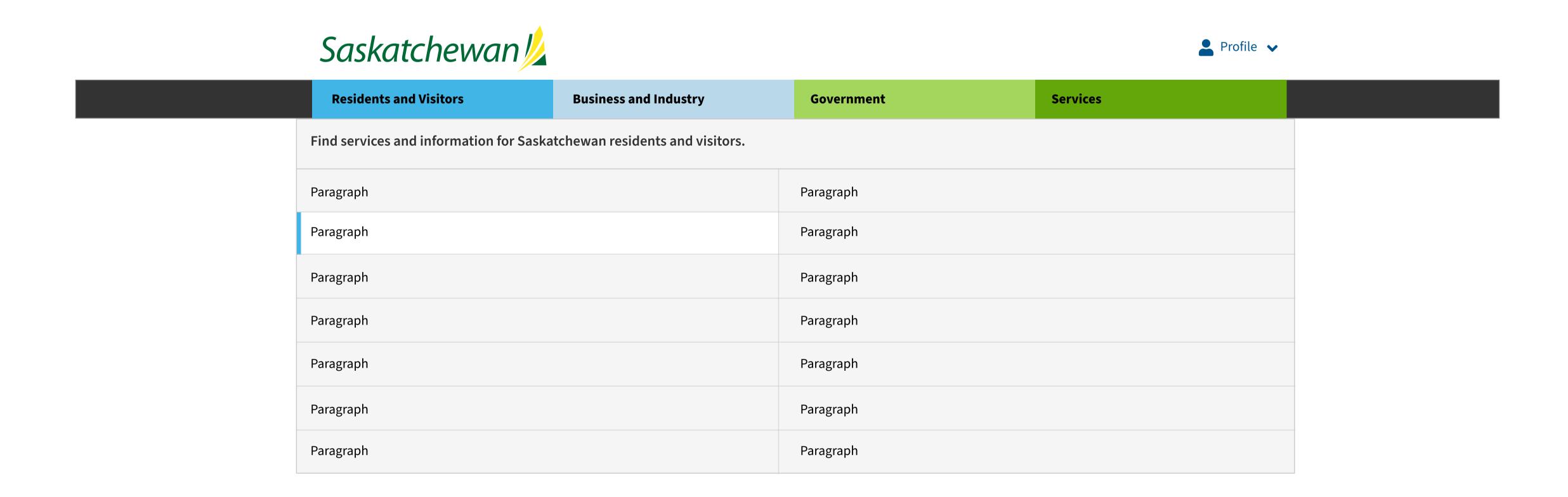
- Heading font size: 1.5em
- Heading font-weight: Regular 400
- Heading Colour: #333
- Heading top margin: 1em
- Font family: Source Sans Pro
- Line height: 1.4285714
- Shadow: 1px 4px 9px -6px #ccc
- Background colour: #f5f5f5
- Top margin: 2.25em
- Bullet list style: none;
- Bullet list font-size: 90%
- Bullet list line height: 1.1

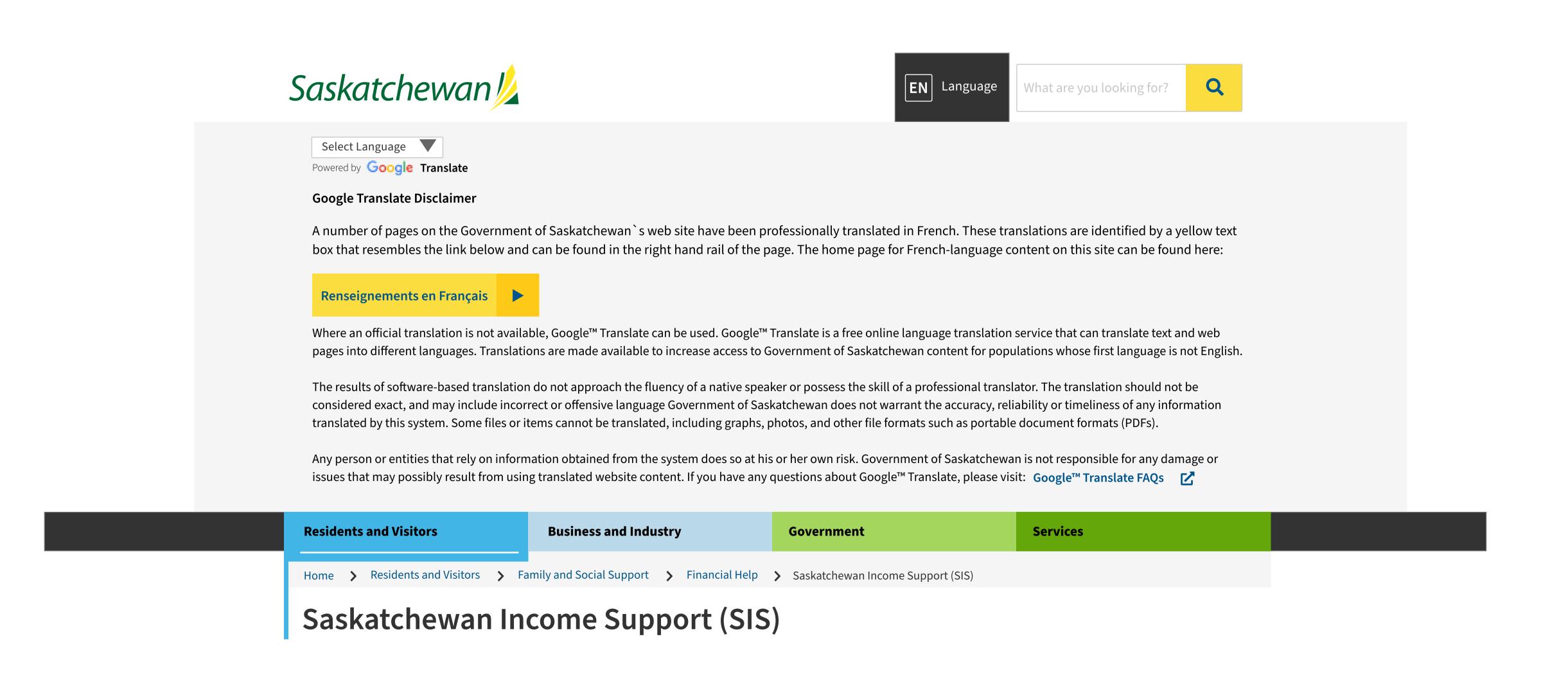
#### **Short Footer**

- Font size: .9em
- Font weight: Regular (400)
- Font colour: #333
- Font family: Source Sans Pro
- Link block width: 75%
- Link margin right: 1.125em
- Link margin left: 1.125em
- Font colour: #ccc;
- Padding left & right: 1.8em
- Background colour: #2c3136
- Shadow: inset 1px 4px 9px -6px #111
- Padding top & bottom: 2em 0

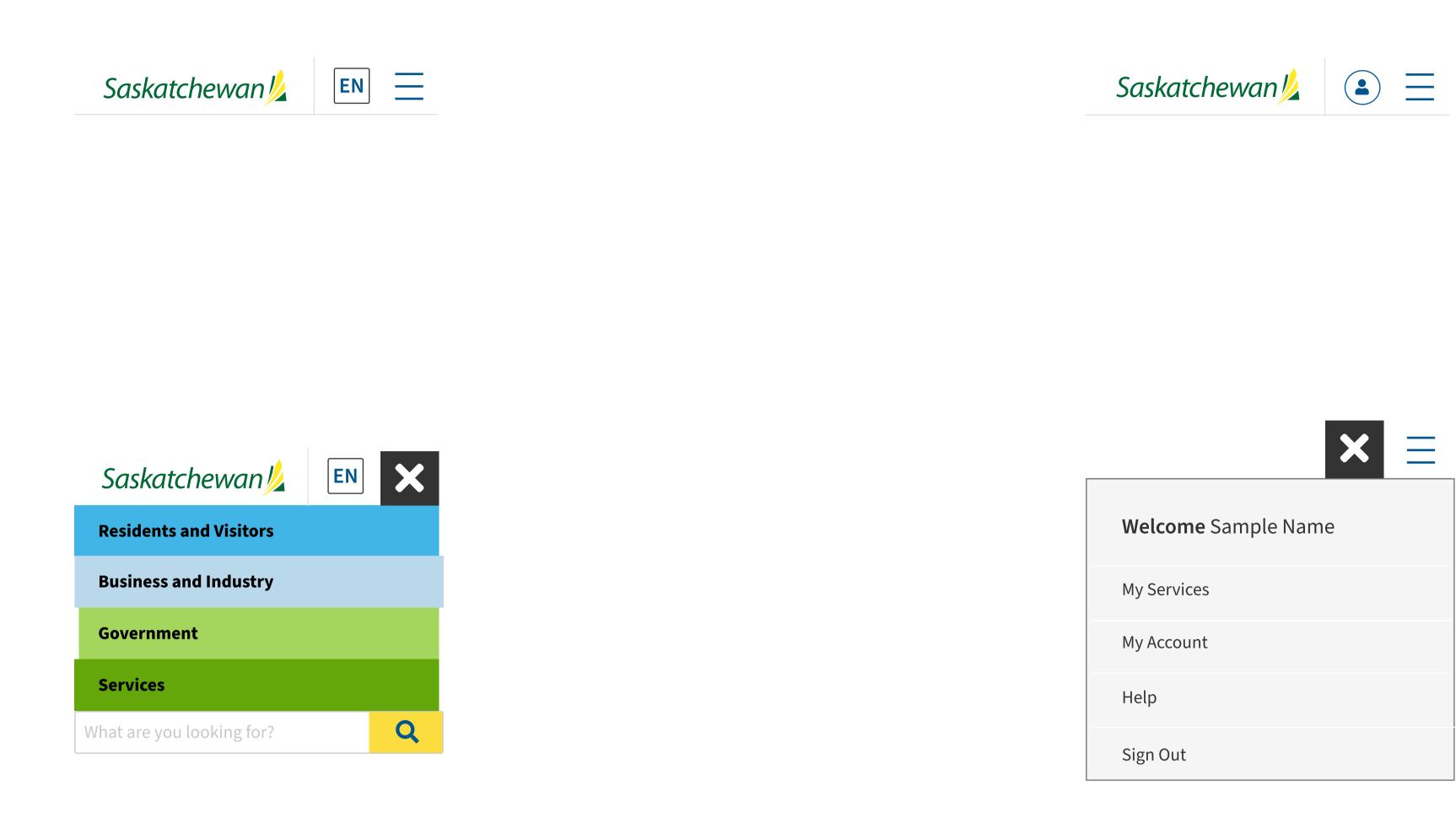
#### Examples

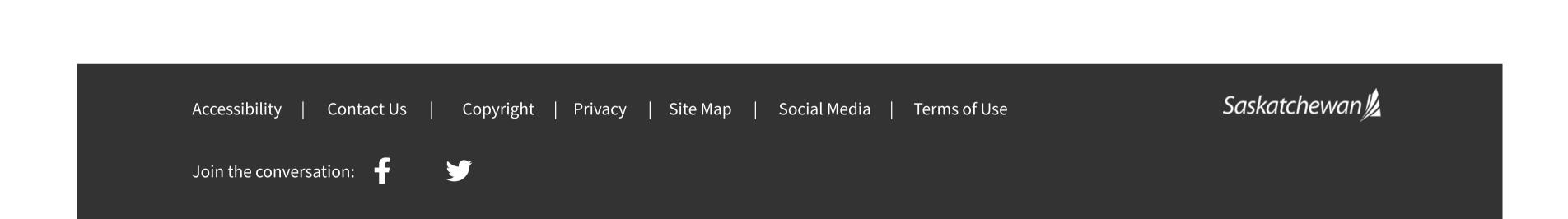


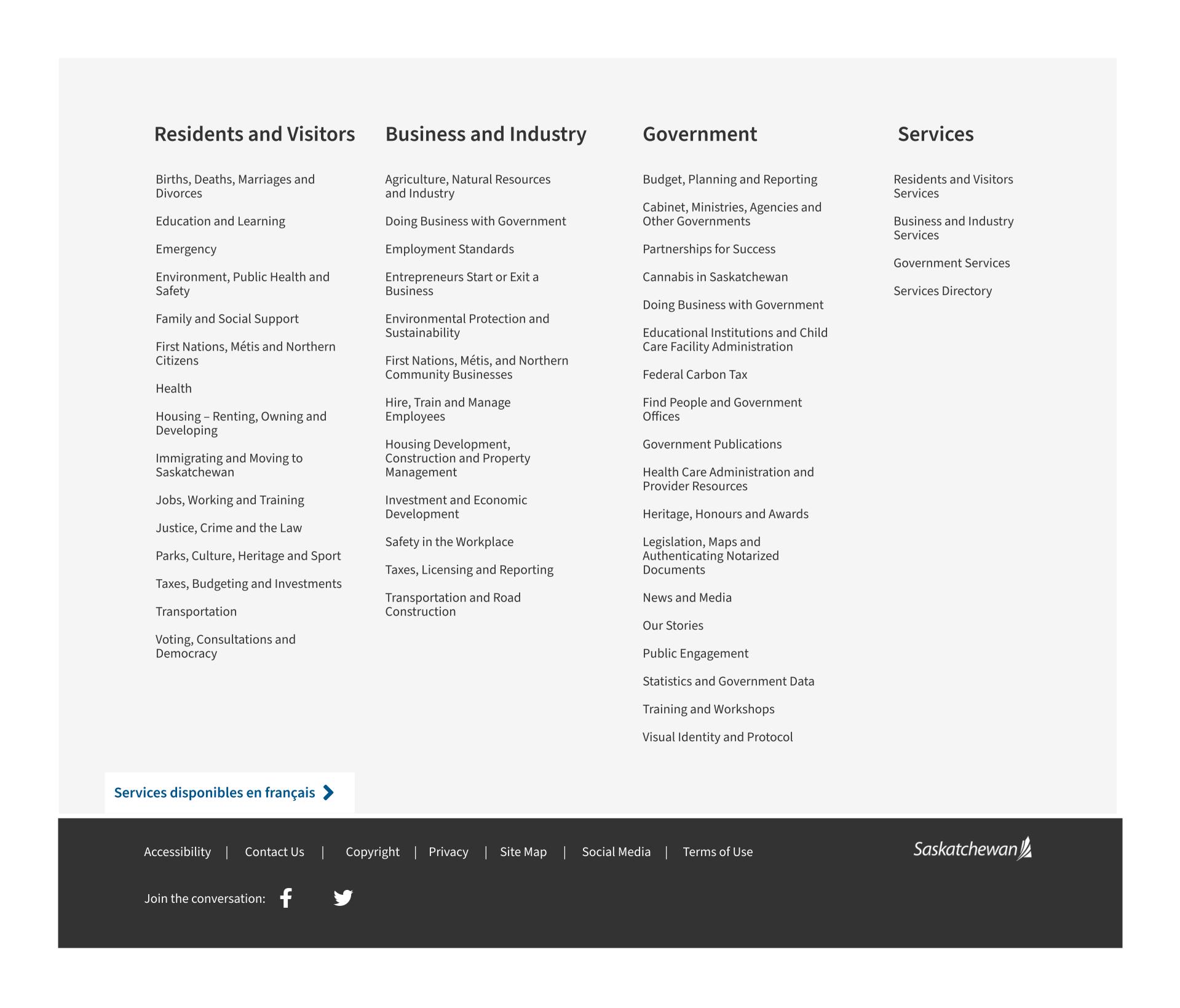


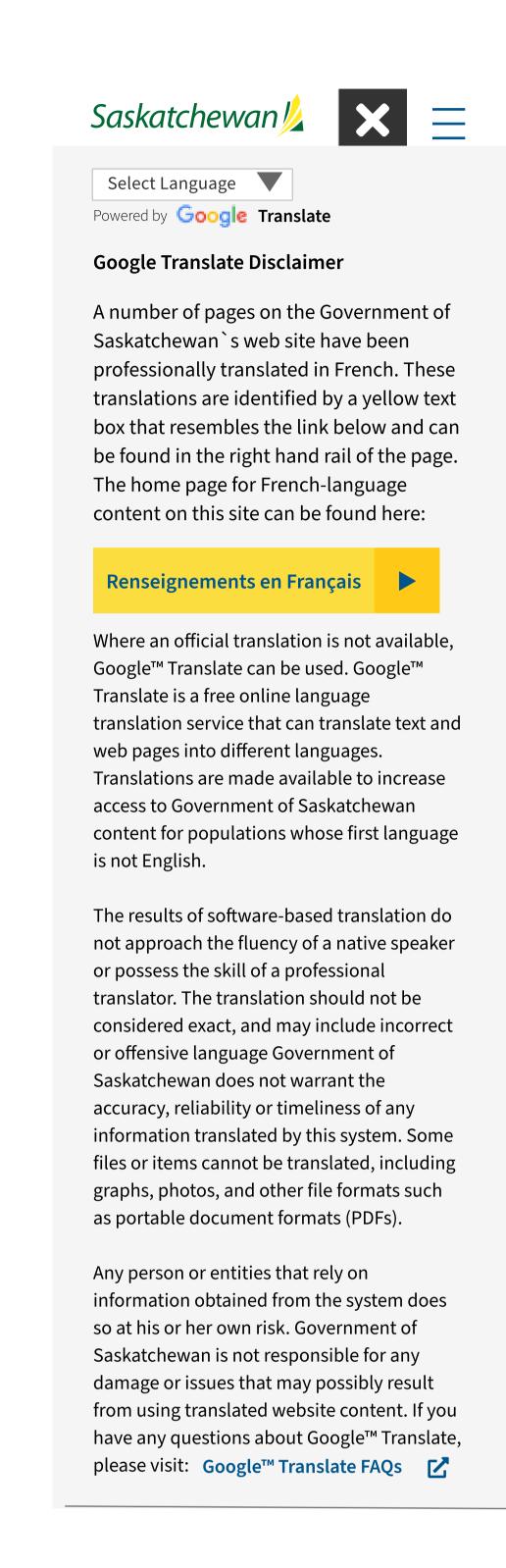


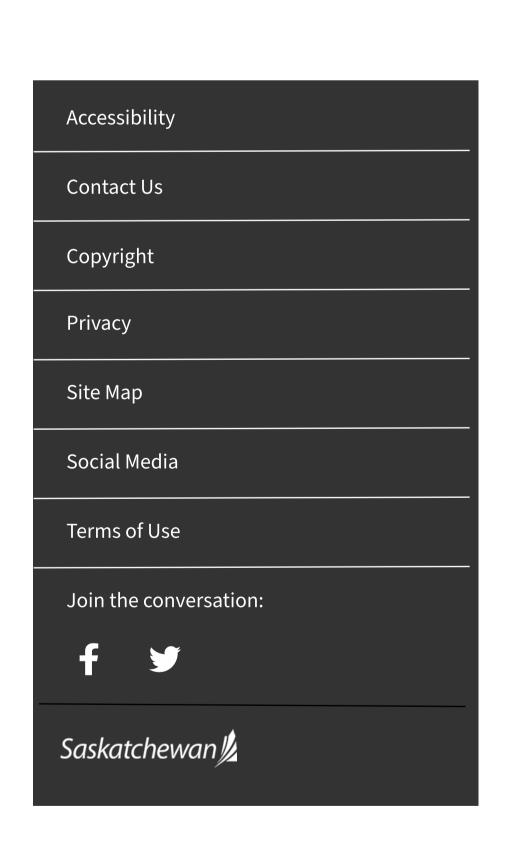
# Examples



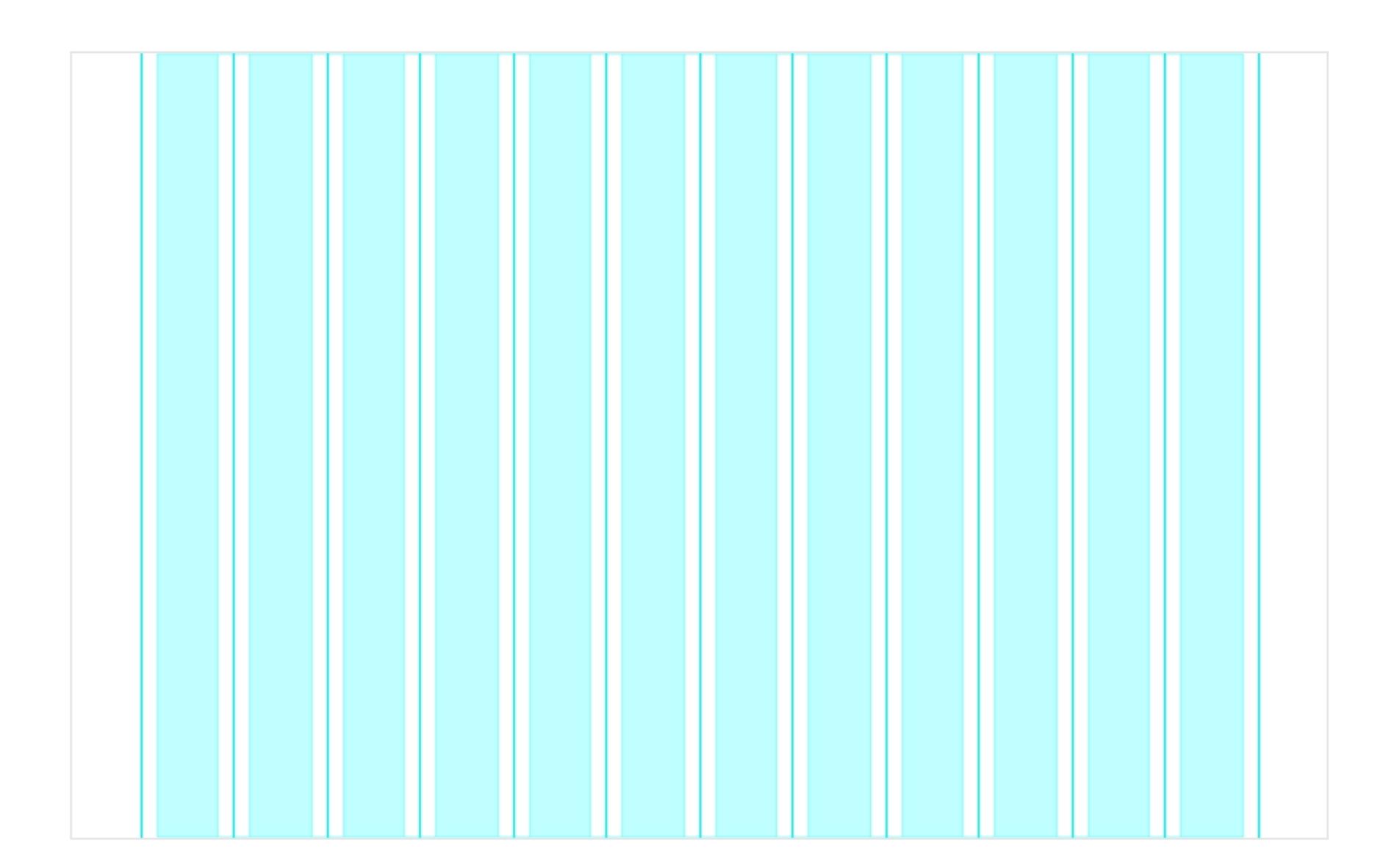








# Desktop

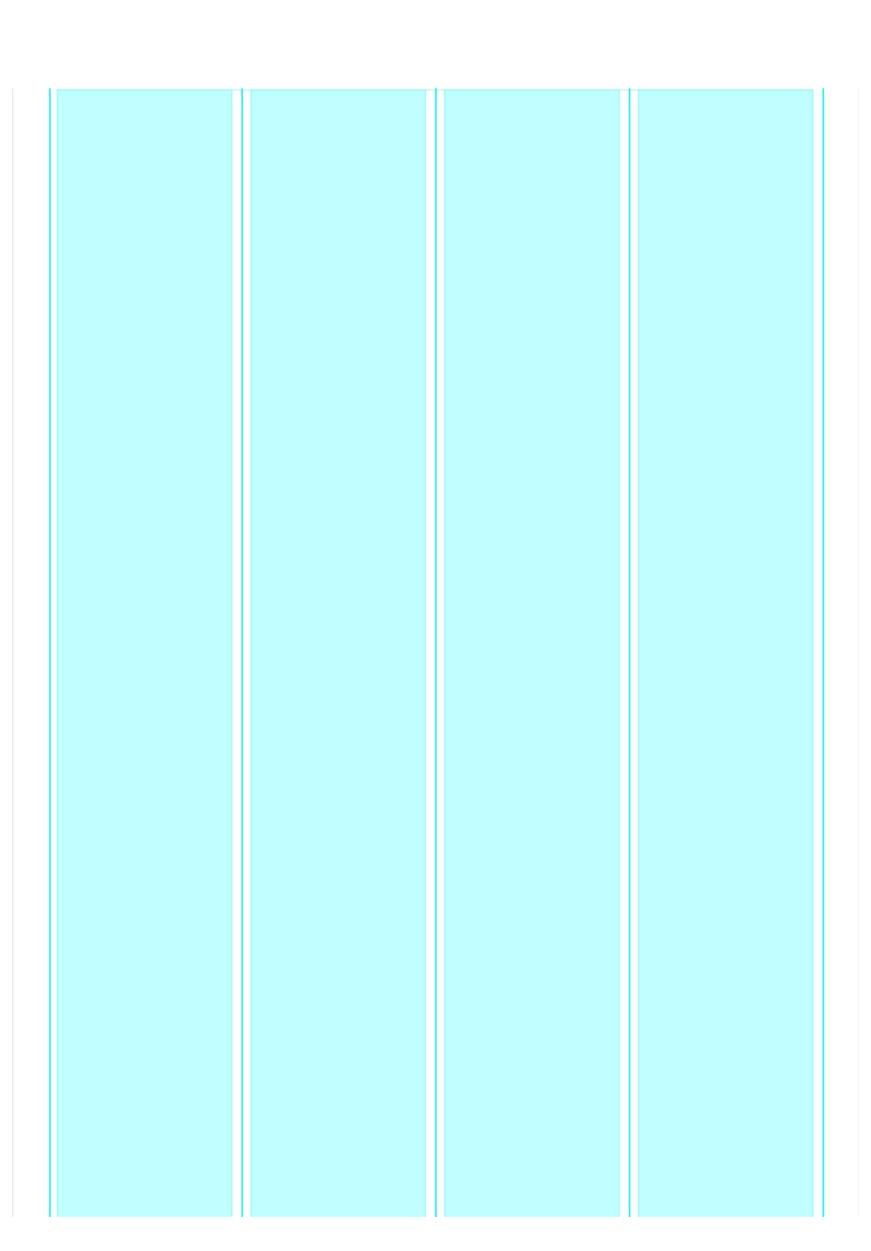


Grid system is Bootstrap 4.0 with fluid columns.

Desktop container width is 960px to 1140px to fit a 1200px monitor resolution and 12 columns.

Designs for desktop views should be optimized to cover legacy 4x3 and wide screen 16x9 monitors. Columns are usually 7.73% each.

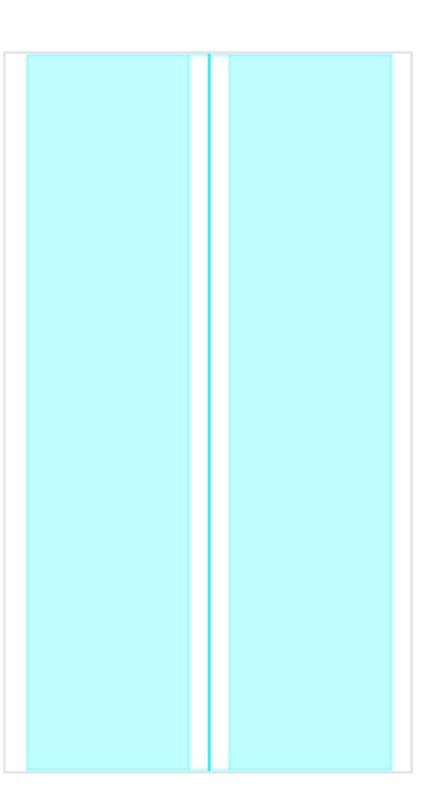
# Tablet



Tablet container width is 768px wide (portrait) to 959px wide (landscape) and 4 columns. Columns are usually 25% each.

Designs for mobile views should be optimized for a 768px to cover legacy tablet sizes.

# Mobile

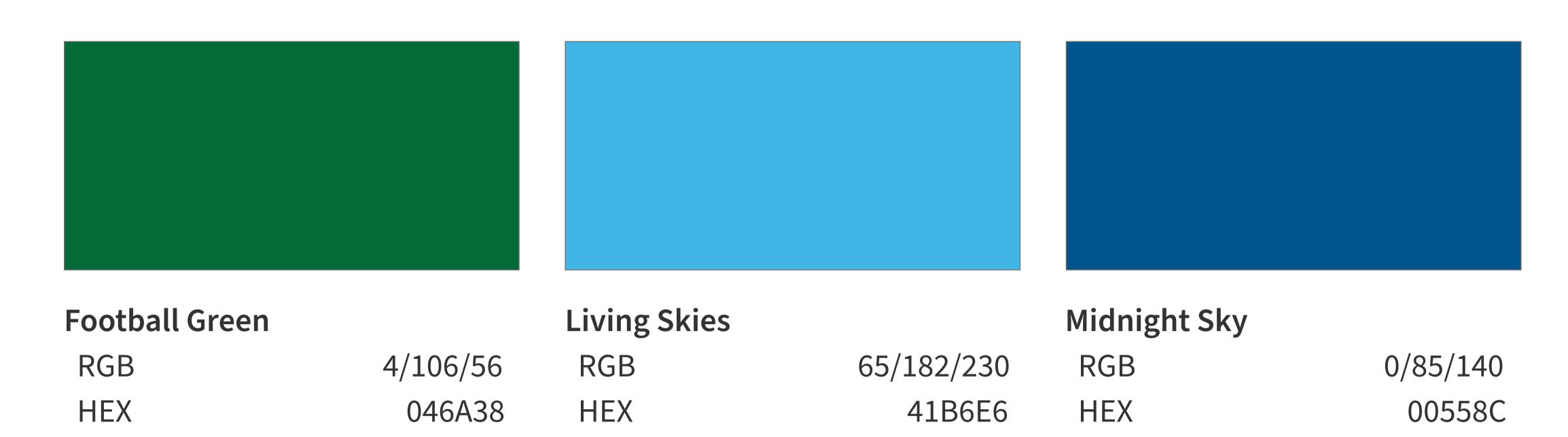


Mobile view container width is usually 540px to 576px wide or larger to cover any modern phone size outside of that standard.

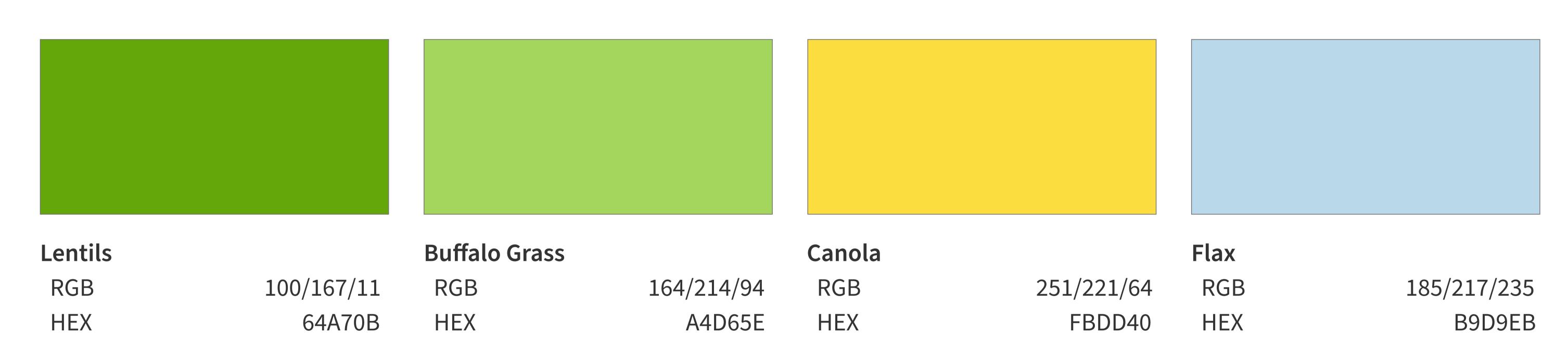
The grid is 2 columns at 50% each.

Designs for mobile views should consider a minimum 320px wide to cover legacy phone sizes such as iPhone size.

# **Primary (60 %)**



# Secondary (30 %)



# Tertiary Neutrals (10 %)



## Usage and Background

The Saskatchewan Visual Identity is a visual representation of the province and is intended for purposes both online and offline. This identity was developed by using brand research done to create the Province's new digital presence in saskatchewan.ca.

Colour is a strong element of every brand and visual identity.

The Saskatchewan colour palette is a representation of the province and embodies the richness, natural beauty, vibrancy and potential of the province.

The Saskatchewan colour palette consists of 7 colours: three primary and four secondary. There are also four grey-scale options.

#### **Primary colours:**

One of the primary colours must be the dominant colour in all material.

#### Secondary & Grey-scale Colours:

The secondary & grey-scale palettes can be used for support graphics such as graphs, charts, maps, etc.

#### Note:

Living Skies & Canola cannot be used together.

The colour contrast ratio for text and interactive elements should be at least 4:5:1 as recommended by the W3C.

#### **Pass**

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Fail

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Governmen

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Colour Contract Usage and Background

The colour contrast ratio for text and interactive elements should be at least 4:5:1 as recommended by the W3C for WCAG 2.0 AA compliance.

#### The WCAG standard states:

1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA)

Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;

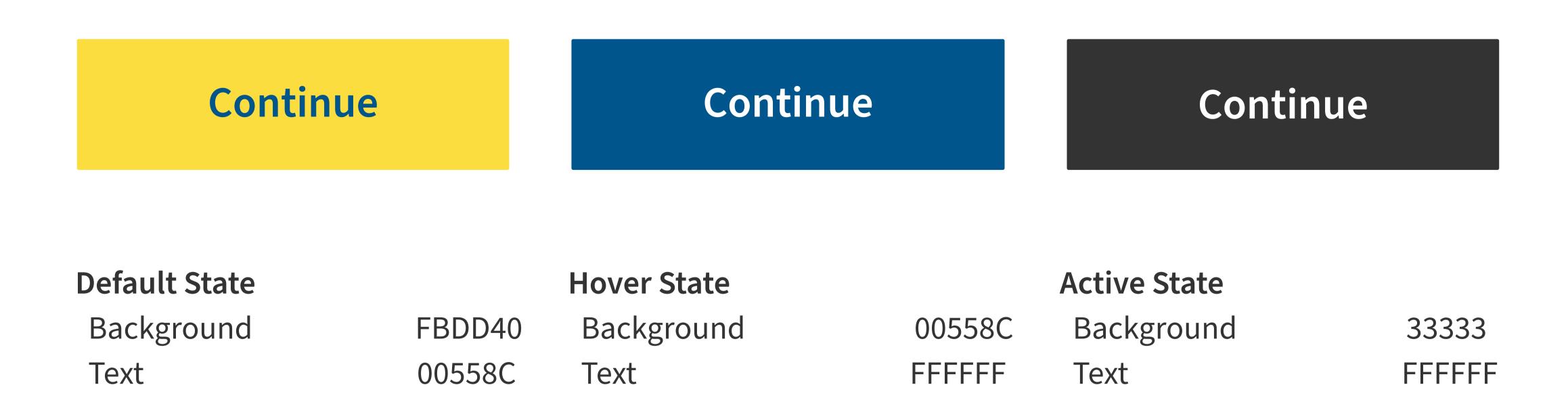
Incidental: Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.

Source: https://www.w3.org/TR/2008/REC-WCAG20-20081211/#visual-audio-contrast-contrast

Primary Button

Border radius: 2px



This button is mainly used to sign in, launch a service, progress though a service, confirm a dialogue box, submit a form or change request.

Secondary Button

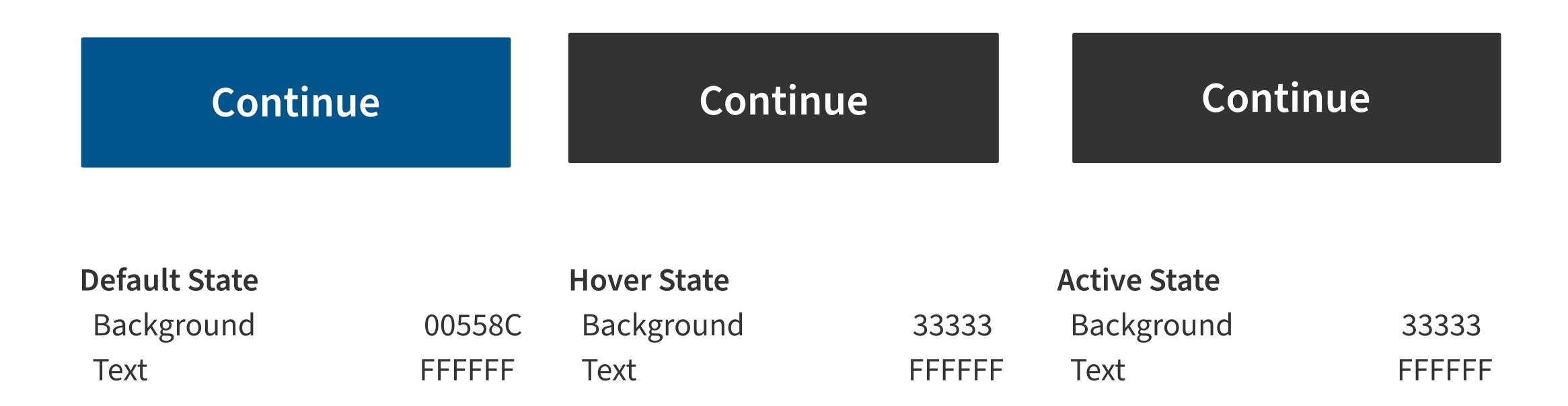
Border radius: 2px

Contin	ue	Continu	Je	Continu	Je
Default State		Hover State		Active State	
Background	E1E3E6	Background	00558C	Background	33333
Text	00558C	Text	FFFFFF	Text	FFFFF

This buttons usually sits left, next to the primary button when needed. It is used for cancelling, back on a multi-page form etc.

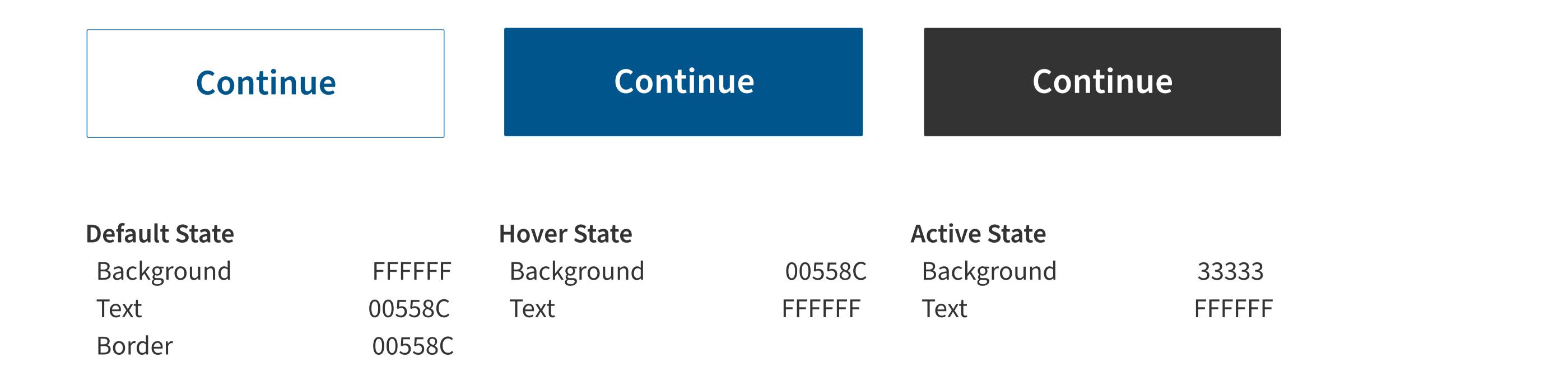
Blue Button

Border radius: 2px



This button has been used where a primary and secondary button already exist on the page, but within the page additional action is needed such as to add a file or record to a series of questions.

White Button
Border radius: 2px



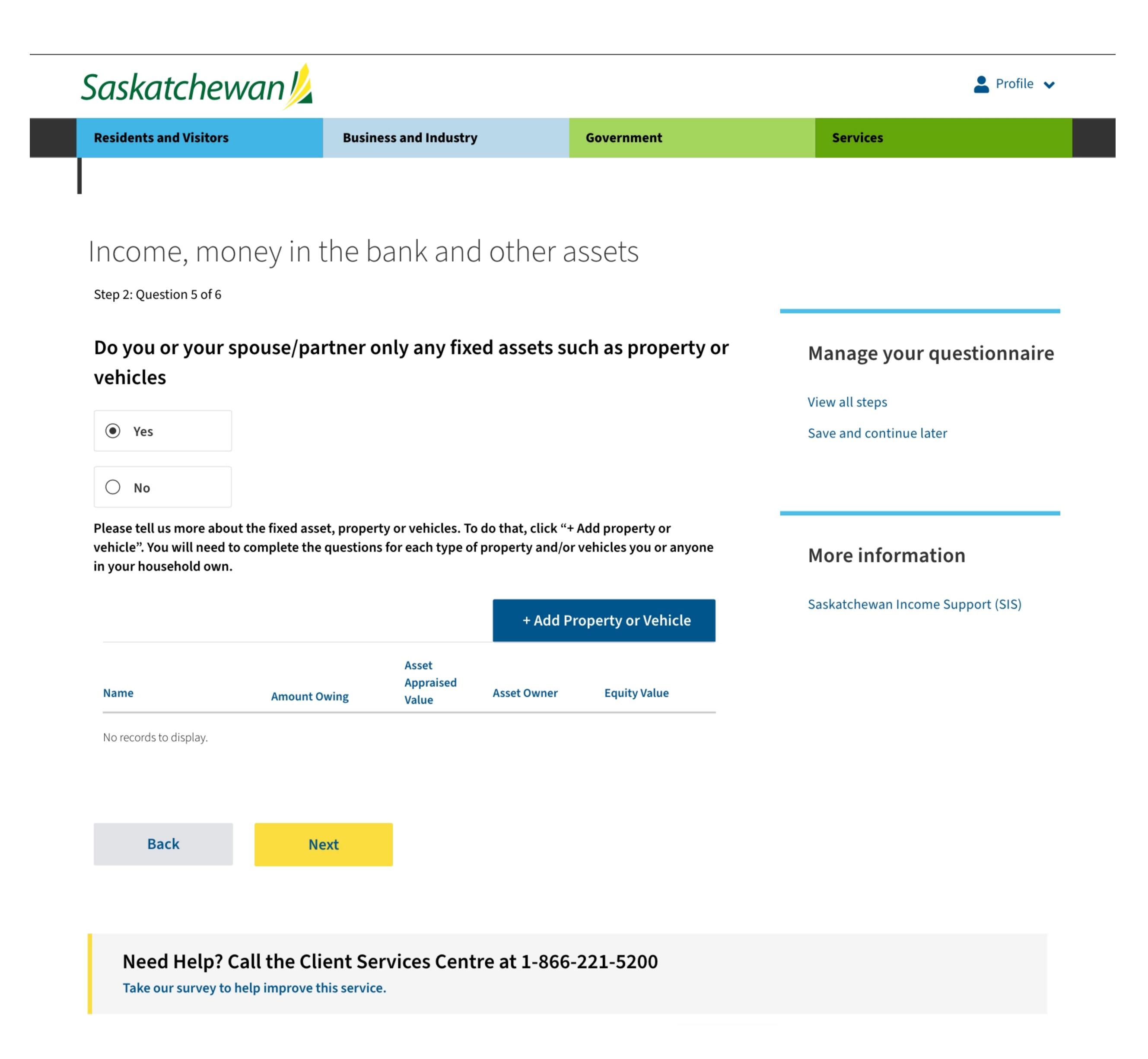
This button has been used where a sere a secondary button does not have a cancel type action. It has been used to give users a choice between two options like "Sign In" using a primary style, and "Create Account" using a white button style.

## **Examples and Usage**

45px off space between buttons / 45px of margin on top and bottom of buttons. Padding inside the button should be at least 18px on all sided.

One yellow button per page noting the path we want the users to follow. One secondary button per page noting a cancel or back function. One blue button per page noting a function to add items to an application.

Not every usage of buttons will allow for the above. This should be considered a guide.

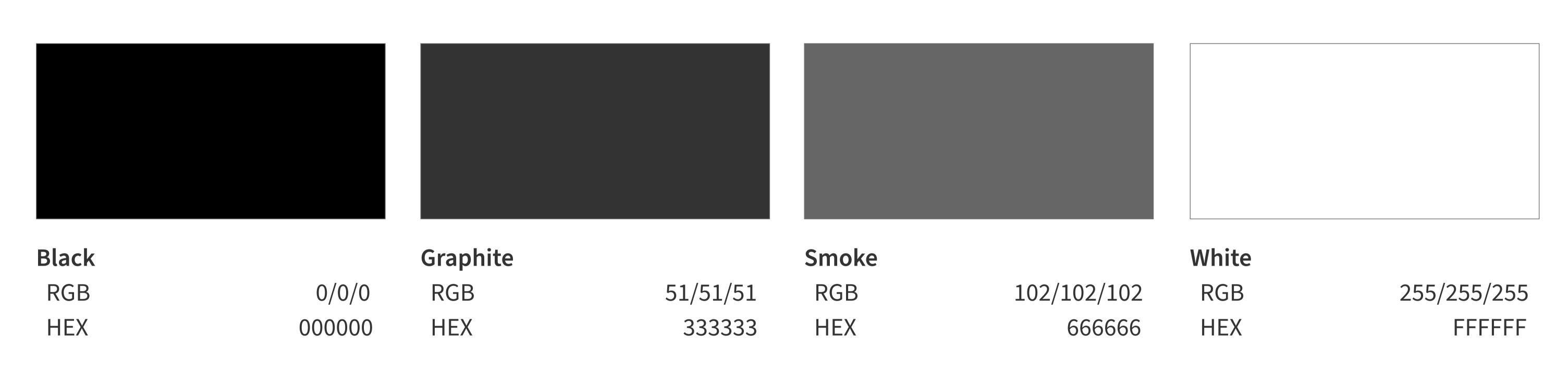


# Links and Text Usage and Background

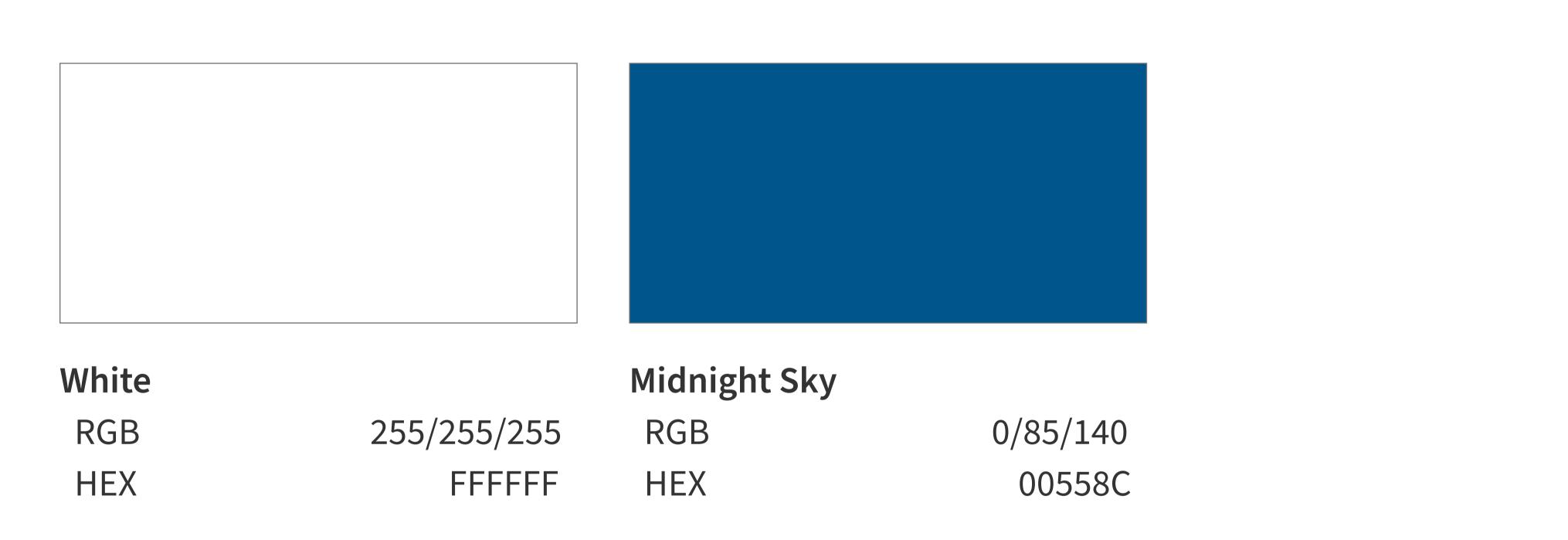
All fonts have licensing agreements: some are open source and others have a fee. Source Sans Pro is the only approved licensed font for all GoS public-facing services, with a fallback of sans-serif if Source Sans Pro is not available in your platform. Any other fonts not listed may result in charges. Due to licensing requirements, visual identity standards and costs associated with using different fonts, Executive Council / DSO must give explicit approval of any fonts other than Source Sans Pro prior to implementation.

Use Source Sans Pro 16px Regular weight for links and text within paragraph copy. 16px is generally the browser font size default. Links within a heading, take on the heading format plus the link colour below. Links within a page body paragraph elements are font weight 400 and underlined. Links within a page body but outside of a paragraph (such as a list item), are font weight 400 but

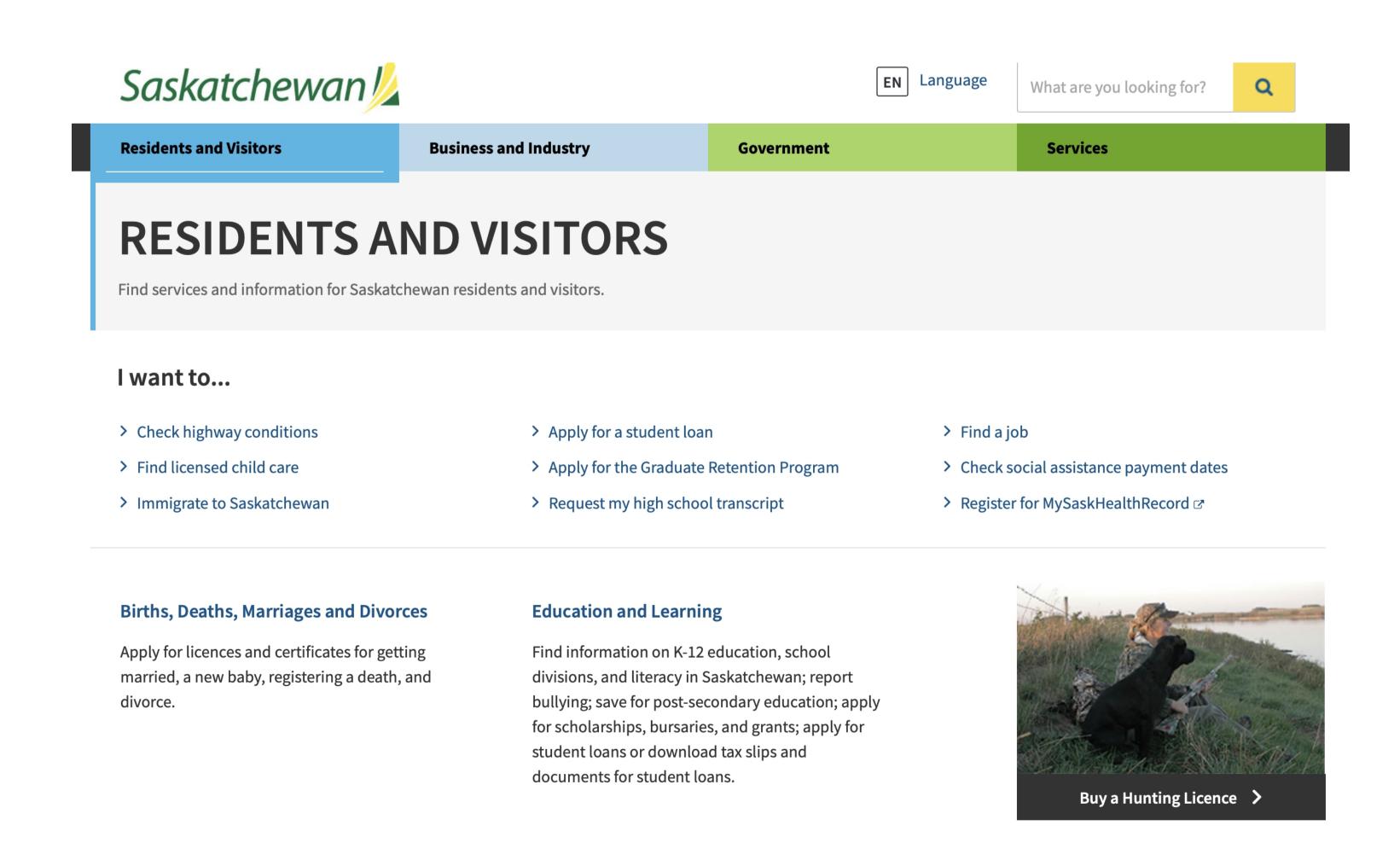
#### **Text**



#### Links



#### **Examples**



The 2020-21 Student Loan Handbook contains valuable information about the student loan program including:

- changes for the new student loan year, beginning on August 1, 2020;
- who is eligible;
- how much assistance you can receive;
- grants you may be eligible for;
- scholarships;
- maintaining your eligibility while in school; and
  - repaying your student loan.

Please read the handbook carefully before applying for a student loan.

Access the Government of Saskatchewan Advanced Education Student Portal.

- Benefits
- Eligibility
- Before You Apply

Source Sans Pro (H1-H4)	Size	Weight	Use
Page Title H1	2.25em / 48px	Light (300)	Page titles
Content Heading H2	1.5em / 36px	Regular (400)	First content heading
Content Heading H3	1.25em / 24px	Semibold (600)	Second content heading
Content Heading H4	1.15em / 18px	Semibold (600)	Third content heading

Use the Source Sans Pro font in light, regular and semi-bold.

#### Unlink and Timeout Usage and Background

This is an in-page modal that appears when the user wants to either unlink a service, navigate away from a service, cancel a transaction, or due to session inactivity.

The modal should be keyboard accessible and exit if user presses the 'esc.' key. Modal should also resize for mobile devices.

The primary action (sign out or cancel) should use the secondary button colour and be located to the right. The 'Continue' button should be a primary button (yellow) and sit to the left. This is different than in page form Back / Next buttons where the yellow is for next (sitting to the right) and the grey is for back (sitting to the left)

#### **Styles**

• Font colour: #333

• Font family: Source Sans Pro

• Font weight: Regular (400)

Heading left border width: 10px

• Heading left border colour: #ffe359

Heading weight: Light (300)

Heading font size: 48px

Content font size: 16px

Icon: fa-clock-o

Modal size: 600x360px

Modal shadow: 30% opacity black

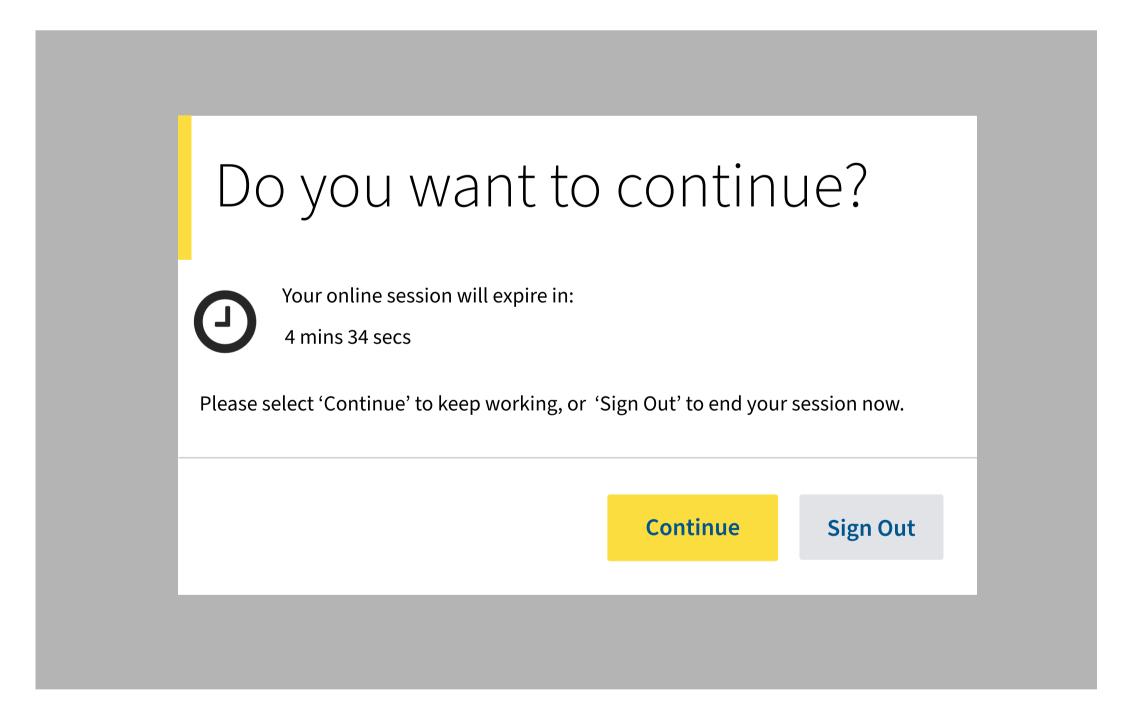
• Buttons: primary and secondary global button styles

Button padding left & right: 1.75em

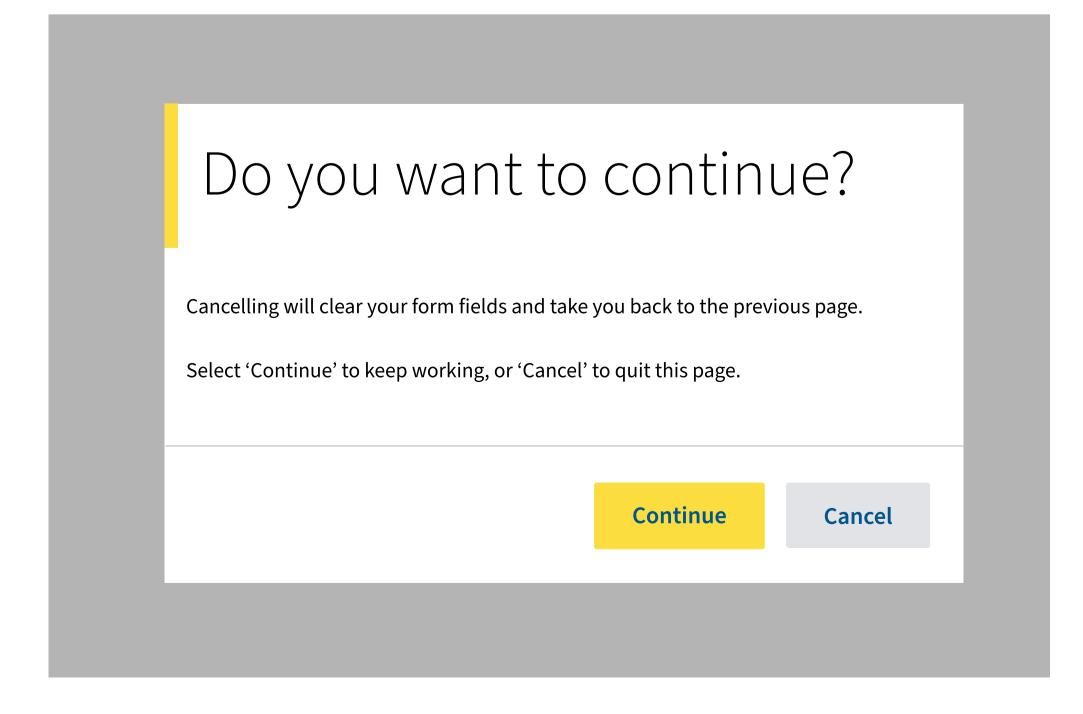
• Button section border divider: 1px #C8C8C8

#### **Examples**

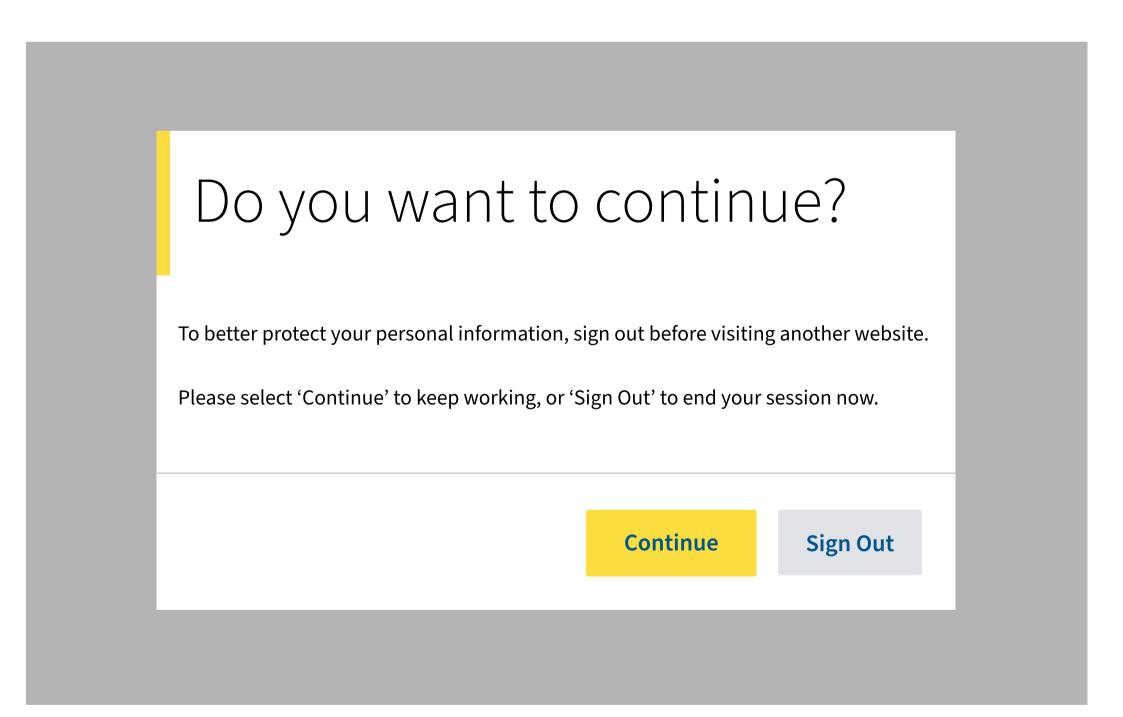
#### Timeout



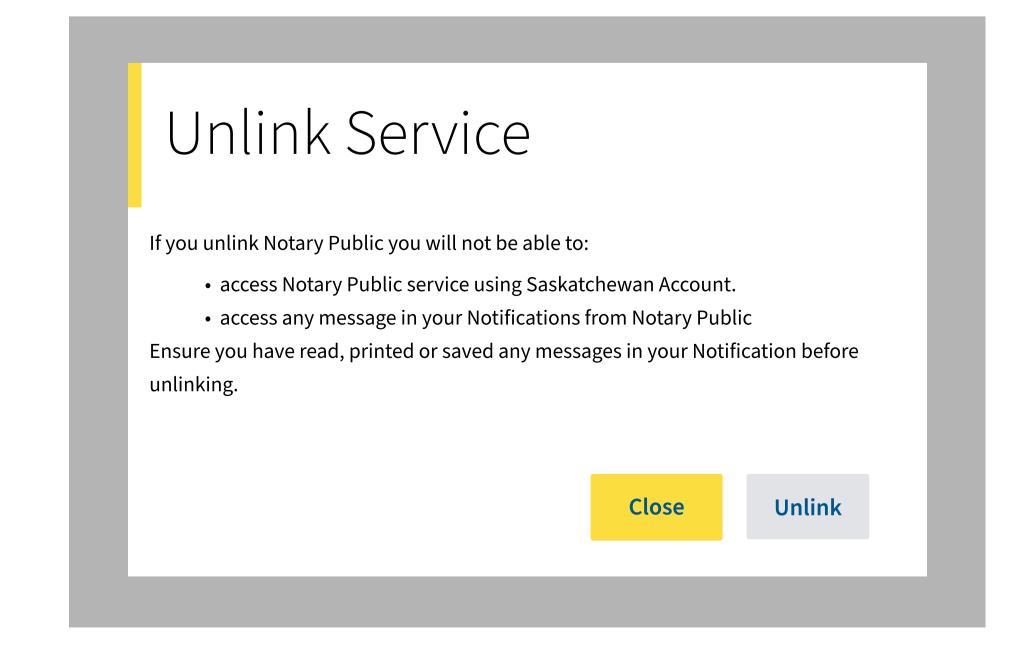
# Cancel form entry



#### Leave domain



# Unlink



## Alerts and Errors (High Attention) Usage and Background

Error Messages: They magnify mistakes when they are grouped in a top positioned bulleted list. Use error boxes sparingly (no more than one per page). The error summary box should appear at the top of the form or content within a page. Use a generic summary message (red), in conjunction with specific field error validation (blue) to highlight which fields require correction.

Field names should be listed at the beginning of each line. Link field error validation lines where possible, with 'Field Name' and error reason listed on a new line for each error on the page. Blue link of the field level error should underline on hover. Error description should be descriptive. If a field has multiple errors such as formatting requirements, the error is listed once in the summary box. Upon submit, the page should focus on the global summary (if there is an error).

Global Alert: The bright yellow box draws user attention to important events of a temporary nature by sitting across the top of the site. The information defaults to a sentence that can be expanded by the user, if they wish to read more. The message should be short and concise with a link to further information, if required. Global alerts are set by DSO, placed above the site header and show up on all pages before a downstream service.

#### Style

#### **Error messages**

 Font family: Source Sans Pro Background colour: #FFFFFF

• Border: 0.25 rem Font size: 16px (1em) • Font color: #EE0000

• Font weight: Regular (600)

 Padding left and right: 28px (1.8em) Padding top and bottom: 28px (1.8em)

• Icon: Font Awesome .info-circle

• Field level error link color: #00558C

#### **Global alerts**

 Font family: Source Sans Pro Bar background colour: #FBDD40

• Bar font colour: #333333 Bar font size: 17px (1em) • Font weight: Regular (600)

Content background colour: #F5F5F5

• Content font color: #333333 Content font size: 16px (1em)

Content font weight: Semibold (title); Regular (600)

 Padding left and right: 28px (1.8em) Padding top and bottom: 28px (1.8em) • Icon: Font Awesome - exclamation-triangle

# Example

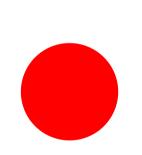
#### **Error messages**



The form could not be submitted for the following reasons:

'First Name' is a required field.

#### **CRM** with limited controls



The form could not be submitted for the following reasons:

'First Name' is a required field.

#### First Name



Please enter your first name.

#### **First Name**



#### Global Alert - closed

Saskatchewan Account Maintenance Scheduled for Friday, December 13 at 10:0 p.m. to Saturday, December 14 at 10:00 a.m.

Show more +

# Global Alert - open



Saskatchewan Account Maintenance Scheduled for Friday, December 13 at 10:0 p.m. to Saturday, December 14 at 10:00 a.m.

Show less -

Scheduled Maintenance - Friday, December 13 at 10:0 p.m. to Saturday, December 14 at 10:00 a.m.

Please be advised that the Saskatchewan Account will be unavailable during this time. We apologise for any inconvenience.

# Warnings (Medium Attention) Usage and Background

**Yellow Blockquote:** The alert sits under the page title or above the content it is referring to. The font is darker (and not italicised) to highlight important / critical information about a program or service. Blockquotes are standalone elements using <blockquote> and various classes to style them. Inside the element content is usually broken up by line breaks not texted tags. Content in this element should not exceed 460 characters.

**Nag Bar:** These are contextual alerts that guide the user through an online process to ensure they accomplish their goal. The text should tell the user what they need to know in simple wording - concise and to the point without sacrificing understanding. If related to a specific form field, it should be close to that field.

Care should be taken with other alert/callouts existing on the page. Limit of 2 same color callout. Proper letter case (not all CAPS) should be used.

#### Style

#### **Yellow Blockquote**

Font family: Source Sans Pro
Background colour: #fbdd40

Padding: 2emMargin: 3emFont color: #000

• Font weight: Semi-bold (600)

Font size: 1.12emFont style: Regular

## Nag Bar

Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333

Font weight: Semi Bold (600)
Padding left / right :16px
Padding top / bottom: 8px

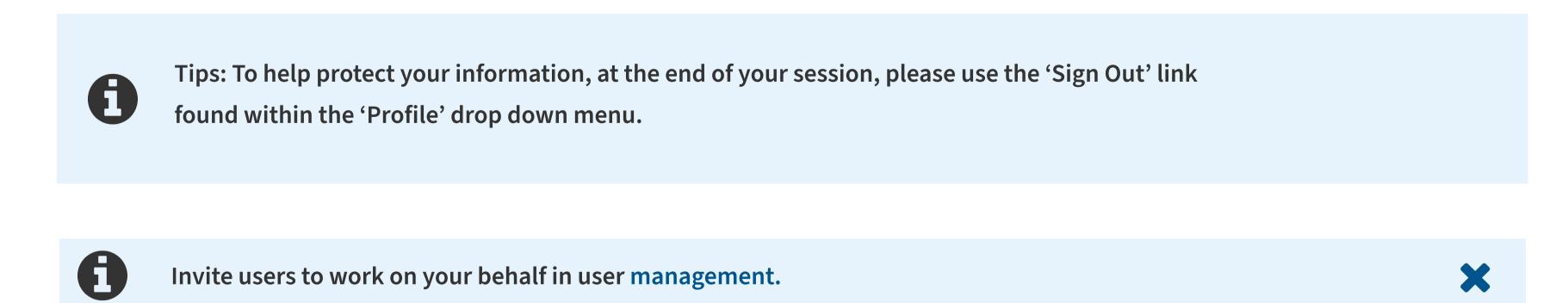
• Icon: info-circle 26p wide by 30 px high

#### Example

#### **Yellow Blockquote Warning**

All high school transcripts must be ordered online. Pick-up service is not available.

# Nag Bar



## Notifications (Low Attention) Usage and Background

These notifications communicate to the user information that may be useful but not necessary. They may not be directly tied to user activity or inputs.

#### **Pull Quote**

The pull quote is a small selection of existing text from an article or a book pulled out and quoted in a different format used to attract attention of the reader. The quote should not be placed near the actual article text and provide space between quote and adjoining text.

Care should be taken with other alert/callouts existing on the page. Limit of 2 same color callout. Proper letter case (not all CAPS) should be used.

#### **Styles**

#### **Blue Blockquote**

Font family: Source Sans ProBackground colour: #B9D9EB

Padding: 2emMargin: 3emFont color: #000

• Font weight: Semi-bold (600)

Font size: 1.12emFont style: Regular

#### Examples

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Et molestie ac feugiat sed lectus vestibulum. In vitae turpis massa sed elementum tempus egestas. Dolor sit amet consectetur adipiscing elit ut aliquam purus. Tempus egestas sed sed risus pretium quam vulputate. Molestie nunc non blandit massa enim nec dui nunc mattis. Dignissim diam quis enim lobortis scelerisque. At lectus urna duis convallis convallis tellus id. Magna eget est lorem ipsum dolor sit amet consectetur.

Quam elementum pulvinar etiam non quam lacus suspendisse faucibus interdum. Ultrices gravida dictum fusce ut placerat orci nulla pellentesque.

Suggest the flax blockquote for "resident and visitors" and "business and industry" sections

reason: grey is already a prominent color for the footer, tool tips, related item boxes, feedback, breadcrumbs, etc. trends on sites when using the larger pull-out font to repeat a section of the content already on the page annoys users when done to frequently.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Et molestie ac feugiat sed lectus vestibulum. In vitae turpis massa sed elementum tempus egestas. Dolor sit amet consectetur adipiscing elit ut aliquam purus. Tempus egestas sed sed risus pretium quam vulputate. Molestie nunc non blandit massa enim nec dui nunc mattis. Dignissim diam quis enim lobortis scelerisque. At lectus urna duis convallis convallis tellus id. Magna eget est lorem ipsum dolor sit amet consectetur.

# Paragraphs Usage and Background

**Regular Paragraph:** This is the default tag used after most headings in page body content.

#### **Styles**

Font family: Source Sans ProMargin top/bottom: 1.5em

Line height: 1.5emFont color: #333

• Font weight: Regular (400)

#### Examples

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Et molestie ac feugiat sed lectus vestibulum. In vitae turpis massa sed elementum tempus egestas. Dolor sit amet consectetur adipiscing elit ut aliquam purus. Tempus egestas sed sed risus pretium quam vulputate. Molestie nunc non blandit massa enim nec dui nunc mattis. Dignissim diam quis enim lobortis scelerisque. At lectus urna duis convallis convallis tellus id. Magna eget est lorem ipsum dolor sit amet consectetur.

Quam elementum pulvinar etiam non quam lacus suspendisse faucibus interdum. Ultrices gravida dictum fusce ut placerat orci nulla pellentesque.

Aliquam malesuada bibendum arcu vitae. Pulvinar mattis nunc sed blandit libero volutpat sed cras ornare. Dignissim cras tincidunt lobortis feugiat vivamus at augue eget arcu. Tincidunt lobortis feugiat vivamus at augue eget. Sapien et ligula ullamcorper malesuada proin libero. Enim sit amet venenatis urna cursus

# Inline Validation Usage and Background

Inline validation forms give real-time feedback as users fill in answers, using lightweight and direct success messages (green words and checkmark icons) and error messages (red words and X icons) next to or underneath the input fields.

If you are performing inline form validation, and the field with the error is clearly marked, the submit button may be disabled until the error is corrected.

Show inline validation after the user finishes providing the answer.

Display the validation (checkmark/x/error wording) outside the form fields. For mobile phones, focusing the viewport on the first error will help the user orientate and resolve issues quickly.

This usage is mean't for validation without submit (real time) for example as you type a password, the conditions will show or disappear as they are met or when selecting out of a field.

# Styles

# **Error Message**

Font family: Source Sans Pro

• Font size: 14px (0.87em)

• Font color: #EE0000

Font weight: Regular (400)

Padding left and right :0px

Padding top and bottom: 2px

Margin top and bottom: 0

#### Input Styling

Border style: Solid

Border width: 1px

Border color: EE0000

Border radius: 2px

# **Icon Styling**

Font family: Font Awesome .times

Font size: 12px

• Font color: #EE0000

Font weight: Regular (400)

Padding lef:6px

Padding top and bottom: 15px

Margin top and bottom: 0

# **Examples**

Password			
•••	Show		
Password			

#### **Password**

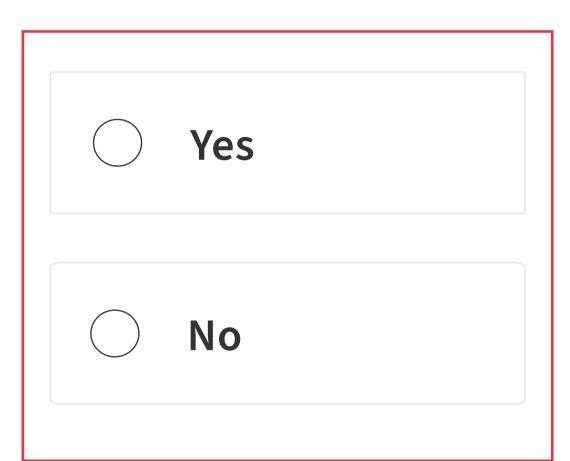


The password must be at least 8 characters long.

The password must contain at least one uppercase letter.

The password must contain at least one number.

The password must contain at least one special Character.



A selection is needed to continue

## Bulleted and Numbered Lists Usage and Background

Lists make blocks of text easier to read, and break information into manageable chunks. Begin bulleted lists with a lead-in heading or sentence. Start each item with a capital letter, and use a period at the end if it is a sentence within the point.

Numbered lists are used when the order of the items is relevant. You do not need to use a lead-in line for numbered lists.

If a list is hard to read because the items run across multiple lines, add extra spacing or line height.

## **Styles**

#### **Bulleted Lists**

List-style-type: disc

Margin-block-start: 1em

Margin-block-end: 1em

Margin-inline-start: 0px

Margin-inline-end: 0px

Padding-inline-start: 40px

Font: Source Sans Pro 16px

• Font-weight: 400

• Right margin space after bullet: 15px

#### **Numbered Lists**

List-style-type: decimal

Margin-block-start: 1em

Margin-block-end: 1em

Margin-inline-start: 0px

margin-inline-end: 0px

Padding-inline-start: 40px

Font: Source Sans Pro 16px

Font-weight: 400

Right margin space after bullet: 1em

#### Examples

You can download a PDF version of this page here.

#### **General Information**

- The novel coronavirus primarily spreads via respiratory droplets from coughing and sneezing during close person-to-person contact. It also spreads by touching surfaces with the virus on it and then touching your mouth, nose or eyes before washing your hands.
- Frequent cleaning and disinfection help prevent spread of the disease.
- Information on environmental cleaning in home settings can be found at <u>Cleaning and Disinfection</u> Information for Private Homes.
- Clean often. Common areas should be kept clean and free from clutter.
- Commonly touched areas should be cleaned and disinfected twice daily or whenever visibly soiled.
- Commonly touched areas include light switches, doorknobs, toilets, taps, hand rails, counter tops, toys, touch screens/mobile devices, remote controls, keyboards, laundry machine control panels, and vending machines.

If you or your family need help to meet the basic costs of living due to low income or unemployment, you can apply for financial help through the Saskatchewan Income Support program.

- I. Benefits
- 2. Eligibility
- 3. How To Apply
- 4. Apply
- 5. Further Information (including: Questions and Answers)
- 6. Household Budgeting

# **Accordion Group Usage and Background**

This group accordion lists a set of content that is related to one topic. It allows for nested accordions of information. Headings inform the user to the type of content inside the accordion. The user can choose to drill down further or move onto the next heading. The user should be able to open as many sections as they like with an option to 'Open All' at the top of the accordion.

Things to consider when designing with accordions - limited print abilities for content inside of the accordion and limited ability to use an anchored link within an accordion that defaults to closed.

#### **Styles**

#### **Closed State**

- Font family: Source Sans Pro
- Font size: 1em (default body size)
- Font colour: #00558C
- Font weight: Semi Bold (600)
- Padding: 1.2em 4em 1.2em 1.8em
- Heading border top/bottom: Solid 1px #E1E3E6
- Heading background: #FFFFFF
- Heading icon: \f105 Angle-right-icon, colour:

#333, pointing down, 16px

#### **Hover State**

- Text decoration: Underline
- Heading icon: Underline, colour: #00558C
- Heading background: #C8C8C8

#### **Open State**

- Padding: 1.2em 4em 1.2em 1.8em
- Heading border top/bottom: Solid 1px #E1E3E6
- Heading background: #FFFFFF
- Heading icon: Pointing up
- Panel background: #C8C8C8
- Panel radius: 4px

#### Open State - Sub heading closed

- Font weight: Regular (400)
- Font colour: #00558C
- Background colour: #FFFFFF
- Border radius:4px
- Border (all sides): Solid thin #E1E3E6
- Padding: 1.2em 4em 1.2em 1.8em
- Icon: caret-right, 12px

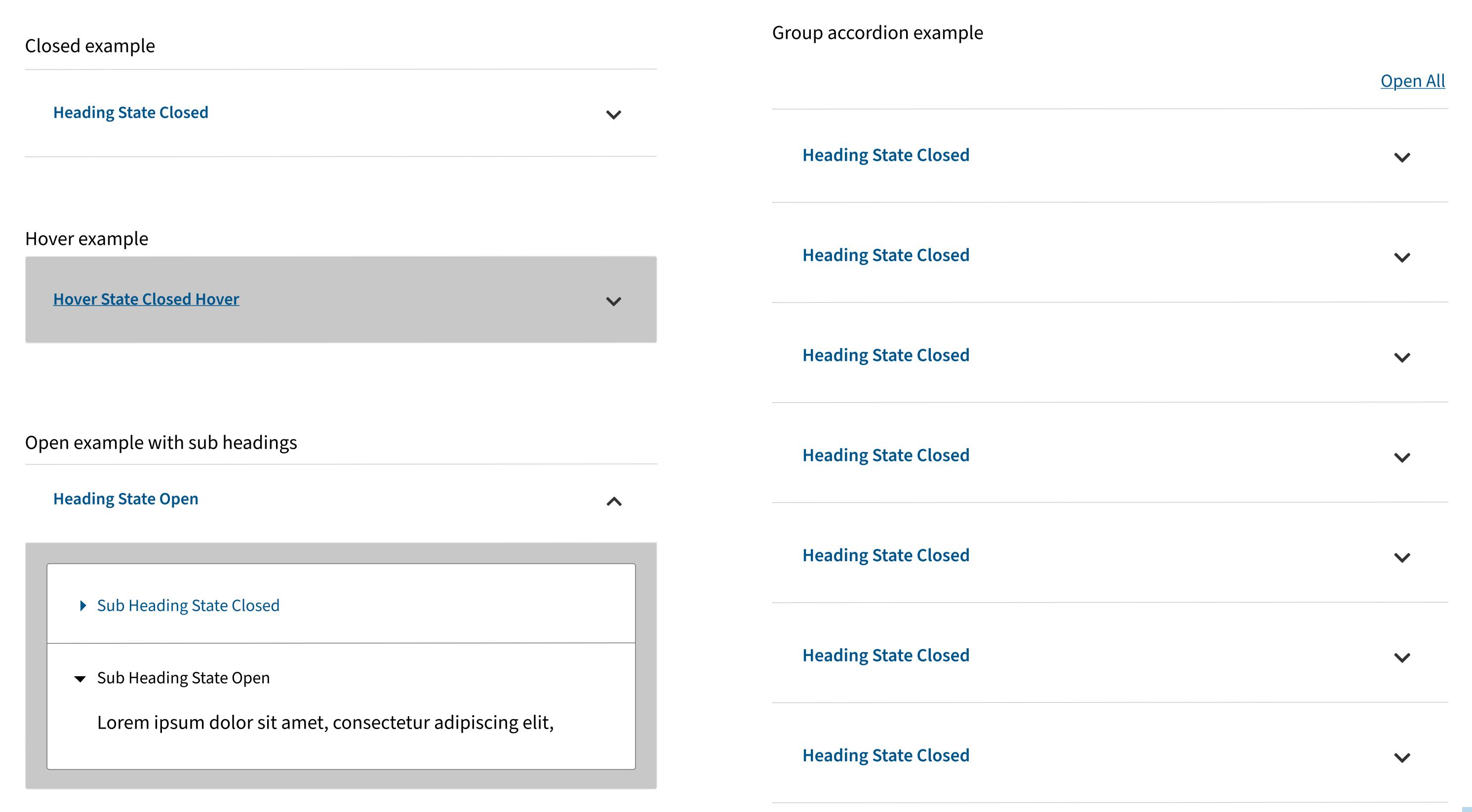
#### Open State - Sub heading hover

• Text decoration: Underline

#### Open State - Sub heading open

- Font weight: Regular (400)
- Font colour: #000000
- Background colour: #FFFFFF
- Border radius:4px
- Border (all sides) : Solid thin #E1E3E6
- Padding: 1.2em 4em 1.2em 1.8em
- Icon: caret-down, 12px

# Examples



## **Accordion Stand Alone Content Usage and Background**

This single/stand alone accordion can be used for supplemental information that is 'nice to have' but not considered necessary for the user's needs. This helps to reduce text on the page.

Considerations when designing with a single accordion - assess the length of the page. If the page is not extraordinarily long, consider incorporating the accordion text into the page content. If the subject matter is daunting or difficult to understand, consider breaking it up into more easily absorbed chunks. This leaves it up to the user if they need the help or not.

# **Styles**

#### **Closed State**

- Font family: Source Sans Pro
- Font size: 1em (default body size)
- Font colour: #00558C
- Font weight: Semi Bold (600)
- Padding: 1.2em 4em 1.2em 1.8em
- Heading border top/bottom: Solid 1px #E1E3E6
- Heading background: #FFFFFF
- Heading icon: \f105 Angle-right-icon, colour:
- #333, pointing down, 25px

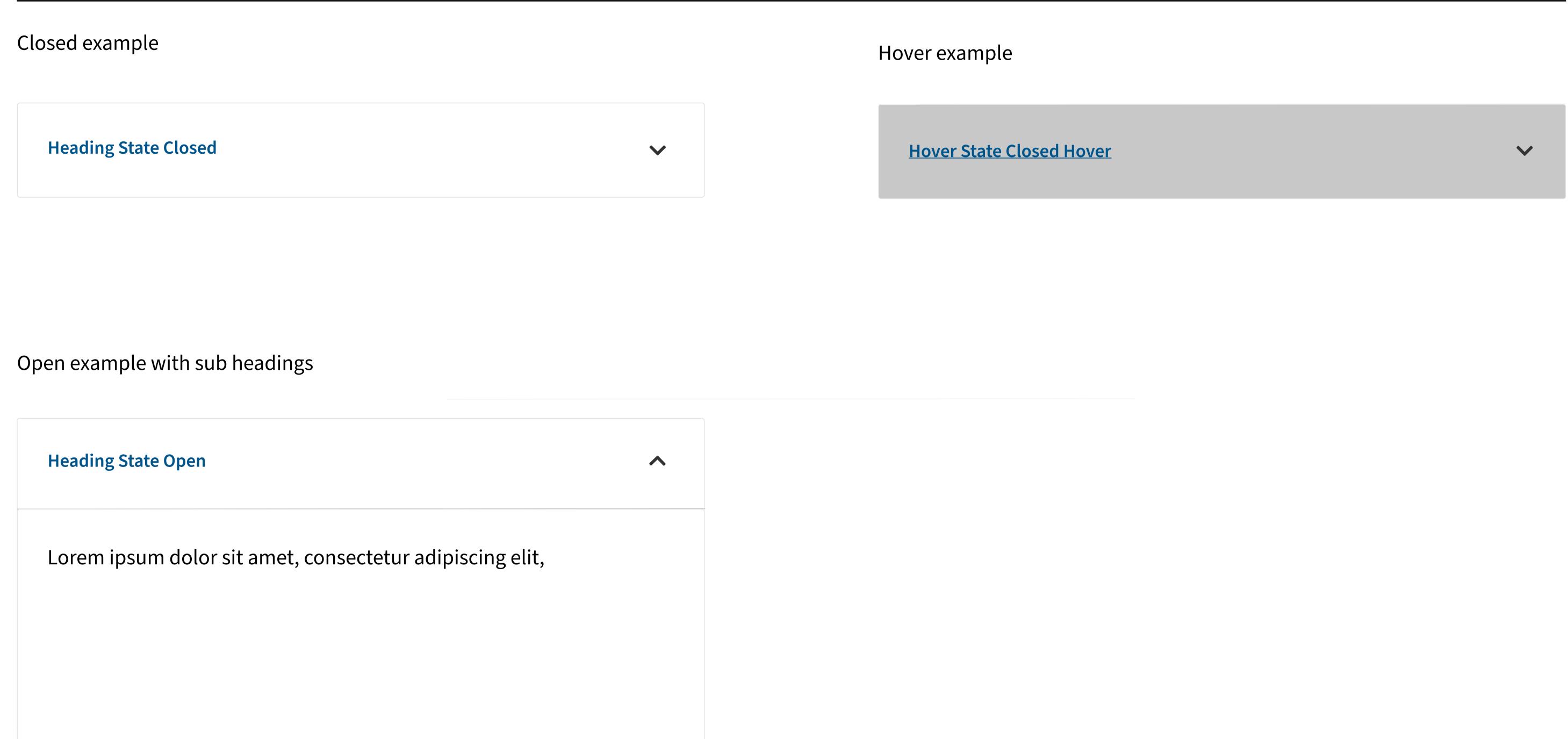
#### **Hover State**

- Text decoration: Underline
- Heading icon: Underline, colour: #00558C
- Heading background: #C8C8C8

#### **Open State**

- Padding: 1.2em 4em 1.2em 1.8em
- Heading border top/bottom: Solid 1px #E1E3E6
- Heading background: #FFFFFF
- Heading icon: Pointing up
- Panel background: #C8C8C8
- Panel radius: 4px
- Panel border (all sides): Solid 1px #E1E3E6
- Pannel padding: 1.2em 4em 1.2em 1.8em
- Pannel font colour: 000000

# Examples



# Edit Profile Usage and Background

Editable personal information provides flexibility for users when their email addresses or phone numbers change. Not all fields may be editable based on business needs and service requirements.

A field that can be edited is defined by the word Edit with a pencil icon to the right of the field. If a field is not editable, there will be no indicator beside it.

# Styles

Font: Source Sans ProEdit text: 16px Semibold

Icon: font-awesome: pencil-alt

Icon size: 18px

#### Examples

# Manage Your Profile

# Name

Username	SamplePerson123	
Full Name	Sampe Person	Edit 🧬

<b>Hint Text Usage and Background</b>	Hint	Text	Usage	and	Back	ground
---------------------------------------	------	------	-------	-----	------	--------

Do not use hint text as placeholder text in form fields, as this will disappear once content is entered into the form field. Hint text must sit below the label and above the field.

Do not mark required fields with asterisks or "required". The word 'Optional' should be placed in field (or as hint text) if in field is not possible.

# Styles

Font family: Source Sans Pro
Font Size: 14px(0.875em)
Font Colour: #666666

Font weight: Regular (600)Font style: Semi-bold

Padding top / bottom: around 10px (minimum 5px)

Padding left / right: 0Margin top / bottom: 0

Hint Text Examples				
Date of Birth	Complex question			
dd/mm/yyyy	Hint text explaining why info is needed or terminology used in question.			
Optional Field Examples (	left is ideal / limit config middle and right optic	ns)		
Date of Birth	Middle Name			
d/mm/yyyy	Optional	Middle Name (Optional)		
Optional				

# Input Field Usage and Background

Field widths must be proportional to the amount of input required as well as the column widths set. On small screen sizes form fields must be 100% width.

Fields that will contain personal information need to have autocomplete deactivated both on the input element and the container <form> element.

Field names need to match up to the label "for".

Ensure there is enough spacing between form elements (ie 32px). Ensure form elements do not go beyond two columns on a page, and for mobile they cascade to one.

Ensure all fields (input and others like radio buttons etc.) don't use a semicolon after the field label.

#### Ensure you use proper input field type:

This allows mobile devices to properly configure the virtual keyboard. This includes 'input type = search' for search bar fields, 'input type=date' for date or calendar selection, 'input type=email' for email addresses, 'input type=number' for inputs that only require digits, 'input type=range' for a range of values. Additional type and samples below.

```
<input type="file" accept="image/*" capture> // opens the camera>
<input type="file" accept="image/*" capture> // opens the camera>
<input type="file" accept="audio/*" capture> // opens the voice recorder
<input type="number" id="quantity" name="quantity" pattern="[0-9]*" inputmode="numeric" />
```

#### **Styles**

Border Style: Solid
Border Width: 1px
Border Color: #c8c8c8
Border Radius: 2px
Padding:11 px (0.7em)

• Margin Right and Bottom: 32px (2 em)

# **Examples**

#### **CRM Add Entry Usage and Background**

This is an out of the box front-end module for Microsoft Dynamics 365 portals to allow clients to enter items into a table.

The module consists of an overall heading (left aligned), a right aligned button that should start with '+ Add \*ITEM\*', table headings, borders, and entries.

Previous uses have been for clients to add past training, documents, household incomes, etc. Selecting the button opens a modal or new portal page with configurable input fields.

The down arrow after each entry is an out of the box component that will show users an edit or delete option for each row.

# Styles

• Font: Source Sans Pro

• Module heading: 16px semi-bold (600)

Button font size: 18px

• Button font weight: semi-bold (600)

• Button font colour: ##FFFFFF

• Button background colour: #00558C

Button padding: 18px

Table heading font size: 14px

• Table heading font weight: semi-bold (600)

Table heading font colour: #00558C

Table font weight: light (300)

Table font colour: #000000

• Table border lines: #C8C8C8

• Icon: D365 out of the box

#### Examples

#### Training / educational program

# + Add Training Program

Program Name	Start Date	End Date
Program name 1	01/01/1999	01/05/1999
Program name 2	01/01/1999	01/05/1999
Program name 3	01/01/1999	01/05/1999

#### Feedback Bar Usage and Background

The first example is the last piece of body content before the site header used on each Saskatchewan Account page before getting into a downstream application. It takes users to the Saskatchewan Account help section and contains the Saskatchewan Account logo on the right.

The second example is the feedback footer at the bottom of a downstream application. It contains either an email or phone number specific to that service clients should call, as well as a link to a survey about the application experience (specific to the service) on the second line.

The third example is found at the bottom of the body content on every Saskatchewan.ca page.

Try to limit each line to no more than 80 characters (character amount will differ depending on various words and letters used).

# **Styles**

#### Saskatchewan Account pages before downstream apps

- Padding left & right: 1.8em;
- Background colour: #f5f5f5;
- Border left: 5px solid #fbdd40
- Line-height: 1.5em
- Font colour: #333
- Font size: #1.5em
- Link colour: #00558c (same line)
- Saskatchewan Account logo on right side

#### Downstream app footer (customised for each service)

- Padding left & right: 1.8em;
- Background colour: #f5f5f5;
- Border left: 5px solid #fbdd40
- Line-height: 1.5em
- Font colour: #333
- Font size: #1.5em
- Link colour: #00558c (new line)
- Link size: 16px
- Margin top: 50-64px

#### Saskatchewan.ca

- Padding left & right: 1.8em;
- Background colour: #f5f5f5;
- Border left: 5px solid #fbdd40
- Line-height: 1.5em
- Font colour: #333
- Font size: #1.5em

# Examples

1. Saskatchewan Account pages before downstream apps

Need help? Find answers at Saskatchewan Account Help.



2. Downstream app footer (customised for each service)

Need Help? Call the Client Services Centre at 1-866-221-5200

Take our survey to help improve this service.

3. Saskatchewan.ca

We need your feedback to improve saskatchewan.ca. <u>Help us improve</u>

## More / Filter / Top Link Usage and Background

Body content show / hide accordion is used sparingly in the main body area to expand sorting options within the news release section of Saskatchewan.ca. It is slightly larger than the 'left / right rail accordion'. It should not be used to hide more than a few sentences or a few form fields, in which case use the traditional accordion elements.

The left / right 'more' accordion exists in either the left or right rail of Saskatchewan.ca. It should not be used to hide more than a few sentences of additional sort or contact information.

The body content section break element is used within the main body of the website to break up long sections of content. If a content page has five main areas noted in the beginning bullet points, there will likely be five "back to top" section breaks. The 'Top" label is a link that takes the user back to the beginning of the page. This element should only be used for long content pages. The colour of the line break depends on which section of Saskatchewan.ca the content exists in.

#### **Styles**

#### Body content show/hide accordion

- Font family: Source Sans Pro
- Font size: 1em, regular (400)
- Font colour: 00558c
- Icon: '\f107' Angle down, '\f106' Angle up
- Icon margin left: .5em
- Icon font size: 1.15em

#### **Body content section break**

- Top link 'top position': .5em
- Top link colour: 00558c
- Font family: Source Sans Pro
- Font size: 1em, regular (400)
- Border line:4px
- Border line colour: #41b6e6 (residents), #b9d9eb (business), a4d65e (government), #64a70b (services)

#### Left/Right rail more accordion

- Font family: Source Sans Pro
- Font size: 1.15em, semi-bold (600)
- Font colour: 00558c
- Icon: '\f107' Angle down, '\f106' Angle up
- Icon margin left: .5em
- Icon font size: 1.15em

#### Examples

<b>Body content</b>	show/hide	accordion
---------------------	-----------	-----------

Filter nev	vs releases	<u> </u>	
Filter nev	vs releases		
Year	Month	Ministry	
Update			

Left/Right rail more accordion

MoreMore

Phone (800) 567-4224

Email centre.inquiry@gov.sk.ca

**Body content section break** 

Тор

# Text Area Usage and Background

Used when multiple lines of text are required. Typically used for long and complex type of data such as comments or notes. Best practice is to not restrict character count unless absolutely necessary and, if so, include a counter to keep the user informed. It is better to allow the user to edit down their content than to prevent them from entering over the character count. Ensure the scroll bar is clearly visible and separate from the expansion icon (most often a triangle).

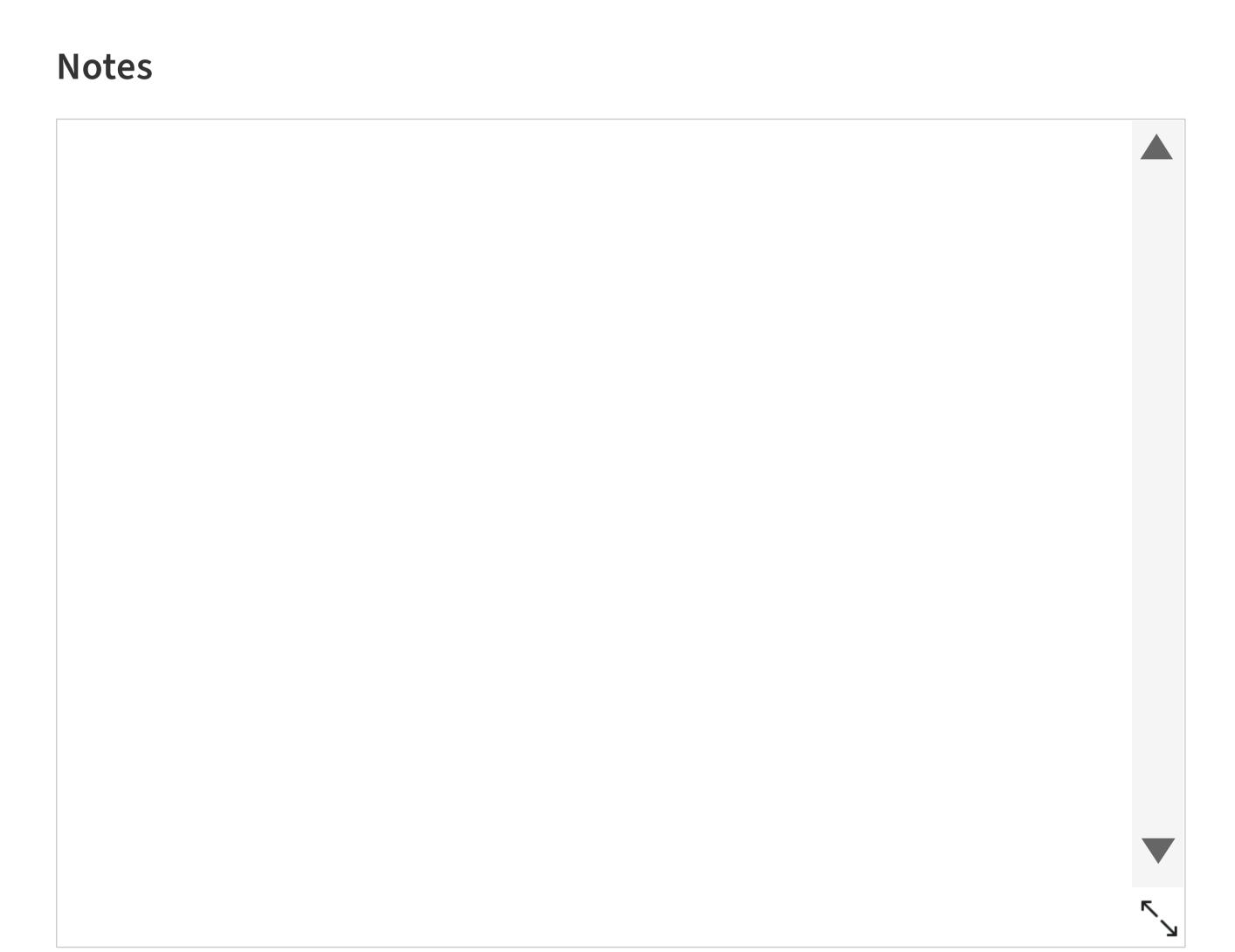
# Styles

Border style: SolidBorder width: 1px

Border colour: #c8c8c8
Border radius: 2px
Padding:11 px (0.7em)

Margin:0

# Examples







# **Tabs Background and Usage**

Tabs are used sparingly, primarily for Saskatchewan Account profile management and for category display (for example statistic dashboards). Tab-based navigation should be keyboard accessible and have the appropriate HTML 5 < Nav > markup or ARIA tags for screen readers.

#### **Styles**

#### Saskatchewan Account

- Font: Source Sand Pro Regular (400) 1em
- Button padding left and right: 2.5em;
- Button padding top and bottom: 15px
- Button line-height: 1.6
- Button border radius: 2px
- Long border line: 4px solid #333

#### **Active State**

<ul> <li>Background</li> </ul>	#333333
• Text	#FFFFFF

#### **Hover State**

Background #00558CText #FFFFF

# Off State

Background #E1E3E6Text #00558C

#### Dashboard

- Button padding left and right: 2.5em
- Padding: 20px 45px 14px 60px
- Button line-height: 1.2
- Button border radius: 2px
- Long border line: 5px solid #E1E3E6

#### **Active State**

<ul> <li>Background</li> </ul>	#00558c
• Text	#FFFFFF

#### **Hover State**

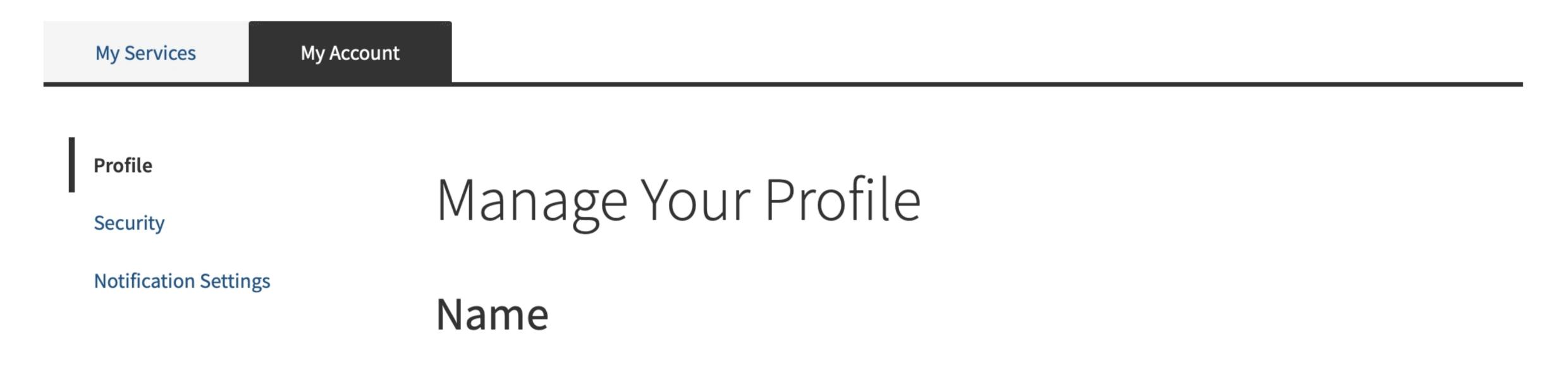
Background #666666Text #FFFFF

#### **Off State**

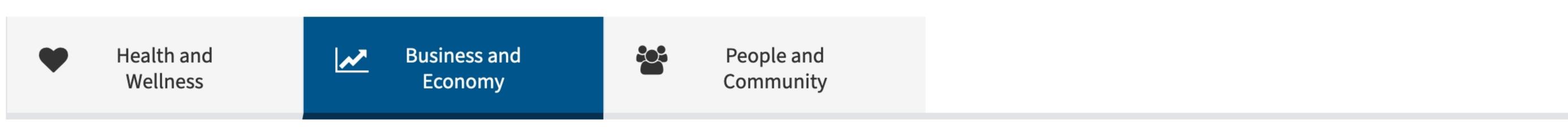
Background #E1E3E6Text #333

#### Examples

# Saskatchewan Account



# Dashboard



Click on an indicator below to view more information.

#### **Key Economic Indicators**

UI - Related Items

#### Related Items Usage and Background

Related items sections are used in web page copy primarily outside of downstream applications. They intend to highlight assets that are mentioned within the copy, but consolidate related items into an easy to use grouping of files or links.

For documents, the page icon is used on a line break after the description (if there is a sub-title), otherwise it will be used directly after the link on the same line, if it is only a link. For external links, the external link icon is used directly after the link title.

The heading for the related items block should be related to the primary topics found within the block.

#### Styles

• Font: Source Sans Pro

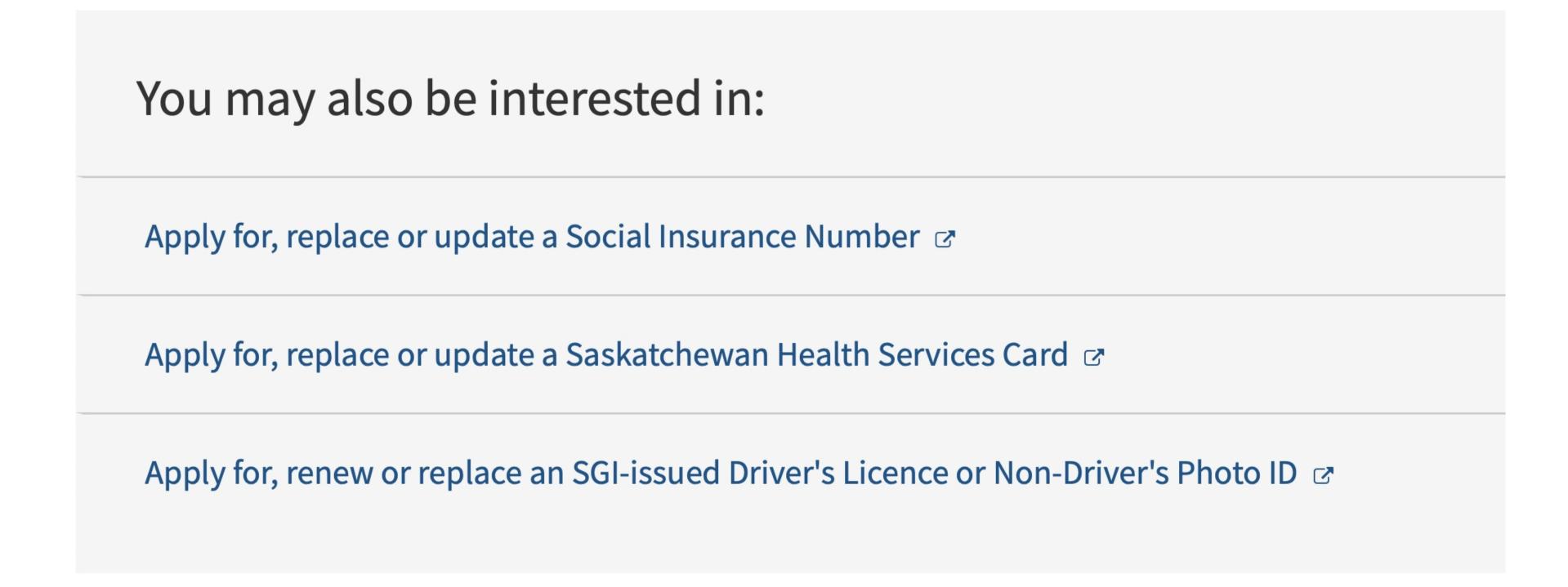
Font-size: 16px
Font colour: #333
Link colour: #00558C
Heading size: H2 25px
Heading colour: #000000
Background colour: #F5F5F5

• List item top border: 1px solid #C8C8C8

• Icons: Document \f15c, external link \f08e, image fa-picture-o

#### Examples

# Related Items Canada Revenue Agency Filing your corporation income tax return Saskatchewan Corporation Tax Incentives Companies may qualify for certain Saskatchewan tax incentives. The Income Tax Act, 2000 A Government of Saskatchewan Act respecting income tax Federal Income Tax Act A Government of Canada Act respecting income taxes



# Service Buttons Usage and Background

Service buttons are used only within saskatchewan.ca content (not downstream applications). They are to trigger an action such as taking a user to a form, or to launch a service.

# **Styles**

Button	Play Button Icon	Hover State	
Border radius: 2px	<ul> <li>Background: #ffc917</li> </ul>	<ul> <li>Background</li> </ul>	#00558C
<ul> <li>Font: Source Sans Pro</li> </ul>	• Width: 3.5em	• Text	#FFFFFF
<ul> <li>Font size: 1em semi bold (600)</li> </ul>	• Font size: 14px	<ul> <li>Square block</li> </ul>	# 003E68
• Line height: 1.1em	• Left margin: .5em	<b>Active State</b>	
<ul> <li>Padding: 1em 4em 1em 1.5em</li> </ul>	• Right margin: 1.3em	<ul> <li>Background</li> </ul>	#33333
	• Top margin:45em	<ul><li>Text</li></ul>	#FFFFFF
	• Icon: \f04b fa-play	<ul> <li>Square block</li> </ul>	#000000
	• Icon colour: #00558c	Default State	
		<ul> <li>Background</li> </ul>	#FBDD40
		• Text	#00558C
		<ul> <li>Square block</li> </ul>	#FFC917

# Examples



# 3. Weekly Monitoring Report – Children and Youth

The Ministries of Health and Education are working closely with the Saskatchewan Health Authority and school divisions to monitor COVID-19 developments within schools and local communities. Parents will be advised if a COVID-19 related risk is identified.

COVID-19 activity in schools will usually reflect the background-level of COVID-19 in communities, so it is important to pay close attention to local COVID-19 activity.

Testing Information is also available for all Saskatchewan residents.

The charts on the following page provide additional information about the trends of COVID-19 cases among children and youth. These weekly reports on testing numbers and cases for children aged 0-19 include data by age categories and testing positivity rates. These reports will be published Thursdays.



Top

# Sign In - Profile Menu Usage and Background

The sign in icon appears when the user is not logged into Saskatchewan Account. The profile menu appears after sign in.

The usage and placement is determined by the saskatchewan.ca header documentation and Digital Service Designer assigned to the project.

Some implementations that can't use the saskatchewan.ca header may be able to recreate the sign in and profile menus manually.

Ensure all options are keyboard accessible, and can escape out (or focus on the X icon) to close the menu. Ensure all elements use the appropriate nav or ARIA tags.

# Styles

#### Sign In Icon and Link

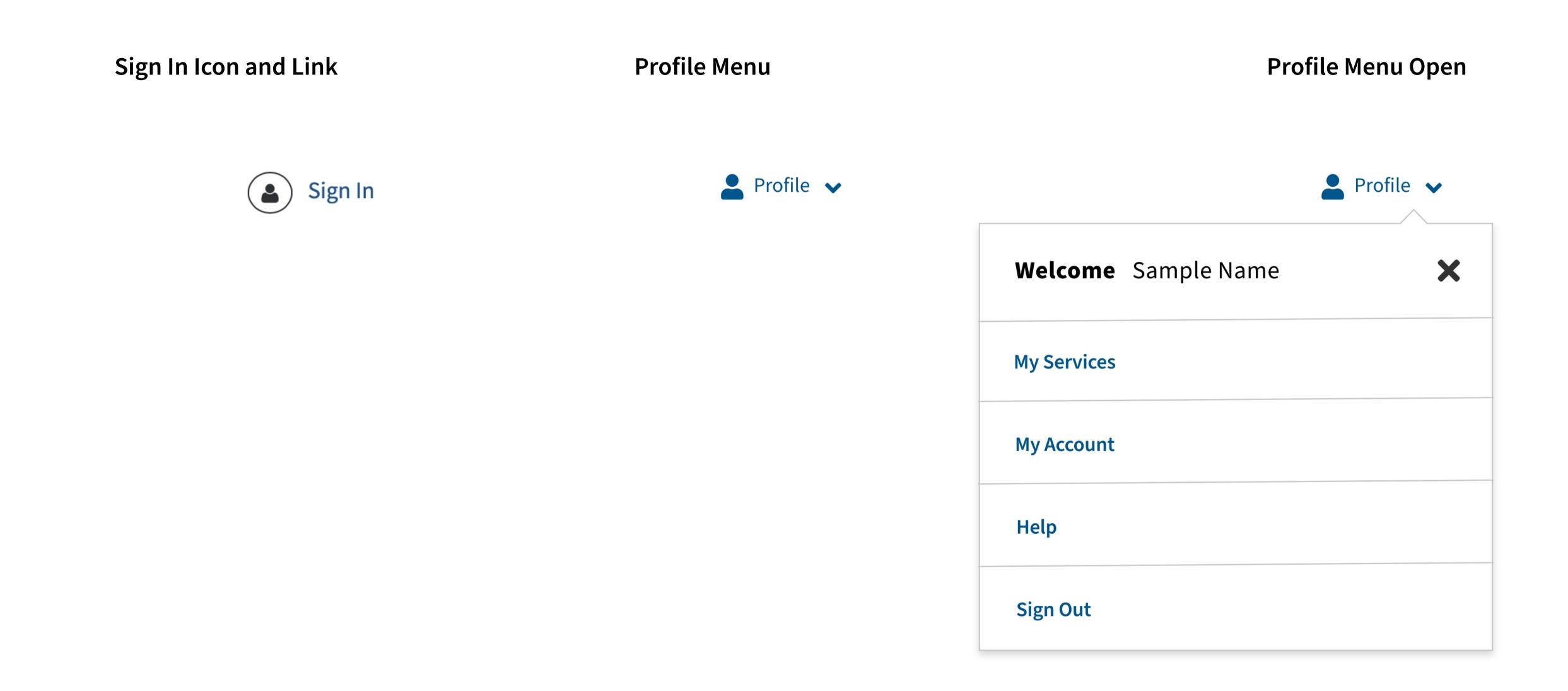
- Font family: Source Sans Pro
- Font size: 1em, regular (400)
- Font colour: 00558c
- Circle border colour: #2c3136
- Circle border size: 1px, 95%
- Circle border radius: 50%
- Icon: \f007 User Icon
- Icon colour: #2c3136

#### **Profile Menu**

- Font family: Source Sans Pro
- Font size: 1em, regular (400)
- Font colour: 00558c
- Person Icon: \f007 User Icon
- Colour: 00558c
- Arrow icon size: 1.2rem/1
- Arrow icon: \f107, Angle down

#### Profile Menu Open

- Drop down menu width: 25rem
- Drop down menu shadow: .1rem .2rem .3rem rgba(0, 0, 0, .3)
- Drop down menu background: #fff
- Drop down menu border: 1px solid #CCC
- Welcome H3 font weight: 700
- Welcome H3 padding right: 2rem
- Welcome H3 margin top: 1.5rem
- Close icon: \f00d, close
- Blue internal menu links border top: 1px solid #EEE
- Blue internal menu links padding: 1.25rem 1.75rem
- Blue internal menu links colour: #00558c



# Select Box Usage and Background

Use of select boxes (dropdown lists) should be limited since scrolling menus prevent users from seeing all their options in a single glance. A dropdown list with a lot of options can also be problematic on mobile devices, if users are unaware they can scroll through the list. Consider using radio buttons or checkboxes for smaller lists.

When select boxes cannot be pre-initialized to a known/saved value, the first option should be communicated by making the title of the option Select <option>. Avoid using "..." after "Select a Type".

Note: the arrow icon will change depending on the browser used.

# **Styles**

#### **Off State**

Border style: SolidBorder width: 1px

• Border colour: #c8c8c8

• Border radius: 2px

• Padding:11 px (0.7em)

Margin:0

#### **Hover State**

Border style: SolidBorder width: 1px

• Border colour: #666666

Border radius: 2px

• Padding:11 px (0.7em)

Margin:0

# Examples

# Default Provided No Default Provided Province Phone Type Saskatchewan ▼ Select a type

#### **Hover State**

# **Phone Type**

Select a type

# Radio Button Usage and Background

Radio buttons are used when there is a list of two or more options that are mutually exclusive and the user must select exactly one choice. Clicking a non-selected radio button will deselect whatever other button was previously selected in the list.

Radio buttons should be stacked vertically.

A radio button should be a small circle that has a solid circle inside it when selected.

# Styles

• Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333

Font weight: Semi Bold (600)Padding left / right:16px

Padding top / bottom: 8px

Horizontal option: Margin right: 32px Vertical option: Margin bottom: 16px

# **Off State**

• Background color: #FFFFF

Border Radius:2px

• Border: solid thin #E1E3E6

#### **Hover State**

Background color: #FFFFFF

Border Radius:2px

• Border: solid thin #666666

# On State

Background colour: #FFFFFF

Border radius:2px

• Border : Solid thin #666666

Off State	Hover State	On State
Yes	Yes	Yes
No	No	No

# Tables Usage and Background

Table style and functionality are important when designing either simple or complex data tables. Tables are meant to display data sets of information and not used for primary content or navigation layout. Content should be assessed for other display formats.

Accessibility and mobility must be top of mind with all tables having descriptive headings and all columns having subheadings. Tables need to be navigable by keyboard and responsive to fit across all platforms and cascade in a logical reading order when the browser is sized or page viewed on a mobile device.

# Things to consider:

- Using a border for columns / rows provides the most separation with the data but can also cause visual clutter for the user.
- More separation is preferred for dense data sets. Removing visual noise is recommended for small data sets.
- Data alignment: textual data to the left (name); numeric data not related to size (ie. date, zip code, phone number); numeric data related to size (count, percent); headers according to their column data.
- Use a tabular (or monospaced) font when displaying numbers to ensure they're the same width and align nicely.
- Maintain context when scrolling with a fixed header above the scroll, if the table is excessively long.
- Proper HTML 5 tags within the code of the table.

# Styles

#### Body

Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333Font weight: Regular

#### Rows

Column heading borders: #B9D9EB (30%)

Body borders: #C8C8C8

Background: Alternating #FFFFFF; #F5F5F5

#### **Table Headings**

Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333Font weight: Bold (600)

## **Column Headings**

Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333

Font weight: Semi Bold (600)

# Examples

#### 2020 Statutory Holidays

Public Holiday	Observed On
New Year's Day	January 1
Family Day	February 17
Good Friday	April 10
Victoria Day	May 18
Canada Day	July 1
Saskatchewan Day	August 3
Labour Day	September 7

#### **Public Holiday Pay**

Payment Type	Amount	
Regular wages \$600 x three weeks	\$1,800	
Add one week vacation pay	\$600	
Add commision	\$1,000	
Total	\$3,400	
x5%	\$170	

# On/Off Selector Usage and Background

This selection option allows the user to turn something on or off. For Saskatchewan Account Notifications, the user can change the state of their choice from yes or no to receiving SMS notifications with this switch.

Off is shown as grey, which implies an inactive state.

On is shown as green, which implies an active state.

Changing the state selection causes an immediate change to the functionality without page reload.

On / off selectors should not be used in place of radio buttons or checkboxes in relation to questions being posed to the user, but rather for titles of functions that can be activated or deactivated by the "flip of a switch", where it is automatically active when used (no save or submit is needed).

The tooltip on hover (if needed) should be responsive and ensure it is not hidden on mobile phones and also show on press for mobile. Use tooltip for times when selector is inactive and instruction is needed for the user on how to enable.

# Styles

#### Off

• Background colour: #fff

Border: 1px solid #dfdfdf

• Width: 52px

• Height: 30px

Border-radius: 20px

Cursor: pointer

Box-shadow: #dfdfdf

# **Tooltip**

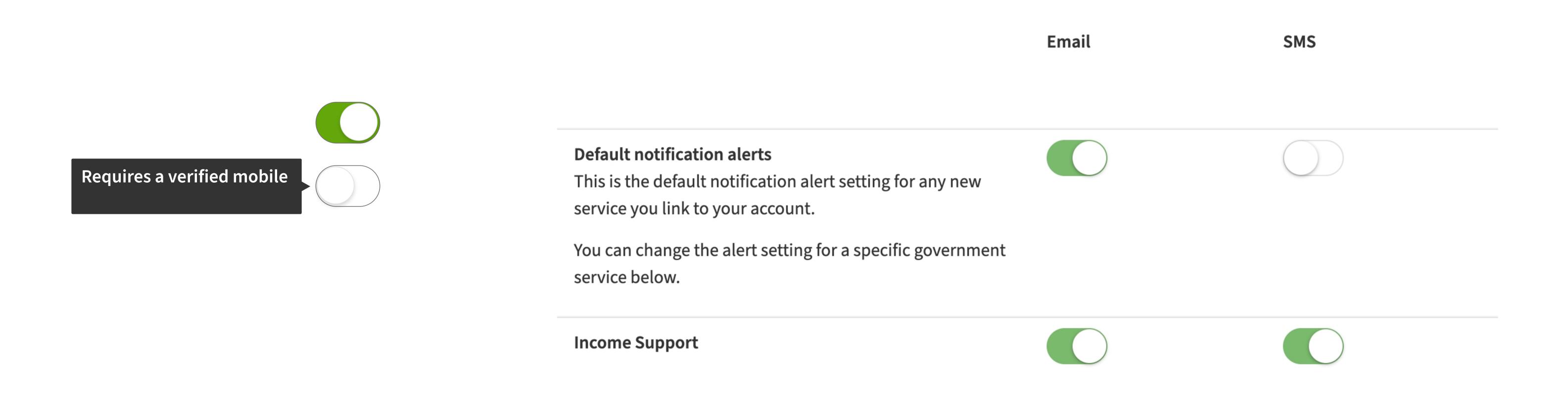
• Background colour: #333333

Font colour: #fffFont size: 14-16px

#### On

• Background colour: #64A70B

• Border colour: #64bd63



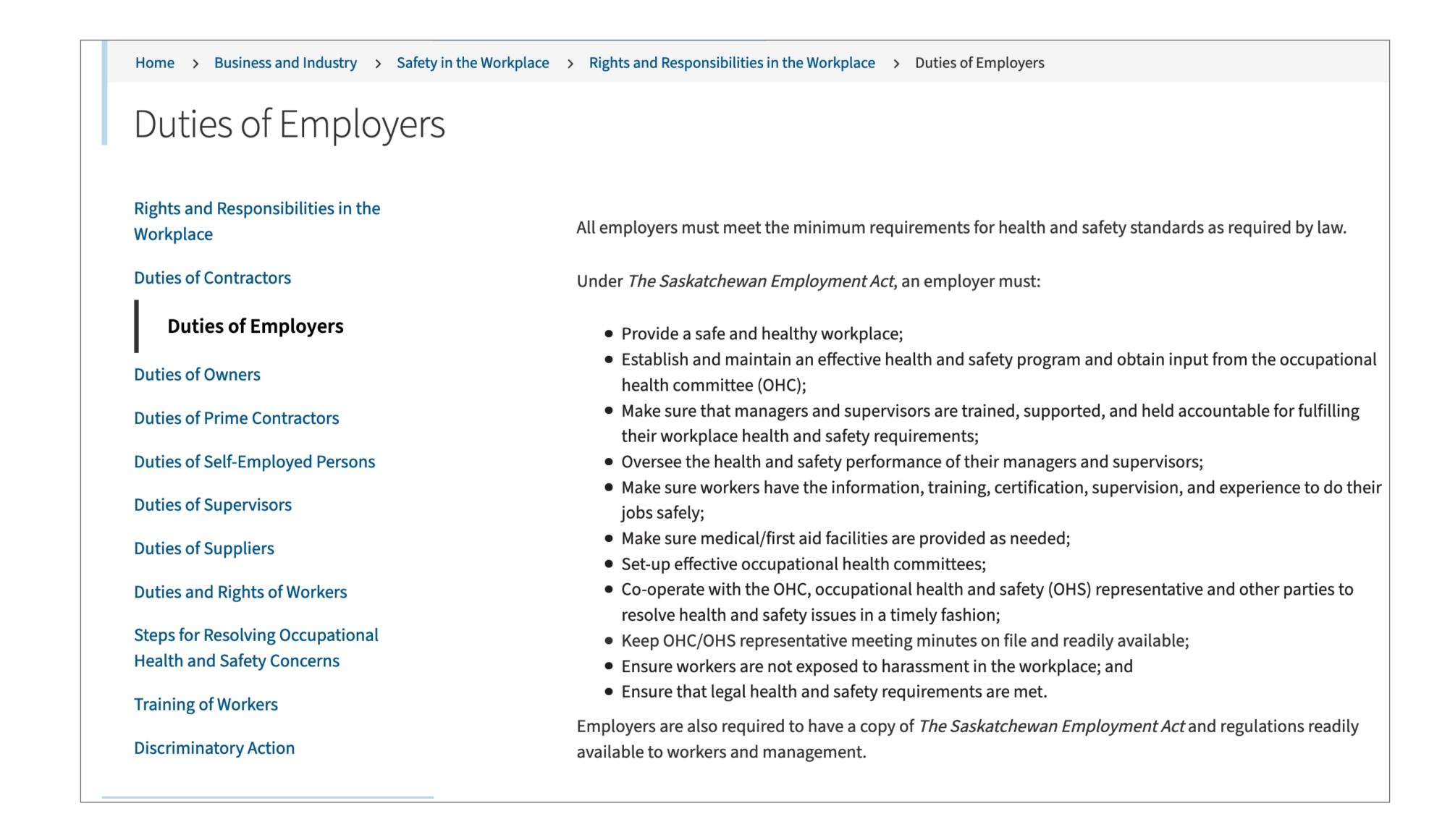
# Left Service Nav Usage and Background

This is a line bar that show up on left navigation in relation to an index or list of related pages. This is a marker indicating a position in that current page or index.

# **Styles**

- Left border size: 5px
- Left border colour: #333





# **Checkbox Usage and Background**

Checkboxes are used when there are lists of options and the user may select any number of choices, including zero, one, or several. Each checkbox is independent of all other checkboxes in the list, so checking one box doesn't uncheck the others.

A checkbox should be a small square that has a checkmark or an X when selected. This may depend on the browser.

Checkbox elements should be stacked vertically. For very long lists 2 columns of stacked elements can be used.

\*Accessibility - when hovered over, the field border colour should be darker. Add "cursor:pointer" when hovering over textbox, text, checkbox.

# **Styles**

Font family: Source Sans Pro

Font size: 16px(1em)Font colour: #333333

Font weight: Semi Bold (600)Padding left / right:16px

Padding top / bottom: 8px to 16px

Horizontal Option: Margin Right: 32px

Vertical Option: Margin Bottom: 16px

# **Off State**

Field background colour: #FFFFFF

Border radius:2px

• Checkbox border: Solid thin #666666

• Checkbox fill: F5F5F5

• Field border: Solid thin #E1E3E6

#### **Hover State**

Field background colour: #FFFFFF

Border radius:2px

• Checkbox border : Solid thin #666666

• Checkbox fill: F5F5F5

• Field border: Solid thin #666666

#### On State

Field background colour: #FFFFFF

Border radius:2px

• Checkbox border: Solid thin #666666

• Checkbox fill: F5F5F5

• Field border: Solid thin #E1E3E6

Off State	Hover State	On State
Yes	Yes	Yes
No	No	No

# Fieldset Usage and Background

Use fieldsets to group related form controls. The first element inside a fieldset must be a legend element which describes the group. Fieldset label is needed if form elements are inside <fieldset> tags within the HTML markup.

Most forms inside downstream applications currently don't use fieldset groupings and instead are styled form headings with the typical H2-H3 headings. In this case, there is no need to use fieldsets.

Use fieldsets where a multi-part form is shown on a single page.

# Styles

# **Grey Fieldset Example:**

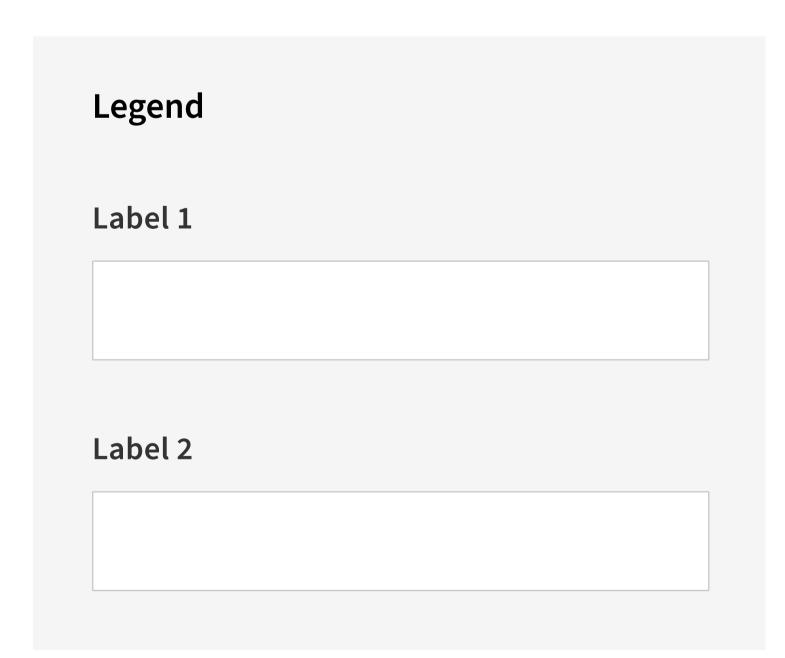
- Background Color: #F5F5F5
- Font Weight: Semi Bold (600)
- Padding: 28px (1.8em)
- Margin:24px (1.5em)

# Legend Example:

- Font Family: Source Sans Pro
- Font Size: 18px(1.25em)
- Font Color: #333333
- Font Weight: Semi Bold (600)
- Padding:0
- Margin Bottom: 28px (1.5em)

# **Examples**

# **Grey Fieldset (Option 1)**



# Legend Fieldset (Option 2)

Legend		_
Label 1		
Label 2		

#### Date Input Usage and Background

For accessibility with international users, after a calendar picker is used, the output sitting in the date field should spell out the name of the month in abbreviated form to help distinguish it from the day. This may not be possible depending on the technology used.

Use labels to make it clear which is the month, day and year. Date fields / standard formatting are culture dependent, and can cause user confusion if not clear. Keep format-persistent watermark as users type, have the slashes added automatically (if restricted to downstream service). Try to use 'Day' 'Month' 'Year' for the order of dates.

Ensure calendar pop-up is keyboard navigable and uses appropriate ARIA / labels for screen readers and errors are outputted/reported to the user appropriately. Avoid the need to enter special characters to format dates.

Allow user to type in the date as well as select a calendar view. This may not be possible depending on the platform. If allowing users to type date in a text field, try to use JS/form logic to help error correct (or ensure format criteria is explained in hint text to the user). Calendar pickers should be used for events close to the present time. Calendar overlay should indicate current date.

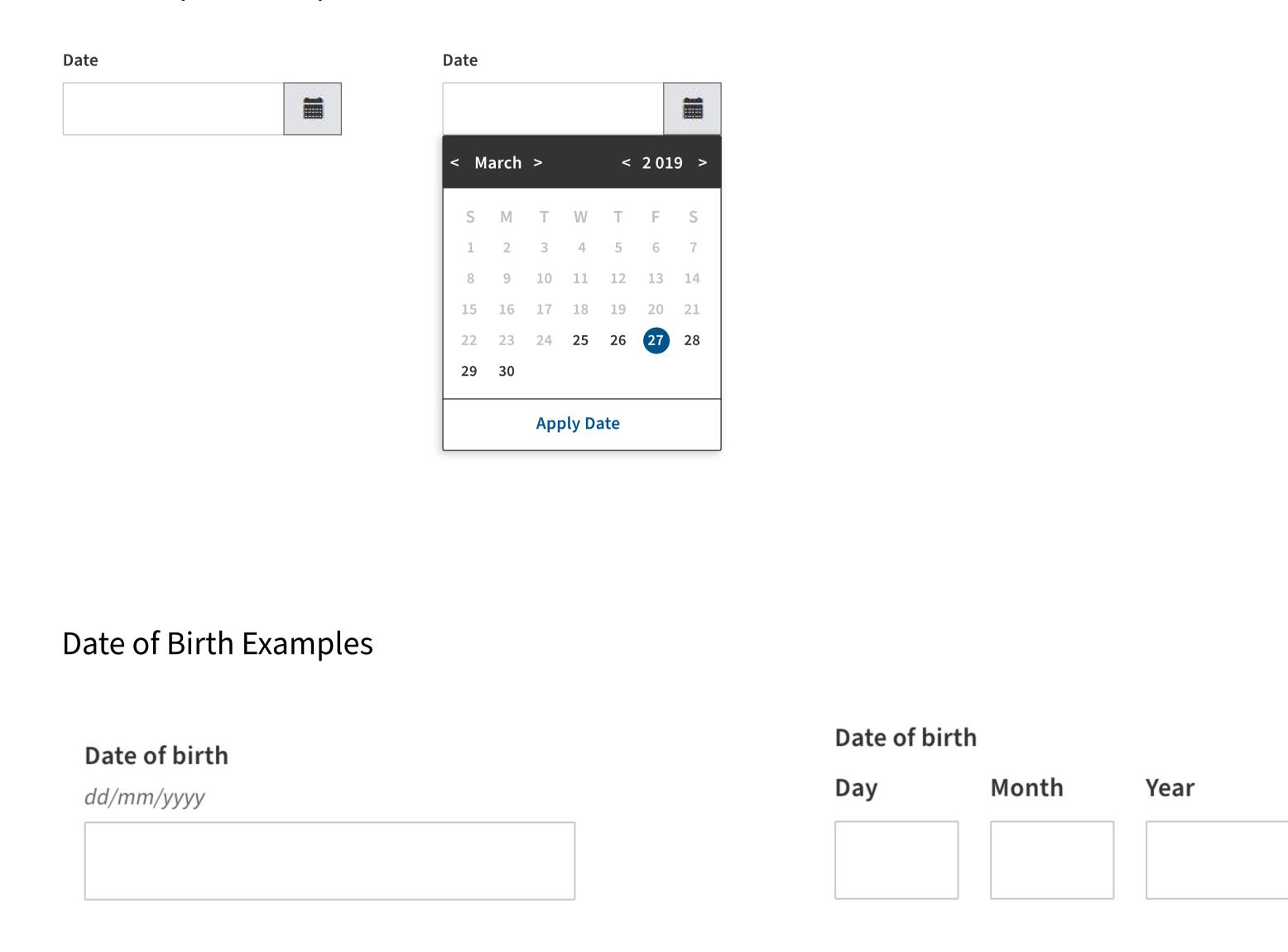
For desktop / tablets allow the bootstrap or JS version of the selector to be used. For mobile default to the input type = date option to bring up the native calendar selector the the appropriate device (iOS or Android). This avoids any overlap or hidden elements that might not behave properly from the desktop selector on mobile devices.

#### Date of Birth:

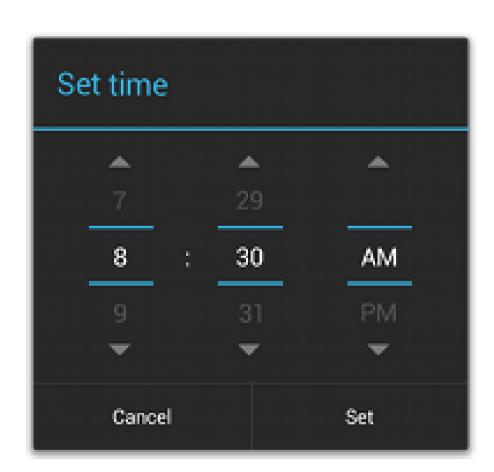
Avoid dropdown boxes for data that is highly familiar to your users, such as the day, month, or year of their birth. Such information is often hardwired into users' fingers, and having to find these options in a long menu is tedious, breaks the previous guideline, and can create even more work for users. DOB is easy for users to enter as hard coded in brain. Drop downs can be lengthy (may use text input).

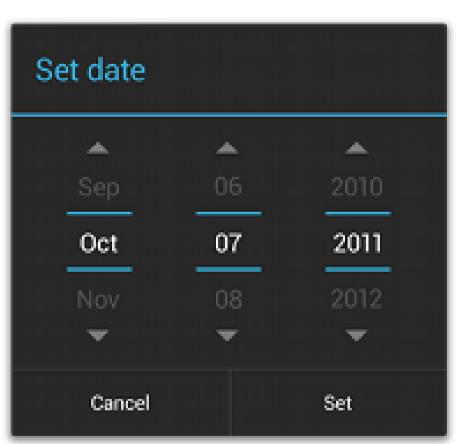
#### **Examples**

Bootstrap - Desktop







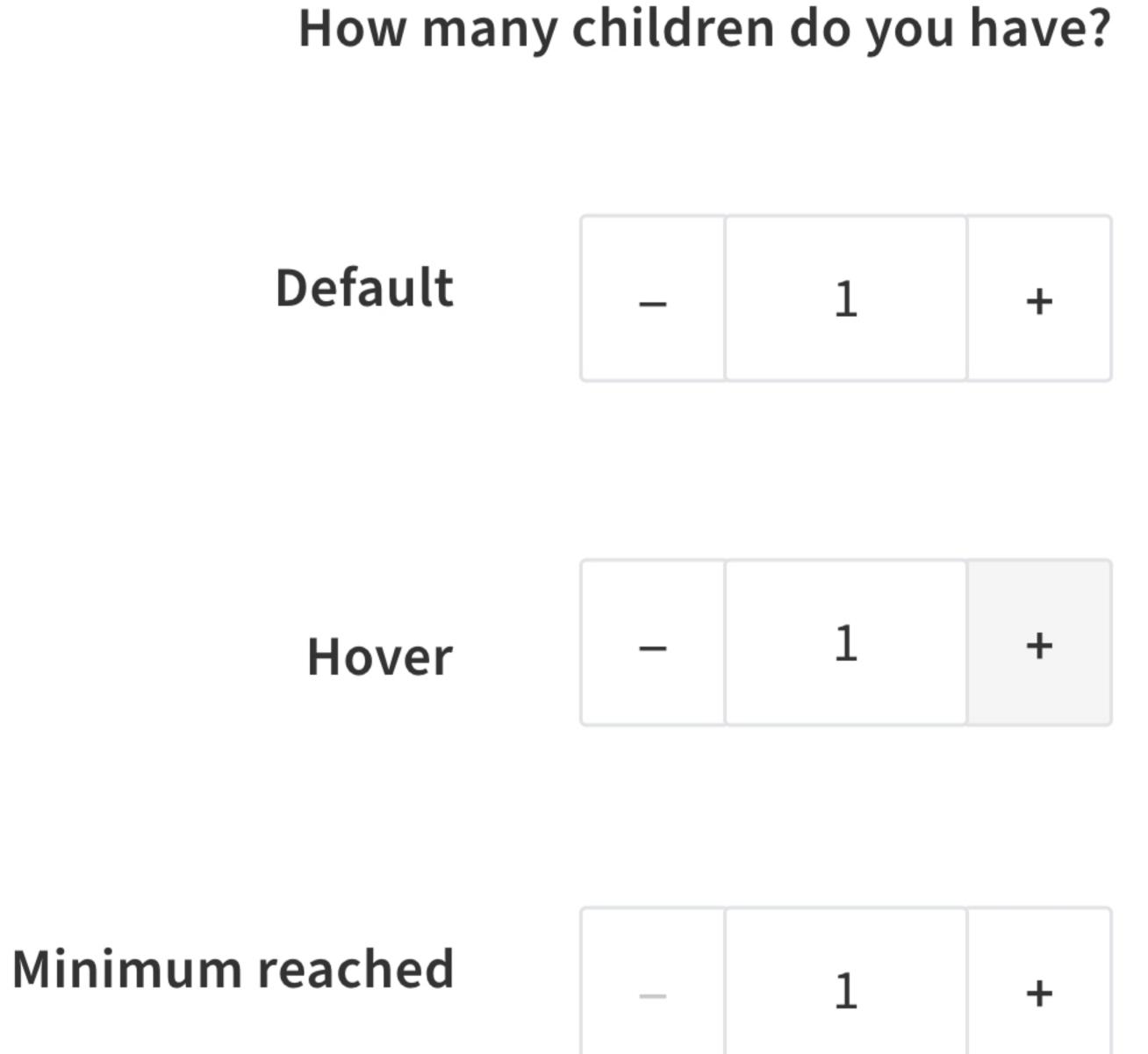


# Value Selection Usage and Background

This bootstrap component can be used in form fields where you want to set a defined minimum and maximum value. It can help ensure there is a default value, if needed, and eliminate formatting errors.

It is recommended to use value selections sparingly and ensure it is keyboard accessible. The number display should also act as an input field allowing users to only enter in numbers within the defined range. For mobile, ensure when users click the input field portion, the keyboard is set to the number pad.

If the values go over 10, consider using input fields or drop downs. Boxes are white with a #E1E3E6 border and a #F5F5F5 fill on hover.



# Side Navigation - Right Rail Usage and Background

The right rail exists on a number of content page templates within Saskatchewan.ca and Saskatchewan Account downstream applications.

The styles are similar though Saskatchewan.ca right rail usually focuses on additional contact information, where the downstream application right rail focuses on service management tasks.

# Styles

# **Right Rail**

#### Saskatchewan.ca

- Line padding top and bottom: 1.25em
- Line margin bottom: .75em
- Line border top: 2px solid (colour changes depending on section)
- Content padding left and right: 1.8em

H3 font size: 1.15em
H3 font weight: 600
H4 font size: 1em
H4 font weight: 600

# **Right Rail**

# Saskatchewan Account Downstream Application

Font family: Source Sans Pro
Line border top: 0.25rem
Line colour: #41b6e6

• Content padding: 2rem 0 2rem 2rem

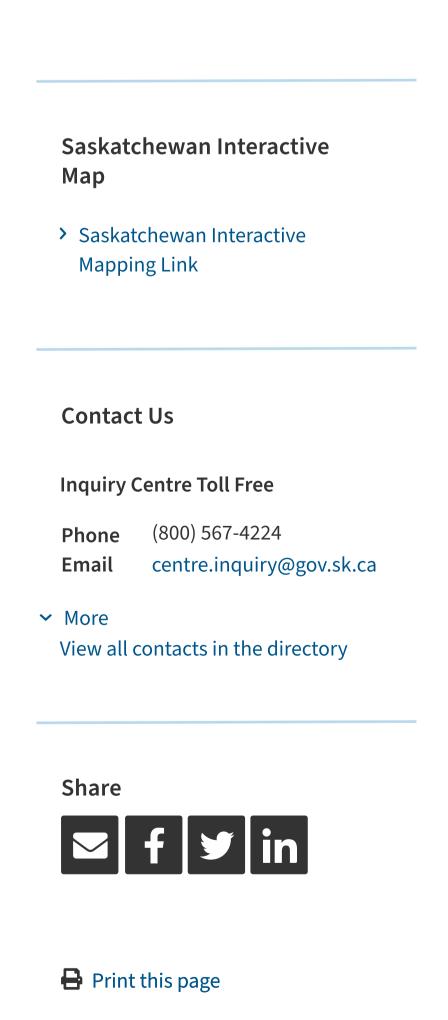
Content margin bottom: 1.5em

Heading colour: #000;
Heading font size: 1.25rem
Heading font weight: 600
Link font size: 16px

• Link font colour: #00558c

# Example

# Right Rail Saskatchewan.ca



# Right Rail Saskatchewan Account Downstream Application

# Manage your Application View all application steps Cancel application Save and continue later More Information

Saskatchewan Income Support (SIS)

# Multi Select Combo Box Usage and Background

This element is used sparingly when a user is presented with a list of available option to choose from and is able to choose multiple items. This is intended for situations where the users will benefit from seeing a list and selections side by side. The elements should be keyboard accessible as well as mobile friendly. It is suggested the mobile version use checkboxes for easy touch interaction.

# **Styles**

# Heading

Font family: Source Sans Pro

Font size: 16px

• Font colour: #333333

Font weight: Semi Bold (600)

#### Link

Font family: Source Sans Pro

Font size: 16pxFont color: #00558C

• Font weight: Regular (400)

## Text

Font family: Source Sans Pro

• Font size: 16px

• Font color: #333333

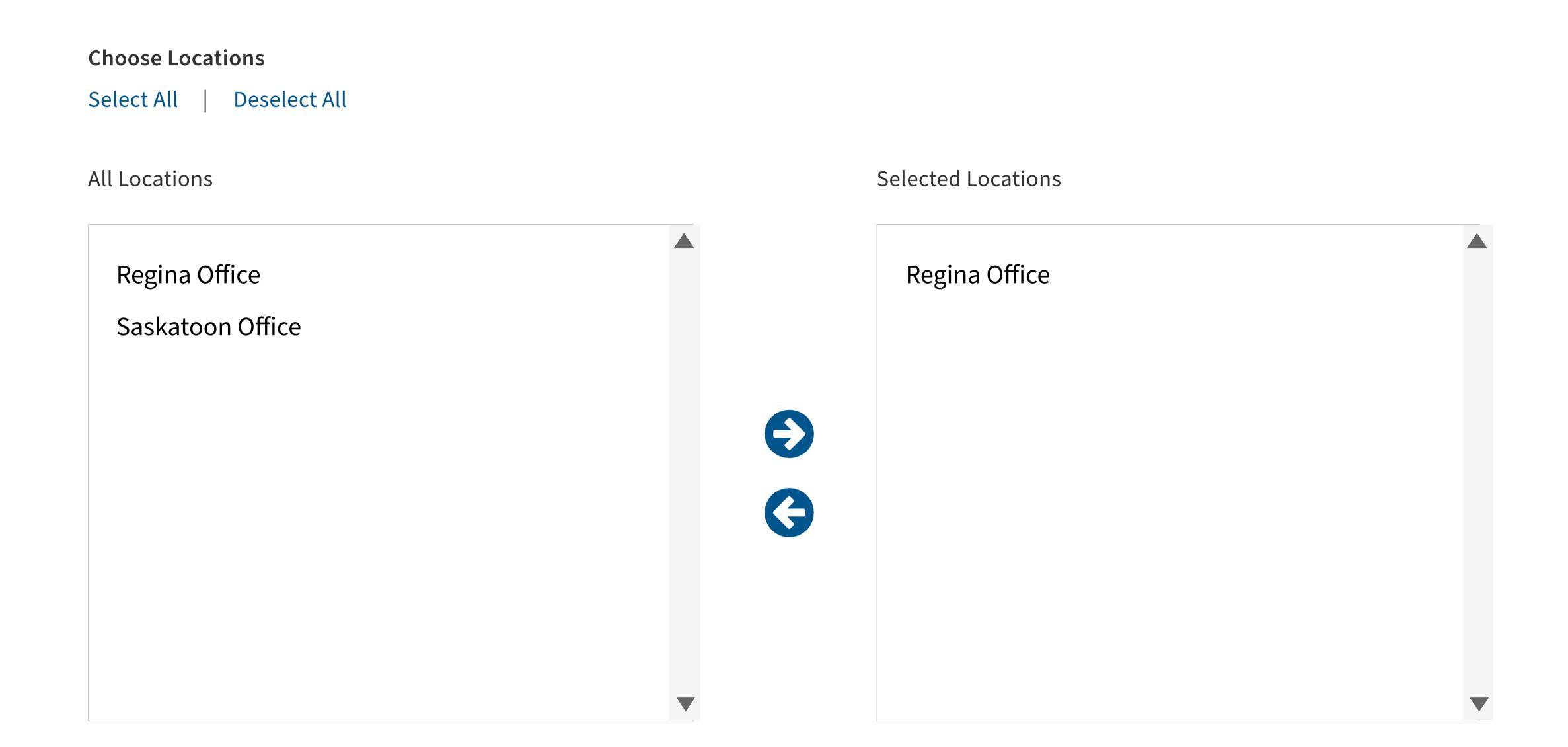
Font weight: Regular (400)Padding-bottom: 18px

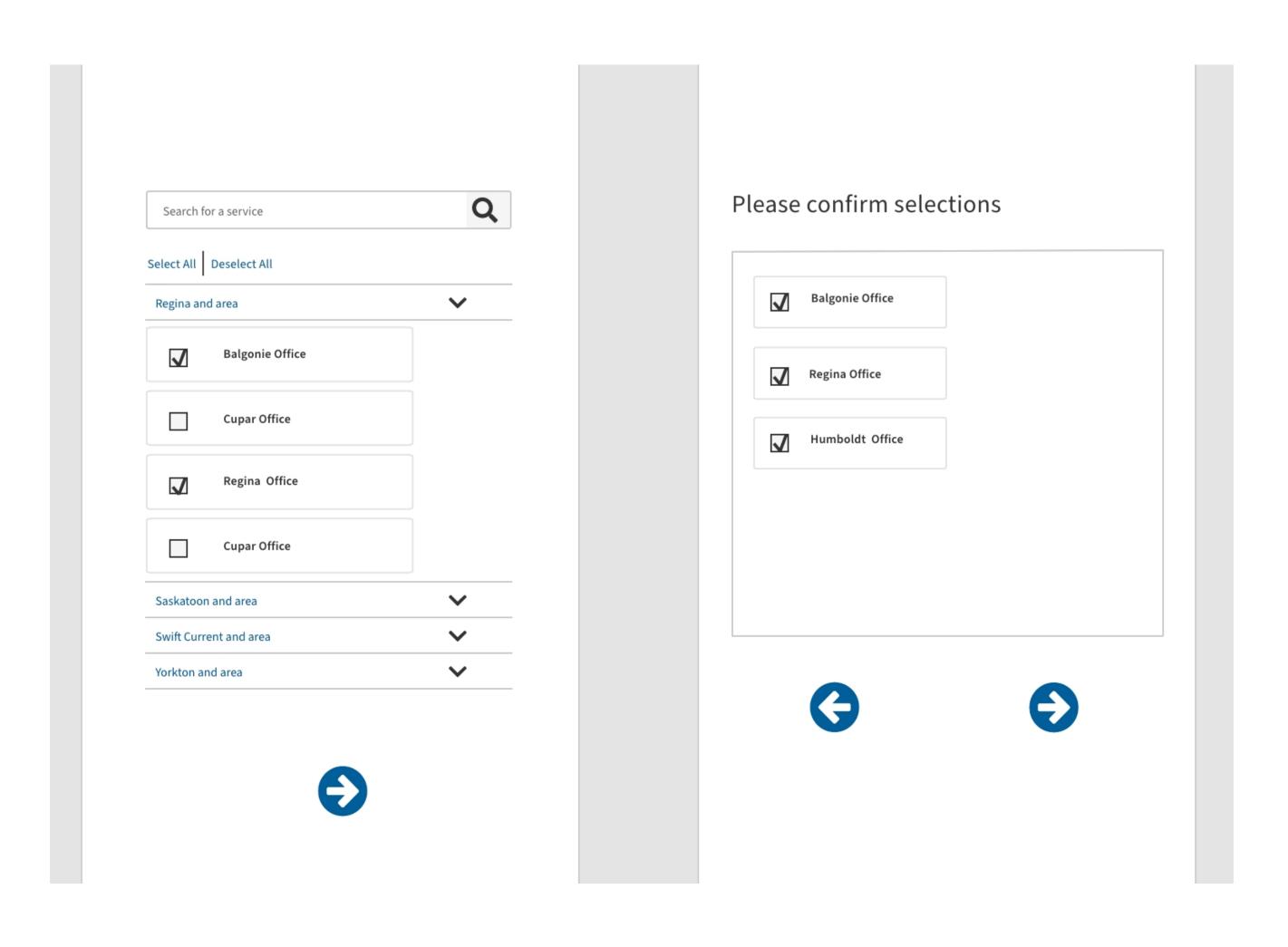
# Icon

• Icon: fa-arrow-circle-right #00558C 32px

• Icon: fa-arrow-circle-left #00558C 32px

Padding: 18px





# Accordion Task Group Usage and Background

This group accordion outlines a set of related tasks that must be completed in the order outlined. The first task must be done before moving on to the second task. As each task is completed, the number of the task is replaced with a green check mark icon to indicate its completion. Because of the chronological need to finish the first task before moving onto the next task, only one accordion is open at a given time.

Currently used for onboarding service requirements within Saskatchewan Account.

# Styles

# **Open State - Headings**

Font family: Source Sans Pro

Font size: 24px

• Font colour: #333333

• Font weight: Semi Bold (600)

Padding:18px

Background colour: # E1E3E6

• Border : solid thin #E1E3E6

Radius: 4px

#### Open State - Panel

Background colour: #FFFFFF

Border radius:4px

• Border: solid thin #E1E3E6

Padding 18px

# **Closed State - Headings**

Font family: Source Sans Pro

Font size: 24px

• Font colour: #666666

• Font weight: Regular (400)

Padding:18px

Background colour: # F5F5F5

Radius: 4px

#### **Completed Step**

Font family: Source Sans Pro

Font size: 24px

• Font colour: #666666

• Font weight: Regular (400)

Padding:18px

Background colour: #F5F5F5

Radius: 4px

• Icon: fa-check-circle #A4D65E 32px

# Examples



# **Heading State Complete**



# **Heading State Open**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Et molestie ac feugiat sed lectus vestibulum. In vitae turpis massa sed elementum tempus egestas. Dolor sit amet consectetur adipiscing elit ut aliquam purus. Tempus egestas sed sed risus pretium quam vulputate. Molestie nunc non blandit massa enim nec dui nunc mattis. Dignissim diam quis enim lobortis scelerisque. At lectus urna duis convallis convallis tellus id. Magna eget est lorem ipsum dolor sit amet consectetur.

Quam elementum pulvinar etiam non quam lacus suspendisse faucibus interdum. Ultrices gravida dictum fusce ut placerat orci nulla pellentesque.

Aliquam malesuada bibendum arcu vitae. Pulvinar mattis nunc sed blandit libero volutpat sed cras ornare. Dignissim cras tincidunt lobortis feugiat vivamus at augue eget arcu. Tincidunt lobortis feugiat vivamus at augue eget. Sapien et ligula ullamcorper malesuada proin libero. Enim sit amet venenatis urna cursus eget nunc. Cras ornare arcu dui vivamus. Erat nam at lectus urna



# **Heading State Closed**

# File Upload Usage and Background

This is a custom UI design intended to give users the choice of browsing for files to upload, or to drag and drop. The module intends let users add additional files while others are in progress being uploaded and gives a status bar of percentage uploaded. The UI should give users the ability to remove files that have finished, cancel an upload in progress, show success or failure and provide instructions on what items are needed for upload.

#### **Styles**

Background colour: #F5F5F5

Font: Source Sans ProFont colour: #333333

• Font size: 16px above, 14px within inner box border

Heading font size: 22px

Heading font weight: 600 (semi-bold)

Link colour: #01558CInner box colour: #FFFFFF

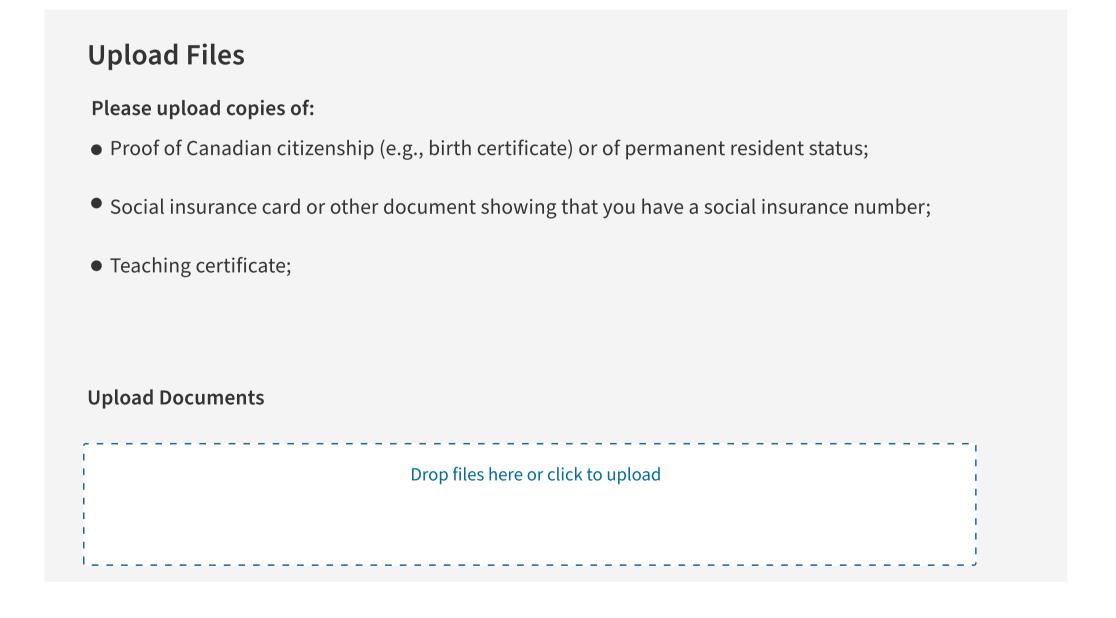
Inner box border: 1px #01558C dashed

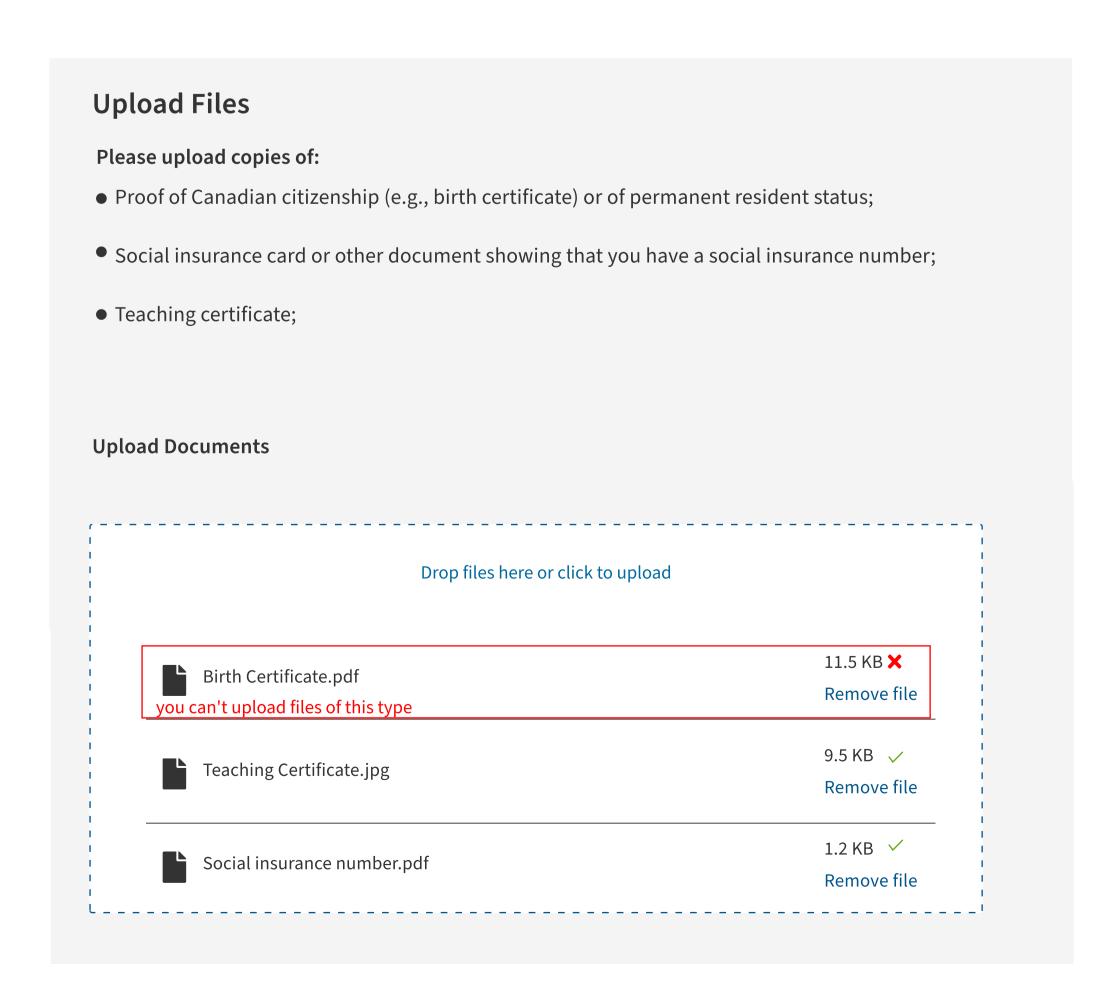
• Icon: fa-file 23px #707070 & 32px #00558C, fa-check 10px #64A70B, fa-times 10px #FF0000

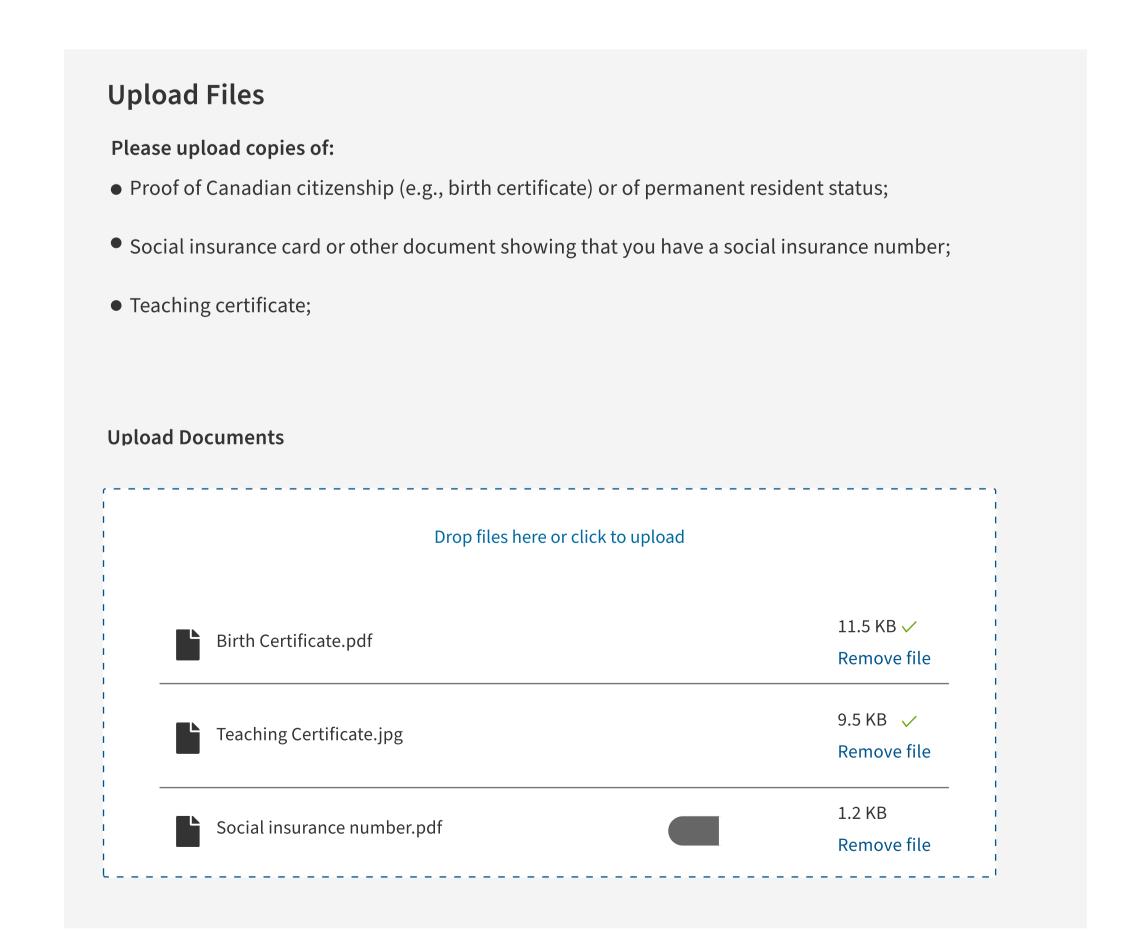
Progress bar: 20px high

Progress bar: #666666 with 10px radius

• Error colour: #FF0000







# Tool Tip Usage and Background

A tool tip icon is a question mark in a circle and represents access to help content. It resides directly next to the word or sentence that requires guidance or aid. When a user clicks the tool tip, it reveals the information within. It should not hide critical information, which can be communicated outside of a tooltip.

Tool tips must be keyboard accessible (show hidden information when tab moves though a page and the icon is selected). It should also be active on select / press not hover to allow for better mobile compatibility.

The content within the tooltip should be responsive (not overflow when displayed on a mobile device). ARIA Label should also be used to assist screen readers in understanding that this element does. For example aria-label="Tool tip".

# **Styles**

#### Icon

• Background colour: #333333

• Icon: question mark (but tooltips can be used over elements that need further information)

Font size: 14-16px

# **Tooltip**

• Background colour: #333333

Font colour: #fffFont size: 14-16px

# Examples





Requires a verified mobile phone

# **Step Through Progress Bar Usage and Background**

Use a steps progressive's bar for multi page forms that have no more than five steps/pages.

Wording sit under the numbering steps centred. Keep wording limited to one - two words.

If these conditions don't work for a specific flow, a Digital Service Designer will help you consider alternative progress displays.

# **Styles**

#### Circle

23px wide by 24px highActive colour: #00558C

• Complete colour: #64A70B

• Inactive colour: #FFFFFF with 1px border colour #E1E3E6

Numbering: 14px Source Sans Pro Regular (400)
Numbering colour active/complete: #FFFFF

• Numbering colour inactive: #666666

# Wording

• Font size: 12px

• Font colour: #333333

Active state: Source Sans Pro Bold (600)

• Inactive state: Source Sans Pro Regular (400)

#### Line

Height: 2pxLength: AutoColour: #666666

# Example

# Desktop



# Mobile

1 Introduction

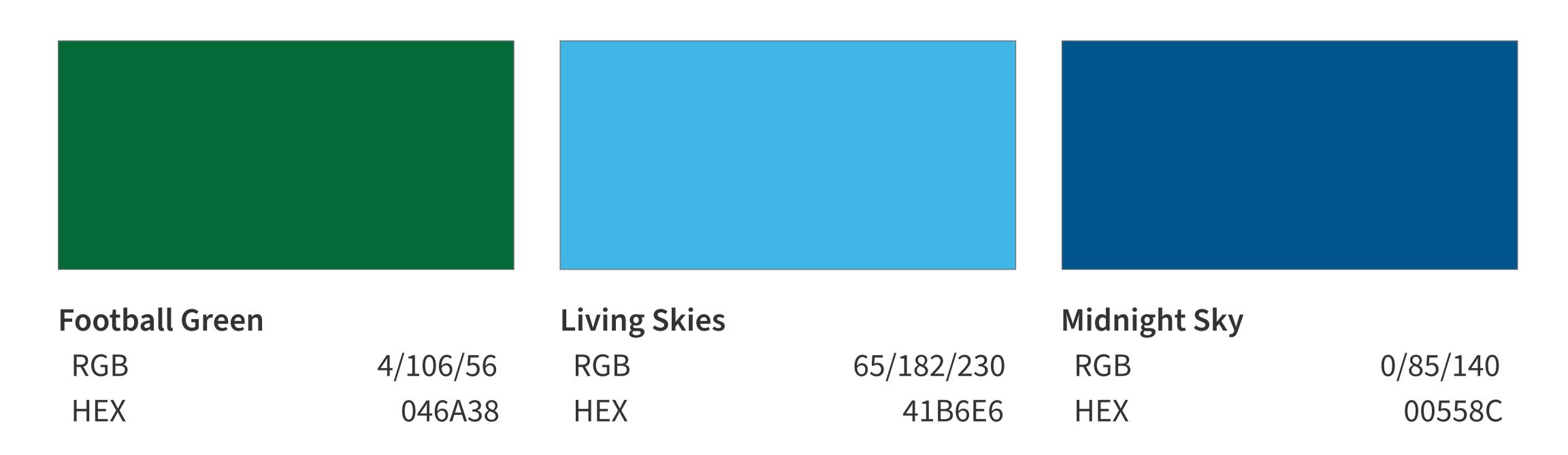
2 Personal Details

3 Education Details

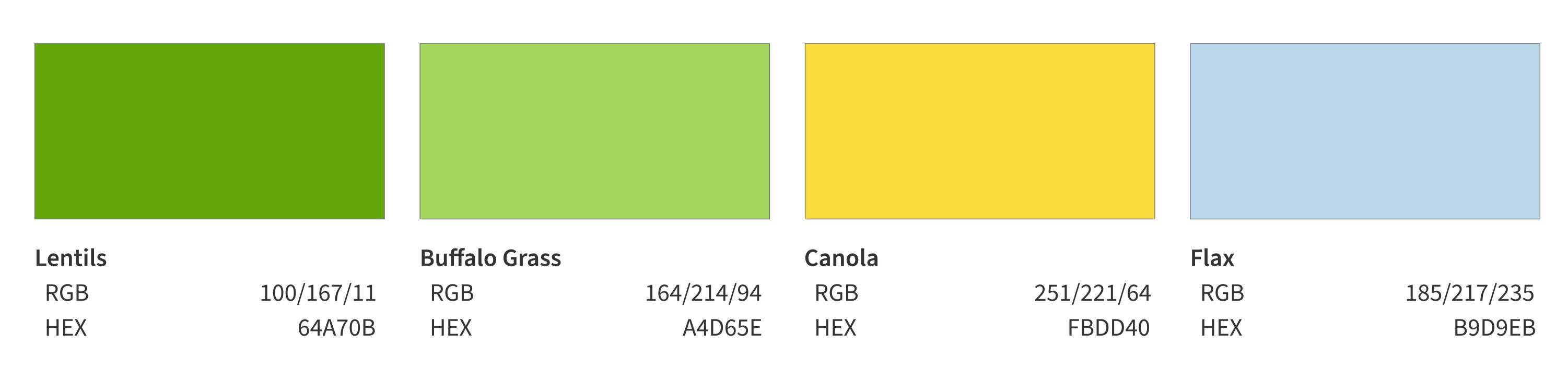
4 Summer Course

5 Upload Files

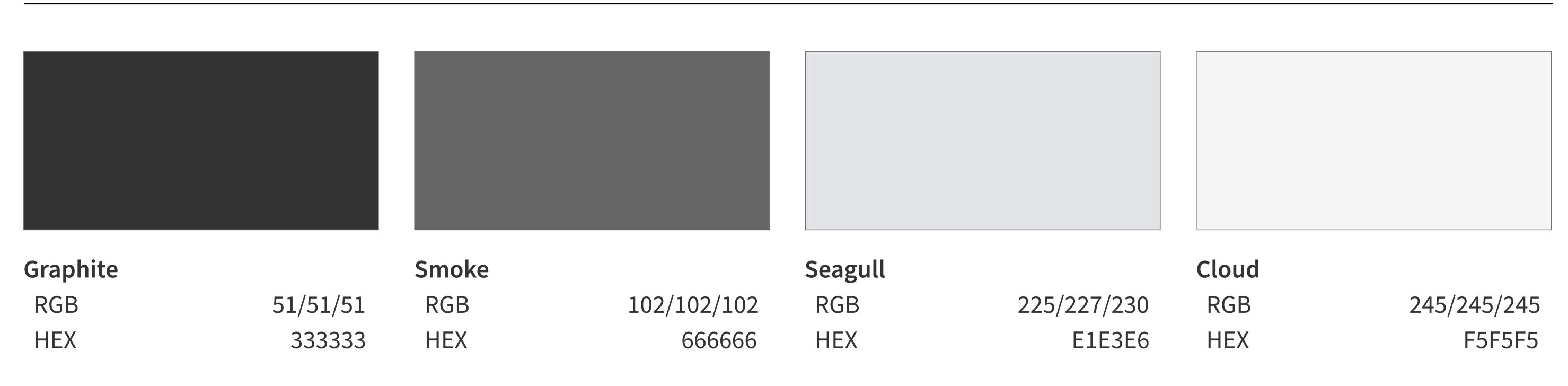
# **Primary (60 %)**



# Secondary (30 %)



# **Tertiary Neutrals (10 %)**



# Usage and Background

The Saskatchewan Visual Identity is a visual representation of the province and is intended for purposes both online and offline. This identity was developed by using brand research done to create the Province's new digital presence in saskatchewan.ca.

Colour is a strong element of every brand and visual identity. The Saskatchewan colour palette is a representation of the province and embodies the richness, natural beauty, vibrancy and potential of the province. The Saskatchewan colour palette consists of 7 colours: three primary and four secondary. There are also four grey-scale options.

Primary colours: One of the primary colours must be the dominant colour in all material.

Secondary & Grey-scale Colours: The secondary & grey-scale palettes can be used for support graphics such as graphs, charts, maps, etc.

Note: Living Skies & Canola cannot be used together.

#### **Pass**

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Fail

# Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Government

Find out how the we serve the people of Saskatchewan.

#### Governmen

Find out how the we serve the people of Saskatchewan.

# Government

Find out how the we serve the people of Saskatchewan.

The WCAG standard states 1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA).

Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1.

**Incidental:** Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.

# Headings

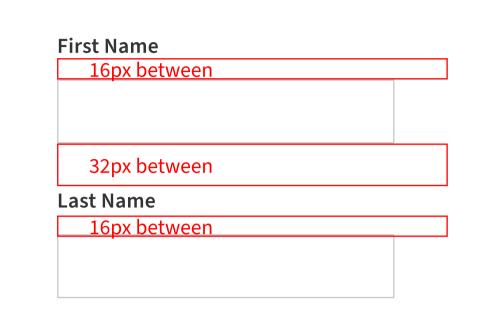
Heading 1
32px between
Heading 2
32px between
Heading 3
32px between
Heading 4

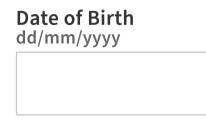


Heading 3
32px between
Copy for the page/service.

# Form elements

Question 1?	
32px between	
○ Yes	
16px between	
O No	
32px between	
Question 2?	
32px between	
○ Yes	
16px between	
O No	





# Colour Contract Usage and Background

The colour contrast ratio for text and interactive elements should be at least 4:5:1 as recommended by the W3C for WCAG 2.0 AA compliance.

#### The WCAG standard states:

1.4.3 Contrast (Minimum): The visual presentation of text and images of text has a contrast ratio of at least 4.5:1, except for the following: (Level AA)

Large Text: Large-scale text and images of large-scale text have a contrast ratio of at least 3:1;

Incidental: Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content, have no contrast requirement.

Logotypes: Text that is part of a logo or brand name has no minimum contrast requirement.

Source: https://www.w3.org/TR/2008/REC-WCAG20-20081211/#visual-audio-contrast-contrast