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Information technology — Collection of graphical symbols for office equipment

Technologies de l'information — Collection de symboles graphiques pour matériel de bureau

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Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

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

This second edition cancels and replaces the first edition (ISO/IEC 13251:2004), which has been technically revised.

The main changes compared to the previous edition are as follows:

— Addition of 69 new graphical symbols identified by the numbers 380...448; and

— Simplification of document view by avoiding repetition of the same technical contents in different visualization.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

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Introduction

A graphical symbol is defined as a visually perceptible figure used to transmit information independently of language. It may be produced by drawing, printing or other means. The principles for the creation of graphical symbols for use on equipment are described in IEC 80416-1.

To respond to the increasing international interest in the design and use of graphical symbols, this collection presents a certain number of graphical symbols for use on office equipment.

Reference should be made to IEC 80416-3 for rules for the application and modification of the graphical symbols and for supplementary information.

The process of creating new symbols is described in ISO/IEC Directives, Part 1 and Consolidated ISO Supplement:2018, Annex SH and IEC Supplement (Annex SL, Processes for the validation of new graphical symbols for use on equipment).

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Information technology — Collection of graphical symbols for office equipment

1 Scope

This document provides a collection of graphical symbols which are used typically on office equipment to aid in the user operation of, for example, personal computers, printers, telephones and copying machines.

These graphical symbols are also used in other application areas if appropriate.

NOTE The graphical symbols in this document are collections of relevant graphical symbols standardized in IEC 60417 and ISO 7000.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IEC 80416-1, *Basic principles for graphical symbols for use on equipment — Part 1: Creation of graphical symbols for registration*

ISO 80416-2, *Basic principles for graphical symbols for use on equipment — Part 2: Form and use of arrows*

IEC 80416-3, *Basic principles for graphical symbols for use on equipment — Part 3: Guidelines for the application of graphical symbols*

ISO 80416-4, *Basic principles for graphical symbols for use on equipment — Part 4: Guidelines for the application of graphical symbols on screens and displays (icons)*

3 Terms and definitions

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

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— IEC Electropedia: available at http://www.electropedia.org/

— ISO Online browsing platform: available at https://www.iso.org/obp

3.1
graphical symbol
visually perceptible figure with a particular meaning used to transmit information independently of language

[SOURCE: IEC 80416-1:2008, 3.4]

4 Basic principles for graphical symbols for use on equipment

For the basic principles given in creation of a new graphical symbol, IEC 80416-1 and ISO 80416-2 shall be followed.

In the application of standardized graphical symbols, IEC 80416-3 and ISO 80416-4 shall be followed.

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