

ISO 9241-12:1998-12 (E)

Ergonomic requirements for office work with visual display terminals (VDTs) - Part 12: Presentation of information

| Contents | | Page |
|-----------------|---|-------------|
| 1 | Scope | 1 |
| 2 | Normative references | 1 |
| 3 | Definitions | 2 |
| 4.1 | Characteristics of presented information | 7 |
| 4.2 | Applying the recommendations | 8 |
| 4.3 | Evaluation of products | 8 |
| 5 | Organization of information | 8 |
| 5.1 | Location of information | 8 |
| 5.2 | Appropriateness of windows | 8 |
| 5.3 | Recommendations for windows | 9 |
| 5.4 | Areas | 10 |
| 5.5 | Input/output area | 11 |
| 5.6 | Groups | 11 |
| 5.7 | Lists | 13 |
| 5.8 | Tables | 15 |
| 5.9 | Labels | 16 |
| 5.10 | Fields | 17 |
| 6 | Graphical objects | 18 |
| 6.1 | General recommendations for graphical objects | 18 |
| 6.2 | Cursors and pointers | 18 |
| 7 | Coding techniques | 19 |
| 7.1 | General recommendations for codes | 19 |
| 7.2 | Alphanumeric coding | 21 |
| 7.3 | Abbreviations for alphanumeric codes | 21 |
| 7.4 | Graphical coding | 21 |
| 7.5 | Colour coding | 22 |
| 7.6 | Markers | 24 |
| 7.7 | Other coding techniques | 24 |
| | Annex A (informative) Sample procedure for assessing applicability and adherence | 26 |
| | Annex B (informative) Bibliography | 46 |