The Utah Data Research Center uses this style guide for its website, reports, and presentations. Use this guide when using the logo, writing reports and blogs, and designing color, fonts, photos, and data visualizations.
Brand Guidelines

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Welcome to Our Team Design Guidelines.
Introduction

At the Utah Data Research Center, our design philosophy aims to create an interactive and meaningful experience for our users.

To do this, we objectively design data-informed narratives that provide value to those seeking to understand Utah and its citizens.

Our narratives guide users intuitively and seamlessly regardless of their device to access the information by utilizing innovative technologies. At the same time, our modern visuals maintain simplicity through a minimal and clean approach. Each product is designed with purpose while adhering to the principles of efficiency, transparency, and accessibility.

This style guide presents our design philosophy through the execution of fonts, typography, imagery, color, web layout, animations, and editorial style. It also sets a standard for the advanced technologies used to achieve our design. These standards include using Tableau as our data visualization solution and Bootstrap as our responsive tool.

With each release of a style guide version, our previously designed products will be updated to the new style standard as necessary.
Logo Guidelines

UDRC Logo

Do not use the icon logo without the “Utah Data Research Center” text.
Do not stretch the logo.

Use the grayscale logo as needed.

Include the logo on all Utah Data Research Center publication documents and data narratives.

Partner Logo Usage

Include partner logos on research documents and data narratives. Logos used for any other purpose must receive the partner’s permission.
Logo Text

The logo font is Open Sans Condensed.

Use the Bold weight.

Kerning is used differently on each word to fit each in the text box’s width.

Logo Colors

- Bright Blue #0054E5
- Medium Bright Blue #669EFF
- Light Grayish Blue #99BEFF
- Black #000000
- Dark Gray #6D6E72
- Light Gray #BDBE0
Typography

Primary Typeface
Open Sans

Secondary Typeface (Tableau)
Arial

The official font is Open Sans. Open Sans was selected due to feedback from users and a need for a highly readable and accessible font.

This font is a clean and modern sans-serif typeface commissioned by Google and is freely available. Open Sans was designed explicitly for legibility across print, web, and mobile interfaces, and it is highly readable in small sizes, as on a smartphone, and displayed in huge letter sizes.
Open Sans
Primary Typeface Weights

Regular  AaBbCcDdEeFfGgHhIiJjK LIMmNnOo
          PpQqRrSsTtUuVvWwXxYyZz
          0123456789 (&?!/;:,-*’”)

Italic    AaBbCcDdEeFfGgHhIiJjK LIMmNnOo
          PpQqRrSsTtUuVvWwXxYyZz
          0123456789 (&?!/;:,-*’”)

Bold     AaBbCcDdEeFfGgHhIiJjK LIMmNnOo
          PpQqRrSsTtUuVvWwXxYyZz
          0123456789 (&?!/;:,-*’”)

Open Sans has multiple glyphs
Text and Font Colors

For text and headings to be readable, The Web Accessibility Consortium (WebAIM) has created accessibility standards for the contrast between text color and background color. The colors selected here for text, hyperlinks, callouts, and headings have been checked against a white background for at least a AA rating on the WebAIM contrast checker.

Text Colors

- Primary Text
  - #000000

- Hyperlinks
  - #0942E0

- Data Narrative Callout Highlight
  - #283EAB

Heading Colors

**Black**

HTML Colors

- #000000
- #595959
- #747171
- #8e8b8b

**UDRC Blue**

HTML Colors

- #003899
- #0054E5
- #337EFF
The following CSS is what can be found on the current UDRC website.

Text and Heading Colors

body {
  font-family: “Open Sans”, sans-serif;
  font-size: 0.9rem;
  color: #000000;
}
em {
  font-weight: 600;
} ol li {
  margin-bottom: 1rem;
}
dt {
  font-size: 1rem;
} dd {
  margin-left: 1.25rem;
} a:link, a:visited {
  text-decoration: none;
  color: #0942E0;
  font-weight: 600;
} a:hover {
  text-decoration: underline;
} .callout {
  font-size: 1rem;
  width: 240px;
  min-height: 160px;
  text-align: center;
  border: 1px solid #cccccc;
  border-radius: 2px;
  -webkit-box-shadow: 1px 1px rgba(0, 0, 0, 0.16);
  box-shadow: 1px 1px rgba(0, 0, 0, 0.16);
  margin-left: auto;
  margin-right: auto;
} .calloutText {
  color: #283EAB;
  font-size: 1.8rem;
  font-weight: 700;
  text-shadow: .75px .75px rgba(0, 0, 0, 0.16);
} .calloutInfo {
  color: #283EAB;
  font-weight: 700;
  text-shadow: .75px .75px rgba(0, 0, 0, 0.16);
} h1 {
  font-size: 1.6rem;
  font-weight: bolder;
  margin-top: 1.5rem;
  margin-bottom: 1rem;
} h2 {
  font-size: 1.3rem;
  font-weight: bold;
  margin-top: 1.5rem;
  margin-bottom: 1rem;
} h3 {
  font-size: 1.2rem;
  font-weight: bold;
  margin-top: 1rem;
  margin-bottom: 1rem;
} h4 {
  font-size: 1.1rem;
  margin-top: 1rem;
  margin-bottom: 1rem;
} h5 {
  font-size: 1rem;
}
Navigation CSS

.navbarStyle {
    background-color: rgba(6, 45, 148, 0.02) !important;
    font-size: .9rem;
}
.nav-link {
    margin-right: 1rem;
    font-size: 1rem;
}
.navbar-brand {
    margin-right: 4rem;
    font-size: 1.1rem;
}
#brand-image {
    float: left;
    margin-right: .5rem;
    margin-top: .25rem;
}
.navbar-nav {
    margin-left: 2rem;
    margin-right: 1rem;
}
dropdown-menu {
    font-size: .85rem;
}
dropdown-menu a:hover {
    background-color: rgba(6, 45, 148, 0.02);
}

Blog and Text-Heavy Pages

#main {
    max-width: 750px;
    margin-left: auto;
    margin-right: auto;
}
p {
    font-weight: 400;
    font-size: 1em;
}
h4 a:link {
    text-decoration: none;
    font-size: 1.4rem;
}
h4 a:hover {
    text-decoration: underline;

caption {
    font-size: .75rem;
    font-weight: 600;
}
figure {
    text-align: center;
    margin-bottom: 1rem;
    margin-top: 1rem;
}
figcaption {
    font-size: .75rem;
    font-weight: 600;
    text-align: center;
    margin-bottom: 1rem;
    figure .image {
        padding: 10px 15px 10px 0px;
        float: left;
    }
    figure img {
        margin-bottom: 1rem;
    }
    code {
        font-family: Consolas,"Courier new";
        color: #871f78;
        background-color: #fafafa;
        padding: 2px;
        font-size: 90%;
        display: block;
        margin: 1rem .5rem;
    }
Editorial Style

Write in a consistent style and voice. Follow the below main grammar rules when writing. Refer to the APA style guidebook for other grammar rules not listed here.

Include the oxford comma. Use the Oxford comma in a list of items.

Use consistent groups.

All
African American/Black American Indian
Asian Hispanic/Latino Pacific Islander White

Use partner acronyms. In the first paragraph, spell it out, followed by the acronym or preferred shortened name in parentheses.

Utah State Board of Education (USBE)
Utah System of Higher Education (USHE)
Utah Department of Workforce Services (Workforce Services)

Hyphenate compound words appropriately. Use hyphens for compound words or rewrite the sentence, so a hyphenated word is unnecessary.

Do not use contractions. Avoid writing contractions to present a formal business voice.

Report Documents

• Refer to the “Report Document Style Guide” and “Report Template” for in-depth descriptions and examples of the report content and layout.
• Follow this style guide's font, typography, colors, and graphs rules.
• Use two columns for the report's body copy.
• Left-justify the margins for copy and headlines.
• Label and number each graph (e.g., Figure 1, Figure 2b, Table 3).
• Include logos for the Utah Data Research Center and partners.
• Insert references at the end of the report instead of footnotes.
• Remove hyphenations in words that are not compound words.
Photos and Graphics

Visuals should convey a modern and clean look. People in images should look believable as if they are working on a task and the photo was taken in Utah.

Objects in photos should convey information relevant to the page's content. Likewise, graphics should reflect our data-driven approach.

Icons should have a flat design, grayscale, and no background. In addition, icons should clearly show their meaning, even when small. Every icon should have a label, except for the home and lone magnifying glass icons.
Tableau Styles

General Design and Style

Write titles as sentences and capitalize proper nouns. Capitalize the first word and any proper nouns in a graph title and lowercase the remaining words.

Consider the order of data in charts. In most cases, sort the data from highest to lowest. However, there may be times when alphabetical order is better.

Generally, avoid using borders around most graphs. Instead, use white space around the edges for a clean and seamless style. However, maps need a frame for usability because users need to know where the map starts and ends.

Use axis labels to communicate the data clearly. Generally, always use X- and Y-axis labels.

Use gridlines sparingly. Use major gridlines only to help users quickly see the values within a graph.

When needed, include a color key with each graph. Unless each part of the graph is labeled, a legend key is necessary.

Use no more than seven categories. If necessary, separate the categories into two smaller charts.

Look and Feel

- Standard graph sizes must be planned for and work for responsive pages. For example, a graph should not be so large that it is not viewable on a phone or small tablet.
- “Large” embedded graphs maximum width (1 column section): 750px
- Standard graphs maximum width in a responsive layout (2 columns): 450px

Interactions

- One of Tableau’s main strengths is the number of interactions users can have with data. But this can also lead to frustration in cases where interaction leads to no change in the data. Therefore, it is imperative to keep interaction thought through.
- Applying strong principles in Tableau builds will make clear connections between data points in dashboards.

Interaction Design

The following design principles are available as interactions in Tableau:

- Hover to highlight and show ToolTips
- Click on menus or buttons to filter
- Click on navigation buttons to navigate
Tableau Styles

Tableau Text Consistency and Typography

- Use plain English. Data tends to be complex, but there is no reason the text with graphs should be difficult to understand. For example, the text with graphs helps explain your data, provide context, further information, and help your audience understand your message or story.
- Chart titles and legends. Use the chart title to convey what is being displayed in the graph. The title is also a good place to position your key metric, meaning you can remove it from the axis. Use the subtitle space as a color legend when applicable.
- Type dynamics. You can achieve a lot by using variations in text size on your dashboard.
- MORE INK = MORE EMPHASIS. Good for KPIs and callouts
- Less ink = Good for de-emphasizing information

Text Design

- **Fonts:** Use Arial (black) #000000 with a minimum of size 10pt. Anything less than 10pt is challenging to read.
- **Titles:** Keep titles sensible and obvious. Use the dynamic fields in titles to add date ranges, filter labels, and metrics as needed.
- **Tooltips:** Tooltips should help provide further information about your dataset. Use the dynamic fields to make that information legible.
- **Labels:** Make sure that data values are sensible and in plain English - e.g., P20 classifications should read Education category.
- **Explainers:** Add explainers, such as an info tooltip, that help your audience understand what is displayed in a dashboard view. The data might make sense to you, but it will not be obvious for someone coming in from the outside.

Number Design

- Use the **number format menu** in Tableau to make numbers and values more understandable and readable.
- **Prominent callouts** should show whole numbers. For example, 46.7% should show as 47%.
- **Labels** within a graph should show no more than one decimal point. So, for example, 46.7% is OK, but 46.74% is too much detail.
- **Tooltip** numbers should show no more than one decimal point. For example, use 72.5 or 14.3%
- **Abbreviations** should use K to denote thousands, M for millions, and B for billions.
- **Special characters** should include any extra characters you need to clarify your data. For rank use #1, #2, ...
UDRC Color Palettes

Designing color for color blindness

People with some degree of color blindness rely on luminance contrast to recognize differences. Luminance contrast is the amount of light reflected from a darker element compared to the amount of light reflected from a second lighter element.

Additionally, some colors combined together can be confused as the same color for those with some degree of color blindness. For example, do not combine blue and purple, red and green, pink and gray, and purple and pink.

New UDRC Color Palettes

The following four palettes were designed and color blindness tested to create professional color palettes that improve accessibility and help users better understand our results.

Each palette was tested in two color blindness filters. Additionally, we put each palette in Tableau and tweaked them until maps and graphs looked best through a color-blind filter.

For most Tableau charts and graphs, we will use Palettes 1 and 2. Palettes 3 and 4 are for particular circumstances. For example, palette 3 has a bright orange secondary color that can be used to show highly negative or low values of importance. Palette 4 uses grayscale values and can be used for neutral findings.

Palettes 1-3 use a primary color, such as blue or teal, to show positive values and a secondary color, such as yellow, to show negative values. Gray is used for neutral values. Palette 3 uses the Tableau color-blind palette as a source, and it has been expanded to be more useful. Palette 4 uses blue as a primary color and gray as a secondary color in the categorical and diverging palettes. However, gray is the primary color in its sequential color palette.

Each palette is prepared in three ways to provide for different needs and types of data.

- A **categorical color palette** contains several distinct colors that can be assigned to discrete dimension members (categories).
- A **diverging palette** shows at least two ranges of values using color intensity to show the magnitude of the number and the actual color to show the range of numbers. Diverging palettes are most commonly used to show the difference between positive and negative numbers.
- A **sequential color palette** shows a single color, varying in intensity. This type of color palette is used for continuous fields, typically for measures (values).
Tableau Color Palette 1

Categorical Palette 1

Diverging Palette 1

Sequential Palette 1

Sequential Palette

Color Blindness Check with Main Colors


Categorical Palette

Color Blindness Check with Diverging Palette

No Color Blindness

Red-Green Color Blindness
### Tableau Color Palette 1 Codes

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</tbody>
</table>

**UDRC Design Guide**
Tableau Color Palette 2

Categorical Palette 2

Diverging Palette 2

Sequential Palette 2

Categorical Palette

Sequential Palette

Color Blindness Check with Diverging Palette
No Color Blindness

Red-Green Color Blindness
# Tableau Color Palette 2 Codes

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Tableau Color Palette 3

Categorical Palette 3

Diverging Palette 3

Sequential Palette 3

Categorical Palette

Color Blindness Check with Diverging Palette

No Color Blindness

Red-Green Color Blindness

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Tableau Color Palette 4 Codes

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</tbody>
</table>
Tableau Color Palette Codes

Tableau Desktop comes with color palettes that have been carefully designed to work well together and effectively apply color to data in many situations, such as on maps, heat maps, bar charts, etc. You can also create and use your own custom color palettes by modifying the Preferences.tps file that comes with Tableau Desktop. We will use this feature to add UDRC's custom palettes to your Tableau Desktop.

**About the preferences file**

You can add as many custom palettes as you like to your Preferences.tps file, each with as many colors as you want. When you modify Preferences.tps to add colors, use the standard HTML format for the new colors (hexadecimal value #RRGGBB or Red Green Blue format). When you save the workbook and restart Tableau Desktop, the color palette names you added to Preferences.tps appear in the Select Color Palette drop-down list (Edit Color dialog). You can use a new palette like you would any other.

When you edit your Preferences.tps file, be sure to use straight quotation marks (‘ ‘ or ””) to delimit the palette name and type, not curly quotation marks (“” or ”).

**Edit the preferences file**

The Preferences.tps file is located in your My Tableau Repository. The file is a raw XML file that you can open in a text editor to modify. For example, an unedited preferences file looks like this:

```xml
<workbook>
  <preferences>
  </preferences>
</workbook>
```

To edit your preferences file:
1. Go to the My Tableau Repository folder in your Documents directory, and open the Preferences.tps file.
2. Insert opening and closing preferences tags between the opening and closing workbook tags.
Tableau Color Palette Codes

Use the following code to add the color palettes to your Tableau Desktop Preferences.tps file.

More information about editing this file can be found at https://help.tableau.com/current/pro/desktop/en-us/formatting_create_custom_colors.htm

If you already have a preferences tag, omit from the following:

```xml
<preferences>
  <color-palette name="UDRC Categorical 1" type="regular">
    <color>#003899</color>
    <color>#0054E5</color>
    <color>#337EFF</color>
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by

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