



# Image requirements for Queensland legislation

On occasion, it is necessary or helpful to use images in legislation to illustrate concepts that are difficult to represent with text alone.

Images used in Queensland legislation are typically—

- diagrams and drawings
- maps and plans
- flowcharts
- complex tables and matrices.

It is important images used in legislation display clearly and to a high standard when the legislation is printed or published electronically.

The requirements set out in this document have been developed to assist instructing officers and others who create images to be used in legislation to ensure the images display clearly, are accessible to a wide range of users and are compatible with OQPC's drafting and publishing software.

## Tips for instructing officers

1. Advise your drafter that an image is to be included in legislation as early as possible in the drafting process. This will allow you and the drafter to discuss—
  - where the image should appear in the legislation, and
  - the maximum size for the image given the other legislative elements that are to appear on the page.
2. Give a copy of this document to your artist or graphic designer so the artist or designer is aware of OQPC's general requirements (stated opposite) and technical requirements (stated over the page) for images.
3. Provide an image file to your drafter as early as possible in the drafting process to allow OQPC to review the image and your artist or graphic designer to make adjustments if necessary.
4. Provide descriptive alternative text for all images to meet web accessibility requirements.

## Descriptive alternative text

OQPC makes every effort to ensure legislation published on the Queensland legislation website is accessible to as many users as possible, including people with disabilities who may use assistive technologies.

Descriptive alternative text must be provided with each image to be included in legislation. This text can be read by screen readers and also displayed in place of images if, for any reason, the images cannot be viewed.

## General requirements for images

To ensure the best presentation of images in Queensland legislation, please ensure images meet the following requirements—

- use line artwork, solid filled areas and easily readable fonts
- avoid photographic and continuous tone images
- avoid shapes and areas that are not defined by an outline
- to differentiate elements of an image
  - use patterns or solid colours
  - if using colour, ensure the image is clear when printed in greyscale (colour is only visible in electronic documents, not print)
  - avoid shaded, tonal or graduated colour to fill an area
- do not include headings and captions in an image as these will be added as text
- do not add borders to an image
- include a maximum of 2mm of white space around edges of an image
- if a legend or key is included, ensure text and detail are clear and readable at 300 dpi (for print) and 96 dpi (for web).

## Technical requirements for images

OQPC's legislative drafting system requires images to be in Tagged Image File Format (TIFF) or Scalable Vector Graphics (SVG) format.

Images must be provided to OQPC as TIFF or SVG files that comply with the requirements stated below and opposite, or as Adobe Illustrator (.ai) files with text converted to outlines.

From 300 dpi TIFF image files, OQPC will generate a lower resolution version of the image to be displayed on the legislation in the HTML version of the legislation.

### TIFF image requirements

- 300 dpi at 100% scale
- LZW compression
- 256 (8-bit) greyscale or colour.

### SVG image requirements

- ideally, files are created using Adobe Illustrator and SVG 1.1 or 1.2 compatible
- images must be clear and readable at 100% scale for print (see max image size below)
- all text is converted to outlines.

## Maximum image size (for print)

The maximum size for images in legislation is 180mm high x 125 mm wide (or 43 pica x 30 pica). At this size, the image will occupy a full page of legislation without room for any other content. See figure 1 below.

The maximum height for an image will be less than 180mm if it is necessary to accommodate other elements of legislation on the page, such as headings, text or captions.

For example, the first page of a schedule must include a schedule heading and an authorising section. With these elements on the page, the maximum height for an image to be included on this page is 155 mm (or 36 pica). The maximum width remains at 125 mm (or 30 pica). See figure 2 below.

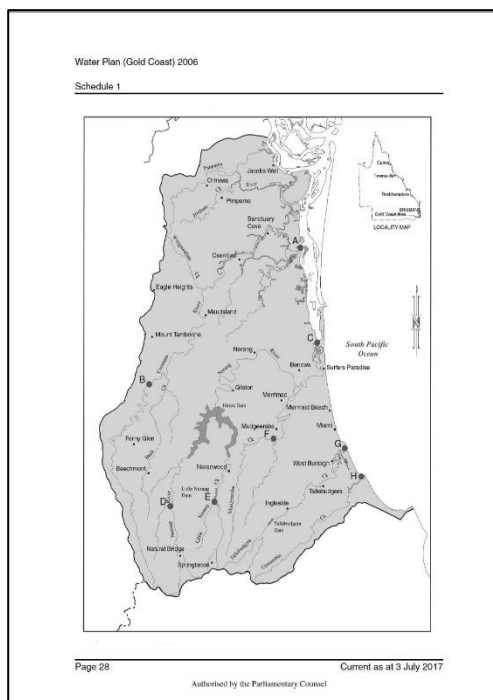


Figure 1—Full page image (180mm x 125mm)

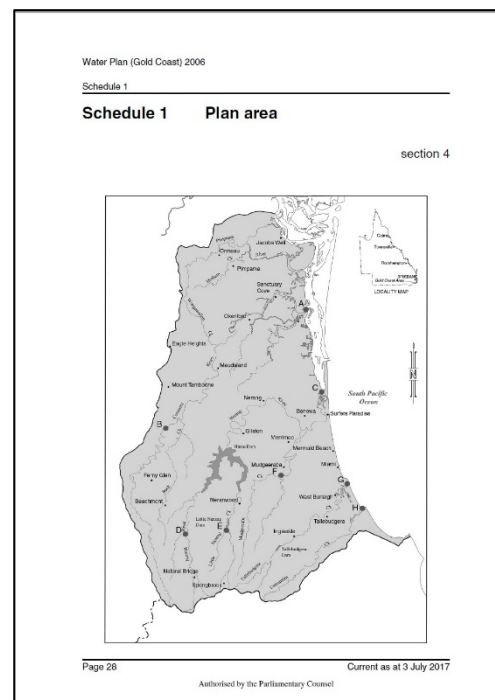


Figure 2—Image for first page of a schedule (155mm x 125 mm)