

Intranet Static
Web Site Design Standards
August 1, 2005

<p>1. Resource / Software / Accessibility</p>	<p>1.1 Web authoring software must be acquired according to the Acquiring Information Resources Procedure</p> <p>1.2 All websites must be compatible with the current standard desktop configuration.</p> <p>1.3 Web pages must meet the standards established in Section 508 of the Rehabilitations Act.</p>
<p>2. Standard Information</p>	<p>2.1 You must have contact information on the bottom center of each page.</p> <p>2.2 Contact information must include contact description, e-mail address, area code and phone number.</p> <p>2.3 The office/district responsible for the website must be identified, either in the page heading or footer, using text or graphics (i.e., office logo, etc.).</p> <p>2.4 All web pages must have a link back to the web site's home page.</p> <p>2.5 The web site's home page must include a fully qualified link to the Infonet</p> <p>2.6 Every page must have a unique and descriptive title tag.</p>
<p>3. File Size and Page Width</p>	<p>3.1 Pages must be designed with no horizontal scrolling when the browser window is set at 600 pixels width or a printable alternative (Standard 8 ½" X 11" Portrait) must be provided.</p> <p>3.2 Total page size (all source code and graphics) as received by the browser, must not exceed 100,000 bytes and must load within 15 seconds at a speed of 56 Kbs.</p>
<p>4. Hyperlinks</p>	<p>4.1 Hyperlinks to downloadable files must include a text description that includes the file size and file type. If the resulting file size varies because the file is created on-request, then it must be stated the file size is unknown.</p> <p>4.2 A hyperlink must not exceed beyond the text or images it is related to. Do not allow leading or trailing spaces to be included in your hyperlink. DO: Home Reports DO NOT: Home Reports</p>

	<p>4.3 If a plug-in is used, access to the plug-in should be provided on that page</p> <p>4.4 Plug-ins should be approved by the Department and must be listed on the Adopted Information Technology Resource (ITR) Standards located at (NOTE: For formatting purposes the single hyperlink below is on two lines) http://www.dot.state.fl.us/publicinformationoffice/floridatravelersguide.pdf. [Adobe Acrobat required. Click to download. (79kb)]</p> <p>4.5 Check with your DISM/CADD manager for approved plug-ins for your district and/or target audience.</p> <p>4.6 Do not solely use “click here.” Identify the target of every hyperlink with descriptive text. Do: Special events may be viewed here. Do not: Click here for our special events.</p>
5. Graphics, Animation and Multimedia	<p>5.1 If blinking fonts, moving graphics, or animation is used they must comply with all applicable sections of this web standard and section 508.</p> <p>5.2 If multimedia presentations are used they must comply with applicable sections of this web standard and section 508.</p>
6. New Browser Instances	<p>6.1 If a new browser instance is started from a hyperlink, an ALT or Title attribute must be used to indicate the link will open another instance of the browser. A description of the link should precede the term Opens new browser window.</p>
7. Copyright and Attribution	<p>7.1 Never use text or graphics from another site unless the site explicitly states it can be copied or written permission has been obtained from the owner.</p>
8. Image Maps	<p>8.1 Client-side image maps must be used instead of server-side image maps. Browsers cannot indicate the URL that will be followed when a region of the map is activated when using a server-side image map</p>
9. Naming Conventions (this includes directory and file names)	<p>9.1 Do not use spaces.</p> <p>9.2 Do not use underscore in a URL that is displayed in a browser.</p> <p>9.3 Keep file names fewer than 32 characters.</p>
10. General	<p>10.1 Do not disable the browser features in the browser window.</p> <p>10.2 Do not use automatic redirects. You must notify the user in plain text that the page has been relocated. This allows them to click the new link to</p>

continue.

10.3 Do not override the server settings (e.g., by using Server.Script Timeout, etc.)

10.4 Urls and email addresses must be fully qualified.

DO: <http://www.dot.state.fl.us/aviation/distmap.htm>

DO NOT: <http://www/aviation/distmap.htm>