

Internet  
Web Site Design Standards  
October 11, 2007

<b>Definitions</b>	<p><b>Chief Information Officer (CIO)</b> - The position responsible for coordinating and managing the policies and procedures regarding information resource security and activities within an agency.</p> <p><b>Code:</b> A set of instructions that make up a software language used to program a computer to perform a function.</p> <p><b>District Information System Manager (DISM)</b> – This title refers to the department employees responsible for information technology support functions (depending on district organization, this may or may not include Engineering/CADD) in their respective geographical areas. In addition, the central office, Motor Carrier Compliance, and Turnpike Enterprise have department employees who represent their area as a DISM. These department employees typically are Data Center Directors or Data Processing Managers.</p> <p><b>Exception:</b> An action, function or practice excluded from or not part of defined standards, accepted procedures, or specific requirements as approved by the CIO.</p> <p><b>HTML:</b> Short for Hypertext Markup Language, it is the most common software language or code used to create web pages. It defines text and images and how they are displayed or rendered by an internet browser (bold, underline, headings, paragraphs, and lists) and supplements that with images, interactive forms, and other objects.</p> <p><b>IRR:</b> Information Resource Request</p> <p><b>IRR Application:</b> The Information Resource Request System is used for the automated processing of IRRs. The IRR System features workflow routing of an IRR to its next reviewer. Reviewers and the IRR Originator are kept informed of the IRR's progress through notification emails. The IRR System is open to Statewide usage. You may ask your District OIS office for assistance with the IRR Application.</p> <p><b>Maintenance Release:</b> A program revision that corrects a minor bug, enhances existing features or makes a minor new feature available. Maintenance releases are usually numbered in tenths (3.2) or hundredths (2.01), to distinguish them from major program revisions.</p> <p><b>Plugin:</b> Additional software provided by other parties that extend the abilities of the web browser. This usually involves opening various file types or media. Plugins allow developers to extend an application's functionality by providing additional functions or capabilities when the plugin is installed.</p> <p><b>Script:</b> A computer program used to automate certain application tasks and allows web servers to forward requests for processing to other programs, which then return their results to the web server.</p> <p><b>URL (Uniform Resource Locator):</b> The address used by a browser to access a web page or file.</p> <p><b>Web Application:</b> A software program accessed by a web browser over a network such as the internet or an intranet. They are very useful due to the common existence of web browsers, and are used to access data remotely across a network and have the ability to be updated and maintained without distributing and installing software on potentially thousands of client computers.</p> <p><b>Webmaster:</b> A position in the Business Systems Support Office (BSSO) that manages all technical aspects of the Department's Intranet and Internet environments.</p> <p><b>Web Page:</b> A document or file, typically written in HTML, that contains text, images, and multimedia presentations, that is stored on a web server and can be viewed over the internet or intranet using a web browser.</p>
<b>1.0 Site</b>	<b>1.1</b> The Office Manager must send an email to the Webmaster and the Public Information

<b>Registration and Review Process</b>	<p>Office (PIO) requesting a review of the test site. The email must include the URL of the site, name of the primary and backup web authors and a statement noting where the website is intended to be located.</p> <p>1.1.1 The PIO is responsible for the web content review.</p> <p>1.1.2 The Webmaster is responsible for the technical review and site registration.</p>
<b>2.0 Testing, Maintenance, and Implementation of the Site</b>	<p>2.1 Site development and maintenance must be performed outside the registered production environment.</p> <p>2.2 Before any production implementation, all files must be verified for accuracy, completeness, and desired functionality. This includes, but is not limited to the following: broken hyperlinks, slow pages, etc. All on-line information must be accurate and complete.</p> <p>2.3 Files without content (e.g., under construction) must not be used as place holders.</p> <p>2.4 All files hosted on an Internet server are available for public viewing. Therefore, time-sensitive information, such as announcements and press releases, must be relevant to current FDOT business. Out-of-date information must be removed or updated.</p> <p>2.5 Only registered web authors are allowed to change production.</p> <p>2.6 It is the responsibility of the Office Manager to keep the Webmaster informed of site registration changes.</p> <p>2.7 All Internet sites (static and applications) must be made compliant with the current documented Internet Standards within 1 year of the published date.</p> <p>2.8 A site must be in compliance with a single version of the standard.</p>
<b>3.0 Resource/ Software/ Accessibility</b>	<p>3.1 Web authoring software must be acquired according to the Acquiring Information Resources Procedure</p> <p>3.2 All websites must be compatible with the current standard desktop configuration.</p> <p>3.3 Web pages must meet the standards established in <a href="#">Section 508 of the Rehabilitations Act</a>.</p>
<b>4.0 Standard Information</b>	<p>4.1 You must use the FDOT approved template to have the proper format for your pages on <a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a>.</p> <p>4.2 Contact Webmaster for the most recent version of the template.</p> <p>4.2.1 Do not copy the template from the browser</p> <p>4.2.2 If your site uses Webbots contact Webmaster for the template code</p> <p>4.2.3 You must not alter the template or template code.</p> <p>4.3 Pages must be designed with no horizontal scrolling at 600 pixels width or a printable alternative (standard 8.5 * 11) must be provided.</p> <p>4.4 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>4.5 Contact information must be:</p> <p>4.5.1 In text format;</p> <p>4.5.2 On every page;</p> <p>4.5.3 Must include the following information:</p> <p>4.5.3.1 This site is maintained by the Florida Department of Transportation {Office Name}, located at {Office Address}. For additional information, please e-mail questions or comments to {E-Mail Address} or call {Telephone Number}.</p> <p>4.6 Page navigation is not limited to the navigation links found on the template. Each separate web page must contain enough content and navigation information to be viewed as a stand-alone page and be linked back to its starting point. Keep in mind that many visitors will come into FDOT's web site through a search engine that may take them to a specific page (not necessarily a homepage). Your site navigation must comply with all other FDOT Requirements.</p> <p>4.7 Every page must have a unique descriptive title tag that begins with "FDOT."</p>
<b>5.0 Header for pages not hosted</b>	<p>5.1 A page header is required on each page.</p>

<p>on <a href="http://www.dot.state.fl.us">www.dot.state.fl.us</a></p>	<p>5.2 The header must include but is not limited to the following:</p> <p>5.2.1 A descriptive title</p> <p>5.2.2 A link to application or page level help</p> <p>5.2.3 You must use the approved MyFlorida logo in the top left corner for your pages. Do not copy the MyFlorida logo from the browser. Contact Webmaster for the most recent version of the MyFlorida logo. You must not alter the MyFlorida logo.</p> <p>5.2.4 An agency identifier (logo or title)</p>
<p>6.0 Fonts and Colors</p>	<p>6.1 The page background must be white.</p> <p>6.2 All text is black unless specified elsewhere in this document. Text which requires emphasis and color, the color must be red (#FF0000), bold and must include either a prefix of only ERROR:, WARNING:, NEW:, UPDATED:, DRAFT:, REVISED:, NOTE: or COMMENT: or the allowed suffix character asterisk (i.e., *, **, ***) and must be associated with a footnote that describes the meaning. For all server side error and warning messages the font color must be red (#FF0000), bold. The message must be preceded with "ERROR:" or "WARNING:"</p> <p>6.3 Must not use blink or italics.</p> <p>6.4 Use underline only for hyperlinks (see section 7.0 for more information on hyperlinks).</p> <p>6.5 For proportional fonts you must use the font family of "Arial, Helvetica, Verdana." For monospace fonts you must use the font family of "Microsoft Courier New, Lucinda Console, and Terminal."</p> <p>6.6 Font size must fall within the ranges of Size 1 (8pt, xsmall) and Size 5 (18pt, xlarge).</p>
<p>7.0 Hyperlinks</p>	<p>7.1 If a plug-in (e.g., Acrobat reader, MS Office, Windows Media Player, Flash) is used, access to the plug-in should be provided on that page. [These files require Adobe Acrobat. <a href="#">Download.</a>]</p> <p>7.2 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 hyperlinks. <b>DO:</b> <a href="#">Home</a>     <a href="#">Reports</a> <b>DO NOT:</b> <a href="#">Home</a>     <a href="#">Reports</a></p> <p>7.3 Plug-ins should be approved by the Department or must be listed on the Adopted Information Technology Resource (ITR) Standards located at <a href="http://infonet.dot.state.fl.us/officeofinformationsystems/Documentation/ITRstdsCurrent.pdf">http://infonet.dot.state.fl.us/officeofinformationsystems/Documentation/ITRstdsCurrent.pdf</a> Check with your DISM/CADD manager for approved plug-ins for your district and/or target audience.</p> <p>7.4 Do not use generic text. Identify the target of every hyperlink with non-generic text. <b>Do:</b> <a href="#">Special events may be viewed here.</a> <b>Do not:</b> <a href="#">Click here</a> for our special events.</p> <p>7.5 Do not dynamically change the appearance of hyperlinks that have been rendered, e.g., mouseover, hover, etc.</p>
<p>8.0 Graphics and Animation</p>	<p>8.1 If moving graphics or animation is used they must comply with section 508 of the Rehabilitations Action of 1973.</p> <p>8.2 The FDOT Logo is located on all application web servers, in the image folder of the root directory. The name of the FDOT logo file is dotlogosm.gif. Using "relative addressing" on the web page will allow the image to be accessed from the current server as the application progresses through UNIT and SYSTEM test and into PRODUCTION without having to change any code on the web pages.</p> <p>8.3 The MyFlorida Logo is located on all application web servers, in the image folder of the root directory. The name of the MyFlorida logo file is myfloridasm.gif. Using "relative addressing" on the web page will allow the image to be accessed from the current server as the application progresses through UNIT and SYSTEM test and into PRODUCTION without having to change any code on the web pages.</p>
<p>9.0 New Browser Instances/Tab</p>	<p>9.1 If a new browser instance/tab is started from a hyperlink, an ALT or Title attribute must be used to indicate the link will open another instance of the browser/tab.</p> <p>9.1.1 For a new browser instance, a description of the link should precede the term <b>Opens new browser window.</b></p> <p>9.1.2 For a new tab, a description of the link should precede the term <b>Opens new tab.</b></p>

<b>10.0 Copyright and Attribution</b>	<p><b>10.1</b> 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> <p><b>10.2</b> When copying or paraphrasing information (see # 10.1) from a web page, always make an attribution to the web page and/or author.</p>
<b>11.0 Image Maps</b>	<p>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>
<b>12.0 Naming Conventions (includes directory and file names)</b>	<p><b>12.1</b> Do not use spaces in a URL that is displayed in a browser.</p> <p><b>12.2</b> Do not use underscore character in a URL that is displayed in a browser.</p>
<b>13.0 General</b>	<p><b>13.1</b> Do not disable the browser features in the browser window.</p> <p><b>13.2</b> Do not use automatic redirects. You must notify the user in plain text that the page has been relocated.</p> <p><b>13.3</b> Do not override the server settings (e.g. by using Server.ScriptTimeout, etc.)</p>
<b>14.0 Coding Methods and Techniques</b>	<p><b>14.1</b> Do not use the following Front Page generated code: Themes, Navigation, and Shared Borders.</p> <p><b>14.2</b> URLs and email addresses must be fully qualified.  <b>DO:</b> <a href="http://www.dot.state.fl.us/aviation/distmap.htm">http://www.dot.state.fl.us/aviation/distmap.htm</a>  <b>DO NOT:</b> <a href="http://www/aviation/distmap.htm">http://www/aviation/distmap.htm</a></p>
<b>15.0 Security</b>	<p>Web applications requiring authentication must use a login method approved by the Computer Security Office.</p>
<b>16.0 Requesting an exception or change to the standards</b>	<p>Refer to the Information Systems Resource Standards on how to request an exception or change to this standard.</p>