<u>Website Standards</u>

All submissions on the website and its content therein, whether published or unpublished, are subject to prior approval by the website administrative team and will be denied and or altered if they do not meet the standards as described in this document.

Basic Formatting and Content Rules:

Item	Standard Format
Dates	February 4, 2009
Abbreviations	Do not abbreviate addresses (like st., rd., hwy.), dates, months, names of departments/commissions/boards or anything else (unless you run out of room or it is well known)
Times	1:00 p.m.
Phone Numbers	Ph: (555) 555-5555 (Always include area code in parentheses)
Fax Numbers	Fx: (555) 555-5555 (Always include area code in parentheses)
Underlining	Only underline hyperlinks
CAPS	Do not use all CAPS – EVER
"&"	Use "&" in headlines and subheads instead of "and"
"%"	Use "%" instead of "percent"
Commas	Use serial commas – Example: houses, trailers, trucks, and cars

Website Formatting:

Item	Standard Format
Hyperlink Functionality	Hyperlinks will be set to open in a New Window unless the link is to an internal page within the site
Hyperlinks to For-Profit	These are not acceptable and will be deleted/declined
Email Hyperlink	Use of Mailto links will be used where the link will be the name of person/organization. If need be, use the word "email"
Graphics/Pictures	Clipart is not allowed. All graphics will be .jpg or .gif.
"Click Here"	Do not use "Click Here" to signify where a hyperlink is located. Use the name of what is being linked instead
"Under Construction"	Unless approved, do not create an "Under Construction" page, only to be filled in later
Page Order	All pages and sub-pages will be in alphabetical order by title of page

Photo Module:

Item	Standard Format
Image Size	Horizontal and vertical images that are to be placed on a page should be no larger than 924x612 and 640x966 respectively. These sizes are in pixels
Image Border	All images inserted into pages come with a border. All borders must be changed to transparent (white), with a 3 point text run around