

CHAPTER 1: Organization and Administration

Procedure 1A.12/11: Web Page Style Guide

Text and Graphics for Web Page Layers 1-2.

- Official Anoka-Ramsey Community College banners should be used.
- Font style should be Times New Roman or Arial, Regular, 12-point.
- Font color should be black.
- Headings should be black and Heading 3.
- The use of **bold**, *italics*, CAPITAL LETTERS (reserved for proper names or acronyms), underlining (reserved for hyperlinks), special fonts and/or colors should be used sparingly.
- Clip art should be used sparingly.
- Select small graphics or photographs or make sure larger graphics or photographs are optimized (compressed, cleaned up, etc.) for best results.

Consider the following MnSCU Web Accessibility Guidelines:

- Use Cascading Style Sheets (CSS) for formatting whenever possible.
- Avoid using images to display text.
- Avoid using absolute sizes for fonts.
- Identify acronyms and abbreviations.
- Do not convey information with color alone.
- Use contrasting foreground and background colors.
- Provide alternative text for all images.
- Provide full descriptions for graphs, diagrams, and other meaningful images.
- Use appropriate alternate text or style sheets for graphical bullets.
- Do not convey information with sound alone.
- Provide text transcripts for audio containing speech.
- Provide accessible HTML or text versions of downloadable documents whenever possible.
- If a downloadable document cannot be provided in an accessible electronic format, provide information on how to request an alternate format.
- Notify users of actions that will open a new window.
- Minimize the need for horizontal scrolling.
- Use consistent design and layout for related documents.
- Provide contact information.
- Test for accessibility.
- See more of the MnSCU Web Accessibility Guidelines at <http://www.its.mnscu.edu/webmaster/access/guidelines/>

History: