

**STATE OF VERMONT
Agency of Administration**

STANDARD STC State Technology Collaborative	ORIGINAL STANDARD ADOPTED BY STC DATE:	ORIGINAL STANDARD NUMBER ?
	EFFECTIVE DATE	ASSOCIATED DOCUMENTS <ul style="list-style-type: none"> • Web Look and Feel Policy • Web Look and Feel Standard

STATUTORY REFERENCE

OR OTHER AUTHORITY: **Web Look and Feel Policy**

APPROVAL DATE:

APPROVED BY: **Secretary of Administration**

STANDARD TITLE: **Web Look and Feel Standards for Interactive Web Mapping Sites hosted on MAPS.VERMONT.GOV**

STANDARD SCOPE: **This Standard pertains to all interactive web mapping sites hosted on MAPS.VERMONT.GOV.**

STANDARD VERSION: **Draft 1c – 7/18/2007**

REVISION HISTORY:

Version	Date	Author(s)	Revision Notes
1a	6/28/2007	Initial Standard drafted by Steve Sharp, VCGI.	Draft released to <i>Web Task Force – GIS Working Group</i> for review/input
1b	7/11/2007	Integrated comments from <i>Web Task Force – GIS Working Group</i> .	Revised draft released to <i>Web Task Force</i> for review/input.
1c	8/3/2007	Integrated comments provided by <i>Web Task Force</i> during 7/18/2007 meeting.	Numerous minor revisions. Revised draft released to <i>Web Task Force</i> for review/input.

Introduction

This standard is designed to make State of Vermont interactive web mapping sites more user-friendly and consistent. This standard is limited to interactive web mapping sites hosted on maps.vermont.gov. All interactive web mapping sites hosted on maps.vermont.gov must utilize Geocortex IMF for application development and deployment.

1.1 Definitions

- 1.1.1 **Non-graphic font** - The font applied to text characters on a web page, as opposed to characters that are part of a graphic element.
- 1.1.2 **Standard** – In this document the word standard is used to mean “required element of the state look and feel policy implementation.”
- 1.1.3 **Base Domain** – The root page of a given organization’s Web site.
- 1.1.4 **Home Page** – The page that appears when the base domain name is entered into a web browser.
- 1.1.5 **Geocortex IMF** – The Geocortex Internet Mapping Framework (IMF) is a Application Development Framework (ADF) developed by Latitude Geographics, Ltd. The State of Vermont has acquired an enterprise-level license of Geocortex IMF. As a result, any State Agency or Department can take advantage of this ADF for the development, deployment, and hosting of interactive web mapping sites. Figure 1 below is a snapshot of a prototype interactive web mapping site.

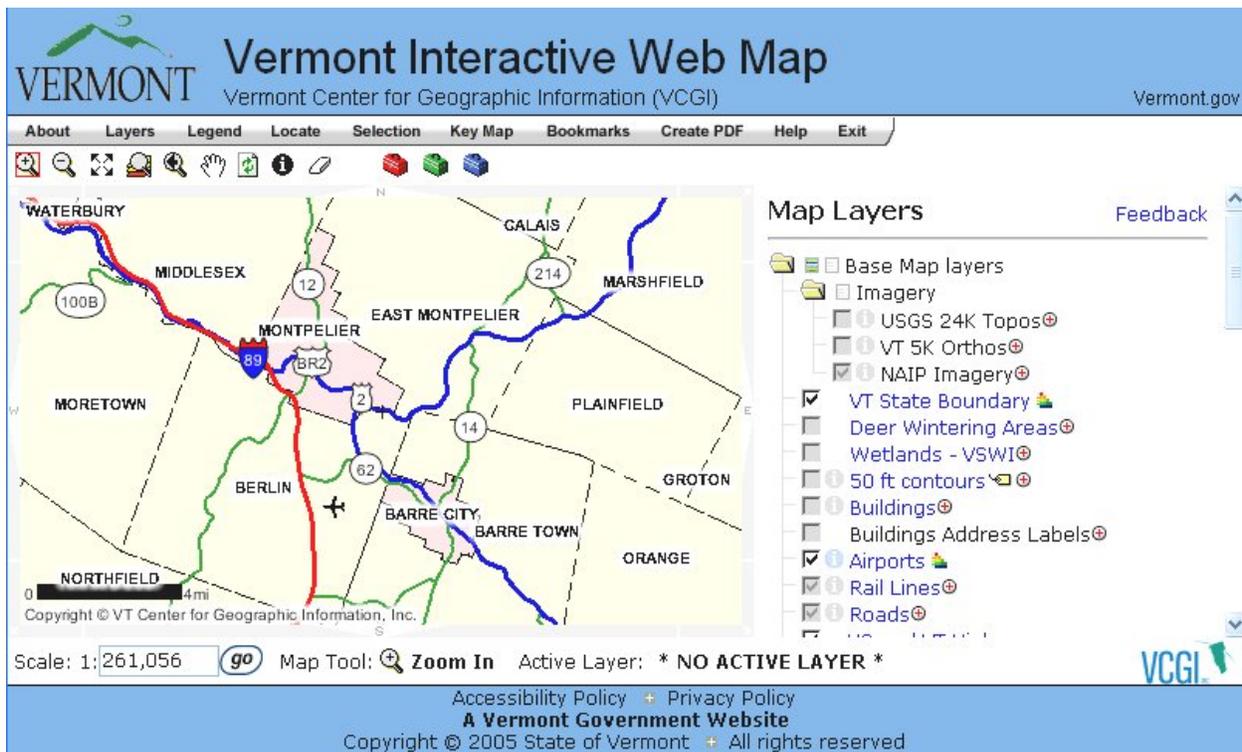


Figure 1

1.2 Interactive Web Mapping Site Design Standards

- 1.2.1 **Color** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.1) for State web sites.

- 1.2.2 **Font** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.2) for State web sites.
- 1.2.3 **Font Size of Non-Graphic Text** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.3) for State web sites.
- 1.2.4 **Readability** - Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.4) for State web sites.
- 1.2.5 **Page Design** – Must be based on the default Geocortex IMF site design template.
- 1.2.6 **Banner** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.6) for State web sites. Refer to Figure 2 below.
- 1.2.6.1 **Vermont State Logo** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.6.1) for State web sites.
- 1.2.6.2 **Title** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.6.2) for State web sites.



Figure 2

- 1.2.7 **Secondary Banner** – Secondary banners are not allowed.
- 1.2.8 **Top Navigation** – Must be based on the default Geocortex IMF site design template. The top navigation bar does not need to extend across the entire width of the web page as defined in the “Web Look and Feel Standard” (1.2.8) for State web sites.
- 1.2.8.1 **Top Navigation Bar Tabs** – The default Geocortex IMF top navigation bar includes the following tabs.



Required and optional top navigation bar tabs are defined as follows:

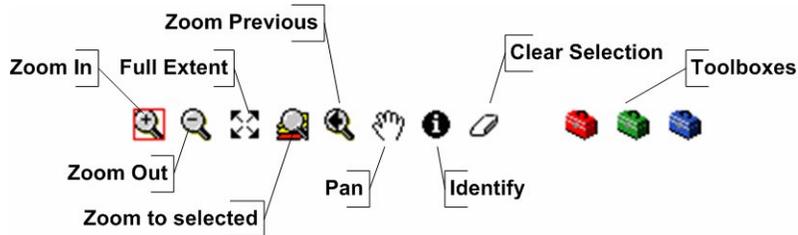
- **About:** required
- **Layers:** required
- **Legend:** required – *Note: This tab is optional if Legend “graphics” are integrated directly into the Layers list (which is accessible by clicking the “Layers” tab)*
- **Locate:** optional
- **Selection:** optional
- **Key Map:** optional
- **Bookmarks:** optional
- **Create PDF:** optional
- **Help:** required
- **Exit:** required

The “name/text” for the tabs defined above must not be changed. Colors can be changed as long as they comply with the color specifications defined in this standard (section 1.2.1).

Additional tabs can be added to the top navigation bar as needed; however, the total length of the top navigation bar must not exceed 800 pixels in width in order to accommodate an 800 X 600 display.

The Vermont.gov and Search links have been intentionally excluded from the top navigation bar. This is an exemption to the “Look and Feel Standard” (1.2.6 & 1.2.6) for State web sites.

1.2.9 **Map Tools** – Geocortex IMF includes a default set of map tools just below the top navigation bar tabs. They include the following tools and toolboxes.



Required and optional map tools and toolboxes are defined as follows:

- **Zoom In:** required
- **Zoom Out:** required
- **Full Extent:** required
- **Zoom to Selected:** optional
- **Zoom to Previous:** required
- **Pan:** required
- **Identify:** optional
- **Clear Selection:** optional
- **Toolboxes (all):** optional

1.2.10 **Right-hand Navigation** – The default Geocortex IMF site design template includes a right-hand navigation control frame that is 320 pixels wide. The right-hand navigation area shall not exceed 320 pixels in width, however it can be smaller. This will be the standard for every interactive web mapping site hosted on maps.vermont.gov. The content of the right-hand navigation frame changes based on user interaction with the Map Tools.

1.2.11 **Left-hand navigation** – The default Geocortex IMF site design template does not include a left-hand navigation control. Therefore left-hand navigation controls are not allowed.

1.2.12 **Map Status Bar** – The default Geocortex IMF site design template includes the following map status bar:



Required and optional Map Status Bar elements are defined below:

- “Scale” element and associated “Go” button is required.

- The other default elements (Map Tool, Active Layer, “Powered by Geocortex” logo) are optional.
- Custom footer elements and tools can be added as needed.

1.2.13 **Footer** – The footer for every maps.vermont.gov interactive web mapping site will be of a standard format to give users surety that they are dealing with an official Vermont State Government mapping site. The footer will occupy a fixed pixel size at the bottom of the screen that will accommodate the content requirements of the site.

The footer must include links to the State’s Accessibility Policy, Privacy Policy, Web Security Statement, Copyright Information, and a link to Vermont.gov. There must also be text reading, “A Vermont Government Website” and “Copyright 20xx State of Vermont”. Refer to Figure 3 below.



Figure 3

The footer must also include a link to a disclaimer. The disclaimer must address the following issues:

- **Purpose of map:** example “*This map is for general reference only.*”
- **Accuracy, completeness, and currency of data:** example “*Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.*”
- **Liability:** example “*< organization> and the State of Vermont make no representations of any kind, including but not limited to the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.*”

The footer may also include other non-navigational links as desired or needed.

1.2.14 **Agency Logos** – Official agency logos may be displayed on all site pages in the lower-right hand portion of the Map Status Bar. These may not be displayed anywhere else on the site. It should replace the default “Powered by Geocortex” logo.

1.2.15 **Standard Page Components**

1.2.15.1 **Home Page Link** – The “Moon over the Mountains” logo and site title in the banner will both link back to the site’s home page (in the case of interactive web mapping sites it would be the Agency “associated/sponsoring” the site).

1.2.15.2 **Agency Information** – For consistency every site will have an “about” section that describes the function of the organization and the services being provided by the interactive web mapping site. This information will be accessed by clicking on the “About” tab on the top navigation bar.

1.2.15.3 **Contact Information** – Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.13.3) for State web sites.

1.2.15.4 **Site Map** – A site map is not required for interactive web mapping sites hosted on maps.vermont.gov. Site maps are not relevant to an interactive mapping site.

1.2.15.5 **Site Help System** – All interactive web mapping sites must include a “Help” button in the top navigation bar. By default this should link to the standard Geocortex IMF help system (“Geocortex Compass: Web Mapping Help & Tutorial System”). The standard help system includes the following components:

- **Tutorial:** The tutorial provides users the knowledge they need to successfully work with Geocortex-based web maps.
- **Task Based Help:** Task specific help.
- **Tools & Functions:** This page includes a brief description of the tabs and tools found

The help system can be customized as needed (eg: integration of a custom banner), however, the “Tools & Functions” component is a core requirement.

If any custom tools have been added to the site, they must be fully documented within the help system.

1.2.16 **Page Formatting**

1.2.16.1 **Page Width** – Interactive web mapping sites must be viewable without horizontal scrolling on an 800 X 600 pixel screen display. Pages that stretch horizontally to better display in higher resolutions are strongly encouraged.

1.2.16.2 **Frames** – Geocortex’s Internet Mapping Framework (IMF) relies upon HTML frames to build high performance interactive web mapping sites. Geocortex IMF is the standard development and deployment solutions for sites hosted on maps.vermont.gov. As a result, HTML frames are allowed for these interactive mapping sites. This is an exemption from the State of Vermont’s “Web Look and Feel Standard” (1.2.14.3).

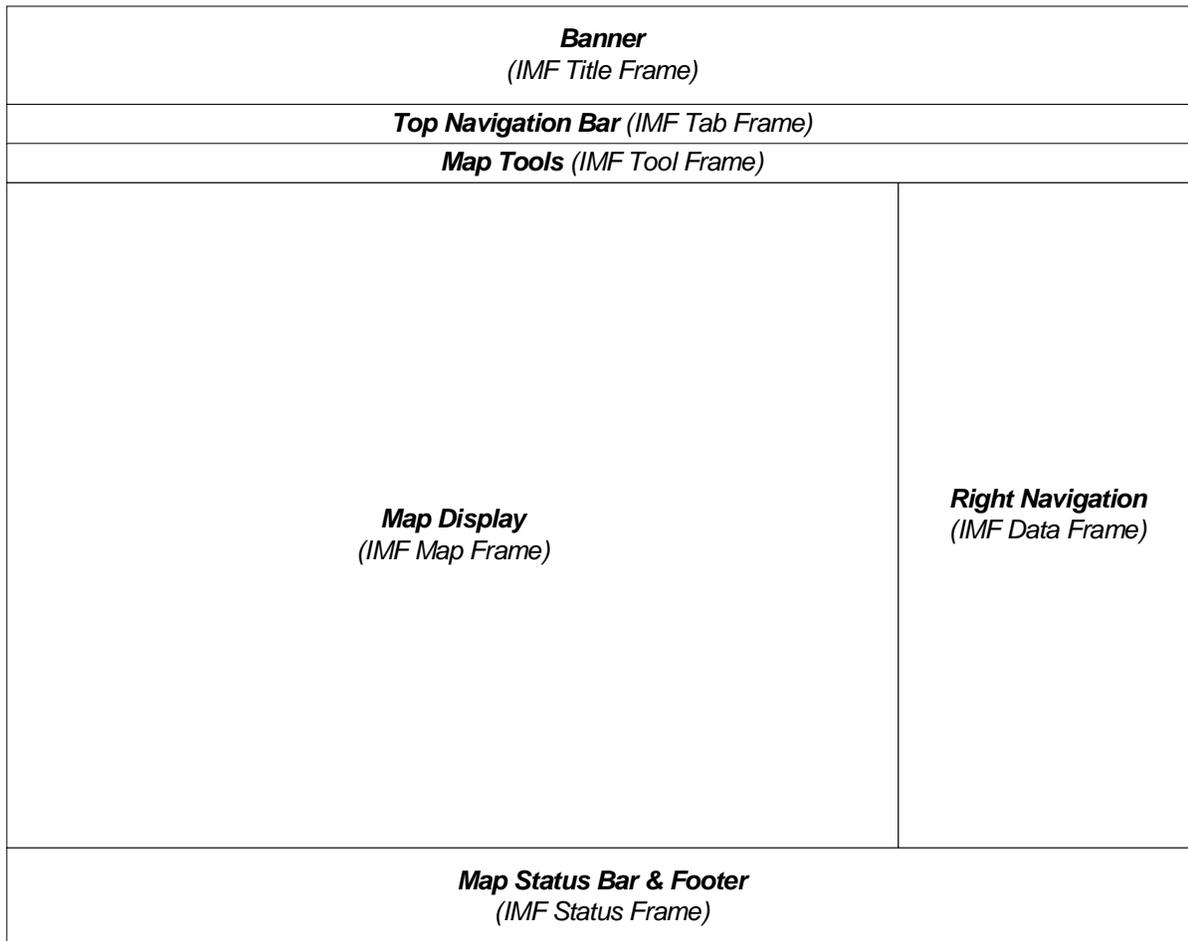


Figure 4

- 1.2.16.2.1 **Banner (IMF Title Frame)** – The page banner will occupy the top 70 pixels of each web page as specified in the “Look and Feel Standard” (1.2.6) for State web sites.
- 1.2.16.2.2 **Top Navigation Bar (IMF Tab Frame)** – The top navigation bar will appear directly beneath the banner.
- 1.2.16.2.3 **Map Tools (Tool Frame)** – Map Tools will appear directly beneath the top navigation bar.
- 1.2.16.2.4 **Right Navigation (IMF Data Frame)** – The right navigation will appear directly below the top navigation bar and map tools.
- 1.2.16.2.5 **Map (IMF Map Frame)** – The map occupies the space below the map tools and to the left of the right navigation control. This is the portion of the page that contains the actual map display. Ideally this area will expand to fill the display of any monitor with a resolution set higher than 800 x 600 pixels.
- 1.2.16.2.6 **Map Status Bar and Footer (IMF Status Frame)** – The Map Status Bar and Footer will be placed within the IMF Status Frame and will occupy a fixed pixel size at the bottom of the screen that will accommodate the content requirements of the site. Note: Ideally this area should be visible without scrolling.

- 1.2.17 **Map Output:** If the “Create PDF” tab is enabled in the top navigation bar, then all resulting map layouts (PDFs) must comply with the following look and feel and content standards.
- 1.2.17.1 **Title Banner** – A title banner must be located along the top of every map layout (PDF document) and must include the Vermont State Logo and a title (refer to Figure 5).
- 1.2.17.1.1 **Vermont State Logo** – The “Moon over the Mountains” logo must be placed at the upper-left hand corner of the page.
- 1.2.17.1.2 **Title** – The map title must be consistent with the title used on the interactive web mapping site which generated the PDF map output. It must include the name of the interactive mapping site and the organization that produced the site (example, *Vermont Interactive Web Map, Vermont Center for Geographic Information*). The site name should be located above the organization’s name. A user or application defined sub-title may also be included to the right of the site name (refer to figure below). The font should be consistent with the “Web Look and Feel Standard” (1.2.6.3) for State web sites.



Figure 5

- 1.2.17.2 **Font:** Must be consistent with the standards defined in the “Web Look and Feel Standard” (1.2.6.3) for State web sites.
- 1.2.17.3 **Disclaimer:** The disclaimer must be placed at the lower-left hand corner of every map layer. The disclaimer must address the following issues:
- **Purpose of map:** example “*This map is for general reference only.*”
 - **Accuracy, completeness, and currency of data:** example “*Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.*”
 - **Liability:** example “*< organization> and the State of Vermont make no representations of any kind, including but not limited to the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map*”
- 1.2.17.4 **URL:** The PDF map output must include a URL path to the homepage of the parent interactive mapping site used to create the map.
- 1.2.17.5 **Date:** The PDF map output must include a date stamp.
- 1.2.17.6 **Projection and Datum:** The PDF map output must include a statement specifying the map projection and horizontal datum (eg: “Vermont State Plane Meters (NAD83)”).

1.3 Exemptions

- 1.3.1 Interactive web mapping sites that are not hosted on maps.vermont.gov are exempt from this standard.

APPROVED

Secretary of Administration

Date