

# NITC 4-201

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 4-201 (**Draft Revised**)

Title	Web Branding and Policy Consistency
Category	E-Government Architecture
Applicability	Applies to all state government agencies, excluding higher education

## 1. Standard

### 1.1 Header

1.1.1 The Brand Graphic shall appear in the upper left of every web page.

1.1.2 Any method of skipping links will come after the Brand Graphic.

1.1.3 The Brand Graphic must be saved on the individual web site.

1.1.4 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).

1.1.5 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3).

~~1.1.6 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 4.3.1).~~

~~1.1.7 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).~~

### 1.2 Footer

1.2.1 The bottom of each web page will contain a link to Nebraska.gov, the official State home page

1.2.2 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.

1.2.3 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

## 2. Purpose

**2.1 Header.** The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

**2.2 Footer.** The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

### **3. Definitions**

**3.1 Brand Graphic.** The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

**3.2 Footer.** The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

**3.3 Web Page.** A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

**3.4 Web Site.** A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

### **4. Responsibility**

#### **4.1 Header Placement**

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.

#### **4.2 Header Availability**

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

#### **4.3 Header Changes**

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (<http://www.webmasters.ne.gov>) and make the allowable changes (see Section 4.3.1) using the appropriate software.

##### **4.3.1 Allowable Changes to the Brand Graphic**

Allowable changes for the Brand Graphic are:

- The color of the text
- The color of the state

- The color of the background
- The color of the star
- The drop shadow is optional
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at: <http://www.webmasters.ne.gov>.
- The use of HTML attributes to dynamically decrease the size of the Brand Graphic in relation to the web page across varying resolutions and devices.

The following changes are *not* allowed for the Brand Graphic:

- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

#### **4.3.2 Brand Graphic Alt Tag and Link**

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be “Official Nebraska Government Website. Go to Nebraska.gov”.

#### **4.4 Footer Placement**

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.

### **5. Exemption**

#### **5.1 Standard Exemption**

Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.

### **6. Related Documents**

**6.1 Brand Graphic Options:** <http://www.webmasters.ne.gov/branding.html>

**6.2 State Privacy and Security Policies:** <http://www.nebraska.gov/policies.html>

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