General ECC Web Page Guidelines

Please contact the web developer at **webdeveloper@elcamino.edu** if you have any questions or suggestions regarding OU Campus or general ECC Web Page Guidelines. Any site found violating any of the following items is, through the web monitoring process, subject to immediate removal from the college resource until the site complies.

1. All web pages must be consistent with the El Camino College mission and goals.
2. Any department or personnel who create a web page should assume personal responsibility for its accuracy and quality.
3. Only licensed software, including text and graphic editors, may be used to create web pages.
4. Each El Camino College Web page must include the college logo. You may access the logo via the Portal (click on the Forms tab). If you have specific size or color requirements please contact the web developer at **webdeveloper@elcamino.edu**.
5. Do not display student scores or grades publicly in association with names, Social Security numbers, identification numbers, or other personal identifiers.
6. If scores or grades are posted, use some code or random numbers known only to you and the individual student.
7. If a partial Social Security number is used, use no more than the last five digits.
8. In no case should the list be posted in alphabetical order.
9. No direct advertising or solicitation that renders financial gain to the individual will be permitted on a college web page.
10. In order to maintain consistency in your web page directory, it is recommended that you keep all of the images used in your site in an images subdirectory.
11. Use good syntax for naming directories, files, and images: lowercase letters, no spaces or extraneous characters except the "_" character, short and descriptive file names.
12. Use .gif and .jpg images appropriately for the types of images on your web page.
13. Optimize your graphics in an image editing program before putting them on your web page. If needed, please send them to the web developer to make adjustments. If you do optimize, please set to a resolution of 72dpi.
14. Always use "alt tags" for images. This will make all your pages web accessible.
15. Avoid flashing or blinking .gifs. Although there are exceptions where these images are warranted, it is best to avoid them from an accessibility standpoint.
16. The standard colors for the ECC website are as follows: #eeeeee, #cccccc, #990000, #3366cc, #003399, #000000, and #999999. These RGB web-safe colors are acceptable on any table backgrounds, and some have been incorporated into the font colors. Font colors are set in a system-wide style sheet so there is no need to edit any of your text with different colors.
17. Do not resize images in OU Campus. Resize your images in an image editing program such as Photoshop (if you don't have this software and need some help, please contact the web developer for assistance).