

# 3500-P014 – Web Graphics and Multimedia Policy

## I. PURPOSE

The purpose of this policy is to define the conditions for use of audio, video, and image file types in web sites for the State of Wyoming. This does not include Geographic Information System (GIS) file types for the rendering of map data.

## II. SCOPE

This policy applies to all web sites and web applications in Executive Branch agencies, boards, and commissions.

## III. POLICY

- A. The use of audio or video files shall not force the user to listen or to view those files, rather let the user request viewing or listening.
- B. The ability to skip audio or video introduction pages shall be provided.
- C. Audio, video, or image file types that require “plug-ins” or additional software shall clearly state the software requirement on the web page where the file type appears and provide source(s) where required software can be obtained.
- D. Image and media file types are limited to the file formats listed in the most current 3500-S014 Graphics and Multimedia Standards.
- E. A text alternative shall be provided for every non-text element.

**CIO Approved Date: 1/5/2011**