



# **DEQ IT STANDARD**

## **Requirements for Submitting Large Documents for DEQ's Internet Site**

**OIT-WEB-STD-004**

**Revision 1.1**

**08/15/2008**

# MONTANA DEQ IT STANDARD

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Revision 1.1

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## 1.0 INTRODUCTION

It is DEQ's policy to publish all documents having public comment and review requirements to our web site. This includes Environmental Assessments, Environmental Impact Statements, Feasibility Studies, Findings, Bond Reviews, Remediation Reports, Permit Applications, Newsletters and others.

Publishing usually requires converting the document from a word processing format to a format that can be viewed with a web browser (Internet Explorer, FireFox). This usually means converting the document to html or pdf and providing a method of internal navigation. For large, complex documents, Adobe PDF (portable document format) provides the greatest control of document and printer formatting. Listed below are DEQ's requirements for submitting these documents.

## 2.0 GENERAL DOCUMENT REQUIREMENTS

Verify that the document meets the following standards before submitting to DEQ.

- 2.1 The original document should be submitted in Microsoft Word. The document should include the appropriate title and author in the document properties, and be formatted using tables of contents, chapters, and headings.
- 2.2 Each document should also be converted to and submitted in Adobe Acrobat PDF format.
- 2.3 If the document is over 200 pages, an additional zipped file should be submitted.
- 2.4 The web formatted document should include the following:
  - a. A table of contents with links or bookmarks to the main chapters, tables and figures.
  - b. If the document is larger than 20 Mb, split it up into individual pdf documents for each large chapter, table of figures, appendices, etc.
  - c. Optimize images for the web, typically at 800x600px screen resolution (72 dpi) and efficiently sized to allow reasonable downloading time from modems.
  - d. Extremely large images that cannot be scanned at a reasonable size should be referenced in the document and stored at the DEQ offices for viewing (large tables, maps, etc.).
  - e. Do not use spaces, underlines, or special characters in the file names. Use case to promote readability (i.e. MyReport.pdf)

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## 3.0 ADOBE PDF DOCUMENT REQUIREMENTS

- 3.1 Do not enable security or password protect documents.
- 3.2 Create the document with Adobe Acrobat 6.0 or newer.
- 3.3 Create bookmarks for main chapters, tables and figures.
- 3.4 Save documents with the bookmark view open.
- 3.5 Include appropriate full descriptive title and author information in the document properties.
- 3.6 Optimize the documents for viewing on the web (run the pdf Optimizer downsizing images to 150 pixels/inch or less). Verify readability of document.
- 3.7 Documents must be designed observing accessibility requirements (Refer to web sites below)  
[Federal 508 requirements](#)  
[Adobe Acrobat Accessibility Information](#)  
[W3C Web Accessibility Initiative](#)

## 4.0 WEB DOCUMENT EXAMPLES

Examples of acceptable formatting for large documents and reports: **Acrobat PDF document with bookmarks (Preferred format):**

<http://www.deq.mt.gov/wqinfo/Circulars/Cirpws6.pdf>

**Web page with links to PDF documents:**

<http://www.deq.mt.gov/CoalBedMethane/finaleis.mcp>

<http://www.deq.mt.gov/pcd/RockCreek/rockcreek.mcp>