

Template documentation

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Rules for the proper use of Templates

Standard Style sheet

All the pages use a common style sheet. It is possible to download the style sheet from:
<https://webdev.pub.ilo.org/webcommon/r-includes/style2.css>

The page title

The page title MUST be formatted with `<h1 class="red"></h1>`

Page containing text (destination pages): Text formatting

What we refer to as "Text" is an area containing text and links organized in paragraphs, chapters and sub-chapters.

"Text" areas are typically found in the so named "Destination pages". "Destination pages" are those reached from a navigation page. → [See example](#)

Text element	HTML syntax	Comments
Paragraph	<code><p></p></code>	Each paragraph in the text is created using the tag <code><p></p></code> . By default, the text is left aligned. *
Paragraph, centered	<code><p class="center"></p></code>	To center the text of a paragraph use the class="center" in the <code><p></code> tag
Paragraph, aligned on the right	<code><p class="right"></p></code>	To align a paragraph on the right use the class="right" in the <code><p></code> tag
Chapter title	<code><h2></h2></code> see example or <code><h2 class="h2Small"></code> see example	If the text is subdivided in chapters
Sub-chapter title	<code><h3></h3></code>	When each chapter is further subdivided into sub-chapters The sequence of heading levels used to format titles of chapters and sub-chapters has to be respected: <code><h2></code> first and <code><h3></code> after that, never vice versa. It is wrong to use a Level 3 heading (<code><h3></code>) in a page without having used a Level 2 heading (<code><h2></code>) first (rule to create a structured text).
Links	<code></code>	Links inside the text are underlined by default. No need to use any classes in the <code><a href></code> tag
Bullet list	<code><ul class="square"></code> <code></code> <code></code>	To create one it is necessary to use the class="square" in the <code></code> tag
Bold	<code></code>	
Italic	<code></code>	
To create a line break	<code>
</code>	
Background color for <code><p></code> <code><h1></code> <code><h2></code> <code><h3></code>	<code>bgBeige</code> - see example <code>bgGrayLi</code> - see example <code>bgGrayme</code>	It is possible to use classes to color the background of the following tags <code><p></code> <code><h1></code> <code><h2></code> <code><h3></code> . For example: <code><h2 class="bgGrayLi"></code> see example

* **Images** are treated as if they were a paragraph of text. So each image tag has to be enclosed within `<p></p>`
`<p></p>` → [See example](#)

Image aligned on the left: `<p></p>` → [See example](#)

Image aligned on the right: `<p></p>` → [See on this page](#) the image on the right in the “what’s new” area

Horizontal lines

It is possible to use the classes listed below to insert horizontal lines before and after paragraphs (`<p>`) and lists (``):

HTML syntax	Comments
<code><p class="lineTop"></code>	It draws a line above the paragraph
<code><p class="lineBottom"></code>	It draws a line below the paragraph → See as example the line separating the sentence “quick links” in the box on the right side of the page
<code><ul class="lineTop"></code>	It draws a line above the first item in a list → See as example the line above the list
<code><ul class="lineBottom"></code>	It draws a line below the last item in a list

`<ul class="noIndent space lineTop">`

`<p class="lineTop">`

The screenshot shows the ILO SAMAT website. The main content area is titled "Newsletters". It contains a paragraph of text, a list of three newsletter links, and another paragraph. A red line originates from the code `<ul class="noIndent space lineTop">` above and points to the top of the list of newsletter links. A second red line originates from the code `<p class="lineTop">` below and points to the bottom of the same list of links.

Page containing list of links (navigation page): Formatting lists of links

What we refer to as "List of links pages" are those pages whose task is to channel the users to other pages **ONLY** the tag `` can be used to format a list of items. **DO NOT** use text-formatting tags (such as `
`, `<h1>`, `<h2>`, `<h3>`) to create a list.

Syntax of the `` tag

- The `` tag is used to create an "Unordered List".
- The tag `` starts/identifies the list, while the nested tag `` is used for items in the list.

Type of list	HTML syntax	Sample
Simple bullet list	<pre> Item 1 Item 2 Item 3 </pre>	<ul style="list-style-type: none"> • Item 1 • Item 2 • Item 3
Bullet list on 2 levels	<pre> Item 1 Item 1.1 Item 1.2 Item 1.3 Item 2 Item 3 </pre>	<ul style="list-style-type: none"> • Item 1 <ul style="list-style-type: none"> ○ Item 1.1 ○ Item 1.2 ○ Item 1.3 • Item 2 • Item 3

Formatting rules and related classes

- The standard style sheet does not set any indentation in the list created with the `` tag, without a line between the items in the list and without any bullet points.
- Here follows the list of classes that can be assigned to the `` tag, in order to format a list

HTML syntax	Comments
<code><ul class="arhr"></code>	Red arrow bullet (used for list of links only)
<code><ul class="indent"></code>	Indented list
<code><ul class="noIndent"></code>	Non-indented
<code><ul class="space"></code>	Empty line between items in the list
<code><ul class="noSpace"></code>	No empty line between items in the list
<code><ul class="noSpaceLine"></code>	No empty line between items in the list, but with a horizontal line
<code></code>	The tag <code></code> with no classes assigned corresponds with <code><ul class="noSpace noIndent"></code>

It is possible to combine the classes in order to obtain several list types. For example

`<ul class=" arhr noIndent space">`

It creates a list without indentation, with the red arrow for bullets and with an empty line → [see the list on this page](#)

`<ul class=" arhr noIndent noSpace ">`

It creates a list with red arrow, not indented and without an empty line → [see in the page](#) the box in the right column

[More example of lists >](#)

[Editorial rules for: Events, Fact sheets, Links \(Useful links\), Press releases, Projects, Publications lists >](#)

List grouped by category: how to format the list

In this case the list is grouped by category. [See example](#)

`<p class=" titleListSmall red bgBeige ">Title of the first group</p>`

The screenshot shows the ILO SRO-Harare website. The main navigation bar includes the ILO logo and the text 'International Labour Organization' and 'SRO-Harare Subregional Office for Southern Africa'. Below the navigation bar, there is a 'Useful Links' section. This section is divided into two categories, each with a title and a list of links. The first category is titled 'ILO, International Labour Organization' and contains links to 'ILO Headquarters', 'ILO Regional Office (Abidjan)', and 'ILO/ASIST (Advisory Support, Information Services and Training)'. The second category is titled 'United Nations and Worldbank' and contains the same three links. A red dot and line point from the code example above to the first category title.

```

<ul>
  <li><p class="titleListSmall red bgBeige">Title of the first group</p>
    <ul class="arhr noIndent space">
      <li>Item 1.1</li>
      <li>Item 1.2</li>
      <li>Item 1.2</li>
    </ul>
  </li>
  <li><p class=" titleListSmall red bgBeige ">Title of the second group</p>
    <ul class=" arhr noIndent space">
      <li>Item 2.1</li>
      <li>Item 2.2</li>
      <li>Item 2.2</li>
    </ul>
  </li>
</ul>

```

Other types of title for the list

`<p class="titleListSmallNo">` : Small title without line
`<p class="titleList ">` : Bigger title with line
`<p class="titleListNo">` : Bigger title without line

[See examples >](#)

Links formatting in general

- By default, all the links appearing within texts or lists are underlined. No need to use the class="under" in the <a href> tag
- Links which are clearly recognizable should not be underlined: this is the case for the main navigation menu on the left, right menu, bread crumbs trail, additional menu and site map

Cases	Elements	Comments
Underlined changing color once visited	Links inside the text and list of links	
	No class	<ul style="list-style-type: none"> → No need to use the class in the <a href> tag → The links is underlined and it changes its color once visited
NOT underlined NOT changing color once visited	Main navigation menu on the left, right menu, bread crumbs trail, additional menu and site map	
		→ The link is blue, not underlined and doesn't change its color once visited
		→ The link is gray not underlined and doesn't change its color once visited
Underlined NOT changing color once visited	Special links	
		→ The link is blue, underlined and doesn't change its color once visited
		→ The link is gray not underlined and doesn't change its color once visited

Special types of links

For links to a PDF or images and any other type of file format which is not HTML → [See example](#)

- The format (PDF) and file size (in KB) MUST be indicated.
- Note that the PDF is opened in a pop-up window in order to retain the navigation. To open a PDF in a pop-up window use the following syntax for the link:

Link to an external web site (not belonging to ILO) → [See example](#)

- Again, to retain the navigation, the page is opened in a pop-up window using the syntax

Images from ILO's Photo library

- The use of images coming from ILO's photo library gives the following advantages
- The images are ready to be used, eliminating the need to do extra manipulations (resizing the image, saving it in the right format, etc.) It is the ILO's Photo Library that prepares the image ready to be used and published on the Internet.
- The image is small, so its file size is small. As a consequence it doesn't have a large impact on the time it takes to load the page. It is a really important issue, particularly in developing countries.
- The small image is also linked to a larger one giving other information: caption, copyright etc.
- The procedure for placing the image on the page is very simple. The small image is automatically laid out on the page by using the following HTML code:

```
<a href="/dyn/media/mediasearch.fiche?p_lang=en&p_ref=c0266" class="none" onclick="newWin(this.href); return false;"> </a>
```

- **To use a different image** go to the ILO Photo library http://www.ilo.org/dyn/media/mediasearch.home?p_lang=en search another image and change the code c0266 wherever it occurs in the code above.