

## 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>&lt;p&gt;&lt;/p&gt;</code>	Each paragraph in the text is created using the tag <code>&lt;p&gt;&lt;/p&gt;</code> . By default, the text is left aligned. *
Paragraph, centered	<code>&lt;p class="center"&gt;&lt;/p&gt;</code>	To center the text of a paragraph use the class="center" in the <code>&lt;p&gt;</code> tag
Paragraph, aligned on the right	<code>&lt;p class="right"&gt;&lt;/p&gt;</code>	To align a paragraph on the right use the class="right" in the <code>&lt;p&gt;</code> tag
Chapter title	<code>&lt;h2&gt;&lt;/h2&gt;</code> <a href="#">see example</a> or <code>&lt;h2 class="h2Small"&gt;</code> <a href="#">see example</a>	If the text is subdivided in chapters
Sub-chapter title	<code>&lt;h3&gt;&lt;/h3&gt;</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>&lt;h2&gt;</code> first and <code>&lt;h3&gt;</code> after that, never vice versa. It is wrong to use a Level 3 heading ( <code>&lt;h3&gt;</code> ) in a page without having used a Level 2 heading ( <code>&lt;h2&gt;</code> ) first (rule to create a structured text).
Links	<code>&lt;a href="....." &gt;</code>	Links inside the text are underlined by default. No need to use any classes in the <code>&lt;a href&gt;</code> tag
Bullet list	<code>&lt;ul class="square"&gt;</code> <code>&lt;li&gt;&lt;/li&gt;</code> <code>&lt;/ul&gt;</code>	To create one it is necessary to use the class="square" in the <code>&lt;ul&gt;</code> tag
Bold	<code>&lt;strong&gt;&lt;/strong&gt;</code>	
Italic	<code>&lt;em&gt;&lt;/em&gt;</code>	
To create a line break	<code>&lt;br&gt;</code>	
Background color for <code>&lt;p&gt;</code> <code>&lt;h1&gt;</code> <code>&lt;h2&gt;</code> <code>&lt;h3&gt;</code>	<code>bgBeige</code> - <a href="#">see example</a> <code>bgGrayLi</code> - <a href="#">see example</a> <code>bgGrayme</code>	It is possible to use classes to color the background of the following tags <code>&lt;p&gt;</code> <code>&lt;h1&gt;</code> <code>&lt;h2&gt;</code> <code>&lt;h3&gt;</code> . For example: <code>&lt;h2 class="bgGrayLi"&gt;</code> <a href="#">see example</a>

\* **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 (`<ul>`):

HTML syntax	Comments
<code>&lt;p class="lineTop"&gt;</code>	It draws a line above the paragraph
<code>&lt;p class="lineBottom"&gt;</code>	It draws a line below the paragraph → <a href="#">See as example</a> the line separating the sentence “quick links” in the box on the right side of the page
<code>&lt;ul class="lineTop"&gt;</code>	It draws a line above the first item in a list → <a href="#">See as example</a> the line above the list
<code>&lt;ul class="lineBottom"&gt;</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">` at the top and points to the top of the list of newsletter links. A second red line originates from the code `<p class="lineTop">` at the bottom and points to the bottom of the same list of links.