

Template documentation

Table of Content

Template Pages	3
General structure of the page	5
Common structure: the included files	5
2 column layout with a right menu	6
1 column layout with a right menu	7
1 column layout	8
Rules for the proper use of Templates	9
Standard Style sheet.....	9
The page title.....	9
Page containing text (destination pages): Text formatting.....	9
Horizontal lines	10
Page containing list of links (navigation page): Formatting lists of links.....	11
Syntax of the tag	11
Formatting rules and related classes.....	11
List grouped by category: how to format the list	12
Links formatting in general.....	13
Special types of links	13
Images from ILO's Photo library.....	14

Template Pages

Template for	Type of page	Description and notes
Home page	Navigation page	<ul style="list-style-type: none"> → 2 columns layout. → Note that a brief text to introduce the office's mandate is strongly recommended.
About us	Destination page	<ul style="list-style-type: none"> → 1 column layout with images. → Note the use of images linked from the DCOMM Photo library. Each photo is linked to a page showing a larger version of the image (see below: "Images from DCOMM Photo library").
Staff list	Navigation page	To be finished
Areas of Work	Section's main page	<ul style="list-style-type: none"> → 2 columns layout with text and a right menu leading to other pages. → The layout has 2 columns to balance the text and the right menu.
Areas of Work > Employment	Sub-section's main page	<ul style="list-style-type: none"> → 1 column layout. → Right menu acting as common menu present in all the pages of the section "Employment". → Note that the menu is embedded in the text in order to save space horizontally. It is not placed inside the right column (see example). This is because we have a long text and a short list inside the right menu.
Areas of Work > Employment > ASIST	Destination page	→ 1 column layout.
To be finished	Navigation page	→ To be done a further page in the section "Area of works" to illustrate the navigation.
Countries covered	Section's main page	→ 1 column layout with text only .
Countries covered > Zimbabwe	Destination page	<ul style="list-style-type: none"> → 1 column layout. → The links to the map as well as the links to Conventions ratified are opened in a pop-up window (see below "special types of links"). → Note that the menu is embedded in the text in order to save space horizontally. It is not placed inside the right column (see example). This is because we have a long text and a short list inside the right menu.
Information resources	Section's main page	→ 2 columns layout displaying text and quick links in the right column.
Information resources > links	Navigation page	<ul style="list-style-type: none"> → 1 column layout. → This is a case of a page containing a list of links grouped by category.
Information resources > Publications	Navigation page	→ 1 column layout displaying a non-grouped list of PDFs
Information resources > Publications > Newsletter	Navigation page	<ul style="list-style-type: none"> → <i>Note that this page is not actually used in the site but is provided as an example of layout and navigation if in the future the 'Publications' section is further divided into subsections.</i> → 1 column layout displaying a non-grouped

		<p>list of PDFs, plus the right menu acting as common menu present in all the pages of the section "Publications".</p> <p>→ Also in this case the menu is embedded in the text in order to save space horizontally. This is because we have a long text and a short list inside the right menu.</p>
<p>Site map</p>	<p>Navigation page</p>	<p>→ 1 column layout displaying a hierarchical list</p>

General structure of the page

Common structure: the included files

Header1- ILO Standard header

```
<!--#include virtual="/webcommon/public/english/header1.htm"-->
```

Additional menu

```
<!--#include virtual="/public/english/region/afpro/mdtharare1/include/home/addtmenu.htm"-->
```

Left menu - the main navigation menu

```
<!--#include virtual="/public/english/region/afpro/mdtharare1/include/home/leftmenu.htm"-->
```

In order to guarantee that the web site is easy to maintain, parts of the page have been included as reusable components: by doing so a single file can be shared among all the web site pages.

Head – Department header

```
<!--#include virtual="/public/english/region/afpro/mdtharare1/include/header.htm"-->
```

The screenshot shows a web page layout for the ILO Subregional Office for Southern Africa (SRO-Harare). The page is divided into several sections:

- Header:** ILO logo and "International Labour Organization".
- Sub-header:** "SRO-Harare Subregional Office for Southern Africa".
- Left Navigation Menu:** "About us", "Areas of work", "Countries covered", "Information resources".
- Main Content:**
 - Welcome!:** A banner with a globe and a person.
 - Quick link:** Links to HIV/AIDS, Publications, and SRO Data database.
 - Countries covered:** A list of countries: Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, Zimbabwe.
 - What's new:** A list of recent reports, including "The Industry Employability Index: Taking account of supply and demand characteristics" and "The productivity pay-off from effective resource allocations of IT and non-IT labour".
- Footer:** "Last update: 15 March 2005", navigation links "[ILO Home | ILO Sitemap | About the ILO | Contact]", and a copyright notice "Copyright © 1996-2005 International Labour Organization (ILO) - Disclaimer".

Bottom - Page footer

```
<!--#include virtual="/public/english/region/afpro/mdtharare1/include/bottom.htm"-->
```

Footer - ILO Standard footer

```
><!--#include virtual="/webcommon/public/english/footer.htm"-->
```

2 column layout with a right menu

[Sample page](#)

The right column usually contains navigation menus.
 The layout is a 2 column one in order to balance the text column and the right menu.
 When the text is longer than the right menu the layout to be used is the "1 column layout with right menu"

The 2 column layout is achieved using a table contained in between the two comments:

```
<!--OPEN content 2 column--> <!--CLOSE content 2 column-->
```



The width of each of the two columns (td) can be changed.

In this example they are
 Left: 60%
 Right 40%

The minimum width for the right column is 25 %, therefore the maximum width of the left one is 75%

1 column layout with a right menu

[Sample page](#)

The 1 column layout with a right menu is used when the text is longer than the right menu in order to gain space horizontally. [See also as example](#)

Note that this page is not actually used in the site but is provided as an example of layout and navigation if in the future the 'Publications' section is further divided into subsections.

The 1 column layout is achieved using a table contained in between the two comments:

`<!--OPEN content 1 column centered-->` `<!--CLOSE content 1 column centered-->`

The screenshot shows a web page for the International Labour Organization (ILO) Subregional Office for Southern Africa (SRO-Harare). The page has a 1-column layout with a right menu. The main content area is titled "Newsletters" and contains text about the ILO/SAMAT newsletter and a list of past issues. A right menu is visible on the right side of the main content area, containing links for "Newsletters", "Discussion Paper Series", and "Other Publications". A red box highlights the right menu area, and a red line points from the code comment above to this area.

Right menu floating

The right menu stays on the right side because of A DIV

`<div id="floatingBox"></div>`

1 column layout

[Sample page](#)
 or
[This other sample](#)

The 1 column layout is achieved using table contained in between the two comments:

```
<!--OPEN content 1 column centered--> <!--CLOSE content 1 column centered-->
```

The screenshot shows the ILO Subregional Office for Southern Africa website. The layout is a single column. A red box highlights the 'Useful Links' section, and a red line connects it to the HTML comment above. The page includes a navigation menu on the left, a main content area with a 'Useful Links' section, and a footer with copyright information.

Useful Links

The links on this page have been grouped under ILO, the United Nations and Worldbank, the Social Partners of the ILO and Other links.

ILO, International Labour Organization

- > ILO Headquarters
- > ILO Regional Office (Abidjan)
- > ILO/ASIST (Advisory Support, Information Services and Training)
- > ILO Headquarters
- > ILO Regional Office (Abidjan)
- > ILO/ASIST (Advisory Support, Information Services and Training)

United Nations and Worldbank

- > ILO Headquarters
- > ILO Regional Office (Abidjan)
- > ILO/ASIST (Advisory Support, Information Services and Training)
- > ILO Headquarters
- > ILO Regional Office (Abidjan)
- > ILO/ASIST (Advisory Support, Information Services and Training)

Last update: 15 March 2005 [^ top](#)

[[ILO Home](#) | [ILO Sitemap](#) | [About the ILO](#) | [Contact](#)]

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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. A red line points from the code `<ul class="noIndent space lineTop">` to the top of a list of newsletters. Another red line points from the code `<p class="lineTop">` to the top of a paragraph describing the newsletter's purpose. The website content includes the ILO logo, navigation links, and a sidebar with categories like 'About us', 'Areas of work', and 'Information resources'.

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 'Subregional Office for Southern Africa'. A sidebar on the left contains a menu with 'Information resources' selected. The main content area is titled 'Useful Links' and contains a paragraph: 'The links on this page have been grouped under ILO, the United Nations and Worldbank, the Social Partners of the ILO and Other links.' Below this, there are two sections: 'ILO, International Labour Organization' and 'United Nations and Worldbank'. Each section contains a list of links: 'ILO Headquarters', 'ILO Regional Office (Abidjan)', and 'ILO/ASIST (Advisory Support, Information Services and Training)'. 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.