



# **Province of British Columbia, Canada**

## **2006 Internet Templates Documentation**

Version OCO 1.0  
July 2006

Online Channel Office  
Ministry of Labour and Citizens' Services

## ***Publication History***

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1.0	July 2006	OCO	To reflect final version of the template

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## ***Introduction***

### **Background**

This document is part of the B.C. Government 2006 Web Internet Package. The package also includes the Web Internet Standards and Guidelines Document, the B.C. Government BC ID Standards; the OCO Best Practices Document; and the 2006 Templates zip file.

### **Purpose**

The purpose of the Internet templates are to establish a consistent user experience for both static and e-service internet web sites in a template package that is compact, portable, user-friendly and appealing. Navigation will be more predictable, making it easier and faster for web users to complete their activities.

Please note: except where explicitly indicated, the content in the templates and this document is for illustration purposes only. It is not required on websites that are developed from the templates.

## Overview

The July 2006 Internet Templates package includes:

- Three (3) templates:
  - A 3-column version
  - A 2-column version
  - A wide-content version
- Two javascript files:
  - menu.js
  - utility\_inc.js
- Common CSS;
- All images required to support the templates (individual ministry banners must be obtained from PAB);
- A sample file (menu\_sample.htm), provided to assist developers;
- and this document.

This document provides details regarding the use of the B.C. Government templates; template elements, mandatory vs. optional sections, images etc.

These templates are used for both static and interactive (e-service) web sites by all B.C. Government ministries, as defined in the B.C. Government Internet Standards and Guidelines Document. The templates and documentation may be requested from the Online Channel Office helpdesk in the Ministry of Labour and Citizens' Services. They will be emailed to requestors as a zipped package.

The 2-column and 3-column templates contain the same header, left navigation and footer sections. The 2-column version does not contain a right column/section, so there is more room for content in the main (centre) section.

## Place holders; empty values and sample text

### Generic place holders

The templates have a number of areas which have "sample text", such as "Ministry Name"; "Programme or Branch Name". Please ensure that you replace these with the appropriate text.

In the html "title" tag, the text "Province of British Columbia" has been entered – Please **replace** this text with the most relevant title for the page.

### "Null" values

Where ministry specific values are appropriate, the values have been left empty (example: keywords are not populated in the templates). Ensure that these are entered as appropriate for your page and site.

Search "this site" has no specific url within the templates. Instructions for completing this are available in this document as Appendix F. If no value is entered, the null value will produce the exact same result as a search on "All B.C. Government."

# Template Layout Examples

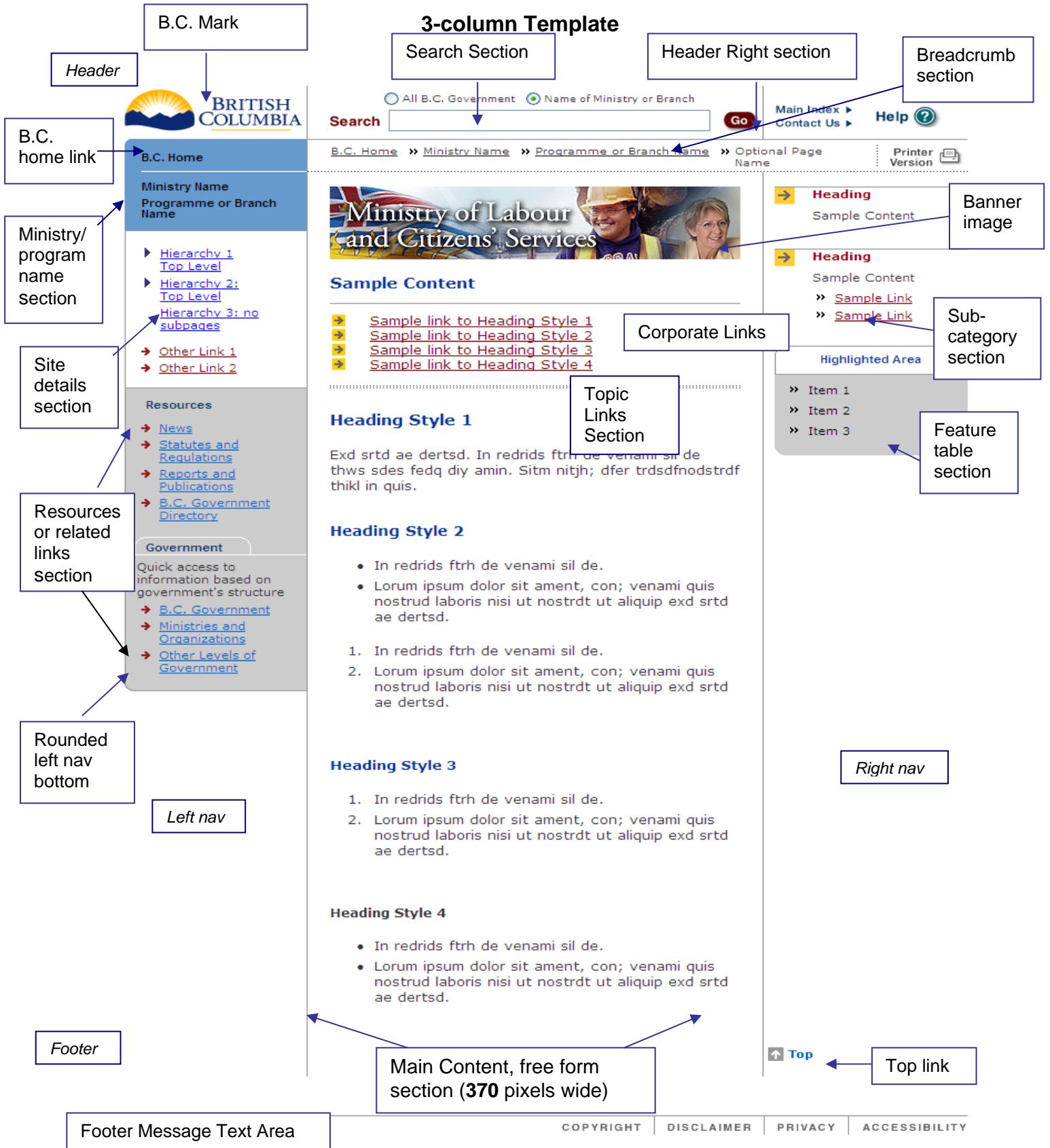


Figure 1: Three-Column Layout with Section Definitions

## 2-column Template



All B.C. Government **Senior's Guide**

Search

Go

Main Index  
Contact Us

Help ?

B.C. Home

Community Services  
Senior's Guide

- ▼ [Health Services](#)
  - [British Columbia's Health Care System](#)
  - [Health Authorities](#)
  - [BC Health Guide Program](#)
  - [Medical Services Plan](#)
  - [Medical Services Only](#)
  - [Travel Assistance Program](#)
  - [Acute, Home and Community Care Services](#)
  - [Pharmacare](#)
  - [Mental Health and Addiction Services](#)
  - [Public Health](#)
  - [Chronic Disease Self-Management Program](#)
- ▶ [Housing](#)
- [Transportation](#)
- [Lifestyles](#)
- [Other Services](#)
- [Directory](#)

B.C. Home » Senior's Guide » Health Services

Printer Version



### Seniors' Guide Health Services - The Best in Patient Care and Health

British Columbia's seniors are proud of the vibrant province they have built. An important part of this legacy is British Columbia's accessible and affordable health services. Our provincial government is working hard to protect and improve health care for the future.



This includes funding doctors and other health care professionals, and supporting and expanding health facilities such as hospitals, which have long been at the centre of our health system. British Columbia envisions a health care system where seniors are supported to stay healthy, get better when they are ill or injured, manage disease or disability, and cope with planning for the inevitability of the end of life.

Reduced or fully subsidized premiums for Medical Services Plan coverage and better access to prescription drugs through Fair PharmaCare for lower-income seniors, along with new or upgraded housing and care options are among the improvements our provincial government has made to seniors' care since 2001.

Through an expanded BC Seniors' Line, the government is also making it easier for seniors to get information about programs and services that apply to them. The Province is also working to support seniors and other British Columbians to be healthy and as independent as possible, for as long as possible.

Health information is a big part of our commitment to seniors. The BC HealthGuide Program is an example. This program helps provide you with the information you need to be as healthy as you can be, and to get the help you need when you need it. There is a BC HealthGuide Handbook dealing with dozens of health issues, including many specific to seniors.

The recently revised English language version of the BC HealthGuide Handbook is available from your local pharmacy or government agent office. The BC HealthGuide website includes 35,000 pages of medically reviewed health information, a medications library and a community support database. It also houses the BC HealthFiles. The toll free NurseLine lets you speak with a registered nurse about your health questions, any time of the day or night, seven days a week. In the evening, the line can also connect you with a pharmacist to get information about medications.

Your provincial government is committed to making sure all British Columbians have access to public health care across the province. This section of the guide is packed with information about these vital services.

Main content, free form section (575 pixels wide)

Top

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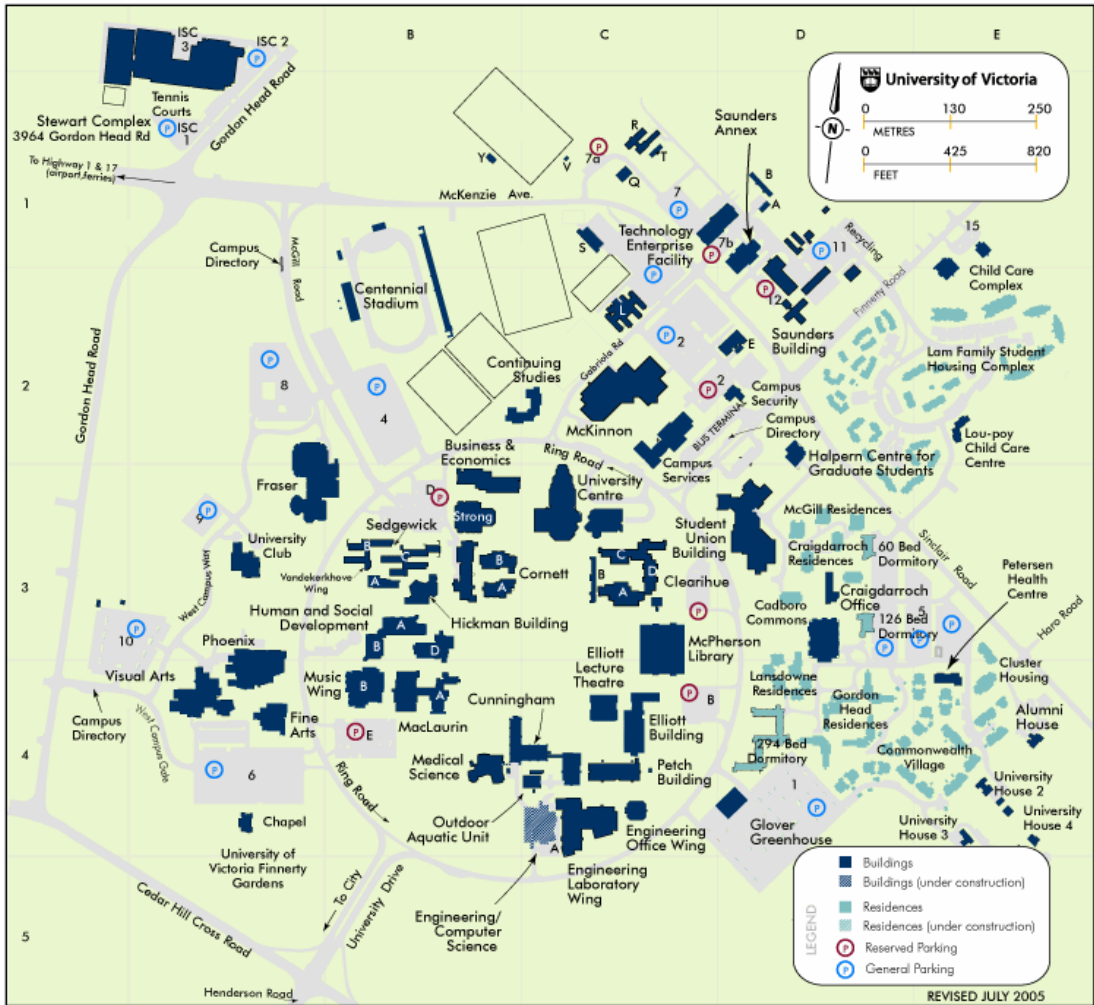
Figure 2: Two-Column Layout

# Wide Content Template



Print Close

## Wide Content Template



Example of Caption for Wide Image

Print Close

Figure 3: Wide Content Layout

## Template Element Guidelines

### 1 Header Elements

#### 1.1 B.C. Mark



- B.C. Government Logo: mandatory element
- Link to B.C. Home: <http://www.gov.bc.ca>
- ALT text Mandatory: B.C. Government
- Logo vertical and horizontal orientation, size, template placement and surrounding white space must not be changed Please review the governing document, B.C. Government's BC ID Standards for full details of the use of this Logo.

#### 1.2 Search Section

A screenshot of a search section. It features two radio buttons at the top: "All B.C. Government" (unselected) and "Development Services Program" (selected). Below the radio buttons is a search input field with the word "Search" to its left and a red "Go" button to its right.

- Optional. If the search function is not used, the space will be retained but display blank (placeholder)
- If Search is used, the placement is in the centre of the header row
- Default Search: all B.C. Government websites, as indicated by the text "All B.C. Government. " The wording of this radio button is mandatory, and is not to be changed.
- Contextual Search:
  - Use of contextual search is optional for 'this site' (e.g. Development Services Program)
  - If contextual search is used, both radio buttons (All B.C. Government and contextual button) are required to display in the order as per the example above - the intent is to 'balance' both the radio buttons/ titles used in this section in the space available above the search text box
  - The contextual search label should be a maximum of 30 characters, where exceptions apply the text must not wrap on more than two lines, within the cell provide and must not start higher than the radio button.
  - When contextual search is used, the radio button display default should be the contextual search radio button as per the example above
  - If contextual search is not used, **do not use any radio buttons or labels**
- 'Go' icon: mandatory, activates the search query
- ALT text: "Go"

### 1.3 Header Right Section



- Main Index: optional on all pages - recommended for high level pages
  - Link to: <http://www.gov.bc.ca/mainindex>
- Contact Us: mandatory on all pages - default main Government contact page, the link may be customized to be contextual. The label “Contact Us” will not change
  - Default: <http://www.gov.bc.ca/contact>
- Help: mandatory on all pages, may be contextual
  - Default: <http://www.gov.bc.ca/help>

### 1.4 Vertical Separator Header Lines



- Vertical line 'A': Mandatory between logo and remainder of header
- Vertical line 'B': Mandatory between search and contact us/help sections

## 2 Sub-header Elements

### 2.1 Breadcrumb and Printer Version



- Breadcrumb:
  - Optional: if not used, the space will be retained but display blank (placeholder)
  - If Used: Mandatory placement directly below the header; maximum two lines, will be centred vertically
  - Breadcrumb trail must display actual site structure, not the path followed by the user to get to the page. Ignore intermediary elements such as “Ministry and Organizations” when creating the breadcrumbs. For further information refer to the Standards and Guidelines document and the “B.C. Government Website Best Practices”
  - The first element in the breadcrumb should be “B.C. home”
  - Style: breadcrumb
- Printer Version
  - Mandatory: located at the right side of breadcrumb line
  - The printer version invokes a javascript within the utility\_inc.js.

- The printer version icon and images displayed within the printer version of the page are dependant on the correct implementation of the “url” variable within the utility\_inc.js. Please see Appendix A – Installation Instructions within this document for details.

### 3 Left Navigation Menu

Mandatory on all pages - the bottom must have a rounded left corner. The appropriately coloured bottom strip - blue, white or grey - will be applied by JavaScript depending on the colour of the bottom box. The default is grey if JavaScript is not enabled.

#### 3.1 B.C. Home Link



- Mandatory:
  - B.C. Government home link: <http://www.gov.bc.ca>
  - Placement top left navigation area
  - Blue background with dark lettering
  - White  $\frac{3}{4}$  underscore separating B.C. Home from Ministry or Organization Home Link
  - No underlines denoting hyperlink
  - Text turns white on rollover action
  - Div/contextual class: leftTop class

#### 3.2 Ministry or Organization Home and ‘This Site’ Home Links



##### 3.2.1 Ministry or Organization Home

- Optional - if used:
  - Ministry name only e.g. Labour and Citizens’ Services (no ‘Ministry of’)
  - Placement is top left navigation area below B.C. Home
  - Blue background with dark lettering
  - No underlines denoting hyperlink
  - Text turns white on rollover action
  - Current link list:
  - Div/contextual class: leftTop class
  - Do not link to the portal url, use the appropriate redirected link for the B.C. Home ([www.gov.bc.ca](http://www.gov.bc.ca)) and all ministries, as listed below

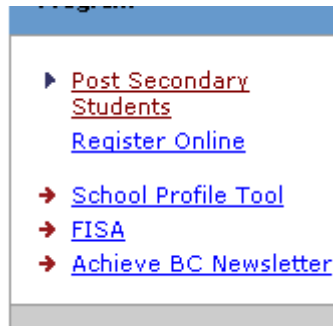
Aboriginal Relations and Reconciliation	<a href="http://www.arr.gov.bc.ca">www.arr.gov.bc.ca</a>
Advanced Education	<a href="http://www.aved.gov.bc.ca">www.aved.gov.bc.ca</a>
Agriculture and Lands	<a href="http://www.al.gov.bc.ca">www.al.gov.bc.ca</a>
Attorney General	<a href="http://www.ag.gov.bc.ca">www.ag.gov.bc.ca</a>
Children and Family Development	<a href="http://www.mcf.gov.bc.ca">www.mcf.gov.bc.ca</a>
Community Services	<a href="http://www.cserv.gov.bc.ca">www.cserv.gov.bc.ca</a>
Economic Development	<a href="http://www.ecdev.gov.bc.ca">www.ecdev.gov.bc.ca</a>

Education	<a href="http://www.bced.gov.bc.ca">www.bced.gov.bc.ca</a>
Employment and Income Assistance	<a href="http://www.eia.gov.bc.ca">www.eia.gov.bc.ca</a>
Energy, Mines and Petroleum Resources	<a href="http://www.empr.gov.bc.ca">www.empr.gov.bc.ca</a>
Finance	<a href="http://www.fin.gov.bc.ca">www.fin.gov.bc.ca</a>
Forests	<a href="http://www.for.gov.bc.ca">www.for.gov.bc.ca</a>
Health	<a href="http://www.health.gov.bc.ca">www.health.gov.bc.ca</a>
Labour and Citizens' Services	<a href="http://www.lcs.gov.bc.ca">www.lcs.gov.bc.ca</a>
Public Safety and Solicitor General	<a href="http://www.pssg.gov.bc.ca">www.pssg.gov.bc.ca</a>
Small Business and Revenue	<a href="http://www.sbr.gov.bc.ca">www.sbr.gov.bc.ca</a>
Tourism, Sport and the Arts	<a href="http://www.tsa.gov.bc.ca">www.tsa.gov.bc.ca</a>
Transportation	<a href="http://www.tran.gov.bc.ca">www.tran.gov.bc.ca</a>

### 3.2.2 'This Site' Home

- Mandatory:
  - Link name = name of site
  - Placement is top left navigation area below Ministry name (or if Ministry name is not used, below B.C. Home)
  - Blue background with dark lettering (except on the site home page)
  - No underlines denoting hyperlink
  - Text turns white on rollover action (except on the site home page)
  - Note: The default text colour is white (see Appendix C) because the Site Name is not an active link when you are on the home or index page for the current site
  - If this is the lowermost block on left nav (no white or grey section), the blue rounded bottom left corner will be displayed
  - Div/contextual class: leftTop class

### 3.3 Site Details Section

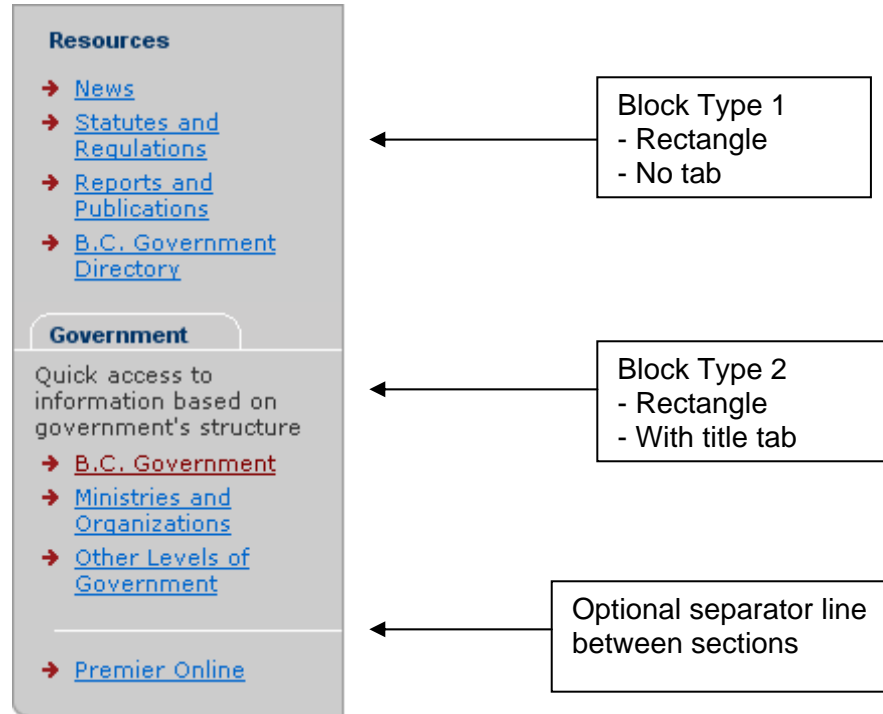


- Optional:
  - Uses: current site details, steps in a process, expand/collapse menu
  - Placement is top left navigation area below 'This Site' Home Link
  - White background with dark grey text
  - If bullets are required use red arrows
  - If using a hyperlink - underlined, blue; rollover action - light blue; visited state - maroon
  - If this is the lowermost block on left nav (no grey section), the white rounded bottom left corner will be displayed
  - Div/contextual class: : nav\_white

### 3.4 Resources or Related Links Section

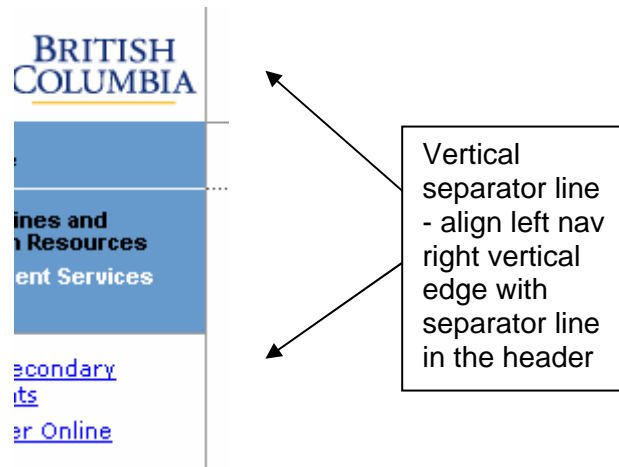
### 3.4.1 General Presentation

- Horizontal separator lines can be used between sections to organize the links
- Lowermost block on left nav must have rounded bottom left corner
- Do not specify borders in or around this navigation menu



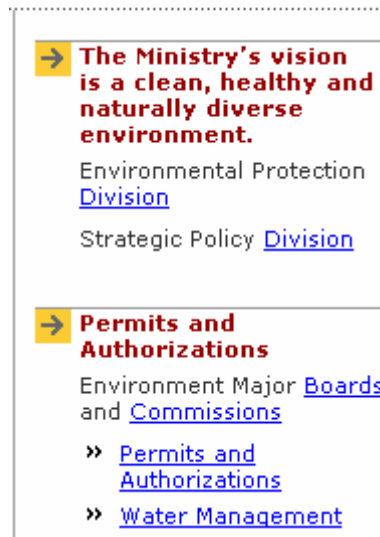
- Optional:
  - Uses: related sites, further site details, hyperlinks to relevant information
  - Placement is top left navigation area below 'This Site' Home Link or below White section if used
  - Grey background with dark grey text
  - If bullets are required, use red arrows (`ul class="red arrow">`)
  - Block Format - Use Type 1 block first, then all Type 1's thereafter OR Use Type 1 first, then all Type 2's thereafter - see figure above
  - If using a hyperlink - underlined, blue; rollover action - light blue; visited state - maroon
  - If this is the lowermost block on left nav, the grey rounded bottom left corner will be displayed
  - Div/contextual class: `nav_grey`

### 3.5 Vertical Separator Line



## 4 Right Navigation (3 column template)

### 4.1 Sub-category section - 'Open Block' Format



- Optional
  - Uses: steps in a process, required information, hints and tips, ministry message
  - Placement is in the 3<sup>rd</sup> column (right) navigation area below 'Printer Version' icon
  - White background with red text for title, grey text for content
    - For bullets, use black chevrons
    - For hyperlinks - underline, blue; rollover action - light blue; visited state - maroon and underlined
    - Use of other specific images or logos must be pre-approved through PAB
  - Div/contextual class: : right\_col

## 4.2 Feature Table Section - 'Closed' Table Format



- Optional
  - Purpose: steps in a process, required information, expand/collapse menu, hints and tips, ministry message
  - Placement is in the 3<sup>rd</sup> column (right) navigation area below 'Printer Version' icon
  - Grey background with blue text for title, dark grey text for content
  - For bullets, use black chevrons
  - For hyperlinks - underline, blue; rollover action - light blue; visited state - maroon and underlined
  - Rounded left and right bottom corners
  - Use of other specific images or logos must be pre-approved through PAB

## 5 Main Section/Centre Elements



### 5.1 Banner:

- **Mandatory** for the top level/entry point of the site, **optional** on pages lower down on the site. The decision-maker on use of the banner is the ministry Communications Director or PAB Online Communications
- May include PAB-approved logos as well as the site name
- Placement is under printer version/breadcrumb line
- Banner is spread across the entire page for 2 column templates, and is confined to the main/centre section for the 3 column template

### 5.2 Main Content:

- Free form
- Content in this area is defined by the "main content" div tag. Most content should use the standard "<p>" style. The p style is defined in the css to use the standard font and size.
- White background with black text
- Can include a "Topics Links" section with anchors (see Appendix C, content section)
- For bullets, use black arrows in yellow box icon
- For hyperlinks - underline, blue; rollover action - light blue; visited state - maroon and underlined

## 6 Footer Section

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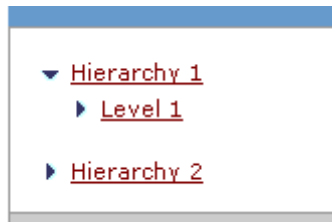
- Right Side:
  - *Copyright*: mandatory, default URL: <http://www.gov.bc.ca/com/copy/>
  - *Disclaimer*: mandatory, for special requirements contact ministry specific legal services and PAB to use a different URL. Default URL: <http://www.gov.bc.ca/com/disc/>
  - *Privacy*: mandatory, for special requirements contact ministry specific legal services and PAB to use a different URL. Default URL: <http://www.gov.bc.ca/com/priv/>
  - *Accessibility*: mandatory for public facing pages, for special requirements contact ministry specific legal services and PAB to use a different URL. Default URL: <http://www.gov.bc.ca/com/accessibility/>
- Left side - text ("*footer\_message*") is optional
  - *Text area is available to identify the e-service name and build number or*
  - *The last date the page is updated*
  - *Dates in this area should be display as month, day, year*

## 7 'Top' Icon



- Right Side:
  - If the page requires scrolling this item is mandatory
  - **Omit** this element if the footer is visible on an 800x600 page without scrolling
  - placement at bottom right of page just above the footer separator line
  - On long pages, this can be used at the end of sections

## 8 Expand/Collapse Menu



- Optional:
  - Uses JavaScript (if not enabled, the entire hierarchy will display (no "close" option))
  - Both icon and text have same behavior (expand menu and change page content)
  - Can be used in left navigation Current Site Details section
  - See Appendix F for detailed information on the use of these menus

## 9 E-Service Components

### 9.1 User Identification

---

Logged on as: Joe Schmoo (idir\jschmoo) of "Ministry of Information"

Logoff

- Optional (e-service usage):
  - Displays information about logged-on user on the left, and a logoff button on the right
  - The underlined information can be a hyperlink to the profile management service, if necessary
  - Placement is between the header and the Printer Version areas
  - The templates do not provide authentication. Please refer to <http://www.cio.gov.bc.ca/cap/> for information on authentication.

### 9.2 E-Service Exit

A blue rectangular button with rounded corners. The text "Exit this e-service" is written in white, followed by a white right-pointing arrow icon.

- Optional (e-service usage):
  - Left navigation area, at the bottom - contains rounded left bottom corner
  - Mandatory when an e-service is opened within a new window
  - Click this button will invoke a pop-up box requesting the user confirm they wish to Exit the service.
  - Confirmation of exit will close the browser window.

## **Appendix A - General Instructions for Template Package**

### **Generic Instructions:**

1. Unzip the file to either a local drive or directly to the test website. The following folders will be extracted:
  - Templates  
This folder contains the 3 approved templates.
  - 2006\_templates  
This folder contains folders for all of the images, script files and the stylesheets used by the templates.
2. Copy the folder “2006\_templates” to the root of your site or update your current “2006 templates” folder with the new files.
3. If a “Templates” folder does not already exist on the root of your site, create one by copying the unzipped Templates folder to the root. If the “Templates” folder does exist at the root, add the contents of the unzipped Templates folder to it. You will want to rename the older versions first so that you will be able to roll back to them if necessary and you will need to follow the process of
4. Change the variable “url” in the utility\_inc.js file in the scripts folder of the “2006\_templates” folder to the name of the site followed by “2006\_templates”. This variable **must** start referencing from the root of the site. For example, if your site is:

/development\_program/branch-1

the url variable should be: /development\_program/branch-1\2006\_templates

**Note: If the url variable is defined correctly, the Printer Icon image will display properly.**

## **Appendix B - Style and Cascading Style Sheet (CSS) Information**

The Template Package uses Cascading Style Sheet to define the colours, fonts and general styles to be used in the templates.

In order to standardize the look-and-feel of websites/pages created by web developers in the different ministries/organizations, the 2006 Internet Templates uses context-specific styles and classes. Therefore, the same generic tags (e.g. anchor tags) can look different depending on where they are used in the templates.

For example, all unordered lists have a red arrow as the bullet in the grey section of the left menu, but in the main content, the same unordered list has a black disk bullet. In terms of the actual HTML code that defines the list, they are identical. The only difference is the two lists are contained within different context-specific classes.

For the 2006 Internet Templates, there are ten (10) contextual sections. Each section is defined by a div tag to associate the corresponding contextual style class to the HTML mark-up.

1. leftTop
2. nav\_white
3. nav\_grey
4. breadcrumb
5. banner
6. content
7. topicLink
8. right\_col
9. right\_sub\_cat
10. feature

### *leftTop*

Both of the blue sections in the left navigational menu use the leftTop class. See Figure C1 and C2.



*Figure C1: B.C. Home Link*



*Figure C2: Ministry Home and Site Name Link*

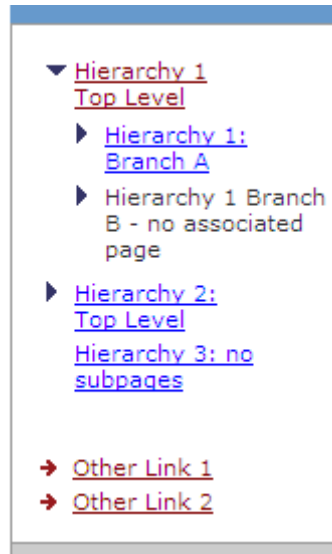
These tables are defined as 164 pixels wide with no cell spacing or cell padding. The default text is size 0.70em, Arial font.

The default text colour is white, but anchors (links) are black and turn white on hover. The default text colour is white, as shown in Figure C2, because the Site Name is not an active link when you are on the home or index page for the current site. On sub-pages, this should become an active link to the home page.

There is no border for this table. Therefore, if the white and grey left sections are removed, there will be no separator between the blue section and the rounded blue left bottom.

*nav\_white*

The left navigation white section has two styles: the expand/collapse menu and a simple list. See Figure C3.



*Figure C3: Left Navigation – White Section*

The expand/collapse menu can contain up to three levels. Clicking on either the icon or the text will expand the menu and change take the user to a new page. See Appendix F for detailed expand/collapse instructions.

For a simple list in the white section, use the `red_arrow` class, i.e. `<ul class="red_arrow">`. This will produce a list as shown in the bottom half of Figure C3.

As with the `leftTop` class, tables are defined to be 164 pixels wide, with no cell padding or cell spacing. Text is size 0.70em, Arial font.

Links in the white section are blue and underlined. On hover, they turn light blue and are not underlined. A visited link is maroon and underlined.

There are grey top and left borders, with the vertical separator line (see Template Element 3.5) supplying the right border. There is no bottom border, so that if the grey section is omitted, there will be no line separating the bottom of the white section, and the rounded white left bottom.

*nav\_grey*

The grey section table is similar to the white section, except for the background colour (light grey).

In the grey section, table headings have also been styled. There are two options that can be used: a generic <th> tag, and a grey\_tab class (<th class="grey\_tab">). Both of these table-heading options use bold, 0.70em, Arial font in a dark blue colour. The table heading using class "grey\_tab" adds a white rounded tab around the heading text, as well as a white line underneath. See Figure C4 - the heading "Resources" uses the generic <th> tag, and heading "Government" uses the class "grey\_tab". (Note: the links in Figure C4 are for illustrative purposes.)



Figure C4: Left Navigation – Grey Section

Links in the grey section are blue and underlined. On hover, they turn white and are not underlined. A visited link is maroon and underlined.

In Figure C4, there is a separator bar above the last link (Premier Online), which is a redefined <hr> tag. It is inserted after the closing of the unordered list under the "Government" tab and before the opening unordered list for Premier Online. The separator bar can be used to organize links into sections.

*breadcrumb*

The templates use a bulleted list with the chevron as a bullet. Bulleted lists in this section are defined to display horizontally.

Breadcrumbs text is dark grey, 0.65em, Verdana font. Links in the breadcrumb are shown in the same dark grey and underlined. On hover, they change to light blue without underlines.

Refer to Appendix E for instructions on building the breadcrumb trail.

### *banner*

The banner table is defined to be 370 pixels in the 3-column version and 575 pixels in the 2-column version. There is no border for this table, but it does have 15 pixels of padding above and below the banner image.

### *content*

In both the 3-column and the 2-column version of the template, all content below the banner is free-form.

In the 3-column pages, the usable space is 370 pixels wide, and in 2-column pages it is 357570 pixels. "Text" is the <p> tag defined for all text, and it is dark grey, 1.0em, Verdana font.

Anchors in the content section are blue and underlined. On hover, they turn light blue and not underlined. Visited links are maroon and underlined.

Another sub class was defined for the main content to allow developers to create two distinctly styled lists: one using a black disc bullet, and the other using a small yellow box with an arrow. The yellow box style is achieved by defining an unordered list in the content with class `arrow_list` (<ul class="arrow\_list">) - see Figure C5.

### **Fourth Topic in the Centre Column**

- ➔ In redrids ftrh de venami sil de.
- ➔ Lorem ipsum dolor sit ament, con; venami quis nostrud laboris nisi ut nostrdt ut aliquip exd srtd ae dertsd.
- ➔ Exd srtd ae dertsd. In redrids ftrh de venami sil de thws sdes fedq diy amin.
- ➔ Loruim ipsum dolor sitm nitjh; dfer trdsdf nodstrdf thikl in quis. Lorem sit ament, con; venami quis nostrud laboris nisi ut nostrdt ut aliquip.

*Figure C5: Unordered List using "arrow\_list" Class*

A different section separator was created for the content section - a double dotted line. Instead of <hr>, which displays a single solid line, <div class="dotted\_hr"></div> can be used anywhere in this content section to display two rows of dotted lines. See Figure C6 below.

### *topicLink*

The topicLink section is used in the sample templates to display the optional page anchors section below the banner image. It uses slightly modified versions of the content section's styles. In the topicLink section, the unordered list defaults to the yellow box style for bullets, seen in Figure C5. The page anchors are further modified to have the yellow arrows appear with no indentation and aligned with the left edge of the content.

As a rule, to separate the free form main content from the banner and the page anchor section, a double dotted line is used instead of a single solid line <hr>. This is seen in Figure C6 below.

- 
- [First topic in the centre column](#)
  - [Second topic in the centre column](#)
  - [Third topic in the centre column](#)
  - [Fourth topic in the centre column](#)

.....

Figure C6: Page Anchor – topicLink Section

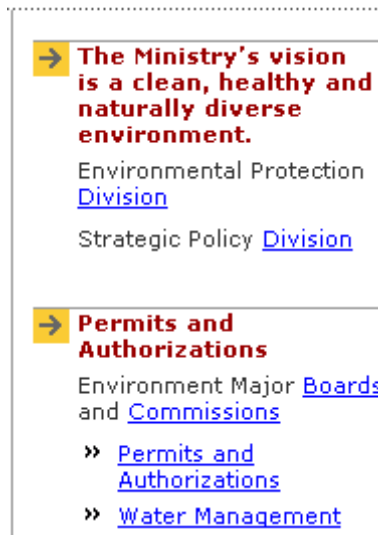
### *right\_col*

The optional right column is set to be 184 pixels wide with a 15 pixels top padding, which aligns the top of the right column with the top of the banner image. For the right column, 10 pixels of left padding were added to shift the content away from the vertical separator line. See Figure C7.

### *right\_sub\_cat*

The right\_sub\_cat (right column, sub-category) section table is an “open” table, with a top border only. Since the right column is 184 pixels, with 10 pixels of left padding, the **usable width is 174 pixels**. There are 15 pixels of padding below each right\_sub\_cat table to maintain appropriate spacing between the content and the table below.

In each right\_sub\_cat table, there are 2 columns. The first column is a large yellow arrow, and the second column is the table heading (see Figure C7).



.....

Figure C7: Right\_sub\_cat Section

For the table heading, text is bold, dark red, size 0.70em Verdana font.

Content for the right\_sub\_cat table is placed in the second row's second cell. **The first cell must be left empty.** In the table cell, place content within <p> tags to give each listing the proper padding between successive paragraphs.

Unordered lists in the right\_sub\_cat section use chevrons ( » ) as bullets.

Anchors in the right\_sub\_cat section are blue and underlined. On hover, they turn light blue and not underlined. Visited links are maroon and underlined.

*feature*

The feature section table is a “closed” table, with a border on all sides. Since the right column is 184 pixels, with 10 pixels of left padding added, the **usable width is 174 pixels**. The first row of the feature table is a rounded tab, and the second row is the table heading. The table heading must be contained within another table in order to ensure that the table renders correctly in both Firefox and IE (see note below):

```
<tr>
  <td><table width="174">
    <tr>
      <th>Environment Popular Topics</th>
    </tr>
  </table></td>
</tr>
```

Note: there is a light grey border on the left and right side of the table to match up with the top tab. Firefox renders borders on the *outside* of tables and IE renders borders on the *inside* of tables. By containing the table heading in another table the display is correct in both browsers.

The table heading text is bold, dark blue, size 0.70em Arial font. The background for the content is light grey, which is the same colour as the table heading border. Text is black, size 0.70em, Verdana font.

Anchors in the feature section are dark blue and underlined. On hover, they turn white and not underlined. Visited links are maroon and underlined.

Unordered lists for the feature table use the chevron ( » ) for bullets, as in the right\_sub\_cat section.

The last row for the feature table is the bottom rounded grey tab seen in Figure C8.



Figure C8: Feature Section

## **Appendix C - JavaScript Information**

In the 2006 Internet Templates, there are three JavaScript (JS) files that define the functions for the templates:

1. menu.js
2. utility\_inc.js

### Menu.js

Menu.js contains all of the code and variable definitions used for the expand/collapse menu system. Since the expand/collapse menu is optional, this file may be omitted and removed from the <head> section of pages if the expand/collapse menu is not going to be used.

The requirements for the expand/collapse menu dictate that “state” must be maintained - when submenus are expanded, and the user navigates between pages, the same submenus must stay expanded. This is accomplished through the use of cookies.

For developers, there are only two functions that are called from each page:

1. SwitchMenu(obj)
2. setMenu()

The SwitchMenu function is the “onclick” action associated with a mouse click to either the open icon or the closed icon. The one parameter for this function is the ID tag for which submenu is to be expanded or collapsed.

The setMenu function is called after expand/collapse menus have been defined. This function has to be called after the closing </div> tag of <div id="masterdiv">. The setMenu function reads the expand/collapse cookie and expands the appropriate submenus.

### Utility\_inc.js

The utility\_inc.js JavaScript file contains all of the global variables and functions used in the 2006 Internet Templates.

The url variable is used by the JavaScript to find the root for the images directory. The doPrint() function described below uses the url variable as part of the path when piping images to the newly created window. See Appendix A for instructions on modifying the url variable.

The image mouseovers functions are:

1. MM\_preloadImages()
2. MM\_swapImgRestore()
3. MM\_findObj(n, d)
4. MM\_swapImage()

The ls() function determines which browser and version the user is using.

The doPrint(objwindow) function is the function associated with the “Printer Version” icon to the right of the breadcrumb trail that generates a printer-friendly version of the current page. The printer-version takes into account the default margins of a printed page and reformats the content to fit within these restrictions. The left navigation, top header and bottom footer are removed. The breadcrumb trail and the right column, if they exist, are also included. In total, there are nine (9) potential “get” functions used by the doPrint function to obtain and reformat the necessary content of a page, and pipe it to a newly created window.

The `closeWindow()` function is closely tied to the `doPrint` function. If a user clicks on the “Printer Version” icon on a page, the printer-friendly version of the current page opens. In Internet Explorer, the user can navigate away from the printer-friendly version and continue to browse. The `closeWindow` function will close the printer-friendly window if the user navigates away from the page for which a printer-friendly window is open.

## Appendix D - Breadcrumb Construction

Breadcrumb trails are optional on the page. The breadcrumbs are **NOT** auto-generated. They must be created and maintained manually for each page.

It is recommended that the Breadcrumb begin with B.C. Home. The breadcrumb must reflect the physical structure of the site. For more information refer to the B.C. Government Web Best Practice Guide.

In order to facilitate creation of a breadcrumb list, the template uses a modified unordered list to insert the chevron icon ("»") between each link/breadcrumb element.

An "htc" file has been developed to correct issues with wrapping breadcrumbs in IE. Within the style folder review the file "breadcrumb.htc" to ensure the image references are correct, for example:

```
var imgURL = "/2006_templates/images/nav/black_chevron.gif".
```

This should mark the path from the site root to the image (i.e. if the 2006\_templates folder is at the root of your site - var imgURL = "/siteroot/2006\_templates/images/nav/black\_chevron.gif";). If this is not set properly, the user will see a broken image.

Within the style.css check the following reference to ensure that it states the path from your site root to the breadcrumb.htc file.

```
* html #breadCrumbText ul {behavior: url(/2006_templates/style/breadcrumb.htc)} If this is not set up properly, the breadcrumb will not wrap properly in IE.
```

Normally, in HTML, an unordered list appears as a bulleted list:

- Element 1
- Element 2
- Element 3

The HTML code that represents the unordered list above is:

```
<ul>
  <li>Element 1</li>
  <li>Element 2</li>
  <li>Element 3</li>
</ul>
```

The standard representation of the **ul** tag and **li** tag is to make block-level elements, meaning when an unordered list is defined, it will start on a new line (a new block), and each **li** (list item) will also start a new block.

For the template's breadcrumb style, each list item now appears inline with the previous element. Instead of a bullet, the chevron ("»") is used. With the modifications in the style, the above list will appear like this:

Element 1 » Element 2 » Element 3

The objective is to ensure developers can create a breadcrumb as easily as creating an unordered list.

## Appendix E - Expand/Collapse Menu Instructions

These expand/collapse menus are intended for use by web developers with a strong knowledge of JavaScript and HTML code. They are not meant for novice web developers.

The menu has been built to allow a consistent simple user experience. Clicking on either the menu text, or the icon will display a new page and will expand the menu. Only one menu can be open at a time. When a menu is open the “open\_menu” icon will display, when it is changed to close the “closed\_menu” icon will display.

If a user has JavaScript disabled, the menu will remain expanded throughout their session.

The expand/collapse menu uses **cookies** to maintain the state of expanded menus between pages. Therefore, if the user has cookies disabled, expanded menus will revert to collapsed menus when they navigate to another page.

Figure F1 displays an example of a collapsed menu - “Hierarchy 1” and “Hierarchy 2” can be expanded and “Hierarchy 3” cannot.

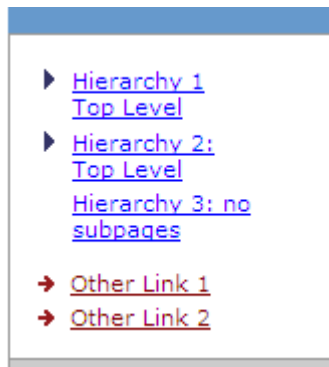


Figure F1: Fully Collapsed Menu

When the first level of menu is expanded and a second expandable menu exists the menu will look like the following:

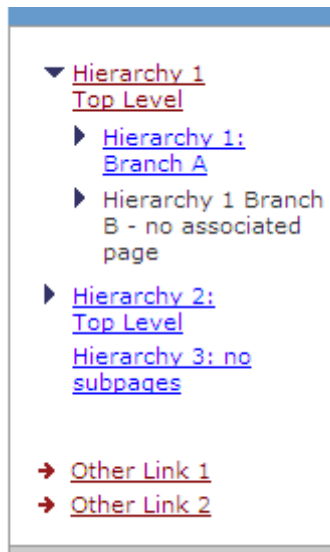


Figure F2: Menu expanded with a submenu

## HTML and JavaScript Code

The expand/collapse menu is a collection of nested unordered lists that must be defined in a strict and precise manner. Therefore, the web developer must modify the HTML code in order for the menu to work.

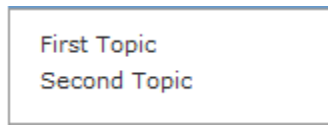
In HTML, the menu is contained within the style class “nav\_white” section of the left navigational menu. To identify the expand/collapse menu, a div tag must be used to block off the menu section.

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

Within the div tags, an unordered list can be created. This unordered list is the first level (topics) in the expand/collapse structure.

```
<div id="masterdiv">
  <ul>
    <li>First Topic</li>
    <li>Second Topic</li>
  </ul>
</div>
```

The above code produces this list:

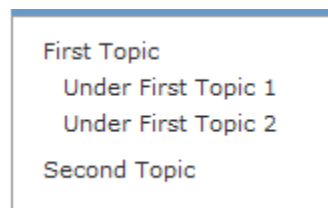


*Figure F3: Basic Unordered List*

Under the “First Topic”, another list can be inserted. Notice that the nested list is placed within the list item (<li> tag) of the first level list.

```
<div id="masterdiv">
  <ul>
    <li>First Topic
      <ul>
        <li>Under First Topic 1</li>
        <li>Under First Topic 2</li>
      </ul>
    </li>
    <li>Second Topic</li>
  </ul>
</div>
```

This code would produce this list:



*Figure F4: 1<sup>st</sup> Level List with Nested 2<sup>nd</sup> Level List*

The following code produces an expand/collapse menu shown below in Figure F6:

```

<div id="masterdiv">
  <ul>
    <li><a href="example1.htm" title="Hierarchy 1: Top Level" onClick="SwitchMenu('sub1','masterdiv')">Hierarchy 1 <br>
      Top Level
    </a>
  </li>
  <li><a href="../../2006_Templates/Level3/index.htm" title="Hierarchy 2: Top Level"
onClick="SwitchMenu('sub2','masterdiv')"> Hierarchy 2: <br>
      Top Level
    </a>
  </li>
  <li> <a
href="example4.htm" id="null1" onClick="SwitchMenu(null,'null1')" title="Hierarchy 3: no subpages">Hierarchy 3: no<br>
      subpages</a>
  </li>
</ul>
...
</div>
<script type="text/javascript" language="JavaScript1.2">setMenu();</script>

```

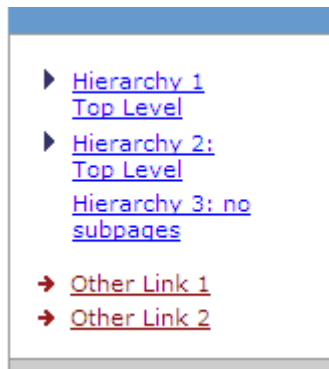


Figure F5: 1<sup>st</sup> Level with Hidden 2<sup>nd</sup> Level

The code in bold performs the following:

- `<a href="example1.htm" title="Hierarchy 1: Top Level" onClick="SwitchMenu('sub1','masterdiv')">` provides the link to the page which will be displayed when the menu is expanded and the reference to the "onClick" SwitchMenu function which will expand the menu when the text or icon is clicked.
- `` provides the link to the icon "more.gif" which is used when the menu is collapsed. The icon image must have an ID. This ID must be the same as the parameter of the SwitchMenu function prefixed by the string "img" - in this case, "imgsub1".
- the JavaScript onclick action (SwitchMenu) references the "less.gif" icon which will be displayed when the menu is expanded.
- The "href" tag contains both the icon reference and the menu text, in order to ensure that both icon and menu text are linked to the appropriate page.
- The last line of code, after the closing div tag, performs the state keeping so that when navigating from page to page, the part of the menu that is expanded is maintained.

The following code is an example of how to add spacing so that a menu or menu item which does not have any subpages aligned properly and produces the "Hierarchy3: no subpages" in figure 6.

It is also an example of how to close an open menu for a hierarchy without a submenu. The hyper reference must include the call for switchmenu, but not the expand widget. The link id must be unique. The value "null" and the id must be passed by the javascript call.

```

<li><a
href="example4.htm" id="null1" onClick="SwitchMenu(null,'null1')" title="Hierarchy 3:
no<br>
    subpages</a></li>
<li></li>

```

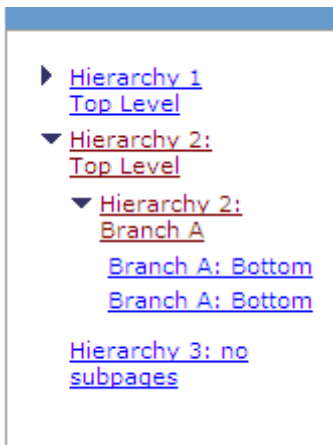


Figure F6: A level 1 menu which is not expandable

The code to add a 3<sup>rd</sup> level to the expand/collapse menu is in bold in the following code:

```

<li><a href="example1.htm" title="Hierarchy 1: Top Level" onClick="SwitchMenu('sub1','masterdiv')">Hierarchy 1 <br>
    Top Level
</a>

```

```
<!-- End of change - 11855-G-->
<ul id="sub1" class="submenu">
  <li><a href="../../2006_Templates/Level1/index.htm" title="Hierarchy 1: Branch A"
onClick="SwitchMenu('subsub1a','masterdiv')">Hierarchy 1:<br>
  Branch A
</a>
  <ul id="subsub1a" class="submenu">
    <li><a href="../../2006_Templates/Level1/level1_1/example_a.htm" title="Branch A:
Bottom">Branch A: Bottom</a></li>
    <li><a href="../../2006_Templates/Level1/level1_2/example_b.htm" title="Branch A:
Bottom">Branch A: Bottom</a></li>
  </ul>
</li>
  <li>Hierarchy 1
Branch<br>
  B - no
associated<br>
  page
  <ul id="subsub1b" class="submenu">
    <li><a href="../../2006_Templates/Level2/level2_1/example_a.htm" title="Branch B:
Bottom">Branch B: Bottom</a></li>
    <li><a href="../../2006_Templates/Level2/level2_1/example_b.htm" title="Branch B: Bottom">Branch
B: Bottom</a></li>
    <li><a href="../../2006_Templates/Level2/level2_2/example_c.htm" title="Branch B: Bottom">Branch
B: Bottom</a></li>
  </ul>
</li>
  <ul>
</ul>
  <li><a href="../../2006_Templates/Level3/index.htm" title="Hierarchy 2: Top Level"
onClick="SwitchMenu('sub2','masterdiv')"> Hierarchy 2: <br>
  Top Level
</a>
  <ul id="sub2" class="submenu">
    <li><a href="../../2006_Templates/Level3/level3_1/example_a.htm" title="Hierarchy 2: Branch A"
onClick="SwitchMenu('subsub2','masterdiv')">Hierarchy 2: <br>
  Branch
A</a>
  <ul id="subsub2" class="submenu">
    <li><a href="../../2006_Templates/Level3/level3_2/example_b.htm" title="Branch A:
Bottom">Branch A: Bottom</a></li>
    <li><a href="../../2006_Templates/Level3/level3_3/example_c.htm" title="Branch A:
Bottom">Branch A: Bottom</a></li>
  </ul>
</li>
```

```

    </ul>
  </li>
  <li><a
href="example4.htm" id="null1" onClick="SwitchMenu(null,'null1')" title="Hierarchy 3: no subpages">Hierarchy 3: no<br>
    subpages</a></li>
</li></li>
</ul>

```

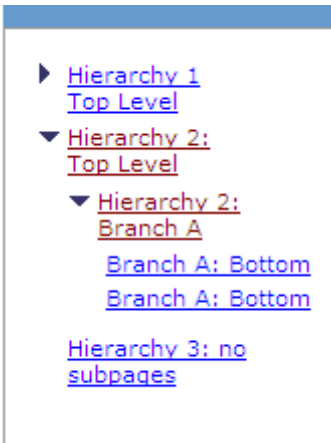


Figure F7: Third level menu items “Branch A” and “Branch B”

- Nested lists have a class applied: submenu. The submenu class simply sets the list as initially hidden until it is revealed by the SwitchMenu function.

## Rules for Expand/Collapse Menu

### 1. Up to Three Levels

The Standards and Guidelines Committee has decided that there will be a maximum of three levels in the expand/collapse menu. Therefore, navigating to the lowest level links would require, at most, the expansion of two lists.

### 2. List IDs and Image IDs

Each expandable/collapsible list must be defined by a unique ID. In the example shown above, “sub1” and “sub2” are used. The definition of the list IDs implicitly define the IDs for the icons.

All 2<sup>nd</sup> or 3<sup>rd</sup> level lists can be expanded or collapsed, so they must all have unique IDs. The JavaScript searches for the icon with an ID that has the string “img” prefixed to the ID of the list it is expanding or collapsing. In the example above, the icons were given the IDs: “imgsub1” and “imgsub2”. These IDs must also be unique.

### 3. Spacer Indentation

Within the 1<sup>st</sup> or 2<sup>nd</sup> level lists, a situation can exist where one item can have a sub list (3<sup>rd</sup> level list) and the other items do not. In this case, a spacer gif should be added to properly indent the list item to align the text with the start of the element with the icon. The spacer gif needs to be 16 pixels wide.

## Appendix F - Customizing Search “this site”

In order to customize the query for “this section” in the search form header all you need to do is to add the correct url “value” to the second radio button (see first bolded section in the code below). Type url: within the quotation marks for the radio button’s value, and the url of the specific section of the website you want to search. If you wish to search your entire domain type only the domain. Don’t forget to change the “alt” text and the display text withing the following “td” tag to something appropriate.

Code from form:

```

        <form name="seek1" method="GET" action="http://datafind.gov.bc.ca/search/query.html">
<table width="100%" border="0" cellspacing="0" cellpadding="0">
<tr valign="top">
<td width="11%">&nbsp;&nbsp;&nbsp;</td>
<!-- TemplateBeginEditable name="search_context" -->
<td width="5%"><input type="radio" name="qp" value="" alt="All B.C.
Government." /></td>
<td width="28%" class="search">All B.C. Government</td>
<td width="5%"><input type="radio" name="qp" value="" alt="this section." checked />
<input type="hidden" name="mi" value=""></td>
<td width="41%" class="search">this section </td>
<td width="10%">&nbsp;&nbsp;&nbsp;</td>
<!-- TemplateEndEditable -->
</tr>
.
.
.
</form>

```

Sample change:

```

<td width="5%"><input type="radio" name="qp" value="url:www.aved.gov.bc.ca/studentservices/"
alt="Search Student Services." checked />

```

or:

```

<td width="5%"><input type="radio" name="qp" value="url:www.aved.gov.bc.ca" alt="Ministry of Advanced
Education." checked />

```

IF you have a custom results page on the search server – change the “mi” (ministry) value in the form  

```

<input type="hidden" name="mi" value=""></td>

```

to your “mi” value.

IF you do not have a custom results page, the default government search results page will display. Don’t do anything to the mi value.

IF you do not have a custom results page, you can request one from the OCO change request system (there will be a small charge for creating this).