

Style Guidelines for the Library's Web Site

These are based on the College's "Web Style Guide," http://www.stkate.edu/identity/web_basics.html

1. Font and font sizes

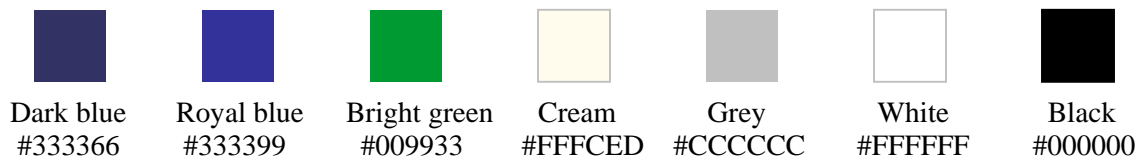
In order to comply with the College's guidelines, Library web pages must obey the following:

- All text must be in the Verdana font
- Page headers (i.e. Titles) must be in **12 pt. bold**
- Subheads must be in **10 pt. bold italic**
- Body text must be in 9 pt. regular

2. Colors

The library's color palette is based on the official palette for the College, with a few additions. Below are the library's colors—the Hex equivalents are included to help you identify them in Dreamweaver:

These were taken from the College's palette*:



These are the additional colors:



Other colors may be used *sparingly* for accent and highlight purposes. To quote the College guidelines: "When choosing color combinations to enhance your Web pages, use good judgment. Do not overuse color."

For consistency throughout the site, follow these guidelines:

- Page titles (H2 in html) are in royal blue and sub-heads (H3) are in bright green. Please do not change these colors.
- Sub-subheads should be formatted as Heading 4 and are bold royal blue text.
- Use purple for highlighting words or phrases, especially at the beginning of pages, which are not part of headings. Examples: Contents:, Note:, table headings, etc.

*For the entire web version of the College's official color palette, go to http://www.stkate.edu/identity/web_color.html.

3. Graphics

The following guidelines are stated in the College's "Web Style Guide."

All graphics should be optimized for quick loading and display. **Photos** should be saved as JPEG files, resolution 72 dpi, and sized approximately 150-300 pixels. **Graphics** should be saved as GIF files, resolution 72 dpi, and sized appropriately.

A limited selection of campus photos for use in web pages can be found at:

http://www.stkate.edu/identity/image_photo.html

Cascading Style Sheets

For ease in following these guidelines, the Library web site now uses cascading style sheets (CSS). The style sheet is attached to each Dreamweaver template and will be applied to new web pages automatically. Within this sheet, the following styles are defined:

- h2 : whenever text is specified as Heading 2, it will automatically appear as Verdana, 12 pt. bold, royal blue text.
- h3 : whenever text is specified as Heading 3, it will automatically appear as Verdana, 10 pt. bold italic, bright green text.
- h4 : whenever text is specified as Heading 4, it will automatically appear as Verdana, 9 pt. bold, royal blue text.
- text : formats text as Verdana 9 pt. regular. It is used for most web page body text that is not a Heading 2, Heading 3 or Heading 4.
- footer : formats text as Verdana 8 pt. regular. It is used for the footer information at the bottom of each page, the navigation submenus on some pages, or any other text that should appear smaller.
- bullet : substitutes the bullet in a bulleted list with an arrow graphic. This works in Internet Explorer, but not in Netscape.

To see the style sheet when working in Dreamweaver, select **Window >> CSS Styles**.

Or, click on the CSS Styles button () at the bottom of the document window.

Either will open up the CSS panel and show the styles available.

Note: The h2, h3 and h4 styles do not appear in this list; they are applied by selecting the appropriate heading from the Format: drop-down menu in the Properties panel.

To manually apply a style, select the text to be changed, and click on the appropriate style.

Testing Note: after you have applied a style, it may appear correct in Dreamweaver and Internet Explorer, but not show correctly in Netscape. **Always** preview your page in Netscape to verify the style has been applied.

Templates

There are 8 templates for pages in the web site. They are called:

about	pathfinder
articles	research
books	services
more	standard

Except for "pathfinder" and "standard," these correspond to the 6 menu buttons on the left side of the home page.

To create a new page, decide which of the 6 sections the page fits under, and use that template. For example:

- database related pages use the "articles" template
- research guides use "research"
- new av, circ, reserves, or ILL pages use "services"
- Friends information or job ads use "about"

"Pathfinder" is reserved for TRW structured controversy pathfinders, and "standard" is used for pages belonging under the 5 links on the right side of the home page.

When creating a page based on a template, styles from the style sheet are automatically applied. However, there are some

Quirks

that need fixing manually

Reminder: preview all fixes in Netscape to make sure they have been applied correctly. The page may look okay in Dreamweaver, but not in the browser.

1. Tables

Text appearing in a table will be larger than what is specified by the "text" style. To correct:

- Move the cursor to the top of an outer column, until it changes to a down arrow
- Click and drag to select all columns in the table.



*You **must** select from the top of the table, and not either side, for this to work.

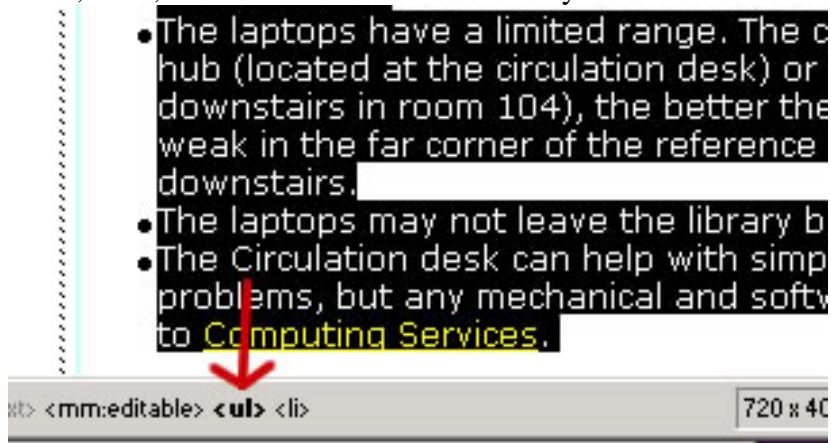
- Open the CSS panel, if it isn't already
- Click on "text"
- The table text should be fixed

Whenever a page contains a table, all text after the table will also need to be fixed manually. The style sheet won't "stick" once it encounters a table.

2. Lists

List items may sometimes appear in the default font (usually Times Roman). To correct:

- Place the cursor somewhere inside the list
- In the status bar at the bottom of the Document window, click on the html code for the list: , , or <dl>. This will automatically select the entire list



- Open the CSS panel, if it isn't already
- Click on "text"
- The list should be fixed
- Occasionally there will be one (or more) list items that were not corrected. In these cases, follow the above steps, but select the , <dt>, or <dd> codes in the status bar

3. Other Text

Occasionally text that is not in a table or list will appear in the default font instead of Verdana. To correct:

- Place the cursor somewhere inside the paragraph to be changed
- Follow the steps given above for Lists, but click on the <p> code in the status bar to select the entire paragraph