

Printed from the Customer Support Manual Website.

---

## Site Documentation: OCIO Home

### Site Overview

Issue: How to coordinate Dev & Ops information regarding a particular website.

Issue: Likely need to remove Task tab due to multiple ops tasks. Separate page question question.

Add: New tab for Initial Page Types, between Mock-Ups and Templating.

Add: Data Sources tab

---

### Tasks

---

Notice: New OCIO Site vs. CIO Home Please note that the information below relates *only* to the new OCIO site, not the old CIO Home, which commenced population on 2 February 2009. The notes are placed here because the new site will take this space once it is launched.

---

### Template Notation

With a few exceptions noted below, the site has two landing page templates and three general content templates. General Content, Mode 1, is the preferred general content template and should be used for most pages. Greeked sample pages, on which the templates are based, employing proper style usage are available on the [Staging Server](#).

#### The Landing Page Template Types

The links below go to the respective sample page.

- **Primary Section Landing Page (*g3\_c2\_fltLeft\_1stSect.dwt*)**: Used for all pages on the primary level of the main site navigation menu.
- **Secondary Section Landing Page (*g3\_c1\_fltDual\_2ndSect.dwt*)**: Used for all pages on the secondary level of the main site navigation menu that have subsidiary pages (with a few exceptions like SDLC).

#### The General Content Template Types

The links below go to the respective sample page.

- **General Content, Mode 1 (*g2\_c2\_genCntM1.dwt*)**: The preferred general content layout, used for all regular pages unless otherwise declared.
- **General Content, Mode 2 (*g3\_c1\_fltLeft\_genCntM2.dwt*)**: The one column layout with a left float sidebar, similar to the primary landing page layout, but without its special Quick Aides section.
- **General Content, Mode 3 (*g3\_c1\_fltDual\_genCntM3.dwt*)**: The one column layout that allowed dual callouts on in the main content section, on either side in any size, but without the

dedicated sidebar area.

The Dreamweaver templates employ a generational construct, which is shown in the [site wireframe file](#) on the *Template Generation Chart* tab.

Note on Template Nomenclature The nomenclature construct used in this site has five potential parts, as defined below:

---

1. The generational component, e.g. g1, g2, g3, g4.
2. The columnar component, e.g. c1 or c2.
3. The general layout float motif (if c1) or content region width allowance (if c2), e.g. if c1: fltLeft, fltDual, or fltNone, or if c2: genCntM1 or orgSub.
4. The purpose specialization, e.g. 1stSect, 2ndSect, idxSpecial, tabsSmpl, tabsCmplx, etc.
5. The sectional designator, e.g. bizCust, cioDesk, itDev, itInv, itOps, ocioAdm or home.

However not all templates have a sectional designator. These are special types like those intended for FAQs.

---

The two landing page template types and the preferred general content template have specialized versions for each section of the site.

## Specialization

The section specific templates are as follows, in order of Primary and Secondary Section Landing pages, and then General Content, Mode 1:

- Business (Biz) Customers
  - Primary (*g4\_c1\_fltLeft\_1stSect\_bizCust.dwt*)
  - Secondary (*g4\_c1\_fltDual\_2ndSect\_bizCust.dwt*)
  - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_bizCust.dwt*)
- CIO Desk
  - Primary (*g4\_c1\_fltLeft\_1stSect\_cioDesk.dwt*)
  - Secondary (*g4\_c1\_fltDual\_2ndSect\_cioDesk.dwt*)
  - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_cioDesk.dwt*)
- IT Development
  - Primary (*g4\_c1\_fltLeft\_1stSect\_itDev.dwt*)
  - Secondary (*g4\_c1\_fltDual\_2ndSect\_itDev.dwt*)
  - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_itDev.dwt*)
- IT Investment & Planning
  - Primary (*g4\_c1\_fltLeft\_1stSect\_itInv.dwt*)
  - Secondary (*g4\_c1\_fltDual\_2ndSect\_itInv.dwt*)
  - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_itInv.dwt*)
- IT Operations

- Primary (*g4\_c1\_fltLeft\_1stSect\_itOps.dwt*)
  - Secondary (*g4\_c1\_fltDual\_2ndSect\_itOps.dwt*)
  - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_itOps.dwt*)
  - OCIO Admin
    - Primary (*g4\_c1\_fltLeft\_1stSect\_ocioAdm.dwt*)
    - Secondary (*g4\_c1\_fltDual\_2ndSect\_ocioAdm.dwt*)
    - General Content, Mode 1 (*g4\_c2\_genCntM1\_sectTpl\_ocioAdm.dwt*)
- 

Note on the OCIO Org and Home The org section has two specialized templates, *orgMain* (*g4\_c1\_fltLeft\_1stSect\_orgMain.dwt*) for the primary section landing page. This page has a big org chart with hot spots. All subsidiary pages use *orgSub* (*g2\_c2\_orgSub.dwt*), one for each group level organization and its subsidiary units.

The home page has its own specialized template (*g2\_c1\_home.dwt*), because of its unique layout.

---

## Regions Description

At present, only the three main layouts are discussed below. On all templates used at the page level, both the section name (SectionName) and page name (PageName) are controlled by template parameters, editable via the Template Properties panel. Depending on the particular template, other parameters may also be editable.

### Primary Section Landing Page

#### Left Sidebar

The primary section landing page has a left sidebar which contains a Quick Aides panel, controlled from each sectional template, and an optional repeating callout region controlled on the page level. If callouts are not desired on a given page, this region should be turned off (i.e. set false) via the Template Properties panel.

#### Main Content Area

The main content area is intended to contain a sectional overview (headed by an h2) and a sectional content link area (headed by an h2) wherein each sub section has a heading (h3) with a description of the content and a link to it on the repeated content name.

Callouts are allowed in this area, but will float right. Callouts should be avoided if it will float near a list as the wrapping is unpredictable.

### Secondary Section Landing Page

The secondary landing page has an Overview region, a Sectional Links region, and an optional regional below the sectional links called the ContentMainOptArea. The optional region is off by default.

Callouts are allowed, both left and right (using special styles noted below) in both the Overview and

ContentMainOptArea regions. They are not allowed in the Sectional Links region. In a manner similar to the primary section landing page, the section links list should have a 'header', i.e. the name of the page or link, plus a description, separated by a colon. If the link is external to the OCIO site, it should have a class attached to the anchor called *relatedLink*.

## General Content, Mode 1

General content, mode 1, is the preferred general content layout. It has a right sidebar that contains some editable regions as well as an optional editable region, which will be discussed below. The main part of the page contains two editable regions, *Subcrumb* and *ContentMain*.

The Subcrumb region allows editing of the sectional path information to show the hierarchical relationship of the page in the informational schema. The actual page name is set by the PageName parameter mentioned above and the primary sectional name is set by a page's template.

The ContentMain region allows regular page content: headings, paragraphs, tables, lists, etc.

## Right Sidebar

The right sidebar contains, as aforementioned, editable regions and one optionally editable region. The optionally editable region is on by default for technical reasons that may change if Dreamweaver CS4 has modified its template logic in any significant way.

## In this Section

This region is a navigational element allowing navigation within a section/subsection (depending on whether or not the area in question has secondary sections).

It allows an optional descriptive paragraph and a single level, unordered list *only* that contains the links to other section pages. The style of both the paragraph and list are fixed by the style sheet. A special class called *here* is allowed in this section to indicate the current page and is applied on the anchor tag of the list item -- thereby allowing copying of the list to each page, but hiding the irrelevant link. (Removing the link itself is not recommended as it will change the look of the text. Making it a dummy with a hash (#) is allowed.)

## Related Links

The region is a less information linkage area, allowing cross-referencing or linkages to items of related interest.

It also allows an optional descriptive paragraph and a single level, unordered list. Linkwise, the style of both the paragraph and list are fixed by the style sheet.

## Content Update/Comments

The editable regions in this area are controlled by template variables accessed from the Template Properties panel (**Modify > Template Properties...**). There are five variables, listed in order of their appearance in the panel:

1. **CommentsContact:** The name of the person responsible for comments related to *content* on the page.
2. **CommentsMailto:** The email address of the comments contact in this format

```
mailto:firstname.lastname@uspto.gov.
```

3. **ContentCommentsGroup:** The name of the *organization* who controls the content.
4. **ContentUpdateContact:** The name of the person responsible for content updates for the page.
5. **ContentUpdateMailto:** The email address of the content update contact in this format

```
mailto:firstname.lastname@uspto.gov
```

## The Optional Editable Region

This region appears if its parameter, *SidebarOptionalRegion*, is set to **'true'**, which is the default and is controlled on the page level. If it is available, it has two editable regions which *must* be used -- otherwise the formatting will not look correct. The regions are the heading (*SidebarOptRegionH4*) and the content area (*SidebarOptRegContent*), which can contain paragraphs or lists, but **not** tables.

## Style Information

Most styling within the OCIO site is applied automatically if the correct HTML tag is used.

### General Classes

Multiple classes, provided that they do not conflict with each other, can be applied to the same item. If using a left floated class, be careful that the floated area does not overlap a list or the list will not wrap properly.

- **.externalLink:** Where a link anchor tag points to resources external to the OCIO site wrap the anchor tag in a *span* tag and assign it the class of 'externalLink', e.g. `<span class="externalLink"><a href="" title="">Linked Text</a></span>`. This instance of the class only applies to the main content areas and, in the preferred general content template, the related links region.
- **Aligns**
  - **.alignCenter:** Centers content of an item.
  - **.alignLeft:** Left aligns the content of an item.
  - **.alignJustify:** Justifies the content of an item.
  - **.alignRight:** Right aligns the content of an item.
  - **Image aligns**
    - **.imgAlignBaseline:** Aligns at the baseline of text.
    - **.imgAlignTop:** Aligns at the top.
    - **.imgAlignMiddle:** Align at the text midline.
    - **.imgAlignBottom:** Aligns at bottom.
    - **.imgAlignTextBottom:** Aligns at the text bottom.
- **Images Floats**
  - **.imgFloatLeft:** Will float an image left.
  - **.imgFloatRight:** Will float an image right.
- **Text Transforms**
  - **.uCase:** Will uppercase text.
  - **.lCase:** Will lowercase text.
  - **.capCase:** Will capitalize text.
  - **.smCaps:** Will convert text to small caps.

If text must break in predictable ways at printing, attached these classes to the tag closes to the break point desired.

- `.pagebreakAlwaysBefore`: Will always break page page before it point.
- `.pagebreakAlwaysAfter`: Will always break the page after this point.

## Anchors (a)

Please start all anchor names (AKA bookmarks) with a lowercase 'a', e.g. `aNewPage`. Doing so will make it easier to recognize anchors in code view.

## Divisions (div)

A number of specially formatted divisions exist. While some of these classes may work with paragraphs, it is preferable for use of a paragraph within the division rather than applying the given class to multiple paragraphs. All text must exist within paragraphs in these divs.

- `.eg`: Use for an example. To create a 'title', select the text and wrap it in a `<span>` tag with the class of `egTitle`.
- `.note`: Use for a note. To create a 'title', select the text and wrap it in a `<span>` tag with the class of `noteTitle`.
- `.warning`: Use for a warning or alert. To create a 'title', select the text and wrap it in a `<span>` tag with the class of `warnTitle`.

Another special div type is a callout. Create a div tag and apply the `.callOut` class. It can accept H4 headings, paragraphs and lists. Its placement will depend on its template, except in the third general content layout.

## Heading Rules (H2 - H6)

As a general rule, no lower level heading tag can be used unless the immediately higher level one was already used. No H1 tag can be used in an editable region as each page has only one such tag and it contains the page name. An example of proper heading use is within this page's structure, e.g. H2 is parent to H3, which is parent to H4, which is parent to H5, which is parent to H6. The first type that can be used within the main content area of any given page is H2.

## Library Items

- `TopOfPage`: To create a link to the top of a page, please use this item. Styling will apply automatically.

## Table Rules (table)

Tables are only allowed in the main content area.

If a table has content above it other than the **page name line**, the table must live within a div tag using the `tableWrapper` class. Multiple tables can live within the div however.

Use the table's caption tag for a table title rather than an heading tag.

The preferred table layout should include a caption, a table header `<thead>` containing the `<th>` tags that are common for columns, a table footer `<tfoot>` that can contain any additional information specific to the

table, and a table body <tbody> section that contains the tables actual content.

Visually, the class will add a line between the table and the content above it; thus a horizontal rule is not needed. Functionally the class applies the margin space to visually separate the table from the content above. A margin above a table is not interpreted in the same manner across browsers.

If a link in the table goes to an external document that is in a Microsoft Office application format (Word, Excel, PowerPoint, etc.) or a PDF, use the appropriate icon (located in the **assets > images > icons** directory). Set a link on the icon and put the document name in the title attribute of the anchor tag.

## Width Classes

If necessary, classes that control table width, based on percentage of the available width of the surrounding division, can be set on the table tag. They are as follows:

- .tableW20: Width equals 20%.
- .tableW40: Width equals 40%.
- .tableW60: Width equals 60%.
- .tableW80: Width equals 80%.
- .tableW100: Width equals 100%.

## Specialized Classes by Template

These classes only available in particular templates.

### General Content, Mode 3

Within the main content area, these classes with float a callout either left or right.

- callOutLeft: floats left.
- callOutRight: floats right.

---

## Dimensions List

PanelContent02

---

## Wireframes

PanelContent03

---

## Mock-ups

PanelContent04

---

## Base Template

PanelContent05

---

## Sectional Templates

PanelContent06

---

## Library Items

PanelContent07

---

## Color Schema

PanelContent08

---

## CSS & Scripts

PanelContent09

---

---

**For CSM Website support, contact the Information Services Division.**

Page last modified: 06/19/2009 14:12:12.

---