



## SOCIAL PROTECTION PLATFORM USER GUIDE:

### HTML tags and styles for editing pages

#### 1. Introduction

In order to keep layout consistency in the whole platform it is essential to apply some principles:

1. All **body text** posted in the SPP should be in principle in unjustified, left aligned as shown in the html editor (normal). Levels of **headings** should be according to styles included in the html editor.
2. **Capitalization** should only be used for section headings (level 1 and 2), which should be bold. Hyperlinks should also be bolded.
3. **Italics** should be reserved for placing emphasis on a word or sentence and should be used sparingly.
4. The use of **underlining** should also be kept to a minimum and reserved for placing emphasis.
5. **External links** (outside the SPP) should open in a new window (see below).
6. **Subsections** in each page (i.e. News, Resources, Links...etc.) should display the 3 most relevant (or latest) items added; more can be added but will be displayed when clicking in 'SEE ALL' link.
7. Agreed **colours** to be applied to font, tables, figures, etc., are indicated here below. In principle no different colour should be used.



RGB 31 68 151 (#1F4497)



RGB 114 141 203 (#728DCB)



RGB 198 217 241 (#C6D9F1)



RGB 228 228 228 (#E48E4E4)



RGB 64 64 64 (#404040)

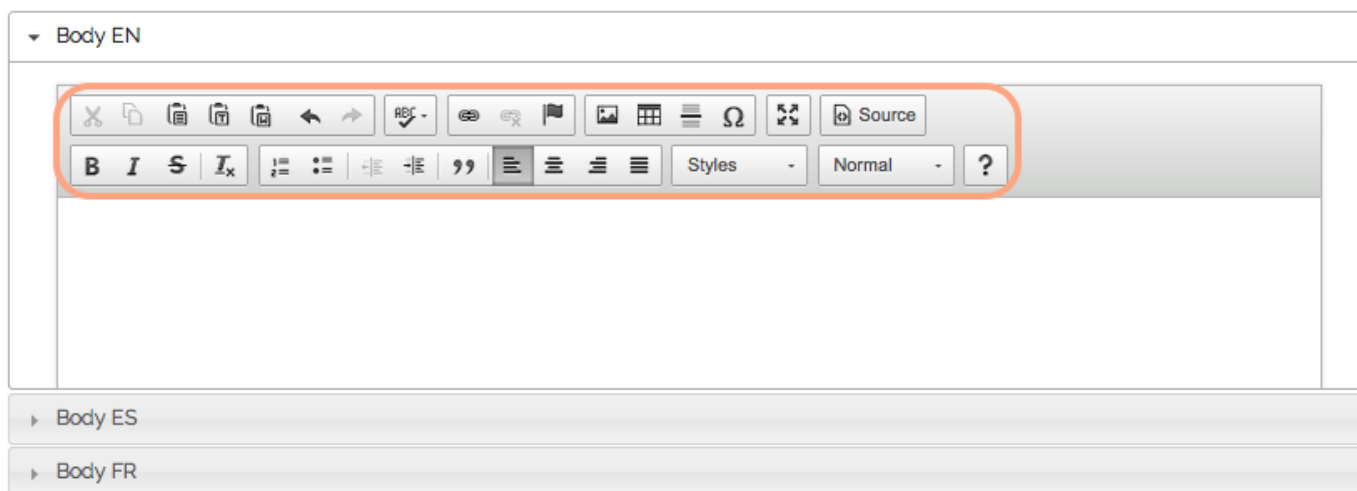


RGB 255 102 0 (#FF6600)



## 2. HTML editor

The platform provides an html editor to format text. It is quite similar to word processor, which allows using basic layout styles by just clicking on the relevant icon.



Let's see in more detail each icon from the editor:

Icon	Description (html tags in red)	On the screen
	Cut + copy + paste	
	Paste as plain text + Paste from Word (This removes automatic layout. It is recommended when copying/pasting from Word. Then you can format).	
	Undo + Redo	
	Spell checker. Allows several options, namely to check spell as you type or access online dictionaries. For these options, be sure you have enabled it.	
	Link + unlink + anchor. Using the link function you can add links to another page in the SPP or to an external website; you can also create links within the text using the anchors.	<i>See below for further information.</i>
	Insert an image	<i>See below for further information.</i>



# Social Protection

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Icon	Description (html tags in red)	On the screen
	Insert table	See below for further information.
	Insert horizontal line	<hr/>
	Insert special characters	
	Maximize the view both in normal view and source view. Click again to minimize.	
	View the text including html tags (normal view vs source view).	
	Bold: <strong>text</strong>	<b>text</b>
	Italic: <em>text</em>	<i>text</i>
	Strike through: <del>text</del>	<del>text</del>
	Remove format	
	Insert/remove numbered list: <code>&lt;ol&gt;</code> <code>&lt;li&gt;Text 1&lt;/li&gt;</code> <code>&lt;li&gt;Text 2&lt;/li&gt;</code> <code>&lt;/ol&gt;</code>	<ol style="list-style-type: none"><li>1. Text 1</li><li>2. Text 2</li></ol>
	Insert/remove bulleted list: <code>&lt;ul&gt;</code> <code>&lt;li&gt;Text 1&lt;/li&gt;</code> <code>&lt;li&gt;Text 2&lt;/li&gt;</code> <code>&lt;/ul&gt;</code>	<ul style="list-style-type: none"><li>• Text 1</li><li>• Text 2</li></ul>
	Decrease/increase indent	
	Block quote	<div>Recognizing the importance of ensuring social protection for all, the United Nations System Chief Executives Board for Coordination (UNCED) adopted, in April 2009, the Social Protection Floor initiative, as one of the nine UN joint initiatives to cope with the effects of the economic crisis.</div>
	Align left, center, right, justify	
	Several formatting styles to choose from	



# Social Protection

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Icon	Description (html tags in red)	On the screen
Normal	Paragraph format:	
	Normal: <code>&lt;p&gt;text&lt;/p&gt;</code>	Normal
	Heading 1: <code>&lt;h1&gt;text&lt;/h1&gt;</code>	Heading 1
	Heading 2: <code>&lt;h2&gt;text&lt;/h2&gt;</code>	Heading 2
	Heading 3: <code>&lt;h3&gt;text&lt;/h3&gt;</code>	
	Heading 4: <code>&lt;h4&gt;text&lt;/h4&gt;</code>	
	Heading 5: <code>&lt;h5&gt;text&lt;/h5&gt;</code>	
	Formatted	Formatted

### 3. Additional information on layout

Function	Html tags (in red)	On the screen
HTML tags for text format - view in Source		
<b>Line spacing (double)</b> = creates a paragraph	<code>&lt;p&gt;text&lt;/p&gt;</code>	Recognizing the importance of ensuring social protection for all, the United Nations System Chief Executives Board for Coordination (UNCED) adopted, in April 2009, the Social Protection Floor initiative, as one of the nine UN joint initiatives to cope with the effects of the economic crisis.  This initiative was reinforced in 2012 when government, employers and workers adopted the Social Protection Floors Recommendation (No. 202) in 2012. In March 2014, the UNDG Chair, Helen Clark, and ILO Director General, Guy Ryder, renewed this engagement.
<b>Line spacing (single)</b>	text <code>&lt;br /&gt;</code> (only to set at the end of the text)	Recognizing the importance of ensuring social protection for all, the United Nations System Chief Executives Board for Coordination (UNCED) adopted, in April 2009, the Social Protection Floor initiative, as one of the nine UN joint initiatives to cope with the effects of the economic crisis.  This initiative was reinforced in 2012 when government, employers and workers adopted the Social Protection Floors Recommendation (No. 202) in 2012. In March 2014, the UNDG Chair, Helen Clark, and ILO Director General, Guy Ryder, renewed this engagement.
<b>Blank line</b>	<code>&lt;p&gt;&amp;nbsp;&lt;/p&gt;</code> (some times it is displayed automatically and cannot be removed).	Recognizing the importance of ensuring social protection for all, the United Nations System Chief Executives Board for Coordination (UNCED) adopted, in April 2009, the Social Protection Floor initiative, as one of the nine UN joint initiatives to cope with the effects of the economic crisis.  This initiative was reinforced in 2012 when government, employers and workers adopted the Social Protection Floors Recommendation (No. 202) in 2012. In March 2014, the UNDG Chair, Helen Clark, and ILO Director General, Guy Ryder, renewed this engagement.
<b>Ordered list using "i" or "a"</b>	<code>&lt;ol type="i"&gt; OR &lt;ol type="a"&gt;</code> <code>&lt;li&gt;text 1&lt;/li&gt;</code> <code>&lt;li&gt;text 2&lt;/li&gt;</code> <code>&lt;li&gt;text 3&lt;/li&gt;</code> <code>&lt;/ol&gt;</code>	<div> i. text 1 ii. text 2 iii. text 3 </div> <div> a. text 1 b. text 2 c. text 3 </div>
<b><u>Underline</u></b>	<code>&lt;u&gt;text&lt;/u&gt;</code>	<u>Text</u>



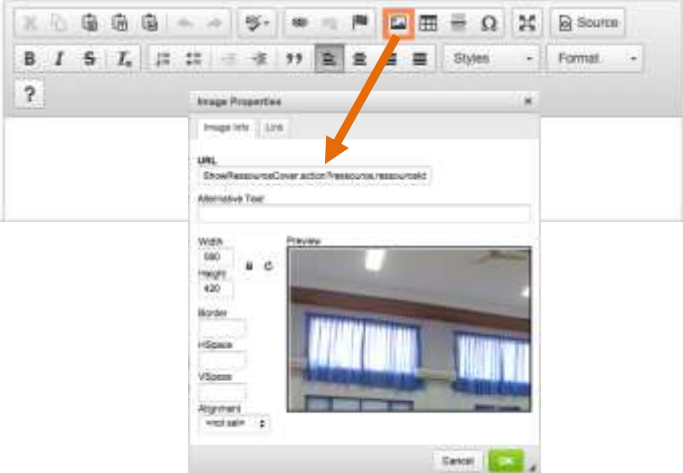

More questions? Email us at [gess@ilo.org](mailto:gess@ilo.org)

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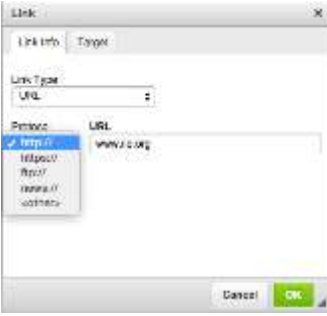


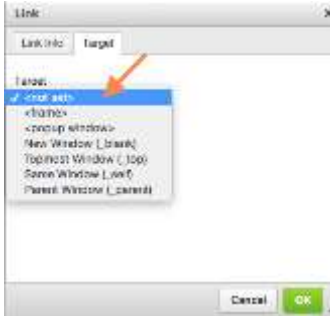

# Social Protection

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Function	Html tags (in red)	On the screen
Details about links (URL, images, e-mail addresses etc.)		
Insert images	<ol style="list-style-type: none"> <li>Upload your image in the SPP library (<a href="http://www.social-protection.org/gimi/gess/ShowLibrary.action?sid=3&amp;ctx=0">http://www.social-protection.org/gimi/gess/ShowLibrary.action?sid=3&amp;ctx=0</a>) by clicking on “<b>Add a picture</b>” in the right side menu, to obtain a URL address. Select and copy that URL.</li> </ol>	 
	<ol style="list-style-type: none"> <li>In the html editor click on the “image” icon and paste the URL address.</li> </ol> <p>Tags:  <code>&lt;img alt=""</code>  <code>src="ShowRessourceCover.action?ressource.ressourceId=49199"</code>  <code>style="width: 560px;</code>  <code>height: 420px;"/&gt;</code> </p>	
	<ol style="list-style-type: none"> <li>Resize, align, add a frame, as needed. This image can be a figure, a graph, etc.</li> </ol>	<p><b>Lorem ipsum dolor sit amet</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat co Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum la iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pr tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis veli a, luctus ut, orci.</p>  <p><b>12th African Regional Meeting</b> Johannesburg, South Africa 11-14 October 2011</p> <p><b>Yaoundé Tripartite Declaration</b> on the Implementation of the Social Protection Floor</p> <p><b>The Action Plan</b> Draft for consultation</p> <p><small>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat co Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum la</small></p>



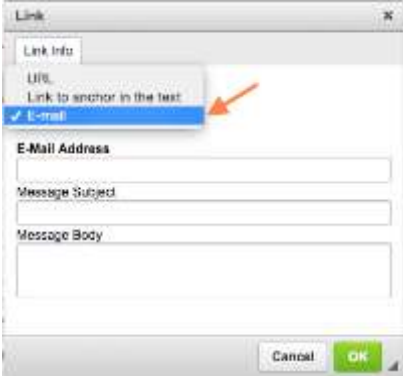


Function	Html tags (in red)	On the screen
<b>Insert hyperlinks</b> (external and internal)	<ol style="list-style-type: none"> <li>Select the text that you want to display as a hyperlink.</li> <li>In the html editor, click on the "link" icon.</li> </ol> <p><b>2.1 For external links:</b></p> <ol style="list-style-type: none"> <li>Choose http:// as protocol</li> <li>Choose "New Window (_blank)" as target. This will open the hyperlink in a new window.</li> </ol> <p><b>2.2 For internal links:</b></p> <ol style="list-style-type: none"> <li>Choose "&lt;other&gt;" as protocol and paste the last part of the URL address</li> <li>Choose "&lt;not set&gt;" (by default) as target. This will open the hyperlink in the same window.</li> </ol>	 <p><b>External links:</b></p> <p><b>a. Choose protocol</b></p>  <p><b>b. Choose target</b></p>  <p><b>Internal links:</b></p> <p><b>a. Choose protocol</b></p>  <p><b>b. Choose target</b></p> 
<b>Using internal hyperlinks</b>	<p><i>Example of internal link:</i></p>  <p>(copy the last part of the URL address to create the hyperlink as indicated above in point 2.2 "For internal links")</p>	
<b>Library resource</b> (summary webpage)	<pre>&lt;a href="ShowRessource.action?ressource.ressourceId=49017"&gt;Design study of the single referral system for the extension of social protection in Indonesia&lt;/a&gt;</pre>	<a href="#">Design study of the single referral system for the extension of social protection in Indonesia</a>
<b>Library resource</b> (straight download)	<pre>&lt;a href="RessourcePDF.action?ressource.ressourceId=49017"&gt;Design study of the single</pre>	<a href="#">Design study of the single referral system for the extension of social protection in Indonesia</a>



# Social Protection

Building social protection floors  
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Function	Html tags (in red)	On the screen
Any SPP webpage (e.g. topic page)	referral system for the extension of social protection in Indonesia</a>	
	<a href="ShowTheme.do?tid=1321">The Social Protection Floor (SPF)</a>	<a href="#">The Social Protection Floor (SPF)</a>
Wiki/theme/news page	<a href="ShowWiki.do?wid=278"> Health sector </a>	<a href="#">Health sector</a>
	<a href="ShowTheme.action?th.themeld=2485">Why a Social Protection Floor?</a>	<a href="#">Why a Social Protection Floor?</a>
	<a href="ShowNews.action?id=19789">Assessment-based national dialogue for social protection gains momentum in Mozambique</a>	<a href="#">Assessment-based national dialogue for social protection gains momentum in Mozambique</a>
Insert e-mail address	<ol style="list-style-type: none"> <li>1. Select the text that you want to display as a link</li> <li>2. In the html editor, click on the "link" icon and choose "E-mail" as link type</li> <li>3. Paste/write the e-mail address</li> </ol> <p>Example:</p> <pre>&lt;a href=mailto:gess@ilo.org&gt;Contact us&lt;/a&gt;</pre>	 <p><a href="#">Contact us</a> [link to GESS e-mail]</p>



Function	Html tags (in red)	On the screen
Creating subheading, sub-sections, tables, columns, numerations etc.		
<b>Editing the text in a table with two columns</b>  <div>Column left</div> <div>[tr=table row]</div> <div>[td=table cell]</div> <div>[p=paragraph]</div> <div>Column right</div>	<pre> &lt;table cellpadding="10" border="0" width="100%"&gt;    &lt;tr&gt;      &lt;td width="50%" valign="top"&gt;        &lt;p&gt;Firstly, we would... &lt;/p&gt;      &lt;/td&gt;      &lt;td width="50%" valign="top"&gt;        &lt;p&gt;In light of the results...&lt;/p&gt;      &lt;/td&gt;    &lt;/tr&gt;  &lt;/table&gt; </pre>	<div>Firstly, we would like to thank all participants of the user satisfaction survey for giving us your opinions on GESS and congratulate the winner of the prize draw for the book.</div> <div>In light of the results, we will continue to work on improving GESS, especially making it easier for users to post their contributions on the platform.</div>
<b>Insert a table from word</b>	It is possible to copy a table from word. Make sure that the table is not too large, so that it fits on a SPP page.	
For advanced administrators		
<b>Insert expanding sub-sections</b>  <div>Sub-section 1:</div> <div>Sub-section 2:</div>	<pre> &lt;li onclick="\$('#general').slideToggle('slow'); changeClass(this.id)" class="chipDown" id="01" style="cursor: pointer; color: rgb(52, 109, 191);"&gt;&lt;strong&gt;General&lt;/strong&gt;&lt;/li&gt; &lt;/ul&gt; &lt;div style="display: none;" id="general"&gt; &lt;p&gt;&lt;b&gt;General&lt;/b&gt;&lt;/p&gt; &lt;p&gt;&lt;b&gt;Data&lt;/b&gt;&lt;/p&gt; &lt;p&gt;&lt;b&gt;Maps&lt;/b&gt;&lt;/p&gt; &lt;/div&gt; &lt;ul&gt;    &lt;li onclick="\$('#poverty').slideToggle('slow'); changeClass(this.id)" class="chipDown" id="02" style="cursor: pointer; color: rgb(52, 109, 191);"&gt;&lt;b&gt;&lt;strong&gt;Poverty&lt;/strong&gt;&lt;/b&gt;&lt;/li&gt; &lt;/ul&gt; &lt;div style="display: none;" id="poverty"&gt; &lt;p&gt;&lt;b&gt;text&lt;/b&gt;&lt;/p&gt; &lt;p&gt;&lt;b&gt;text&lt;/b&gt;&lt;/p&gt; &lt;/div&gt; </pre>	<div>       - General        General        Data        Maps        + Poverty     </div> <p><b>Note:</b> if you use more than one expanding sub-section, please change the <b>items marked in green</b> as it is done in the example, and adapt the <b>title (marked in blue)</b> of the sub-section.</p>





Function	Html tags (in red)	On the screen
Create tabs	<p><b>HTML tags for header with tabs:</b></p> <pre> &lt;div id="tabs"&gt; &lt;ul&gt;   &lt;li&gt;&lt;a href="#tabs-1"&gt;&lt;b&gt;Demographic&lt;/b&gt;&lt;/a&gt;&lt;/li&gt;   &lt;li&gt;&lt;a href="#tabs-2"&gt;&lt;b&gt;Economic&lt;/b&gt;&lt;/a&gt;&lt;/li&gt;   &lt;li&gt;&lt;a href="#tabs-3"&gt;&lt;b&gt;Social&lt;/b&gt;&lt;/a&gt;&lt;/li&gt; &lt;/ul&gt;  <b>HTML tags for text in each tab:</b>  &lt;div id="tabs-1"&gt; Data concerning the demographic evolution Latin American countries shows.... &lt;/div&gt; &lt;div id="tabs-2"&gt; Economic indicators for the region indicate... &lt;/div&gt; &lt;div id="tabs-3"&gt; A report on the social dimension of the countries in the region... &lt;/div&gt; &lt;/div&gt; </pre>	 <p>See for example the statistic page on the SPP: <a href="http://www.social-protection.org/gimi/gess/ShowTheme.action?th.themeld=10">http://www.social-protection.org/gimi/gess/ShowTheme.action?th.themeld=10</a></p>

## Other useful links

- HTML online guide: <http://www.w3schools.com/html/default.asp>
- To facilitate the HTML programming you can work with the Texteditor ++ program. You can convert your data into HTML format and work with it more easily. Here the link for download:  
<http://www.editplus.com/download.html>
- <http://jqueryui.com/demos/http://jqueryui.com/home>
- <http://www.digitalia.be/software/slimbox2/>