Treasury Board of Canada Secretariat | Secrétariat du Conseil du Trésor du Canada

Common Look and Feel Standards for Internet 2.0: Proposed Changes

Presented to IAC
2006-06-22

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CLF Standards Renewal

- **Rationale:** The Common Look and Feel (CLF) Standards were developed in 1999/2000. Many of the navigation and format standards are outmoded due to significant advances in technology over the past 6 years.
- **Timeframe:** Once the new CLF standards are approved, institutions will have 2 years to implement the new look, but all new sites created after formal approval must comply with CLF 2.0.
- **Scope:** CLF 2.0 applies to all institutions represented in Schedules I, I.1 and II of the *Financial Administration Act*. The new standards do not apply to departmental Intranets, although institutions are encouraged to do so.

Proposed Main Page Design

Proposed Navigation and Format Changes – Details (1 of 3)

- The banner, left menu and footer are repeated on all pages of the Web site.
- Fonts to be used in the title banner are Times New Roman for the first line of text and Arial for the second (smaller) line of text (institutions to ensure there is enough contrast so the text can be easily read).
- The banner and text blocks that carry text can be any Web safe colour.
- The banner can be a graphic but the file size must be optimized for download.
- One common black menu bar with six buttons: “Français”, “Home”, “Contact Us”, “Help”, “Search”, and “canada.gc.ca”.

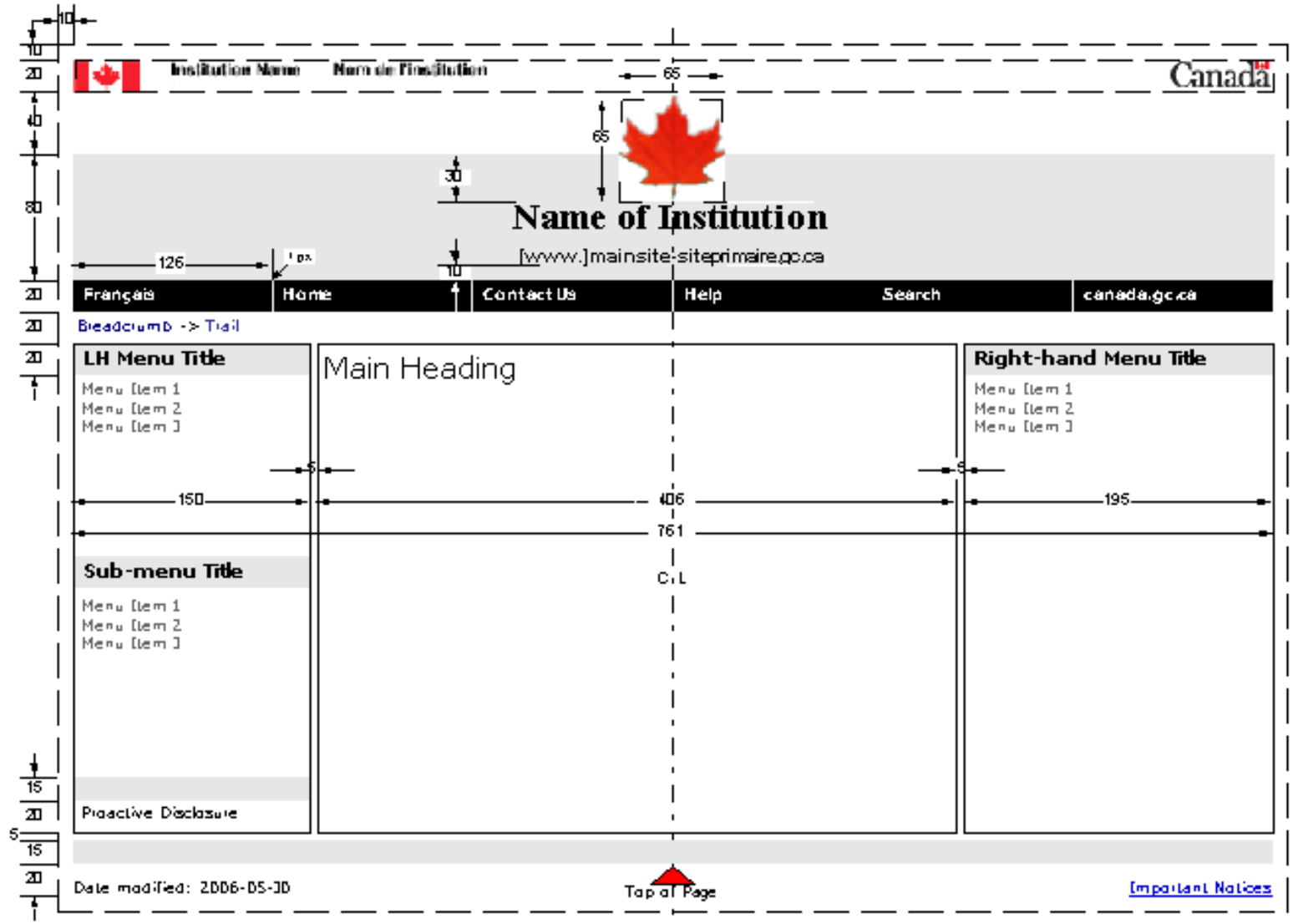
Proposed Navigation and Format Changes – Details (2 of 3)

- Use of institutional menu bar(s) is discontinued.
- The “Home” button should link to the main page of the institution’s primary Web site.
- Breadcrumb trail to be added (can be gradually phased in, but will be mandatory by 2008 deadline).
- Default font for all content, including menu items and the breadcrumb trail, is Verdana.
- Outbound links should direct visitors to a relevant content page in the visitor’s chosen official language, and not to an institutional welcome (or language choice) page.

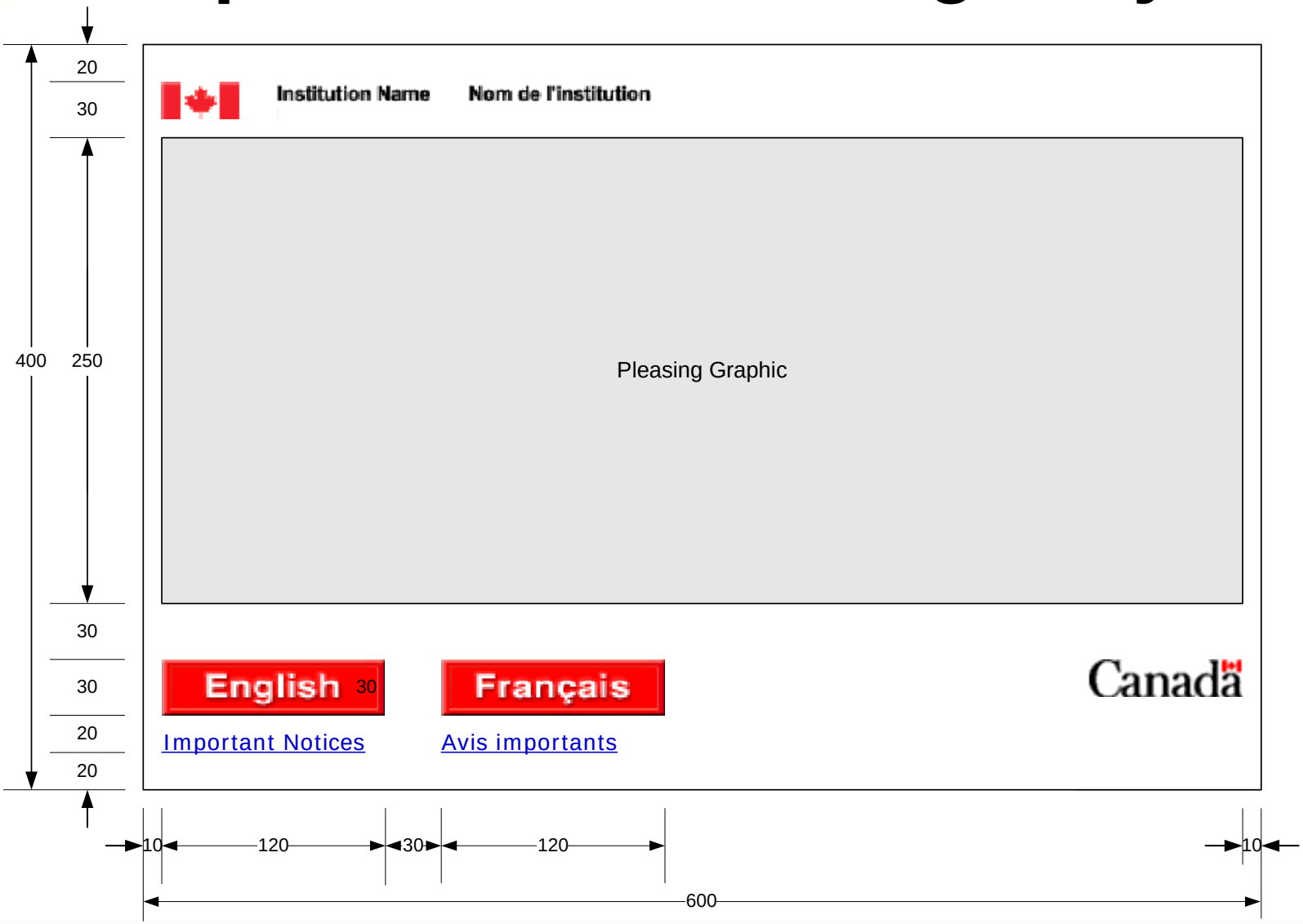
Proposed Navigation and Format Changes – Details (3 of 3)

- Three-column layout (150/406/195) on all main pages. (Dimensions as indicated in illustration on slide 7.)
- Sub-pages can have a three-column (150/406/195) or two-column (150/605) layout. A single-column (760) layout is acceptable for application pages.
- The link to Proactive Disclosure information must appear at the bottom of the left-side menu.
- The controls in the left menu are to be in scalable text (no more graphical menu buttons).
- The page is to be centred horizontally, with a background colour allowed.

Proposed Main Page Dimensions



Proposed Welcome Page Layout



Next Steps

- Presentation to Internet Advisory Committee on June 22nd.
- Approval of the standards.
- Implementation toolkit developed.
  - HTML Template
  - Cascading Style Sheet (CSS)
  - Sample Web site
  - Frequently Asked Questions (FAQ)
  - Guidance documents
- CLF Web site updated.

Questions?

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