

FAA Website Design Standard & Instructions – INTERNET ONLY

1) General Design:

- Build your site for viewing on a screen resolution of 800 x 600 pixels. No exceptions.
- Write your site code so that the FAA lowest common denominator browsers can successfully read and render the pages. Currently, FAA lowest common browsers include Internet Explorer version 5.5 (and above) and Netscape version 4.7 (and above).
- <FRAME> pages are strongly discouraged because it is very difficult to link to specific pages within a FRAME based website from other FAA web sites. Wireless devices that browse the Web also have trouble displaying framed pages. The FAA Web Policy Board will consider exceptions.
- Link to the FAA Master style-sheet located at <http://www.faa.gov/master.css> to format your content. To link to the master style-sheet, place the following code within your header tags:
`<link rel=stylesheet href="http://www.faa.gov/master.css" type=text/css>`
See **Figure 1** for style reference definitions.
If you are using the `<CF_WRAPPER>` tag see **Figure 2**.

2) Page Requirements: See code for design examples at <http://intranet.faa.gov/webrules/>. Each page must have, as a minimum and with limited exceptions, the following:

- The banner in the top area of the page that includes the links; **Home, Site Map, DOT, Ask FAA, Search** and the background image; <http://www.faa.gov/images/navBannerBackground.gif>.
- The blue left navbar background is located at (<http://www.faa.gov/images/navBackground2.gif>). Use the left navbar to link to content that is specific to your site. Use the template (**Figure 1**) for a secondary navbar within your web pages if a secondary navbar is necessary. The code for Figure 1 is located at <http://intranet.faa.gov/webrules/>
- A unique `<TITLE>` reflecting the content of your web page. (Example: `<TITLE>APA – Security Tips for Travelers</TITLE>`)
- Meta Data on every page for use with the search engine. If you are writing the code for the Meta Tag yourself, use the default FAA keywords in addition to your own keywords. (**Federal Aviation Administration, FAA, F.A.A., Federal Government, Federal, Government, .gov, Gov., Aviation, Administration, Support, Regulations, Security, Passengers**). If you are using the provided ColdFusion wrapper, see **Figure 2**. See <http://interweb.faa.gov/developers/kb/samples.cfm#meta> for a Meta Tag sample.
- The Footer. The rule line, footer links, and contact information should be on every page. The “Questions about this page” should replace the previous link that read “Technical problems with this page.” Use this link to provide a mailto: tag or a URL link to a page that provides either a phone number or an email address or both. You must provide a phone number or email address on every page. If you choose to use the link to web page option, you must provide either a more detailed list of Technical and Content contacts (phone numbers or e-mail addresses) or a web form the customer must fill out. The web form is an option that helps prevent spamming. The customer would fill out the form and submit it to the technical contact. This option is available to those who have the resources to build the web form page. If the developer/content provider chooses to provide only an e-mail address, the receiver of that email must field those messages to the appropriate parties. The Web council strongly recommends that you provide both a

phone number and an email address. But one or the other is accepted. You can also list the phone number at the bottom of your web pages, with the snail mail address.

The “Accessibility” and “Privacy Policy” links should not change.

- If you change the URL (path) to your page or rename your web page, leave the old web page up for 30 days with a redirect link to the new page, requesting that the viewer update any bookmarks to that page.

3) DO NOT:

- Do not change the links; **Home, Site Map, DOT, Ask FAA, Search** or the background image. These links must be on every page. Exception: If the purpose of your page is primarily to display data or “document” files, such as a large data tables, PDF files, Word Docs, XLS Docs, Official FAA Documents (such as Orders in TXT format), and large images, target the page to open in a new window without using the standard FAA template.
- Do not use the airplane (**faa_1.gif**) image on your web pages. This is **ONLY** for the FAA Home Page.
- Do not use abbreviations in your page content titles.
- Do not use “Heavy” pages. Strive for a target weight of 10,000 bytes or less including the required banners. The FAA Web Committee will consider exceptions. Download times are as follows:

15,000 bytes	14.4	8 seconds
15,000 bytes	28.8	4 seconds
15,000 bytes	33.6	3 seconds
15,000 bytes	56.0	2 second

4) General Information:

- **FAA External Links:** You must display an External Links Disclaimer whenever you are linking to a non-FAA Web Site from an FAA Web Site.

Where an external link = a non-FAA link, each of the external links would have to contain the following code (in red):

Ex. External Web Site (Non-FAA Web Site)

- **Referencing Style Sheets:**
Use the “class” tag (**Figure 1**) to reference styles within your tags.
For the left navbar links use the following example:
`Link 1`

- The remaining area directly under the banner and to the right of the navbar is for site-specific content. (**Figure 1**) Refer to Content Requirements Appendix document for content do's and don'ts.
- **Using the ColdFusion Wrapper Tag (Figure 2):**

The **CF_WRAPPER** tag can be used by ColdFusion developers who want to include the Opening and closing <HTML> and <BODY> tags, Title tags, FAA header with Global Navbar links, StyleSheet reference, Meta Data tags, and the Footer from one, central source. This means that, if you use the **CF_WRAPPER**, you will only have to worry about your left navbar and main content code.

Use the following code to call the wrapper for FAA websites:

```
<CF_WRAPPER
  SITETITLE="Federal Aviation Administration"
  KEYWORDS="Federal Aviation Administration, FAA, F.A.A., Federal
  Government, Federal, Government, .gov, Gov., Aviation, Administration,
  Support, Regulations, Security, Passengers"
  DESCRIPTION="Please put a one or two sentence description of your page.
  This will be used as a summary for your page when it is found by a search
  engine."
  DEVELOPER=" your.email@faa.gov" OR
  DEVELOPER="http://www.yourcontactspage.gov"
  < - - - If you provide an email address, it should be a generic email address such as
  "webmasterAVR.faa.gov". Do not put the "mailto:" tag in your code.
  If you provide a web page address, you may use a full URL or a relative path web address.
  Note: If the developer/content provider chooses to use the link to web page option, they must
  provide either a more detailed list of Technical and Content contacts (phone number(s) or e-mail
  addresses) or a web form the customer must fill out. The web form is an option that helps
  prevent spamming. The customer would fill out the form and submit it to the technical contact.
  This option is available to those who have the resources to build the web form page. - - - >
  ADDRESS="Your LOB Content-Contact Information will go here include the <br>
  tags to force line breaks. This is also where you can put the phone number of the
  organization that owns this page.">
```

If you just use the opening wrapper tag without the attributes (<CF_WRAPPER>), the default wrapper attributes will be set as follows:

```
<CF_WRAPPER
  SITETITLE="Federal Aviation Administration"
  KEYWORDS="Federal Aviation Administration, FAA, F.A.A., Federal
  Government, Federal, Government, .gov, Gov., Aviation, Administration,
  Support, Regulations, Security, Passengers"
  DESCRIPTION="This is a Federal Aviation Administration web page."
  DEVELOPER="webmaster@faa.gov"
  ADDRESS="Federal Aviation Administration<br> 800 Independence
  Avenue,<br> S.W. Washington, DC 20591">
```

For Assistance visit <http://interweb.faa.gov/webrules/>

Or Contact:
 Carmen Marco
 (202) 267-8859
 FAA Mail: carmen.n-ctr.marco@faa.gov

Figure 1: Image and Style Sheet “class” descriptions:

The screenshot shows a web browser window displaying the FAA HTML Design Template. The browser title is "FAA HTML Design Template - Microsoft Internet Explorer". The address bar is empty. The page content includes a navigation bar with links for Home, Site Map, DOT, Ask FAA, and Search. Below the navigation bar is a heading area with "Your Page Title Here" and "Insert Page Subtitle Here (If Needed)". A secondary navigation bar contains three "Page navigation here" links. The main content area has a red warning: "INFORMATION. READ ENTIRE PAGE BEFORE USING." followed by text about pasting content and a code snippet for an external link. A footer contains links for "Questions about this page?", "Accessibility", and "Privacy Policy", along with contact information and a "Page Last Updated" date.

http://www.faa.gov/images/navBannerBackground.gif:
Background image for the “Global Navigation Bar.” This should appear on every page.

Class=“heading1”
A title should appear on every page

Class=“navhead”

Class=“nav”

Class=“heading2”

Secondary Navbar Design Example Use only if necessary. Use Class=“links” in your <tr> tag to get the gray background.

The use of tags </> tags, list tags, etc are permitted for formatting text.

http://www.faa.gov/images/navBackground2.gif
Background image for left navbar. This should appear on every page.

The footer includes the link to “Questions about this page,” “Accessibility,” “Privacy Policy,” your contact address/phone number for content and the date that your page was Last Updated.

Figure 2: Use this code when using the ColdFusion wrapper tag in your CFM pages:

This is the code for a template that uses the wrapper custom tag.
 If you copy the following code and save it as a *.cfm file, you can use the file as a template for your *.cfm pages.

*<!-- This is the opening wrapper tag that must appear on each cfm page. You can define the **SITETITLE**, **KEYWORDS** that will automatically be displayed in the Meta Tag for your page. The **DEVELOPER** contact and the **ADDRESS** of your LOB will automatically write the code for the **footer** of your web page --->*
*<!-- This wrapper will automatically write the code for the **header** (top navbar and global links), **JavaScript** (for the FAA exit warning), the **footer** (rule line, links and contact info. at the bottom of every page, and **Style Sheet** reference that is required on every FAA web page --->*

```
<CF_WRAPPER
    SITETITLE="Federal Aviation Administration"
    KEYWORDS="Federal Aviation Administration, FAA, F.A.A., Federal Government, Federal,
    Government, .gov, Gov., Aviation, Administration, Support, Regulations, Security, Passengers"
    DEVELOPER=" your.email@faa.gov (This should be a generic email address such as
    webmasterAVR.faa.gov)"
    ADDRESS="Your LOB Content-Contact Information will go here"
    LASTUPDATE="Todays Date">
```

<!-- This is the end of the opening wrapper tag that must appear on each cfm page using the wrapper --->
<!-- This is only code that you must use when using the wrapper tag. Opening and Closing <Body> and <HTML> tags are not needed. You only need to use an opening and closing <table> tag that will include the code for your NavBar and your main body content. --->

```
<TABLE BORDER=0 CELLPADDING=0 CELLSPACING=0 width="750" summary="This table is for
layout">
    <TR>
        <TD width="126" background="http://www.faa.gov/images/navBackground2.gif" valign="top">
```

<!-- Left navbar. It is recommended to coders using Cold Fusion to include their navbar as a separate file. This way changes to your navbar will only need to be made once and will cascade throughout your site --->

```
        <table width="126" cellpadding="2" cellspacing="0" border="0" SUMMARY="This table is for layout">
            <tr>
                <td valign="top">
```

```
        <table width="94%" summary="This table is for layout">
            <tr>
                <td><br>
```

```
<cfinclude template="YourNavBar.cfm">
```

```
                </td>
            </tr>
        </table>
        </TD>
    </TR>
</TABLE>
```

<!-- End left-hand vertical navigation bar -->

```
</TD>
```

<!-- Beginning of main content section --->

<TD valign="top">

*<!-- The following tag is required for compliance with Section 508. You **must** use this tag on every web page to be 508 compliant. Do not alter or remove it.-->*

<!-- End of required 508 link --->

 <table width="100%" summary="This table is for layout." cellpadding = "3" cellspacing="0" border="0">

<tr>

<td valign="top" colspan="2" align="left">

Your Primary Heading here

You Subheading here (If needed)

</td>

</tr>

<tr>

<td valign="top">Your content text goes here</td>

</tr>

</table>

</TD>

<!-- End of main content section --->

</TR>

</TABLE>

<!-- This is the closing wrapper tag that must appear at the end of every cfm page using the wrapper. This will automatically write the necessary </body> and </html> tag --->

</CF_WRAPPER>