GapWeb **Standards & Guidelines**

Extranet: Standard Page

The standard page layout should be used unless your page has unusual content. (See the alternate page templates also listed in this guide.) If you have needs that are not met by the standard page or the alternate layouts, contact Scott Willson in Corporate Communications.

Title in Browser
Every page should has an informative title in the browser window. The format is Main Section: Sub-Section. There are no rigid rules as to what is a "main section" in the extranet -- use whatever makes the most sense for the visitor. Do remain consistent with other related pages. The second half of the title is the page's name. The Title in Browser and Page Title should be the same. Use title case.

Gap Inc. Logo Bar
The Gap Inc. bar must appear on all pages. This section of the page identifies it as part of the Gap Inc. extranet. The right-hand part of the gray bar will hold extranet-wide site functions. This space is reserved by Corporate Communications and cannot be modified.

Navbar
Each page should include a standard navbar in the light gray column on the left of the page. See navbar for more information.

Content Rule
The content rule is a one-pixel black rule above and to the left of the text.

Links
Links in the body of the page are red (see Colors). Visited links are daark red. Active links are bright red. <body bgcolor="#ffffff" text="#000000" link="#df0029" alink="#ff1a00" vlink="#54000f">

Headings
Headings define major areas on the page. They are size 4, face="Geneva,Arial,Verdana,sans-serif", color: dark gray. Headings have one line of blank space aboe them and one below.

Subheadings
Subheadings further define areas of the page under headings. Subheadings are inserted in the beginning of paragraphs. Theay are the same colr, size, and face as body text, except they are bold. (Face="Trebuchet MS,Geneva,Arial,Verdana,sans-serif", size="3", color="#000000").
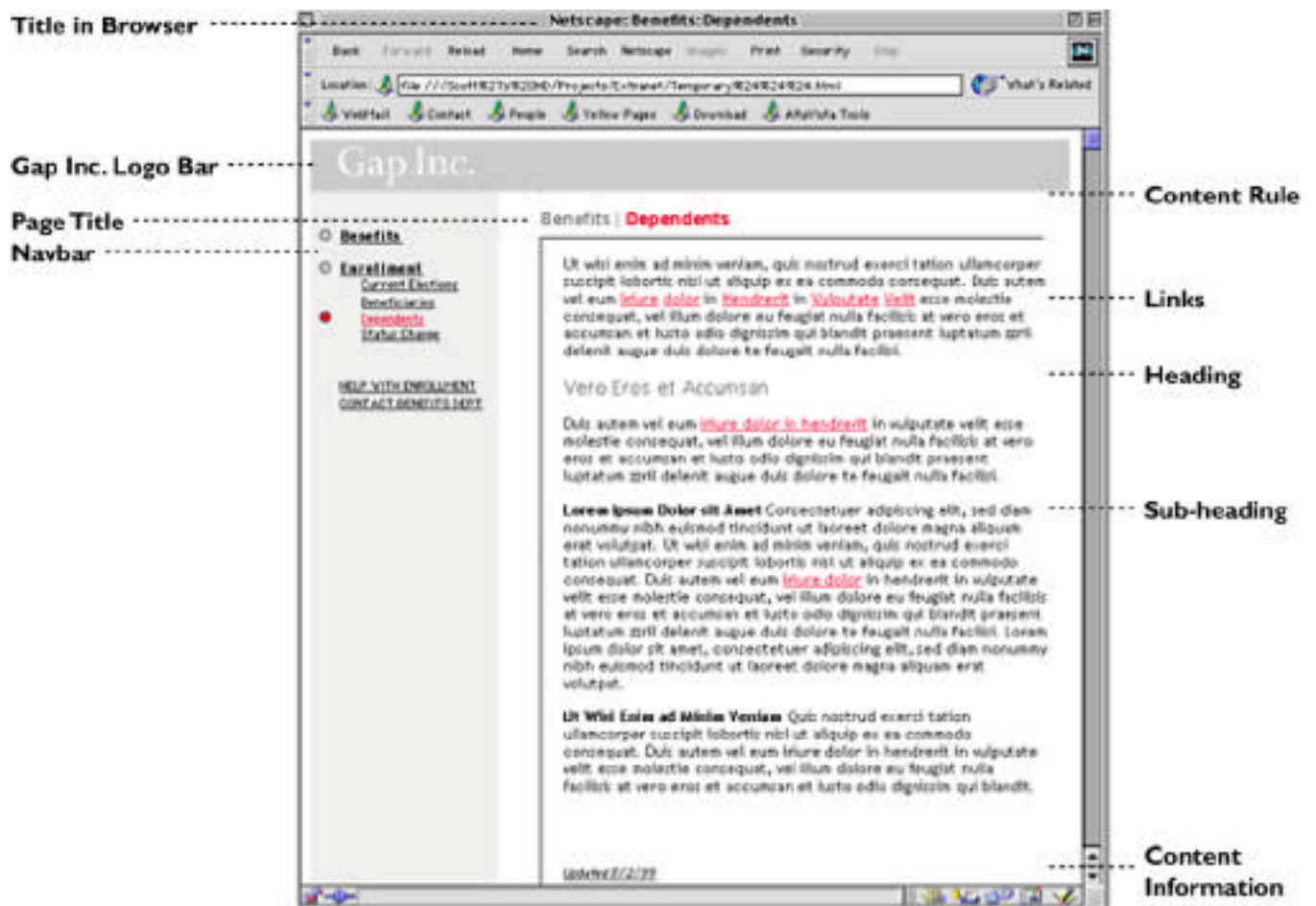
Body Text

Body text should be size 3, and shold use face="Trebuchet MS,Geneva,Arial,Verdana,sans-serif".
Paragraphs are not indented, and half one line of blank space above and below.

Page Title

Every page should has an informative title in the browser window. The format is Main Section:
Sub-Section. There are no rigid ruels as to what is a "main section" in the extranet -- use
whatever makes the most sense for the visitor. Do remain consistent with other related pages.
The second half of the title is the page's name. The Title in Browser and Page Title should be the
same. Use title case. Size="4"; face="Arial,Helvetica,Geneva,Trebuchet MS,Swiss,sans-serif".

Content Information

Each page should have the date it was updated on the bottom. Any other legal disclaimer or
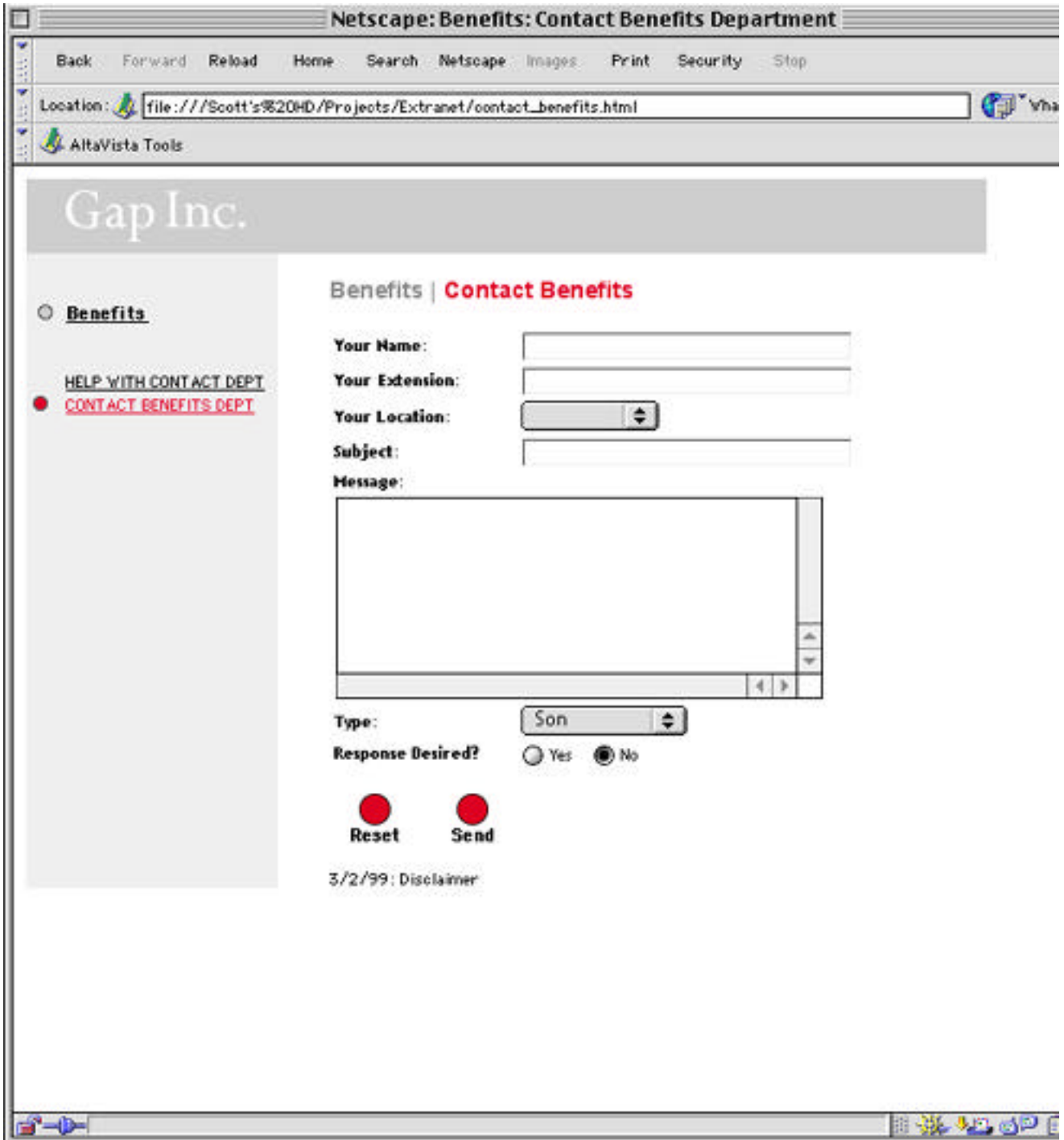copyright information shold go here as well. Size="1"; italics.

609 pixels

150   33 /17   356

Gap Inc.

Benefits | **Dependents**

○ **Benefits**

○ **Enrollment**
   Current Elections
   Beneficiaries
● Dependents
   Status Change

HELP WITH ENROLLMENT
CONTACT BENEFITS DEPT

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Updated 5/2/99
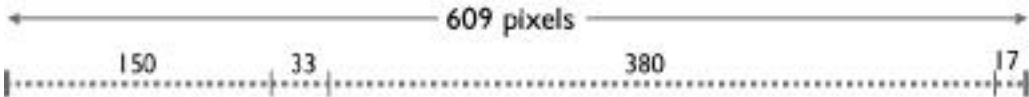
GapWeb **Standards & Guidelines**

Extranet: Forms

Form pages are based on the standard page. They do not have the content rule. Labels should be to the left of field and left-aligned. Labels are black, size 2, and bold.Face="Trebuchet MS,Geneva,Arial,Verdana,sans-serif". Use a colon after the label

Buttons
Use button.gif. Buttons are flat red circles with a thin black rule. Button labels are unlinked, black, size 2, and face="Geneva,Trebuchet MS,Helvetica,sans-serif". Labels shold be centered below the button. Using a table for button and label layout is recommended.

Back   Forward   Reload   Home   Search   Netscape   Images   Print   Security   Stop

Location: file:///Scott's%20HD/Projects/Extranet/contact_benefits.html

AltaVista Tools

Gap Inc.

○ **Benefits**

HELP WITH CONTACT DEPT
● CONTACT BENEFITS DEPT

Benefits | **Contact Benefits**

Your Name:

Your Extension:

Your Location:

Subject:

Message:

Type: Son

Response Desired?   ○ Yes   ● No

Reset   **Send**

3/2/99 : Disclaimer

150   33   380   17

Gap Inc.

Benefits | **Log In**

● **Benefits**

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suscipit lobortis nisl ut aliquip ex ea commodo consequat.

HELP WITH LOG IN
CONTACT BENEFITS DEPT

Social Security Number (*-**-****):**

Password:

● **Change Password**   ● **Login**

Updated 3/2/99: Disclaimer

GapWeb **Standards & Guidelines**

Extranet: Simple Form

Pages that consist mostly of a form -- not static text -- do not have content rules. The form, its labels, and buttons follow the guidelines below.

Form Field Labels
For simple forms with few fields, place the labels above the field. Labels are black, size 2,

and bold.Fface="Trebuchet MS,Geneva,Arial,Verdana,sans-serif". Use a colon after the label.

Buttons

Use button.gif. Buttons are flat red circles with a thin black rule. Button labels are unlinked, black, size 2, and face="Geneva,Trebuchet MS,Helvetica,sans-serif". Labels shold be centered below the button. Using a tabvle for button and label layout is recommended.

GapWeb **Standards & Guidelines**

Extranet: Tables

Tables have a one-pixel black border, a gray header row, black headings and one-pixel dividing rule between main sections. For very large tables, the rules may be removed if needed. Use blank columns and rows for white space around table data.

Gap Inc.

- **Benefits**
- **Enrollment**
  - Personal Info
- ● Dependents & Beneficiaries
  - Benefits
  - 1999 Benefits Elections
  - Summary

HELP WITH ENROLLMENT
CONTACT BENEFITS

Benefits | **Dependents and Beneficiaries**

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Dependents

Name	Benefits				
	Med	Den	Vis	AD&D	Exec
Steven Sample	☑	☑	☐	☐	☑
Joe Sample	☑	☐	☐	☑	☐
Dorothy Sample	☑	☑	☑	☑	☐
Dorothy Sample	☑	☑	☑	☑	☐

Beneficiaries

Name	Disbursment	More Info
Dorothy Sample	first ⇕	first ⇕

● **Add Beneficiary or Dependent**

◄ **Back**   ► **Continue**

Name	Benefits				
	Med	Den	Vis	AD&D	Exec
Steven Sample	☑	☑	☐	☐	☑
Joe Sample	☑	☐	☐	☑	☐
Dorothy Sample	☑	☑	☑	☑	☐
Dorothy Sample	☑	☑	☑	☑	☐

GapWeb **Standards & Guidelines**

Extranet: Navbar

The navbar is a table placed within a cell of the page's main table. Visited and unvisited link colors are overridden in the navbar. All links are black except for the current page's link. Page names in the navbar should exactly match the page's headline and title in the browser. They may be abbreviated or shortened to fit in the navbar.

All type in the navbar should use the navbar font set: face="Geneva,Trebuchet MS, Helvetica,sans-serif".

Both the link and any circles next to it link to the same page. Disabled links should be shown in the navbar, as non-underlined, unlinked text.

Links Above . Previously visited pages "above" the current page – the user's path – are listed in order at the top of the navbar. These links are always black, and have a gray circle to their left.

There is always a blank row below the last link above. The first cell of the blank row contains a non-breaking space.

Current Page. The current page is highlighted in Gap Inc. Red and has a red circle to its left. The current page remains a link (back to itself).
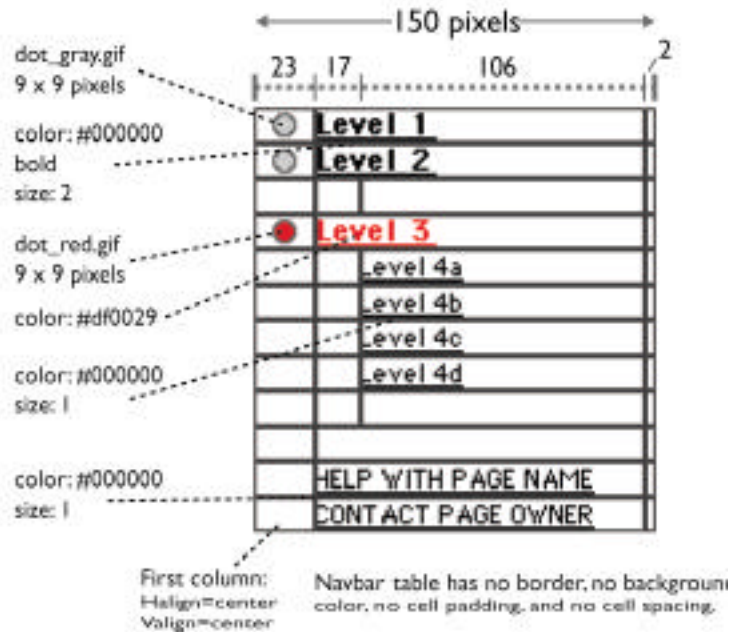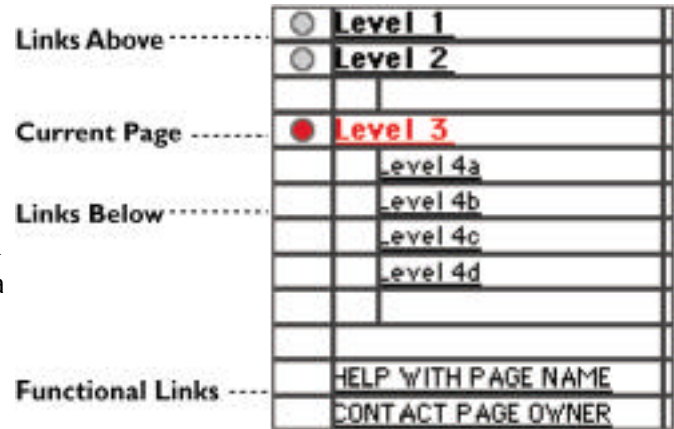
Links Below. Links "below" the current page are indented and listed below the current page. They are always black, not bold, and smaller than the links above.

There are two blank rows below the last link below. The first cell of the blank rows contains a non-breaking space.

Functional Links . Link to "utility" pages common throughout this present section of the extranet. In this diagram, the functional links will be the same for all pages on Level 1 and below. Typical sections might include Benefits Enrollment or Product Standards.

Functional link names may change slightly to reflect their context. For example, a contact link on the HR Benefits section of the extranet may read "CONTACT BENEFITS DEPT." Functional links are always capitalized.

Links Above
Current Page
Links Below
Functional Links

○	Level 1
○	Level 2
●	Level 3
	Level 4a
	Level 4b
	Level 4c
	Level 4d
	HELP WITH PAGE NAME
	CONTACT PAGE OWNER

dot_gray.gif
9 x 9 pixels

color: #000000
bold
size: 2

dot_red.gif
9 x 9 pixels

color: #df0029

color: #000000
size: 1

color: #000000
size: 1

First column:
Halign=center
Valign=center

Navbar table has no border, no background color, no cell padding, and no cell spacing.

When there are no more links below the "links below," the current page will be marked in the links below section. In the example below, the section of the site has only four levels – there are no more pages under page "Level 4b." Compare with the previous page, when the user is on the parent "Level 3" page.

○	**Level 1**
○	**Level 2**
○	**Level 3**
	Level 4a
●	Level 4b
	Level 4c
	Level 4d
	HELP WITH PAGE NAME
	CONTACT PAGE OWNER

Some pages need to use the entire width of the screen. On these pages, the left-hand navbar is replaced with a top navbar. Example below. the final format has not been set.

○ **Level 1**   ○ **Level 2**   ● **Level 3**   Level 4a   Level 4b   Level 4c   Level 4d

HELP WITH PAGE NAME   CONTACT PAGE OWNER