

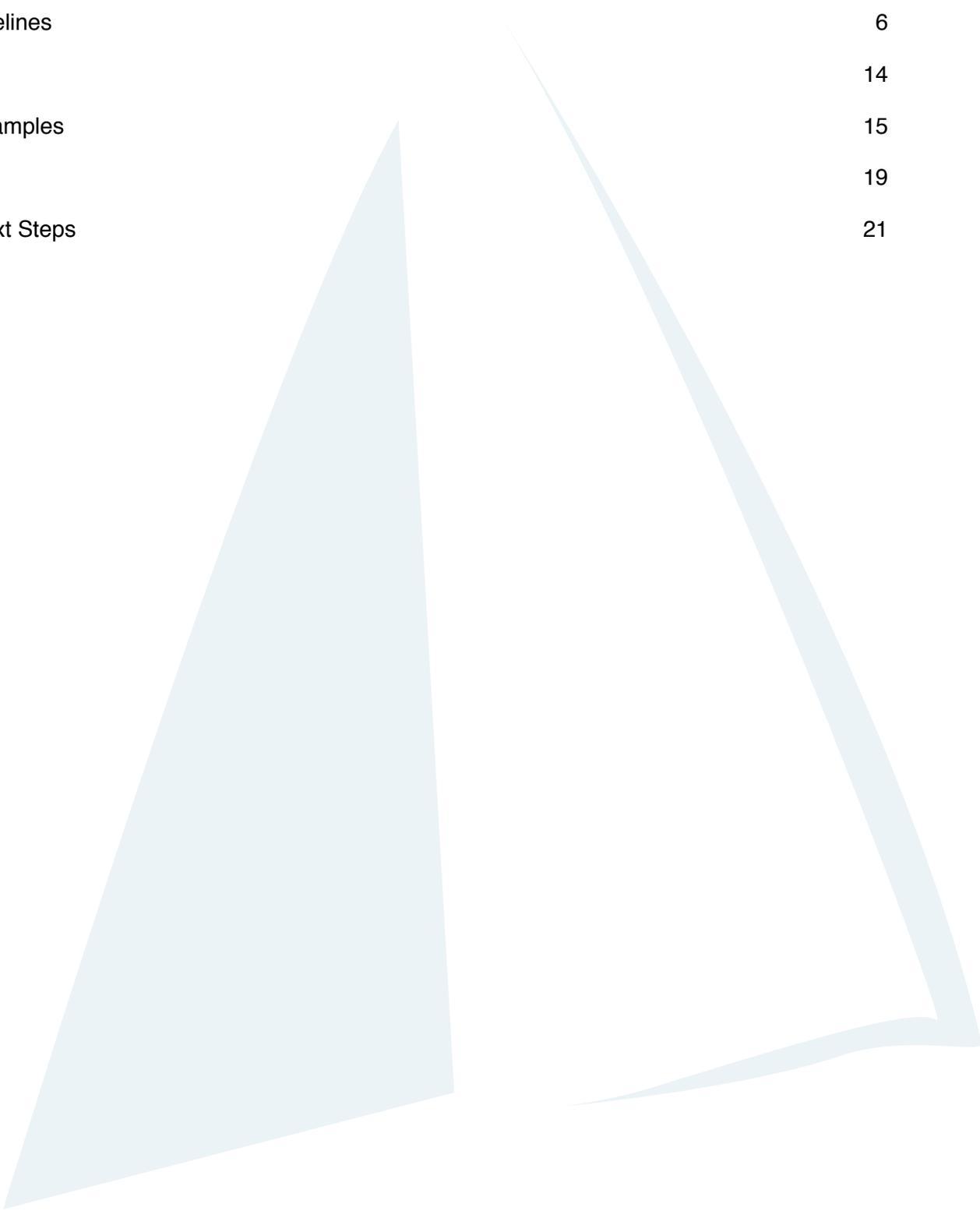


Agency Web site **Guidebook**



Contents:

Design Philosophy	2
Common Look & Feel	4
Template Guidelines	6
Tech Specs	14
Real World Examples	15
Tips & Tricks	19
Feedback / Next Steps	21



Design Philosophy

Why it looks the way it does.

In the fall of 2004, we began the process of redesigning the state portal - www.ri.gov. This is a yearly process the culminates in the launch of a new version each June. Based on our feedback we received, it became apparent that a new approach to page layout and design was going to be necessary.

Our goals were:

- To create a streamlined RI.gov that helps citizens find what they're looking for in the most efficient manner possible.
- To create a portal and site template that took advantage of the best new web technologies, including full implementation of CSS, or cascading style sheets and standard-based design.
- To begin a common look and feel initiative that created a uniform appearance for state sites.



The result was version 3.0 of RI.gov, launched June 1st 2005.

As part of this redesign, the portal implemented the following design standards:

- Simplified and consistent left column navigation throughout the site
- Consistent use of a “zone and block” methodology - content and navigation elements always appear in the same areas of the page. These include search, headers, footers and content zones within the main body of the site.
- The addition of a third column option, with content related to the primary content displayed in the center column

What this means for the user:

- Consistent navigation aids in reducing confusion while navigating the site
- Less choices from the outset reduces the risk of a user going too far down the wrong path for the information they are seeking.
- Less time spent navigating the site = **more time focused on relevant content.**



Version 4.0, launched June 1, 2006

Common Look & Feel

What this means for your site.

A consistent look and feel for the State portal greatly enhances the user experience while browsing RI.gov, but what happens when the user leaves RI.gov for another state site?

This is where common look and feel can help the user the most.

Let's look at two scenarios:

Scenario #1

1. A user goes to RI.gov in search of information about ordering Rhode Island vanity plates for their car.
2. After browsing to the appropriate section of RI.gov, the user finds the link for the DMV and clicks on a link.
3. The DMV site loads, with a different design, color scheme, choice of font, graphics, and most importantly, a different navigation scheme.

Results:

The user has to devote time and resources to determining:

1. How to navigate through the Web site.
2. How the content is arranged, or organized (what's important, what's not).
3. If the look and feel is radically different, determine if this is still the trusted authoritative source of government information.

Scenario #2

1. A user goes to RI.gov in search of information about ordering Rhode Island vanity plates for their car.
2. After browsing to the appropriate section of RI.gov, the user finds the link for the DMV and clicks on a link.
3. The DMV site loads, with the same layout, navigation and page structure, look & feel.

Results:

1. The user focuses almost entirely on the content the main content area in the center of the page, in many cases, without devoting resources to determine the authenticity of the information in question
2. The user does not give any resources to how to navigate the content, and instead focuses almost exclusively on the content itself.

Common look and feel creates an easier and more efficient experience for the constituent. While there is a degree of autonomy and creativity that is lost as a result of common look and feel, the rewards for the constituent far outweigh the benefits of individual designs. In addition, as the template continues

to evolve, agencies are continuing to find ways to expand upon the common look and feel without sacrificing the overall goal of better serving the constituent.

Case in point: browsing between these four sites results in consistent navigation for the user.

Template Guidelines

How to best work with the RI.gov template

If you haven't worked with RI.gov to create your agency Web site or template, please start by visiting:

<http://www.ri.gov/resource/>

There you will find the Web maker's resource, complete with clip art, tools, tips and tricks, the state header sliver, and the RI.gov Workbook - take a moment download, fill out and fax to RI.gov at: (401) 831-8095, or email us at: rihelp@neinetwork.com to get started right away!

Assuming you already have your new Web site and are ready to go, let's get started.

First, let's break the page up into sections and look at each individually.

Header:



Each agency header is comprised of the following elements:

1. The Rhode Island Government State sliver
2. Agency seal, logo, or Rhode Island Seal (as appropriate)
3. Agency title
4. Photo montage, or branding elements (optional)

Guidelines:

- Statewide sliver should be placed at the top of the header of all pages.
- Agency logo should be 80 pixels x 80 pixels, and either an official state seal or emblem, or agency / municipality logo, with standard blue background.

Please contact RI.gov if you need a custom agency / municipality seal or logo optimized for the template.

- Agency name should follow the standard template format - State or Rhode Island aligned top, followed by the agency name, with the department or division underneath where applicable. Header should be 80 pixels in height, and width should fit on a screen sized for 800 x 600 resolution.

If you need revisions to your header name graphic, please contact RI.gov for a new copy.

- Branding elements may be added to the right side of the header zone, with the following guidelines:

Graphics, photos or other branding elements should either be placed on standard blue header background color, or should use a fade to create a smooth transition into the agency name.

All branding elements must be sized to allow for logo, name and branding elements to all fit horizontally on a screen sized at 800 x 600 resolution.

Header Bar:



This area is designed to contain the following content elements:

1. Agency Site Search box
Note: This is currently unavailable for municipality, or non-state agency sites.
2. Secondary link categories
Links can be added to this area links that are general enough in scope to pertain to the entire site, but are of secondary importance to the main navigation categories. Good examples of this include “Contact Us” and “Press Releases”.

Guidelines:

- Secondary links should remain consistent throughout the site, and should be mirrored in the footer links as well.
- Links should be of secondary importance to main navigation categories.

Breadcrumb Trail

Where am I? The bread crumb is designed to illustrate to the user where they are in relation to the rest of the site, how they got there, and how to get back as needed. Example:

[Home](#) > [Initiatives](#) > [Health Care Agenda](#)

Guidelines:

- Links should be placed at the home page, followed by each successive level to the current page you are on, separated by a > sign. Note: To style these correctly, these should be located inside the breadcrumb <div> element, as provided in your template.
- All levels, or pages should be linked to the appropriate section or page, with the exception of the current page - this should remain unlinked to avoid confusion, as it is the page you are currently viewing and does not require a link.
- Breadcrumb trail should always be used at the top of the content area, before the first content box h1 to avoid confusion and keep navigation consistency with other sites using the standard template.

Main Navigation:

The main navigation is limited to ONLY the following:

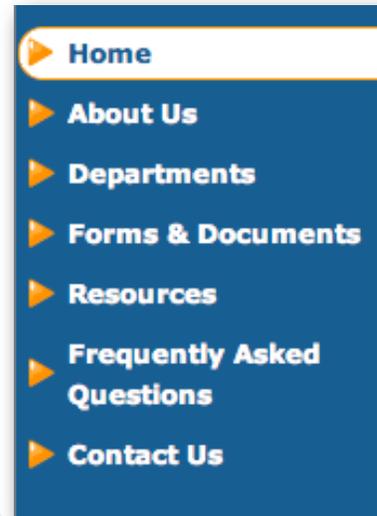
Your main site categories. (That's it!)

Reason? This helps set a precedent that primary navigation tasks always occur using this area of the screen, while leaving the user's attention free to focus on primary and related content in the other defined zones on the screen. Adding additional items to this area would create unnecessary confusion.

Guidelines:

- Main navigation items should link ONLY to pages, or major sections of your site. Linking to other items such as PDFs, Word documents, or other web sites should be reserved for the main content area, or right column as appropriate.

Reason: Linking to other items or sites creates a break in the user experience - rather than being presented with a section of the web site to view, the user unexpectedly, or without warning is presented with either a document, or entirely different web site to navigate. If it is important to have a main category item link to either a document or another site, first have the main navigation item link to a page on your site that then links to this item from the content area on the corresponding page with an appropriate description.



Tech Note

Main navigation depicts which category you are on by a combination of php code, and standards-based CSS. (See example above, with home as the selected, or current page).

Sub Navigation:

Sub Navigation can be used to assist the user in navigating major sub categories, or pages within a main navigation or category section. There are two styles available:

- “Quick Links” or sub-pages box
- Dynamic drop down menus

Quick Links / Sub-pages box:

Simple, unordered list of links to pages within the main category

Guidelines:

- Subcategory links should remain consistent throughout the main category selected.
- “sub sub” categories should be displayed by using an indented list for all pages two levels deep. See demo site at: <http://www.ri.gov/development/DEMO/> for examples.

Tech Note

Heading 1, or h1 styles should be used to denote the main category name that relates to the quick links, or sub category box.



Dynamic drop down menus

Controlled by javascript to show/hide subcategories as needed in the main navigation.

Guidelines:

- Subcategories must go only one level deep - no “sub sub categories”.

Tech Note

Subcategory menu system should be driven by the jquery framework as designed as part of your custom-built agency template. Contact RI.gov for more information on adding this item to your site template.



Related Links (third column, or right column content)

Note: This applies only to sites using the three column version of the template - two column version also available.

- Related Links
- Press release headlines
- Highlights headlines (using the RI.gov toolbox) - See www.ri.gov/rex for more information
- Short snippets of content general in scope to the entire site, or related to the main content.
- Related association logos, sponsors, agency badges and seals.

This area is designed to contain the following types of content:

Tip: While the template is designed to stretch vertically to accommodate any of the three columns, if your third column content stretches the page significantly more than the main content area, you should consider moving or adjusting your third column content.

In other words, If there is that much of the content that is important, it's likely too important for the third column - try summarizing part of the content and linking to a full page that contains more information, or more to a content area in the main body of the page.

Guidelines:

- Content should be padded using "content" <div> tags - as implemented in your template. See the tips and tricks section for more information on this.
- Third column content should not overly extend the length of the screen beyond the main content area. In other words, if the third column becomes the main reason a page is as long as it is, consider summarizing the content in the third column and linking to a page with the full text in the main content area. Or consider, moving the content in it's entirety to a main content area on a dedicated page.

Example: Press releases list only the headline, while using a link to view the entire press release in the body of a page.

Reason: This helps limit scrolling and intervention to navigate content, and makes for a better designed web page.



Footer



Much like the header bar, this area should accommodate links that are broad in scope to be used throughout the site, while not important enough to warrant space on the main navigation. The footer area is divided into two areas: One for standard identification buttons (1), and one for site-wide secondary page links (2). It is recommended that these links mirror those in the header bar area.

Guidelines:

- All agency sites should use, or link directly to the RI.gov privacy policy - located at: <http://www.ri.gov/policies/>
- Links placed here should mirror those in the header bar.
- Links placed in this region should be of secondary importance to those in the main navigation, but broad enough in scope to justify placement on every page of the site.
- ONLY text links should be placed here.

Main Content Area (Center column)

The main content area is the location for all primary content on your site. Using the template's CSS, (cascading style sheet) main content areas are divided into building blocks that can be assembled to best fit your content. The most common layout is a simple one block layout per page:

Resources 1

2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi commodo, ipsum sed pharetra gravida, orci magna rhoncus neque, id pulvinar odio lorem non turpis. Nullam sit amet enim. Suspendisse id velit vitae ligula volutpat condimentum. Aliquam erat volutpat. Sed quis velit. Nulla facilisi. Nulla libero. Vivamus pharetra posuere sapien.

This allows for one primary headline (1) for the page's content area, followed by content (2) and sub-headings as needed.

Variations on this include:

Multiple blocks per page

This format is useful if multiple content areas are needed that are distinct enough to warrant their own content block, but are still related to the page as a whole.

[Home](#) > [Resources](#)

Resources

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi commodo, ipsum sed pharetra gravida, orci magna rhoncus neque, id pulvinar odio lorem non turpis. Nullam sit amet enim. Suspendisse id velit vitae ligula volutpat condimentum. Aliquam erat volutpat. Sed quis velit. Nulla facilisi. Nulla libero. Vivamus pharetra posuere sapien. Sed aliquam, nunc eget euismod ullamcorper, lectus nunc ullamcorper orci, fermentum bibendum enim nibh eget ipsum. Donec porttitor ligula eu dolor. Maecenas vitae nulla consequat libero cursus venenatis. Nam magna enim, accumsan eu, blandit sed, blandit a, eros.

More Resources

Quisque facilisis erat a dui. Nam malesuada ornare dolor. Cras gravida, diam sit amet rhoncus ornare, erat elit consectetur erat, id egestas pede nibh eget odio. Proin tincidunt, velit vel porta elementum, magna diam molestie sapien, non aliquet massa pede eu diam. Aliquam iaculis. Fusce et ipsum et nulla tristique facilisis. Donec eget sem sit amet ligula viverra gravida. Etiam vehicula urna vel turpis. Suspendisse sagittis ante a urna. Morbi a est quis orci consequat rutrum. Nullam egestas feugiat felis. Integer adipiscing semper ligula. Nunc molestie, nisi sit amet cursus convallis, sapien lectus pretium metus, vitae pretium enim wisi id lectus. Donec vestibulum. Etiam vel nibh. Nulla facilisi. Mauris pharetra. Donec augue. Fusce ultrices, neque id dignissim ultrices, tellus mauris dictum elit, vel lacinia enim metus eu nunc.

Even More Resources

Proin at eros non eros adipiscing mollis. Donec semper turpis sed diam. Sed consequat ligula nec tortor. Integer eget sem. Ut vitae enim eu est vehicula gravida. Morbi ipsum ipsum, porta nec, tempor id, auctor vitae, purus. Pellentesque neque. Nulla luctus erat vitae libero. Integer nec enim. Phasellus aliquam enim et tortor. Quisque aliquet, quam elementum condimentum feugiat, tellus odio consectetur wisi, vel nonummy sem neque in elit. Curabitur eleifend wisi iaculis ipsum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In non velit non ligula laoreet ultrices. Praesent ultricies facilisis nisi. Vivamus luctus elit sit amet mi. Phasellus pellentesque, erat eget elementum volutpat, dolor nisi porta neque, vitae sodales ipsum nibh in ligula. Maecenas mattis pulvinar diam.

50% / 50% width split boxes

Used to place smaller content boxes that are 50 percent width or less into the main content area. These are especially useful with small “headline” items like “news this week” or, “top five frequently asked questions”, “contact numbers” and so on. Also helps avoid additional scrolling when multiple content boxes are needed, especially on the home page of your site.

For examples of this, see www.ri.gov, www.governor.ri.gov or www.dmv.ri.gov

News	I Want to...
<p>08/01/2006 11:18 EDT Hot Weather Safety Tips Protect yourself from hot weather. Information provided by the Rhode Island Department of Health.</p> <p>07/10/2006 17:25 EDT Hurricane Preparedness Information Introducing hurricane information from the Rhode Island Department of Emergency Management.</p> <p>07/10/2006 17:21 EDT New Agency A-Z Guide debuts at RI.gov Introducing RI.gov's Agency A-Z List - find agency contact information, links and more from one convenient source.</p>	<ul style="list-style-type: none">▪ Browse the A-Z list of all major state agencies▪ Contact the DMV▪ Check for beach closures▪ Find my elected official▪ Learn more about college loans▪ Search for and contact an agency from a mobile device (New!)▪ Search the Adult Criminal Information Database▪ Sign-up for email / wireless Amber alerts (New!)▪ View court system Information

For assistance adding split boxes to your site, please contact RI.gov for more information.

Subheadings:

Within content boxes, standard html headings can be used to divide content into subheadings as needed. these include h2 h3 and h4. NOTE: h1s should not be used within a content box after the initial h1 has been used - this will create aesthetic issues with the style sheet, and confusion within the heir-archy of your content for the user.

Subheading 2

Quisque facilisis erat a dui. Nam malesuada ornare dolor. Cras gravida, diam sit amet rhoncus ornare, erat elit consetetuer erat, id egestas pede nibh eget odio. Proin tincidunt, velit vel porta elementum, magna diam molestie sapien, non aliquet massa pede eu diam. Aliquam iaculis. Fusce et ipsum et nulla tristique facilisis. Donec eget sem sit amet ligula viverra gravida. Etiam vehicula urna vel turpis. Suspendisse sagittis ante a urna. Morbi a est quis orci consequat rutrum. Nullam egestas feugiat felis. Integer adipiscing semper ligula. Nunc molestie, nisl sit amet cursus convallis, sapien lectus pretium metus, vitae pretium enim wisi id lectus. Donec vestibulum. Etiam vel nibh. Nulla facilisi. Mauris pharetra. Donec augue. Fusce ultrices, neque id dignissim ultrices, tellus mauris dictum elit, vel lacinia enim metus eu nunc.

Subheading 3

Quisque facilisis erat a dui. Nam malesuada ornare dolor. Cras gravida, diam sit amet rhoncus ornare, erat elit consetetuer erat, id egestas pede nibh eget odio. Proin tincidunt, velit vel porta elementum, magna diam molestie sapien, non aliquet massa pede eu diam. Aliquam iaculis. Fusce et ipsum et nulla tristique facilisis.

Subheading 4

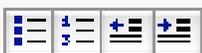
Quisque facilisis erat a dui. Nam malesuada ornare dolor. Cras gravida, diam sit amet rhoncus ornare, erat elit consetetuer erat, id egestas pede nibh eget odio.

Tech Note

Subheadings can be added by using the headline drop down menu in the “properties” palate in Dreamweaver, or by manually adding html tags. For example:
`<h2>Subheading text</h2>`

Lists:

Another great way to organize main content information is through unordered or ordered lists. This can be done by either hand-coding list items using standard html list tags, or by using the list tools in Dreamweaver.



List buttons in Dreamweaver

- Lorem ipsum dolor sit amet, consetetuer adipiscing elit
- Aliquam adipiscing libero vitae leo
- Nulla porta tempus sapien
- Etiam eu ante non leo egestas nonummy
 - Lorem ipsum dolor sit amet, consetetuer adipiscing elit
 - Aliquam adipiscing libero vitae leo
- Sed accumsan quam ac tellus

Images:

Images can easily be added to content area, and arranged as need be — this includes centering, as well as aligning left or right to allow for text to wrap around the image.

Guidelines:

Make sure the image is compressed for web (small enough for someone to download on a dial-up connection) and small enough in size to still fit in the main content area on an 800x600 screen.

About Us

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi commodo, ipsum sed pharetra gravida, orci magna rhoncus neque, id pulvinar odio lorem non turpis. Nullam sit amet enim. Suspendisse id velit vitae ligula volutpat condimentum. Aliquam erat volutpat. Sed quis velit. Nulla facilisi. Nulla libero. Vivamus pharetra posuere sapien. Nam consectetur. Sed aliquam, nunc eget euismod ullamcorper, lectus nunc ullamcorper orci, fermentum bibendum enim nibh eget ipsum. Donec porttitor ligula eu dolor. Maecenas vitae nulla consequat libero cursus venenatis. Nam magna enim, accumsan eu, blandit sed, blandit a, eros.



Tech Note
 To allow for easy downloading on a dial-up connection, all images should be compressed for web, using an application such as Photoshop, Photoshop Elements, Fireworks or Thumbs Plus.

Tables:

While the RI.gov template uses a fully CSS (no tables) design, the main content area is fully optimized to work with tables where appropriate for tabular data.

Guidelines:

To make sure your table works well with the full liquid, or expandable nature of the template, template widths must either not be set, or set to a percentage of 100 percent or less to ensure they remain within the main content area.

Proin at eros non eros adipiscing mollis. Donec semper turpis sed diam. Sed consequat ligula nec tortor. Integer eget sem. Ut vitae enim eu est vehicula gravida. Proin at eros non eros adipiscing mollis. Donec semper turpis sed diam. Sed consequat ligula nec tortor. Integer eget sem. Ut vitae enim eu est vehicula gravida.

Items	Quantity
Item 1	23
Item 2	8
Item 3	2

Tech Specs

Fonts:

Verdana, Arial, Helvetica, sans-serif (sizes are percentage based)

HTML Specifications:

HTML 4.0 Transitional, CSS 1

Colors:



#FF9819



#FEC587



#FFECD2



#194b80



#1C90C0



#97D9E8



#FFC634



#FDD66F



#FFF0AC

Real World Examples

Real people using the template.

Examples of the template out in the wild - see how different agencies have used the template to fit their needs.

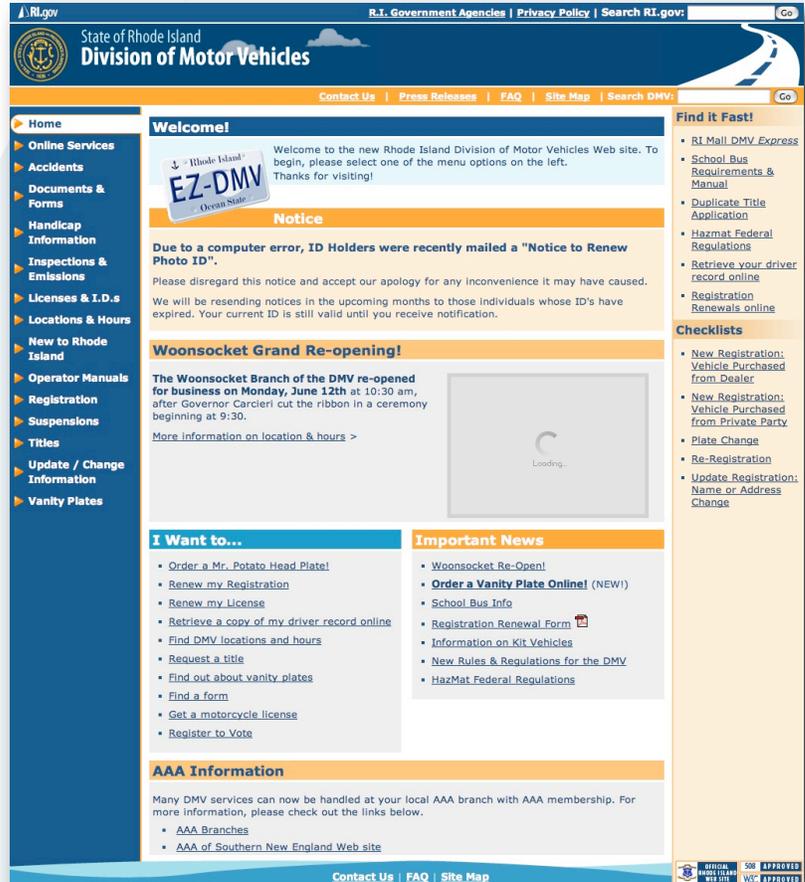
The Governor's Office

- Three column template
- Blue and gold color scheme
- Uses full content boxes, 50/50 split boxes and two custom-design content boxes for the welcome message, and "stay informed" section
- Related links, documents and press releases used in the third column
- Use of photo montage in header
- Search the Governor's site in header bar

The screenshot displays the official website of the State of Rhode Island, Governor Donald L. Carcieri. The page features a blue and gold color scheme. At the top, there is a navigation bar with links for 'R.I. Government Agencies', 'Privacy Policy', and 'Search RI.gov'. Below this is a header section with the state seal and the Governor's name. A 'Welcome' message is prominently displayed, accompanied by a photo of the Governor. A 'STAY INFORMED' section includes links for 'eNews', 'Week In Review', 'RSS Feeds', and 'Video'. The main content area is divided into three columns. The left column contains a 'Heat Wave' article with a photo of a beach. The middle column features a 'WEEK IN REVIEW - July 23-29, 2006' section with several sub-articles, including 'Governor celebrates Portsmouth center's 25th anniversary', 'Governor visits international manufacturer in Warren', and 'Carcieri signs law protecting borrowers'. The right column contains a 'CARCIERI ADMINISTRATION TO TRANSFER NEARLY \$400K TO NARRAGANSETT INDIAN TRIBE' article. A 'News' sidebar on the far right lists recent news items. The footer includes 'Contact Us | Press Releases' and a 'GOVERNMENT' logo.

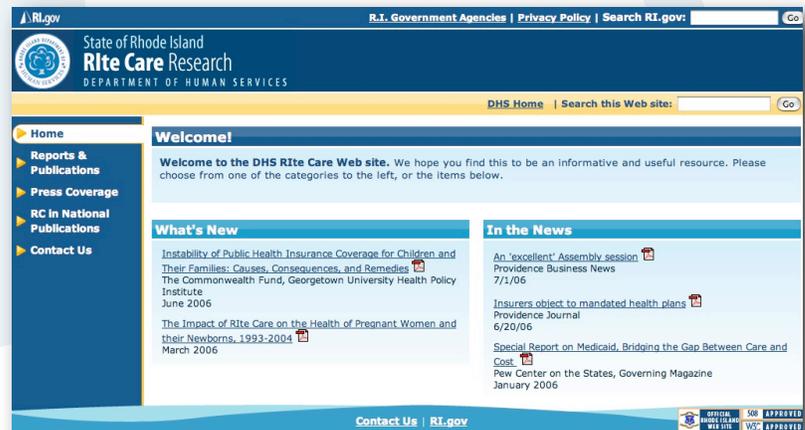
Division of Motor Vehicles

- Three column template
- Orange and blue color scheme
- Uses dynamic AJAX photo gallery slideshow for special events content
- Related links, forms and DMV checklists used in the third column
- Custom branding logo used in header
- Search the DMV site in header bar
- Use of 50/50 split boxes for news and “I want to” links



Rite Care Research

- Two column template
- Blue and gold color scheme
- Agency logo in header
- Use of 50/50 split box for “What’s New” and “In the News”



Get Fit RI!

- Two column template
- Orange and blue color scheme
- Use of program logo, photo branding in header
- Large content boxes, 50/50 split boxes used to display large quantity of content on the home page

RI.gov | R.I. Government Agencies | Privacy Policy | Search RI.gov | GO

State of Rhode Island
Get Fit, Rhode Island!
STATE EMPLOYEE WELLNESS INITIATIVE

Wellness Champions | RI.gov

Home

- ▶ Director's Message
- ▶ Wellness Initiatives
- ▶ Healthy Living
- ▶ Becoming a Well State
- ▶ Healthy Links
- ▶ Wellness Champions
- ▶ FAQs

Welcome!

GOVERNOR SIGNS GET FIT, RHODE ISLAND! APPLICATION FOR NATIONAL CERTIFICATION



With the state's wellness champions looking on, Governor Donald L. Carcieri signed the application for certification from the Wellness Councils of America (WELCOA) to make Rhode Island state government a "well workplace."

Governor Carcieri held the application signing ceremony on June 22 at the State House, almost a year after he and Mrs. Carcieri kicked off the Get Fit, Rhode Island! initiative with a walk through the House. The Governor praised the wellness champions for their hard work and dedication to help Rhode Island state workers live healthier lives.

Because the wellness champions have worked so hard in setting up new programming and gotten so many state employees engaged, the state is applying for a silver level certification rather than the bronze certification. We should hear within the next two months from WELCOA about receiving the silver certification.

In a State House ceremony, Governor Carcieri signed the application to certify Rhode Island state government as a "well workplace" by the Wellness Councils of America. The Governor was joined by Mrs. Carcieri, Ann Marie Connolly, the worksite wellness director, and the wellness champions.

Ann Marie Connolly, the director of the Get Fit, Rhode Island! Initiative spoke about the positive and far-reaching effects that worksite wellness programs have had on employees. Here are some excerpts of what employees have told her:

- A Department of Administration (DOA) employee quit smoking – after 49 years – because of a worksite stop smoking class.
- Another DOA employee said: "I would personally like to thank this Administration for getting behind this wellness initiative – it has certainly made a difference in my life."
- An employee of the Department of Environmental Management said: "This program is great! It makes me want to come to work in the morning!"
- An employee at the Department of Human Services said her department's walking program has encouraged to walk more at home. "This program has been a great motivator to make me get out and get a walk in every day."

As Get Fit, Rhode Island! enters its second year, the momentum continues! There are new programs and new workshops that will be getting underway.

DEHYDRATION PREVENTION

Summer is a time for getting out and enjoying the warm weather. But while you enjoy your fun in the sun, don't forget to replenish your body with liquids.

Here are some "fun in the sun" tips to staying hydrated.

- To prevent dehydration during hot weather and exercise, drink 8 to 10 glasses of fluids, such as water or rehydration drinks, every day.
 - Drink extra water before, during, and after exercise.
- Take a container of water or sports drink with you when you exercise, and try to drink at least every 15 to 20 minutes.
- Use a sports drink if you will be exercising for longer than 1 hour.
- Encourage your child to drink extra fluids or suck on Popsicles. Children between the ages of 4 and 10 should drink at least 6 to 10 glasses of liquids to replace lost fluids.
- Do not drink coffee, colas, or other drinks that contain caffeine. They increase urine output and make you dehydrate faster.
- Avoid high-protein diets. If you are on a high-protein diet, make sure that you drink at least 8 to 12 glasses of water each day.
- Do not drink alcohol, including beer and wine. They increase dehydration and make it difficult to make good decisions.
- Do not take salt tablets. Most people get plenty of salt in their diets. Use a sports drink if you are worried about replacing minerals lost through sweating.
- Stop working outdoors or exercising if you feel dizzy, lightheaded, or very tired.
- Wear one layer of lightweight, light-colored clothing when you are working or exercising outdoors. Change into dry clothing as soon as you can if your clothes get soaked with sweat. **Never** exercise in a rubber suit.

Dehydration danger for older adults

Dehydration can be life threatening. Make sure older adults have enough good drinking water and that they drink it. Older adults can be at risk for dehydration because of:

- A decreased thirst sensation and do not feel the urge to drink as often as younger people.
- Medications that increase the risk of dehydration.
- Physical conditions that make it difficult to drink.

Also, exposure to microorganisms in unsafe water can make people sick, and may cause diarrhea which increases the risk of dehydration.

Signs of dehydration

- Dry or sticky mouth
- Low or no urine output; concentrated urine appears dark yellow
- Lack of tear drops
- Sunken eyes
- Lethargic or comatose (with severe dehydration)

Illness and Dehydration

Diarrhea and vomiting can cause your body to lose large amounts of water and essential minerals called electrolytes. If you are unable to eat for a few days, you are also losing essential nutrients. This happens faster and is more serious in babies, young children, and older adults.

Rehydration drinks, such as Pedialyte, Lytren, or Rehydrate, replace fluids and electrolytes. Sports drinks, such as Gatorade, are good rehydration choices. Plain water doesn't provide any necessary nutrients or electrolytes.

Rehydration drinks don't make diarrhea or vomiting go away faster, but they can prevent serious dehydration from developing.

CREATE YOUR OWN REHYDRATION DRINK

You can make an inexpensive homemade rehydration drink. Measure all ingredients precisely. Small variations can make the drink less effective or even harmful. Mix:

- 1 quart (950 ml) water
- ½ teaspoon (2.5 g) baking soda
- ½ teaspoon (2.5 g) table salt
- 3 to 4 tablespoons (45 to 60 g) sugar
- If available, add ¼ teaspoon (1.25 g) salt substitute, such as "Lite Salt"

Director's Message

July is UV safety month>Your Eyesight is a Gift PROTECT IT!



Did you know that excessive sun exposure may cause damage to your eyes? Most of us know that sunscreen is an effective way to protect skin against sun damage. But what we need to be more aware of is the need to protect our eyes from the sun as well.

The easiest way to do this is by wearing sunglasses that block out UV rays, wearing a wide-brimmed hat, and limiting exposure to the sun. The sun emits invisible, high-energy UV rays that can do a great deal of damage in a short period of time.

Eye surface burns are similar to sun burns and can occur when intensified light is reflected from the sand, snow, or pavement. Long-term exposure can cause damage to the eyes which can include age-related macular degeneration and cataracts. Both of these conditions can lead to visual impairment and blindness.

The strongest rays on a given day are between 10 a.m. and 2 p.m. Sunglasses should always be worn during these times! It is important to note that on a cloudy day, UV rays are still present.

When choosing sunglasses, it is necessary to choose a pair that blocks 99 to 100% of UV-A and UV-B rays. Don't be fooled by price or lens color. Neither factor has any bearing on whether the lenses are safe and effective against the UV rays.

Remember this. When it comes to sun damage and your eyes, EVERYONE is at risk.

Check Out What's New

Check out the dates and times for these classes

- Body Sculpting
- Stretching and Smoothies!
- Volunteers needed for metabolism study
- Aerobics

[View all Wellness Initiatives Classes](#)

[New Classes at Department of Health](#)

[State House Health Fair](#)

Wellness Champions | RI.gov

GOVERNMENT WEBSITE APPROVED

A sampling of Web sites already using the RI.gov common look & feel:

- **The Governor's Office**
www.governor.ri.gov
- **The Lt. Governor's Office**
www.ltgov.ri.gov
- **Division of Motor Vehicles**
www.dmv.ri.gov
- **Rhode Island Emergency Management Authority**
www.riema.ri.gov
- **RISCA (Rhode Island state council on the Arts)**
www.arts.ri.gov
- **Department of Administration**
www.admin.ri.gov
- **Historical and Preservation Commission**
www.preservation.ri.gov
- **Rhode Island State Police**
www.risp.ri.gov
- **Town of Lincoln**
www.lincolnri.org
- **Town of Bristol**
www.bristolri.us
- **Town of Middletown**
www.middletownri.com
- **Municipal Affairs**
www.muni-info.ri.gov
- **Fiscal Fitness**
www.fiscalfitness.ri.gov
- **DOIT (Division of Information Technology)**
www.doit.ri.gov
- **Department of Elderly Affairs**
www.dea.ri.gov
- **Commission on Deaf and Hard of Hearing**
www.cdhh.ri.gov

Tips & Tricks

Tips to get the most out of your new Web site

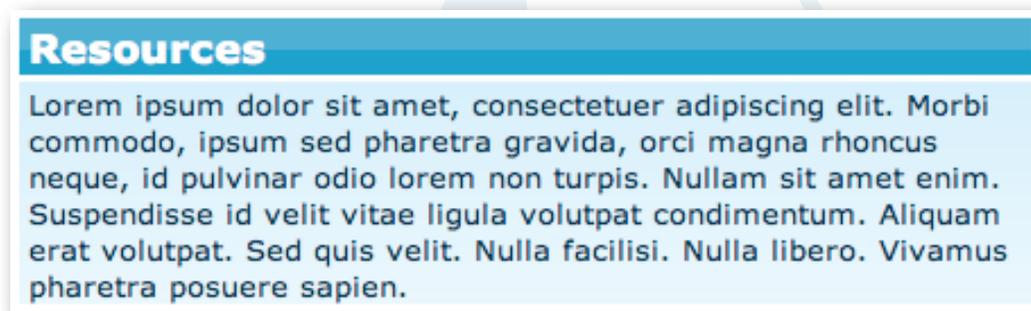
The following tips are designed to help alleviate the most common template problems.

“My page is broken!”

Nine times out of ten, this is due to either an extra closing `</div>` tag, or a missing closing `</div>` tag on your page.

In other words:

For a content box on your page:



This content box is controlled by an opening and closing container, or in HTML, a pair of `<div>` tags - one to open `<div>` and one to close `</div>`

This container (one called light blue content in the example above) is then transformed by the style sheet into the look you see above.

However, what can happen if the box is not properly closed with a closing `</div>` tag (note the `/`), is that this style for the content box is no longer contained to the area it should be, and is now free to cascade into other page elements where it doesn't belong.

By the same token, if you end up with an additional `</div>` tag in your main content area, elements that need to cascade that control the layout and other style elements on the page, can be prematurely closed, resulting in errors when rendering the page.

What to do:

If you're using Dreamweaver, use the "split" view, then highlight the text in your content box.



You should now see your text highlighted in both the design area in the bottom half of the screen, as well as in the code view at the top of the screen. Check the code in the code view - your content box should begin with an opening div statement that looks like this:

```
<div class="lightblueContent">
```

Your content in the middle, with a closing div at the end like the one in this example.

```
</div>
```

If you have an additional closing `</div>` tag, or don't have one at all rectify by adding or deleting one in the code as necessary.

Tip: For ease in determining what's missing or been inappropriately added, check out the great Firefox plugin — HTML Tidy, available from:

<http://users.skynet.be/mgueury/mozilla/>

Note: RI.gov / New England Interactive is not available for support on this plugin. Please install and use at your own discretion.

"I need more padding!"

To add more padding to almost anything, wrap the content in question in the following:

```
<div class="content">
```

My padded content goes here.

```
</div>
```

This will add 4 pixels of padding to anything contained inside - pictures, text, you name it. This is especially useful for third column items that look like they're getting too close to the edges.

"My page content is creeping into the third column!"

The RI.gov template is a fully "liquid layout" - as such, your site will stretch and contract to fit the user's window / screen size. Keeping this in mind as you work with content is key to building a successful site. Keep in mind that while screen resolutions are now typically 1024 x 768 or larger for the majority of users, there are many computers still in use with resolutions of 800 x 600, or even lower.

To keep your content inline at these smaller screen sizes, we recommend the following.

If you're using tables on a page, always use percentage widths (or no widths at all) of 100% or less. This will ensure that a table will not "bleed" into the third column, or worse, off the page entirely.

For images on your page, make sure they do not start to push into the third column by using a resizing utility to shrink your browser to an 800 x 600 screen size, or better yet, test on a computer set to that resolution. As a general rule of thumb, keeping images 300 pixels wide or less will ensure that you won't run into problems.

Feedback / Next Steps

Get in touch with us

Questions? Comments? Ready to get started? Get in touch with us!

Contact us

E-mail: rigov@neinetwork.com

Phone: (401) 831 8099

Visit the Web Maker's resource online at:

www.ri.gov/resource/

See a demo template at:

<http://www.ri.gov/development/DEMO/>