

LTD

Learning, Training and Development

LTD Website Support Documentation

Information, resources and tools for LTD web content development, maintenance, and support.

*Please note that, to post this document for open viewing,
ALL links and other information specific to Boeing servers
has been removed from this document.*

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About the LTD Web

About the LTD Web

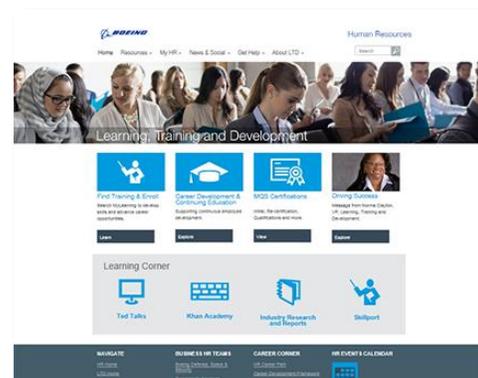
The Learning, Training and Development (LTD) Organization is a conglomeration of numerous prior training and development organizations within The Boeing Company. For that reason, LTD currently has numerous web sites, many of which date back to those prior organizations and regional locations, which can be found on different server locations throughout the Boeing intranet.

Additionally, the LTD organizations continually change, as do their sub-organizations, standards, processes, documentation, etc. For that reason, LTD's web support can be critical for the sharing and accessibility to the appropriate resources and documentation.

This **LTD Web Site Support Documentation** deals specifically with LTD's two *main* web sites:



InsideLTD



HR LTD

- **HR LTD** – the external/customer site that is housed and managed on HR-owned web servers and must adhere to all HR standards and requirements.
- **InsideLTD** the internal site that is designed to support LTD organizations and employees by providing a single source for resources and information.

Other LTD-Owned and Managed Web Sites

At the time of this documents' last update, there are still more than 30 additional LTD-owned and managed sites (see Appendix) and a few orphaned pages (standalone web pages that do not belong to a larger website structure). LTD's goal is to continually consolidate its web content into our two central locations as appropriate. This will not only ensure that our information and resources are more accessible to our users, but also to ensure that it is current and accurate.

Things All LTD Employees Should Know About the LTD Web

Do NOT Use LTD Web Sites to Store or Host Training Materials/Courseware



Do not upload, store, or deploy training materials from LTD web servers.

Training Materials, Courses, or Course-Related Materials DO NOT Belong on LTD Web Sites or Web Site Dedicated Server Shares.

This includes the following resources that support our web sites

- Web Servers or Content Management Systems Virtual File Servers
- Virtual File Shares

The LTD Web Support guidelines and requirements contained within this document do NOT apply to courses, course materials, supplemental training materials or training development. **Uploading training and course-related files into the LTD main web sites is prohibited.**

All training and course materials should follow established LTD training development processes and requirements. See [Course Support](#) and [Training Delivery and Support](#) sections in the [HR LTD External Customer](#) site, or consult [LTD Business Partner Contacts](#) to find your appropriate organizational contact.

Do Not Work with Suppliers or Vendors for Content Revisions or Site Development without First Consulting Your Web Site Focal

BEFORE you begin working on planning or developing changes to your content outside the existing content environment, discuss ALL plans with your [Site Focal](#).

There are specific restrictions and requirements that must be followed.

LTD web sites must follow a cascading series of guidelines and requirements. Those requirements start at the Boeing level, then the HR level, and then finally the LTD level.

What Happens If You Don't Consult the LTD Web Site Focal

It is imperative that you contact the LTD Site Focal *early* in your content planning and before any actual *work* is begun or committed to by your team or your organization.

Failure to properly plan/include site requirements may result in:

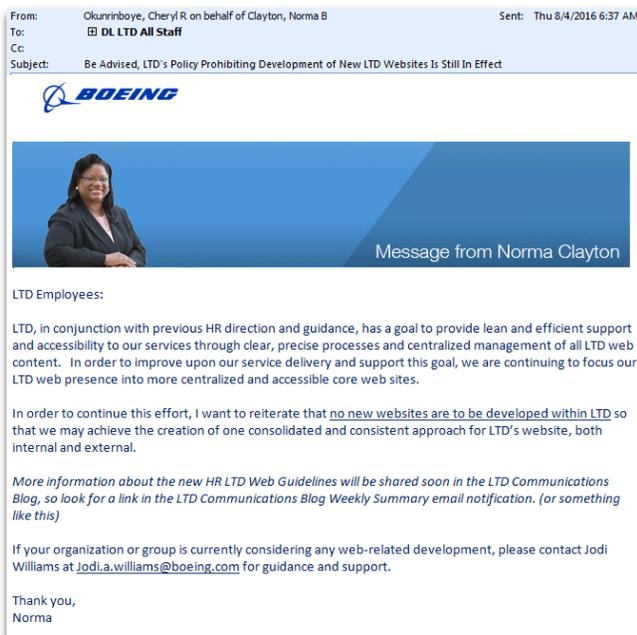
- **Significant delays** to your project plan or deadline
- **Complete rejection** of materials created that do not comply with LTD web standards or requirements, or cannot be supported within the current LTD Web Site support structure and environment
- **Significant waste** of resources, time and money when teams dedicated months and months of time developing content and/or hiring the services of an outside vendor to create content that *cannot* be posted on the LTD web sites.

Note: This will have a significant impact to LTD and our vendors/suppliers who dedicate resources and time to work statements that should not be supported and are not in compliance with LTD web requirements.

- **This includes internal Boeing services, including Boeing Video Services and Boeing Creative Services.** Consult with the LTD Site Focal before engaging *any* external support services to ensure that you are aware of all LTD variables, requirements and/or limitations that must be included in your work statement.

No New Websites: New LTD Owned or Maintained Web Sites are Prohibited

As of July of 2011, no new LTD Web Sites may be created.



This announcement was made organization-wide by our LTD Vice President, Norma Clayton, in July 2011. On August 4th of 2016, Norma Clayton reiterated this policy to all LTD employees to ensure everyone is aware of this LTD requirement (Distributed email shared at left).

This policy is to not only ensure LTD's efforts to consolidate accessibility to information for our customers and employees has the opportunity to be effective, but also to reduce the costs and personnel hours required to maintain and support numerous LTD owned and maintained web sites.

This is also in alignment with HR policies and requirements.

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Web Standards, Processes and Content Requirements: HR LTD Web Site

Web Standards, Processes, and Content Requirements (HR LTD)

LTD Web Site Standards and Requirements

The following information outlines the requirements for LTD web content in alignment with HR Web Standards. These guidelines are currently applicable only to the [HR LTD web site](#) (LTD Customer/External), but will also apply to the internal [InsideLTD](#) site, as appropriate, when that redesign effort is completed.

Overview/HR Project Background

The new HR Identity and web page requirements were specifically designed to present a unified visual identity for all HR Business Units and their Organizations.

2013 HR Refresh Project

Project Goal

When HR launched their redesign effort, the “HR Refresh”, in 2013, they did so with the following goals in place:

- Refine content needs
- Lean it out: 5S existing pages / documents (condense content/remove outdated and obsolete)
- Align messaging across communities
- Update web template (style / structure / rules)
- Consolidate all HR web sites into a single server location to facilitate improved identity oversight and content management

What that meant for LTD

In order to meet these goals, all HR Business Units were tasked with the following:

- ***Reduce the amount of web pages within all sites.***
 - HR’s goal was for each Business Unit to have no more than 10-20 web pages.
 - When LTD started the HR Refresh project, the existing LTD site contained more than 200 pages.
 - Because of LTD’s diverse offerings, the redesign was completed with fewer than 70 (utilizing available template page elements such as accordion drop down menus and removing outdated and unsupported content), and had to obtain approval from HR for an exception to their site content requirements.
- ***Migrate content into HR approved templates using the HR visual and content requirements.***
- ***Host site on HR-owned and managed web share to:***
 - Facilitate greater overall HR web content awareness, management and supervision.
 - Improve ability to implement and *maintain* a “one Boeing/one HR” identity on the Boeing intranet.

Requirements Overview

The current HR Templates were created by the HR Refresh Project design team ([Boeing Creative Service focals](#)). When completed, all HR Business Units were given the option of standard HTML templates or templates that were specifically designed as RWD (Responsive Web Design). LTD Requested the RWD version of the templates to provide more accessibility options for our customers.

Note: Visually, there is no difference between the templates – the only differences are outlined below in the Wikipedia definition of Responsive web design (RWD):

“**Responsive web design (RWD)** is an approach to [web design](#) aimed at allowing desktop web pages to be viewed in response to the size of the device one is viewing with. ^{[1][2][3]}

A site designed with RWD ^[4] adapts the layout to the viewing environment by using fluid, proportion-based grids, ^{[5][6]} flexible images, ^{[7][8][9]} and [CSS3 media queries](#), ^{[3][10][11]} an extension of the @media rule, in the following ways: ^[12]

The fluid [grid](#) concept calls for page element sizing to be in relative units like percentages, rather than absolute units like [pixels](#) or [points](#). ^[6]

Flexible images are also sized in relative units, so as to prevent them from displaying outside their containing [element](#). ^[7]

[Media queries](#) allow the page to use different CSS style rules based on characteristics of the device the site is being displayed on, most commonly the width of the browser.

Responsive web design has become more important as the amount of mobile traffic now accounts for more than half of total internet traffic. ^[13] Therefore, Google announced [Mobilegeddon](#) (April 21, 2015) and started to boost the ratings of sites that are mobile friendly if the search was made from a mobile device. ^[14]

What This Means for You

From a usage standpoint, this means:

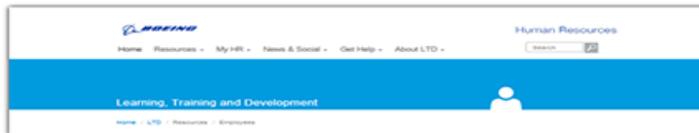
- All LTD content presented within the HR LTD website *must* be created according to HR template guidelines and design element standards to ensure that the pages and their content work properly on a mobile platform device and align with HR Requirements.
- All content must be created using the Boeing and HR Voice and Tone guidelines (information provided later in this document).
- Unlike traditionally styled web sites that emphasize efficient use of page “real estate” to avoid scrolling as much as possible, the new HR layout is designed *with* scrolling in mind. Longer pages with expanding sections of content (accordion menus) are an intentional element. Since this is an extreme change to how our web sites have been designed in the past, it will take some getting used to by our users.

Page Elements

These are the common visual elements that you see in our [HR LTD website](#).

Site Banner and Navigation Elements

Across the top of every page within the HR LTD web site, you will see the following banner (only exception is the site home page):



All HR web sites must follow the same standards. The only exceptions are the color bar and icon displayed above the web site breadcrumbs.

Breadcrumbs are a graphical control element (displayed as a series of links below the banner image) used as a navigational aid in user interfaces. It allows users to keep track of their locations within the website. The term comes from the trail of breadcrumbs left by Hansel and Gretel in the fairy tale in “Hansel and Gretel”.

Each HR Business Unit has designated a “signature color” to be used throughout their content and communications to further align with HR requirements (Color will be explained in more detail later in this document).

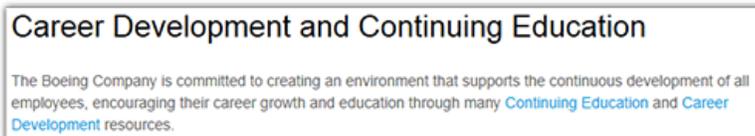
Overall Page Layout

All pages in the LTD web site must begin with the provided templates. These templates provide for the standard allowed visual page elements and content attributes, which include banner images, color schemes, navigation links, imagery, content layout elements, icon usage, and more.

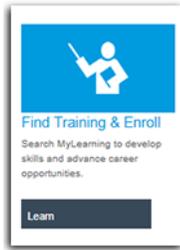
Page Elements

The look and “feel” of the site is the result of these standards and requirements and are represented through the web page templates we were provided, and include the following:

- **Text Attributes and Link Colors** – All fonts are pre-set within the HR style sheets provided with their templates. Light blue fonts display active links and titles in page content. Body text displays in the standard Gray color.



- **Icon “Tiles”** – the large light blue boxes on the home page and many others are the required tiles for navigating to the top content areas of each section. All icons utilized in the web site must be chosen from the available [Boeing Brand Center Library of Icons](#) and cannot be altered or combined in any way.



The elements shown here are required for each Icon Tile:

- Icon graphic (linked to content page)
- Title (not linked, just text)
- Short Description (typically a short intro statement)
- Action Verb Button (linked to content page)

- **Tables** – all tables use the HR style sheet to display a consistent look and feel for all table contents. Tables do not use pre-set widths (RWD) and should, ideally, consist of as few columns as possible. This table with adjust widths automatically depending on the viewable screen size, so keep this in mind when designing your table content and keep the information as short and precise as possible.

Teniel Jones (Acting)	Applied Learning Technologies and Innovation (ALTI)
Barb Kieffer (Acting)	Business Excellence and Learning Management (BELM)
Peter Lohr	Manufacturing Quality and Safety Learning Solutions (MQS)
Soheila Khosravani	Strategic Sourcing and Partnerships (SSP)
Gayle Brocks-Becoat	Enterprise Learning Strategy and Integration (ELS)
Mark Cousino	Technical and Professional Learning Solutions (TPLS)

- **Bulleted Lists** – must use the approved HR Style Sheets.

We support the Company's learning culture by providing solutions that build organizational capabilities resulting in a competitive advantage for our business partners:

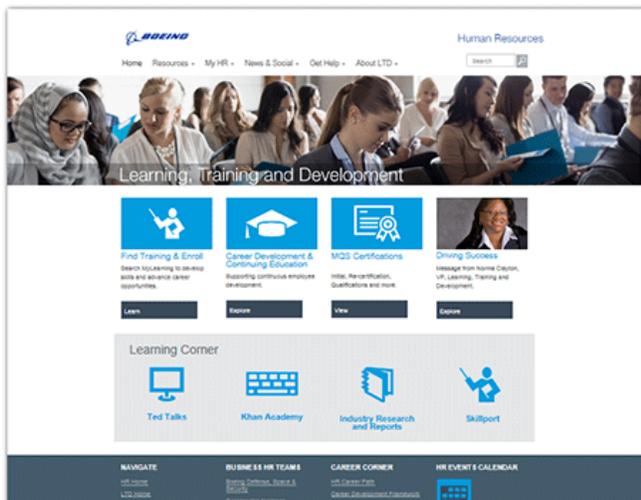
- People-focused learning practices, tools, systems, and services that build learning capacity, knowledge accessibility, personal and professional development.
- Innovative workforce learning advancements through applied research, learning sciences, technology and industry best practices.
- Workforce training, learning governance, and oversight.

Page Layouts

Below are visual examples of each template page layout.

Home Page

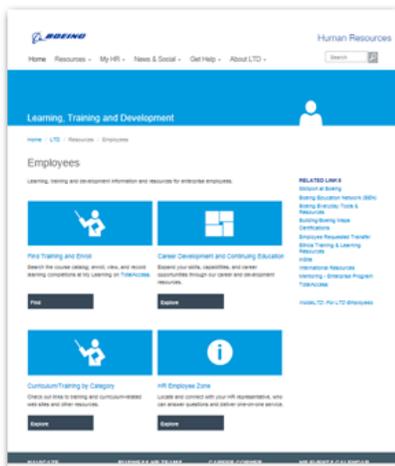
The home page for the HR LTD web site includes the following required elements:



- 1 Boeing/HR Required Banner elements and Navigation Drop Down Menus
- 2 Home Page Slide Show (all images must link to content within the site and be approved by HR)
- 3 Four Key Actions (Icon Tiles)
- 4 VP's Learning Corner
- 5 Footer and HR Navigation Links

SECONDARY PAGES

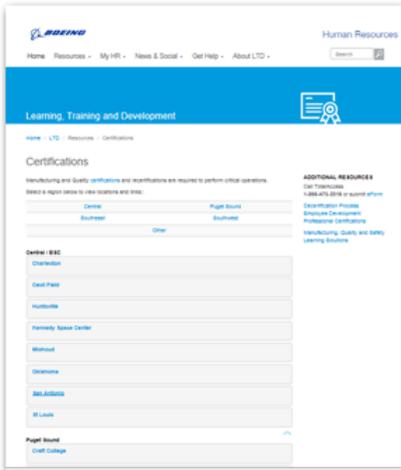
All pages within the HR LTD web site must follow the HR guidelines for font styles and sizes, font colors, font and page elements (including tables) layouts, icons, and image usage. The following images represent the available layouts for all secondary web site pages:



Icon Tiles

Contains three elements (outlined previously).

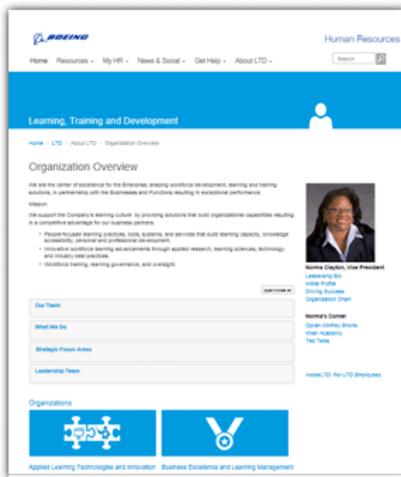
Must use unaltered icons from the [Boeing Icon Library](#) or HR approved images. Either option must remain the same size as the Icon Tiles.



Tables and Accordions

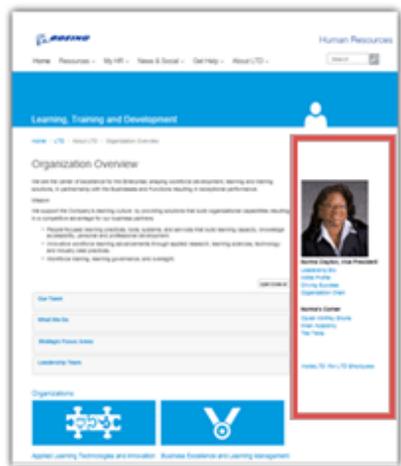
Table and Accordion elements can be used when large amounts of content need to appear on a single page (to help reduce the number of pages within the site). Examples of this can be found on our [Certifications](#) and [Curriculum](#) pages.

The common page elements described can be combined to provide more variety and content options. However, be advised that the arrangement and number of these elements is dependent upon how well the HR Style Sheets support the arrangement.



Text, Bulleted Lists, Accordions, and Icon Tiles combined

This page example shows a combination of the elements described. Again, the variability of these elements is limited by the style sheets provided.



Right Hand Navigation

All pages also include a “Right Hand Navigation” column for Related Content Links.

- *NOTE: HR Guidelines limit the number of links in this area to no more than 10.*

Web Standards, Processes and Content Requirements

LTD Web-Related Policies

LTD Web-Related Policies

All Policies outlined here are subject to change and must be in compliance with applicable Boeing and HR policies as appropriate. For more information, contact the LTD Web Focal.

LTD's Policy on "Independent" sub-sites

Independent Sub-Sites is a term that refers to separate web-hosted collections of pages or content (content not physically housed on the central LTD web servers and contained within the site's folders and navigation structure and do not use the templates used by the main LTD web sites).

LTD web content intended for our external users (external to LTD) and LTD Business Unit content **must reside within the HR web site LTD templates and site framework.**

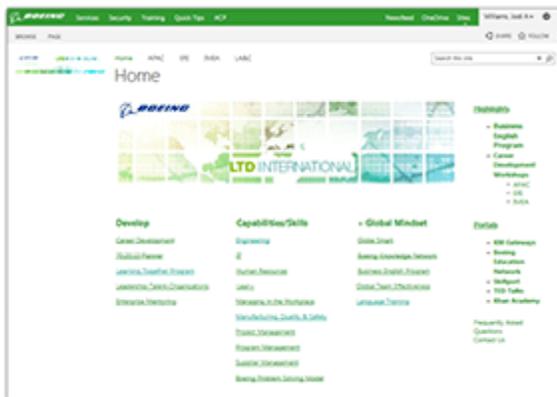
It is not permissible for any Business Unit organization, team, or work group to create an independent / separate web site solely for the purposes of their content.

The only exceptions to this rule, at this time, are:

- **Sites that existed prior to the implementation of the HR Refresh site and its associated guidelines.** NOTE: This is not a set-in-stone rule; it is just where HR stands at this point in time. It is highly likely that additional guidelines may be implemented that would require all web sites associated with the LTD organization to adhere to the identity guidelines outlined here within, or be required to have their content migrated into the existing main HR LTD web site. However, until such time as this occurs, all updates for currently existing web sites are at the discretion of the site management.

If a team or group wishes to create an independent content location

HR has stated: It is **acceptable and encouraged** for teams to create and maintain their own **SharePoint team sites**. This is LTD policy as well.



For example, the [LTD International](#) Team has an independent (separate) LTD SharePoint site.

Links to their SharePoint are included wherever appropriate within any LTD web site.

If your team or organization wishes to provide a dedicated, self-maintained web presence, a SharePoint "Team Site" may be the right option for you.

For more information about how to request and establish a SharePoint site, contact [Enterprise SharePoint Services](#).

LTD's Policy on Content Duplication/Single Source of Data

It is against LTD Policy to duplicate existing web-accessible content or materials

It is against LTD policy to duplicate any existing web-accessible materials.

If you require posting published Boeing and LTD information that exists in another location, link to that location. *Do not* recreate the information. Doing so is against policy and can easily lead to providing inaccurate content to your audience members.

Once information is posted, it can quickly become outdated and inaccurate in our rapidly changing information-driven environment. As a Content Owner for LTD content, it is your responsibility to continually manage your content and ensure that the information you post is correct and timely.

LTD's Policy on Linking to Content Located Outside LTD Web Sites

If there are specific documents, web sites or web pages that are useful to include in your content, place the title of the document on your page with a brief description of what it is and why your audience would benefit from it (mouseOver behaviors and PopUps are acceptable alternatives). Then add the hyperlink to the text title.

Links that take users "away" from the LTD site should open in a new browser window.

Example: Boeing Intranet Style Guide - The Intranet Style Guide website contains requirements and guidelines for websites and web applications on the Boeing Web.

When necessary, you can include a brief generalized statement that includes the link to be selected if they wish to "Find out more..."

Managing your content is the most important part of web site development and content ownership.

LTD's Policy on Creating New Independent Websites

It is against LTD policy for any new, independent LTD owned or maintained websites to be built.

See page 10 for more information.

LTD's Policy on Hosting Training Materials or Courseware on LTD Web Servers

Do NOT Use LTD Web Sites to Store or Host Training Materials/Courseware.

See page 9 for more information

LTD's Policy on Soliciting Outside/Vendor Services to Develop or Modify Content Within the Main LTD Web Sites

It is imperative that you contact the LTD Site Focal *early* in your content planning and before any actual *work* is begun or committed to by your team or your organization.

Failure to properly plan/include site requirements may result in:

- **Significant delays** to your project plan or deadline
- **Complete rejection** of materials created that do not comply with LTD web standards or requirements, or cannot be supported within the current LTD Web Site support structure and environment
- **Significant waste** of resources, time and money when teams dedicated months and months of time developing content and/or hiring the services of an outside vendor to create content that CANNOT be posted on the LTD web sites. [Note: This will have a significant impact to LTD and our vendors/suppliers who dedicate resources and time to work statements that should not be supported and are not in compliance with LTD web requirements.]
- **This includes internal Boeing services, including Boeing Video Services and Boeing Creative Services.** Consult with the LTD Site Focal before engaging *any* external support services to ensure that you are aware of all LTD variables, requirements and/or limitations that must be included in your work statement.

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Content and Visuals: Guidelines and Development Resources

Content and Visuals: Guidelines and Development Resources

Developing Images and Visual Content

To ensure compliance with [Boeing LTD requirements](#), all requirements listed here must be met when creating graphic images to be contained within LTD sites. Additionally, all Boeing and HR image and content guidelines, rules and legal considerations must be followed.

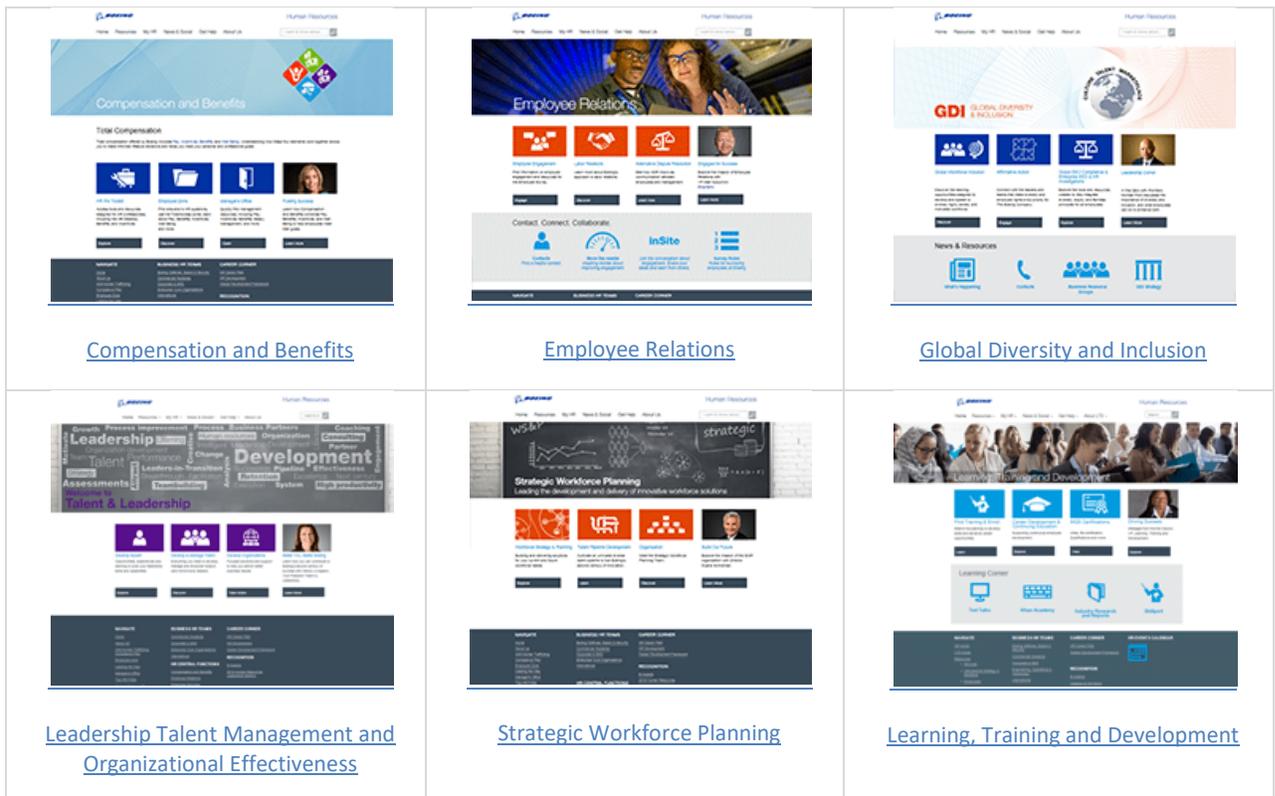
Graphic Design Elements

Graphic Elements should be designed to enhance the meaning of the content provided on any given page. If images placed within the content do not meet this basic requirement, remove them to allow proper focus on the information provided.

Colors

While the HR site utilizes the full spectrum of available Boeing Brand Colors (insert link), *each HR Business Unit was required to choose a single color from this palette to represent their organization.*

Below are screenshots of Home Pages for each HR Business Unit Pages to illustrate the color choices now in place.



LTD’s leadership chose the Boeing **Light Blue** color from the available Boeing and HR Color Palette (highlighted in the Brand Center graphic below).



The chart below lists the color values for each color palette option. These values should be used when creating the **LTD Blue** color.

Color values that create the approved “LTD Blue”

Color	PANTONE® Plus	LAB	CMYK	RGB Print	RGB Screen	HEX
	2925c	L60 A-17 B-45	C77 M21 Y0 K0	R84 G153 B219	R0 G155 B223	009BDF

All icon tiles and icons must conform to this LTD color within the web site to ensure a consistent visual theme and representation of the HR LTD Organization.

Examples of the LTD Blue color theme can be found throughout this document in the examples and screen shots of content within our HR LTD web site. More examples will be added for InsideLTD when that redesign project is completed.

For more information about Boeing approved colors, see the Boeing Brand Center website’s section on Color: [\[Link Removed\]](#)

HR Approved Colors

In addition, all primary colors used within the LTD HR core web site comply with the following HR color usage requirements:

HR Color Usage


HR Functional Excellence


Employee Zone


Manager's Office


Fueling Success



Green
Manager Info and Resources



Light Blue
General LTD Resources / Services



Orange
Employee Info and Resources



Dark Blue
Executive / LTD Organization Labeling



Purple
Social and News Information



Yellow Orange
HR Resources (TBD)

Imagery

The following guidelines are as stated by HR:

Imagery should reflect that people are the greatest asset of Boeing. Choose images that focus on people who are taking care of themselves and looking content and confident.

Images

Images presented in LTD web sites must comply with [the Boeing Brand Center Imagery Guidelines](#) where appropriate. This [site](#) provides Boeing guidelines for several types of potential imagery, as well as guidelines for development, planning, and copyright considerations, including the acceptable ways to present the types of images.

Don'ts

The following guidelines are examples of what NOT to portray in your images, and are in accordance with [Boeing Brand Center Imagery Guidelines](#).

Don't use suggestive or potentially offensive imagery - avoid imagery that depicts products or people in danger.

Don't use cartoons for external communications.

Don't use clipart combined with desktop applications in external business unit or corporate communications.

Don't use photo montages that obscure product features - or that depict an aircraft intersecting with another's flight path.

Do not post copyrighted images or content without obtaining the proper legal permissions to do so. For help with copyright questions and contacts, see the [Boeing Copyright](#) web site.

Using images of people

Whenever possible, use photographs of actual Boeing employees. Show them in work settings (e.g., an office, fitness center, cafeteria, or walking trail near their building). Show people up close or in action with an expression that is engaging, friendly, inviting, and confident. Choose images that capture a moment in time that helps communicate a key message (e.g., healthy eating, making a financial plan, enrolling for benefits, exercising).



Photos of Employees Must Comply with Boeing Photography Policies

Among other things, do not photograph Boeing ID badges. Badges should be removed. However, Boeing Security requires all employees to visibly display their company-issued photo ID badges at all times while on company premises.

If badges cannot be removed as a photo or video is being taken, they must be hidden, disguised, blurred or obscured prior to being published for internal and/or external audiences.

Ensure compliance with all policies: [PRO-2783](#), "Control of Photographic Devices on Company Property," and [PRO-2781](#), "Control of Articles Entering or Leaving Company Property." Camera permits *must* be in place in order to take pictures on company property. More information about Boeing Branding guidelines and requirements can be found [here](#).

Take some time to familiarize yourself with Boeing Policies and PROs regarding the use of images: [\[Link Removed\]](#)

Camera Permit Form Link: [\[Link Removed\]](#)

Using images of objects or places

You can use photographs of objects or places to illustrate a concept. Look for imagery that is light, bright, upbeat, and engaging. Examples are healthful foods, money-saving tools, or nature.

Note: All photos and images will require HR review and approval before publication. If not approved, Creative Services will often replace your images with their choices. The best way to avoid this is to ensure that your image choices align as closely as possible to all HR guidelines.

If you need an image created, contact the [LTD Web Focal](#).

Icons and Buttons

The following guidelines are as stated by HR:

Icons

Icons are used to illustrate topics or messages. The following are examples of icons used on web pages. A beta collection of icons is available on the Brand Center at [\[Link Removed\]](#).



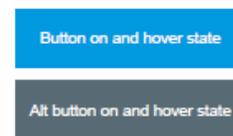
Although the icons offered through the Boeing Brand Center are black, the appropriate usage of these icons is:

1. LTD Blue icon on a white or light gray background, or
2. White icon on a background tile using the LTD Blue.

Note: All icons must be chosen from the available icons in the Boeing Brand Center Icon Library. Any alterations from the original icons offered will be subject to review and approval/rejection from the HR site focal before it will be published.

Buttons

Web buttons are flat with no shading. Use the color theme of the page for the “on” button and use grey for “off” and hover over.



Typography

The following guidelines are as stated by HR:

Consistent use of Helvetica Neue, a light, modern, and easy-to-read typeface, gives a distinctive, related appearance to Boeing materials and is crucial to the “one brand, one look, one company” design. Three weights are used to reflect the Boeing brand and the personality of Employee Communications.

Headlines

- Use 45 light with 75 bold for emphasis.
- Use sentence-style caps.
- Use black or white. You have the option of coloring a few words for emphasis.
- Body copy is 45 light.

Body Text

Body text attributes follow Boeing and HR standards. The acceptable fonts for Boeing web site content are Helvetica and Arial.

Note: Helvetica Neue is not a standard Boeing font and should only be used for title graphics. Only approved individuals have licensing permissions for this font. Images and graphics created using this font should be created by the LTD Web Focal to unsure approvals are obtained. Any use of Helvetica Neue requires the approval of a Boeing [brand focal](#) before it can be released.

Content Tone

The following HR content guidelines apply to all textual content within HR web sites.

Voice

When writing for employees, your writing style is:

- Helpful.
- Friendly.
- Informative.
- Open.
- Clear.
- Understandable.

Remember that your audience is diverse and located around the world. You have 25-year employees, new hires, people in crisis, and people starting new families. There's no one stereotypical audience for which you are writing. So speak in straightforward language that anyone can understand.

Be informative but not too formal.

Guidelines

- Communicate with dignity; avoid slang and irreverence.
- Let strong verbs drive your sentences; avoid adverbs.
- Favor direct language; avoid jargon, convoluted sentence structures, and acronyms (whenever possible).
- Use concrete, precise terms.
- Do your research to ensure accuracy.
- Use the active voice, not the passive, whenever possible.
- On first reference, write out organization and program names followed by the acronym in parentheses.

Content Requirements

Content Development Guidelines

Developing Page Content (Text)

All published content should remain current, accurate and effective for audience members. This section contains guidelines, principles and resources to facilitate achieving that goal.

LTD web content may not reproduce or recreate content that exists in another location. Doing so increases the likelihood that information will quickly become outdated and inaccurate; and also creates unnecessary additional time and resources to maintain.

When referencing content that exists in another location, do not reproduce that content. Instead, provide a link to the existing URL within your page content. It is highly recommended that you also include ALT Tags or Tool Tips (a brief description or cue for your users)

Planning your Page Text - Verbal Content

When developing your textual content for web pages, remember to make sure you provide your audience these three critical pieces of information:

1. What it is (Clearly identify the page content through titles and brief overview descriptions to let your users know quickly that they are on the right page for what they need)
2. Why it's important (What makes your information relevant to your audience?)
3. What to do with it (This is especially important if your content goal is to obtain some input or action from your user. If a user must submit or respond or go to some other action, make sure your clearly identify and explain this to your users.)

(and an optional 4.) What happens next (Particularly if you ask your users to perform an action. Give them information about what to expect after they complete your actions. You'll respond within x number of days; they will be notified within x number of days of the outcome; they will be contacted by... You get the idea. The key thing is to make sure your user understands that they've completed your requirements and knows what they should expect from you in return.

NOTE: LTD web sites may not duplicate existing web content.

Text Content and Developing Your Tone

While creating your page content, keep the following guidelines in mind:

· Convey the most important content with as few words as possible.	· Write for easy scanning.
· Use relatively short sentences.	· Use the active voice.
· Use short paragraphs, subheadings, and bulleted lists	· Use simple verb tenses.
· Include contact information for users to provide feedback	· Use language consistently.
· Follow all content and site requirements applicable.	· Avoid lengthy compound words.
· Plan to provide accessibility to people with disabilities (Section 508 of the Rehabilitation Act)	
· Acronyms: Spell out the words or phrase in its entirety the first time it appears, followed by the acronym in parentheses. For example: Learning, Training and Development (LTD).	
· For extensive information, consider creating a concise and direct “web page version” of your content and linking to more detailed external documents. This could allow your audience the option of printing or saving a copy of the lengthier information as a reference in the future. Note: this option will require additional update coordination to ensure changes made to one section of the content are also made to the other.	

Alt Tags

Use alt attributes with images. Alt attributes are required in Boeing as of 1/1/2007. See the [Boeing Intranet Style Guide](#) web site for more information about this and other Boeing web requirements.

Videos/Video Linking

LTD does not host, manage or post video files. You can, however, link from LTD content out to an approved and posted video file. For assistance with videos development and posting, contact [Boeing Video Services](#) through Creative Services.

Video files, content and linking (like all web content) must comply with Boeing requirements for usage and copyright permissions. **Do not post or link video files or content without obtaining the proper legal permissions to do so.** For help with copyright questions and contacts, see the [Boeing Copyright](#) web site.

Copyrights

Do not post copyrighted images or content without obtaining the proper legal permissions to do so. For help with copyright questions and contacts, see the [Boeing Copyright](#) web site.

File Naming and Management Requirements

File Naming Requirements

All files stored should conform to universally acceptable standards to ensure your files are accessible through all operating systems and platforms (Windows, UNIX, etc). To this end, all file names must:

Be created in lowercase characters only with no spaces (underscores may be used to separate sections).

No Special Characters. Special characters are not permitted (except for underscores). The name, however, cannot begin with an underscore (_) character. File names must begin with a letter or number. File names should be as generic as possible to facilitate easy updating and ongoing relevance.

Do not include revision dates or version numbers in your file name (if revision dates are required, place them within the body of the document itself)

File Management

No files more than a year old (last modified date) should be stored on the web or file servers. Even opening a file, reviewing the content, and resaving it once a year without significant content changes will ensure that the relevance and accuracy of your information is properly documented.

Files stored for more than two years can be removed from the web and virtual file shares at any time without prior notification to content owners or other users. Maintaining your content and its accuracy is an agreement you make when you receive access permissions to these storage locations. It is your responsibility to honor those agreements.

Keep them current... these file naming requirements not only facilitate quick updates, they ensure the integrity and functionality of your content links for your user audience.

Document and Non-web File Storage Requirements

Storing and Maintaining Non-Web Documents

Storing and maintaining non-web files and documents can quickly reduce the amount of available storage space on any given web server and negatively impact our ability to effectively manage content and cost. To ensure proper use of server space and site integrity, LTD has alternative storage and file management options for non-web types of files.

Do not use your file share space as a development or file storage/archive platform. Only files ready for publication and distribution are to be stored on these servers. Source files will only be permitted (graphics, scripts, etc.) when existence of these files are directly connected with usability issues, such as graphics and other associated files required for templates. Only those files currently valid and *in use* for published web content are permitted for posting on these shares.

Linking to LTD Virtual File Shares

Linking to non-web documents is managed through these LTD file shares and allow URL document-specific web links to be added to your page content.

LTD currently has two available server shares. Each share was created for a specific type of information.

LEADPublish ([Link Removed](#)) - created for storage of general information documents including presentations, communications, tip sheets, etc.

core URL: [Link Removed](#)

TrainingPub ([Link Removed](#)) - created for storage of approved and LTD process documentation and templates, and other supporting documents that can be classified as "official" LTD documentation.

core URL: [Link Removed](#)

When using these locations, your link will need to contain the core URLs listed above followed by the folder name(s), file name, and full file extension.

The Content Management System (CMS) system and LTD Site Focals actively monitor all site content and documents. If your files, images, and page content are not actively updated (files are more than a year old) they are automatically inventoried and identified. Site owners will be notified to review the files and, if no responses or updates occur, the files are automatically deleted from the system.

Requesting Virtual File Share Access

Before you request access, your purpose and projected usage must be clearly defined. Discuss your requirements with your LTD Site Focal. Once you've agreed upon the appropriate placement of your content, you must formally request access permissions to the agreed upon location using [the File and Web Share Access Process](#).

Note: process requires your manager's approval.

For more information and assistance with LTD Virtual File Shares, please contact your [LTD Site Focal](#). For help with server access or permissions, see the [File and Web Share Access Process](#).

Document and File Storage Options

As with any file or server share, the LTD central sites have a limited amount of storage space allotted for the site on its existing server shares. If your content requires linking to multiple files of any kind (images, non-web files such as pdfs, doc files, xls, etc), discuss alternate storage options with your Site Focal.

The LTD web site "Virtual" File Share storage locations support document sharing needs. The processes for utilizing those locations also support our organizational goal to continue to develop lean and efficient methodologies. These shares act like web servers (links can be created from web pages to access files stored there using specific URLs). Not only do these shares allow for greater storage capacity and accessibility, but when the LTD Web Processes and File Naming Conventions are appropriately followed, they create a quick and efficient process for managing your files.

What is a Non-Web Document?

Non-web file formats include Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Microsoft PowerPoint (.ppt/.pptx; .pps/.ppsx), etc.

Acrobat read-only files (.pdf), flash white papers (.swf), and other web formats are also permitted on the LTD virtual file shares.

NOTE: All published material must meet all applicable LTD, [Information Protection and Export Compliance](#) requirements.

Processes

Processes

Requesting a Compliance Check

LTD web content and web sites must be in compliance with LTD Web Standards

Not sure if your content or web site is in compliance with LTD Web Standards?

The LTD Web Governance Board will be happy to perform a Compliance Check for you.

To request a site evaluation, contact your [Site Focal](#).

Include the following information in your email:

- The web site URL
- Content Owner's name and Technical Support contact

New Content Development

Requests to Add New **Content** or Content Areas to the LTD [Customer](#) or [InsideLTD](#) sites

Contact your Site Focal or download and complete the [Web Content Requirements Questionnaire](#) (doc) to clearly define your content and placement needs.

Email your completed form to the [LTD Web Governance Board](#) (WGB) for assistance or set up a meeting with your Site Focal to discuss your requirements. You will receive a response to your submitted questionnaires and guidance on your next steps within two business days.

Planning to work with outside suppliers or vendors to support your content revisions or development?

Make sure to discuss this with your [Site Focal](#) before you begin to ensure full knowledge of requirements, caveats or issues that may impact your ability to do so or your ability to meet your deadlines.

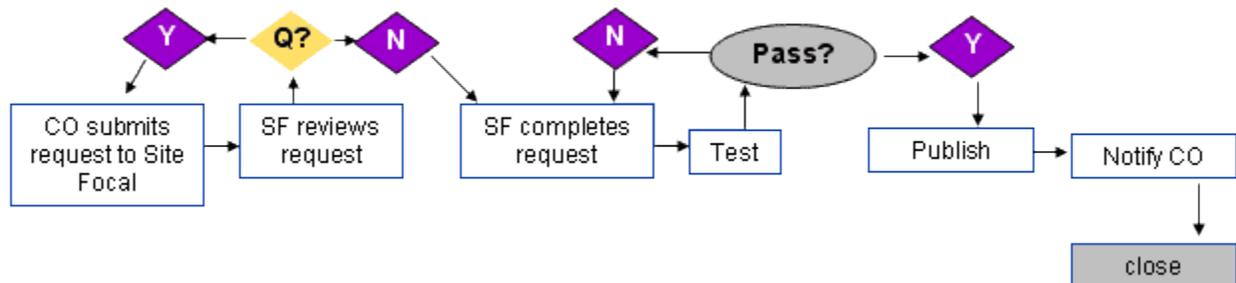
Existing Content Updates and Additions

This process illustrates the *Content Update and Addition Process* that applies to existing content/content areas, and is followed when a Content Owner (CO) wants updates made to their existing web content or want to add more content (links, pages, menu items) to existing information.

Standard Content Ownership Update Process

How to submit updates to your content without CMS Permissions

1. Updates are submitted to your web site focal
 - a. Submit detailed update requests to your web focal Requests can be submitted via email.
2. You will be notified when your update is complete



NOTE: COs must include any specific page or web site URLs in all communications to expedite response and support from Site Focals.

Content Owner (CO) Submits Request to Site Focal (SF)

Requests for content updates and changes can be submitted by the existing Content Owner through email or by phone to their Web Site Focal.

Occasionally, customer feedback may request content changes. When this type of feedback is received, it is forwarded to the Content Owner. No further action will be taken unless the Content Owner determines updates are required and initiates an update request.

Web Site Focal Reviews Request

The Web Site Focal reviews the request to determine actions needed.

If the **request is from the Content Owner**, the Site Focal then proceeds to *SF completes request*.

Exception: If the request involves extensive revisions and the request cannot be completed within 2 business days, the Web Site Focal will inform the Content Owner and coordinate a revision schedule.

If the request is customer feedback

The Web Site Focal will forward the request to the Content Owner with instructions that they respond within 2 business days. The Web Site Focal will notify the requester that the feedback has been forwarded to the Content Owner for consideration. No further action is required of the Web Site Focal (unless the Content Owner replies with an update request, which returns process to *Content Owner Submits Request to Site Focal*).

Web Governance Board Review

If a request is received that requires significant impact to the content or structure of the applicable site, the Web Site Focal will bring the request before a regularly scheduled LTD Web Governance Board (WGB) meeting (or schedule a special meeting if the development need is pressing). The WGB will review the request and determine its disposition.

Web Site Focal Coordinates changes with Content Owner

This step will likely only occur for large or complicated edits and updates. The Web Site Focal will set meetings and reviews with the Content Owner as needed to ensure accuracy and appropriate functionality during approved updates and edits.

Site Focal Completes Request

The Web Site Focal completes necessary updates and additions according to established site standards and templates used (or assists technical support personnel).

Test

Before files are published, the Site Focal must complete a review of the content in the CMS unpublished preview view. Further actions for this step are determined as follows:

- **Pass - Y (Yes)** If the content passes the preview view testing process, the Site Focal then publishes the updated files and proceeds to the next step.
- **Pass - N (No)** If the content does not pass the testing process, the Site Focal will then correct any errors or contact the Content Owner for additional assistance as needed. Once errors are corrected, the Site Focal repeats the Test step from the beginning.

Publish

Once the *Testing* process is complete, the Web Site Focal publishes updated files per required server/application publishing processes.

Notify CO

Once publishing is complete, the Web Site Focal will notify the Content Owner and request that the Content Owner conduct their own testing of updates to ensure that all changes were made correctly, and all supporting materials and links perform as intended.

Close

Once publishing is complete, and the Content Owner is notified, the Web Site Focal designates the request complete (closed).

Content Removal/Site Shut Down Requests

This process outlines the requirements to remove web content or shutdown a web site or web page.

Initiating a Content Removal/Site Shutdown Request

Content Owner Initiated Request

A current Content Owner (CO) may only remove content from *their* web page(s). Anyone can initiate a request to remove content through their Site Focal. However, no action may be taken without the current CO's approval and initiation request. When completing a content removal or site shut down by request, final approval from the Content Owner must be obtained before completing the process to physically delete content from server locations.

Removal/Shutdown Initiation - Non-Responsive/Non-Compliance

If a CO does not respond to requests for content validation or required actions by the Site Focal (as outlined in the Content Owner RAAs (Roles, Accountabilities, and Authorities) and Maintenance and Retention Process, their content may be removed by the Site Focal. Failure to respond and address issues in a timely manner is in violation of documented LTD Content Owner RAAs, web policies, procedures, and requirements.

If appropriate, the CO will be notified in advance that (without response or completed resolution of outstanding issues within a set timeframe) their content will be removed/shutdown.

Since active management of content is already the key responsibility of a content owner, this notification is a courtesy and at the sole discretion of the Site Focal.

The preferred outcome is for the CO to respond and address the issue, or, if they are no longer able to support the role, to assist in determining a replacement as quickly as possible. However, in critical instances or where the integrity of the site may be jeopardized, or significant or critical impacts to users or the organization may result, then the Site Focal may use their best judgment to resolve the issue in coordination with the all applicable LTD Web Support team members.

If content is removed for non-compliance, all issues *must* be appropriately addressed before content can be restored.

All content removed under this category must be archived. Content will be removed from the servers and archived (copied) to a separate storage location (storage server, archival file share, removable media). This location can be determined by either the Content Owner or the Web Site Focal and will be determined on a case-by-case basis.

Reinstating Removed Content

This process is to be followed when the Content Owner identifies a need to republish content that has been removed from the LTD Customer or InsideLTD web sites.

Process Initiation

Submit a request to your Site Focal. Be sure to include:

- URL (if known)
- content description
- previous location
- date removed
- an explanation of why the content was removed
- what determines the need to republish?

If you are not the original Content Owner, the Web Site Focal will forward the request to the listed Content Owner. Content may only be republished by approval/request from the Content Owner.

Exceptions occur when a CO is no longer available or supporting the content. If this has occurred without identifying a new CO, the Site Focal will contact the applicable manager for assistance.

Content Removed for Non-Responsiveness

If content is removed because the Content Owner did not respond to a WGB or Site Focal request, it cannot be reinstated and republished until all issues are addressed. The Content Owner must commit to timely response in the future or designate an alternate Content Owner (relinquish ownership to someone else).

Content Removed for Non-Compliance to Web Requirements

To have content reinstated (republished) that was previously removed for non-compliance to LTD Web Standards and Requirements, the following must be completed:

- move files from archive/back up into development environment
- update files per LTD Web standards (coordinate revisions with developer or Web Site Focal, as needed)
- content (templates, images, navigation, and footer elements) must be updated to meet standards
- once updates are complete, and content is compliant with all requirements and standards, the Content Owner may submit a request to the LTD Site Focal for Compliance Review
- if compliant (meets all Boeing, HR and LTD Web requirements), the Site Focal will notify the Web Governance Board that all issues are resolved and will complete the publication process

Compliance Validation and Republishing/Reinstating Removed Content

Test and Publish

When all issues are adequately addressed, the Site Focal will restore the archived material to its appropriate locations and proceed with any required testing and publishing processes.

Archiving Content

Archiving Content and Associated Files Is the Responsibility of the Content Owner

The LTD Web Governance Board (WGB) does not own the content posted on our Web Sites and File Shares.

Ownership of web content and all associated [non-web files](#) remains with the Content Owner. For this reason, management and archiving of all non-web documents and associated files posted on LTD sites remain the responsibility of the Content Owner.

If content is removed for non-compliance of Content Owner RAAs, standards, processes, or access permission guidelines, all issues must be appropriately addressed before content can be restored.

Remove Outdated Content ASAP

It is important that invalid content (outdated or expired) be removed from these shares. Only "live" content should be stored in these locations (current information and files). If you need help removing files, contact the WGB or your Site Focal for assistance.

Maintenance and Retention

This process outlines the Maintenance and Retention Process requirements for maintaining LTD web site content.

Note: These are the minimum validation requirements for LTD web sites. They do not include processes for individual LTD sites (not contained within the main LTD sites).

Each quarter, the LTD Site Focal will conduct comprehensive site reviews of LTD web sites to ensure content validity and compliance with all LTD web processes and requirements. In support of this effort, the WGB may be contacting identified Content Owners to validate their online information or address any issues.

Content Owners are to respond to all emails within two business days and resolve any identified issues within two weeks of receiving notice.

If no response is received for content residing within the main LTD web sites, the WGB will follow-up directly with the Content Owner to request compliance, and...

If no response is received, the Site Focal will contact the organization manager for that content for follow-up validation or direction.

If there continues to be no contact with the Content Owner for a period to last no longer that eight weeks (two months from initial notification), the applicable content will be removed and deleted from the site (as outlined in the Content Removal/Site Shut Down process).

Notification to the Content Owner of the removal (prior to executing the deletion) is entirely at the discretion of the Site Focal – it is not required since compliance with the Maintenance and Retention process is a documented responsibility for Content Owners.

File Types and Categories

Type/Category	Acceptable for web servers?
Communications and Information Sharing	<p>Yes</p> <p>Final approved file versions only. In-work or archived versions of documents are not permitted.</p>
PowerPoint files	<p>Yes</p> <p>Provided embedded image sizes have been compressed to web/screen resolution (file size as small as possible and no larger than 1 megabyte)</p>
Tip sheets, Step By Step Guides, and Desktop Instructions	<p>Yes</p> <p>Provided they are not directly related to courses, training, or other training-related events. Those types of files should be stored in conjunction with the training event itself (Courseware Library, My Learning, etc.)</p>
Process Documentation	<p>Yes</p> <p>Provided the documentation is <i>not</i> required to be posted within PBMS (Process Based Management System).</p>
Templates and Other Reusable Files	<p>Yes</p> <p>Provided these files are approved for LTD distribution and meet all applicable LTD, Information Protection and Export Compliance requirements.</p>
Approved LTD Organizational Documentation (RAAs, Charter Documents, etc.)	<p>Yes</p> <p>Provided these files are approved for LTD distribution and meet all LTD documentation requirements.</p>
Any files directly supporting an existing web or instructor-led course or training event, including, but not limited to study guides, desktop instructions, workbooks, worksheets, handouts, etc.	<p>No</p> <p>Instructor-Led materials should be stored following the Courseware Library processes.</p> <p>Web-Based materials should be stored within the LCMS (Learning Content Management System) or My Learning systems.</p>

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Support and Maintenance

Support and Maintenance

Before You Begin

If Your Team Is Considering Web-Related development

Check LTD Web Policies first

Before beginning any web-related work, always consult the [LTD Web Site FAQs](#) first.

Contact the [LTD Web Focal](#) or [Backup Focal](#) for more information or answers to any questions involving the particulars of your web-related inquiry. *We try to provide as much information as we can, but we know that standard answers do not always address the needs of a given work statement.*

HR Changes That Impact How Our Web Content Is Supported

The launch of the new *HR* LTD web site changed how our web sites have been created and maintained over the years. Many of those changes have been highlighted in the previous sections of this document.

However, one of the other *major* changes to the how we create and maintain our customer-facing site is actually *HOW our site is created and maintained*. This includes the following changes from previous site management practices and capabilities:

Previous Processes and Practices	How It Works Now
Updates can be input by Content Owners (with CMS Permissions) or site support focals.	All updates must be submitted and implemented through the LTD Web Focal or LTD Web Focal Backup . For our HR LTD web site (customer site), once we complete the updates to the web site files, we notify HR Creative Services support and request that they be published. HR reviews our changes and, if approved, they publish the files. The standard turnaround times for these requests are within 24 hours. So far, their response times have been within 1-4 hours. So, keep this in mind when planning your update requests.
Web site was hosted on LTD owned and managed servers, which allowed for fast response times for update requests and content flexibility.	All updates must now be submitted through a HR “Focal” for review and publication. If updates do not meet with HR standards and requirements, they maintain full authority to refuse publication and reject the submission. Updates may take up to 2 business days to publish. However, their response times have been within a few hours.
Boeing CMS (Content Management System) allowed Content Owners the option of creating and maintaining their web pages themselves.	This is <i>against</i> HR Policy. Currently, each HR Business Unit can allocate <i>one</i> site focal and <i>one</i> site back up contact only. No other access permissions are permitted to HR servers at this time.

What To Do If You Have A Need For Web Content Support

Here are a few typical scenarios and what LTD's direction is on how to address them:

- Information on an existing web page needs to be changed
 - If you are the existing Content Owner or their approved back up, submit your needed changes to the [LTD Web Focal](#) or [Backup Focal](#).
 - All others can submit their feedback to the Content Owner for considerations. You can also submit your feedback to the [LTD Web Focal](#) or [Backup Focal](#). In this case, all feedback received will be forwarded to the Content Owner for consideration.
 - *Only updates approved by the Content Owner will be implemented. The only exceptions to this are broken links or critical emergent needs which are evaluated on a case by case basis at the discretion of the Web Focals.*
- **Your team or work group wants to create new information to be posted on the web**
 - Contact the [LTD Web Focal](#) for guidance on how to proceed.
 - Your audience and content requirements will determine your options, which will be presented and discussed to ensure the right solution is implemented.
- **Information or content on an independent LTD site needs to be updated**
 - If the URL of the web site or page that needs to be updated does not begin with the following two core locations, this is NOT content within our main LTD web sites and we do not support those sites. ([Links Removed](#)).
 - To request updates or submit feedback on those sites, contact that site directly through their Content Owner, site support or feedback links which, per Boeing requirements, should be listed at the bottom of every site page (or at the very least on the home page of the site).

Web Support and Development Resources

Web Support and Development Resources

Resources

All questions or comments pertaining to the information contained in this document should be submitted to the [LTD Web Focal](#).

- Items requiring HR input, clarification, or approval will be addressed on an ad hoc basis.
- This document will be updated as needed barring the outcome of those inquiries.

Boeing Branding

General guidelines for Boeing Branding can be found here: *(Link Removed)*. Keep in mind that additional HR limitations apply. The most prevalent of those limitations have been outlined in this document. When in doubt, contact the [LTD Web Focal](#).

More Boeing Resources

[Boeing Intranet Style Guide](#)

[Boeing Brand Center](#)

[Boeing Policies and PROs
\(OnePPPM\)](#)

[Boeing Icon Library](#)

[Boeing Copyright Office](#)

Copyrights

Contact the [Boeing Copyright Office](#).

LTD Web Terminology

This section provides definitions to common web terminology to assist you with defining and clarifying your assistance requests.

alt tags	The alt tag attribute is used in HTML or XHTML code used by web browsers to render your web page (create what you see). It allows text to display when image links are broken to tell the user what they should be viewing, and is also used by "screen reader" software so that a person who is listening to the content of a webpage can interact with an element. Alt tags are also used to display the "pop up" text descriptions you see when you mouse over a tool, option or link in software applications and web pages.
CMS	CMS stands for Content Management System, a web site generator tool that allows non-technical people to create a web site rather easily. The system has been designed to be a reusable solution for customers to maintain their own web site content without the need for web design support. ~ Note: CMS is no longer supported in The Boeing Company and sites still supported by CMS will continue migrating out of the CMS platform.
CSS	Stands for Cascading Style Sheets which contain the colors, fonts, layout and overall appearance of a website. A style sheet may only need to be altered once to have an effect on multiple pages of a website, hence having a cascading effect. A style sheet can control the layout of a website.
Compliance	For the purposes of the LTD Web Support process information, the term <i>compliance</i> (or compliant) refers to a web site's adherence to the LTD Web Standards . If a site does not fulfill these basic requirements, it is not compliant.
Content Owner	<p>The individual responsible for the content contained within a web page or series of web pages in a web site. See Content Owner Roles & Responsibilities. Often, the technical support for a web site is located in a separate organization than the content owners or focals. Contact the Content Owner when you want assistance with page content. Contact a site's Technical Focal for issues with the site functionality or server support needs.</p> <p>Active Content Ownership Content Owners have completed required training/orientation sessions and have been set up with CMS Access permissions that allow Content Owners to manage and update their own content while actively coordinating and communicating changes with their LTD Site Focal.</p> <p>Standard Content Ownership Content Owners who manage their web page content, but submit updates and changes through their LTD Site Focal.</p>
Course	SEE GLOSSARY OF COMMON LTD ACRONYMS AND TERMS
Shutdown	<i>Shutdown</i> refers to the process or act of removing all files associated with a specific web site or web page from applicable servers, thus making the files no longer accessible on the Boeing web. If you wish to request shutting down a web site, contact that site's support (links should appear on each page per Boeing Standards) or contact the LTD Site Focal for assistance in determining the correct contact.

Site Focal/Site Technical Focal The *Site Technical Focal* can vary from web site to web site. This is the individual (or team) responsible for the development and maintenance of the web site's functional elements (templates, databases, technical troubleshooting, server resources, etc.). Often, the technical support for a web site is located in a separate organization than the content owners or focals. Contact the Content Owner when you want assistance with page content. Contact a site's Technical Focal for issues with the site functionality or server support needs.

Study Materials see [Glossary of Common LTD Acronyms](#)

Tip Sheet see [Glossary of Common LTD Acronyms](#)

Tool Tip Much like the alt tag, the Tool Tip is an option in the CMS application that allows you to add a text description for links and images. When assigning a link to your object or text, look for the "Tool Tip" field in the dialogue box or properties palette. Enter your description text in this field.

Web Page *Web page* generally refers to a single screen on your monitor. It is a document designed for viewing in a web browser. The web page can have content that extends beyond your monitor viewing area (scrolling is required), but all content is contained within that "page". Clicking on a link or button and moving to a new screen means you have moved to another "page".

Web Site A *Web Site* is made up of a series of web pages. *Web site* generally refers to the entire collection of web pages and other information (such as files, folders, images and other "behind the scene" elements) required to create a collection of *web pages* contained within one navigation structure. Typically, all the pages in a web site share the same basic URL. For example: *Link Removed* (the URL for this web site's home page).

Not sure about a web term? Want a term added to our glossary? [Send us an email.](#)

LTD Web Frequently Asked Questions

The following FAQs are taken from the existing web page content for review and modification. Updates should be posted to the live site info

What are LTD's Web Requirements?

See the [LTD Web Standards and Requirements](#) document.

We want to create a new web site. How do we get started?

First - Ask yourself if you mean an entire web SITE or if you're really asking about a PAGE or series of pages within our main LTD sites. (see [LTD Web Terminology](#) for this and other web-related terms)

To add or update content:

If you want to create content or modify existing content within either the LTD Customer Site or InsideLTD, contact the existing page Content Owner of any related content, or contact the [LTD Web Focal](#) for guidance.

For requests related to the creation of new, independent LTD websites:

No new independent web sites can be created. (As directed by Norma Clayton, LTD VP)

If your team does have a requirement for a dedicated content location, you can request and establish a SharePoint site, contact **Enterprise SharePoint Services**.

What's the difference between a web "site" and a web "page"?

Web Page generally refers to a single screen (single page) that displays on your monitor. It is a document designed for viewing in a web browser. A web page can have content that extends beyond your monitor viewing area (scrolling is required), but all content is contained within that "page". Clicking on a link or button and moving to a new screen means you have moved to another "page".

Web Site is made up of a series of web pages. *Web site* generally refers to the entire collection of web pages and other information (such as files, folders, images and other "behind the scene" elements) required to create a collection of *web pages* contained within one navigation structure. Typically, all the pages in a web site share the same basic URL. For example: *Link Removed* (the URL for this web site's home page).

We have a video that we want to add to our content. If we send you the file, can you post it??

No.

LTD web servers are not **video compatible** (*Link Removed*). You cannot and should not post video files on LTD web servers. You can, however, link to videos that are hosted on approved Boeing Video Servers.

Boeing Video/Streaming Media Services web site: (*Link Removed*).

For help creating video files, see **Video - Creative and Information Services**(*Link Removed*).

Once posted, you will have a link to your video that can be attached to text or images on your content page.

NOTE: All content must comply with Boeing, LTD, and all applicable copyright and data sensitivity/information protection requirements. Be aware that any content that does not meet these requirements can be pulled from our pages at any time without prior notification. Failure to comply with all of these requirements can put our site and our organization at risk.

How can I get my web page to show up in Boeing Search results?

You have the option to register your URL in the new Boeing Search Engine search results to enhance your audience accessibility.

How To Register your URL in the Boeing Search Engine:

1. Go to (*Link Removed*).
2. Enter your email address, URL, Title and site business unit.
3. Click on "Add this Site"

As a Content Owner, what is the best way to submit content updates?

All requests should include the URL of the page or pages that require updates.

Updates should be submitted in a documented form. This can be as simple as a quick email that specifies what the page URL is and what content changes are required or as complex as a presentation file that outlines extensive changes for a large section of content. Not sure which works for you? Discuss this with your **WGB Site Focal** (*Link Removed*) and they will help you find a format that fits your needs.

NOTE: CONTENT UPDATES CAN ONLY BE SUBMITTED BY THAT PAGE'S CONTENT OWNER.

Each web page has a Content Owner (CO) who is responsible for maintaining the accuracy of their page content in accordance with the **Content Owner Guidelines** (*Link Removed*). Any pages that do not have a CO listed default under the direct management of the LTD Web Support team members.

If you have feedback to submit about existing content, you can submit it directly to the Content Owner, or if none is listed, submit your feedback to the [LTD Web Focal](#).

I manage content on an existing LTD web site (outside the current Customer and Internal web sites).

What would it take to **move my information into the main LTD sites** and have the old location shut down?

Contact the **LTD Web Focal** (*Link Removed*) to discuss your options for migrating any valid content from its current location into one of the two main LTD web sites (Customer or InsideLTD).

To shut down an existing site not currently residing on the main LTD web shares, you will need to contact the site support responsible for that server or web site location. In accordance with **Boeing Intranet Guidelines** (*Link Removed*), their contact information should be located on the lower portion of all web pages (footer links).

Content on a web site not managed by the LTD Web Focals needs to be updated. Who do we contact to request these changes?

Boeing Intranet Guidelines require that all web content include contact links in multiple locations (footer links and META tag data). Check those areas of the site to contact their support directly.

If this information cannot be found, let us know and we'll try to help you find a contact if possible. You may also contact LTD Web Focals for assistance.

What is a non-web file or document?

Non-web file formats include Microsoft Word (.doc/.docx), Microsoft Excel (.xls/.xlsx), Microsoft PowerPoint (.ppt/.pptx; .pps/.ppsx), etc.

Acrobat read-only files (.pdf), flash white papers (.swf), and other web formats are also permitted on the LTD virtual file shares. **Learn more about non-web files and LTD Web Support requirements for these types of files** (*Link Removed*).

Planning to work with outside suppliers or vendors to support your content revisions or development?

Discuss plans with your [Site Focal](#) before you begin. Our main sites have specific restrictions and requirements that must be followed. Failure to properly plan and consider site requirements may result in significant delays in meeting your deadlines and possibly the full rejection of any materials created if they do not comply with LTD site standards, requirements, etc.

These FAQs will be continually updated as time and information availability allow. If you don't find what you're looking for here, [send us an email](#) (*Link Removed*). We'll help you find the information and you can help us determine additional information that may need to be added to this list of FAQs. Thank you. Have a question or topic you would like to see included? [Send us an email](#) (*Link Removed*).

Web Governance Board

Web Governance Board (WGB)

About the WGB

The LTD Web Governance Board (WGB) is the focal point for the management, coordination and guidance of all LTD-owned websites to:

- continually promote LTD web consolidation and improvement efforts
- facilitate centralized, accessible and effective management of LTD web content
- and partner with LTD leadership to create more visibility and awareness of web development and support needs, including yearly audits of all LTD-owned and managed web content

Additional Documentation

- **Web Governance Board Charter Document** (*Link Removed*)
- **WGB Responsibility, Accountability and Authority (RAAs)** (*Link Removed*)

Board Membership



[Jodi Williams](#)

Web Governance Board, Chair

LTD External Customer (*Link Removed*) Site Focal and Lead. [InsideLTD Backup](#).

CO Training; Web site and file management; LTDwebnews Newsletter



[Barb Terwisscha](#)

InsideLTD Site Focal and Lead. [LTD External Customer](#) site [Backup](#). File and Server Management.

Resources

Content Owner Resources for Site and Content Management

Note: All links have been removed for open posting.

[About Content Ownership](#)

[Content Owner \(CO\) RAAs](#)

[Types of Content Ownership](#)

[Content Development Guidelines](#)

[CMS Management and Permissions](#)

[Relinquishing Content Ownership](#)

[CMS Resources, Access and Permissions](#)

[LTD Content Owner CMS Guide](#)

[CMS Home](#)

Tips and Tools

[LTD Web-Related FAQs](#)

[Commonly Used Web Terminology](#)

[Registering Content for Improved Search Results Boeing Search](#)

[LTD File Management](#)

[File & Web Share Access Requests](#)

[PowerPoint File and Image Compression](#)

[Boeing Intranet Style Guide](#)

[Boeing Branding](#)

[Boeing Copyright Office](#)

[Video - Creative and Information Services](#)

How To's

Template Coding and Behaviors

HR provided template files that contain all of the primary and approved code that creates the current web page behaviors and interactions used throughout the HR site.

These reusable template files can be found at the root level of the LTD site on the HR server. *All of the files used in the site (.cfm and .html) must be stored at the root level to ensure that the style sheets, behaviors, scripts, etc. created for the HR templates remain intact and functioning without errors.*

It is critical that this code be used when possible to ensure the proper “responsive” behaviors are retained for mobile platform viewing.

These files include:

- page2.html
- ltd_page_1.cfm
- ltd_page_2.cfm
- ltd_page_3.cfm
- ltd_page_4.cfm

Other information about the HR Templates can be found in the docs.html and notes.html files, or in the content pages included in the Back Up Slides section of this document.



BE AWARE: ALL web “page” files in the site *must* be stored at the **root** level to ensure that the behaviors, style sheets, scripts, includes, etc., perform as designed. Do not create sub-folders for site content pages.

Galleries
Two galleries are available that, when loaded, automatically size the videos to the image. These are built on the FlexVideo framework, see Gallery 1 and Gallery 2.

Modal Window
An anchor function in being.js uses the buttons to target the corresponding content. The target for this example is located on the page just before the closing body tag. The modal window target in this example call a #frame to insert the .html page into the body of the parent page. Each modal window requires its own unique ID and can be accessed from the primary navigation, a text link or a button below.

Modal Window

Poppers
Add small overlays of content to any element for housing secondary information. Poppers whose both title and content are zero-height are never displayed. You can specify the direction (top, right, bottom, left) you want the popover to appear as well as if you want it to appear on click or on hover.

Lists

- Header of some sample text, ut congue vel. In semper diam ipsum ut ornare.
- Integer in magna ut sapien dictum ornare. Curisque interdum.
- Donec sit amet dignism consequat, magna mauris vehicula velut. Ut accumsan leo tortor eu leo.
- Vestibulum sed nulla sit amet. Integer eu massa fermentum ante vulputate sit amet.
- Nunc diam nunc pulvinar aliquam. Nam blandit ornare pharetra. Aliquam erat volutpat.

Accordions
Accordions menus are used widely in navigation for minimizing and maximizing content. They assist the user to efficiently scan topics quickly and expand on the information they are looking for. Accordions are a practical, indispensable space saving technique that enables the user to access rich content in a small space.

Accordions

Headline for Accordion 1

Headline for Accordion 2

Accordion 3 with Sortable Tables

Tables

Sep. 21, 2014 [Header of some sample text, ut congue vel. In semper diam ipsum ut ornare.](#)

Aug. 1, 2014 [Integer in magna ut sapien dictum ornare. Curisque interdum.](#)

Aug. 2, 2014 [Donec sit amet dignism consequat, magna mauris vehicula velut. Ut accumsan leo tortor eu leo.](#)

Home LTD LTD Secondary Page 1

LTD Secondary Page 1

One million ways to make the world better. At Boeing, we're always looking for ways to make the world a better place. From the way we work, to the way we live, we're always looking for ways to make the world a better place. From the way we work, to the way we live, we're always looking for ways to make the world a better place.

QUICKLINKS

- Page One
- Page Two
- Page Three
- Page Four

MORE INFORMATION

- Template Documentation
- Team Roles
- December 10

Title 1
Learn more about our latest products and services. [Learn](#)

Title 2
Learn more about our latest products and services. [Learn](#)

Title 3
Learn more about our latest products and services. [Learn](#)

Title 4
Learn more about our latest products and services. [Learn](#)

HR Approved Template File: Page2.html

The Page2.html file contains the segments of html code that can be copied and pasted into other files to create the following behaviors and interactive page elements. However, I have found it best to just use the template file as-is, rename it as a new file and begin editing from the template file directly to ensure the code continues to function seamlessly.

Galleries
Creates a “popup” slide show. There are two galleries available that, when linked, automatically size the window to the image.

Modal Window
Creates a “popup” content window. Each modal window requires its own unique ID and can be accessed from the primary navigation, a [text link](#) or a button.

Popovers
Add small overlays of content to any element for housing secondary information. You can specify the direction (top, right, bottom, left) you want the popover to appear as well as if you want it to appear on click or on rollover.

Lists
Contains the correct code for the appearance and responsive behaviors for listed items.

Accordions
Accordion menus are used for minimizing and maximizing content. This file contains the code for accordions, including the open/close all button.

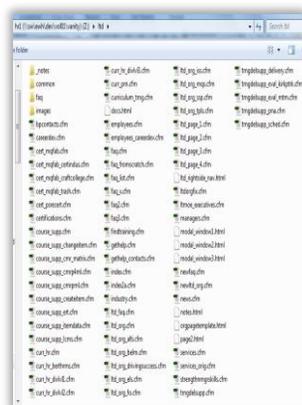
Tables
Contains the correct table code to ensure that tables have the required appearance and responsive attributes for mobile attributes.

Files Names

The HR folder structure is set up to promote as few site pages as possible and does not, therefore, contain sub-folders for content. All html and cfm files that create the pages within the site must be stored in the root folder.

For this reason, files are named to facilitate location by content type. See examples below.

	Navigation Title	Primary File Name	Secondary File Names
Home index.cfm	Resources		
	My HR		
	Services	services.cfm	
	International Strategy & Solutions	ltd_org_iss.cfm	
	Employees	employees.cfm	
	Managers	manager.cfm	
	Career Development & Continuing Ed	careerdev.cfm	
	Certifications	certifications.cfm	cert_XXX
	Course Support	coursesupp.cfm	coursesupp_XXX
	Curriculum/Training by Category	curriculum_trng.cfm	curr_XXX
Industry Research, Affiliations and Benchmarking	industry.cfm		
Training Delivery & Support	trngdelsupp.cfm	trngdelsupp_XXX	
	Primary File Name		
News & Social	LTD News and Social	news.cfm	
	HR Events Calendar		
	Business Resource Groups		



HR server's "ltd" folder screen capture.

NOTE: Only the menu items that are ltd owned are shown here. The "My HR" menu, for example, is omitted because all links are currently to HR pages, thus do not apply to our updates at this time (the HR organization manages these pages). Likewise, links shown with a strikethrough are not ltd pages.

Navigation Title	Primary File Name	Secondary File Names
Get Help		
Top LTD FAQs	faq.cfm	
Get Help	gethelp.cfm	
Contact Us	*email link to Jodi.A.Williams	

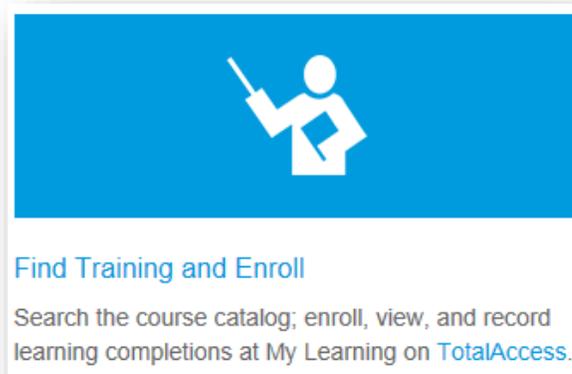
	Primary File Name	Secondary File Names
About LTD		
Organization Overview	ltd_org.cfm	
Org Chart	[insite link]	
Services	services.cfm	
LTD Business Partner Contacts	bpcontacts.cfm	
HR & Administration Leadership Bios		
Applied Learning Technologies and Innovation		ltd_org_alti.cfm
Business Excellence and Learning Management		ltd_org_belm.cfm
Enterprise Learning Strategy and Integration		ltd_org_els.cfm
Financial Operations		ltd_org_fo.cfm
Manufacturing, Quality and Safety Learning Solutions		ltd_org_mqs.cfm
Strategic Sourcing and Partnerships		ltd_org_ssp.cfm
Technical and Professional Learning Solutions		ltd_org_tpls.cfm
International Strategy & Solutions		ltd_org_iss.cfm

Image File Naming

Image file names should be short abbreviations that quickly identify the type of file and location/content category where possible.

Icons

For the LTD site, the **icon_** naming convention designates the large images used in the “icon box” layout (example below).



Begin file name with **icon_**, followed by a short identifier.

Examples:

- All LTD organization icon boxes follow this convention: **icon_**orgacronym (icon_alti, icon_belm, etc.)
- All icons for a given section begin with the same designation as the page names. Manufacturing and Quality images begin with **mqfab_**xxxx (a short descriptor or abbreviation).

Creating Content Using HR Provided Templates

Before you Begin

HR Server Location and Operating Rhythm

When creating new content or editing existing content, keep in mind that the preferred location for making changes to existing files is to make those changes directly to the files located on the HR Development Server in the LTD folder.

You can, however, make a copy of the LTD site files on your desktop and edit the files every time there first and then copy the modified files onto the HR development server.

CAUTION: If you choose this option make sure you obtain NEW copies of all files before you begin (HR may have modified common files that apply to all HR sites).

Whichever method you choose, if you are working with other members of the team to support the HR LTD site, make sure to communicate about which approach you are using and determine any additional communication needs to be followed for future update requests. This will eliminate any possible miscommunication or need for rework or duplicate efforts.

The HR Server

The HR development server is located here:

[Link Removed]

LTD's web site and web site related files are stored in the **ltd** folder.

LTD web support team members are only permitted to manage and modify files within the LTD folder. Modifying files in other areas of the HR development server is forbidden.

Creating a New Page from a Template File

Modifying an Existing HR Blank Template

HR Approved Template File: ltd_page_1.cfm (same for page_2,3,4)

These pages are set up for the series of “icon boxes” as shown. (FIG 1)

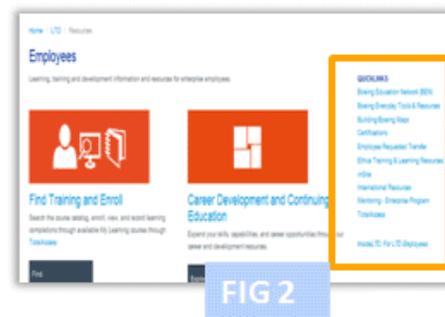
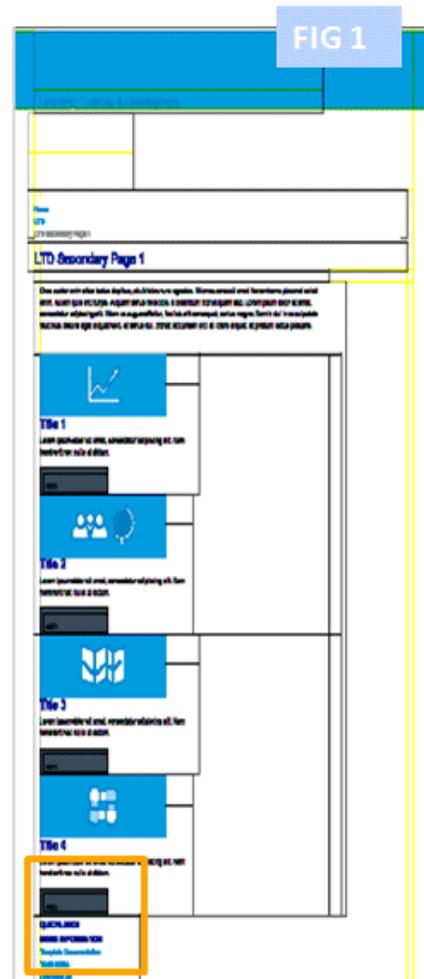
Creating a New Page from HR Template

To use this file as the template for a new page, follow the steps below:

1. **Open File.**
2. **Save As** (in accordance with naming guidelines) your new file.
3. Edit icon graphics, descriptions and links as needed.
4. Update links on any additional pages as needed.

NOTE: What you see in Dreamweaver (FIG 1), will display like FIG 2 in your browser.

The right hand “Related Links” box is found at the *bottom* of the template in Dreamweaver. (See orange boxes in illustration at right.)



Creating a New Page from an Existing Page

To add new pages to the site, you must **USE AN EXISTING FILE** – either save a copy of a current file used in the site or use an existing template file and rename it.

This ensures that all custom-built HR style sheets, script sand other required coding links remain intact.

Creating a New Page from an Existing Page

1. **Open an existing page that has the page elements you want** (accordions, icon layout boxes, etc).
2. **Save As** to rename the file with the new file name. *Follow established naming conventions.*
3. **Make content changes as needed.**
4. Identify all other existing pages that the page will link to/from – modify those pages as needed.
5. Copy all new and modified files to the HR server/LTD development folder.

Tables

HR Standards dictate specific attributes that must be used for all tables.

Tables	
Sep. 21, 2014	Aenean sit amet semper orci, ut congue velit. In semper elementum ligula at ornare.
Aug. 1, 2014	Integer in magna ut sapien dictum ornare. Quisque tristique.
Aug. 3, 2014	Erat sit amet dignissim consequat, magna mauris vehicula lectus, id accumsan leo tortor eu leo.

The Opening Table Tag is `<table class="table table-hover table-condensed table-striped ">`.

This is the TABLE CODE that creates the example table above

```
<table class="table table-hover table-condensed table-striped ">
  <!-- // table-condensed removes some of the spacing, hover adds row hover. -->
  <tbody>
    <tr>
      <td nowrap="nowrap">Sep. 21, 2014</td>
      <td><a href="page2.html">Aenean sit amet semper orci, ut congue velit. In semper
elementum ligula at ornare.</a></td>
    </tr>
    <tr>
      <td nowrap="nowrap">Aug. 1, 2014</td>
      <td><a href="page2.html">Integer in magna ut sapien dictum ornare. Quisque
tristique.</a></td>
    </tr>
    <tr>
      <td nowrap="nowrap">Aug. 3, 2014</td>
      <td><a href="page2.html">Erat sit amet dignissim consequat, magna mauris vehicula lectus, id
accumsan leo tortor eu leo.</a></td>
    </tr>
  </tbody>
</table>
```



DO NOT SET SPECIFIC WIDTHS OR HEIGHTS FOR ANY TABLE ELEMENTS

It is important that you do NOT set width or height size attributes.

Table Attributes are set to “auto-scale” so that they are compatible with MOBILE DEVICE Platforms. Setting a specific width to a table will create conflicting codes and cause the table to not perform properly.

Creating a New Table

There are two ways to create a table:

Copy and paste – Use the code that exists in the HR Template

Copy and paste the table from the **Page2.html** (or an existing table from another file) into a new HR Template file and edit the columns, rows, content etc... OR

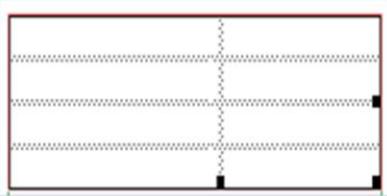
Build Table from Scratch – Changing Default Table Attribute Tags

1. Create a table using Dreamweaver defaults
2. Replace the opening `<table>` tag with the table tag from the HR template (shown below).

Example:

- Creating a table, the opening default settings (tags) for me are:
`<table width="98%" border="0" cellspacing="1" cellpadding="1">`
- Replace that tag with
`<table class="table table-hover table-condensed table-striped ">` and the table will take on the required table attributes (including auto-sizing to support your content.

```
<table width="98%" border="0" cellspacing="1" cellpadding="1">
<tr>
<td>&nbsp;</td>
<td>&nbsp;</td>
</tr>
<tr>
<td>&nbsp;</td>
<td>&nbsp;</td>
</tr>
<tr>
<td>&nbsp;</td>
<td>&nbsp;</td>
</tr>
<tr>
<td>&nbsp;</td>
<td>&nbsp;</td>
</tr>
```



TIP: KEEP TABLES TO SINGLE COLUMNS WHEN AT ALL POSSIBLE. Multiple column tables will become unreadable on a mobile platform. Keep your tables simple and single columned if you can. If you can't, then recommend that the Content Owner consider adding the information as an attached (separate) file (ppt, doc, etc).

DO NOT SET SPECIFIC WIDTHS OR HEIGHTS FOR ANY TABLE ELEMENTS

It is important that you do NOT set width or height size attributes.

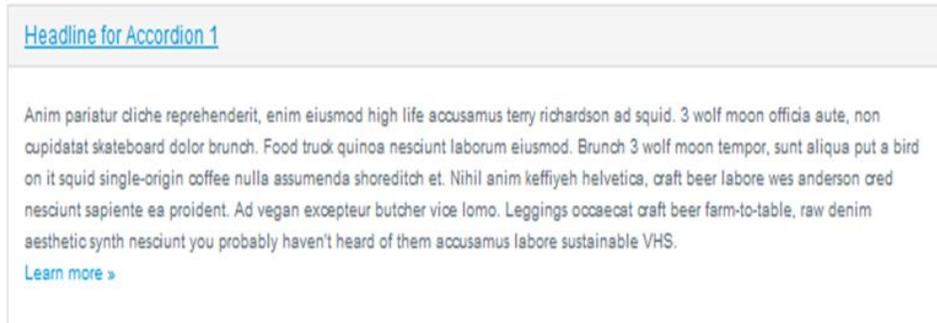
Table Attributes are set to “auto-scale” so that they are compatible with MOBILE DEVICE Platforms. Setting a specific width to a table will create conflicting codes and cause the table to not perform properly.



Accordions

Accordions are sections of content that can be opened and closed (expanded and collapsed) with a mouse over or click action on a page. HR files default to click behavior. HR Templates include accordion coding that is compatible for use in the new site pages.

HR Accordion Look and Feel



Example Accordions and Code are found in the **Page2.html** file.

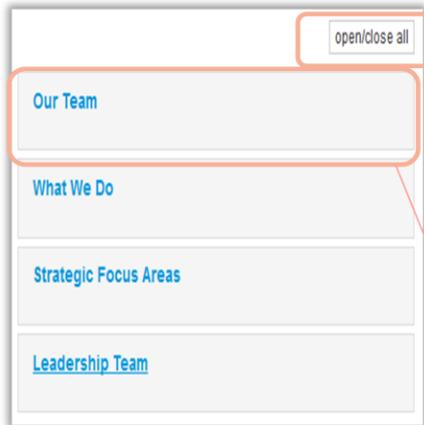
Accordion Code

The code below is what creates the accordion example above.

```
<!-- BEGIN ACCORDION 1 -->
  <div class="panel panel-default">
    <div class="panel-heading">
      <h4 class="panel-title"><a data-toggle="collapse" data-parent="#accordion"
      href="#collapse1">Headline for Accordion 1</a> </h4>
    </div>
    <!-- note the "in" class. This makes the panel open by default. Also note the ID. This id
    corresponds to the href above. When href="#collapse1" is triggered, it will open "collapse1" id. Each ID
    (like any ID used in an html page) should be unique. I think you can also target classes by using
    href=".someclass" but I haven't tested -->
    <div id="collapse1" class="panel-collapse collapse">
      <div class="panel-body">
        <p>Anim pariatur cliche reprehenderit, enim eiusmod high life accusamus terry richardson
        ad squid. 3 wolf moon officia aute, non cupidatat skateboard dolor brunch. Food truck quinoa nesciunt
        laborum eiusmod. Brunch 3 wolf moon tempor, sunt aliqua put a bird on it squid single-origin coffee
        nulla assumenda shoreditch et. Nihil anim keffiyeh helvetica, craft beer labore wes anderson cred
        nesciunt sapiente ea proident. Ad vegan excepteur butcher vice lomo. Leggings occaecat craft beer
        farm-to-table, raw denim aesthetic synth nesciunt you probably haven't heard of them accusamus
        labore sustainable VHS.<br>
        <a href="page2.html">Learn more &raquo;</a></p>
      </div>
    </div>
  </div>
<!-- END ACCORDION 1 -->
```

Key Elements of the Accordion Code that must be addressed when creating new accordions will be highlighted in following slides.

There are a few key elements (actions/behaviors) included in the HR accordion coding:



Toggle accordion button
(opens and closes all accordions).

```
<p class="clearfix">
  <button class="btn btn-default btn-xs toggle_accordion
  pull-right ">open/close all</button>
</p>
```

Accordion Title Boxes

```
<h4 class="panel-title"><a data-toggle="collapse" data-
parent="#accordion" href="#collapse1">Headline for
Accordion 1</a> </h4>
```



Each Accordion is individually numbered in TWO places within each section of accordion code. All Accordions must be discretely and accurately numbered to operate properly.

```
<div class="panel-heading">
<h4 class="panel-title"><a data-toggle="collapse" data-parent="#accordion"
href="#collapse1">Headline for Accordion 1</a> </h4>
</div>
<div id="collapse1" class="panel-collapse collapse">
```

Breaking Down The Accordion Code

Accordion Open/Close

This button code is placed before the accordion coding begins.



open/close all

```
<button class="btn btn-default btn-xs toggle_accordion pull-right ">open/close all</button>
```

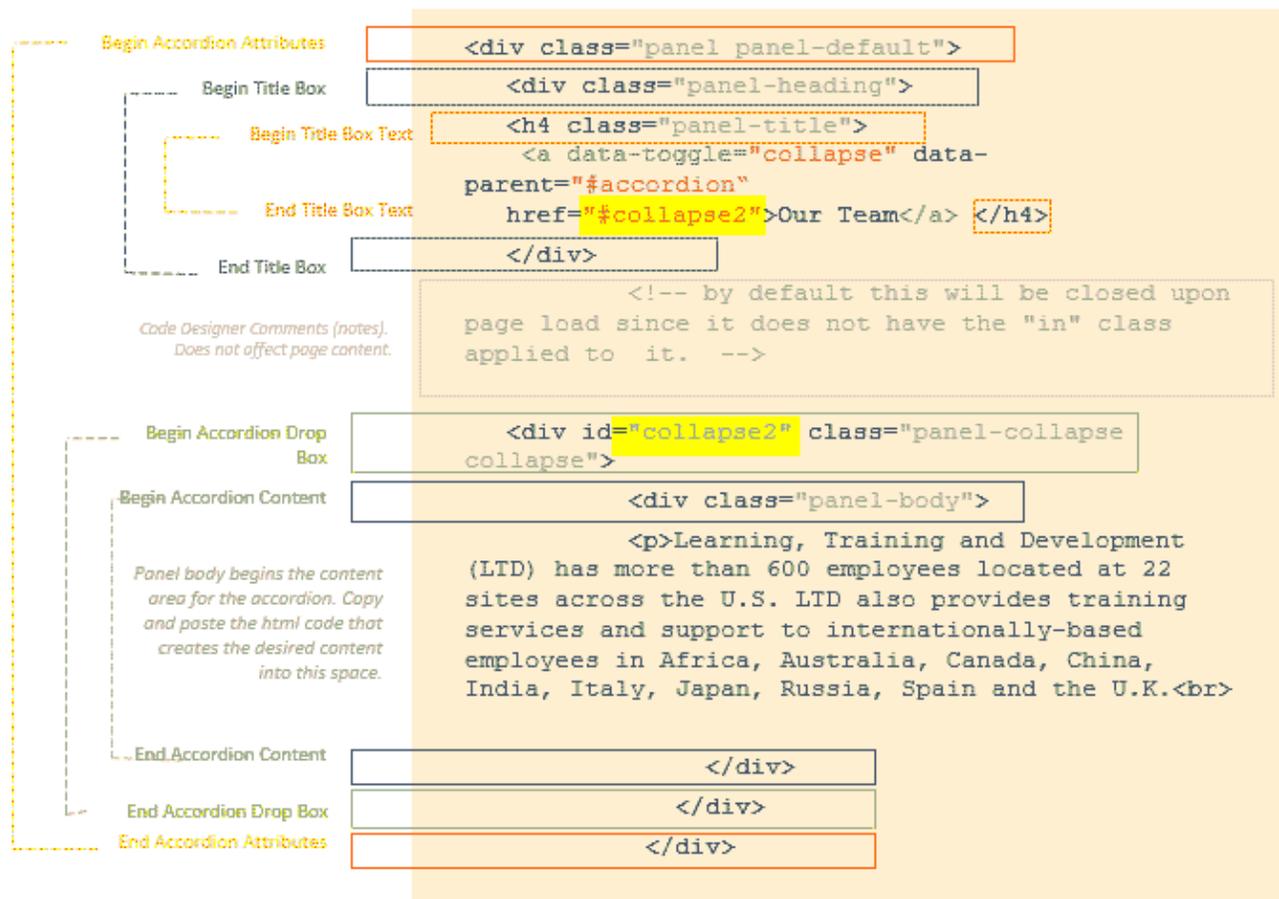
Accordion Box Code

Our Team

Learning, Training and Development (LTD) has more than 600 employees located at 22 sites across the U.S. LTD also provides training services and support to internationally-based employees in Africa, Australia, Canada, China, India, Italy, Japan, Russia, Spain and the U.K.

```
<div class="panel panel-default">
  <div class="panel-heading">
    <h4 class="panel-title">
      <a data-toggle="collapse" data-parent="#accordion"
      href="#collapse2">Our Team</a> </h4>
    </div>
    <!-- by default this will be closed upon page
         load since it does not have the "in" class applied to it. -->
    <div id="collapse2" class="panel-collapse collapse">
      <div class="panel-body">
        <p>Learning, Training and Development (LTD) has more than 600
        employees located at 22 sites across the U.S. LTD also provides training
        services and support to internationally-based employees in Africa,
        Australia, Canada, China, India, Italy, Japan, Russia, Spain and the
        U.K.<br>
          </div>
        </div>
      </div>
    </div>
```

Accordion Code Anatomy



CRITICAL! Each Accordion is individually and sequentially numbered. There are two collapse identifiers per accordion. Make sure both numbers match, and you don't repeat numbers in a series of accordions.

In this example, "collapse2" identifies this accordion.

See yellow highlighted text in code above for locations this tag will appear.

`"collapse2"`

Accordion Content Area

The “panel body” tag begins the content area for the accordion

```
<div class="panel-body">
  <p>Learning, Training and Development (LTD) has more than
  600 employees located at 22 sites across the U.S. LTD also provides
  training services and support to internationally-based employees in
  Africa, Australia, Canada, China, India, Italy, Japan, Russia, Spain
  and the U.K.<br>
  </div>
```

Note: Because I'm visual, I create and edit accordion content in a blank html file so I can see how the content previews and make changes faster and more accurately.

Creating Content to Place Inside the “panel-body” Tag

1. **Create your content in a standard HTML file.**

- Before you begin, **REMOVE ALL DEFAULT HTML tags.**
(You don't want to copy that code later)
- (If you use tables, make sure you use the HR Opening Title Tag (found on slide 3))
- Add any images, etc. (make sure to place those images in the correct folder location).

If you don't have a reusable basic html file (file isn't saved) then you will have to replace your image links later to remove any desktop location references with the real location (images/filename.ext). I have a file in my folder saved as a “dummy file” for this purpose.

2. **Copy and paste the code** from the “dummy” file into the template file after the <div class=“panel-body”> tag.

That's it. To update existing content, just follow this in reverse – copy the panel-body coding into a dummy file, update it; then copy it back into the file.

Make sure to test how it previews in a browser window to make any additional changes/adjustments. Do not overwrite or delete the content of that “dummy” file until you are sure it looks right, etc. Then, you can delete the content or keep reusing the dummy file. If you need the original code, you can always come back to the accordion and copy the code back out into a dummy file for updates.

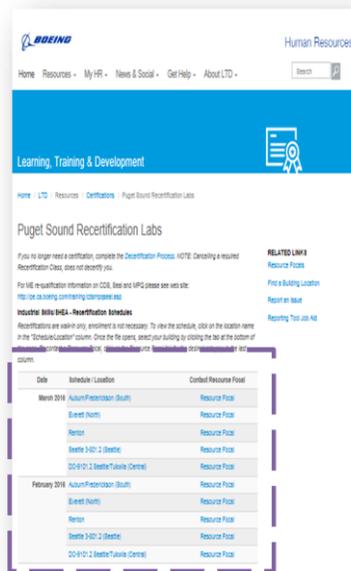
Editing Existing Content

PS Recertification Content

Each month, we receive the **new month's recertification calendars**.

We only display two months at a time on this page.

In addition to adding the new month and links to the table (highlighted above), you will need to remove the old month from the web page and ALL the files from the [LEADPublish](#) file share for that month.



Click on image to view page.

(Link Removed)

Receiving a PS Recertification Update Request

FIRST PART

Copy new certification schedules to virtual file share and delete old copies.

You will receive an email from the PS Recert Content Owner or Back that contains 5 Excel Calendars for the next month a week or so before the month ends.

Updating PS Recert Calendars on Page

PS Recertification Labs displays the current and previous month's lab schedules only.

1. Open the current [cert_psrecert.cfm](#) file in Dreamweaver.
2. Find the calendar table on the page.
3. Highlight all the table cells for the current (top) month and copy.
4. Select all the table cells for the oldest (lower) month and paste (this will replace the lower cells with the current month info and links).

Date	Schedule / Location	Contact Resource Focal
February 2016	Suburn/Federickson (South)	Resource Focal
	Everett/North	Resource Focal
	Seattle	Resource Focal
	Seattle 3-SD1-2 (Seattle)	Resource Focal
February 2016	DC-4101.2 Seattle/Tukwila (Central)	Resource Focal
	Suburn/Federickson (South)	Resource Focal
	Everett/North	Resource Focal
	Seattle	Resource Focal
February 2016	Seattle 3-SD1-2 (Seattle)	Resource Focal
	DC-4101.2 Seattle/Tukwila (Central)	Resource Focal
	Seattle 3-SD1-2 (Seattle)	Resource Focal
	DC-4101.2 Seattle/Tukwila (Central)	Resource Focal

```

<valign="top" bgcolor="#FFFFFF"><strong>March 2016</strong></td>
<td><a href="/sds/leadpub/pscalendar/2016/pscalendar_lab_Final.xlsx">Suburn/Federickson</a>
</td></tr>
<tr><td title="email" Schedule="recert">
<td><a href="/sds/leadpub/pscalendar/2016/pscalendar_lab_Final.xlsx">Suburn/Federickson</a>
</td></tr>
<tr><td title="email" Schedule="recert">
<td><a href="/sds/leadpub/pscalendar/2016/pscalendar_lab_Final.xlsx">Suburn/Federickson</a>
</td></tr>
<tr><td title="email" Schedule="recert">
<td><a href="/sds/leadpub/pscalendar/2016/pscalendar_lab_Final.xlsx">Suburn/Federickson</a>
</td></tr>

```

5. Edit the top Month label and “monthyear” portions of the calendar links in the middle column of the existing Schedule links to match the current month:

In This Example:
All PS Calendar files have the SAME file and naming conventions as shown (right). The ONLY change you need to make for the calendar links is to update the month and year portion of the new calendar month to match the files you just copied to the LEADPublish folder.

February2016_south_recert_lab_Final.xlsx

6. Save the file.
7. Test.
8. Send request to HR Web Focal contact to review and publish the updated file to production.
9. Send a reply to the CO/requester to let them know their request is complete and has been submitted to HR for review and publication. This documents my completion time so we can track HR turnaround if needed.

Updating Accordion Content

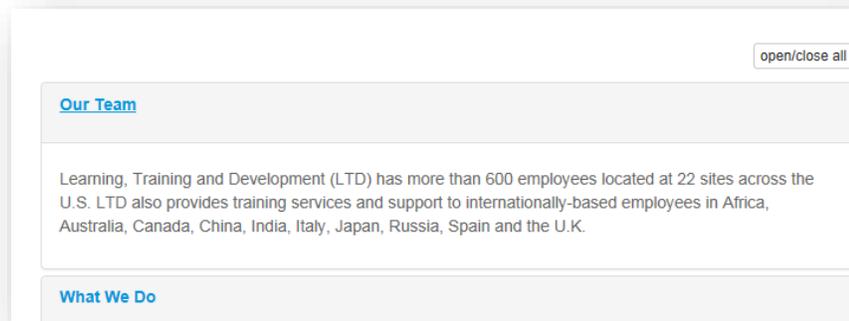
This information is valid for updating ANY content listed inside an Accordion Drop Down within the site.

There are essentially two kinds of updates for accordion content updates: **Changes to text only; and changes that involve more extensive changes** (the kind you might want to work visually). Here's how I work these changes.

Text Only Changes

For text-only changes, you can go directly into the html code and modify the content.

In this example, let us say you get a request to change "600 employees" to 1500...



In the Dreamweaver view, this is all you will see:



But if you go to the split view where you can see the code, you can view the code below which creates the example above.

```

90 <div class="panel panel-default">
91 <div class="panel-heading">
92 <h4 class="panel-title"> <a data-toggle=
"collapse" data-parent="#accordion" href="#collapse2">Our
Team</a> </h4>
93 </div>
94 <!-- by default this will be closed upon
page load since it does not have the "in" class applied
to it. -->
95 <div id="collapse2" class="panel-collapse
collapse">
96 <div class="panel-body">
97 <p>Learning, Training and Development
(LTD) has more than 600 employees located at 22 sites
across the U.S. LTD also provides training services and
support to internationally-based employees in Africa,

```

1. Click on the Accordion title (Our Team)
2. Scroll through the html code until you find the text to be edited.
3. Make the change to the text (change the highlighted 600 to 1500), save the changes and you're done.

Making Changes to Accordion Content in a Blank HTML File (Visual Method)

When making changes to accordion content that involve anything more than simple text modifications, simply copy the code that creates the content of the Accordion and paste it into a *blank* HTML file.

This allows you to see the content and make any needed changes. When you're finished, copy the code and paste it back into the same location in the code on the live site file.

NOTE: Delete ALL default code in the Dreamweaver file before pasting the Accordion code from the web site file. Your blank html file should ONLY contain the code from the accordion content.

Using the previous example code, only the code highlighted in red would be copied into a blank file. This is the code that creates the current single paragraph of text.

The image shows a code editor with HTML code for an accordion. The code is as follows:

```
<!-- BEGIN ACCORDION 1 -->
<div class="panel panel-default">
  <div class="panel-heading">
    <h4 class="panel-title"> <a data-toggle="collapse" href="#collapse1" data-parent="#accordion1">Accordion 1</a> </h4>
  </div>
  <!-- note the "in" class. This makes the content visible in this accordion (unlike the href above. When href="#collapse1" is triggered, the content will be hidden. The id (page) should be unique. I think you can also target classes by using href="someclass" but I haven't tested -->
  <div id="collapse1" class="panel-collapse collapse">
    <div class="panel-body">
      <p>Anim pariatur clite reprehenderit, enim eiusmod high life accusamus terry richardson ad squid. 3 wolf moon officia aute, non cupidatat skateboard dolor brunch. Food truck quinoa nesciunt laborum eiusmod. Brunch 3 wolf moon tempor, sunt aliqua put a bird on it squid single-origin coffee nulla assumenda shoreditch et. Nihil anim keffiyeh helvetica, craft beer labore wes anderson cred nesciunt sapiente ea proident. Ad vegan excepteur butcher vice lomo. Leggings occaecat craft beer farm-to-table, raw denim aesthetic synth nesciunt you probably haven't heard of them accusamus labore sustainable VHS.<br>
      <a href="page2.html">Learn more &raquo;</a></p>
    </div>
  </div>
</div>
<!-- END ACCORDION 1 -->
```

The screenshot shows a visual representation of the accordion on the right. The 'Our Team' section is expanded, showing text about LTD's employees. A red box highlights the text in the 'Our Team' section, and a red arrow points from this box to the corresponding HTML code in the editor.

Follow These Steps

1. Open a new, blank HTML file.
2. Highlight all the default code in the blank file and delete.
3. Select and copy the existing content.
4. Paste the code into the blank html file. Make your changes.
5. Copy and paste the new code back in the original file in the same location as the code you originally copied.

That's it. This will update the accordion content. Save your changes.

Updating Home Page Slide Show Images

The home page of our site has four rotating images that make up the “Slide Show”.

According to HR Guidelines, these images should be updated often.



Slide Show Requirements

- Only the Tier Zero site may use a slideshow in the personality zone on the home page. A slideshow represents featured information; therefore, it must be kept current. *The following information is taken from the HR Web Requirements document: HRWebSpec.PDF (Link Removed)*
 - **Images and stories** must be changed frequently. (page 8). Helvetica Neue font must be used for any text that is displayed in a personality zone. (pg 9) – *Obtaining this font requires a separate application for licensing permissions through Creative Services – this is NOT a default font available to Boeing employees.*
 - The message zone on the home page must display **four images that are linked to significant secondary pages WITHIN the LTD site.** (pg 9)

The Slide Show code is part of the site home page index.cfm file.

This number controls how long images display. Currently, we are set to 6 seconds (6000).

```

<div class="row carousel-main hidden-xs">
  <div id="carousel-example-generic" class="carousel slide" data-interval="6000" data-ride="carousel">
    <!-- Wrapper for slides --> <!-- Wrapper for slides -->
    <div class="carousel-inner">
      <div class="item active"> <a href="services.cfm"></a>
      <!-- MESSAGE OVERLAY ON IMAGE -->
      <!--<div class="carousel-caption">
        <h4>Learning, Training and Development<br />
        <small><a href="#"></a></small></h4>
      </div> -->
    </div>
    <div class="item"> <a href="careerdev.cfm"></a> </div>
    <div class="item"> <a href="certifications.cfm"></a> </div>
    <div class="item"> <a href="industry.cfm"></a> </div>
    <!-- uncomment to show a background around the carousel </div>
  </div>-->
  <!-- Controls -->
  <!-- <a class="left carousel-control" href="#carousel-example-generic" data-slide="prev">
    <span class="glyphicon glyphicon-chevron-left"></span>
  </a>
  <a class="right carousel-control" href="#carousel-example-generic" data-slide="next">
    <span class="glyphicon glyphicon-chevron-right"></span>
  </a> -->
</div>
<!-- Indicators -->
<div class="carousel-indicators-maxwidth">
  <ol class="carousel-indicators hidden-xs">
    <li data-target="#carousel-example-generic" data-slide-to="0" class="active"></li>
    <li data-target="#carousel-example-generic" data-slide-to="1"></li>
    <li data-target="#carousel-example-generic" data-slide-to="2"></li>
    <li data-target="#carousel-example-generic" data-slide-to="3"></li>
  </ol>
</div>
</div>
</div>
<!-- end slideshow -->

```

Opening Slide Attributes

Slide 2

Slide 3

Slide 4

Updated Images should be placed in this folder: ltd/common/img.

Pieces of code highlighted above represent where the image file names are (what should be updated) – these names should be changed to match the new image files, unless the new file names are *exactly* the same.

IF you choose to overwrite the current image files, make sure the original/previous image files are archived somehow before overwriting.

Replacing/Updating Images in Home Page Slide Show

1. **Create new images.**
2. **Obtain required approval for images.**
3. **Copy images to appropriate HR LTD Dev server location.**

Folder location: `common/img/`

4. **Update image identifier coding and links in index.cfm file.**
 - If you are working on your desktop file, copy the updated index.cfm file onto the HR server into the LTD root folder.

Example code line:
`"common/img/slide1rework.png"`

5. **Submit request to HR Web Focal for publication of updates.**

Current home page slide show images and file names



slide1rework.png



slidecd2cd2.png



slide3mq.png



slide4indus.png

Current images were created in Photoshop using Getty Image Watermarked “placeholders”. If new images are selected from Getty Images, be sure to build time into your revision/update cycle for:

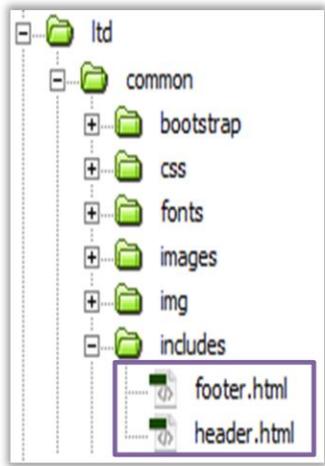
1. Creative Services to purchase those images and obtain the appropriate licenses.
2. Receipt of the properly licensed original image files (no watermarks).
3. Revision of draft image files in Photoshop (replacing the watermarked images with clean, licenses images).

Modifying Top Level Navigation Menus

Header and Footer Titles and Links

The image shows a screenshot of the LTD website's navigation header and footer. A large red 'STOP!' sign with a white figure is overlaid on the page, indicating that changes to the navigation menu or footer elements require pre-approval. The header contains links for Home, Resources, My HR, News & Social, Get Help, and About LTD. The footer contains various sections including HR CENTRAL FUNCTIONS, RECOGNITION, and HR EVENT & CALENDAR. A file explorer on the right shows the website's directory structure, highlighting the 'header.html' and 'footer.html' files.

Navigation **Header**
(header.html)



Only the web site focal and backup may alter these files – and ONLY with direct approval from the LTD VP. For the moment, these steps will not be included. They will be added at a later date.

Navigation **Footer**
(footer.html)

Current HR LTD Site Map

NOTE: All links have been removed for open sharing of this document.

Home
LTD (Home Page)
Resources
Services
International Strategy & Solutions
Employees
Find Training and Enroll
Career Development and Continuing Education *
Curriculum/Training by Category
HR Employee Zone
Managers
Strengthen Manager Skills
Performance Needs Analysis
LTD Billing
Career Development & Continuing Ed
Certifications
Puget Sound Recertification Labs
Resource Focals
M&Q Fabrication
Certifications & Industrial Skills

Craft College
Recert/ERT Calendar
Course Support
Learning Content Management System
BERT & HRMS Training
Scheduling Resources
Curriculum/Training by Category
Human Resources
Global Diversity Development Paths –Level One
Global Diversity Development Paths –Level Two
Global Diversity Development Paths –Level Three
Instructor Guides (HRMS & BERT)
Leadership Development Resources and Information
Strengthen Manager Skills
Manufacturing and Quality
Employee Requested Transfer (ERT)
M&Q Fabrication
Project Management
Skillport at Boeing
Industry Research, Affiliations and Benchmarking
LTD Business Partner Contacts
Training Delivery & Support
Performance Needs Analysis

	Course Delivery
	Scheduling
	Course Evaluation
	New World Kirkpatrick Model
	Metrics That Matter
	LTD Billing
	Curriculum Management Resources
	LTD Business Partner Contacts
	My HR
	News & Social
	LTD News and Social
	HR Events Calendar
	Business Resource Groups
	Get Help
	Top LTD FAQs
	LTD Directory of Contacts
	Get Help
	Contact Us
	About LTD
	Organization Overview
	Driving Success

Applied Learning Technologies and Innovations
Business Excellence and Learning Management
Enterprise Learning Strategy and Integration
Financial Operations/LTD Billing
Manufacturing, Quality and Safety Learning Solutions
Strategic Sourcing and Partnerships
Technical and Professional Learning Solutions
International Strategy & Solutions
Services
LTD Business Partner Contacts
HR & Administration Leadership Bios

Boeing Responsive Web Template Instructions and Usage [docs.html]

In the interest of streamlining your process and saving time, the following are the instructions contained in the HR Templates files provided:

May 4, 2015

Purpose

In short, this responsive website template is designed to reduce the amount of effort required to build a full-featured, Boeing branded website that looks & functions well on both mobile browsers as well as desktops.

The responsive template was created with the following goals in mind:

1. Continue to [support the objectives](#) of the Intranet Style Guide
2. Create a Boeing branded template that can be used on *desktops* as well as all Boeing approved *mobile* browsers
3. Incorporate a modern Boeing look & feel
4. Make the template flexible enough to accommodate a variety of content styles
5. Reduce developer effort when a new website is created by offering a common set of tools

This template will evolve. We track [browser and device statistics](#) bi-monthly. Mobile computing is growing by leaps and bounds. However, less than 1% of employees, contractors and suppliers are browsing the intranet using mobile devices at this time. At this point we consider this a baseline from which the mobile development community will expand and build upon.

This template is a fully functioning template. We do consider this a beta version but over the next year, we will continue to track mobile device adoption and expand upon this baseline template.

This template is **not** a CMS. It does not include any CFM, ASP or PHP code needed to build out a dynamic set of headers and footers on each page. It is best used as the foundation for a Dreamweaver template. It can be used on small static websites or on large site if the components are broken down into server side includes header, navigation, footer, etc.

Installation

The responsive template is made up of two parts:

1. **top-level** folder: The HTML template itself
2. **common** folder: The css, javascript & related **common** files used to style and structure the template

Limitations

Glyphicons

- Glyphicons do not work within Boeing's environment very well. I do not suggest using them. Due to Boeing's configuration of Internet Explorer 8's security settings, @font-face downloads are disabled, thus preventing glyphicons from working. You can enable @font-face downloads on your specific machine but doing so will not allow the icons to render on anyone else's machine.

Internet Explorer 8 Limitations

- **Important: This will not display correctly on IE8 if run locally. Developers should use Firefox.**
- If you attempt to render a webpage from a local file server location, rather than via a web url, most likely the css will not render correctly.

The common files must reside at same host location as the HTML files

- The *common files* (css, js) cannot (at the present time) be called from a different root url than where the site's HTML files currently reside. Please review the installation/configuration instructions for more. We will attempt to solve this limitation in the future by using a proxy, but this process has not been completed at this time.

Configuration

- *IE8 does not by default run media queries, making many of Bootstrap 3's styles fail to render. To work around this limitation, the responsive template uses a Javascript file called **Respond.js** that enables media queries in IE8. The method it uses involves getting fresh copies of CSS files via ajax.*
- *Due to IE8's security settings local-to-web-based ajax calls will fail, thus rendering Respond.js useless, and causing some CSS styles to fail due to lack of media query support. At present, you will need to copy the contents of this template to your server to view your files.*
- *Alternatively, use Firefox to develop your site locally.*

Testing

- *It is best to test the desktop view in both Firefox and Internet Explorer browsers. Use Firefox's **responsive design view** (use key-command **ctrl+shift+m** or navigate to firefox » web developer » responsive design view) to view your site as it will display at various small screen sizes.*

Files

There are two folders of files that make up the responsive template

1. Top-level
2. Common
3. Source

Top-level

- *css* // set up for local css for your specific website
 - *custom.css* // use this to override both bootstrap and boeing.css styles
- *docs.htm* // this document
- *index.htm* // base HTML file with slideshow using 3 columns used for building out feature pages on your site
- *index_4col.htm* // base HTML with slideshow feature page using 4 columns
- *static_3col.htm* // static HTML file using 4 columns used for building out feature pages on your site
- *static_4col.htm* // static HTML file using 3 columns used for building out feature pages on your site
- *page2.htm* // HTML secondary page featuring body copy with a callout graphic on right, and a list of links in right column
- *page3.htm* // HTML tertiary page featuring primarily body copy with little other adornment or features.

Common

Common

- *bootstrap* // As revisions to bootstrap are made additional versions of bootstrap will be added so you can continue to call a specific version of bootstrap if a fundamental change is made from version to version.
- *bootstrap.3.0.0* // bootstrap 3's current version
- *css*
- *boeing.css* // css files that override bootstrap files and set overall structure to create a Boeing branded website

- *README.txt // explains the purpose of the CSS folder*
- *img // various common files are included for boeing logo, placeholder, and search icons.*
- *banner_FPO.png // image used for-placement-only*
- *boeinglogo.gif // large boeing logo shown in desktop view*
- *boeinglogo.png // small boeing logo shown in small view*
- *imagery.jpg // placeholder image - searchbutton.jpg // search icon used in desktop view*
- *search_icon_transparent.png // search icon used in mobile view*
- *small_banner_fpo.png // small image used for-placment-only*
- *jquery // versions of jQuery. As additional revisions are made to jQuery, these versions will be added so you can continue to call a specific version of jQuery if a fundamental change is made from version to version*
- *jquery.js // latest version of jQuery*
- *jquery-1.10.2.min.js // minified version of jQuery*
- *js // general scripts needed that are not parts of larger libraries*
- *boeing.js // includes common scripts needed for navigation, mailing and other operations.*
- *html5shiv.js // removes various quirks from different browsers so that we can start with a common set of styles for all browsers*
- *respond.js // adds media query support to IE8*
- *README.txt // explains the purpose of the JS folder*

Source

Several PSD (Photoshop) files are available that provide basic height x width specifications for slideshows and secondary imagery.

Styles and Layout

In general, the responsive template uses Twitter Bootstrap structures to define the layout. Twitter Bootstrap allows you to create rows & columns following the format outlined in [Bootstrap's documentation](#). The default grid set by Bootstrap is 12 columns, you can specify how many columns an item should fill, and whether or not it should be offset a certain number of columns.

Example

```

<div class="row">
  //creates a row

  <div class="col-sm-3 col-sm-offset-3">

    //creates one column taking up 3 grid spaces in the 12 column grid, offset to start displaying in
the fourth
    grid space

  </div>

</div>

<div class="row col-sm-12">

  //creates a row & 12 grid spaced column at the same time

</div>

<section class="row col-sm-12">

  // creates a row & 12 grid spaced column

  <div class="col-sm-4">creates a 4 grid-space column</div>

  <div class="col-sm-4">creates a 4 grid-space column</div>

  <div class="col-sm-4">creates a 4 grid-space column</div>

  <div class="col-sm-4">At this point the 12 column grid is full, so this item will wrap
automatically</div>

</section>

<section class="row col-sm-12">

  // creates a row & 12 grid spaced column

  <div class="col-sm-4 col-xs-1">creates a 4 grid-space column on small & larger views, and a one
grid-space
  column on the extra small (mobile) view</div>

</section>

```

There are also a few additional items to note:

- Attach class "img-responsive" to images to allow them to dynamically scale (down). If the images you are using in your template are created at a larger scale, img-responsive will scale them to fit the width of your columns.
- <h1 class="navbar-text navbar-right"> contains the overall site header. <h1 class="xs-title-text"> can contain the site header, or the page header. It will be displayed only in the mobile view just beneath Boeing's logo.
- class="message" can be set on a div to create a screened boeing blue background behind blockquotes or other items.
- Add class="boxbullet" to ul to create square bullets instead of default round bullets.
- All other styles set in boeing.css are used to create an overall structure and style that meshes with Boeing's brand and brand strategy. Please override these styles in your own site sparingly.

Troubleshooting

If your site does not render correctly in Internet Explorer 8, but **does** render correctly in Firefox, you are probably testing the site locally. Test the site through a browser's HTTP connection.

If your site does not render correctly in any browser, make sure that your HTML files and CSS / JS files reside within the same root URL.

Related Links

[Bootstrap 3 Documentation](#)

[Markdown Documentation Syntax](#)

[Markdown Documentation Converter](#)

Changelog

12/10/2013 - Created by [link removed](#)

1/21/2014 - Edited for the ISG by [link removed](#)

Boeing Responsive Web Template Notes [notes.html]

The following are the instructions contained in the HR Templates provided:

May 4, 2015

The Creative & Information Services Team (*link removed*) is proud of the work that has been done to create a fully functional, next-generation, responsive web template.

When using this template please be aware that the Brand Zone requirements are different for the various media types. A smaller, graphical business unit identifier (*link removed*) is used on the desktop and tablet media queries, while a text-based identifier is used on the smart phone media query.

We track browser and device (*link removed*) statistics bi-monthly. While mobile computing is growing by leaps and bounds, less than 1% of employees, contractors and suppliers are browsing the intranet using mobile devices at this time.

Below are notes from our journey into responsive web design.

[Browser based tools](#)

[Training and Support](#)

[Feature List/Status](#)

[Tasks](#)

[Bootstrap Template Notes](#)

[Boeing Bootstrap Beta Versions](#)

[Learn More!](#)

Browser Based Tools:

[DMXzone](#)

- [DMXzone Dreamweaver Extension for Bootstrap](#)
- [Support Forum](#)
- [DMXzone Bootstrap Manual](#)
- [Additional components like forms, button, icons, image styles](#)

[JetStrap on-line Bootstrap interface building tool](#)

Training and Support: *(All links removed for open sharing)*

[DreamWeaver](#) - Free [DMXzone extension](#) | Version 3 must be purchased

[Lynda.com](#) has 5 Bootstrap tutorials

- Up and Running with Bootstrap 3
- Bootstrap 3: Advanced Web Development
- Bootstrap 3: New Features and Migration
- Bootstrap 3: Adding Interactivity to Your Site
- Up and Running with Bootstrap 2

[MS Visual Studio](#) has a native Bootstrap extension

[SharePoint 2013](#) - going mobile in the Fall

Feature Request/Status:

Bootstrap 3.0.3 - now in place

DMXZone Extension for Dreamweaver - purchased for 10 seats

Brand Zone - approved

Menu - The requirement for a mega-menu needs to be addressed, eventually

Breadcrumb - done

Slideshow - done

Lightbox - done

Accordion - done

Webfonts - in work

W3C validation - done

Others?

Template Notes

Template Notes *(link removed)* discuss the purpose, limitations, configurations, deployment, testing, troubleshooting, of these templates.

Boeing Bootstrap Beta Versions

Version 1: Initial version with a 3 and 4 column options, static primary images. Bootstrap 3.0.1

Version 2: Added slideshow versions to 3 and 4 column options

Version 3: Reverted to Boeing Standard Bootstrap 3.0.0 until NSJ is approved. Removed 'shell' directory and moved .htm files up a level. Removed dynamically created imagery.

Version 4: Primary images in 'personality zones' now span 100% width. Accordions added to page 2

Release 1: Approved for official release on June 24, 2014

Additional HR Resources *(All links removed for open sharing)*

[HR Web Specifications](#)

[HR Quality Checklist](#)

[HR Employee Communications Style Guide](#)

Appendix

Appendix

All links have been removed for open document sharing.

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