



OKDHS Style Guide

Version 06-2006

Section 8.4

Best Practice for Presentation of Tabular Data

OKDHS Style Guide

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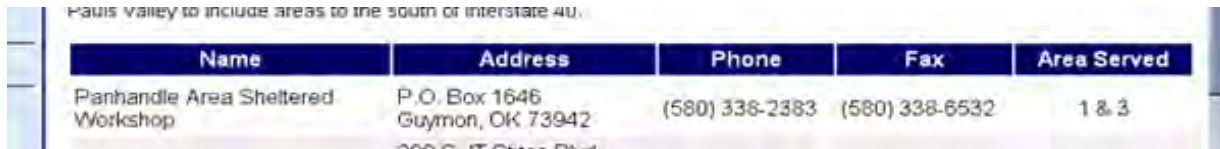
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Best Practice for Presentation of Tabular Data

In order to have a more consistent appearance when presenting tabular data on the OKDHS Web sites, all tabular data should be entered using the SATTRN Template. For information on the SATTRN template, please reference the MCMS Template Style Book.

Placing this information in the SATTRN Template, using a table structure, allows people who use assistive devices to read the information correctly, as these devices read from left to right, top to bottom. Any back-end coding that needs to be done to ensure the table is read correctly will be accomplished by the Web Content Management Unit.

Tabular data needs to be categorized and labeled as best as possible to present a concise and organized page appearance. To do this, look at the contact information provided and find the categories they all have in common and name the columns by what they have in common (for example – name, address, contact information such as phone, fax or e-mail).



The image shows a screenshot of a web page with a table. The table has five columns: Name, Address, Phone, Fax, and Area Served. The first row of data is for the Panhandle Area Sheltered Workshop, with the address P.O. Box 1646, Guyton, OK 73942, phone number (580) 338-2383, fax number (580) 338-6532, and area served 1 & 3. The table is styled with a blue header and a light blue background for the data rows.

Name	Address	Phone	Fax	Area Served
Panhandle Area Sheltered Workshop	P.O. Box 1646 Guyton, OK 73942	(580) 338-2383	(580) 338-6532	1 & 3

-- Example of viewable tabular data showing contact information organized by columns.

With large amounts of tabular data, build multiple pages to keep vertical scrolling to a minimum as to conform to OKDHS Standards for the Web. Provide an anchor links (or bookmark) so users have the ability to “jump” to the information they need on additional pages.

When possible, be sure to link to additional information by using the hyperlinking tool. For example, in the image above, the Panhandle Area Sheltered Workshop could be linked to its Web site if it had one.

Another way to offer customers another service is to map addresses. Addresses that are physical addresses can be mapped by using Mapquest. For more information on how to map addresses, please reference the Linking Styleguide.

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The following screen shot is an example of how the completed information should appear.

OKDHS Home | Programs/Services | Developmental Disabilities | Community Services | Community-Integrated Employment | CIE Providers P - Z

OKDHS Search: [Search OK.gov](#)

Community-Integrated Employment (CIE) Providers P - Z

Applications for CIE services should be directed to the provider agencies who contract with the [Developmental Disabilities Services Division](#) (DDSD). The following is a list of current contracted CIE providers:

[A - C](#) [D - G](#) [H - O](#) [P - Z](#)

Please note: Areas served cover the following areas. Area 1 is Oklahoma City to include areas north of Interstate 40 and west of Interstate 35. Area 2 is the Tulsa Area to include areas to the north of Interstate 40 and east of Interstate 35. Area 3 is Pauls Valley to include areas to the south of Interstate 40.

Name	Address	Phone	Fax	Area Served
Parhandle Area Sheltered Workshop	P.O. Box 1646 Guymon, OK 73942	(580) 338-2383	(580) 338-6532	1 & 3
People Inc.	200 S JT Sates Blvd. Sallisaw, OK 74955 Map It!	(918) 775-7787	(918) 775-0328	2 & 3
Pioneer Technology Center	2101 N. Ash Ponca City, OK 74601 Map It!	(580) 762-8336 ext. 286	(580) 762-1175	1
Power Shop	2103 W. Beech Duncan, OK 73533 Map It!	(580) 252-4516	(580) 252-6903	3
Quality Enterprises of Lawton	P.O. Box 506 Lawton, OK 73502	(580) 248-1814	(580) 248-3909	3
RARC, Inc.	P.O. Box 834 Jenks, OK 74037	(918) 299-2656	(918) 299-2146	2
Reliant Living Centers of Oklahoma, Inc.	3317 S.E. 18th St. Del City, OK 73115 Map It!	(405) 677-2421	(405) 672-2353	1 & 3
Ros-Care Oklahoma	7508 W. Melrose Oklahoma City, OK 73127	(405) 787-4950	(405) 787-4243	1 & 3
Rogers County Work Training Center	P.O. Box 126 Claremore, OK 74018	(405) 341-5936	(405) 341-3081	2
Sagebrush	101 W. Greer Sayre, OK 73662	(580) 928-5715	(580) 928-5775	3
Sassin and Associates	2401 N.W. 23rd Suite 75 Oklahoma City, OK 73107	(405) 917-5343	(405) 917-5350	1 & 3
Sassin and Associates	7146 S. Braden Ave. Suite 500 Tulsa, OK 74136	(918) 488-6165	(918) 488-8021	2
Searchlight Center	P.O. Box 804 Hobart, OK 73651	(580) 726-8635	(580) 726-3878	3
Sertoma Handicapped Opportunity Programs	222 S. Memorial Dr. Tulsa, OK 74112	(918) 835-7467	(918) 835-3274	2
Sheltered Workshop for Payne County	P.O. Box 1509 Stillwater, OK 74076	(405) 377-0834	(405) 377-0880	1
Show, Inc.	425 West Wells Blvd. Savanna, OK 74066	(918) 224-7214	(918) 224-2480	2

Development notes:

- The color of the blue head background is #000066;
- The text in the header bar is #ffffff in bold and is centered;
- The alternating gray is #efefef;
- Alignment of text in the table is controlled using the MCMS interface; and
- The table is also created using the MCMS interface.

If you have suggestions, questions or comments about this information, contact the OKDHS Web Content Management Unit at (405) 521-3027 or by e-mail at WebContent@OKDHS.org.