

CREATING TEMPLATES

1. After designing with all the Features you consider to be essential for your web site, do the following to turn the page into a template.
 - a. Templates can be used to quickly create multiple pages.
2. **To turn a design into a template:**
 - a. Click on File at the Top of the Dreamweaver Menu bar > choose Save as Template
 - b. A dialog box opens with the following fields: Site, Existing Templates and Save As
 - c. For Site make sure it has your local site name
 - d. For Existing Templates you will see the templates you have created in this field; you will see none, or all the templates you have.
 - e. For Save As, you may enter the name of the template e.g. layout1
 - f. And Click save
 - g. A dialog will pop-up for prompting to Update Links > Click Yes. Template is created
 - h. To create multiple templates you will have to both create new designs and give them different names, or you will have to save the same layout as Template using different names.
 - i. It is best to use the first option because the second option will result in confusion involving your CSS files. The first approach involves creating different designs with different CSS files - that makes it easy for you to easily explore different layout options using different CSS files.
 - i. A created template has a .dwt file extension.
3. After creating a Template, Dreamweaver will create a Template folder to hold all your Templates in your root folder. So check the Files Panel and it should have a Template folder.
4. After creating a template, you will have to insert Editable Regions to make the template useful. A template without editable regions is useless, because pages generated from such templates cannot be edited.
5. **To create Editable Regions** in template, you will have to do the following:
 - a. Double click on a template file to open it in Dreamweaver, if it is not already opened.
 - b. Use the mouse and cursor to click hold down and select the content area you want to make editable.
 - c. Click Insert on the Top Menu > Choose Template object in the drop down menu > Select Editable Region.
 - d. A dialog box pops up, give the editable region a name> Click OK.
 - e. Repeat this process multiple times to insert more editable regions.
 - f. A key point here is to limit the editable regions to the content area and sidebars.
6. To edit the logo and all other elements of the Template you will perform edits on the template and it will immediately cascade or affect all pages based on the template.
7. The creation of a Template and Editable regions is to help keep the design consistent, and easy for future design edits that affects multiple pages.

Creating Pages Using Templates

To Create a Template based page do the following:

1. Click on the Assets Tab that is next to the Files Tab in the Panels on the Left in Dreamweaver.
2. Click on the Templates Icon to access you template files> It is the second from the bottom Icons on the Left of the assets panel.
3. Click once on the Template you want to use to generate the page.
 - a. To create a file using the template, click File from Dreamweaver menu at the top> Choose New, a dialog box pops up, choose Page from Template> Choose your Template
 - b. Page is created, save it as specific page.

OR

- c. Right Click on the Template File in the **Assets Panel** > A menu pops up > choose New from Template.
- d. A new untitled page is created > Save it as a new page e.g. about_me
- e. This new page has editable regions and you can go ahead and edit those regions by inserting new content based on what the page is about.

Creating Links on a page

1. To create a basic link in Dreamweaver:
 - a. Highlight the text or image/graphic you want to use as a link.
 - b. Look at the Properties Panel at the bottom of the page
 - c. In the Link field type or paste your URL or web address.
 - i. If it is a web site or an outside link type the full address. For instance – <http://www.cnn.com>
 - ii. If it is an internal page you can use the **Point to file** tool. Click on it drag it and point to the file you want to set as target.
 - iii. In the **Target Field** you can either leave the default settings or if the link is leading to an out site page set the Target to `_blank`.