# Template Training Workshop

What is a template?

Dreamweaver templates can help you create Web pages with a consistent design. Using templates makes it easier to maintain your Web site, since you can redesign your site and change many pages in seconds.

A template is a document you can use to create multiple web pages that share the same layout. When you create a template, you can indicate which elements of a page should remain constant and which elements can be changed.

For example, if you're creating an instructional website, the overall layout and navigation should be consistent on every page, but the title and content of each page will be different for each course.

You can modify a template even after you've created documents based on it. When you make changes to a template, the locked regions in web pages that are based on the template automatically update to match the changes to the template.

Note: If you open a template file, you can edit everything in that file. If you open a document that is based on a template file, you can only change the regions that are marked as editable.
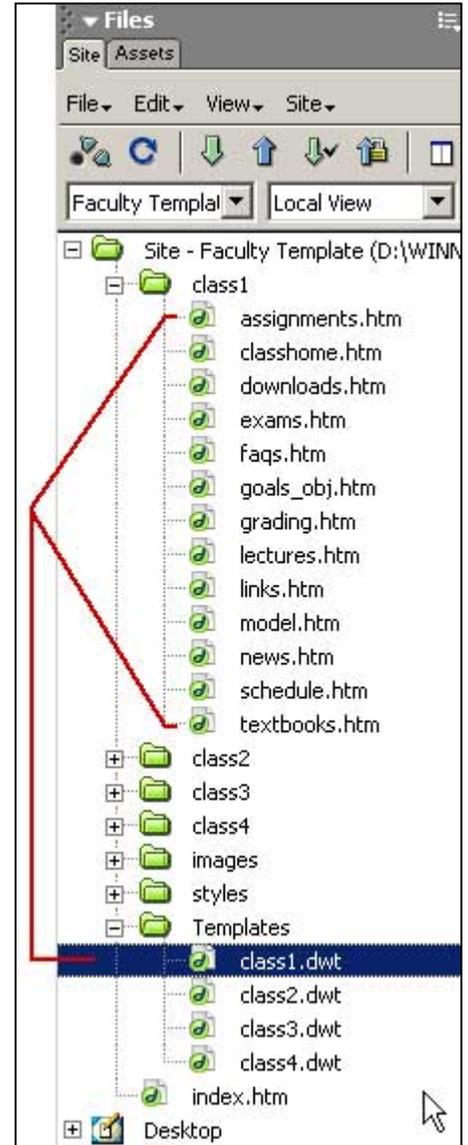
Getting Started

A series of generic instructional web pages have already been created for you. You will see these files within the 'instructors' folder on the desktop.

1. Locate the 'instructors' folder on the desktop.
2. Change the name of the folder to your name.
3. Open Dreamweaver MX.

Define Your Web Site

In Dreamweaver, a defined web site is the depository of all of the files necessary for the site's operation, including web page files, graphics, and other objects.

1. **Site Menu** > Select **New Site** and click the **Advanced** tab.
2. Category: **Local Info**.
3. **Site Name**: This is a short name to identify your site.
4. The **Local Root Folder** identifies the location of the folder on your local computer where your web site files are stored. Click the folder icon to browse for the folder location on the desktop.
5. The **Choose Local Folder window** appears. Select the folder for your site files. Once the selected file appears, click **Select**.
6. Click **OK**, and your local web site will be created.
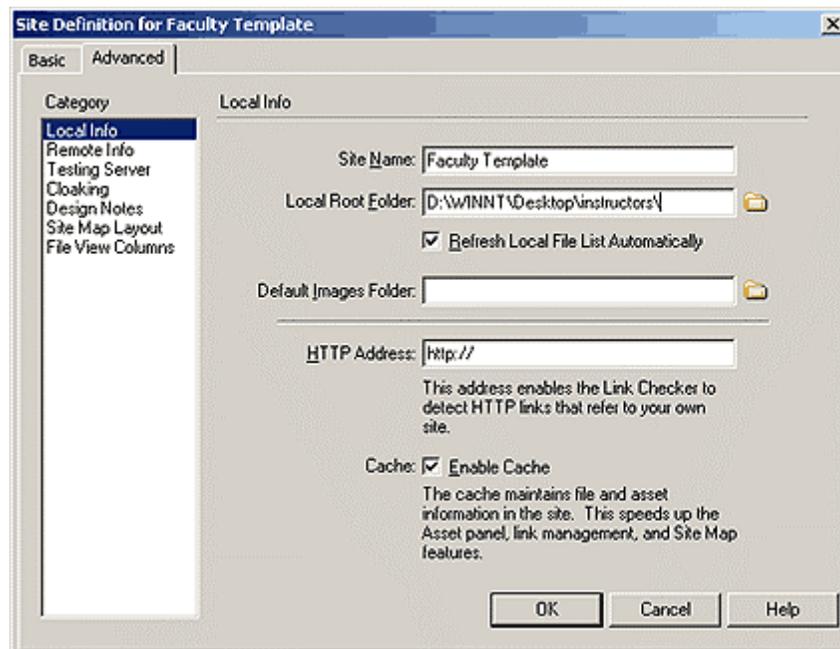
The Site Definition dialog box creates a site definition on your local computer.

Open any HTML page in a class folder from the Site Files panel.

1. Notice that your mouse cursor changes to a 'NO' symbol when you try to change the class name header or the navigation area. These areas are locked on each web page because they are controlled by one of the class.dwt template files.
2. **Close** the open web page.
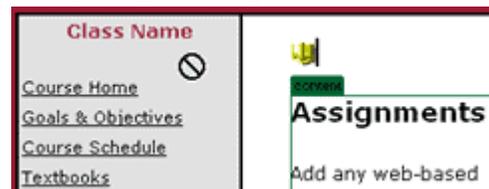
Your Home Page

Index.htm page is your home page, which is the default file name for a home page within a web site. This file is **not** associated with a Dreamweaver MX template.

1. **Change the header.** Enter your name ('Type Your Name Here') and enter a welcome statement, educational background and contact information.

2. **Change class names** to the correct names. You can add or remove links for your courses as you work on your home page, or edit them in the future.

3. **Edit the email link** to your email address. In the Property Inspector, enter your email address in the Link box. Make sure that the email link includes '**mailto:**' before your email address.

4. **Optional:** Have the webmaster take your picture! It's nice to associate a face and a name.

5. **Save** index.htm.

Working With Template Files

IMPORTANT: Do **NOT** make changes to the template file (.dwt) while you have web pages (.htm files) open. This **will** cause problems with your web pages, and the changes from the template will not appear.

1. In the Site Files panel, click the **+** sign to expand the Templates folder.
2. Open the **class1.dwt** file.
3. **Type the Class Name** in the header and navigation areas.
4. **Save** the template.
5. Before the template file actually saves, you be prompted to update all documents in your site that use the template. Click **Yes.**
6. Each time you change the template file, Dreamweaver will verify that you wish to update documents that are based on the template file. Click **Update.**
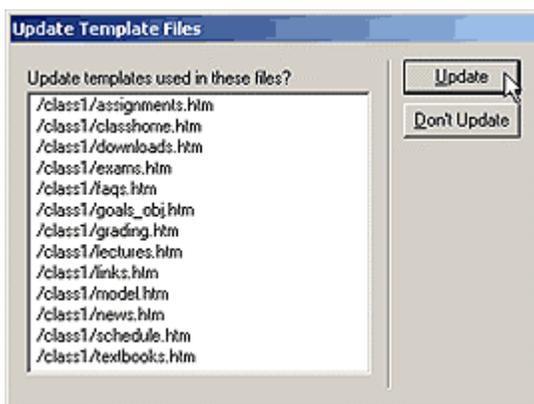
7. Dreamweaver will update each of the pages that are based on the template and display an Update Pages dialog box. This will tell you which files were updated. Click **Close.**
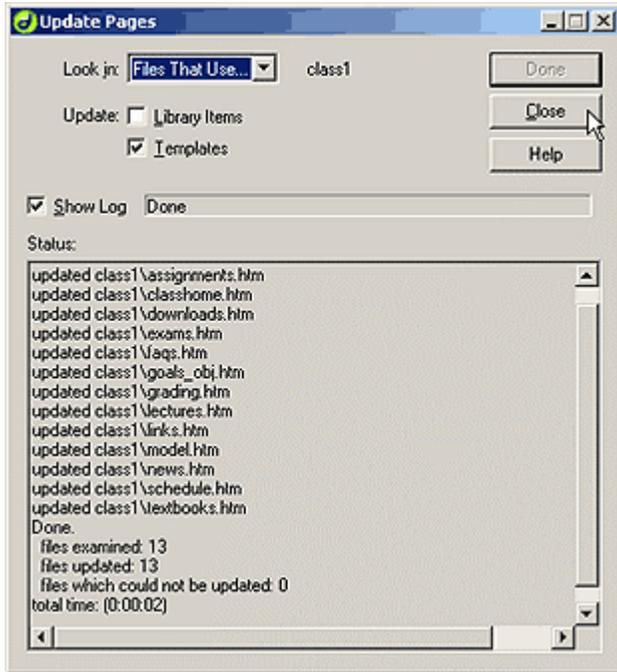
8. **Open any HTML page in a class folder from the Site Files panel,** and you will now see that the class name appears in the header and navigation areas.
9. Using a template means that you only have to change information in one file – instead of 13 pages – and that each page appears exactly the same! **Close** the open web page.

File Names

1. When you SAVE a web page and name it, the file name itself should generally include **only lowercase characters, with no punctuation or spaces**. This is because many web servers are case-sensitive and cannot handle spaces or punctuation without inserting special characters. **Please do not use spaces or punctuation!**
2. Special characters that are fine to use include:
   a. **Underscore**: general_information.htm
   b. **Dash**: office-hours.htm
3. **Change the class1.dwt file name** to match your class name.
   a. In the **Site Files panel**, select the class1.dwt file and **right-click** on the file and select '**Rename'** from the menu.
   b. Type in the name of your class, i.e. Math50 or Eng1A, and press **Enter** to confirm the name change.
   c. Click **Update** in the pop-up window.

4. **Change the class1 folder name** to match your class name.

    a. In the **Site Files panel**, select the class1 folder, and **right-click** on the file and select 'Rename' from the menu.

    b. Type in the name of your class, i.e. Math50 or Eng1A, and press **Enter** to confirm the name change.

    c. Click **Update** in the pop-up window.

5. By using the **Site Files panel** to change file and/or folder names, Dreamweaver MX will automatically update any links to that file. **Note:** If you change a file or folder name outside of Dreamweaver MX, any link to a file that has been renamed will be broken.

Working with Web Pages and Changing Content

1. **Open any HTML page in a class folder from the Site Files panel**.

    Title: Assignments

2. **Enter a page Title**: ayout | Text | Tables | Frames | Forms | Templa
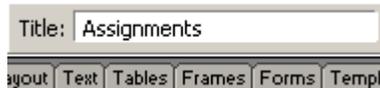
    a. When titling a web page, you can use multiple words, spaces, and punctuation, so you can be as descriptive as you want with the page title.

3. **Enter Page Content**

    a. Web page content is similar to a book: You might see a table of contents, chapter titles, chapter subheadings, and of course, the content of the book. You can organize the content of your web pages in a similar manner:

    b. From the Properties Inspector **Format** menu, select a heading or paragraph to format sections of content within your pages.

    c. **Heading 2:** Use this heading as the 'chapter title' to label the main concepts in the content area.

    d. **Heading 4:** Use this heading for content that is related to more specific content.

    e. **Paragraph:** Use paragraph formatting for regular text.

    f. **Save** your page.
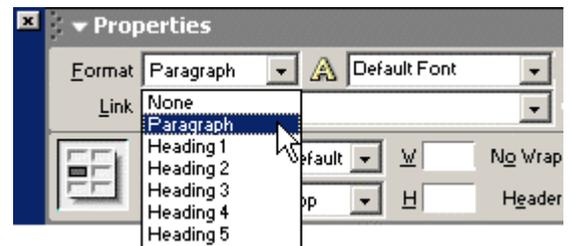
Creating a New Page Based on the Template

1. Go to **File > New**.

2. Click the **Templates** tab.

3. **Select your site** in the column "Templates For:"

4. Select a **template** from the list. You will see a preview of the template on the right.

5. Click **Create**. You now have a new page that is consistent with all of the pages for this course in your site.

6. Go to **File > Save As**, and save your page with a new name before you begin adding content.
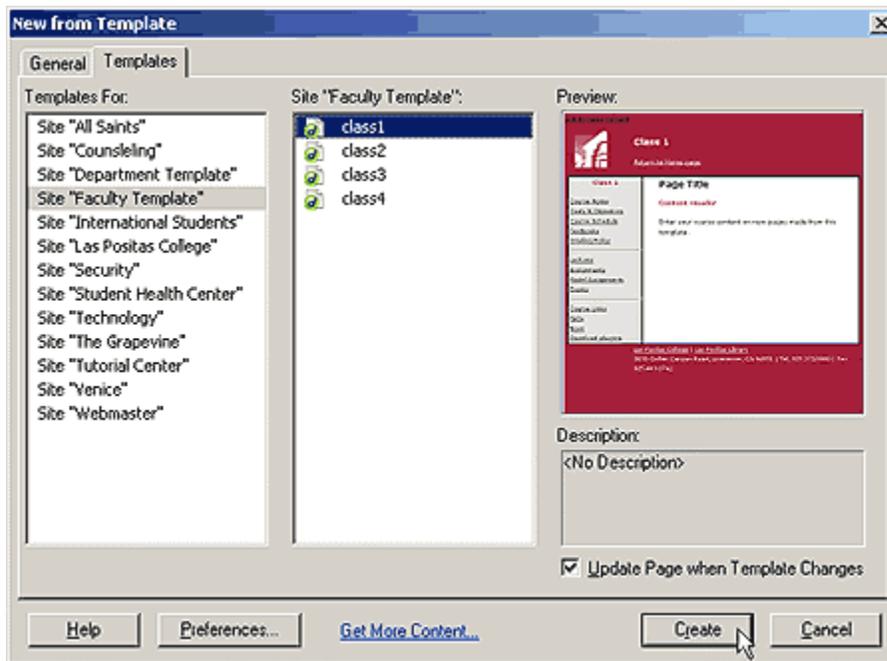

7. If you already know which new pages you will need, you can create multiple new pages based on the class template, and 'save as' specific file names for each new page.

Handy Hint: Dreamweaver MX will indicate if you have change a file, but not saved it. In the title bar of each page, you will see an asterisk after the file name when a file has been changed, **but not yet saved.**

Creating a Link

1. Let's create a link to the new page in the navigation area.

2. **Open** the class1.dwt template file.

3. **Type** the link name.

4. **Select** the type.

5. Click the **Point-to** icon, **drag** to the site files panel and **point** to the new file.

6. **Release the mouse button** when correct link name shows in Property Inspector.

7. The text becomes a link in the navigation area.

8. **Save** the template file. When you update all of the HTML pages based on the template, they will all have a link to the new page you created.
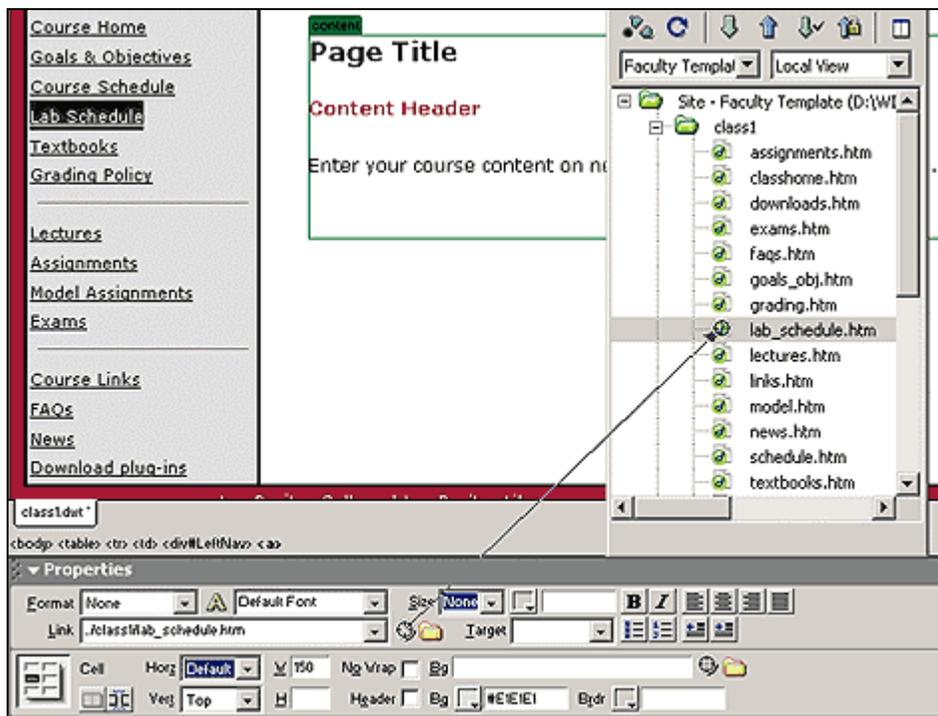
Adding A Class

1. **Create a New Folder**.

    a. Select the local root folder in the Site Files panel.

    b. From the Site Files panel, select **File > New Folder**.
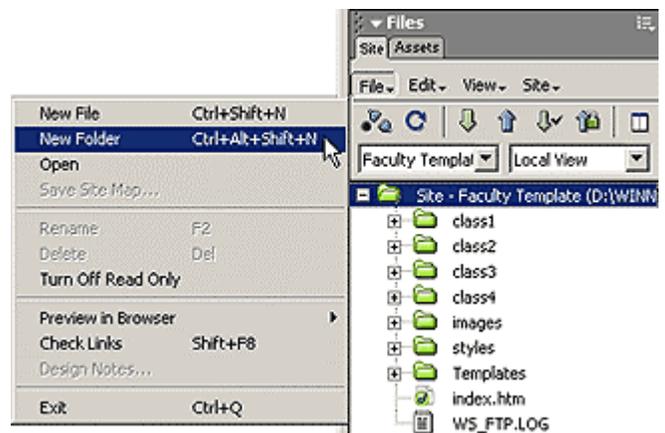
    c. Type in the name of your class, i.e. Math50 or Eng1A, and press Enter to confirm the name.

2. **Create a New Template**.

   a. **Expand** the 'Templates' folder, and select a template file.

   b. **Right-click** on the file, and select **Duplicate**.

   c. This will place a duplicate template, called 'Copy of class4.dwt' in your Site Files panel.

   d. **Type** in the name of your class, i.e. Math50 or Eng1A, and press **Enter** to confirm the name change.

3. **Modify the New Template file**.

   a. **Open** the new template file.

   b. Change the course name on the template.

   c. **Save** the template.

4. **Copy Class files**.

   a. Open any of the class folders and select all of the HTML pages.

   b. From the **Site Files panel** menu, select **Edit** > **Copy**.

   c. Select your new class folder, and from the **Site Files panel** menu, select **Edit** > **Paste**.

5. **Apply the new template to ALL the files in your new class folder.** YOU MUST FOLLOW THIS STEP ON EVERY HTML PAGE IN YOUR NEW CLASS FOLDER!

   a. Open **ALL** the files in your new class folder.

   b. Go to **Modify > Templates > Apply Template to Page**.

   c. Select **the new template file** and click '**Select**'.
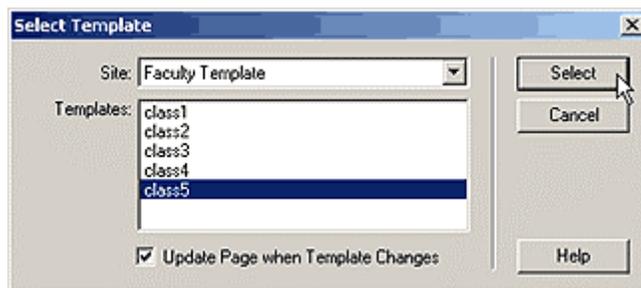
   d. **Save** and **close** your HTML page.

   e. When you need to make a change to your new class files, you will use the class5.dwt file to make global changes.