## **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.

Category	Local Info	
Local Info Remote Info Testing Server	Site Name: Faculty Template	
Cloaking Design Notes	Local Root Folder: D:\WINNT\Desktop\instructors\	
Site Map Layout File View Columns	Elfresh Local File List Automatical	V
	Default Images Folder.	<u> </u>
	HTTP Address: http://	
	This address enables the Link Checke detect HTTP links that refer to your ow site.	r to m
	Cache: 🔽 Enable Cache	
	The cache maintains file and asset information in the site. This speeds up Asset panel, link management, and Sit features.	the e Map

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.

 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.

	How to Contact Me		
	Email: jsmith@laspositascollege.edu		
	Phone: (925) 373-5800		
×	× Properties		
	Eormat Paragraph 💌 \Lambda Default Font 💌		
	Link mailto:jsmith@laspositascollege.edu		

- 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 <u>will</u> 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.
- 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**.

pdate templates used in these files?	Update (
class1/assignments.htm	
class1/classhome.htm	Don't Update
class1/downloads.htm	
class1/exams.htm	
/class1/lags.htm	
class1/goals obi.htm	
class1/grading.htm	
class1/lectures.htm	
class1/links.hlm	
class1/model.htm	
class1/news.him	
class1/schedule.htm	
class1/textbooks him	

3

 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.

Update Pages	
Look jn: Files That Use 💌 class1	Done
Update: 🦵 Library Items	Glose
I I emplates	Help
Show Log Done	
Status:	
updated class1\classhome.htm updated class1\classhome.htm updated class1\classhome.htm updated class1\space.htm updated class1\space.pbj.htm updated class1\space.pbj.htm updated class1\space.htm updated class1\space.htm updated class1\space.htm updated class1\model.htm updated class1\model.htm updated class1\space.htm updated class1\space.htm	
۹ <u>ــــــــــــــــــــــــــــــــــــ</u>	

- 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.
- 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**

 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: apout 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:

- 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.

New from Template		×
General Templates		
Templates For: Site "All Saints" Site "Counsleing" Site "Department Template" Site "Faculty Template" Site "International Students" Site "Las Positas College" Site "Security" Site "Security" Site "Student Health Center" Site "Technology" Site "Technology"	Site "Faculty Template":	<section-header><section-header><section-header></section-header></section-header></section-header>
		V Update Page when Template Changes
Help Preferences.	. Get More 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.

		Site Assets
New File Ctrl+S	Ctrl+Shift+N	File - Edt - View - Ste -
New Folder Open Save Site Map	Ctrl+Alt+Shift+N	Faculty Templat Local View
Rename Delete Turn Off Read Only	F2 Del	Cass1 Cass2 Cass3 Cass3 Cass3 Cass3 Cass4
Preview in Browser Check Links Design Notes	\$ Shift+F8	E Classe E Casse E Casse images E Casse images E Casse images E Casse images E Casse Templates
Exit	Ctrl+Q	index.htm

### 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.
  - 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.

Library 🕨	I
Templates 🕨 🕨	Export without Markup
Timeline 🕨 🕨	Apply Template to Page
	Detach from Template 🛛 🖓

c. Select the new template file and click 'Select'.

Site:	Faculty Template	Select
Templates:	class1 class2 class3 class4	Cance
	clase5	

- 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.

New File		emplates
New Folder		🖉 class1.dwt
Open		🖉 class2.dwt
Open With	→	🖉 class3.dwt
Add to Favorites		dass4.dwt
Get		WS_FTP.LOG
Check Out		ndex.htm
Det		VS_FTP.LOG
Check In		op
Undo Check Oré		
onition encour out	_	
Cloaking	2	
Turn off Read Only		
Locate in Remote Site		
Set as Home Page		
Preview in Browser	э.	
Check Links	) (	
Synchronize		
Cut		
Сору		
Paste		
Delete		
Duplicate		2
Rename W		selected totaling 2592 byt