

Adobe Dreamweaver Templates



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Dreamweaver CS3

Templates

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Templates

Why Use Templates?

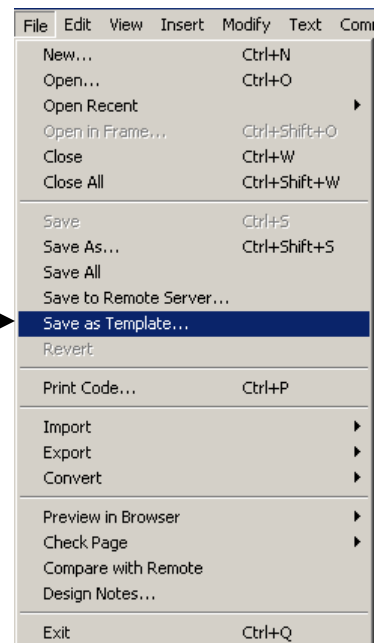
A template is a web page that allows for easy and quick creation of a web site with consistency for all its pages. It is a master page that allows you to start each page with the basics already in place and just change the content areas that need to be changed. Any page can be saved as a template or you can create a new template from scratch. Once you create a template, you add areas called editable regions that allow changes to that area. The rest of the page can not be changed except by changing the original template. Then all the rest of the site's pages can be created using the template.

With templates, the page is already set with background colors or graphics, logos, headings or other static text such as copyright information. Anyone creating new pages or updated existing pages does not need to be concerned with anything other than the new content to be added. And there are no worries about important information being left off a page such as a disclaimer, copyright or contact information. Your web site is consistent, with all the new information in the same location on the page making it easier for those looking at your site to easily locate that information.


Creating Templates

Begin by either opening a page that has already been created, or starting a brand new HTML document. Make sure all the static information and graphics are on the page. Create header, footer, side menu(s) and common navigation information. Put placeholders in for the areas that are to have changing content. Once the page is created save the page as a template from the **File** menu > **Save as a Template**.

A dialog box may pop up saying there are no editable regions. This is okay for now; we will create those regions next. Dreamweaver will create a Templates folder and save your new template in that folder.



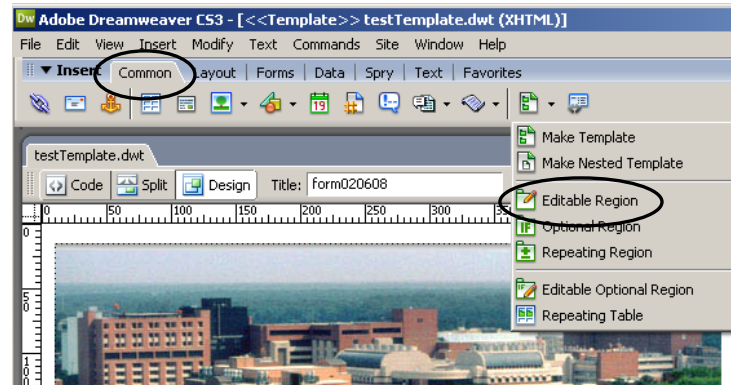
Different Types of Areas in a Template

When a page is created from a saved template Dreamweaver locks all the elements on the page. The only way to make changes to new pages is to define areas on the template as editable regions. These areas are unlocked and available for change. Any time you are working on a web site and try to make changes in an area that is locked, the cursor will change to this symbol  to show that you are outside an editable region and can not make changes to that area.

Editable Regions

To make editable regions, open your template and **select** the area to be unlocked (editable). You must have at least one editable region on your template otherwise nothing can be altered or added to a new page based on the template.

On the **Common Insert Bar**, choose the editable region icon in the Make Template drop down.



This will automatically create an area that allows for changes on any page based on this template,

Repeating Regions

A repeating region allows you to create an area that can be repeated as many times as necessary on a new page based on the template page. This is good for items such as a table with sales information for example. When creating the template, just add a table and select one table row. A good way to make the selection is to put your cursor inside the table row and then select the `<tr>` tag in the status bar. That way you are selecting the whole table row, not just the contents of the row. From the **Common Insert Bar**, click on the small black triangle next to the



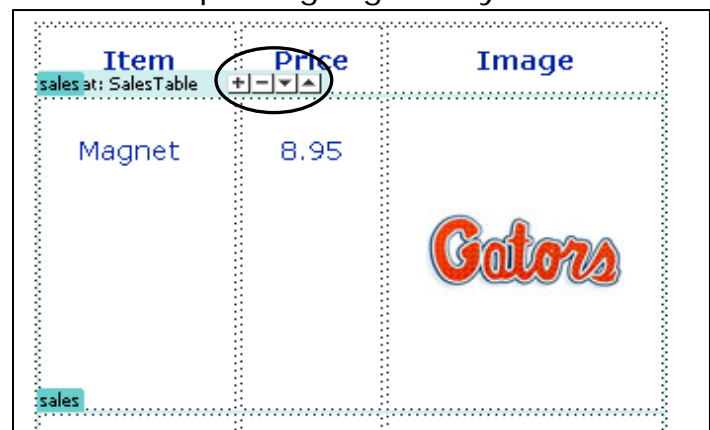
template icon and choose **Repeating**

Region. Select the row again and this time, make it an **Editable Region**.

When you are done adding all the editable regions, from the **File** menu choose **Save your page as a Template**. Give this template a descriptive name. When you base your new page on a template with a Repeating Region, you will be able to add other rows in your table and insert new information in each row.

When working in a new document based on a template with a repeating region, you can add, delete, or change the order of the repeating regions by:

1. Place your cursor in the repeating region to select it.
2. Do one of the following:
 - o Click the Plus (+) button to add a repeating



- o region entry below the currently selected entry.
- o Click the Minus (–) button to delete the selected repeating region entry.
- o Click the Down Arrow button to move the selected entry down one position.
- o Click the Up Arrow button to move the selected entry up one position.

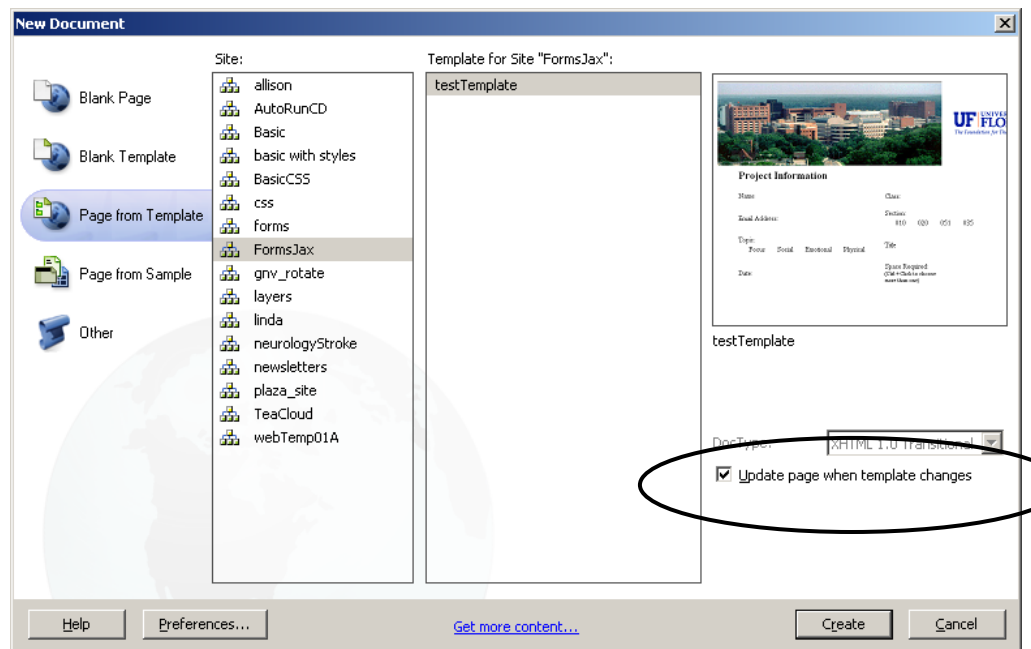
Optional Regions

An optional region is an area that the person adding content can choose to include on the page or not. It may be an area for text or images, etc.

Creating a page from a template

Once you have your template completed and saved, you are ready to create new pages from the template. Choose File > New and this dialog box will open. Select the site you are working on and click on the Page from Template tab.

Choose the proper template; make sure **Update page when template changes** is checked and click on **create**. Dreamweaver opens a new HTML page with all the templates elements on it. Give it a new title and name and save it in your site.



Web Policies and Resources

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<http://www.webadmin.ufl.edu/policies/>