

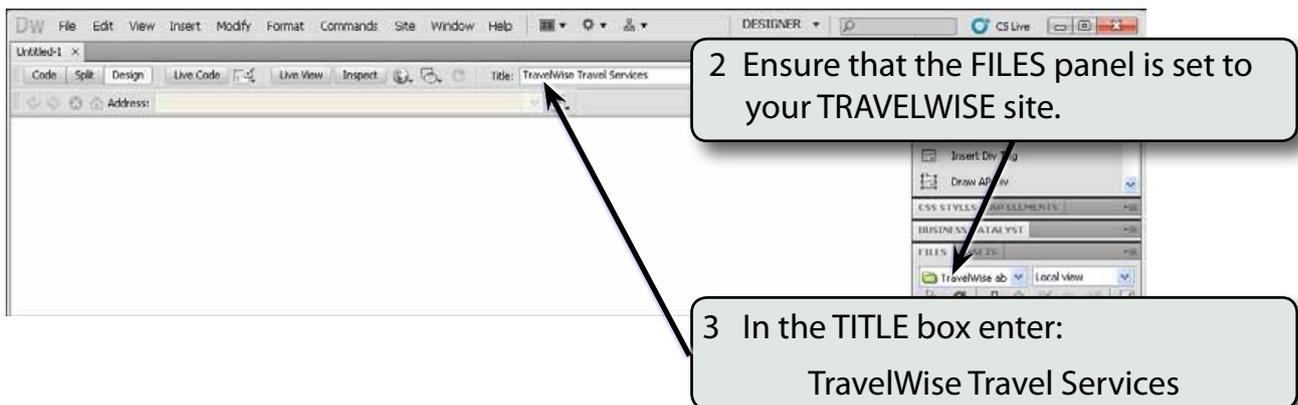
# Using Templates

When you want to create more detailed web sites that have more design elements to them using TEMPLATES is one of the most effective methods to use. Templates are page setups that can be applied to other pages. They are basically master pages. To illustrate the use of templates, the TravelWise web site will be adjusted.

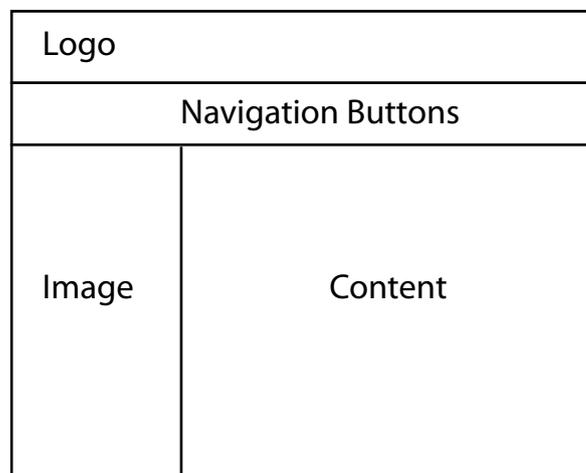
## Creating the Template

The template will be created from a blank page, however an existing page can be converted into a template if necessary.

- 1 Load DreamWeaver, or close the current pages and create a NEW HTML page. The screen should be set to the DESIGNER workspace.

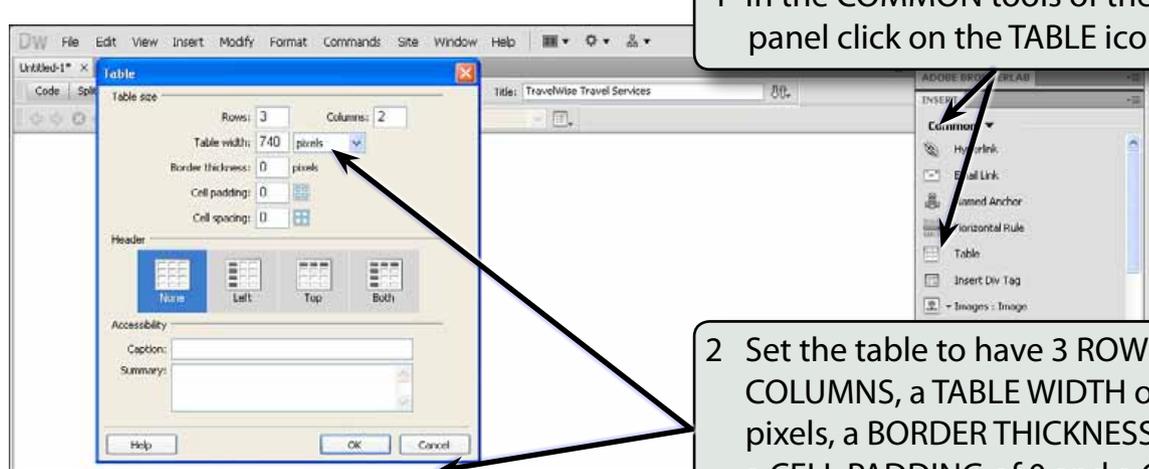


- 4 A template for the site will be created then applied to a series of other pages. The design of the template will have the following structure.



## A Creating the Table

A 3 x 2 table will be drawn then modified to create the required layout.

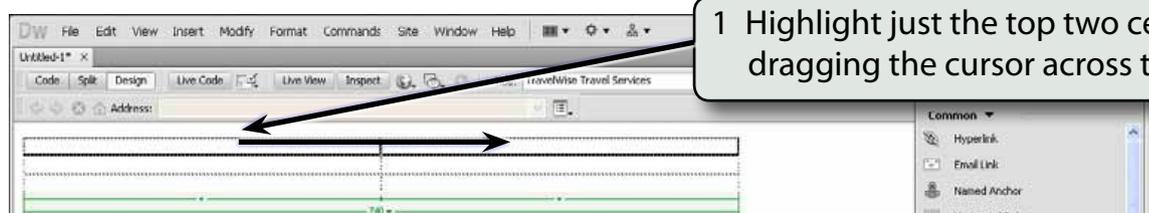


1 In the COMMON tools of the INSERT panel click on the TABLE icon

2 Set the table to have 3 ROWS, 2 COLUMNS, a TABLE WIDTH of 740 pixels, a BORDER THICKNESS of 0, a CELL PADDING of 0 and a CELL SPACING of 0, then select OK.

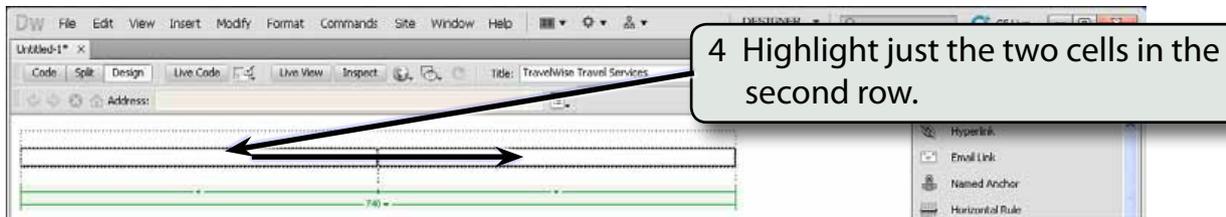
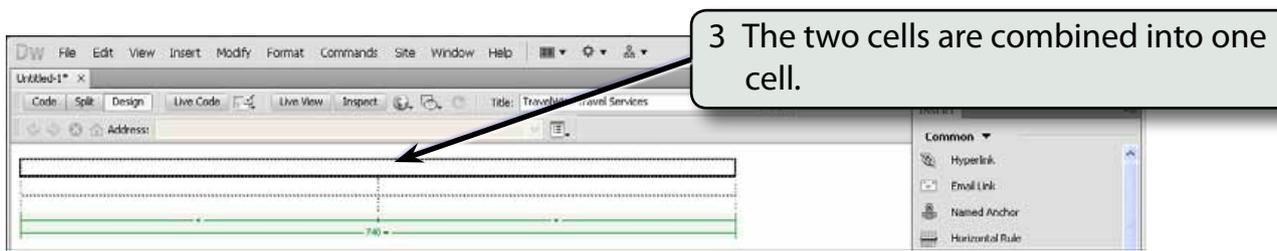
## B Merging Cells

Cells can be merged to create the layout shown in the diagram on the previous page.



1 Highlight just the top two cells by dragging the cursor across them.

2 Display the MODIFY menu, highlight TABLE and select MERGE CELLS.



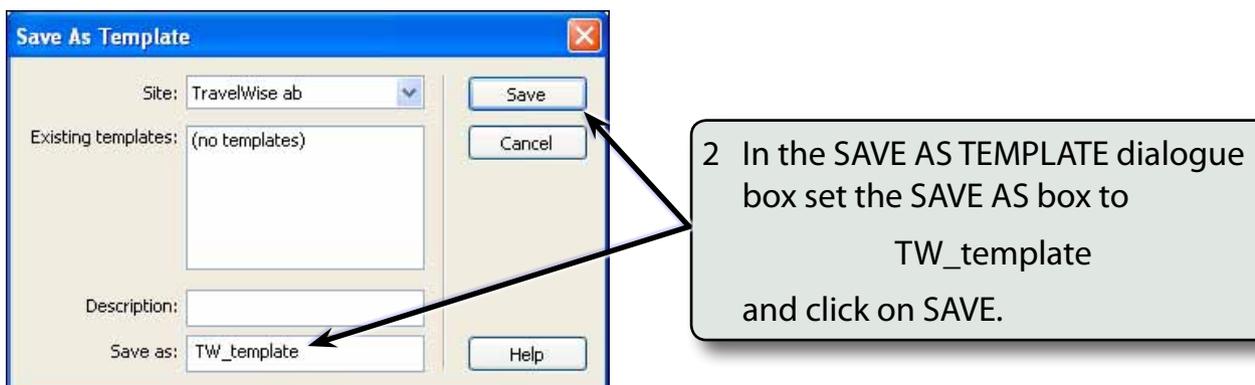
- 5 Display the MODIFY menu, highlight TABLE and select MERGE CELLS.

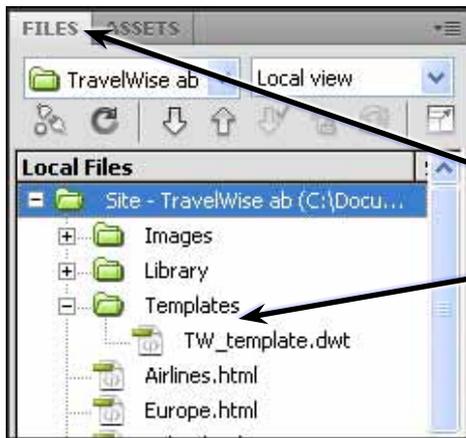
**NOTE: By using a table, a series of regions have been created on the page.**

## Saving the Page as a Template

The page can now be saved as a template rather than as a normal page. This allows other pages to be given its design.

- 1 Display the FILE menu and select SAVE AS TEMPLATE.





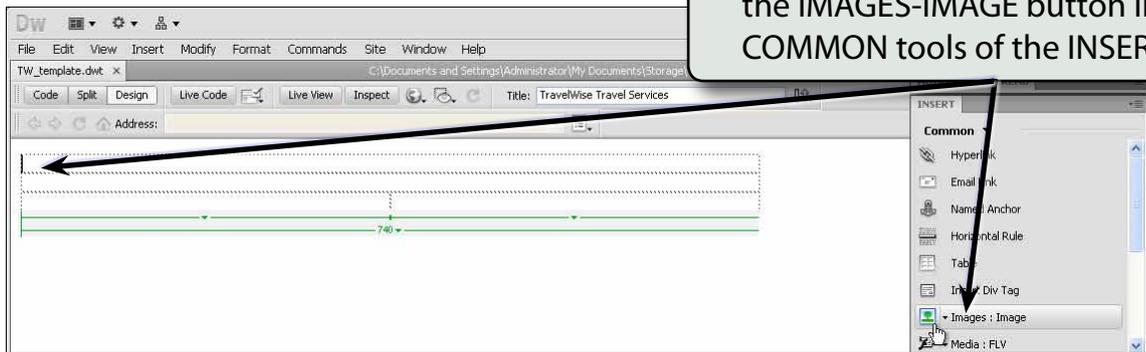
3 DreamWeaver saves the page in a folder called **TEMPLATES** within your site's folder. Expand the folder to see the template file.

## Completing the Template

The parts of the template that will be displayed on all pages can now be entered.

### A Adding a Logo

A logo will be placed in the top cell.

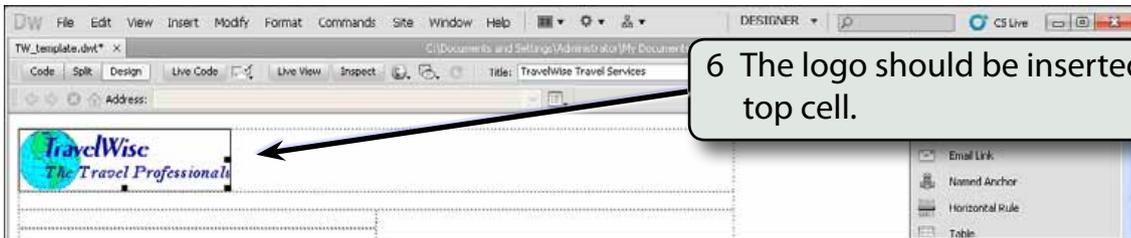


1 Click in the top cell then click on the **IMAGES-IMAGE** button in the **COMMON** tools of the **INSERT** panel.

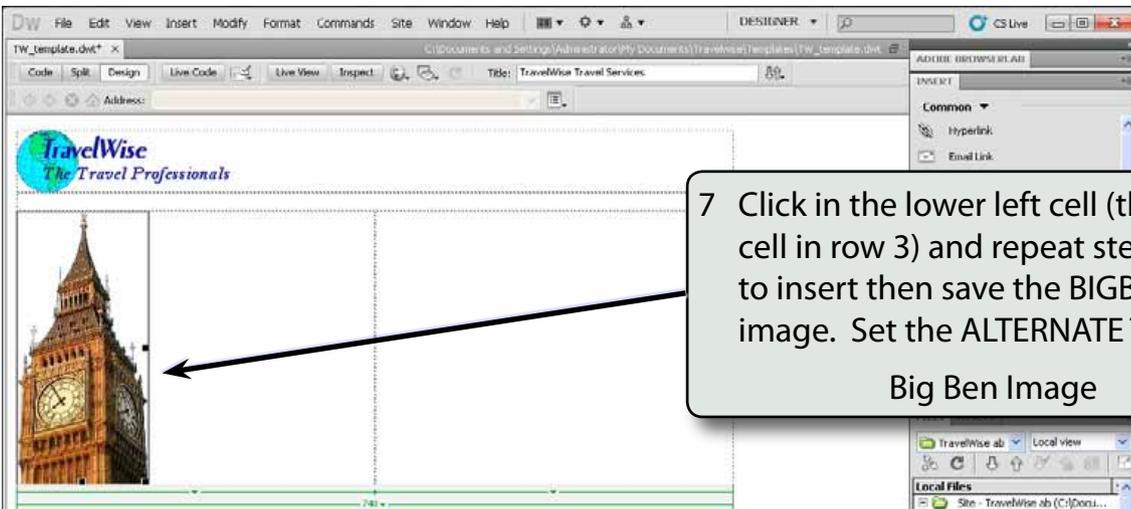
- 2 Access the **DWcs5 SUPPORT FILES**, open the **CHAPTER 8** folder and click on the **LOGO.GIF** file.
- 3 Select **OK** or **CHOOSE** to insert the image.
- 4 Select **YES** to the **ROOT FOLDER** warning dialogue box and save the image in the **IMAGES** folder within your **TRAVELWISE** folder.



5 Set the ALTERNATE TEXT to:  
Logo image  
and select OK.



6 The logo should be inserted into the  
top cell.



7 Click in the lower left cell (the left  
cell in row 3) and repeat steps 1 to 6  
to insert then save the BIGBEN.GIF  
image. Set the ALTERNATE TEXT to:  
Big Ben Image

- NOTE:**
- i A series of advertisements could have been inserted in this cell instead of an image. In the Chapter 10 the image will be replaced with navigation buttons.
  - ii Table cells expand to fit the content that you insert in them.