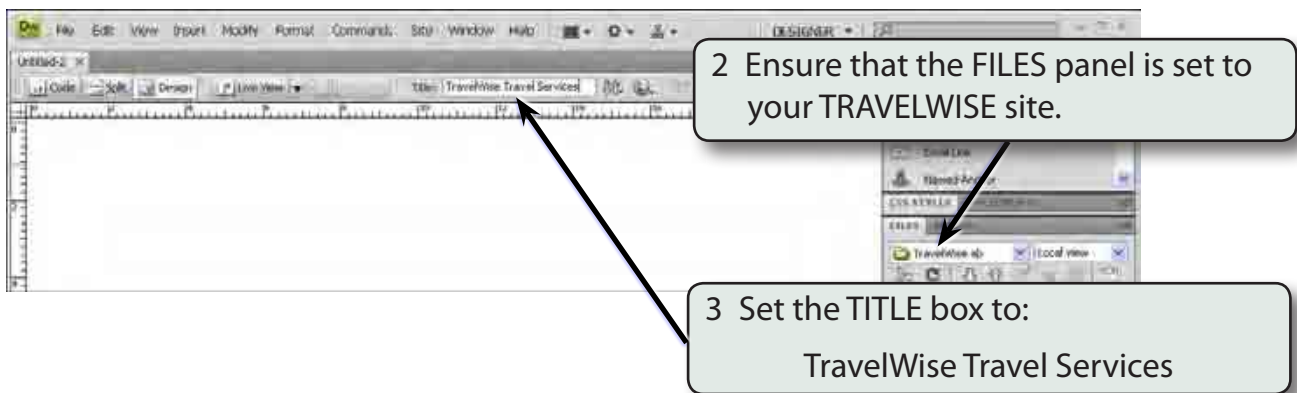# Using Templates

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.
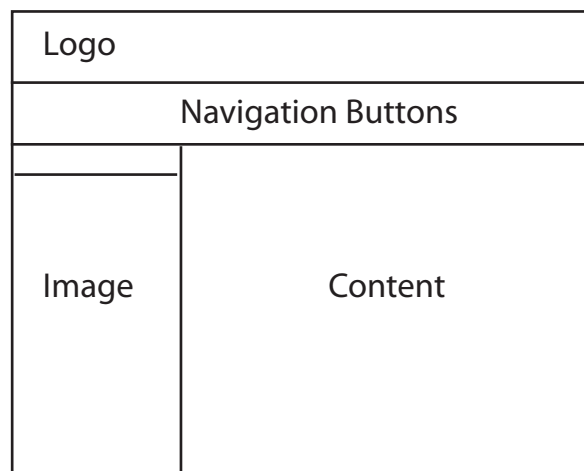
Creating the Template

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

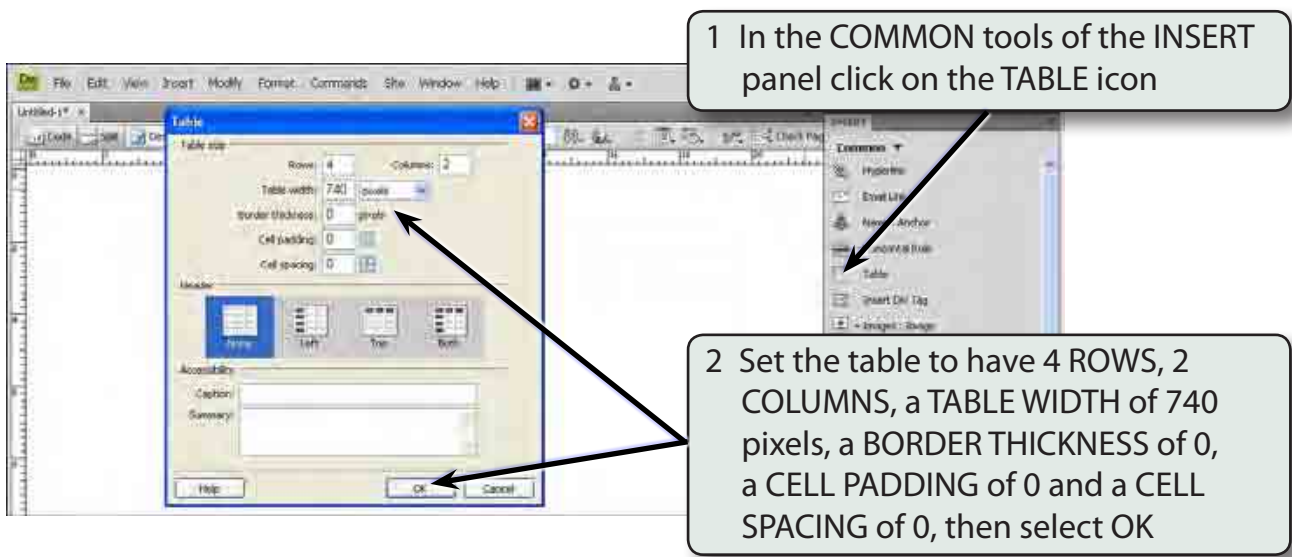1   Load DreamWeaver, or close the current pages and start a new HTML PAGE. The screen should be set to DESIGNER view.

2 Ensure that the FILES panel is set to your TRAVELWISE site.

3 Set the TITLE box to:

   TravelWise Travel Services

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.

Logo	
Navigation Buttons	
Image	Content

> **NOTE:** The small cell above the image cell will be blank. It will serve to separate the image from the navigation buttons. It is called a SPACER cell.

A Creating the Table

A 4 x 2 table will be drawn then modified to create the required layout.
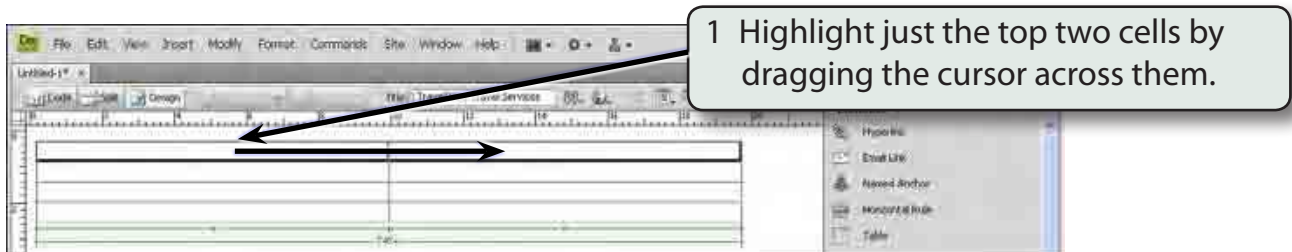

1 In the COMMON tools of the INSERT panel click on the TABLE icon

2 Set the table to have 4 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
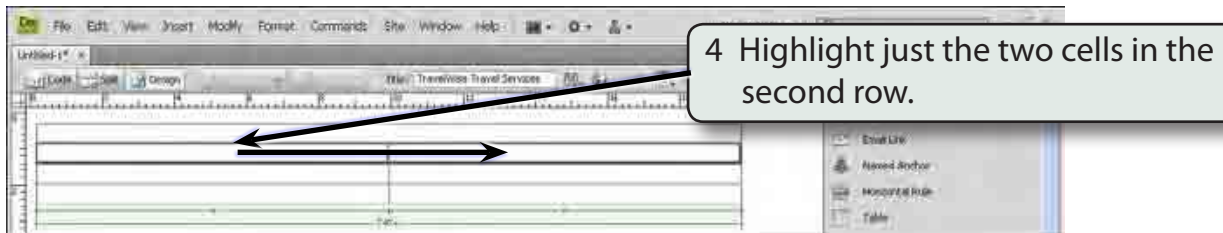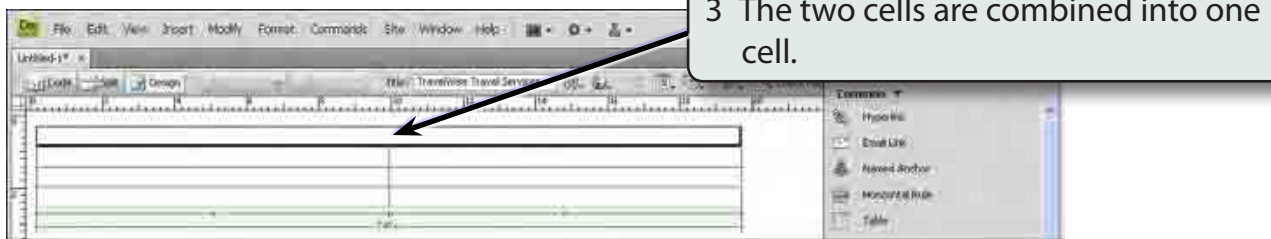
B Merging Cells

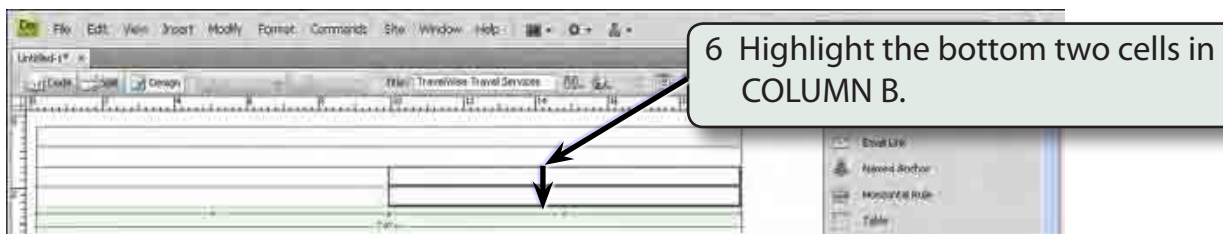Cells can be merged to create the layout shown in the diagram on the previous page.

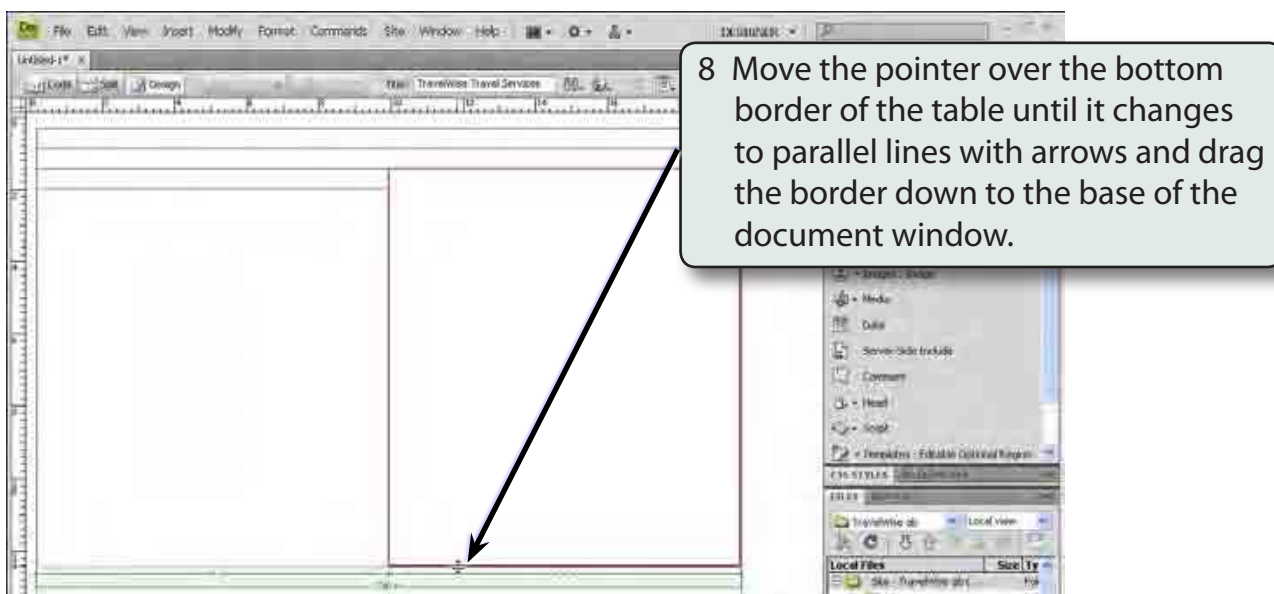1 Highlight just the top two cells by dragging the cursor across them.

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

3 The two cells are combined into one cell.

4 Highlight just the two cells in the second row.

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

6 Highlight the bottom two cells in COLUMN B.

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

8 Move the pointer over the bottom border of the table until it changes to parallel lines with arrows and drag the border down to the base of the document window.
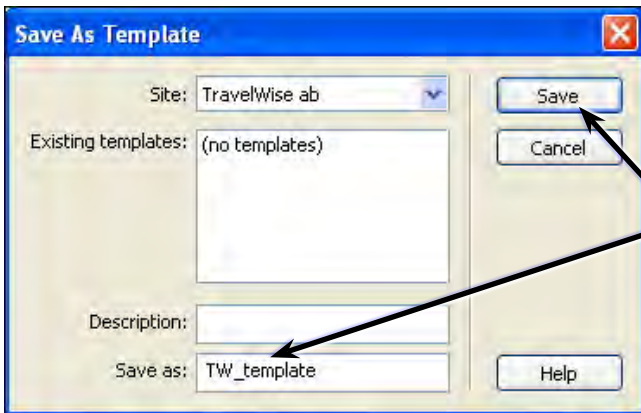
> **NOTE: i   By using a table, a series of regions have been created on the page.**
>
> **ii   The small cell in the third row is called a SPACER cell, Its purpose is to separate the navigation buttons (row 2) from an image which will be placed in the left cell in row 4. It will not have any content.**
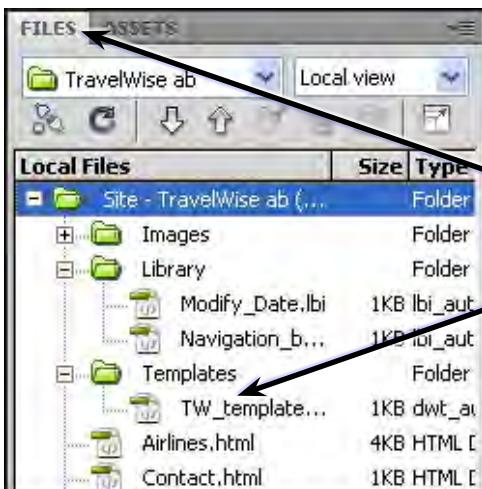
Saving the Page as a Template

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.

2 In the SAVE AS TEMPLATE dialogue box set the SAVE AS box to
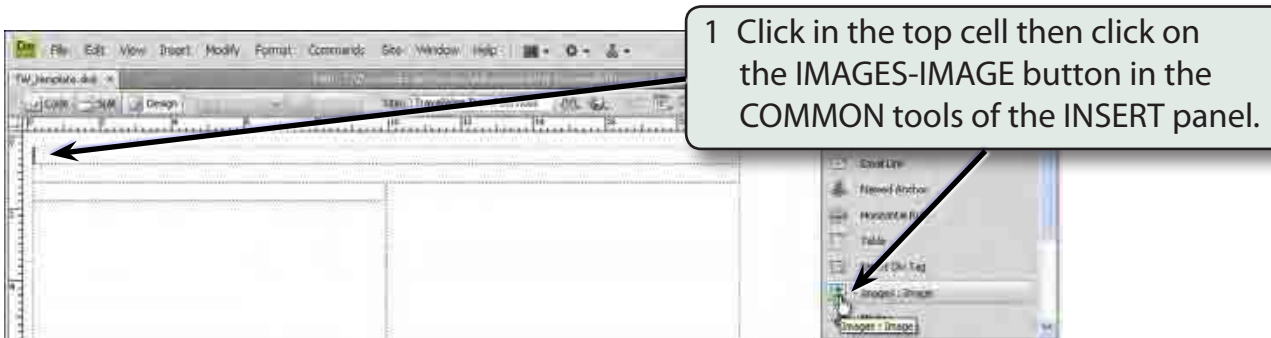
TW_Template

and click on SAVE.

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 DWcs4 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.