

# Quick Tips

for

## Using Templates in Dreamweaver

### Getting Started

A template is a document you can use to create multiple pages that share the same layout. When you create a template, you can indicate which elements of a page should remain constant (noneditable, or locked) in documents based on that template, and which elements can be changed. Further, when you edit an original template, the changes made to that template can be automatically applied to all pages using the template. This QuickTip will define how to create a web page template.

### Define the Site

The first thing you will want to do when creating your template is define the site. See the QuickTip entitled "Using Macromedia Dreamweaver" for complete instructions on how to define your site. **NOTE:** Your *site structure* is saved on the hard drive of the computer. Therefore, you will need to redefine your site each time you change computers.

### Create your Web Page and Save as a Template

You can either start a new web page or you can open a web page that you've already created.

- Open a new page by going to **File** and **New**.
- Insert the information you want included on your template (i.e. Text, page properties, graphics, etc.)
- To save the web page as a template, click on **File** and **Save as Template**.
- Name the file and click **Save**. Your file will be saved as a .dwt (Dreamweaver Template.)

### Assigning Editable and Locked Regions

You can assign different areas of your page to be editable. Editable areas are those that you will want to add information to or modify when you create pages from the template. The locked areas will only change when the master template (the one you are working on) is modified and saved.

- Click and drag the mouse to highlight the cell, text, or area that you want to make editable.
- From the menu bar, select **Modify** and **Template** and Add **Editable Region**.
- Name the Editable Region, and click **OK**.

You should see a light blue outline of the area, along with a tab that indicated the name of the region. Everything that is not assigned as an editable region will be a locked region.

### Creating a Template from an Existing Site

- Open the page from which you want to make a template by going to **File** and **Open**.
- To save the web page as a template, click on **File** and **Save as Template**.
- Name the file and click **Save**.

Now, you can create a page from the template by going to File – New from Template, and selecting the appropriate template.

### Quick Tips for Creating Web Page Templates

See These Other Quick Tips:

- *Using Macromedia Dreamweaver*
- *Setting your Web Page Properties using Dreamweaver*