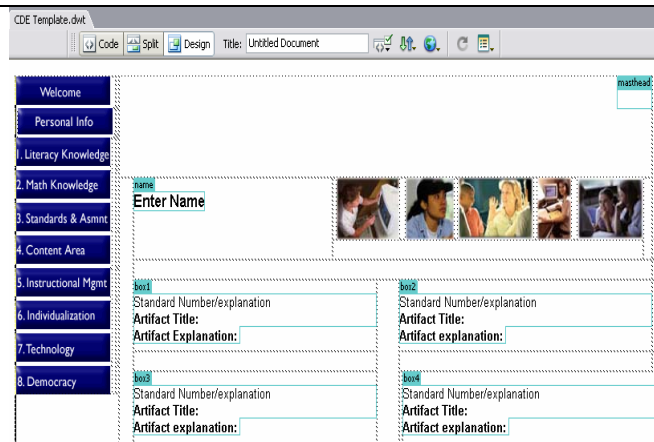


## Working with and Editing Templates in Dreamweaver

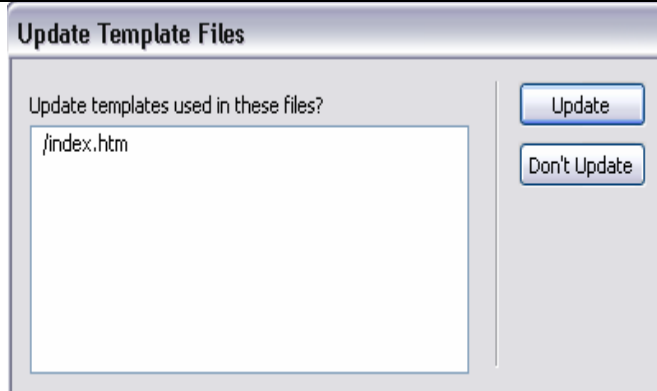
You will notice there are editable regions in each page (the text boxes) and non-editable regions in each page (Menu bars, Title banners). This is because each page is based on a template. In order to change the non-editable regions, you will need some proficiency with Dreamweaver. This section will provide an overview of what a template does and where templates are stored, however it is worth noting you will need to understand both how to develop a Web page and how to operate in the Dreamweaver environment in order to start making changes to the individual templates that make up this E-Portfolio template.

### What a template does:

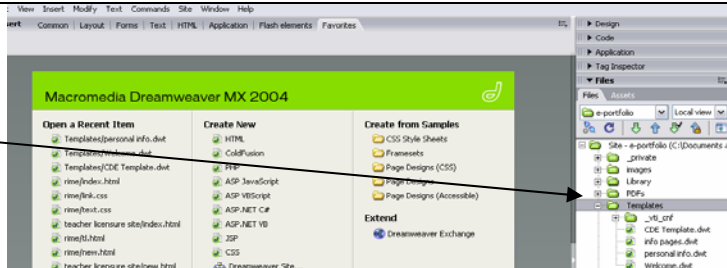
A template is a document you can use to create multiple Web pages that share the same layout. The template defines editable and non-editable regions in each page. To change the content in the non-editable regions you will need to open the template, make the necessary edits, and save the template before closing it.



It is also worth noting that making a major change to your site, such as adding a navigational button or picture, should be done within the template files. Once you have changed a template and saved it, Dreamweaver will ask you if it should update the template files. The template files are your .htm files or Web pages. By clicking "Update" when Dreamweaver asks you to update the template files, all of your Web pages will be updated based on the changes you made to the template.



To obtain your templates, open the template folder from your site map within Dreamweaver.



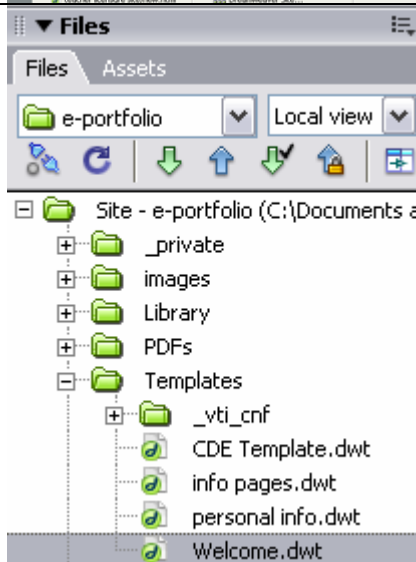
Select the template you wish to edit. Double click the file to open and begin editing. Here is a list of the pages each template affects.

CDE Template.dwt – The 8 CDE standards pages.

Info pages.dwt – All of the personal info pages, except the opening personal info page.

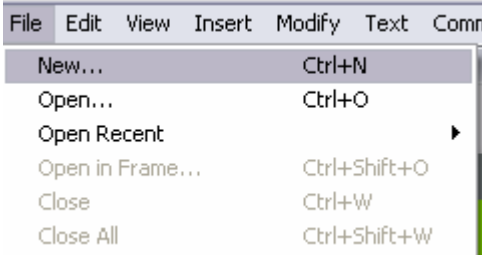
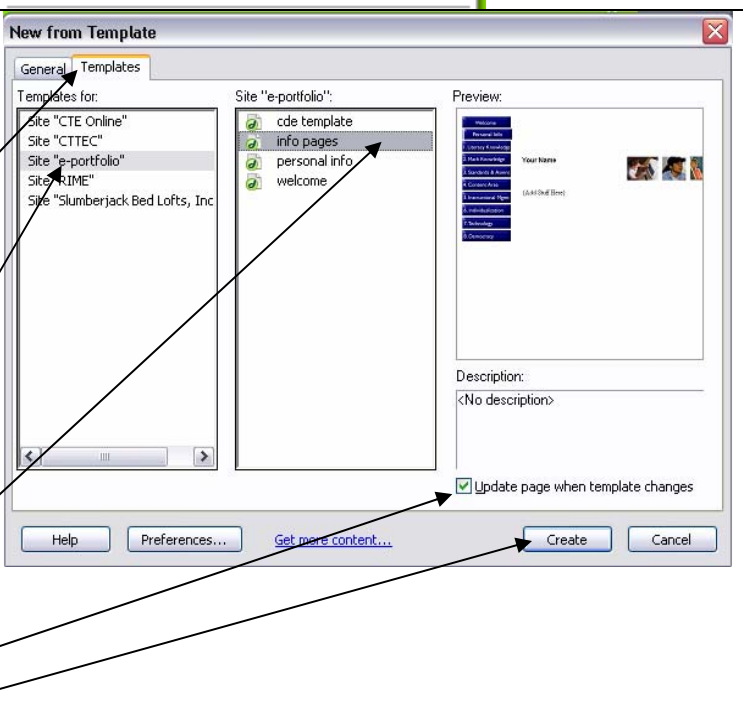
Personal info.dwt – The opening personal info page.

Welcome.dwt – The welcome page.



## Creating a New Web Page from a Template in Dreamweaver

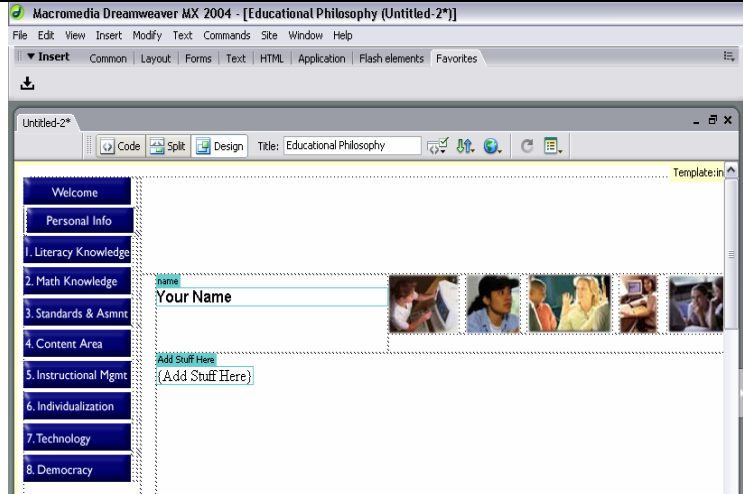
Now that you have created your E-Portfolio, you may want to add future pages. In order to do this, you will want to create a new page based off of one of the four templates in your E-Portfolio folder.

<p>1. Create a new page from an existing template.</p> <ul style="list-style-type: none"><li>Click File, then click "New."</li></ul>	 <p>The screenshot shows the 'File' menu in Dreamweaver. The 'New...' option is highlighted, and its keyboard shortcut 'Ctrl+N' is displayed to the right. Other visible options include 'Open...', 'Open Recent', 'Open in Frame...', 'Close', and 'Close All'.</p>
<p>A pop-up window will appear prompting you to select the type of page you want to create.</p> <ul style="list-style-type: none"><li>Click the "Templates" tab.</li><li>Select your "E-Portfolio" site from the "Templates for:" box.</li><li>In the Site "E-Portfolio" box, select the template file you wish to create a page from.</li><li>Be sure that the "Update page when template changes" box is checked.</li><li>Click "Create."</li></ul>	 <p>The screenshot shows the 'New from Template' dialog box. Arrows from the instructions point to the following elements: the 'Templates' tab, the 'Site "e-portfolio"' entry in the 'Templates for:' list, the 'info pages' template in the 'Site "e-portfolio"' list, the 'Update page when template changes' checkbox (which is checked), and the 'Create' button.</p>

1. Create a new page from an existing template continued...

A new file will open with the layout specified by which template you picked. You can now add new content to this page.

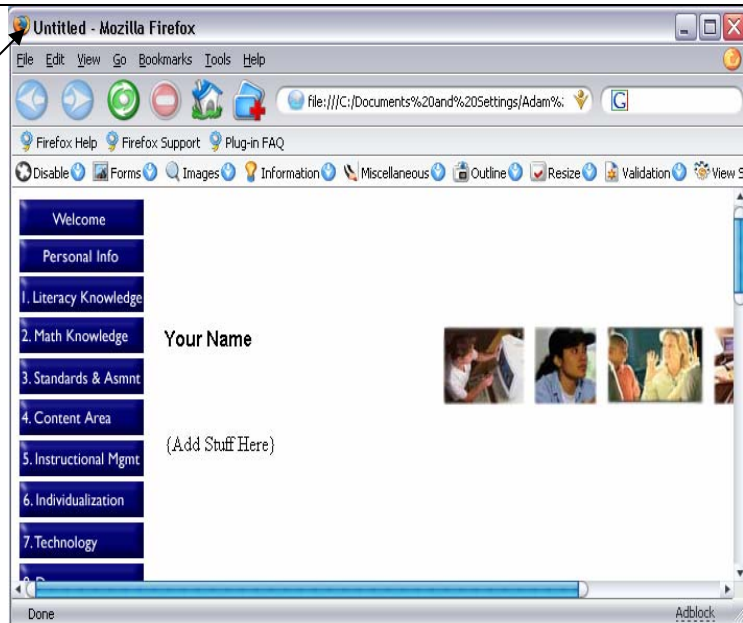
Note: Since you've created a new page. There will not be a pre-designed banner picture at the top. You will need to create one. See Step 9. "Creating & Adding Pictures" tutorial.

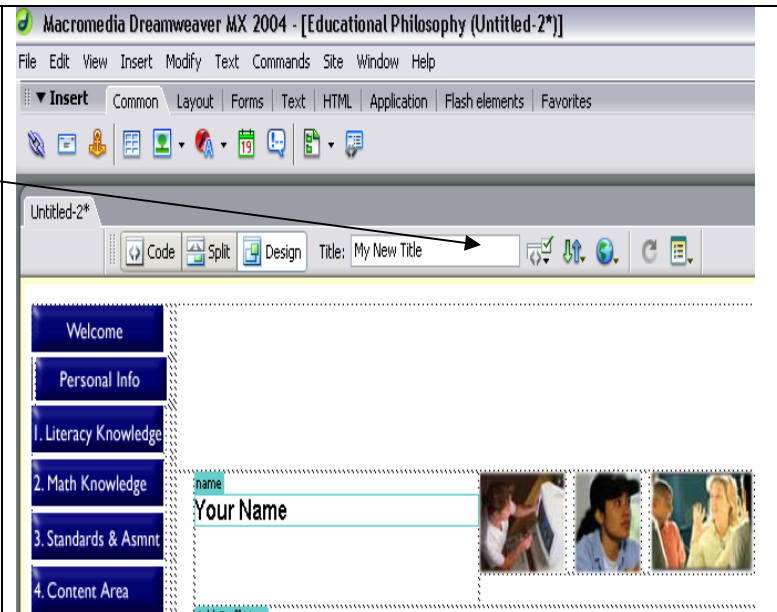


2. Adding a "Title" to your new Web page:

When your page is displayed on the Internet, the "Title" is shown on the upper left corner of the browser.

Once you have created a new Web page, you will need to specify a "Title" for your page.



<p>2. Adding a "Title" to your new Web page continued...</p> <ul style="list-style-type: none"> <li>Type what you would like to title your new page in the "Title:" box.</li> </ul>	
<p>3. Save your new page.</p> <ul style="list-style-type: none"> <li>Click File, then "Save As."</li> <li>Make sure your new page is being saved to your "CDE Standards E-Portfolio Template" folder with your other Web pages.</li> <li>Name the page as desired, but be sure to include ".htm" on the end of the file name.</li> </ul>	