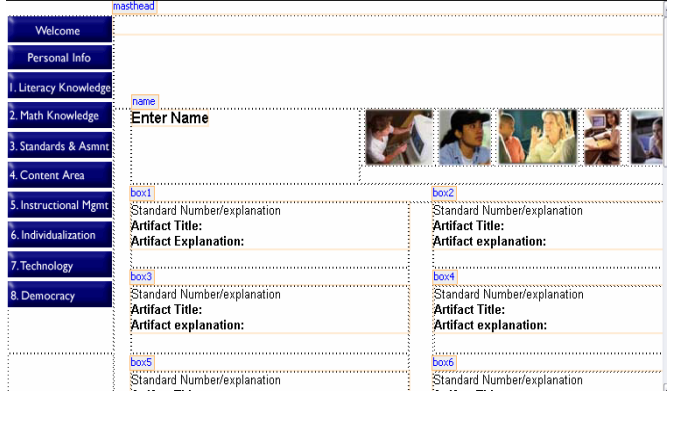
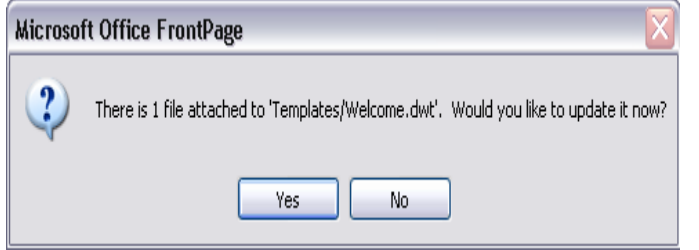
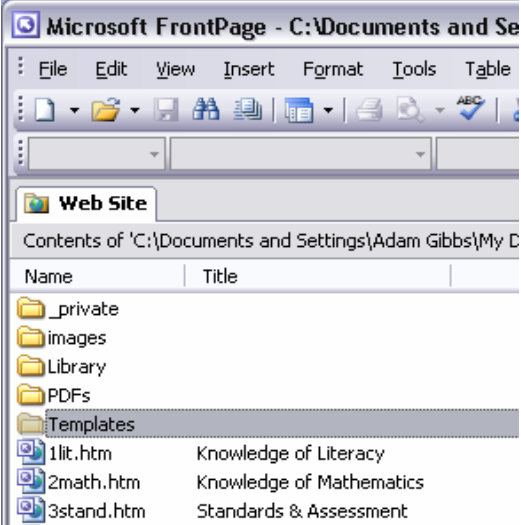


Working with and Editing Templates in FrontPage

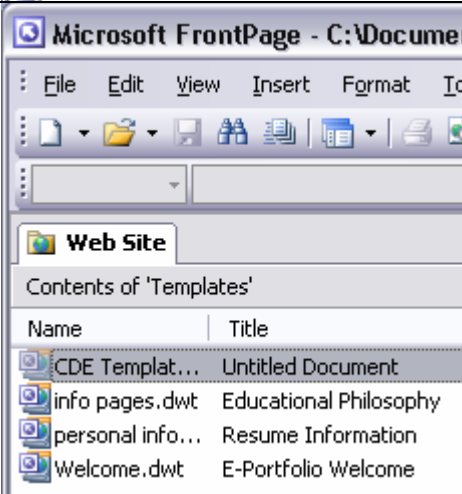
You will notice there are editable regions in each page (the text boxes) and non-editable regions in each page (Menu bars, Title banners). This is because each page is based on a template. In order to change the non-editable regions, you will need some proficiency with FrontPage. This section will provide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

<p>What a template does: A template is a document you can use to create multiple 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.</p>	 <p>The screenshot shows the Microsoft Office FrontPage interface. On the left is a vertical navigation menu with buttons for 'Welcome', 'Personal Info', 'Literacy Knowledge', 'Math Knowledge', 'Standards & Assmt', 'Content Area', 'Instructional Mgmt', 'Individualization', 'Technology', and 'Democracy'. The main content area is titled 'Welcome' and contains a 'Personal Info' section with a 'name' field and an 'Enter Name' label. Below this is a row of six small images. Further down are several form fields labeled 'box1' through 'box6', each containing a 'Standard Number/explanation' label and an 'Artifact Title:' label. The 'Artifact explanation:' label is present in some of these boxes but not in others.</p>
<p>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, FrontPage will ask you if it should update the attached files. The attached files are your .htm files or Web pages. By clicking "Yes" when FrontPage asks you to update the attached files, all of your Web pages will be updated based on the changes you made to the template.</p>	 <p>The screenshot shows a dialog box titled 'Microsoft Office FrontPage'. It contains a question mark icon and the text: 'There is 1 file attached to 'Templates/Welcome.dwt'. Would you like to update it now?'. Below the text are two buttons: 'Yes' and 'No'.</p>

To obtain your templates, open the Templates folder from your site map within FrontPage.



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.

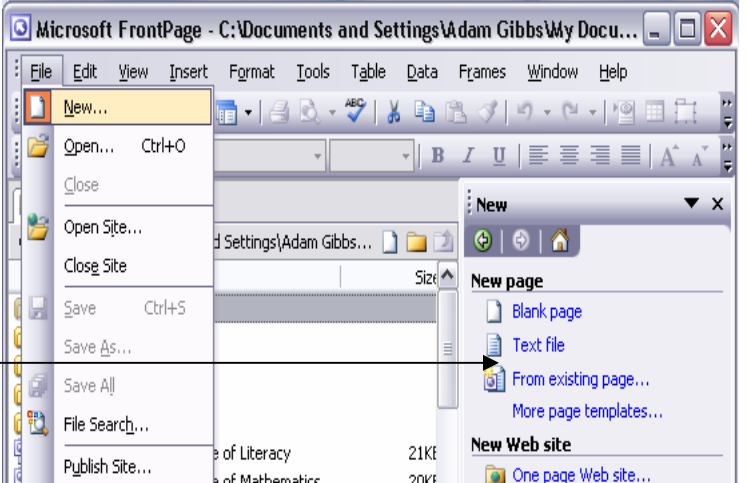
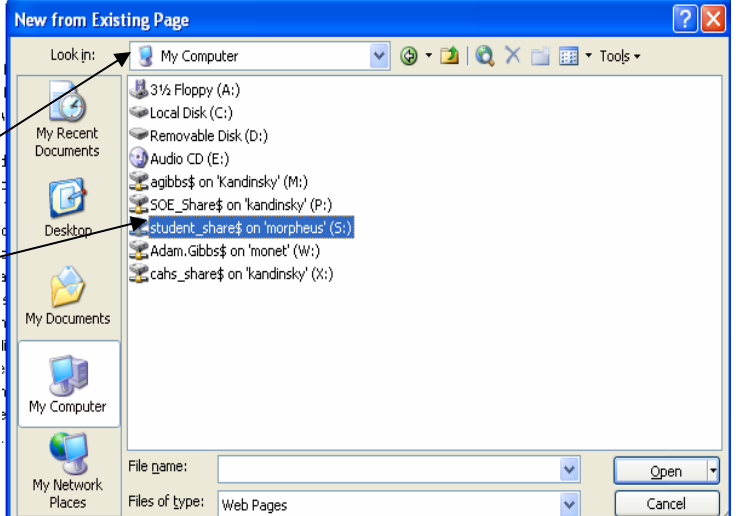
Info pages.dwt – All of the personal info pages except the opening personal info page.

Personal info.dwt – The opening personal info page.

Welcome.dwt – The welcome page.

Creating a New Web Page from a Template in FrontPage

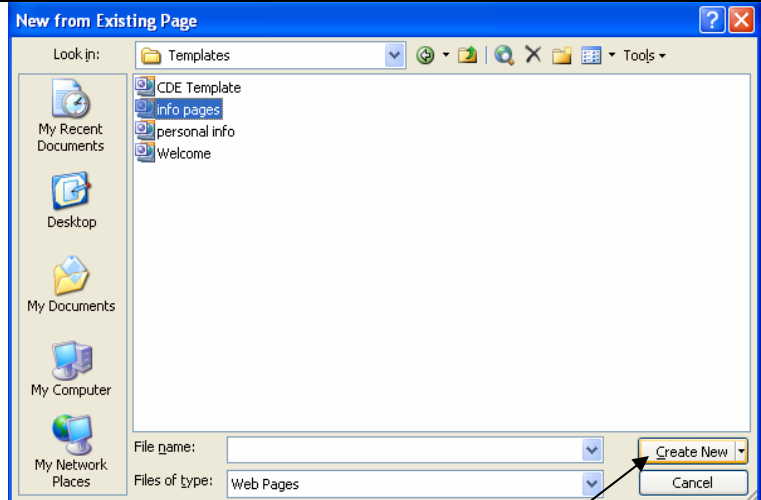
Now that you have created your E-Portfolio, you may want to add future pages. In order to do this, you will want to create a new page based off of one of the four templates in your E-Portfolio folder.

<p>1. Create a new page from an existing template.</p> <ul style="list-style-type: none">• Click File, then click “New.”• A Task Pane will appear on the right side of the window.• Click “From existing page,” on the Task Pane.	 <p>The screenshot shows the Microsoft FrontPage application window. The 'File' menu is open, and 'New...' is selected. On the right side, the 'New' task pane is visible, showing options for 'New page' (Blank page, Text file, From existing page..., More page templates...) and 'New Web site' (One page Web site...). The 'From existing page...' option is highlighted with a mouse cursor.</p>
<p>A pop-up window will appear prompting you to select the appropriate template you want to use.</p> <ul style="list-style-type: none">• Navigate to “My Computer.”• Open the “(S:) Drive.”	 <p>The screenshot shows the 'New from Existing Page' dialog box. The 'Look in:' field is set to 'My Computer'. The file explorer view shows various drives and folders. The '(S:) Drive' is selected and highlighted. The 'Files of type:' dropdown is set to 'Web Pages'. The 'Open' button is visible at the bottom right.</p>

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

Once you are in the (S:) drive, take the following steps:

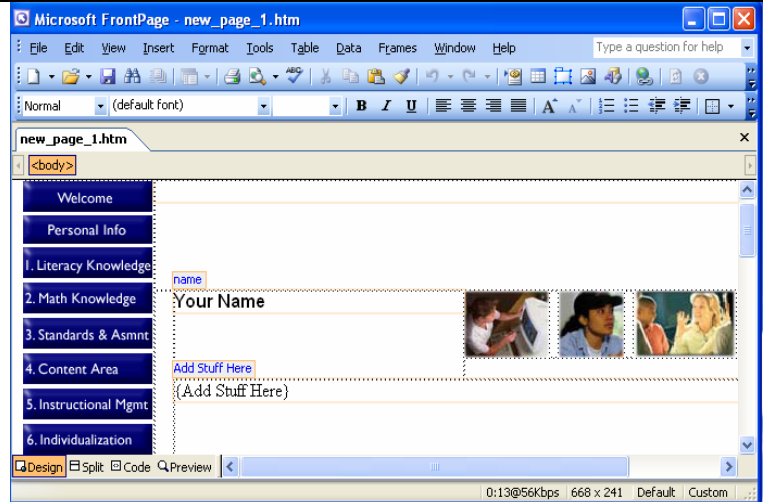
- Open the SOE Folder.
- Open the E-Portfolio Folder.
- Open your personal folder that you created, this should be your name.
- Open the Electronic Portfolio Folder.
- Open the CDE Standards E-Portfolio Template Folder.
- Open the Templates folder.
- Select the desired template by double clicking or by clicking once and then clicking the "Create New" button.



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:

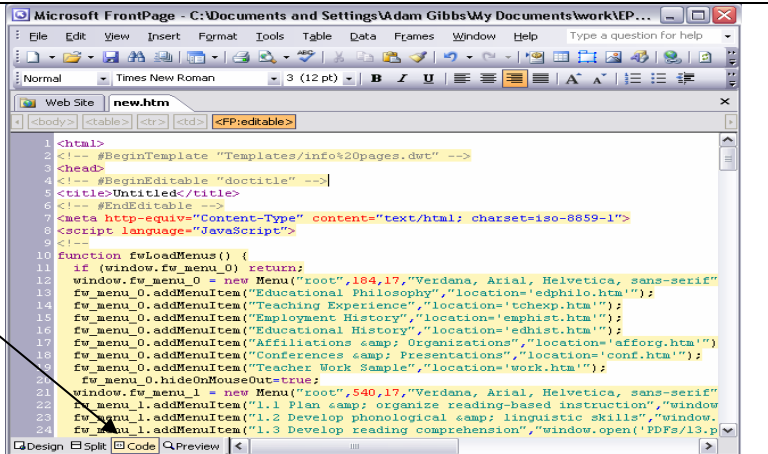
When your page is displayed on the Internet, the "Title" is shown on the upper left corner of the browser.

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



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

In FrontPage switch your view to "Code."



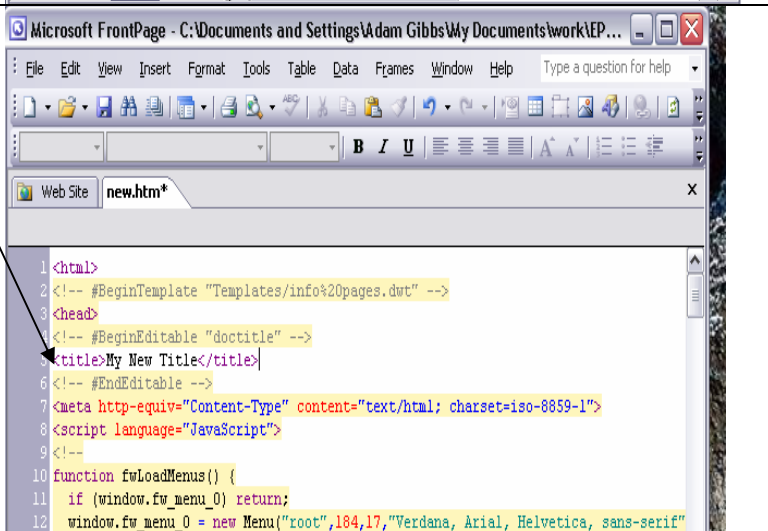
```
1 <html>
2 <!-- #BeginTemplate "Templates/info*20pages.dwt" -->
3 <head>
4 <!-- #BeginEditable "doctitle" -->
5 <title>Untitled</title>
6 <!-- #EndEditable -->
7 <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
8 <script language="JavaScript">
9 <!--
10 function fwLoadMenus() {
11   if (window.fw_menu_0) return;
12   window.fw_menu_0 = new Menu("root",184,17,"Verdana, Arial, Helvetica, sans-serif"
13   fw_menu_0.addItem("Educational Philosophy","location='edphilo.htm'");
14   fw_menu_0.addItem("Teaching Experience","location='tchexp.htm'");
15   fw_menu_0.addItem("Employment History","location='emphist.htm'");
16   fw_menu_0.addItem("Educational History","location='edhist.htm'");
17   fw_menu_0.addItem("Affiliations & Organizations","location='afforg.htm'");
18   fw_menu_0.addItem("Conferences & Presentations","location='conf.htm'");
19   fw_menu_0.addItem("Teacher Work Sample","location='work.htm'");
20   fw_menu_0.hideOnMouseOut=true;
21   window.fw_menu_1 = new Menu("root",540,17,"Verdana, Arial, Helvetica, sans-serif"
22   fw_menu_1.addItem("1.1 Plan & organize reading-based instruction","window
23   fw_menu_1.addItem("1.2 Develop phonological & linguistic skills","window
24   fw_menu_1.addItem("1.3 Develop reading comprehension","window.open('PDFs/13.p
```

- At the top of your code you will see a line that looks like this:
<title>Untitled</title>
- Simply add the text for what you want to name your page inside the title tags.

Example:

<title>My New Title</title>

- Save your file.
- You will now see your new title appear on the Web browser.



```
1 <html>
2 <!-- #BeginTemplate "Templates/info*20pages.dwt" -->
3 <head>
4 <!-- #BeginEditable "doctitle" -->
5 <title>My New Title</title>
6 <!-- #EndEditable -->
7 <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
8 <script language="JavaScript">
9 <!--
10 function fwLoadMenus() {
11   if (window.fw_menu_0) return;
12   window.fw_menu_0 = new Menu("root",184,17,"Verdana, Arial, Helvetica, sans-serif"
```

3. Save your new page.

- Click File, then “Save As.”
- Make sure your new page is being saved to your “CDE Standards E-Portfolio Template” folder with your other Web pages.
- Name the page as desired, but be sure to include “.htm” on the end of the file name.

