

# ACTIVITY 4-5

## Creating a Template

### Data Files:

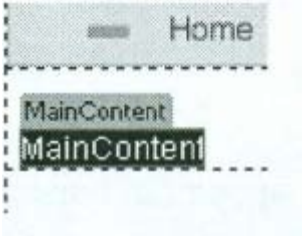
layout.html, oge\_layout.html, terms.txt

### Before You Begin:

Navigate to the **My Documents\Your Folder\Dreamweaver Files\Working with Reusable Assets\Our Global Company** folder and open the terms.txt file in Notepad.

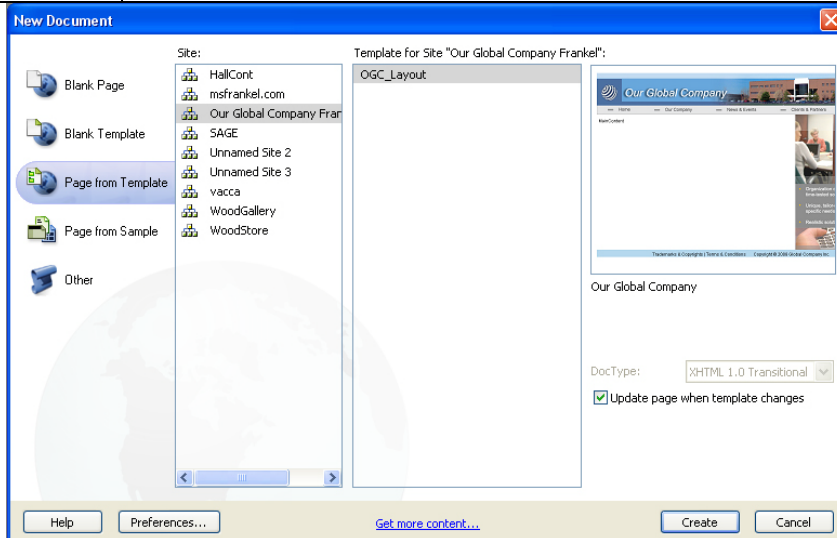
### Scenario:

You want to create web pages for your site similar to the ones you created. A number of elements on the web page must appear consistently on all the pages of the website, while the content in other sections of the web pages will vary and be editable.

What You do	How you do it
1. Create a template using the layout.html file	<ol style="list-style-type: none"><li>In the <b>FILES</b> panel, double-click <b>layout.html</b> to open it.</li><li>Observe that the page contains the company logo, header banner image, and a menu below the header image.</li><li>Choose <b>File &gt; Save as Template</b>.</li><li>In the <b>Save As Template</b> dialog box, in the <b>Save as</b> text box, type <b>OGC_layout</b></li><li>In the <b>Description</b> text box, click and type <b>Our Global Company template</b></li><li>Click <b>Save</b> to save the web page as a template.</li><li>In the <b>Dreamweaver</b> message box, click <b>Yes</b>.</li></ol>
2. Define the editable region in the template	<ol style="list-style-type: none"><li>Click in the empty container below the header.</li><li>Choose <b>Insert &gt; Template Objects &gt; Editable Region</b>.</li><li>In the <b>New Editable Region</b> dialog box, in the <b>Name</b> text box, type <b>MainContent</b> to name the editable region.</li><li>Click <b>OK</b>.</li><li>In the document window, observe that an editable region is defined.</li></ol>  <p>The screenshot shows a web page with a header area containing the word 'Home' and a main content area below it. A dashed rectangular box highlights the main content area, and the text 'MainContent' is visible within this box, indicating that an editable region has been defined.</p> <ol style="list-style-type: none"><li>Save the <b>OGC_layout.dwt</b> file.</li><li>Close the file.</li></ol>

3. Create a web page based on the template

- a. Choose **File > New**.
- b. In the **New Document** dialog box, select the **Page from Template** category.
- c. In the **Site** list box, verify that **Our Global Company** is selected and in the **Template for Site "Our Global Company"** list box, verify that **OGC\_layout** is selected.
- d. Verify that the **Update page when template changes** check box is checked and click **Create**.



4. Add Content to the web page

- a. Switch to the Notepad application.
- b. In the Notepad window, choose **Edit > Select All**.
- c. Choose **Edit > Copy**.
- d. Switch to the Dreamweaver application.
- e. In the document window, in the **MainContent** editable region, double-click the text **MainContent** to select it.
- f. Choose **Edit > Paste**.
- g. Choose **File > Save**.
- h. In the **Save As** dialog box, navigate to the My Documents\Your Folder\Dreamweaver Files\Working with Reusable Site Assets\Our Global Company\Info folder.
- i. In the **File name** text box, click and type **terms.html** and then click **Save**.
- j. Close the file.
- k. Close the terms.txt file.

