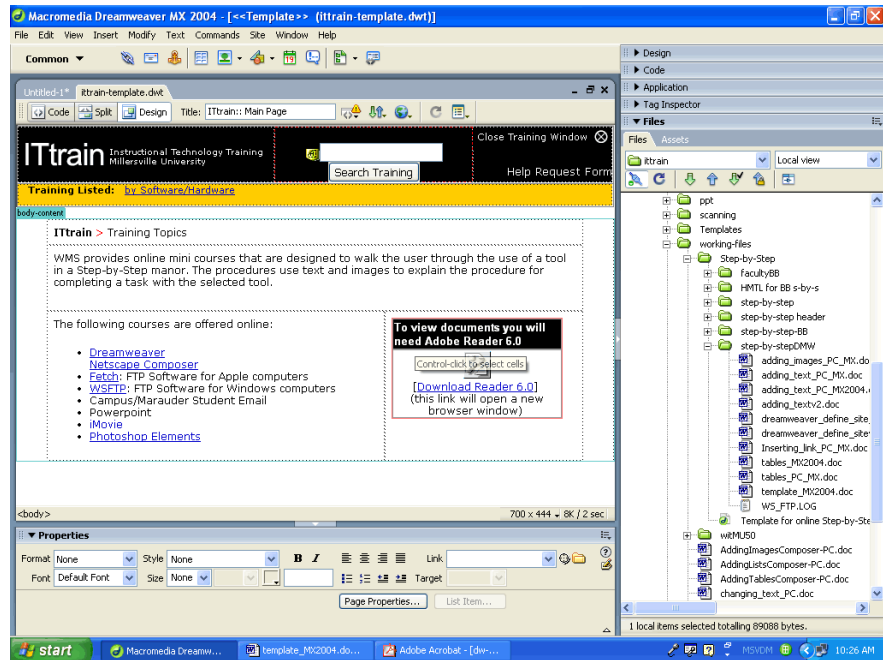


## Creating a Template File in Dreamweaver MX 2004 15 Steps

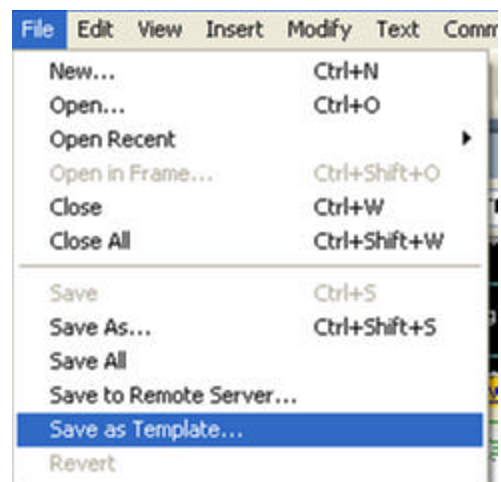
This Step-by-Step will explain the procedure for creating a Dreamweaver template. Templates allow you to set-up the design of a page and have everything remain constant across the entire website. A template in Dreamweaver has the added benefit of being a file that when altered it will make changes to all pages that were created using that template.

This Step-by-Step will assume that the site has been “defined”, there is an established site folder (on your computer), and you have built and saved a page that will be the look that you would like to use throughout the website.

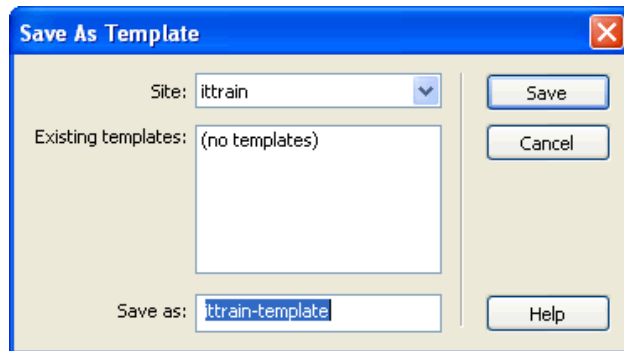
1) Create a web page layout that can be used as a template.



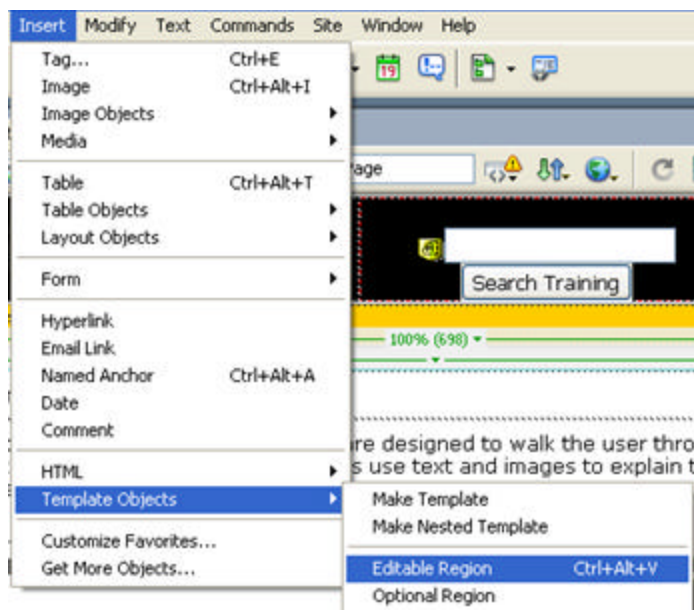
2) Choose **File**, and then **Save as Template**



3) Enter the template file name in the **Save As** box and click **Save**.

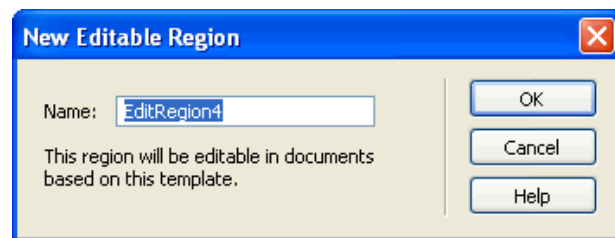


4) The template will be “locked” and not allow any editing of information on the page. To change only a specific area on the page, you will need to create “editable regions.” To add editable regions to the template, choose **Insert**, scroll down to **Template Objects**, a side menu will appear off of this. Choose **Editable Regions**. (Editable regions are the areas on the page that will change from one page to the next.)



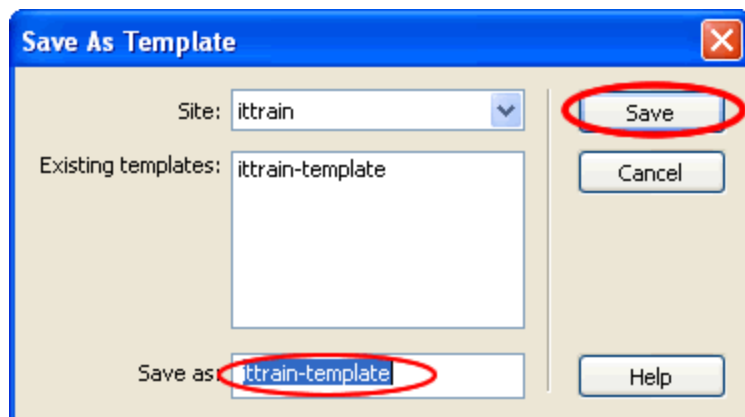
5) Enter **Name** for the region and click **OK**.

6) Continue to add the desired amount of editable regions.

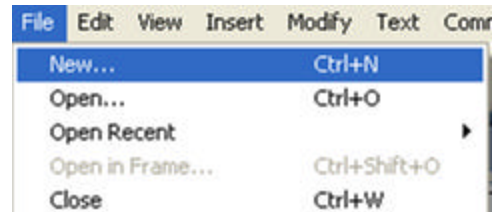


7) When finished, choose **File** and **Save**

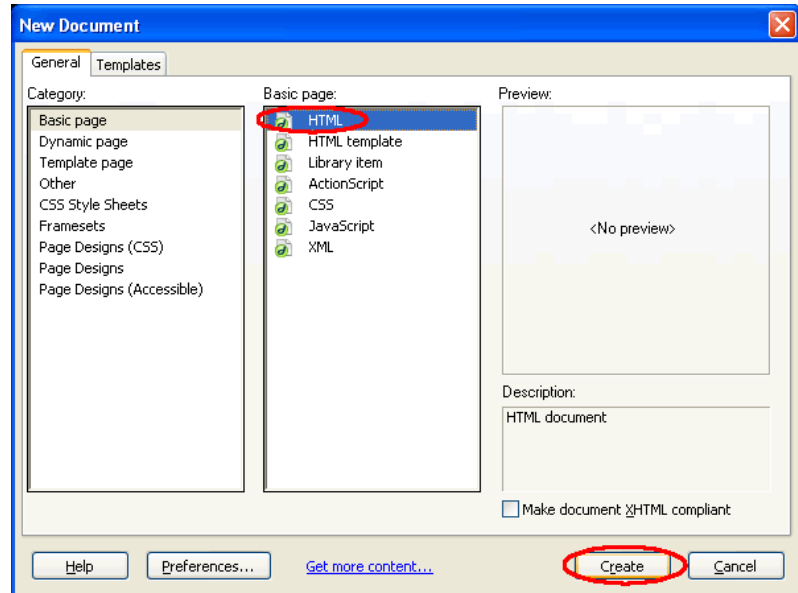
8) Choose **Yes**, when prompted to update files.



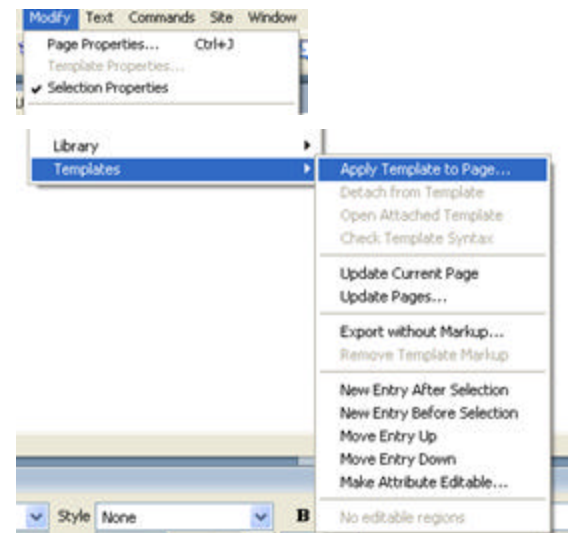
9) Choose **File** -> **New**



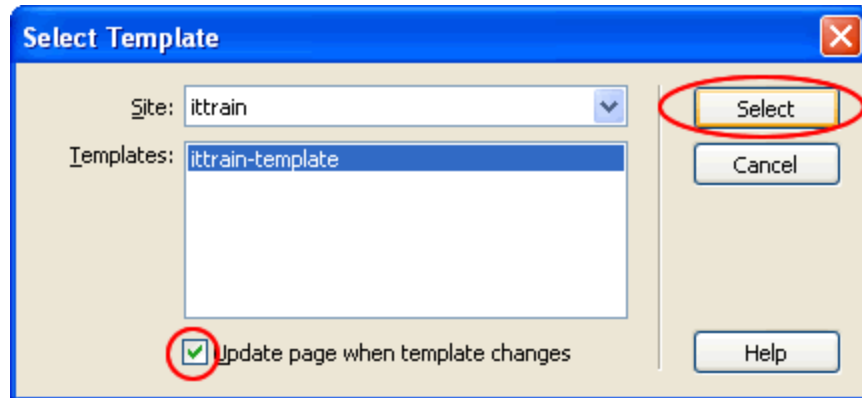
10) From the **General** Section, choose **Basic** page and **HTML**. Click **Create**.



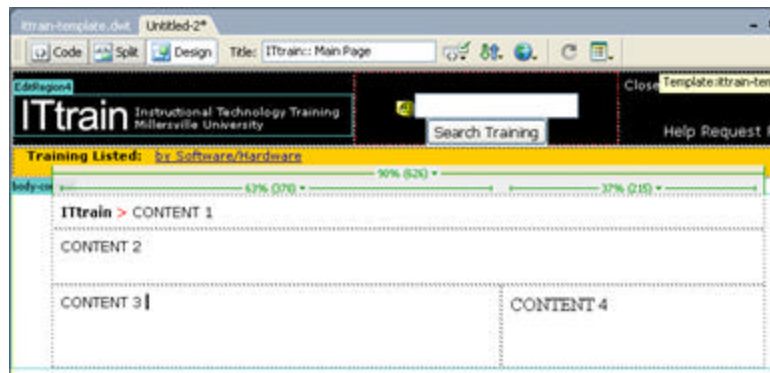
11) You should now have a blank webpage. From the **Modify** menu, choose **Templates** -> **Apply Template to Page...**



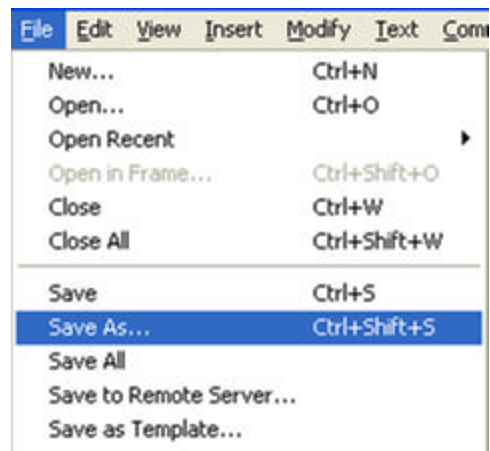
12) A Select Template window will appear. Make sure your template is highlighted. Also check that **update page** is applied and click **Select**.



13) Your HTML file should now look very similar to the template file. The next step is to “edit” those editable regions. This was why we setup the editable regions. Type your content into those editable regions.



14) Once your changes have been made. From the **File** menu choose **Save As...** This will save your HTML webpage.



15) Templates are useful in that changes to one page (template page) can be reflected throughout any webpage that uses the template.