



## **Advanced Online Media**

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### **Using Templates in Dreamweaver**

Dreamweaver offers advanced functionality that allows you to manage your site via templates. You create a template from an html page, define the regions that allow editing, then you save the individual pages from the template. Whenever you make a change to the template, Dreamweaver automatically updates any page that uses that template.

1. Define a site. Choose Site, New Site. The wizard will walk you through the steps of naming your site, finding the folder in which your files are located, and setting up ftp. You must do this to use the Template features of Dreamweaver. By defining a site, you can use Dreamweaver as your ftp client, if you wish.
2. Create a basic page that includes all the sections (logo, navigation, footers, content areas) Choose Save as Template. Templates in Dreamweaver have a .dwt extension.
3. Highlight a content area. This is the area that you wish to change on each individual page. Choose Insert, Template Objects, Editable Region.
4. Continue doing this for other content sections. Save the template.
5. Dreamweaver automatically sets items in the head (like title) as editable.
6. To create a file from the template, choose File, New. Select the Template tab. Pick the template that you just created from the site you set up in Step 1. Give it an appropriate name with a .html extension.
7. You will notice that the only areas that you are able to modify are those in the editable region(s) you defined. Make content changes and save with appropriate filename (with.html extension).
8. If you need to make changes to the template, open it, make changes, then save it. Dreamweaver will ask you if you want to Update Template Files. Choose Update. Choose Start (you may need to check Entire Site). All files associated with the template will automatically be updated.

This is a Dreamweaver-specific function that is facilitated by the Site Management features.