

Dreamweaver MX - Templates And Libraries

OBJECTIVES

In this section you will learn to:

- Creating and Modifying Templates
- Creating and Modifying Library Items

WEB DESIGN RESOURCES

The **Web Authoring Resource Center (WARC)** (<http://www.calpoly.edu/warc/>) provides developers of Cal Poly Official Web sites with the information and tools necessary to plan and build a site that meets basic requirements for University Identity, Web Accessibility, Usability, and Aesthetics. In addition, the **WARC** provides valuable information on how best to maintain web sites for currency and efficiency.

The templates used in this class are available for download at the WARC website, <http://www.calpoly.edu/warc/universityid/templates.html>.

INTRODUCTION

Two of the biggest challenges that face Web designers are making pages look consistent, and updating changes throughout a site. **Templates** and **Library Items** can help you meet both of these challenges successfully, because they make it easy to create consistent pages and page elements and to automatically update multiple pages when changes are made.

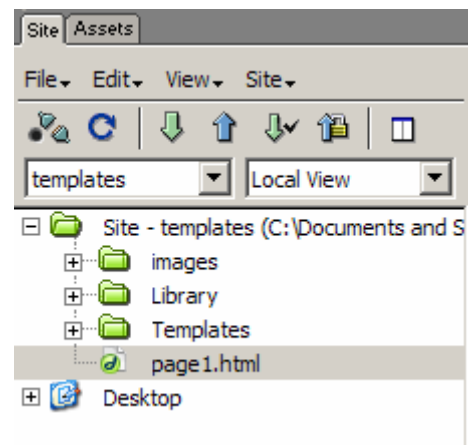
Templates are useful for entire page designs. They can lock in colors, fonts, tables, or images, while leaving other parts of the document editable. When you create a Template, you use it by requesting a copy of it. Instead of creating a new Untitled Document, you request a new page based on a Template that you have designed.

Library Items are useful for page-design elements, such as a navigation bar or copyright notice. They are little pieces of HTML or text that can be dropped anywhere within a page.

TEMPLATES AND LIBRARY FOLDERS

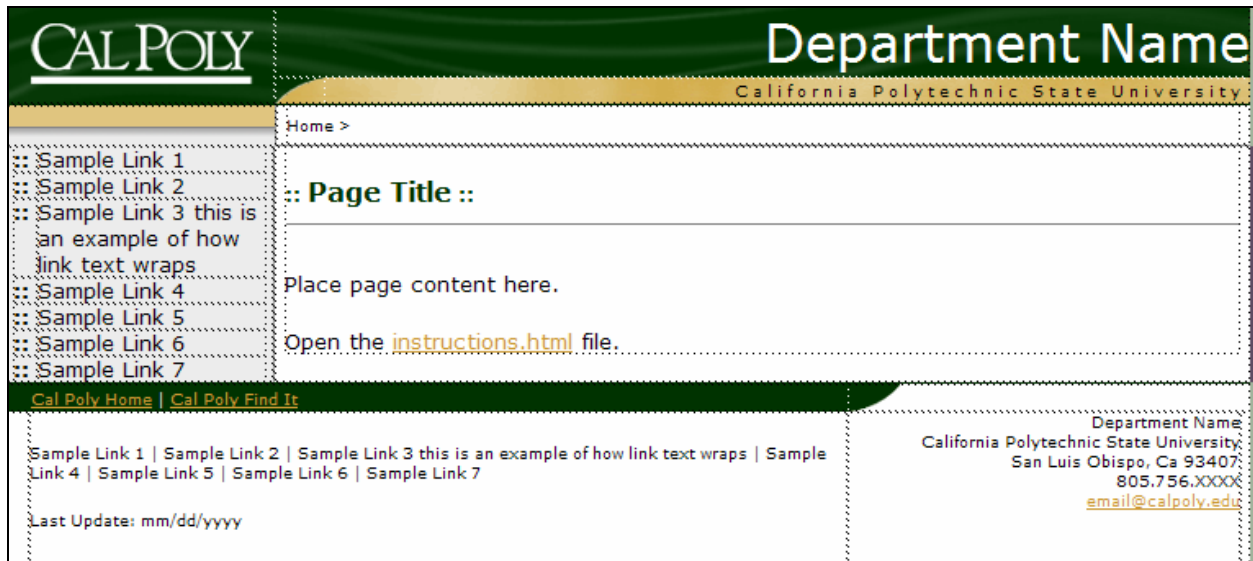
You will notice that there are two folders inside your local root folder that are called **Templates** and **Library**. Dreamweaver automatically creates these folders for you on any site that uses Templates or Library Items. If you do not use Templates or Library Items, Dreamweaver will not put these folders in your directory structure.

These folders (Templates and Library) do not need to be uploaded to your remote web site when you publish it to the Web. They are for internal purposes only. If Dreamweaver sees that these folders are present in your directory structure, it knows to insert any new Templates or Library Items that you create into the appropriate folder.

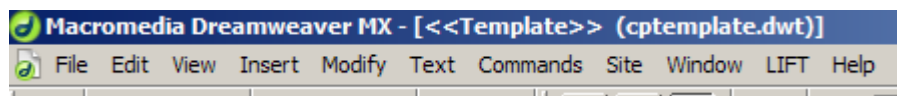
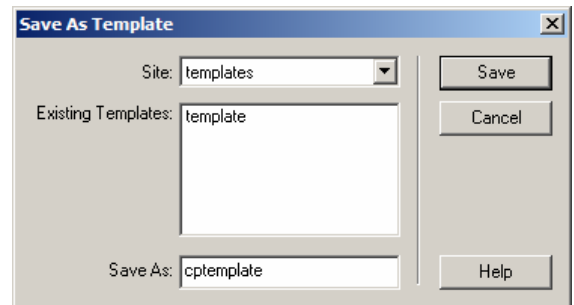
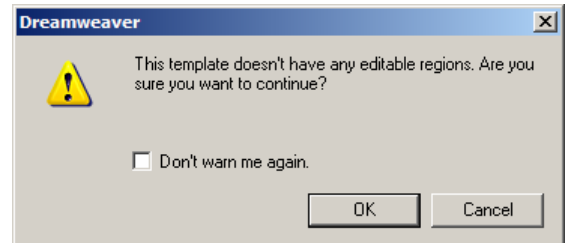


CREATING A NEW TEMPLATE

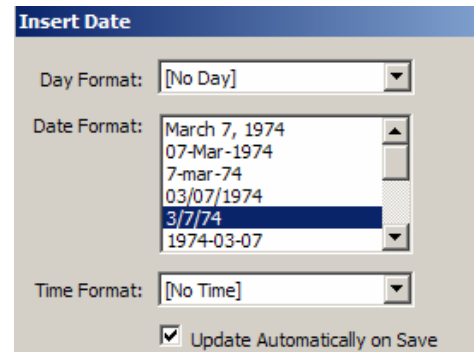
In this first exercise, you are going to create a new **Template** from an existing document and then make parts of your Template **editable** and other parts **non-editable**.



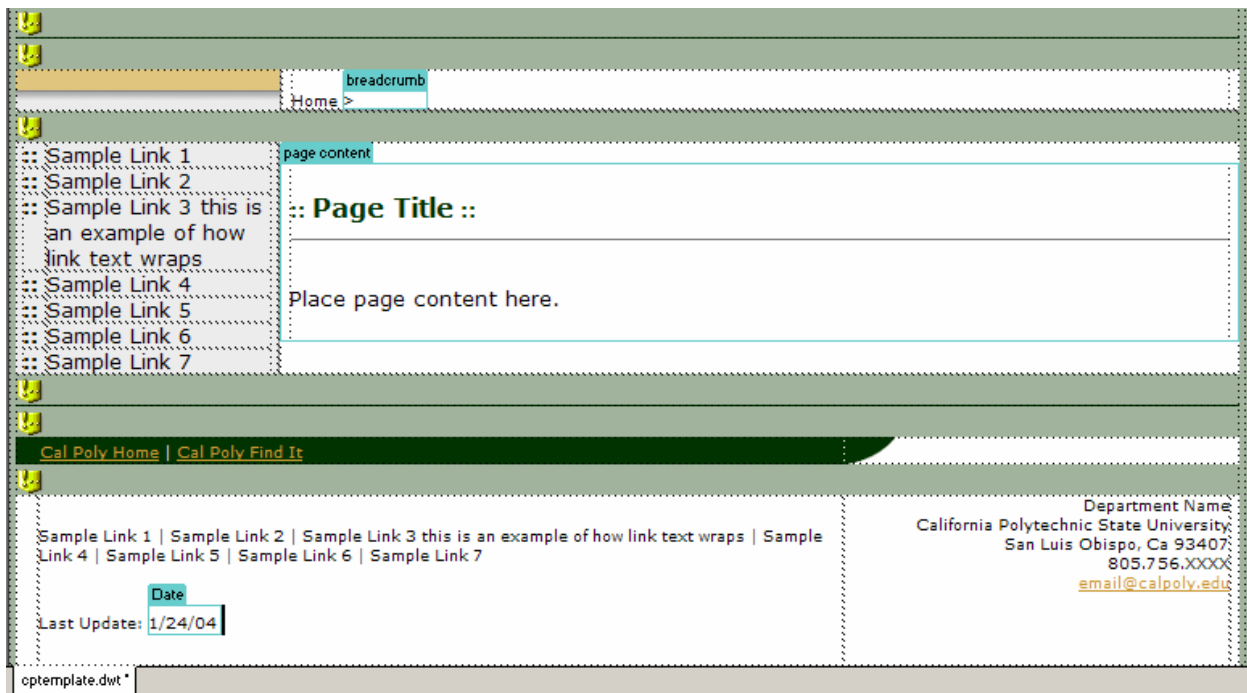
1. Open **page1.html**. This document was created for you, but the following steps would also work on a document of your own creation. Once you have created the basic layout of your documents, the next step is to save it as a **Template**.
2. Choose **File>Save as Template**.
You will receive a message that the template does not have editable regions. **Editable regions** provide a way for you to allow or restrict access to specific areas of a page based on template.
3. Click the **OK** button.
4. When the **Save As Template** dialog box opens, change the name to say **cptemplate**. Click the **Save** button.
5. You will know that you are working with a Template because the title bar displays **<<Template>>** and the filename ends with a **.dwt** extension.



10. Choose **Insert > Template Object > Editable Region...** when the **New Editable Region** dialog box appears, type **page content** and click **OK**.
11. Scroll down so that you can see the text **“Last Updated: mm/dd/yyyy”** in the lower left corner of the page.
12. Position the cursor to the left of the text **“mm/dd/yyyy.”**
13. From the **Insert** menu, select **Template Objects > Editable Regions**.
14. Type **Date** for the name of the **Editable Region**. Click the **OK** button.
15. Place your cursor in the the blue box of the Editable Region.
16. From the **Insert** menu, select **Date**.
17. Select the **Date** format you prefer and place a **checkmark** in the box next to **Update Automatically on Save**.
18. **Delete** the word **“Date”** in the Editable Region and **delete** the text **“mm/dd/yyyy”** outside and to the right of the Editable Region.



Your page should look like this:



Modify The Page Title

Each page needs to have a **Page Title** to distinguish it from other pages in your site. When someone views a page in your site the **Page Title** appears in the **Browser Title Bar** and if they “bookmark” the page the **Page Title** is what appears in their **Bookmarks** or **Favorites** list.

1. With the template still open, from the **Modify** menu, select **Page Properties**.

The Title field shows **“Page Title - Department - Cal Poly.”**

2. Double-click on the word “**Department**” and change it to your department name.

You won’t change the **Page Title** in the Template, instead you will use these same steps to change the Page Title on each page.

3. **Close** the Template file. When prompted, make sure that you **Save** your changes.

You have just created a custom template. Next, you will create a page based on your newly created Template.

CREATE A NEW PAGE BASED ON A TEMPLATE

1. From the **File** menu choose **New From Template**. If necessary select the **Templates tab**.
2. Highlight **cptemplate** in the list and click the **Create button**. This will create a new document based on the **Template**.

3. From the **File** menu choose **Save As...**and save the file as **index.html** into your site folder.

Your page will look just like the picture of the Template shown above however you will see the name of the template in light yellow in the upper right corner of the page.



TIP: DON'T SEE ANY EDITABLE REGIONS OR THE TEMPLATE NAME?

If you don’t see the Editable Regions on your screen, make sure that you have the **Invisible Elements** option enabled. If you disable this feature, you will not see any highlighting. To turn this option on you can choose **View>Visible Aids>Invisible Elements** to enable/disable this feature.

4. Highlight the **>** next to the word “**Home**” and press **Delete**.
5. Highlight the text “**Page Title**” and press **Delete** and type: **WELCOME TO... Our department website**.
6. **Save** and keep this file open.
7. Repeat the previous steps to create a another page based on the template and save the file as **page1.html**.
8. When prompted to overwrite the existing file, click the **Yes button**.
9. **Close** all open files. If prompted, click the **Yes button** to **Save** the files.

MODIFYING A TEMPLATE

Now that you have created your first Template, you are ready to learn how to update it. In this exercise, you are going to change the Department Name in the heading area, designate the Home link, and modify links in the Menu Bar and Text Navigation Bar.

1. You must open a template to modify it. Double-click the **cptemplate** file in the **Templates palette** to open your template.
2. Now that the template file is open, highlight the text “**Department Name**” and change the name to your department name.
3. Select the word **Home** in the “breadcrumb” Editable Region.

4. Position the cursor in the **Properties Inspector** in the **Links** box.
5. Click the yellow folder to the right of this box and select the **index.html** page.
6. Click the **OK button**.

Working With The Menu Bar And Navigation Links

We also need to modify the Menu Bar and create links to the various pages in our site. The most common navigation is to place links along the left side of the page and content in the middle to right side. That's what our template uses.

Many sites use graphics in the Menu Bar with Rollover effects. This makes for a snazzy site but for many of us, creation of graphics is that the easiest thing to do. Our Template uses Text in the Menu Bar. Text is much easier to edit and we can also simulate Rollover effects with settings in the Page Properties that control the link effects.

You will also create Text Links at the bottom of the page that mimic the links in the Menu Bar.

Creating Page Links

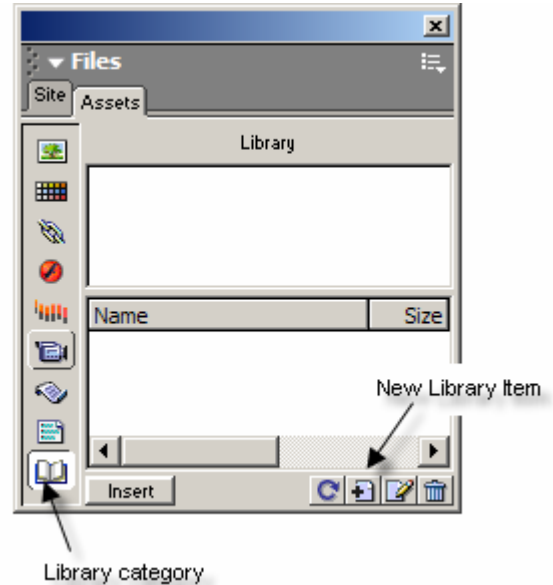
1. Select **Sample Link 1** in the **Menu Bar**.
2. Position the cursor in the **Properties Inspector** in the **Links** box.
3. Click the yellow folder to the right of this box and select the **page1.html** page.
4. Click the **OK button**.
5. Select the Sample Link 1 in the Text Navigation bar at the bottom of the page.
6. Position the cursor in the Properties Inspector in the Links box.
7. Click the yellow folder to the right of this box and select the **page1.html** page.
8. Click the **OK button**.
9. Now that you have designated the necessary areas as editable, **Close** this file. When prompted, make sure that you **Save** your changes.
10. **Close** the Template file. When prompted, make sure that you **Save** your changes.
11. A dialog box will appear, asking if you wish to update the files in your site which use this Template. Click the **Update button**.
12. Click the **Close button**.
13. **Save** and **close** all open files.

CREATING A LIBRARY ITEM

Library Items and Templates are somewhat similar in function. Both are used to apply changes to multiple pages with ease. The difference is that Templates affect the entire page design, while Library Items are used for individual page elements.

In this exercise, you will create a copyright notice. You will then apply it to the template by simply dragging it onto a page.

1. Open the **copyright.html** page.
2. Select all of the text that appears on this page.
3. In the **Files Panel Group**, open the **Assets Panel** and select the **Library** category.
4. In the **Library** category, click the **New Library Item** icon. Your new Library Item will instantly appear in the palette. It needs a name, so type **copyright**.
5. Now that you have created your Library Item, you can apply it to a page. Create a new blank document by choosing **File>New**. Then Choose **File>Save** and save this file inside your site folder as **mypage1.html**.
6. In the **Library** palette, highlight the **copyright** Library Item and choose **Add to Page** from the **Library** palette's pop-up menu.
The Library item is applied to the page.
7. Save **mypage1.html** and leave it open. Leave **copyright.html** open as well.



MODIFYING A LIBRARY ITEM

Now that you know how to create a Library Item, you are going to modify the one you just created and then watch Dreamweaver quickly update your page.

1. With **copyright.html** and **mypage1.html** open and **copyright** highlighted in the **Library** palette from the last exercise, click the **Edit** icon. This will open the Library Item for editing.
2. Position the cursor at the end of the line. Type **All Rights Reserved**.
3. **Close** this file, and when you are prompted, make sure you **Save** and update your changes.
4. Check that the change occurred on the **mypage1.html**.
5. Look at the **copyright.html** page. Notice that the text has a yellow background. This text is now controlled by changes made to the **copyright.lbi** library item.
6. **Close** all documents and **Save** your changes.