

Front Page 2003 – using Dynamic Web Templates

Dynamic web templates (DWT)

This is a template you can create for yourself and apply to other pages, so that the same standard information appears on every page.

Setting up

To set up a DWT page:

- Create a new page – go to **File – New** and choose Blank Page
- Now go to **File – Save as**
- In the box at the bottom which says **Save as type** click the arrow for the drop down menu and choose Dynamic Web Template
- Name the page appropriately – e.g. main.dwt

Formatting

Now you need to format the page so that it includes the elements you want to appear on every page to which you apply the template. For the main.dwt this is likely to include: colour and size of font, a header and footer, and links to the main pages of your web site. This standard information will be uneditable on the pages the DWT is applied to. When you need to change any of this information you have to do it on the main.dwt page. All the pages using the template will be automatically updated.

To format the DWT:

- Go to **Format – Style**
- Select **body** in the drop down list
- Double click it or click on **Modify**
- Click **Format** and then **Font**
- Select the font you want – use something most computers will have e.g.: Arial, Comic Sans, Courier, Tahoma
- Pick a colour for your font – make sure it can be read easily
- Click OK to close the Modify box and OK again to close the Style box
- Now go to **Format – Background**
- Set the colour for your hyperlinks, and for the background
- Add the information you want to appear on every page and save.

At this stage your DWT will look something like this (the cell at the top right would contain the school logo):



Creating editable regions

In the example above the cell next to the Highland Council logo will contain the page title. As this will be different for every page you need to make the cell editable:

- It works best if you type something into the cell – you can then set the font size
- Highlight what you have typed and then right click
- Choose **Manage Editable Regions** from the menu

- Give a name to the area you have highlighted e.g. "title"
- Click OK

You need to create another editable region for the main part of your page. The example above was created with three tables (the empty cell under the Highland Council logo is in fact a one cell table). You can highlight this table and make it an editable region. You will then be able to add tables, text, pictures etc within this table on any page to which you apply the template. You can make other areas editable in the same way e.g. you could make the date of updating editable on each page, or just change the date on the DWT each time you update a page.

When you have added the editable regions your DWT will look something like this:



Using the DWT

To use the DWT:

- Open one of the pages you want to apply it to
- Go to **Format – Dynamic Web template – Attach Dynamic Web template**
- A box will open listing the folders and DWTs in your web site
- Select the DWT you want to use
- Click **Open**
- Add your information to the editable areas of the page e.g.:

