Working with Html Page Templates

Frequently used Html content can be saved as a template, for easy reuse later when creating a new HTML page.

For example, you may have a consistent format that you use for a standard Html page within your site. Templates work in much the same way as they do in most Word processors - you save 'boiler plate' text, create a new document based on the template, then fill in the content and save the new document.

Additionally, there are a number of Global templates available for common pages. These always appear at the top of the templates list, and are prefixed by G_.

Use the **Template Manager** to mange your templates:

Html Page Template Manager ❓

➕ Add New Template

No records found

Total Records: **0**

Each template can be viewed in the **HTML Page Maintenance** screen.

Html Page Maintenance ?

Back to Html Template Manager

Hint: You may first need to upload any images you wish to include within this page, or files you wish to link to within this page.
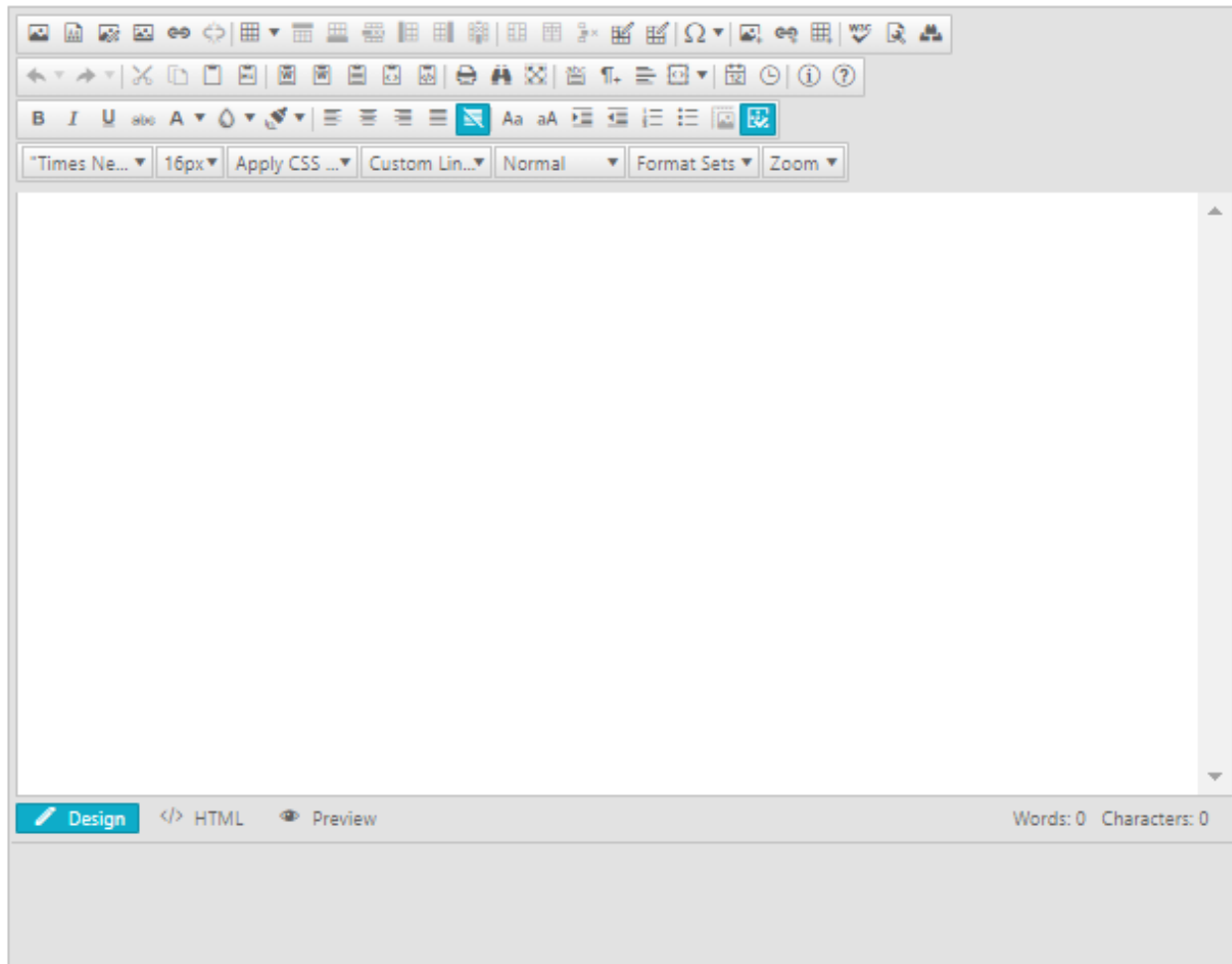
Page Identifier:

[New template]

The Identifier does not appear on the page unless the checkbox below is checked.
Enter text that uniquely describes the page - e.g. 'Our History'

Use page identifier as page
heading ☐

Page Content:

Design   </> HTML   👁 Preview   Words: 0 Characters: 0

Preview Current

Creating a template

There are two ways to create a template:

- From an existing Html page

    a. Open the Html page for editing.
    b. Optionally make changes to the Html.

    c. Enter a filename in the **Template Filename** text box (located beneath the editor). It is recommended to give the template a descriptive Filename, and it must have an extension of .htt.
       An example of a Filename would be Social Event.htt Note: if the file already exists, it will be replaced.
    d. Click the **Save as Template** button.

- From the Html Template Manager

    a. From HTML Template Manager screen, click **Add new Template.** The Html page Maintenance screen opens.
    b. Create the Html content.
    c. Enter a filename in the Template Filename text box (located beneath the editor). It is recommended to give the template a descriptive Filename, and it must have an extension of .htt.
    d. An example of a Filename would be Social Event.htt.

> ⚠ If the file already exists, it will be replaced. Click the Save as Template button.

Editing a template

1. In the Template Manager screen, click the **Edit** link of the template to edit.
2. Change the content as desired.
3. Click the **Save as Template** button.

> ⚠ Saving any Html page as a template which already exists will replace the old template effectively modifies a template.

Deleting a template

1. In the Template Manager screen, click the **Delete** link of the template to delete.
2. Click **OK** to the confirmation message box.

Renaming a template

1. Edit the template, as per the steps above.
2. When saving, give the template a different Filename.
3. Return to the Template Manager screen, and delete the original template as per the steps above.