

# 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 manage your templates:

## Html Page Template Manager

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 [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:

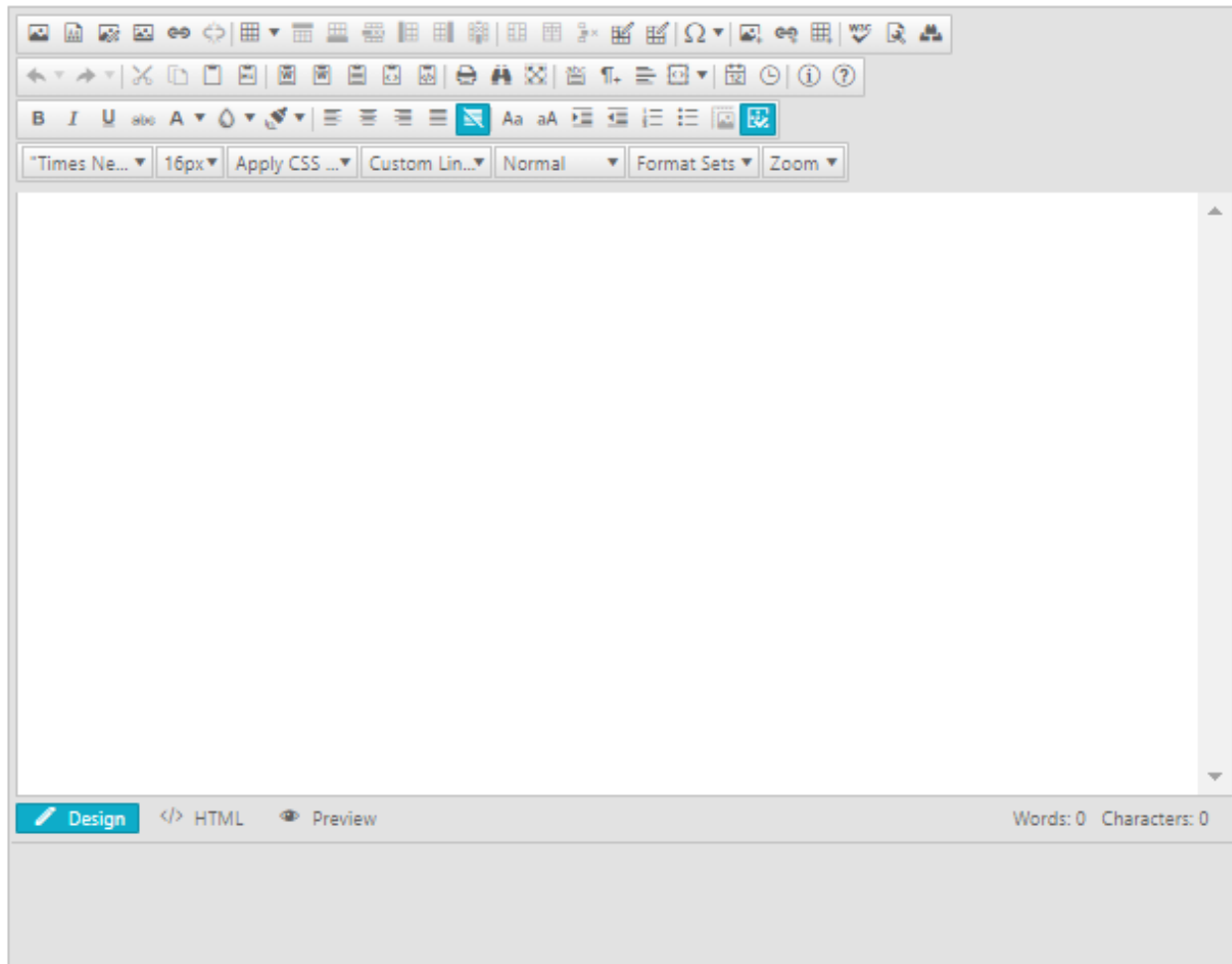
New template

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:



[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.