

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

 [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:

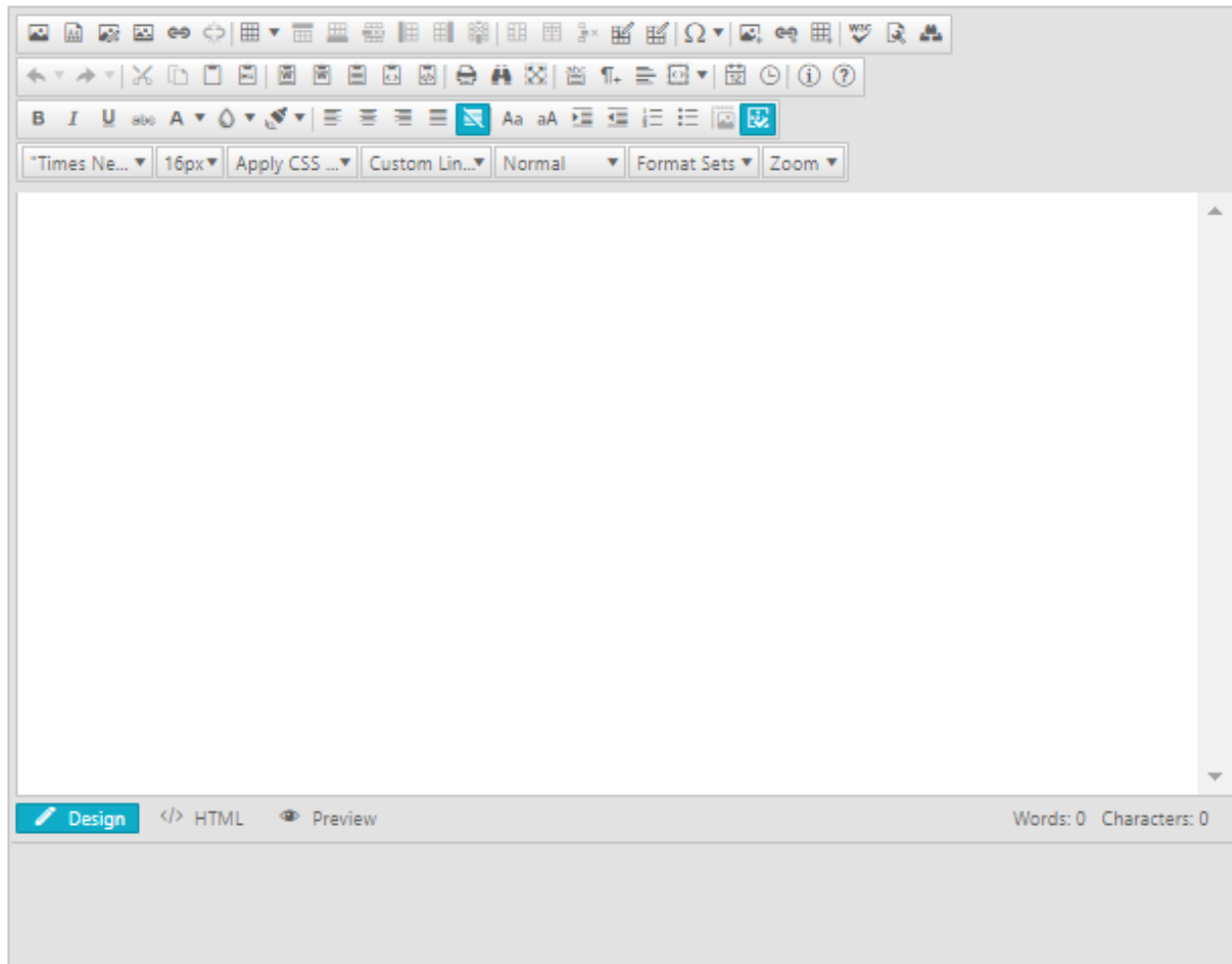
New template

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:



The screenshot shows a WYSIWYG HTML editor. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, image insertion, table creation, and other standard web editing functions. Below the toolbar is a large, empty text area for editing the page content. At the bottom of the editor, there is a status bar with tabs for 'Design' (selected), 'HTML', and 'Preview'. To the right of the tabs, it displays 'Words: 0' and '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.