

Setting up a website template

A template is used to make sure that all the pages of a website have the same basic look. It contains the elements that we want to include on every page.

The site template needs to include:

- a **banner** across the top of the page – you need to make this first
- a **navigation bar** or **buttons**
- anything you need in the footer (social media icons or an e-mail address perhaps)

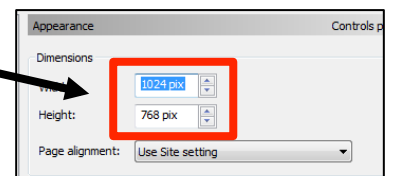
To get the template right we need to set the site up well to begin with.

Step 1 – Site Properties

1. Open **WebPlus**
2. Close the wizard screen down
3. Click **Properties > Site Properties**

Use the menu down the left side of the page to access the following sections:

a) **Page Size** – change to **1024px by 768px** (this is a good basic size for a website).

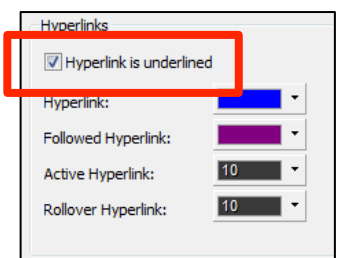


b) **Background** – change **On-page colour** to your background colour. Usually this is a fairly light colour so that text will show up easily

You might want to use a darker **Background colour** as well

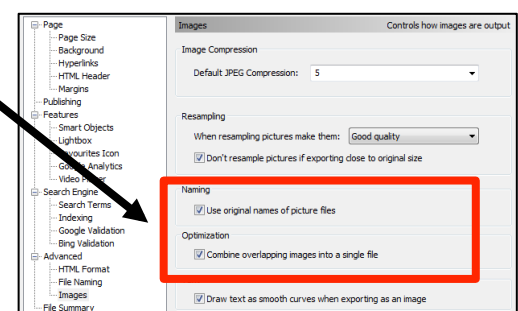
c) **Hyperlinks** – tick the box and change colours:

- **Hyperlinks** – blue
- **Followed hyperlink** – purple
- **Rollover hyperlink** – a colour of your choice (try red)



d) **Images** (at the bottom):

- tick the **Use original names of picture files** box;
- untick the **Combine overlapping images** box underneath it

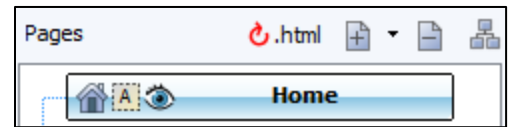


4. Click **OK**

Step 2 – Change page sizes

You have to change page sizes **three** times.

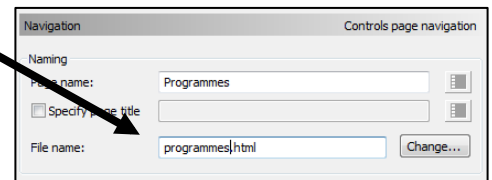
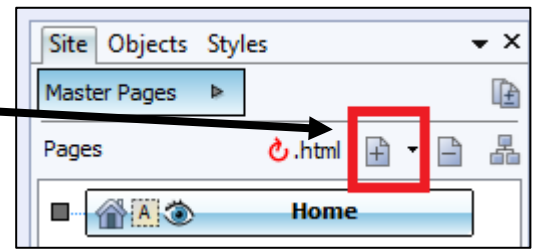
1. **Right click** on the **Home** page on the right > **Page Properties**
2. Click on **Appearance** on the left
3. Change the **Page Size** to 1024px by 768px
4. Open the **Master Page** area – click the triangle next to the words Master Pages
5. **Right click** on **Master A** > **Properties**
6. Change the size to 1024px by 768px



Step 3 – Create pages

You need to add new pages – not master pages!

1. Create new pages by clicking on the **+** button in the **Pages** area (**NOT** Master Pages)
2. Give each page a **name**
3. **IMPORTANT:** change each page's **filename** too



Step 4 – Navigation Bar

1. **Insert** > **Navigation** > **Navigation bar**
2. Choose a simple **horizontal** navigation bar
3. Click **once** somewhere on the Master Page to drop the Navigation Bar in place and then position it

Step5 – Add the banner

1. Make sure you're working on the **Master Page**. Then **Insert** > **Picture** > **From File**
2. Find your banner image > **Choose**
3. **Click once** to drop the banner on the page. Then drag the banner into place

Step 6 – Adding content

Make sure you're not on the master page when you start adding content

1. Use the **T** to add text boxes – size 12 in Verdana or Arial is fine
2. Use **Insert** > **Picture** > **From File** to add images – you need to have saved them first

