

# Gorleston Tourist Board 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**
- an **e-mail address** – probably in the "footer" area

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).

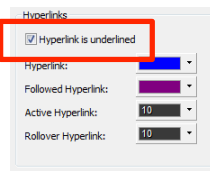


b) **Background** – change **On-page colour** to your background colour. Usually this is a fairly light colour so that text will show up easily

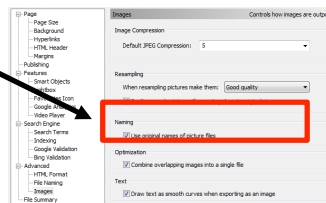
You might want to use a darker **Background colour** as well

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

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



d) **Images** – **tick** the **Use original names of picture files** box; **untick** the **Combine overlapping images** box underneath it



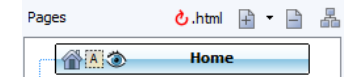
4. Click **OK**

## Step 2 – Change page sizes

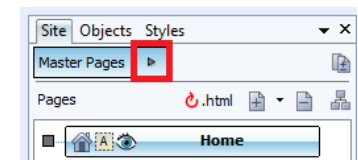
You have to change page sizes **three** times. This will make sure that any new page you create will be the right size.

You have already changed the size once in Step 1, 3a

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



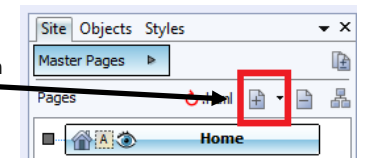
4. Open the **Master Page** area – click the triangle next to the words Master Pages
5. **Right click** on **Master A > Properties**
6. Change the size to 1024px by 768px



## Step 3 – Create pages

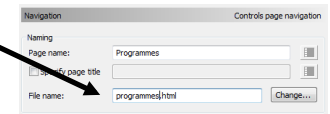
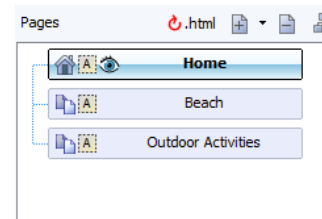
Your site has one page – a homepage. You need to add two new pages

1. Create new pages by clicking on the **+** button in the Pages area
2. Give each page a **name**



3. **IMPORTANT:** change each page's **filename** as well

You should end up with **three** pages.



#### Step 4 – Add the banner

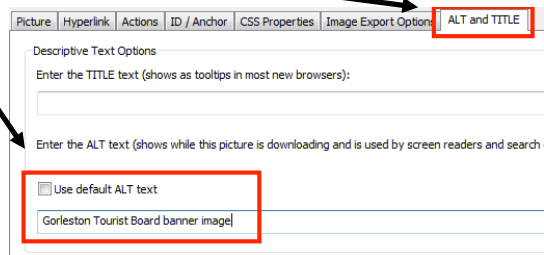
You need to make sure you have the banner made first. This must be a single image made in image editing software and saved as a **PNG** or **JPEG** file.

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 (there is no need to drag the image out – a simple click will get it full size and avoid pixilation)  
Then drag the banner into place

#### Step 4½ - Add Alternate text

This is a key **accessibility** feature which lets blind users know what images are on a page.

4. **Right click** on the banner > **Edit Picture**
5. Click on the **ALT/TITLE tab** on the right
6. **Untick** the **Use default ALT text box**
7. Type a brief description of the banner (such as "Gorleston Tourist Board banner") > **OK**



#### Step 5 – Navigation Bar

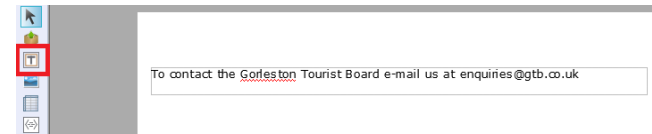
Usually a simple navigation bar will do, although you could use your own buttons if you want to get a little more complex but have more control.

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

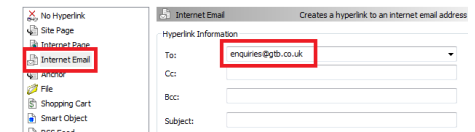
#### Step 6 – Add the E-Mail address

This is probably best put in the "Footer" area of the page – at the bottom. This is where most sites put things like e-mail addresses so it's where users will expect them to be. This is another example of giving your users what they expect to see – which is good web design.

1. Click the **T** icon on the left toolbar and drag out a text box at the bottom of the page



2. Type the text you want – e.g. "To contact the Gorleston Tourist Board e-mail us at enquiries@gtb.co.uk"
3. Resize the text to **point 10** – footer text is usually smaller. Don't change the font. You want it to be nice and easy to read.
4. **Highlight the e-mail address** in your text
5. **Right click > Hyperlink**
6. Click **Internet e-mail** on the left
7. Type the e-mail address in the **To** box
8. Click **OK**. This should have created an e-mail link on your page



#### Step 7 – Finishing Off

The Page Template is now done. Check the pages work by previewing them in the web browser.

Click **File > Preview Site > Preview in Google Chrome**

This gives you a much better idea of what the site will actually look like.