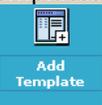


Function	First Steps	Next Steps
<p>Create a template</p>	<p>Select the Templates Collection node and</p>  <p>double click .</p>	<p>Enter template name then click</p> 
<p>Set template properties</p>	<p>Click  , then  to put your template into edit mode.</p>	<p>Right click anywhere in the editor window and select Template Properties. Set the margin width, background color and link colors. Also, select a stylesheet for both the page and template and whether or not you want the links to be underlined.</p> <p>Hint: The link settings will apply to all pages using that template. Link colors cannot be changed at the page level.</p>
<p>Create a base table</p>	<p>Click  to insert a table and set your base table properties.</p> <p>Hint: Print out a copy of your site to determine how many rows/columns you'll need before creating your table.</p>	<p>Set your base cell properties by right clicking in your cell(s). You can set the color as well as the horizontal and vertical alignment.</p> <p>Hint: To carry over your cell properties from cell to cell, create a base cell (i.e. 1 x 1 table), set the cell properties, and tab to add new rows or split cell to create new columns.</p>
<p>Insert global images</p>	<p>Select the cell(s) where you want to insert an image. Then click  to insert your images into your template.</p>	<p>Use images for Header Graphics, Logos, Template structural images, etc.</p> <p>Hint: Once the table widths and heights are determined, adding a clear gif to empty cells are a great way to hold the space horizontally and vertically to avoid the cells collapsing.</p>
<p>Insert global navigation</p>	<p>Select the cell where you want to insert navigational elements (i.e. navigational trail) and click  to insert a module.</p> <p>Hint: This module can also be used to display the Current Filename, Current Page Title, Parent Folder's Name, Parent Folder's Title and Fully Qualified URL.</p>	<p>Select Site Information from the dropdown menu and click . Verify that Navigational Trail is the selection in the dropdown menu and select the checkbox "Show As Link" to display the trail as a link. You can also change the text style and separator characters if desired.</p> <p>Hint: By inserting the Navigational Trail on your template, all pages that use that template will automatically display a dynamic trail for your end users.</p>

<p>Insert What's Here, What's New and See Also modules</p>	<p>Click  to insert a nested table in the cell where you would like the module(s) to be placed. If you will be using all 3 modules, insert a 1 column by 3 row table.</p> <p>Hint: Setting the table width to 1 pixel will collapse the table if these modules aren't used at page level (even though they're visible at the template level).</p>	<p>Click in the first row and click  to insert a module. Select either What's Here, What's New or See Also from the drop down menu and click <input type="button" value="Insert Module"/>. Select the desired properties and click the update button.</p> <p>Hint: Each of these modules can only be inserted into a template once. After you have placed one of them on a template, you will no longer see that module listed in the module dropdown menu.</p>
<p>Insert included content pieces</p>	<p>Review your template requirements and determine if there are any global elements that need to be updated from time to time (i.e left navigation, footers, etc.) These items can be created as pages, published and used at the template level via the Object Inclusion module. This way, page owners can assist in the updates without having direct access to the template.</p> <p>Once the page elements are ready, select the cell in the template where you want this page to be included. Click  to insert a module. Select Object Inclusion from the dropdown menu and click <input type="button" value="Insert Module"/>.</p>	<p>Click  to link to the page with the included content. Once you have located the page, highlight it and click <input type="button" value="Select"/>. Enter a Module Title and select the Dynamic checkbox if desired (see the Template Training Guide for more information about the Dynamic option). Click <input type="button" value="Save"/> to insert the module.</p>
<p>Insert body content marker</p>	<p>Click in the cell where the page content will be displayed.</p>	<p>Click  to insert the Body Content Marker.</p> <p>Hint: You can only include the Body Content Marker one time on a template. Use the Object Inclusion module to include other pieces of text on the template.</p>
<p>Save/close/publish your page</p>	<p>Click  to save and close your template.</p> <p>Hint: You can also click  to preview your template prior to publishing it.</p>	<p>Select the Approval tab. Click the <input type="button" value="Publish Document"/> button to publish the template.</p>
<p>Apply template to a folder</p>	<p>Select a folder in the site tree and double click  on the General tab.</p>	<p>Click  to link to the new template under Templates Collection. Click <input type="button" value="Select"/> once you have highlighted the template. Select either "Apply to this Object Only" or "Apply to this Object and All Child Objects". Click <input type="button" value="Update Page Templates"/>. Then click <input type="button" value="OK"/> to accept the changes.</p>