* Adding a page to a template based website.
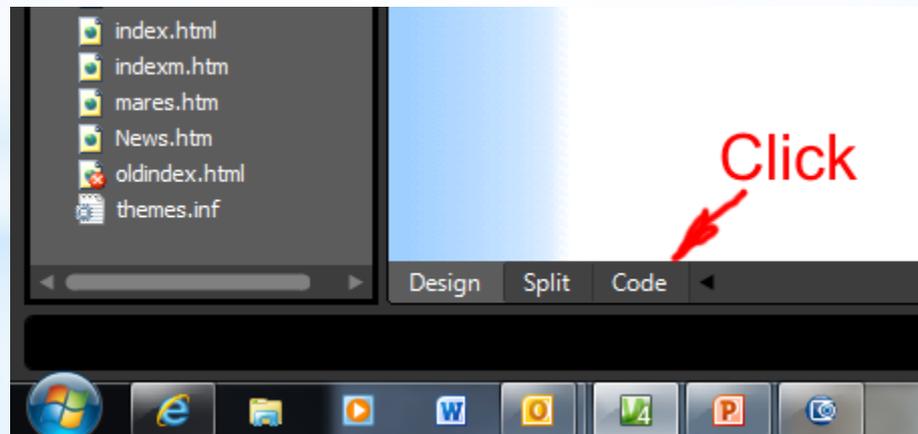
An Eqwebs Ltd tutorial

prepared by

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* A templates based website on our system will have a templates folder, the homepage will be named as index.html and there will Not be a file named indexm.htm

* First select and open the smallest page file, but not index.html.

* As soon as the file is open go to the File menu and select "Save As" (NOT "Save")

* In the Save As dialogue box give the file an appropriate new name using only lower case letters, no spaces and ending in .htm. Then click on Save.

* You have now created a new page with a new name and the original file is still present with the old name. You can now edit the content on the new page by removing the unwanted content and adding new content.

* When you have finished editing the new page simply "Save" the page (NOT Save AS).

* The new page will not be accessible on your website until you create a link to it either by a simple link on another page or by creating a new button on the template file.

Creating a new button on the template (usually templates/basic.dwt)

*This can be achieved only using "Design View" but it is far better to use a combination of Design & Code view. If you have never previously used code view this can seem a daunting task but please try it by following these instructions.

*First open templates/basic.dwt (in Design View) and choose where you want to place the new button. Select the text of a button adjacent to where you want to place the new button

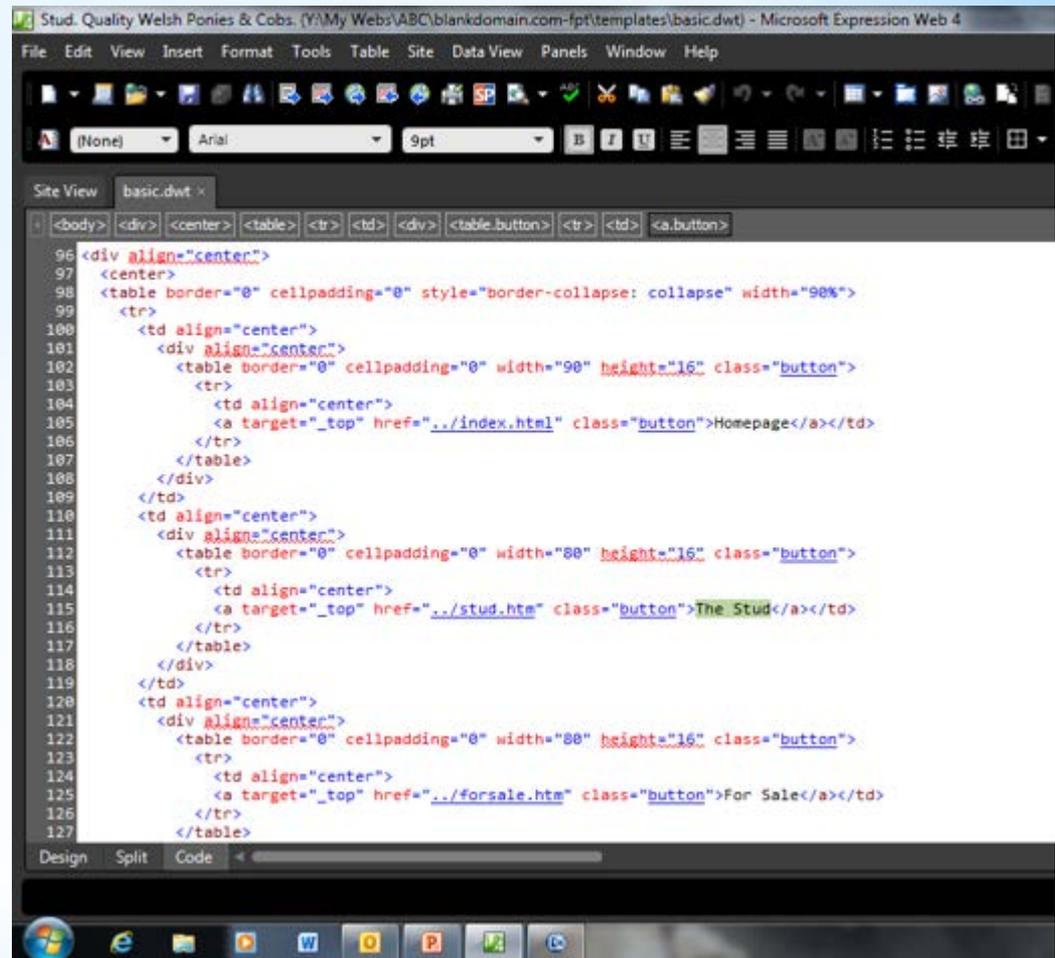*Switch to "Code" view (bottom left of main screen).

* If your screen looks something like this you should scroll to the left by clicking here

* You should now be looking at something like this.

* The words "The Stud" are highlighted because this was the text on the button originally selected.

* In this example lines 110 to 119 inclusive are the "The Stud" button.

* The code for the button starts with <td align- and ends with </td> .

* Note that there is a <td align on line 114 and a </td> on line 115 but these are not the ones that mark the start and end of the button code.

* Your line numbering will almost certainly be different but you will have to work out the start and end of the button code yourself.

* Now select from the end of the line above the start of the button code to the end of the button code. As shown to the right.
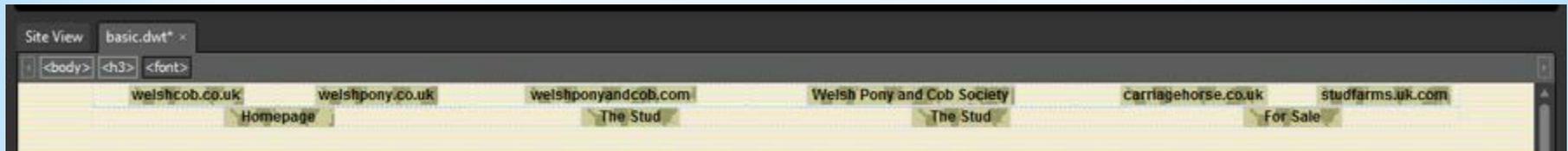
* Once selected, copy the code (Ctrl C on the keyboard or use the copy icon at the top of the screen)

* Now click at the end of the button code (in the example above at the end of line 119) and paste (Ctrl V on the keyboard or use the paste icon at the top of the screen).
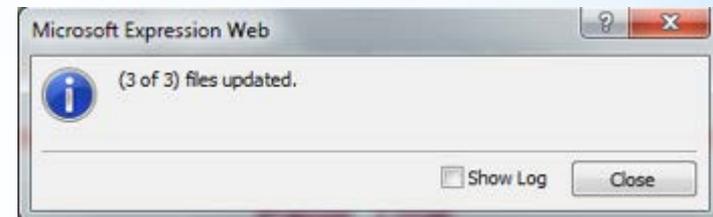

* You should now be able to see 2 copies of the button code, one above the other.

* Now switch back to Design view by clicking on the Design button at the bottom left of the screen.

* You should now be able to see 2 identical buttons alongside each other. You now need to edit one of them to point to your new page.

* Right click on the text of the button you want to change and then left click on "Hyperlink properties" on the pop-up menu.

* Near the top of the Edit Hyperlink box change the text in the Text to display box as appropriate and then in the large white box find your new page and double click on it's name.

* You may find that the button is too wide or too narrow (maybe even the text has gone on a double line). If this is the case right click on the button and then left click on Table Properties. In the Table Properties dialogue box adjust the number underneath Specify Width.

* If things have gone seriously wrong, provided you haven't saved the basic.dwt file you can always close the file without saving and start again.

* If the basic.dwt file is now looking as you wish you may now save it.

* When you save basic.dwt you will get 2 dialogue boxes displayed, the first one asks about updating attached files which you should click on Yes and the second one confirms the updating which you should close. You have now added the button to all the pages attached to the template.

* Check everything is OK by previewing your website on your computer in your browser and assuming everything is OK you can then publish your website.

* If everything is successful up to here then you have successfully added a new page to your website – Congratulate Yourself!!