

Chapter 18: Templates

The *Templates Gallery* contains professionally designed templates for you to use. Additional templates are available at webstudio.com. Templates are created with graphic objects so that you can move, resize, or replace the template parts. You can even copy graphics that you see in a template and paste them into any of your pages. If you want to design your own templates, the *Save Page As Template* command adds the page to the *Templates Gallery*.

Opening Templates

Use a template from the Template Gallery

- Click on the *Templates* tab in the gallery to open the *Templates Gallery*.
- Scroll and choose a template.
- Drag and drop the template onto an existing blank page.

Open a saved template

- Click on *Page > Templates > Open*. This opens the *Open* dialog.
- Navigate to the template file that you want to use.
- Click *Open*.
- The template is opened as a new page.



If you choose to introduce a template after you create a Master Page, the Master Page elements are applied to the template.

Working with a Template

Because a template is simply a collection of objects that are arranged on a page, it is easy to use one or all of the graphics in a template for web design.

Things that you need to know about templates.

- Every graphic in the template can be deleted and replaced with one of your own.
- The buttons are real, functioning buttons. If you *double-click* on them you will get the *Button* dialog.
- Some of the templates contain color codes so that you can easily duplicate the color.

Click on Home > Help > Quick Start Videos to see a Video Tutorial about templates.

- *Double-click* to activate text objects for editing and replace your own text.
- Graphics can be cropped or resized.
- The color scheme can be completely changed. See *Changing the Template Color* section later in this chapter.
- After you finish customizing your template, you can save the page and add it to the *Templates Gallery* as another template choice. See *Saving Pages as Templates* below.
- Text objects that are over graphics, but not an actual part of the graphic, can be edited.
- Text that is an actual part of the graphic cannot be edited. For instance, some banners contain text as part of the design feature. In this case, *delete* the graphic with the text. The same graphic without the text is directly below the one with the text. This means that you can *delete* the top one and then modify the second one.

Saving Pages as Templates

Add a page to the Templates Gallery

You can add any page in your site to the *Templates Gallery*. This allows you to design your own templates and to use the page again for another site.

- Design a page that you want to keep as a template.
- *Click* on the *Templates* tab in the gallery to open the *Templates Gallery*.
- *Click* on *Page > Templates > Add to Gallery*.
- The page is added to the gallery.



The *Templates Gallery* needs to be open in order to add a page into the gallery.

Save a page as a template file

The *Save Page* command in the *Page* tab and the *Web Studio Button* menu enables you to save individual pages from a website for use in other websites and to share with other Web Studio owners. A page is saved as an *.ova* file on your disk.

- Open the page that you want to save.
- *Click* on *Page > Templates > Save As>Save Page As Template*.
- The *Save As* dialog opens.
- Navigate to the folder that you want to put the template.
- Name the template and then *click OK*.
- The template is placed in the folder with an *.ova* file extension.

Save a template from WebStudio.com

Web Studio has a selection of free templates that you can use at WebStudio.com.

- Click on *Home > Help > Web Studio.com*. The Webstudio.com site opens.
- Click on the *Resources Menu* and choose the *Free Template Gallery*.
- Click on the links to view the templates. Each individual template has a link below the image.
- Click the text link below the image to download the template of your choice.
- When the download starts, choose *Save* and then *save* it into *My Documents*.
- When the download is complete, *click Close*.
- The template is saved in the folder.

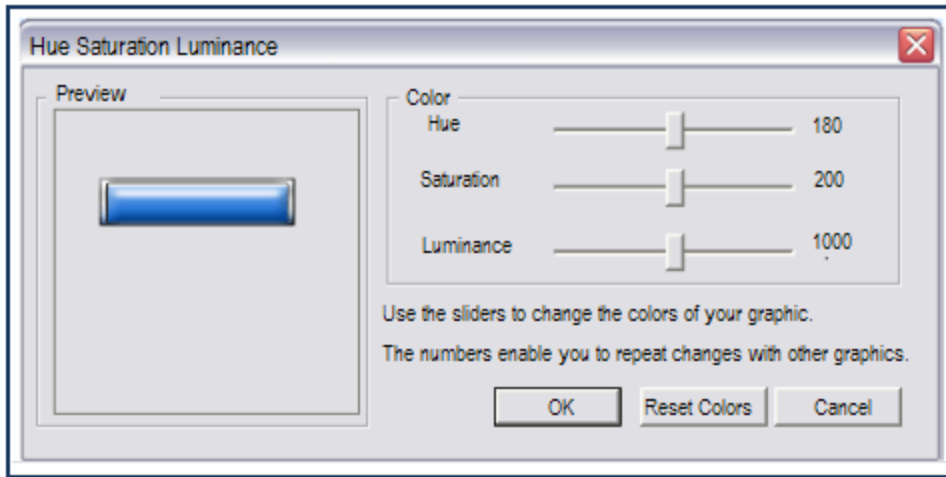
Purchase templates from WebStudio.com

- Click on *Home > Help > WebStudio.com*. The WebStudio.com site opens.
- Click on the *Products Menu* and choose *Templates>View Template* thumbnails.
- Click on *Buy this Collection* to purchase the one that you like.

Changing the Template Color

Sometimes you may see a template design that you like, but it does not match the color scheme that you chose for your website. Using the *Change Colors* command in the *Create* tab, you can change the color of one or all of the graphics that make up the template.

- Choose a template from the *Templates Gallery*, then *drag and drop* it onto the page.
- Click to *select* one or more of the graphics in the template. Remember to hold down the *shift* key when making multiple selections.
- Click on *Create > Photos > Change Colors*. This opens the *Hue Saturation Luminance* dialog.
- The graphic that you selected is displayed in the *Preview* pane. If you selected more than one graphic, the **first** one that you selected is in the *Preview* pane.



- Using the sliders in the dialog, adjust the range to get different colors.
- Look at the *Preview* pane to see the changes.
- *Click Reset Colors* to return to the original color. *Click Cancel* to cancel the change.
- *Click OK* when you find a color that you want to use. The color change is applied to all of the graphics that you selected in the template.



When you *select* multiple graphics to make changes using the *Colors* command, the graphics will maintain their differences in relation to each other. This means that that you can *select* all of the graphics in a template and have them retain their variations of value and saturation.

Notes about changing the template color

You can use *Home > Edit > Select All* to *select* all of the objects on the page. When you use the *Change Colors* command, Web Studio will only color those objects that can be colored. This makes it easier to change the color scheme on the entire page at once.

When you decide on a color change, you can use the settings to modify other graphics. You can put these settings in the *Notes* section of the *Object Properties* dialog. To do this, *right-click* over an object or over a blank spot on the page. Choose *Properties* from the *right-click menu*. Choose the *Notes* section in the *Object Properties* dialog. Enter the color information and *click OK*. Next time you need the information, you can go back to the dialog and find it saved in *Notes*