

## Creating a Template

You can create a template from an existing document or you can create a template from a new, blank document.

1. Open the document you want to save as a template (**File > Open**) OR create a new blank document (**File > New**).
2. When the document opens, select **File > Save as Template**.

To apply the template to an existing document:

1. Select **Modify > Templates > Apply Template to Page**. The Select Template dialog box appears.
2. Choose a template from the list, and then click Select.
3. If you have unresolved content, select a destination for the content, and then click **OK**.


## Inserting an Editable Region

In a template based document, a user can make changes only in the editable regions; the locked regions can't be modified.

1. In the Document window, place the insertion point where you want to insert an editable region OR select the text that you want to set as an editable region.
2. Select **Insert > Template Objects > Editable Region**. The Editable Region dialog box appears.
3. In the Name text box, enter a unique name for the region. Click **OK**.

## Library Items

Use a library to store web page elements that you plan to use more than once.

1. In the document, select the elements you want to store.
2. Click the New Library Item button  at the bottom of the Library category of the Assets panel (**Window > Assets**).
3. Type a name for the new library item, then press Enter.
4. To insert a library item, drag it from the Assets panel to your document.




*Note: Dreamweaver saves each library item as a separate file (with the file extension .lbi) in the Library folder of the site.*



## Creating a New CSS Style

Cascading Style Sheets (CSS) are a collection of formatting rules that control the appearance of content in a web page.

1. In the CSS Styles panel (**Window > CSS Styles**), click the New CSS Style  button. The New CSS Style dialog box appears.
2. Choose the type of CSS style you want to create.
  - **Custom style (Class)** – apply to a range or block of text
  - **Redefine tag** – define the default formatting of a specific HTML tag
  - **CSS selector** – define the formatting of links
3. Select the location in which the style will be defined.
  - External style sheet - select **New Style Sheet File**.
  - Embed the style in the current document - select **This Document Only**.
4. Click OK. The Style Definition dialog box appears.

5. Select the style options you want to set for the new CSS style. When you are done setting style attributes, click **OK**.