

Part 3 – Using a Template

Now that you have downloaded your chosen template folder you need to load it into a word processor to add your content.

Neil Harvey of North Cheshire SC has kindly allowed me to illustrate the process by using the proposed Club website as an example.

Which word processors can I use?

Not all of them, unfortunately. Word processors are strange beasts sometimes and they have their own little quirks which mean that they can't handle this sort of stuff. The templates have been tested, and the method introduced in Part 3 works, with the following word processors:

- Microsoft Word 2003 for Windows
- Microsoft Word XP for Windows
- Microsoft Word 2000 for Windows
- Open Office 2 for Windows (this is a free Office Suite comparable to Microsoft Office)
- Neo Office for Mac (this is another free Office Suite similar to Open Office)
- Pages 2 for Mac (with some limitations)

The templates will not work in:

- AbiWord
- Ability Office
- Microsoft Word 2004 for Mac
- Text Editors, including WordPad and Notebook for Windows

Other word processors I have not been able to check as I don't have access to them.

The process will be illustrated using Microsoft Word 2003 for Windows and Neo Office for Mac (Open Office for Windows is similar).

What you get

The downloaded folder contains the following files:

index.html	Your Home Page
whatwedo.html	Your description of activities
news.html	Your Club news page
calendar.html	Your Club calendar
venue.html	Details of the location of your venue
contacts.html	Club contacts and links to other Clubs
asc.png	The ASC logo

Using the Templates in Windows

The template files are already linked together so you do not need to worry about them at all. Just make sure that you keep all of the files together in the same folder.

The basic procedure is to:

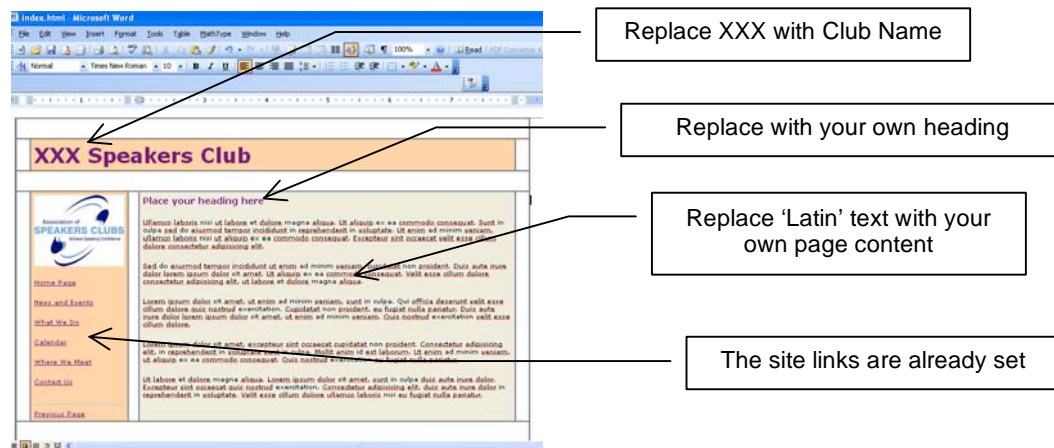
1. Open each file in turn
2. Add your own content to replace the example text
3. Save the file again

In the following examples we will assume that you have stored your folder on your Desktop.

The Home page

Open Word and click *File* then *Open*. Select the file *index.html* from your folder (Word 2003 should do this automatically, with earlier version you may have to select the *all files* option in the 'Type of file' box).

The page will load:



It is now simply a case of replacing just four of the elements as shown above. In the case of the North Cheshire Club:

- Replace 'XXX' with 'North Cheshire'.
- Replace 'Place your heading here' with 'Public Speaking in North Cheshire'.
- Select the 'Latin' text and replace it with the chosen Front page text. You might want to change the size of the text at this stage.
- Change the information in the coloured footer bar to include the Club's contact details.

No change need to be made to the navigation links on the left-hand side of the page. The ASC logo provides a clickable link to the ASC National Site.

The next page of this Guide shows the resulting page for North Cheshire Speakers Club.

North Cheshire Speakers Club



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[News and Events](#)

[What We Do](#)

[Calendar](#)

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Public Speaking in North Cheshire

You have taken the first step on a great journey. Few skills can impact your life as positively as learning to speak in public.

You could make a better business presentation, give a speech at a wedding or a birthday, chair a meeting, propose a toast, say what you mean at work, or give a vote of thanks – in fact make any kind of speech you want. Learning to speak in public is a way of building your self confidence personally, at work and socially.

Speakers Clubs are fun, friendly and made up of people just like you. Together we can help you conquer your fears and achieve your goals. Your public speaking development will be at a pace that you dictate and you can enjoy yourself at the same time!

Speakers Clubs are mutual self-help organizations. Everyone in the Club started, just like you, with a fear of public speaking - you will find Club members with a mix of abilities!

WHY NOT JOIN US?

The most difficult step of all is to come along for the first time!

We meet on the 2nd and 4th Tuesday of each month at 7.30 for 7.45 pm – we finish about 9.45 pm.

To make that a little easier we suggest that you telephone our contact - all the details are given at the bottom of each page on this site - we can tell you when and where we meet. You are welcome to come as a visitor - you do not need to join as a member straight away (although we are confident that you will want to join soon!).

COME AND MEET US!

North Cheshire Speakers Club, Meeting at De Vere Daresbury Park Hotel
Tel: 01606 871223 E-Mail: oalleighrise@tesco.net

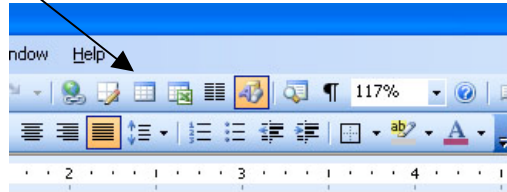
The Calendar Page

The Calendar page might well require the use of a table to contain the data.

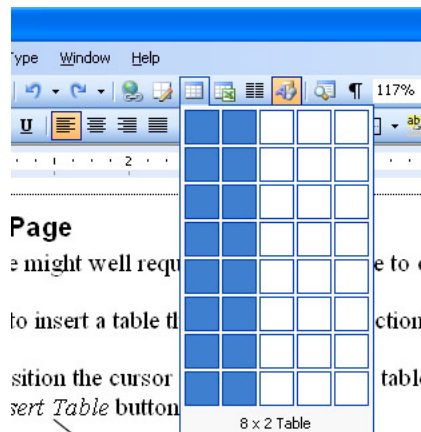
If you know how to insert a table then omit the next section!

Inserting a table

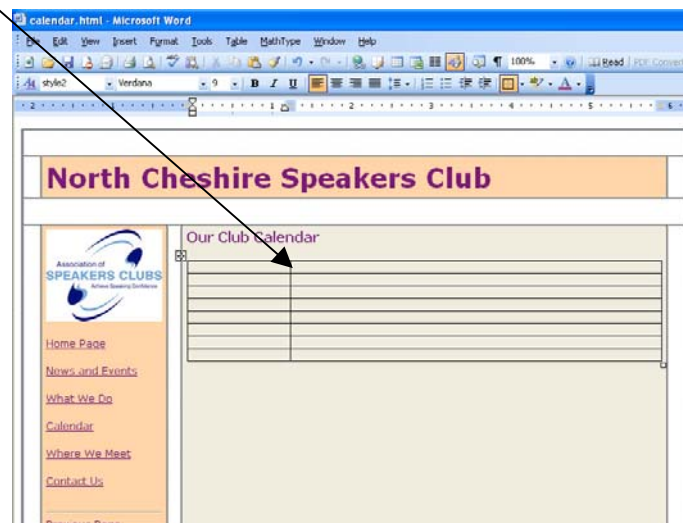
To add a table, position the cursor where you want the table to start within the content area. Click the *Insert Table* button



Drag out the number of rows and columns that you desire, say 2 columns and 8 rows:




Let go of the mouse button and the table outline will appear. You can drag the column borders with your mouse to get the columns to the width you want:



Adding the dates

When you have the columns as you would wish them, just insert the dates and/or descriptions of your Club's events:

North Cheshire Speakers Club													
 <p>Association of SPEAKERS CLUBS Achieve Speaking Confidence</p> <p>Home Page</p> <p>News and Events</p> <p>What We Do</p> <p>Calendar</p> <p>Where We Meet</p> <p>Contact Us</p> <hr/> <p>Previous Page</p>	<h3>Our Club Calendar</h3> <table border="1"><thead><tr><th colspan="2">2007</th></tr></thead><tbody><tr><td>January</td><td>9th and 23rd</td></tr><tr><td>February</td><td>13th and 27th</td></tr><tr><td>March</td><td>13th and 27th</td></tr><tr><td>April</td><td>24th</td></tr><tr><td>May</td><td>8th and 22nd</td></tr></tbody></table> <p>All meetings begin at 7.30 for 7.45 pm and end at approximately 9.45 pm.</p>	2007		January	9 th and 23 rd	February	13 th and 27 th	March	13 th and 27 th	April	24 th	May	8 th and 22 nd
2007													
January	9 th and 23 rd												
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Adding pictures

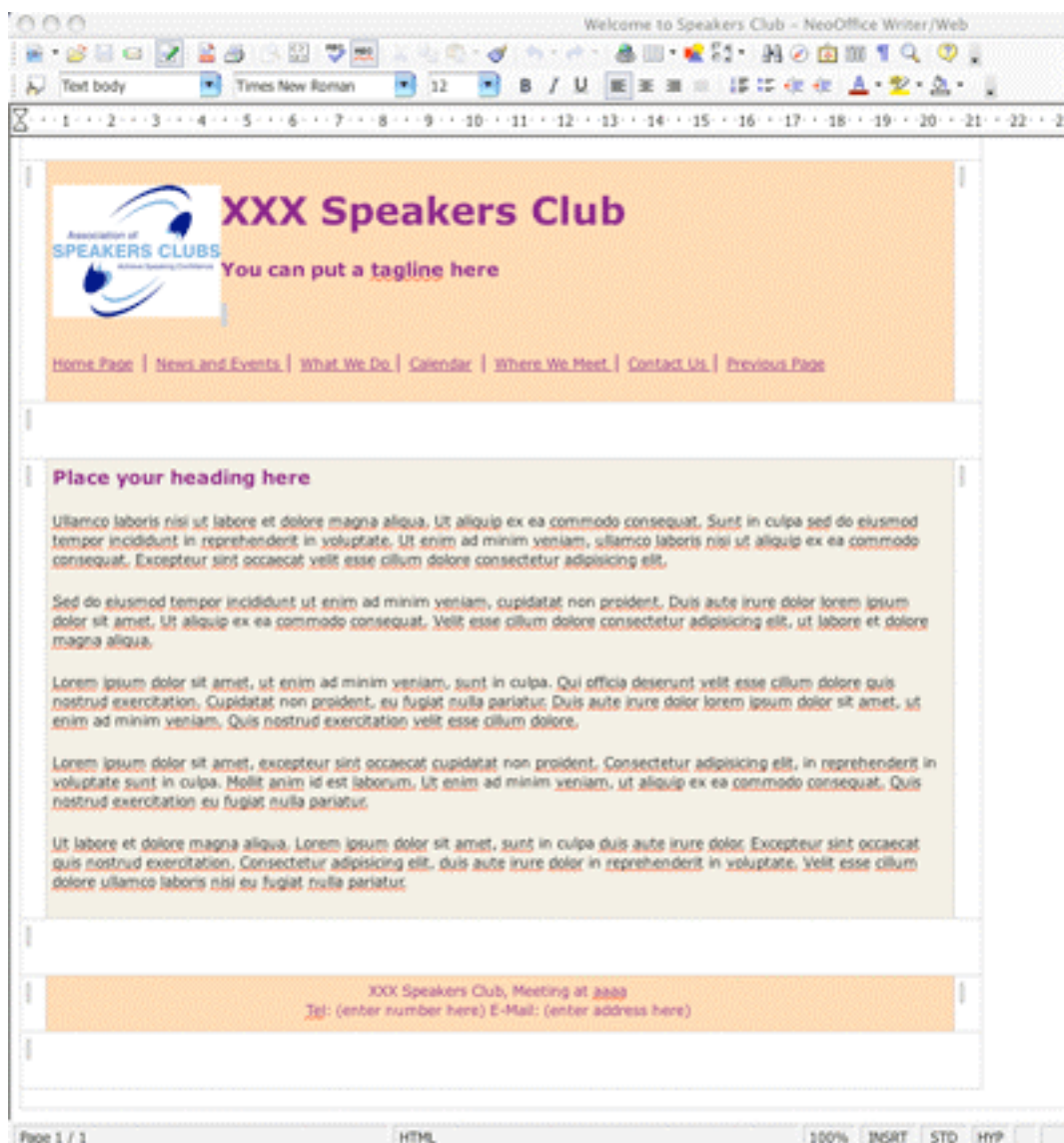
If you wish to add a picture to a page make sure that you resize it first and then copy it into the same folder as the rest of the web pages. Then use the usual technique for your word processor to insert the image at the desired spot on the page.

For photographs it is best to use images in JPEG format (that is, something like *photo.jpg*), while drawings, such as a logo, are best as GIF images (such as *logo.gif*).

Using the Templates on a Mac

To illustrate the technique on a Mac, we will imagine that we are using *Neo Office* a free downloadable office suite similar to Open Office for Windows. The procedure is essentially the same as for Windows, with just differences of detail.

Open Neo Office and click *File/Open*. Select a page – here *index.html* and it will open (here the template with top navigation is shown):



Now simply make the changes to the text as described in the previous section and save each document.

The Next Stage

The next stage is to upload the completed website to your web host. This will be the subject of the next webSPEAKER Guide.