LCC Template Training Course Outline

Introduction to the template

Introduction
Guidelines
About the template
• Designed for ADA compliance
• No frames
• Web safe colors
• Alt tags
Examining the template

Setting up a master template

Why use a master?
• Time saver
• Keeps original templates safe
Customizing your master template
• Tables
• Color
• Links
• Navigation bar links
Removing and adding new buttons

Creating web pages using the template

Creating a new page
Modifying an existing page
Breaking the template
• Inserting an inner table that is too many pixels wide
• Applying bullets
• Copying and pasting large amounts of data
• Modifying the outer table border size