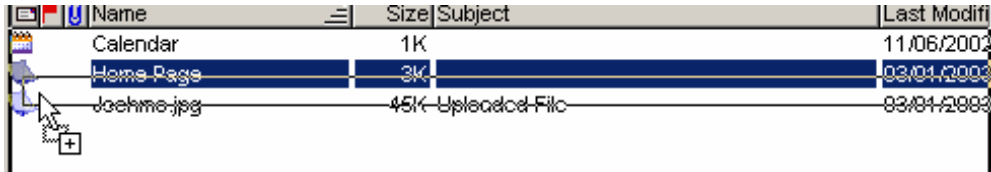


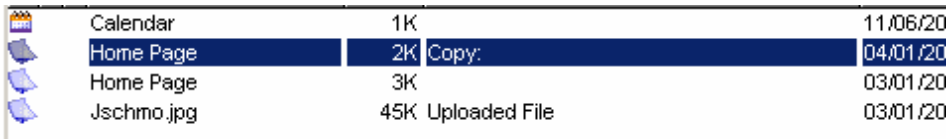
Home Page Template

Once you have your Links, Buttons and Color Scheme selected for your main page and BEFORE you start to add content, you should create a *Home Page Template*. This is simply a duplicate copy of your *Home Page* document (before content added) and renamed *Template* which you will use as your master copy for creating all subsequent linked pages. The procedure is very simple.

To duplicate the *Home Page* file, hold down the <Control> key on your computer's keyboard and click and drag a copy of the existing *Home Page* document.

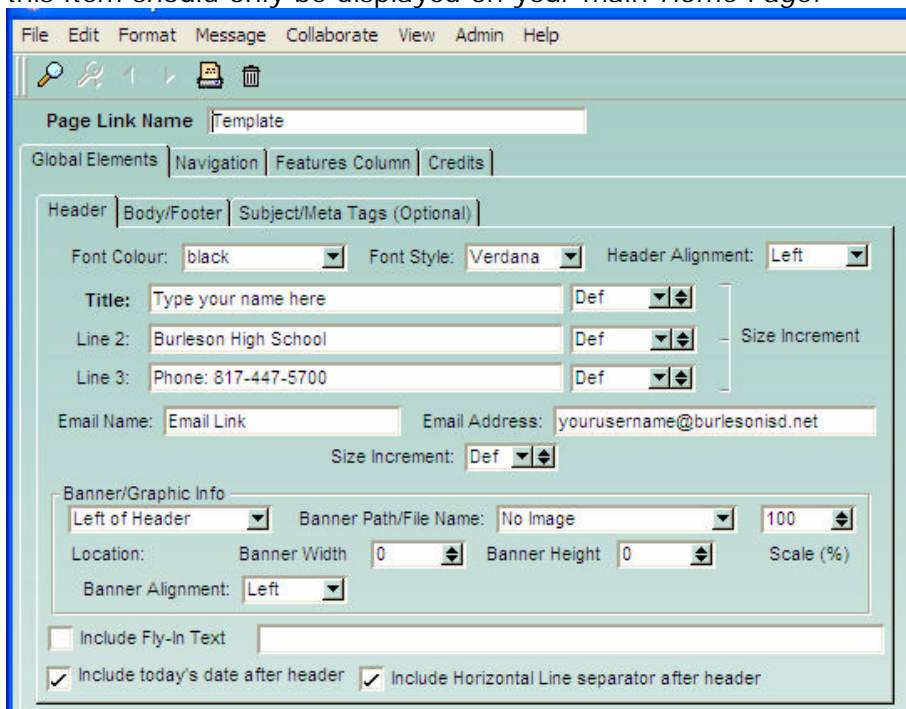


When you release the mouse button, a second copy of the document with the word "Copy:" in the subject field will be created.

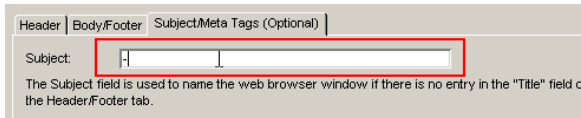


Double click to open this copy and change the Page link name to *Template*

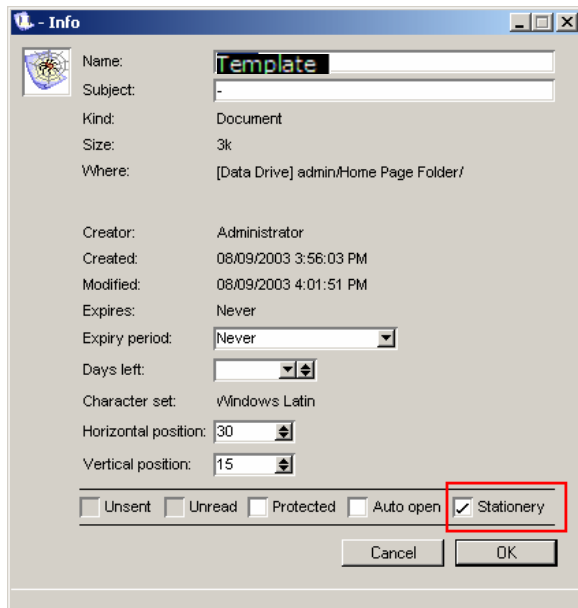
You should also REMOVE the check on the "Include today's date after header" check box as this item should only be displayed on your main *Home Page*.



Click on the Subject/Meta Tags Tab and replace the copy: in the Subject field with a dash,



Close the template and click on it once then choose File > Properties to bring up the properties form for the Template document.



Click on the Stationery box to make the document a Stationery item. Now, whenever you need to create a new HCK2 Page based on your Template, just double-click on it and a new copy will be produced ready for you to input content.

When you click on the new Template file, a new document will be produced. You will need to change the name of the new file based on the web page you are creating. Then change the subject in Subject/Meta Tags.