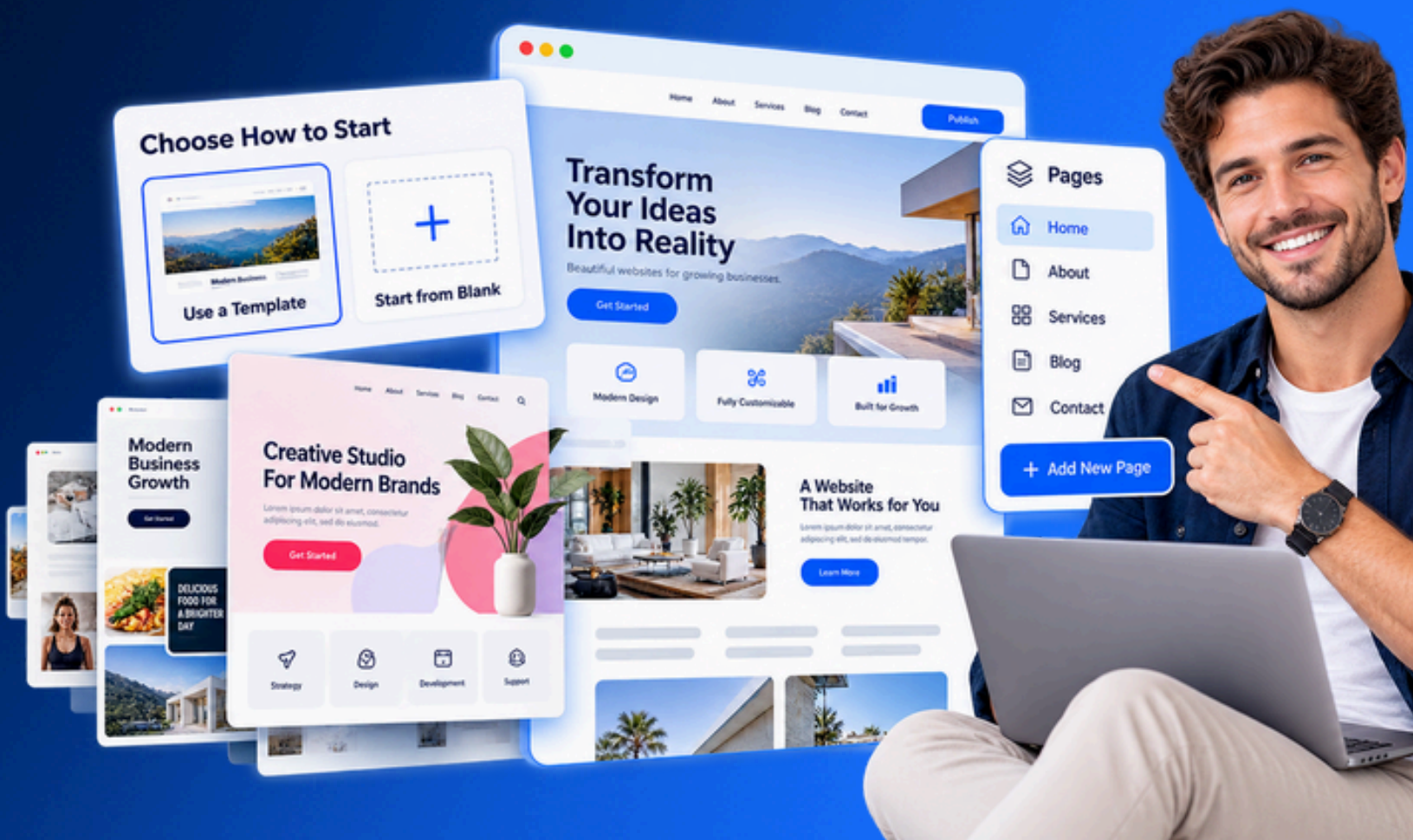
FAST TRACK

GRAB & GO

Websites

# Creating a Website from a Template or Blank

Start a new site from a template or from blank, check the pages it made, and rename it in Settings in about five minutes.



LESSON RECAP

# Creating a Website from a Template or Blank

## What You'll Learn

- Where to click to start a new website
- How the template library works
- How to preview before you choose
- How to name your site and create it
- What pages a template builds for you
- How to start from blank instead
- When to pick a template or blank
- How to rename a site in Settings

**LEARNING OBJECTIVE**

By the end of this lesson, you will be able to create a site from a template or from blank, review its pages, and rename it.

## Key Definitions

| | |
|---|---|
| **Template** | A ready-made site with pages and a layout that you edit instead of designing from scratch. |
| **From Blank** | A new site with nothing built yet, so you design every page yourself. |
| **Site name** | The name shown in your Websites list. You can change it any time in Settings. |
| **Site skeleton** | The set of pages a template builds, ready for your own words and pictures. |

*Do not design from scratch. Pick a template, change the words, and launch.*

AI PROMPTS

# Choose and preview

## 1. Choose between a template and blank

**ACT AS A WEBSITE START ADVISOR**

I am starting a site for [my business] and cannot decide between a template and blank.

**Write:**

- A short list of questions to decide which start fits
- What I should check when previewing templates
- A recommendation based on my answers

## 2. List the pages my site needs

**ACT AS A SITE STRUCTURE PLANNER**

I need to know which pages a [type of business] site should have before I pick a template.

**Write:**

- A simple list of must-have pages
- Which pages a template should already include
- Pages I can add later in the builder

## 3. Write a checklist for template previews

**ACT AS A SOFTWARE TRAINING COACH**

I want to preview several templates for [my business] without getting lost in the library.

**Write:**

- A five-point checklist for each preview
- What to ignore, like colors and photos
- A note on what to write down for each one

## 4. Name my new website

**ACT AS A SITE NAMING HELPER**

I am creating a site for [my business or project] and want a clear name for my list.

**Write:**

- Five short name ideas
- One naming rule I can reuse
- A name for a practice test site

## 5. Rename my site in Settings

**ACT AS A STEP-BY-STEP GUIDE WRITER**

I want to rename my site and make sure I do it correctly in Settings.

**Write:**

- Plain steps for renaming and saving
- What to check afterward in my list
- A tip for keeping names tidy later

# Name, build, and document

## 6. Plan a blank site layout

**ACT AS A LAYOUT PLANNING HELPER**

I chose From Blank for [my business] and need a plan before I start building.

**Write:**

- A list of pages to build first
- A rough order for the pages grid
- A note on what to build in each page

## 7. Review my site after Create

**ACT AS A SITE REVIEW HELPER**

I just created a site from a template and want to check what it gave me.

**Write:**

- A checklist for reading each page card
- Questions about pages I may not need
- Pages that may be missing for [my business]

## 8. Create a test site routine

**ACT AS A PRACTICE PLAN WRITER**

I want a safe way to practice with test sites before I build one for a real client.

**Write:**

- A short practice routine I can repeat
- What to name practice sites
- A reminder of what to clean up after

## 9. Document my site setup

**ACT AS A SOFTWARE DOCUMENTATION HELPER**

I want notes on how I created this site so I can repeat it for [future sites].

**Write:**

- A one-page setup record
- Fields for template, name, and pages
- A short repeat-it checklist

## 10. Plan a site for a client

**ACT AS A CLIENT SETUP ORGANIZER**

I build websites for clients and want a repeatable way to start each new site.

**Write:**

- A start-up checklist for each new site
- A naming pattern for client sites
- Questions to ask before choosing a template

QUICK REFERENCE

# Bonus Tips & Your Rollout Checklist

### Look at structure

Pick a template for its pages, since colors and photos change later.

### Preview first

Click a template to see its pages before you commit.

### Two ways to start

From Templates for speed, From Blank for total control.

### Name it clearly

Use the business or project name so lists stay easy to scan.

### Follow the prompts

Step order can differ, so follow the on-screen choices.

### Practice freely

A test site can be removed any time, so experiment.

## Your Rollout Checklist

1. Search for Websites and click New website
2. Choose From Templates and preview at least two templates
3. Select one, name your site, and click Create
4. Open the new site and read the page names on the Pages grid
5. Open the Settings tab, rename the site, and save