

# ACTIVITY 4-1

## Creating Library Items from Site Pages

### Data Files:

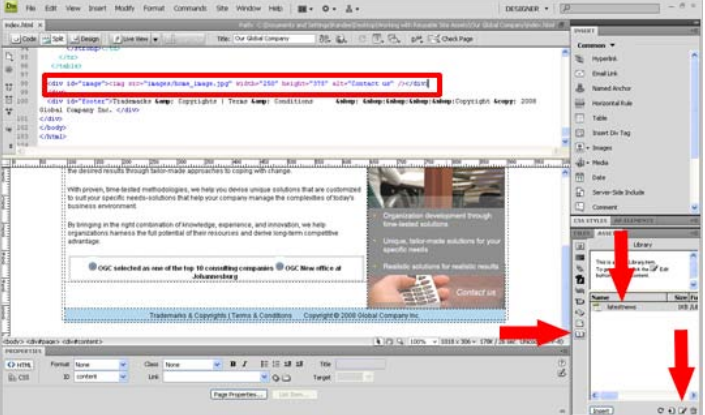


index.html

### Before You Begin:

If the Our Global Company site was previously defined in Dreamweaver, you must modify the Local Root folder and the Default images folder in the site definition so that it is based on the new data from the **My Documents\Dreamweaver Files\Working with Reuseable Site Assets\Our Global Company Folder**.

### Scenario:

The marketing head of your company is impressed with the website you created. He suggested that the news headlines flashed across the home page be shown on other pages too, so visitors will not miss the latest news from your company.

What You do	How you do it
<p>1. Select the content for the library item.</p>	<ol style="list-style-type: none"><li>In the <b>FILES</b> panel, expand <b>Site -Our Global Company</b>.</li><li>Double-click <b>index.html</b> to open the file.</li><li>In the document window, scroll down to the end of the page.</li><li>At the bottom of the page, in the text above the footer information, click before the first occurrence of the word "OGC."</li><li>Choose <b>Modify &gt; Table &gt; Select Table</b>.</li></ol>
<p>2. Create a new library item from the selection.</p> 	<ol style="list-style-type: none"><li>In the <b>FILES</b> panel group, select the <b>ASSETS</b> panel.</li><li>In the <b>ASSETS</b> panel, click the <b>Library</b> button. </li><li>At the bottom of the <b>ASSETS</b> panel, click the <b>New Library Item</b> button. </li><li>If necessary, in the <b>Dreamweaver</b> message box, click <b>OK</b>.</li><li>In the <b>ASSETS</b> panel, observe that a library item is created and the default name is selected.</li><li>In the document window, observe that the selection is now highlighted with a background color indicating that it is a library item.</li><li>Type <b>latestnews</b> and press <b>Enter</b>.</li><li>Choose <b>File &gt; Save All</b> to save the library item and the web page.</li><li>Close the file.</li></ol>