

# ACTIVITY 4-2

## Placing Library Items on Site Pages

### Data Files:

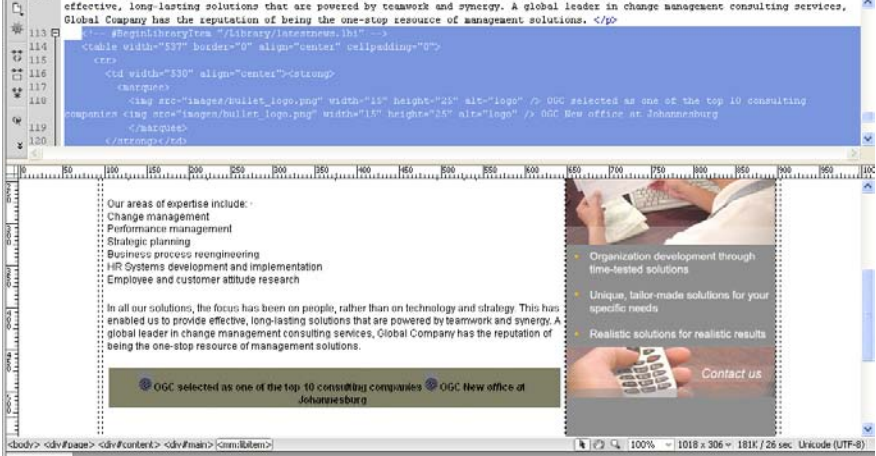

ourcompany.html

### Before You Begin:

In the **FILES** panel, double-click **ourcompany.html** to open it.

### Scenario:

You created a library item for the news headlines on the home page. Now, you need to ensure that it is displayed uniformly on all the site pages.

What You do	How you do it
1. Place the news headlines on the web	<ol style="list-style-type: none"><li>In the document window, scroll down to page. the bottom of the page.</li><li>Click at the end of the last line of text after the word "solutions."</li><li>In the <b>ASSETS</b> panel, select <b>latestnews</b> and click <b>Insert</b>.</li><li>Observe that the news headlines are inserted on the web page.</li></ol>
	
2. Preview the web page in a browser.	<ol style="list-style-type: none"><li>In the document window, click below the news headlines library item to deselect it.</li><li>Save the file.</li><li>On the <b>Document</b> tool bar, click the <b>Preview/Debug in browser</b> button and choose <b>Preview in IExplore</b> to preview the web page in Internet Explorer.</li></ol>  <ol style="list-style-type: none"><li>Scroll down to the bottom of the page.</li><li>Observe the news headlines on the page.</li><li>Close the Internet Explorer window.</li><li>Close the file.</li></ol>