

# ACTIVITY 4-4

## Using Snippets

### Data Files:

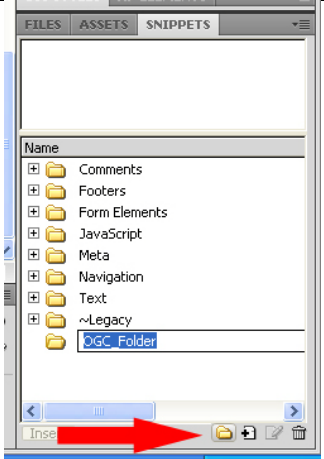
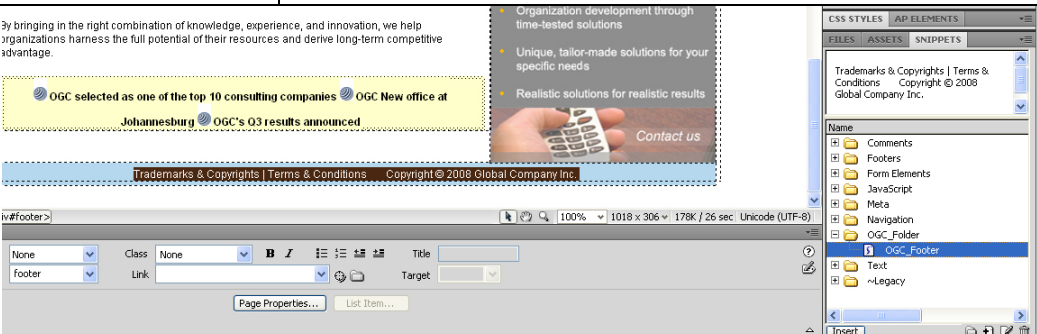
Index.html, ourcompany.html

### Before You Begin:

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

### Scenario:

You have footer information on the home page. You also know that this information will be reused on all other pages of your website.

What You do	How you do it
1. Save the footer as a snippet	<p>a. Choose <b>Window &gt; Snippets</b>.</p> <p>b. In the <b>SNIPPETS</b> panel, right-click below the <b>~Legacy</b> folder and choose <b>New Folder</b>.</p> <p>c. Type <b>OGC_Folder</b> and press <b>Enter</b>.</p>  <p>d. In the document window, scroll down to the bottom of the page, click before the word "Trademarks," hold down <b>Shift</b>, and click at the end of the word "Inc."</p> <p>e. In the <b>SNIPPETS</b> panel, click the <b>New Snippet</b> button to display the <b>Snippet</b> dialog box.</p> <p>f. In the <b>Name</b> text box, type <b>OGC_Footer</b></p> <p>g. In the <b>Description</b> text box, click and type <b>Our Global Company Footer</b></p> <p>h. Click <b>OK</b> to create the snippet.</p> <p>i. In the <b>SNIPPETS</b> panel, verify that the <b>OGC_Footer</b> snippet is stored in the <b>OGC_Folder</b> snippet folder.</p> <p>j. Close the index.html file.</p>
<p>By bringing in the right combination of knowledge, experience, and innovation, we help organizations harness the full potential of their resources and derive long-term competitive advantage.</p> <p>OGC selected as one of the top 10 consulting companies   OGC New office at Johannesburg   OGC's Q3 results announced</p> <p>Trademarks &amp; Copyrights   Terms &amp; Conditions   Copyright © 2008 Global Company Inc.</p> <p>iv#Footer&gt;</p> <p>None Class None B I [ ] [ ] [ ] [ ] Title</p> <p>Footer Link [ ] [ ] Target [ ]</p> <p>Page Properties... List Item...</p>	<p>Organization development through time-tested solutions</p> <p>Unique, tailor-made solutions for your specific needs</p> <p>Realistic solutions for realistic results</p> <p>Contact us</p>  <p>CSS STYLES AP ELEMENTS</p> <p>FILES ASSETS SNIPPETS</p> <p>Trademarks &amp; Copyrights   Terms &amp; Conditions   Copyright © 2008 Global Company Inc.</p> <p>Name</p> <ul style="list-style-type: none"><li>Comments</li><li>Footers</li><li>Form Elements</li><li>JavaScript</li><li>Meta</li><li>Navigation</li><li>Text</li><li>~Legacy</li><li>OGC_Footer</li></ul> <p>Insert</p>

2. Insert the snippet on the **ourcompany.html** page

- a. In the **FILES** panel, double-click **ourcompany.html** to open it.
- b. In the document window, scroll down to the bottom of the page and click in the container for the footer.
- c. In the **SNIPPETS** panel, select **OGC\_Footer** and click **Insert**.
- d. Verify that the snippet is inserted into the container for the footer of the web page.
- e. Save the file.
- f. Close the ourcompany.html file.

