

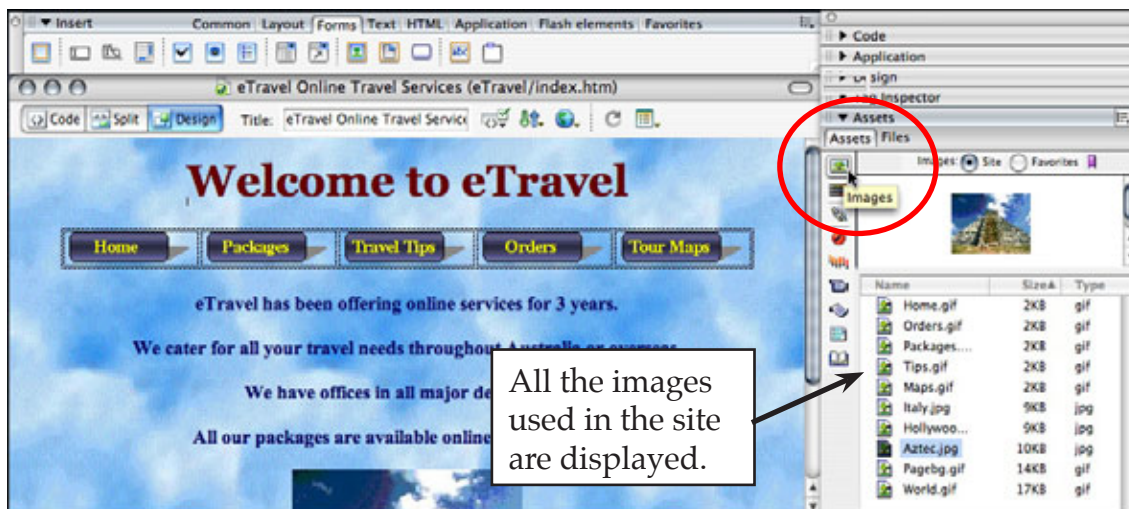
## Site Assets and Library Items

One of the many advantages of maintaining a site in DreamWeaver is that all the required graphics, colours, backgrounds, buttons, etc. can be used from the SITE panel at any time. These items are called the site's ASSETS. DreamWeaver allows you to separate the assets into groups to make them easier to use.

### The Assets Panel

Items stored in your site folder can be displayed using the ASSETS panel.

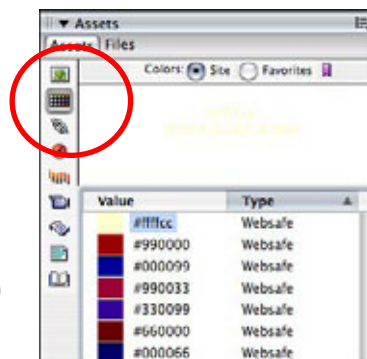
- 1 Set the FILES panel to your eTRAVEL site and open your INDEX.HTM page.
- 2 In the FILES panel click on the ASSETS tab. This will display the ASSETS panel. (For Macintosh users the FILES panel is within the ASSETS panel).
- 3 The IMAGES button (top button on the left) should be selected. If it isn't, click on it. The IMAGES section displays all the images used in the site, regardless of which folder they are saved in.



- 4 Click on a few of the IMAGES in turn and the image is displayed at the top of the ASSETS panel.

**NB:** If the image is not displayed at the top of the ASSETS palette drag the bar above the NAME heading down so that there is room in the palette to display the image.

- 5 The buttons at the left of the ASSETS panel separate the site into the different types of resources.
- 6 Click on the next button down (the COLOUR button) and all the different colours used in the site will be displayed. The TYPE column indicates whether the colour is one of the 216 websafe colours that will display accurately on any browser or any computer platform.
- 7 Click on the next button down (the URL button) and any links to other web pages would be displayed.
- 8 The other buttons will display any Flash buttons or text that have been used, any Shockwave effects, movies, scripts, templates or library items. Some of these will be used in later chapters.



## Using the Assets Panel

The ASSETS panel will now be used to create another page about airline details. We can ensure that the text colours used are the same as those used on other pages as well as insert images as needed. The page has been prepared for you.

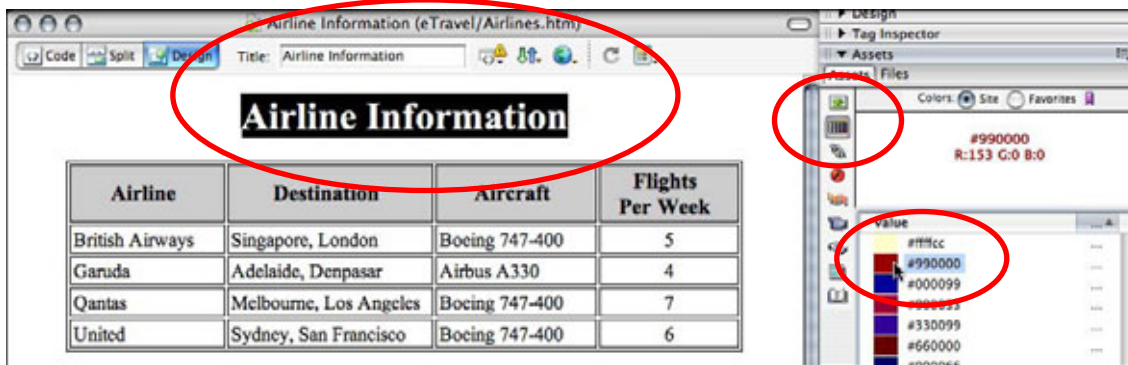
### A Loading the Prepared Page

- 1 Close the INDEX.HTM page.
- 2 Display the FILE menu and select OPEN.
- 3 Access the DW SUPPORT FILES and open the CHAPTER 6 folder.
- 4 Open the AIRLINES.HTM file.
- 5 Save the page in your eTRAVEL folder as (there is no need to UPDATE LINKS):

Airlines	(Windows system)
Airlines.htm	(Macintosh system)

### B Applying Assets

- 1 Highlight the heading AIRLINE INFORMATION.
- 2 Click on the COLOUR button in the ASSETS panel and click on the #990000 red colour. Refer to the diagram at the top of the next page.



- Click on the APPLY button at the base of the ASSETS panel to set the text to the red colour. This has ensured that the heading on this page is the same shade of red as the headings on the other pages.

**NB: You can open previous pages, click on text you have set to a colour and check that colour in the PROPERTIES INSPECTOR.**

- Highlight all of the rows of the table.
- Click on the #000099 blue colour in the ASSETS panel.



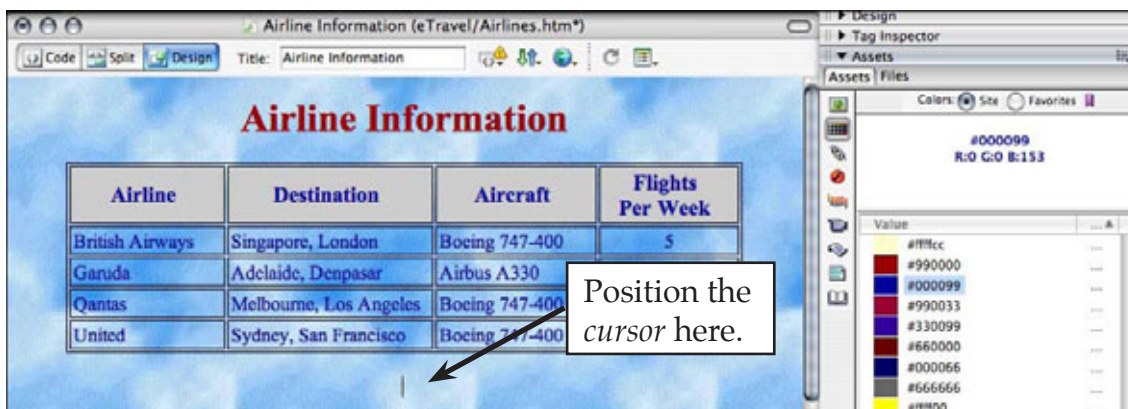
- Click on the APPLY button to set the text to that colour.

## C Adding a Background Image

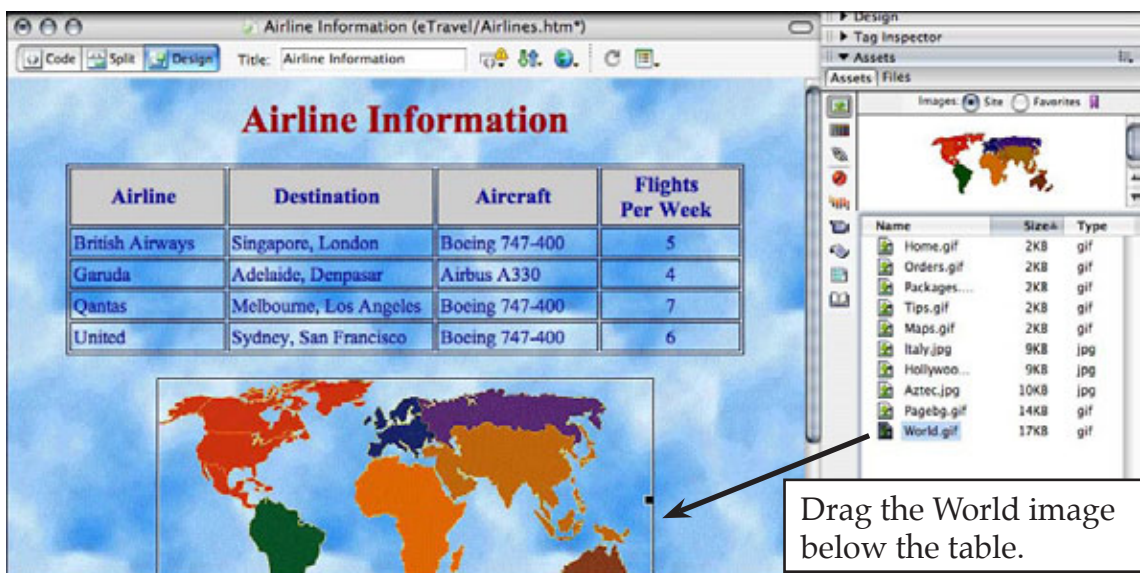
- Now the background can be inserted. Display the MODIFY menu and select PAGE PROPERTIES.
- Click on the BROWSE button next to the BACKGROUND IMAGE box.
- Access your IMAGES folder within your eTRAVEL folder and double click on the PAGEBG.GIF image.
- Select OK to place the background on the page.

**NB: You might like to set the text in the bottom 4 rows of the table to BOLD so that it is clearer to read over the background.**

- The WORLD image will be inserted under the table. Position the *cursor* under the table.



- In the ASSETS panel click on the IMAGES button to display the images.
- Drag the WORLD.GIF image to the base of the table and it should be centred under the table.



**NB:** You might prefer to find an image of a plane, save that image in your IMAGES folder then insert it below the table in place of the current image.

- You can add as many copies of an image from the ASSETS panel as required.
- Resave the page, preview it in a browser then return to DreamWeaver.

## Using Library Items

Another valuable use of the ASSETS panel involves the LIBRARY section. Library items are text or graphics that are saved in the LIBRARY section then added to various pages. Any changes made to a LIBRARY item are automatically updated to all occurrences of that item. For example, if you want a company logo to be updated periodically you would place that logo as a library item on each page. The logo would then only need to be updated once. If you have text that is to be used on numerous page it can be placed in the library.

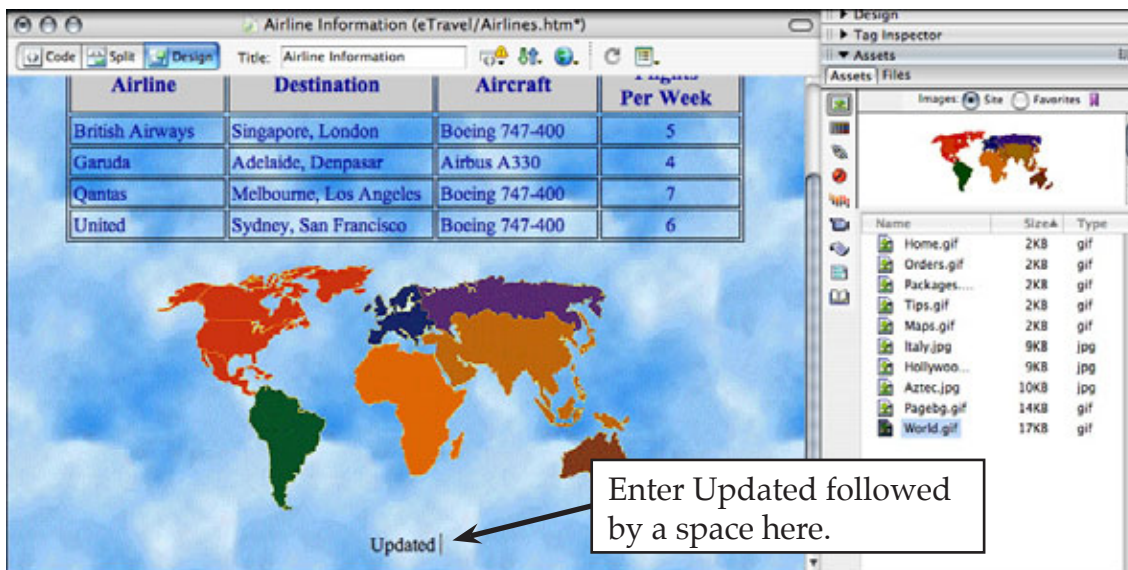
To illustrate the use of LIBRARY items we will add some text to indicate when the page was modified on a few pages, then alter it. We will also place the table of link buttons in the library so that any changes to the links will be automatically updated rather than having to open each page and adjust the links.

### A Creating an Update Message

- 1 Position the *cursor* just to the right of the image on the AIRLINES.HTM page.
- 2 Press <enter> to set the *cursor* on a blank line and enter:

Updated

then press the space bar.



- 3 Open the COMMON tab in the INSERT BAR and click on the DATE button. The DATE FORMAT dialogue box should open.