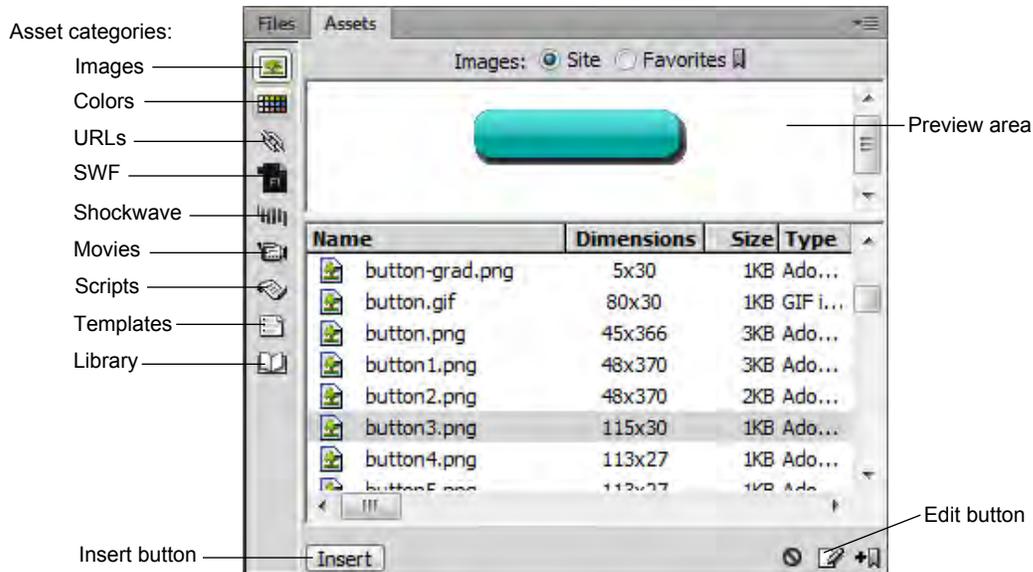


## How to use the Assets panel

You can use the Assets panel in Dreamweaver CS6 to manage assets in the current site (**Figure 1**). The Assets panel displays assets for the site associated with the active document in the Document window. A library item is a special category of assets that can automatically update all instances of a library item whenever you edit the item



**Figure 1** Assets panel with Site list displayed

The Assets panel provides two ways to view assets:

*Site list* shows all of the assets in your site, including colors and URLs that are used in any document in your site.

*Favorites list* shows only the assets you've explicitly chosen. To switch between these two views, select either the Site or Favorites radio button above the preview area. (These two views are not available for the Templates and Library categories.)

In both lists, assets fall into one of the following categories:

*Images* image files in GIF, JPEG, or PNG formats.

*Colors* colors used in documents and style sheets, including colors of text, backgrounds, and links.

*URLs* external links in your current site documents, including FTP, gopher, HTTP, HTTPS, JavaScript, e-mail (mailto), and local file (file://) links.

*Flash* files in any version of Adobe Flash. The Assets panel displays only SWF files (compressed files created with Flash), not FLA (Flash source) files.

*Shockwave* files in any version of Adobe Shockwave.

*Movies* QuickTime or MPEG files.

*Scripts* JavaScript or VBScript files. Scripts in HTML files (rather than in independent JavaScript or VBScript files) do not appear in the Assets panel.

*Templates* master page layouts used on multiple pages. Modifying a template automatically modifies all pages attached to it.

*Library items* design elements that you use in multiple pages; when you modify a library item, all pages containing that item are updated.

By default, assets in a category are listed alphabetically by name, but you can sort them by type and several other criteria. You can also preview assets and resize the columns and the preview area.

## Add an asset to a document

You can insert most assets into a document by dragging them into Code view or Design view in the Document window, or by using the Insert button in the Assets panel. You can either insert colors and URLs or apply them to selected text in Design view. (URLs can also be applied to other elements in Design view, such as images.)

*To add an asset to a document:*

1. Start Dreamweaver.
2. In Design view, place the insertion point where you want the asset to appear.
3. In the Assets panel, select from the asset category buttons at the left (**Figure 1**).

**Note:** Select any category except Templates. A template is applied to an entire document; it can't be inserted into a document.

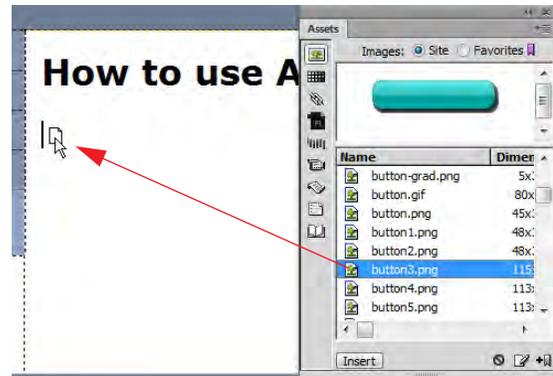
4. Select either Site or Favorites at the top of the panel, then select the asset.
5. Do one of the following:
  - Drag the asset from the panel to the document (**Figure 2**).

You can drag scripts into the head content area of the Document window; if that area isn't visible, select View > Head Content.

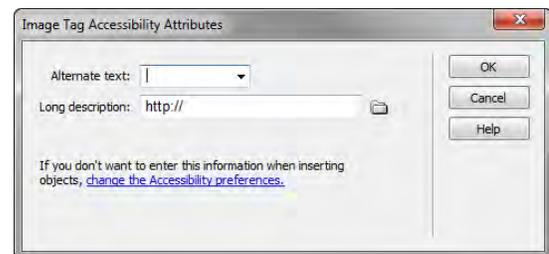
- Select the asset in the panel and click the Insert button.

If the inserted asset is a color, it applies to text appearing after the insertion point.

6. If you are adding an image asset, and enabled Accessibility preferences (Edit > Preferences > Accessibility in Windows, Dreamweaver > Preferences > Accessibility in Mac OS), you will be presented with the Image Tag Accessibility Attributes dialog box. Enter a description of the image in the Alternate Text box.



**Figure 2** Drag asset from the Assets panel to the document window



**Figure 3** Accessibility dialog box

## Edit an asset

When you edit an asset in the Assets panel, the behavior varies according to the asset type. For some assets, such as images, you use an external editor, which opens automatically if you have defined an editor for that asset type. You can edit colors and URLs in the Favorites list only. When you edit templates and library items, you make the changes within Dreamweaver.

To edit an asset:

1. In the Assets panel, do one of the following:

- Double-click the asset.
- Select the asset, then click the Edit button.

**Note:** If the asset must be edited in an external editor and one doesn't open automatically, select Edit > Preferences (Windows) or Dreamweaver > Preferences (Mac OS), select the File Types/Editors category, and define an external editor for that asset type.

2. Make your changes.

For example, in **Figure 4**, Fireworks opens in order to edit a selected button asset.

3. When you finish, do one of the following:

- If the asset is file-based (anything other than a color or URL), save it (in the editor you used), and close the external editor.
- If the asset is a URL, click OK in the Edit URL dialog box.

**Note:** If the asset is a color, the color picker closes automatically after you pick a color. To dismiss the color picker without picking a color, press Esc.

The file is saved and updated within the Assets panel.

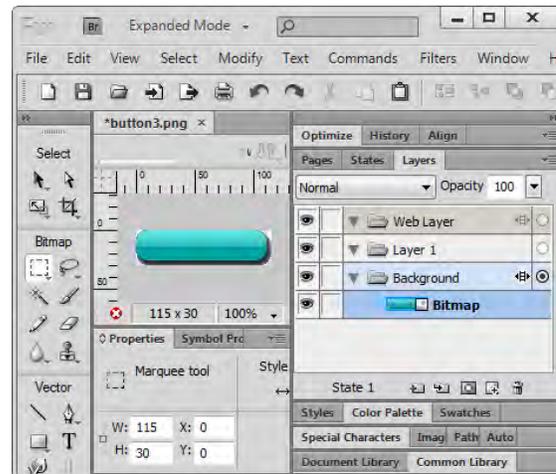


Figure 4 Editing a button in Fireworks

### How to use libraries

You can use a library in Adobe Dreamweaver CS6 to store page elements such as images, text, sounds, or tables you want to reuse throughout your website (**Figure 5**). When you insert a library item, Dreamweaver inserts a link to the library item. If you later need to make changes to a library item, such as changing some text or an image, updating the library item automatically updates each instance of the item on every page into which you've inserted it.

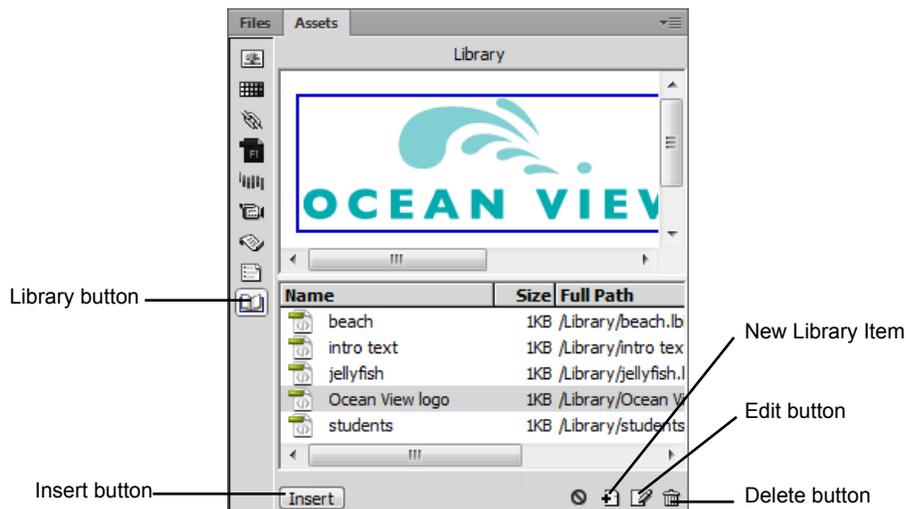


Figure 5 Assets panel, Library category

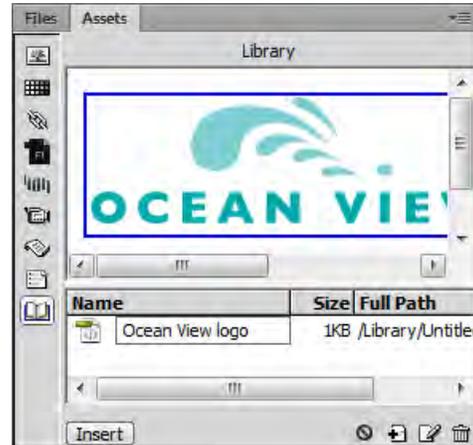
### Creating a library item

You create library items out of existing page elements.

*To create a library item:*

1. In the Document window, select the element (such as an image or text) to save as a library item.
2. In the Assets panel, click the Library button.
3. Click the New Library Item button at the bottom of the panel (**Figure 5**).
4. Type a name for the new library item, then press Enter (Windows) or Return (Mac OS). (**Figure 6**).

Dreamweaver saves each library item as a separate file (with the file extension .lib) in the Library folder of the site's local root folder.



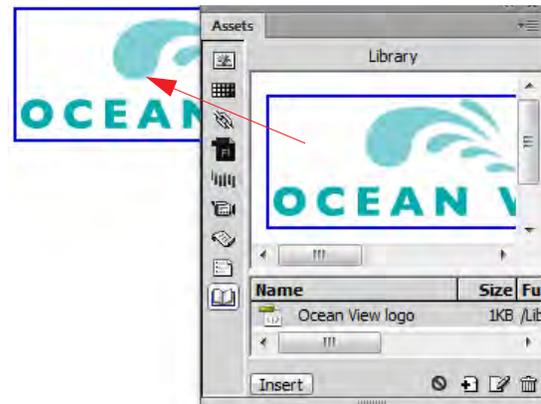
**Figure 6** Naming a new library item

### Inserting a library item

Once an item is added to the Library, you can insert it onto a page.

*To insert a library item:*

1. Position the insertion point in the Document window where you want to insert a library item.
2. In the Assets panel, click the Library button.
3. Drag a library item from the Assets panel to the Document window, or select an item and click the Insert button at the bottom of the panel (**Figure 7**).



**Figure 7** Inserting a library item on a page

### Editing a library item

Library items can be edited in their own window. The changes you make then apply to the library item everywhere you have previously inserted it.

*To edit a library item:*

1. In the Assets panel, click the Library button.
2. Select a library item.

3. Click the Edit button at the bottom of the Assets panel.

Dreamweaver opens a new window for editing the library item (**Figure 8**). This window is much like a Document window. You can tell it is a library item by the .lib filename extension on the document's tab.

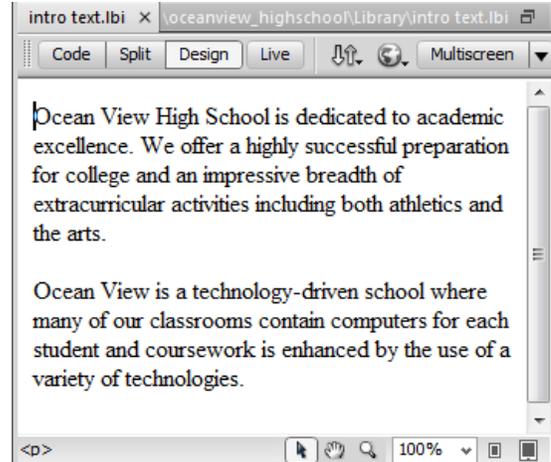
4. Edit the library item and then save your changes.

The Update Library Items dialog box opens, with a list of the files that use the library item (**Figure 9**).

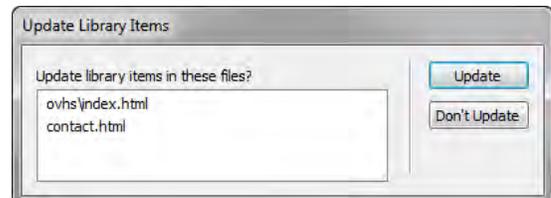
5. Click Update to replace the original library item with your edited version in the files that use the library item.

The Update Pages dialog box opens.

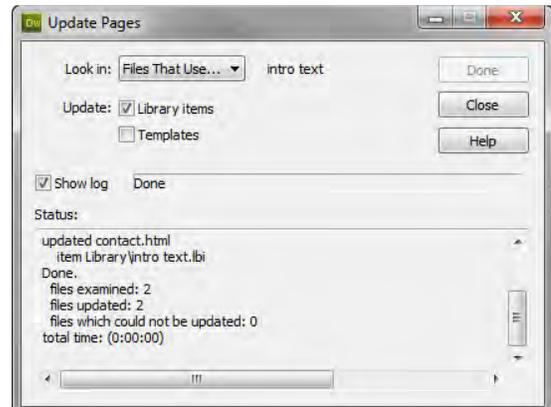
6. To see a report on the updating process, make sure Show Log is selected (**Figure 10**).
7. Click Close.



**Figure 8** Library editing window



**Figure 9** Update Library Items dialog box



**Figure 10** Update Pages report

### Updating all documents to use current library items

If you do not choose to update documents that use library items as you edit individual library items, you can later update all pages in the site with the current version of all library items.

*To documents to use current library items:*

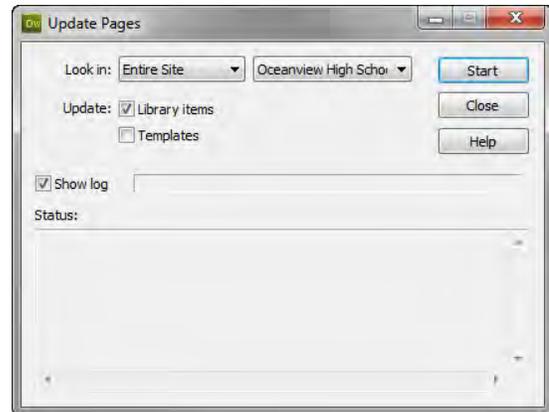
1. Select Modify > Library > Update Pages.

The Update Pages dialog box opens (**Figure 11**).

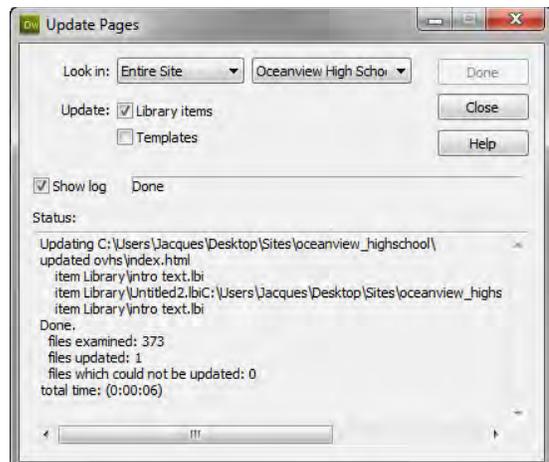
2. From the Look In pop-up menu, select Entire Site, and then select the site name from the adjacent pop-up menu.
3. Make sure Library Items is selected in the Update section.
4. Click Start.

Dreamweaver updates the documents and provides a report on the updating process (**Figure 12**). If you have updated documents at the time you edited library items, this report confirms that no additional updating was required.

5. Click Close.



**Figure 11** Update Pages dialog box



**Figure 12** Update Pages report