

Reusable Content

Overview

Reusable content is convenient when working with multiple pages that require the exact same information or a reusable format with different content. End-user tools for creating reusable content come in the form of assets, snippets, include files, binary files, and auxiliary sites. Generally, editing include files is limited to system designers and template developers, and those users only will see an editable region button. Additionally, the use and design of templates themselves and the use of XML stylesheets are a shortcut to utilizing common code and common content.

Snippets, Assets, and Includes

Snippets provide a template or a format with information that can be changed. For example, the site may require a specific format or structure for tables. This can be created in a snippet and inserted on a page any number of times. Once inserted on the page, the content becomes a part of the page and editable. Because the snippet is no longer linked to the original file, editing the original snippet does not affect the pages on which it was inserted.

Choose Snippet

Generic ▾

Filter

Personalization

Two Column - Flex

Enter Column Width Enter Column Width
Below Below

Note: Total width must equal twelve. Example: six and six, four and eight, etc.

four eight

Enter Content Here Enter Content Here

PRESS ENTER HERE FOR A NEW LINE->

Cancel Insert

For more information, visit the [Snippets](#) page.

Assets are used to provide the same information on any number of pages. When the content of the asset is updated, so are the pages that subscribe to it. This is useful for global content and content

that should be protected from changes. This also provides a way to insert server-side and client-side code on the pages.

Select Asset ?

Click to add tags

All Types ▼ Filter by name ☰ ☲

- Famous Weapons (gallena)
- Henry V (gallena)
- Home - Image Slider (gallena)
- Image Gallery (gallena)
- New Year's Gala Info (gallena)
- News - RSS Listing (gallena)
- Plain Text (gallena)
- Prospective Athletes (gallena)
- Request Information (gallena)
- Study Abroad Form (gallena)
- What's New Live (gallena)

```
<div class="news">
  <php label="News - RSS Listing">
    if(!function_exists("displayRSS")){
include($_SERVER["DOCUMENT_ROOT"] .
"/_resources/scripts/news/wnl.php"); }
    displayRSS(getRSS("/rss/news.xml"),10);
  </php>
</div>
```

Name: News - RSS Listing
Type: Source Code Asset
Description:
ID: {{a:64110}}
Last Modified: 20/07/15 08:17
Last Published: 20/07/15 08:20

Cancel
Insert

For more information, visit the [Assets](#) page.

Include files are similar to assets in that they are considered global and editing the include file updates all pages that are using it. The main difference is that include files are hardcoded into particular locations within the page templates, whereas assets can be placed in any editable region, allow flexibility around where they appear.





















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+ New
Upload
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?

	Name ^	Status	Modified	Options	Staging Production
<input type="checkbox"/>	_sidenav.inc	263B	19/10/15 08:51		
<input type="checkbox"/>	example.pcf	6.4K	19/10/15 09:20		
<input type="checkbox"/>	final-exam-schedule.pcf	7.5K	27/07/15 10:24		

For more information, visit the [Includes](#) page.

Snippets are site-specific, meaning that snippets have to be configured for each site on which they should be used. Assets are available cross-site, with the exception of Live Delivery Platform's image galleries and forms. This means that the same asset can be used on both the main site and the intranet site if desired. Using include files across sites is possible but depends on multiple factors including the server's settings, the site's configuration, and the configuration of the include.

The following table provides a few examples of ways that snippets, assets, and includes are utilized. Keep in mind that this list is not all-inclusive and not restrictive; that is, examples that are snippets can also be utilized as assets, and vice versa.

Content Type	Snippet	Asset	Include
Table structure			
Image placeholder with caption			
Formatted HTML			
Non-recurring formatted text			
Recurring text, common content			
President's name, email addresses, phone numbers			
An article, quote, or accolade that requires departmental branding			
Forms			
Code, JavaScript, or other client-side scripting			
Comments, discussions			
Image gallery			
Widgets, and other third-party code			
Navigation files			
Headers and footers			

Content Type	Snippet	Asset	Include
Include statements designed to be included on a page post-transformation.		