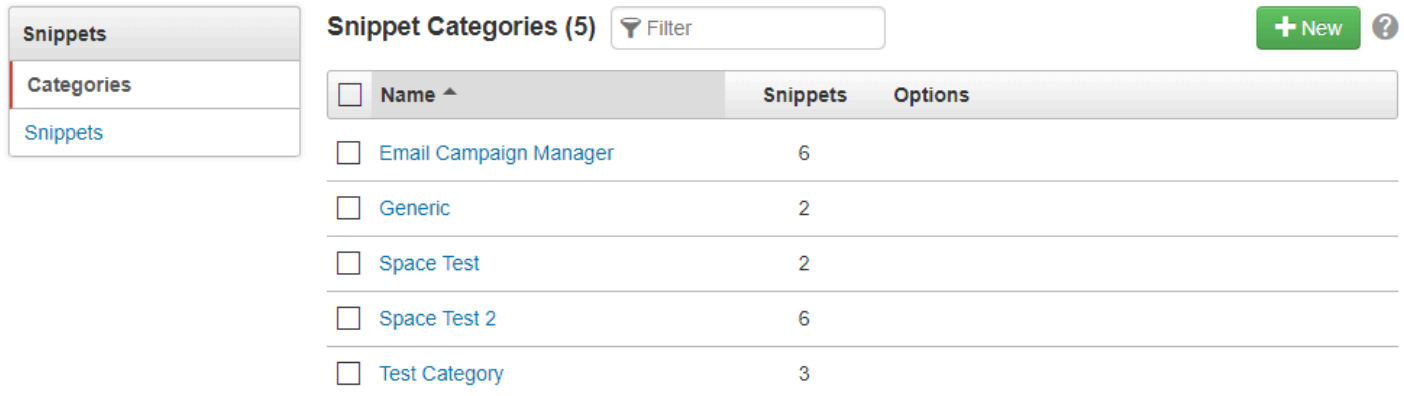


Creating and Managing Snippets

Snippet management and creation is available to Level 9 and 10 admins. Categories are also configured, which are used for sorting snippets when selecting one to place on a page. Both snippets and categories are accessible from **Content > Snippets**.

Categories

Selecting **Content > Snippets** brings you to the Snippet Categories view.



The screenshot shows the 'Snippet Categories (5)' view. On the left is a navigation menu with 'Snippets', 'Categories', and 'Snippets' (highlighted). The main area has a title 'Snippet Categories (5)', a 'Filter' input field, and a '+ New' button. Below is a table with columns 'Name', 'Snippets', and 'Options'. The table lists five categories: 'Email Campaign Manager' (6 snippets), 'Generic' (2 snippets), 'Space Test' (2 snippets), 'Space Test 2' (6 snippets), and 'Test Category' (3 snippets). Each row has a checkbox in the 'Name' column.

<input type="checkbox"/> Name ^	Snippets	Options
<input type="checkbox"/> Email Campaign Manager	6	
<input type="checkbox"/> Generic	2	
<input type="checkbox"/> Space Test	2	
<input type="checkbox"/> Space Test 2	6	
<input type="checkbox"/> Test Category	3	

This view lists all snippet categories for the account. You can filter the categories by name, sort categories by name and number of snippets, and click on a category name to see the snippets inside it.

Categories are often used to sort snippets by function or by type of pages they should be placed on. All snippets must belong to a category; therefore, you must have at least one category configured to create snippets.

Hovering over a category brings up the following menu options:

- **Rename**
- **Delete:** Deleting a category also deletes all snippets within that category. Deleting a snippet does not remove it from a page, but the snippet file cannot be restored.

Creating a Category

To make a new category:

1. Navigate to **Content > Snippets**. The Snippet Categories view is shown by default. Otherwise, click **Categories**.
2. Click the green **+New** button in the upper right of the screen.

Snippet Categories (3)

[+ New](#) [?](#)

<input type="checkbox"/> Name ^	Snippets	Options
<input type="checkbox"/> Email Campaign Manager	7	
<input type="checkbox"/> Generic	2	
<input type="checkbox"/> RVB	1	

3. Give the new category a friendly name, which will help end-users determine where the snippet is located.

New Category

Name

4. Click **Create**.

Snippets

Select **Snippets** from the left-hand menu to display the Snippets list view.

Snippets

Categories

Snippets

Snippets (9)

[+ New](#) [?](#)

<input type="checkbox"/> Name ^	Category	Sites	Modified / Options
<input type="checkbox"/> Button - Centered	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> Button - Full Width	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> One Column - Full Width	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> Panel - One Column	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> Panel - Two Column Flex	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> Personalization	Generic	1	4/30/18 2:11 PM
<input type="checkbox"/> Two Column - 50 50	Email Campaign Manager	1	4/30/18 2:11 PM
<input type="checkbox"/> Two Column - Flex	Generic	1	4/30/18 2:11 PM
<input type="checkbox"/> Two Column - Flexx	Email Campaign Manager	1	4/30/18 2:11 PM

From this view you can see all snippets in the account. You can filter them by name, sort by name, category, last modified date, description, and how many sites they are available to. Hovering over a snippet brings up the following menu options:

- **Preview:** Displays a preview of the snippet code. This may not accurately reflect the appearance of the snippet when added to a page, as styling has not been applied yet.

Preview Snippet

The preview below may not accurately reflect the appearance of the snippet when added to a page.

Enter Column Width Below	Enter Column Width Below
<i>Note: Total width must equal twelve. Example: six and six, four and eight, etc.</i>	
four	eight
Enter Content Here	Enter Content Here

PRESS ENTER HERE FOR A NEW LINE-->

- **Edit:** Takes you to the edit view of the snippet (see more in the next section)
- **Snippet:** Dropdown with two options - "Rename" and "Delete." Deleting a snippet is a permanent action. It does not remove a snippet from pages it has been placed on.

Select multiple snippets by clicking the checkboxes next to the snippets' names. With one snippet selected, the header options are **Preview**, **Edit**, **Access**, and **Delete**. The **Access** option allows you to select the group of users that can place the snippet on pages. When multiple snippets are selected, the only available options are **Access** and **Delete**.

Creating Snippets

To create a new snippet:

1. In Snippets List View or while viewing the list of snippets in a category, click the green **+New** button.
2. There are two panels: Snippet Information and Snippet Source Code.
3. Snippet Information contains the following fields:
 - **Name:** The name for your snippet ought to indicate its function, such as "Two-Column Table" or "Block Quote." Required.
 - **Category:** Select a category for your snippet to belong to. Required.
 - **Available for All Sites?:** Choose whether this snippet will be available to all sites in the account or not. If you choose to limit it, select from the list of sites which site or sites it will be available to.
 - **Available To:** Select the group that has access to this snippet and can place it on pages. By default "Everyone" will be selected.

- **Description:** Add a description of the snippet, such as what it's used for or where on a page it should be used.

Snippet Information

Name

Category

Available for All Sites? Yes
 No, Limit to the Selected Sites

Available Sites

Hide 1 selected All | None

Gallena	<input checked="" type="checkbox"/>
Library	<input type="checkbox"/>

Available To
The group with rights to use this snippet.

Description

4. Snippet Source Code is a source code editor. Enter the snippet code, remembering that when the snippet is placed on the page, it will become part of page's code and will be affected by the behavior of the WYSIWYG editor, which may remove certain kinds of markup. Therefore HTML is recommended.

Snippet Source Code

```
1 <table class="one-column-full-width" style="width: 100%;">
2   <tbody>
3     <tr class="heading">
4       <td colspan="2">
5         <h3>Enter Heading Here</h3>
6       </td>
7     </tr>
8     <tr class="content">
9       <td>
10        <p>Enter Content Here</p>
11      </td>
12    </tr>
13  </tbody>
14 </table>
15 <h3 class="wysiwyg-spacer">PRESS ENTER HERE FOR A NEW LINE-&gt;</h3>
```

Snippets intended for use within the WYSIWYG Editor should not include server-side (e.g., ASP.NET, PHP, or ColdFusion) or client-side code (JavaScript). It is possible to include classes that are called by client-side and server-side code, however.

When creating a snippet that contains an image, use the full path to the production server to be able to preview the image in the Snippet Preview window before inserting it on the page.

5. Once you are finished, click **Create** to make your snippet. The snippet is now available for use on pages.

Editing Snippets

To edit a snippet, click on its name in any of the list views, or hover over it and select "Edit." The available fields are the same as those present when creating a new snippet.

Unlike assets, which can be edited once and those changes applied to all subscribed pages, editing a snippet does not change pages on which the snippet has already been placed.