Snippets

Snippets are a type of reusable content that insert predefined content into a page while editing. The snippet content is then edited in the WYSIWYG editor without affecting the original snippet file. Snippets are often used for pieces of content with specific formatting, such as tables, buttons, and displaying quotes or images. Using snippets for design elements ensures consistent styling across pages and is specific to your website design. For information about your specific snippets, refer to your developer notes or contact your school's web content administrator.
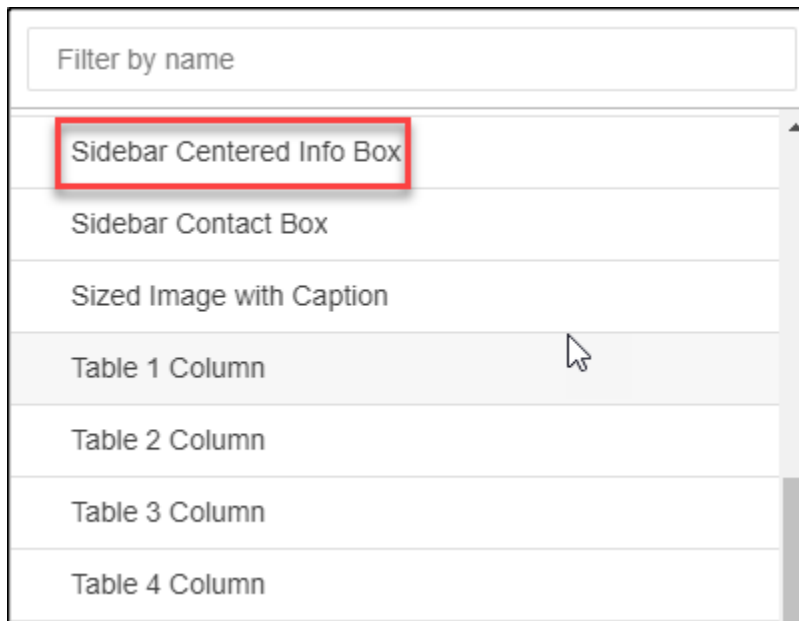
Sidebar Centered Info Box

1. Login to the page to edit
2. Click **Edit**

3. Click **Right Column Content** one of the green edit buttons

4. Click the **Snippet** icon

5. Select **Sidebar Centered Info Box**

6. Insert **Sidebar Centered Info Box**

7. Save **Sidebar Centered Info Box**
8. Preview **Sidebar Centered Info Box**

9. Submit **Sidebar Centered Info Box**

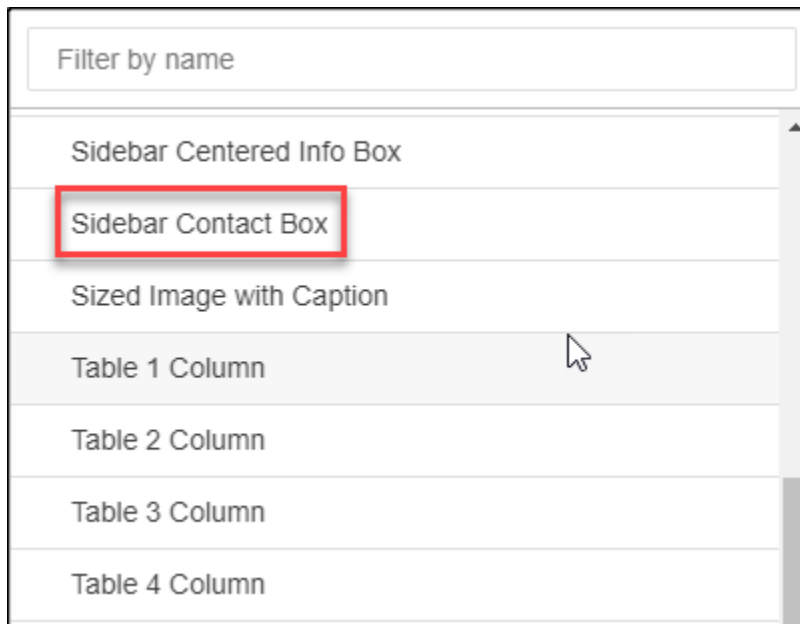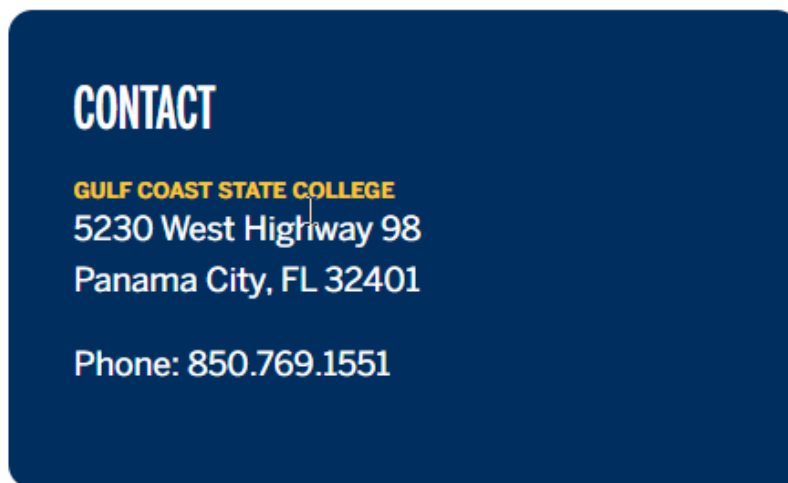# Sidebar Contact Box

1. Login to the page to edit
2. Click **Edit**

Preview   Edit   <> Source   Properties   Versions

3. Click **Right Column Content** one of the green edit buttons

/ Right Column Content

4. Click the **Snippet** icon
5. Select **Sidebar Contact Box**

Filter by name

Sidebar Centered Info Box

Sidebar Contact Box

Sized Image with Caption

Table 1 Column

Table 2 Column

Table 3 Column

Table 4 Column

6. Insert **Sidebar Contact Box**

7. Save **Sidebar Contact Box**
8. Preview **Sidebar Contact Box**

9. Submit **Sidebar Contact Box**