

GCSC Website

Website Editing Instructions

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

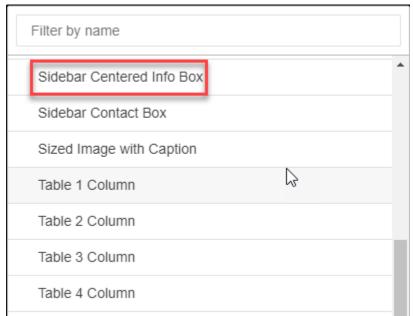


3. Click Right Column Content one of the green edit buttons

🖉 Right Column Content

4. Click the Snippet icon

- ti 🛚
- 5. Select Sidebar Centered Info Box



6. Insert Sidebar Centered Info Box

Sidebar Centered Info Box		
Main Heading (optional)	Enter text. All styling will be stripped. 2023 Application Deadlines	
Box Content Enter content freely using the WYSIWYG toolbar.		
Dental Assistant June 2, 2023		
Dental Hygiene March 1, 2023		

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

2023 APPLICATION DEADLINES

Dental Assistant

June 2, 2023

Dental Hygiene

March 1, 2023

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

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Right Column Content	



5. Select Sidebar Contact Box

4. Click the **Snippet** icon

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

Sidebar Contact Box		
Main Heading (optional)	Enter text. All styling will be stripped. Contact	
SubHeading (optional)	Enter text. All styling will be stripped. Gulf Coast State College	
Box Content		
Enter content freely using the WYSIWYG toolbar.		
5230 West Highway 98 Panama City, FL 32401 Phone: 850.769.1551		

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

CONTACT	
GULF COAST STATE COLLEGE	
5230 West Highway 98 Panama City, FL 32401	
Phone: 850.769.1551	

9. Submit Sidebar Contact Box