

1-Pager — on Creating Snippets

Snippets can be created by anyone on the system, but template masters have more control.

Snippets are similar to library items, but they have advantages over libraries. Libraries, unless they are made read-only, can only be used

by one user at a time. One set of snippets are shared by all users and can be updated quickly. This allows for more consistency in page design.



Tip

SNIPPETS saved this way are stored in the Recently Added directory under the snippet type that the user chose. From there they can be checked, approved and moved into the correct snippet organizational folder.

Step 1

Select all the pieces that you would like in the snippet. You can do this by lassoing them or by selecting each piece while holding down the Shift key.

Step 2

Click the BLOX Total CMS menu and select Export Snippet.

Step 3

Choose whether the snippet is a Page Design snippet or a Design Element snippet.

Step 4

Give the snippet a name.

Step 5

Click OK.



PAGE DESIGN: Page Design snippets are snippets that always go in the same location on a page. For example, page headers, rails and standard designs that you would find on Opinion pages would be Page Design snippets.

DESIGN ELEMENT: Design Element snippets are snippets that can be placed anywhere on a page. For example, pullquotes, refer boxes, consistently used icons and standalone photo designs would be Design Element snippets.

» CREATING STORY BLOCK SNIPPETS

Step 1

Tag the frames of all the elements that will be included in the snippet. The easiest way to do this is to place a story containing all the elements and let BLOX Total CMS tag the frames. If you tag the frames manually, you will have to select the frame, click the BLOX Total CMS menu, select Element Types and choose the type of element it is.

Step 2

Delete any images that you will not use from graphics frames. Leave the frames, but remove the images. Images left in the frames will be part of the snippet.

Step 3

Select all the elements that will be part of the snippet, click the BLOX Total CMS menu, select File References and choose Placeholder.

Step 4

Click the BLOX Total CMS menu and select Export Snippet.

Step 5

Choose whether you are saving a Page Design or Design Element snippet.

Step 6

Give the snippet a name.

Step 7

Click OK. The text in the frames will be replaced with a label of the frame's element type.



Tip

TEMPLATE Masters can enter development mode, which gives them a different snippet interface. This interface allows them to save snippets directly into the correct folder.