

Snippets

Snippets are small pieces of content that can be used on multiple pages. It is recommended that they be kept small and manageable. If you wish to replicate an entire page, it is often better to simply provide a link to the other page.

Snippets make use of the same functionality used for adding images/video/documents into a page. As with images there is limited permission control – only the owner of a snippet can edit it, and if they do so it will change it wherever it is used – so think very carefully about their use.

To create a piece of content (snippet) to re-use

The screenshot shows the 'Edit snippet' interface in Drupal. At the top, there is a breadcrumb trail: 'Home » UG-courses-UNISTATS note.1573563887.snippet'. Below this is the title 'UG-courses-UNISTATS note.1573563887.snippet' and four action buttons: 'VIEW', 'EDIT', 'USAGE', and 'DELETE'. The main form has a 'Name' field with the same text. Below is a 'Markup' field containing the HTML code: '<p>Please note that there may be no data available if the number of course participants is very small.</p>'. A 'Text format' dropdown is set to 'Raw HTML'. A dark blue 'Snippet' button is visible. On the right, there is a section for 'URL redirects' with a table showing no redirects available and a '+ Add URL redirect to this file' link. On the left, there are sections for 'Meta tags', 'URL path settings', and 'User information'. At the bottom, there are 'Save', 'Delete', and 'Cancel' buttons.

Home » UG-courses-UNISTATS note.1573563887.snippet

Edit snippet UG-courses-UNISTATS note.1573563887.snippet

VIEW EDIT USAGE DELETE

Name *

UG-courses-UNISTATS note.1573563887.snippet

Markup

<p>Please note that there may be no data available if the number of course participants is very small.</p>

Text format Raw HTML

Snippet

URL redirects

No redirects

The following are a list of URL redirects that point to this file.

FROM	TYPE	COUNT	LAST ACCESSED	OPERATIONS
No URL redirects available.				

+ Add URL redirect to this file

Meta tags

Using defaults

URL path settings

Automatic alias

User information

Associated with admin1856@ox.ac.uk

Save Delete Cancel

In a “full html” wysiwyg field, click the “add media” button. Select the “snippet” tab. Give your snippet a distinctive title (only to appear within Drupal, not on the website), then add your content to the ‘Markup’ field. Click “Save”.

If you want to use the snippet here then:

- Leave Display as “Full content” and click “submit”.

Otherwise:

- Click “Cancel”

Your snippet is now saved in the library (and will appear in the wysiwyg editor if you clicked submit).

</> Snippet (UG-courses-UNISTATS note)

Please note that there may be no data available if the number of course participants is very small.

To reuse a snippet

In the full html wysiwyg editor, place the cursor where you want the reused content to begin and click on the “Add media” icon. Click on the “library” tab. Search for your snippet (you can use “Type” to limit it to snippets, and filename to locate the title of your snippet). Click on your snippet and then on the “submit” button.

Leave Display as set to Full content and click on the “Submit” button. The title of your snippet now appears in the wysiwyg editor. When the page is viewed, you’ll see your content. (Remember to reset to “filtered html” if you want an editor to work in this field around the reused content.)

If you are using two or more snippets in the same wysiwyg field, it is important to place some space between them. Ideally, press return a couple of times, then place the courses where you want the first snippet and click the “add media” button and follow the steps above. Then using your arrow keys to move the cursor down before clicking “add media” again. You can then remove the blank lines. If two snippets are placed immediately adjacent, the code can get corrupted.

The screenshot shows the Media browser interface. At the top, there are tabs for UPLOAD, WEB, SNIPPET, LIBRARY, and MY FILES. Below the tabs, there are search filters: File name (with a search box containing 'snippet'), Type (set to Snippet), Sort by (set to Upload date), and Order (set to Desc). An Apply button is next to the filters. The main area displays a grid of 27 snippet thumbnails, each with a title and a file name. The thumbnails are arranged in three rows. At the bottom, there is a pagination bar showing '1 2 3 4 5 6 7 8 9 ... next > last »' and a Submit button.

File name	Type	Sort by	Order
snippet	Snippet	Upload date	Desc

Thumbnail Title	Thumbnail File Name
Undergraduate	days.1418200766.snippet
pad_newsoffice.1	412603175.snippet
pad_digicomso	ffice.1412603128.snippet
UG-Admissions-test--snippet-	4.1535536460.snippet
grad-access-applybuttons.16	42194084.snippet
grad-access-projects-deepm.16424693	21.snippet
grad-access-eligibility-esrc.1644485229	.snippet
grad-access-projects-esrc.1642469321	.snippet
grad-courses-funding-inro.1594989097	.snippet
grad-courses-funding-intronmatrix.1623753443	.snippet
grad-access-appguide-refguidance.1643850128	.snippet
grad-access-appguidebutton.1643850641	.snippet
grad-access-whatnext.1642193834	.snippet
grad-access-howtoapply.1612895384	.snippet
grad-access-additionalinfo.1612956886	.snippet
Point-of-care testing in serious mental illness.1642506861	.snippet
grad-access-accommodation.1642213421	.snippet
grad-access-placesWelcome8VS.1642211796	.snippet
grad-access-placesUNIQplus.1642211793	.snippet
grad-access-appguide-matching.1642211064	.snippet
grad-access-projects.1642211060	.snippet
grad-access-appguide-submission.1642193132	.snippet
grad-access-changes.1642194553	.snippet
grad-access-duringproject.1642194555	.snippet

1 2 3 4 5 6 7 8 9 ... next > last »

Submit

To edit a snippet

Go to “content” and place your cursor within the snippet you want to edit. Click the ‘Media: Snippet’ button in the toolbar. This will open up a new tab or window with the snippet open. You can then make the changes and save the snippet.



The snippet will now be updated on any page where it is used.

Please note that snippets are outside workflow and so do not need publishing. Versions are not taken of snippets so they cannot be rolled back.