

UAS Mosaic - reusable content

1. Overview

Reusable content is content which, once created, can be used on multiple pages. Reusable content can only be created or amended by Editors, but Contributors can select it for use on pages. Any changes to this content need only be made in one place, with the changes being shown automatically on the pages where the reusable content is being displayed.

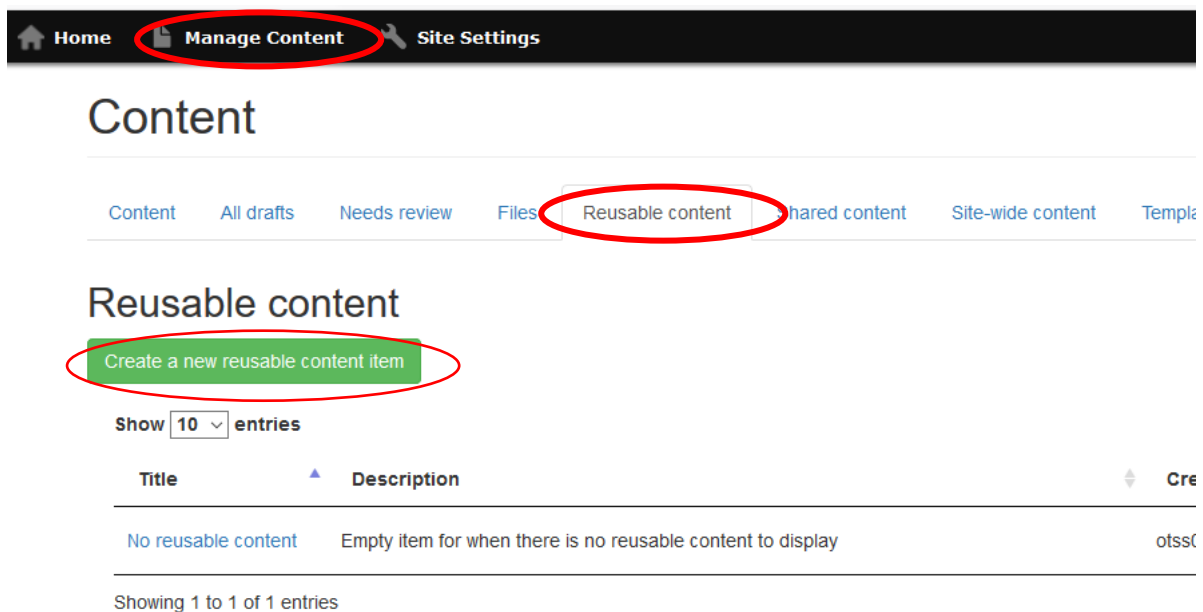
Although it *could* be used in numerous places, the templates which have been created use the reusable content widget only in Region 3, and only on some types of page. Editors needing to use reusable content in other places on their pages will need to request a new template – see [the guidance on this page about templates](#).

1a. Multiple pieces of reusable content

When creating reusable content note that the widget into which it is inserted only allows you to insert one piece of content. You therefore can't insert both reusable content A and reusable content B – if that is what you want to show through the reusable content option you need to create a third piece of reusable content which includes both content A and content B.

2. Creating reusable content (functionality not available to website contributors)

- To create reusable content, go to Manage Content, and choose the 'Reusable content' tab.
- This will take you to a page that shows any reusable content that has already been created on your website. The message 'no reusable content' is visible when your website has pages containing a reusable content widget that is not displaying any content in it. **DO NOT DELETE THIS**
- To create new reusable content, click the green button.



The screenshot shows the 'Manage Content' interface. At the top, there is a navigation bar with 'Home', 'Manage Content' (circled in red), and 'Site Settings'. Below this is the 'Content' section with several tabs: 'Content', 'All drafts', 'Needs review', 'Files', 'Reusable content' (circled in red), 'Shared content', 'Site-wide content', and 'Templ'. Under the 'Reusable content' tab, there is a green button labeled 'Create a new reusable content item' (circled in red). Below the button, there is a 'Show 10 entries' dropdown menu. A table with columns 'Title', 'Description', and 'Cre' is visible, containing one entry: 'No reusable content' with the description 'Empty item for when there is no reusable content to display' and 'otss' as the creator. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

Add a title. This is what will be displayed in the drop down menu when you select reusable content display on a page. Ensure it is meaningful and identifiable for other users.

The description is optional, and is only shown on the menu screen (see screenshot on page 1), but gives context for future editors.

Create Reusable content

The screenshot shows a form titled 'Create Reusable content'. It has two main sections: 'Title' and 'Description'. The 'Title' field is a simple text input with an asterisk next to the label. The 'Description' field is a rich text editor with a toolbar containing various icons for text formatting and editing. Two red arrows originate from the text on the left: one points to the 'Title' field, and the other points to the 'Description' field.

- To create content you can choose from the dropdown list of available widgets by selecting the appropriate one and clicking 'Add new widget'. The option to 'Share this with other sites' should be left unchecked unless you specifically know otherwise.

[Switch to plain text editor](#)

This section shows a dropdown menu currently set to 'Full HTML'. To the right of the dropdown is a blue link with a question mark icon that says 'More information about text formats'.

Optionally add some text to describe this piece of reusable content.

A checkbox labeled 'Share this with other sites' is shown, which is currently unchecked.

Reusable content *

No Widgets added yet. Select a Widget type and press the button below to add one.

Add one or more widgets to appear in this piece of re-usable content.

Widget type

A dropdown menu for 'Widget type' is shown, currently set to 'WYSIWYG content area'. A red oval highlights this dropdown menu and the green 'Add new Widget' button located directly below it.

Add new Widget

- The reusable content widget can be used on any page but is most likely to be used in Region 3 (the right column) for example for a 'call to action', contact details or related links that you want to appear on multiple pages on your website. Reusable content in Region 3 should use a WYSIWYG widget. **The guidance below specifically relates to creating reusable content for Region 3.**

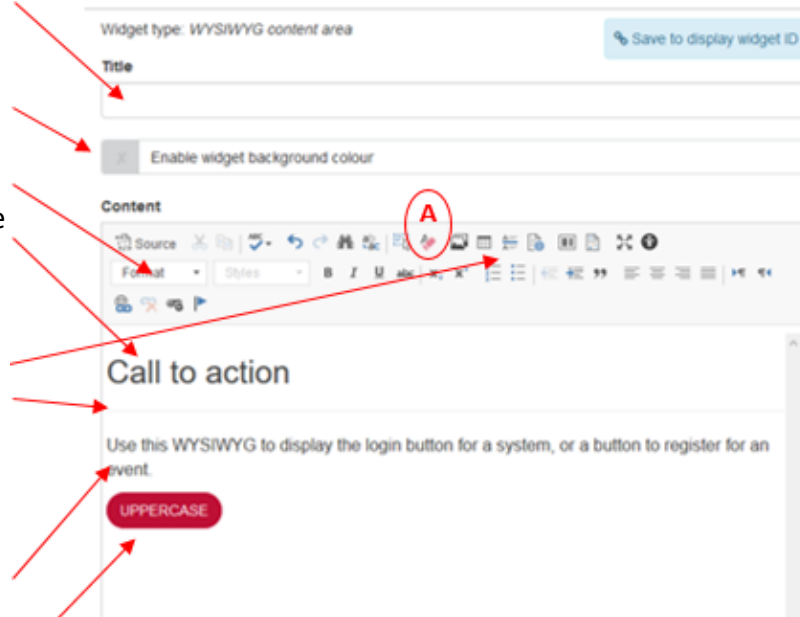
Leave the title blank (optional in reusable content for use in Region 2) and do not enable the widget background colour.

A heading using the style 'heading 2' from the format options (optional in reusable content for use in Region 2).

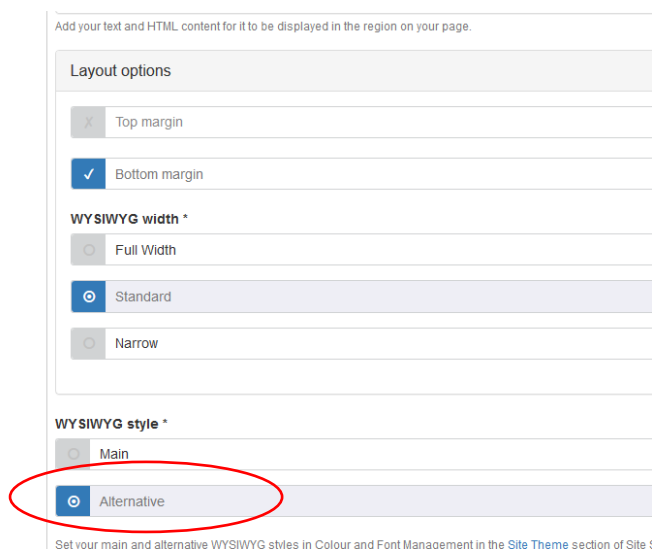
A horizontal line, added using the 'insert horizontal line' option, to separate the heading and the text below it (optional in reusable content for use in Region 2).

Normal text.

If required, a call to action button, **with text in upper case**.



- If you copy and paste content from other sources it should be stripped of formatting either via the shortkey (ctrl+shift+v) or the button in the toolbar (labelled as A above).
- Refer to the [UAS web style guide](#) and ['Writing for UAS websites' guidance](#) to ensure the style and content of your writing is consistent with UAS standards.
- In the layout options select the alternative WYSIWYG style if your reusable content is for Region 3, otherwise leave layout options as they are.



- You can add multiple widgets to one reusable content item so, in the example above, the call to action would be the first WYSIWYG widget, the contact details second and the related links third.
- The templates are set up to only include only one reusable content area, as it is likely that you can create as single pieces of content all the versions which you will need. It is possible, however, to display more than one reusable content item in a specific region of your page. If you require that your templates be changed to give this option, see [the guidance on this page about templates](#) for more information.
- When you have added all the content you need, click Save.
- To display reusable content on your page you select in the reusable content widget when editing Region 3 – see that guide for more details.

