



Working with reusable content in SharePoint 2010

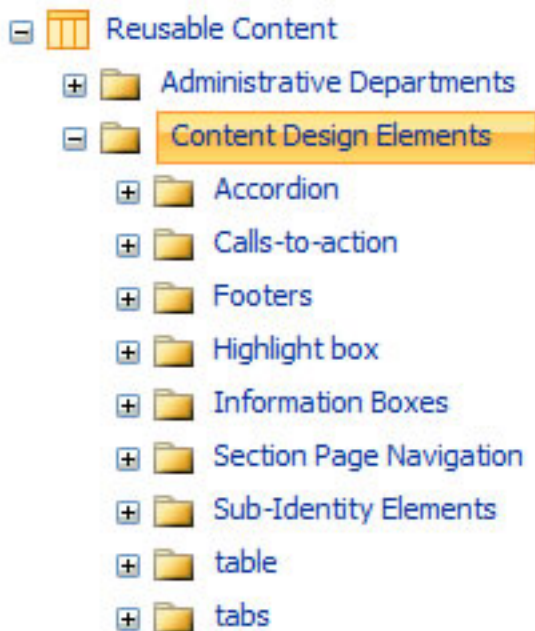
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What is Reusable Content?

Reusable content libraries provide an easy way to update, duplicate and implement standardized content, images and HTML code. This enables the reusable content to be changed in one place for every page in which it is used.

Integrated University Communications (IUC) and University Web Services (UWS) have created different types of reusable content for you to use—calls-to-action, highlight boxes, information boxes and key university messages. These standard reusable content items are located under the **Reusable Content List** and then select **Content Design Elements**.



Ask yourself the following questions to determine if your content should be a **Reusable Content Item**. If your answers are yes, we recommend you create reusable content items to use throughout the site.

- Will the content information be on multiple pages?
- If this content is not reused on your site, will this content be used on other sites?

Editable Reusable Content

An editable reusable content item serves as an HTML code or content template that is formatted in one location but is not updated on individual pages when changed. The content owner will be able to change the Reusable Content item after they insert it on a page. This is useful if you want to define the proper form or HTML code for a block of content but you want authors to provide the content itself. For example, in a site that provides product descriptions, in which you want each description to follow a particular tabular form, you could create a generic Product Description Table item in the Reusable Content list, which authors could insert and then overwrite.

To make an editable reusable content item **do not select** the Automatic Update check box in the Reusable Content screen.

Automatic Update



If this option is selected, the content of this list item will be inserted into web pages as a read-only reference. New versions of this item will automatically appear in the web pages. If the option is not selected, the content of this list item will be inserted into web pages as a copy that page authors can then modify. New versions of this item will not appear in the web pages. Any change to this setting will not affect existing web pages that are using this item.

Non-Editable Reusable Content

A non-editable reusable content item serves as a read-only HTML code or content template that is formatted in one location and is updated automatically on individual pages where inserted. The content owner will not be able to change the Reusable Content item after they insert it on a page. The non-editable reusable content item can only be edited in the Reusable Content item list.

To make a non-editable reusable content item **select** the Automatic Update check box in the Reusable Content screen.

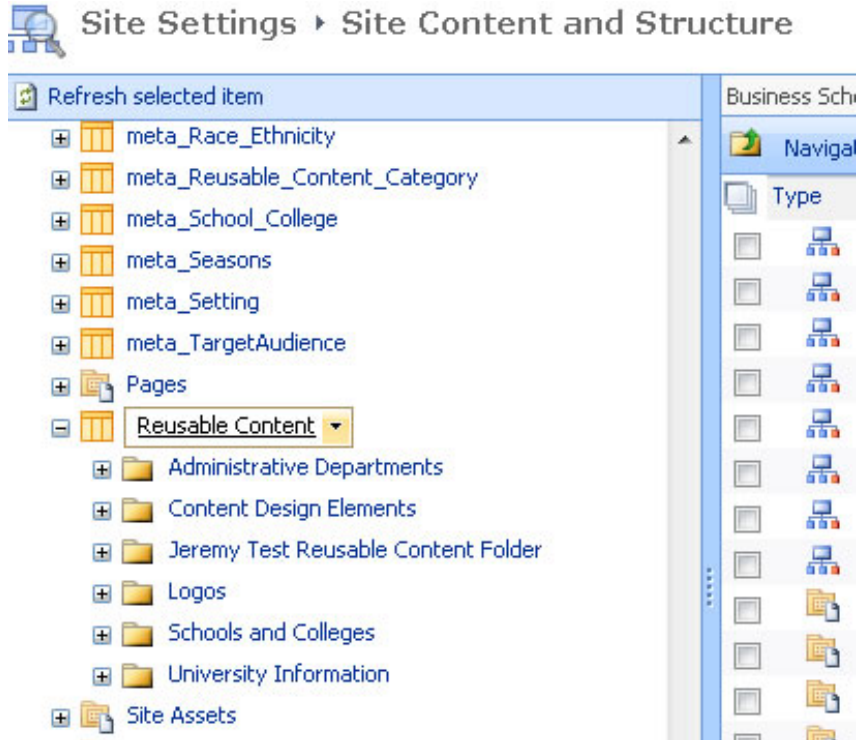
Automatic Update



If this option is selected, the content of this list item will be inserted into web pages as a read-only reference. New versions of this item will automatically appear in the web pages. If the option is not selected, the content of this list item will be inserted into web pages as a copy that page authors can then modify. New versions of this item will not appear in the web pages. Any change to this setting will not affect existing web pages that are using this item.

How to Edit Reusable Content

1. To edit an existing reusable content item, navigate to the **Reusable Content** library at the site root directory from the **Manage Content and Structure** menu.



2. Scroll over the **Reusable Content** library list name in the left window pane and from the drop-down menu choose **Open Link in New Window**.



3. Scroll to your department folder and open the file directory (by clicking on the blue text).



Site Actions ▾ Browse **List Tools**
Items List

University of Colorado Denver ▸ Reusable Content ▸ Schools and Colleges ▸ Content Preview ▾

Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted as a copy in the web page, and the content will be changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not be changed.

University of Colorado Denver About Us ▾ Admissions ▾ Academics ▾ Academic Life ▾ Campus Life ▾ Academic Programs ▾

Visual Upgrade: This site has been set to preview the latest SharePoint features and interface. Changing the content while in preview mode may affect the content.

Type	Title	Approval Status	Automatic Update	Comments	Reusable Text	Reusable HTML
Content Category : (18)						
	Academic Programs	Pending				
	Bioethics	Pending				
<input checked="" type="checkbox"/>	Business	Pending				
	CAM	Pending				
	CAP	Pending				
	Centers	Pending				
	CLAS	Pending				

4. Click on the name of the **Reusable Content** item you would like to make changes to.

Site Actions ▾ Browse **List Tools**
Items List

University of Colorado Denver ▸ Reusable Content ▸ ... Quick links ▸ Content Preview ▾

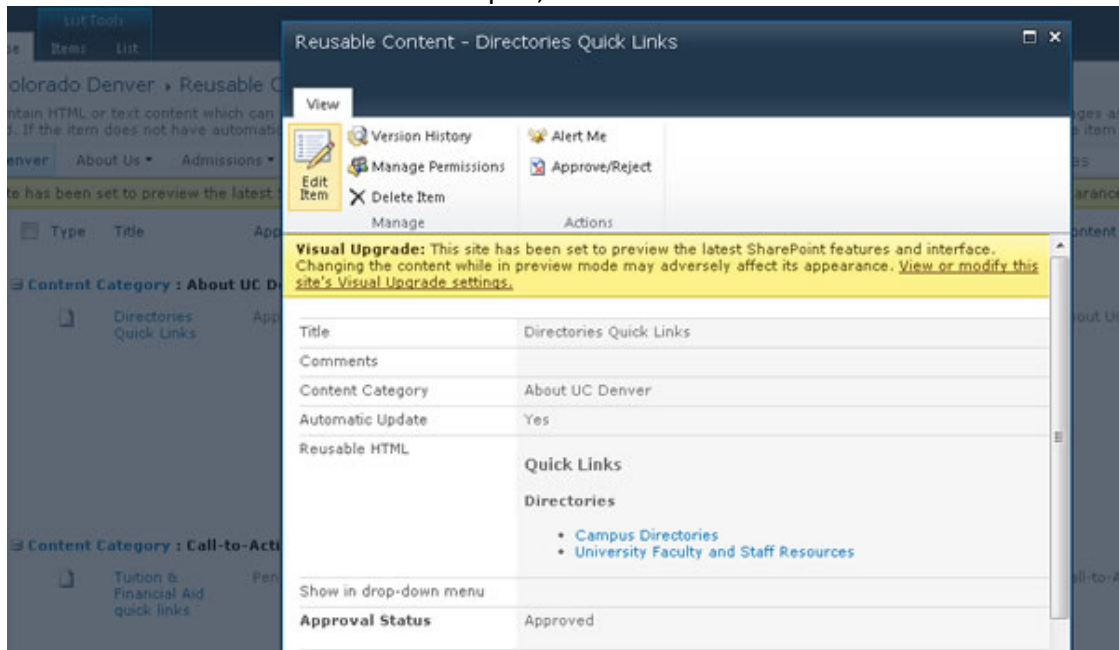
Items in this list contain HTML or text content which can be inserted into web pages. If an item has automatic update selected, the content will be inserted as a copy in the web page, and the content will be changed. If the item does not have automatic update selected, the content will be inserted as a copy in the web page, and the content will not be changed.

University of Colorado Denver About Us ▾ Admissions ▾ Academics ▾ Academic Life ▾ Campus Life ▾ Academic Programs ▾

Visual Upgrade: This site has been set to preview the latest SharePoint features and interface. Changing the content while in preview mode may affect the content.

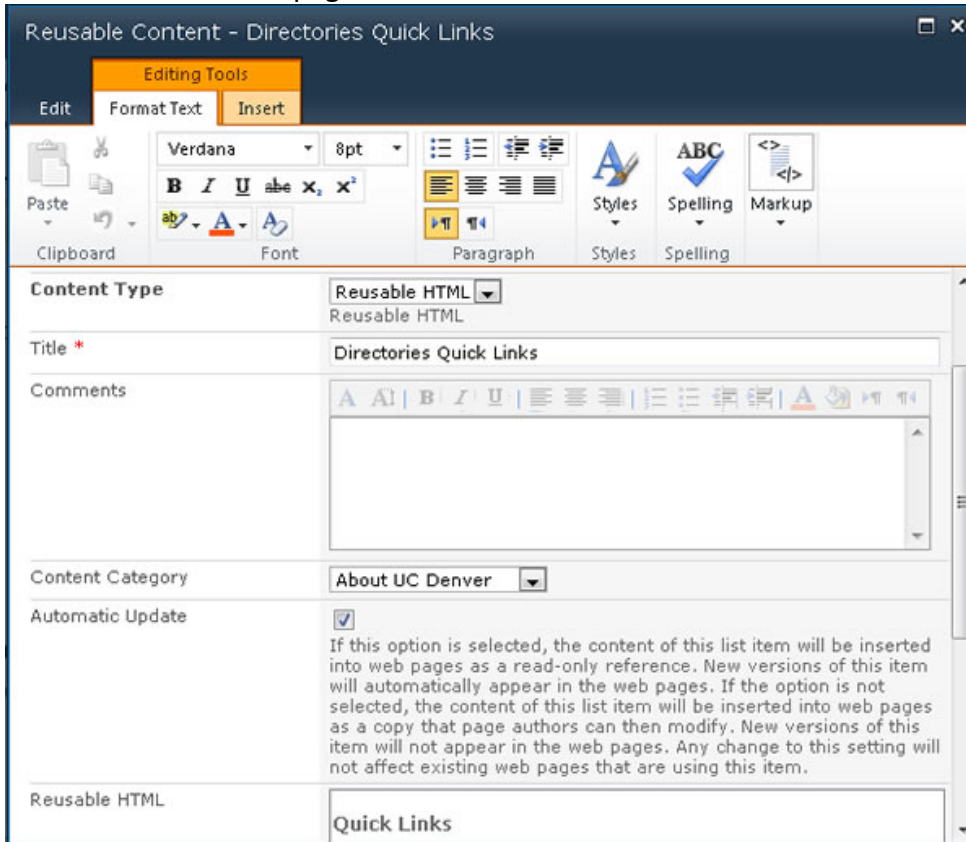
Type	Title	Approval Status	Automatic Update	Comments	Reusable Text	Reusable HTML
Content Category : About UC Denver (1)						
<input checked="" type="checkbox"/>	Directories Quick Links	Approved	Yes			Quick Links Directories <ul style="list-style-type: none"> Campus Directories University Faculty and Staff Resources
Content Category : Call-to-Actions (1)						
<input checked="" type="checkbox"/>	Tuition & Financial Aid quick links	Pending	Yes			Quick Links Tuition and Financial Aid

- Once the **Reusable Content Item** is open, click on **Edit Item** button.

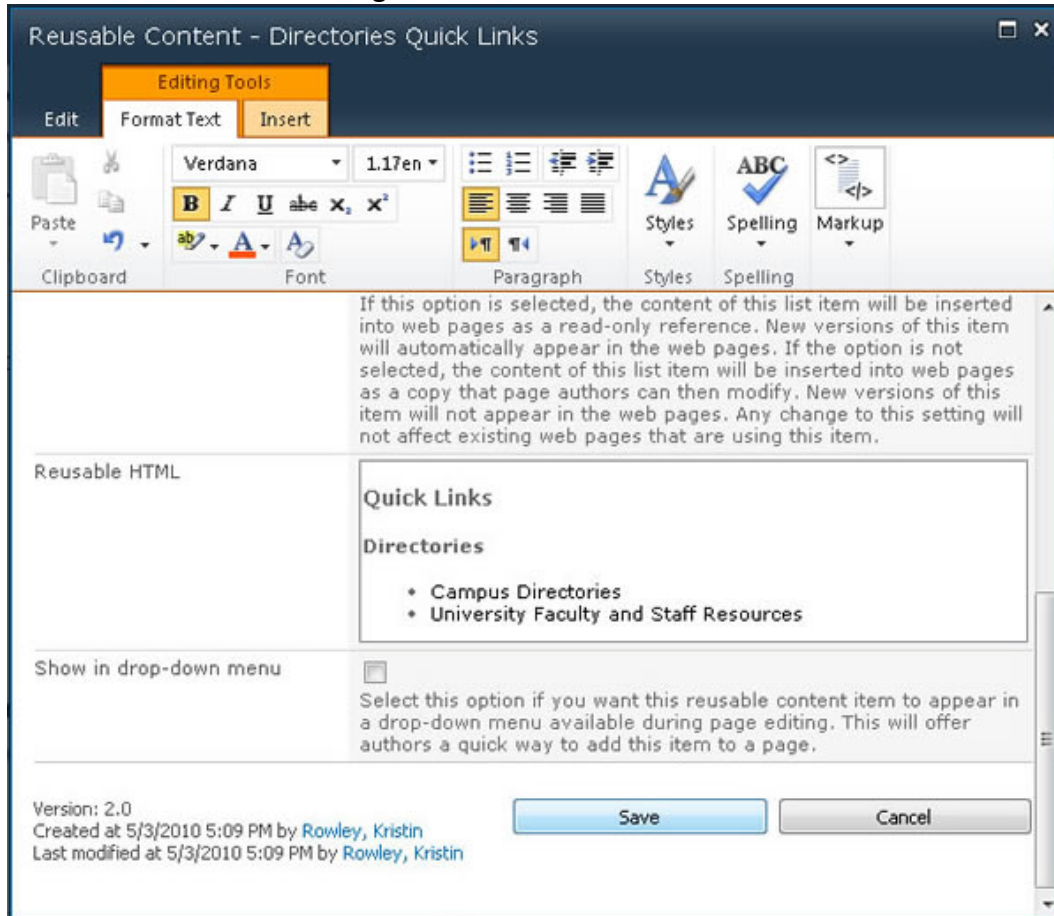


- Update or change all the fields in the **Reusable Content** screen (Title, Comments, Content Category, Automatic Update, and Reusable HTML).
NOTE: Check Automatic Update if you don't want the reusable content item to be

editable on individual pages.

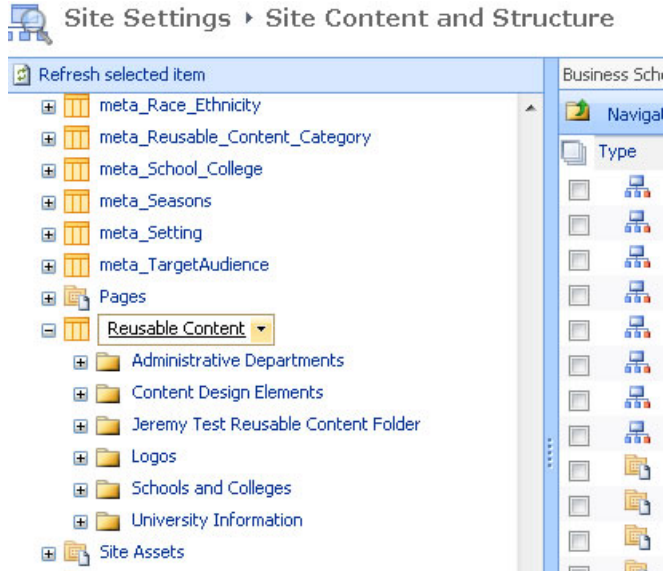


7. Click **Save** when done editing the **Reusable Content Item**.



How to Create Reusable Content

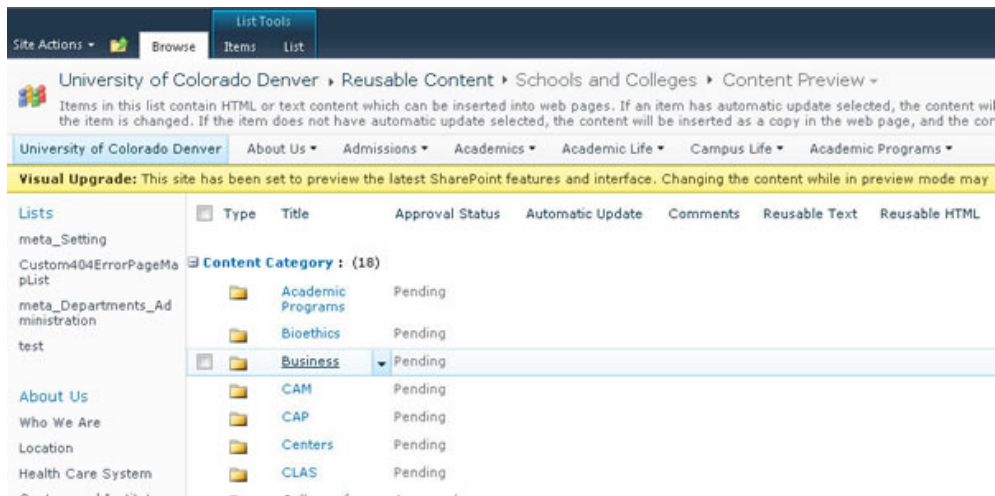
1. To create a new reusable content item, navigate to the **Reusable Content** library at the site root directory from the **Manage Content and Structure** menu.



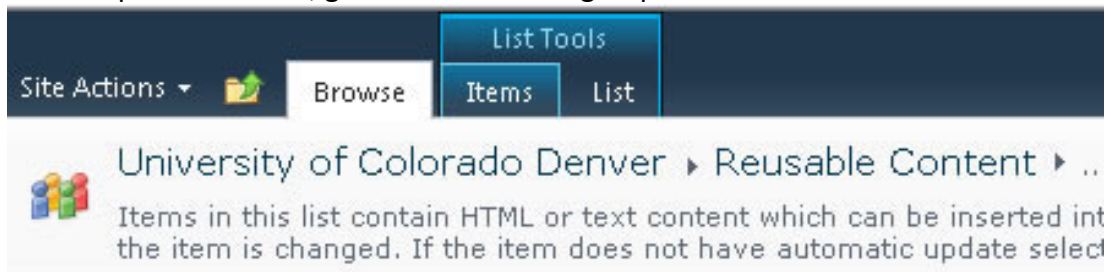
2. Scroll over the **Reusable Content** library list name in the left window pane and from the drop-down menu choose **Open Link in New Window**.



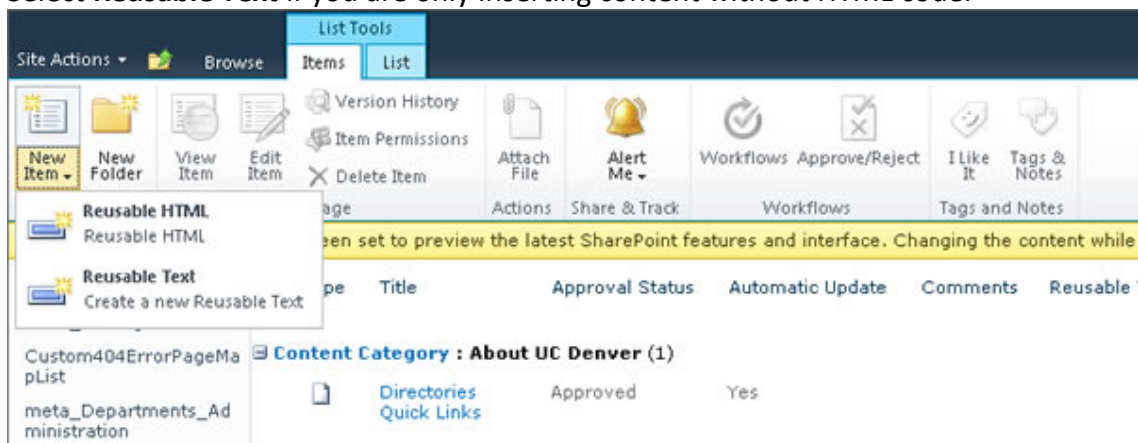
3. Scroll to your department folder and open the file directory (by clicking on the blue text).



- In the top ribbon menu, go to the **List Tools** group and select **Items**.

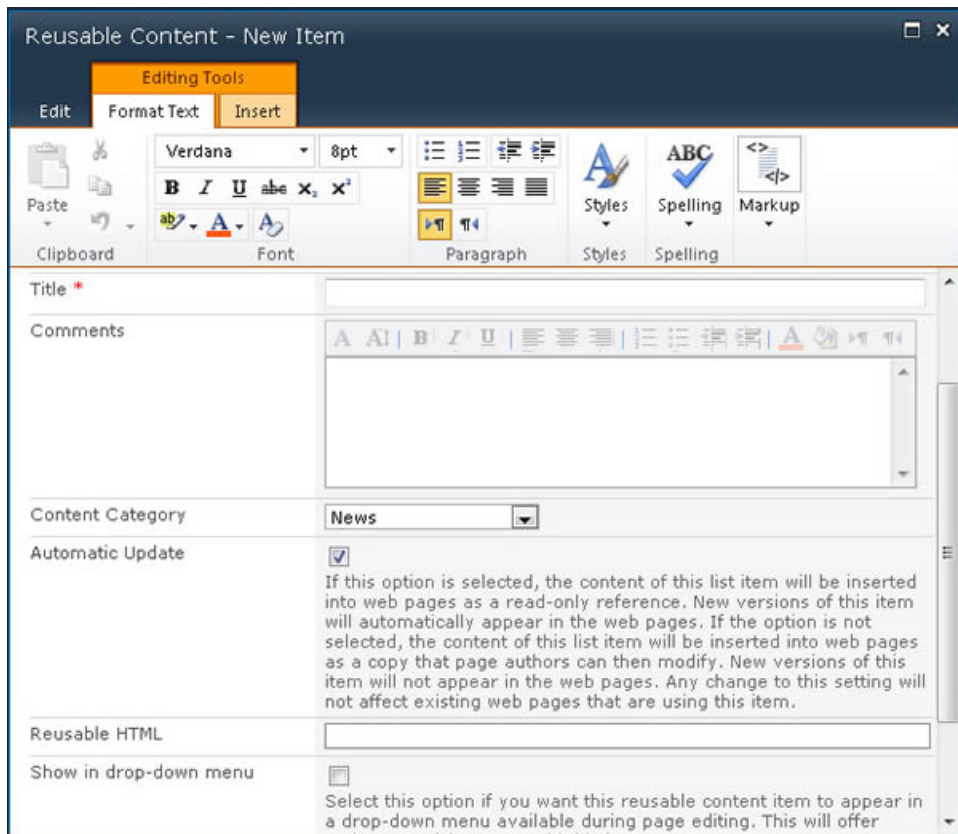


- Select **New Item**. Select **Reusable HTML** if you need to insert HTML code and content. Select **Reusable Text** if you are only inserting content without HTML code.

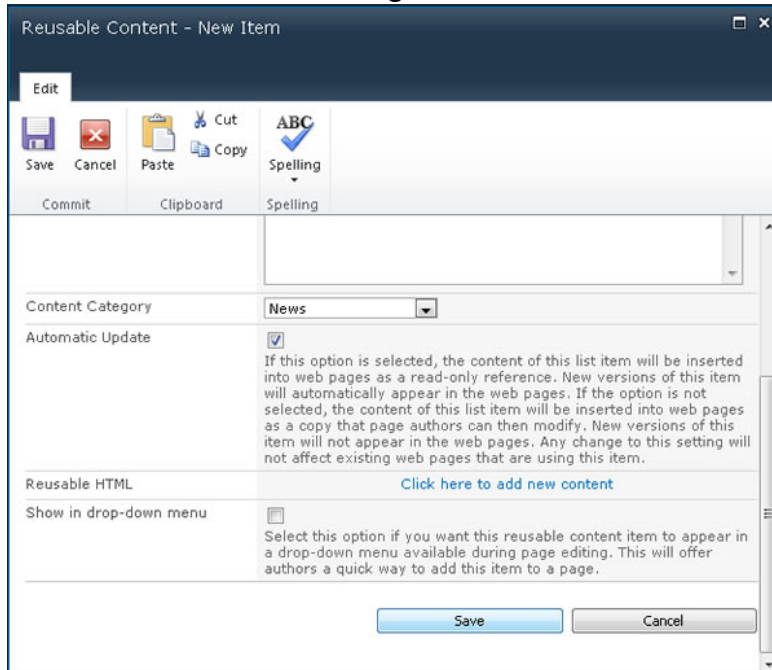


- Complete all the fields in the **Reusable Content: New Item** screen (Title, Comments, Content Category, Automatic Update, Reusable HTML or Reusable Text and Show in drop-down menu).

NOTE: Check Automatic Update if you want the reusable content item to be non-editable on individual pages.

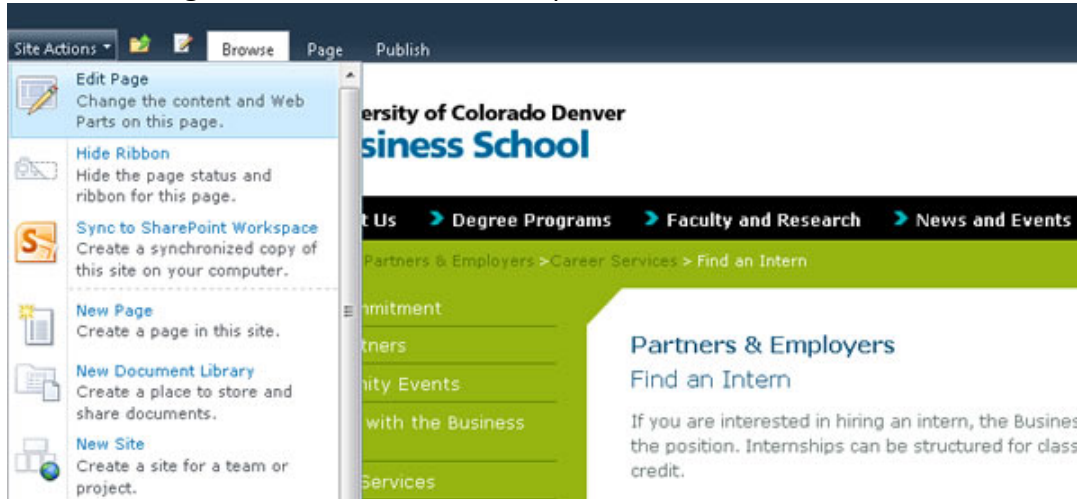


7. Click **Save** when done creating the new **Reusable Content Item**.

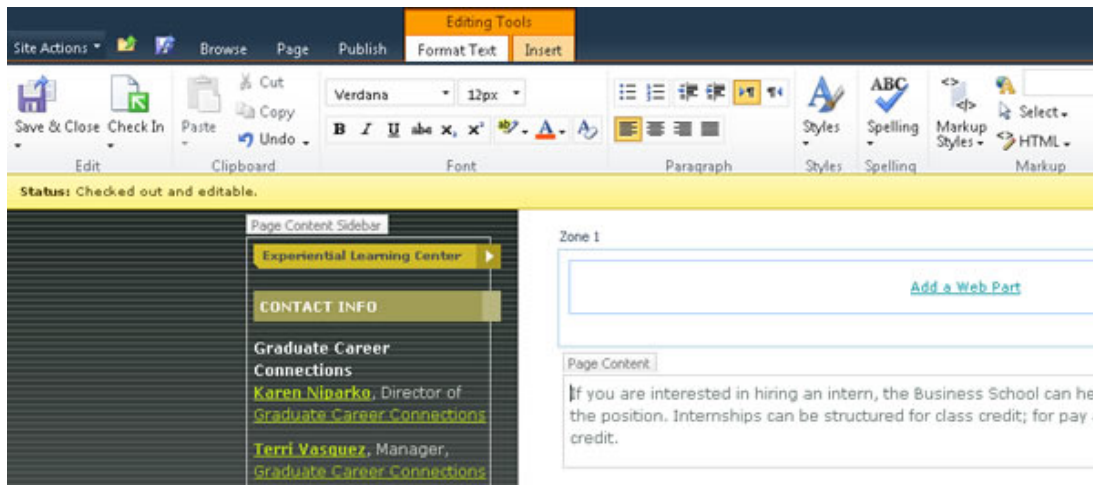


How to Insert Reusable Content

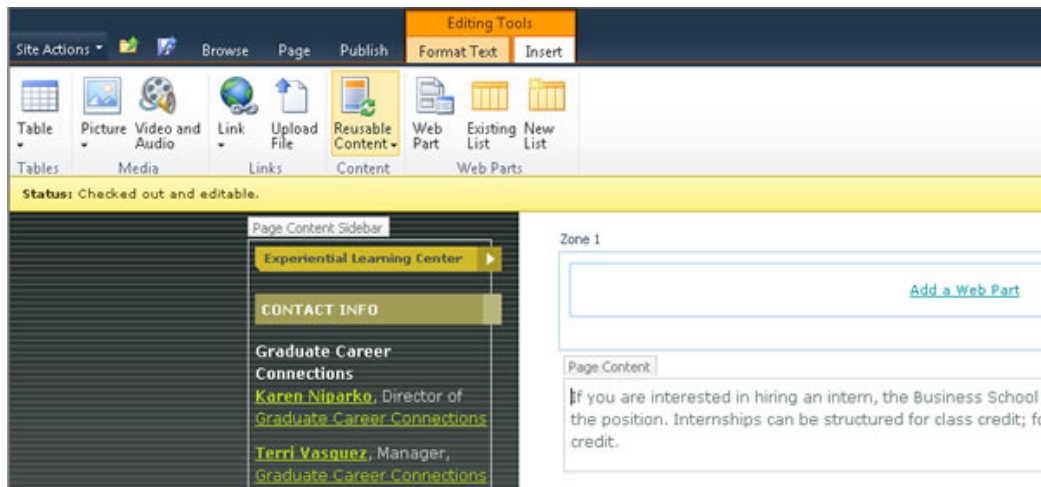
1. Navigate to the web page in your site where the reusable content will be inserted.
2. Select **Edit Page** from the **Site Actions** drop-down menu.



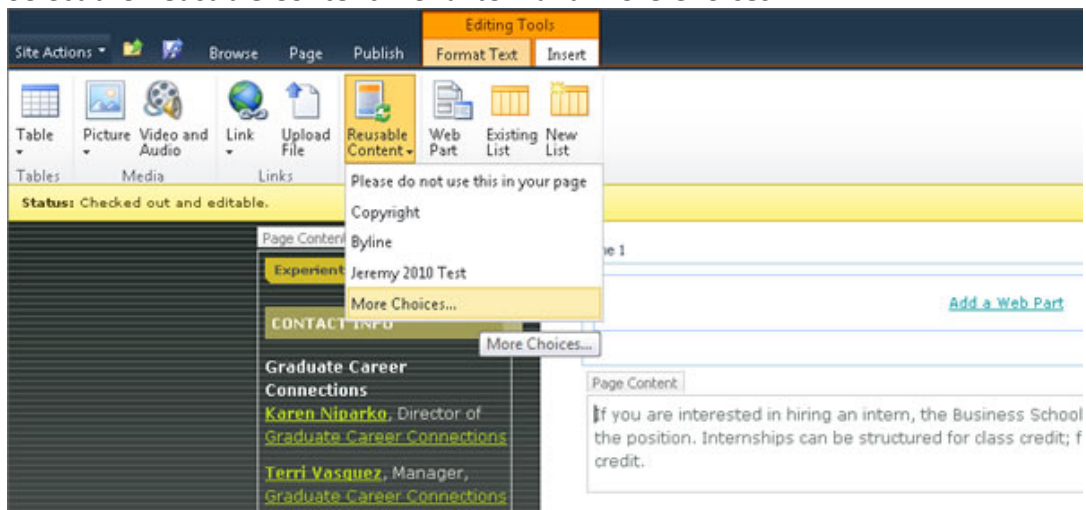
3. Click your cursor in the appropriate content area on the page where you want to insert the reusable content.



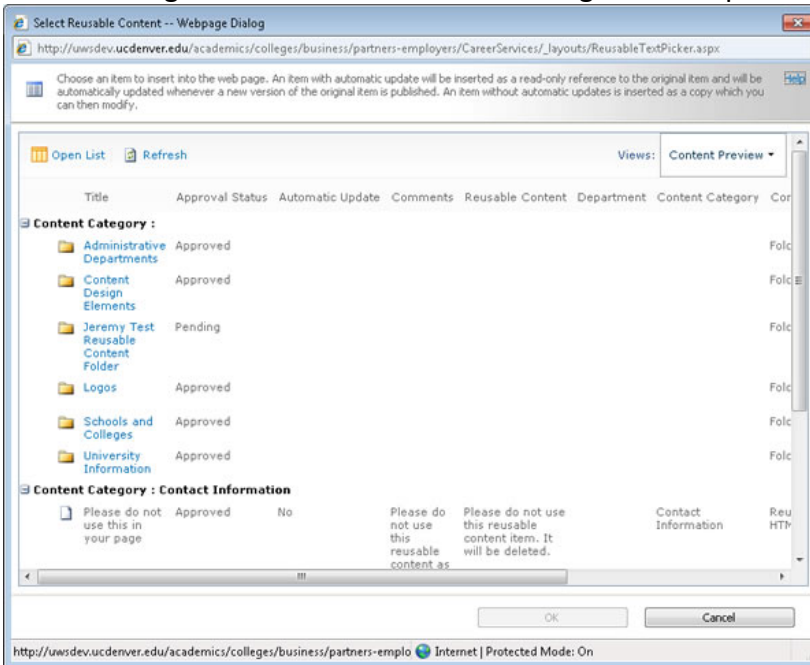
- In the **Editing Tools** group, select **Insert**



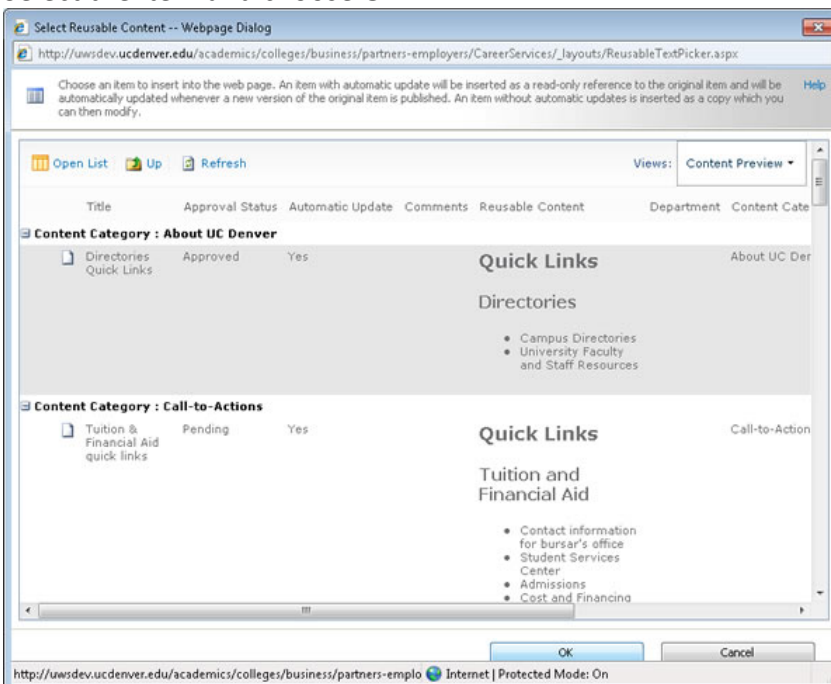
- Select the **Reusable Content** menu item and **More Choices**.



6. The following **Select Reusable Content** dialog box will open.



7. Navigate to the category folder where the desired **Reusable Content Item** is located. Select the item and choose **OK**.



8. The reusable content will appear in the content area on the page where your cursor was positioned. You are now ready to **Save and Close**, **Check In**, or **Publish** the page.