TEMPLATE AND REUSABLE CONTENT DEEP DIVE

Why Use Templates?

- Use a template if more than one page will have the same kind of static content on it, with one placeholder for standard content, and optionally one or more reusable content placeholders.
- Use a template if you want to have the same type of side menu on multiple pages. It will save you time!
- Use a template if multiple pages will need the same layout. This will save you the time of creating a new page and adding all the layout features for each page!
- Do not create templates that have two or more content placeholders. A template with more than one content placeholder will not add another classic editor field in your page, but repeat the same content twice.
- Do not create a template if you are only going to use it on one page. In this case, it will be simpler to build a page without a template using Zuse Create.

Building Templates

Building templates is the same as building a Zuse Create page, except there are two additional modules.

CONTENT PLACEHOLDER

The content placeholder specifies where the content from the Classic Editor will appear on the page. Every template should have exactly one content placeholder.

REUSABLE CONTENT PLACEHOLDER

Adding a Reusable Content Placeholder allows adding a different piece of reusable content to every page using the template. This could be useful if you wanted to have a different supplemental menu on pages using the same template. A template can have as many reusable content placeholders as you want. Give them descriptive names so you know where you are placing the reusable content when you are building the page.

Reusable Content

A reusable content block is single column of one or more Zuse Create modules.

Reusable content provides a way to create content which will be displayed in multiple locations across your site. This is useful for reoccurring information, or for sites where information must be repeated in multiple places. Reusable content blocks can be added to any Zuse Create page.

Using reusable content blocks with a template provide the Classic Editor with more flexibility and time-saving capabilities.

Do not place a reusable content block inside itself. Any page utilizing that module will cease to function.
Strategies for using Templates

There are a couple ways to organize the use of your templates. It makes sense to consider what will work best for your site before you get too far down the line of building templates and reusable content.

MANY TEMPLATES AND LESS REUSABLE CONTENT

You can use templates without using reusable content placeholders. In this case, your templates would be specific to the type of page you are using it with. For example, you could have a template with a menu of all your programs that you can use for all of your program detail pages. Then, you would have another template with a menu of your policies that you would use for all of your policy pages. This may be the better strategy if you don’t have many page types or if you have more than one piece of static content (for example a menu on the left side and a disclaimer at the bottom) on a type of page.

FEWER TEMPLATES WITH REUSABLE CONTENT PLACEHOLDERS

On the other hand, you can create one generic template with reusable content placeholders and reusable content blocks to use on your pages. For example, you could have one template with a reusable content placeholder and build two reusable content blocks - one with a program detail menu and one with a policy menu. Then the program and policy pages would both have the same template, but you would specify the correct reusable content block for each page. This may be a better strategy if you have more types of pages and fewer pages of each type.

Tips

NAME TEMPLATES, REUSABLE CONTENT AND REUSABLE CONTENT PLACEHOLDER DESCRIPTIVELY

Without descriptive names, it will be hard to remember what a template is for. Name a template for the purpose of the page, Program Details, or the layout, Left Column Reusable Content.

USE TEMPLATES TO STANDARDIZE YOUR SITE

Templates are a good way to force your site into a standard look across pages. This will not only limit the amount of work you have to do building the site, but also make it easier for visitors to find what they want.
Exercise: Build a template, block of reusable content, and a page using them

1. Create a template.
   a. On the left side menu, select Collections > Templates.
   b. Select the Add New button next to the title of the page.
   c. Give your template a title and click the Start Building button.
   d. Choose your layout and select Add Module where you would like the Classic Editor content to appear.
   e. Select the Content Placeholder module, and click Save.
   f. Add a Reusable Content Placeholder module to your template.
   g. Add a piece of static content. Select a Notice module and add some text, for example, “This is a disclaimer.” Your template should look something like this:

   ![Template with Content Placeholder and Reusable Content](image)

   h. Publish your template to make it available to use.

2. Create a block of reusable content.
   a. On the left side menu, select Collections > Reusable Content.
   b. Select the Add New button next to the title of the page.
   c. Name your reusable content “Gumball image and useful links.”
   d. Select the Add Module button and select Image.
   e. On the All Images tab, search for your gumball image and select it. Save the module.
   f. Add another module and select Supplemental Menu. Select the Useful Links menu you built above.
   g. Publish your block of reusable content.

3. Create a page using your template and reusable content block.
   a. On the left side menu, select Content > Pages > Add New.
   b. Title your page “A gumball template.”
   c. In the Page Attributes meta-box, click the select a template link and select the template you created above.
   d. Preview your page. You should see the static content you added to your template.
   e. Add some content to the Classic Editor.
   f. Scroll down to the Reusable Content Selection meta-box. Click the Select Reusable Content link and check the box next to the block of reusable content you created above.
   g. Publish and view your page. You should see your Classic Editor content, the reusable content and the static content from your template.

4. Try editing your template or your reusable content block. The updates will automatically update your page.