

**VIS Migration & Replacement Project  
Solution Knowledge Transfer  
Managing Reusable Content**

for  
Washington State  
Office of the Secretary of State

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# 1 Reusable Content

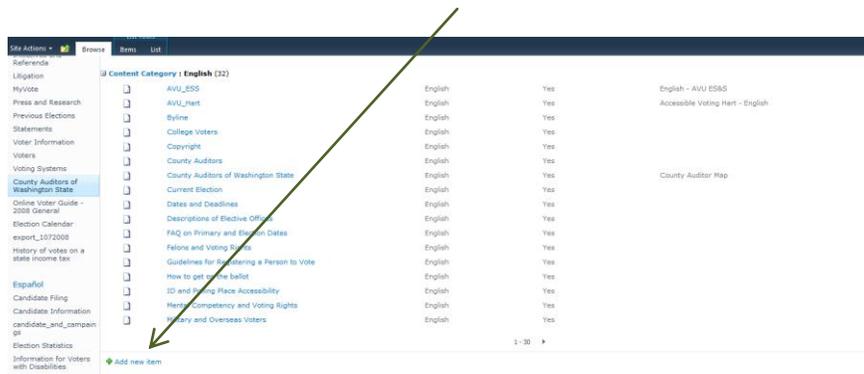
The new SharePoint 2010 solution has been configured so that each county and the state site are a site collection with language variations enabled. Because the site architecture is different than the previous solution, in which all county sites were created and maintained in a single site collection, a custom solution for distributing reusable content across all site collections was developed.

All Reusable Content is managed by authenticated site administrators at the OSOS state site collection:

</agency/osos/ReusableContent/AllItems.aspx>

## 1.1 Adding New Reusable Content

1. From the site above, select Add a New Item.



2. Enter a descriptive Title. Note that this Title will be particularly important for selecting Reusable Content items that are created in languages other than English.
3. Add and format the desired content. Checking the Automatic Update and Show in Drop-Down Menu checkboxes is recommended.

Reusable Content - New Item

Editing Tools

Edit Format Text Insert

Clipboard Font Paragraph Styles Spelling Markup

Verdana 8pt

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Title \*

Comments

Content Category English

Automatic Update

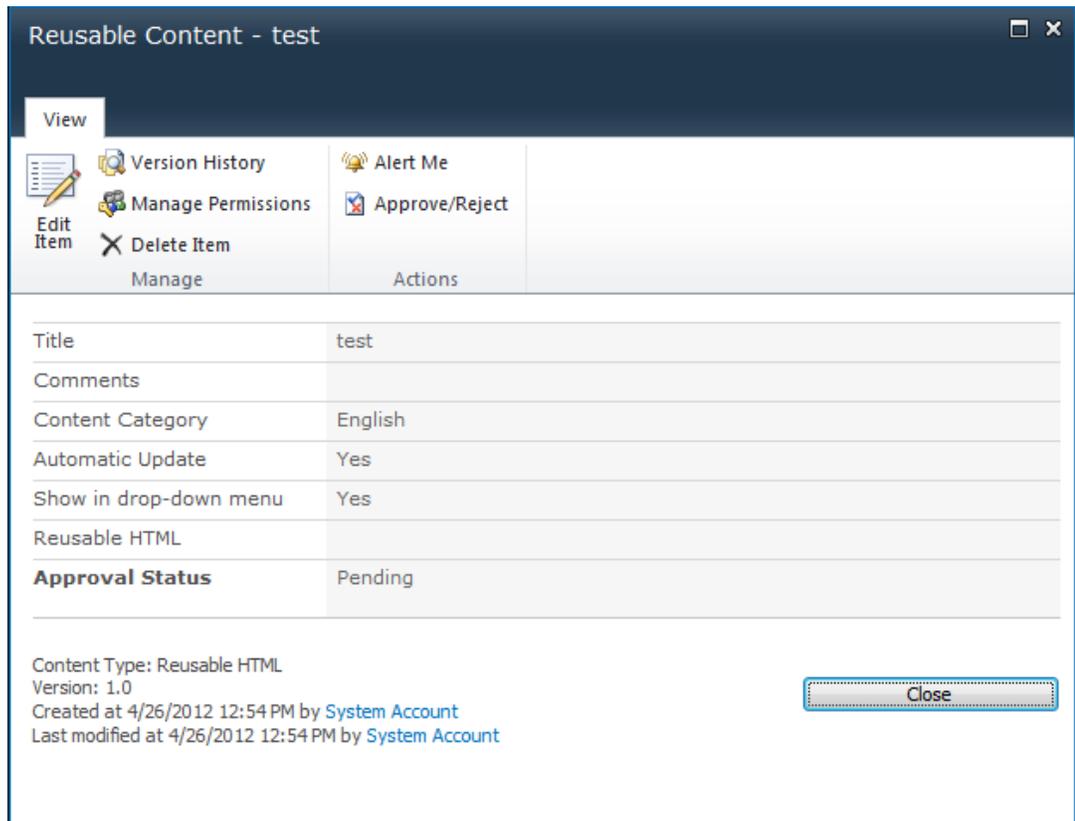
Show in drop-down menu

Reusable HTML

Save Cancel

4. Select Save.

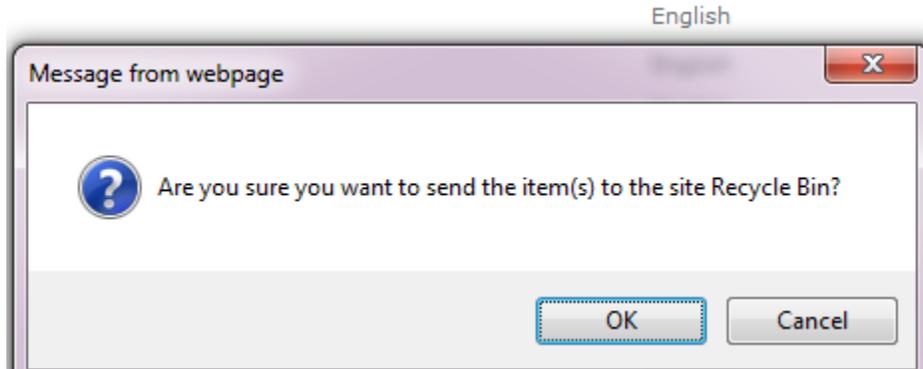
- To approve the new item and make it available for use across site collections, open the item and select Approve or select Approve from the drop down menu on the right.



- Reusable Content will be available when creating/editing pages on the county and state sites. For additional information about adding Reusable Content items to page content, refer to the SharePoint Knowledge Transfer – Content document.

## 1.2 Deleting Reusable Content

1. From the list of reusable content items, select the reusable content item to be deleted.
2. From the drop down menu on the right, select Delete Item.
3. To delete the item, select Ok on the warning message that appears.



## 1.3 Editing Reusable Content

1. From the list of reusable content items, select the reusable content item to be updated.
2. From the drop down menu on the right, select Edit Item.



3. Make desired changes to the item's content and select Save.
4. To approve the changes, open the item and select Approve or select Approve from the drop down menu on the right.
5. Approve the changes by selecting the Approve option and selecting OK.

