Editing an Existing Shared Content Block

To edit an existing shared content block:

1. View the shared content block you want to edit.
2. Click on the Edit link, located above the shared content block preview.
3. Make changes to the content or add new content as you would when you create a shared content block.
4. Click the 'Preview Draft' button at the top of the dialog.
   a. In order for the changes to a shared content block to be viewable to the public, any page that includes that specific shared content block must be published, not the shared content block itself. See Publishing a Shared Content Block for more information.

Note: To edit a shared content block, 'Write' permission is required for the content block.

Screenshot: Editing a shared content block

Related Topics

- Creating a Shared Content Block
- Deleting a Shared Content Block
- Renaming a Shared Content Block
- Linking to Pages & Files
- Working with Shared Content Blocks Overview
- Working with Drafts

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