


Snippets

Snippets are the opposite of locked Assets. A snippet allows you to edit predefined pieces of code (tables, forms, commonly used text or other HTML content). Snippets are similar to templates; they contain the format you desire and you modify the content as needed.

1. To insert a snippet, open the WYSIWYG editor and click on the **snippets icon**  located in the middle row on the right side.
2. The snippets window will appear, **select a category** then **choose a snippet** within the existing categories. The snippets window will also allow you to preview the snippet before inserting it into a document.
3. Click **Insert**.
4. **Modify the snippet** text

