

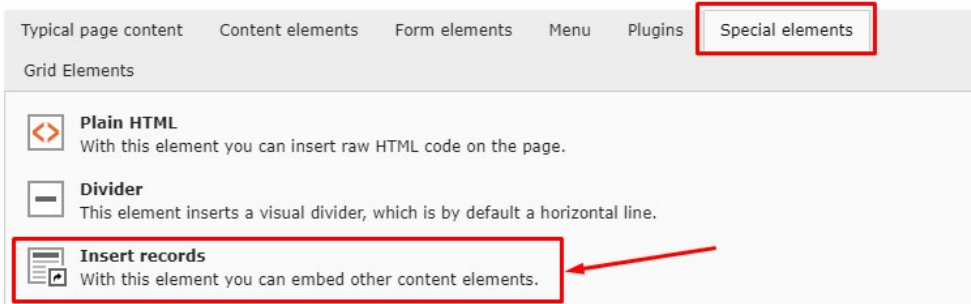
## 7. Create reference to element

If you want to publish the same content in more than one place on the website, but only wish to update it in one place, you can create a reference. A reference can be placed in two different ways, either using the Reference element (which allows you to select multiple content elements as references) or by copying an element and the pasting it as a reference.

To use the reference element, go to the 'Special elements' tab while creating a new content element and choose 'Insert record' (7.1)




### New content element

Please select the type of page content you wish to create:



Typical page content   Content elements   Form elements   Menu   Plugins   **Special elements**

Grid Elements

-  **Plain HTML**  
With this element you can insert raw HTML code on the page.
-  **Divider**  
This element inserts a visual divider, which is by default a horizontal line.
-  **Insert records**  
With this element you can embed other content elements.

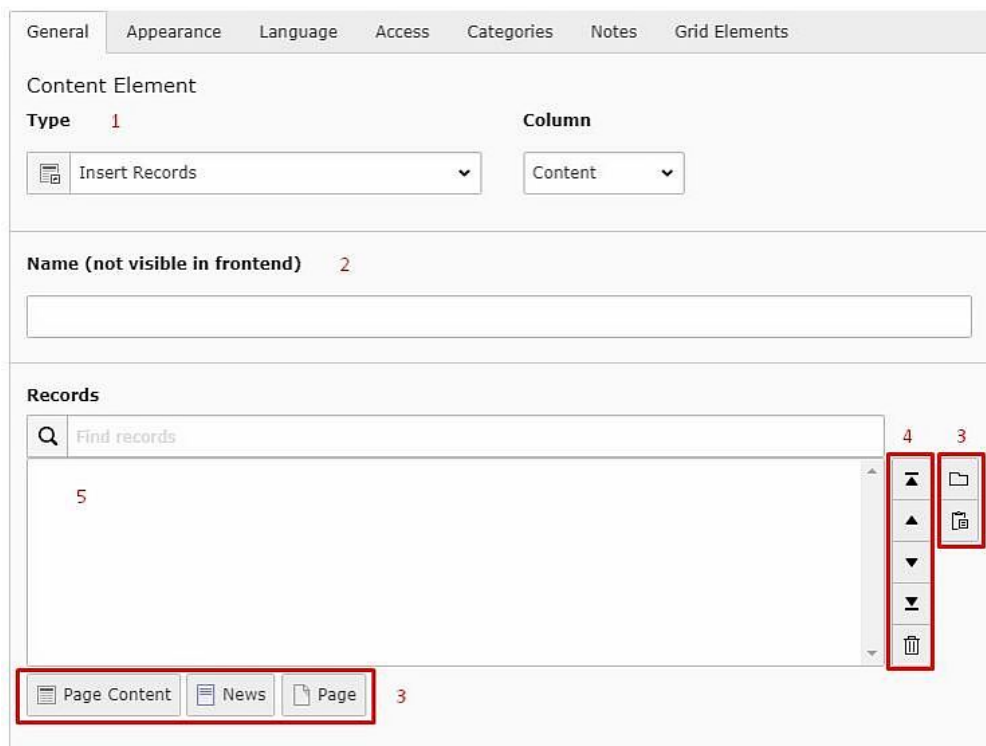
7.1

In the 'General' tab you can see that the content element type 'Insert record' is selected (1).

You can add name (2) of a record, but it will be not visible in frontend. With the help of the buttons (3) you can access the page tree of the website, where you are then able to choose any page content (separate elements), news or pages.

NOTE! Selecting is easier if all content elements has a header. Content without header will be shown as 'No title' or with first frase of the text area, which can make it a little bit hard to find the correct content element.

Selected content elements will be shown in the field below (5) and they can be organised by using the arrows on the right hand side of the field (4), to move them up and down in the order or to remove a content from the selection (you need to mark it and use the necessary icon). (7.2)



7.2

Another way of creating references in the reference element, is when you [copy the element](#) and then paste it with the paste icon, inside a 'Insert record' element. (7.3)

General Appearance Language Access Categories Notes Grid Elements

**Content Element**

**Type**  **Column**

**Name (not visible in frontend)**

**Records**

Find records

Page Content News Page

**Recursive:**

0 levels (only selected page)

7.3

As a result, your reference will look a bit different than regular elements, and shown with a blue tint. (7.4)

Content

Content

**Reference**

**Nam iaculis nisi quis posuere gravida - Above, center**

Duis sagittis, lorem in porttitor vestibulum, quam tellus venenatis velit, vitae aliquam mauris nunc vel justo. Donec vel consequat tortor. Etiam hendrerit id massa sit amet lobortis. Maecenas in risus quam. Pellentesque id libero vitae nibh feugiat porttitor eget id purus. Morbi accumsan volutpat orci, a ultricies lectus venenatis eget. Vivamus malesuada, ante id tempor bibendum, est quam tempor sem, in vulputate arcu metus a lectus. Ut lacinia non arcu a aliquet. Nam vitae justo velit. Donec sollicitudin dapibus est a mattis. Vivamus congue, magna sed aliquet lobortis, libero orci consequat quam, non dictum elit lorem ac erat. Vestibulum ac quam vel neque fringilla lacinia. Praesent est augue, consequat quis mauris sit amet, fermentum viverra turpis.

Nam iaculis nisi quis posuere gravida. Integer odio arcu, ullamcorper vitae lacus eget, tincidunt viverra nunc. In ultricies urna id magna molestie, nec dapibus mi pellentesque. Nulla lacus turpis, sodales vestibulum diam eu, vestibulum ultrices metus. Nunc et condimentum enim. Suspendisse placerat ligula non magna fringilla sodales. Proin vel malesuada orci. Fusce at tortor non lacus volutpat pharetra. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Mauris maximus orci auctor lacus porta, nec feugiat arcu viverra. Nunc dignissim, ex ut ultricies ultrices, sapien erat finibus est, eget aliquam libero lacus ac sem.



Pellentesque tristique erat ac metus tristique efficitur

Content

7.4

But now all changes that are made in the original element, are mirrored in the reference.

# Pasting reference by copying element

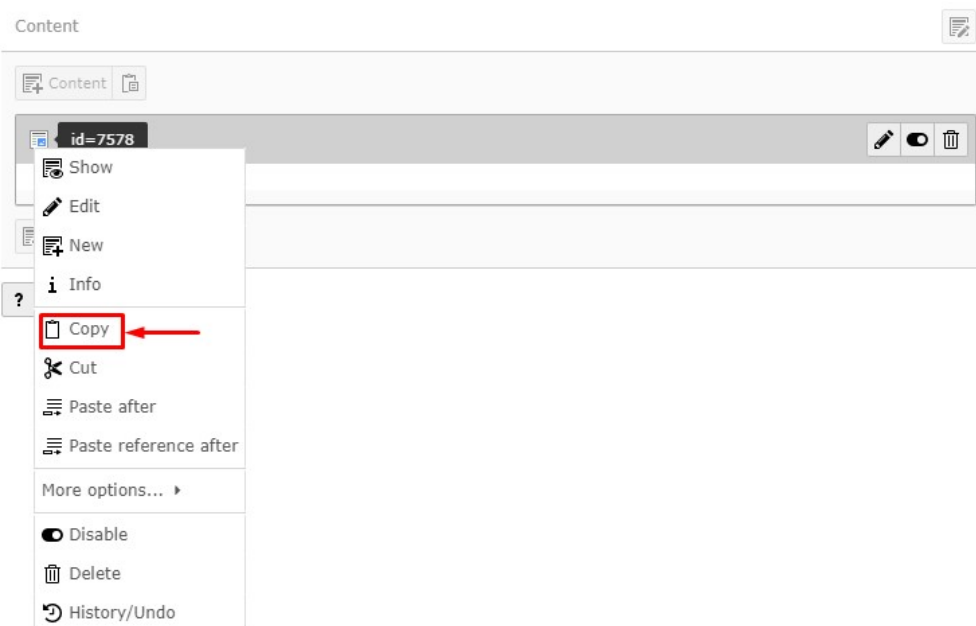
Another way of creating single references, is by simply copying the content element and then pasting as a reference.

To copy an element, click the icon in the top left corner of the content element (7.5).



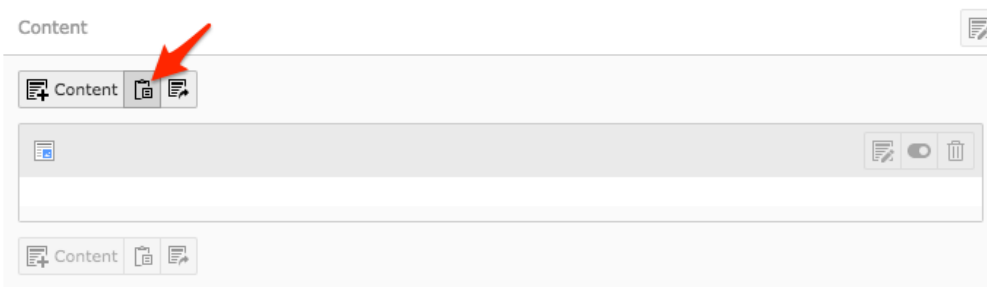
7.5

Select 'Copy' in the drop down menu, that appears. (7.6)



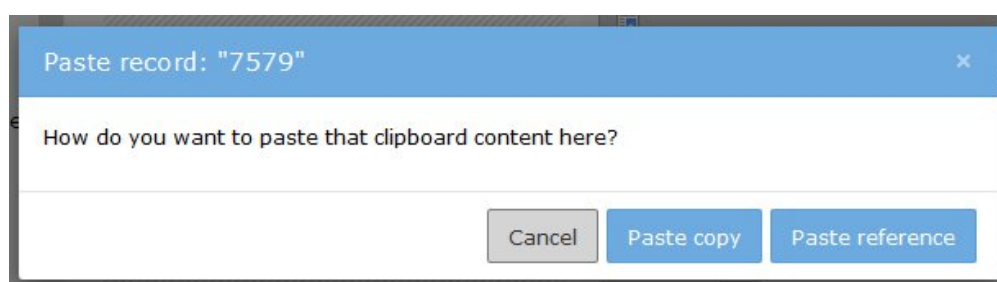
7.6

After copying an element, paste icons will appear in all the places where it is possible to paste content. (7.7)



7.7

After clicking the pasting icon, select 'Paste reference' in the dialogue box. (7.8)



7.8

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