

# Patterns

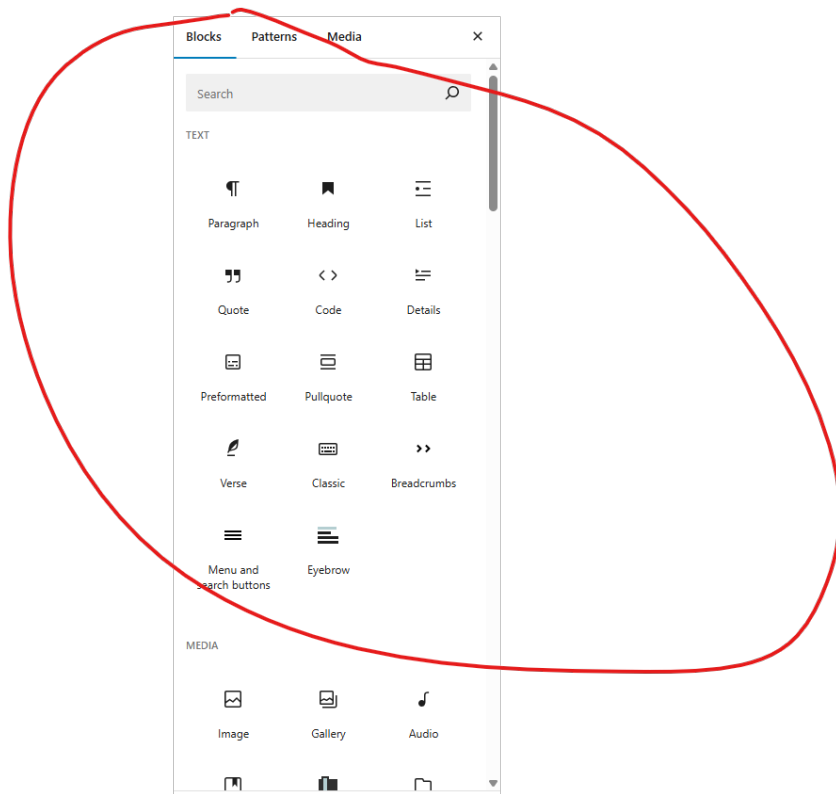
Patterns are considered to be a “reusable content blocks”. You build a block once and can feature that same block on many different pages within your site. This saves you time from having to rebuild the same block over and over. It also helps avoid making a mistake like updating one block on a page and forgetting about the other ones on different pages.

Add content once and update only once!

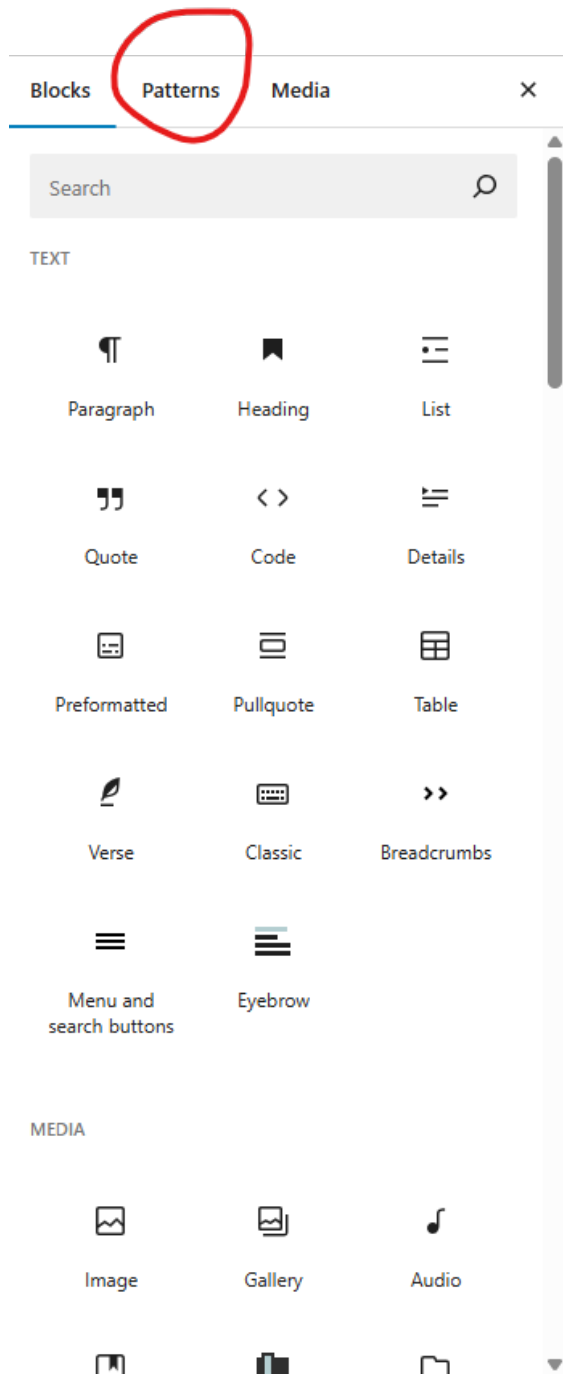
Example of a block you would want to create as a pattern would be a “Contact Information” block. This is a group of content blocks put together to display phone numbers, email address, mailing addresses, social media buttons, etc. Another block you might want to create as a “pattern” might be a right-side block that is advertising a workshop.

## Build the block

First build the type of block you want to create, by either hitting the blue “+” button at the top to add a block. Click on the block to add it to your page.

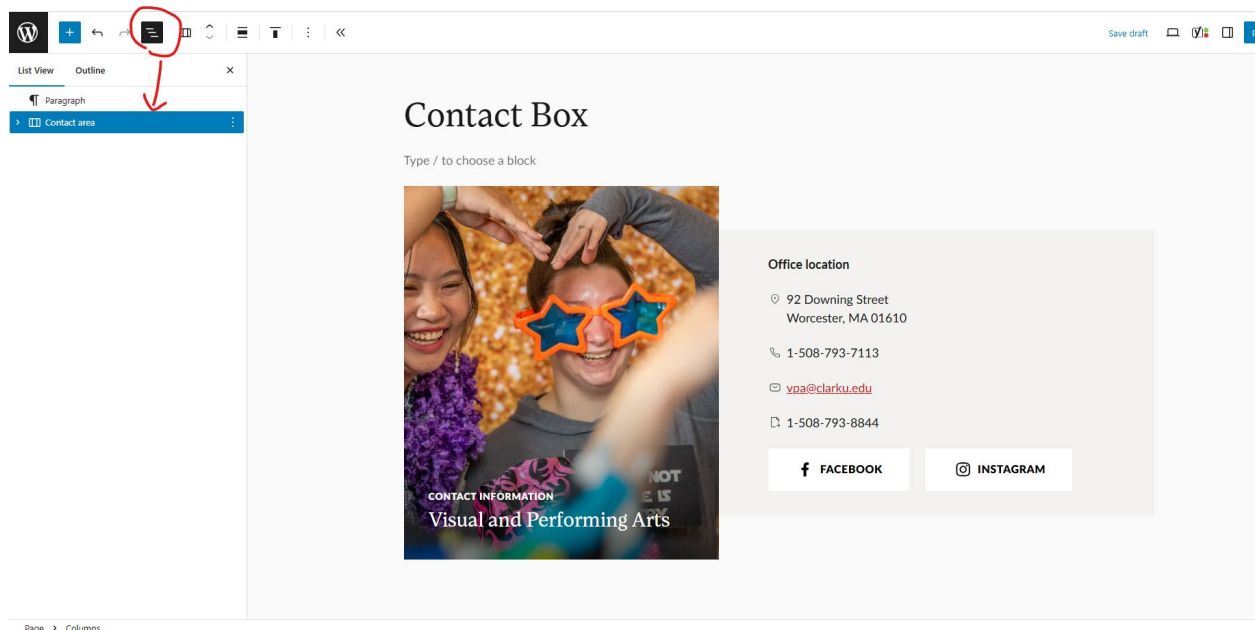


There are some “prebuilt” content blocks that the web team created for you to use. You can choose one of those too.

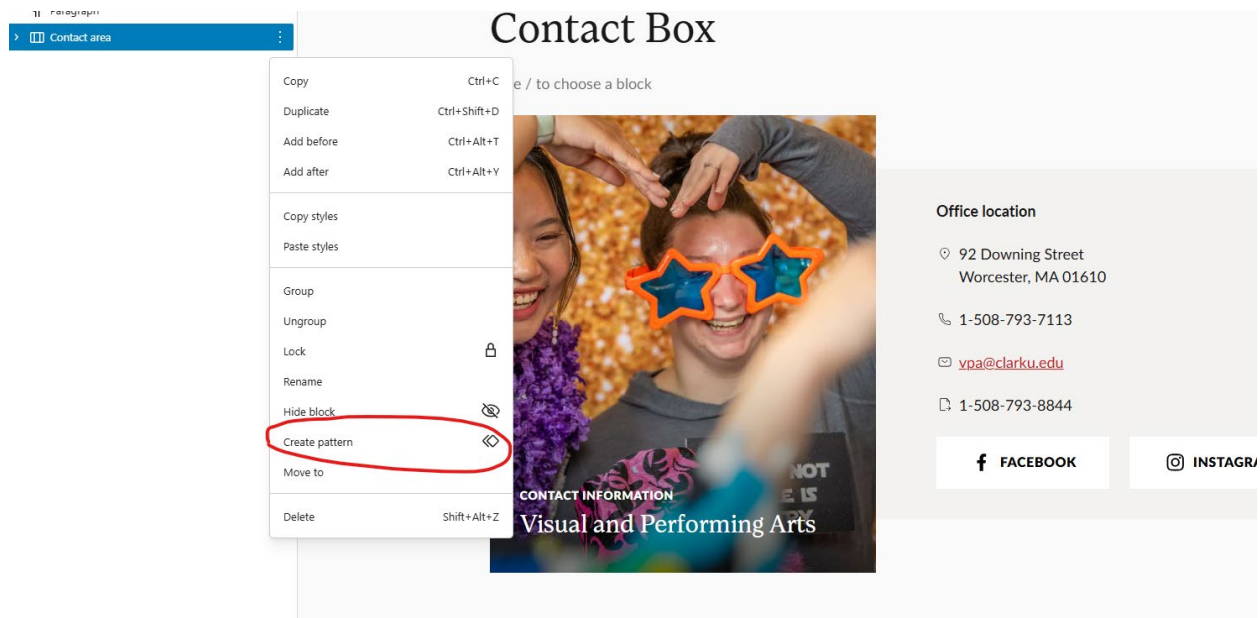


In this instance I choose a prebuilt block – called Contact Box. Make the appropriate addition/changes you need for your block. When you are done building it. Then in the Document Overview view – click on that block to highlight it.

## Create the Pattern (reusable content block)

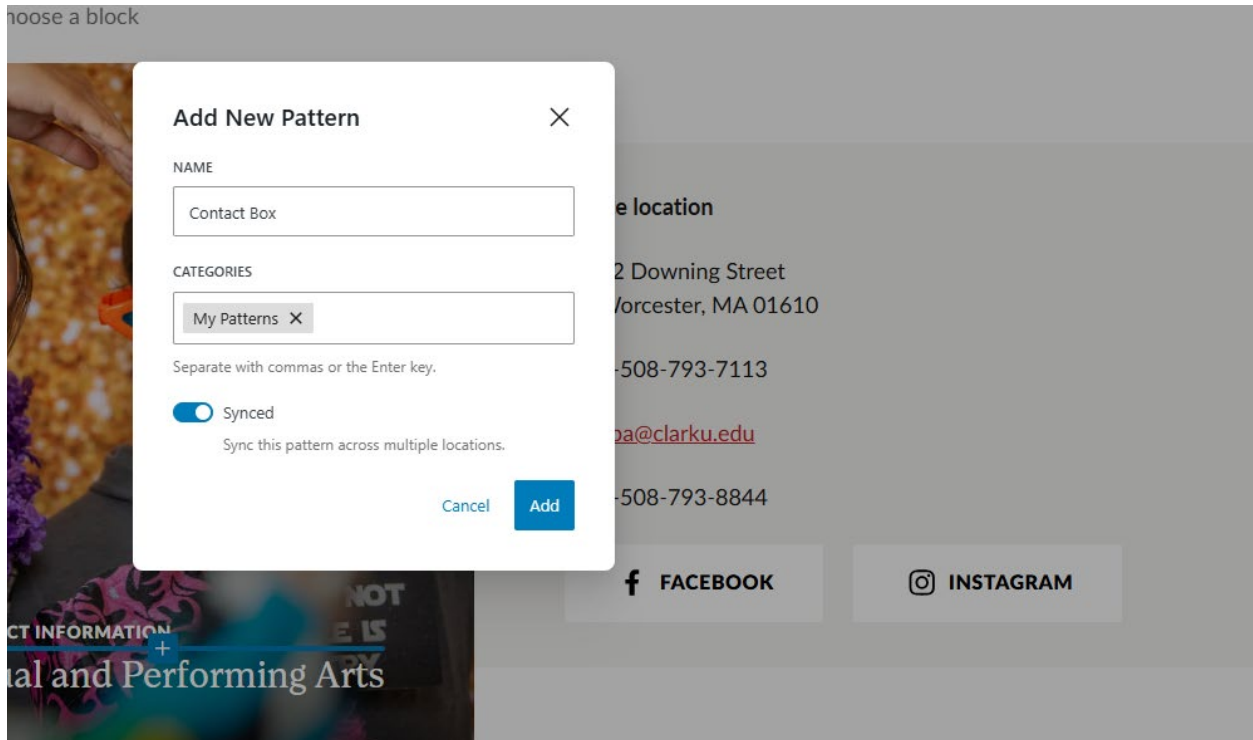


Click on the three stacked dots on the right to expose the settings/features.



Click on “create pattern”.

Add the new pattern, by giving it a name and what category. There is already a category called “My Patterns” – that’s where if the web team built a customized block for just your site (like a contact box) would appear. This way you can quickly identify the location so you can add it to your other pages.



That's it. You saved your own Pattern (reusable content block). Now you can add it to other pages, by choosing it in the "Patterns" view.

