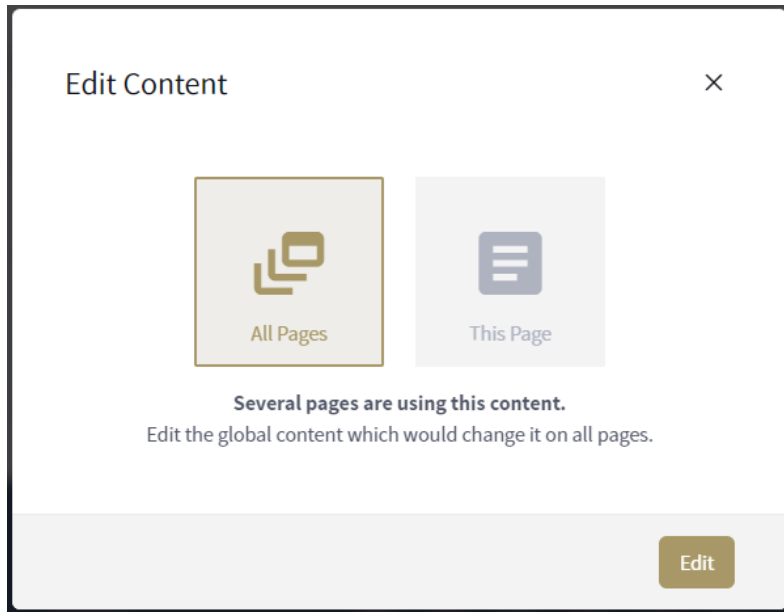
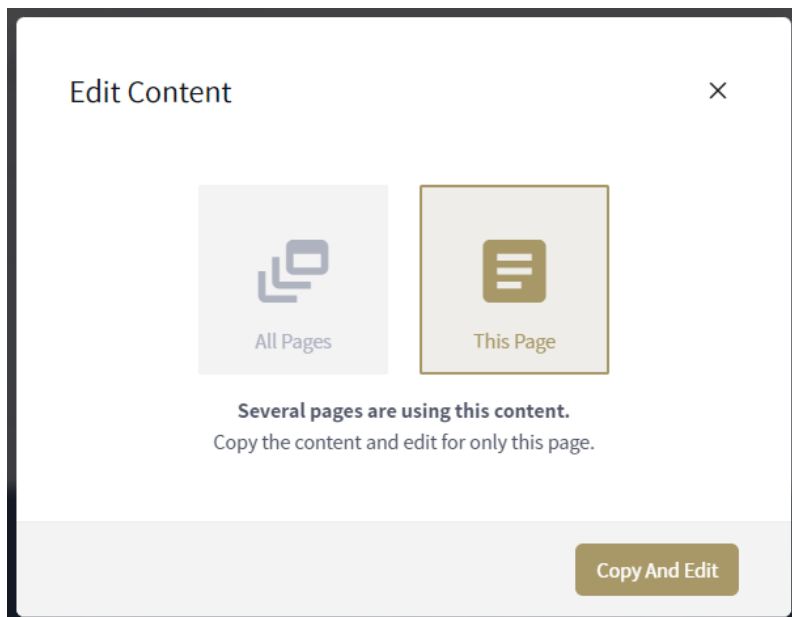


Shared Content Check

dotCMS has a feature that we call the Shared Content Check. When editing content on a page, dotCMS will make a check on the usage of that content item to see if this is on multiple pages. If so, it will display an option:



Editors have the option to proceed with their edits on the content and keep it “shared” on the pages by clicking the Edit button. Or, they can click the “This Page” button to change the option:



Choosing the “This Page” option and clicking the Copy and Edit button will create a copy of the content for only this page – separating this from other pages that might have been using the original content.

Usage:

Let’s say your department had a Contact Us page with a section for office hours. You create a new page with Summer Programs and want to include the office hours on that page as well. Reusing the office hours content to this new page means this information is now shared between the two pages.

All Pages: If you want to add summer hours to the Contact Us page and the Summer Programs page, choose the “All Pages” option and make your updates to the office hours. The content stays shared and the same piece of content lives on both pages – any updates will be reflected on both.

This Page: If you instead only want to add the summer hours to the Summer Programs page, choosing the “All Pages” option will make a copy of that office hours content for only the Summer Programs page. Now, any changes to the hours for the Summer Programs and the Contact Us pages will be separate – there are now two pieces of unconnected content.

Note that this check is not performed when editing content from the Content | Search option in dotCMS. Any changes made using this method will show on all pages where the content lives. You can manually check where the content lives by clicking on the References tab prior to making your edits.