



Web Site Mini-Guide: Global Replace

Sometimes it's useful to have common text across many – maybe even all – Web pages. An example is a “what's new” box that appears on every page of the site:

The screenshot shows the website header with the logo and URL 'selectioncriteria.com.au'. The main content area includes a date 'Wednesday 26 December 2007' and a featured article titled 'Your Keys to Selection Criteria'. A 'What's New' box is circled in red, containing the following text:

What's New
 New [articles on how to help your staff apply for jobs, how poor listening affects interview panels, seven ways to](#)



When it comes to changing that text, you'd like to change it in one place without having to edit every page. The Global Replace module helps you do just that. It allows you to create as many blocks of common text as you like, and then insert them into your Web pages.

Overview

Here's an example:

Global Replace

Footer

This is how your item will appear:

Note: Our Web server is currently experiencing problems. If your order doesn't go through, please e-mail fred@example.com.

Copy and paste this code to display the item:

```
<script type="text/javascript">var idi=1</script><script type="text/javascript">var idi=1</script><script type="text/javascript">var idi=1</script></script>
```

What's New

This is how your item will appear:

- ◆ [New product available](#)
- ◆ Closed for Christmas

Copy and paste this code to display the item:

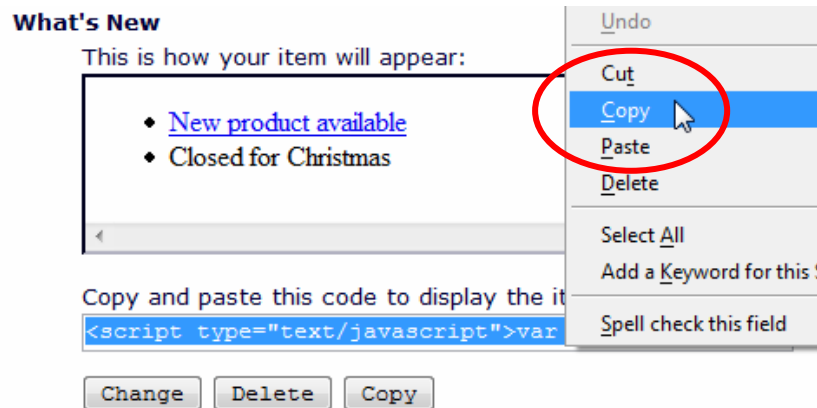
```
<script type="text/javascript">var idi=2</script><script type="text/javascript">var idi=2</script><script type="text/javascript">var idi=2</script></script>
```



This client has two blocks of text:

- Some "Footer" text.
- Some "What's New" text.

To use, say, the "What's New" text, she copies the bit of JavaScript code supplied:



and pastes it into a Web page. For instance, she could paste it into the HTML code for her Web site template:

```
<script type="text/javascript">var idi=2</script><script language="JavaScript1.1" src="http://127
<h1>There's an Expert Born Every Minute</h1>
<!--ADMIN-->
<p><table border=0 cellpadding=5 align=right width="160"><tr><td align=center>
<n>
```



This will most often be used for common text that appears in your Web site template, so that it applies to every page of your site. However, this isn't necessary; you can just as easily have a common block that only appears on some pages of your site.

Creating the blocks of text

This is an E-Service facility, so log in from the E-Service site fsplugins.com (or your Web site administration page, if the E-Service options appear here).

Note: Depending on where your site is installed, you might have to change fsplugins.com to www.eservice.com.au. If you're not sure, please check with First Step.

Go to the Global Replace section:



To add a new item, simply click "Add a new item" and fill in the form, which asks you for:

- Title: A brief title to help you identify this item. This is purely for internal use – it doesn't appear anywhere publicly.
- Text: The block of text you'd like to appear. You can use Smart Text to format it (click the HELP link for assistance).

When you add the item, it appears in the list:



Footer

This is how your item will appear:

Note: Our Web server is currently experiencing problems. If your order doesn't go through, please e-mail fred@example.com.

Copy and paste this code to display the item:

```
<script type="text/javascript">var idi=1</script><script type="text/javascript">var idi=1</script></script>
```

You'll see a block showing the way your text will appear. This isn't an exact representation, because it will depend on the style sheet set up by your Web site. But it does give you a good idea of how it will appear.

Below that is the JavaScript code that you need to paste into your Web pages. You might require assistance from your Web developer, if you're not familiar with Web design.





More Help

- Frequently Asked Questions: <http://first-step-support.info/>
- Help Desk <http://firststep.com.au/help-desk.html>
- Other support options: <http://firststep.com.au/support.html>
- Consulting: <http://gihanperera.com/consulting.html>
- Products: <http://gihanperera.com/products.html>
- Other User Guides: <http://www.firststep.com.au/fast-forward-guides>



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