



# Snippets

Help Guide

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## 1. Snippets

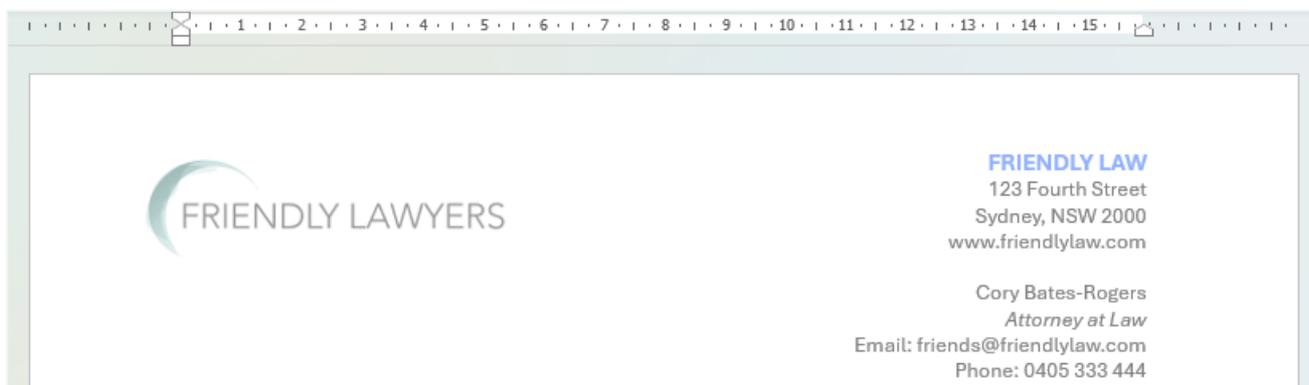
A snippet is a Word document that can be reused across an unlimited number of documents. A good example of use of a snippet is a header for a letter. If the details of the header change, all the documents in use can be updated in one move, by updating the snippet.

### 1.1 Create a Snippet

To create a new snippet:

1. Create a new Word Document.
2. Add the content that is required in the snippet to the document. In this example, a company header will be used.
3. Save the document as a .DOCX file.

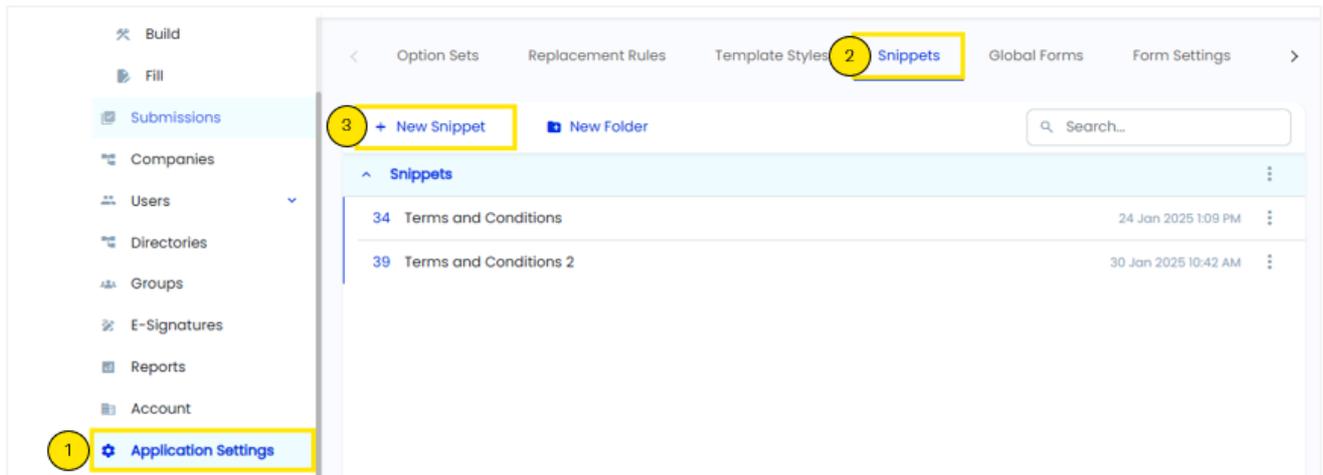
In this example, a company header was created, as follows:



## 1.2 Upload the Snippet to Smarter Drafter

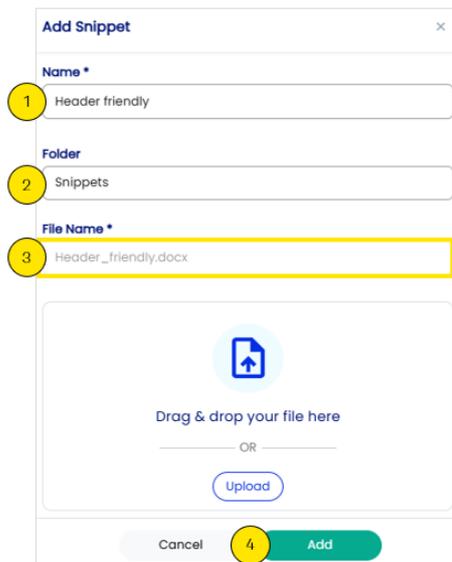
This Word document can now be added to the list of snippets available in Smarter Drafter. To add the snippet:

1. Click **Application Settings**.
2. Click **Snippets**.
3. Click **New Snippet**.



The **Add Snippet** pop up opens.

1. Give the snippet a **name** that can be recognised in the list of snippets.
2. Select the appropriate folder.
3. Use the **Upload** feature to add the .DOCX file.
4. Click **Add**.



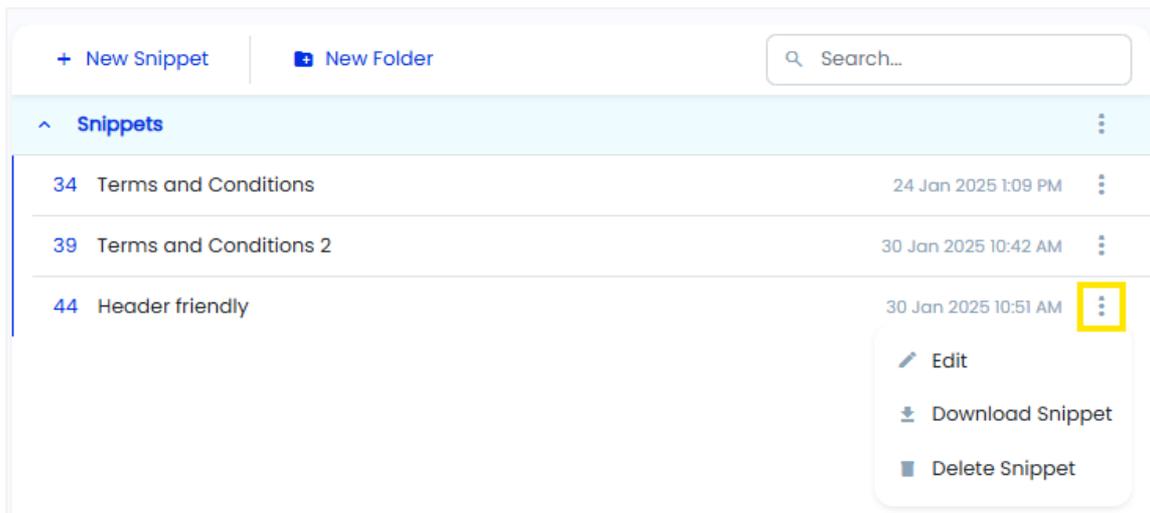
The 'Add Snippet' pop-up form is shown with the following fields and actions:

- Name \***: Input field containing 'Header friendly' (circled 1).
- Folder**: Input field containing 'Snippets' (circled 2).
- File Name \***: Input field containing 'Header\_friendly.docx' (circled 3).
- Upload**: A large area with a file upload icon and the text 'Drag & drop your file here' and 'Upload' button.
- Buttons**: 'Cancel' and 'Add' buttons at the bottom. The 'Add' button is circled 4.

## 1.3 Manage the Snippet

The snippet is now available in the list. To manage the snippet, click the ellipsis (three buttons):

1. Click **Edit** to open an **Update Snippet** pop up where you can change the name, update the .DOCX file, or move the snippet to a new folder.
2. Click **Download Snippet** button allows you to download the .DOCX file.
3. You can also **Delete the Snippet**.



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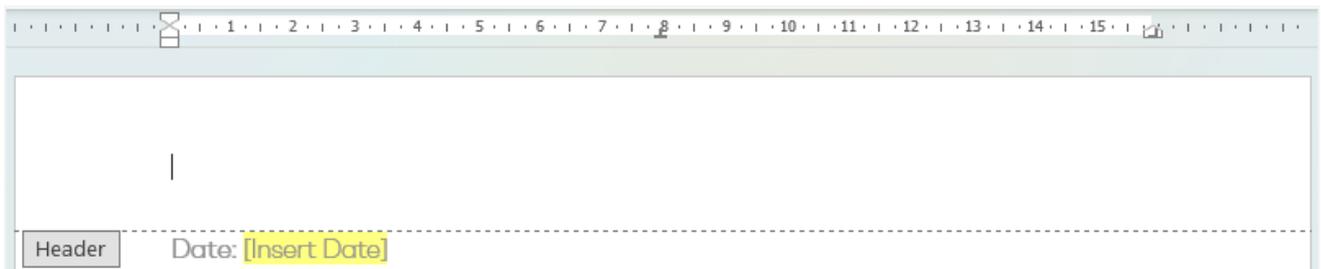
**Note:** When you update the .DOCX file with the Edit button, the snippet is updated across all the documents in which it is used.

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## 2. Use the Snippet in a Document

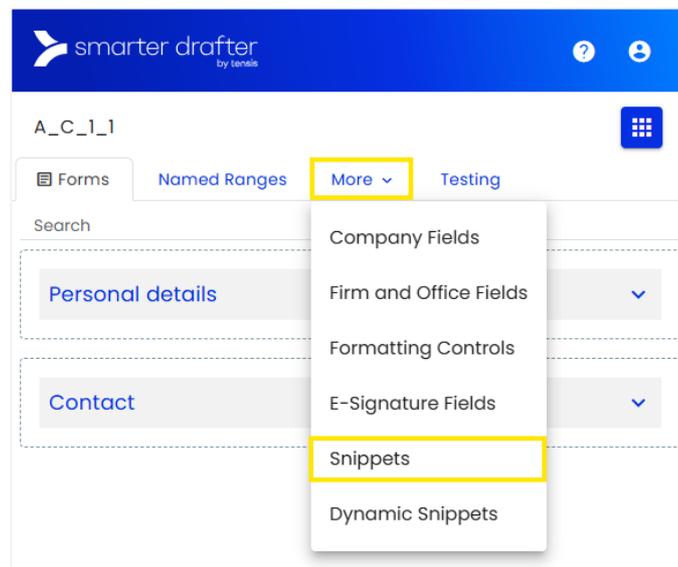
The snippet can now be dropped into a document template. In Microsoft Word, open one of the document templates in which you wish to use this snippet. Ensure Design Mode is enabled.

In this example, the snippet is a header, so the header area has been opened. The cursor is positioned in the place where the snippet content is intended to be placed.



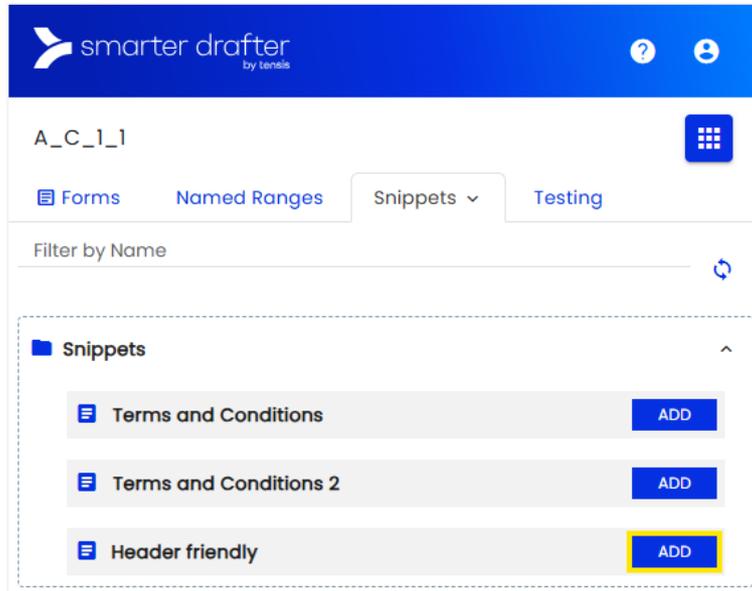
Open the Smarter Drafter MS Word Add-In. To find the required snippet:

1. Click **More**.
2. Click **Snippets**.



## 2.1 Select the Snippet

The list of snippets is opened. The Header snippet that was created for the example is visible. Click **Add**.



## 2.2 The Snippet is in Place

With Design Mode enabled, the snippet can be identified. When this document is generated, the header will be in the position where the snippet was placed.

