



COMPASS

Snippets & Reusable Blocks

Two reuse features that look similar but behave differently. Snippets are copy-paste; reusable blocks stay in sync across all guides.

Prepared by Terrance Bortell · May 16, 2026

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Compass has two reuse features — **Snippets** and **Reusable Blocks** — that look similar at first but serve different purposes. This guide explains both.

Snippets

A **Snippet** is a saved piece of text you can paste into any guide. Once pasted, the snippet content lives **as part of the guide** — it's a copy, not a reference. Editing the snippet later does NOT update guides that used it.

When to use a snippet

- Your standard email-signature paragraph you put at the bottom of certain guides
- A boilerplate disclaimer ("Pricing subject to availability...")
- A common contact info block you re-type across many guides
- Anything you copy-paste frequently and don't need to keep in sync

Managing snippets

1. Go to **Snippets** in the admin nav
2. Click **New Snippet**, give it a title, type the content
3. Save
4. In any guide, type `/snippet` and pick from your saved snippets — Compass pastes the content

Reusable Blocks

A **Reusable Block** is referenced across multiple guides. When you edit a reusable block, **every guide that uses it updates** automatically. The block is one source of truth.

When to use a reusable block

- Your cancellation policy — appears at the bottom of every trip guide; updates when policy changes
- Travel insurance disclosure — must be consistent across guides for compliance
- A standard FAQ entry ("How do I pay my deposit?") that needs to stay in sync
- Anything where consistency across guides matters and updates should propagate

Managing reusable blocks

1. Build the block in any guide first (e.g., a callout or paragraph you want to reuse)
2. Right-click the block → **Convert to Reusable Block** and give it a name
3. In any other guide, type `/block` and pick the reusable block to insert it
4. To update: edit it in any guide where it appears, or via the **Reusable Blocks** admin page — all instances refresh

Side-by-Side Comparison

- **Snippet** = copy-paste. Independent after insertion. Edit doesn't propagate.
- **Reusable Block** = linked reference. All instances stay in sync. Edit propagates.
- **Snippet** = good for occasional reuse where you might want to tweak per-guide
- **Reusable Block** = good for cross-guide consistency where drift is a bug, not a feature

Which Should You Use?

Default to **reusable blocks** for anything compliance-related, policy-related, or where customers see the same content across multiple guides. Drift is dangerous in those cases.

Use **snippets** for "common starting points" you want to customize per-guide once inserted — agency contact info you might tailor by region, vendor descriptions you might tighten per audience, etc.

ADVISOR TIP

If in doubt, start with a snippet. You can always convert a snippet to a reusable block later if you find yourself fixing the same drift across guides.