



COMPASS

# Compass Snippets

Save reusable text fragments to a shared library and insert them into any guide. Edits to a snippet flow automatically into every guide that references it.

Prepared by Terrance Bortell · May 18, 2026

Snippets are reusable text fragments saved to your organization's library. Insert them into any guide with the `/snippet` slash command, and edit them once to update every guide that references them. Snippets are the right tool when you have boilerplate that appears across multiple guides — disclaimers, policy text, signature blocks, contact details — and you want it to stay consistent.

## Inserting a snippet into a guide

In the guide editor, type `/snippet` on a new line. A slash-command menu appears with "Insert a reusable snippet from your library" as one of the options. Selecting it opens a search modal listing every snippet in your organization's library. Search by title to narrow down, then click a snippet to insert it at the cursor.

Inserted snippets show as a small placeholder in the editor (□ icon, title, and ID) so you can see what's referenced. On the public guide page and in PDF exports, the snippet's actual content is rendered inline — the placeholder is editor-only.

## Saving guide content as a new snippet

Highlight any block or selection in the editor, then click the "Save selection to snippet library" button in the toolbar. The selection is captured as a new snippet you can name and reuse elsewhere. The original content stays in the guide; the snippet is a separate library entry.

## How updates propagate

Snippets are live references, not frozen copies. When you edit a snippet in the library, every guide that references it picks up the change the next time it's viewed — no manual sync, no republish step.

If you delete a snippet, references in existing guides render as empty. The placeholder in the editor still shows the cached title so you can clean up references.

## What snippets do not do

- There is no "frozen copy" mode — every reference is live.
- There is no version history. Once a snippet is edited, the previous version is not retrievable.
- Snippets are scoped to your organization. Other organizations cannot see or use your snippets.
- Only staff members can create or edit snippets. Guests viewing public guides see the rendered content but cannot access the library.

# Frequently Asked Questions

## **Can I make a snippet appear differently in different guides?**

No. A snippet renders identically wherever it's referenced. If you need a variant, save a separate snippet for that variant.

## **What happens if I delete a snippet that's in use?**

Existing guides keep the reference but the rendered output is empty. The editor placeholder still shows the title so you can find and remove orphaned references.

## **Can clients viewing my public guides see the snippet library?**

No. The library is staff-only. Clients see the rendered snippet content as part of the guide; the library itself is never exposed.