Save a component and use it again

Design and templates

Built a banner, a hero or a set of FAQs you want on another page? Save it to your library once, then add a copy anywhere with one click: on another page, in another region, or in another of your help centers.

Who can do this: Owners and Admins (Editors through **Customize** on your help center) · **Plans:** All plans

Save a component

1. In the template editor, open the **Pages** tab (⌘4), then pick the page and the region that hold the component.

2. Click the ⋯ menu on the component's row and choose **Save to library**. Components inside a Hero or a Container have their own ⋯ menu, so you can save one of them on its own.

3. In **Save to library**, check the **Name**. It starts with the component's type and its heading, if it has one. Pick a name your team will recognize in the **Saved** tab, up to 80 characters.

4. Under **Custom CSS to save with it**, tick the snippets the component needs. Snippets that look written for it, because they style a class or an id it uses, are listed first and already ticked.

5. Click **Save to library**.

The component is saved as it looks in the editor right now, including changes you haven't published yet: all of its settings, the components inside it and its translations. Later edits to the original don't change the saved copy.

Saving doesn't touch your draft. It isn't undone with ⌘Z and doesn't need **Publish**: the component is in your library straight away.

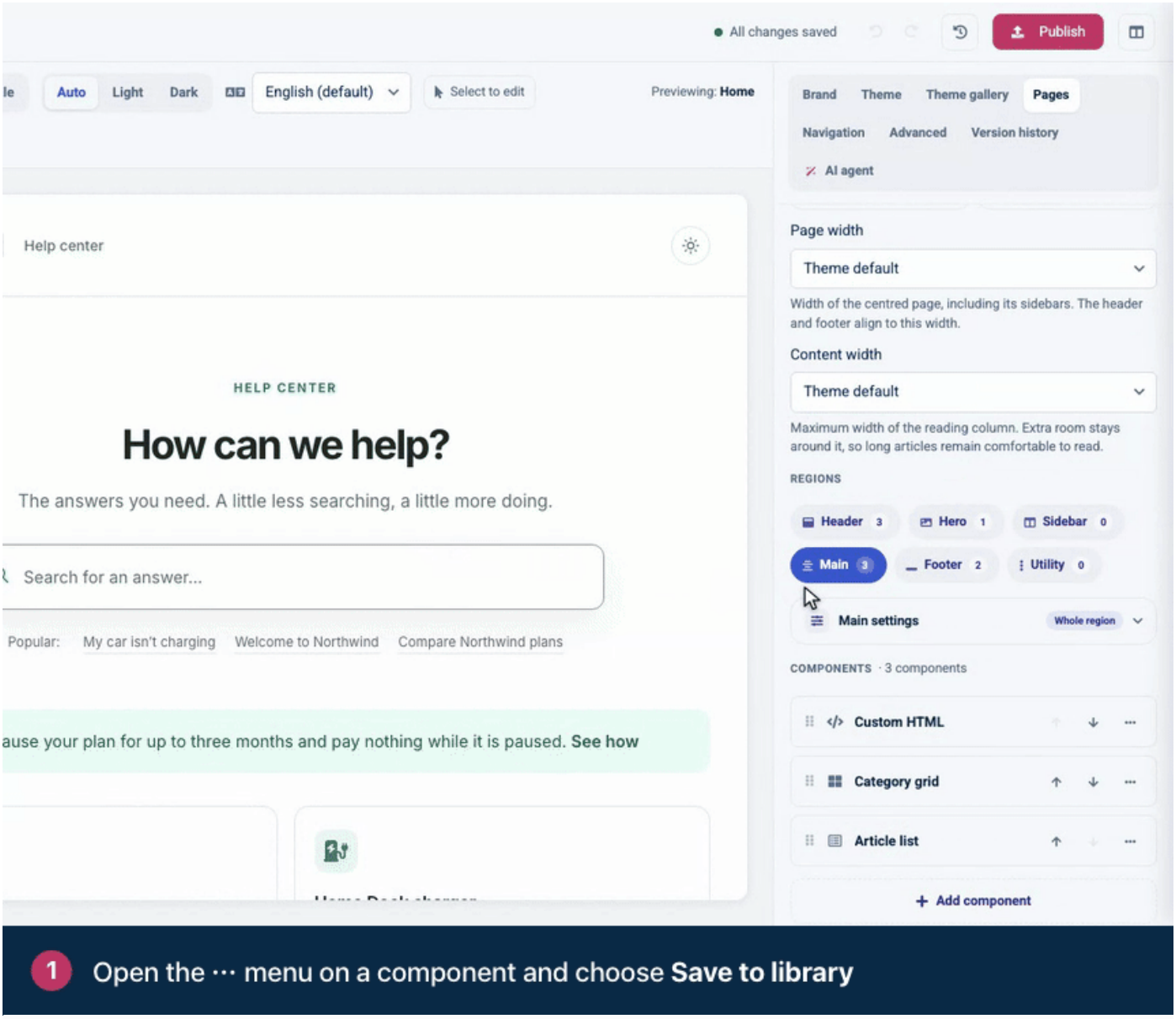
Add a saved component

1. Pick the page and region where the copy should go and click **Add component** (or **Add inside Hero**, or **Add inside Container**).

2. In **Add a component**, switch from **Components** to **Saved**. The tab shows how many saved components you can use.

3. Click the saved component. A copy is added to the region and its settings open.

4. Click **Publish** when you want readers to see it.



Save a component once, then add it from the Saved tab.

Each row shows the component's type and what it brings along, for example "Hero · 3 inside · 1 CSS snippet · 2 translations". Search the tab by name or by type.

The copy is yours to change. Editing it doesn't change the saved component or any other copy, and deleting the saved component later doesn't remove the copies on your pages. One ⌘Z removes the copy together with the CSS snippets it added.

When a saved component can't go here

A saved component follows the same rules as a new one. When it can't go where you're adding, its row is grayed out and says why, for example that this region already has one

of its kind, that it can't go in this region or on this page, or that it can't go inside the container you picked. Open the drawer from a region where it fits.

What comes along

- **Translations.** Its translated text comes along for every language the help center you add it to also has. Other languages are left out.
- **Custom CSS.** Custom CSS belongs to the whole template, not to one component. The snippets you ticked are added to the template's **Custom CSS** under **Advanced**, unless the template already has the same CSS. A snippet you switched off there stays off. If a snippet doesn't fit under the 200 KB limit for custom CSS, the component is added without it and a message tells you so.
- **Custom HTML and images.** A Custom HTML block comes along as written, and images stay where they are stored.

A **Custom script** can't be saved, on its own or inside another component, because scripts are managed in one place under **Advanced**. For a component that holds one, **Save to library** is grayed out. See Add analytics and other scripts.

Rename or delete a saved component

1. Open **Add component**, then the **Saved** tab.
2. Click the ⋯ menu on the saved component's row.
3. Choose **Rename**, type the new name and click **Save**. Or choose **Delete** and confirm with **Delete** in **Delete this saved component?**

Like saving, renaming and deleting take effect at once and aren't part of your draft.

Use components from your other help centers

If your account has more than one help center, the **Saved** tab also lists their saved components, under **From** and the help center's name. Click one to copy it in. You see another help center's library when it has the same owner as the one you're editing and you can edit its template too.

You rename and delete a saved component only in the help center that holds it.

A few settings point at content of the help center the component was saved in, so they don't come along to another one. Choose them again after you add the copy:

- The articles you picked in **Featured articles**.
- The FAQ section of an **FAQs** component.
- Footer links to a category or an article. The link keeps its label and waits for you to pick its page.

Limits

What	Limit
Saved components per help center	100
Components in one saved component	60, counting the component itself
Nesting	6 levels, counting the component itself

Size of one saved component	512 KB, with its translations and CSS
CSS snippets saved with one component	20
Name	80 characters

Names don't have to be unique. If you reuse one, the dialog says both will be kept.

Troubleshooting

Save to library is grayed out. The component is a Custom script or holds one. Scripts can't be saved to the library.

"Your library is full (100 saved components)." Delete a saved component you no longer use in the **Saved** tab, then save again.

"This component is too large to save. Save a smaller part of it." Save one of the components inside it instead, or remove what it doesn't need. The same goes for "A saved component can hold up to 60 components." and "This component is nested too deeply to save."

A row says "Uses a block this editor no longer has". The saved component holds a block that the template editor doesn't offer anymore, so it can't be added. You can delete it from the **Saved** tab.

The copy is on my page, but my help center doesn't show it. Click **Publish**. Adding a saved component changes your draft, like any other component.

Related articles

- Add, move and remove components

- Add custom CSS
- Pages, regions and shared headers explained
- Translate texts in your design