

## Course Marketing: Update text blocks

How to update existing blocks of text

This guide is intended for staff who are responsible for managing/maintaining course marketing information for their Faculty or School.

Text blocks are pre-defined blocks of text that you can set up once and then reuse across multiple publishing plans or in the future. For example, you might want to create some standard, pre-defined text about open days. This guide explains how to update existing text blocks.

To update text blocks:

1. Navigate to **Student Recruiting/Publishing Plans/Set Up/Text Block Codes**.
2. On the *Find an Existing Value Tab*, enter your **code** you created previously in the *Text Block Code* field (see also [Create text blocks](#)).
3. Click on the **Search** button.
4. The current text block content will be displayed. Click on the **little plus sign** in the right-hand corner to create a new entry. The *Effective Date* will default to today's date.
5. Click on the **notepad** icon next to the *Text Block Content* field to open the HTML editor. From here, you can update the content of your text block.

Please note that the new version of the text block content will only be used for publishing plans that are created after the given effective date.

If you want a group of plans to use this updated version of the text block, you will have to create and publish updated versions of the plans. You can do this individually (see [Make changes to a publishing plan](#)) or use the bulk processing feature (see [Make bulk updates to plans](#)).

6. Click the **save icon** (disk image).
7. Click the **Save** button at the bottom of the page.