



Snippet standardization checklist

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Because snippets give you so much flexibility, we strongly encourage you to incorporate them into:

- Your content auditing/review processes ([Snippet references](#) are a key feature for this process!)
- Your style guide

For style guide or snippet creation guidance, we've developed a checklist template for you to adapt.

Use this checklist either retroactively to clean up existing snippets or proactively as the basis for a snippet creation or review guide:

Snippet standardization checklist template

Use these steps to review existing snippets or create new snippets:

- ☐ **Make sure all snippet names begin with the same case.**

The Snippets page sorts alphabetically AND IS CASE SENSITIVE. All snippets' names beginning with an uppercase letter are sorted first, then all snippets' names beginning with a lowercase letter. It's a gift to your future self and other authors to use consistent case.

- ☐ **Apply any additional naming conventions that make sense for you.**

For example, we begin all snippets that are designed specifically for use in our release notes with "Release Notes" in the name.

- ☐ **Make sure your snippet Description describes what the snippet does.**

This Description is previewed in the initial Snippets display and is displayed in the Add Snippet modal to help authors determine if they've selected the correct snippet.

- ☐ **Make sure your snippet Description describes where the snippet should be used.**

This provides great context for other authors inserting the snippet and can streamline future auditing. For example: "Use in individual articles/custom content categories." or "Use in category descriptions." or "Use only in Style > Custom HTML > Article."

- ☐ **Make sure any code in the Snippet Content editor is commented.**

- ☐ **Add comments for general code functions for troubleshooting/future research around why a snippet's used.**

- ☐ **If it's a third-party integration, add a comment about where/how you got the code.** This can make it easier for an author to upgrade to a new version at a future date.

- ☐ **For snippets containing <style> sections, comment the CSS to describe what it's doing.**

- ☐ **Create a snippet style guide/checklist or update the existing one with any changes.**

