

Editing Footer and Shared Sections From Page Layouts

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Opening a page layout in edit mode

To edit shared layout areas in Sherkety ERP & Website Platform, start from a public website page that already uses the layout you want to update. This works best when you are signed in with access to website editing tools. If you have already used the inline tools described in [Editing Homepage and Service Sections Inline](#), the first steps will feel familiar, but here you will focus on layout-level areas such as the footer instead of only page body content.

1. Open the website page where the shared section appears. This can be the homepage, a service page, or another public page that uses the same layout.
2. Look for the page **Edit** control and switch from normal browsing view into editing mode.
3. Once editing mode is active, move your pointer across the page and watch for edit outlines, hover controls, and section handles.
4. Scroll through the page until you reach the area you want to update, especially the footer or another repeated section.

When a page is editable, Sherkety ERP & Website Platform shows on-page controls only while edit mode is on. In normal view, visitors do not see these controls. Shared layout areas usually display their own hover boundary or edit handle, separate from the main content blocks in the page body.

This difference matters. A page content block changes only the page you are viewing. A layout area changes a section reused in more than one place. Before you click into any block, pause and check whether you are editing the page's own content or a shared section attached to the layout.

[SCREENSHOT: public page in normal view with Edit button visible in the top area]

[SCREENSHOT: same page after entering edit mode, showing hover outlines on page blocks and footer area]

Finding shared sections from the page layout

Shared sections are the parts of the website layout that appear again and again across multiple pages. In Sherkety ERP & Website Platform, the most obvious example is the footer, but you may also see other repeated layout areas depending on the page design. The key is learning to spot which areas belong to the layout and which belong only to the current page.

1. With the page still in **Edit** mode, scroll from the main page content toward the bottom of the screen.
2. Hover over sections one by one and watch how the edit boundary appears.
3. Compare the page body blocks with the footer or other repeated areas. Shared sections usually feel separate from the main content flow.
4. Use the on-page edit control attached to the repeated section rather than the controls inside a single page block.

A shared section is usually easier to recognize because it sits outside the main article or service content. The footer appears at the bottom of the page layout and often contains repeated items such as navigation links, contact details, social links, and copyright text. Other shared areas may appear near the top of the page or between major sections if the layout includes a reusable banner or callout.

The most important rule is impact: if you edit a shared section from one page, the update can appear on every page using that same layout. That is why Sherkety ERP & Website Platform lets you reach the shared section directly from the page, without sending you to a separate editing area first. You can move from the page body down into the footer and make the change in context, but the result is still layout-wide.

If you only need to change one page's unique content, use the page block controls instead. For more help deciding between these two editing approaches, see [Choosing Between Inline Editing and Admin Pages](#).

Editing footer content with inline controls

Once you have found the footer in edit mode, you can update it directly from the page layout. This is the fastest way to correct footer text, refresh links, or adjust shared business details without leaving the page you are viewing.

1. Scroll to the footer and hover over it until the inline edit control appears.
2. Click the footer's edit control to open its editable content.

3. Select the item you want to change, such as a text block, link label, contact detail, social link, or copyright line.
4. Use the editing toolbar or settings panel that appears beside the selected item.
5. Click **Save**, **Apply**, or the available confirmation action to keep the change.

Common footer updates include changing text labels, replacing a link destination, adjusting alignment, or hiding and showing specific items. If the footer includes grouped links, click each link item carefully so you edit the correct label. If the footer includes social links, review both the displayed name and the destination before saving. For text areas, use the inline formatting options only where needed so the footer stays visually consistent.

After saving, stay on the page and review the footer from left to right. Check spacing, link names, and any repeated contact information. Because the footer is shared, it is also worth opening another public page that uses the same layout to confirm the update appears there as expected.

[SCREENSHOT: footer area with hover edit control visible]

[SCREENSHOT: footer item selected with inline toolbar and settings panel open]

If you need help with multilingual fields or previewing edits before finalizing them, use the related guides [Managing Multilingual Fields in the Content Editor](#) and [Using Live Preview to Check Page Updates](#).

Updating other shared layout sections

The same layout editing approach used for the footer can also apply to other shared sections that appear across the website. In Sherkety ERP & Website Platform, these may include top-of-page shared areas, reusable promotional strips, repeated callout sections, or other layout elements that are not tied to just one page's body content.

1. Open a page that displays the shared section you want to change.
2. Turn on **Edit** mode and hover over the repeated layout area.
3. Click the section's inline edit control instead of editing a nearby page-specific block.
4. Update the visible content, such as headings, button text, menu labels, or reusable text.
5. Save the change and review the same section on another page that uses the layout.

This on-page method is useful because you can edit the shared section where you actually see it. You do not need to leave the page and search through a separate site-wide editor just to change a heading, button label, or reusable message. If the section includes buttons, review both the button text and where the button leads. If it includes a background image or visual area, confirm the updated content still reads clearly against that background.

A good habit is to ask one question before saving: “Is this section meant to be the same everywhere?” If the answer is yes, editing the shared layout section is the right choice. If the section should be different on one page or one page group, stop and edit the page-specific block instead, or ask an administrator to place those pages on a different layout.

This distinction prevents accidental site-wide edits. Shared layout controls are powerful because they let you update repeated website elements quickly, but they should be used only when the content truly belongs across multiple pages.

Managing shared changes safely across pages

Editing a shared layout section from a single page is convenient, but it also means one small change can affect a large part of the website. In Sherkety ERP & Website Platform, you should confirm the scope of the section before saving anything in the footer or another repeated layout area.

- Before editing, check whether the section is clearly part of the page layout rather than the page body.
- After changing footer links, contact details, or promotional text, open other pages that use the same layout and review the result.
- If a message should appear only on a certain page group, do not change the shared section unless all pages using that layout should match.
- If different page groups need different footer or layout content, ask for a separate layout to be used instead of forcing one shared section to do two jobs.

A careful review is especially important when you update navigation links or business details in the footer. A small wording change may be harmless, but a changed link destination or removed item can affect every page where visitors rely on that footer for navigation. The safest approach is to save the update, then spot-check several pages from different parts of the website.

Publishing behavior can vary depending on how your editing session is set up. In some cases, changes appear after you click **Save** or **Apply**. In others, you may need

an additional publish action before visitors see the update on the live site. If you save a footer edit and do not see it immediately, first look for a visible publish-related action or confirmation message.

For general help reading success messages and warnings after saving, see [Understanding Toast Messages and Action Feedback](#).

Fixing common problems with inline layout editing

Most problems with shared layout editing come from one of four causes: you are not in edit mode, you selected the wrong block, the update has not been published yet, or the layout is shared more widely than expected. Sherkety ERP & Website Platform gives you visual clues, but it helps to know what to check first.

- **You do not see edit controls on the footer or shared section**
 - Make sure you are signed in with website editing access.
 - Confirm that the page is actually in **Edit** mode, not normal browsing view.
 - Move your pointer slowly over the footer area and watch for hover outlines or edit handles.
- **Your change only affected the current page**
 - You likely edited a page-specific content block instead of the shared layout section.
 - Return to the page, hover over the repeated area again, and look for the section-level edit control tied to the layout.
- **The updated footer is not visible on the live site**
 - Check whether you clicked **Save**, **Apply**, or another confirmation action.
 - Look for a publish step if your workspace uses one.
 - Refresh the page and reopen another page that uses the same layout to confirm the update.
- **The wrong pages changed after you edited a shared section**
 - This usually means those pages use the same layout.
 - Review which pages share that footer or repeated section.
 - Re-edit the shared content to correct it, or restore the previous wording if needed.

If the page shows loading messages, missing content, or an error while you try to edit, use [Understanding Loading Placeholders Empty States and Errors](#) and [Responding to Missing Content and Retry Messages](#) for help recognizing what the screen is telling you.

Overview

This guide focuses on editing shared website areas directly from the page layout in Sherkety ERP & Website Platform. The main task is not changing a page's unique body content, but updating repeated sections such as the footer from the page where you can see them in context.

Key ideas to keep in mind:

- Use a public page's **Edit** control to enter inline editing mode.
- Shared sections are usually outside the main page body and are reused across multiple pages.
- The footer is the most common shared section and may include text, navigation links, contact details, social links, and copyright content.
- When you edit a shared layout section, the change can affect every page using that layout.
- Always review at least one or two additional pages after saving a shared change.

This guide builds on the inline editing workflow introduced earlier, especially [Editing Content Directly From the Website, Using Section and Footer Edit Controls](#), and [Editing Footer and Shared Website Sections Inline](#). Here, the focus is narrower: opening a page layout, identifying shared areas from within that page, and making safe updates without confusing them with page-specific blocks.

If you are unsure whether a section should be edited from the page itself or from an admin area, the next document to read is [Deciding When to Use Inline Editing or Admin Pages](#).

Prerequisites

Before you edit footer or shared layout sections in Sherkety ERP & Website Platform, make sure the following are true:

- You can sign in to the admin side of the website and access website editing features.
- You can open an existing public page where the footer or shared section is visible.

- You know how to switch a page into **Edit** mode.
- You are comfortable selecting on-page edit controls and saving changes.
- You understand the difference between page-specific content and shared layout content.

It also helps if you have already worked through these related guides:

- [Editing Content Directly From the Website](#)
- [Using Section and Footer Edit Controls](#)
- [Updating Homepage and Public Sections With Inline Tools](#)
- [Editing Homepage and Service Sections Inline](#)

Before making a live change, gather the exact wording, link names, and footer details you plan to update. This reduces the chance of editing the same shared section multiple times. If the update affects navigation, contact information, or a repeated promotional message, decide in advance whether that change should appear on every page using the layout.

When possible, test your change by opening another page with the same layout immediately after saving. That quick check is the easiest way to confirm you edited the correct shared section.