

Editing Footer and Shared Website Sections Inline

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Understanding what changes when you edit shared website sections

In Sherkety ERP & Website Platform, some website areas belong to a single page, while others are reused across many public pages. The footer is the most common shared section. If you update footer text, footer links, contact details, or social icons in inline Edit mode, that same update can appear anywhere the shared footer is used. This is different from changing a page-only section such as a homepage banner, a service description, or a one-page comparison block.

When you work on shared sections, use the front-end editing tools you already saw in [Updating Homepage and Public Sections With Inline Tools](#). Start by opening a public page and turning on **Edit** mode. On the page itself, you will usually work with visible text areas, hover outlines around editable blocks, and the editor bar that gives you **Save** and **Discard** controls.

As you move your pointer over editable content, Sherkety ERP & Website Platform highlights the block you are about to change. Clicking inside a footer paragraph, link list, contact area, or icon row lets you edit that content directly where it appears. This helps you see spacing, alignment, and wording in context instead of guessing from a separate form.

Because shared sections appear in more than one place, even a small change can affect the whole website. A revised company description, updated contact detail, or changed footer link can show up across multiple pages immediately after you save. That is why shared section editing needs an extra review step. Before publishing, check that the wording still fits the available space, the links still make sense in every page footer, and the overall footer stays consistent with the rest of the site.

[SCREENSHOT: Footer area highlighted in inline Edit mode with Save and Discard controls visible]

Opening the website editor and locating the shared footer block

1. Open any public page in Sherkety ERP & Website Platform where the footer is visible. A homepage, service page, ERP app page, or company information page will all work as long as you can scroll down to the footer.
2. Turn on inline editing by clicking **Edit** in the website toolbar. If you are not already signed in with editing access, sign in first through the admin login flow described in [Signing In and Accessing the Admin Portal](#), then return to the public page.
3. Scroll to the bottom of the page until the footer is fully visible. Click directly inside the part you want to change, such as:
 - a footer text paragraph
 - a column heading
 - a navigation link
 - a contact detail line
 - the social icon row
4. Confirm that you selected the footer block and not nearby page content. In Edit mode, Sherkety ERP & Website Platform shows an outline or active selection around the block you clicked. The contextual editing controls should appear next to that selected area.
5. If you need to identify another shared section, look for blocks that repeat on several public pages. For example, a repeated contact strip or a site-wide call-to-action area may appear in the same position on different pages. Open a second page in another tab and compare the layout before making changes.

The key check is visual repetition. If the same wording, links, or layout appears on multiple pages, treat it as a shared section and edit carefully. Do not assume every block near the footer is global. Some pages may include extra content above the footer that belongs only to that page.

[SCREENSHOT: Public page in Edit mode with the footer block selected and outlined]

Updating footer text, links, and contact details inline

1. Click the exact footer text you want to change. Sherkety ERP & Website Platform lets you edit many text elements directly in place, so you can revise wording

without leaving the page. This may include the company description, copyright line, address text, phone details, email text, or footer column headings.

2. Replace only the text that needs updating. Keep the existing structure intact. If the footer is arranged in columns, leave those columns in place and edit the words inside them rather than deleting and rebuilding the layout.
3. To update a footer link, click the linked text in the footer and open the link editing control from the inline toolbar. Change the visible label if needed, then update the destination in the link field. After editing, click outside the link and confirm the text still appears in the correct place.
4. For social icons, select the icon row or the individual icon target from the inline controls. Update the destination for the icon you need to fix, then verify the icon still displays properly in the same row as the others.
5. Review spacing before saving. Longer text can push columns out of balance or wrap awkwardly on smaller screens. If a contact line becomes too long, shorten the wording instead of forcing extra line breaks.

Use this approach for common footer content:

Footer item	What to edit inline	What to check after editing
Company text	Description or copyright wording	Line breaks and spacing
Contact details	Address, phone, email text	Accuracy and wrapping
Navigation links	Link label and destination	Correct page opens
Social icons	Icon destination	Icon still visible and clickable

A good rule is to preserve the existing visual design. Keep heading sizes, button styles, icon placement, and column order as they are unless you have a clear reason to change them.

[SCREENSHOT: Inline link editing control open on a footer navigation item]

Editing other reusable website sections without affecting page-specific content

1. Open a public page that contains the repeated section you want to update. In Sherkety ERP & Website Platform, this might be a shared call-to-action strip, a repeated contact section, or another block that appears on several pages.

2. Click **Edit** and select the repeated block directly on the page. Use the visible outline and contextual controls to make sure you are editing the reusable section itself, not the page content above or below it.
3. Before making major changes, open another public page where you expect the same section to appear. Compare the wording and layout. If the block appears in both places with the same content and structure, treat it as shared content.
4. Make one change at a time. Update a single heading, paragraph, button label, or contact line, then review the block before moving on. This makes it easier to spot what changed and avoid accidental edits to nearby content.
5. Avoid removing the outer block or rearranging its main layout unless you are certain that change should apply everywhere. Shared sections often rely on the current placement and spacing to stay consistent across the website.

This is especially important for company-wide messaging. A repeated banner, trust message, or contact block may support many visitor journeys at once. If you change branding language, legal wording, or business contact information, ask the appropriate reviewer to confirm the update before you save it live.

If you are unsure whether a section should be edited inline or from an admin page, do not guess. This guide focuses on reusable front-end sections only. For service catalog changes, use [Managing Service Catalog Content in Admin](#). For language-specific wording inside the editor, use the multilingual editing guidance linked from the inline editing section.

[SCREENSHOT: Repeated call-to-action block selected on one page and compared with the same block on another page]

Saving changes and checking them across public pages

1. When your footer or shared section update looks correct, click **Save** in the website editor bar. Sherkety ERP & Website Platform publishes the inline change from the page you are editing. If you decide not to keep the change, click **Discard** instead.
2. Refresh the current page after saving. This confirms that the saved version displays correctly outside the active editing state. Pay close attention to the final appearance of text, links, icons, and spacing.
3. Open at least two other public pages that use the same footer or shared section. Good choices include a homepage, a service page, and an ERP app page. Check that the same update appears consistently in each location.

4. Test the most important elements:

- click footer links and confirm they open the expected page
- review contact details for accuracy
- make sure social icons still appear and remain clickable
- check whether long text wraps neatly
- confirm spacing between columns, headings, and links still looks balanced

5. Review the page body above the shared section. Make sure you did not accidentally change nearby page-specific content while selecting blocks in Edit mode.

If you can, repeat the check in both desktop and mobile page views. Shared sections often look fine on a wide screen but become crowded on a smaller layout. A quick mobile review helps catch wrapped text, uneven spacing, or icons that no longer align correctly.

This review step matters because shared content is highly visible. One saved footer change can affect many pages at once, so it is worth verifying the result immediately instead of waiting for someone else to notice a problem.

[SCREENSHOT: Saved footer displayed consistently on multiple public pages]

Common issues when editing shared sections and how to fix them

A shared section usually updates smoothly, but a few problems come up often when editing the footer inline in Sherkety ERP & Website Platform.

- **The footer looks updated on one page but not another**

- First, confirm both pages actually use the same shared footer. Some public pages may have different layouts or extra content near the bottom.
- Refresh both pages and reopen them if needed.
- If the page still shows older content, check again from another public page before editing further.

- **A footer link or social icon no longer works**

- Reopen the page in **Edit** mode.
- Select the affected link or icon.
- Open the link editing control and correct the destination.

- Save again, then test the link from normal browsing view.
- **The layout breaks after changing text**
 - Long text is the most common cause.
 - Shorten the wording so it fits the existing footer column.
 - If the structure was accidentally changed, restore the original arrangement rather than trying to force a new layout into the same space.
 - If the footer becomes difficult to fix, use **Discard** and reapply the change more carefully.
- **You cannot edit the section**
 - Make sure you are signed in with permission to use website editing features.
 - Confirm you clicked **Edit** and are not just browsing the public page normally.
 - If the page opens without editing controls, return to the admin area and verify you have access to content editing pages such as **Dashboard** or **Content**.

When something feels off, the safest approach is to stop, compare the section on another page, and make a smaller edit. Shared sections reward careful changes more than large rewrites.

[SCREENSHOT: Broken footer link being corrected through the inline link editing control]

Overview

- In Sherkety ERP & Website Platform, the footer and some repeated website blocks are shared across multiple public pages.
- You edit these shared areas from the public website using **Edit** mode, not by opening a separate content list first.
- The main controls to watch are:
 - **Edit** to enter inline editing
 - the block outline that shows what you selected
 - inline text and link controls
 - **Save** and **Discard** in the editor bar
- A change to a shared section can appear on many pages at once, so always review more than one page after saving.

- Keep the existing layout whenever possible. Edit the text, links, and contact details inside the current footer structure instead of rebuilding columns or removing containers.
- If you already know how to update page-specific sections, this guide extends that workflow to reusable content. For the earlier page-level process, refer back to [Updating Homepage and Public Sections With Inline Tools](#).

Shared section editing is best for visible website elements that need to stay consistent, such as footer contact details, repeated calls to action, and other reused public-page blocks. It is not the right place for every kind of content change. Some updates belong in admin pages, especially when they affect structured service listings, pricing, SEO details, or user access.

The next document, [Choosing Between Inline Editing and Admin Pages](#), helps you decide which editing route to use before you make your next website update.

Prerequisites

- You must be able to sign in to Sherkety ERP & Website Platform with an account that has content editing access.
- You need access to the public website pages where the footer or shared section appears.
- You should already be comfortable with:
 - turning on **Edit** mode
 - selecting editable blocks on the page
 - using **Save** and **Discard**
- If you have not practiced those basics yet, read:
 - [Editing Content Directly From the Website](#)
 - [Using Section and Footer Edit Controls](#)

Before you begin, it also helps to know exactly what you plan to update. Shared sections often contain high-visibility content such as:

- footer navigation links
- company description text
- contact details
- social media icon destinations
- repeated contact or call-to-action blocks

Have the final wording ready before you enter Edit mode. If you are changing company-wide contact details, branding text, or legal wording, make sure those updates have been approved internally before you save them live.

For the smoothest review, prepare two or three public pages where the same footer or reusable block appears. After saving, you can quickly open those pages and confirm the update is consistent everywhere it should be.