Managing Content Editor Web Parts

Web parts can help organize additional data on pages.

You can add a web part to the right margin to feature text, a button or a list of links. There are two kinds of web parts:

- a content editor web part – used to display short amounts of text (such as contact information), a title for a list of links following it, a button or a photo
- a summary links web part – used to display a list of links

These exercises will step you through the process of creating and adding content to a content editor web part. If you want to feature a list of links, see **Managing Summary Links Web Parts**.

Upon completion of these steps you will have performed the following:

- Created a content editor web part
- Added content to a content editor web part
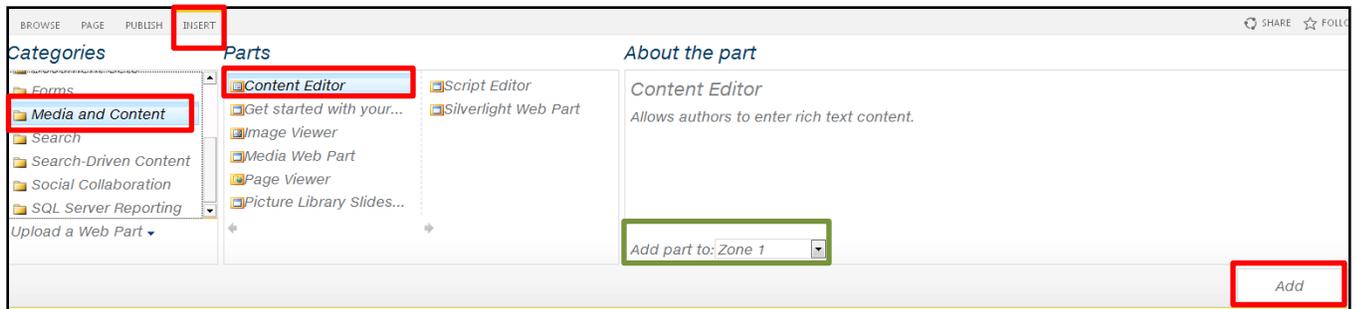
Create a content web part

1. To create a web part, go the right margin "zone" area and click Add a Web Part.
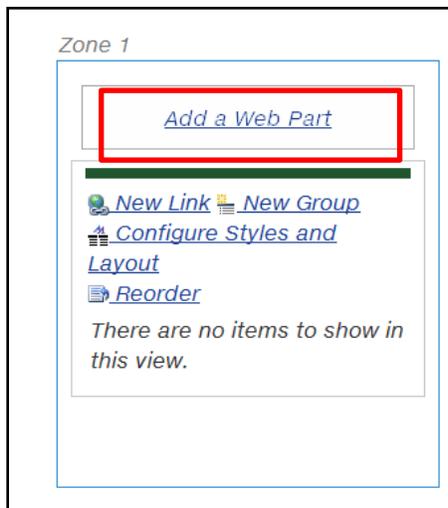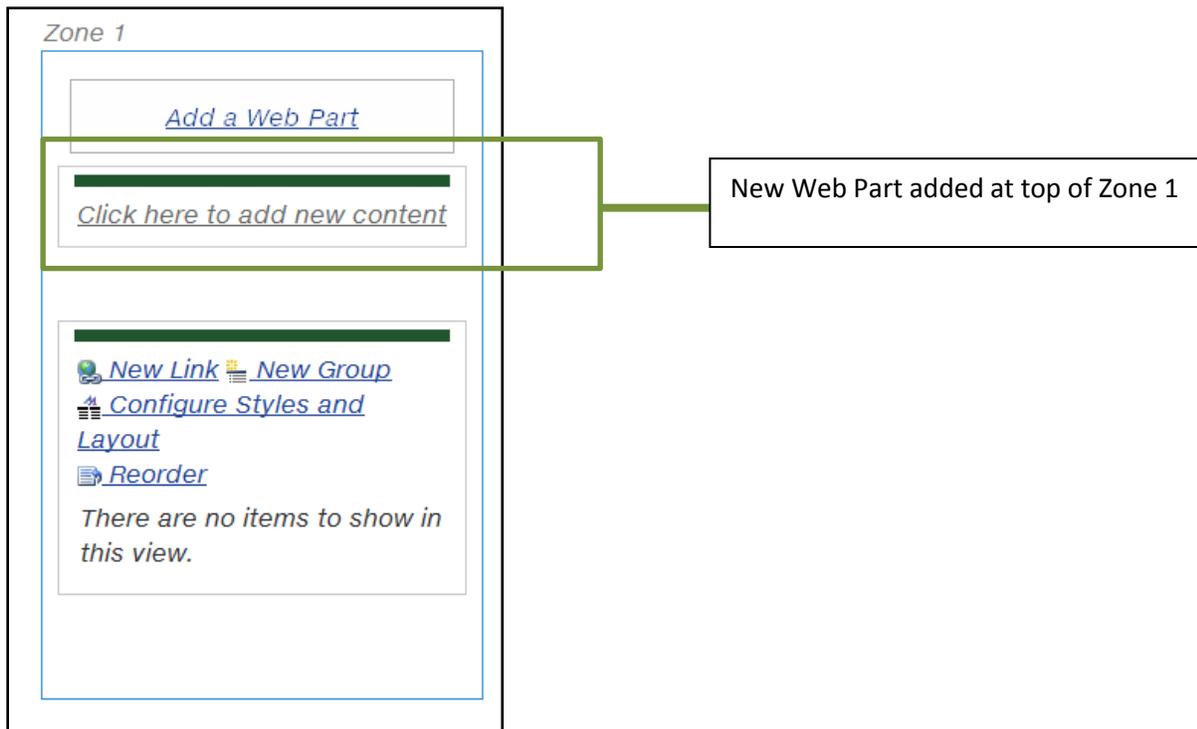

2. You will be presented with the Web Part insert ribbon. Select the Media and Content Category and the Content Editor Part.

Note: Some templates may have more than one zone on them. If you have more than one zone on your page you can select which zone to add the part in.

3. Click Add to add the web part to your page.

BROWSE   PAGE   PUBLISH   INSERT

Categories

📁 Forms
📁 Media and Content
📁 Search
📁 Search-Driven Content
📁 Social Collaboration
📁 SQL Server Reporting

Upload a Web Part ▾

Parts

▢ Content Editor
▢ Get started with your...
▢ Image Viewer
▢ Media Web Part
▢ Page Viewer
▢ Picture Library Slides...

▢ Script Editor
▢ Silverlight Web Part

About the part

Content Editor

Allows authors to enter rich text content.

Add part to: Zone 1 ▾

Add

Note: When you click Add, you might find that the Add button simply repositions itself to reveal the yellow SharePoint ribbon. Click Add again. You will be presented with a new web part.

Zone 1

Add a Web Part

Click here to add new content

New Web Part added at top of Zone 1

🌐 New Link ≡ New Group
⊞ Configure Styles and Layout
📄 Reorder

There are no items to show in this view.

4.   You can now add content to your new Web Part.

Note: A new web part will always be added to the top of the zone. If you need to move a web part, see **Moving & Deleting a Web Part**.

Add content to a content editor web part

1.   To add content to a content editor web part, in the web part click on Click here to add new content. The web part content field will change to a blue line (indicating that the field is selected), and become "empty". You can add content to this field.
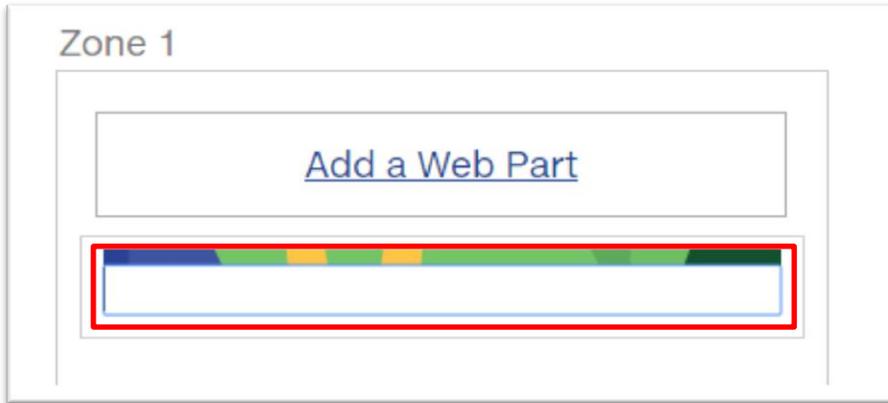
2. Add your desired content and use the editing ribbon styles to apply formatting.

Note: Content editor web parts are intended for short amounts of text and a heading. You can add photo to a content editor web part, but please do not add features such as an accordion, or several styles.