

# Using the Content Editor Web Part in SharePoint

The Content Editor Web Part in SharePoint allows you to add formatted text, tables, hyperlinks, and images to a Web Part Page. You can do this by using the **Rich Text Editor** (for individuals unfamiliar with HTML), **Source Editor** (for individuals who know HTML syntax), or **Content Link** (which allows you to link to existing content using hyperlinks, i.e. http://).

Note: The Content Editor Web Part is intended for adding HTML content to a Web Part Page, which may include hyperlinks. However, this Web Part is not designed to connect to a website. If you need to connect a Web Part to a website, consider using the Page Viewer Web Part. Also, the Content Editor Web Part does not accept the HTML <FORM> element. If you need to add a <FORM> element, consider using the Page Viewer Web Part or the Form Web Part.

## Ways you can use the Content Editor Web Part

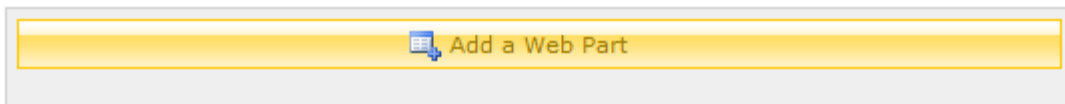
The Content Editor Web Part can make your SharePoint page more visually appealing and add emphasis by utilizing headings, images, and explanatory content. Use it to add the following:

- An introductory, formatted paragraph to a page.
- A table of instructions to explain a chart on your page.
- A set of hyperlinks that link to additional information.

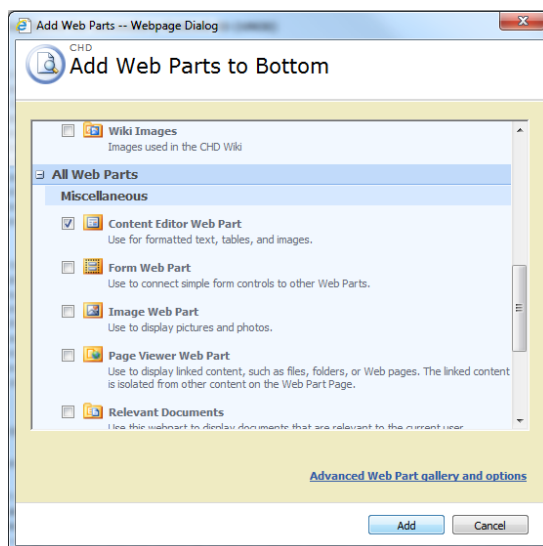
## Accessing the Content Editor Web Part

To create something with a Content Editor Web part on your SharePoint web page, first check the page out. Then follow these steps:

1. On your page, click **Site Actions**, and then click **Edit Page**.
2. In the area where you want to add the Content Editor Web Part, click **Add a Web Part** (this is often located at the bottom of the page by default).



3. The **Add Web Parts** dialog box will open. Choose the type of content that you would like to add. For example, scroll down to the **Miscellaneous** section, click on **Content Editor Web Part**, and then click **Add**.



4. The Web Part will be added to your page. Click on the **open the tool pane...** link.

5. The tool pane usually displays on the right of the page (you may need to scroll to find it). Once you find it, click **Rich Text Editor** or **Source Editor** to start adding content and images. There are three ways to add content to the Content Editor Web Part:

- **Rich Text Editor:** You can use the Rich Text Editor to type formatted content automatically without prior knowledge of HTML syntax. Click the buttons on the **Standard** and **Formatting** toolbars at the top of the editor window to enter and format the content. Click **Help** on the **Standard** toolbar to display a summary of the tasks that you can perform and their corresponding buttons.
- **Source Editor:** You can use the Source Editor to enter or modify HTML source code. The Source Editor is a plain-text editor and is intended for users who are familiar with HTML syntax.
- **Content Link:** Instead of editing content, you can link to existing content by entering a hyperlink to a text file that contains HTML source code. The two valid hyperlink protocols that you can use are `http://` and `https://`. You can use an absolute or a relative URL, but not a file path. Note: If the Content Link property links to a file that is located outside the site and the site doesn't have anonymous user access enabled, you cannot access the file.

6. Add your content and click **OK** (in the Rich Text Editor) or **Save** (in the Source Editor) when you are finished.

## Common properties of Web Parts

All Web Parts share a common set of properties that control their appearance, layout, and advanced characteristics. Note: The common Web Part properties that you see in the tool pane may be different from what is documented in this tutorial for several reasons:

- To see the **Advanced** section in the tool pane, you must have appropriate permissions.
- For a specific Web Part, a Web Part developer may have chosen to hide one or more of these common properties or may have chosen to create and display additional properties that are not listed below in the **Appearance**, **Layout**, and **Advanced** sections of the tool pane.
- Some permissions and property settings may disable or hide Web Part properties.

## Appearance

| Property            | Description   |
|---------------------|---|
| <b>Title</b>        | Specifies the title of the Web Part that appears in the Web Part title bar.   |
| <b>Height</b>       | Specifies the height of the Web Part.   |
| <b>Width</b>        | Specifies the width of the Web Part.  |
| <b>Chrome State</b> | Specifies whether the entire Web Part appears on the page when a user opens the Web Part Page. By default, the chrome state is set to <b>Normal</b> and the entire Web Part appears. Only the title bar appears when the state is set to <b>Minimized</b> . |
| <b>Chrome Type</b>  | Specifies whether the title bar and border of the Web Part frame are displayed.   |

## Layout

| Property      | Description   |
|---------------|---|
| <b>Hidden</b> | Specifies whether the Web Part is visible when a user opens the Web Part Page. If the check box is selected, the Web Part is visible only when you are designing the page and has the suffix <b>(Hidden)</b> appended to the title.<br><br>You can hide a Web Part if you want to use it to provide data to another Web Part through a Web Part connection, but you don't want to display the Web Part. |

|                   |   |
|-------------------|---|
| <b>Direction</b>  | Specifies the direction of the text in the Web Part content. For example, Arabic is a right-to-left language; English and most other European languages are left-to-right languages. This setting may not be available for all types of Web Parts.  |
| <b>Zone</b>       | Specifies the zone on the Web Part Page where the Web Part is located.<br><br><b>NOTE</b> Zones on the Web Part Page are not listed in the list box when you do not have permission to modify the zone.   |
| <b>Zone Index</b> | Specifies the position of the Web Part in a zone when the zone contains more than one Web Part.<br><br>To specify the order, type a positive integer in the text box.<br><br>If the Web Parts in the zone are ordered from top to bottom, a value of 1 means that the Web Part appears at the top of the zone. If the Web Parts in the zone are ordered from left to right, a value of 1 means that the Web Part appears on the left of the zone.<br><br>For example, when you add a Web Part to an empty zone that is ordered from top to bottom, the Zone Index is <b>0</b> . When you add a second Web Part to the bottom of the zone, its Zone Index is <b>1</b> . To move the second Web Part to the top of the zone, type <b>0</b> , and then type <b>1</b> for the first Web Part.<br><br><b>NOTE</b> Each Web Part in the zone must have a unique Zone Index value. Therefore, changing the Zone Index value for the current Web Part can also change the Zone Index value for other Web Parts in the zone. |

## Advanced

| Property                              | Description   |
|---------------------------------------|---|
| <b>Allow Minimize</b>                 | Specifies whether the Web Part can be minimized.  |
| <b>Allow Close</b>                    | Specifies whether the Web Part can be removed from the Web Part Page.   |
| <b>Allow Hide</b>                     | Specifies whether the Web Part can be hidden.   |
| <b>Allow Zone Change</b>              | Specifies whether the Web Part can be moved to a different zone.  |
| <b>Allow Connections</b>              | Specifies whether the Web Part can participate in connections with other Web Parts.   |
| <b>Allow Editing in Personal View</b> | Specifies whether the Web Part properties can be modified in a personal view.   |
| <b>Export Mode</b>                    | Specifies the level of data that is permitted to be exported for this Web Part. Depending on your configuration, this setting may not be available.   |
| <b>Title URL</b>                      | Specifies the URL of a file containing additional information about the Web Part. The file is displayed in a separate browser window when you click the Web Part title.   |
| <b>Description</b>                    | Specifies the ScreenTip that appears when you rest the mouse pointer on the Web Part title or Web Part icon. The value of this property is used when you search for Web Parts by using the <b>Search</b> command on the <b>Find Web Parts</b> menu of the tool pane in the following Web Part galleries: Site, Virtual Server, and Web Part Page. |