



SHAREPOINT 2007

THE CONTENT EDITOR WEB PART

PURPOSE

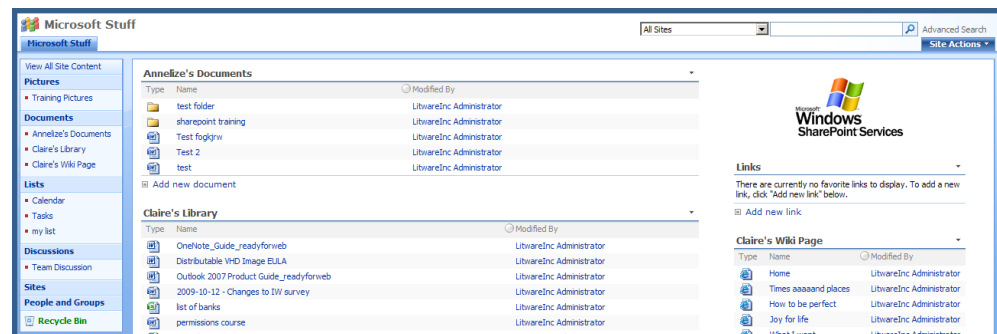
This web part is perfect for customizing your team site without any development. It's good for adding headings, graphics, links, Flash, instructions, etc.

You are generally allowed to transform your team sites anyway you like. Your intranet sites are subject to corporate branding. Check with your Governance Forum.

The Content Editor Web Part is abbreviated to **CEWP**.

If you are good with HTML code, then the possibilities are endless with this web part as there is a **Source Editor**.

This is a basic example using buttons to replace lists, libraries and sites.

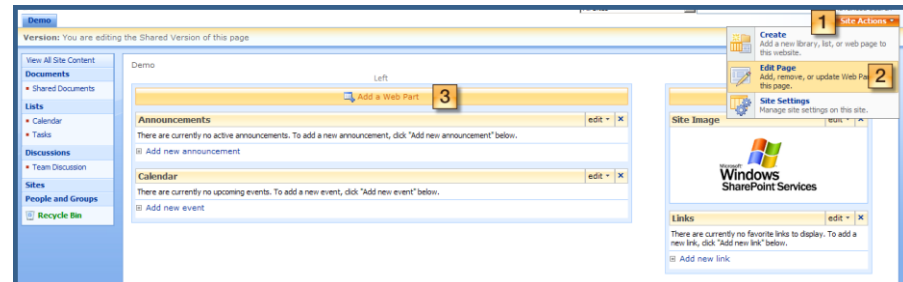




INSTRUCTIONS

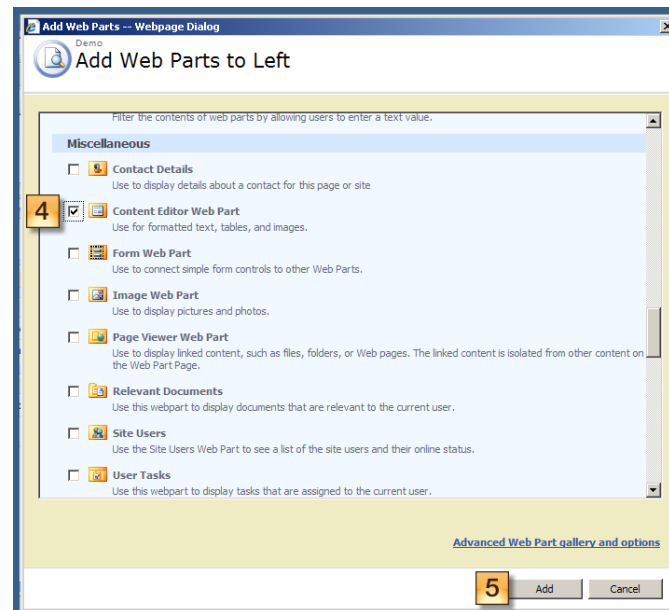
Make sure you are on the team site landing page.

Click on **Site Actions** (1) – **Edit Page** (2) – **Add a Web Part** (3).



Scroll down to **Miscellaneous**, select the **CEWP** (4) and click **Add**, (5).

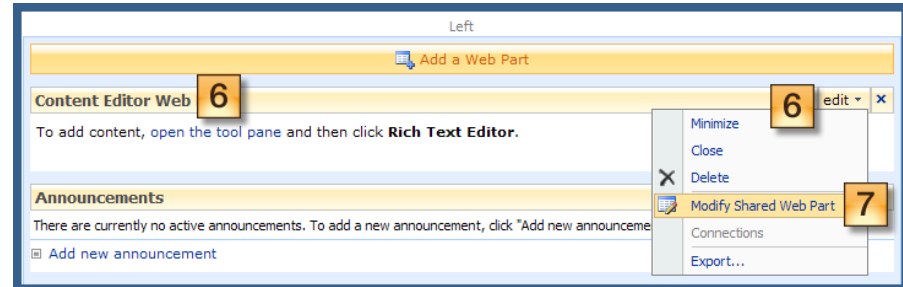
If you do not see these types of web parts, you need to contact your IT department or Site Collection Administrator and ask them to make them available to you.





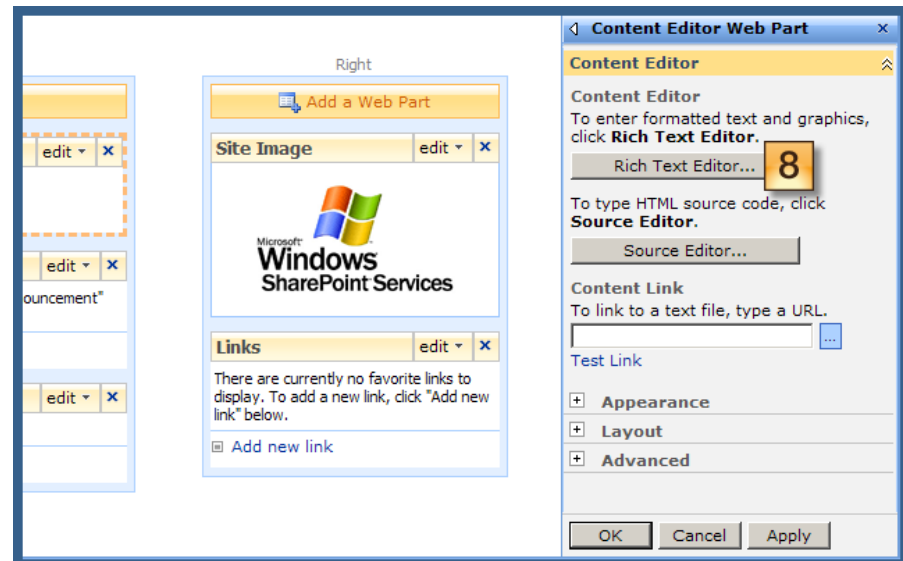
You can then either click on **Open the Tool Pane**, or use the **Edit** dropdown (both 6) and then **Modify Shared Web Part**, (7).

The first option is only there as an example the first time you insert a CEWP. You will edit out that text, and then the only way to edit it will be with the dropdown menu.

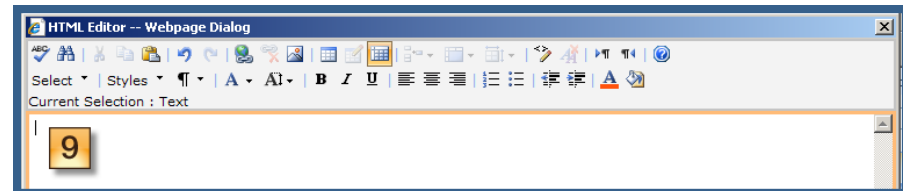


Note the **Source Editor** below. This is where those with HTML, Java script or Flash experience can insert their code.

Next click on the **Rich Text Editor**, (8).



You are ready to start inserting (9) your text, pictures and hyperlinks. Use the formatting toolbars above to format your text. It works the same as it would in Microsoft Word.





Make sure your text is highlighted before you start formatting it.

To insert a picture and ensure it displays, you need to first create a **Picture Library** and upload some images.

Next click on the **Insert Image** icon.

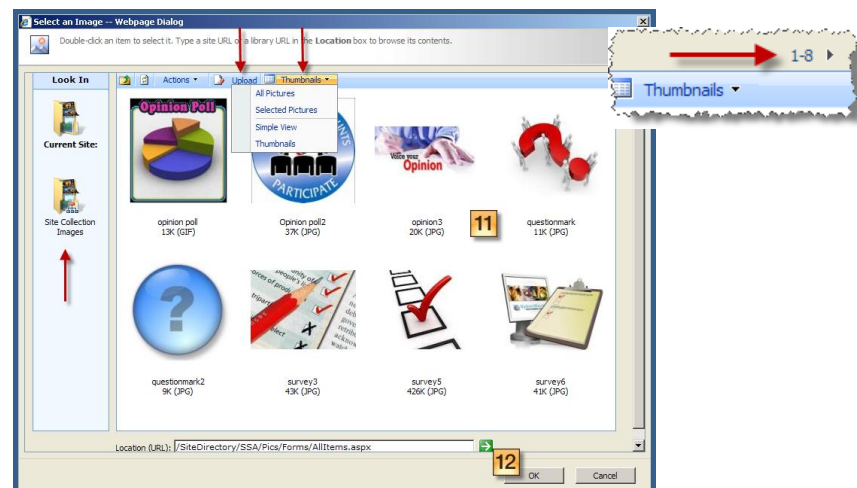
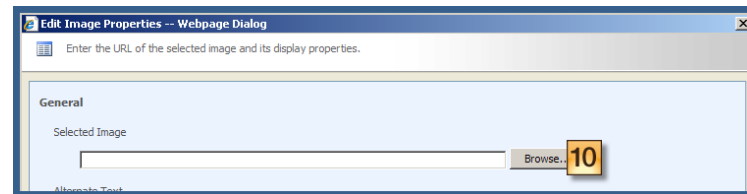
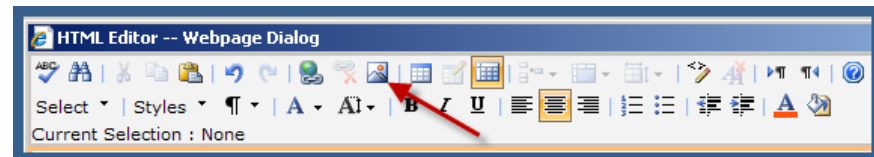
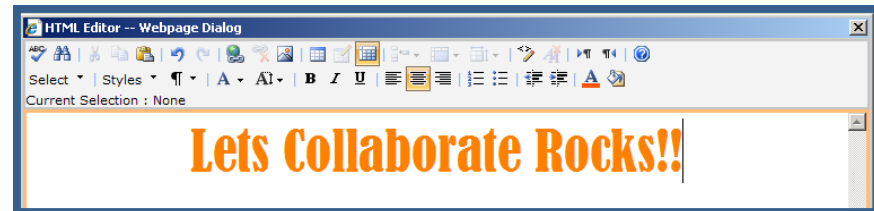
Browse to locate a picture, (10).

If you have a **Picture Library** created, it will default to that library and display the images. If there is an image on your desktop you want, you can use a shortcut and upload the images right here. Click on the **Upload** button.

To see different views of your images, click on the **Thumbnails** dropdown.

If there are many images, scroll to the next page to view them.

Double click the desired image (11) and make sure the URL displays in the **Location URL**. Click **OK**, (12).





(All these steps are 13) You can specify the alignment in the **HTML Editor** or here.

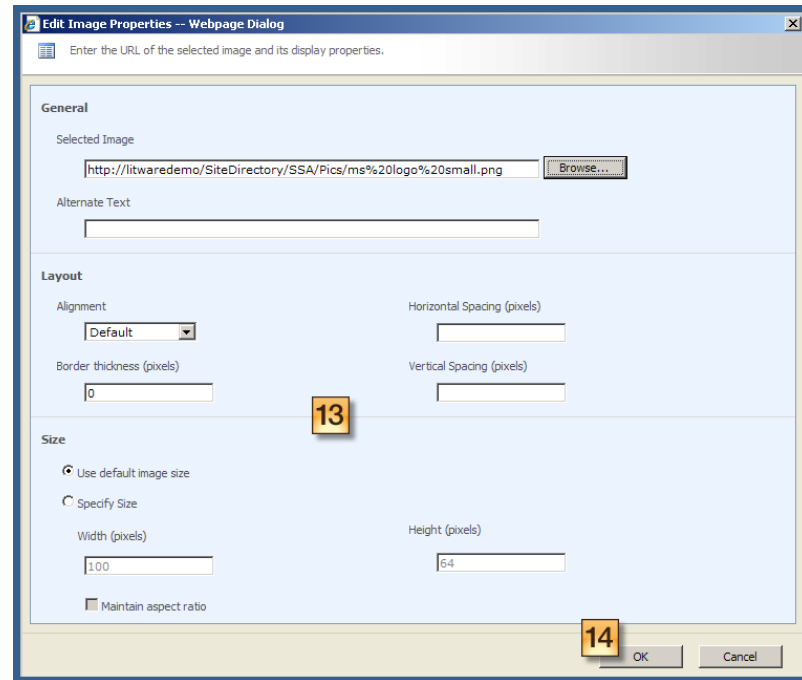
Alternate Text – the text you want people to see when they hover over the image.

Horizontal and Vertical Spacing is to position it in an exact position.

Border Thickness – to add a black border around the image, increase the pixel size. Type in 3 in that field as an example.

Size – if the image is the correct size, leave the default settings; but if it is too big or small, you can resize it here. Make sure the **Maintain Aspect Ratio** is ticked then insert a pixel size in *either* the width or the height, not both. It will automatically resize for you. This is a guessing game. 100 pixels is fairly small, 400 is getting quite big.

Click **OK** (14) and view your work. If you are happy with the way it looks, click **OK** (15) at the bottom of the screen again.

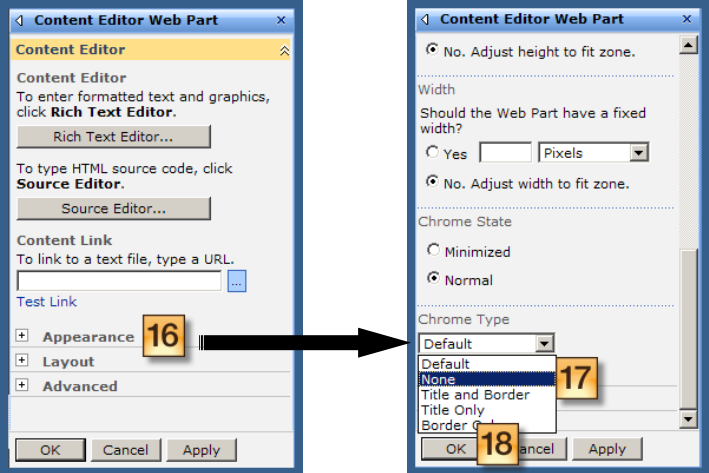


Nearly there. Now we need to remove the **Chrome Type**. The **Chrome Type** is the heading the web part is given with a dropdown arrow. You want to remove that heading so it doesn't interfere with your own heading and graphics.

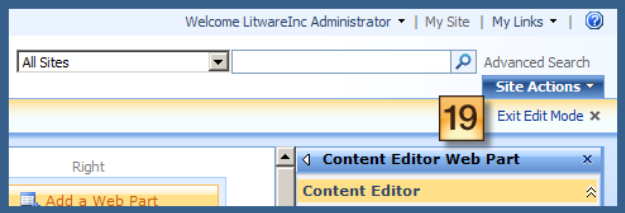


While the edit view is still visible, expand the **Appearance** section (16). Use the dropdown and select **None** (17), then click **OK** (18).

WARNING : Make sure you have clicked **OK** or **Apply** before you click **Exit Edit Mode** or all your changes will be lost!!!!



Click **Exit Edit Mode**... (19).

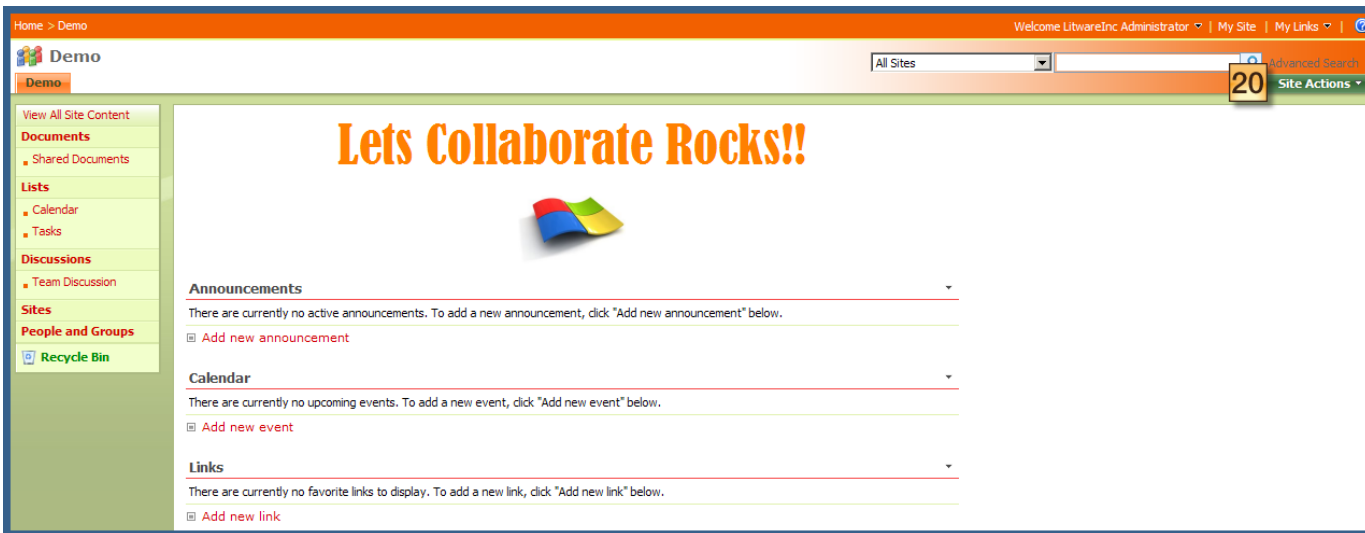




And...



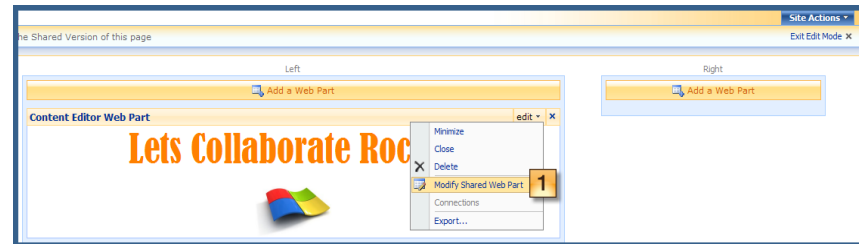
Change the theme for some added oomf, (**Site Actions – Site Settings – Site Theme** (20)). Try it out!



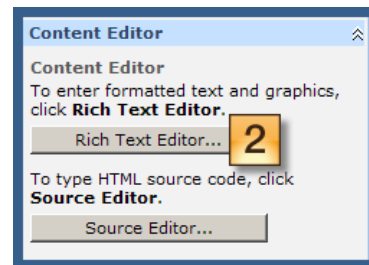
You can also add a hyperlink to an image.

Go back into the edit mode – **Site Actions** – **Edit Page**.

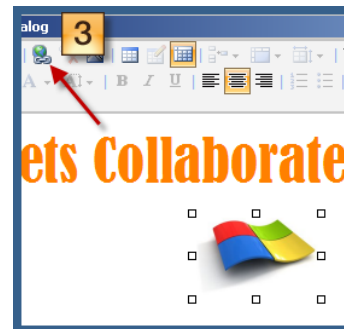
Click on the dropdown arrow on your CEWP, then on **Modify Shared Web Part** (1).



Click back on **Rich Text Editor** (2).



Click on your image so it shows as selected, then click on **the Insert Hyperlink** (3) icon in the toolbar.





Type in the path (URL) to the site you want your image to link to in **Selected URL** (4).

Don't forget to put http:// in first.

You can also **Browse** to sites in your structure, bottom screenshot.

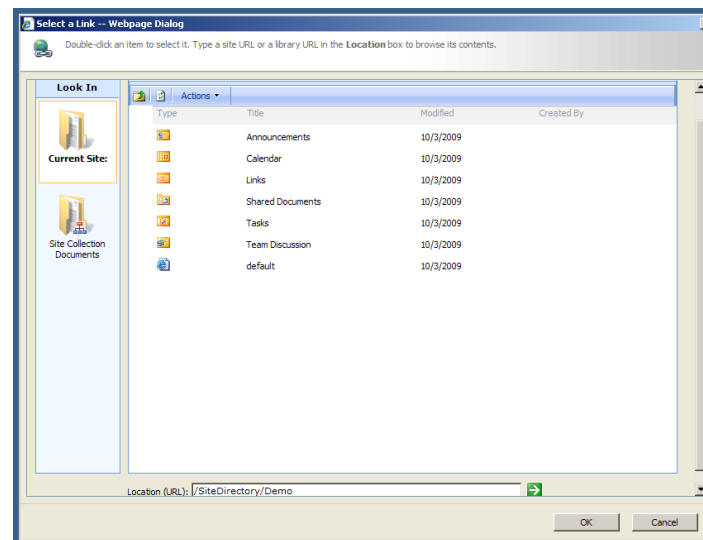
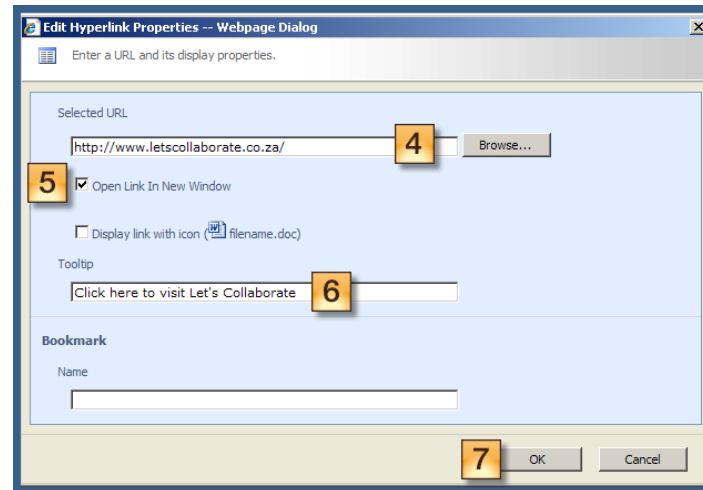
Decide if it must open in a **New Window** (5). The rule of thumb is if the link is to an outside site, make it open in a new window. If it links to an internal site inside your structure, leave the box unticked.

The **Icon** is for links to actual documents.

The **Tooltip** (6) is what will display when someone hovers over the image, eg: "Click here to start the survey".

Bookmarks save a place on your site to jump back to. Give each one a unique name.

Click **OK** (7).





Your mouse will change to a hand as you hover over the image the tooltip will display.

You can delete the link by clicking the **Remove Hyperlink** icon whilst in edit mode. To edit it, click the **Insert Hyperlink** icon. Make sure the image is selected before you do this.



TIPS...

- ★ Be careful what font you use in your CEWP. If your users don't have that font, it will come out as Time New Roman on their screens.
- ★ You don't need special graphics packages to make your site look cool. Design your whole landing page logo or all your buttons in PowerPoint. You can play with colours and shapes and fonts to see what works. The advantage of this is that you can use any font you like and it will be hard-coded into the image. Group all the elements, right click on them and save them as a picture. You can then upload that JPG into SharePoint and insert it into your CEWP.
- ★ Save the presentation so you can edit it at a later stage again if you need to. Call it "editable logo" for example.
- ★ If you are using buttons, you can use SharePoint Designer to add hotspots to each button.
- ★ If you decide to change the look and feel, edit the picture in your PowerPoint presentation, and save it as the same file name. When you upload it with that same file name, it will automatically override the one in the CEWP, so you won't have to edit it again.