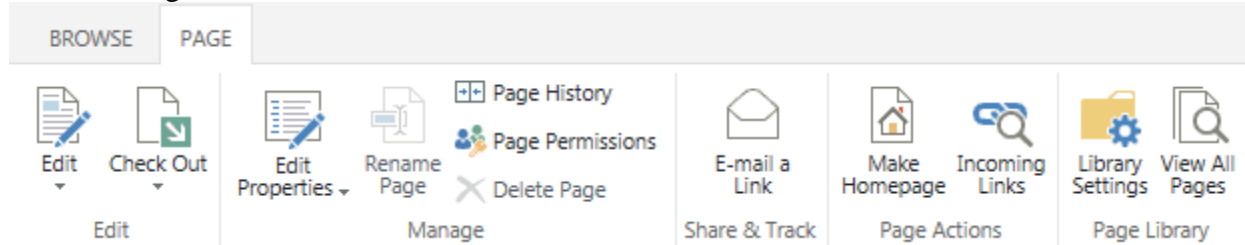


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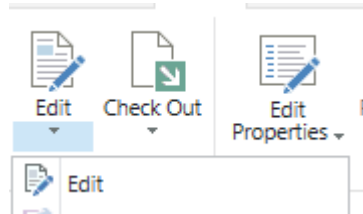
SharePoint 2013 – Editing a Page

To Edit a Page:

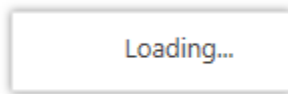
From the Page tab – click **Edit**:



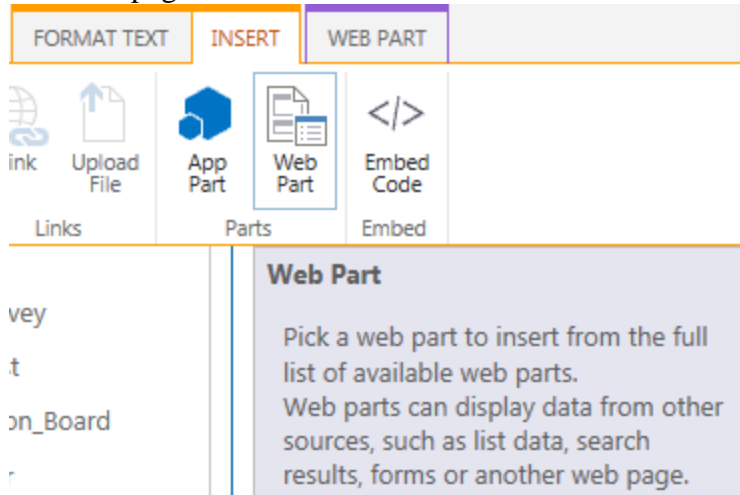
Select **Edit**:



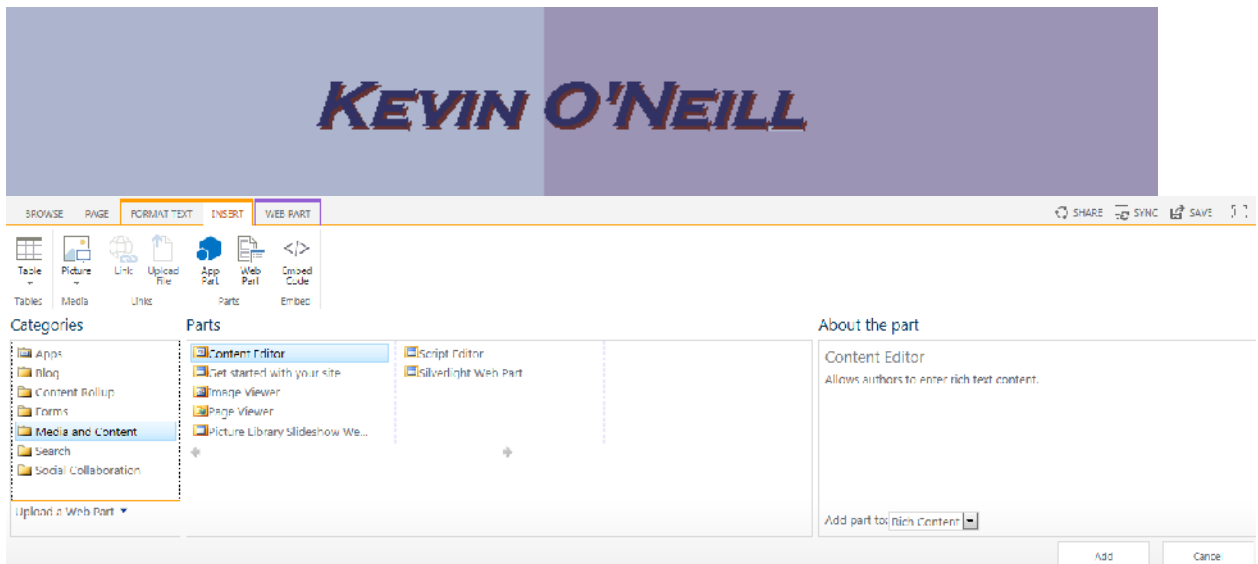
In the right hand side you will see Loading... :



Once the page loads – select the **INSERT** tab -> **Web Part**:



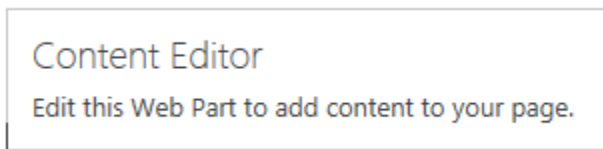
The standard web part to utilize is the Content Editor which can be added to a page by selecting under **Categories** -> **Media and Content** -> **Content Editor** then the **Add** button:



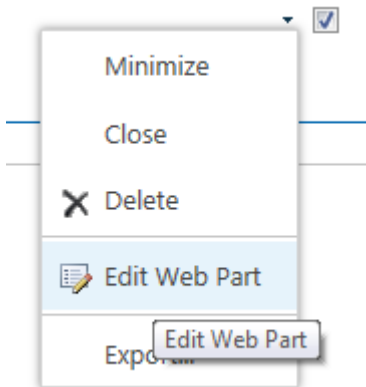
A Loading... screen will then display:

Loading...

The Content Editor part then appears as such:



In the far right hand side select the **drop down arrow** then -> **Edit Web Part**:



Select the link that says “**Click here to add new content**”:



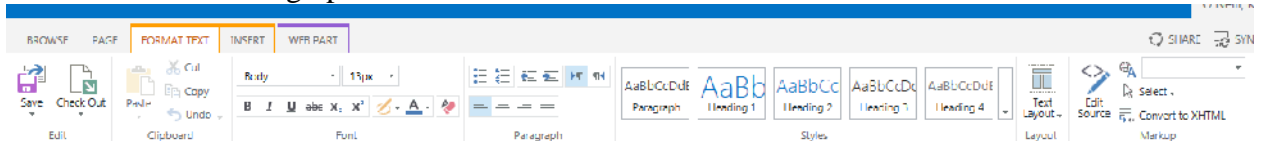
The web part then appears as such:

WEBSITE: [HTTP://WWW.KMO.NAME](http://www.kmo.name)
E-MAIL: ONEILLWEBSITE@VERIZON.NET
USE ALL COMMANDS AT OWN RISK

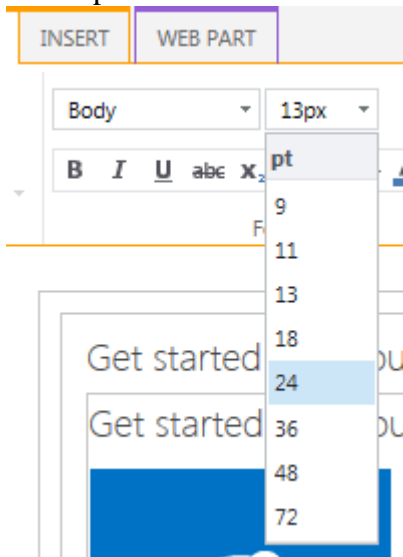
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Content Editor

And in the ribbon a WYSIWUG (What you see is what you get) editor appears which includes the formatting options available which can be selected as desired:



In this example – I'll select a larger font text – then enter some text in the Content Editor web part. Therefore as is being shown the **24px** was selected which changes the font size to this pixel size:



The text **This is a test** was then entered in the Content Editor web part:

Content Editor
This is a test

On the right hand side – it is best practice to rename the web part name to a more descriptive title – therefore under the Title **option** – the words Content Editor was changed to **Test of Text**:

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Title

Content Editor

Title

Test of Text

...

Scroll down and select **Apply** – then **OK**:

OK

Cancel

Apply

Select **Save** -> **Save**:



The change is then visible on the page:

Test of Text

This is a test