KEVIN O'NEILL

SharePoint 2010 Content Editing

Follow the steps below to edit existing content on the site or team site you manage or add content to.

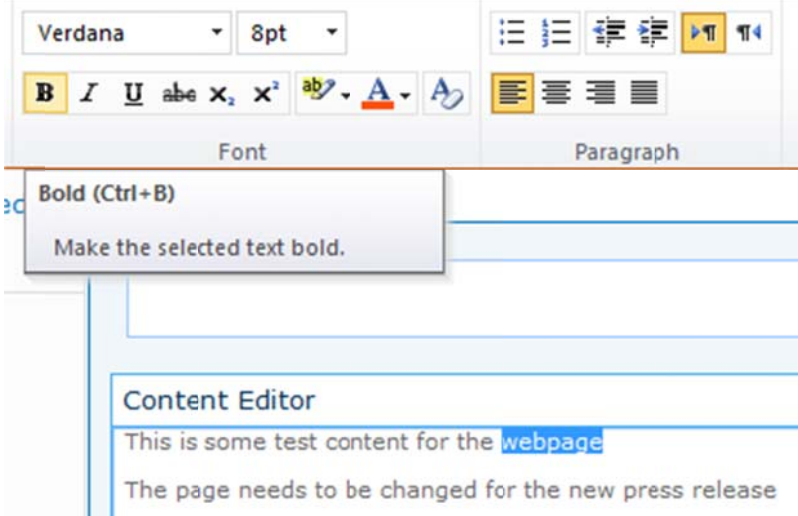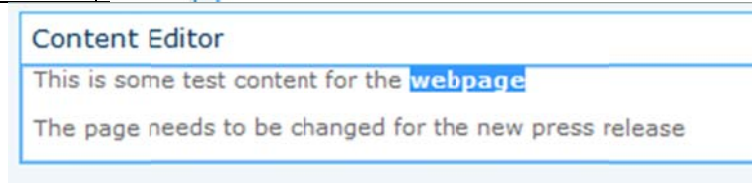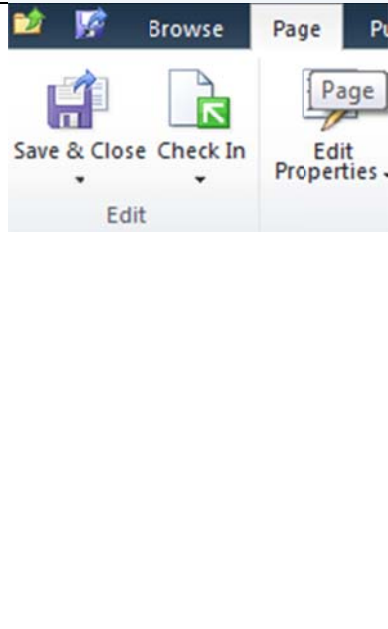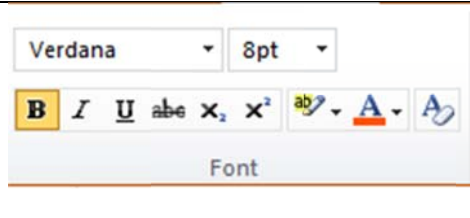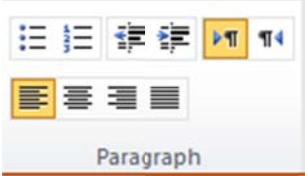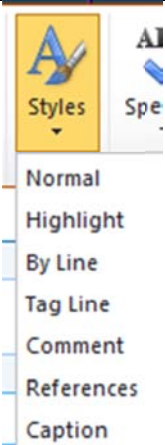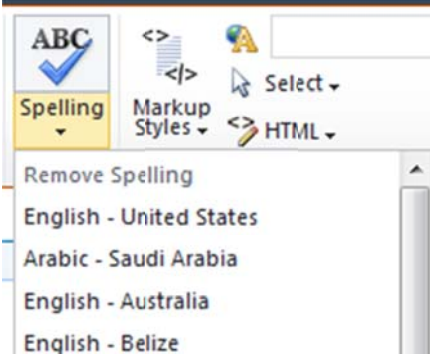|	
1. From the page that content is to be edited select Site Actions -> Edit Page.	Site Actions ▾ Browse Documents Edit Page Modify the web parts on this page.
2. Likely a Content Editor web part will house the content that needs changed. Therefore place the cursor in the text block that needs changed or highlight the area that needs changed and make the desired edit(s) as you would while using any text editor.	Editing Tools Page Tools Web Part Tools Page Format Text Insert Insert Options 8pt U abe x₂ x² ⬚ ⬚ A ⬚ Styles Font Paragraph Styles in Content Editor This is some test content for the webpage The page needs to be changed for the new press release
3. In the example here the text webpage has been highlighted.	Content Editor This is some test content for the webpage The page needs to be changed for the new press release
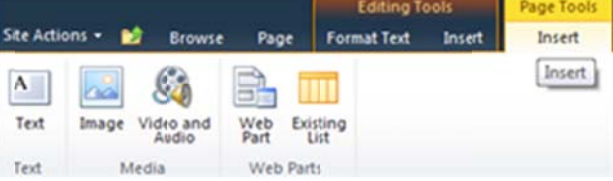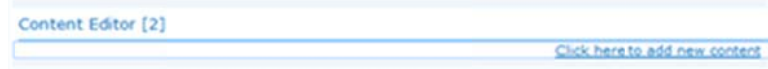
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4. In the Font menu the Bold is then selected and using the live preview the text is shown right away bolded.	Verdana ▾ 8pt ▾ **B** *I* U abe x₂ x² aby ▾ **A** ▾ Aₒ Font Paragraph Bold (Ctrl+B) Make the selected text bold. Content Editor This is some test content for the webpage The page needs to be changed for the new press release	
5. On the right the text is now bolded.	Content Editor This is some test content for the **webpage** The page needs to be changed for the new press release	
6. If this were the only change to be made to the page an editor would then select the Page tab then Save and Close – which would then essentially publish the page.	Browse Page Pu Save & Close Check In Edit Properties Edit	
7. If further edits to the page were so desired other font elements	Verdana ▾ 8pt ▾ **B** *I* U abe x₂ x² aby ▾ **A** ▾ Aₒ Font	
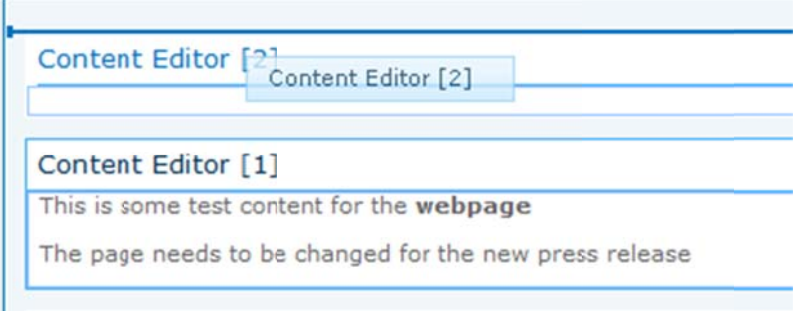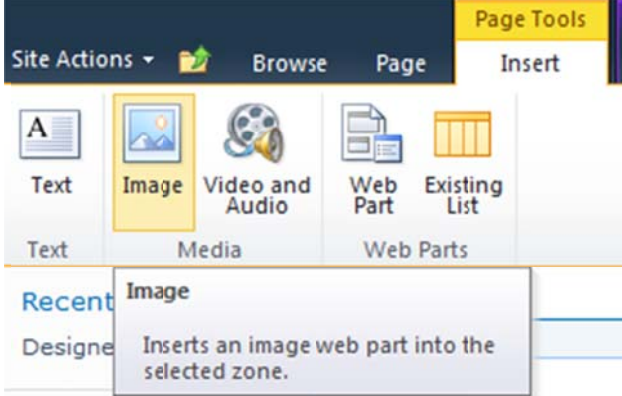
from the Font menu could be selected.	
8. Additionally other edits to the page could be done by using the Paragraph menu.	
9. Selecting the Styles menu allows for content font Styles to be set.	
10. To spell check a page select the Spelling selection and the language that the content is written in.	
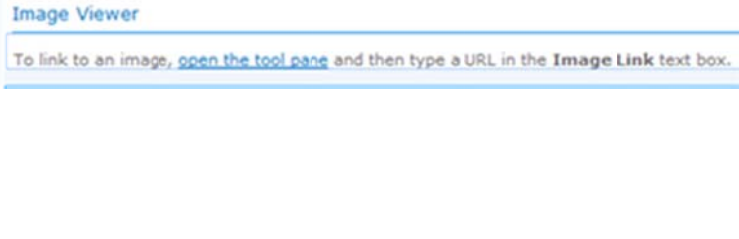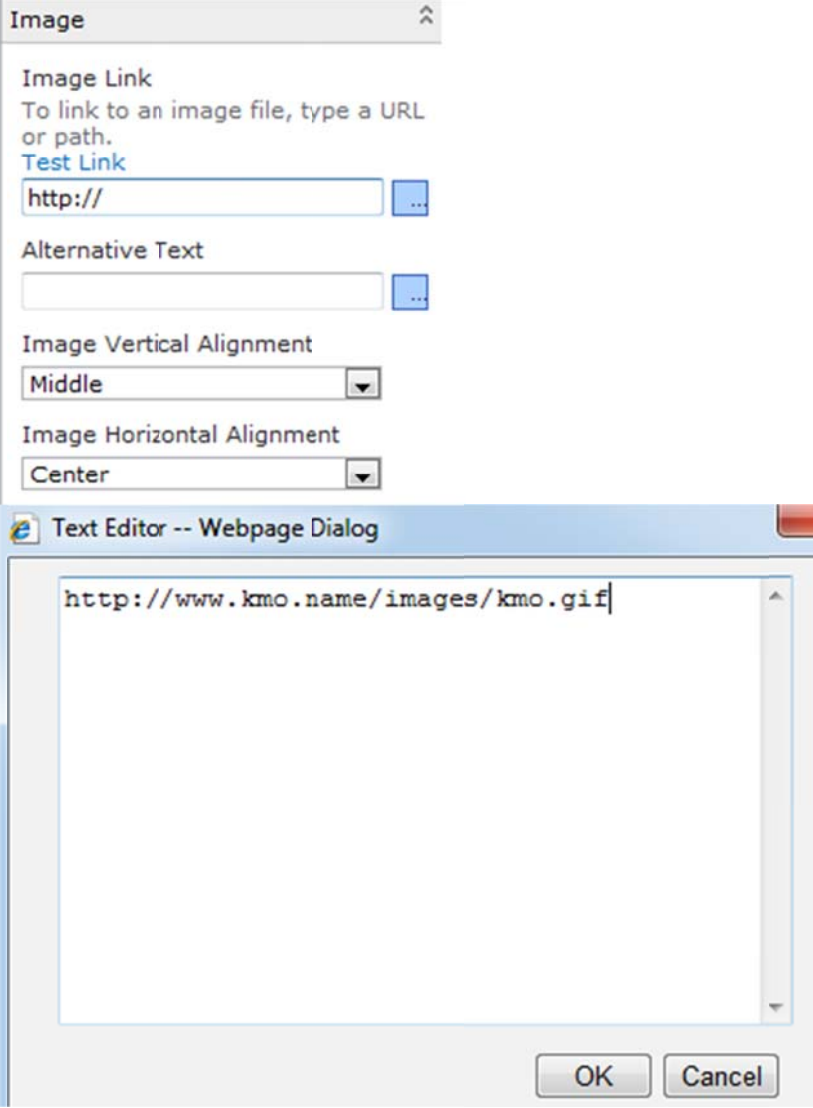
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11. To add a desired markup select the Markup Styles selection then the desired selection.	Heading 1 Heading 2 Heading 3 Heading 4 Colored Heading 1
• Page Tools/ Web Parts 12. To add new sections or media type content select from the Page Tools tab -> Insert.	
13. To add a new Text block to a page select that option. The Content Editor will appear on the page –	Content Editor [2] Click here to add new content

to add content click the link that says 'Click here to add new content'.	
14. To move the text editor to a different location on the page simply select the editor and move it to the desired area. This same process can be followed for any of the Page Tools set.	Content Editor [2] Content Editor [2] Content Editor [1] This is some test content for the **webpage** The page needs to be changed for the new press release
15. To add an image select from the Page Tools tab -> Insert -> Image.	Page Tools Site Actions ▾ Browse Page Insert Text Image Video and Audio Web Part Existing List Text Media Web Parts Recent Image Designe Inserts an image web part into the selected zone.
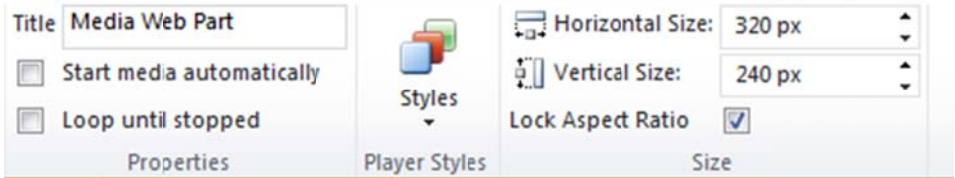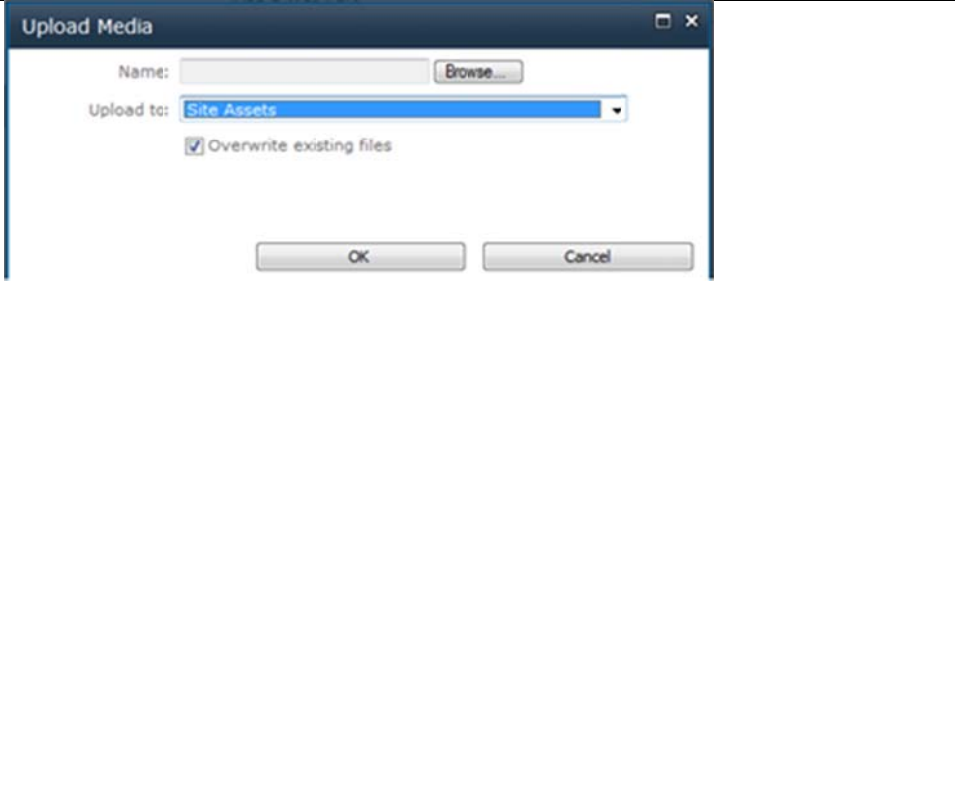
16. The part is added to the page as an Image Viewer object.	Image Viewer To link to an image, open the tool pane and then type a URL in the **Image Link** text box.
17. In the Image web part box that appears to the right click the … of the http:// item and enter in the URL of where the desired image is located and click OK. It is then recommended to click the Test Link link to make sure the image is typed correctly. Enter in other Alternative Text and select desired Alignment	Image Image Link To link to an image file, type a URL or path. Test Link http:// Alternative Text Image Vertical Alignment Middle Image Horizontal Alignment Center Text Editor -- Webpage Dialog http://www.kmo.name/images/kmo.gif OK Cancel

s before clicking Apply -> OK.		
18. To add a media item select from the Page Tools tab -> Insert -> Video and Audio.		
19. The Media Web Part is added. Where it says 'Click here to continue' do so. NOTE: This is a Silverlight Control.		

20. Select the desired Properties, Player Styles and Size.	Title: Media Web Part ☐ Start media automatically ☐ Loop until stopped	Styles ⌄	Horizontal Size: 320 px Vertical Size: 240 px Lock Aspect Ratio ☑
	Properties	Player Styles	Size
21. Select the Change Media selection then select where the desired media is located.	Change Media ⌄ Change Image ⌄ From Computer From SharePo From From Address Remove		
22. In this example From Computer was selected – and thus selecting Browse then selecting the media to be uploaded and where it is to be uploaded should be followed and click OK when done.	Upload Media ☐ ✕ Name: Browse... Upload to: Site Assets ⌄ ☑ Overwrite existing files OK Cancel		

23. If the media item is uploaded with success a message as shown is displayed and at this point one can add a Title for the media item and then click Save.	Edit Save Cancel Paste Delete Item Commit Clipboard Actions ⓘ The document was uploaded successfully. Use this form to update the properties of the document. Name * TestMovie .wmv Title
24. To add a web part item select from the Page Tools tab -> Insert -> Web Part.	Page Tools Web Part To Page Insert Options Web Existing Part List Web Parts **Web Part** Pick a web part to insert from the full list of available web parts. Web parts can display data from other sources, such as list data, search results, forms or another web page.
25. Select from the Categories menu on the left hand side then from Web Parts on the right hand	Categories Web Parts 📁 Lists and Libraries ▦ Content and Structure Reports 🗎 Site Assets 📁 Business Data 🗎 Customized Reports 🗎 Site Collection Documents 📁 Content Rollup 🗎 Documents 🗎 Site Collection Images 📁 Filters 🗎 Form Templates 🗎 Site Pages 📁 Forms 🔍 Images 🗎 Workflow Tasks 📁 Media and Content ▦ KMO_Test 📁 Outlook Web App 🗎 Pages [Images] 📁 PerformancePoint ▦ Reusable Content Upload a Web Part ▼ ⇦ ⇨
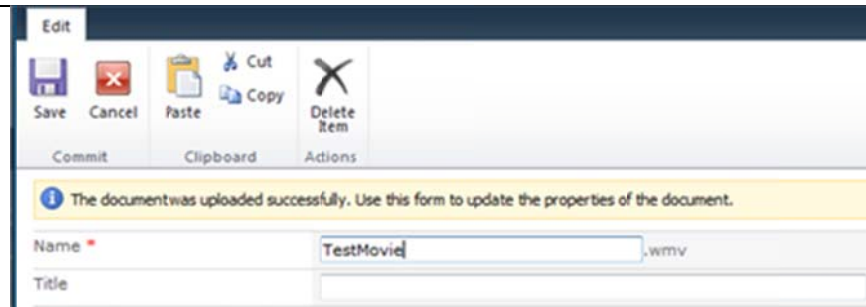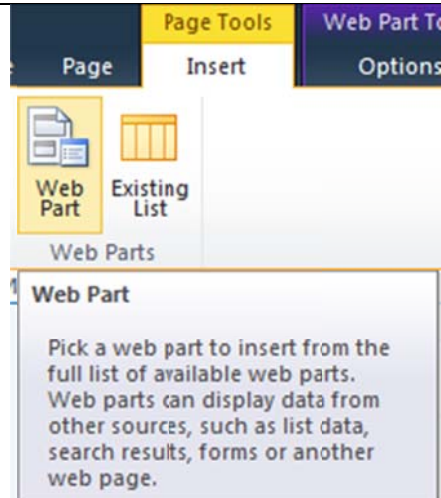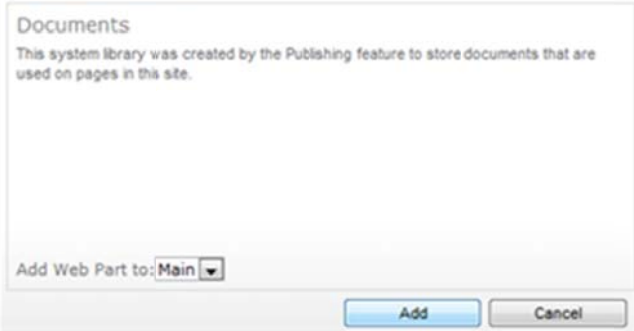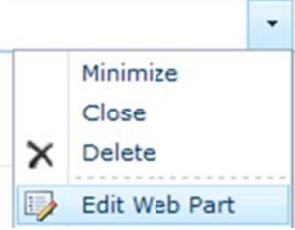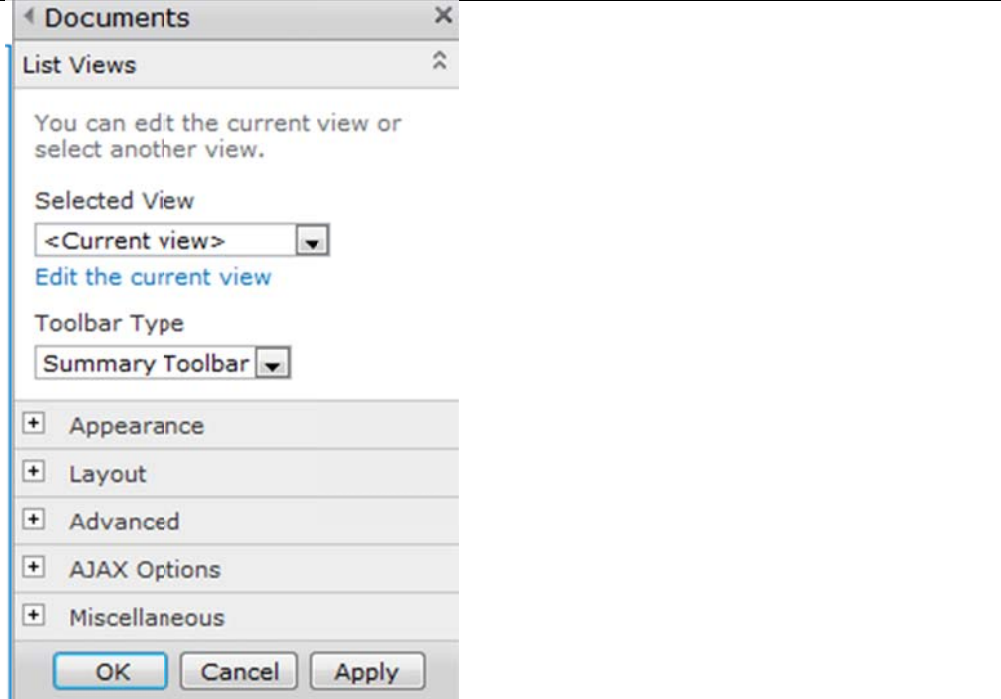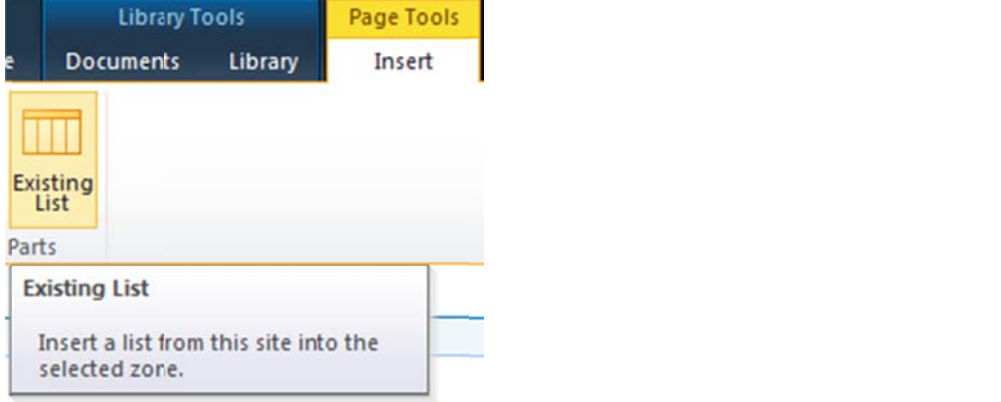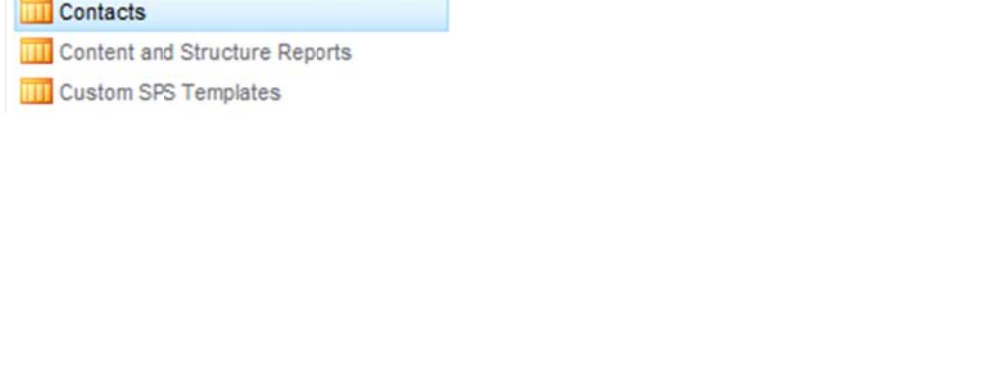
side the desired selection.	
26. On the far right hand side a short description of the web part is given and if so desired where it says Add Web Part to – make a selection which in most cases will be Main which is the center of the page. Click Add to add the web part to your page.	About the Web Part Documents This system library was created by the Publishing feature to store documents that are used on pages in this site. Add Web Part to: Main ▾ Add Cancel
27. The web part is added to the page.	Documents ☐ Type ▾ Name Modified ☐ Modified By There are no items to show in this view of the "Documents" document library. To add a new item, click "New" or "Upload". ✚ Add document
28. Common attributes of web parts are	Appearance – the title bar and height and width of the web part Layout - how the webpart is positioned on the page. Advanced – how the user interface will be displayed.
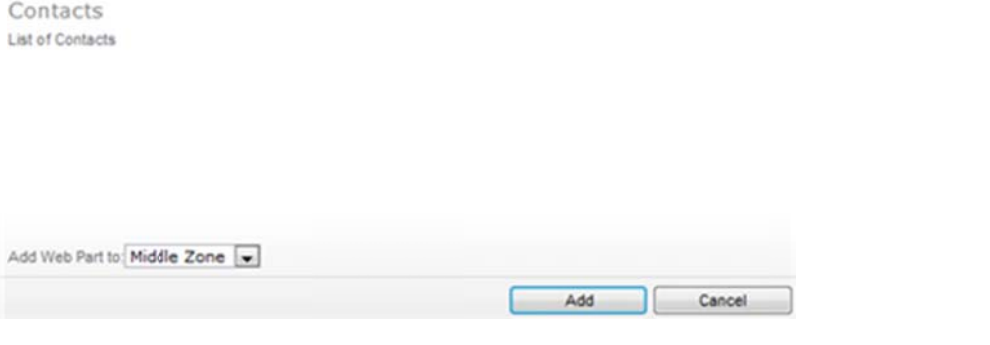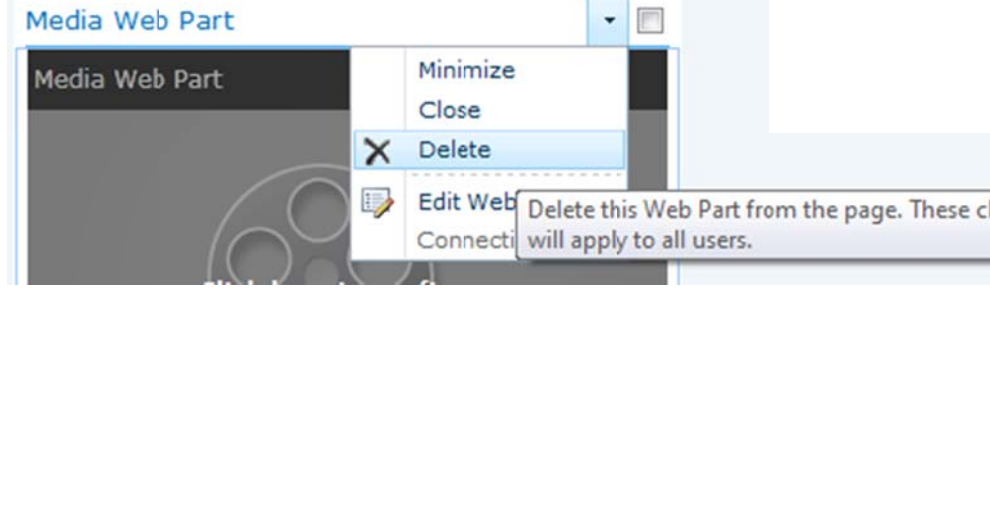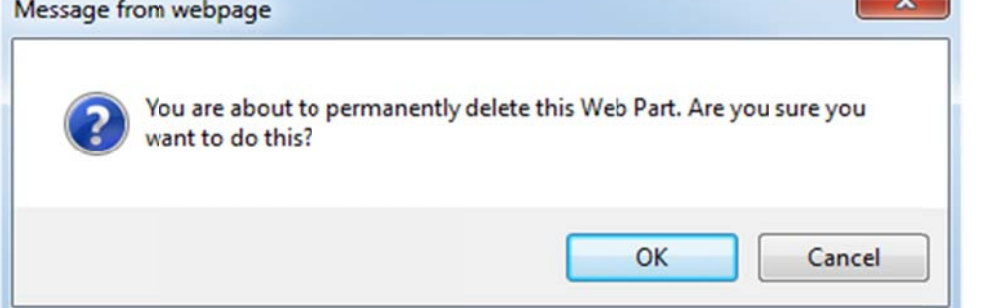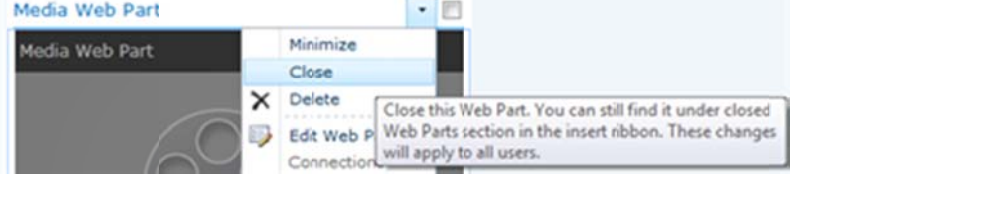
the following:	Under Appearance there are several items of interest: Title – the title of the webpart that is displayed. Height and Width – the actual height and width in pixels of the webpart. Chrome State – if selected this indicates if the web part is displayed minimized or maximized. Chrome Type (Title and Border) – the default is that there is not a title bar or border, or a title only, border only and title and border. Under Advanced there are several of interest: Allow close – allows for the ability to have users close or not close the web part – if a check box is checked or not. Allow editing in Personal View – if checked only site owners and designers can customize the web part. Title URL – Adding a URL makes that URL a clickable item that users will goto when clicked. Help URL – If a URL is added then a help button is depicted. Title Icon Image URL – Allows if a URL is added for an image to be displayed in the title bar.
29. To change the properties of the added web part click in the upper right of the web part the drop down arrow and select Edit Web Part. On the right hand side make any adjustments then click Apply -> OK.	Minimize Close ✗ Delete Edit Web Part

	Documents ✕ List Views ⌄ You can edit the current view or select another view. Selected View `<Current view>` ▾ Edit the current view Toolbar Type Summary Toolbar ▾ ⊞ Appearance ⊞ Layout ⊞ Advanced ⊞ AJAX Options ⊞ Miscellaneous OK Cancel Apply
30. To add a list item select from the Page Tools tab -> Insert -> Existing List.	Library Tools Page Tools Documents Library Insert Existing List Parts **Existing List** Insert a list from this site into the selected zone.
31. Select the already existing list from the left hand side Web Part menu. Then on the right hand	▦ Contacts ▦ Content and Structure Reports ▦ Custom SPS Templates

menu in the About the Web Part select the Add button and the list is added to the page.	Contacts List of Contacts Add Web Part to: Middle Zone [▼] Add Cancel
32. If a web part is added accidently it can easily be deleted. Assuming one is in edit mode select the web part properties and click Delete.	Media Web Part [▼] [☐] Media Web Part Minimize Close ✕ Delete Edit Web Delete this Web Part from the page. These char Connecti will apply to all users.
33. Click OK when prompted	Message from webpage [✕] ❓ You are about to permanently delete this Web Part. Are you sure you want to do this? OK Cancel
34. Another option to be aware of is if a web part holds informatio	Media Web Part [▼] [☐] Media Web Part Minimize Close ✕ Delete Edit Web P Close this Web Part. You can still find it under closed Connection Web Parts section in the insert ribbon. These changes will apply to all users.

n that is sometimes needed (for example a message for new yearly benefits or a holiday message) – the web part and its informatio n can be closed from view for all users, assuming one is in edit mode select the properties of the web part and select Close. The web part is then closed.	

35. To re- add the web part to the page at a later time – from edit mode select the Page Tools tab -> Insert -> Closed Web Parts. On the right hand side select the we part that was previously closed then on the right hand side select Add.	
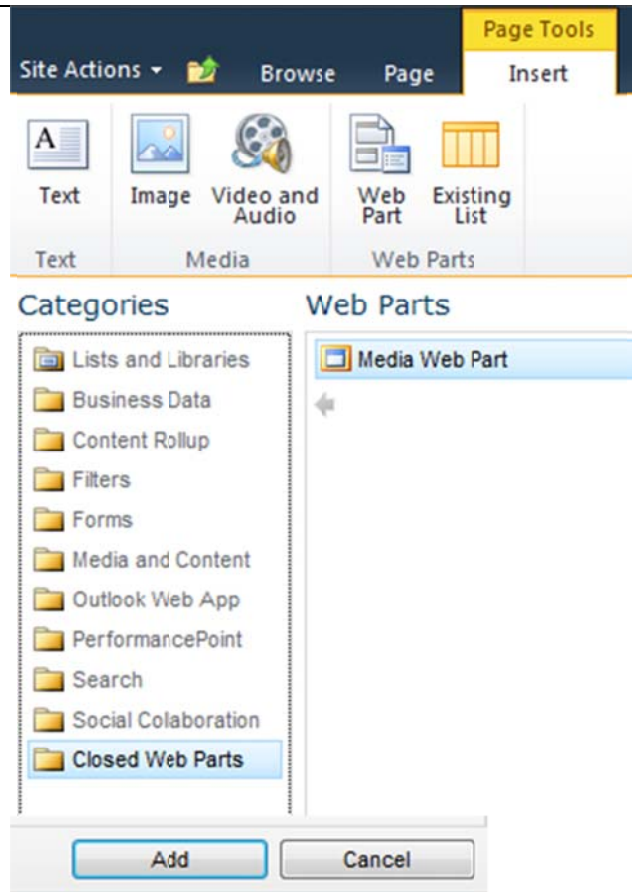
NOTE: It is not recommended to have too many closed web-part on a said page as resources in loading the closed web parts will be utilized which may slow page optimization.