

How-to Customize Pages with Web Parts

Purpose:

A SharePoint Web page is an HTML document that contains unique code modules, known as Web Parts. There are many different web parts available, such as the Content Editor Web Part and the Image Web Part. Below are basic steps on how to add and position Web Parts within the various web part zones of a SharePoint page.

Adding a web part:

1. In Internet Explorer, navigate to the web site and page that you want to add new web parts.
2. Click the **Site Actions** menu and select the **Edit Page** option.
3. Select a zone on the page and click “Add a Web Part”.
4. Select one of the listed Web Parts:

Note: Scroll down to view all, or click the Advanced Web Part gallery list.

5. Click **Add** and the new Web Part will appear in the selected zone.
6. Configure the web part content and options and then select **save**.
7. Click the **Exit Edit Mode** link and the page will display in normal mode.

