

How-to Use Internet Explorer for Browser Based Web Editing

Purpose:

SharePoint provides an easy way to build, update and manage web sites that help you share information in a variety of ways. This guide provides a basic overview of opening and editing a page using your browser.

For additional information see:

How-to Customize Pages with Web Parts and Common Web Part Properties

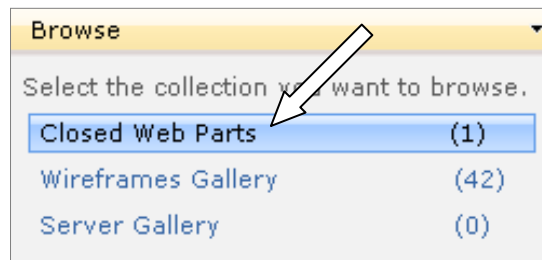
Editing a page with the browser:

- In Internet Explorer, navigate to the web page you want to modify.
- Go to **Site Actions** menu in the upper right and choose “Edit Page”.
- Choose **Edit** in the upper right corner of any Web Part you want to modify.
- Choose **Modify Shared Web Part** from the drop down menu.
- The web part tool panel will appear on the right side of the screen.
- Look through the various properties and modify as needed, then click **OK**.
- The Content Editor Web part has a **Rich Text Editor** that is similar to Word.
- Click the **Exit Edit Mode** link when you are done to return to normal mode.

Tip: In edit mode, click and hold to drag any web part from one zone to another.

Important: Each web part has a large “X” in the title bar, next to the edit tab. Clicking the “X” does not delete the web part, it just closes it. To restore a closed web part, please use the following steps:

- From the Site Actions menu, click **Edit Page** and then **Add a Web Part** in any page zone.
- Select the **Advanced Web Part gallery and options** hyperlink on the very bottom of the **Add a Web Part** dialogue box.
- Next, browse to the **Closed Web Parts** at the top of the column.
- Click the **Add Button** to restore any closed web part.



Tip: To prevent a web part from being closed, simply uncheck the **Allow Close** checkbox under the **Advanced** property settings and click **Apply**.