

# How-to Use the Content Editor Web Part

## Purpose:











The Content Editor Web Part (CEWP) provides an easy way to add content to a web page. By using a variety of features available on the toolbar, you can insert and format text, images, tables, lists and hyperlinks. It also has a convenient source code editor, a spell checker, and a search function.


















## Steps:





1. From Internet Explorer, open the page that you will be adding new content.
2. Click the **Site Actions** menu and select the **Edit Page** option.
3. Select a zone and click **Add a Web Part** to open the web part selection menu.
4. Scroll down the list of web parts to find and select the **Content Editor Web Part**.
5. Click **Add** to close the dialog box and insert the selected web part to the page.
6. After the CEWP is added to your page, click the **open the tool pane...** link.
7. When the tool pane displays on the right side of the page, click **Rich Text Editor**.
8. To edit the HTML code, use the **Source Editor** Button that is located in the toolbar.
9. After adding and formatting your content, click **OK** in the rich text editor or **Save** in the source editor to close the edit panel.

**NOTE:** For InsideWSP, the default is to set the Chrome properties to “None” (no title or border). It is also recommended that you uncheck minimize, hide, close, and move options in the advanced properties settings.

**Tips and Tricks:** Acquainting you with the CEWP toolbar menus.

- **Spell Check** –  Displays possible spelling errors and suggested corrections.
- **Find** –  Searches for matching words or phrases inside the content web part. Type the text or phrase to be searched and then click **Find Next** to highlight the first instance of that text. Click **Find Next** again to search for the next instance.
- **Cut** –  Select an image or text and use the scissors icon to cut it from the page.
- **Copy** –  Select an image or text and press the copy icon on the toolbar.
- **Paste** –  Click the paste icon to insert the copied image or text into the page.
- **Undo** –  Click the Undo icon or use Ctrl+Z keys to undo the pervious action(s).
- **Redo** –  Click the Redo icon or use Ctrl+Y keys to redo the pervious action(s).
- **Create Hyperlink** –  Select an image or text and then use the Hyperlink icon to browse to a page, list, file or library on the current site collection. To change directories, use the up arrow . Be sure to add a tool tip when setting each link. Note: You will need to copy and paste addresses for any external web sites.
- **Remove Hyperlink** –  Select the image or text and press Remove Hyperlink.

- **Insert Image** –  Place the cursor where you want to insert an image, then click the Insert Image button on the toolbar.
  - Click **Browse** to locate and select from the available images on the site. Select an image and then click **OK** to insert it into the page.
  - Make sure to enter a description in the **Alternate Text** box.
  - Select options in the **Layout** section to specify the alignment, border thickness, and spacing of the image.
  - Select options in the **Size** section to specify the size of the image or specify that the image will be displayed at its default size. If you specify the size, you can also choose to maintain aspect ratio (of height to width) for the image.
  - After setting the image properties, click **OK**. You can also select an image to change its properties by using the same button  (or press CTRL+SHIFT+G).
  
- **Edit Table** –  Click the icon to make width and height adjustments.
- **Insert Table** –  Click the icon to insert a new table. Enter rows, columns, and dimensions as needed. Choose predefined table format style and click OK.
- **Show/Hide Table Gridlines** – Adds horizontal and vertical gridlines to the table.
- **Table Operations** –  Click to insert or delete new rows and columns.
- **Merge Cells** –  Allows you to merge selected table cells.
- **Edit HTML Source** –  Toggles between the **Source** view and the **Rich Text Editor** view. HTML source editing mode is useful for changing the attributes of the HTML elements in your content. When you are in HTML source editing mode, most of the toolbar buttons are disabled. You can edit the HTML source by using standard HTML 4.01 tags and syntax.
- **Remove Inline Styles** –  Select text and click icon to remove formatting.
- **Left to Right** and **Right to Left** –  Sets the direction of the text.
- **Help** –  Opens the SharePoint “**Use the HTML Editor Help System**”
- **Select and Styles** –  When you copy and paste content into the Rich Text Editor from another source, use the **Select** tab to highlight certain sections of the page and use the **Styles** to remove instances of stray element styles and then reformat the text in the Rich Text Editor or source view.
- **Apply paragraph format** –  Contains 15 preset styles for quick formatting.
- **Font** –  For changing the font type - **Note:** InsideWSP is pre-set to Verdana.
- **Font Sizing** –  For changing the font size - Note: InsideWSP is pre-set to size **2**.
- **Bold, Italics and Underline** –  Use for setting bold, italic or underlined text.
- **Align Left, Center, Align Right** –  Use for text alignment in a paragraph.
- **Numbered List** –  Use to apply a numbered list, similar to Microsoft Word.

- **Bulleted List** –  Use to apply a bulleted list, similar to Microsoft Word.
- **Decrease/Increase Indent** –  Use to add or remove indents on text and lists.
- **Text Color** –  Use to select font color - InsideWSP default font color is black.
- **Text Highlight** –  Use to select a highlight color for text.

**IWSP Note:** Custom style sheets have been developed for the branding (theme) on InsideWSP. Additional requirements and code changes will be determined upon the completion of the final IWSP site build. If you have questions, please contact [ITDWebSupport@wsp.wa.gov](mailto:ITDWebSupport@wsp.wa.gov).