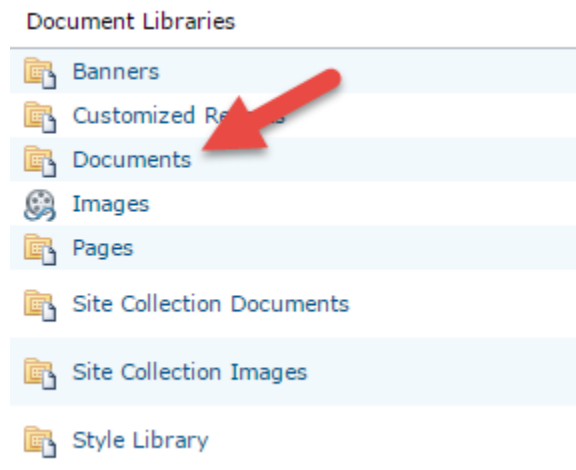


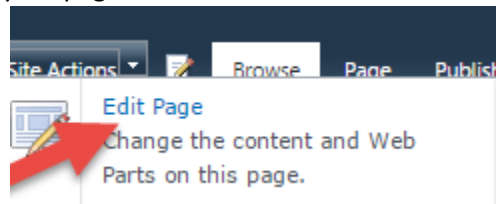
Content Editor Web Part Instructions

Advanced Content Editing in SharePoint

- 1) Add the code to a text document and upload your document to the “Documents” library. .html and .txt extensions are the only extensions you should use for this. You can do any scripting inside the html or txt file using a <script> tag.

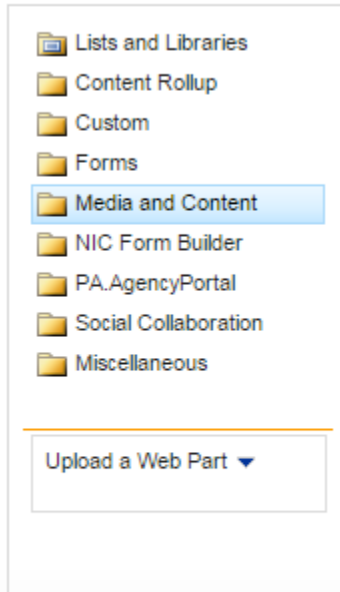


- a.
- 2) Go to the page you wish to add the html into.
- 3) Ensure your page is in edit mode via the “Site Actions” menu.

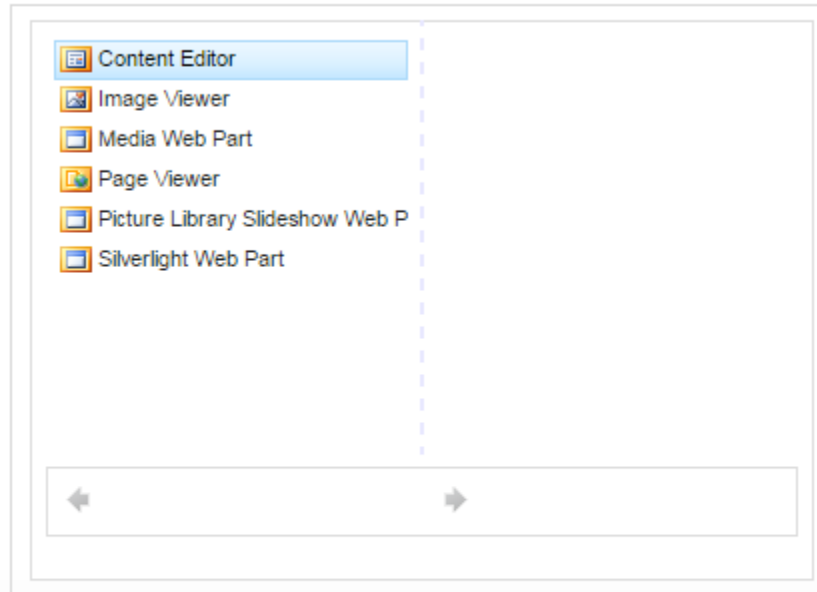


- a.
- 4) Click “Add a Web Part” in the zone you wish to add your custom HTML into.
- 5) Choose “Media and Content” as your category and “Content Editor” as your web part

Categories



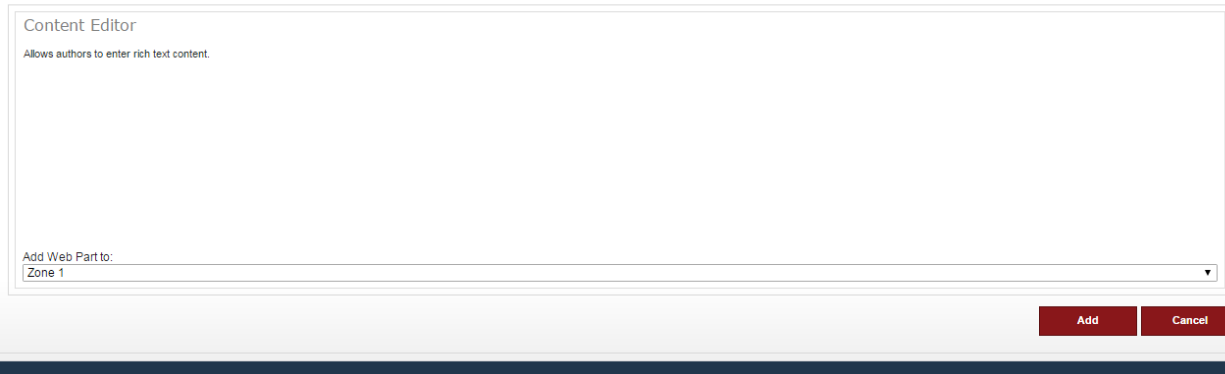
Web Parts



a.

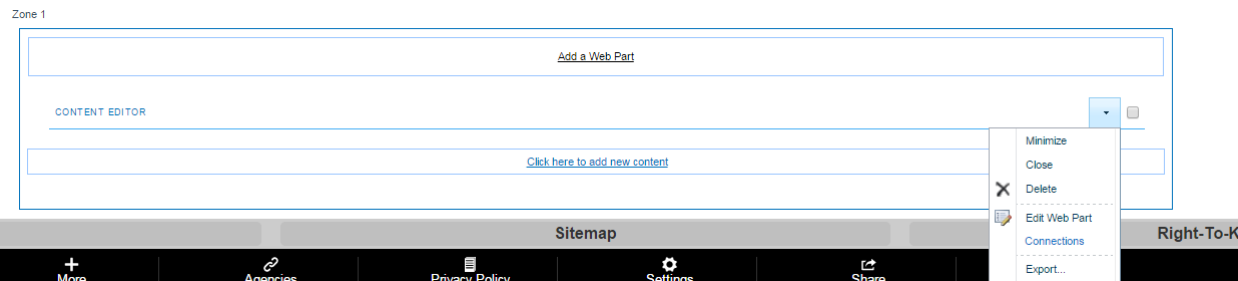
- 6) Ensure the zone is the zone you want for your webpart. This should be the same zone as you chose or you may change this to any zone on the page layout.

About the Web Part



a.

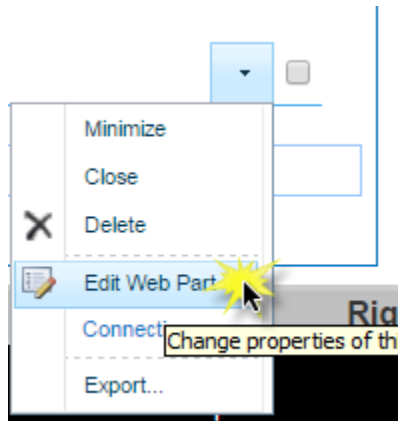
- 7) Click "Add" to add the Content Editor to the page.
- 8) While still in edit mode click the menu in the top right of the newly added web part.



a.

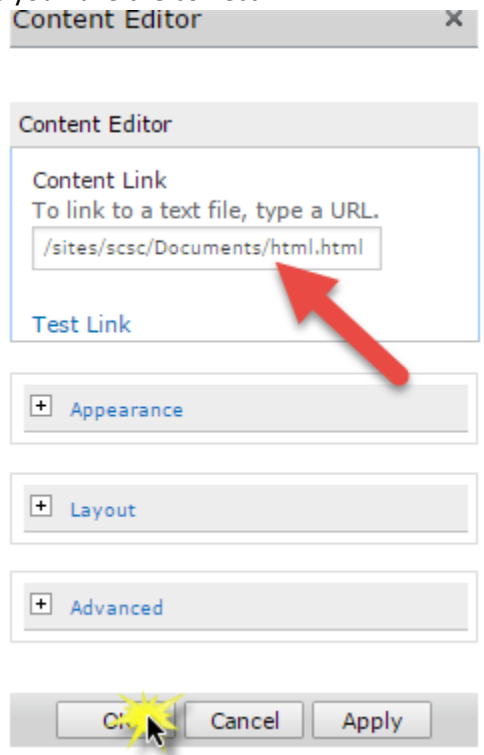
9) Click "Edit Web Part"

a.



b.

10) Go to the top text box labeled content link and add the link to your html or text document. Click ok once you have the correct link.



a.

11) Your html will appear in the content editor web part. Don't forget to **Save**, **Check-in** and **Publish** your work! Once done you may make changes in the html or text document which also requires publishing to deployed to the production environment.