

## About SharePoint Server 2007 Web Parts

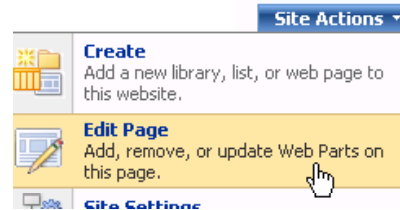
Web Parts are content “containers” used to display information on your site. Use Web Parts to arrange text, related links, calendars, images, Document Libraries, other Web pages, and more. This guide references SharePoint Server 2007.

Topics in this guide include:

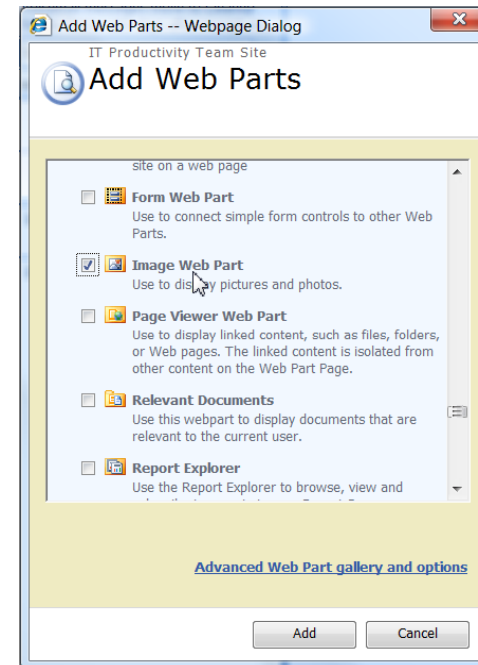
- Add a Web Part
- Delete a Web Part
- Display Content on Your Site
- Add Customized Content
- Modify the Appearance of Web Parts

## Add a Web Part

- 1 Click **Site Actions**, and then click **Edit Page**.



- 2 At the top of the zone in which you want to add the Web Part, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, select the check box of the Web Part you want to add—this example uses the **Image Web Part**—and then click **Add**. The **Image Web Part** is displayed in the zone.




**Tip** Here's another way to view the Web Parts list: In the **Add Web Parts to [zone]** dialog box, click **Advanced Web Part Gallery and options**. In the tool pane, click the Web Part collection called **[your team site name] Gallery**. The Web Parts list is displayed alphabetically.

- 3 In the **edit** menu of the **Image Web Part**, click **Modify Shared Web Part**.
- 4 In the tool pane, under **Image Link**, enter the image URL or path, and then click **OK**.
- 5 When you have finished, click **Exit Edit Mode** to return to the default view.

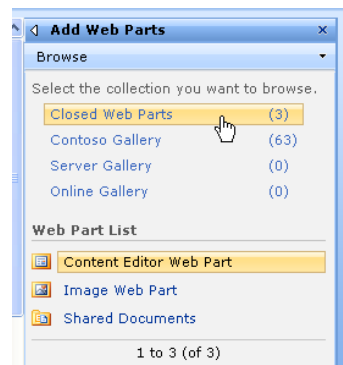
## Close a Web Part

When you close a Web Part, the Web Part is removed from the page. You can restore closed Web Parts later, as needed.

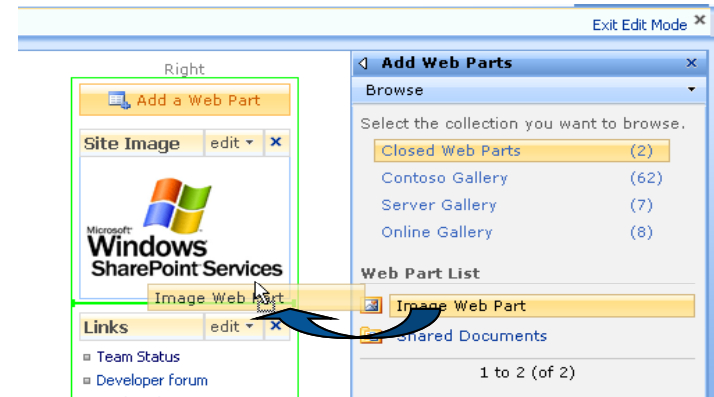
- 1 Click **Site Actions**, and then click **Edit Page**.
- 2 Click the  in the title bar of the Web Part you want to close. The Web Part is removed from the page.
- 3 When you have finished, click **Exit Edit Mode** to return to normal view.

## Restore a Closed Web Part

- 1 To restore a closed Web Part to the page, click **Site Actions**, and then click **Edit Page**.
- 2 In any zone, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, click **Advanced Web Part gallery and options**. The Web Part you closed appears in the **Closed Web Parts** collection.



- 3 Drag the Web Part title from the list to the desired zone location.



- 4 When you have finished, click **Exit Edit Mode** to return to normal view.

## Delete a Web Part

When you delete a Web Part, the Web Part is permanently removed from the page.

- 1 Click **Site Actions**, and then click **Edit Page**.
- 2 In the **edit** menu of the Web Part you want to delete, click **Delete**, and then click **OK**.
- 3 When you have finished, click **Exit Edit Mode** to return to normal view.

## Move a Web Part

- 1 Click **Site Actions**, and then click **Edit Page**.
- 2 Drag the Web Part heading to the desired zone location.
- 3 When you have finished, click **Exit Edit Mode** to return to normal view.

## Display Content on Your Site

With Web Parts, among other actions, you can add images to the home page of your site, display data on a spreadsheet, and add content such as custom formatted text. Three commonly used Web Parts are:

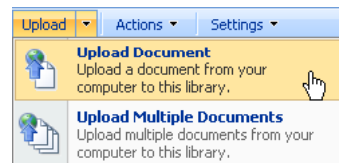
- **Image Web Part:** Displays an image such as a banner or logo on a Web page.
- **Content Editor Web Part:** Displays text content on your site.
- **Page Viewer Web Part:** Displays a linked file, folder, or Web page.

**Note** There are many more Web Parts available in SharePoint Server 2007.

## Display a Banner or Logo

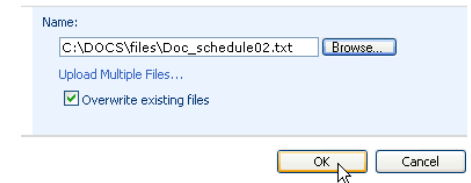
Use the Image Web Part to add a banner or logo to the home page of your site. You must first upload the image to a library.

- 1 Navigate to the document or picture library in which you want to store the image. On the **Upload** menu, click **Upload Document**.



- 2 On the **Upload Document: [Document Library]** page or the **Add Picture: [Picture Library]** page, click **Browse** to find the image to upload.

- 3 Select the file in the **Choose file** window, click **Open**, and then click **OK**.



- 4 In the left navigation menu (Quick Launch), click either **Documents** or **Pictures**, depending on where the image is stored.

- 5 If the image is in a Document Library:

- Copy the address of the image by right-clicking the file name, and then clicking **Copy Shortcut**. The shortcut is now copied to the clipboard.

-OR-

If the image is in a Picture Library:

- Click the image thumbnail to view the full image. Copy the address of the image by right-clicking the picture name, and then clicking **Copy Shortcut**. The shortcut is now copied to the clipboard.

**Note** You will use the image address in step 9.

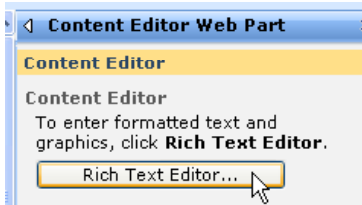
- 6 Go to the **Home** page, click **Site Actions**, and then click **Edit Page**.

- 7 At the top of the zone in which you want the Image Web Part, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, scroll down to the **Miscellaneous** section, select **Image Web Part**, and then click **Add**.

- 8 In the Image Web Part, click **open the tool pane**.
- 9 In the **Image** area on the right, paste the address of the image, and then click **OK**.  
The image is displayed within the Image Web Part.

## Add Customized Content

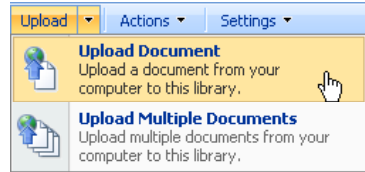
Use the Content Editor Web Part to display text content on your site. The Content Editor also enables you to add images, links, or tables.

- 1 Go to the **Home** page, click **Site Actions**, and then click **Edit Page**.
- 2 At the top of the zone in which you want to display text, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, scroll to the **Miscellaneous** section, select the **Content Editor Web Part** check box, and then click **Add**.
- 3 In the **Content Editor Web Part**, click **open the tool pane**. In the tool pane, click **Rich Text Editor**.A screenshot of the 'Content Editor Web Part' tool pane. The title bar says 'Content Editor Web Part'. Below it is a section titled 'Content Editor' with a yellow background. The text inside says 'Content Editor' and 'To enter formatted text and graphics, click Rich Text Editor.' At the bottom, there is a button labeled 'Rich Text Editor...' with a mouse cursor pointing to it.
- 4 Compose a message and apply text formatting, or insert a picture or table. When you have finished, click **OK**.
- 5 In the tool pane, click **OK**. The text message is displayed within the Content Editor Web Part.

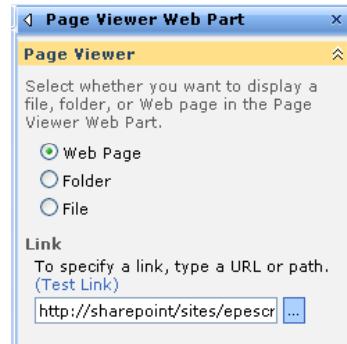
- 6 When you have finished, click **Exit Edit Mode** to return to normal view.

## Display a Document or Spreadsheet

When you've uploaded your Microsoft® Office Word 2007 document, Microsoft® Office Excel® 2007 spreadsheet, or Web page, use the Page Viewer Web Part to display it. This Web Part can also be used to view a Web site.

- 1 Open the document or spreadsheet and save it as a Web page.
- 2 On your site, click **Documents**, and then click the folder in your Document Library where you will store the Web page you just created.
- 3 Click **Upload** and then click **Upload Document**. Click **Browse**, and find your document. Click your document, click **Open**, and then click **OK**.A screenshot of the 'Upload Document' dialog box. It has a title bar with 'Upload', 'Actions', and 'Settings' menus. The main area has a yellow background and contains two options: 'Upload Document' with a description 'Upload a document from your computer to this library.' and 'Upload Multiple Documents' with a description 'Upload multiple documents from your computer to this library.' A mouse cursor is pointing at the 'Upload Document' option.
- 4 Copy the address of the file you uploaded by right-clicking the file name, and then clicking **Copy Shortcut**. You will need this address in step 9.
- 5 Go to the **Home** page, click **Site Actions**, and then click **Edit Page**.
- 6 At the top of the zone in which you want the Page Viewer Web Part, click **Add a Web Part**. In the **Add Web Parts to [zone]** dialog box, scroll to the **Miscellaneous** section, select the **Page Viewer Web Part** check box, and then click **Add**.
- 7 In the **Page Viewer Web Part**, click **open the tool pane**.

- In the **Page Viewer** area on the right, click **Web Page**. Paste the address of the document or spreadsheet, and then click **OK**. The document or spreadsheet is displayed within the Page Viewer Web Part.



- When you have finished, click **Exit Edit Mode** to return to normal view.

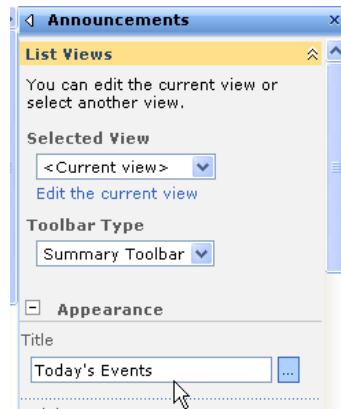
**Tip** To move a Web Part to a different location on the page, drag the Web Part title to that location.

## Modify the Appearance of Web Parts

You can modify a Web Part title and size, as well as the view (changing the displayed style, for example).

### Modify a Web Part Title

- Click the arrow to the right of the Web Part title, and then click **Modify Shared Web Part**.
- In the tool pane, click **Appearance**.
- In the **Title** box, enter the new title you want displayed on the Web Part, and then click **OK**.



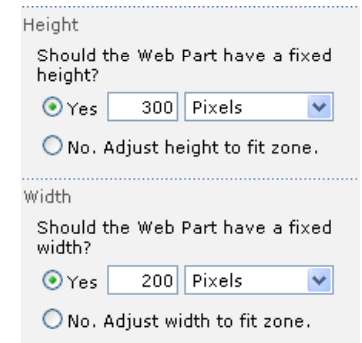
### Delete a Web Part Title

A Web Part title is not required; in some cases, it may be beneficial to have no title at all.

- Click the arrow to the right of the Web Part title, and then click **Modify Shared Web Part**.
- In the tool pane, click **Appearance**.
- In the **Chrome Type** menu, click **None**, and then click **OK**.

### Modify a Web Part Size

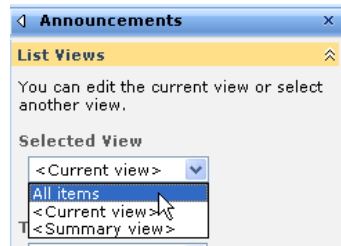
- Click the arrow to the right of the Web Part title, and then click **Modify Shared Web Part**.
- In the tool pane, click **Appearance**.
- In the **Height** section, choose **Yes**, and then enter the height you want. To change the unit of measure, click the unit you prefer from the list.
- In the **Width** section, choose **Yes**, and then enter the width you want. To change the unit of measure, click the unit you prefer from the list.
- To set the Web Part to this new size, click **OK**.



### Apply a Web Part View

Use Views to modify the way the information contained in Web Parts is displayed to site users. For example, you can add or delete columns from a view or change the style.

- 1 On the **Announcements** Web Part, click the arrow to the right of the Web Part title, and then click **Modify Shared Web Part**.
- 2 In the **Selected View** list, click the view you want, and then click **OK**.



### Edit the Current Web Part View

- 1 On the **Announcements** Web Part, click the arrow to the right of the Web Part title, and then click **Modify Shared Web Part**.
- 2 Click **Edit the current view**.
- 3 On the **Edit View: Announcements** page, in the **Columns** section, select the columns you want to display. Click the position from the left in which you want the column to appear.



- 4 In the **Style** section, select the style you want to display, and then click **OK**.

