# SharePoint How To…

*Create a web page*

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SharePoint uses several different templates, called page layouts, to create web pages. Some are "out of the box" default pages and others are custom templates. The most commonly used is the Blank Web Part Page layout.

# Creating a page

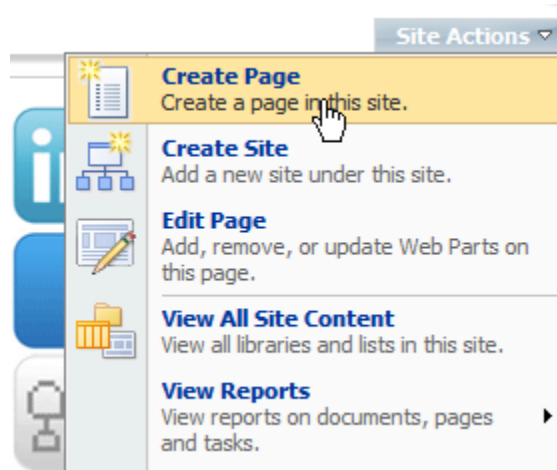On the desired site, or sub-site, click Site Actions → Create Page.



**Figure 1: Create page**

Type in the Title and URL of the page.



**Figure 2: Add title and URL**

Click OK.

Your page is created. You now can begin to add web parts to build out your web page. There are a variety of web parts. The most commonly-used is Content Editor Web Part (CEWP). You can use this web part for text, images and HTML.

There are three basic steps to creating a page. Create the page. Add the web parts, then modify them to present content as desired. Click Publish. If you wish to allow people with the appropriate permission levels to view the page before it's available to the general audience, click Check In to Share Draft.

A SharePoint web page contains web part zones. These zones designated where the web part is placed on the page. Your new page opens with a view of the available web part zones with the function to Add a Web Part in each.
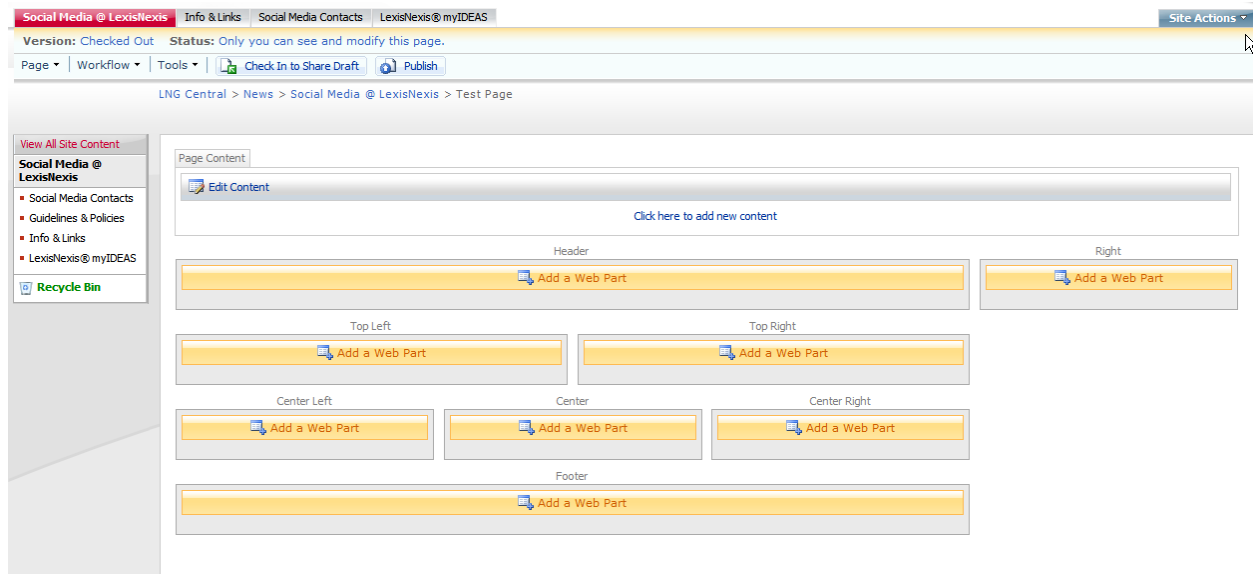


**Figure 3: Blank web part page**

The Page Content at the top of the page is a stand-alone area. You can add in limited HTML here. It is typically used for the page title and description. The editing toolbar for this area, as well as for the CEWP resembles that of Microsoft Word.
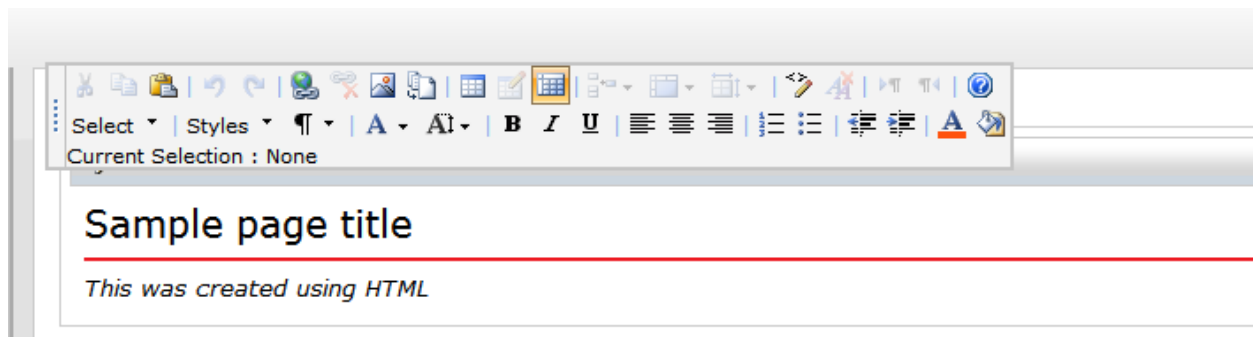


**Figure 4: Page Content Bar**

To add a web part, click Add a Web Part in the desired zone. Choose the web part from the Add a Web Part – Webpage Dialog box. At the top of the dialog box, it will also indicate the web part zone where you are adding the web part. In the below illustration, you are adding a web part to the Header zone of the page.
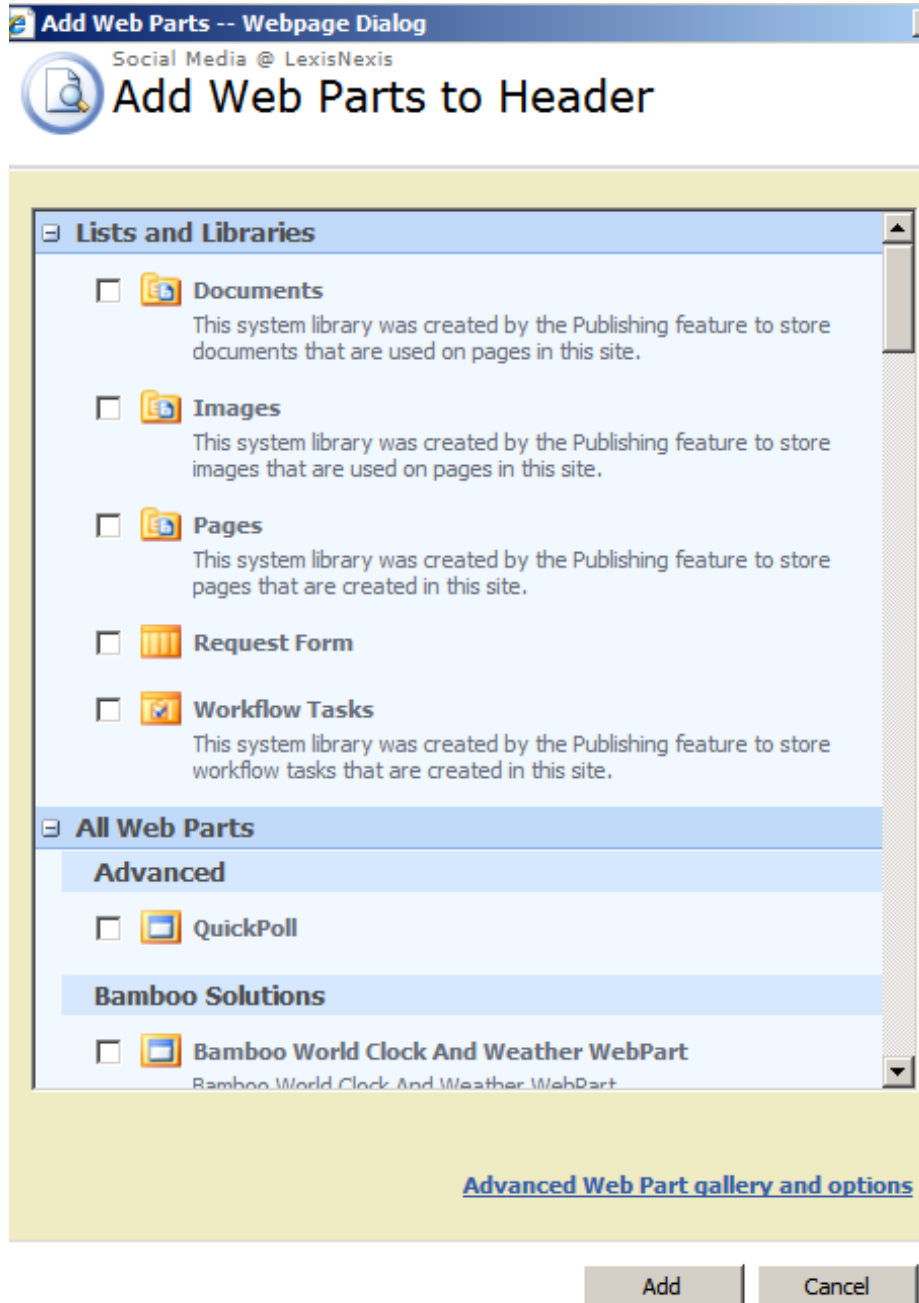
**Figure 5: Add Web Parts**

Most you will never use. Most web pages, unless displaying information from a list or library, are made up entirely of content editor web parts.

# Editing web parts

As stated above, the CEWP allows for HTML, rich text, images and tables. After adding any web part to the page, to modify it, click edit → Modify Shared Web Part in the top right corner of the web part.
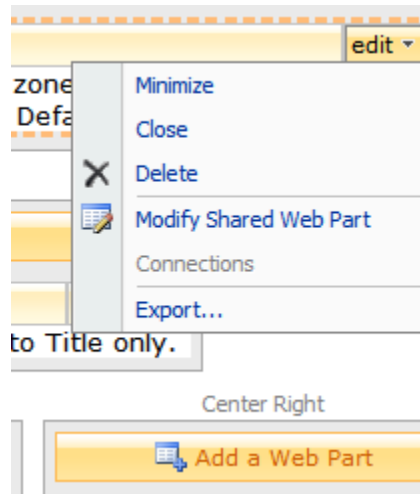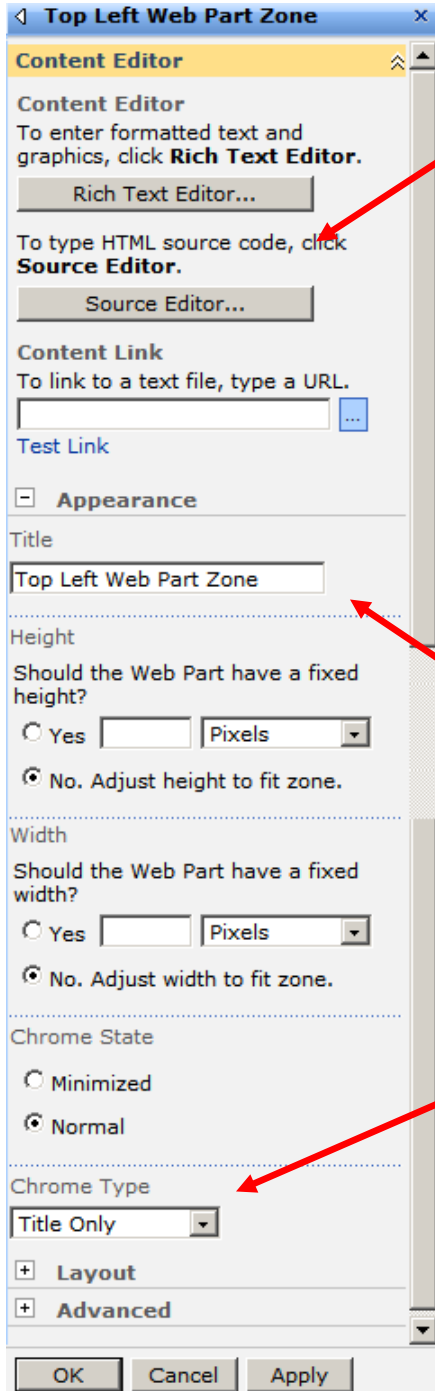


**Figure 6: Modify Shared Web Part**

Each web part has its own Tool Pane. For the CEWP, you have two editing options: Rich Text or Source Editor. It's easiest to start off with the Rich Text Editor and switch to HTML if needed.

# Using the tool pane

To add text, images, and other elements, click Rich Text Editor. If you have HTML, you can paste it directly into the Source Editor.

Content Link is seldom used.

**Appearance** controls the height and width of the web part as well as the appearance of its "chrome" – the title bar that appears at the top of the web part.

The Title field should be changed to reflect the nature of the web part – in this example, it is called Top Left Web Part Zone as a demonstration of where the web part appears.

To determine the appearance of the Chrome, you have the choices of None, Title and Border, Title Only and Border Only. The two common choices are None or Title Only. The default setting is Title and Border.

Layout  shows what web part zone the web part is housed in – you can move the web part from one zone to another by either editing this or simply dragging it around the page.

# Rich Text Editor

The Rich Text Editor displays a toolbar similar to Microsoft Word. You can type text directly into the edit panel. Use caution when pasting content directly from Microsoft Word. It will interpret it as HTML and use the associated coding Word creates with HTML and makes it very difficult to change formatting.
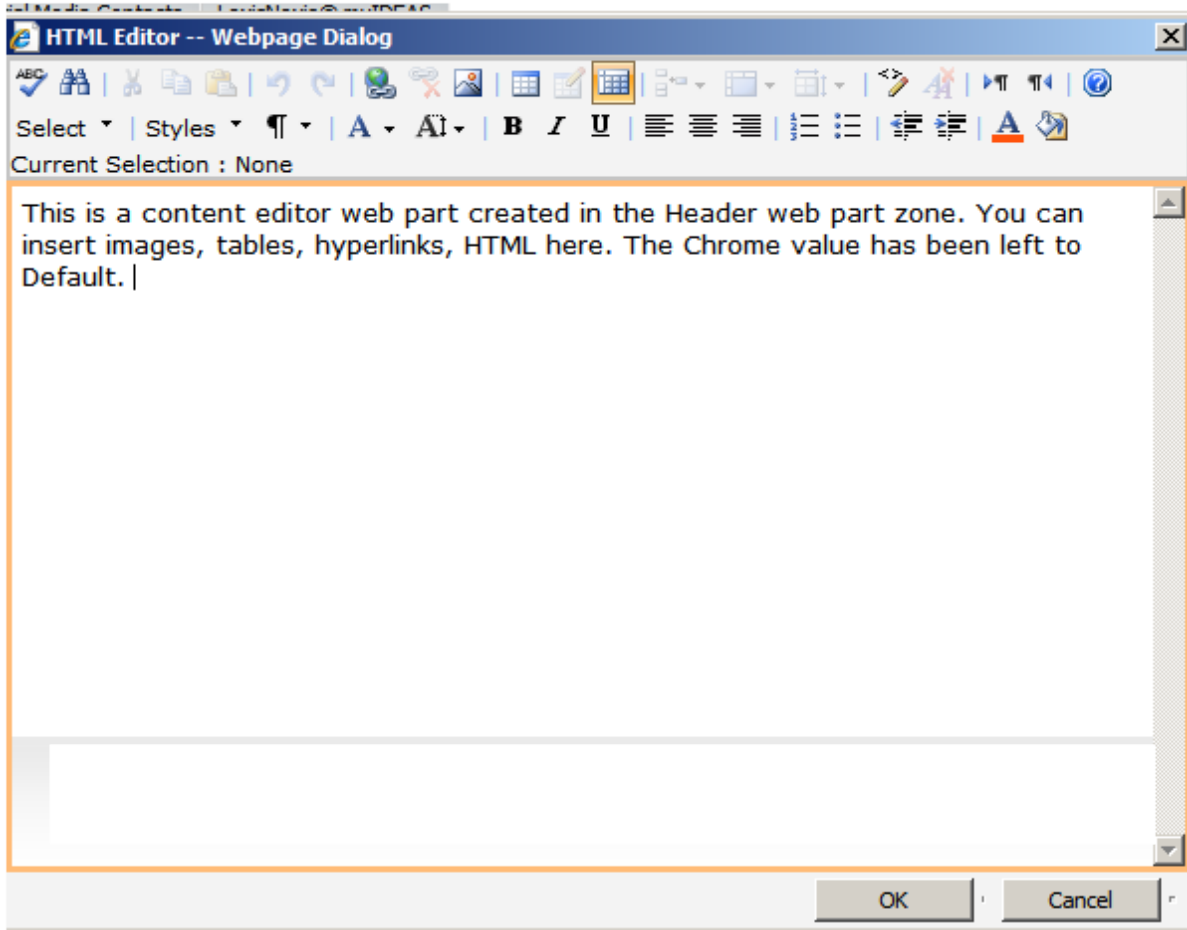


**Figure 7: Rich Text Editor**
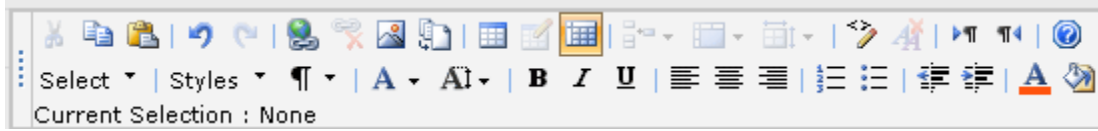
# Formatting Toolbar



**Figure 8: Editing Toolbar**

The toolbar functions much like the available tools in Microsoft Word. Here are brief descriptions of the formatting capabilities: If an icon is grayed out, it is not available for use in that area of the document.

| | |
|---|---|
| Cut | Copy |
| Paste | Undo |
| Redo | Add hyperlink |
| Remove hyperlink | Add image |
| Resuable content | Create table |
| Edit table properties | Show table gridlines |
| Table operations (insert row, delete row, etc.) | Merge cells/columns |
| Show/hide HTML | Remove inline style |
| Align left to right or Align right to left | Select - selects a particular style or item such as a table; Style - Predefined styles for headings. These don't always work with the HTML |
| Font type | Font size |
| Formatting - Bold, Italic, Underline, ALign left, ALign center, Align right, Numbering, Bullets, Indent, Outdent, Font color, Color fill | |

# Revision History

| Date | Notes | Revised by |
|------|-------|------------|
| 3/22/2011 | Updated and reformatted | Liz Brummond |