Add Text to a Web Part Page

1. Click the Page button.

2. Click the Edit Page button.
3. To the right of the existing web part (Announcements) click the down arrow and then select “Edit Web Part”.

4. Select Page Tools Insert > Text.

5. Click “click here to add new content”.
6. Type out your text.

7. (Optional) If you need to apply different format (i.e. font color) to the new typed out text, you should use the commands below the Editing Tools Format Text.

**Changing the Text Web Part Title**

8. To the right of the Content Editor web part, click the down arrow and select “Edit Web Part”.

9. On the right below the Content Editor panel, click the plus sign to the right of “Appearance”.
10. Remove the words “Content Editor” below the Title section and then enter in a new title.

11. At the bottom of the Content Editor, click the Apply button.

How to Hide the Text Web Part Title

12. To the right of the Content Editor web part, click the down arrow and select “Edit Web Part”.
13. On the right below the Content Editor panel, click the plus sign to the right of “Appearance”.

14. Below the Chrome Type section click the down arrow and select None.

15. At the bottom of the Content Editor, click the Apply button.
16. When you are done editing the web part, click the Stop Editing button on the Page ribbon.

17. You should now see your new text.

Moving a Web Part

1. Click the Page button.

2. Click the Edit Page button.
3. Place your pointer on the web part title and start dragging up or down.

4. When you see the blue bar in the place you want to drop the web part in then let go of your left mouse button.

18. When you are done moving the web part, click the Stop Editing button on the Page ribbon.
<table>
<thead>
<tr>
<th>Manage</th>
<th>Share &amp; Track</th>
<th>Approval</th>
<th></th>
</tr>
</thead>
</table>

**Announcements**

There are currently no active announcements. To add a

- **Add new announcement**

Type out your text here.

5. You will notice that the web part has been moved.