

# Microsoft SharePoint

## Owner: Working with Web Parts



### Introduction

A SharePoint Web Part is a customizable web page element that is typically used to display data from lists and libraries on a web parts page.

A Web Parts Page, such as a site's homepage, can host one or more web parts. Site owners can add, remove, edit, and arrange the web parts for the page's default view.

### Process Summary

#### Web Parts

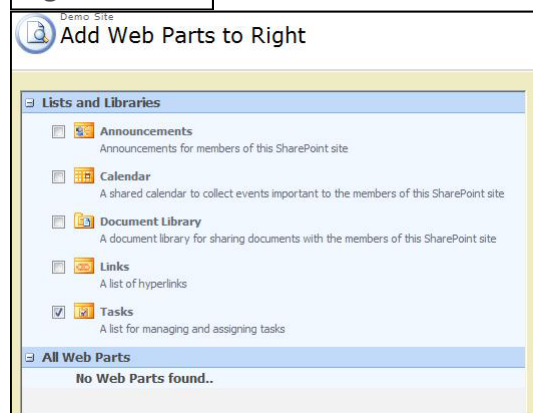
1. Adding
2. Customizing
3. Closing / Opening
4. Removing

### Adding Web Parts

To add a web part to a web parts page:

1. Click the **Site Actions** menu and choose **Edit Page**
2. Click one of the **Add a Web Part** links
3. Select the list or library that you'd like to display (Fig 1)
4. Click **Add**
5. The web part will appear below the **Add a Web Part** link that you clicked
6. Click **Exit Edit Mode** at the top-right of the page

Figure 1



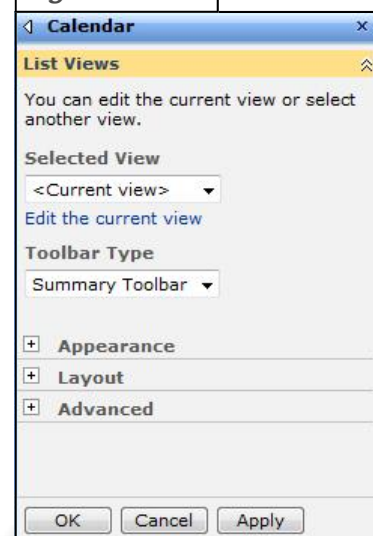
### Customizing Web Parts

There are various settings that can be applied to each web part.

To access the web part settings:

1. Click the **Site Actions** menu and choose **Edit Page**
2. Click the **Edit** menu for the web part that you want to modify and choose **Modify Shared Web Part**
3. A pane will appear at the right of your site (you may need to scroll to the right to see it) (Fig 2). In this pane, you can change the view, appearance, and layout of the web part. There are also advanced options that you can set for the web part.
4. Click the + next to each category to display the settings that can be modified
5. When you are done modifying the settings, click **OK** to accept the changes or **Cancel** to discard them.

Figure 2



## Closing / Opening Web Parts

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Closing a web part will remove it from the page's view, but the web part will be saved, with all of its settings, in a **Closed Web Parts** gallery. This is useful if you want to put the web part back on the page, without having to re-create any settings that you have applied.

To close a web part:

1. Click the **Site Actions** menu and choose **Edit Page**
2. Click the **Edit** menu for the web part that you want to remove and choose **Close**  
OR  
Click the **X** next to the **Edit** menu for the web part

To open a closed web part:

1. Click the **Site Actions** menu and choose **Edit Page**
2. Click one of the **Add a Web Part** links
3. Click the **Advanced Web Part gallery and options** link at the bottom right of the **Add Web Parts** window
4. The **Add Web Parts** pane will appear at the right of your site (you may need to scroll to the right to see it).
5. Select the **Closed Web Parts** link
6. Any web parts that have been closed will appear in the list
7. Click and drag the web part that you wish to open to an appropriate place on the page
8. Click **Exit Edit Mode** at the top-right of the page

## Removing Web Parts

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Removing a web part is different than closing a web part in that any settings that you have applied to the web part will be removed. If you want to re-add the web part in the future, you will have to re-apply any settings to it.

To remove a web part from a web parts page:

1. Click the **Site Actions** menu and choose **Edit Page**
2. Click the **Edit** menu for the web part that you want to remove and choose **Delete**
3. Click **Ok** for the warning message
4. Click **Exit Edit Mode** at the top-right of the page