Hwb+

Adding a Content Editor Web Part

Text, Images and Embeddable Content
Adding a Content Editor Web Part - Text, Images and Embeddable Content

Editing your Class Site

1. Click Site Actions
2. then Edit Page

Choose a zone to add content and click Add a Web Part
Choosing a Web Part

1. Choose Media and Content
2. Choose Content Editor
3. Click Add to add the Web Part to the Zone

To rename the Content Editor:

1. Click on the arrow
2. Click Edit Web Part
The Edit box will appear on the right of the page.

1. Click on the + next to **Appearance**
2. Change the text in the Title text box
3. Click **OK** to save the changes
Adding Text

1. Type in the Content Editor
2. Use the Format tools in the Ribbon to edit the text
Adding an Image

1. Ensure that the cursor is in the Content Editor
2. Click Insert under Editing Tools in the ribbon
3. Select Picture then From Computer.
Click **Browse** to search for a picture then click **Ok**

![Select Picture](image)

Click **Save** to complete the upload.

![Site Assets - rocket.jpg](image)

The image has been uploaded. Use the squares around the image to re-size it.
Embedding a Video from YouTube

Open a new Content Editor

Click on HTML then Edit HTML Source
**YouTube**

Search for a video in YouTube.

Under the Video

1. Click **Share**
2. Then **Embed**
3. Choose **Custom Size**. (We have found that for the middle zones, the best size is 390 x 219)
4. Copy the code in the box
In the Edit HTML Source box, paste the code from YouTube and click **Ok** to save.

The video will appear and will be ready to play.
Save the changes on the Class Site

To save the changes to the class site,

1. Click on the Page tab at the top of the page
2. Click Save and Close

Publish

You will need to Publish the site after making changes.
To do this:

1. Click on the Publish tab
2. Click Publish