

# Add Content To Web Parts


## Add Content to a Web Part

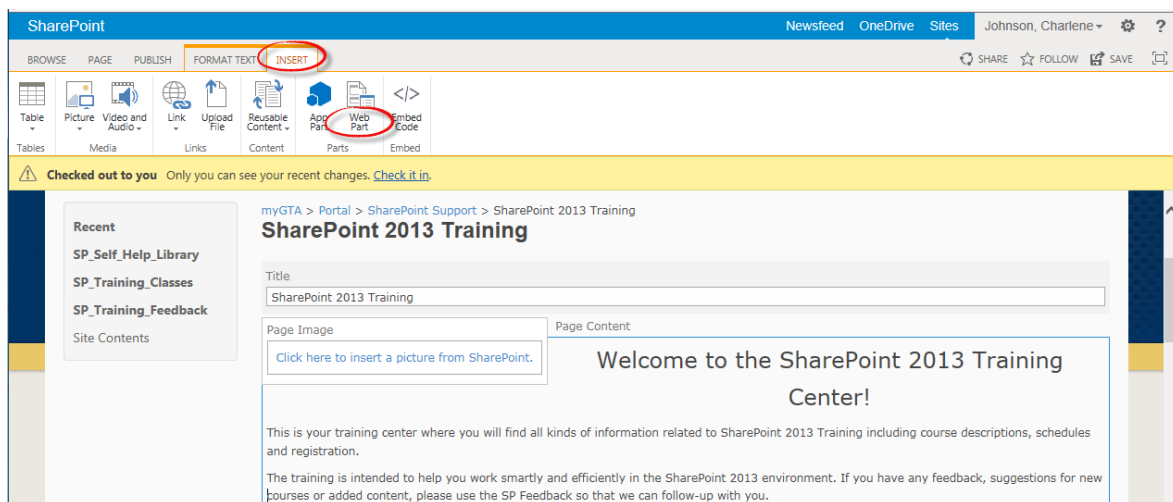
You can use the Content Editor to edit a web part. This will allow you to modify the text and add other items on a SharePoint page. You can update your site pages by adding additional content including formatted text, tables, hyperlinks, and image and this will add value as well as increase interest in your site.

### IMPORTANT

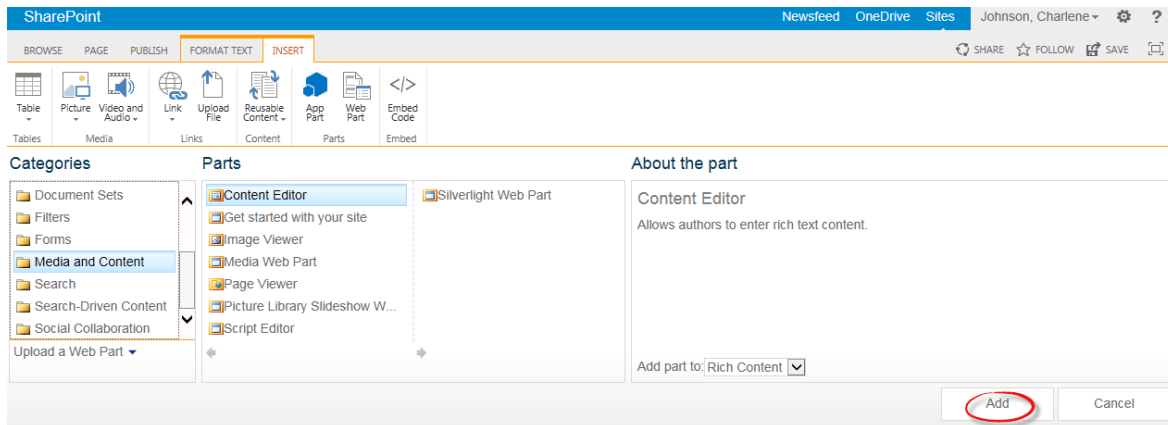
The Content Editor Web Part is used to add content to a page and is not designed to connect to a Web site. If you need to connect a Web Part to a Web site, consider using the Page Viewer Web Part.

### Add content to the Content Editor Web Part

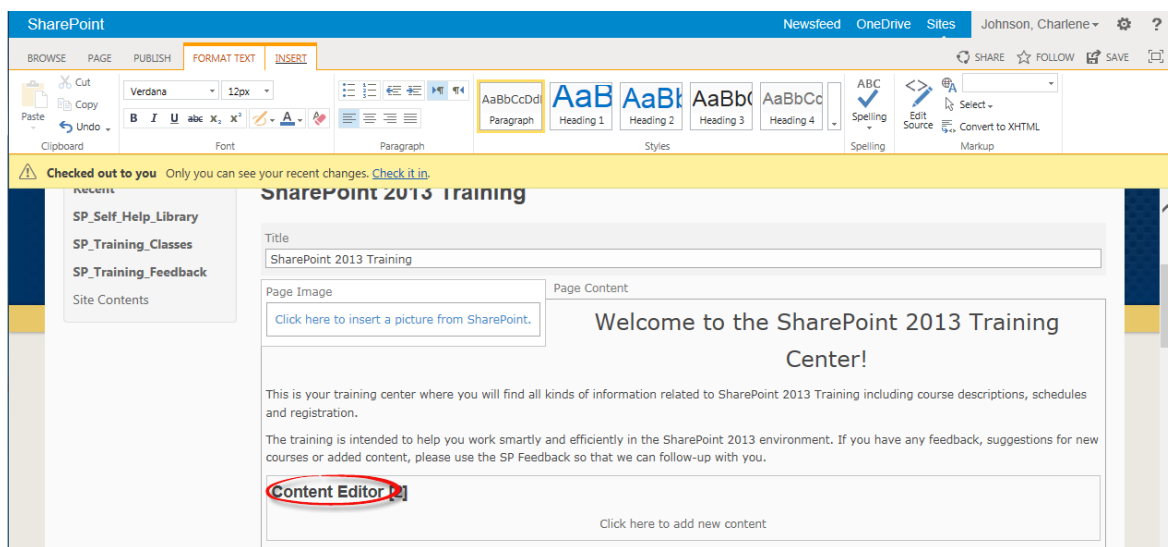
1. Navigate to the page where you want to edit the web part and click the gear . Then click **Edit Page** from the drop down.
2. Click the INSERT tab and then click the Web Part icon



3. Scroll through **Categories** and select the category **Media and Content**.
4. Then scroll through **Parts** and, select **Content Editor**.
5. Then click **Add**.



6. In the Content Editor area, add the new content.



7. When you have finished editing the page, click Check it in and save your changes.

### Add hyperlinks to the Content Editor Web Part

In addition to adding text to the content area, you can also add hyperlinks.

The two valid hyperlink protocols that you can use are:

- Hypertext Transfer Protocol (http://)
- Hypertext Transfer Protocol with privacy, which uses Secure Sockets Layer (SSL) encryption (https://)

You can use an absolute URL or a relative URL. However, you cannot use a file path.

#### NOTE

If you enter a URL into the Content Editor Web Part as a relative link, the link converts to an absolute URL when the entry is saved. This automatic conversion can be an issue if you are deploying content from a staging environment to production, where absolute URLs reference the original server's name. To address this automatic conversion issue, you will need to edit the Content Editor Web Part on the production server and update the URLs manually.