How to use the content editor web part in SharePoint 2010

Content editor web part

The **Content Editor Web Part** is intended to allow you to place some more advanced custom HTML in a page. JavaScript and CSS should be placed in subsite.css and local.js files, not in a **Content Editor Web Part**.

1. Navigate to the page where you would like a **Content Editor Web Part** to appear.
2. Select **Edit Page** under the **Site Actions** menu.

![Edit Page](image)

3. To insert a web part, choose **Add a Web Part** from one of the web part zones on the page, or place your cursor in a content area.

![Add a Web Part](image)

4. Select the **Insert** tab in the ribbon, select the **Web Part** button.

![Insert Tab](image)
5. The web part gallery will open underneath the ribbon. The web part gallery shows the categories, web parts, and a description of the selected web part.

6. Choose the **Media and Content** category and the **Content Editor Web Part**. Click **Add**.

7. Once the **Content Editor Web Part** is placed on your page, click the **Click Here to Add New Content** link.

8. Select the **HTML** button from the **Editing Tools** in the ribbon.

9. Select **Edit HTML Source** from the drop down menu of the HTML button.
10. Add or cut and paste any custom HTML code you want to add to the **HTML Source** window.

11. Click **OK** on the **HTML Source** window

12. Use the web part **Edit** menu to edit the dimensions and title of the web part. Hover your mouse over the title of the web part **Content Editor Web Part**. Select the drop down arrow to the right side of this title. Choose **Edit Web Part**.
13. In the **Edit Web Part** window located in the upper right of your screen, use the **Appearance** section to adjust the title and dimensions of the web part.

14. Select **OK** to apply changes.

15. When you are done making adjustments, **Check In**, **Save and Close**, or **Publish** your page.

16. Your custom HTML should appear in your page.