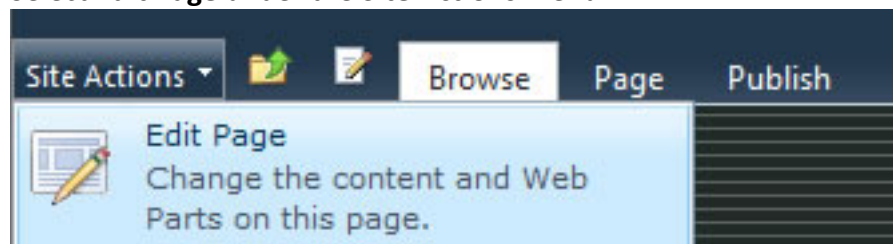# How to use the content editor web part in SharePoint 2010
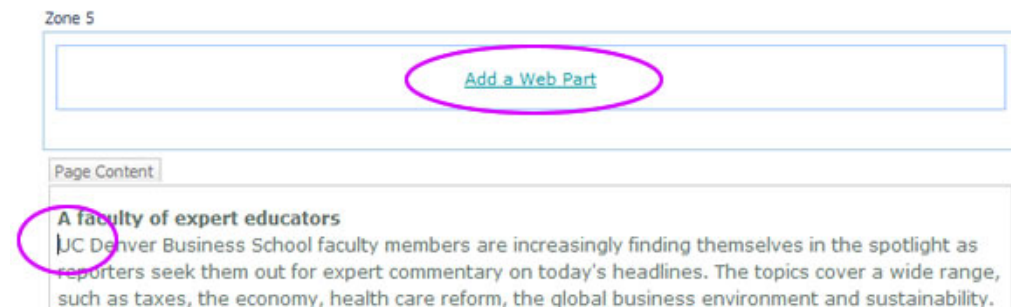
Content editor web part

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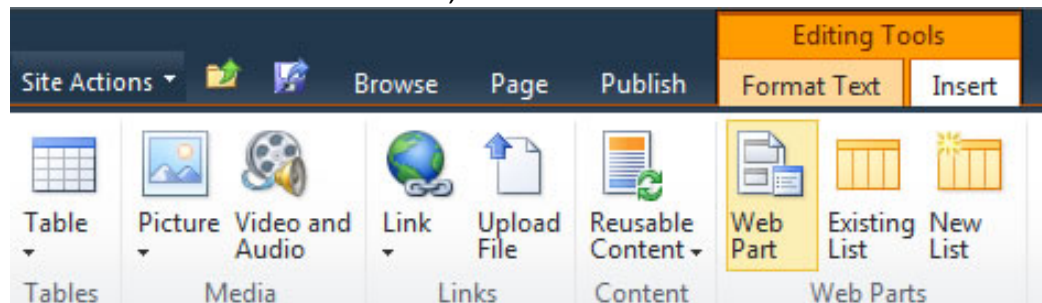
1. Navigate to the page where you would like a **Content Editor Web Part** to appear.
2. Select **Edit Page** under the **Site Actions** menu.

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.

4. Select the **Insert** tab in the ribbon, select the **Web Part** button.
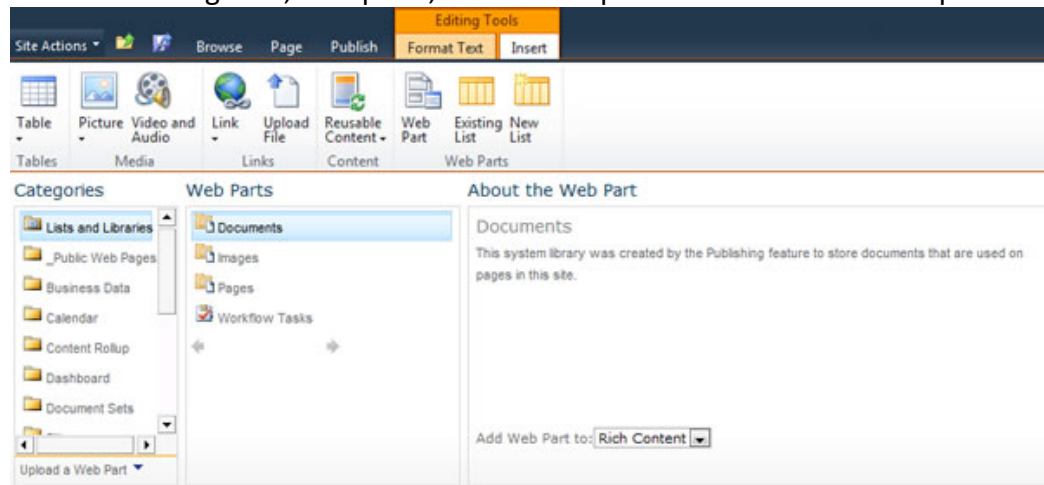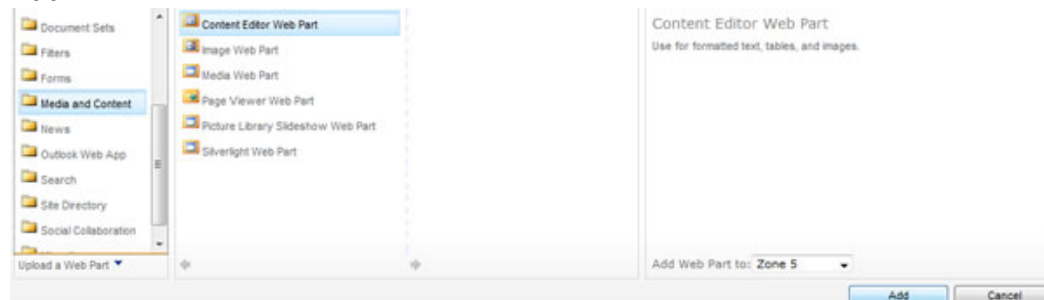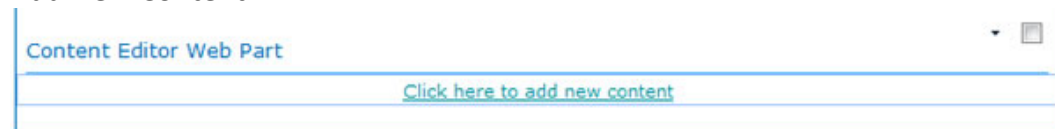
5. The web part gallery will open underneath the ribbon. The web part gallery shows the categories, web parts, and a description of the selected web part.
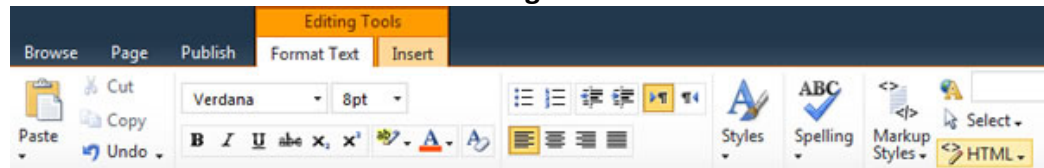
6. Choose the **Media and Content** category and the **Content Editor Web Part**. Click **Add**.
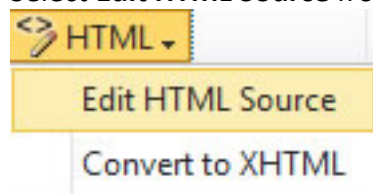
7. Once the **Content Editor Web Part** is placed on your page, click the **Click Here to Add New Content** link.

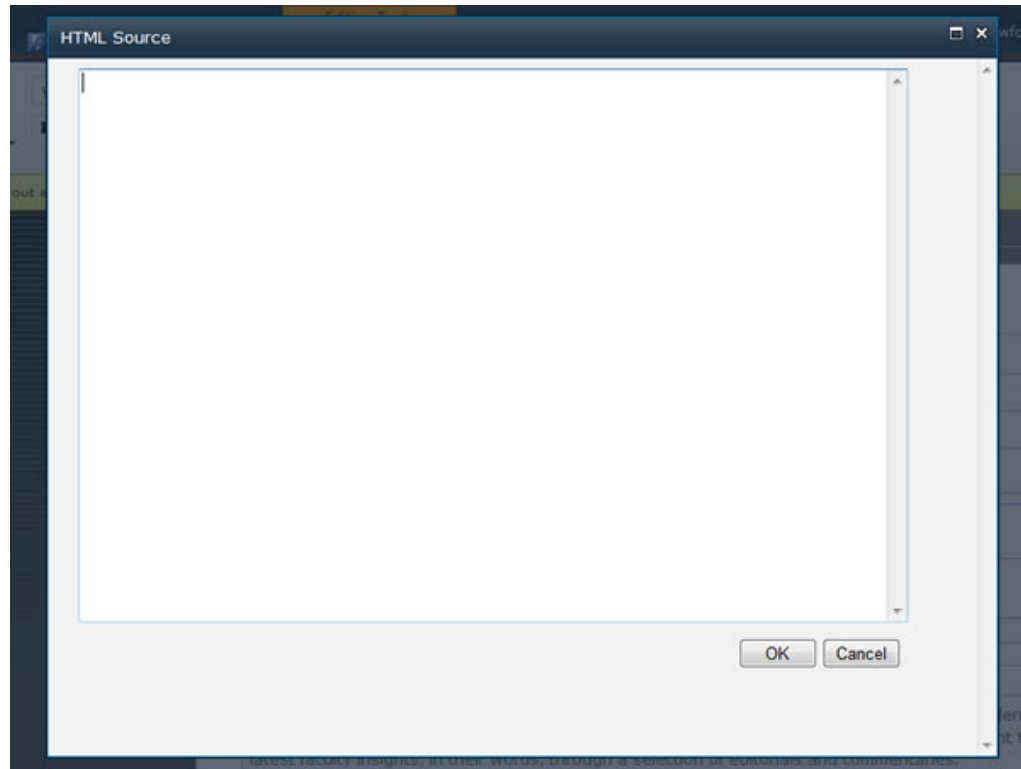8. Select the **HTML** button from the **Editing Tools** in the ribbon.

9. Select **Edit HTML Source** from the drop down menu of the HTML button.

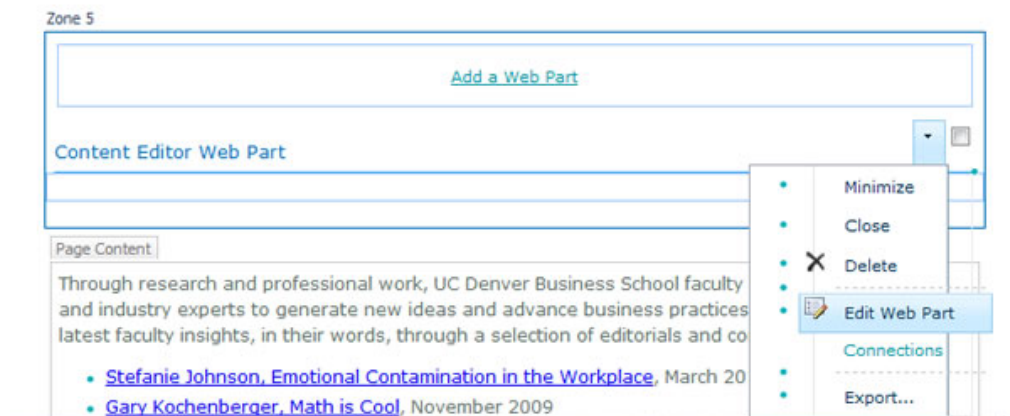How to use the content editor web part in SharePoint 2010

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**.

How to use the content editor web part in SharePoint 2010

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.

How to use the content editor web part in SharePoint 2010