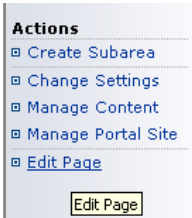


How do I add a web part I have created to my SharePoint site?

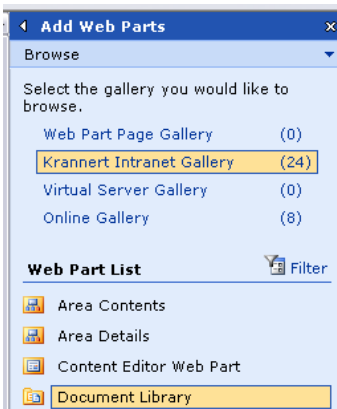
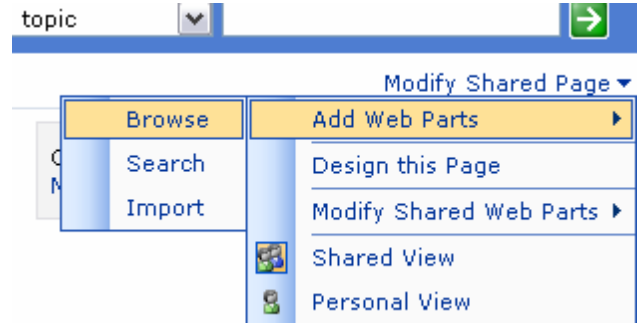


Click on your site name in the Current Locations menu.

In the Actions list, click **Edit Page**.

At the top of the page on the right hand side a link will appear that says **Modify Shared Page**, click **Modify Shared Page**. This will make a menu appear.

Click **Add Web Parts** and then click **Browse** to add content.



The Krannert Intranet Gallery should be selected. If it isn't, select it now. Select the item that you created from the list of Web Parts. It will have the name that you give it. You may have to click on next to find it at the end of the list of web parts.

There are two ways that you can add your web parts to your site. Be sure to look for it by the name you called it since that will be the one with version tracking turned on already. You can drag it to the zone that you want it to be in or you can select the zone from the drop down list and click on **Add**. Do that now.

To close the Add Web Parts pane, click the X in the upper right corner of the pane.

In the Actions list (right hand, bottom of the page), click **View Page** to see the results.

