

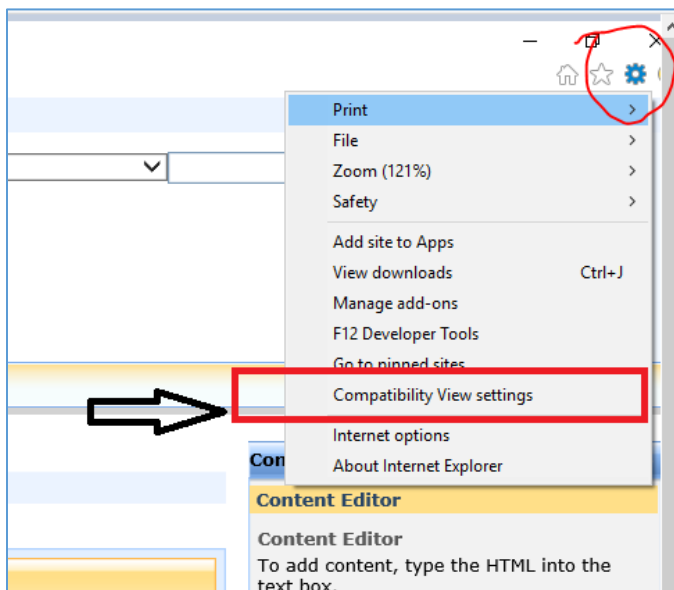
# Adding Content Editor Web Part with Rich Text Editor

## Turn on Compatibility view settings in Internet Explorer 11

This is a prerequisite setting that you have to do on Internet Explorer 11 or above.

Open Internet Explorer and browse to <http://mycommittees.api.org> or the committee site that you are working on.

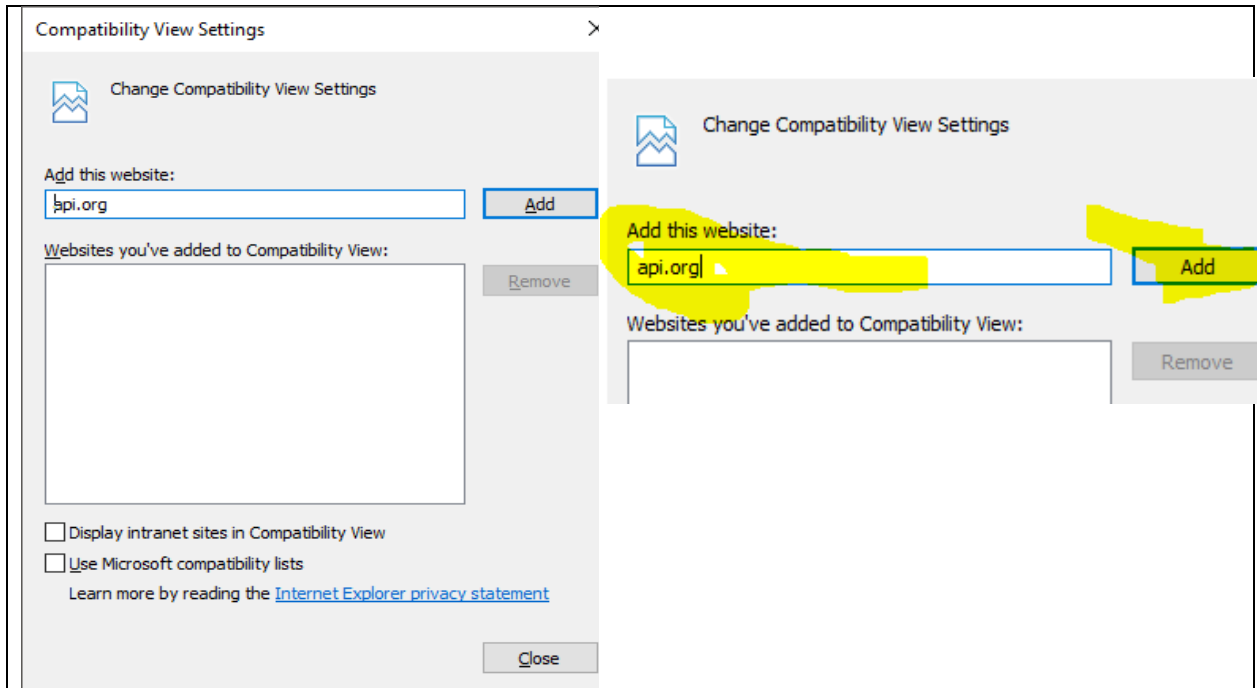
Click on the IE settings as shown in the screenshot below.



Add this website: **api.org**

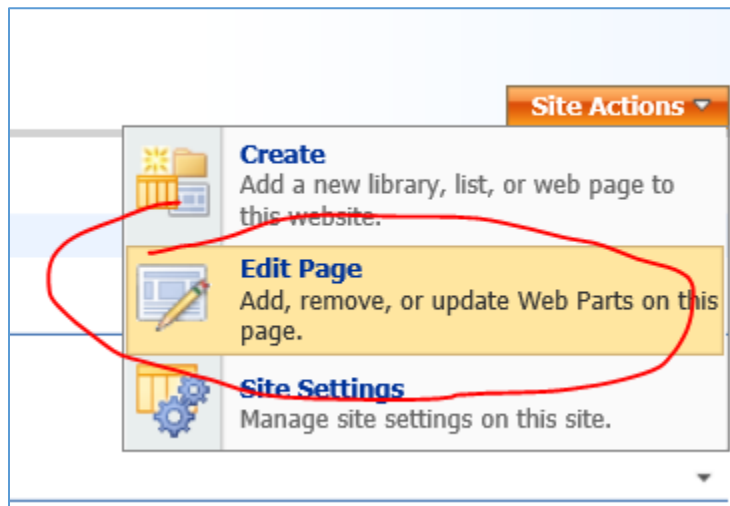
Display intranet sites in Compatibility view: **Unchecked**

Click Close. The page will refresh.



## Add Content Editor Webpart showing Rich Text Editor

Click on Site Settings > Edit Page



Once page is in Edit mode, you will see that page is divided into different regions as web part zones namely Top zone, Middle left zone, Middle right zone, and Bottom zone.

Click on **Add a web part** button in whichever the zone you would like to add. This opens a popup where you will see list of webparts to add.

energy **API** CSOEM Member Documents

My Committees My Rosters Site Actions Ext Edit Mode

Version: You are editing the Shared Version of this page

LeftNav

Add a Web Part

RDA Tree View

- My Committees
  - 2015 Inspection Summit
  - AMS/CRM Selection Project
  - API Finance Committee
  - API-AAR Joint Industry Working Groups
  - API-U
  - Auditors
  - Buy America Pipeline
  - Center for Offshore Safety
  - Certification
  - Communications
  - Contracts OpEx
  - Corporate Affairs
  - DH Information
  - Downstream
  - Dues Formula Work Group
  - EO LCS
  - GIS Roadmap
  - GISC
  - GOCC
  - Government Affairs

My Committees > Standards > CSOEM > CSOEM Member Docs

Top Zone

Add a Web Part

Middle Left Zone

Add a Web Part

Meeting Materials

Type	Name	Modified By
	2017	WillmsK@api.org
	2014	goodman@api.org
	2012	goodman@api.org
	2013	goodman@api.org
	2015	goodman@api.org
	2016	HefflingerP@api.org
	2011	HefflingerP@api.org
	2010	HefflingerP@api.org
	2009	HefflingerP@api.org
	2008	HefflingerP@api.org
	2007	HefflingerP@api.org
	CSOEM February 22 2017 SR3 Review Meeting	WillmsK@api.org
	SC Report to CSOEM Standard Format	pullam@api.org

Add new document

Middle Right Zone

Add a Web Part

Links

- API Meetings & Events
- API S1 24th Edition
- CSOEM Forms (SR3, Sign-in Sheet)
- API Ballot System
- EMP Standards Addenda & Errata

Add new link

Add Web Parts -- Webpage Dialog

http://mycommittees.api.org/standards/ecs/memdocs/\_layouts/webpartgallerypickerpage.aspx?SiteId=12b7...

CSOEM Member Docs

### Add Web Parts to Top Zone

Analysis Services cubes.

**Text Filter**  
Filter the contents of web parts by allowing users to enter a text value.

**Miscellaneous**

**Contact Details**  
Use to display details about a contact for this page or site

**Content Editor Web Part**  
Use for formatted text, tables, and images.

**Form Web Part**  
Use to connect simple form controls to other Web Parts.

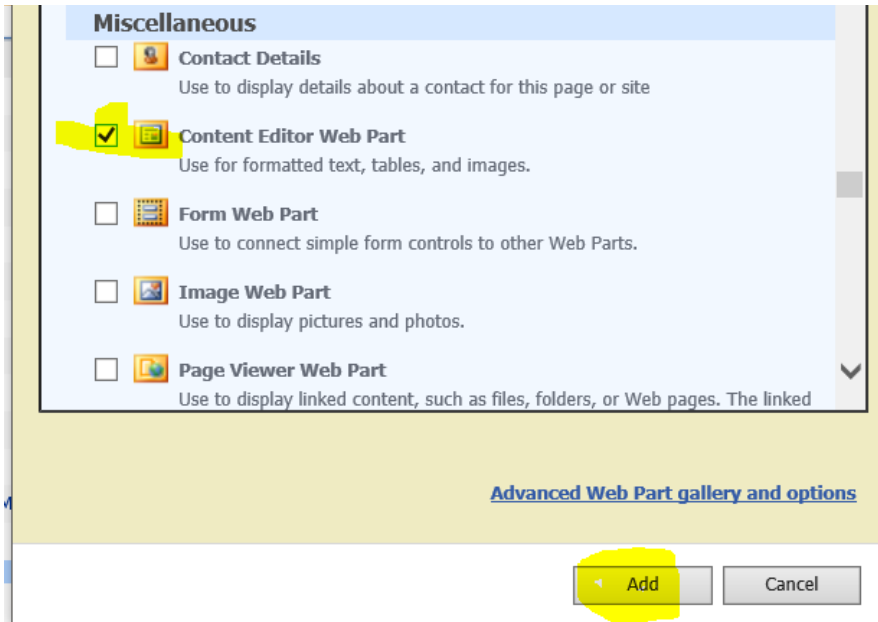
**Image Web Part**  
Use to display pictures and photos.

**Page Viewer Web Part**  
Use to display linked content, such as files, folders, or Web pages. The linked

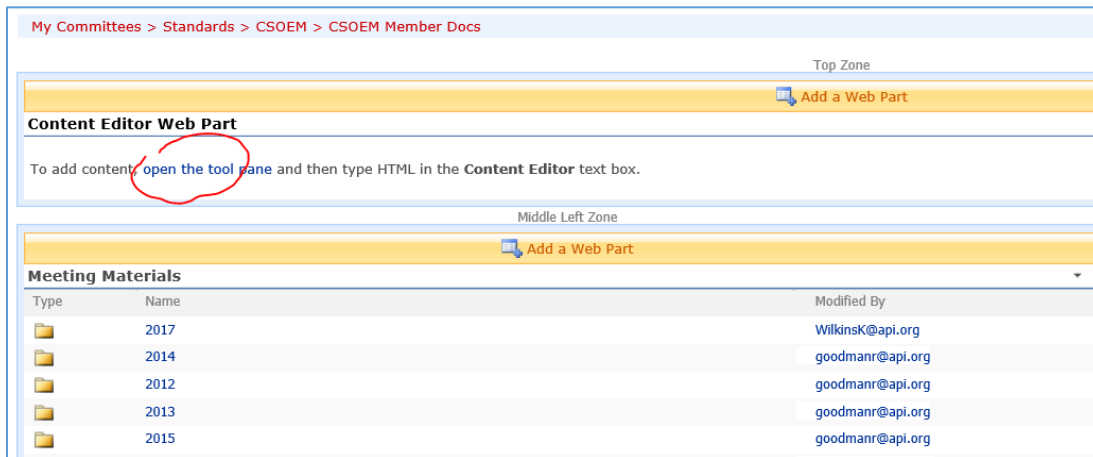
[Advanced Web Part gallery and options](#)

Add Cancel

In the "Add Web Parts to..." Popup, scroll down to see **Miscellaneous** category and select Content Editor Web Part and then click Add.



Click on the Open the tool pane link



You will see Content Editor Web Part properties page on the right with two buttons: **Rich Text Editor Button** and **Source Editor Button**

My Committees > Standards > CSOEM > CSOEM Member Docs

Top Zone

Add a Web Part

**Content Editor Web Part** edit x

To add content, **open the tool pane** and then click **Rich Text Editor**.

Middle Left Zone

Add a Web Part

**Meeting Materials** edit x

Type	Name	Modified By
Folder	2017	WilnsK@api.org
Folder	2014	goodman@api.org
Folder	2012	goodman@api.org
Folder	2013	goodman@api.org
Folder	2015	goodman@api.org

Middle Right Zone

Add a Web Part

**Links** edit x

- API Meetings & Events
- API S1 24th Edition
- CSOEM Forms (SR3, Sign-in Sheet)
- API Ballot System
- E&P Standards Addenda & Errata
- Add new link

**Content Editor Web Part** x

**Content Editor**

Content Editor

To enter formatted text and graphics, click **Rich Text Editor**.

Rich Text Editor...

To type HTML source code, click **Source Editor**.

Source Editor...

Content Link

To link to a text file, type a URL.

Test Link

Appearance

Layout

Advanced

OK Cancel Apply

HTML Editor -- Webpage Dialog

http://mycommittees.api.org/standards/ecs/memdocs/\_layouts/RTE2PUEditor.aspx

ABC | Styles | Select | A | B | I | U | [List Icons]

Current Selection : None

OK Cancel