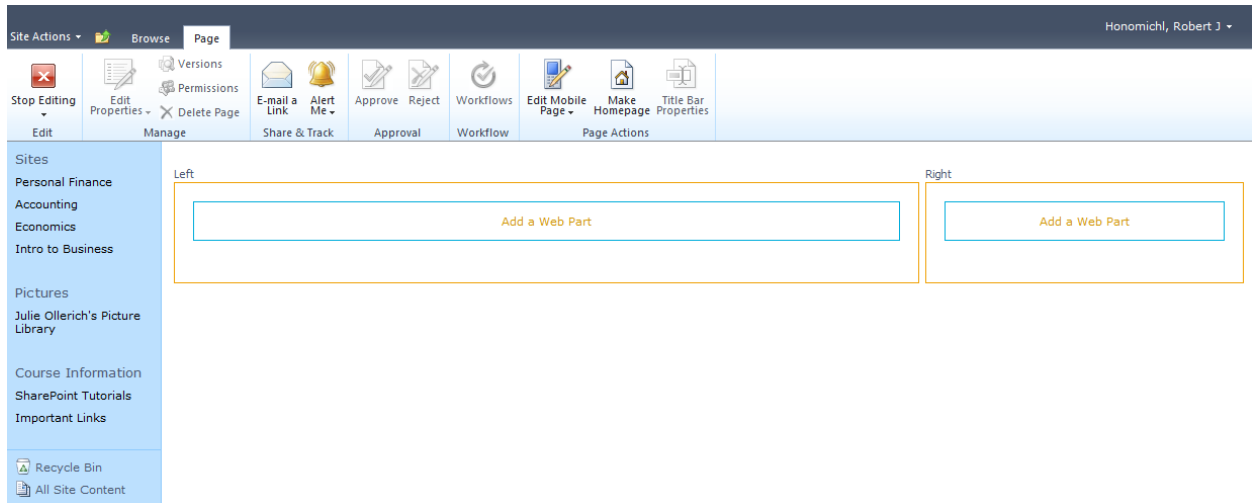
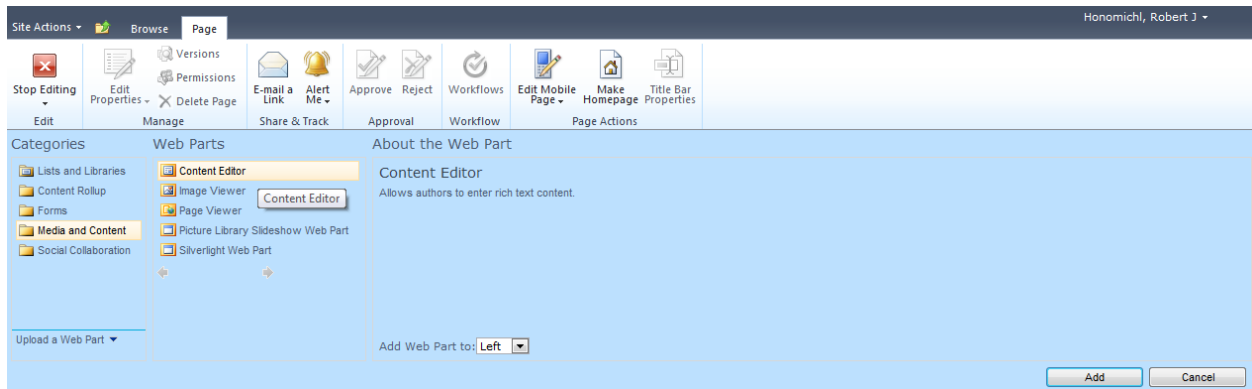


The first page of your k12 sharepoint site is set up as a blank site and not a team site. A blank site utilizes web parts and makes it a little bit more cumbersome to edit. But it isn't too bad. Later on when we look at the other web parts that can be added this will add more features to this site and other sites within your site.

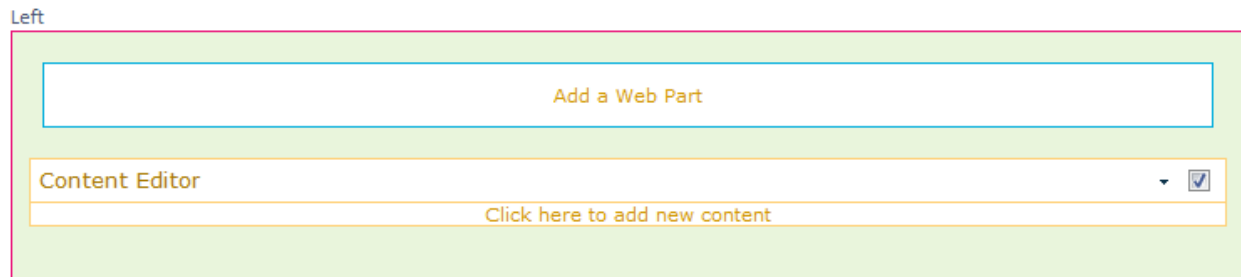
While signed in go to Site Actions → Edit Page. That will bring your to a page like this. Click on Add a web part. For the content lets do it on the left web part.



To add a section where you can just add text you want to add a content editor web part. On the left go to Media and Content → Content Editor → Add

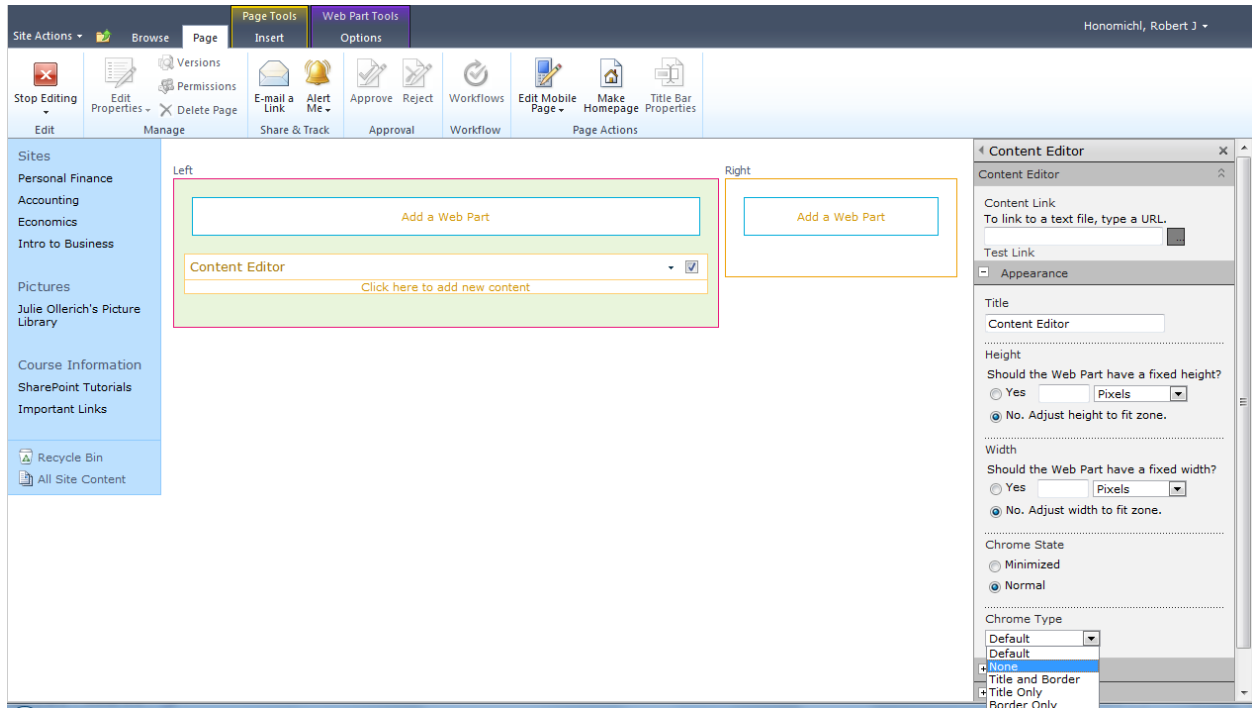


The web part will now appear. To add content to it click on **Click here to add new content**. You will be able to type away and change the formatting.



How can I get rid of the Content Editor title?

Click on the little down arrow on the right side of the content editor. Choose Edit Web Part. Under appearance set the Chrome Type to None



What if I close my web part how do I get it back?

Click on add a web part and then choose closed web parts and add it back in

