



DAV MEMBERS PORTAL

USER MANUAL FOR WEBMASTER

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WELCOME TO THE DAV MEMBERS PORTAL

The DAV Members Portal is designed to provide you with a web presence to assist you with offering the highest possible quality representation and advocacy services to veterans, their families and their survivors.

Key benefits:

- Improve communications throughout the DAV membership organization.
- Standardize website naming convention across all departments and chapter websites.
- Eliminate undesirable web content or website domain names.
- Provide a web presence to Departments and Chapters who lack the resources to create their own.
- Provide even higher levels of quality service to America's veterans and their families.

OBJECTIVES OF THIS USER MANUAL

After reading this user manual, you will be able to:

- Access the **DAV Members Portal**
- Adjust **Display Settings**
- **Navigate** the site
- Add/Edit **Announcements**
- Add/Edit **Events**
- Edit Content Using the **Content Editor Web Part**
- Upload a **Document**
- Upload a **Picture**
- Add a **Content Editor Web Part**

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ACCESSING THE DAV MEMBERS PORTAL AND YOUR WEBSITE

To access the DAV Members Portal:

1. Using the **Internet Explorer** browser, type the following address (URL):
<http://www.davmembersportal.org>

The **DAV Members Portal** site will open.

DAV Members Portal Top Level Site

You can locate your site by clicking on the **Departments & Chapters** on the left menu bar. If you are looking for a Department you will click on the department you are looking for in the list. For example if you want to look at the Department of Ohio you will click on ‘Dept. of Ohio’, but if you are looking for a specific chapter in Ohio you should click in the link ‘Dept. of Ohio Chapters’

You can also access your site directly by typing the site address in the address bar of the browser.

The address (URL) for a **department** is based on the following format:

http://state_abbreviation.dav.org

Ex: <http://oh.dav.org> - This would be the URL for the Department of Ohio.

You can access your **chapter’s site** directly by typing in the URL based on the following format:

http://state_abbreviation.dav.org/chapter number

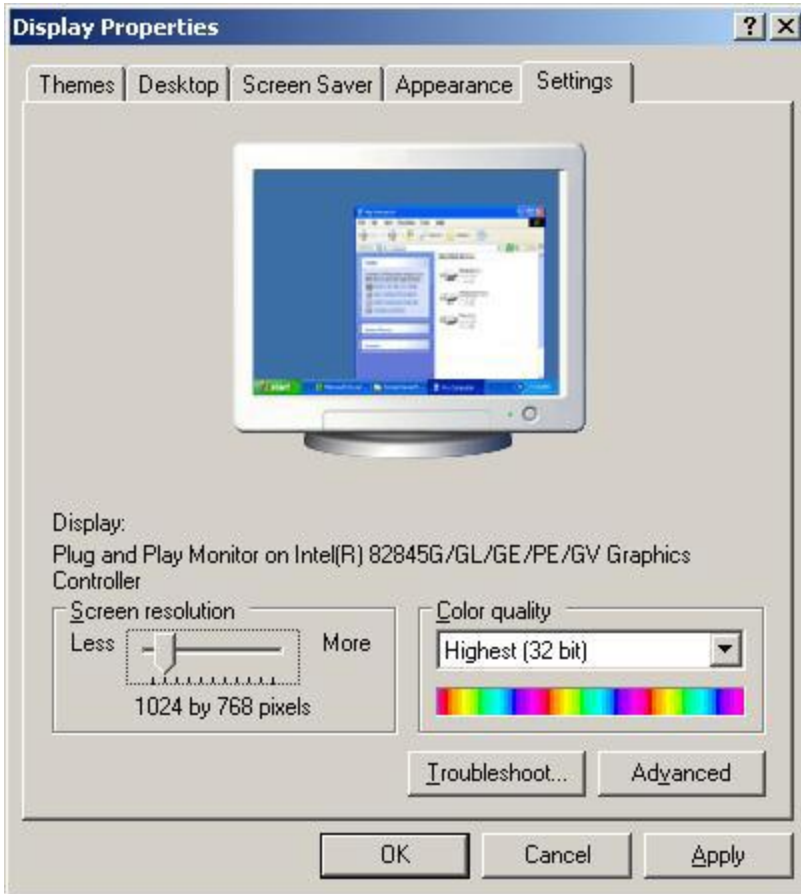
Ex: <http://oh.dav.org/01> - This would be the URL for Ohio Chapter 1. (Note that single-digit chapters are formatted with a “0” first; ex: 01, 02 etc.)

ADJUSTING DISPLAY SETTINGS

Your website was designed for optimal viewing at 1024 x 768 pixels.

To adjust your display settings for optimal viewing of your website:

1. Click **Start**.
2. Go to **Settings, Control Panel**.
3. Double-Click **Display**.
4. On the **Display Properties** window, select the **Settings** tab:



Display Properties Window

5. Under **Screen resolution**, use the slide bar to select **1024x768** pixels.

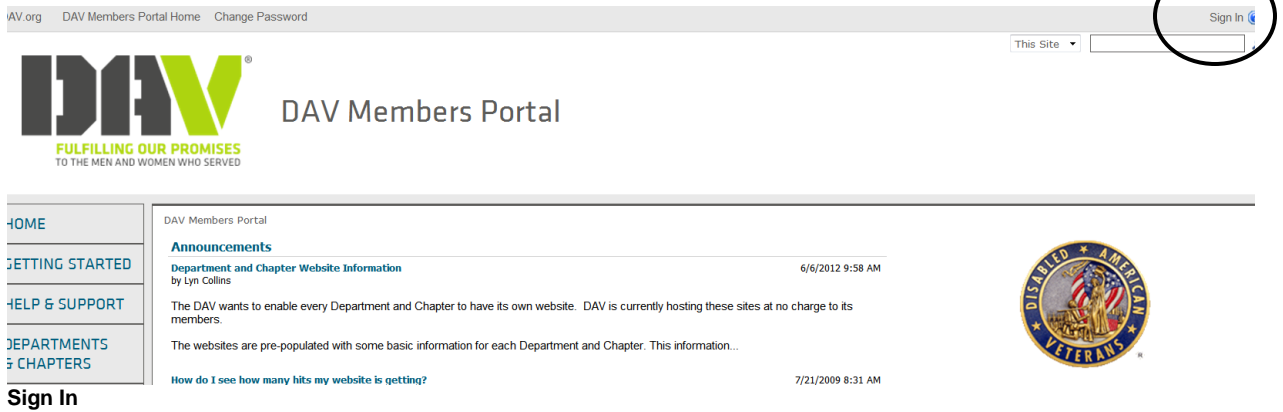
****It is also recommended that you use Internet Explorer when making edits to your site, as some browsers will not display some of the editing features described in this manual.****

LOGGING IN AS WEBMASTER

In order for you to make any updates to your site, you will need to “**Sign in**” to the website with your username and password. (If you do not know your user name and password, you will need to contact DAV National HQ to obtain this information.)

To Sign In as Webmaster:

1. Click on **Sign In** (located in the upper right corner of the page).



The screenshot shows the DAV Members Portal website. At the top right, there is a navigation bar with a "Sign In" link circled in black. Below the navigation bar is the DAV logo with the tagline "FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED". The main content area features a sidebar with navigation links (HOME, GETTING STARTED, HELP & SUPPORT, DEPARTMENTS, CHAPTERS) and a central section titled "Announcements" with a "Sign In" button. A circular seal for "DISABLED AMERICAN VETERANS" is visible on the right side of the page.

You will be prompted for a **user name** and **password**.

Windows XP gives a two line prompt in the following format:



Windows XP Log On Prompt

Type in your credentials in the following format:

- Domain name\User name
- Password

Example:

```
frat\ohwebmaster  
password
```

Windows 2000 gives a three line prompt in the following format:

- User name
- Password
- Domain name

Example:

```
ohwebmaster  
password  
frat
```

2. Type in your credentials.
3. Click **OK**.

You will now be able to make updates to your site.

NAVIGATING THE MENU

On your website's **Home** page, you will see menu buttons for the different pages within your site.

DAV.org DAV Members Portal Home Change Password Welcome Heather Colemire

Site Actions This Site

DAV Department of Ohio
FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

DAV Members Portal > Department of Ohio

Announcements from Department of Ohio
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.
[Add new announcement](#)

Announcements from DAV Headquarters
Voluntary Services Bulletin
To view the current [Voluntary Services Bulletin](#) please click [here](#).

Non Profit Advisor
To read current or previous issues of the NonProfit Advisor, please click [here](#), enter your membership number, select NonProfit Advisor and select the issue you would like view.

Upcoming Events!
Click [here](#) to check out [upcoming events](#) and future convention locations and dates.

DAV Newsroom
Click [here](#) to stay current with DAV news updates, photos, articles, alerts and video and audio webcasts.

24/7 Referral Source for Veterans and their families
RCS Combat Call Center
1-877-WAR-VETS (1-877-927-8387)
24/7 Referral Source for Veterans and their families

Veteran Recruiting Services
Veteran recruiting Services www.veteranrecruiting.com delivers virtual career fairs for the military community. Since September 2011, they have

Contact Us
Mailing Address:
PO Box 150999
Columbus, OH 43215
Ph: 614-221-3582
Fax: 614-221-4822

Veteran Information and Statistics
To view veteran information and statistics for the state of Ohio visit: [Veteran Information](#)

Home Page – Side Navigation

Site Actions This Site

DAV Department of Ohio
FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

HOME NEWS ABOUT US OFFICERS SERVICES EVENTS PHOTOS
LINKS

DAV Members Portal > Department of Ohio

Announcements from Department of Ohio
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[Add new announcement](#)

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24/7 Referral Source for Veterans and their families
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Fax: 614-221-4822

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Home Page – Top Navigation

Home – This page is the main default page for your site. Your announcements, contact information and announcements from DAV National Headquarters all display on this page.

News – This page is for posting any news updates you may have. There is an area for uploading documents, such as newsletters, and also an area for you to post any other news content.

About Us – This page contains information about the mission of DAV as well as membership information.

Officers – This page lists the officers for the department or chapter. **This page contains custom web parts that pull in information directly from DAV’s Membership System. The Officer information will update automatically on your site, provided your Officer Report has been submitted and approved.**

Services – This page displays service office location information as well as links to the Hospital Service Coordinator Directory and Mobile Service Calendar.

Events – This page displays a calendar view of any events you have posted on your site.

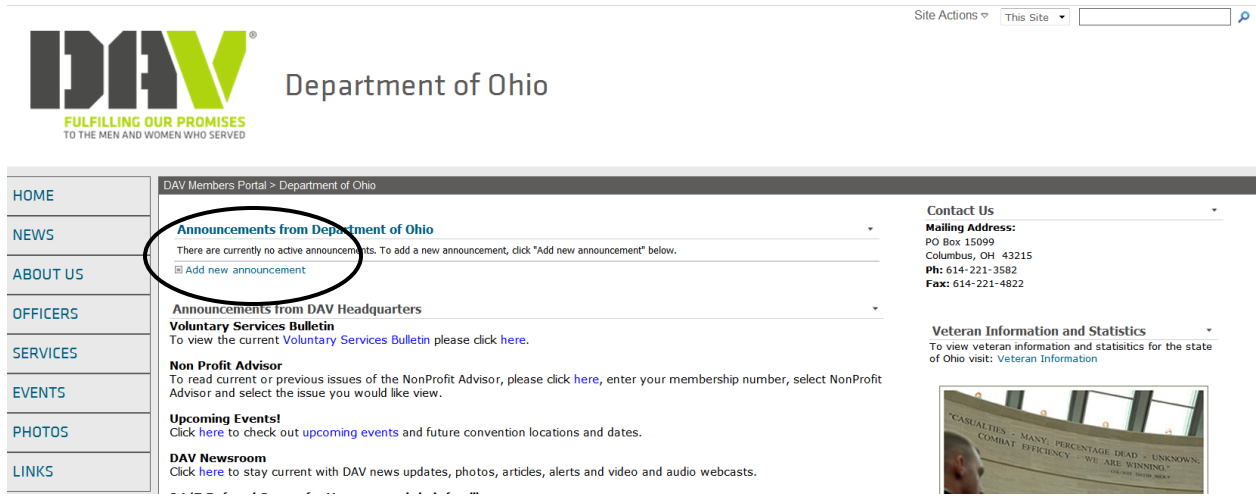
Photos – This page is for any pictures you may want to display on your site.

Links – This page is for any links of interest you may want to share, or links to chapters.

ANNOUNCEMENTS

To add an announcement to your site:

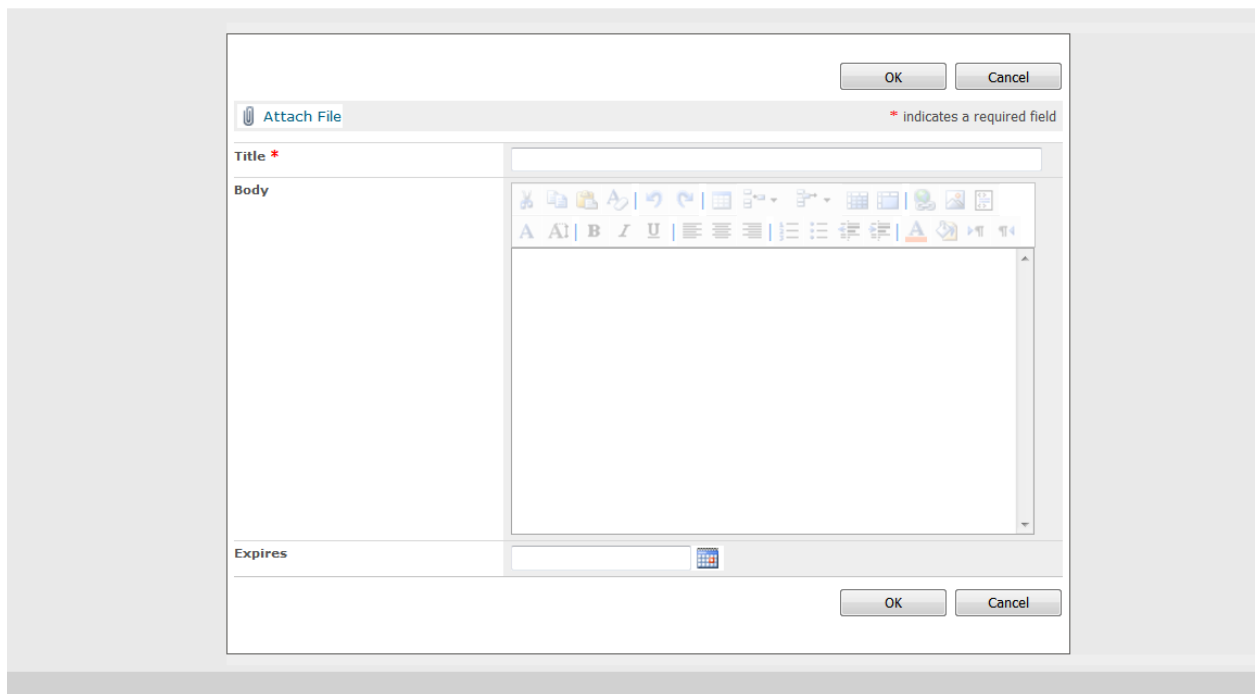
1. Click on **Add new announcement**.



Add New Announcement

An **Announcements: New Item** window will display for you to input your content.

Department of Ohio



Announcements: New Item Page

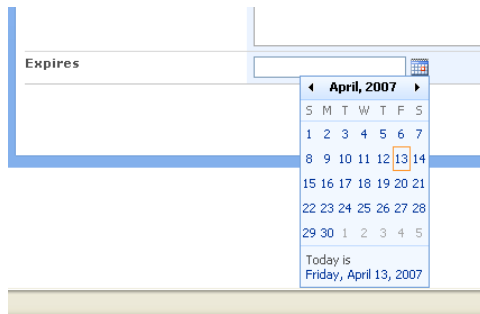
1. Type a **Title** for your announcement. (This is a required field.)
2. Type any content in the **Body**. You can format your content using any of the formatting tools. You can also add images and links in the body of your message.
3. Type or use the **calendar icon** to select an **expiration date** for your announcement. The announcement will be removed from the website on this date.
4. Click **OK** to save the announcement.

Note: Enter expiration dates in the following format:

mm/dd/yyyy

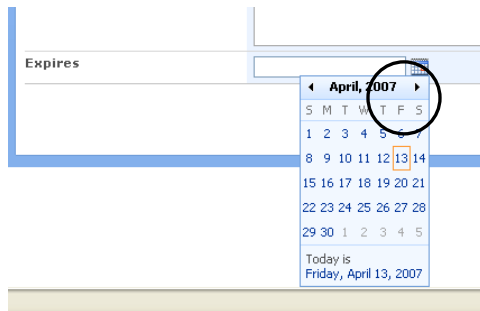
It is also possible to use a calendar in order to select the date. To use a calendar, click on the calendar icon following the text field. You may also tab out of the date field and onto the calendar icon and hit <ENTER> to open the calendar.

The following is an example of the calendar that appears:



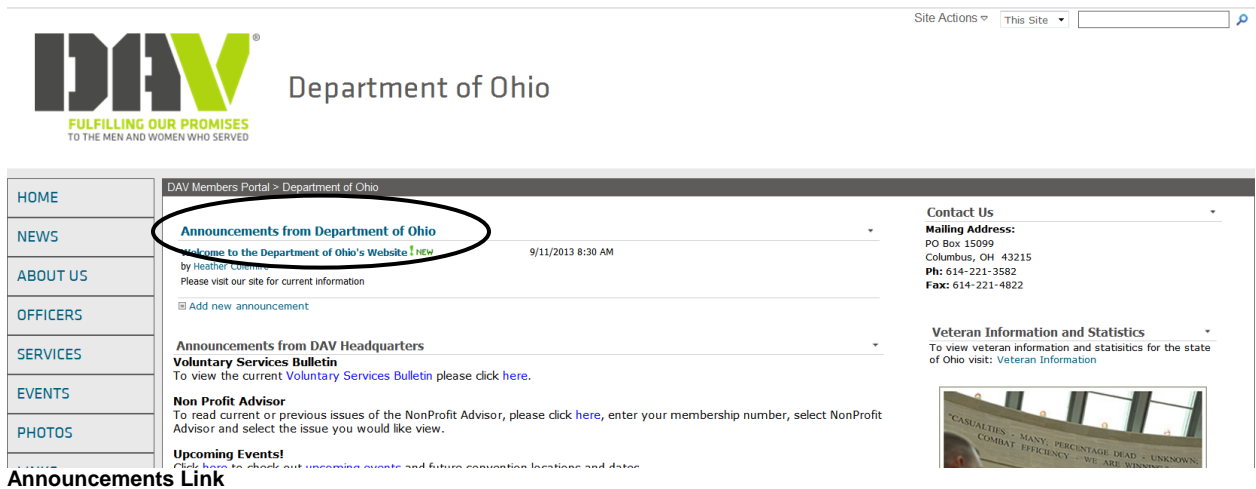
To select the desired date, simply click on the day.

To advance forward one month at a time, click on the arrow to the right of the month and year as shown below:



To edit an existing announcement:

1. Click on the **Announcements** link from the **Home Page**.



Announcements Link

This will display the **Announcements** page where you can see a list of all of your announcements. (In this example, there is only one announcement.)

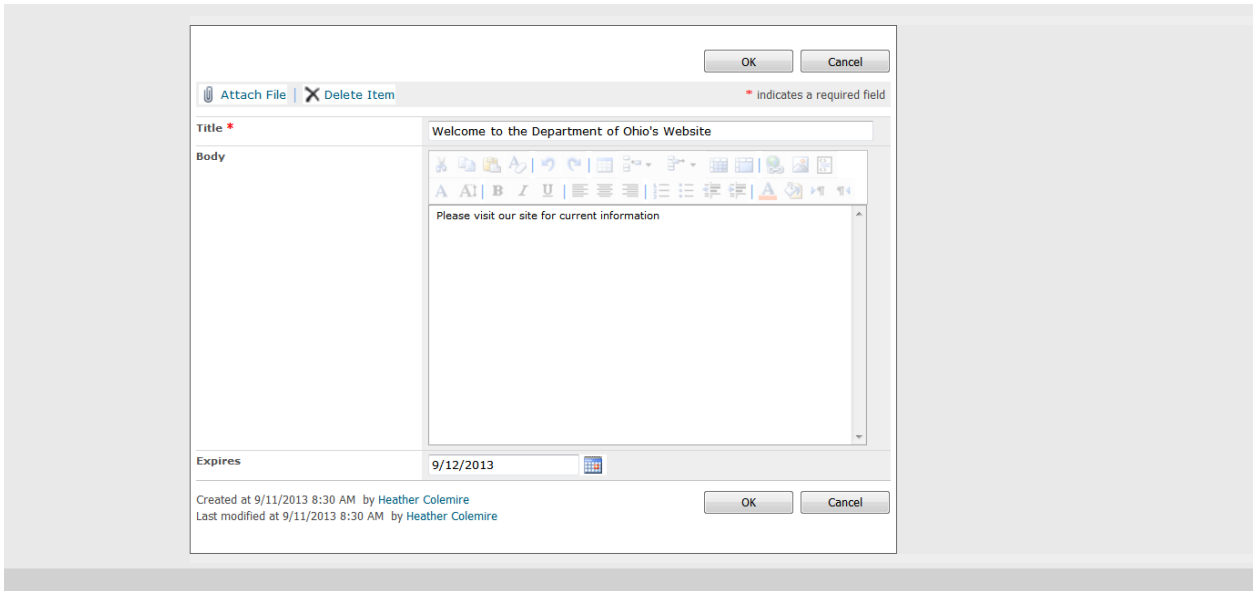


Edit Announcements Page

2. Click on the drop-down arrow to the right of the announcement you want to edit.
3. Click on **Edit Item**.

The **Announcement** fields will display for you to edit:

Department of Ohio

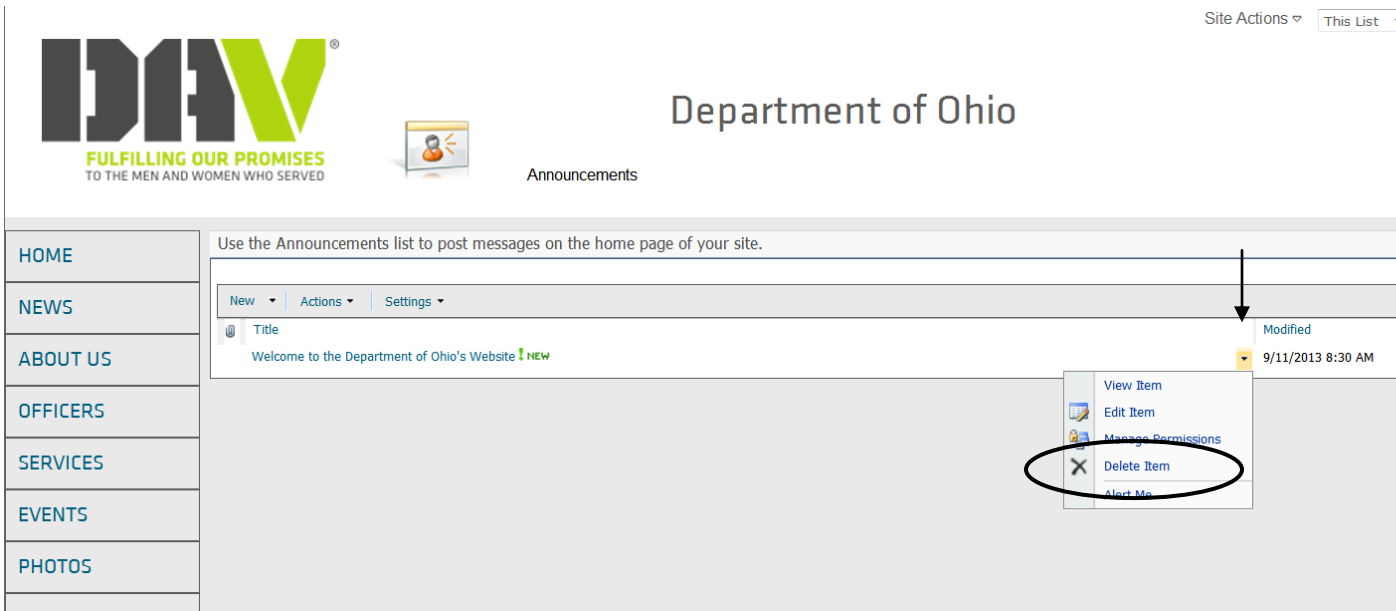


Announcements Detail Page

4. Make any edits to **Title**, **Body** or **Expires** date.
5. Click **OK**.

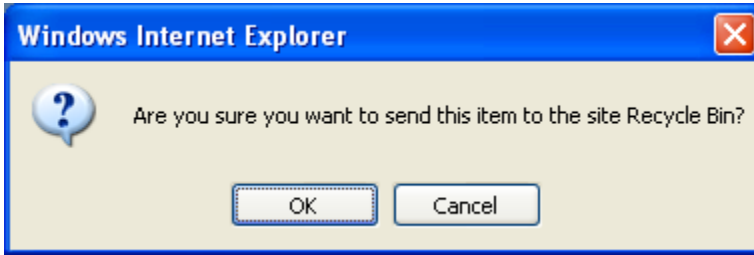
To delete an announcement:

1. From the **Announcements** page, click the drop-down arrow to the right of the message you want to delete.
2. Click on **Delete Item**.



Delete Announcement

You will be prompted with a message confirming that you want to delete the announcement:

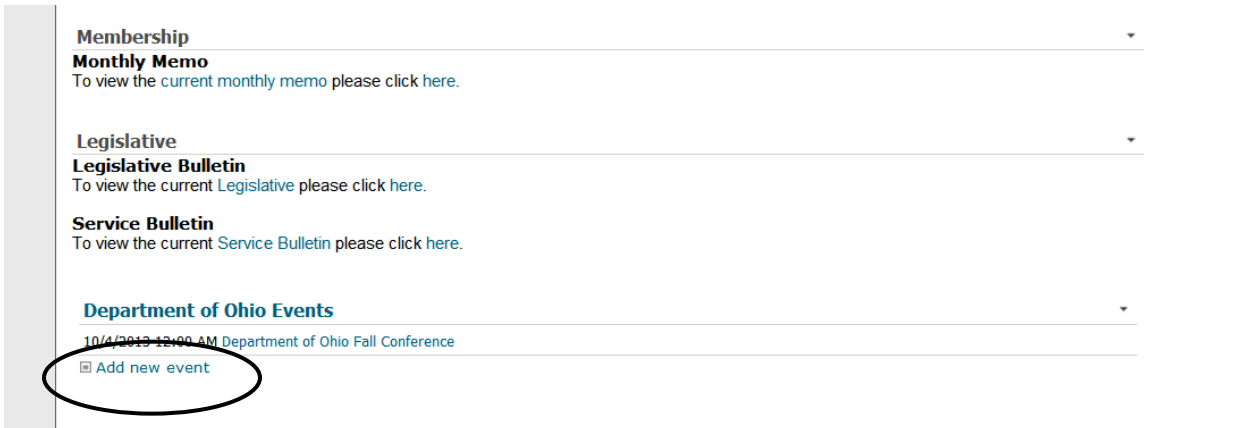


3. Click **OK** to delete the announcement.

EVENTS

To add an event to your site:

1. Click on **Add new event**.



Add New Event

A **Calendar: New Item** window will display for you to input your content:

Department of Ohio

The screenshot shows a 'Calendar: New Item' dialog box. At the top right are 'OK' and 'Cancel' buttons. Below them is an 'Attach File' button and a note: '* Indicates a required field'. The form has several sections: 'Title *' with an empty text box; 'Location' with an empty text box; 'Start Time *' set to '9/11/2013' at '9 AM' '00'; 'End Time *' set to '9/11/2013' at '9 AM' '00'; 'Description' with a rich text editor toolbar and an empty text area; 'All Day Event' with an unchecked checkbox and the text 'Make this an all-day activity that doesn't start or end at a specific hour.'; 'Recurrence' with an unchecked checkbox and the text 'Make this a repeating event.'; and 'Workspace' with an unchecked checkbox and the text 'Use a Meeting Workspace to organize attendees, agendas, documents, minutes, and other details for this event.' At the bottom right are 'OK' and 'Cancel' buttons.

Calendar New Item Page

2. Type event information in the appropriate fields.
3. Click **OK** to save the event.

The event will display on your **Home** page as well as on your **Events** Calendar.

The screenshot shows a list of items on a home page. The first item is 'Legislative' with a sub-link 'Legislative Bulletin' and the text 'To view the current Legislative please click here.' The second item is 'Service Bulletin' with the text 'To view the current Service Bulletin please click here.' The third item is 'Department of Ohio Events', which is circled in black. It shows the date '10/4/2013 12:00 AM' and the event title 'Department of Ohio Fall Conference'. Below this is a link 'Add new event'.

Events on Home Page

HOME
NEWS
ABOUT US
OFFICERS
SERVICES
EVENTS
PHOTOS
LINKS

Calendar
New Actions Settings
October, 2013
Expand All Collapse All 1 Day 7 Week 31 Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
					Department of Ohio Fall Conference	
6	7	8	9	10	11	12
Department of Ohio Fall Conference						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Events Calendar Page

To edit an existing event:

1. From the events on the **Home** page, click on the event link that you want to edit.

Legislative
Legislative Bulletin
To view the current [Legislative](#) please click [here](#).

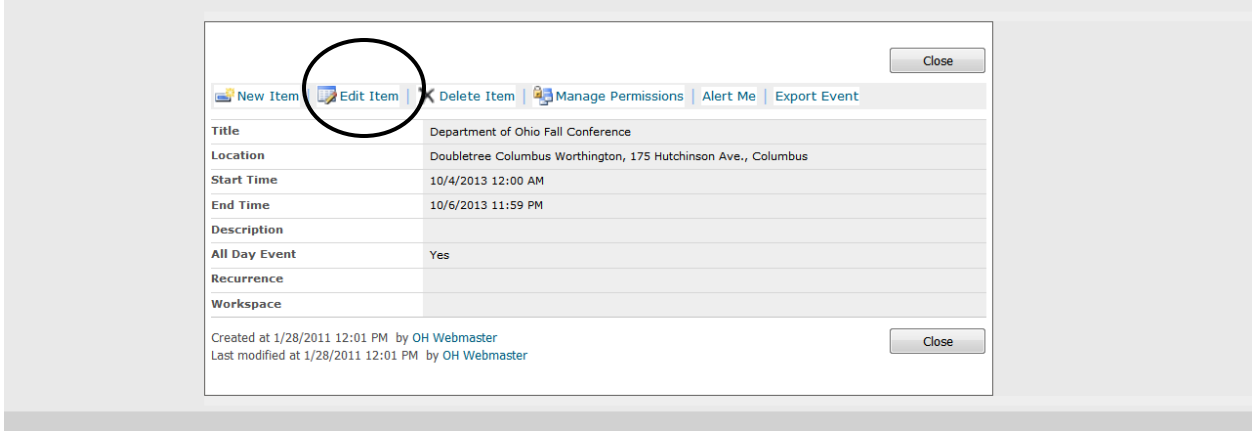
Service Bulletin
To view the current [Service Bulletin](#) please click [here](#).

Department of Ohio Events
10/4/2013 12:00 AM [Department of Ohio Fall Conference](#)
 Add new event

Event Link on Home Page

The **Calendar: Event details** page will display:

Department of Ohio

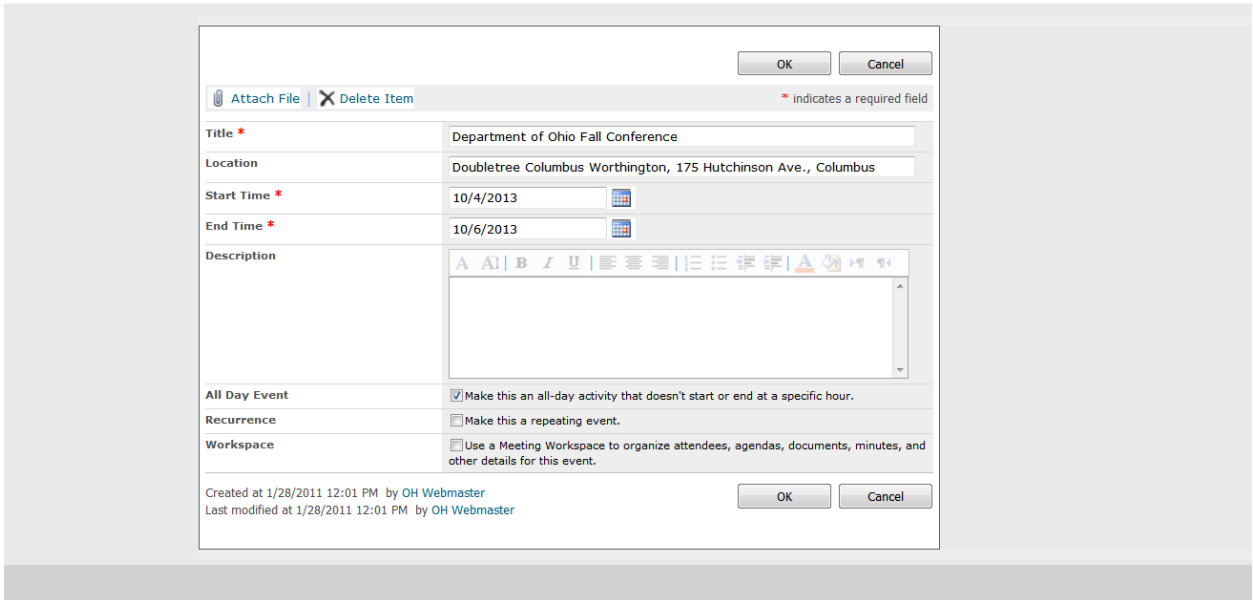


Event Details Page

2. Click on **Edit Item**

The event fields will display for you to make changes:

Department of Ohio



Event Details Editing Page

3. Make any edits to your event.
4. Click **OK** to save changes.

To delete an event:

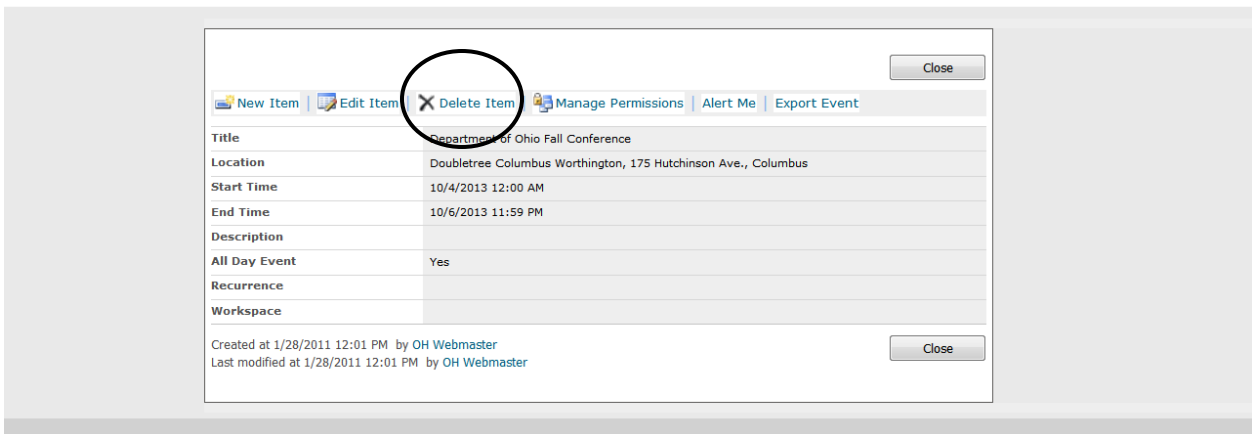
1. From the **Events** on the **Home** page, click on the event link that you want to delete.



Event Link on Home Page

The Calendar: Event details page will display:

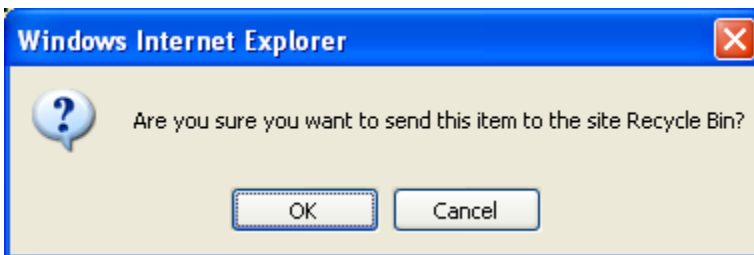
Department of Ohio



Event Details Page

2. Click on **Delete Item**.

You will be prompted with a message confirming that you want to delete the event.



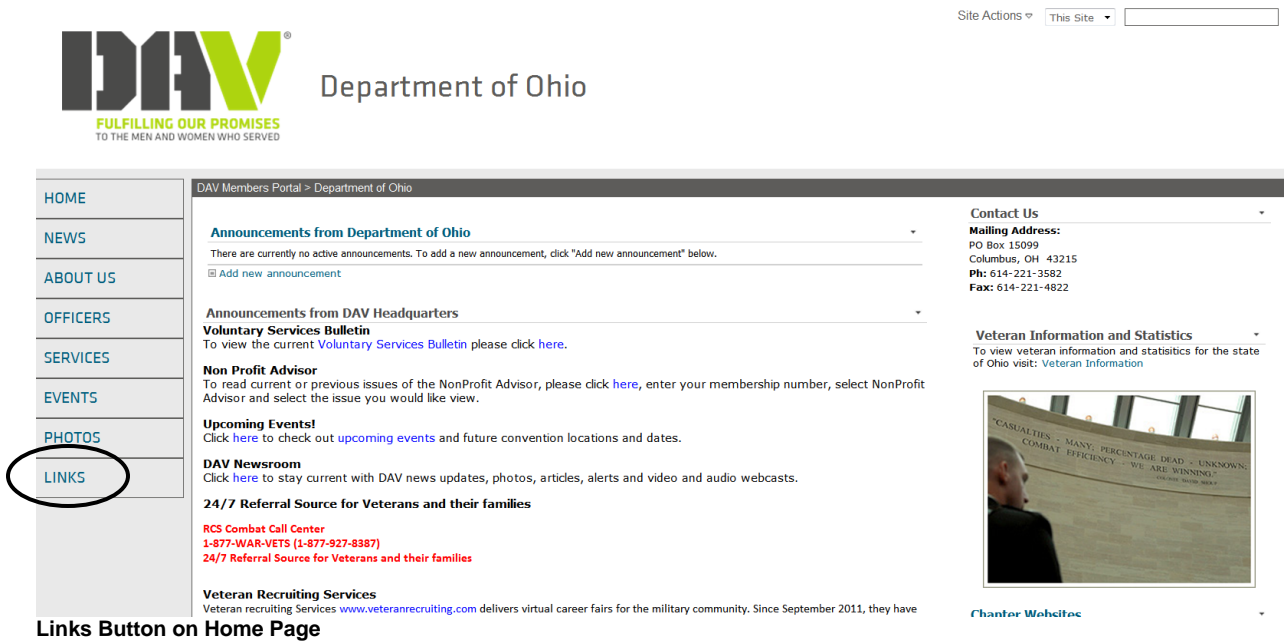
3. Click **OK** to delete the event.

The event will be removed from both the **Home** page and the **Events** Calendar.

LINKS

To add a link to another website on your site:

1. Click on the **Links** menu button locate on the left side of your **Home** page.



Site Actions ▾ This Site ▾

DAV
FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

Department of Ohio

DAV Members Portal > Department of Ohio

HOME
NEWS
ABOUT US
OFFICERS
SERVICES
EVENTS
PHOTOS
LINKS

Announcements from Department of Ohio
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.
[Add new announcement](#)

Announcements from DAV Headquarters
Voluntary Services Bulletin
To view the current [Voluntary Services Bulletin](#) please click [here](#).

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24/7 Referral Source for Veterans and their families
RCS Combat Call Center
1-877-WAR-VETS (1-877-927-8387)
24/7 Referral Source for Veterans and their families

Veteran Recruiting Services
Veteran recruiting Services [www.veteranrecruiting.com](#) delivers virtual career fairs for the military community. Since September 2011, they have

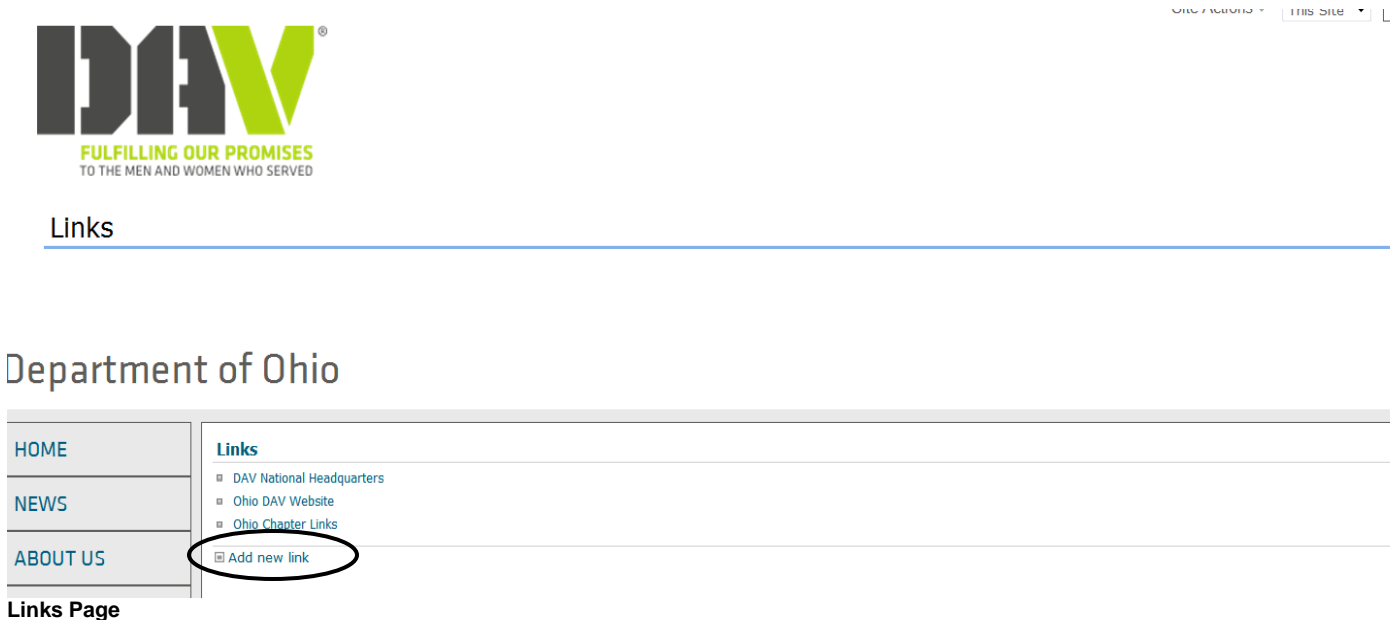
Contact Us
Mailing Address:
PO Box 15099
Columbus, OH 43215
Ph: 614-221-3582
Fax: 614-221-4822

Veteran Information and Statistics
To view veteran information and statistics for the state of Ohio visit: [Veteran Information](#)

Chantor WebSite

Links Button on Home Page

The **Links** page will display:



Site Actions ▾ This Site ▾

DAV
FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

Department of Ohio

Links

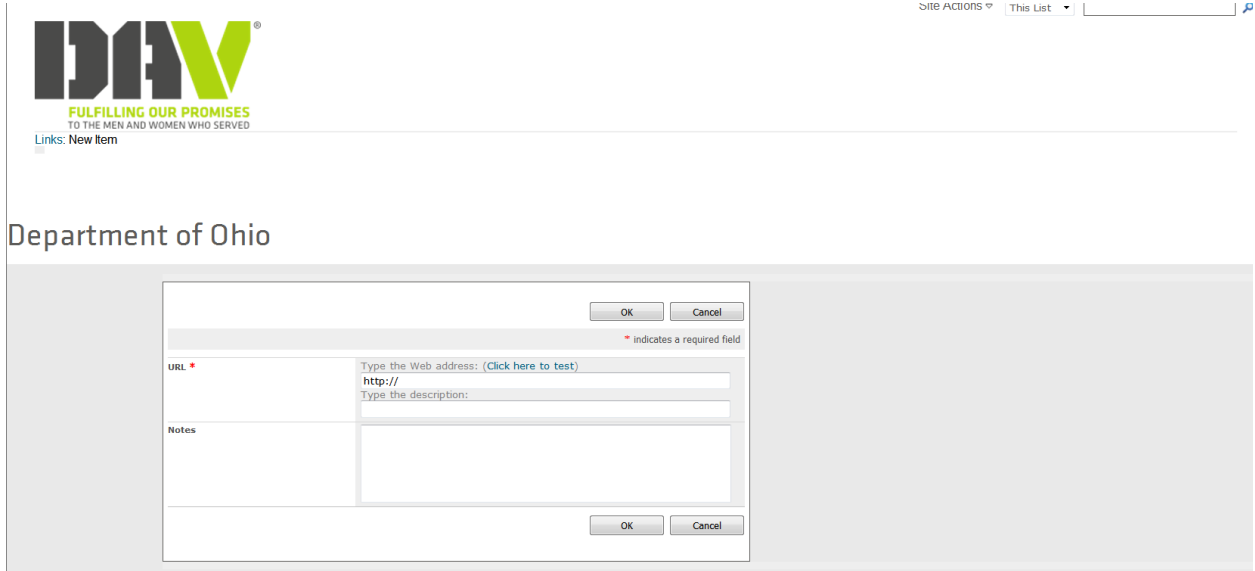
HOME
NEWS
ABOUT US
LINKS

Links
[DAV National Headquarters](#)
[Ohio DAV Website](#)
[Ohio Chapter Links](#)
[Add new link](#)

Links Page

2. Click on **Add new link**

The **Links: New Item** page will display:

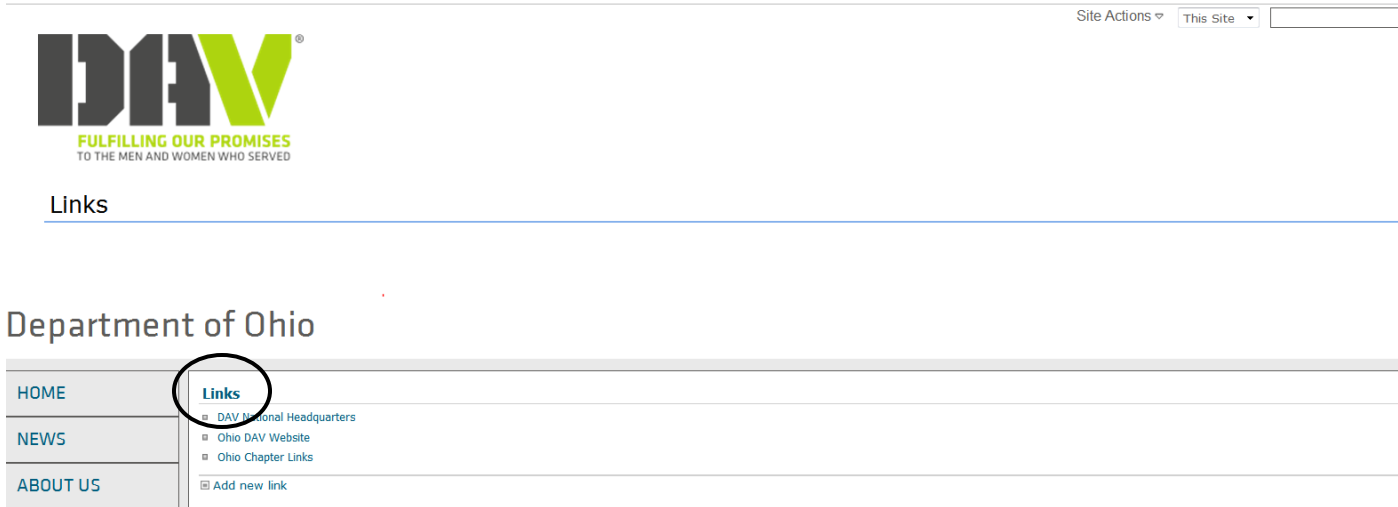


Links New Item Page

3. Type the Web address (URL) in the **URL** field.
4. Type a description for the website in the **Description** field.
5. Click on “**Click here to test**” to ensure that your link navigates correctly to the desired website.
6. Click **OK** to save the link to your Links page.

To delete an existing link:

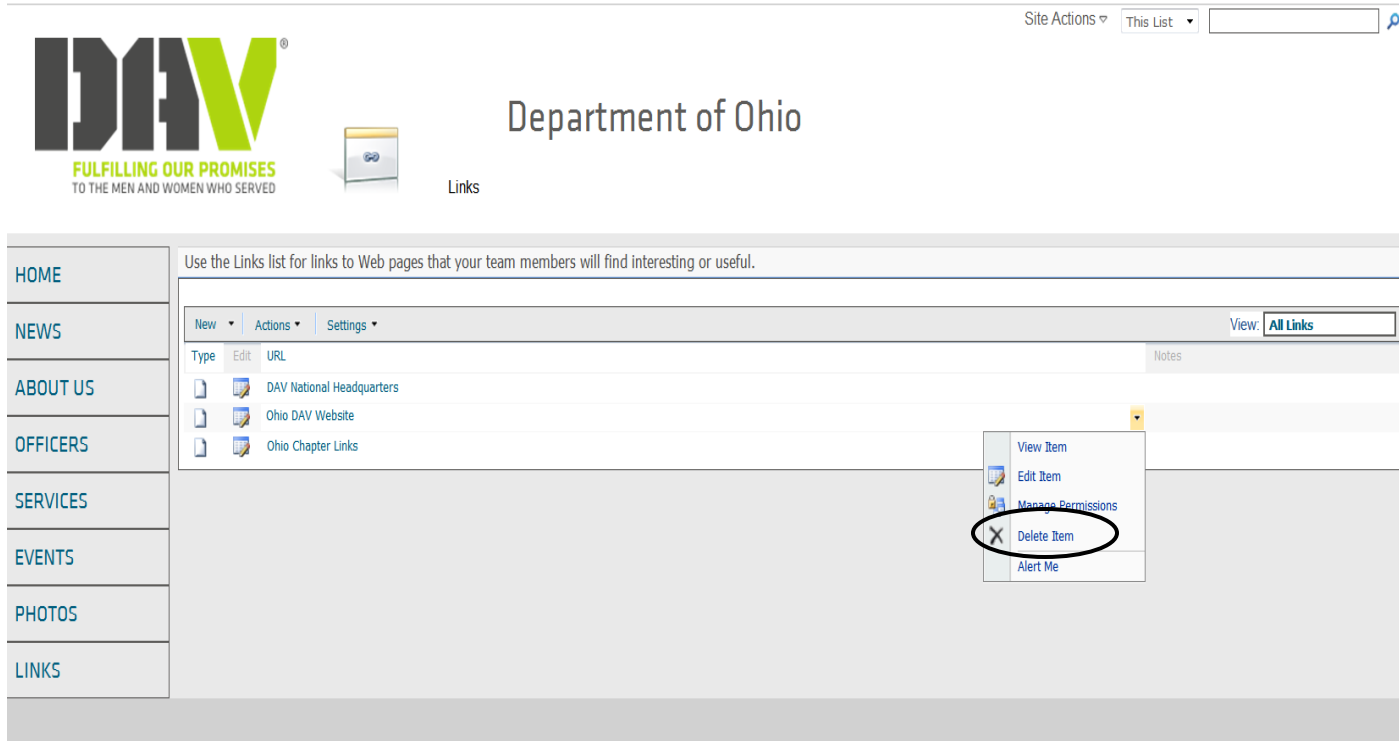
1. From the **Links** page, click on **Links**.



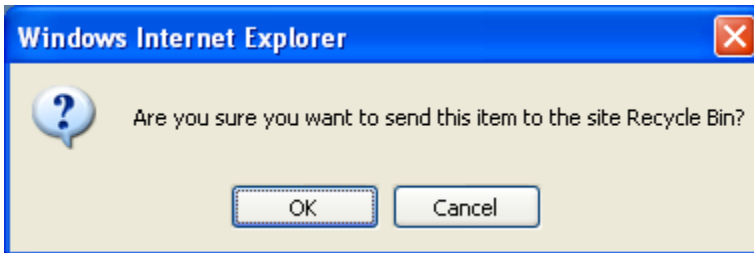
Links Page

The **Links** list will display;

2. Click the drop-down arrow to the right of the link you want to delete.
3. Click on **Delete Item**



You will be prompted with a message confirming you want to delete the link:



4. Click **OK**

The link will be removed from your **Links** page.

DOCUMENTS

In certain areas of your site, you are able to upload documents. One of these areas is the News section of your site. For example, you may want to upload your department or chapter newsletter.

To upload a document to your News area:

1. Click on the **News** button on your **Home** page.

DAV Department of Ohio

Site Actions ▾ This Site ▾

HOME

NEWS

ABOUT US

OFFICERS

SERVICES

EVENTS

PHOTOS

LINKS

DAV Members Portal > Department of Ohio

Announcements from Department of Ohio

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News Button on Home Page

2. The **News** page will display; click on **Add new document**.

DAV Department of Ohio

Site Actions ▾ This Site ▾

News

Department of Ohio

HOME

NEWS

ABOUT US

OFFICERS

SERVICES

EVENTS

PHOTOS

LINKS

News Documents

Type	Name	Modified By
	October 2008	OH Webmaster
	March 2007 Newsletter	Lyn Collins
	February 2007 Newsletter	Lyn Collins

[Add new document](#)

News

Send us your news items via email to ohwebmaster@davfrat.org, or mail them to:

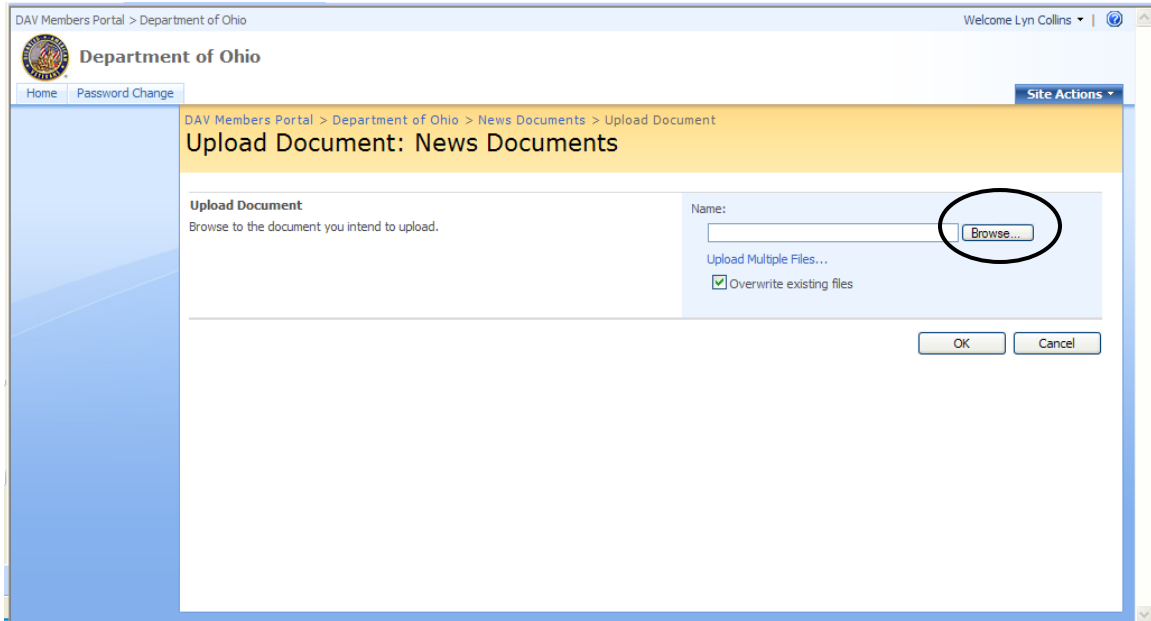
PO Box 15099
Columbus, OH 43215

Calendar

10/4/2013 12:00 AM Department of Ohio Fall Conference

News Page

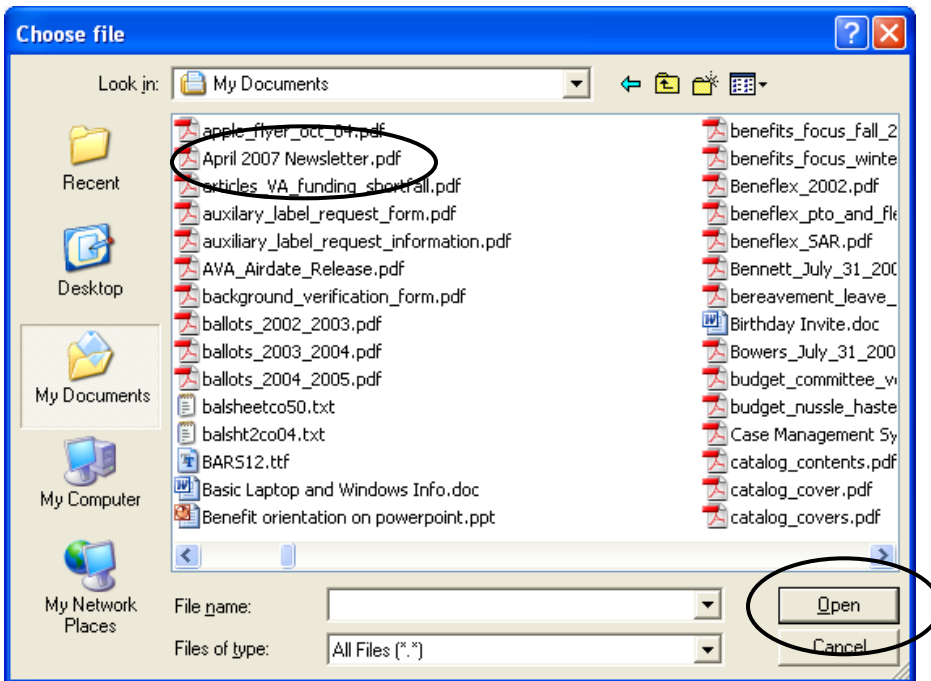
The **Upload Document: News Documents** page will display:



Upload Document Page

3. To upload a document, click on **Browse**.

The **Choose File** window will display:



Choose File Window

4. Locate the file you want to upload.
5. Click on the file name, click on **Open** and then click on **OK**.

****Keep in mind that any documents you upload to the site should be in the form of a **PDF document**. This ensures that all visitors to your site will be able to view the document. Word, Excel, Publisher and other document types can only be read by those who have supported software on their systems. (Your chapter or department may need to purchase software to convert documents to PDF's if they do not already have this tool.)****

To change a document name:

1. From the **News** page, click on the **News Documents** link.



News

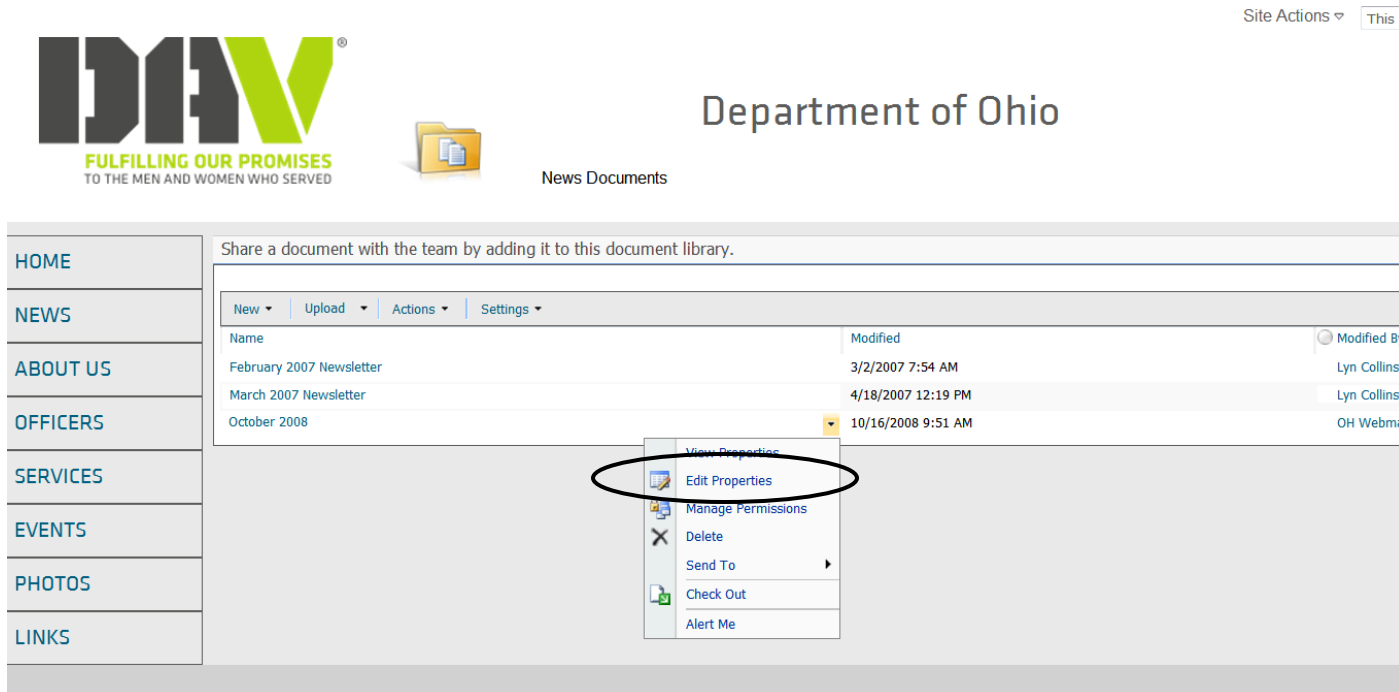
Department of Ohio

A screenshot of the Department of Ohio website. On the left is a vertical navigation menu with links for HOME, NEWS, ABOUT US, and OFFICERS. The main content area has a header 'News Documents' circled in black. Below this header is a table with columns 'Type' and 'Name'. The table lists three items: 'October 2008' (with a PDF icon), 'March 2007 Newsletter' (with a Word document icon), and 'February 2007 Newsletter' (with a PDF icon). Below the table is a link 'Add new document' with a plus icon. At the bottom of the main content area is a section titled 'News'.

News Page

The **News Documents** library page displays;

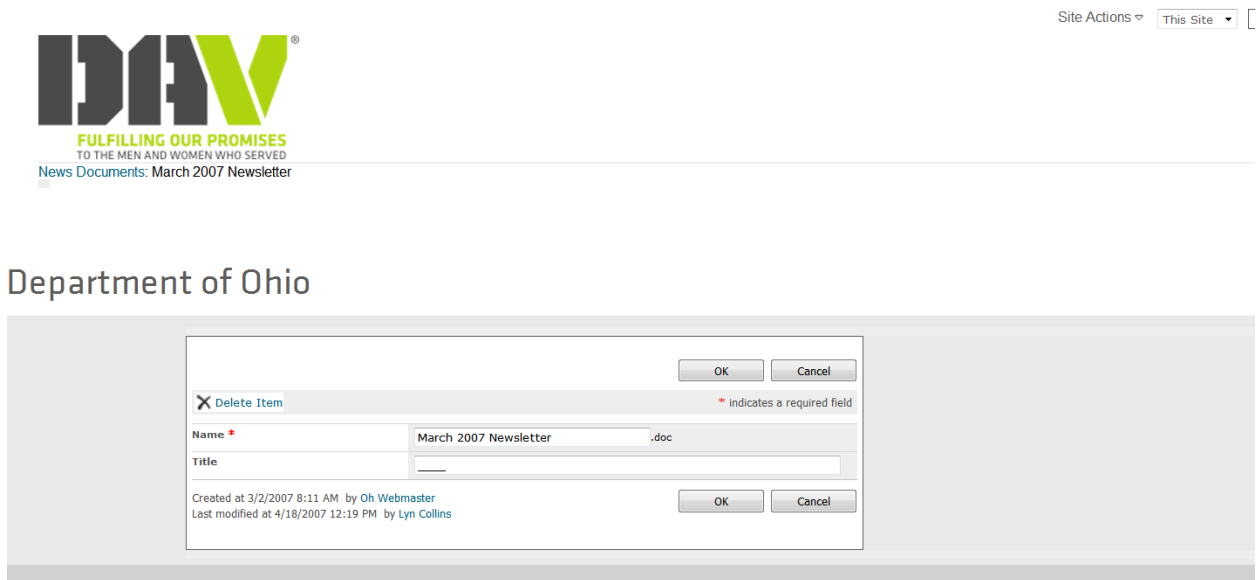
2. Place your mouse over the document name that you want to change and click on the drop-down arrow to the right. A menu bar will display.



Document Menu

3. Click on **Edit Properties**.

The **Document Properties** will display:



Document Properties Page

4. Type the new document name in the **Name** field.



Department of Ohio

Delete Item OK Cancel

* indicates a required field

Name * .doc

Title

Created at 3/2/2007 8:11 AM by Oh Webmaster
Last modified at 4/18/2007 12:19 PM by Lyn Collins

OK Cancel

Document Properties Page

5. Click **OK**.

The document will display with your new name:

DAV **FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED**

News Documents

Department of Ohio

Share a document with the team by adding it to this document library.

New ▾ | Upload ▾ | Actions ▾ | Settings ▾

Name	Modified
February 2007 Newsletter	3/2/2007 7:54 AM
March 2007 Newsletter	4/18/2007 12:19 PM
October 2008	10/16/2008 9:51 AM

News Documents Page

To delete an existing document:

1. From the **News** page, click on the **News Documents** link.



News

Department of Ohio



News Page

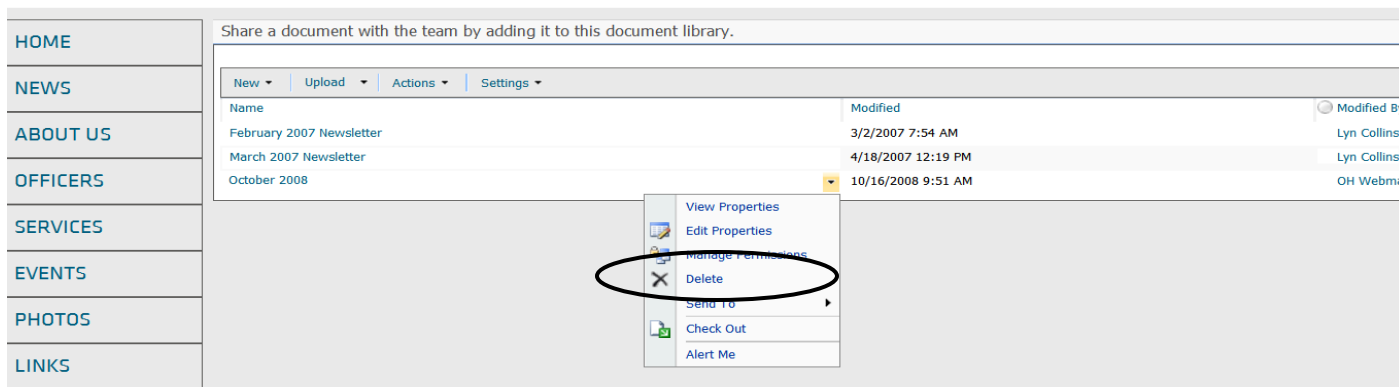
The **News Documents** library page displays;

2. Place your mouse over the document name that you want to delete and click on the drop-down arrow to the right. A menu bar will display.



News Documents

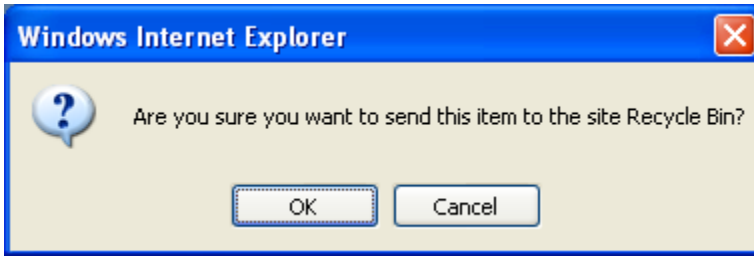
Department of Ohio



Document Menu

3. Click on **Delete**.

You will be prompted with a message confirming that you want to delete the document:



4. Click **OK**.

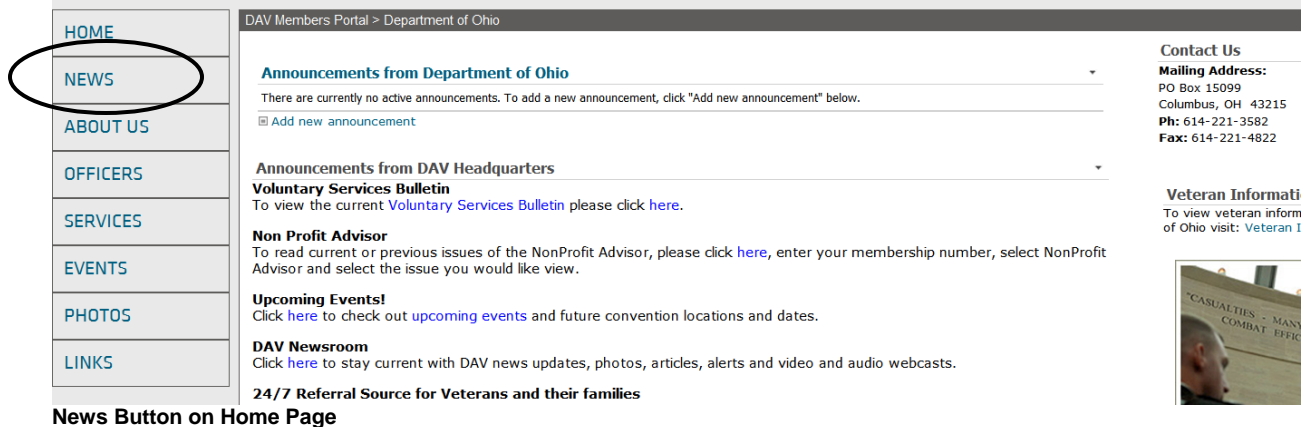
The document will be deleted from the document library.

ADDING OR EDITING CONTENT IN A CONTENT EDITOR WEB PART

In many areas of your website, content is stored on Content Web Parts. On some of these web parts, you can open the web part and add content or modify existing content. For example, on your **News** page, you can post any news updates or information to the **News** web part located there.

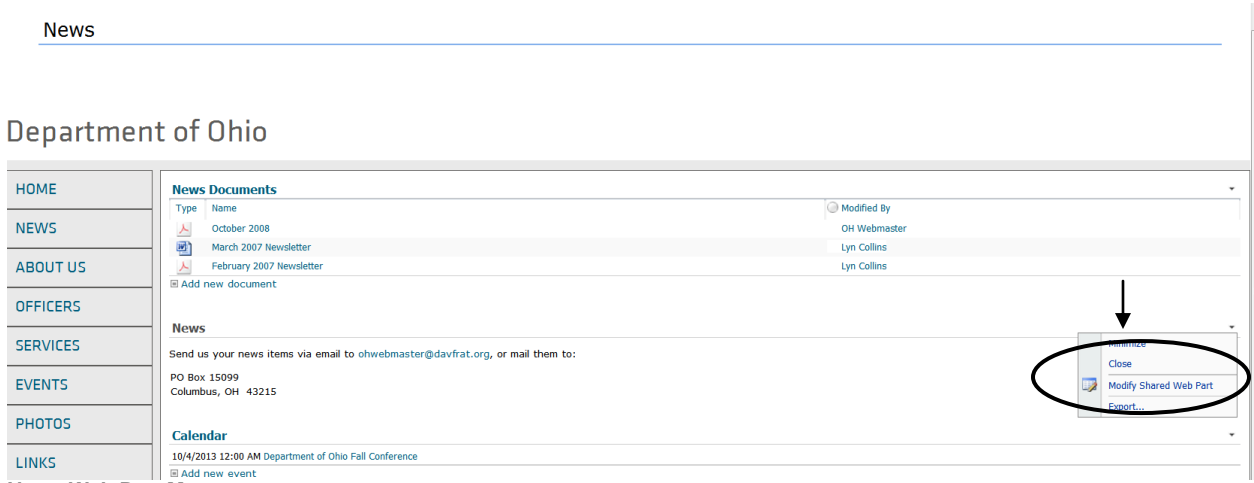
To add content to your News area:

1. From your **Home** page, click on the **News** button.



News Button on Home Page

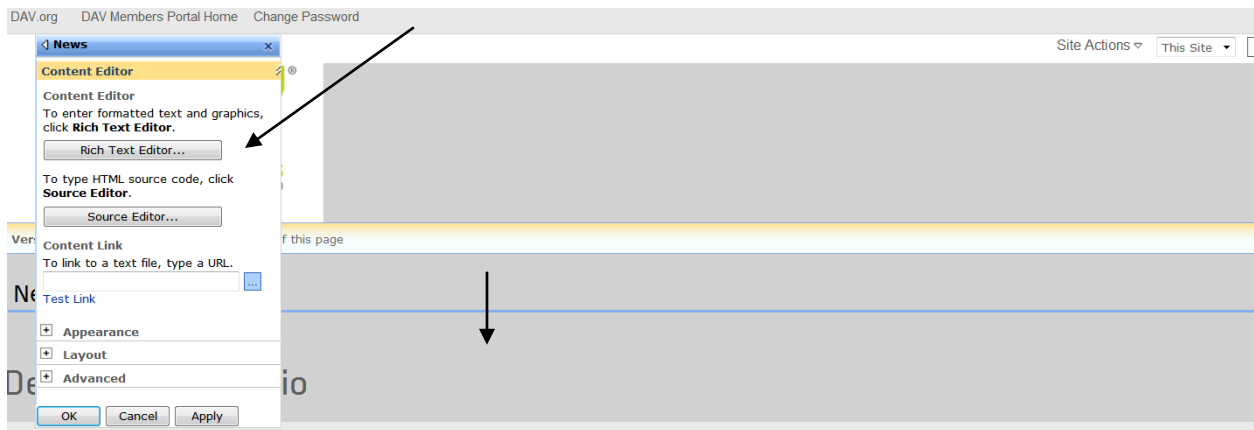
- The **News** page will display. To the right of News, click on the drop-down arrow to view the News Web Part Menu.



News Web Part Menu

- Click on **Modify Shared Web Part**.

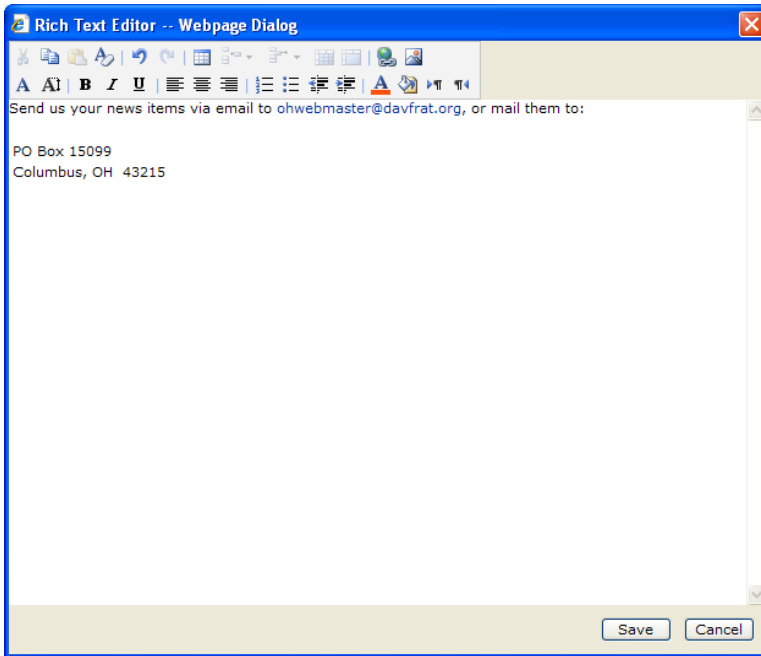
Notice that the **News** web part is now outlined with a dotted line, and a **Content Editor** tool pane opens on the left side of the screen:



Content Editor Page

- Click on the **Rich Text Editor** button.

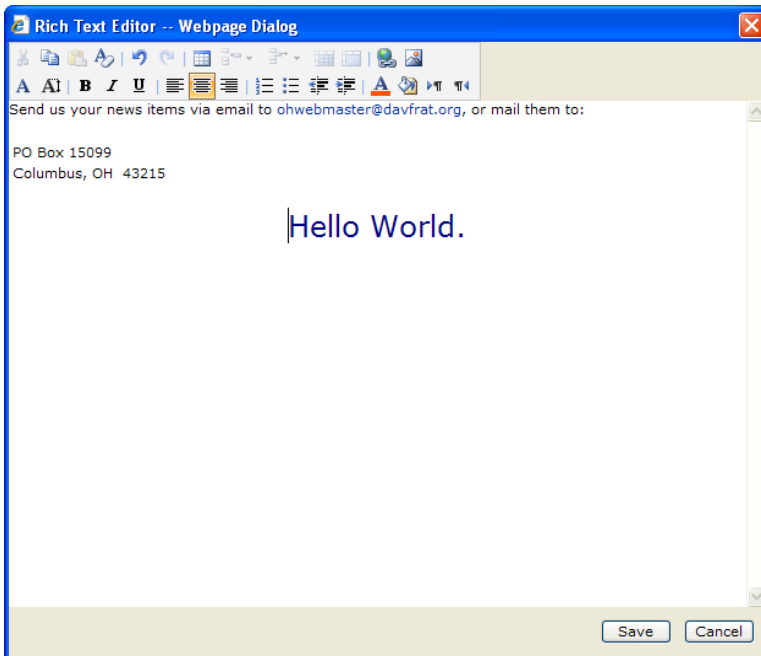
The **Rich Text Editor** window will display:



Rich Text Editor Window

5. Click in the body of the window and type any content you want to add.
6. Format the content using any of the formatting tools on the menu.

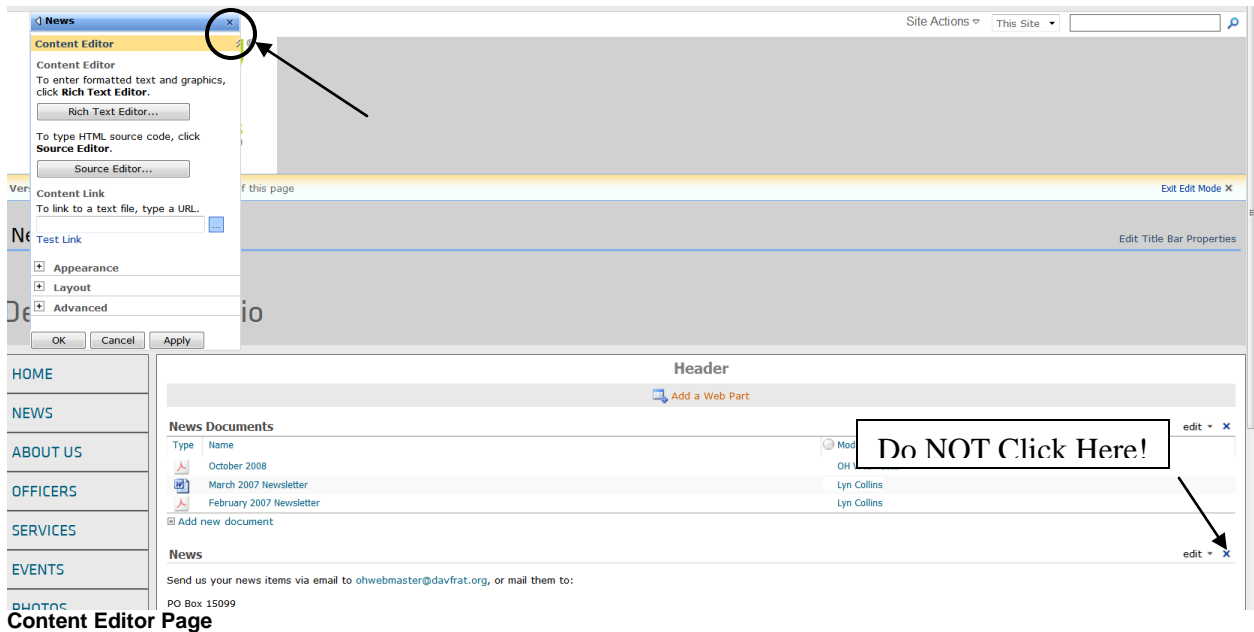
(In this example, I have typed “Hello World”, centered it, enlarged the font and changed its color to Navy.)



New Content in Rich Text Editor Window

7. Click on **Save**.

You will now be back in the **Content Editor**:

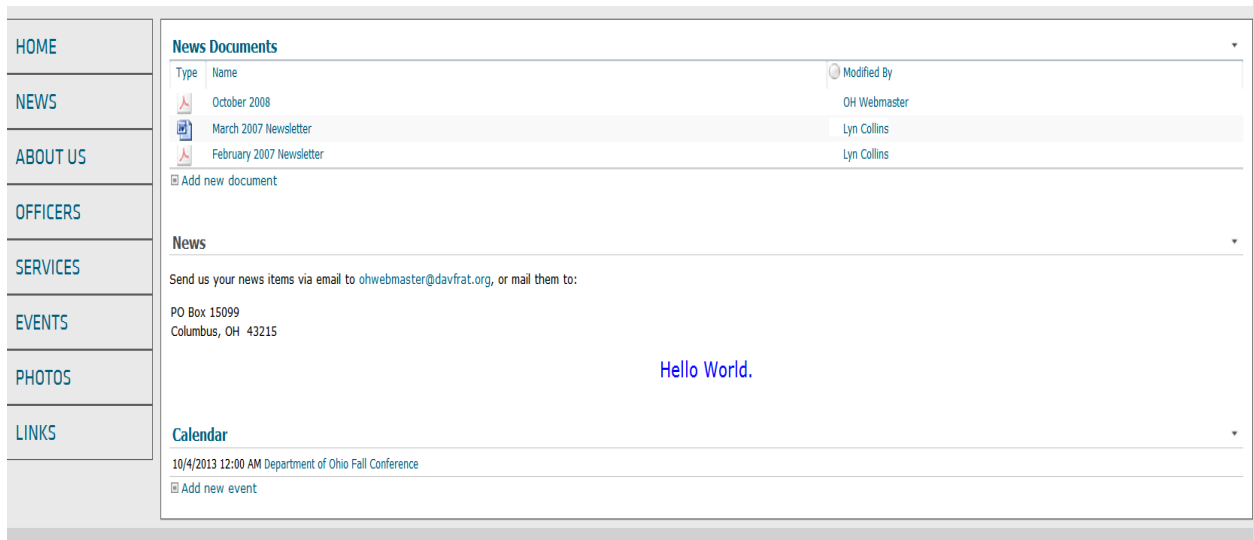


- Close out of the editing tool by clicking on the “x” in the upper right corner of the Content Editor tool pane.

****DO NOT CLICK** on the “x” of the outlined News Web part or you will remove this web part!******

You will now see your new content on the **News** page:

Department of Ohio



News Page with New Content

PHOTOS

To upload a picture to your website:

1. From the **Home** page, click on the **Photos** button.

DAV Department of Ohio
FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

DAV Members Portal > Department of Ohio

HOME
NEWS
ABOUT US
OFFICERS
SERVICES
EVENTS
PHOTOS
LINKS

Announcements from Department of Ohio
There are currently no active announcements. To add a new announcement, click 'Add new announcement' below.
[Add new announcement](#)

Announcements from DAV Headquarters
Voluntary Services Bulletin
To view the current [Voluntary Services Bulletin](#) please click [here](#).

Non Profit Advisor
To read current or previous issues of the NonProfit Advisor, please click [here](#), enter your membership number, select NonProfit Advisor and select the issue you would like view.

Upcoming Events!
Click [here](#) to check out [upcoming events](#) and future convention locations and dates.

DAV Newsroom
Click [here](#) to stay current with DAV news updates, photos, articles, alerts and video and audio webcasts.

24/7 Referral Source for Veterans and their families

Contact Us
Mailing Address:
PO Box 15099
Columbus, OH 43215
Ph: 614-221-3582
Fax: 614-221-4822

Veteran Information and Statistics
To view veteran information and statistics for the state of Ohio visit: [Veteran Information](#)

CASUALTIES - MANY PERCENTAGE DEAD - UNKNOWN
COMBAT EFFICIENCY - WE ARE WINNING
CALISE WOOD SNEY

Photos Button on Home Page

The **Photos** page will display:

Photos

Department of Ohio

HOME
NEWS
ABOUT US
OFFICERS
SERVICES
EVENTS
PHOTOS

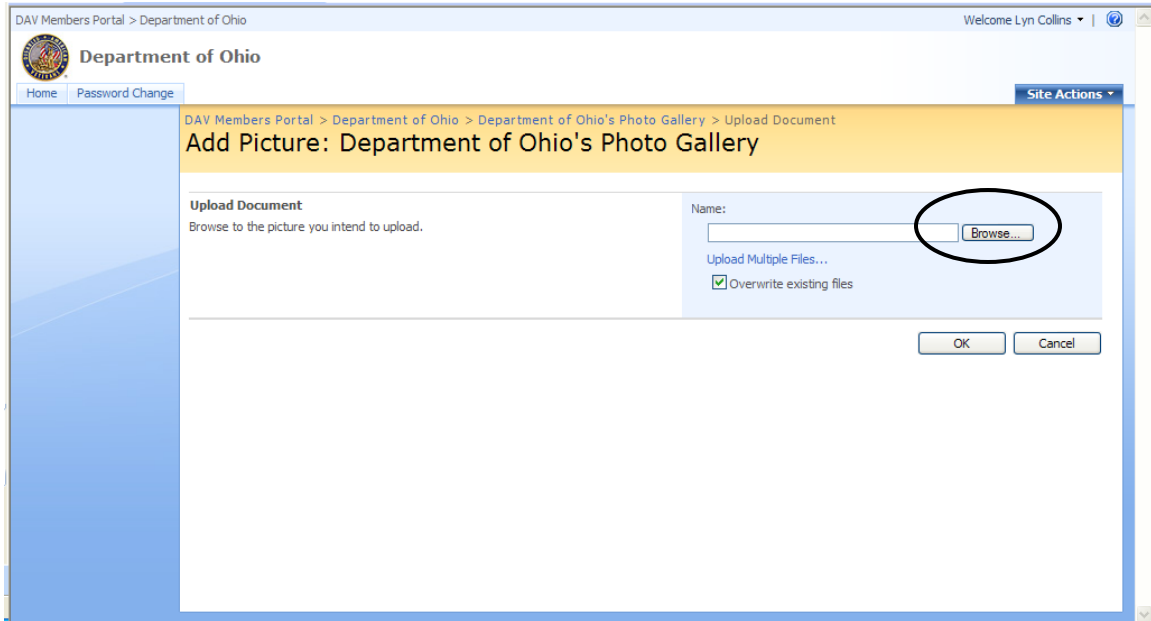
Department of Ohio's Photo Gallery

Thumbnail	Name
	Aircraft
	Jeff - July

Photos Page

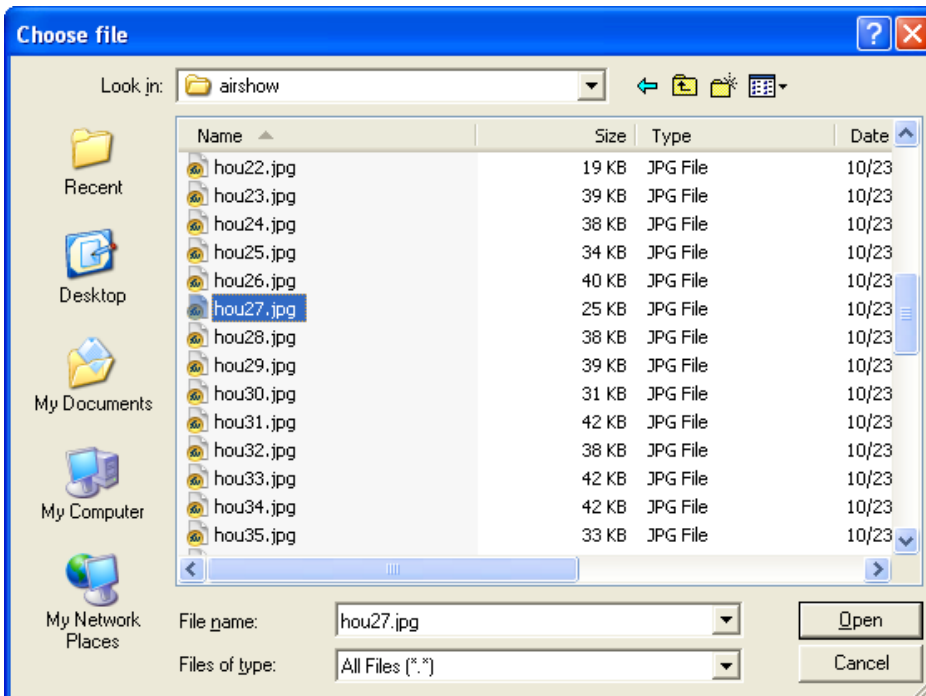
2. Click on **Add new picture**.

The **Add Picture** page displays:



Add Picture Page

3. To upload a picture, click on **Browse**.
4. The **Choose File** window displays; locate the image you want to upload and click on it to select it.



Choose File Page

5. Click on **Open** and then click **OK**.

The **Photo Properties** page displays:

DAV Members Portal > Department of Ohio > Department of Ohio's Photo Gallery > hou27 > Edit Item
Department of Ohio's Photo Gallery: hou27


The document was uploaded successfully. Use this form to update the properties of the document.

OK Cancel

Delete Item * indicates a required field

Name * hou27 .jpg

Preview



Title

Date Picture Taken 12 AM 00

Description

Used as alternative text for the picture.

Keywords

For example: scenery, mountains, trees, nature

Created at 4/18/2007 10:38 AM by Lyn Collins
Last modified at 4/18/2007 10:38 AM by Lyn Collins

OK Cancel

Photo Properties Page

6. Edit any properties of the picture.
7. Click **OK**.

Your new picture will display on your **Photos** page

To delete a photo from the Photo Gallery:

1. From the **Photos** page, click on the **Photo Gallery** link.

Photos

Department of Ohio




HOME	Department of Ohio's Photo Gallery		
NEWS	Thumbnail		
ABOUT US		Name	Aircraft
OFFICERS		Jeff - July	
SERVICES		Sunset	
EVENTS			
PHOTOS			
LINKS			

Photo Gallery

The **Photo Gallery Editing** Page will display.

2. Check the box for the photo you want removed.

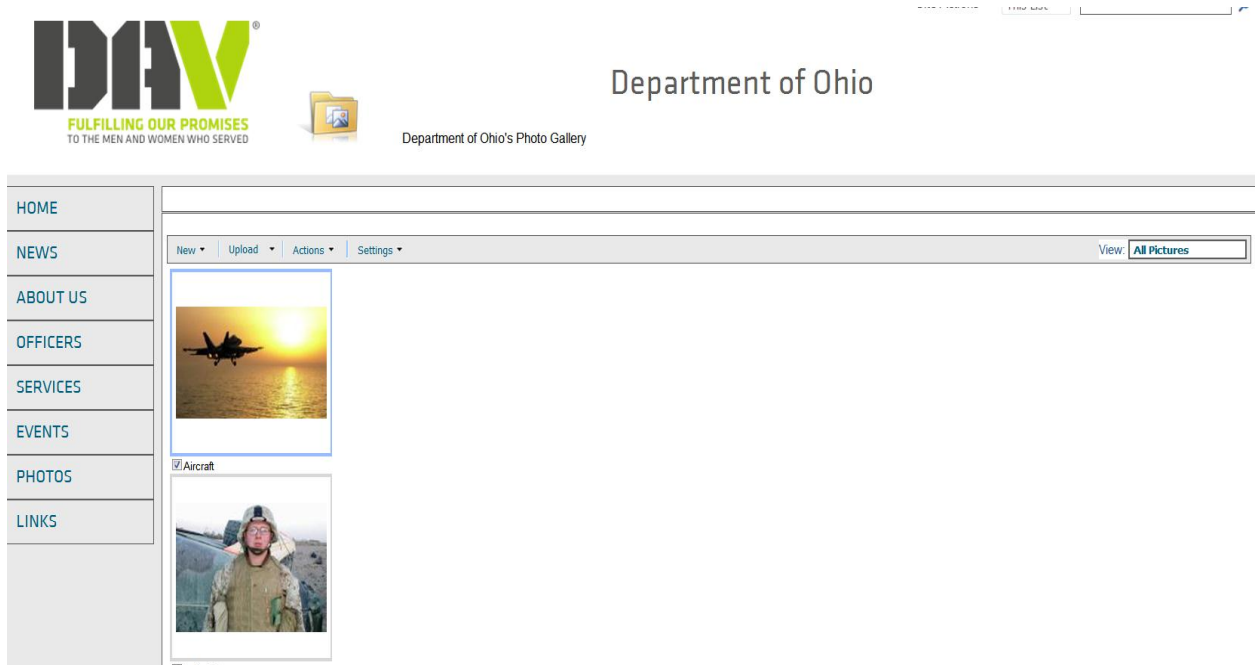
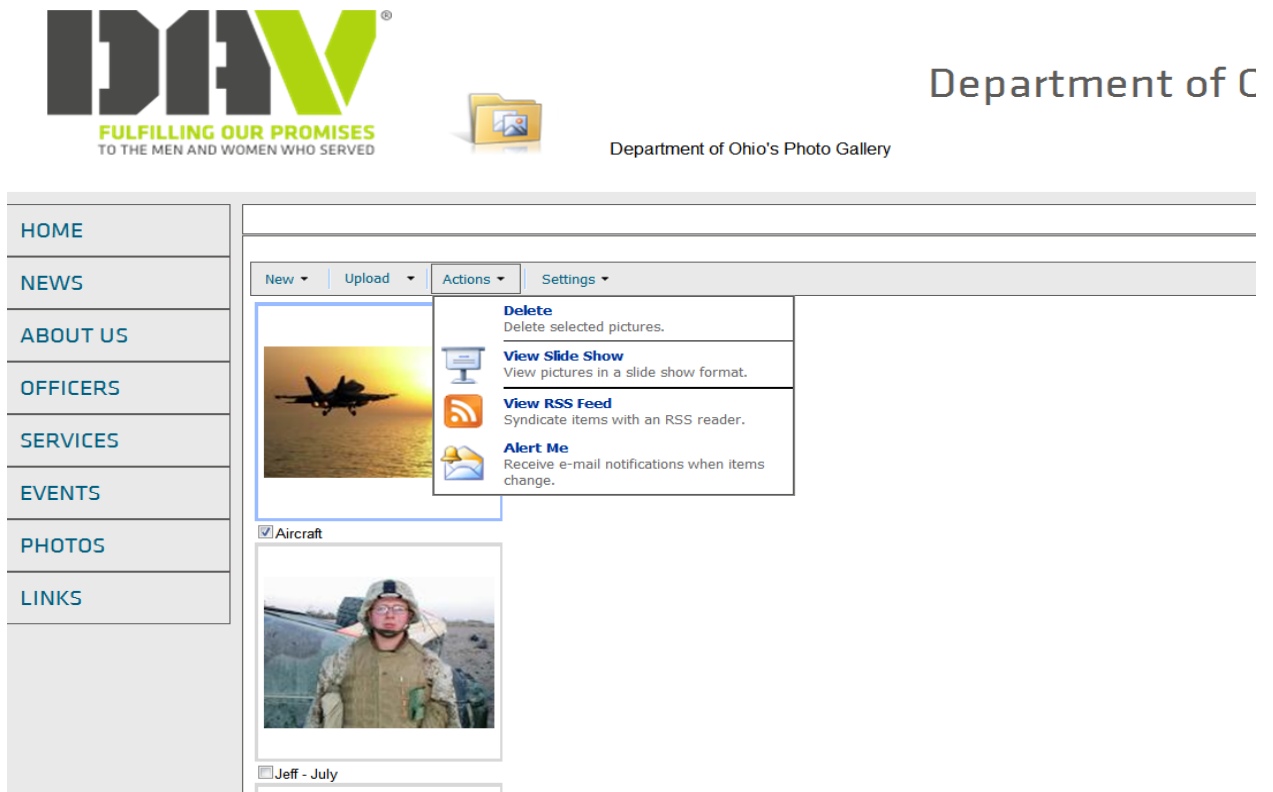


Photo Gallery Edit Page

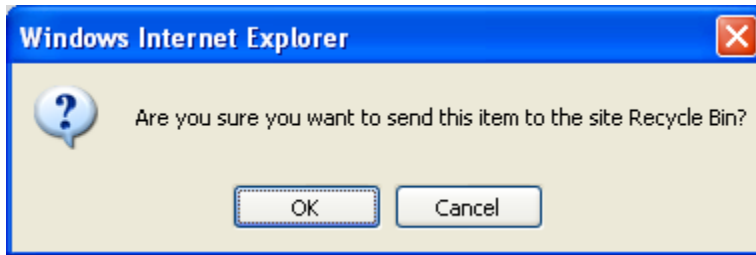
3. Click on **Actions** to display the **Actions** menu.



Actions Menu

4. Click on **Delete**.

You will be prompted with a message confirming that you want to delete:



5. Click **OK**.

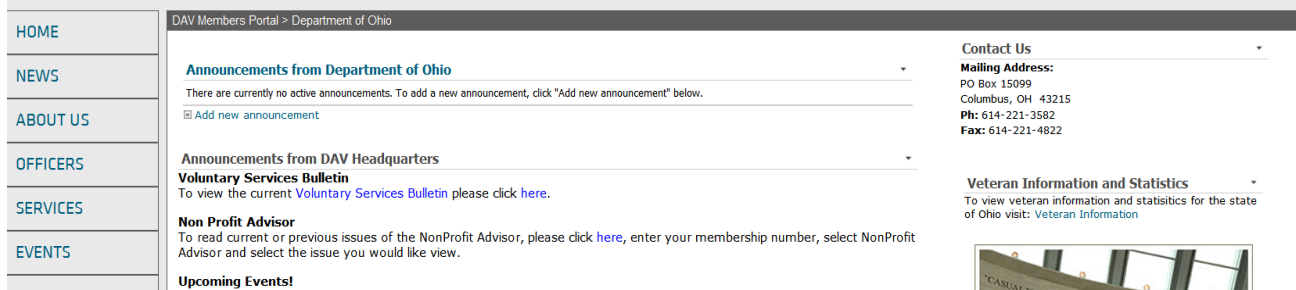
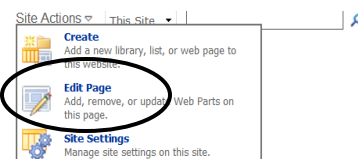
ADDING A CONTENT EDITOR WEB PART TO A PAGE

Each of the pages within your site is made up of web parts. These web parts, depending on their type, display different information. Some web parts are custom web parts which you can not modify, and other web parts are customizable by you.

For example, there is a Content Editor Web Part which allows you to display formatted text, tables and images. There is also an Image Web Part which allows you to display pictures and photos.

To add a Content Editor Web Part to a Page:

1. Locate the desired page where you want to add content.
2. Click on **Site Actions**.
3. From the drop-down menu that appears, click on **Edit Page**.

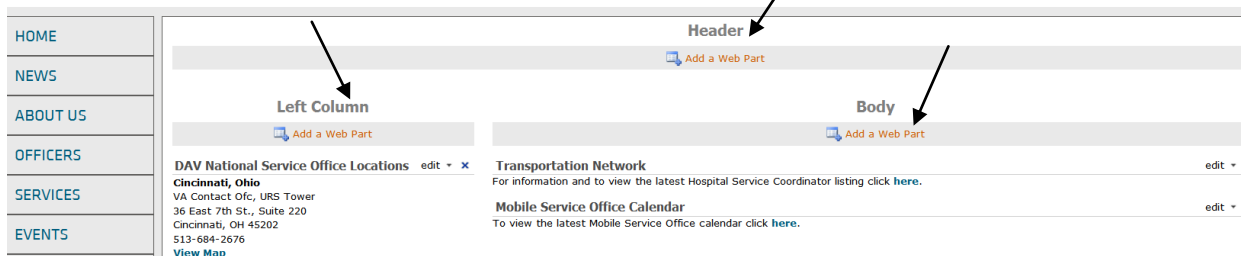


Site Actions Menu

The page will now display with editing properties for adding web parts:



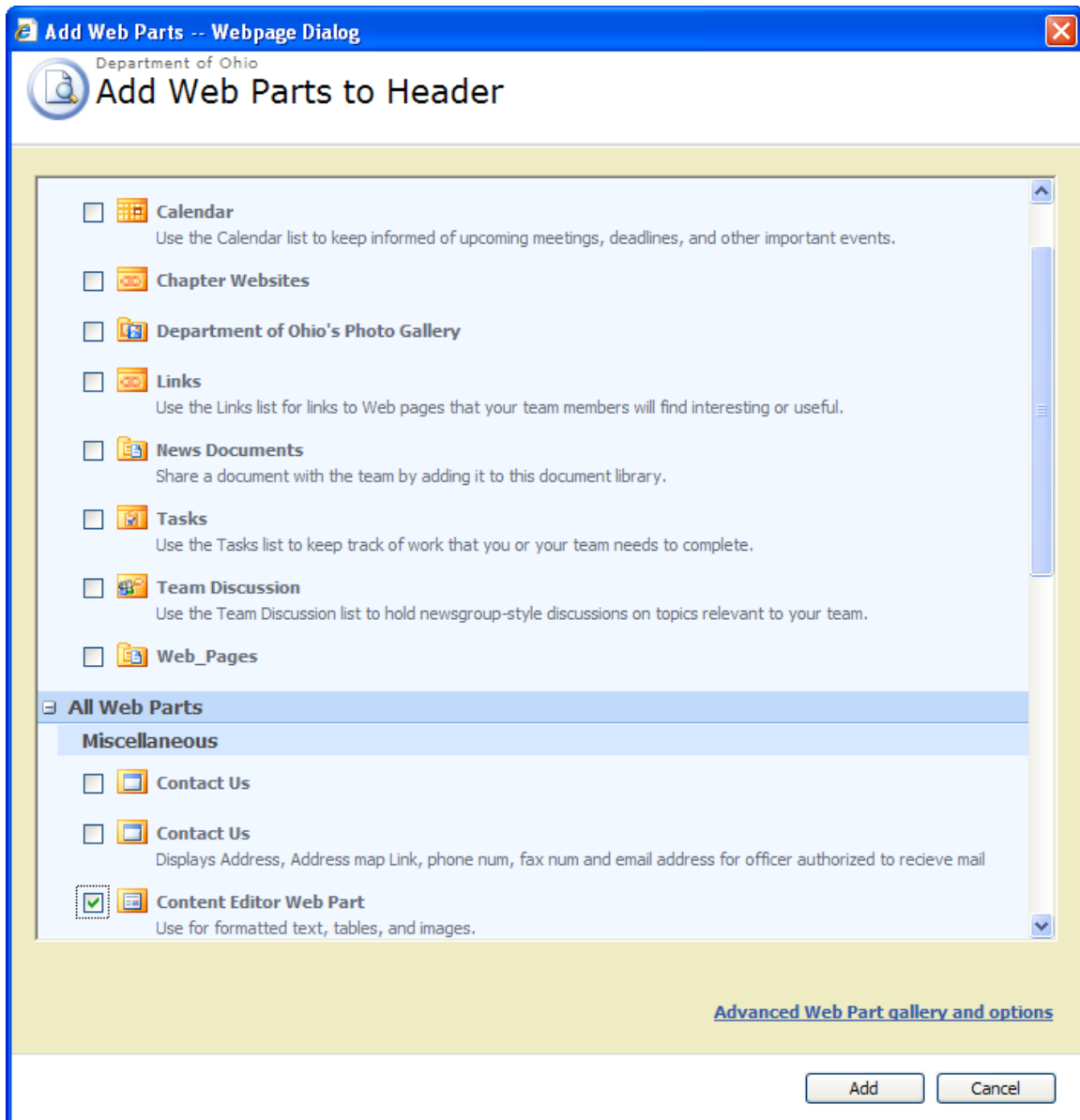
Department of Ohio



Add a Web Part

4. Click on **Add a Web Part** in the desired location on the page.

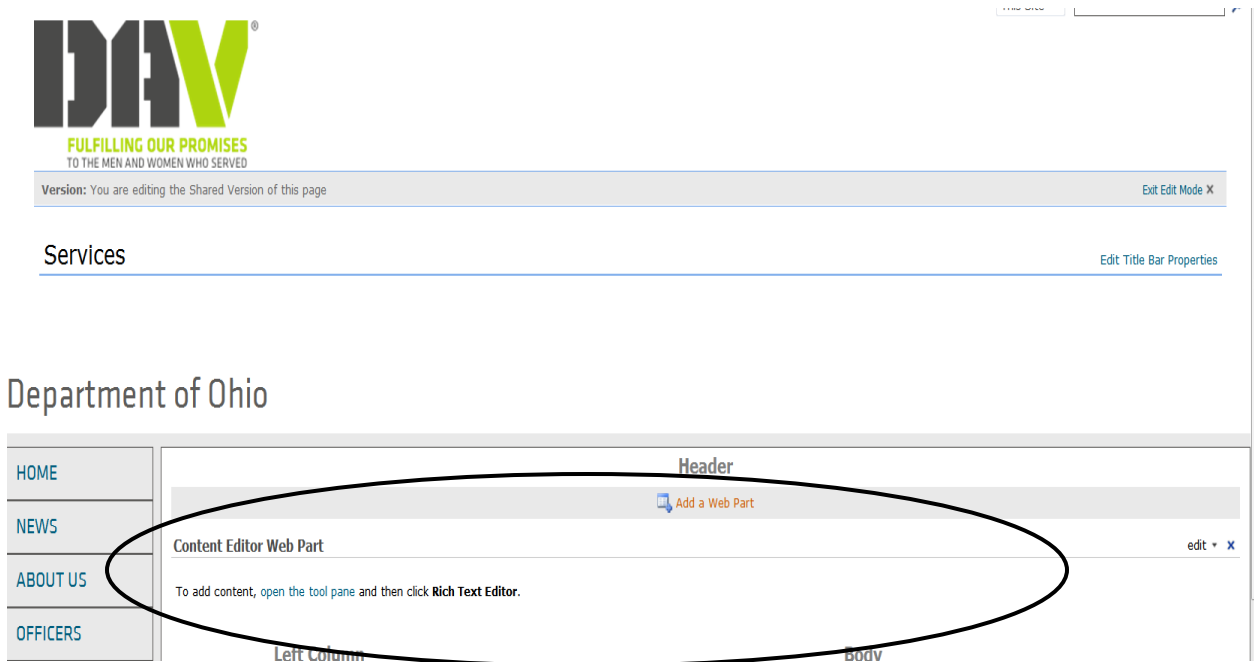
The **Add Web Parts** selection window will display:



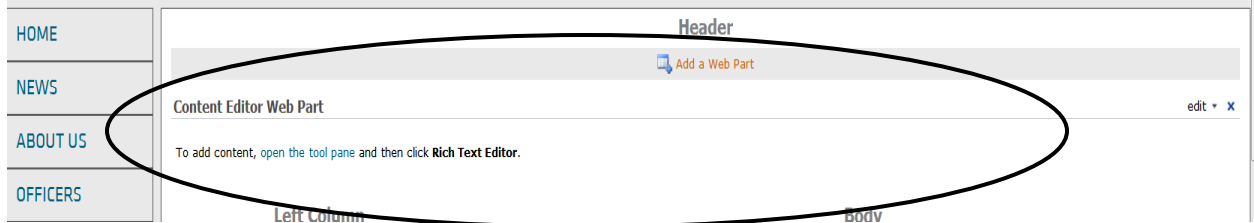
Add Web Parts

5. Scroll until you see the **Content Editor Web Part**, located under **Miscellaneous**.
6. Click on the small box next to the **Content Editor Web Part** to select it.
7. Click on **Add**.

The page will display with a new **Content Editor Web Part** for you to add content:



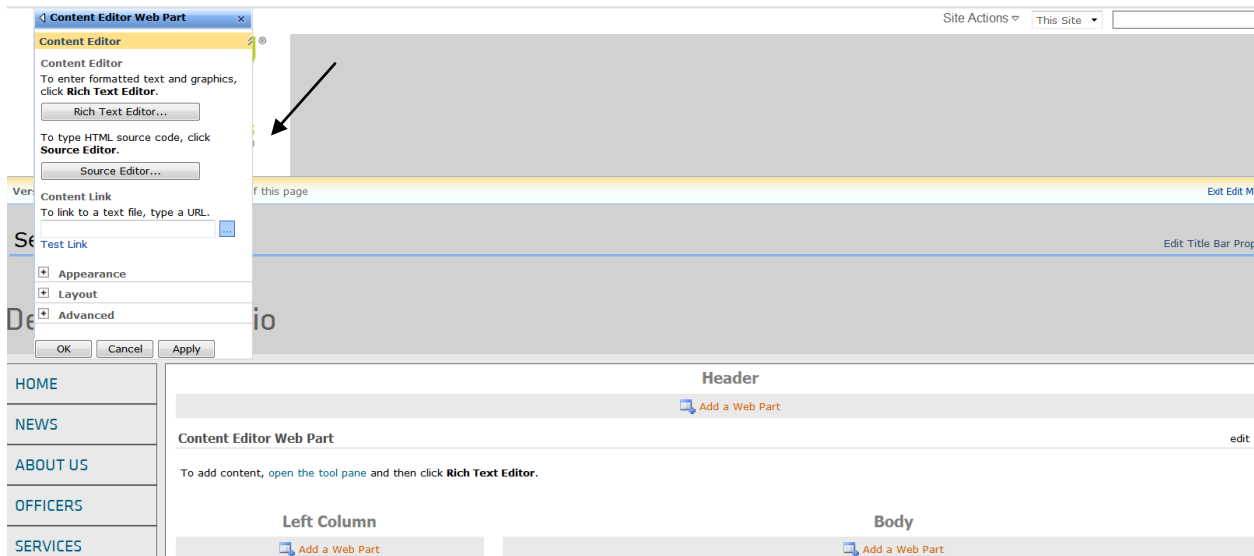
Department of Ohio



Content Editor Web Part

- To add content to the web part, click the hyperlink that says “**open the tool pane**”.

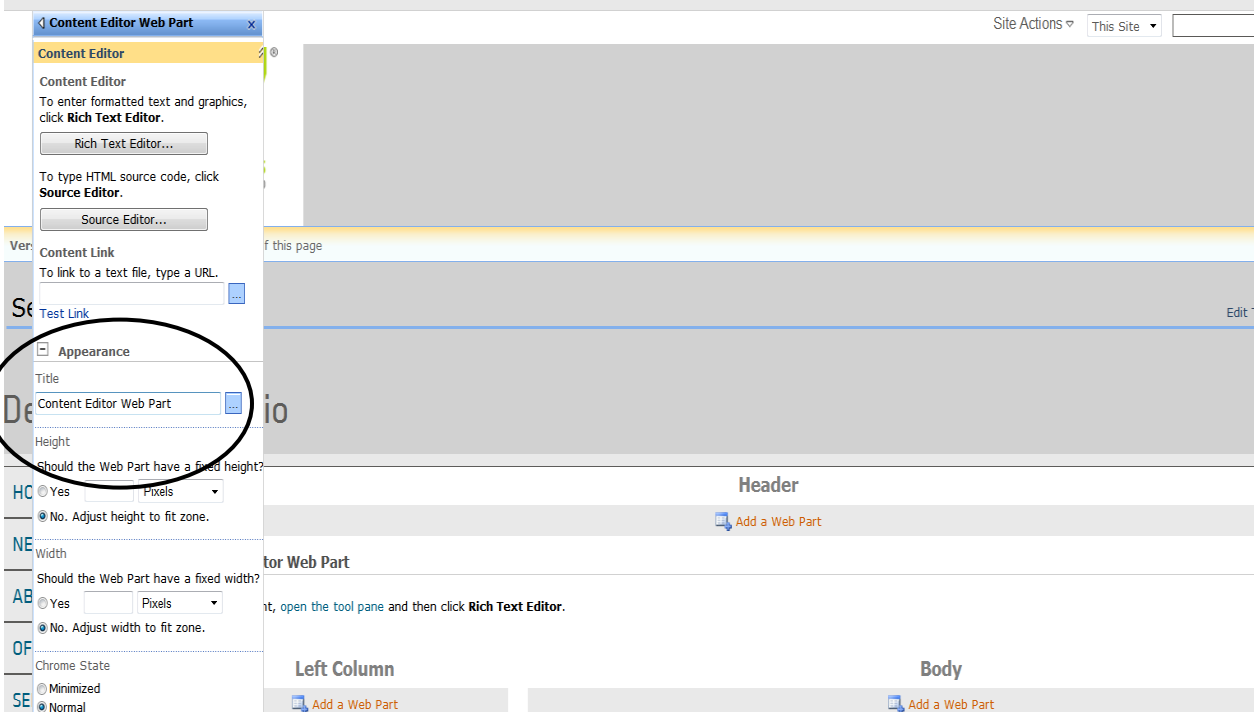
The **Content Editor** tool pane will open:



Content Editor Tool Pane

You will first want to change the title of the web part so that it does not say Content Editor Web Part. To do this:

- Click on the plus sign next to **Appearance** to display the title field.



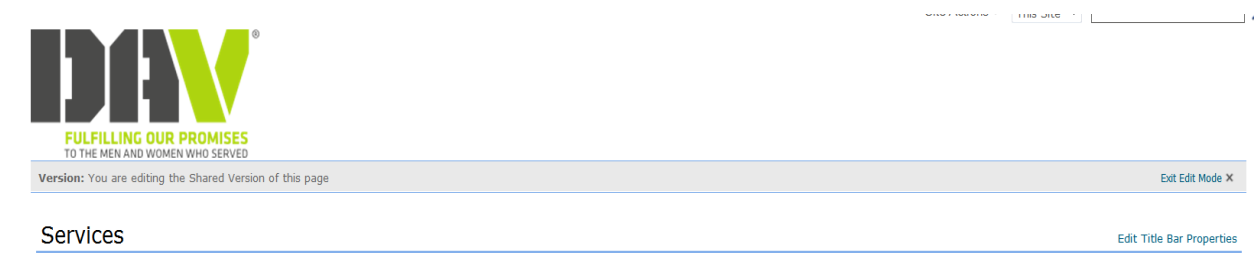
Title Field on Content Editor Tool Pane

In this example, my title will be *Additional Services* since I am adding this content on my Services web page.

10. Type your title in the **Title** field.

11. Click on **Apply**.

Your new title will now display on the web part:



Modified Title on Content Editor Web Part

