Content Query Web Part

The Content Query web part (CQWP) lets you query an individual list or library, a site and its subsites, or an entire site collection. The query can be limited to a specific type of list (such as Announcements) or library (such as a Document library) and the results can be filtered, grouped and sorted. Much of the CQWP’s power lies in this ability to work across sites.

NCDOT also uses the CQWP to display content in a manner that is more visually appealing and easy to use than the displays available through the use of standard SharePoint views and filters or the List View web part.

## Content

[CQWP on Inside NCDOT](#_Toc421016122)

[CQWP on Connect NCDOT](#_Toc421016123)

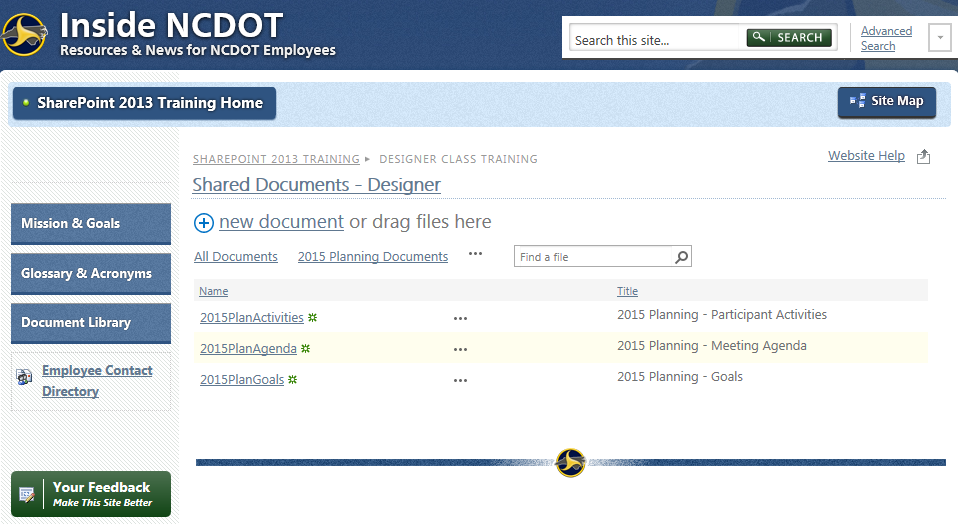
[Display Library Content](#_Toc421016124)

[Display Library Content from One Site on Another Site](#_Toc421016125)

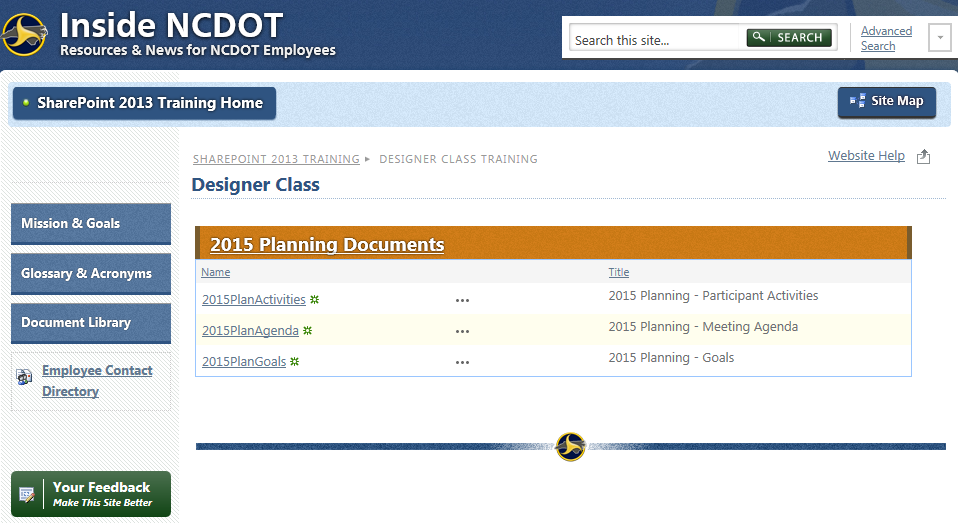
[Combine Content from Several Announcement Lists](#_Toc421016126)

## CQWP on Inside NCDOT

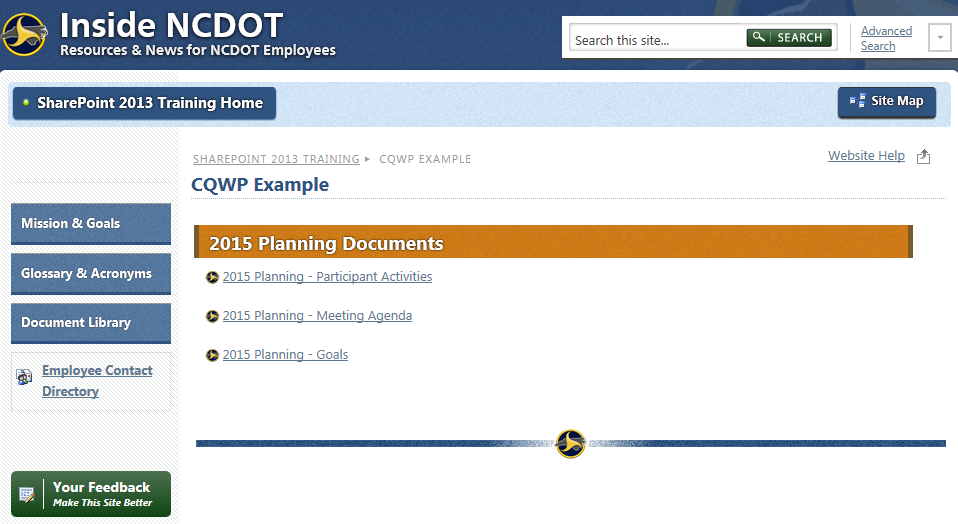
On Inside NCDOT, a view of 2015 Planning Documents in a Shared Documents library looks like this.



If you use the List View web part to display the 2015 Planning Documents view on another page, you can hide the toolbar and add a title to the web part make the look-and-feel more appealing.

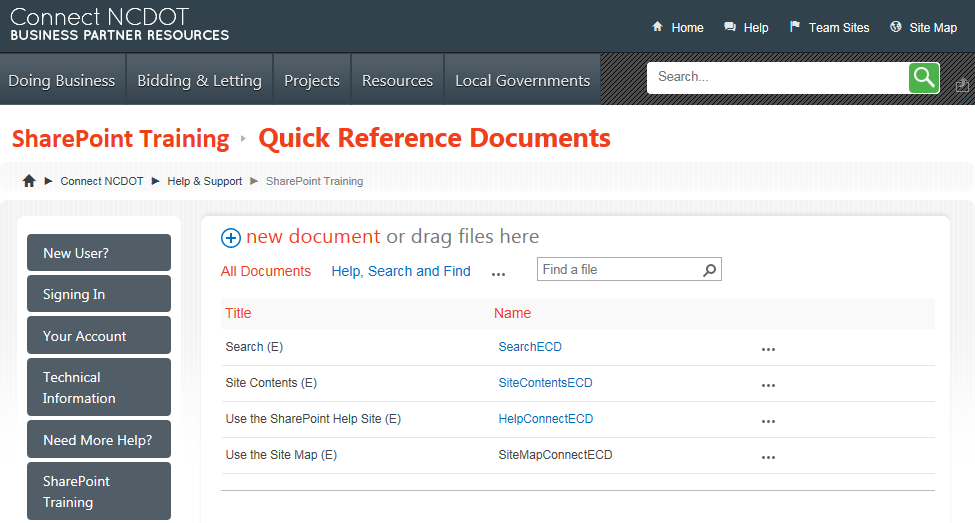


The CQWP displays the information in a much more pleasing manner, however, by using only the title with a link, removing the ellipsis, and using an image for the bullet.

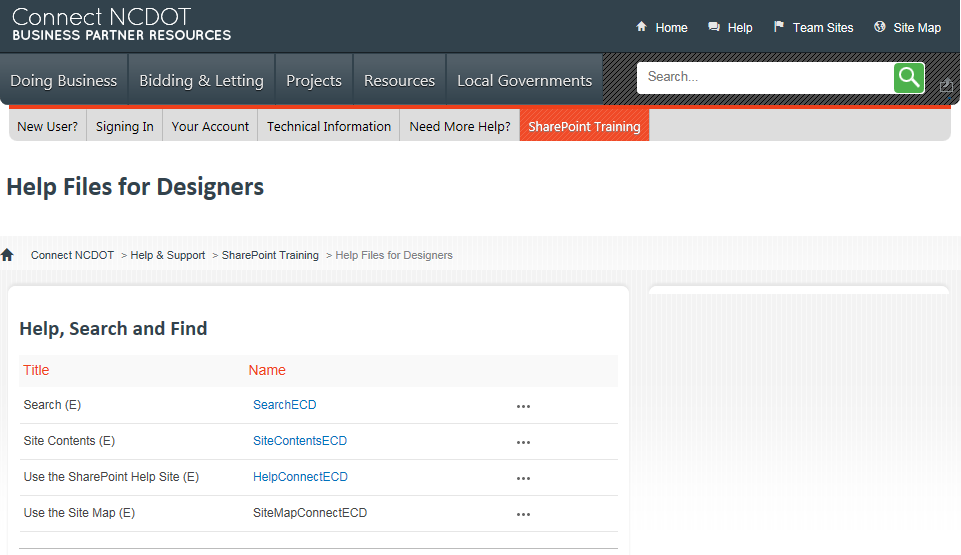


## CQWP on Connect NCDOT

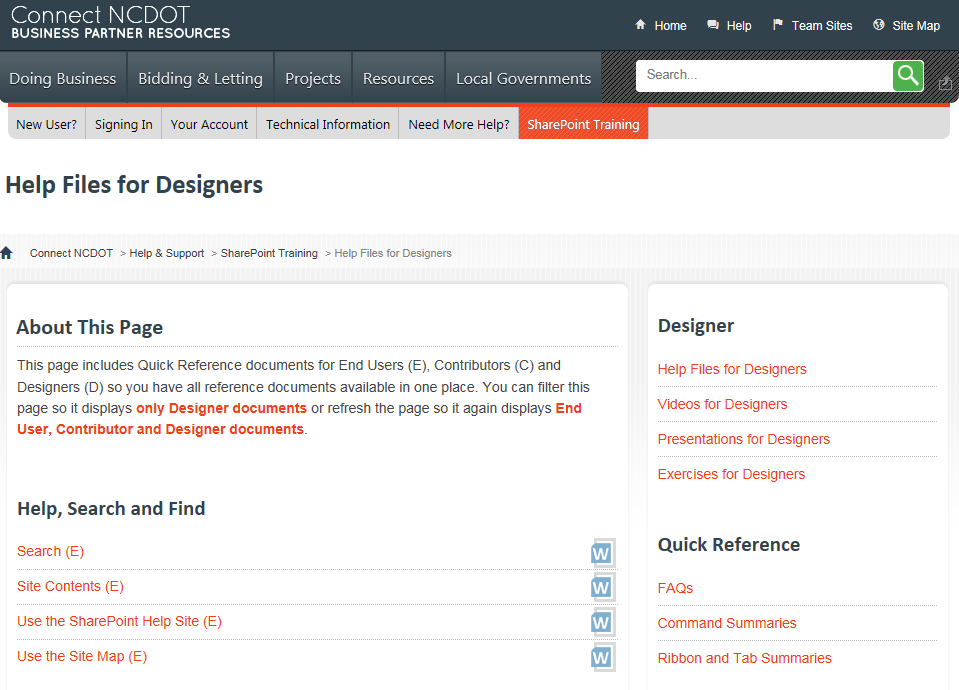
On Connect NCDOT, this is the Help, Search and Find view in a Documents library.



If you place the Help, Search and Find view on another page with the List View web part, you can hide the toolbar and add a title to the web part to improve the display.

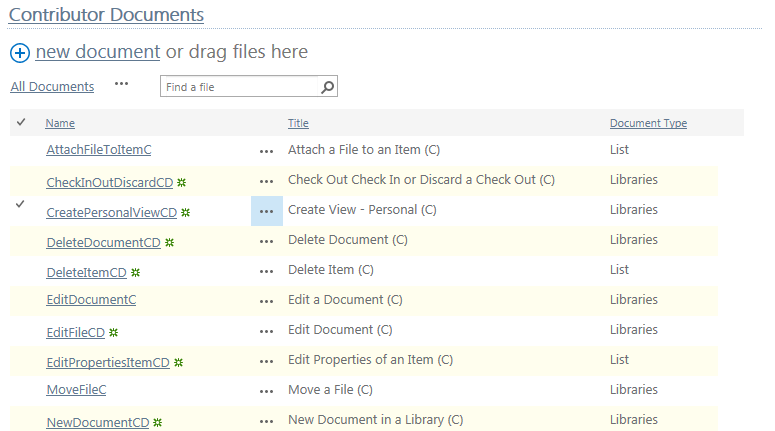


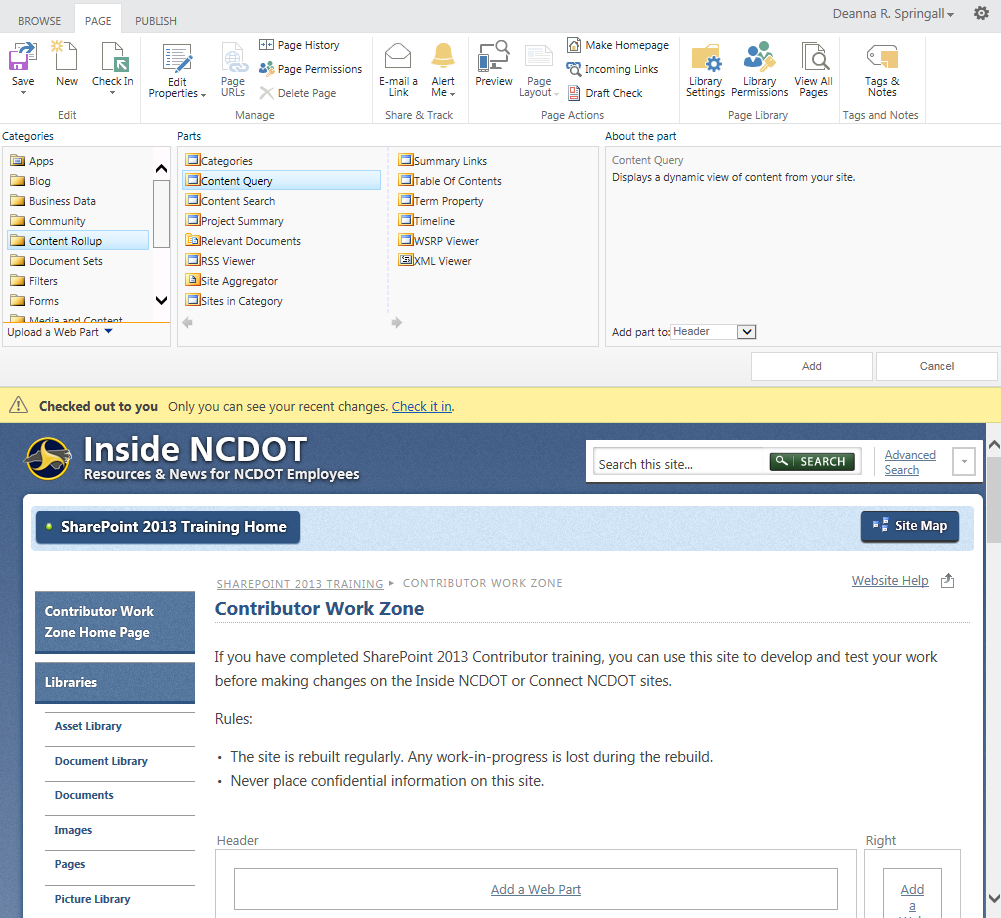
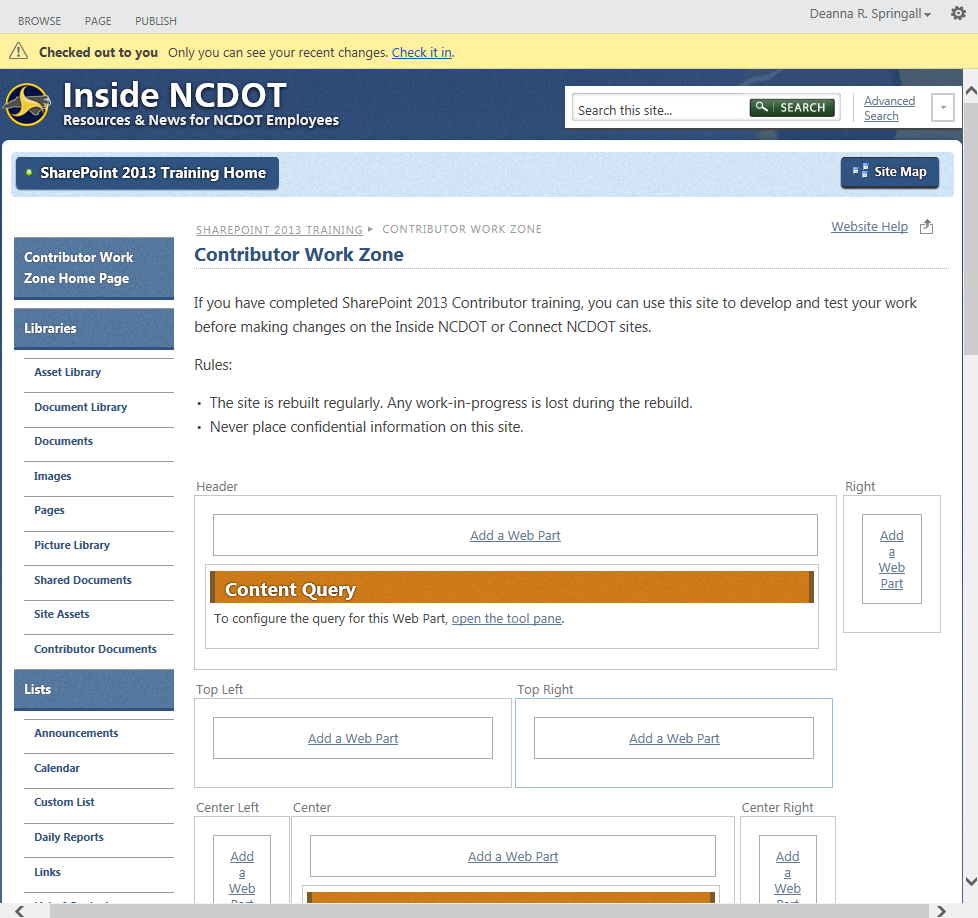
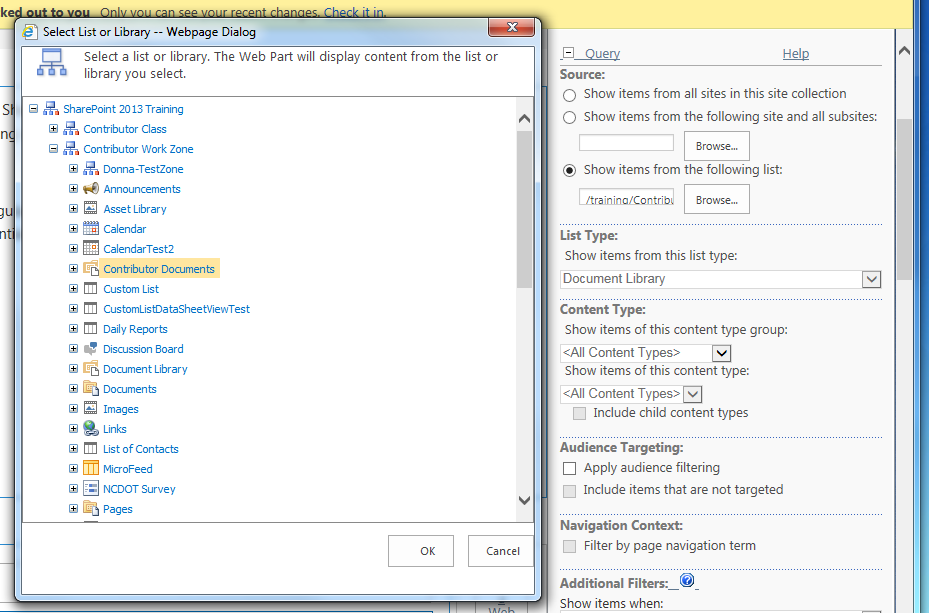
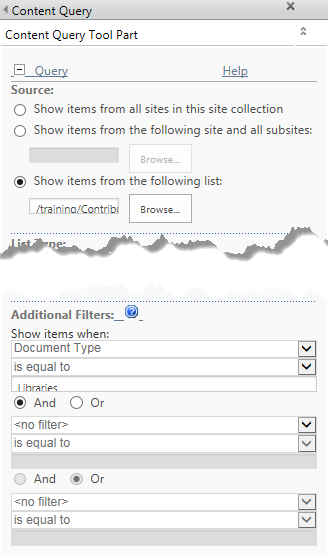
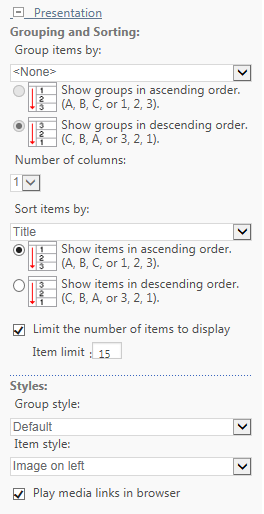
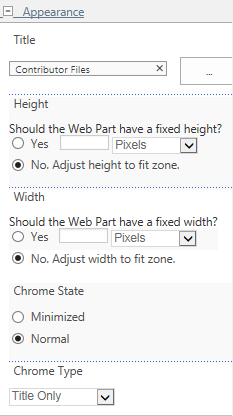
Again, the CQWP displays the information in a much more pleasing manner by using only the title with a link, removing the ellipsis, and using an image for the type of document.



## Display Library Content

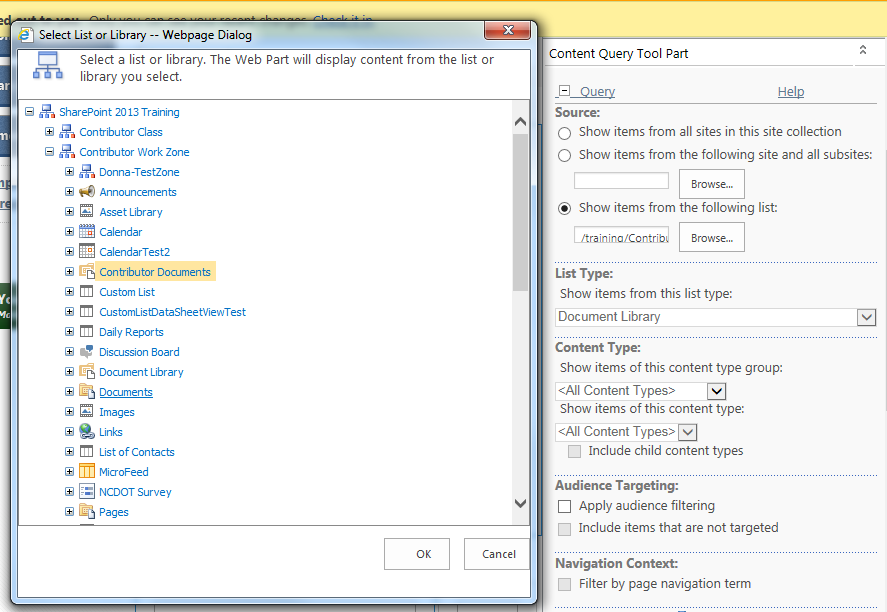
This example queries a library and displays selected documents from the library on another page in the same site. This is an example of the library and its contents.

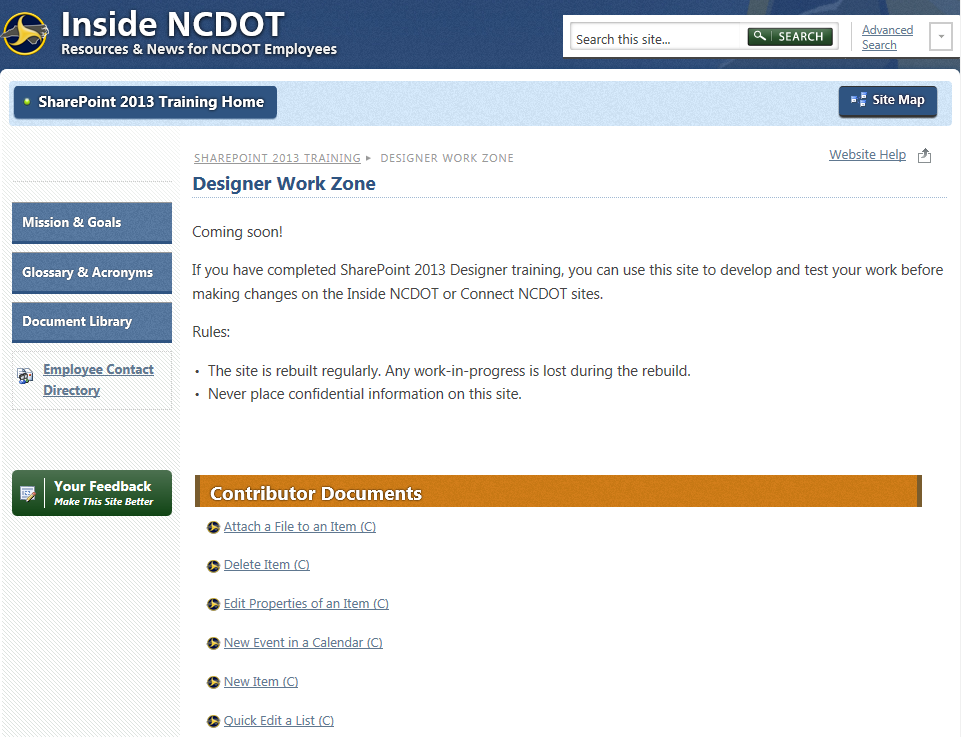


1. Navigate to the page where you want to add a CQWP.
2. Click the **Settings** gear, and click **Edit page**.
3. In the zone where you want to place the CQWP, click **Add a Web Part**. The web part gallery opens below the ribbon. In the **Categories** section, click **Content Rollup**. In the **Parts** section, click **Content Query**, and click **Add**.  
   
4. In the Content Query web part, click **open the tool pane**.   
   
5. In tool pane, expand the **Query** section.
6. Choose **Show items from the following list** and click **Browse**. Click the library containing the documents and click **OK**.  
   The default **List Type** and **Content Type** are correct and do not need modification. There is no **Audience Targeting** or **Navigation Context**.
7. Scroll down to **Additional Filters** and define a filter for **Document Type** **is equal to Libraries**.   
   
8. Expand the **Presentation** section. Sort items by **Title** in ascending order. The **Item Style** of **Image on Left** creates a bulleted list with a hyperlinked **Title**.  
   
9. Expand the **Appearance** section and enter **Contributor Files** as the **Title**.  
   
10. Click **OK** to close the tool pane. Remember to save, check in and publish the page so users can see your changes. This is an example of the result.  
    

## Display Library Content from One Site on Another Site

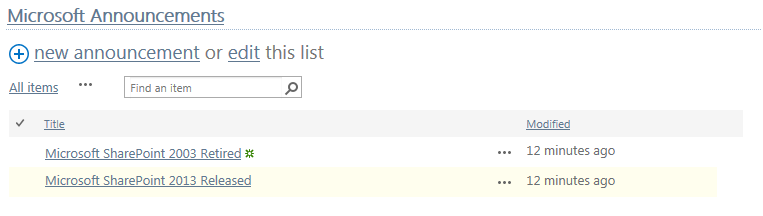
In the first example, you displayed a list from the same site. In this example, you are on one SharePoint site (Designer Training Zone) in the Training site collection but you are displaying a list from another SharePoint site (Contributor Training Zone) in the Training site collection.

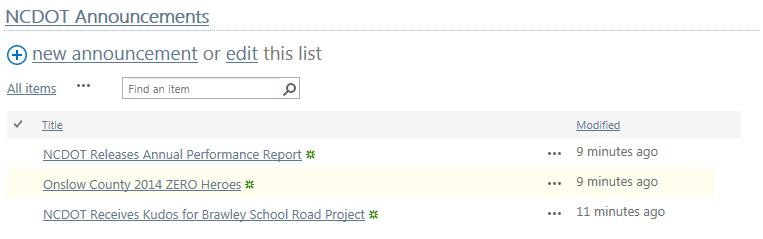
1. Navigate to the page where you want to add a CQWP.
2. Click the **Settings** gear, and click **Edit page**.
3. In the zone where you want to place the CQWP, click **Add a Web Part**. The web part gallery opens below the ribbon. In the **Categories** section, click **Content Rollup**. In the **Parts** section, click **Content Query**, and click **Add**.
4. In the Content Query web part, click **open the tool pane**.
5. In tool pane, expand the **Query** section.
6. Choose **Show items from the following list** and click **Browse**. Browse to the library containing the documents. Note that it is in a different SharePoint site. Click **OK**.  
   
7. The default **List Type** and **Content Type** are correct and do not need modification. There is no **Audience Targeting** or **Navigation Context**.
8. Scroll down to **Additional Filters**, and define a filter for **Document Type is equal to Libraries**.
9. Expand the **Presentation** section. **Sort items by Title in ascending order**. The **Item Style** of **Image on Left** creates a bulleted list with a hyperlinked **Title**.
10. Expand the **Appearance** section and enter **Contributor Files** as the **Title**.
11. Click **OK** to close the tool pane. Remember to save, check in and publish the page so users can see your changes. This is an example of the result.

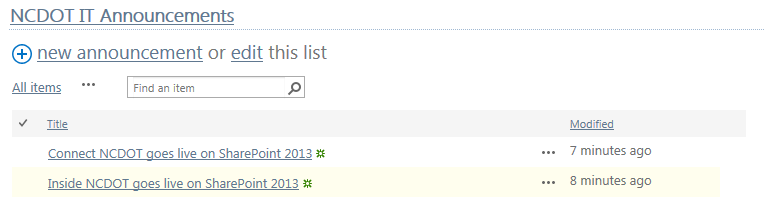


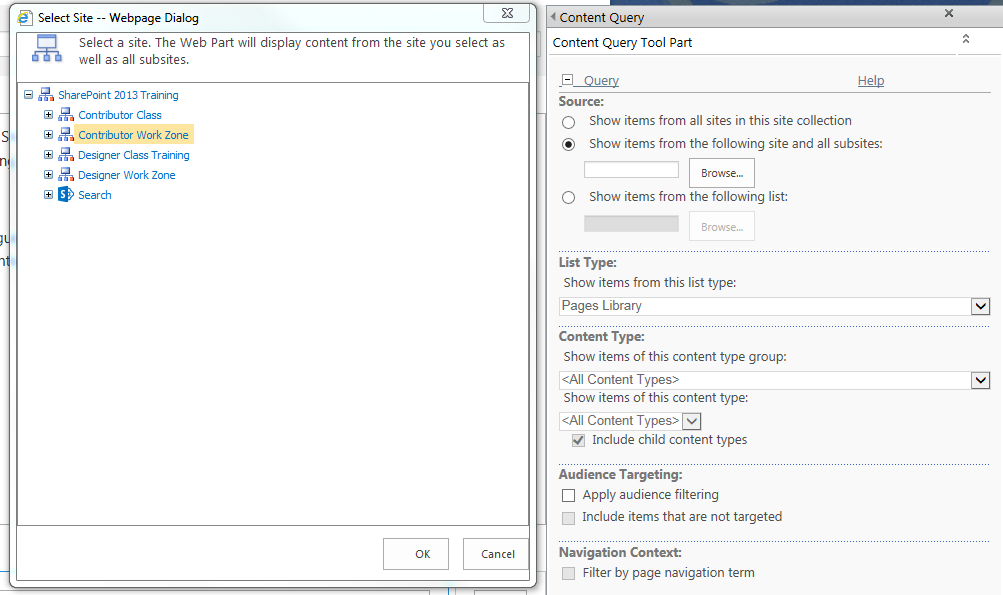
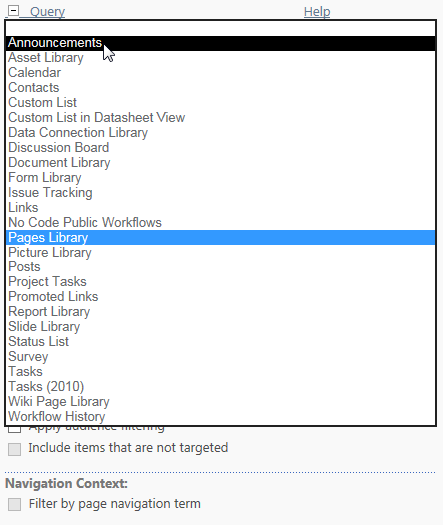
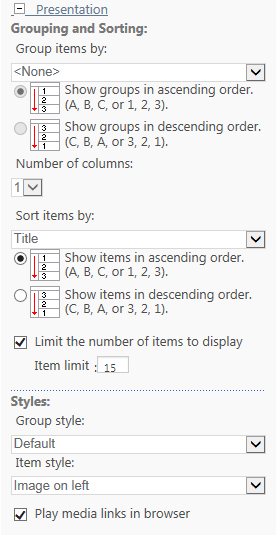
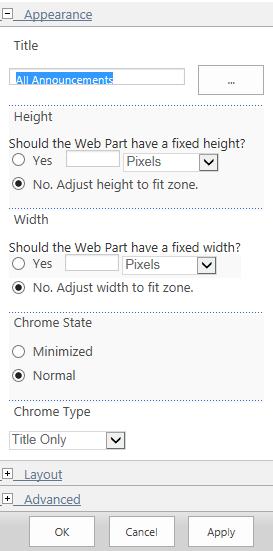
## Combine Content from Several Announcement Lists

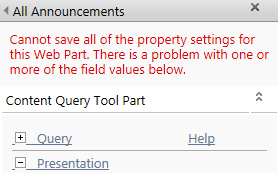
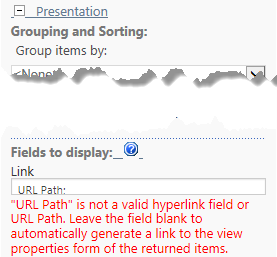
This example takes three announcement lists on different pages of a site and combines them into one list on the site’s home page. These are the three sets of announcements.







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3. In the zone where you want to place the CQWP, click **Add a Web Part**. The web part gallery opens below the ribbon. In the **Categories** section, click **Content Rollup**. In the **Parts** section, click **Content Query**, and click **Add**.
4. In the Content Query web part, click **open the tool pane**.
5. In the tool pane, expand the **Query** section.
6. Choose **Show items from the following site and all subsites** and click **Browse**. Browse to the site containing the announcement lists. Click **OK**.  
   
7. Click **Announcements** as the default **List Type**.   
     
   **Content Type** does not need modification. There is no **Audience Targeting**, **Navigation Context** or **Additional Filters** in this example.
8. Expand the **Presentation** section. **Sort items by Title in ascending order**. The **Item Style** of **Image on Left** creates a bulleted list with a hyperlinked **Title**.  
   
9. Expand the **Appearance** section and enter **All Announcements** as the **Title**.   
   
10. Click **OK** to close the tool pane.

* You may get an error message such as this.  
  
* Expand the sections of the tool pane until you see a further explanation. In this example, the problem area is in the **Presentation** section.  
  
* Delete **URL Path:** from the **Link** text box and click **OK**.

1. Remember to save, check in and publish the page so users can see your changes. This is an example of the result.  
   