The INSERT Tab

The **INSERT** tab in the SharePoint ribbon offers options to add certain types of content once you are in a web part or a page.

Note: The options available to you vary with your permissions.



## Tables Group

* **Table**: Add a table to the editable area. This option should be familiar to anyone who has used Microsoft Word or another Office product.

## Media Group

* **Picture**: Select an image to add to the editable area. Browse to the image on your computer, enter a URL (address) for the image, or browse to an image that has already been uploaded to SharePoint.
* **Video and Audio**: Select a video or sound file to add. Browse to the file on your computer, enter a URL (address) for the file, or browse to the file that has already been uploaded to SharePoint. You can also embed a video from another source (such as YouTube) if you have the embed code.

## Links Group

* **Link**: You can turn selected text into a link. Enter a URL (address) to link to, or browse to the destination if it is within SharePoint.
* **Upload File**: You can browse to and attach a file to a list item.

## Content Group

* **Reusable Content**: Insert standardized text (such as a contact number for the Help Desk) in many different places while maintaining it in one centralized location.

## Parts Group

* **App Part**: Insert an app (usually a list or library) into a page.
* **Web Part**: Insert a web part (including apps) into a page.

## Embed Group

* **Embed Code**: Call or email the Help Desk to request assistance from Web Services.