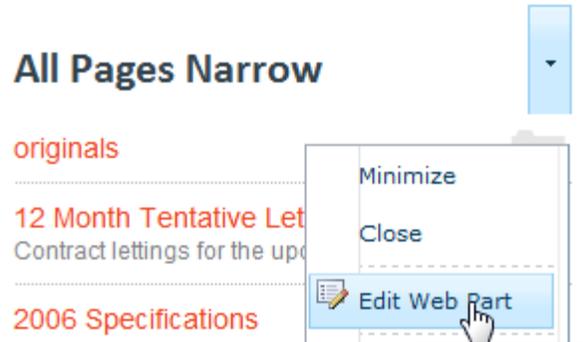


All Pages Narrow Web Part

The All Pages Narrow web part is used to add navigation to other pages on the site.

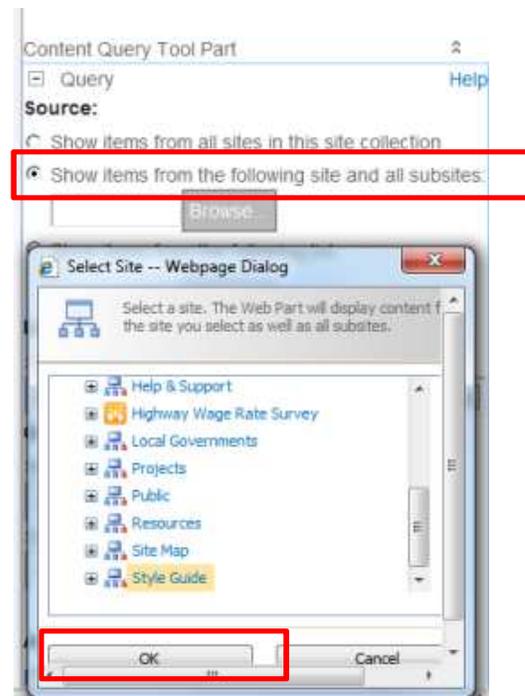
Editing the Web Part

- Click on the dropdown arrow in the web part and then click on Edit Web Part to open the **Content Query Tool Part**.



Configuring the All Pages Narrow Web Part

- In the **Content Query Tool Part** under **Source** select the option **Show items from the following site and all subsites** and click on Browse. In the Select Site window Navigate and select your site and click OK.



Sorting Pages

- Pages can be sorted in ascending or descending order by selecting the radio button in **Sort items by**.

Grouping and Sorting:

Group items by:
<None>

 Show groups in ascending order.
(A, B, C, or 1, 2, 3).

 Show groups in descending order.
(C, B, A, or 3, 2, 1).

Number of columns:
1

Sort items by:
Title

 Show items in ascending order.
(A, B, C, or 1, 2, 3).

 Show items in descending order.
(C, B, A, or 3, 2, 1).

Limit the number of items to display
Item limit: 15

Adding a Web Part Title

- Under Title in Appearance enter the name for your web part. Make sure Title Only or Default are selected in the Chrome Type Dropdown list.

Appearance

Title

Site Pages

Height

Should the Web Part have a fixed height?

Yes Select a unit of measure Select a unit of measure Pixels

No Adjust height to fit zone.

Width

Should the Web Part have a fixed width?

Yes Select a unit of measure Select a unit of measure Pixels

No Adjust width to fit zone.

Chrome State

Minimized

Normal

Chrome TypeChrome Type

Title Only

Layout

Advanced

Content Query Tool Part Apply and Save

To view and save the entries click on the **Apply** button located at the bottom of the Content Query Tool Part. This will save the entries and leave the Query Tool Part open if you wish to make additional changes. Click **OK** in the Content Query Tool Part when you are ready to complete adding the web part.

OK Cancel Apply

Saving and Publishing Pages

- In order to view the page with the web parts. Click on either **Save & Close** (this will save the changes but the page will remain Checked Out). Click on **Check In** when the changes are complete.
- Fill in any comments and then click Continue. The page is now checked in and ready to publish.
- To publish the page to production click on the **Publish tab** and then click on Publish. The time from Publish to Production is about 45 minutes.

