

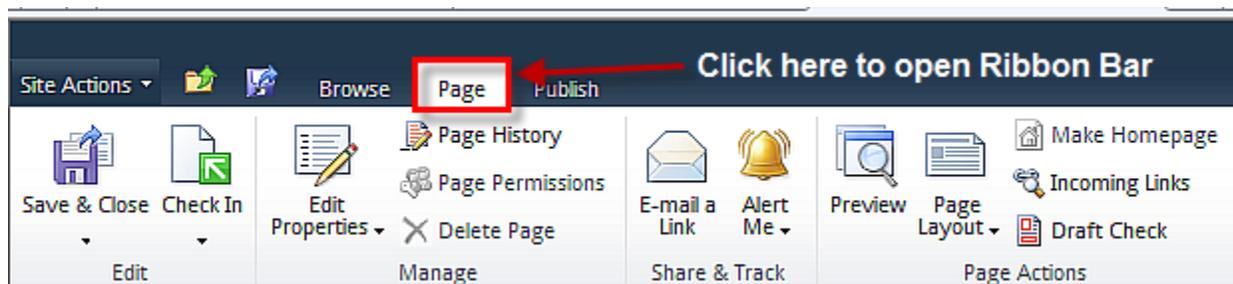
Cross Site Shared Content

The Cross Site Shared Content web part allows you to pull existing content from another SharePoint website and place it on your own site. With the Cross Site Shared content web part, content can be maintained by the appropriate area on the source site, and that content will be automatically displayed on any other site which pulls that content using the shared content web part. This eliminates the need to maintain the same content in two places and helps ensure consistency across DePaul websites.

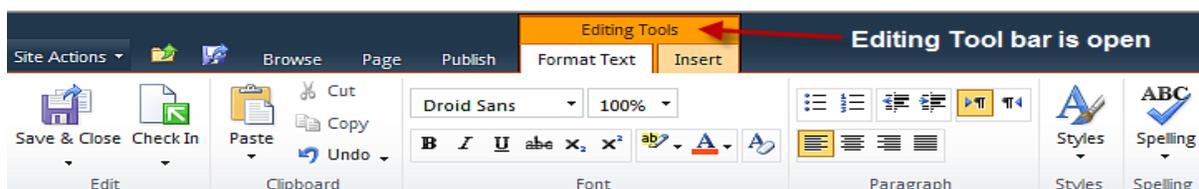
1. **Open** up an **Internet Browser**, (Note: the recommended and approved browser for Windows being Internet Explorer and the browser for Macintosh being Firefox).
2. **Navigate** to the page you will be editing. Click on the **Editor Login** link.
3. Use your Campus Connection User ID and password to **authenticate**.
4. Click on **Site Actions** drop down, highlight **Edit Page** and **Click**.



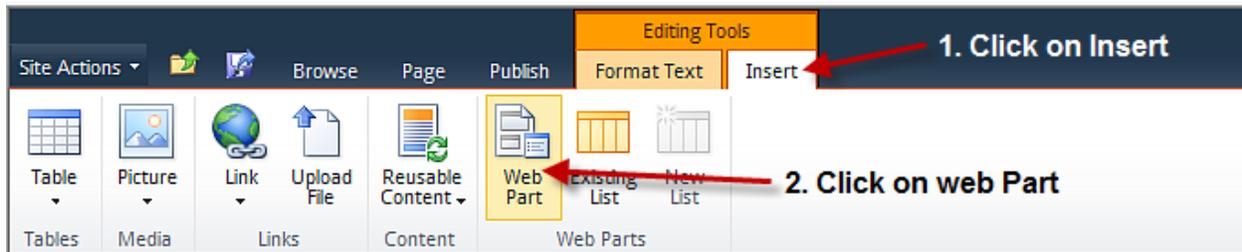
5. This will give you access to the editing tools. If the **Ribbon Bar does not open** up automatically you will need to **click on the Page tab**.



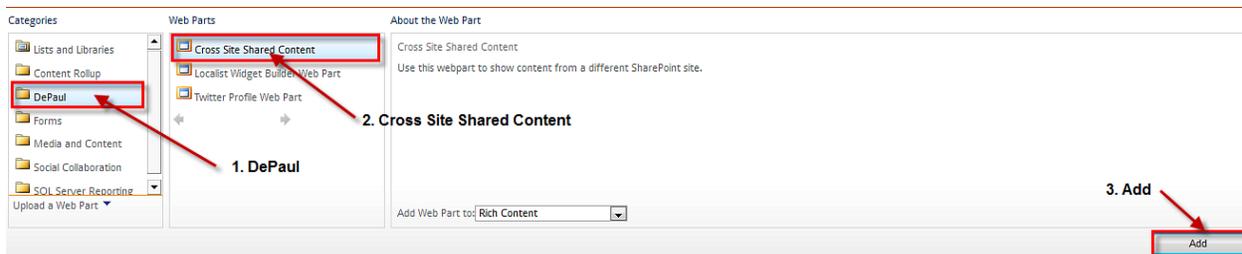
6. Find the location within the document where you need to place the Shared Content, put your cursor there and click. This will open up the **Editing Toolbar** contextual menu that you will need. It will be highlighted in orange.



7. Click on the **Insert tab** to open up more options and then click on **Web Part**



8. From the Dialog box that opens up.
- 1) Click **DePaul**
 - 2) Slide over and **Click Cross Site Shared Content**
 - 3) Click on **Add**



9. It will insert the **Cross Site Shared Content Web Part** as shown below. Click on **Configure Web Part** link to start the procedure

Cross Site Shared Content
 | [Configure Webpart](#) ← **Click on link**

10. The **Configure Shared Content** dialog box will open. You will need to open up a **separate browser window** and navigate to the SharePoint site from which you want to pull in the content. You want to **Copy the URL** for use in the next step.

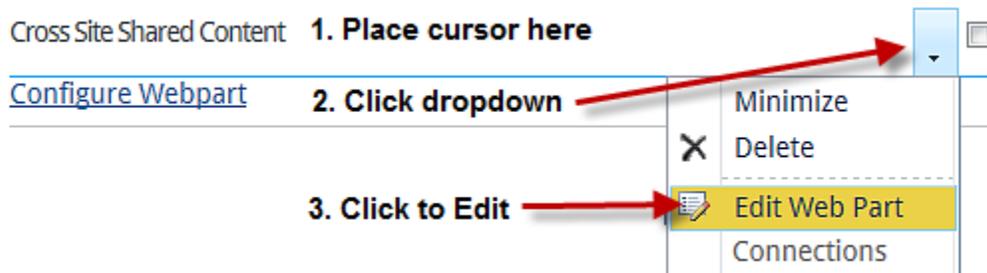
11. In the **Configure Cross Site Shared Content** dialog box you are going to do the following:
- 1) **Paste the URL** in the text box for the page that contains the content you wish to display.
 - 2) **Select which page field** you would like to use. **By default**, the web part is configured to pull from the **"Main Page Content"** field, but in some cases you may want to select **Additional Page Content 1, 2, or 3** to pull content from another page field.
 - 3) Click on the **Preview** button to see what content will be pulled from the page field.
 - 4) Once you have the correct page field selected, decide if you would like to **add text** to the bottom of your shared content area telling site visitors where the content originated from. To do so, **check the "Cite Page"** checkbox. **Otherwise** make sure that **Cite Page** box is **not checked**.
 - 5) **Save & Close** to insert content.

The screenshot shows the 'Configure Cross Site Shared Content' dialog box with the following sections and annotations:

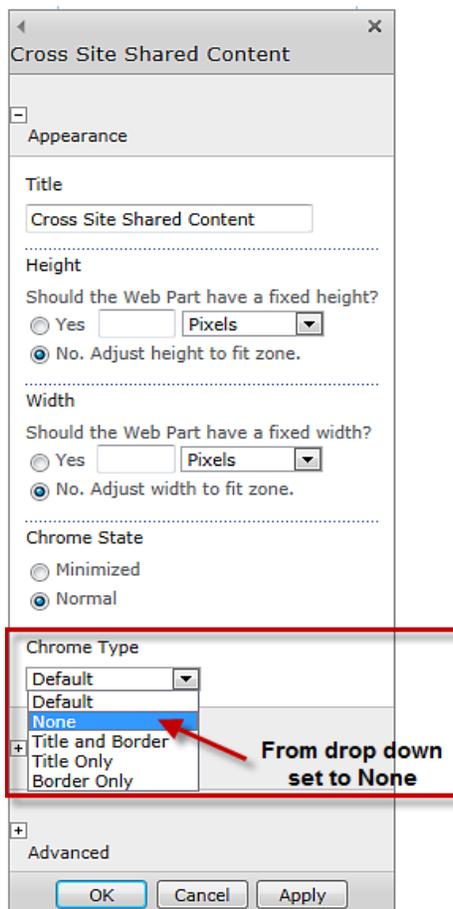
- Source Page:** A text box for the URL is highlighted with a red box and labeled '1. Paste URL of Source'.
- Page Field:** A dropdown menu is set to 'Main Page Content' and labeled '2. Set to "Main Page Content" or "Additional Page Content"'.
- Content Preview:** A 'Preview' button is highlighted with a red arrow and labeled '3. Preview Content'.
- Cite Page:** A checkbox labeled 'Check box to show citation:' is highlighted with a red arrow and labeled '4. Click to add Citation or Uncheck as default'.
- "No Content" Message:** A text area for an error message is shown.
- Buttons:** At the bottom, the 'Save & Close' button is highlighted with a red arrow and labeled '5. Save & Close'.

12. The content will now be shared on your page. Any published changes made on the source content will automatically be updated on your page.

13. To **remove** the “Cross Site Shared Content” title of the web part
- 1) Move your **cursor over the top** of the web part until a **dropdown arrow appears**.
 - 2) Click on the **dropdown arrow** to expose the menu.
 - 3) Select **Edit Web Part**.



14. Locate the field for **Chrome Type** and change it to “None” and click **OK**.



15. **Complete** the normal **editing process** for a page; **Save & Close**, **Check In**. Then start the **publishing process** for the page **Publish** and **Submit**.