

Stats Quote Lite

Stats Quote Lite is used to reinforce subject matter on the page that is displayed to your audience. **Stats Quote Lite is a web part** that can be inserted on the right side (rail) of your page that provides emphasis to your page message by adding color and even an image. You can use this web part as a “call to action”, directing site visitors to “click” for more information or to take the next step, or just as a simple “Did you know...” type of banner ad. There are three different styles that you can select; simple text, text with a call to action (text links to web page or document), and text with an image and a link.

The instructions below give you the **basic web part insertion** and configuration information in **Section One**. Then the following sections describes setting up each style of stats/quotes items.

Section One: Basic Steps, used for all Stats/Quotes Lite Items

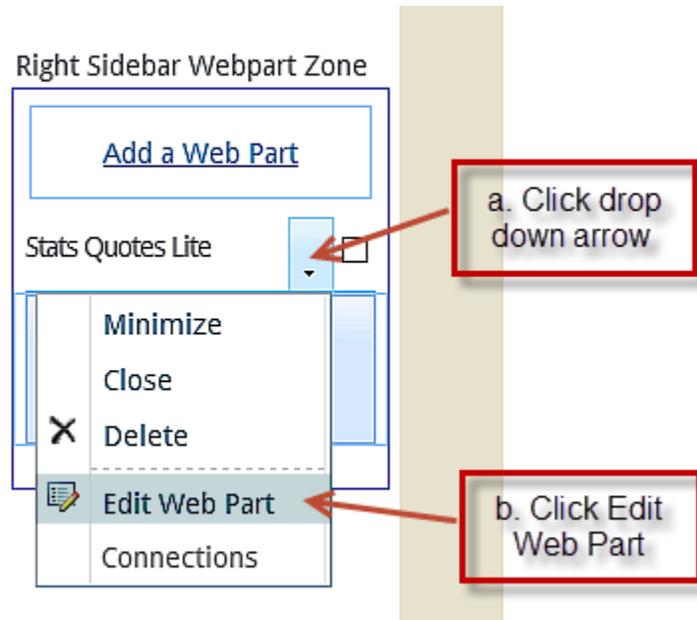
1. Navigate to page that you wish to add a stats/quote web part
2. Log in to page using **Editor Login** at bottom of page.
3. Click on **Edit**
4. The Stats Quote Lite web part will need to be added to the right side of the page. Click on **Add a Web Part** as shown below.

The screenshot shows a SharePoint page titled "Russ New Stuff" under the "About" section. The page has a navigation menu on the left with items like "Brady Johnson Training", "Ashley Ford Training", "Page Navigation Title", "Training Request", "Russ New Stuff", "Russ Forms", and "Talk to Ledger & Quill (btc test)". The main content area has a "Navigation Title" field containing "Russ Demo", a "Heading" field containing "Stats Quote", and a "Main Page Content" field with the text: "This page has been established to create the different types of documentation for the various web parts available in DePaul's implementation of SharePoint". A red box labeled "Click here to start" points to the "Add a Web Part" button in the "Right Sidebar Webpart Zone".

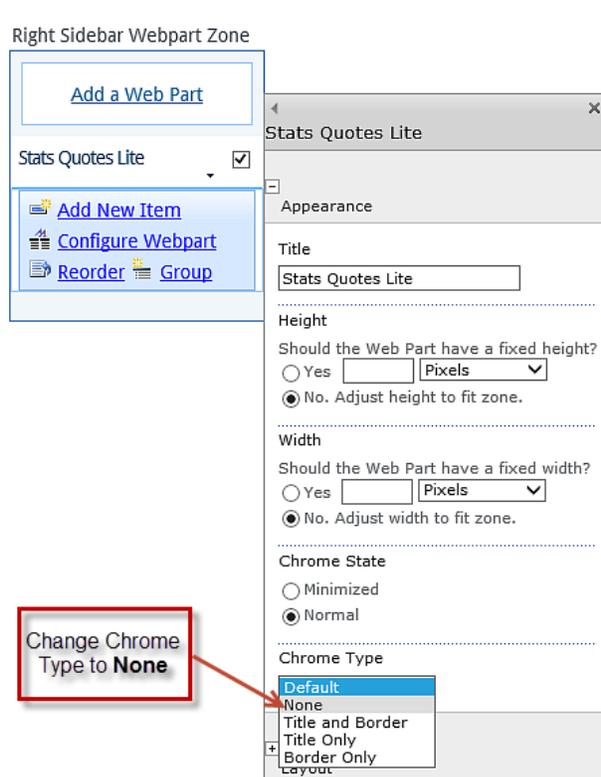
5. From the ribbon bar that opens up, use the mouse to click in the following order:
 - a. DePaul
 - b. Stats Quote Lite
 - c. Add

The screenshot shows the SharePoint ribbon bar with the "Web Parts" tab selected. The "Categories" list on the left includes "Lists and Libraries", "Content Rollup", "DePaul", "Forms", "Media and Content", "Social Collaboration", and "SQL Server Reporting". The "Web Parts" list shows "FAQ" and "Stats Quotes Lite". The "About the Web Part" pane shows "Stats Quotes Lite" and "Stats Quotes Lite WebPart". The "Add Web Part to:" dropdown is set to "Right Sidebar Webpart Zone". A red arrow labeled "c" points to the "Add" button.

6. You first will need to do some **basic editing** on the Web Part itself.
 - a. **Slide your mouse** over the **Stats Quote Lite** title to expose the drop down arrow just to right, then **click on the arrow** to expose edit web part menu
 - b. Click on **Edit Web Part**



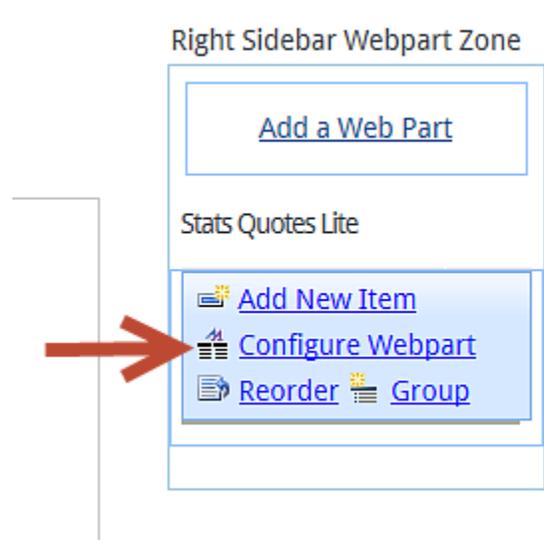
7. From the Web Part menu, **change the Chrome Type to None** and click OK.



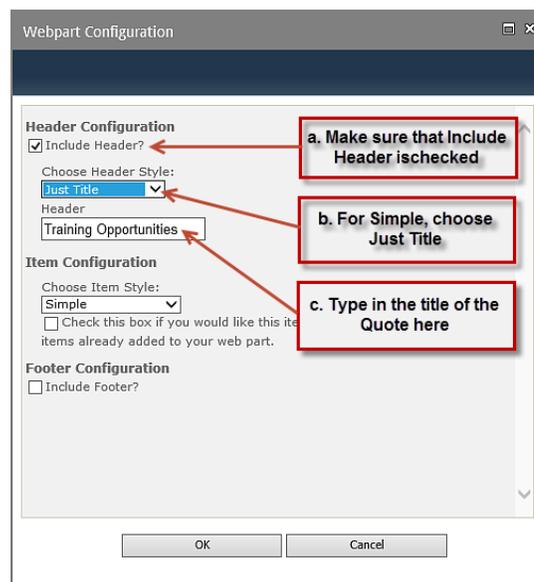
Section Two: Simple Text Stats/Quote Lite Item

These are the instructions for adding a Simple Text stats/quote item to your page. If you want to include a link and/or an image, skip down to section three or four below. You should **have completed Section One** above before proceeding.

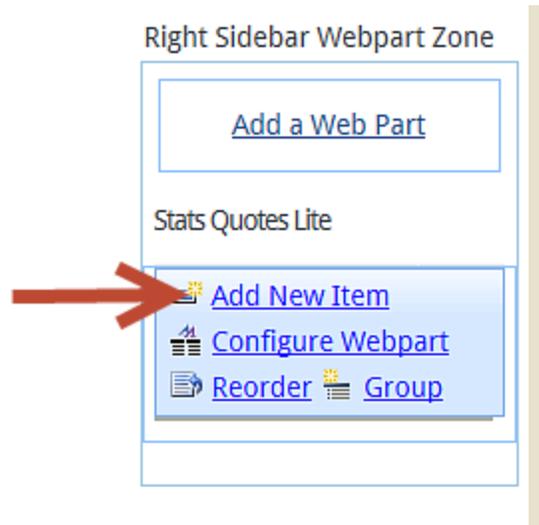
1. Click on **Configure Web Part**



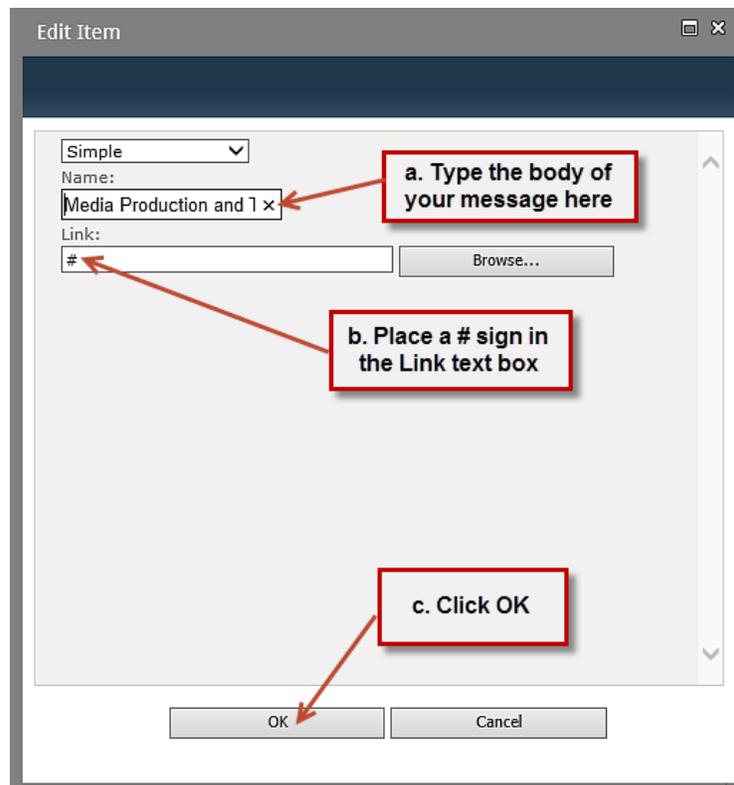
2. At this step, you will be configuring the text that appears on the top half of the stats/quote item. This is called the **“Header”**. On the dialog box that opens up, make the follow entries:
 - a. Click on **check box by Include Header**
 - b. In **Head Style**, choose **“Just Title”**
 - c. **Type in Title of Quote in the Header** text box
 - d. Click **OK**



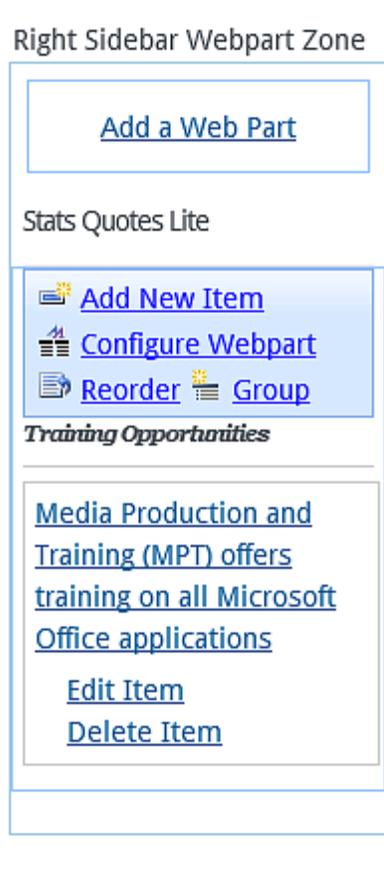
3. After configuring the Header, you will need to **Add New Item**, to configure the text in the bottom section of the stats/quotes item, as below:



4. From the **Edit Item dialog box**:
 - a. **Type the body of the message in Name** text box
 - b. **Place a # (pound sign) in Link** text box. This will allow you to display the text without linking anywhere.
 - c. Click **OK**



- Your work on the web part is now complete. Note that your text will be underlined and look like a link, even the cursor changes to a hand. However, it is not a link and will not take the user off the page. It will look like the following:



- You will now need to **finish the Standard SharePoint workflow**. You will **Save and Close**, then **Check In** (be sure to document your work). Go to the **Publish tab** and click on **Submit**. From the dialog box fill in the **Request** text box and then hit **Start**. The basic outline of SharePoint workflow is [referenced here](#).

Section Three: Text with Call to Action (Link)

The following is the instructions for inserting a Stats/Quote Lite item that includes text and a link, but no image. If you want to include an image, skip down to section four. Also note, you will need to **complete Section One**, steps 1-7 before you start the following steps.

1. **Click on Configure Web Part** link:
 - a. To configure the top section of the stats/quotes item, make sure under Header Configuration that the **Include Header? box is checked**
 - b. From the **Choose Header Style** drop down **select Title Link** if you want **the title to be clickable**. Otherwise, select **Just Title**.
 - c. **Type in the Title of the Quote in Header** text box.
 - d. If you want the top part to be a clickable link, **click on the Browse** button to select another page on your web site or to a document you have placed in a Document Library or **copy the URL** if you are linking to a page outside of your site.
 - e. From **Choose Item Style** to **Simple**
 - f. Click **OK**

The image shows a 'Webpart Configuration' dialog box with three sections: Header Configuration, Item Configuration, and Footer Configuration. Red arrows point from callout boxes to specific UI elements. Callout 'a' points to the 'Include Header?' checkbox. Callout 'b' points to the 'Choose Header Style' dropdown menu. Callout 'c' points to the 'Header' text box. Callout 'd' points to the 'Browse...' button. Callout 'e' points to the 'Simple' option in the 'Choose Item Style' dropdown. Callout 'f' points to the 'OK' button at the bottom of the dialog.

a. Make sure Include Header? is checked

b. Choose Title Link from drop down

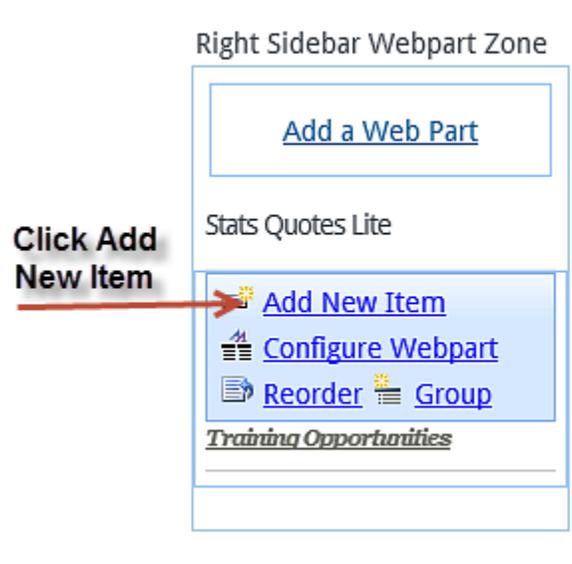
c. Type in Title of Quote in Header text box

d. Click on Browse to link to page or document or copy URL

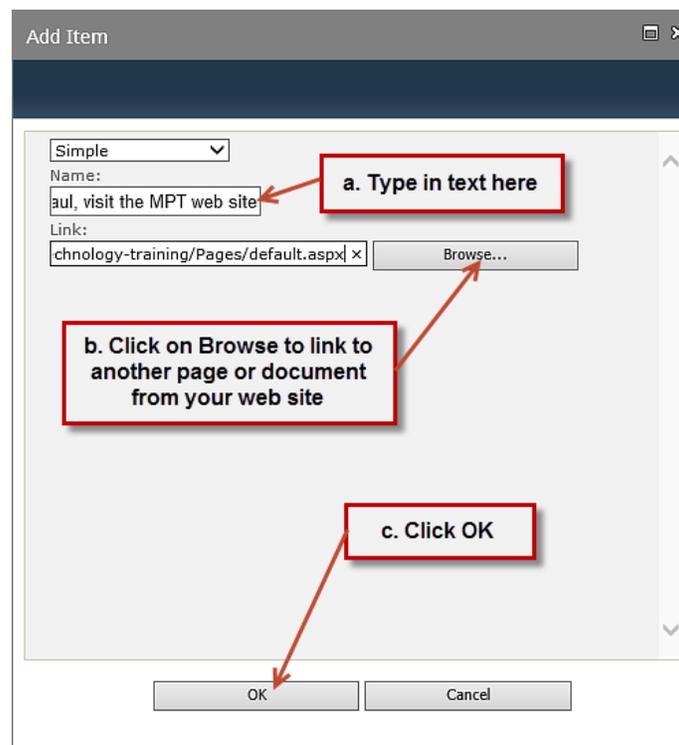
e. Style is Simple

f. Click OK

2. You now need to add an item for the body of the Quote. **Click on Add New Item**



3. Fill out the dialog box
- Put the body of your text in Name text box
 - If you want the bottom of your stats-quotes item to be a link, use the Browse button to find page or document where you want to send your user. If the item is strictly text, enter a # (pound sign) in the text box.
 - Click OK



4. The **finished Web Part** will look similar to the following:

Right Sidebar Webpart Zone

[Add a Web Part](#)

Stats Quotes Lite

 [Add New Item](#)
 [Configure Webpart](#)
 [Reorder](#)  [Group](#)

Training Opportunities

To find the best training opportunities at DePaul, visit the MPT web site

[Edit Item](#)

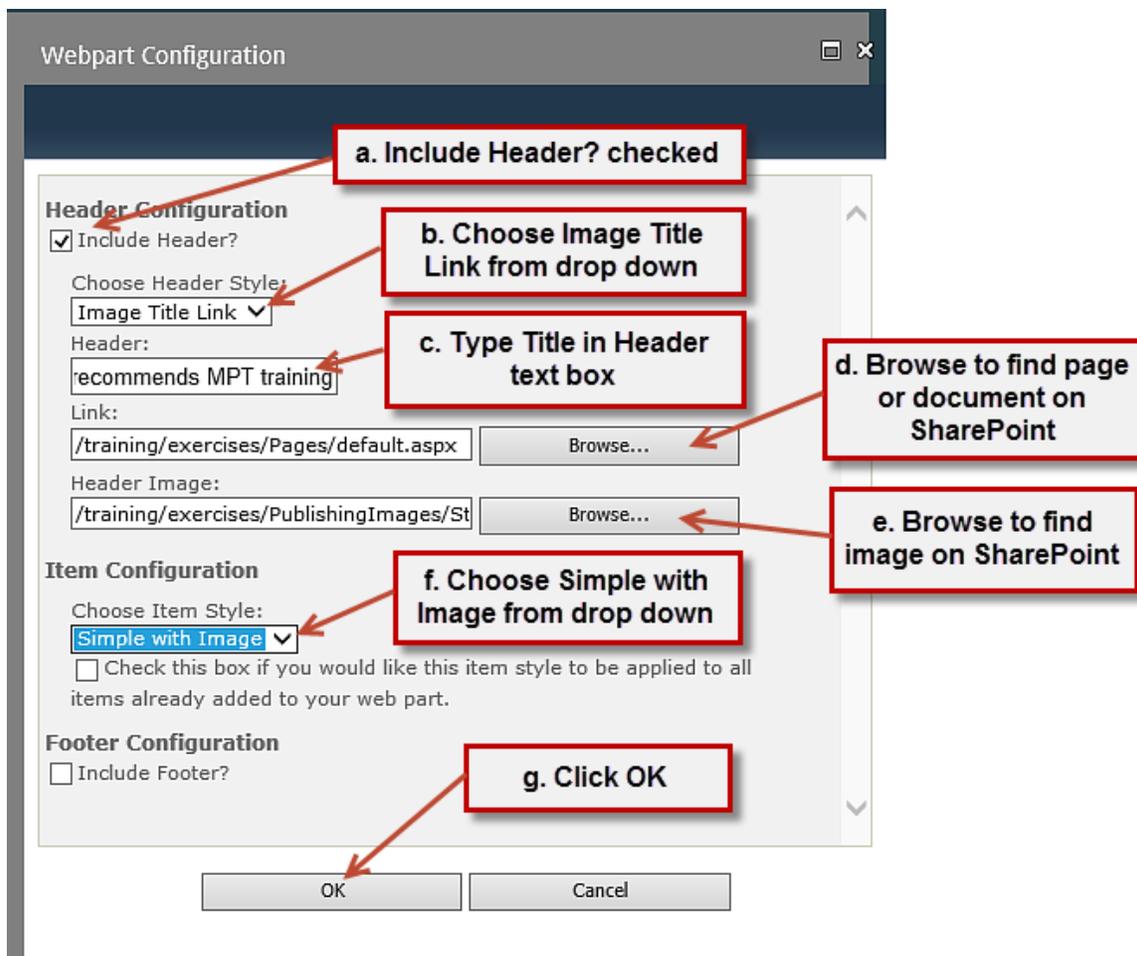
[Delete Item](#)

5. You now **must complete the SharePoint workflow. Save and Close** and then **Check In** (be sure to document your work). Go to the **Publish tab** and click on **Submit**. From the dialog box fill in the **Request** text box and then click **Start**. For the basic outline of SharePoint workflow [is referenced here](#).

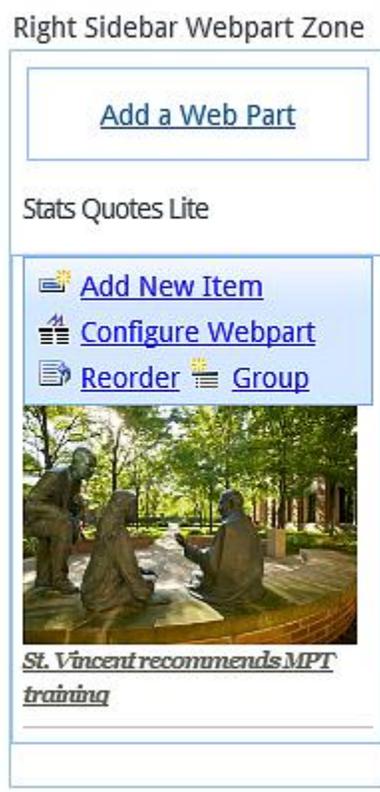
Section Four: Image as a Link Stats/Quote Item

These are the instructions for adding an Image Link stats/quote item on the page. Also note, you will need to **complete Section One**, steps 1-7 before you start the following steps.

1. **Before you start to load the image you need to have loaded it into your Image Library** making sure the **size is no wider than 168 pixels**. Click on **Configure Web Part**:
 - a. Make sure under **Header Configuration** that the **Include Header? box is checked**
 - b. From the **Choose Header Style** drop down will be **Image Title Link**
 - c. **Type** in the **Title of the Quote in the Header** text box.
 - d. **Click on the Browse** button to link to **another page on your web site** or to a **document** you have placed in a **Document Library**.
 - e. **Click on Browse** to **locate your image**. The image needs to be loaded into your Image Library with a width of 168 pixels
 - f. **Choose Simple with Image** under Item Configuration in the **Choose Item Style** drop down.
 - g. Click on **OK**



- This is how the **finished Web Part** will display on the right side (rail) of your page.



- You now must **complete the SharePoint workflow**. **Save and Close** and then **Check In** (be sure to document your work). Go to the **Publish** tab and click on **Submit**. From the dialog box fill in the **Request** text box and then **Click Start**. An outline of the workflow can be [referenced here](#).