BHSCT – SharePoint Online

Web Parts Guide

v1.0 April 2021

This document has been created to help assist the various teams in creating effective pages in SharePoint Online. This guide will cover:

1. An introduction to the web parts
2. A guide on common web parts and when each should be used

1.   An introduction to web parts

Within SharePoint Online each site contains pages that can be built of with different components. When you have entered 'edit' mode for a page you will notice that you can hover over existing elements and a variety of options will be presented. There will also be several '+' symbols across the page to add new content as well.
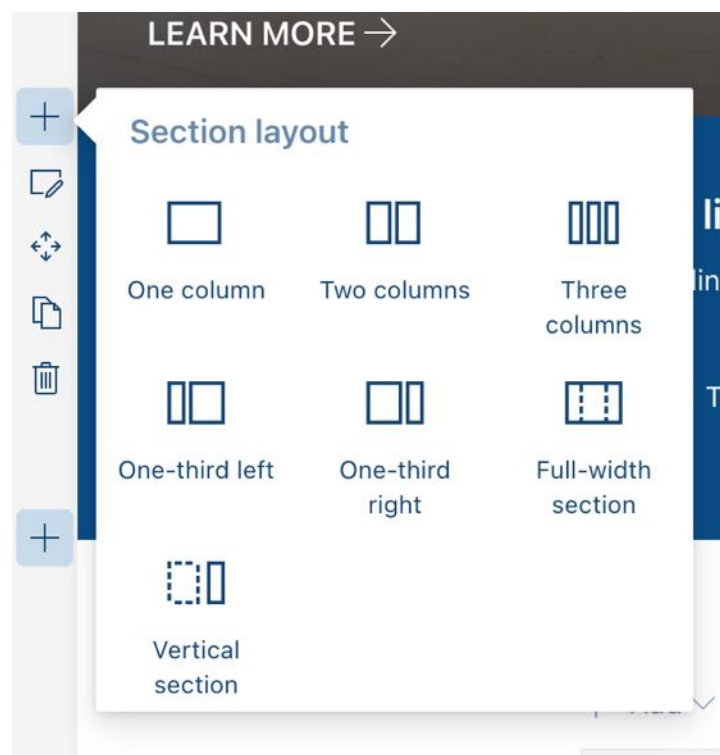
Pages are structured into 'sections' and 'web parts'. The horizontal rows or stripes of content are used as containers into which parts can be placed.

1.1   Sections

Sections allow you to choose a layout that utilises different column arrangements. These will be displayed appropriately on desktop but will 'fold' down onto a continuous layout on mobile, abandoning any column layout choices.

In the options that appear when hovering over an existing section, you have the ability to; Edit a section, Move a section (by
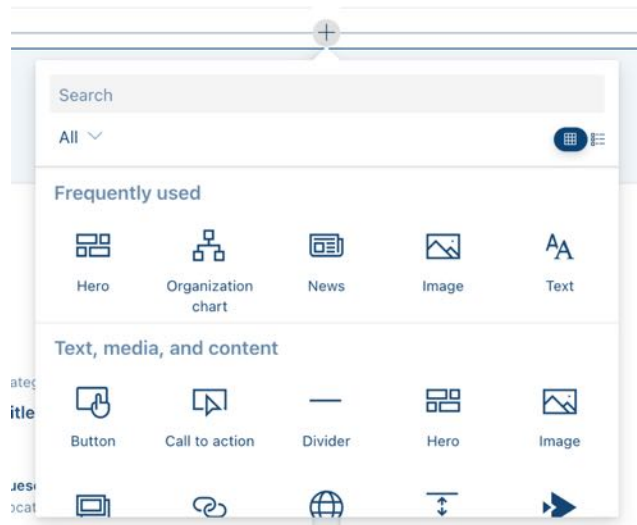
dragging), Duplicate a section or to Delete a section.

1.2   Web Parts

When tapping to add a web part into a section, you will be presented with all of the possible 'parts' to choose from. This list will likely change over time as Microsoft release new features to SharePoint Online.

At date of publishing the current list of web parts includes:

(Highlighted items are covered in the next section)

- Text, media and content
  - Button
  - Call to action
  - Divider
  - Hero
  - Image
  - Image gallery
  - Link
  - Quick links
  - Spacer
  - Stream
  - Text
  - Youtube
- Documents, lists and libraries
  - Document library
  - File viewer
  - Highlighted content
  - List
  - List properties
  - Page properties
  - Recent documents
  - Saved for later
  - Sites
- Feeds
  - Yammer Conversations
  - Yammer Highlights
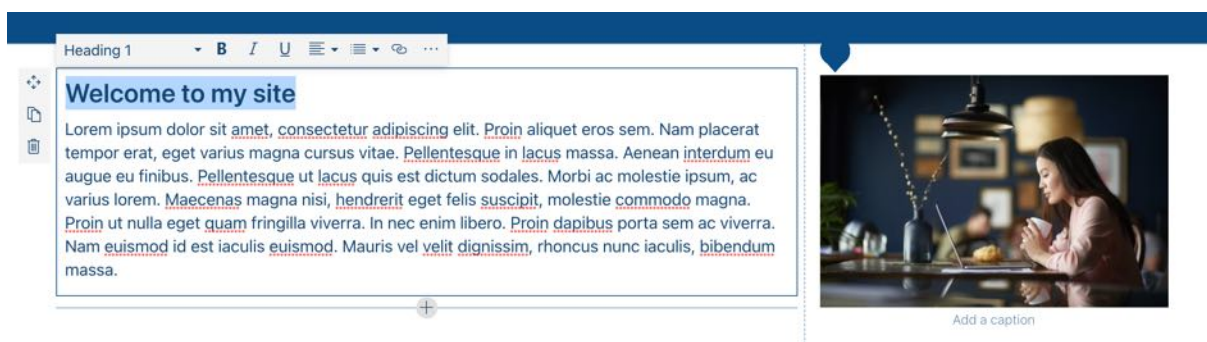 - Twitter
- News, people and events

- o Countdown timer
- o <mark>Events</mark>
- o Group calendar
- o <mark>News</mark>
- o Organisation
- o People
- Data analysis
  - o Microsoft Forms
  - o Power BI
  - o Quick chart
  - o Site activity
- Regional information
  - o Bing maps
  - o Weather
  - o World clock
- Advanced
  - o Code snippet
  - o Embed
  - o Kindle instant preview
  - o Markdown
  - o Microsoft PowerApps
  - o My feed

2.   A guide on common web parts and when each should be used

To ensure your site is easy to navigate and does a great job showing off your content, it's important to choose the right web part for the task you are trying to accomplish in combination with section layout.

For example, when adding some intro text to your site you might want to arrange it with a 2x column layout, an image on one side and a title and paragraph on the other.

To achieve this, you will want to configure the section layout, add an image web part to the right-hand column and add a 'text' part to the left-hand column beneath the title. That would look like this:

To achieve the title and paragraph text styling, you would highlight the relevant text and choose the text style dropdown presented in the interface and choose between the options available.
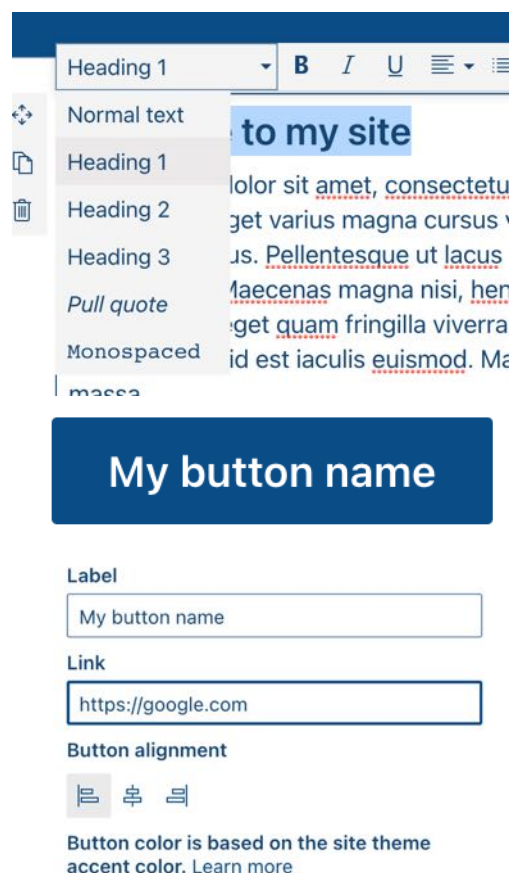
The general rules are that there should be no more than 1x Heading 1 on a page, other than that they should be used to nest content and achieve content hierarchy.
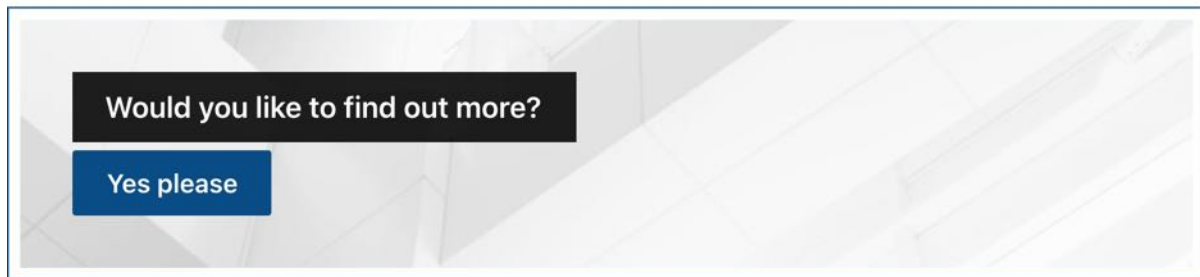
2.1   Button

A button is a basic component that will likely be used many times when a part of the site is pointing users to different endpoints depending on request type.

There are currently 3x configuration options:
1. Button label (the phrase shown in the button)
2. Link (the location to redirect the user to when clicked)
3. Alignment (options for left, centre and right alignment)

2.2   Call to action

A call to action builds on the basic button but adds a phrase and background image to make it a much more prominent element. This should typically be used to highlight an action based on a guided assumption.

There are currently 4x configuration options:
1. Background image
2. Label for button
3. Link
4. Alignment (positioning of the text and button within the rectangle)

To edit the text in black, you simply click on that visual element and you will be able to type in directly.
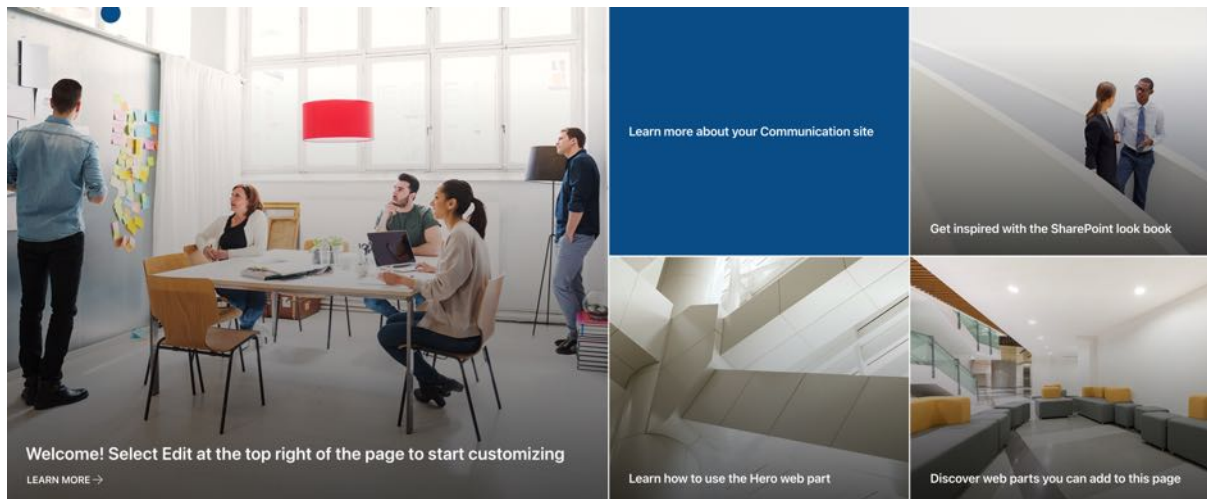
2.3   Divider

This is a simple element used to split content horizontally, this is typically used to break up large content blocks when there is a natural split in the nature of the content. This grey horizontal line has 2x configuration options:
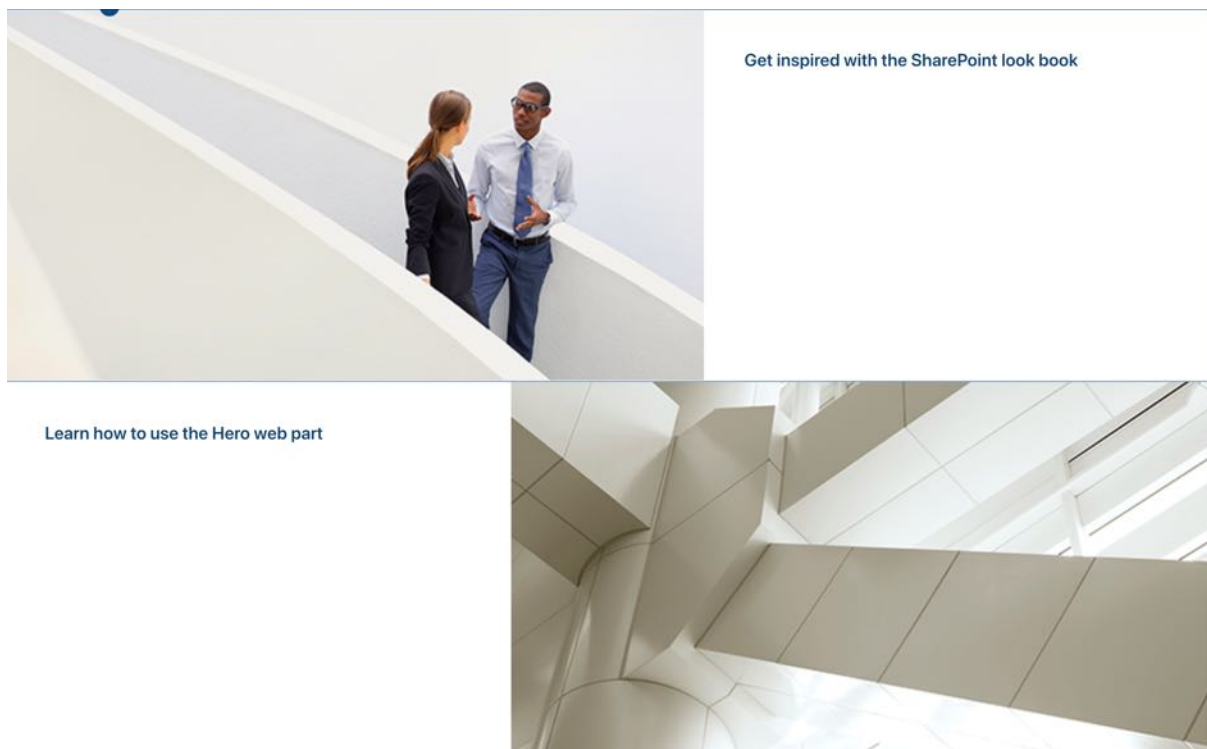
1. Width
2. Weight

2.4   Hero

The hero web part can be used in many ways however it is best suited to scenarios where you want to have high impact content & images information. This web part can accommodate up to 5x pieces of content with each linking out to a page or address.

Tiles layout

Layers layouts

This web part has 2x configuration options:

1. Layout style (Tiles vs Layers)
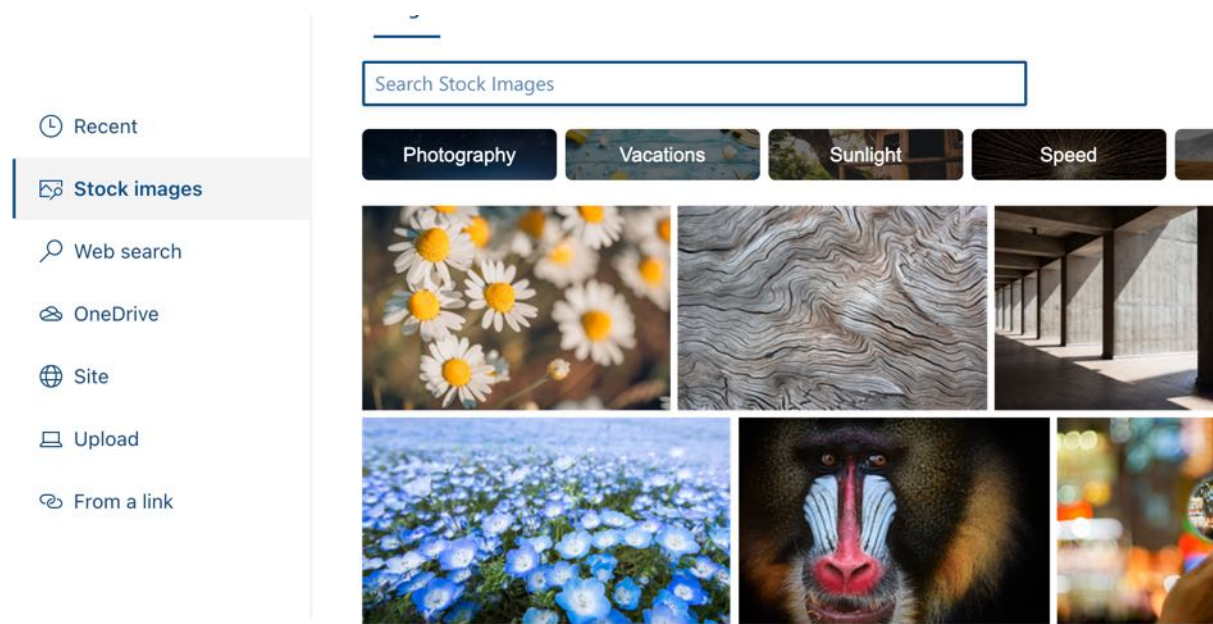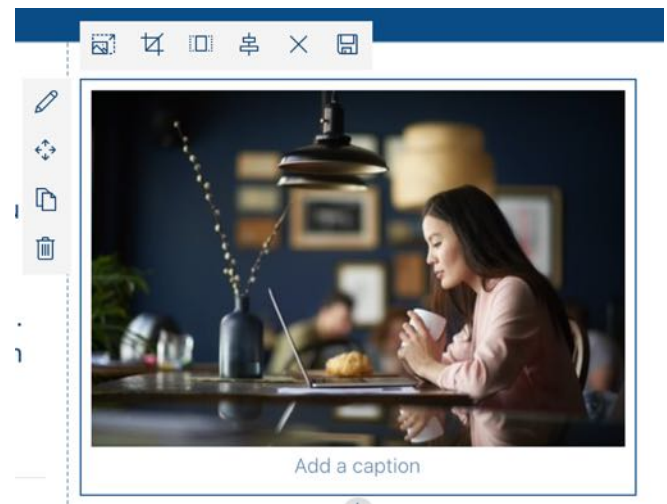2. Layout (The amount of content slots)

2.5   Image

This simple element will allow the editor to add a single image to any section of the site.

When hovering over the image, specific options will be enabled at the top ranging from resize options, crop, aspect ratio and alignment options alongside the ability to reset changes and save changes.

This web part has 4x configuration options:

1. Changing the image
2. Setting a clickable link
3. Ability to add text over the image
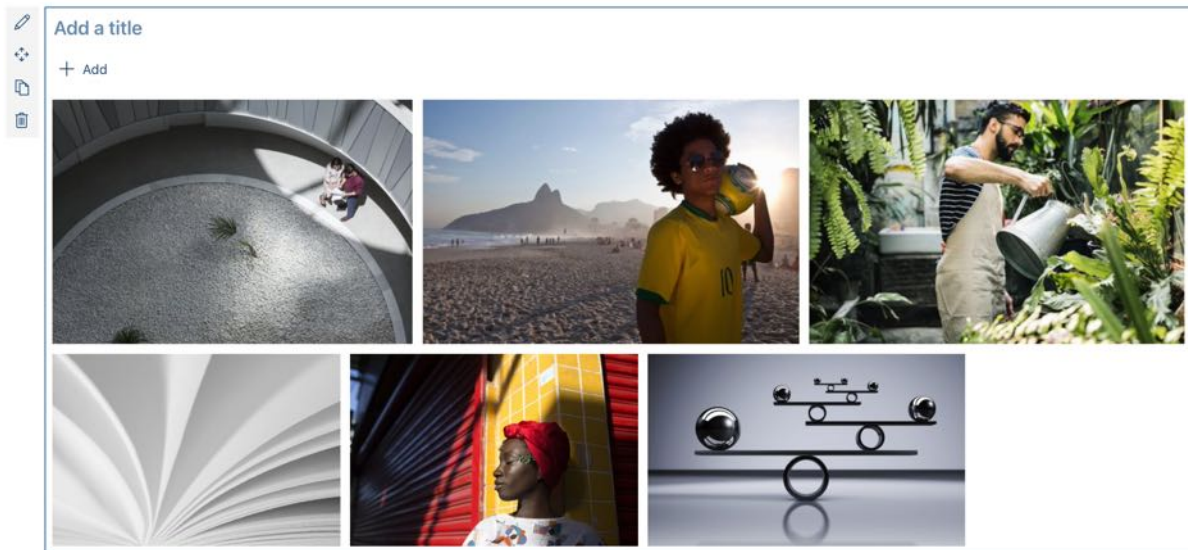4. Adding alternate text

When choosing to change the image you will be presented with an overlay with access to recent images, a stock image library from Microsoft, the ability to search the web, access to OneDrive, search for media on this site, upload images directly or to add from a link.

Stock imagery can be very useful and there are other sources alongside this service such as https://pexels.com

2.6   Image gallery

Building on the image web part, this allows the editor the ability to add multiple images in an arrangement that is easy to interact with on the site.

This web part has 1x configuration option, layout. It can be set to 'brick', 'grid' and 'carousel'. With additional configuration options available dependent on the chosen layout.

2.7   Link

This web part is quite simply, a nice format to use when linking to external content on the internet. It will automatically fetch a preview of the content and present it to the viewer if available.

While links can be added in a variety of ways, this is one of the more prominent options and as such is likely to be used less than some of the other options.

There is one configurable option on this web part, alternative text, this should be completed where possible for screen reading devices.

2.8   Quick links

This web part is similar in concept to the last, however, offers a more compact layout and is more suited to scenarios when there are several links that you want to add.
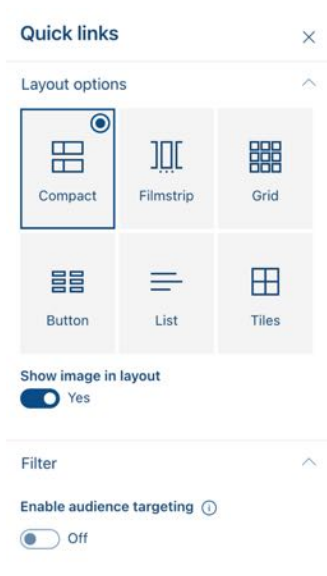
 This web part has overall configuration as well as options available per link. The overall configuration has 3x configuration options:

1. Layout (Compact, filmtstrip, grid, button, list, tiles)
2. Option to show image within layout
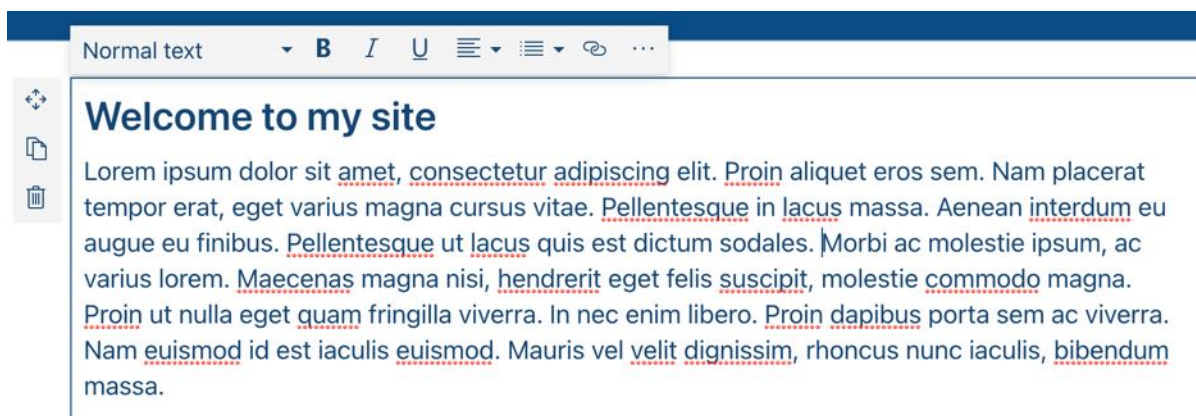3. Audience targeting

Per link, the following options are available:

1. Link
2. Title
3. Thumbnail
4. Alternate text

2.9   Text

This is another basic component that will be heavily used. Quite simply it provides an unstructured text entry option meaning you can essentially add a text box to the page and start typing.

When adding content, a WYSIWYG editor will appear offering basic content formatting.

Within the web part, more advanced formatting options are also available including:

- Bold
- Italic
- Underline
- Strikethrough
- Superscript
- Subscript
- Clear formatting
- Font style
- Font size
- Font colour
- Highlight colour
- Alignment
- Indentation
- Bullets
- Ordered list
- Hyperlinks
- Table

Text and table formatting   ✕

B   *I*   U̲   a̶b̶   x²   x₂   ✎

Font style

Normal text   ⌄

Font size

18   Highlight color   ⌄

■ Font color ▾   ☐ Highlight color ▾
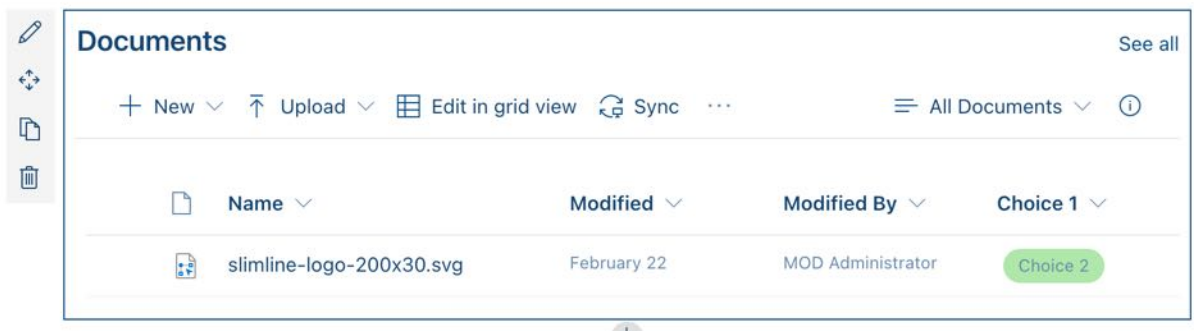
Paragraph

≡ ≡ ≡ ≡ →≣ ←≣

☰ ☷

Hyperlink

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Tip: You can also add a hyperlink by typing [[or [[your link name | URL]] where you want your link to appear.

Table

Insert table
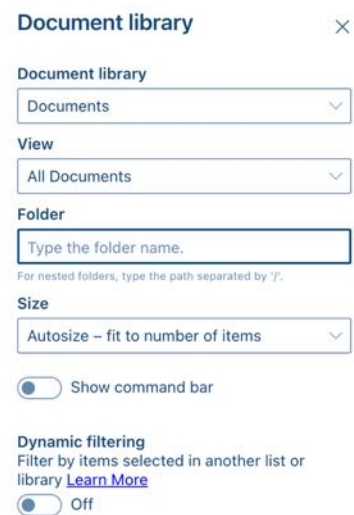
2.10   Document library

The document library web part will likely be one of the more heavily used elements as teams will have the requirement to display files for consumption within content pages.

When adding a document library, you will be able to select the files to appear by selecting a pre-existing document library.
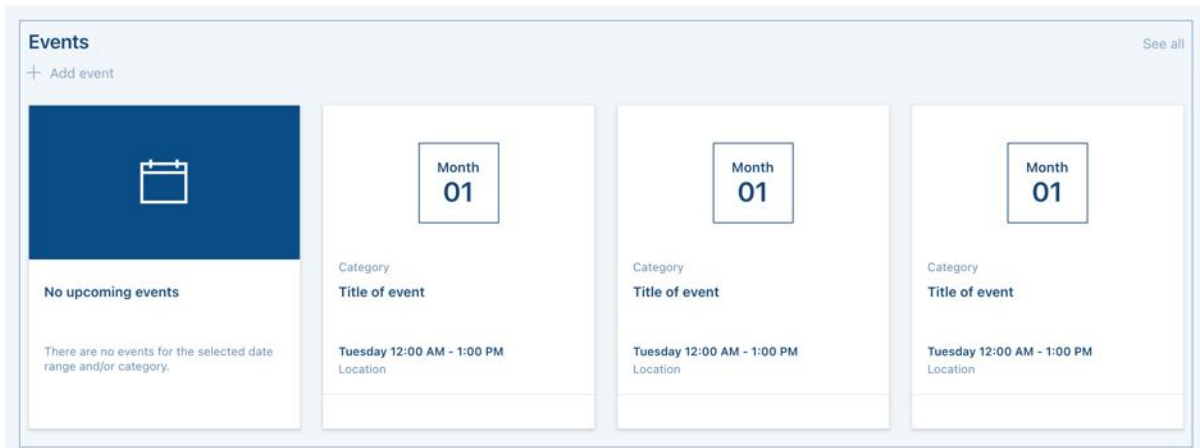
The web part has 6x configuration options:

1. Choose document library to display
2. Ability to choose the view
3. Specify a particular folder to display
4. Size of the library (Auto, small, medium & large)
5. Whether to show the command bar
6. Dynamic filtering
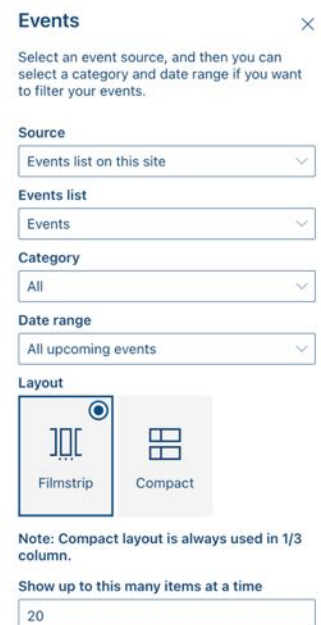
2.11   Events

The events web part can be used to display a series of upcoming events.

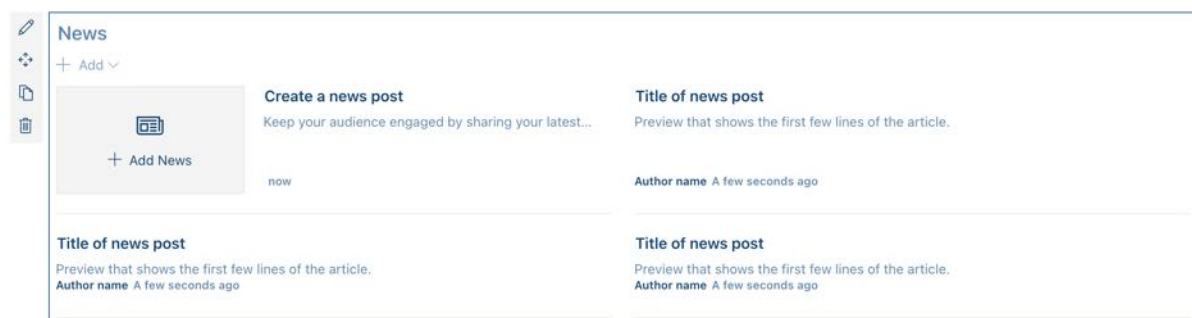This web part has 6x configuration options:

1. Source of events (this site, this hub, all sites or individual sites)
2. Events list
3. Category
4. Date range
5. Layout (Filmstrip & Compact)
6. How many items should be displayed at a time

Whilst this won't be used by every site, it is likely to be used at a directorate level.

2.12   News

This web part provides a nicely arranged layout of news items,
this component will be best suited to the landing page of a site where a summary of news items is useful to display.

As well as the ability to add news, this web part has 10x configuration options:

1. News source
2. Layout
3. Number of posts to show
4. Option to show number of views
5. Option to show author
6. Option to show first published date
7. Ability to hide the web part if there is no content available
8. Filter options
9. Audience targeting
10. Ability to set the order of the news items.

While there are a variety of different news layouts available, we would advise editors to use the 'side-by-side' layout to maintain continuity across the Loop platform.