

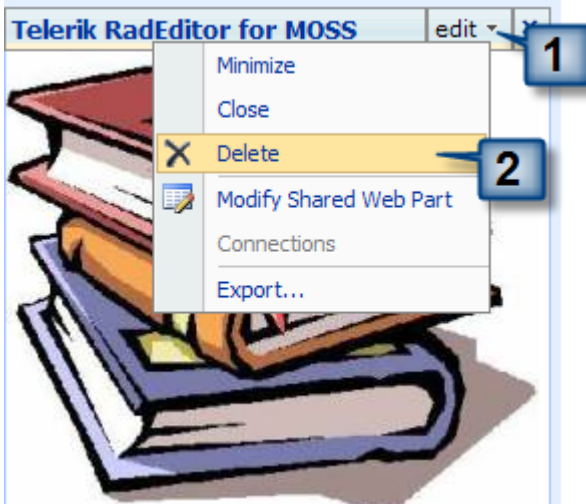


The Division of Information Technology

Section 3: Deleting a Web Part & Restore a closed Web Part

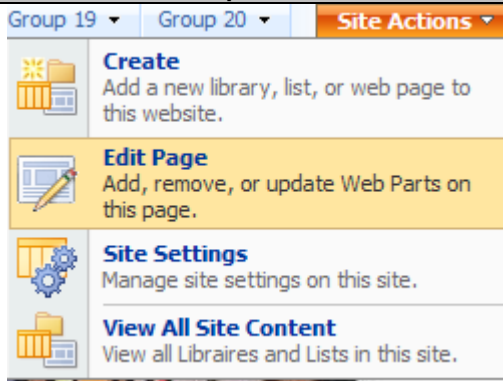
Yikes, I accidentally clicked on the X on the top right on my web part.
How can I restore it?

How to Delete a Web Part



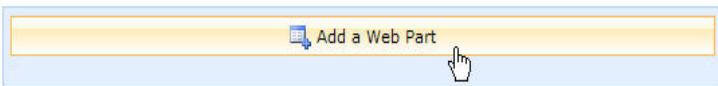
1. Click on the Drop Down Menu next to edit
2. Select Delete

Restore a Closed Web part

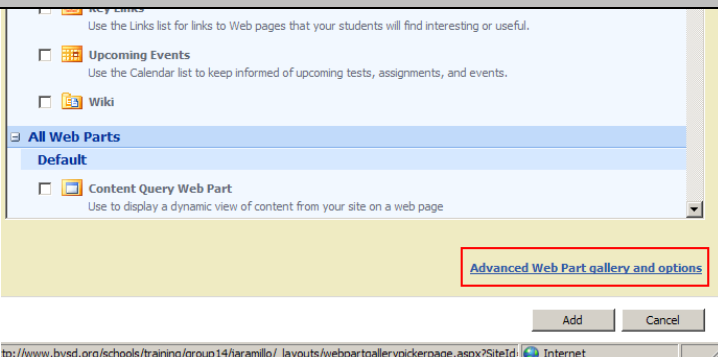


Get to Edit Mode to restore a closed webpart:

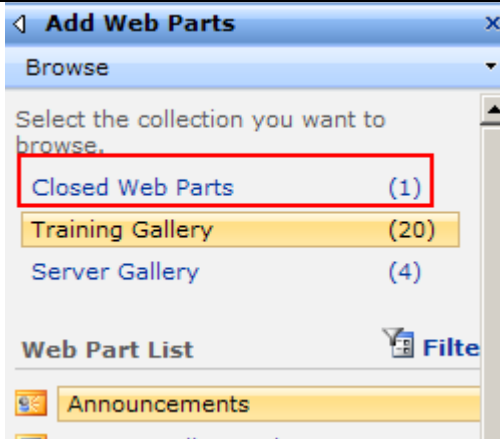
- Click on Site Actions
- Click Edit Page



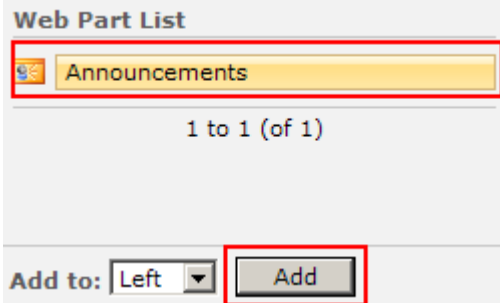
If you closed a webpart on the left panel, then select Add New Web part on the left side. (Vise versa)



Select Advanced Web part gallery and options on the bottom right



On the right menu select Closed Web Parts



- Select the Web Part that was closed
- Click Add to restore the web part to website.

The Web Part will be added to the top of the left or right panel. Click and drag the Web Part to desired location.