Company News Web Part

The Company News web part enables the display of photos and text content in a rotating view. Best practice suggests that creating a number of articles and images in advance of the desired publishing date allows for a more seamless transition between news cycles.
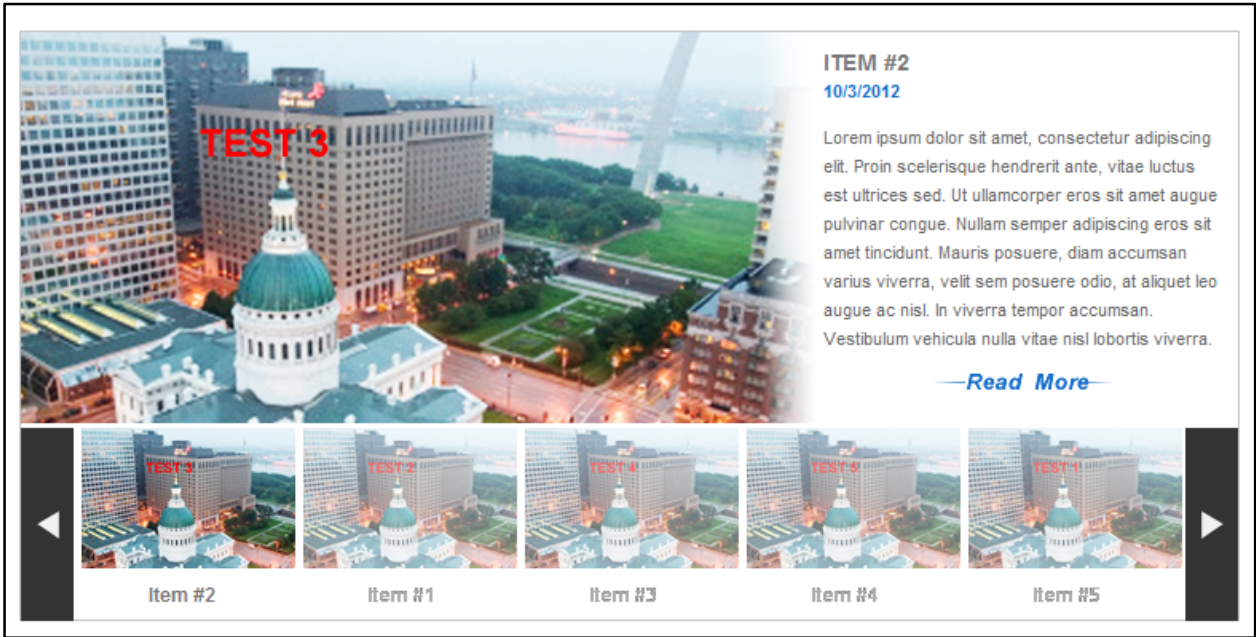
To add a new item to the Company News web part, you will need to pre-create an image, article summary and article URL where users will be directed when they click through to read more. News images should be 500 px by 245 px in a horizontally oriented rectangle, which will be automatically resized down for display within the web part. Vertical images or images which do not closely relate to the proscribed dimensions may display with distortion and it is recommended that images are resized accordingly before being added to the web part to avoid this outcome.

To Edit or Add a New Item

To add or edit an item in the Company News web part, you will need to perform the following actions:

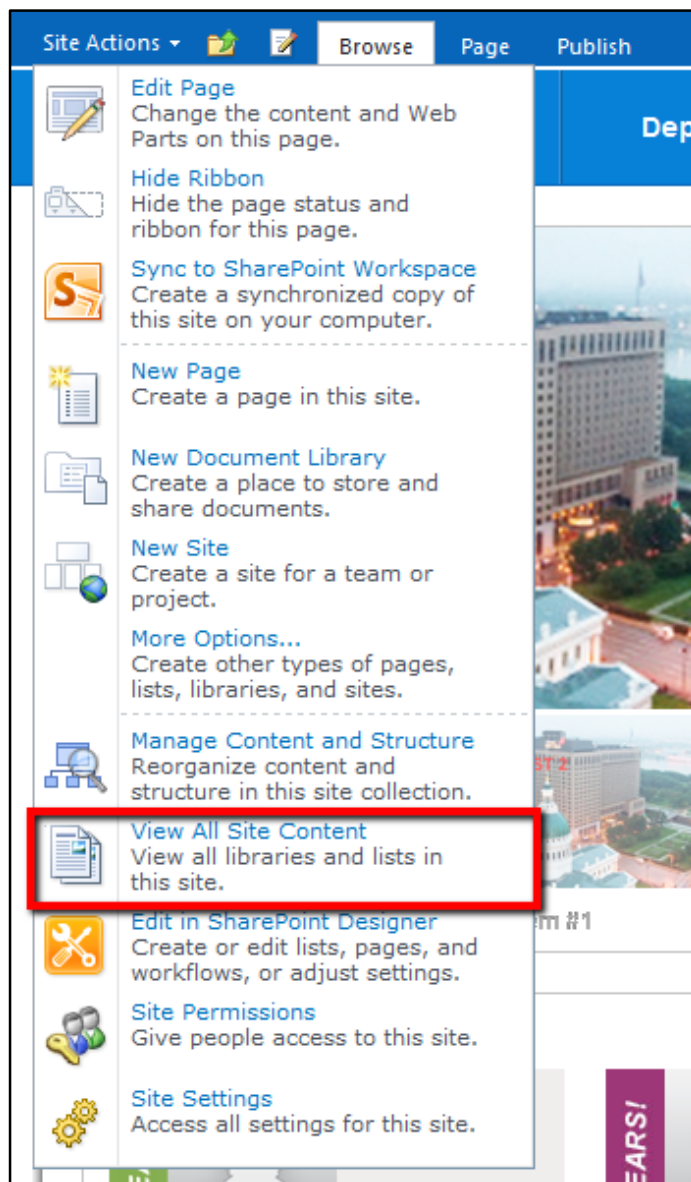1. From the Site Actions menu in the ribbon, navigate to View All Site Content.

Figure 2

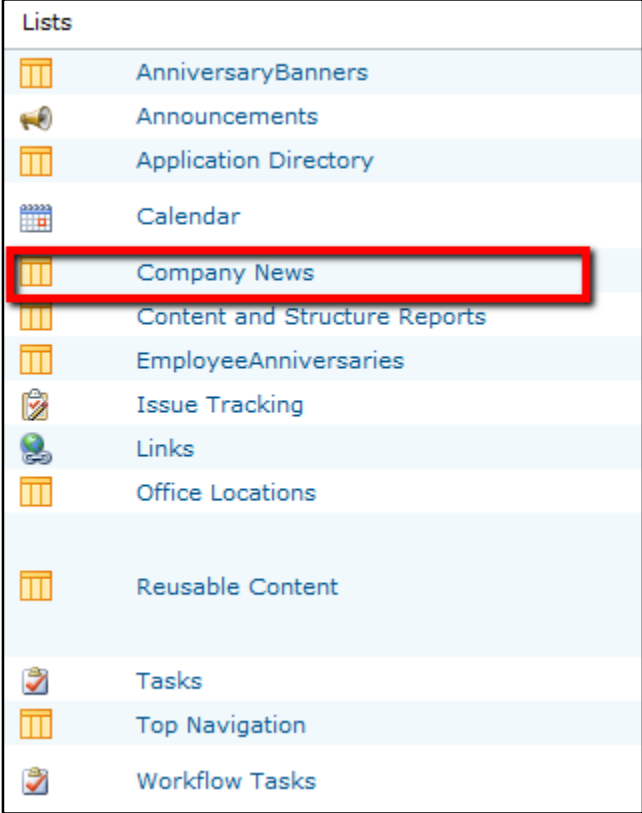2. From All Site Content screen, select the Company News list.

Figure 3

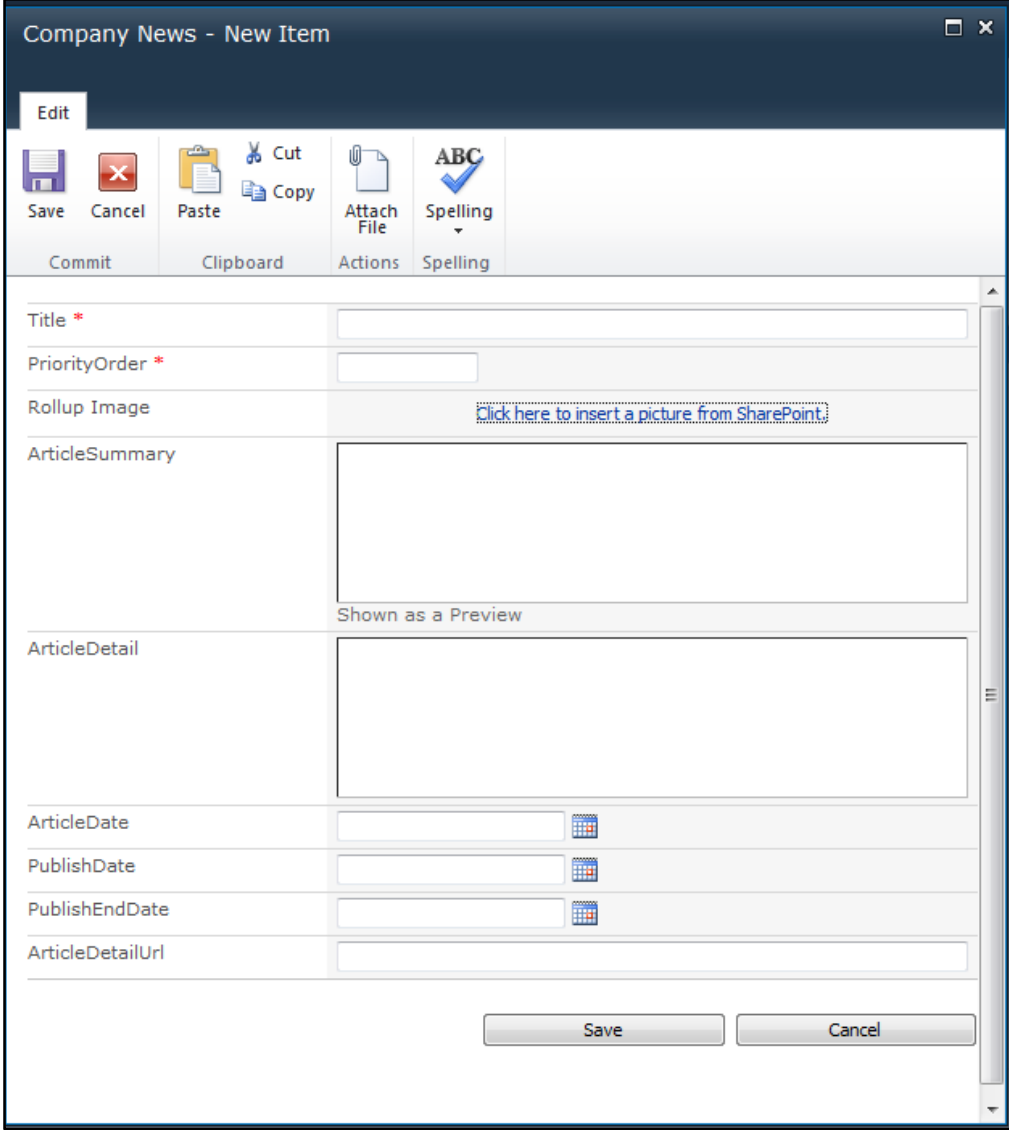3. The Company News list contains the fields to configure each article:

Figure 4

These fields are described in more detail below:
- **Title**: This mandatory field should contain the title text for the article which will display within the web part. Please limit this to approximately 20 characters to ensure that the text displays properly within the screen space available.
- **PriorityOrder**: This mandatory field must contain the numerical value which orders the articles within the web part display.
- **Rollup Image**: See Rollup Image detail on the following page.
- **ArticleSummary**: This field should contain the summary text for the article which will display within the web part. Please limit this to approximately 280 characters to ensure that the text displays properly within the screen space available.
- **ArticleDetail**: This is an optional field which can contain the full article text. However, please note that this text will not appear within the web part display area.
- **ArticleDate**: This is displayed under the article headline in blue text.
- **PublishDate:** This field should contain the initial date on which the article will begin to display within the web part. Articles will not display in the web part until the PublishDate.
- **PublishEndDate:** This field should contain the final date on which the article should cease to be displayed within the web part. If this field is left blank the article will continue to display until the field is populated with a date that has expired or the item is deleted.
- **ArticleDtailURL:** This field should contain the URL of the site where the full article detail and content is housed. This location is where the user will be directed when the click through on the item to view more.

To associate an image with a news article, click on the link within the Company News form to insert a picture from SharePoint. Please note that the article images must already be uploaded to a location within SharePoint before they may be associated to an article. You may disregard the Edit Image Properties form as shown below, as all images should conform to the 500 x 245 px size.
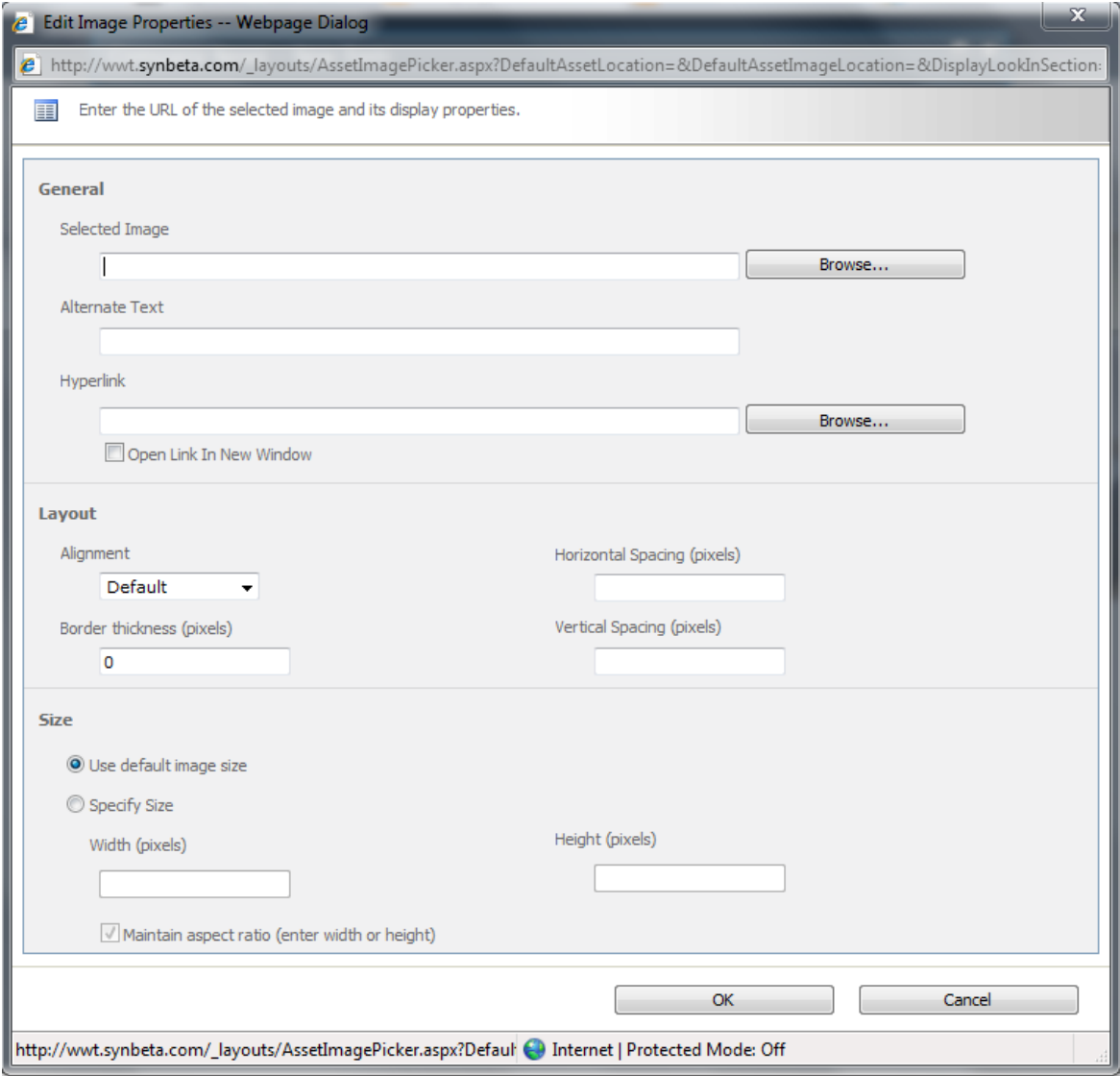

Figure 5

To Delete an Item

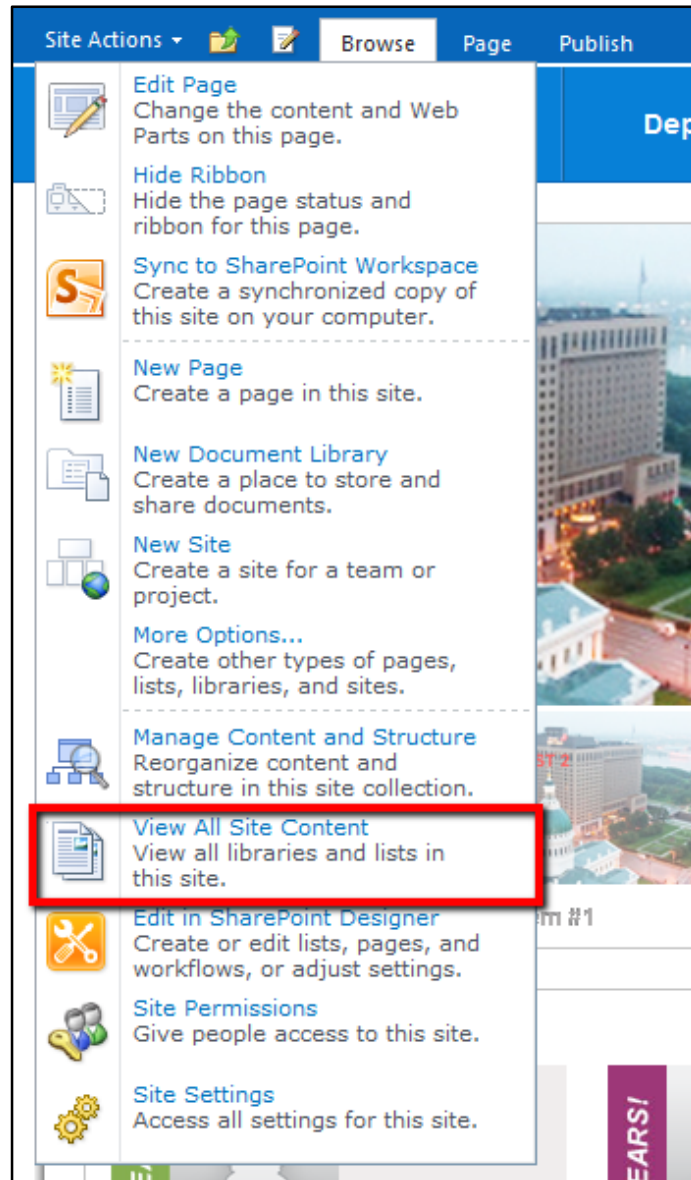1. From the Site Actions menu in the ribbon, navigate to View All Site Content.

Figure 6

SYNERGY

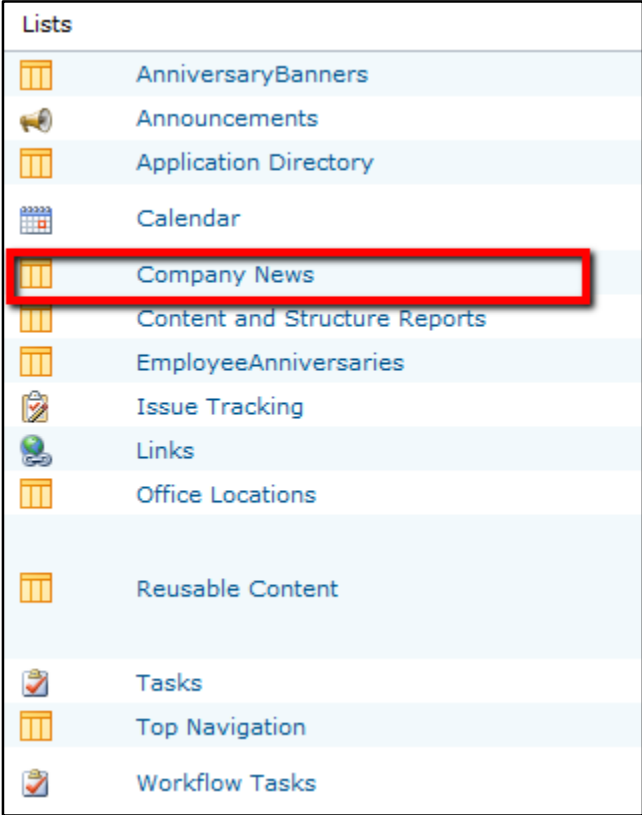2. From All Site Content screen, select the Company News list.

Figure 7

SYNERGY

3. From the list, select the item(s) you wish to delete and click the Delete Item button from within the ribbon.
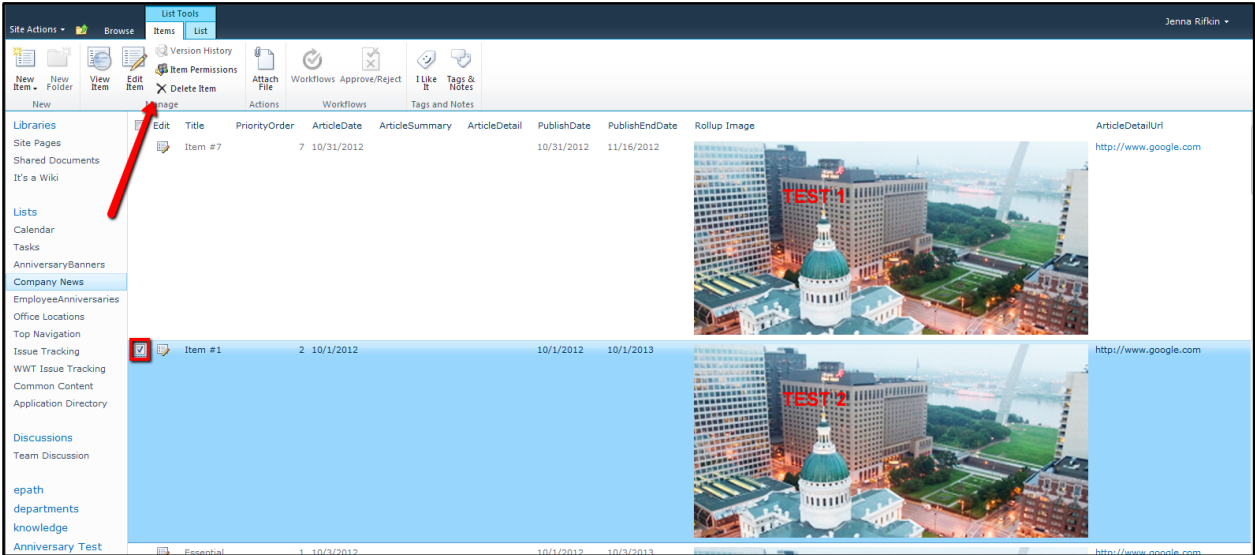
Figure 8

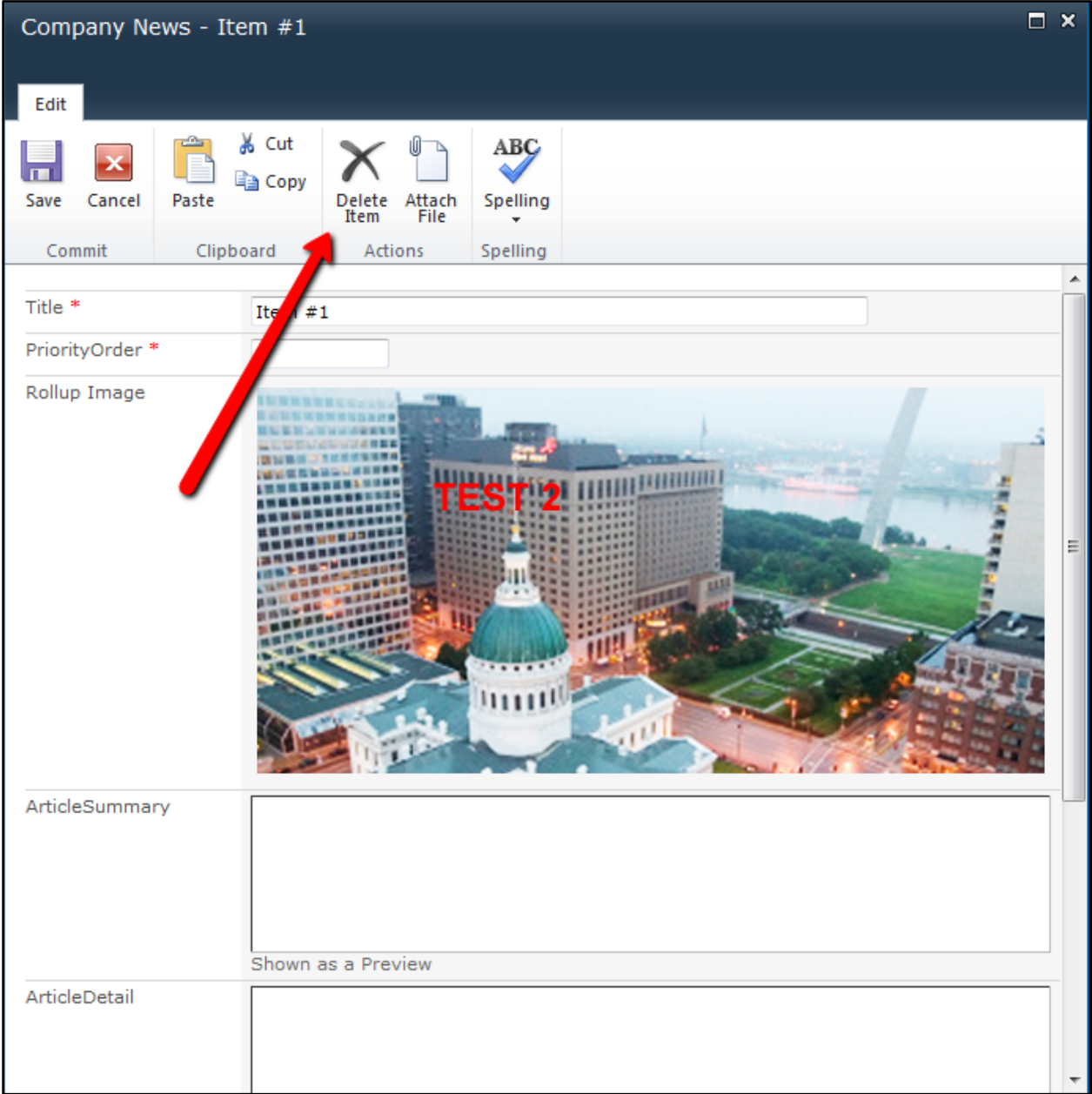4. Alternatively, from within the Item Properties screen, press the Delete Item button.

Figure 9