

SharePoint Training Manual – In the News

In the News

Requirements:

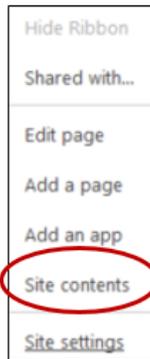
- When a link to a news item is used, link to the source of truth.
- If using an internal news document, it must be in pdf format and placed in the Document folder of the subsite.
- To display properly, the **In the News** list will appear in a full width Zone (1 or 7) on the page.

Add a News Item

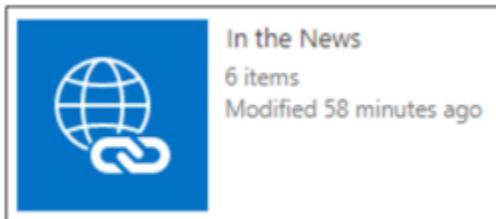
1. Navigate to the subsite that contains the News page.
2. Click on the Gear Button drop-down menu located at the top right-hand side of the page.



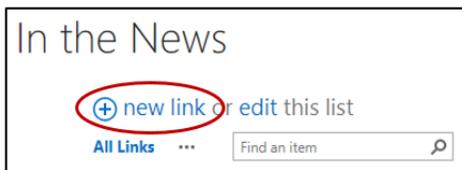
3. Select **Site Contents** from the drop-down menu.



4. Locate **In the News** and click to open.



5. The **In the News** list will appear.
Click on **new link** to create a News item.



6. Complete all required fields (*) and optional fields as needed.
Click Cancel to discard the entry or click **Save** to create the News item.

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Continue selecting **new link** until all News items are entered.

The screenshot shows a form with the following fields and controls:

- URL ***: A text box containing "http://", with a "Browse..." button below it.
- Type the description:**: A text box.
- Description ***: A larger text box.
- Date Published ***: A date picker control.
- News Source ***: A radio button selected for "News Release" and another for "Specify your own value:" with a text box below it.
- Buttons**: "Save" and "Cancel" buttons at the bottom right, with "Save" circled in red.

Name of Field:	Explanation:	Information Selected/Entered:
News Source	Select from the dropdown or enter a new source for this news item.	News Release
Date Published	Enter the published date for this news item.	1/10/18
URL Type the description:	Enter the url for this news item and the description that will appear for the link.	URL: http link entered Type the description: Oakland County Clerk's Office earns perfect score for passports.
Description	Enter the content summary that will appear for this news item.	The Oakland County Clerk's Office has received a perfect score from the US Passport Agency Acceptance Facility Oversight Report, following the Agency's December 2017 audit.

Once saved, the News item will display on the page:

NEWS RELEASE | 1/10/2018

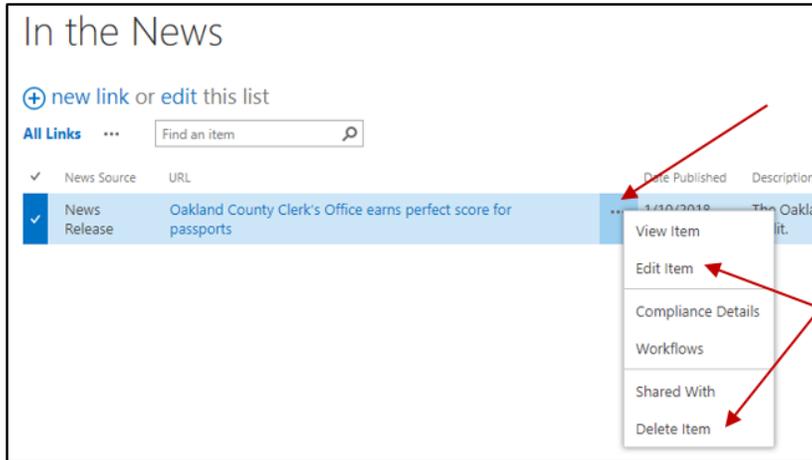
Oakland County Clerk's Office earns perfect score for passports

The Oakland County Clerk's Office has received a perfect score from the US Passport Agency Acceptance Facility Oversight Report, following the Agency's December 2017 audit.

Edit or Delete an Existing News Item

1. Navigate to the In the News list (follow initial steps above).
2. Highlight the News item in the list to be updated or deleted and click on the ellipsis. A dropdown appears with multiple options.

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3. Select **Edit Item** to make a change.
Enter updates and click **Save** to retain changes or **Cancel** to discard the entry.
Select **Delete Item** to remove a news item.