

News Carousel

Installation Manual

Version 1.0.0.6

Contents

1	Introduction.....	3
2	Installation Requirements	4
2.1	Recommended Hardware.....	4
2.2	Software Requirements.....	4
2.3	Permissions.....	4
3	Installing the News Carousel web part.....	5
3.1	Deploying the Solution	5
3.2	Activating a Product License Key	10
3.2.1	Uploading the Product License Key	10
3.2.2	Activate the License Key.....	13
3.2.3	Offline Activation.....	13
4	Configuring the News Carousel	18
4.1	Activate the Site Collection Feature.....	18
4.2	Adding the News Carousel.....	19
4.3	Add a News Item (Article Page)	21
4.4	XSLT Configuration	22
4.4.1	Adjusting the Number of Items to Display	22
4.4.2	Adjusting the Summary Text Length.....	23
4.4.3	Hiding the Rollup Images	23
5	Uninstalling the News Carousel web part	24
5.1	Deactivating the Feature	24
5.2	Uninstall the Solution	25

1 Introduction

The News Carousel web part displays many news items without taking away all the available space on a page.

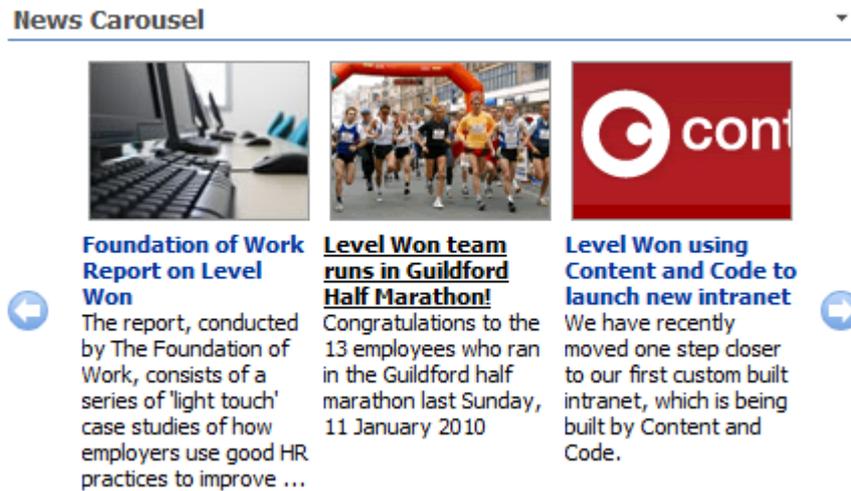


Figure 1 – News Carousel

This installation manual is intended for SharePoint Administrators installing the News Carousel web part on a Microsoft Office SharePoint Server 2007 server farm.

2 Installation Requirements

Before proceeding with the News Carousel solution installation, please ensure the following requirements are met.

2.1 Recommended Hardware

Performance of the News Carousel may vary depending on the available resources. The following hardware is a guide and may vary depending on the number of people within your organisation.

- Web front-end servers and Application servers
 - Minimum Dual 2.8 GHz Pentium 4 CPU
 - Minimum 2Gb RAM
- Database servers
 - Minimum Dual 2.8 GHz Pentium 4 CPU
 - Minimum 2Gb RAM

2.2 Software Requirements

The following software MUST be installed on the server farm before proceeding with the installation.

- Microsoft Office SharePoint Server (MOSS) 2007 (Standard or Enterprise)
- Microsoft Internet Information Services (IIS) 6.0 or later

2.3 Permissions

The following permissions are required to complete all the steps outlined in this installation manual.

- Member of the local administrators group on the server where the setup wizard is run.
Required to complete the installation only.
- Farm Administrator with rights to add solutions and manage solutions deployment.
Required during installation and to upload/manage license keys in License Manager in order to activate a product licenses.
- A site collection administrator on the site collection where the product will be installed.
Required to activate the Site Collection Feature.

3 Installing the News Carousel web part

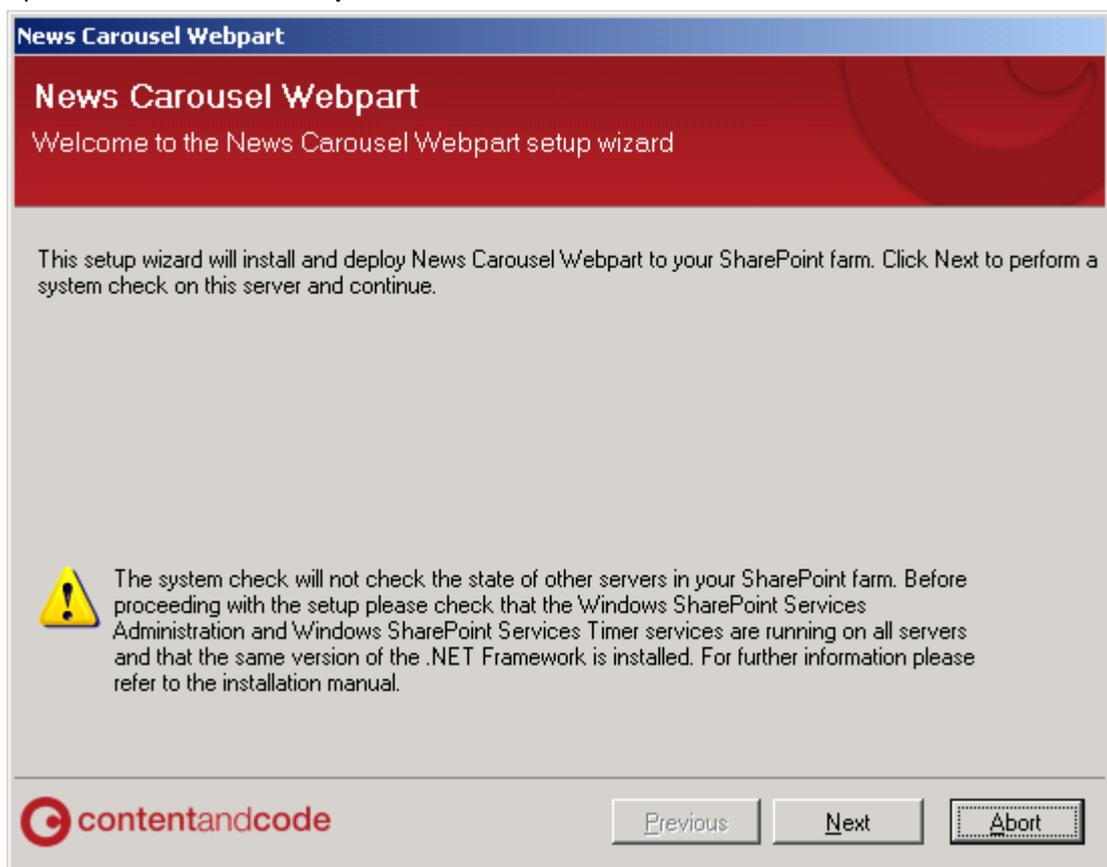
This section outlines the procedure for installing the News Carousel to a single Microsoft Office SharePoint Server 2007

Important: Before proceeding with the installation, please check that the account you are using to install News Carousel has the appropriate permissions outlined in section **2.3 – Permissions**.

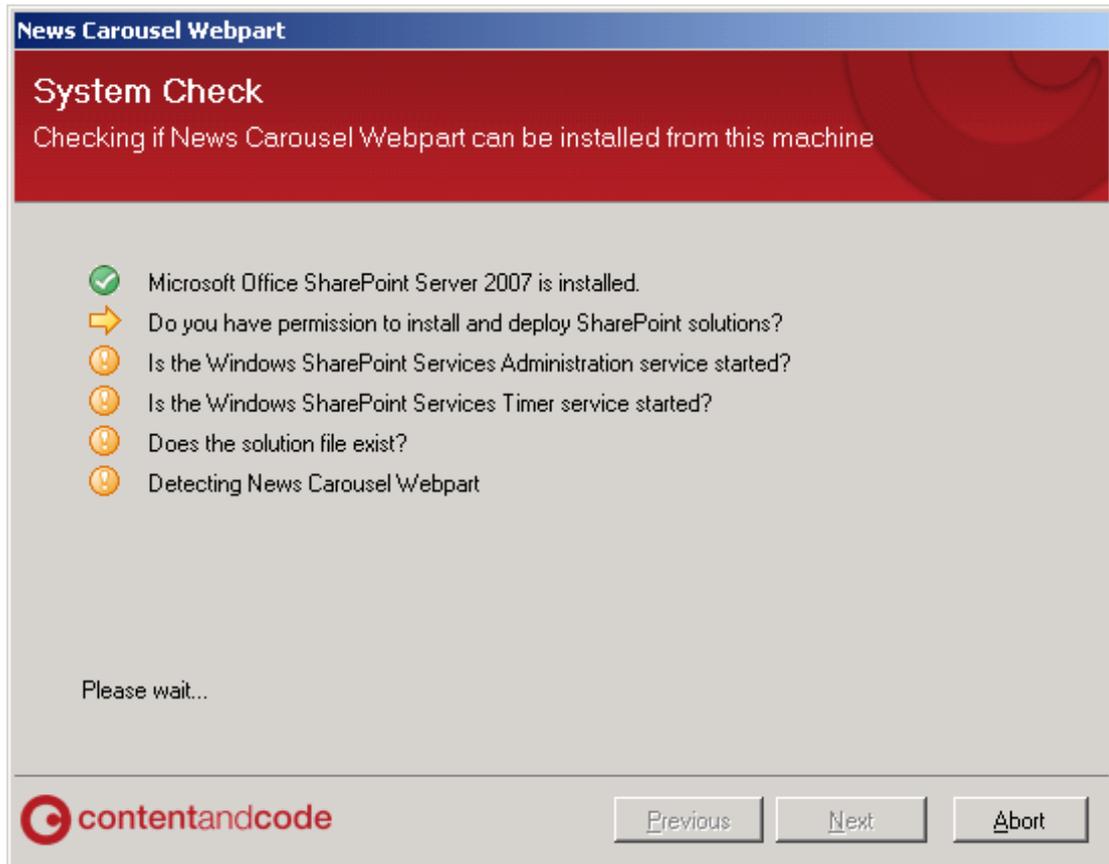
3.1 Deploying the Solution

Follow these steps to install and deploy News Carousel to one or more web applications.

1. Open **CcNewsCarouselWebpartInstaller.exe**



2. Click **Next**



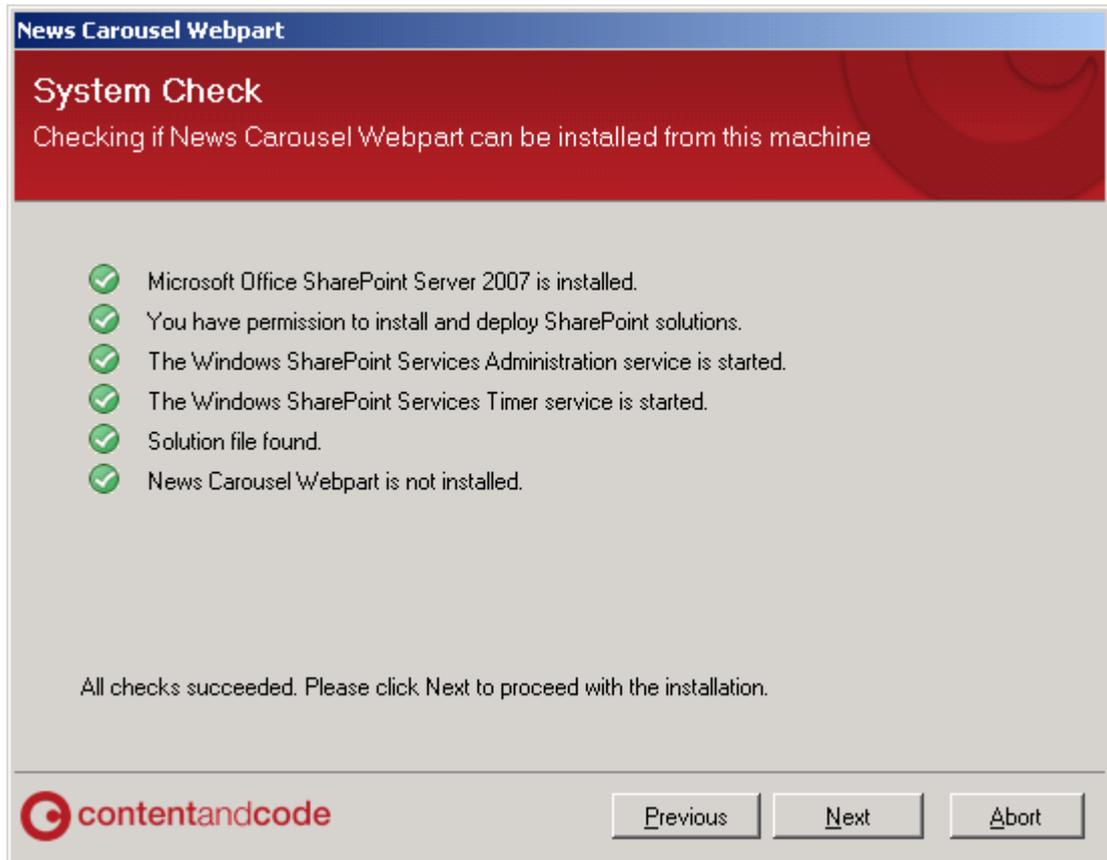
- The setup will perform a systems check to ensure the server meets the installation requirements. If one of the checks fails, simply abort the installation, and then resolve the issue before running the setup again.

Important: When installing to a SharePoint farm running on **Windows Server 2008** with **User Account Control (UAC) enabled**, the installation permissions must be **elevated** using the Right-click > Run as administrator option (see below)

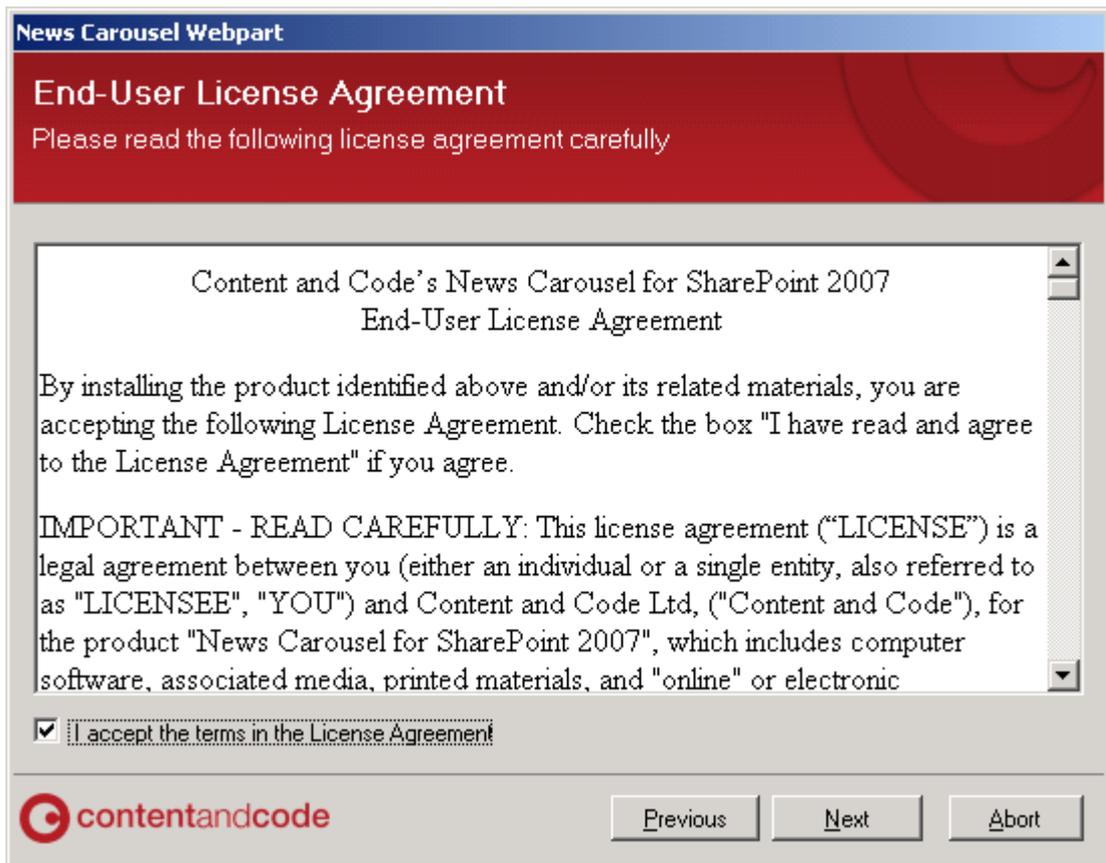
1 OxaChart Setup	06/02/2009 15:25	Application	800 KB
Open	05/02/2009 15:28	CONFIG File	1 KB
Run as administrator	01/02/2009 17:59	Text Document	5 KB

Failure to do so will result in a System Check error for the Windows SharePoint Service Timer service check.

4. When the System Check is successfully complete, click **Next**



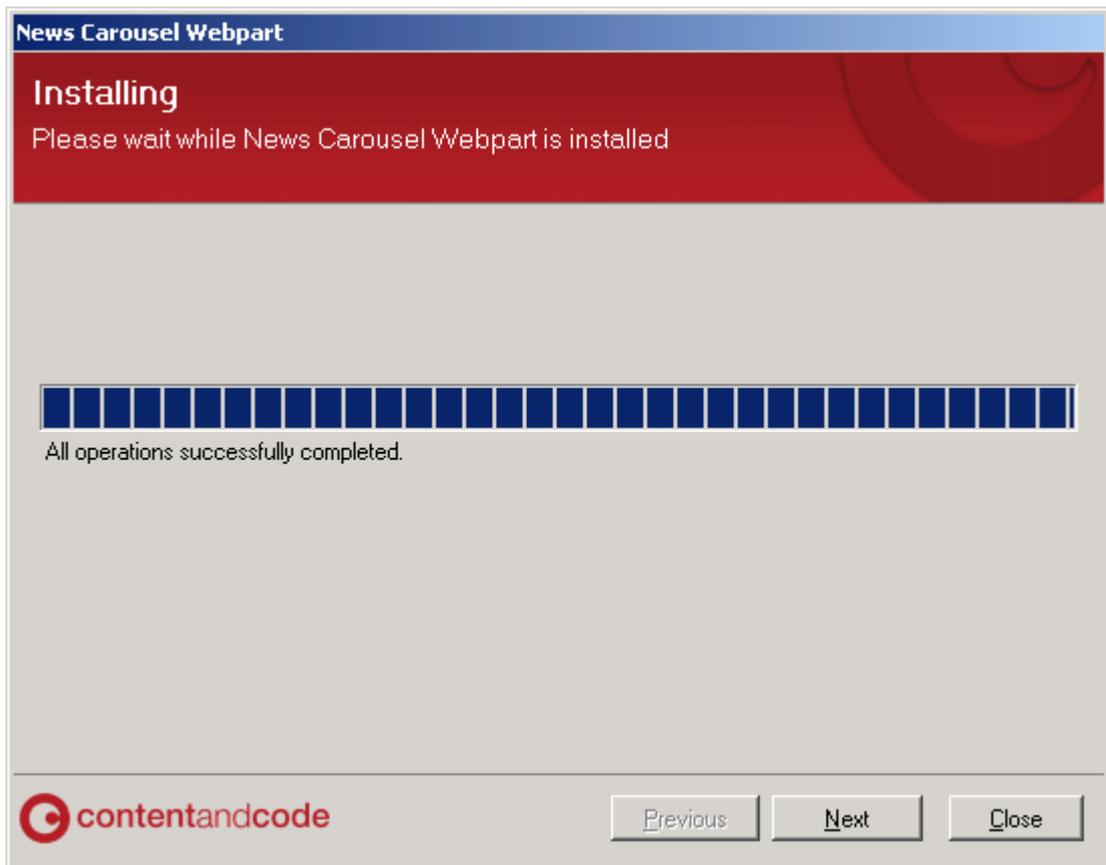
5. Read and then agree to the terms of the licensing agreement by selecting **I accept the terms in the License Agreement.**
6. Click **Next**



7. Select the Web Application where you intend to deploy the News Carousel.
8. Click **Next**

Note: If you need to install News Carousel to more than one web application, select multiple web applications.

9. When the installation is complete, click **Next**



9. Click **Close** to complete the installation or **Next** to view the installation log

3.2 Activating a Product License Key

If you have purchased the News Carousel then you will have received a product license key file via email. This file can be uploaded to the SharePoint Central Administration to activate your product.

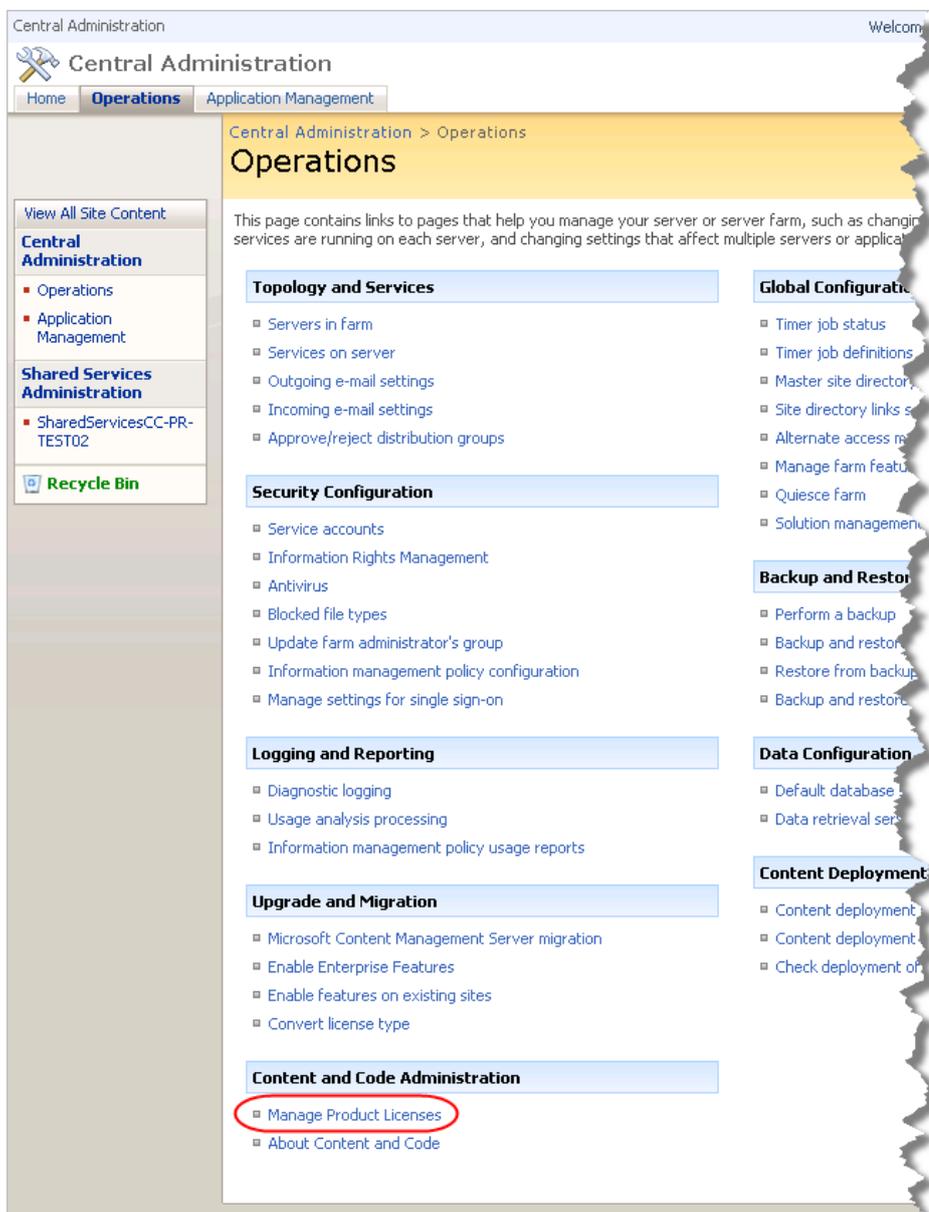
Important - Free 30 Day Trial

If this is the first time you have installed the News Carousel web part on the SharePoint server farm, then you are entitled to evaluate the product for 30 days. . To activate the trial version News Carousel, follow the steps in Section 4.1

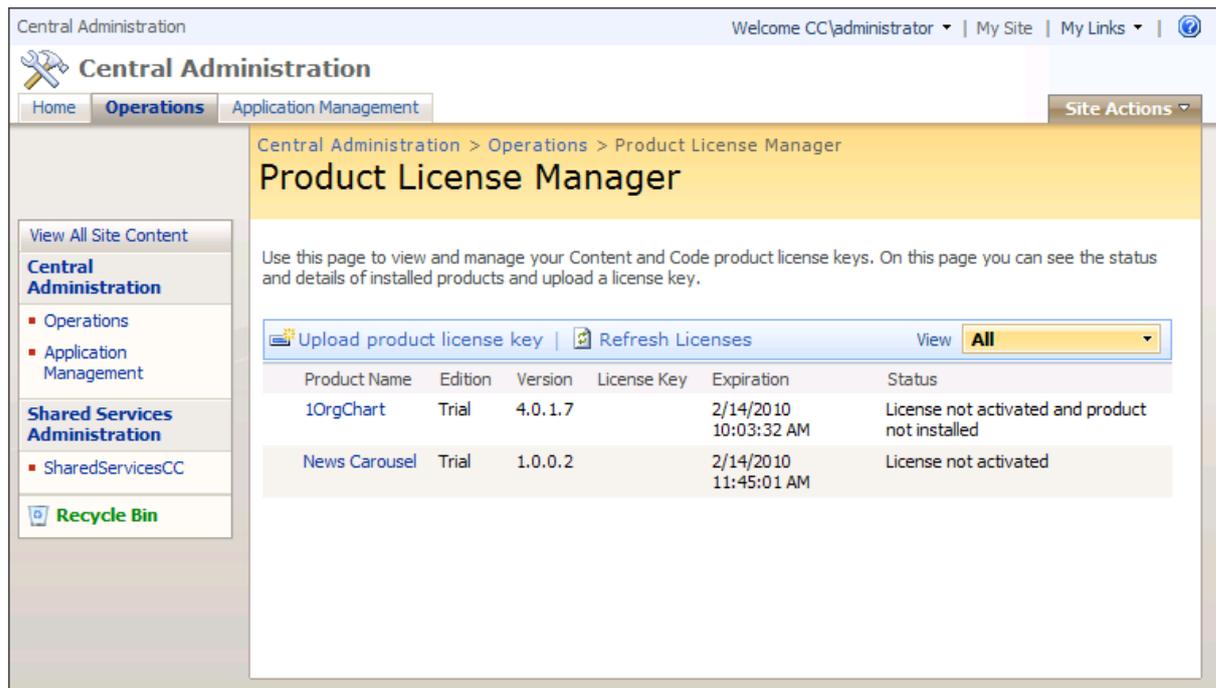
3.2.1 Uploading the Product License Key

To upload and activate a product license key:

1. In **SharePoint Central Administration** click the **Operations** tab
2. Below the **Content and Code Administration** section click **Manage Product Licenses**



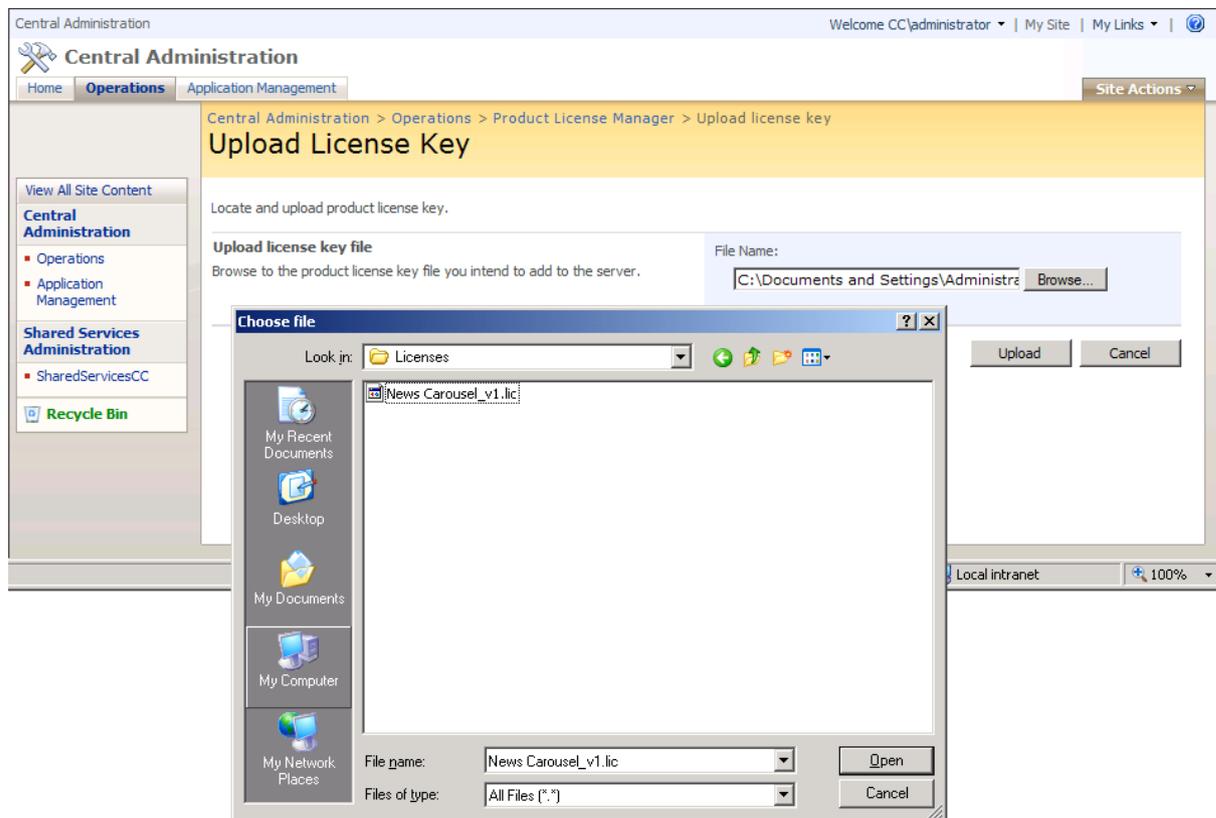
3. Click **News Carousel**



4. Click **Upload license key**

5. Click **Browse**

6. Locate the license key file (with .lic file extension) and click **Open**



7. Click **Upload**

3.2.2 Activate the License Key

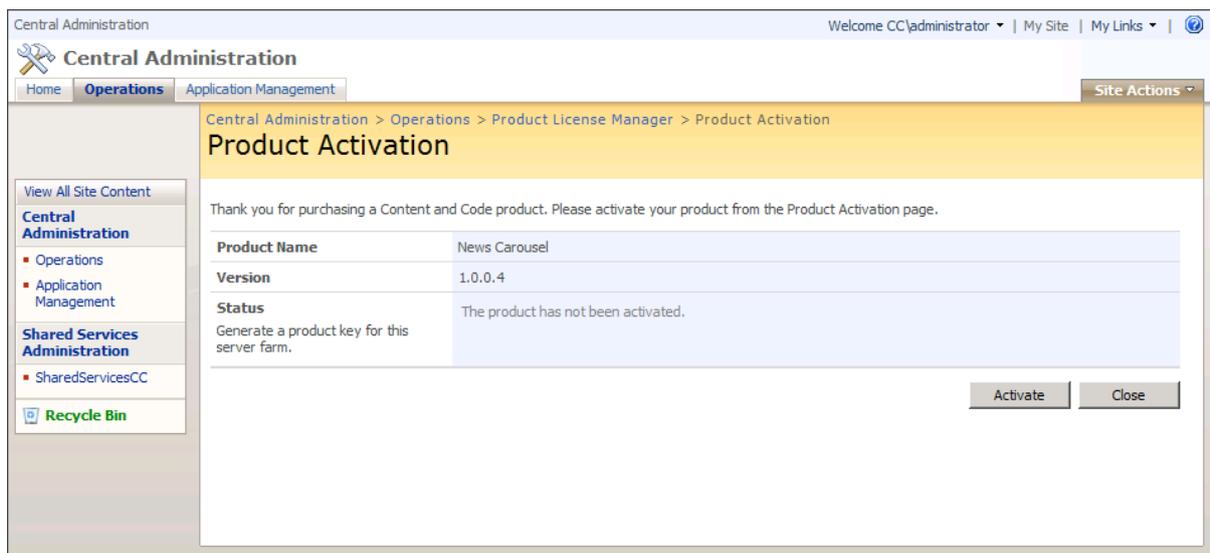
The product license key must be registered online before the product is fully activated.

Important: If your SharePoint server does not have access to the internet then you will not be able to activate the product using a standard license key.

To activate your product offline you will need to request a new offline key by following the steps in section **3.2.3 – Offline Activation**.

To activate the license key using the online registration option:

1. On the Product Activation page, click **Activate**



3.2.3 Offline Activation

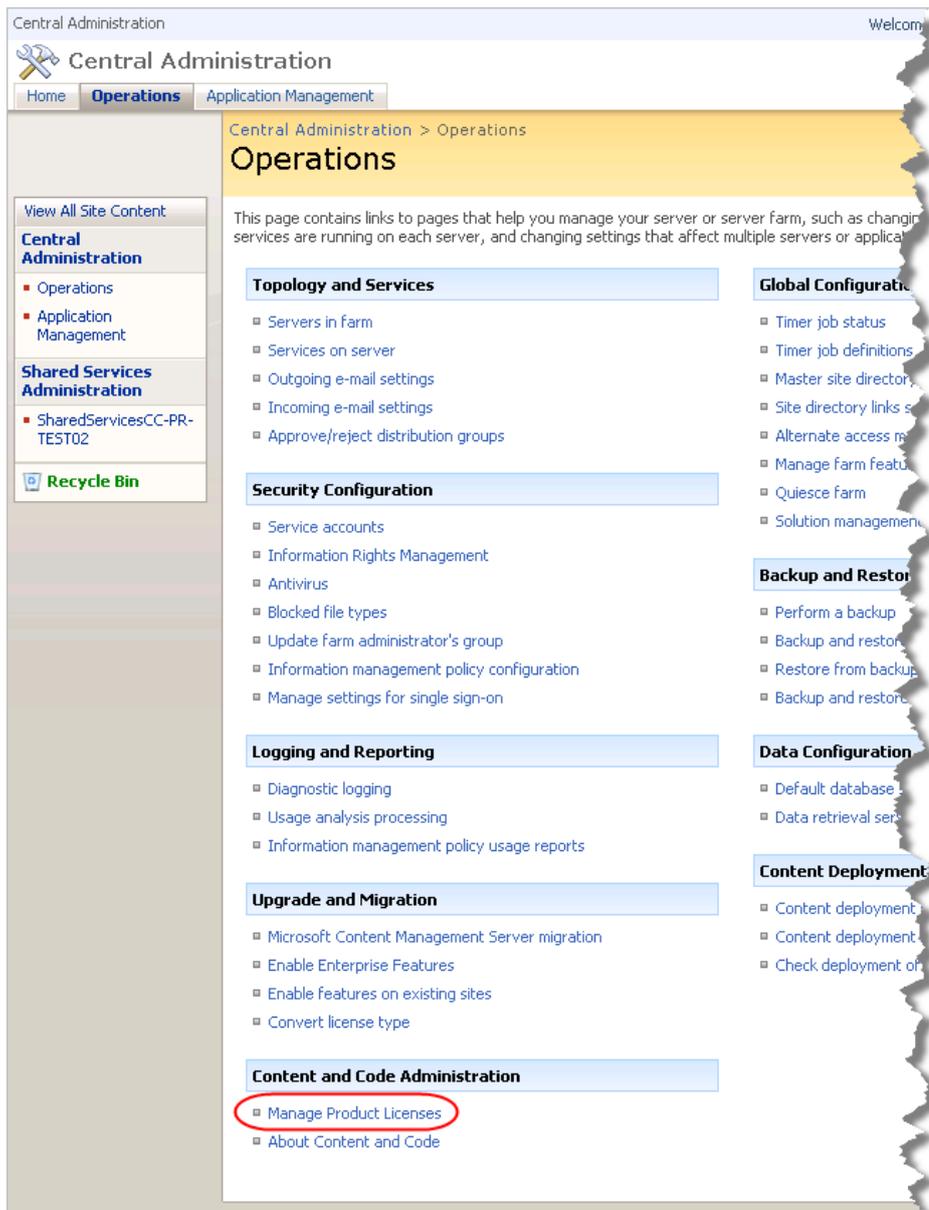
Important: An offline license key is ONLY required when a product needs to be activated on a server that does not have internet connectivity e.g. when the SharePoint environment is behind a firewall that prevents internet access. If the product has already been activated please skip this section and proceed to section

To activate the license key offline you will need to generate a Unique Activation Number (UAN) and send this to Content and Code. The UAN is used by Content and Code to create a matching Offline License Key which can be used to activate the product on the same server farm.

To generate and send a Unique Activation Number:

1. In **SharePoint Central Administration** click the **Operations** tab

2. Below the **Content and Code Administration** section click **Manager Product Licenses**

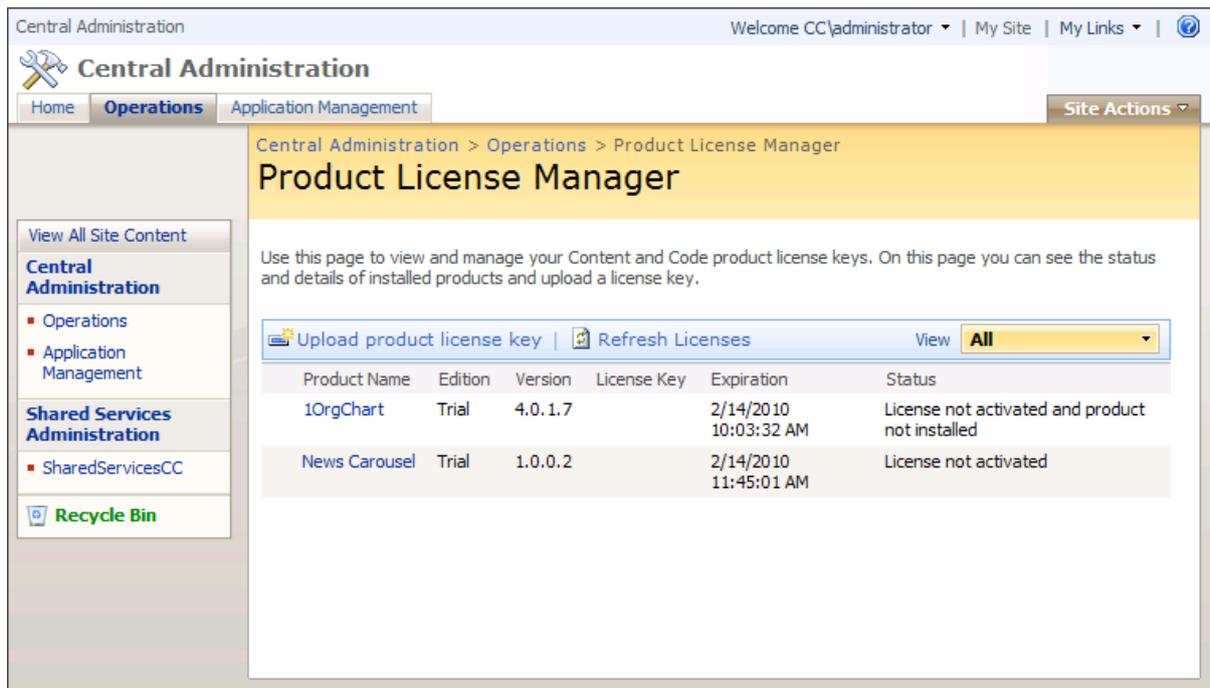


The screenshot shows the 'Central Administration' interface. The breadcrumb trail is 'Central Administration > Operations'. The main heading is 'Operations'. Below this, there is a description: 'This page contains links to pages that help you manage your server or server farm, such as changing services are running on each server, and changing settings that affect multiple servers or applications.' The page is organized into several sections:

- Topology and Services**
 - Servers in farm
 - Services on server
 - Outgoing e-mail settings
 - Incoming e-mail settings
 - Approve/reject distribution groups
- Security Configuration**
 - Service accounts
 - Information Rights Management
 - Antivirus
 - Blocked file types
 - Update farm administrator's group
 - Information management policy configuration
 - Manage settings for single sign-on
- Logging and Reporting**
 - Diagnostic logging
 - Usage analysis processing
 - Information management policy usage reports
- Upgrade and Migration**
 - Microsoft Content Management Server migration
 - Enable Enterprise Features
 - Enable features on existing sites
 - Convert license type
- Content and Code Administration**
 - Manage Product Licenses** (circled in red)
 - About Content and Code

Other sections visible on the right side include 'Global Configuration', 'Backup and Restore', 'Data Configuration', and 'Content Deployment'.

3. Click **News Carousel**



Central Administration > Operations > Product License Manager

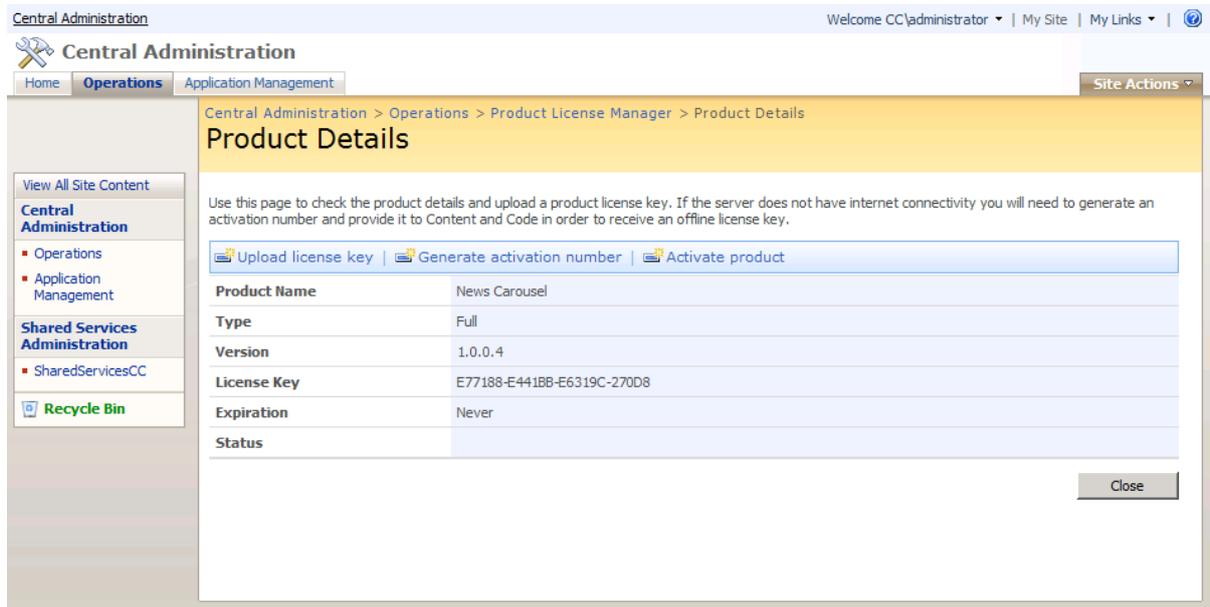
Product License Manager

Use this page to view and manage your Content and Code product license keys. On this page you can see the status and details of installed products and upload a license key.

[Upload product license key](#) |
 [Refresh Licenses](#)
View **All**

Product Name	Edition	Version	License Key	Expiration	Status
1OrgChart	Trial	4.0.1.7		2/14/2010 10:03:32 AM	License not activated and product not installed
News Carousel	Trial	1.0.0.2		2/14/2010 11:45:01 AM	License not activated

4. Click **Generate activation number**



Central Administration > Operations > Product License Manager > Product Details

Product Details

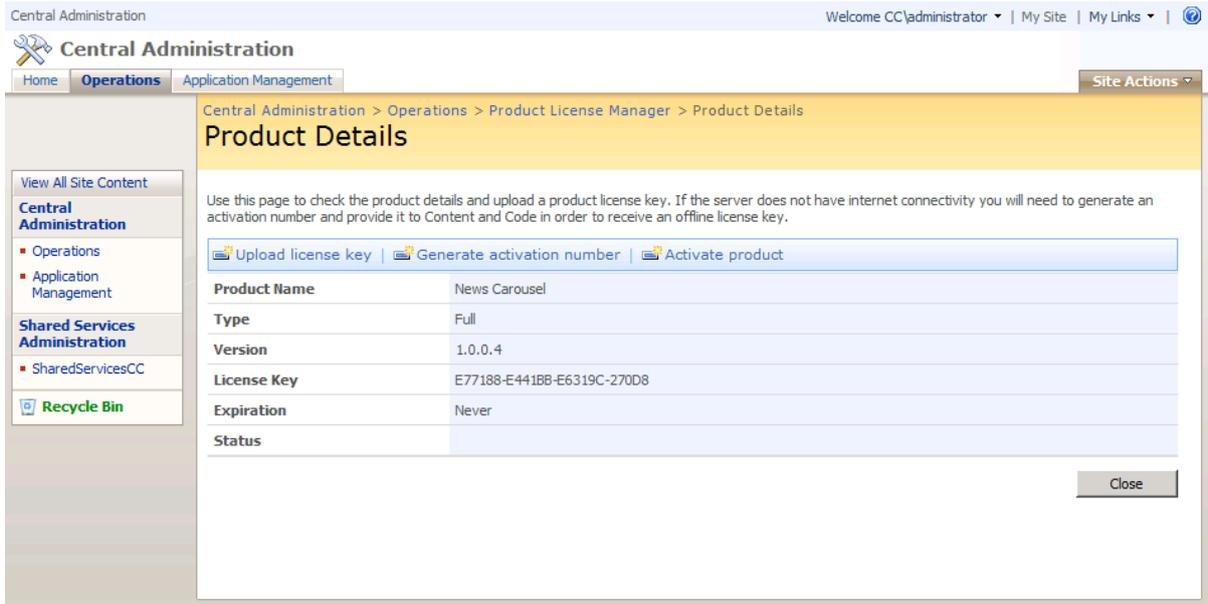
Use this page to check the product details and upload a product license key. If the server does not have internet connectivity you will need to generate an activation number and provide it to Content and Code in order to receive an offline license key.

[Upload license key](#) |
 [Generate activation number](#) |
 [Activate product](#)

Product Name	News Carousel
Type	Full
Version	1.0.0.4
License Key	E77188-E441BB-E6319C-270D8
Expiration	Never
Status	

[Close](#)

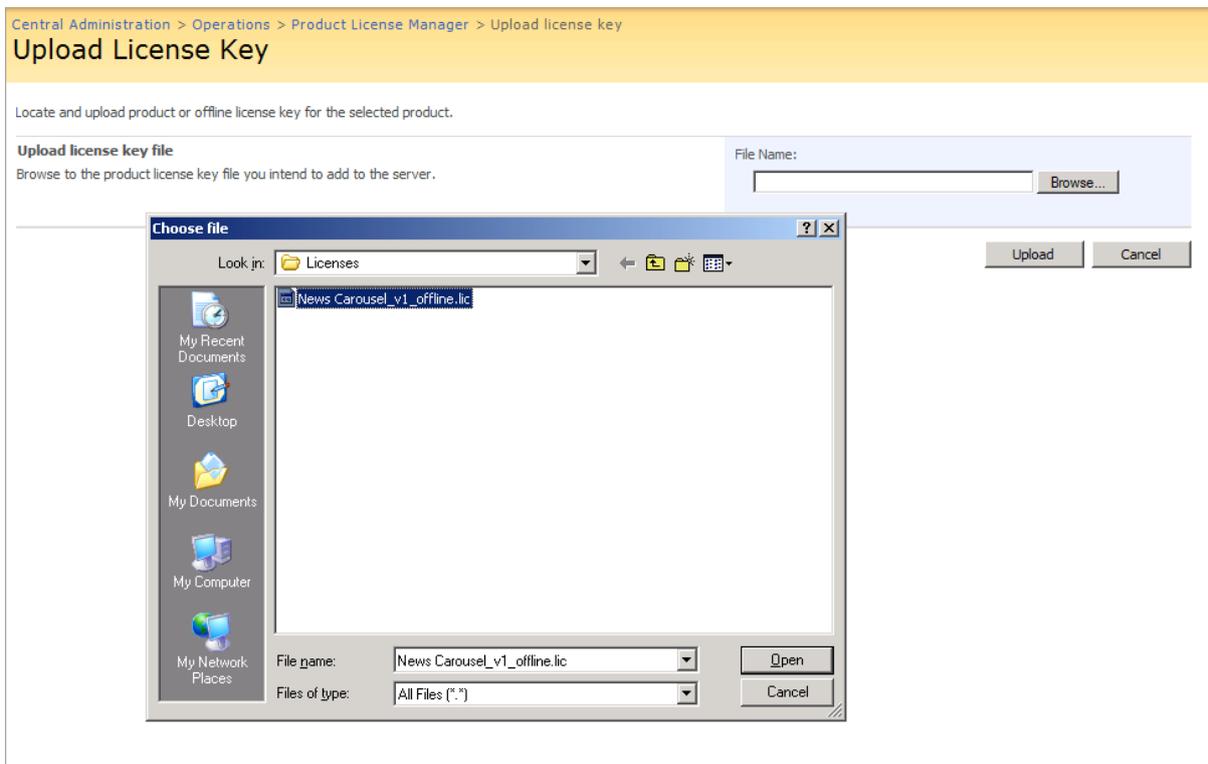
5. Click **Generate**



6. Copy the **Unique Activation Number** and send it to licenses@contentandcode.com

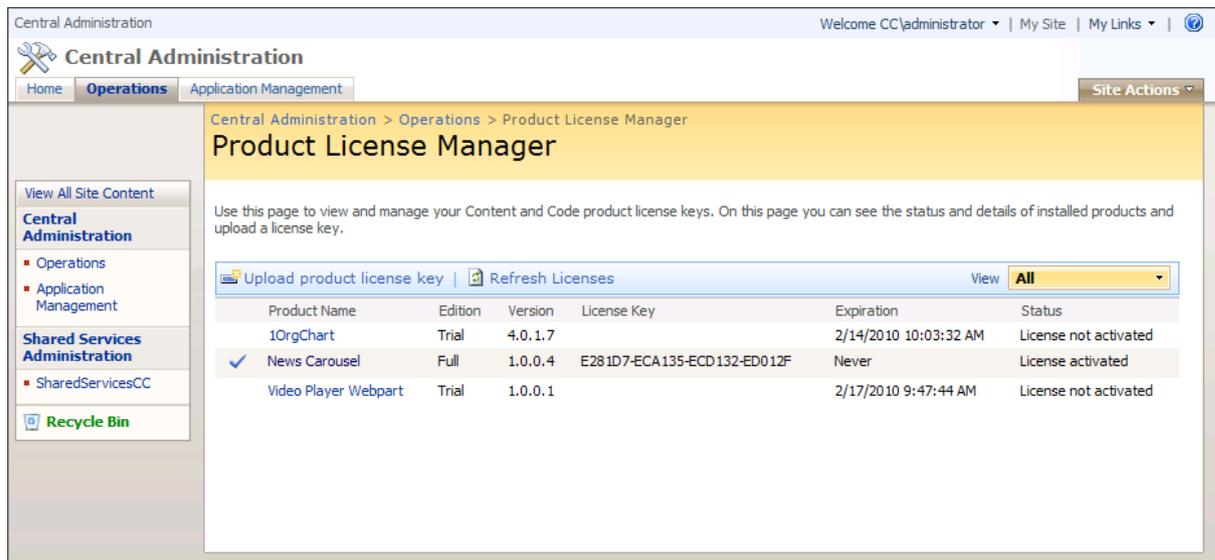
Important: Once Content and Code have received your Unique Activation Number they will send you a new product key that can be used to activate the product offline.

7 Click **Upload license key**



8 Click **Upload**

- 9 If the license key matches the server where the UAN was generated, the license file will activate the product automatically and take you to the **Product License Manger** page (below).



Central Administration > Operations > Product License Manager

Product License Manager

Use this page to view and manage your Content and Code product license keys. On this page you can see the status and details of installed products and upload a license key.

View **All**

Product Name	Edition	Version	License Key	Expiration	Status
1OrgChart	Trial	4.0.1.7		2/14/2010 10:03:32 AM	License not activated
<input checked="" type="checkbox"/> News Carousel	Full	1.0.0.4	E281D7-ECA135-ECD132-ED012F	Never	License activated
Video Player Webpart	Trial	1.0.0.1		2/17/2010 9:47:44 AM	License not activated

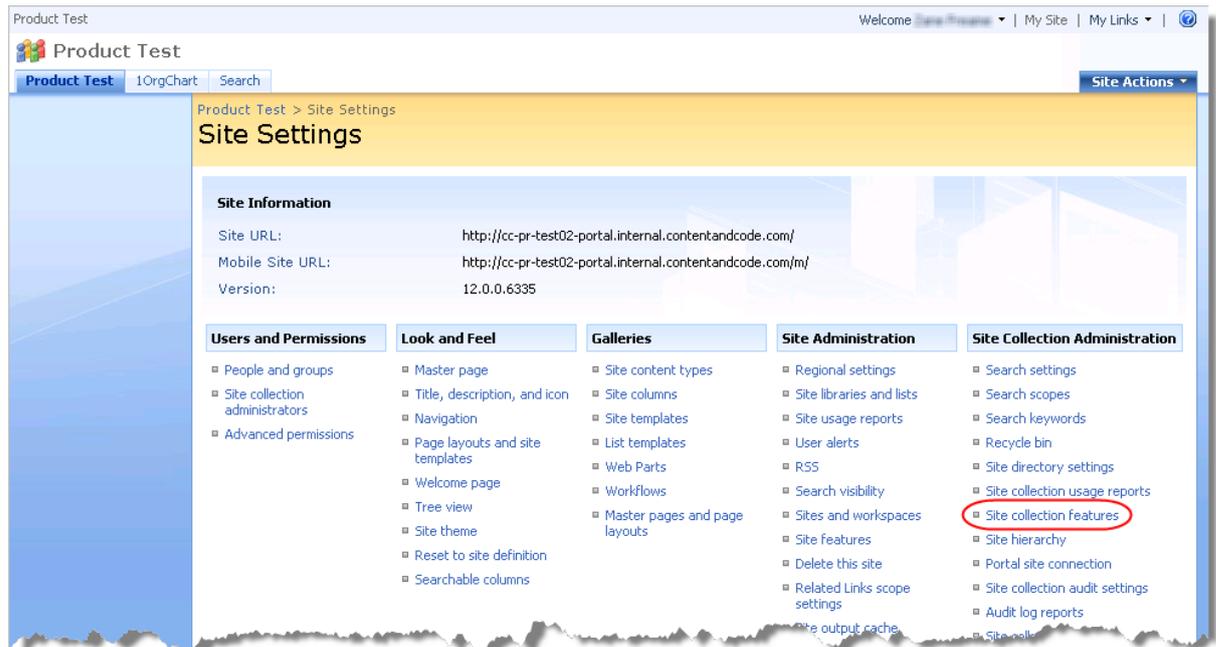
Note: A tick is displayed next to each product on the Product License Manger page that has been activated. The Product License Manger page also includes details of the product, including the edition, version and expiration date (if a trial license is installed).

4 Configuring the News Carousel

4.1 Activate the Site Collection Feature

Follow these steps to activate the News Carousel site collection feature.

1. Open the top level site in your site collection.
2. Go to **Site Actions > Site Settings > Modify All Site Settings**.
3. Under **Site Collection Administration**, click **Site Collection Features**.



4. Click **Activate** to activate **News Carousel** web part.



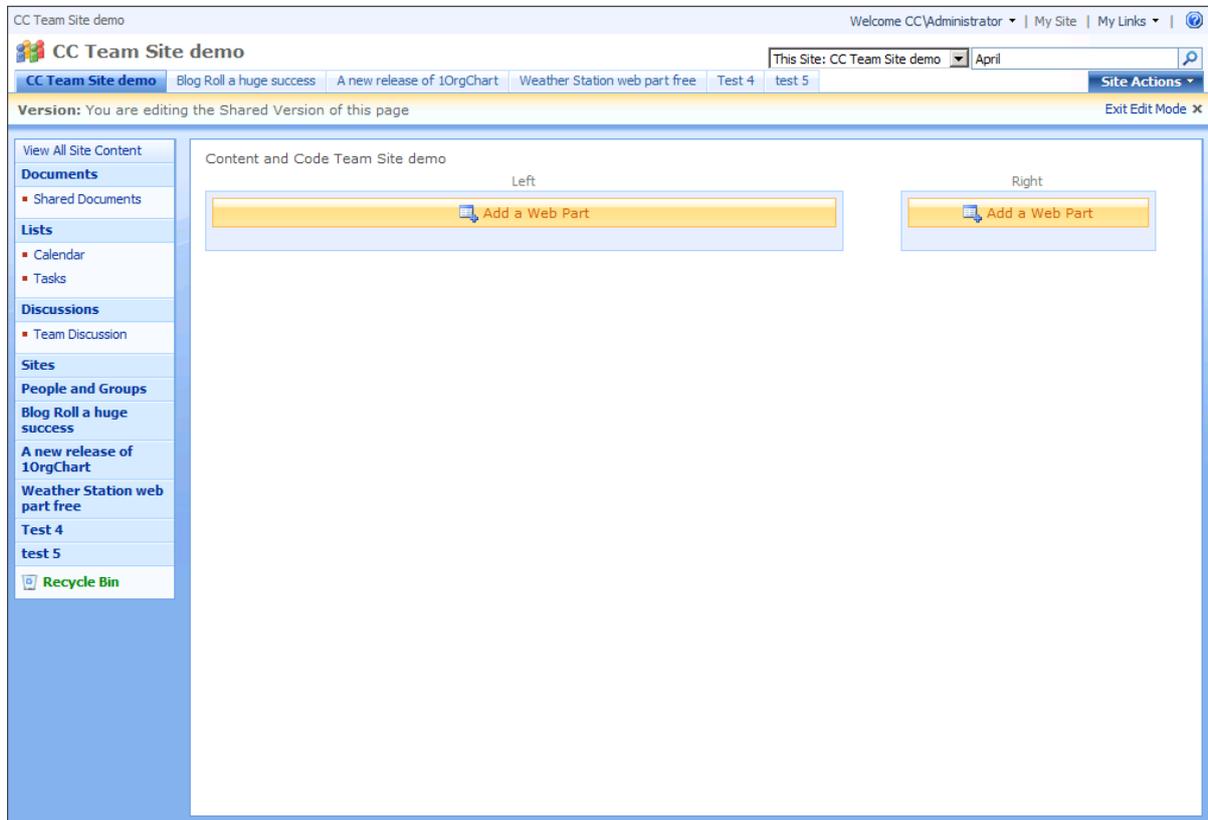
Congratulations!

The News Carousel web part is now available and ready to use.

4.2 Adding the News Carousel

Note: The News Carousel requires the **Office SharePoint Server Publishing** site feature to be activated

1. Select **Site Action -> Edit Page** on the page where you would like to add the News Carousel web part.



2. Click on **Add a Web Part** in the zone that you want to add the News Carousel web part to and select **News Carousel** in the Content and Code section.

Content and Code

-  **10OrgChart**
Display organisational and departmental charts using data collected from user profiles or a custom list.
-  **Blog Roll**
Aggregates blogs across multiple site collections and web applications in your SharePoint farm to increase exposure of blog posts.
-  **Map Web Part**
This webpart displays the globe
-  **Meeting Planner**
Displays the date and time for any location(s) in the world using a date and time from a chosen time zone.
-  **News Carousel**
Display many news items in a single web part without using a lot of space.
-  **People Directory Search Filters**
Provides web parts for searching and browsing people information from the User Profile Database
-  **People Directory Search Results**
People Directory Search Filters
-  **Weather Station**
Indicates the weather forecasts for the next 3 days including temperature and rainfall probability. The user can also adjust the current location.

The News carousel will now display SharePoint Article Pages as news items in the news carousel web part.

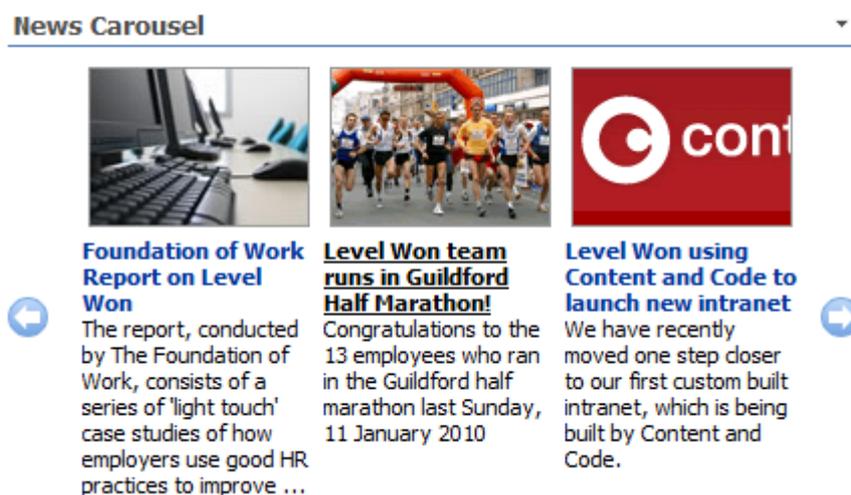
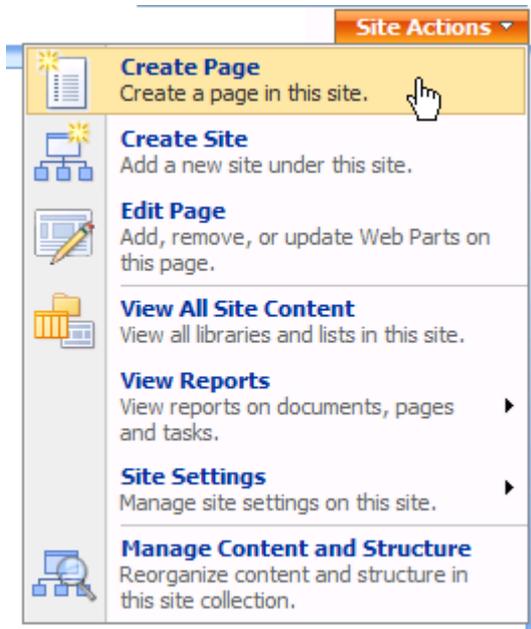


Figure 2 – News Carousel

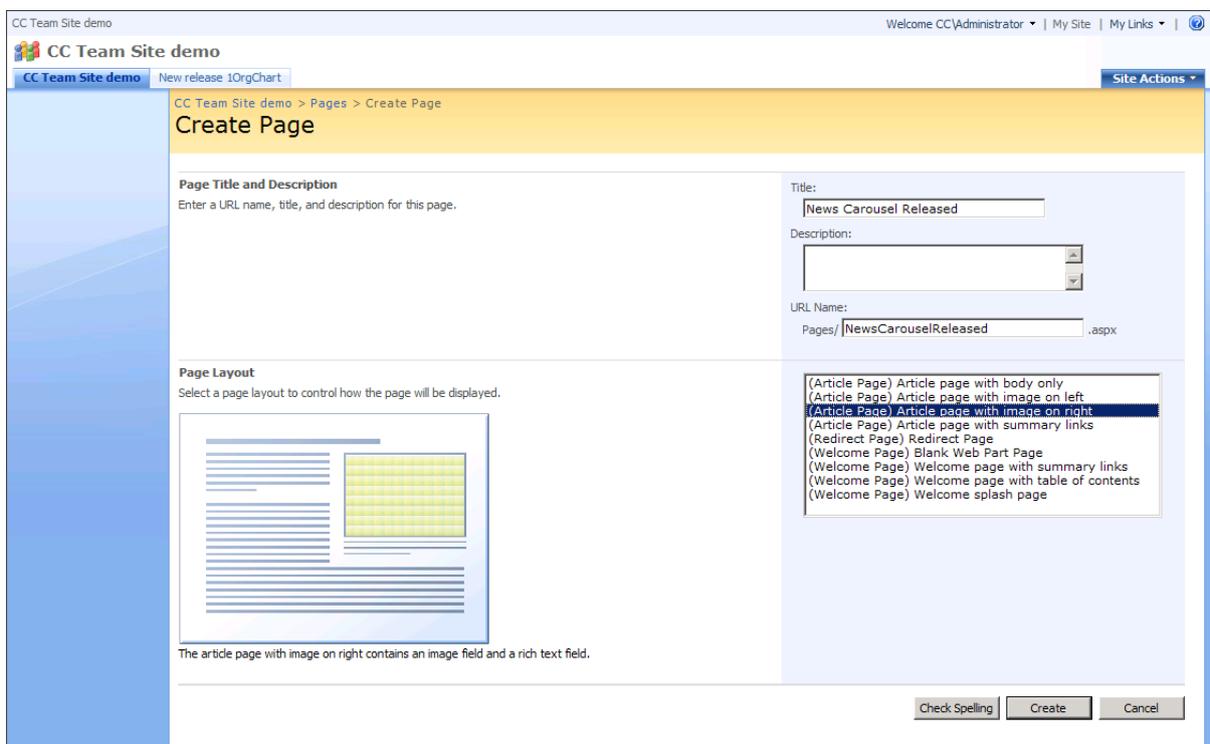
4.3 Add a News Item (Article Page)

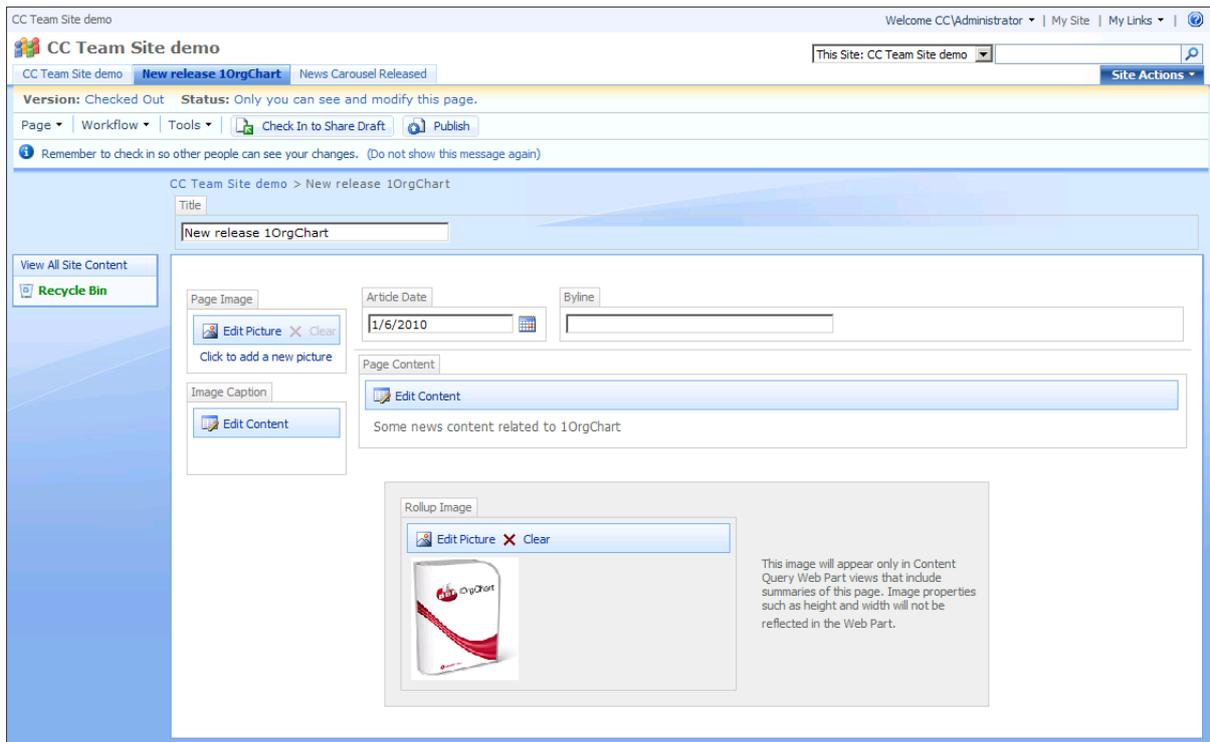
News items can be created by creating an article page in SharePoint.

1. Select **Create Page** from the **Site Action** menu



2. Supply a **Page Title, Description, URL** and **Page Layout** and click **Create**





Ensure that when a rollup image is selected that a default width of 110 pixels is specified. For the best result it is recommended that you upload images with a width of 110 pixels.

4.4 XSLT Configuration

This section outlines changes that can be made to the look and feel of the News Carousel web part.

The News Carousel uses the following .xsl files located in the Style Library of the Site Collection where the feature has been activated.

/Style Library/XSL Style Sheets/ContentAndCode/CarouselItemStyle.xls
/Style Library/XSL Style Sheets/ContentAndCode/CarouselMain.xls

4.4.1 Adjusting the Number of Items to Display

To change the number of items displayed in the News Carousel, modify the **height** and the **width** values in the **CarouselMain.xsl**

```
.stepcarousel {
  position: relative;
  margin: 0px 5px 0px 5px;
  overflow: scroll;
  width: 360px;
  height: 260px;
}
```

Note: The height and width of the web part might also need to be adjusted.

Appearance

Title

Height
 Should the Web Part have a fixed height?
 Yes
 No. Adjust height to fit zone.

Width
 Should the Web Part have a fixed width?
 Yes
 No. Adjust width to fit zone.

4.4.2 Adjusting the Summary Text Length



Foundation of Work Report on Level Won

The report, conducted by The Foundation of Work, consists of a series of 'light touch' case studies of how employers use good HR practices to improve ...

The default number of characters displayed in the summary is set to 150.

To change the number of characters displayed in the item summary (highlighted in *Figure 3 – Truncated Summary Text* *Figure 4 – Available Styles* below), adjust the following values in the **CarouselItemStyle.xsl**

```
<xsl:value-of select="substring(@Description,1,150)" />
<xsl:if test="string-length(@Description) > 150">...</xsl:if>
```

Figure 3 – Truncated Summary Text

4.4.3 Hiding the Rollup Images

Styles:

Group style:

Item style:

To hide the images selected in the **Carousel-Without-Images** item style from the drop down in the **Presentation** section of the web part properties.

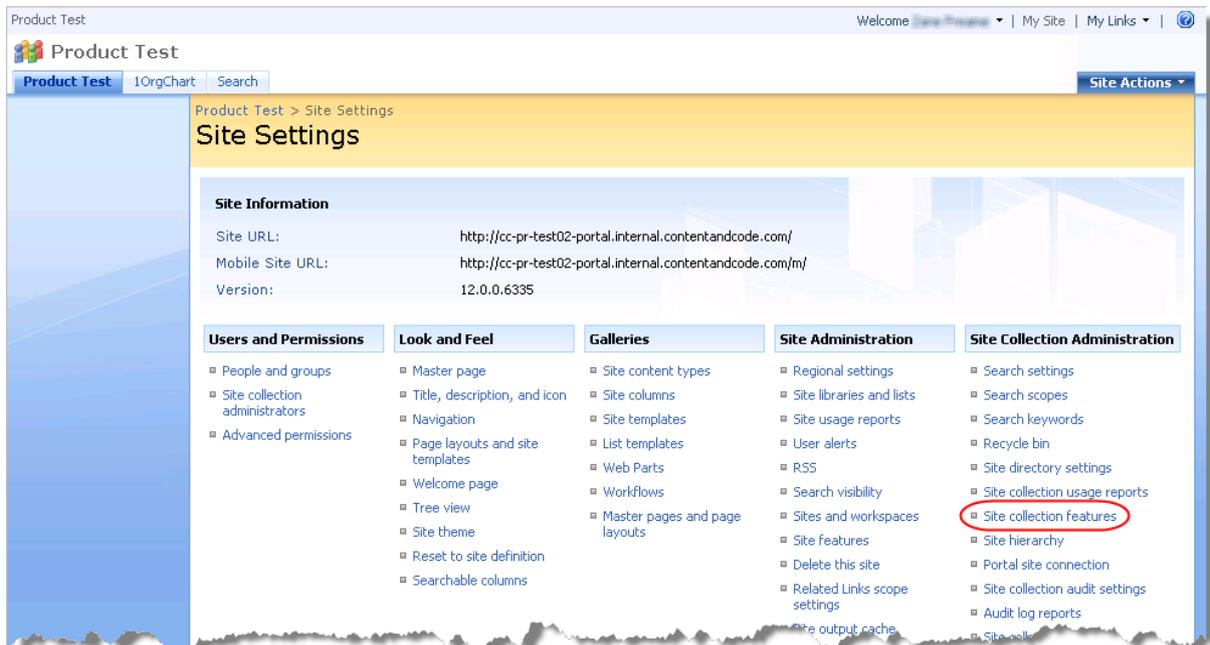
Figure 4 – Available Styles

5 Uninstalling the News Carousel web part

5.1 Deactivating the Feature

To prevent users from adding additional News Carousel web parts to pages, you can deactivate the News Carousel. This will remove the web parts from the web part gallery but existing instances (i.e. web parts that have already been added to a page) will continue to function.

1. Open the top level site in your site collection
2. Go to **Site Actions > Site Settings > Modify All Site Settings**
3. Below the section **Site Collection Administration**, click **Site Collection Features**



4. For the News Carousel feature, click **Deactivate**



5. When prompted with a warning, click **Deactivate this feature**

Warning

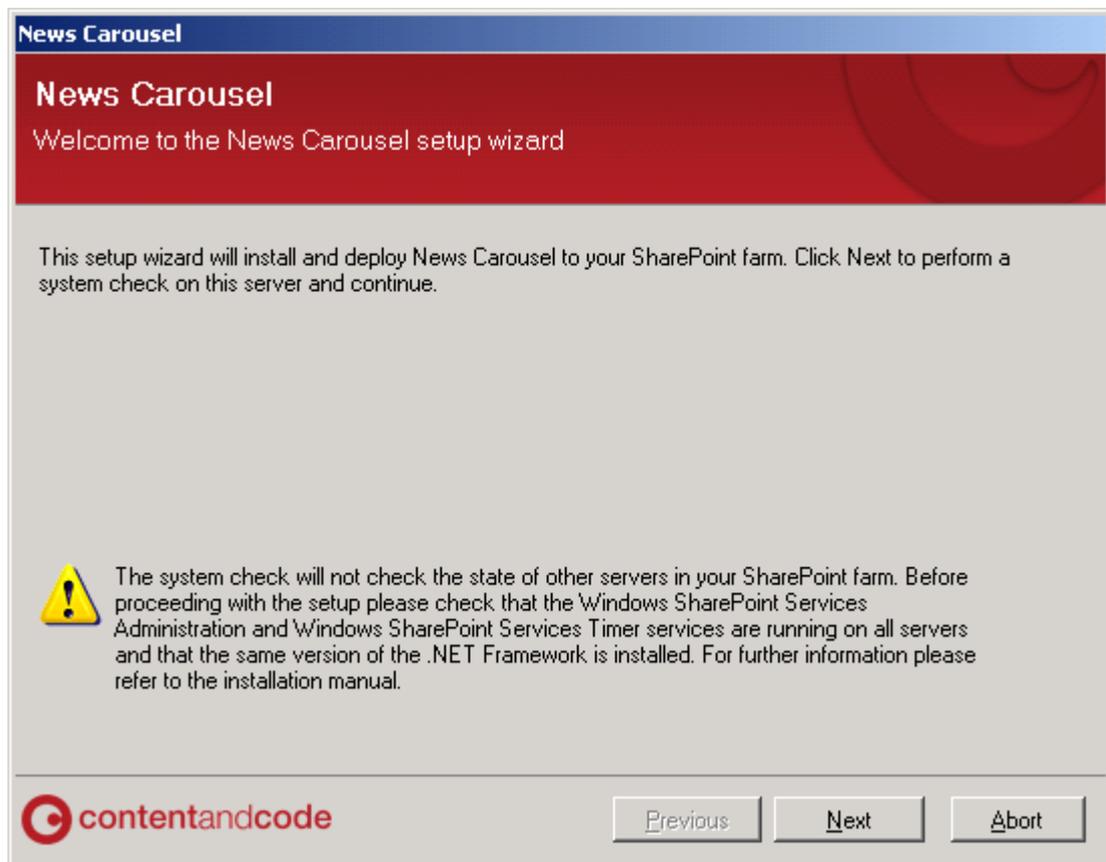
 You are about to deactivate the News Carousel feature.
If you deactivate this feature, any user data or customizations associated with this feature might be lost. In addition, any active features that depend on this feature might fail to function.

[Deactivate this feature](#)

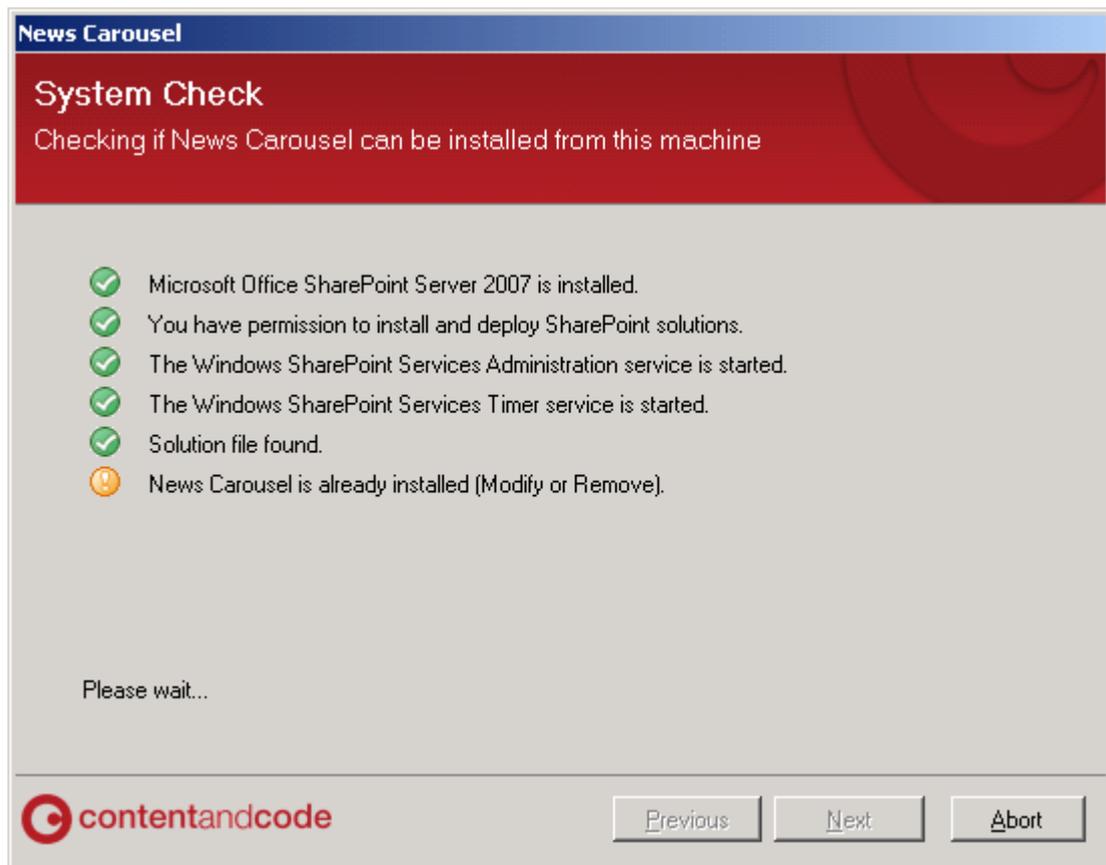
5.2 Uninstall the Solution

To completely un-install News Carousel from your farm, log on to the server from which you installed News Carousel and locate your installation file and follow these steps.

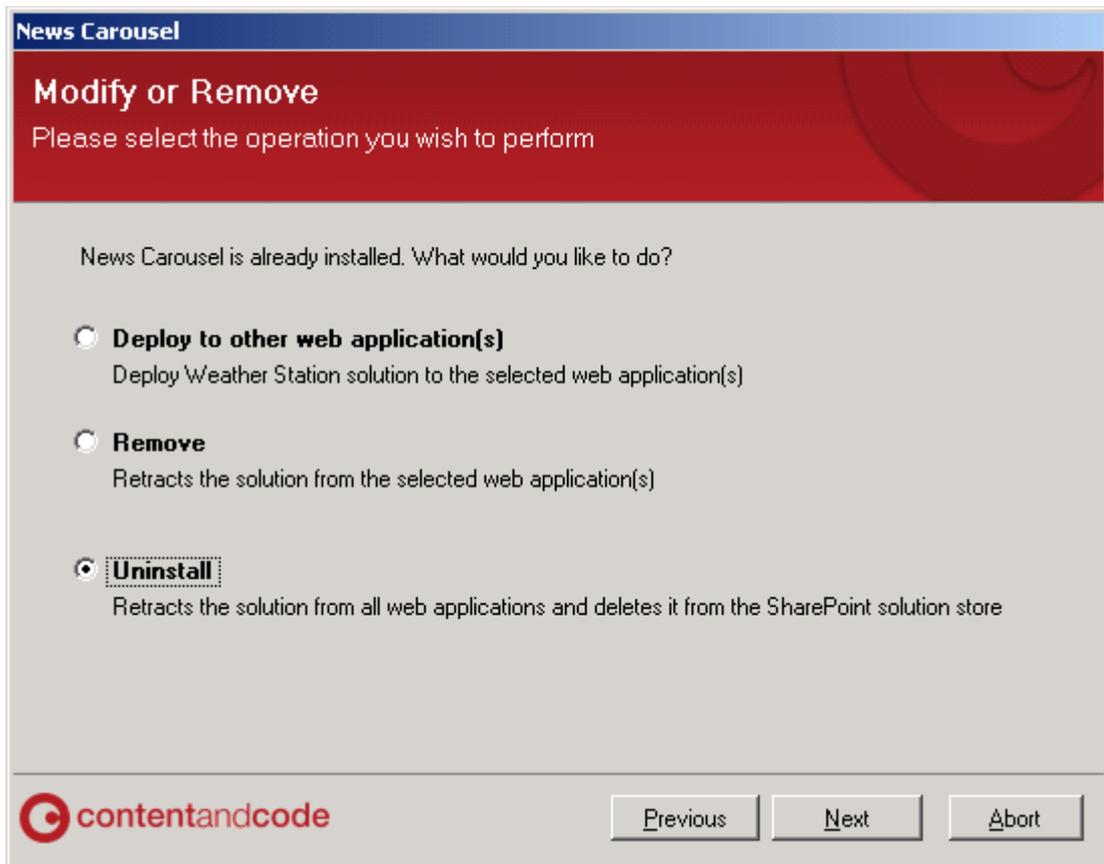
1. Run **CcNewsCarouselInstaller.exe**
2. Click **Next**



3. Once the System Check is complete, click **Next**

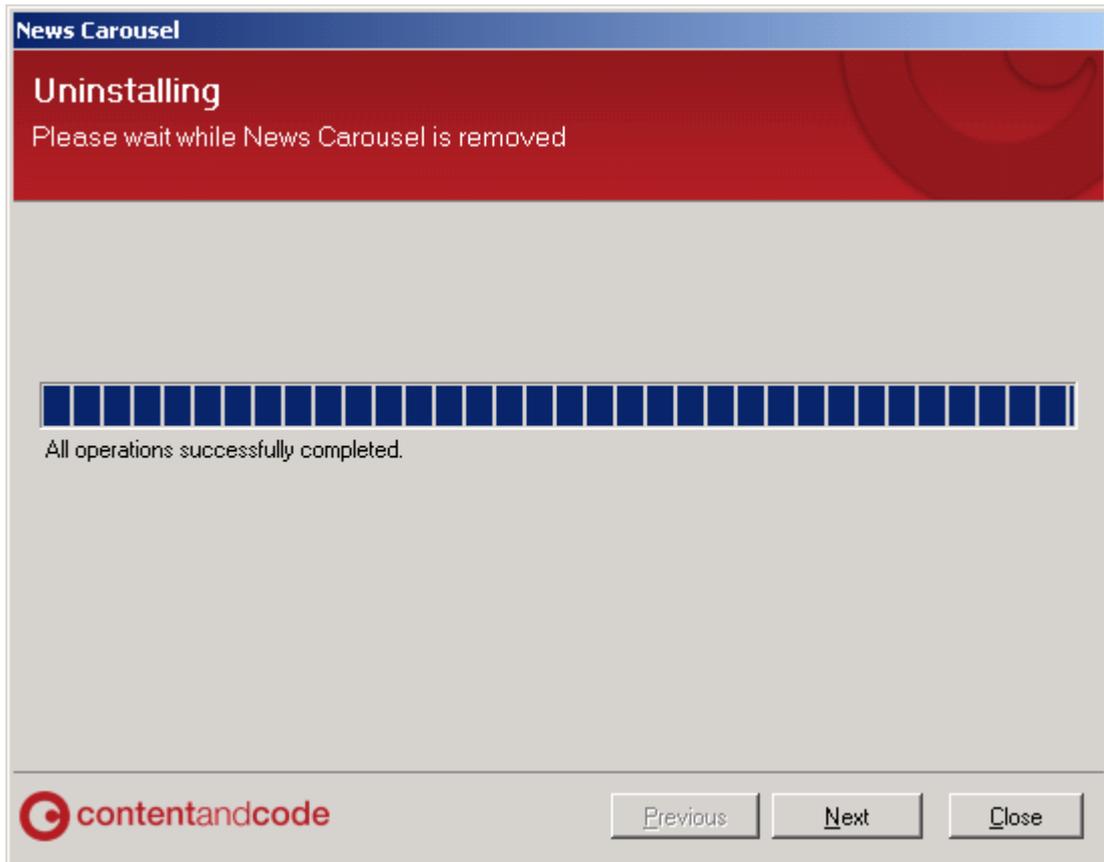


4. Select **Uninstall**
5. Click **Next**



6. Once the uninstall is complete, click **Next**
7. The details of the uninstall procedure will be displayed

8. Click **Close**



Note: Any News Carousel web parts that have been added to your site must be deleted manually.