Creating and Managing RSS Feeds

RSS (Really Simple Syndication) feeds allow people to subscribe to pages, blogs, or other Web content. When something is changed on the page the subscriber is notified.

You can enable, or disable RSS on a site. If you enable it, all subsequent sites created under that site will be enabled on creation.

To Enable RSS support

1. Click on Site Actions on the top right.
2. Select Site Settings.
3. Under Site Administration click RSS.
4. Click the Allow RSS Feeds on this Site on.

5. In the copywrite box put the statement you want to use on the feed (it will appear at the bottom of the page. Like;

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6. Enter the name of the Webmaster (the person who manages your SharePoint Website) and the Managing Editor (probably your CED).

7. Click OK.

Managing RSS Feeds

Once RSS Feeds are turned on you can manage RSS support for the following;

- Document Libraries
- Picture Libraries
- Forms Libraries
- Announcement Lists
- Calendars
- Blogs
- Surveys
- Discussion Boards.

To manage RSS for one of the above;

1. Open the list or if it is not visible click on View All Site Content and then open it.
2. Click on Settings and then select Document Library Settings.
3. Click RSS Settings.
4. Click to Allow or Not Allow RSS Feeds to the Library.
5. In the Channel Information box select whether you want to truncate multi-line fields to 255 characters.
6. Put in a Name for the RSS feed and a description.
7. You can associate an image with the feed if you wish. Usually one would use a logo.
8. Specify whether or not you want to include the enclosures you set up when you allowed RSS feeds on the site.
9. In the Columns section specify which of the Libraries informational columns you want to include in the feed.

10. In the Item Limit section you can set a limit on the number of items and days to include in a single RSS feed.

11. Click **OK**.