

LIVE BLOG 1.5 FOR JOURNALISTS

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INTRODUCTION

I. WHAT IS LIVE BLOG?

I . WHAT IS LIVE BLOG?

Live Blog is a next-generation open source web tool created by Sourcefabric to enable both individuals and teams to report live breaking news from anywhere, working only in a web browser.

With journalists from the BBC, the Guardian, Le Monde, Vorarlberger Nachrichten and Zeit Online all having contributed to its design, Live Blog can justly be said to have been designed *by* journalists *for* journalists.

Originally developed for GEN, the Global Editors Network, Live Blog now forms part of Superdesk, a fast-developing open source project that will enable news organisations to manage all of their newsroom activities, including planning, ingest, writing, publication and archiving.

Source code for Superdesk is available to download from <https://github.com/sourcefabric/Superdesk/>

The Live Blog component of Superdesk is inspired by the best features of existing live-blogging tools. It gives journalists and editors the ability to curate live content coming from their own correspondents together with selected material from external sources including Google, Instagram, Twitter, Flickr, YouTube, Soundcloud and Facebook.

Being web-based, Live Blog can accept contributions from anywhere, creating new opportunities for independent newsrooms to pool their resources together and collaborate to produce rich live blogs. Live Blog is easy to integrate into your website and alongside existing newsroom systems. The intention is to enhance the tools you're already using, rather than replace them.

The availability of Live Blog means that independent news organisations are now able to emulate the live-blogging capabilities of big newsrooms such as the BBC, the Guardian, the New York Times, and Le Figaro, without having to hire a programming team or buy in an expensive proprietary software solution.

Whether you use it to cover a major set-piece such as an election, a breaking news story, a sporting event or anything else, live-blogging with Live Blog will help you drive traffic and sustain reader interest with engaging content. Live Blog can also facilitate organisations looking to increase revenue by means of sponsorship, contextual adverts or paid subscriptions.

Sourcefabric is keen for as many individuals and organisations as possible to test out Live Blog for themselves, to deploy it in their workflow, and to get involved in shaping its development.

USING LIVE BLOG

- 2. THE LIVE BLOG INTERFACE**
- 3. CREATING AND PUBLISHING A LIVE BLOG**
- 4. CREATING CONTENT AND USING SOURCES**
- 5. USING THE TIMELINE**
- 6. CONFIGURING YOUR LIVE BLOG**
- 7. USERS AND COLLABORATORS**
- 8. MANAGING FEEDS**
- 9. MEDIA ARCHIVE**

2. THE LIVE BLOG INTERFACE

Live Blog presents two different interfaces: one for the reader, and one for the journalist.

WHAT THE READER SEES

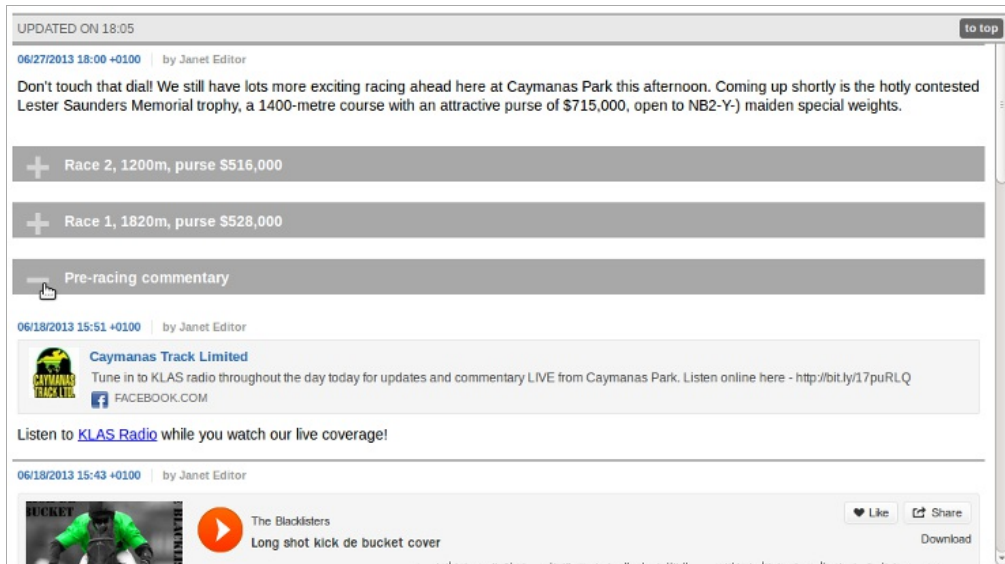
The reader sees the results of your live-blogging work as a timeline on your website, with the latest items at the top. New items appear immediately, without needing to refresh the page.

The timeline created by Live Blog can be embedded wherever you choose on your site, and can be styled to fit seamlessly with the rest of your content.

The screenshot shows the TagesWoche website with a live blog titled "Liveblog vom GEN News Summit in Paris". The page features a navigation bar with categories like Basel, Schweiz, International, Sport, Kultur, Leben, Blogs, Themen, Dialog, and Ausgehen. The main content area displays a timeline of updates from the summit, including a recap of the day and mentions of the Data Journalism awards. A sidebar on the right includes a map of the summit location, a profile of the author David Bauer, and a list of related articles such as "Wenn Roboter Artikel schreiben" and "Keine Angst vor der API".

A busy live blog can end up containing a large number of items. This can make it difficult for readers to get an overview of the content without having to do a lot of scrolling. Live Blog enables journalists and editors to 'wrap up' their posts into sections when a natural break occurs. If you are live-blogging from an afternoon of horse racing, for example, you can use wrap-ups to organise the posts you and your colleagues made during each race.

Wrapped sections appear as sub-headings with a plus sign next to them, inviting the reader to click and reveal the hidden posts.



Once clicked, the plus sign turns to a minus, and the items contained within the wrap-up section are displayed.

Find out how to create wrap-up sections in the chapter *Creating content and using sources*.

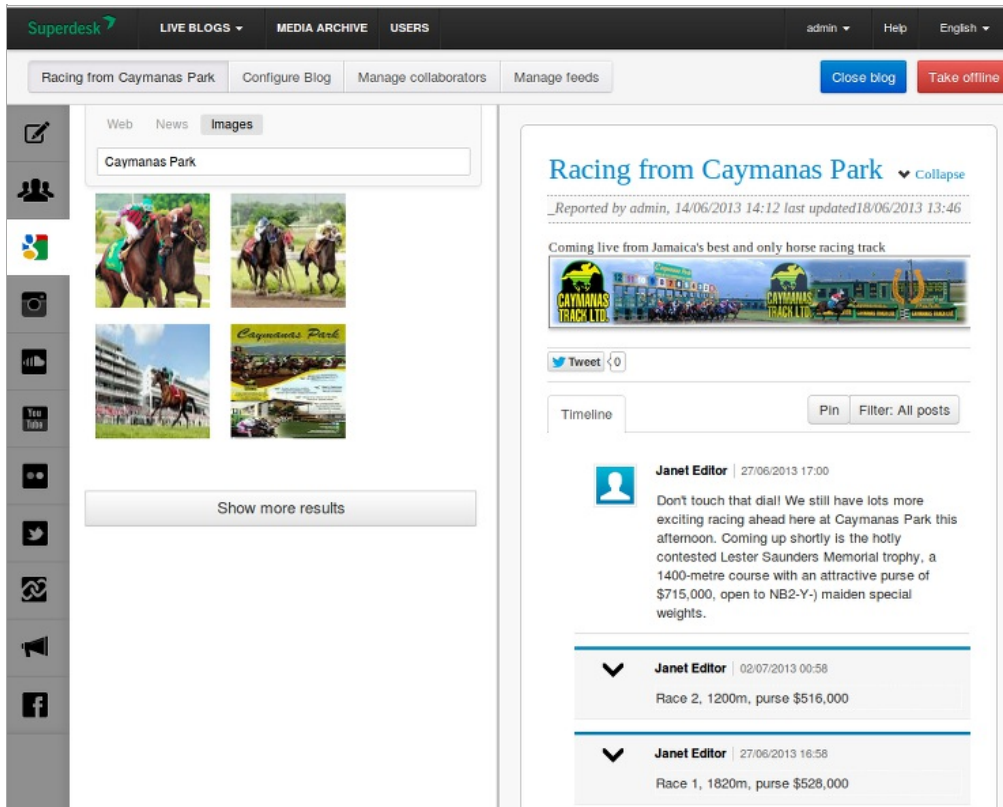
Another handy feature of Live Blog is that every post in the public timeline is formatted as an HTML anchor, meaning that readers can share and link directly to any individual post. When the mouse pointer is moved over a post, a share widget appears in its top-right corner. If the reader then clicks on **Share**, icons for popular social media sites and email are revealed.



Readers who would like to copy the post's URL manually can do so by right-clicking on the chain icon and using their web browser's context menu to copy the link location to their clipboard.

WHAT THE JOURNALIST SEES

The journalist's view of Live Blog is a dashboard where content is originated or sourced, and then published in the live stream.



The interface consists of two panes in your web browser window. The left pane organises your content sources, while the right pane contains the live blog's timeline, into which items are dragged and published.

This timeline is very similar to what the reader sees, but has features for journalists and editors such as the ability to edit, publish, unpublish and delete posts, and to add comments and headings to them.

The chapters *Creating content and using sources* and *Using the timeline* detail the publishing process.

Only authorised users can access the journalist's view of Live Blog. User accounts are set up by the system administrator.

Live blogs are much more interesting for readers if they contain a variety of voices rather than a monologue. With Live Blog, many individual contributors can be logged into the journalist's interface simultaneously, adding fresh content and helping to increase the pace of posting.

3. CREATING AND PUBLISHING A LIVE BLOG

CREATING A NEW LIVE BLOG

To create a live blog, click on **Live Blogs** in the menu, and then on **Create live blog**.



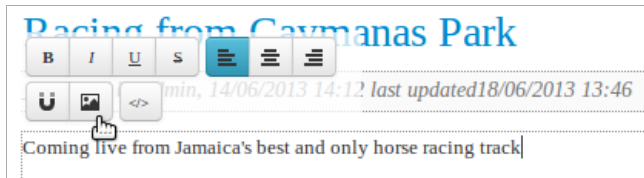
You will be prompted to choose a **Language** and title for your new live blog, and to provide a brief description.

Select 'default' as the type of blog, unless you or your system administrator have set up a custom blog type for your publication. (For information on setting up custom blog types, see the chapter *Configuring your live blog*).

A screenshot of the 'Add Live blog' form. At the top right is a close button (X). Below the title is a language dropdown menu set to 'English'. The title field contains 'Racing from Caymanas Park' and the description field contains 'Horse racing live from Jamaica!'. Under the heading 'Configure type of blog', there are two radio button options: 'default' (which is selected and highlighted in green) and 'Default plus predefined posts'. At the bottom right are 'Cancel' and 'Save changes' buttons.

Click the **Save changes** button, and your new live blog will appear, empty of content and ready for you to start using. If you decide you would like to change the title or description at any time, you can do so by simply clicking on the relevant text in the right-hand pane and editing it.

You can also at this stage add an image to go along with your live blog's title and description. Click in the space for description text, and a formatting toolbar will appear.



Click on the image button, and a dialog box will pop up.

At the moment this dialog won't let you upload an image from your computer. You have to paste the link to an image already available somewhere on the Web into the URL box and press the Insert button.

Note that the title, description and image are seen only in the journalist's interface, not in the published live blog.

Tip: To gain a little more space for viewing items in the timeline, you can click on the **Collapse** link to the right of your live blog's title. The description of the live blog will then be hidden until you choose to click on **Expand**.

EMBEDDING A LIVE BLOG INTO YOUR WEBSITE

Click on the white **Configure Blog** button near the top-left corner of the screen. This will take you to your live blog's configuration page. Select a theme from the available themes using the **Embed Theme** drop-down menu. (Unless additional custom themes have been enabled on your installation of Live Blog, the only choice will be the default theme). The embed code will then appear in the **Embed script** field.

Click into the script text box, select all of it, and copy it to your clipboard (using the keyboard shortcuts Control+A, Control+C, or your web browser's right-click context menu).

This script can then be pasted into the web page where you want your new live blog to appear. Determining the exact method for embedding scripts into your publication will depend on what content management system or publishing platform you are using. This is a job for your web editor or designer.

You will not normally need to pay attention to the **Frontend server** field. This is only required when Live Blog is running in multiple instance mode, when there is a separate, cached instance for serving the embeddable content. In this case, inputting the name of the frontend server into this field will update the embed script with the correct information.

CLOSING AND REOPENING A LIVE BLOG

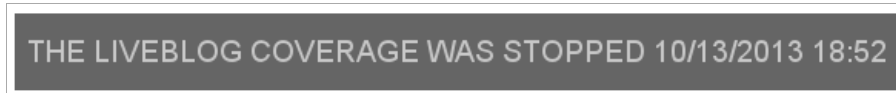
As soon as you create a new live blog, it is active and ready to be embedded for publication.

When you decide to stop your coverage, whether temporarily or permanently, you can do so by clicking the blue **Close blog** button in the top-right corner.



This will be replaced by a **Reopen blog** button, and no more posts will be allowed to be published in the timeline.

The existing content will remain visible to your readers, but a message will appear at the top of the published timeline indicating that coverage has stopped.



If you wish to restart a live blog that has been stopped, click the **Reopen blog** button.



Please be aware, however, that your readers will not see any updates from a reopened live blog until they manually reload the page in which it is embedded.

Blogs that have been closed are moved into an archive section of Live Blog. To view a blog that has been archived, click the Superdesk logo in the top-left corner of the screen, and select the **Archive blogs** tab. You will see a list of archived blogs. To make a blog active again, click on its name, and then use the **Reopen blog** button as above.

4. CREATING CONTENT AND USING SOURCES

You will notice a number of tabs along the left-hand side of the left pane in Live Blog, each with a different icon.



These tabs allow you to switch between different sources of content with a single click of your mouse. Reading from top to bottom, the content sources are:

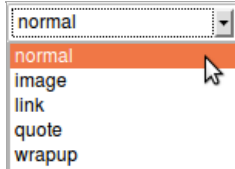
- Edit
- Google
- Collaborators
- Comments
- Twitter
- Flickr
- YouTube
- Instagram
- SoundCloud
- Advertisements
- Chained live blogs
- SMS
- Facebook

EDIT TAB

This is where you and your colleagues will create your own content for publication in your live blog.

Blog types

The edit tab features a drop-down menu which enables you to switch between different types of post. The standard options are: **normal**, **image**, **link**, **quote** and **wrapup**. (Other post types can be set up using Live Blog's custom blog type feature, which is explained in the chapter *Configuring your live blog*).



When you select a different blog type in the drop-down menu, the layout of the content preparation area below it changes.

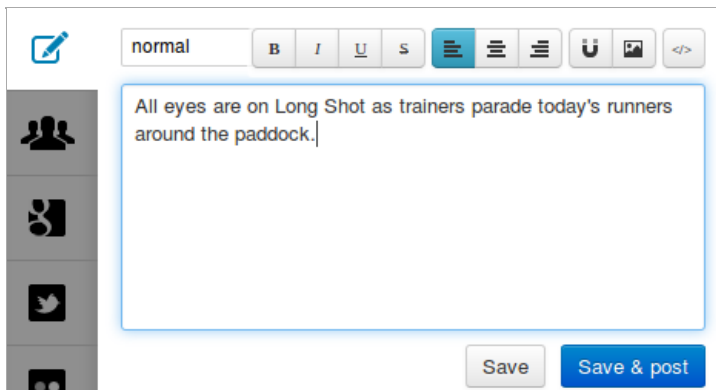
The post type selected by default in the drop-down menu is **normal**.

Normal

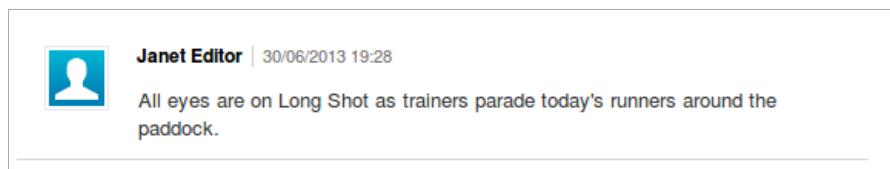
This is the style which you and your colleagues will most often use to update your live blog with the latest news and commentary. When **normal** is selected, the content preparation area looks like this:



When you click you into the text area, you will notice that a formatting bar appears above it. As you type, you can use this toolbar to do basic styling (bold, italic, underline, strike-through), align your text (left, centre, right), insert a web link, insert an image, and edit the underlying HTML code of your post. The formatting toolbar appears in all of the post types available in the edit tab except **image**.



When published to the timeline, a simple post using the normal post type looks like this:



Tip: Although it is possible to use the formatting toolbar to upload an image, either directly from your computer or by specifying the location of an image on the Web, the preferred way to post an image to your live blog is by selecting **image** from the drop-down menu, as explained in the next section.

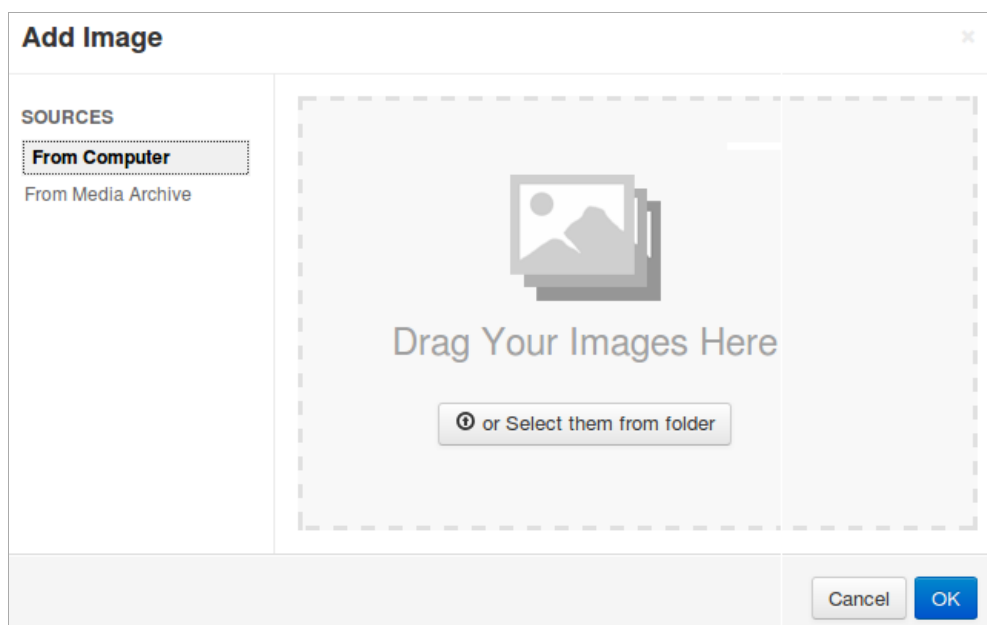
Image

If you would like to prepare an image for posting to the timeline, select **image** from the drop-down menu. The content preparation area changes to this:

A screenshot of the image preparation interface. On the left is a vertical sidebar with four icons: a pencil, a group of people, a person with a magnifying glass, and a Twitter bird. The main area has a top bar with a dropdown menu set to "image". Below this is a large empty rectangular box. To the right of this box are three input fields: "Image Upload" (a dropdown menu), "width", and "height", with a small "x" between them. Below these is a text input field containing "http://". Further down is a text input field labeled "Image Caption". At the bottom right are two buttons: "Save" and "Save & post".

Click on the **Image Upload** button. This will bring up the **Add Image** dialog.

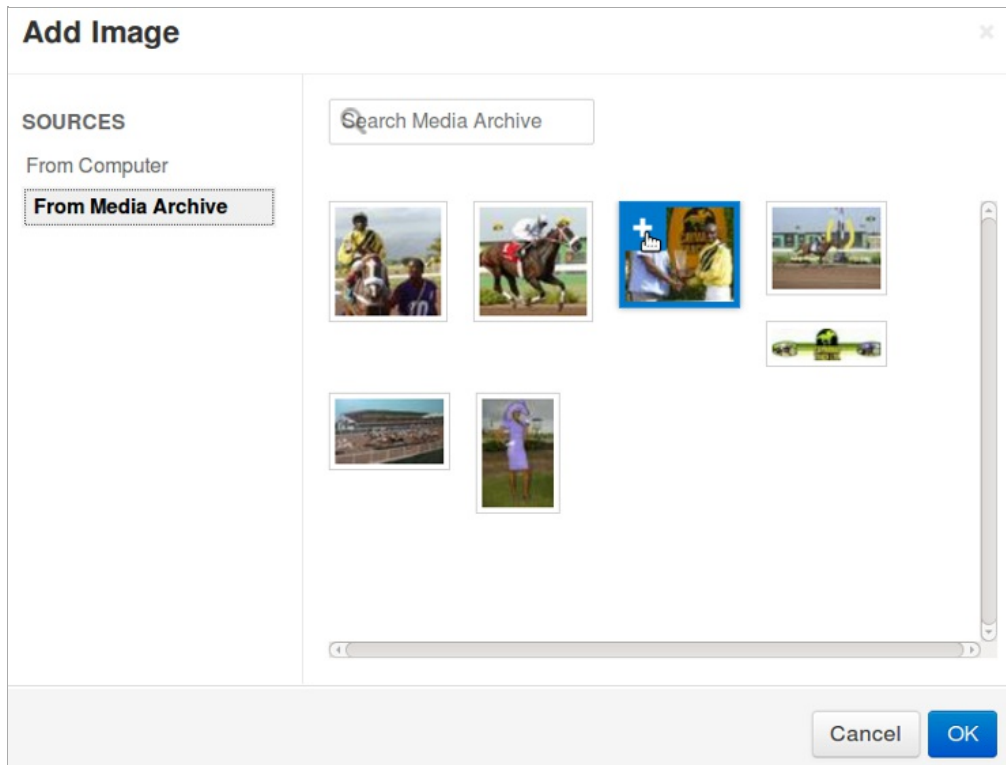
By default the option to upload an image **From Computer** is selected.



Click the **or Select them from folder** button and use your web browser's file upload dialog to select an image from your computer.

Note: The dialog is worded to suggest that you can drag and drop images from your computer onto it, but this feature is not working reliably in the current version of Live Blog.

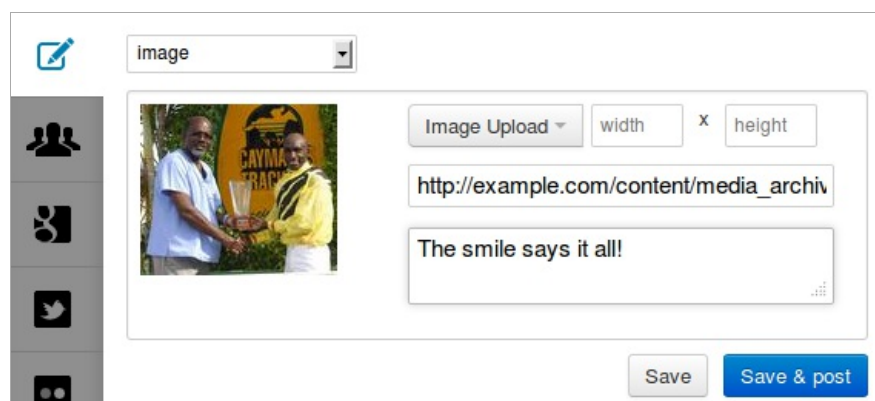
Alternatively to select an image from those which have already been uploaded to Superdesk's in-built **Media Archive**, click on **From Media Archive**.



The dialog will show thumbnails of images from the media archive. If your media archive contains a large number of images, you will probably find the image you want more quickly if you use the search function rather than scrolling through hundreds of thumbnails.

When you find the image you want to use, select it by mousing over it and clicking on the **+** sign which then appears in the top left corner of the image's thumbnail. (The **+** sign will become a **-**, allowing you to deselect the image if you change your mind). Your selected thumbnail will remain outlined in blue. Click **OK** to continue.

You will be returned to the content preparation area of the edit tab, displaying a thumbnail of the image you chose.



The interface offers the ability to add a caption and specify the dimensions at which you wish the image to be displayed. Unfortunately these features are not working in the current version of Live Blog, but should be fixed in a future release.

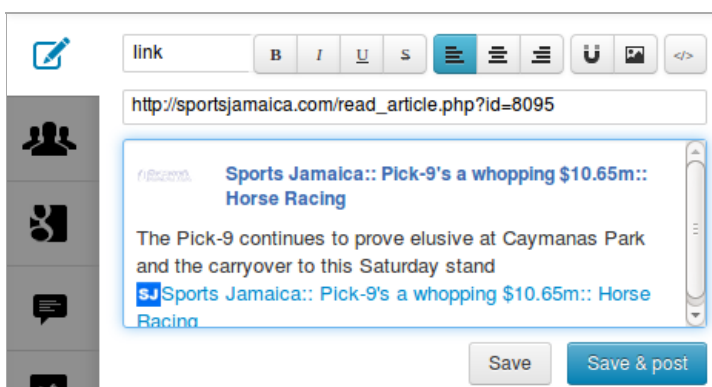
You can resize the image graphically after you have posted it in the timeline, before or after publishing it, by using the resize handles which appear when you click on it.



Tip: When you upload an image from your computer, it is automatically saved into the in-built Media Archive for future reference.

Link

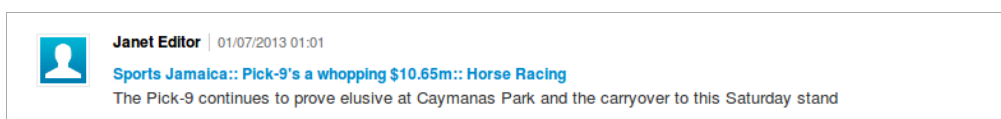
If you choose link style, a link field is added above the content text area. When you paste a web link into this field and press enter, Live Blog will fetch summary content from your link and insert it into your post. If you wish, you can then edit this fetched content or add a comment of your own.



Be aware that any text you type into the fetched content will acquire the formatting of that content. If you are familiar with editing HTML, you can adjust the way your post looks by clicking on the 'edit HTML' button in the formatting toolbar.




And here's how that post looks in the timeline:



The link text is indicated in blue.

Quote

If you select this option, the whole of your text entry will be styled as a quotation.



Janet Editor | 02/07/2013 00:43

» It was Starbright, Combat, Carousel, Long Shot on the rail«

Wrapup


This is a special option, to be used when a natural break occurs in your live blogging, and you want to 'wrap up' the preceding posts in the timeline into a distinct section. The text you enter will be the name of the wrapup section, so choose words which sum up the section appropriately.

For example, if you were covering an afternoon at Caymanas Park horse-racing course, you might entitle the first wrapup section 'Pre-race commentary', the second wrapup section 'Race 1, 1820m, purse \$528,000', the third wrapup section 'Race 2, 1200m, Purse \$516,600', and so on.

When you're ready, click **Save & post**, and the wrapup section will be created.

Timeline

Pin Filter: All posts



Janet Editor | 27/06/2013 17:00

Don't touch that dial! We still have lots more exciting racing ahead here at Caymanas Park this afternoon. Coming up shortly is the hotly contested Lester Saunders Memorial trophy, a 1400-metre course with an attractive purse of \$715,000, open to NB2-Y-) maiden special weights.

▼

Janet Editor | 27/06/2013 16:58

Race 2, 1200m, purse \$516,000

▼


Janet Editor | 27/06/2013 16:58

Race 1, 1820m, purse \$528,000

▼

Janet Editor | 27/06/2013 16:57


Pre-racing commentary




Janet Editor | 18/06/2013 14:51

Caymanas Track Limited

Tune in to KLAS radio throughout the day today for updates and commentary LIVE from Caymanas Park. Listen online here - <http://bit.ly/17puRLQ>

 Wednesday, June 5th, 2013, 7:46:37 PM

Listen to [KLAS Radio](#) while you watch our live coverage!



Janet Editor | 30/06/2013 19:28

All eyes are on Long Shot as trainers parade today's runners around the paddock.

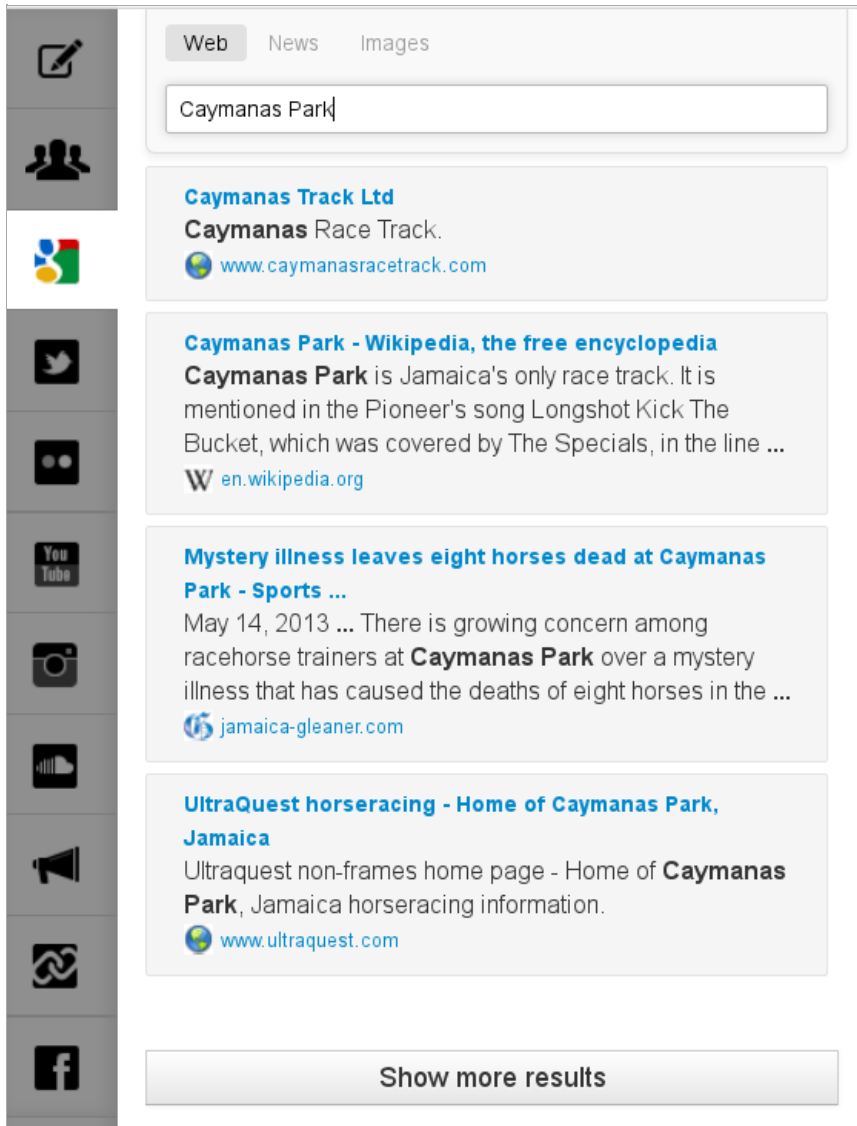
Above is how wrapup sections look in the journalist's timeline. Clicking on the arrowhead will reveal the contents of the wrapup section, while clicking it again will hide them.

Be aware that unpublishing a wrapup post has a different result depending on whether the posts contained within it have been expanded or collapsed. If the wrapup post is collapsed when you unpublish it, all of the posts which it contains will be unpublished with it. If the wrapup post is expanded when you unpublish it, only the wrapup post itself will be unpublished.

*Tip: When you're drafting a post in the Edit tab, make sure you click **Save** or **Save & post** before you switch to another tab. If you don't, your work will be lost.*

GOOGLE TAB

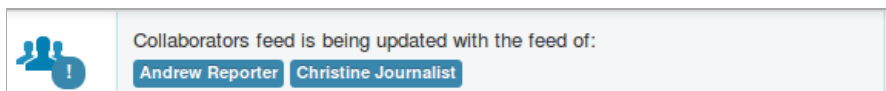
This tab allows you to search for relevant external content conveniently within the Live Blog interface.



Just like in the familiar Google search interface, you can switch between results from **Web**, **News** and **Images**, by clicking the links above the search field. A limited number of results are shown, but you can request more by clicking the **Show More Results** button at the end of the page.

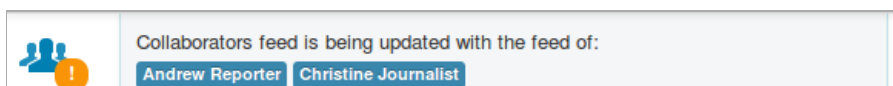
COLLABORATORS TAB

Collaborators are the other journalists who are working with you on the live blog. When you select the collaborators tab, you will see a row of user names in blue buttons, and below them a timeline of content items that has been created by those users.

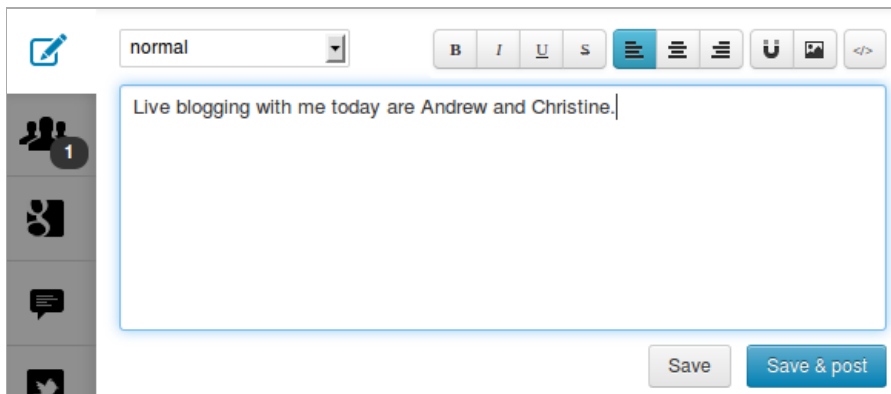


If you wish, you can filter out content from one or more of your collaborators. When you click on a username button, it will change to a grey colour and you will no longer see content from that user until you click on their button again. In the above screenshot, the collaborators' tab is being updated with feeds from both Andrew Reporter and Christine Journalist.

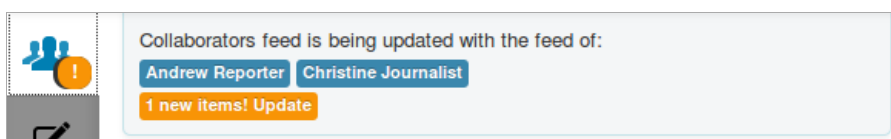
The collaborators tab has a notification feature which can alert you to events occurring within the collaborators tab even when you have navigated away from it and are working in another content tab. Notifications are turned off by default. To turn on notifications, click on the circled exclamation mark on the collaborators tab icon. The circle will turn orange indicating that Live Blog will alert you to changes happening within this tab, for instance a new post. Clicking again on the circled exclamation mark will turn off notifications.



When you're working in another tab, a counter on the collaborators tab shows how many new unpublished posts have been created by your colleagues.



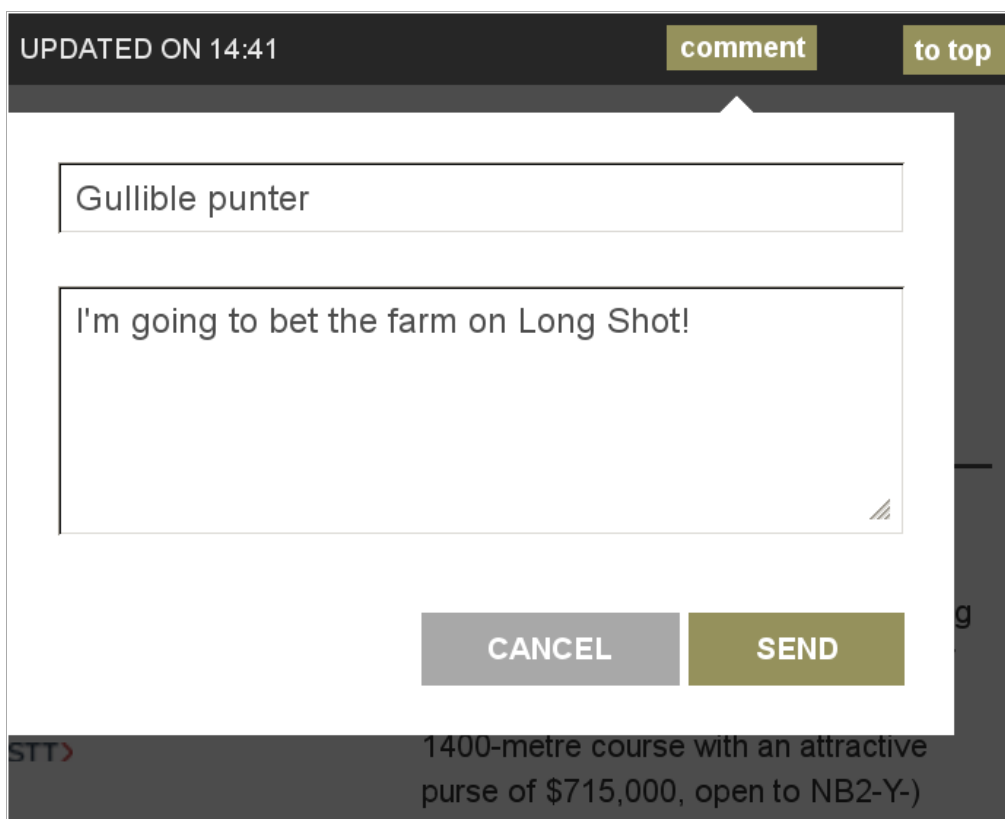
When you switch back to the collaborators tab, an orange button below the collaborators' names will show how many new items have arrived.



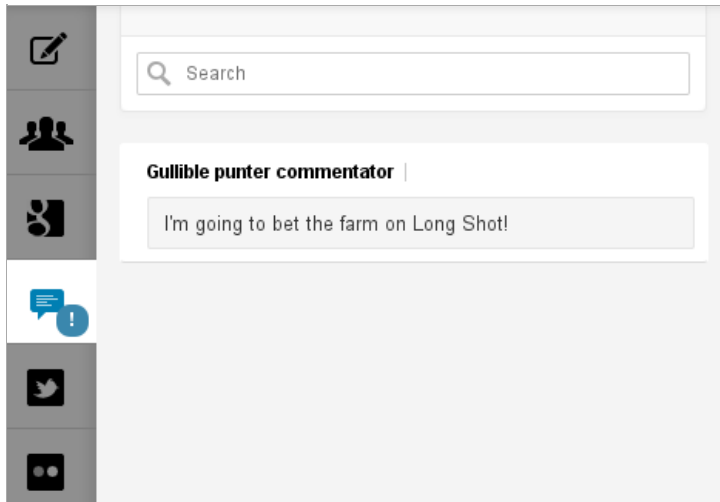
Click on the orange button to reveal the newly arrived post(s).

COMMENTS TAB

If your administrator has enabled Live Blog's new user comments feature, readers of your published timeline will see a comment button enabling them to submit a comment.

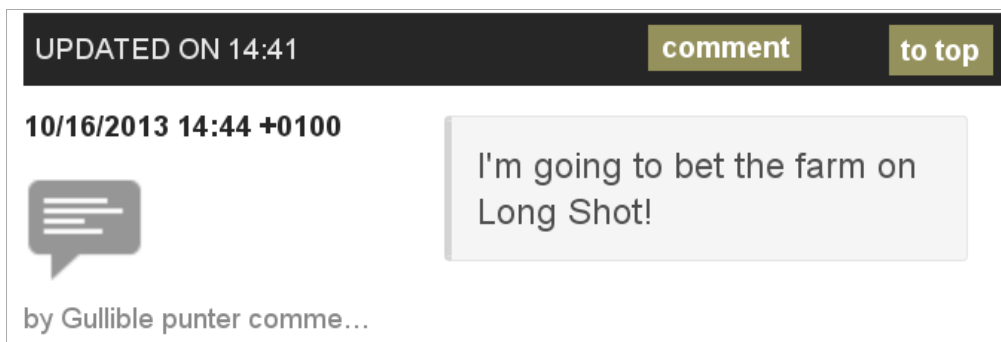


Comments submitted by the public arrive in the comments tab, ready for approval and publication.



If you approve of the comment, you can drag it into the timeline, add any extra text you like above and below the comment, and click the publish button.

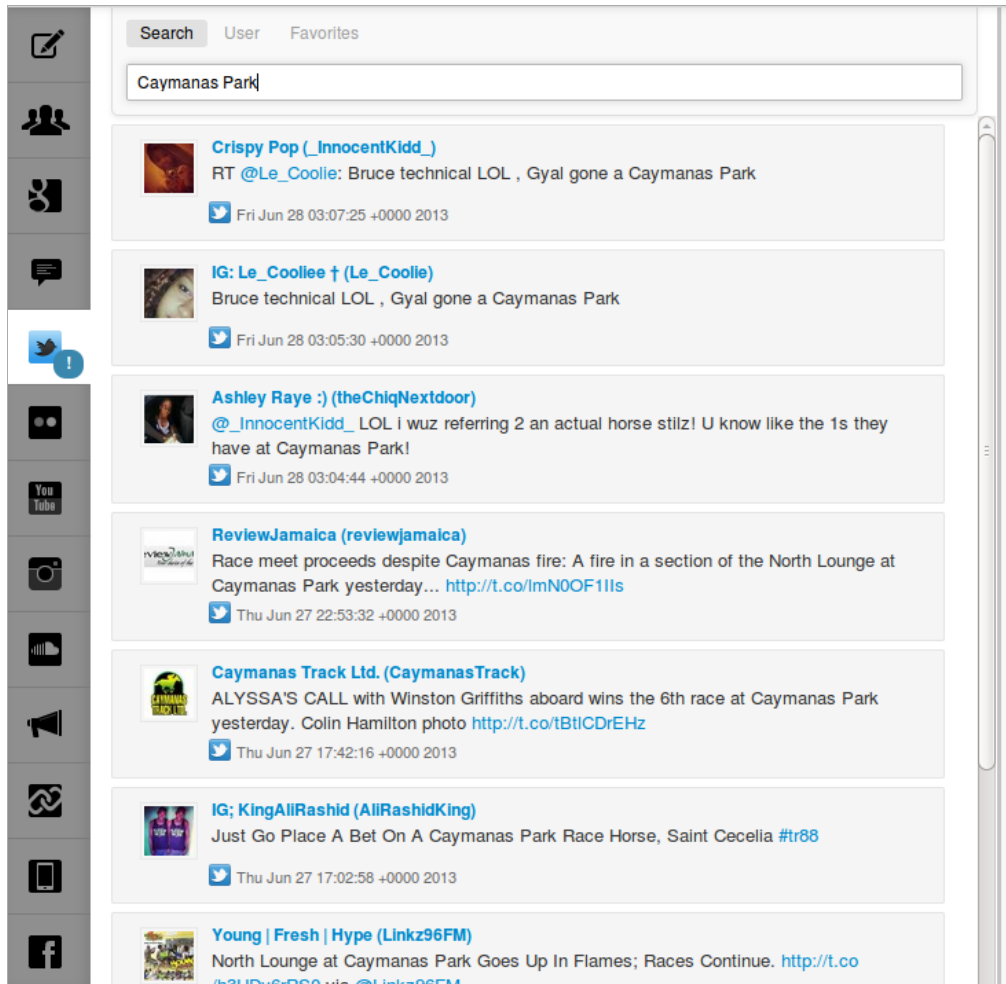
The comment will then appear in the published timeline like this:



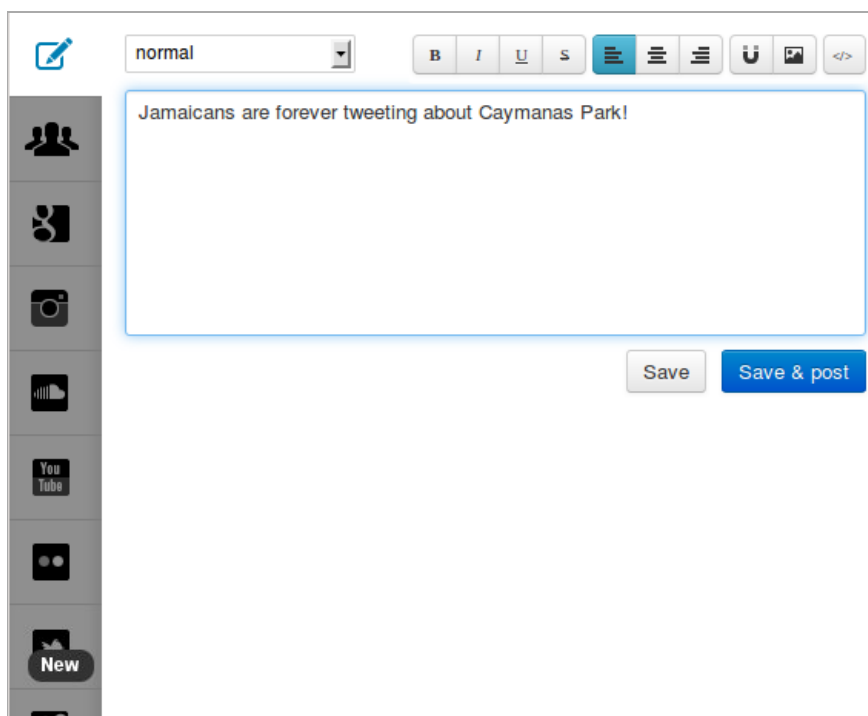
TWITTER TAB

The next tab down lets you search Twitter for relevant items. This means you can incorporate different voices into your timeline, as well as encouraging your readers to signal their participation in your live blog by using a hashtag of your suggestion.

As with the Google and other external sources tabs, Live Blog's Twitter search function will show a limited number of results to begin with. Scroll down to review these, and if you wish to see more, click on the **See More Results** button at the end.

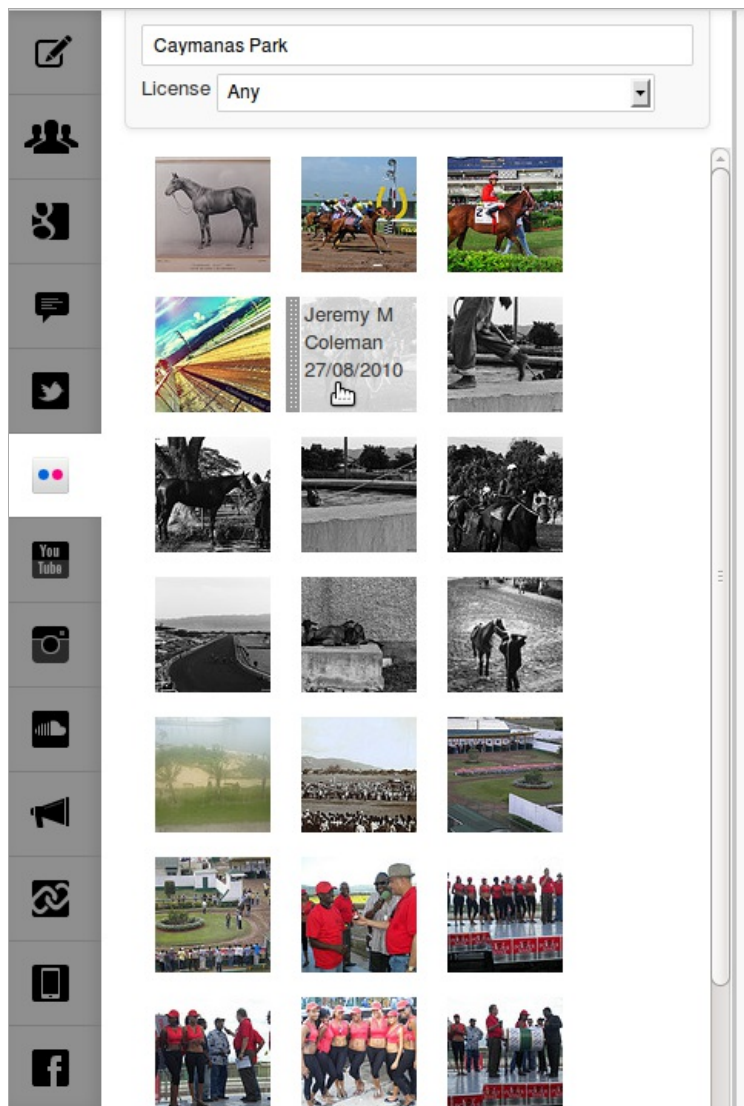


Like the collaborators tab, the Twitter tab has a notification facility. Turn notifications on by clicking on the circled exclamation mark on the Twitter tab icon. It will go orange to show that notifications are enabled. When you are working in, for example, the Edit tab, and someone sends a tweet that matches your existing search keywords, a 'New' button on the Twitter tab will alert you.



FLICKR TAB

Search here for images hosted on the popular image sharing service. A drop-down menu enables you to filter your search results by copyright licence (e.g. Any, Attribution-Sharealike, or No known copyright restrictions).

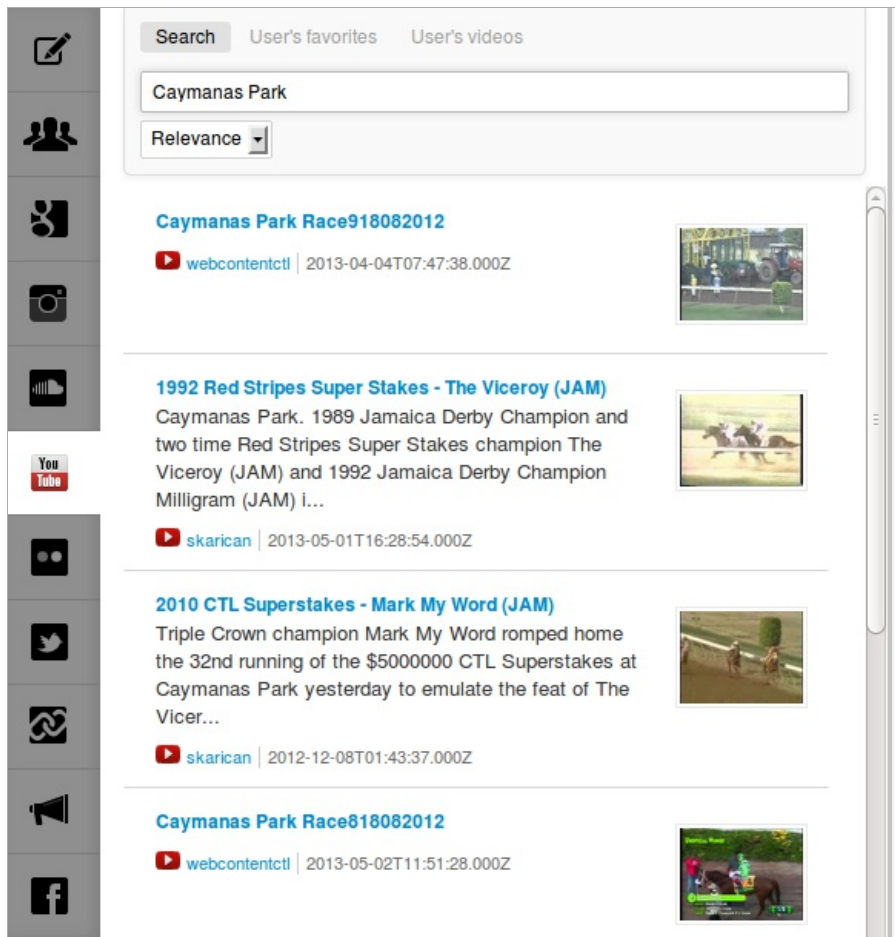


Mousing over each image thumbnail will reveal information about it, typically the Flickr contributor and date.

Further results can be fetched by clicking on the **See more results** button.

YOUTUBE TAB

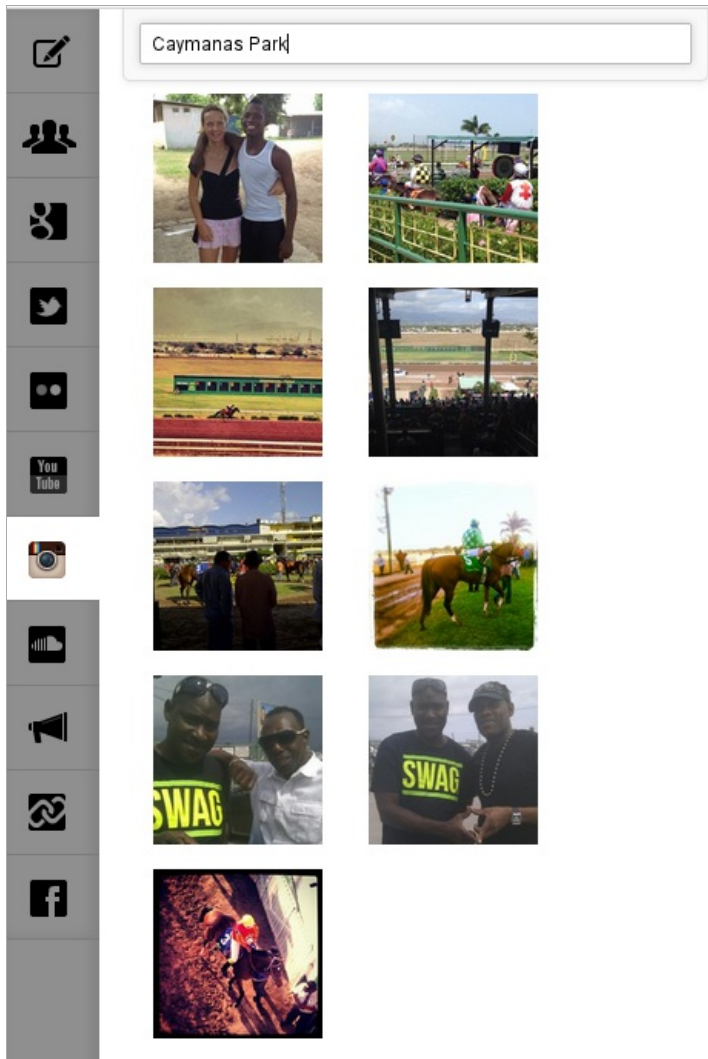
The YouTube search tab features a straightforward keyword search, as well as search by user's favourites and user's videos. There is also a drop-down menu which permits you to sort search results by relevance, date published, number of views, and rating.



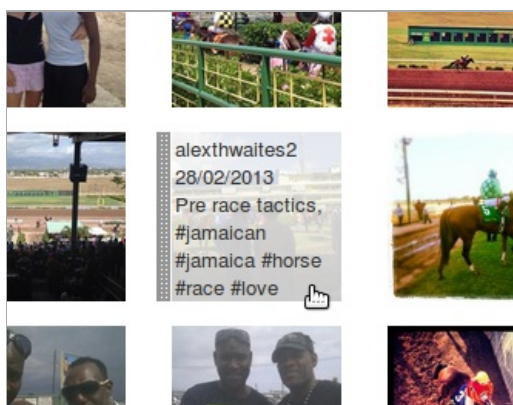
When published to the timeline, video items are transformed into the a YouTube embedded player, complete with the familiar controls.

INSTAGRAM TAB

This tab allows you to search for images from the popular Instagram photo sharing service, with found items presented as a grid of thumbnails.

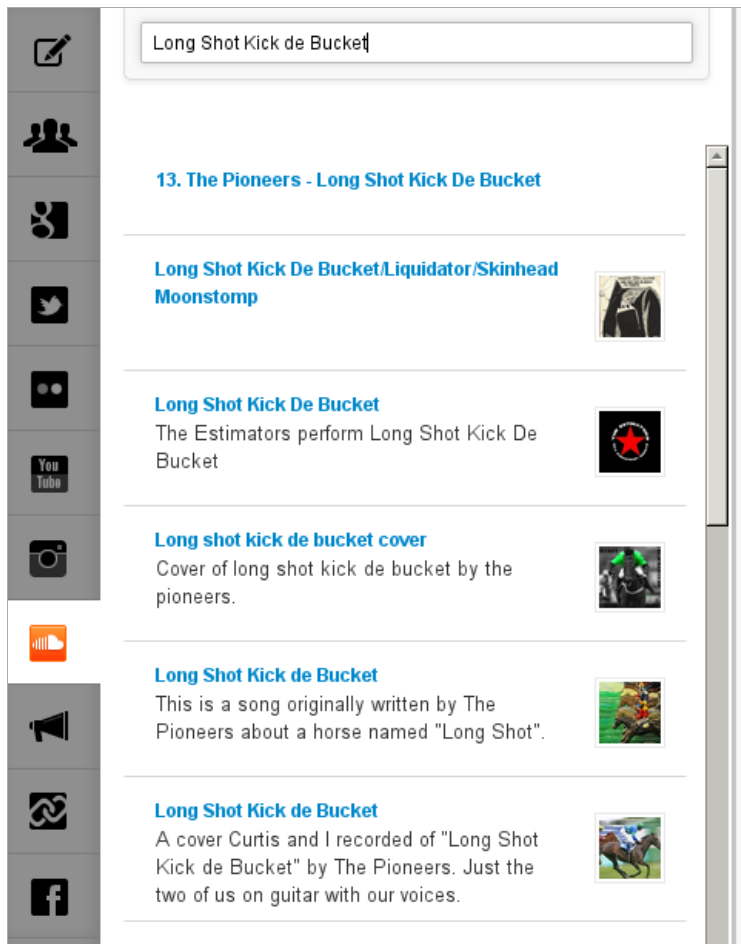


As with the Flickr tab, data such as contributor's username, date, description and hashtags are revealed when you mouse over each photo.

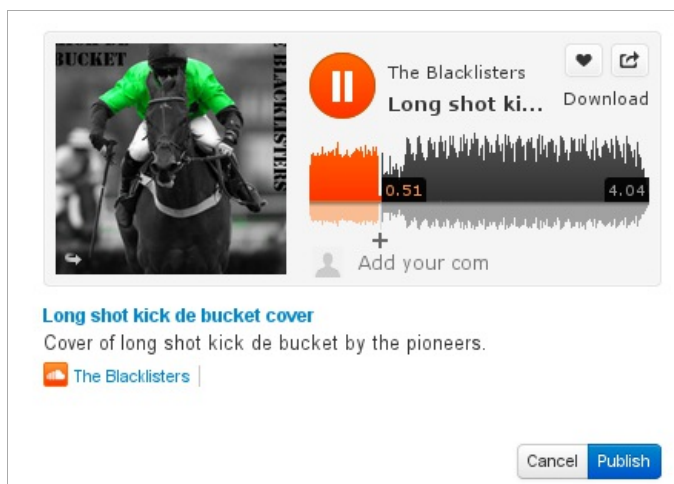


SOUNDCLOUD TAB

This tab enables you to search for audio hosted on SoundCloud.



When published to the timeline, audio items are transformed into a SoundCloud player, complete with play/pause button and waveform. Like and share buttons are also included, which can be used by your readers if they have a SoundCloud account.



ADVERTISEMENTS TAB

The functionality of this tab is not enabled in the current version of Live Blog. The advertisements tab will in due course allow you to organise advertisements and place them into your timeline.

CHAINED LIVE BLOGS TAB

A new feature of Live Blog is the ability to integrate content from one of your organisation's live blogs into another. We call this 'chaining' one live blog to another.

If your system administrator has set things up correctly, you should now see a list of the live blogs which currently exist on your server. Tick the box next to the live blog or blogs you would like to chain. In this case we will chain the Racing from Haydock Park live blog.

Managed feeds

Feeds
Chained Blogs

bgt
5

☐ Election Night 2013
Welcome to our live election night coverage! We'll be rounding up all the news, views and opinion, plus bringing you the breaking stories, pictures and video from social media.

☐ session
and some description

☐ A new blog title
and some description

☐ Racing from Caymanas Park
Coming live from Jamaica's best and only horse racing track

☒ Racing from Haydock Park
Coverage of this afternoon's racing including the Float Glass Industries EBF Maiden Fillies' Stakes

Select liveblogs:

Racing from Haydock Park

Autopublish: ☐ OFF

 Search

24

You should then receive updates about any new posts to your chained live blog(s), which you can then post to your live blog's timeline.

Select liveblogs:

Racing from Haydock Park

Autopublish:

☐ OFF

Q Search



Janet Editor

02/07/2013 07:47

As a Lancashire lass I love coming to Haydock Park!

If you turn the Autopublish switch to 'on', posts from your chained blog(s) will be published automatically into your live blog's timeline.

As with the Collaborators and Twitter tabs, you can click the exclamation mark on the Chained Live Blogs tab to turn on notifications so that you will be alerted of new posts from your chained live blogs when you are working in other tabs.

SMS TAB

If your server has been set up to allow Live Blog to ingest SMS messages sent by your readers and other contributors, this tab will let you see incoming SMS messages and publish them into the timeline.

FACEBOOK TAB

This tab enables you to search for content from Facebook.

You will need to start by logging in to a Facebook account if you are not already.


Then you can search for keywords as with other external sources.

You Tube

f

SearchFacebook CommentsFacebook Logout


Caymanas Park



Ramses Gonzales<http://youtu.be/ssA2no1WAY4> Combat fell, Long Shot fell all we money gone a hell all we money gone a hell and Long Shot - him kick de bucket Long Shot kick de bucket

f


Tuesday, October 8th, 2013, 8:50:53 PM



Nationwide NewsnetCaribbean broilers increases price of its chicken meat by 3%

f


Tuesday, October 8th, 2013, 1:09:43 PM



Richard Todd

f

Friday, October 4th, 2013, 9:28:50 PM



No Limitim diss mi chuu im an pare man a walk mi get mad im a run like horse upa caymanas park the rifle a flame an a spark ja know lol

f

Friday, October 4th, 2013, 2:27:27 AM

Show more results


Search

Caymanas Park



Ramses Gonzales



 Tuesday, October 8th, 2013, 8:50:53 PM



Nationwide Newsnet



 Tuesday, October 8th, 2013, 1:09:43 PM



Richard Todd

Friday, October 4th, 2013, 9:28:50 PM



No Limit



Friday, October 4th, 2013, 2:27:27 AM

[Show more results](#)

You can also gain access to the comments on any web page that uses the Facebook Comments system. You need to copy the URL of the page in question, click the Facebook Comments button in Live Blog's Facebook tab, paste the URL into the box and press enter. All Facebook comments from your chosen page will be displayed, and can be individually posted to your live blog's timeline.

5. USING THE TIMELINE

The timeline, in the right-hand pane of the journalist's view of Live Blog, is where live content is published. In a nutshell, to publish an item you just click on it in the left-hand pane, drag it over to the right-hand pane, and drop it into position in the timeline. But there are a few extra details that are worth knowing.

PUBLISHING AND RE-ORDERING ITEMS

When you're writing a post in the Edit tab, the buttons below the text box offer you the choice to **Save** or **Save & post**.



If you choose **Save & post**, your item will be inserted at the top of the timeline on the right, and will be immediately visible to readers on your website.

If you choose **Save** only, as you might do if you are preparing an item for later insertion, it will appear in the list of items in the Edit tab, but not in the timeline.

When you move your pointer over an unpublished item in the left pane, a grab bar will appear on its left side, indicating that you can move it.



When you're ready to publish your item, go ahead and drag it over to the timeline. It will be immediately published to the live blog, at the top of the timeline.

Once posts have been published, you can drag them up and down to change their position in the timeline.

Tip: The Edit tab is different from the other source tabs in that, when you drag an item to the timeline in the right pane, it disappears from the left pane. In the other source tabs, a copy of the item remains in the left pane even when it has been dragged to the timeline.

PUBLISHING ITEMS FROM EXTERNAL SOURCES

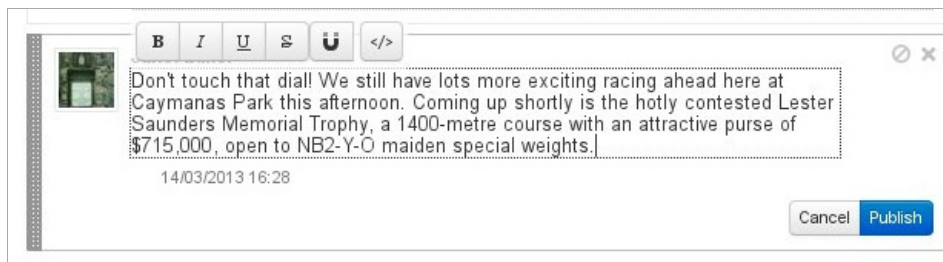
When you drag items originating from external sources, i.e. from the Google, Instagram, Soundcloud, YouTube, Flickr, Twitter, and Facebook tabs, into the timeline, they are not immediately published. You get the chance to check them over one more time, and also to add your own comment, if you wish, by clicking into the empty text field below the item. If you do so, a formatting toolbar will appear offering you basic text formatting functions plus the ability to add web links and HTML code.



When you've added any comment you wish to, and are sure that you want the item to appear in your live blog, click the blue **Publish** button. Alternatively, if you've had second thoughts about posting that dubious hot tip, click the **Cancel** button, which will remove the item from the timeline.

EDITING PUBLISHED ITEMS

You can make corrections and additions to your posts even after they have been published in the timeline. Click into the text of the post, and it will become editable. To save your changes, either click the blue Publish button or simply click away from the post.



UNPUBLISHING AND DELETING PUBLISHED ITEMS

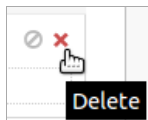
When you move your mouse pointer over a item which has been posted to the timeline, two symbols will appear in the top-right corner: a circle with a diagonal line through it, and an 'X'.

If you click the circle, your post will be unpublished.



This means that it will be sent back to the left-hand pane. Note that, whichever tab it originated in, a post which has been unpublished from the timeline will always appear in the Edit tab.

If you click on the 'X', the item will be deleted from the live blog.

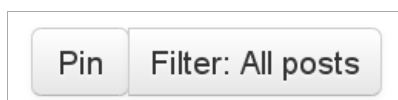


If the deleted item originated from an external source tab, you can retrieve it from that tab if you decide you want to republish it.

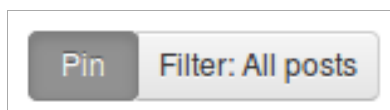
However, if the item was a post written in the Edit tab, deleting it is permanent. It will not reappear in the list of items in the Edit tab.

PINNING AND FILTERING YOUR VIEW OF THE TIMELINE

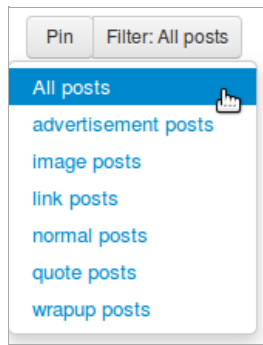
If content is being added to the timeline quickly by your fellow contributors, but you want some extra time to read a post before it gets buried under an avalanche of new items, you can click the **Pin** button at the top of the timeline. This will 'pin' the timeline as it was at that moment, with no new posts visible until you click the button again to 'unpin' it.



To remind you that new items in the timeline are being hidden, the **Pin** button will remain grey until you unpin it.



You can filter your view of items in the timeline by clicking on the **Filter** button to the right of the **Pin** button at the top of the timeline. By default the filter is set to show all posts. From the drop-down menu you can opt to show just advertisement posts, image posts, link posts, normal posts, quote posts, or wrapup posts. To remove the filter and see all posts, select **All posts**.



6. CONFIGURING YOUR LIVE BLOG

The **Configure Blog** button opens up your live blog's configuration section.

The number of configuration options available in this section is growing as development of Live Blog progresses.

Items currently configurable are: the blog's embed script, embed theme and frontend server; the language for the blog; 'blog types'; and API keys.

The embedding options are covered in the chapter 'Publishing your live blog'.

The languages currently available are English, French and German.

BLOG TYPES

The ability to configure blog types is an emerging feature of Live Blog. Your chosen blog type controls what options will be available in the drop-down menu in the Edit tab (see the chapter *Creating content and using sources*). It is configurable both when the blog is first created (see the chapter *Creating a live blog*) and at any time afterwards in the blog configuration.

The default blog type contains the five standard posting styles, viz normal, image, link, quote and wrapup. Custom blog types consist of these five standard styles of the default blog type, hard-coded, plus your customisations.

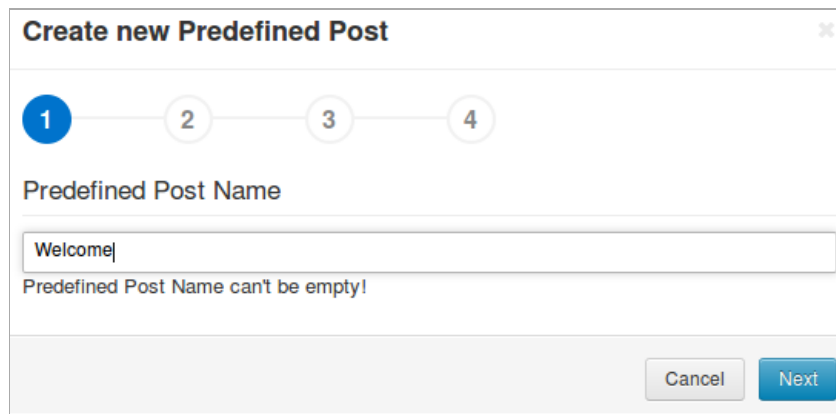
Currently the only customisation available when you create a new blog type is the addition of predefined posts.

For example, you may wish to create a new blog type with predefined posts which welcome readers at the start of your live coverage and bid them farewell when you finish. To do this, click the **Add New** button.

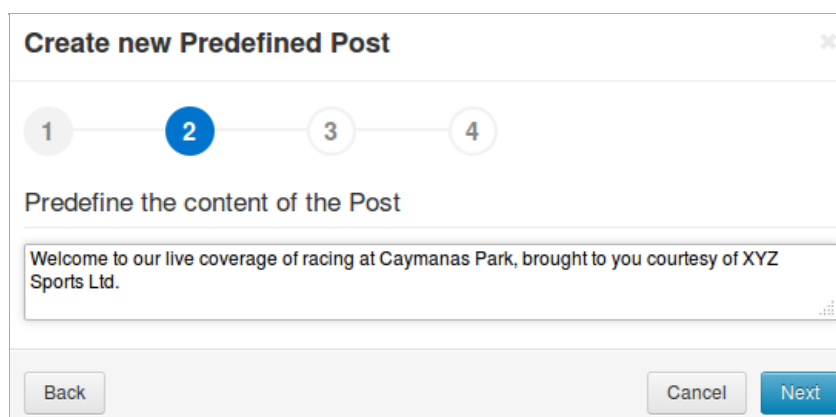


The Add New Blog Type dialog will appear. First, give your new blog type a name, e.g. 'Default plus predefined posts'. Then click **Create New Predefined Post**. Proceed through the four steps of setting up a new predefined post.

Step one: Enter the post name, eg 'Welcome'.

A screenshot of a dialog box titled 'Create new Predefined Post'. It has a progress bar with four steps, where step 1 is highlighted. Below the progress bar, the text 'Predefined Post Name' is followed by a text input field containing 'Welcome'. A message below the field says 'Predefined Post Name can't be empty!'. At the bottom right are 'Cancel' and 'Next' buttons.

Step two: Type the text of your predefined post, eg 'Welcome to our coverage of racing at Caymanas Park, brought to you courtesy of XYZ Sports Ltd'

A screenshot of the same dialog box, now at step 2. The progress bar shows step 2 is highlighted. The text 'Predefine the content of the Post' is followed by a text input field containing 'Welcome to our live coverage of racing at Caymanas Park, brought to you courtesy of XYZ Sports Ltd.'. At the bottom left is a 'Back' button, and at the bottom right are 'Cancel' and 'Next' buttons.

Step three: Optionally customise the font style, colour and alignment of your predefined post.

Create new Predefined Post

1

2

3

4

Customize the Font style and color of the Predefined Post *(optional)*

Font options

Arial, Helvetica, sans-

18px

B

I

U

Preview

Welcome to our live coverage of racing at Caymanas Park, brought to you courtesy of XYZ Sports Ltd.

Back

Cancel

Next

Step four: Optionally customise the background of your predefined post.

Create new Predefined Post

1

2

3

4

Customize the Background the Predefined Post *(optional)*

Background options

Background color:

☐ Add Background graphic

♥

☂

❄

🔥

🎵

🎵

📺

🍺

🍷

🍴

🍰

🛡

Preview

📺

Welcome to our live coverage of racing at Caymanas Park, brought to you courtesy of XYZ Sports Ltd.

Back

Cancel

Save

Click Save. You will be returned to the Add New Blog Type dialog, where you can add further predefined posts in the same way. If you need to edit a predefined post, or delete it, moving your mouse pointer over the post name will bring up the required controls.

32

Add New Blog Type

Blog type name

Default plus predefined posts

Welcome

Goodbye

Create New Predefined Post

Cancel

Save changes

When you have added all the predefined posts you wish your custom blog type to contain, click the **Save Changes** button. Your custom blog type should now be listed in the configuration section, below the default blog type.

Configure type of blog

Add New

☐ default

☒ Default plus predefined posts

Predefined posts

- Welcome
- Goodbye

If you select the radio button corresponding to your custom blog type, and click **Save & Close**, your predefined posts should now be available in the Edit tab in addition to the standard four styles.

API KEY CONFIGURATION

In order for the Instagram, Facebook, Twitter, Flickr and Soundcloud external source tabs to work, you must enter the API key you have obtained for each of these services into the relevant field in the **Configure API Keys** section.

Configure api keys

Instagram:

[Redacted]

Facebook:

[Redacted]

Twitter

- **Consumer Key:**

[Redacted]

- **Consumer Secret:**

[Redacted]

Flickr:





[Redacted]

Soundcloud:

d[Redacted]


7. USERS AND COLLABORATORS

When Live Blog is first set up, at least one administrator-level user is created. The administrator can then add journalists and other contributors as required, by clicking the **Add User** button in the Users section.

<div>Add User</div> <div>Search</div>					
#	First Name	Last Name	Login	E-Mail	Created On
2	Janet	Editor	 admin	Janet.Editor@email.addr	11/06/2013 13:57
4	Christine	Journalist	 journalist	Christine.Journalist@email.addr	11/06/2013 13:57
3	Andrew	Reporter	 reporter	Andrew.Reporter@email.addr	11/06/2013 13:57
1			 root		11/06/2013 13:57

In the Add User dialog, the user's login name and password are set up, along with other basic details. Additionally, there is a drop-down menu in which the user's role is defined. The standard available roles are *Administrator* or *Collaborator*.

Add user



First Name

Sarah

Last Name

Stringer

Login

stringer

E-Mail

Sarah.Stringer@email.addr

Address

Address

Role

Collaborator

Administrator

Collaborator

Password

Confirm Password

Cancel

Add User

Users with administrator privileges are able to do pretty much anything on the system, including adding and deleting users, and creating, publishing and deleting live blogs.

Collaborators are much more limited. They are only able to write posts, not publish them. A collaborator's posts will need to be approved and published by a user with administrative privileges. In the current version of Live Blog, collaborators only have access to the Edit tab, rather than any of the other publication sources.

Once they have been set up on the system, users can be added as contributors to individual live blogs via the **Manage Collaborators** button. In the **Define Collaborators** section, click the **Add new** button, select the user you would like to add, and click **Save changes**.

Add internal Collaborator

☐ Select all

Search

☐

☒

Sarah Stringer

Sarah.Stringer@email.addr

Cancel

Save changes

In the **Define Collaborators** section you must then click on the drop-down arrow corresponding to your newly added user and set the role to be Collaborator or Administrator.

Define Collaborators

Internal collaborators

+ Add new

Andrew Reporter

Andrew Reporter

Collaborator

Christine Journalist

Christine Journalist

Collaborator

Janet Editor

Janet Editor

Collaborator

Sarah Stringer

Sarah Stringer

Administrator

Collaborator

✕

You can also remove a collaborator from your live blog here, by clicking on the **✕** which appears when you mouse over his or her name.

Note that even if an individual has been set to have only collaborator-level privileges by the administrator in the Users section, she can nevertheless be granted administrator-level privileges when added as a contributor to a live blog. These privileges only extend to the particular live blog in question.

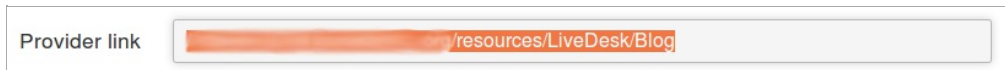
8. MANAGING FEEDS

This is a developing feature of Live Blog, accessed by clicking on the **Manage feeds** button.

We have already encountered the **Feeds** tab in the chapter *Creating content and using sources*, in the section dealing with Chained Live Blogs. There we learnt how to select a live blog to be chained, if it is already listed as being available.

In the current version of Live Blog, only live blogs running on the same server can be made available for chaining. Future versions may add the capability to chain to live blogs on other servers.

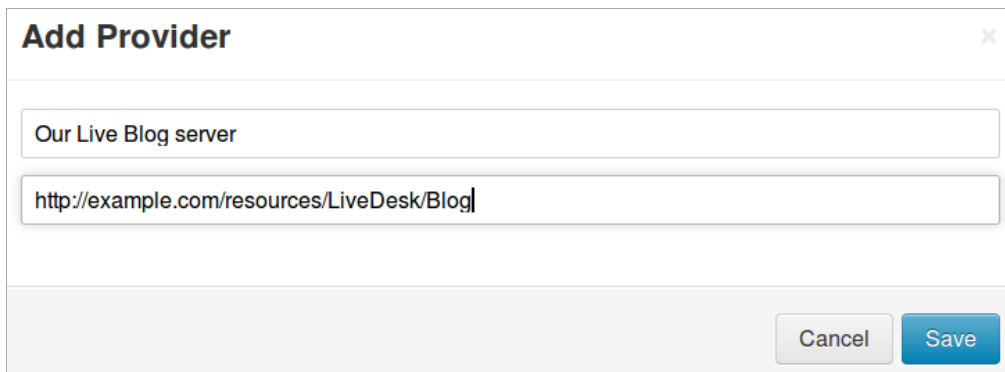
The ability to chain live blogs is not set up automatically. To set it up, or 'add a provider' in the jargon, click on the **Configure Blog** button, and copy the **Provider link** which is shown.

A screenshot of a web interface showing a label 'Provider link' next to a text input field. The input field contains the text 'http://example.com/resources/LiveDesk/Blog'.

Now go to **Manage feeds**, select the **Chained Blogs** tab, and click on the **Add New Provider** button.

A screenshot of a blue button with a white plus icon and the text 'Add New Provider'.

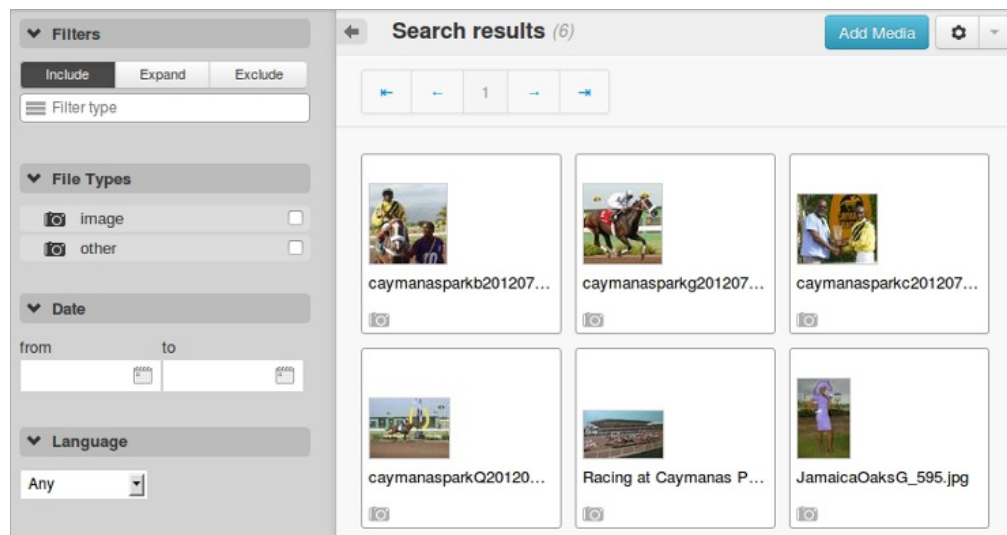
Give your provider a name, paste your provider link into the second field, and click save.

A screenshot of a dialog box titled 'Add Provider'. It has a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first field contains the text 'Our Live Blog server'. The second field contains the text 'http://example.com/resources/LiveDesk/Blog'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'.

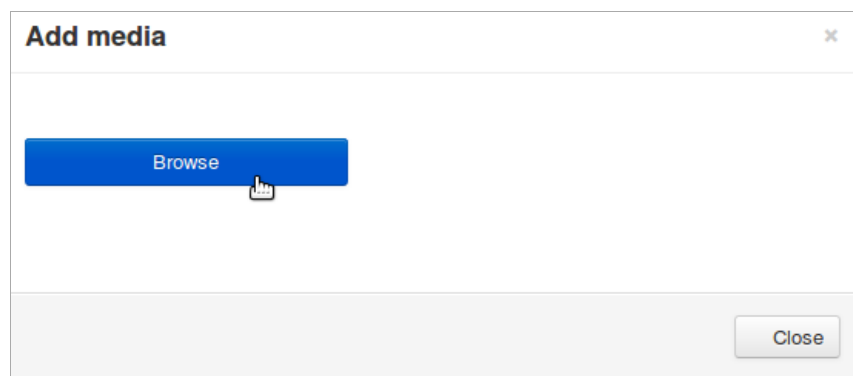
Your server should now be listed in the **Chained Blogs** tab, allowing you to select live blogs to be chained.

9. MEDIA ARCHIVE

The media archive, accessed by clicking on the **Media Archive** button, is a repository into which you can upload media files – images, audio and video. Within the media archive you can search for particular files, filter on a variety of criteria, and edit the metadata of uploaded files. As Superdesk develops, the files contained in the media archive will be accessible from all sections of the software. For now, the functionality is limited to the placing of images from the media archive into posts created in the **Edit** tab of Live Blog.

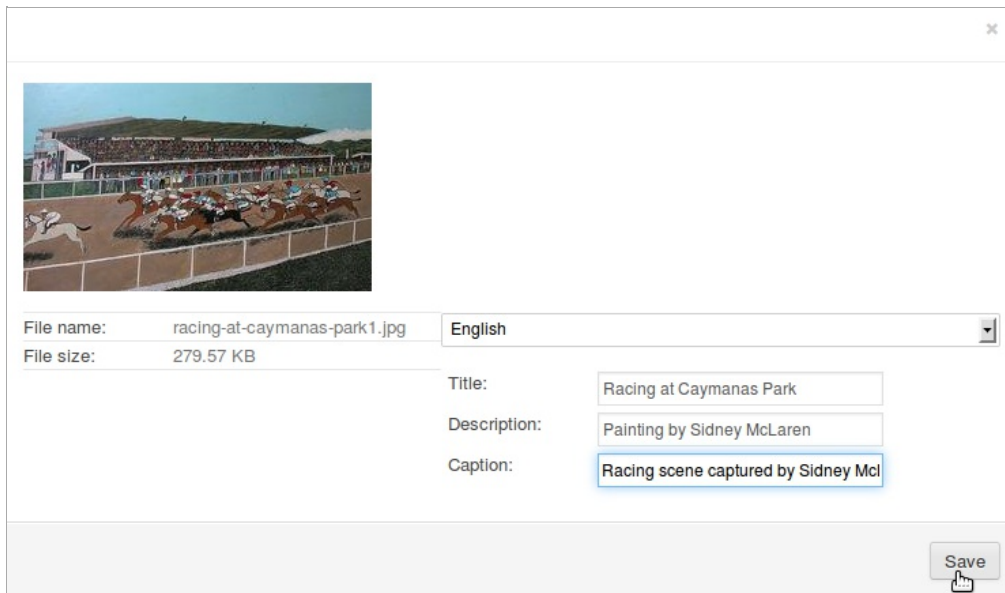


To upload one or more images from your computer, click on the **Add Media** button. This will bring up the Add Media dialog. Click the **Browse** button to upload items.



Use your web browser's file upload dialog to navigate and select the file(s) you wish to upload. In most browsers and operating systems you can use a combination of the Control and Shift keys together with mouse clicks or arrow keys to select and upload multiple files from a folder.

During the upload process, you will have an opportunity to add metadata – a title, description and caption – to accompany each file.



File name: racing-at-caymanas-park1.jpg English

File size: 279.57 KB

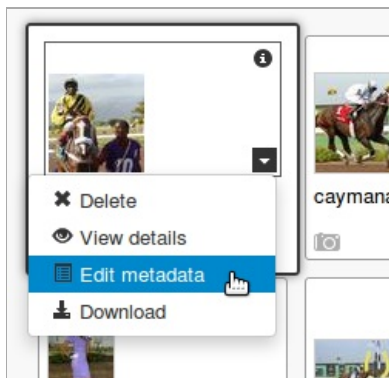
Title: Racing at Caymanas Park

Description: Painting by Sidney McLaren

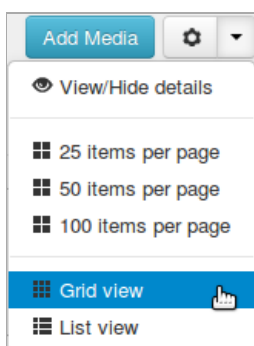
Caption: Racing scene captured by Sidney McLaren

Save

You can adjust this metadata on any file in the media archive via a drop-down menu.



When you have built up a large collection of items in the media archive, you will find the various search and display controls useful. These include the ability to filter by file type, date and language, and to alter how many files are displayed on each page, and whether they are shown in grid view or list view.



Add Media

View/Hide details

25 items per page

50 items per page

100 items per page

Grid view

List view

APPENDIX

10. GETTING HELP

11. ABOUT THIS MANUAL

10. GETTING HELP

Live Blog is based on the Superdesk platform created by Sourcefabric. You can visit the Superdesk development forum, and sign up for the mailing list, at <http://forum.sourcefabric.org/categories/superdesk-dev>

This forum is mirrored by the mailing list, so posts on the forum appear on the mailing list and vice versa. You can therefore also post a message there by emailing superdesk-dev@lists.sourcefabric.org

To subscribe to forum updates via mail, please register or login to the forum by clicking the appropriate link. Then click the **Subscribe** button at the top of each forum page.

BUG REPORTING

Live Blog needs your input to improve. If you think you've found a bug, please visit <http://dev.sourcefabric.org/> and sign in, using the same login and password that you registered for the Superdesk forum. Create a bug report by selecting **Create Issue**, then **Superdesk**, and then **Bug** on the **Issues** menu in the main navigation bar. That way, the Superdesk team can keep track of your problem and notify you when it has been fixed. You can also suggest improvements and new features for Live Blog on that site.

CONTACT

Finally, when all other avenues have been exhausted, email us directly at contact@sourcefabric.org and we'll try to help!

II . ABOUT THIS MANUAL

Copyright (C) 2013 Sourcefabric o.p.s

This manual was written for Sourcefabric by Trevor Parsons, using Booktype Pro. Please add your comments and contributions at: <http://sourcefabric.booktype.pro/live-blog-13-for-journalists/>

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Version 3, 29 June 2007

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Developers that use the GNU GPL protect your rights with two steps: (1) assert copyright on the software, and (2) offer you this License giving you legal permission to copy, distribute and/or modify it.

For the developers' and authors' protection, the GPL clearly explains that there is no warranty for this free software. For both users' and authors' sake, the GPL requires that modified versions be marked as changed, so that their problems will not be attributed erroneously to authors of previous versions.

Some devices are designed to deny users access to install or run modified versions of the software inside them, although the manufacturer can do so. This is fundamentally incompatible with the aim of protecting users' freedom to change the software. The systematic pattern of such abuse occurs in the area of products for individuals to use, which is precisely where it is most unacceptable. Therefore, we have designed this version of the GPL to prohibit the practice for those products. If such problems arise substantially in other domains, we stand ready to extend this provision to those domains in future versions of the GPL, as needed to protect the freedom of users.

Finally, every program is threatened constantly by software patents. States should not allow patents to restrict development and use of software on general-purpose computers, but in those that do, we wish to avoid the special danger that patents applied to a free program could make it effectively proprietary. To prevent this, the GPL assures that patents cannot be used to render the program non-free.

The precise terms and conditions for copying, distribution and modification follow.

TERMS AND CONDITIONS

0. Definitions.

“This License” refers to version 3 of the GNU General Public License.

“Copyright” also means copyright-like laws that apply to other kinds of works, such as semiconductor masks.

“The Program” refers to any copyrightable work licensed under this License. Each licensee is addressed as “you”. “Licensees” and “recipients” may be individuals or organizations.

To “modify” a work means to copy from or adapt all or part of the work in a fashion requiring copyright permission, other than the making of an exact copy. The resulting work is called a “modified version” of the earlier work or a work “based on” the earlier work.

A “covered work” means either the unmodified Program or a work based on the Program.

To “propagate” a work means to do anything with it that, without permission, would make you directly or secondarily liable for infringement under applicable copyright law, except executing it on a computer or modifying a private copy. Propagation includes copying, distribution (with or without modification), making available to the public, and in some countries other activities as well.

To “convey” a work means any kind of propagation that enables other parties to make or receive copies. Mere interaction with a user through a computer network, with no transfer of a copy, is not conveying.

An interactive user interface displays “Appropriate Legal Notices” to the extent that it includes a convenient and prominently visible feature that (1) displays an appropriate copyright notice, and (2) tells the user that there is no warranty for the work (except to the extent that warranties are provided), that licensees may convey the work under this License, and how to view a copy of this License. If the interface presents a list of user commands or options, such as a menu, a prominent item in the list meets this criterion.

1. Source Code.

The “source code” for a work means the preferred form of the work for making modifications to it. “Object code” means any non-source form of a work.

A “Standard Interface” means an interface that either is an official standard defined by a recognized standards body, or, in the case of interfaces specified for a particular programming language, one that is widely used among developers working in that language.

The “System Libraries” of an executable work include anything, other than the work as a whole, that (a) is included in the normal form of packaging a Major Component, but which is not part of that Major Component, and (b) serves only to enable use of the work with that Major Component, or to implement a Standard Interface for which an implementation is available to the public in source code form. A “Major Component”, in this context, means a major essential component (kernel, window system, and so on) of the specific operating system (if any) on which the executable work runs, or a compiler used to produce the work, or an object code interpreter used to run it.

The “Corresponding Source” for a work in object code form means all the source code needed to generate, install, and (for an executable work) run the object code and to modify the work, including scripts to control those activities. However, it does not include the work’s System Libraries, or general-purpose tools or generally available free programs which are used unmodified in performing those activities but which are not part of the work. For example, Corresponding Source includes interface definition files associated with source files for the work, and the source code for shared libraries and dynamically linked subprograms that the work is specifically designed to require, such as by intimate data communication or control flow between those subprograms and other parts of the work.

The Corresponding Source need not include anything that users can regenerate automatically from other parts of the Corresponding Source.

The Corresponding Source for a work in source code form is that same work.

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