

Newscoop 4 for Journalists and Editors

The open content management system
for professional journalists

USER GUIDE



NEWSCOOP 4 FOR JOURNALISTS AND EDITORS

Updated for Newscoop 4.0

NEWSCOOP 4 FOR JOURNALISTS AND EDITORS THE OPEN CONTENT MANAGEMENT SYSTEM FOR PROFESSIONAL JOURNALISTS

PUBLISHED: June 2012

Updated for Newscoop 4.0

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INTRODUCTION

1. WHAT IS NEWSCOOP?

2. FEATURE LIST

1. WHAT IS NEWSCOOP?

Updated for Newscoop 4.0.0

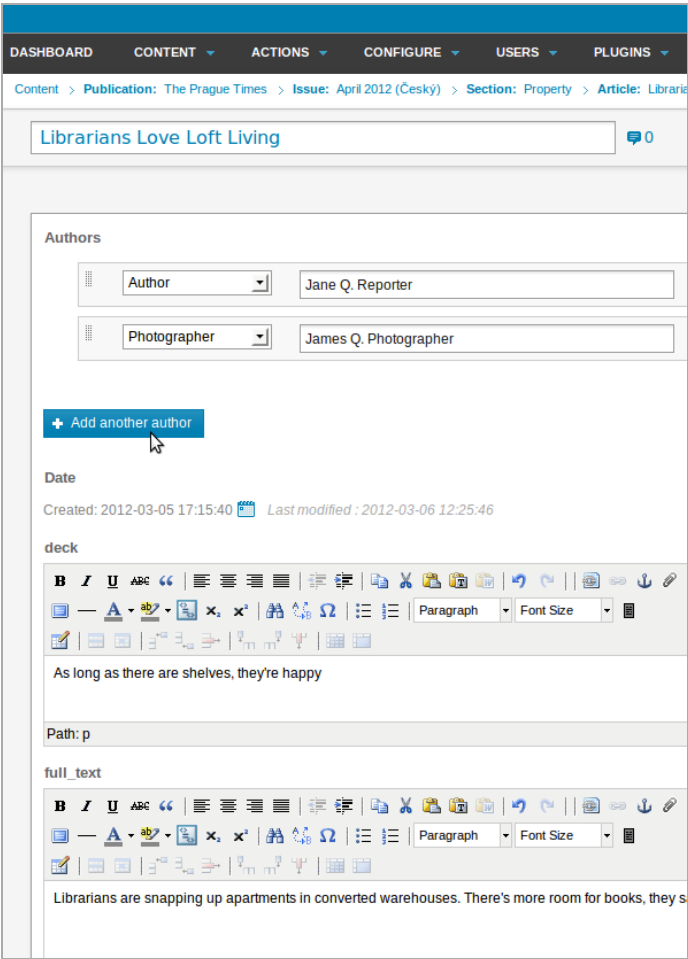
Newscoop is a multi-lingual enterprise content management system for on-line newspapers and magazines, enabling scheduled publishing of multimedia. Built-in revenue generation features include support for paid or trial reader subscriptions, and geolocation-based services.

The administration interface is built with the journalist, editor and publisher in mind, based on feedback from the news organizations around the world that have deployed Sourcefabric's newsroom software since the launch of the first version in 1999.

Newscoop follows a print publishing model, so it structures websites as Publications, Issues, Sections and Articles by default. Newscoop was designed for medium-to-large online publications, but it is capable of handling nimbler sites too.



With Newscoop, you can edit articles using an advanced WYSIWYG interface, and manage articles translated into different languages. A traditional editorial process ensures quality of content: the journalist writes the article, the editor reviews the content, and then the article can be published. The Newscoop administration interface works in most modern web browsers, including Mozilla Firefox and Microsoft Internet Explorer. No browser plug-ins are necessary.



You can also create your own definition of what a particular type of article should include. For example, one article type might consist of "Intro", "Body", and "References", while another type might include only "Body" and "Author Bio". You can incorporate images, audio and video into your articles, for delivery directly in the browser window or as attachments for download. Articles can be categorized with topics, and scheduled for release at a future date, or published immediately.

Newscoop offers full control over the look and feel of your web site via a flexible HTML5 and CSS3 ready template engine. The PHP object-oriented API enables your website developers to build third-party plug-ins too. Built-in support for translation allows the administration interface to be adapted to support new languages quickly and easily.

Managers will appreciate the fine-grained access control for different types of staff users, including journalists, editors, and subscription managers. The integrated subscription features include IP-based access control for corporate and institutional accounts.

Newscoop is Open Source software released by Sourcefabric under the GNU General Public License version 3. It incorporates the TinyMCE WYSIWYG text editor and Plupload file handler from Moxiecode Systems AB, Christophe Dolivet's EditArea as a template editor, and PhotoViewer by Joseph Nicora for thumbnail zooming. Geographical data is provided by GeoNames.

2. FEATURE LIST

This list of features is provided as a guide to help you decide if Newscoop is the right content management system for your publication.

MULTI-LINGUAL CONTENT

All of the content that you create in Newscoop can be **translated**:

- Articles
- Sections
- Issues
- Publications
- Topics (content categorization)
- File attachment descriptions

The Newscoop administration interface has been translated into the following languages (in alphabetical order):

1. Arabic
2. Belarusian
3. Chinese (Simplified)
4. Chinese (Traditional)
5. Croatian
6. Czech
7. Dutch
8. English
9. French
10. Georgian
11. German
12. Greek
13. Korean
14. Polish
15. Portuguese
16. Romanian
17. Russian

18. Serbian (Cyrillic)
19. Serbo-Croatian (Latin)
20. Spanish
21. Swedish

Further translations can be added using a tool built into Newscoop called the **Localizer**.

REVENUE GENERATION

1. **Control access** to your content via:
 - User's IP Address (for corporate accounts)
 - Login/password (for individual users)
2. **Control the content** your subscribers have access to:
 - The entire issue
 - Specific sections in each issue
 - Specific sections in a particular language
3. Support for a **trial subscription** period, for instant access while payment is made
4. Set your own **pay periods** (the time between each payment made by a subscriber)
5. **Geolocation** and **mapping** features, enabling location-based services. Points of interest from multiple articles can be displayed on a single map. Locations can be linked to external URLs, images or video clips

EDITORIAL FEATURES

1. Online **WYSIWYG editor** for article editing:
 - Typical style formatting: bold, italic, etc.
 - Special support for linking to existing (internal) articles
 - Ability to split articles into multiple pages
 - Insert images into your articles
 - Copy & Paste clean text from Microsoft Word or OpenOffice.org (while preserving bold and italics)
 - Insert subtitles, which can be used for breaking up the article (pagination)
2. Built with **multiple simultaneous users** in mind
 - While a journalist is editing an article, it is "locked". A warning will be displayed if anyone else tries to edit the article at the same time. This prevents one journalist from deleting the work of another
3. **Group articles** into sections
4. **Group sections** into an issue
5. Release an issue all at once
6. Allow **subscribers** to access only certain issues
7. **Scheduled Publishing**: automatically publish articles or issues at some time in the future. For articles, you can schedule the following actions:
 - **publish**
 - **unpublish**
 - show the article on the **front page**
 - show the article on the **section page**
8. **Topics**: Categorize your content
 - Define however many topics you like
 - Associate any number of topics to an article
 - Topic can have **subtopics**, subtopics can have **sub-subtopics**
 - Topics can be **translated**

9. Dynamic, **Flexible Article Types**

- "Article Types" allow you to define your own article format - you aren't limited to just "Introduction" and "Body" fields, for instance. An Article Type consists of a series of data fields
- You can define any number and combination of the following field types:
 - date field
 - single-line text field with a maximum number of characters
 - multiple-line text field with WYSIWYG editor
 - drop-down selection containing a list of topics
- Reorder how the fields are displayed in the administration interface
- Hide fields that are no longer in use
- Translate the field names
- Change the data type for a field

10. **Media Archive**

- View/search all of the images in the system
- Edit image **metadata**
- Scale images any way you want on the fly with **Renditions**. Scaled versions are **cached**

11. File **Attachments**

- Attach files to articles
- Files can have descriptions
- You can specify whether the file should be displayed in the browser or pop up a download window

12. **Comments**

- Readers can make comments to articles
- Comments can be linked to a forum
- **Flexible implementation**: allow anyone to comment, just subscribers, or just readers logged in
- Comments can be **moderated**
- **reCAPTCHA** plugin for spam prevention

13. **News Desk** ingest of agency feeds, such as a Thomson Reuters feed

14. **Feedback** message system, with file attachments

15. **Blog, Interview, Debate** and **Polls** plugins

16. **SoundCloud** plugin for audio content

SITE DESIGN

Newscoop has its own **template language** specifically made for online newspapers and magazines. It allows you to customize your site however you want.

- You have access to the following data objects:
 - publications
 - issues
 - sections
 - articles
 - topics
 - current user
 - current language (e.g. automatically show the user an article in their language)
- Control statements such as IF and LIST
- Include other templates
- Built on the **SMARTY** templating engine which allows easy customization and inclusion of third party modules

ADMINISTRATION

1. Dashboard with custom widgets for frequently used information
2. Import an entire site from WordPress, or any articles in the NewsML format
3. Fine-grained **access control**, you can create different user types such as:
 - journalists
 - editors
 - photographers
 - photo editors
 - subscriber managers
 - site administrators
4. **Multiple author support** with contact information, biographies and article tracking
5. Accurate article-read statistics gathered through Javascript. This prevents inaccurate read counts caused by caching of web pages.
6. All administration actions are **logged**
7. Security
 - Login page **secured** against automated scripting attacks with reCAPTCHA
 - Login password is **encrypted** when sent to the server
 - Works with **SSL** on both the front-end and back-end
8. Backup
 - Backup and restore directly in the administration interface
 - Command-line "**backup**" and "**restore**" scripts make it easy to backup your entire site and restore it with one command
 - You can also easily **transfer** your site from one server to another using these scripts

9. Automated Feedback and Bug Reporting
 - If something goes wrong in the administration interface, a special page will appear which allows you to submit the problem back to the Newscoop team
 - You can also submit feedback directly in the administration interface, such as suggestions or feature requests

DEVELOPERS

- Completely open-source LAMP development stack (Linux, Apache, MySQL, and PHP)
- Newscoop and all the libraries it uses are fully compatible with GPLv3
- Easy to use object-oriented API to develop plugins or alternative interfaces
- Easy-to-read code
- Open development process - all planning, specs, and reviews are done in the open. Developing Newscoop is a community process

FULL COMMERCIAL SUPPORT

- Paid per-incident support is available from Sourcefabric (<http://www.sourcefabric.org>). Guaranteed support contracts ensure a 24-hour response time
- If you need additional features in Newscoop, they can be ordered from Sourcefabric at a very reasonable cost and delivered in a timely manner
- Sourcefabric has a team of full-time developers working to make Newscoop easier to use, with the features you want
- Community support is available via mailing lists and forums (<http://forum.sourcefabric.org>)

PUBLISHING WITH NEWSCOOP

- 3. GETTING STARTED**
- 4. THE DASHBOARD**
- 5. HOW PERMISSIONS CHANGE THE
INTERFACE**
- 6. MAIN MENU**
- 7. CREATING A PUBLICATION**
- 8. CHOOSING A THEME**
- 9. CREATING AN ISSUE**
- 10. CREATING A SECTION**
- 11. CREATING AN ARTICLE**
- 12. EDITING AN ARTICLE**
- 13. USING THE TINYMCE EDITOR**
- 14. THE SIDEBAR**
- 15. USING PLUGINS**
- 16. TRANSLATING AN ARTICLE**
- 17. MANAGING CONTENT**

18. IMPORT XML

19. PUBLISHING ARTICLES

20. PUBLISHING AN ISSUE

21. ARTICLE COMMENTS

22. MODERATING COMMENTS

3. GETTING STARTED

Newscoop enables you to host multiple, multi-lingual publications on the same web server. The process of setting up a new on-line publication with Newscoop can be divided into three steps:

1. Configuring the publication, and specifying the theme to be used
2. Establishing the structure of your publication, with issues and sections
3. Adding content, managing content, and publishing it

This part of the Newscoop manual is aimed at editors and journalists working their way through these three steps. It assumes that the web server you will use is already up and running with Newscoop, and that a theme has been designed for your publication.

If you are a system administrator setting up a Newscoop server for production use, you should also read the installation and administration chapters, later in this manual, before you begin work on the server. If you chose to install a sample theme when following the *Installation Steps* chapter, you can use this theme to learn about Newscoop in advance of having your own theme designed. Theme design is covered in the companion manual *The Newscoop 4 Cookbook*, available from Sourcefabric.

If you do not yet have your own Newscoop server running, you can follow the steps in this manual using the Newscoop demonstration server and sample themes provided by Sourcefabric.

LOGGING IN

The first step begins with logging in to the administration interface of your Newscoop server. This is a special interface which is only available to the staff of your publication. Readers who subscribe to your online publication will log in using the home page of your website instead.

By default, the URL you should enter into your web browser for the administration interface is the name of your website, followed by *admin*. For example:

<http://www.example.com/admin/>

If you installed Newscoop yourself, you would have set a password for the *admin* user during the installation. See the chapter *Installation steps* for details. If not, your system administrator should have already provided you with a user name and password. Below the **User name:** and **Password:** fields, click the drop-down menu to select an interface language other than the default of English, if your language is available. Then click the **Login** button.



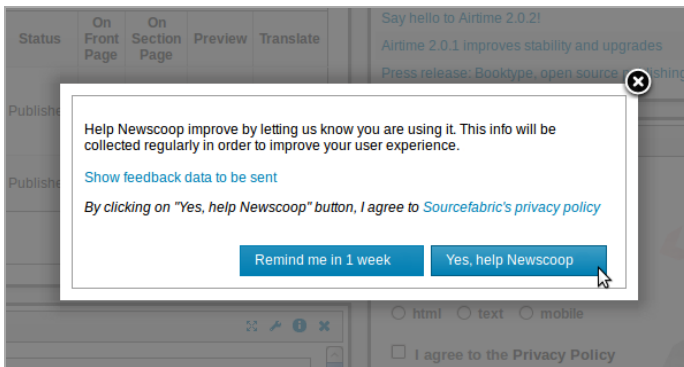
The screenshot shows the Newscoop 4.0 administration login page. At the top is the Newscoop logo with the tagline 'SOURCEFABRIC'. Below the logo is a 'Login' header. A message says 'Please login to continue.' followed by 'Please enter your user name and password'. There are three input fields: 'User name' with the value 'admin', 'Password' with masked characters, and 'Language' with a dropdown menu set to 'English'. A link 'Forgot your password?' is on the left, and a blue 'Login' button is on the right. At the bottom, a footer contains the text: 'Newscoop 4.0, the open content management system for professional journalists. © 2012 Sourcefabric o.p.s. Newscoop is distributed under GNU GPL v.3'.

<http://newscoop-demo.sourcefabric.org/admin/>

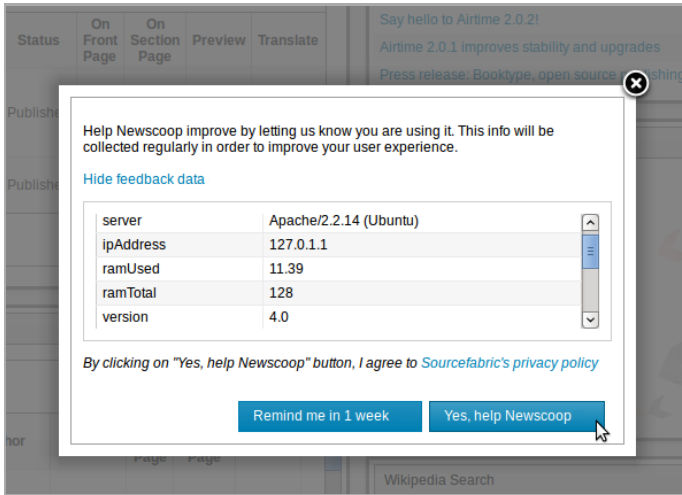
Please remember that the demonstration server is a public site, so you should not enter any private information there. A variety of guest login accounts are set up on this system, and the passwords for these accounts are shown on the login page.

FEEDBACK DATA

When you log into Newscoop for the first time, you may see a pop-up window asking for your permission to send feedback data to Sourcefabric. This data about your server installation helps Sourcefabric to improve Newscoop. Click the **Yes, Help Newscoop** button to send the data, or click the **Remind me in 1 week button** to skip this step.



This data is collected according to the **Sourcefabric privacy policy** which you can read online by clicking the link in the pop-up window. If you wish to review the data before sending it to Sourcefabric, you can do this by clicking the link **Show feedback data to be sent**. This action expands the pop-up window to show the data for your installation.

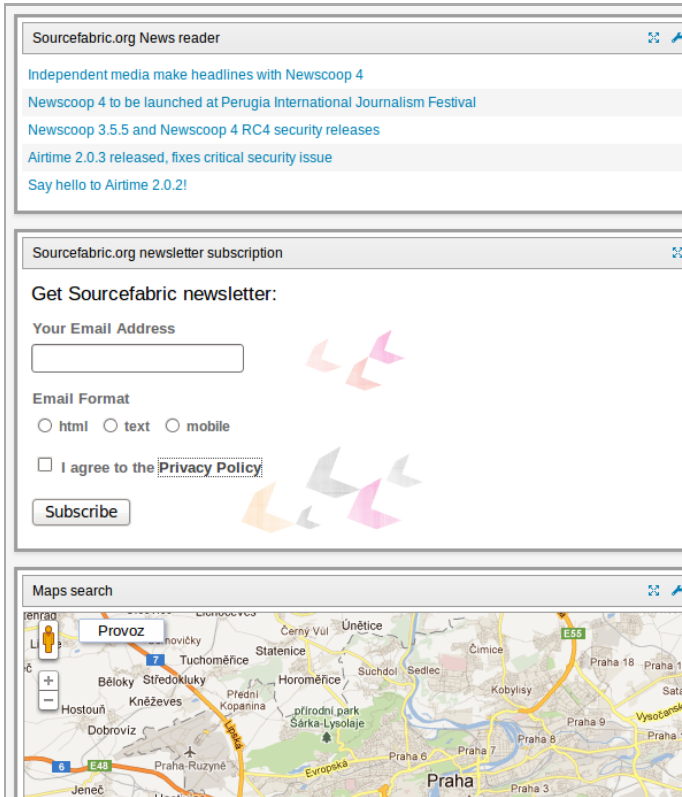


You may need to scroll down inside the window to see all of the feedback data. If you wish to close the pop-up window without clicking either button, you can click the **x** icon in the top right corner.

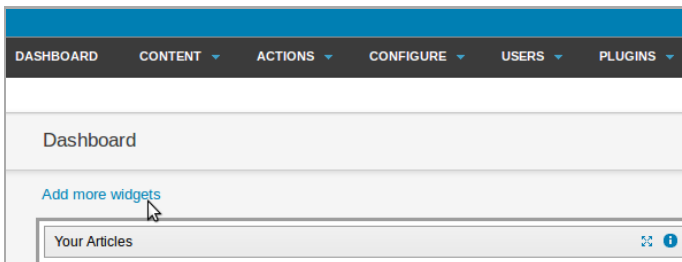
4. THE DASHBOARD

After logging into the administration interface for the first time, you'll see a page which Newscoop calls the **Dashboard**. This an area containing **widgets** for the administration functions that you use most often, including:

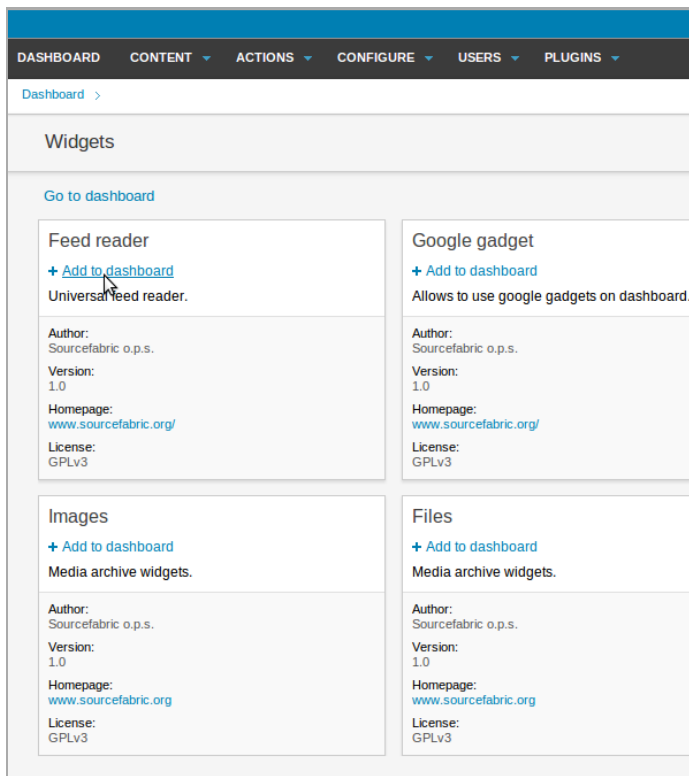
- Your Articles (copy written while you were logged in to Newscoop)
- Recently Modified Articles
- Submitted Articles (the journalists have marked this copy as ready for the editor)
- Recently Published Articles
- Most Popular Articles (by the number of readers)
- Pending Articles (copy which has not yet been assigned to a specific publication)
- Sourcefabric.org News reader
- Sourcefabric.org newsletter subscription
- Maps search
- Wikipedia Search
- Sourcefabric.org Blog reader



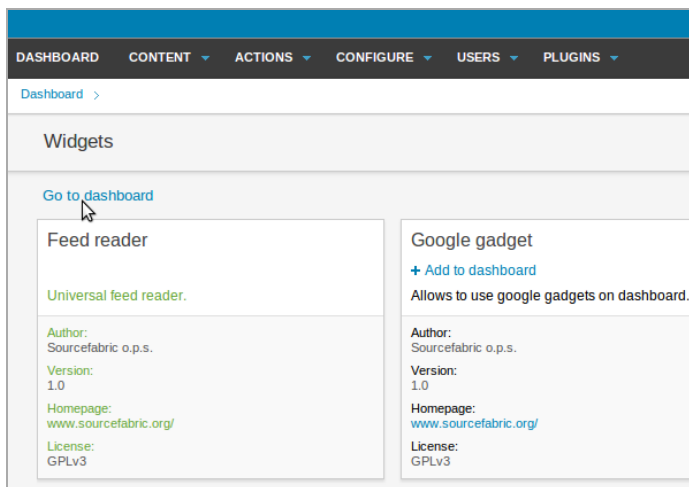
You can move widgets around on the page, delete widgets you don't need, and add new ones, so as to customize the administration interface to suit your needs. Click the **Add more widgets** link to open a page where you can select from other potential widgets.



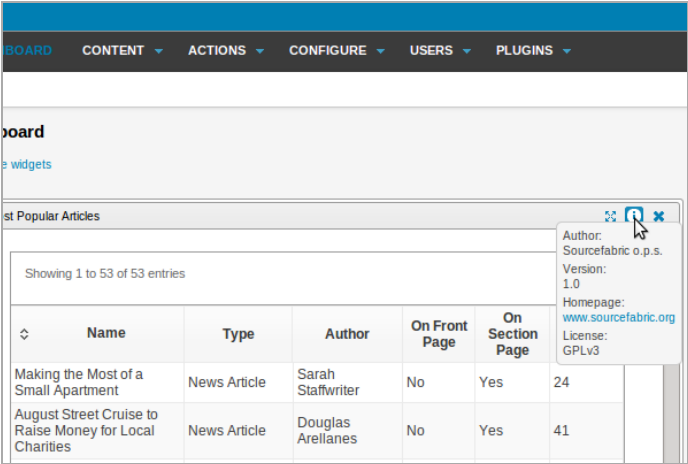
On the Widgets page, click the **Add to dashboard** link for each widget that you would like to start with. You can refine your choice of widgets later, as you get to know the Newscoop administration interface and its functions.



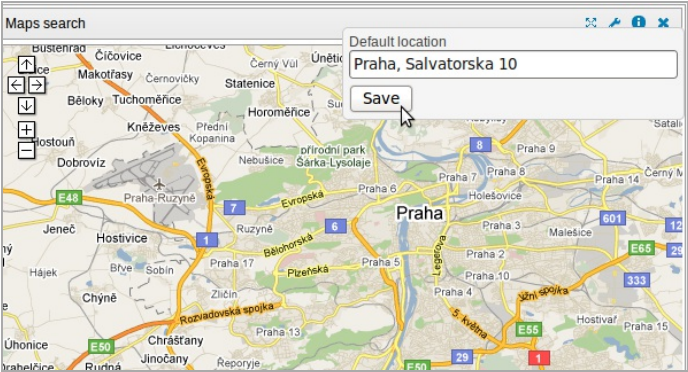
After all the widgets that you require have been added to the Dashboard, they change from black to green text to show that they are active. Click the **Go to dashboard** link to return to the Dashboard page.



Each widget has at least three small blue icons in the upper right corner. From left to right, these icons maximize the widget, provide general information about the widget, or close it. When a widget is maximized, it takes up the full width of your browser window, and all of the other widgets are hidden. Clicking the close icon returns the widget to normal size and reloads your other widgets.



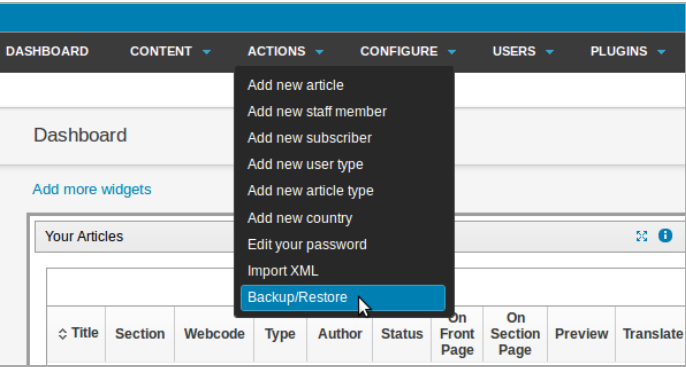
Some widgets also have a spanner (wrench) icon in the upper-right corner, which enables you to adjust a setting for that particular widget. For example, clicking the spanner icon on the **Maps search** widget lets you set the default map location.



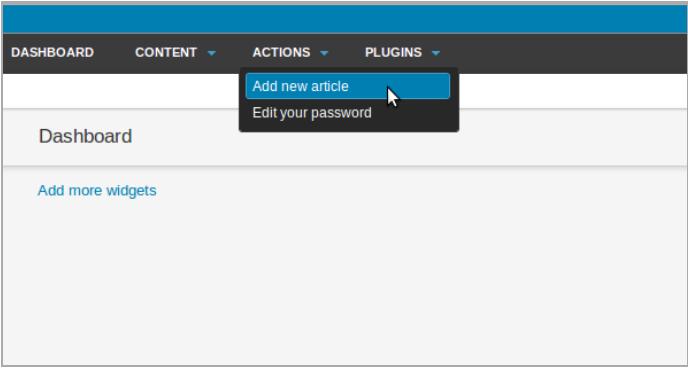
5. HOW PERMISSIONS CHANGE THE INTERFACE

The appearance of the Newscoop administration interface changes, depending on the permissions that a particular staff member has. Each user sees only the options that he or she has the authority to use. A typical staff user (a section editor or journalist) will only see some of the options available to a fully authorized administrator (such as the publisher, or senior manager).

When you log into the Newscoop administration interface, across the top of the page you will see the main navigation menu, containing the options available to you. Here is how two typical users would see the main menu differently. Firstly, here's how the Actions sub-menu looks when an administrator is logged in:



And this is how the same Actions sub-menu looks when a journalist is logged in:

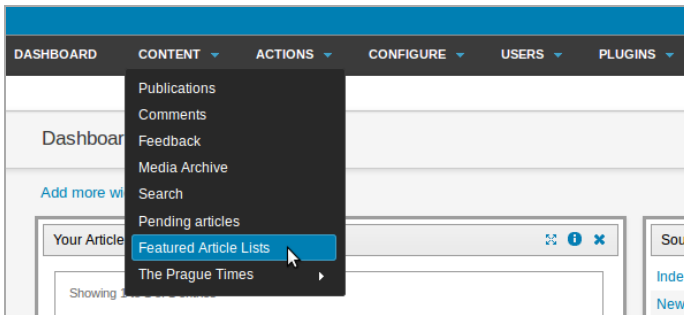


6. MAIN MENU

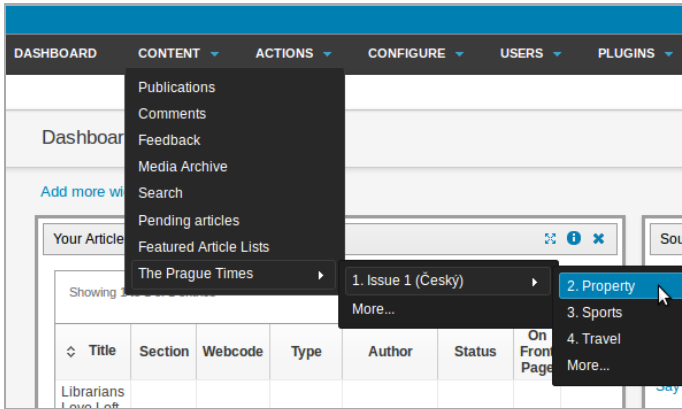
The main Newscoop menu contains a link to the **Dashboard** page and up to five sub-menus, depending on the permissions of the user who is logged in. These sub-menus are **Content**, **Actions**, **Configure**, **Users**, and **Plugins**. The menus shown below are for an administrator user, who has access to all sub-menu options.

CONTENT

Here you can find the **Publications** on the server, reader **Comments**, **Feedback** messages, the **Media Archive**, and the **Search** page for all of the articles in the Newscoop database. You can also find links to display **Pending articles** and **Featured Article Lists**.

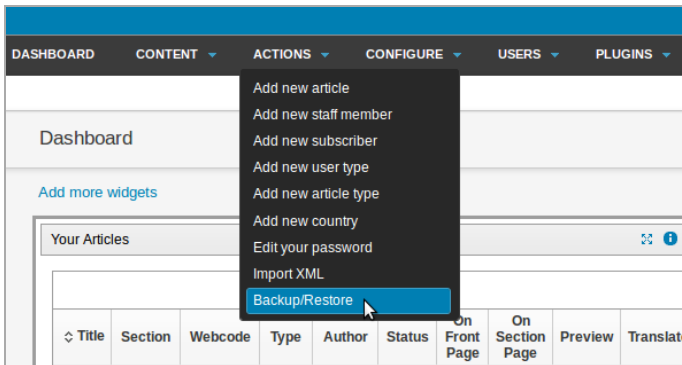


For each available publication, there are quick links to the latest three issues on a sub-menu, and a full list of sections within each issue on further sub-menus.



ACTIONS

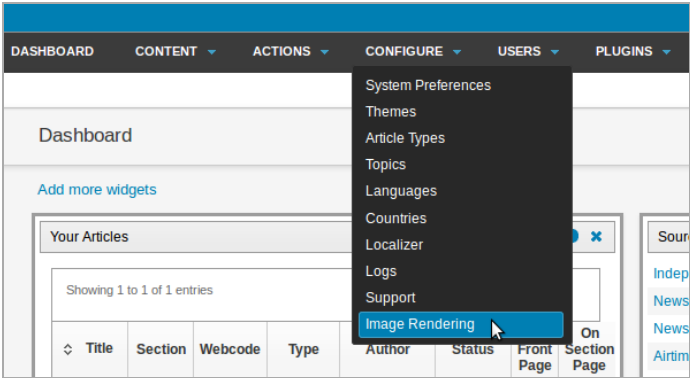
This menu provides quick access to the most commonly used functions, including **Add new article** and **Edit your password**. It is also the place to find the **Import XML** and **Backup/Restore** features.



CONFIGURE

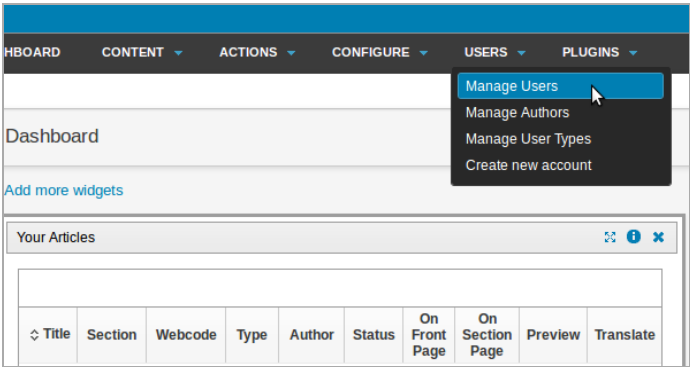
Here you can configure the **System Preferences** for your publication, and a number of other functions. **Themes** are the template packages which determine how Newscoop displays content to readers and subscribers. **Article Types** describe the format of your articles, while **Topics** allow you to categorize your articles. The **Languages** option specifies the languages that journalists have to choose from when creating articles.

Countries enables you to specify the name of a country in the local language for each territory. The **Localizer** allows you to translate the administration interface. Clicking **Logs** will show you the recent activity of all staff users, for auditing purposes. **Support** allows you to set whether details of your server can be sent back to Sourcefabric, in order to assist support engineers. **Image Rendering** enables you to set cropping sizes for different types of images in your publication.



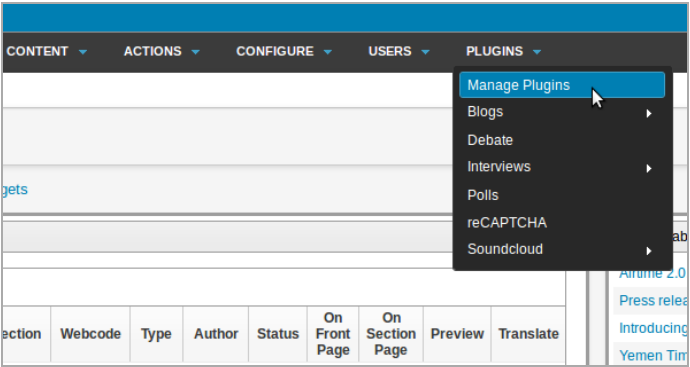
USERS

Here you can **Manage Users** of your website, and **Manage Authors**. You can also **Manage User Types**, or **Create a new account**. The **Manage Authors** page enables you to maintain contact and biographical information for each of your publication's contributors, as well as track the articles that they have worked on. The Manage Authors page is separate from the Manage Users page so that contributors can be managed even if they do not have a Newscoop login account.



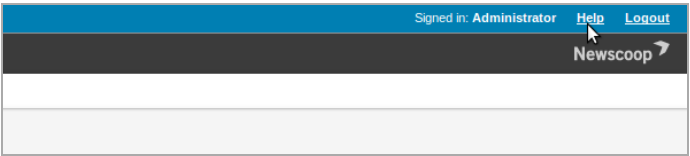
PLUGINS

This sub-menu provides access to additional functionality for Newscoop, which might include any of the **Blogs**, **Debate**, **Interviews**, **Polls**, **reCAPTCHA** or **SoundCloud** plugins.



HELP AND LOGOUT

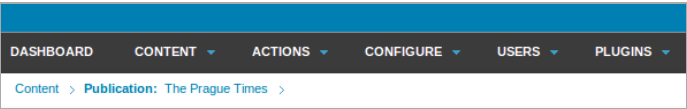
Up in the top right corner of the administration interface are two additional links, to the right of the full name associated with your login account. **Help** links you to the on-line version of this manual, via the Sourcefabric website, and other support resources. **Logout** ends your session and returns you to the administration login page.



7. CREATING A PUBLICATION

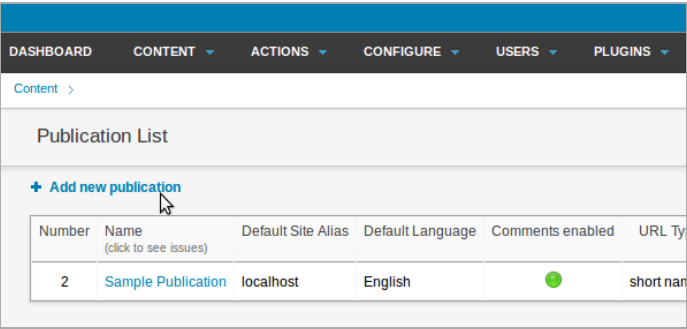
Newscoop content is organized in a hierarchical structure, which conforms to the tradition of newspapers and magazines: Publications, Issues, Sections and Articles. Each publication is made up of issues; each issue is in turn made up of sections, which are comprised of articles.

A 'breadcrumb trail' of links is present on every page of the administration interface, just beneath the main navigation menu, which enables quick navigation between different levels of the publishing hierarchy. This hierarchy is also shown at the lower end of the **Content** menu, if any publications have been created.



For example, by clicking on a publication named the "The Prague Times", you can see the list of issues for that newspaper. By clicking the name or number of a particular issue, you enter its list of sections. By clicking the name of a section you enter the article list. By clicking the article title in that list, you can edit the article.

Your system administrator may have already created a publication for you. To create a new publication, click **Content** on the main navigation menu, and then click **Publications** from the sub-menu. On the **Publication List** page that appears, click **Add new publication**.



If your login account does not have administrator rights, you will not be able to see the **Add new publication** option. You may need to ask your system administrator to enhance your access rights. Bear in mind, however, that a good administrator would be reluctant to hand over those rights to more than a handful of people. If you are not among those select few, your Publications List will only contain the publications already hosted on your Newscoop server.

The **Add new publication** window has three sections; **General attributes** and **Comments** on the left, and **Subscription defaults** on the right. There's a **Save** button beneath these sections.

The fields in the **General attributes** section are:

- **Name** of the publication (e.g. "The Prague Times")
- **Default Site Alias** is the name of the web server on which your publication will be hosted (e.g. `www.example.com`). This alias should match the *ServerName* configured for the web server by your system administrator, unless the Newscoop installation is in a subdirectory such as `www.example.com/subdirectory/` or similar. Newscoop enables multiple publications to be hosted on the same physical web server, providing that a unique alias has been set up for each publication by your system administrator. If you try to access the alias URL before this setting is made, you will see an error message indicating that the alias was not yet assigned to a publication
- **Default Language** sets the default language of the publication for readers
- **URL type** selects between the display of full path URLs, or short URLs which are better for pasting into newsletters and social media posts
- **Search engine optimization** checkboxes help your articles to be found on the Internet

The fields in the **Comments** section are:

- **Article comments default to enabled?** If you check this box, then article comments for any new article will default to "enabled"
- **Subscriber comments moderated?** If you check this box, comments by subscribers will be hidden from readers until they have been reviewed by a staff member
- **Public allowed to comment?** Check this box if non-subscribers will be allowed to make comments on articles
- **Public comments moderated?** If you check this box, non-subscriber comments will be hidden from readers until they have been reviewed by a staff member
- **Use CAPTCHA to prevent spam?** The reader must type in random letters or numbers shown before they can post a comment
- **Moderator address** If comments are moderated, each time a comment is posted an email is sent to this address, such as 'editor@example.com'
- **From address** is the sender email address shown on the email sent to the moderator, which should be a valid address in case of bounces. An address such as 'robot@example.com' is suitable

General attributes

Name:

Default Site Alias:

Default language: [Edit languages](#)

URL Type:

Search engine optimization:

☒ Article title
☒ Article keywords
☐ Article topics

Comments

Comments enabled?: ☒

Article comments default to enabled?: ☒

Subscriber comments moderated?: ☐

Public allowed to comment?: ☒

Public comments moderated?: ☒

Use CAPTCHA to prevent spam?: ☒

Moderator Address:

From Address:

SUBSCRIPTION DEFAULTS

The fields on the right side of this page are related to subscriptions, which you can adjust later if you wish. First, you have to select a **time unit** for your subscriptions; which could be days, months, weeks or years.

You can set two types of subscriptions: paid and trial. Paid subscriptions have the following properties:

- **Currency:** the subscription currency. Even if a subscription request is sent and the currency setting is changed before payment, the information about the subscriber's payment due is correctly recorded
- **Time unit cost per one section:**
 - for one language: the price for access to a particular section in a single language

- for all languages: the price for access to a section in all available languages
- **Default time period:** the usual duration of the paid subscription. This value is used when a reader subscribes through the website. The period for a particular subscription can be modified from the administration interface

Subscription defaults

Time Unit:

Paid subscriptions

Currency:

Time unit cost per one section:

- one language:

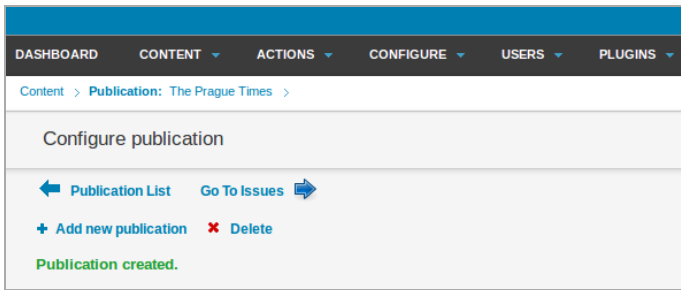
- all languages:

Default time period: time units

Trial subscriptions

Default time period: time units

After clicking the **Save** button, Newscoop will confirm that the new publication has been created.



SET SUBSCRIPTION BY COUNTRY

You can return to this page at any time by clicking the **Configure** icon in the **Publication List**. On the right hand side under the **Subscription defaults** fields, there will now be a link **Set subscription settings by country** which will enable you to specify different default time periods for individual countries.

Subscription defaults

Time Unit:

Paid subscriptions

Currency:

Time unit cost per one section:

- one language:

- all languages:

Default time period: time units

Trial subscriptions

Default time period: time units

[Set subscription settings by country](#)

This link opens the **Subscription Settings by Country** page, which has a link **Set subscription settings for a country**.

DASHBOARDCONTENT ACTIONS CONFIGURE USERS PLUGINS

Content > Publication: The Prague Times >

Subscription Settings by Country

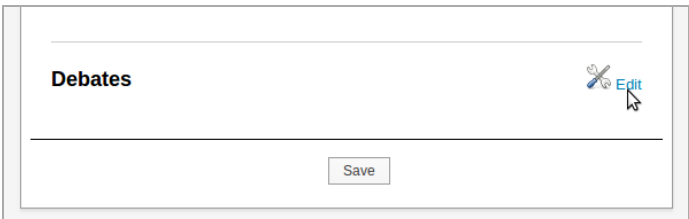
+ Set subscription settings for a country

Country (click to edit)	Default time period (months):	Delete
	trial subscription	paid subscription

If you follow this link, it opens a page with a drop-down menu for selecting the country in question, plus fields for the default trial and paid subscription lengths. Clicking the Save button returns you to the **Subscription Settings by Country** page, which should now show the setting you have just made.

DEBATES

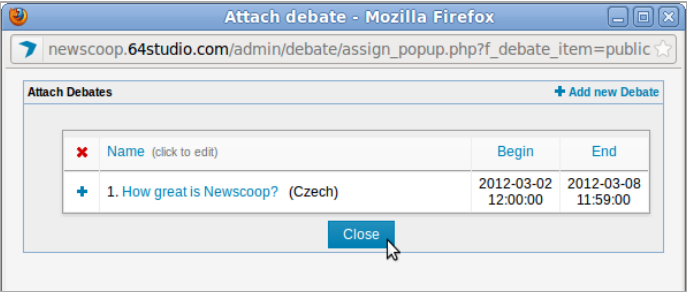
At the bottom of the **Configure publication** page is an area titled **Debates**. Click **Edit** to open a pop up window in which you can click **Add new debate** to add a debate to the publication.



Enter the dates of the debate, the details of the debate question and the possible answers. Then click the **Save** button.

A screenshot of a web browser window titled "Attach debate - Mozilla Firefox". The address bar shows the URL "newscoop.64studio.com/admin/debate/assign_popup.php?f_include=edit.php&f_lang". The page content is titled "Attach Debate (*)" and contains a form with the following fields: "Language:" with a dropdown menu showing "Český"; "Type:" with a dropdown menu showing "Standard"; "Date begin voting:" with a date field "2012-03-02" and a time field "12:00"; "Date end voting:" with a date field "2012-03-08" and a time field "11:59"; "Title:" with a text field containing "How great is Newscoop?"; "Question:" with a text area containing "Do you agree that Newscoop is the best content management system for news media?"; "Votes per unique User:" with a dropdown menu showing "1"; "Allow not logged in users (*):" with a dropdown menu showing "No"; "Results (*):" with a dropdown menu showing "Daily (*)"; "Number of answers:" with a dropdown menu showing "2"; "Answer 1 (*):" with a text field containing "Yes"; and "Answer 2 (*):" with a text field containing "Definitely yes". At the bottom of the form is a blue "Save" button.

The new debate will now be listed in the pop-up window.



8. CHOOSING A THEME

Having created a publication, the next step is to choose a theme, which will determine the publication's appearance and functionality for your readers. On the **Configure** sub-menu, click **Themes**.

This will open the **Theme Management** page, displaying a table with the available themes installed by your system administrator, such as *The New Custodian* or *Rockstar*. You may also see a theme called *Empty* which is a skeleton for creating your own theme. See the *Newscoop 4 Cookbook* technical manual for the details of theme creation.

Each of the current publications has a corresponding tab at the top of the table, for example "The Prague Times".


DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Themes

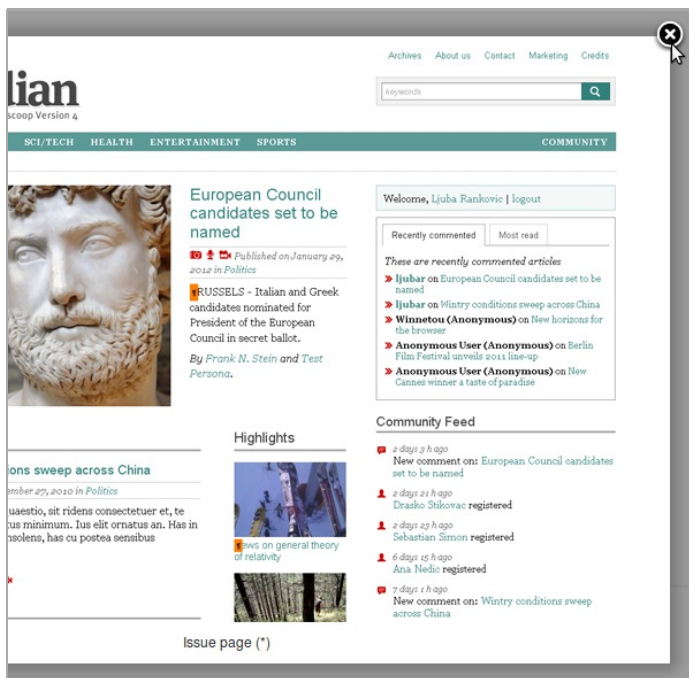
Theme management

Import theme

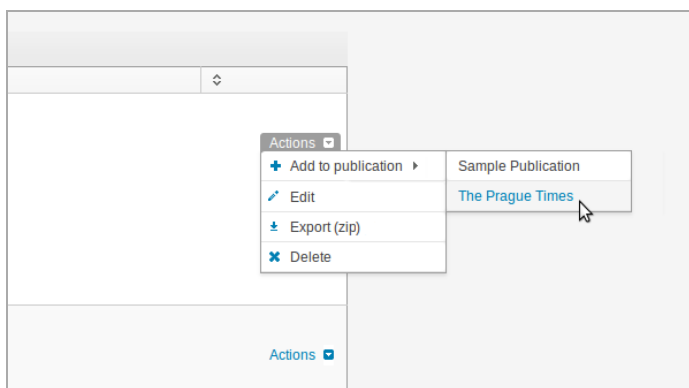
Available themes Sample Publication **The Prague Times**

Theme name / version	Compatibility
 The New Custodian // version 1.0 <i>Design: Sourcefabric</i> Issue page Section page Article page Click to enlarge	4.0 Theme for N

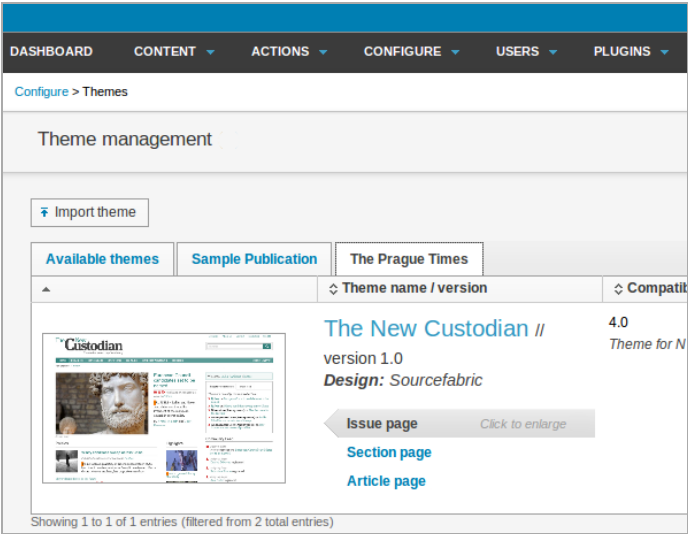
The main templates within each theme can be previewed in the window on the left side of the table, by hovering your mouse over the links for **Issue page**, **Section page** and **Article page**. Click any of the links to open a larger preview in a pop-up window. You can close this pop-up window by clicking the **x** icon in the upper right corner.



To assign a theme to your new publication, click **Actions** on the right side of the table row for the theme of your choice. On the menu which pops up, click **Add to publication**, then the name of the publication that you have created. This action creates an independent copy of the theme for your publication. Any changes made to the theme for other publications on the same Newscoop server will not affect your publication.

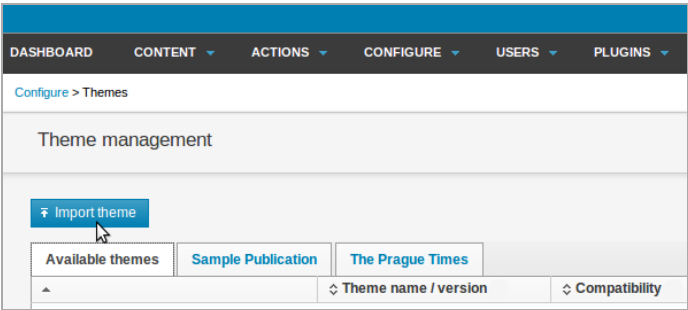


Newscoop should report **Assigned successfully**, just above the Actions menu. The tab for your publication should now display the theme that you chose. The theme can be unassigned from the publication using the **Actions** pop-up menu in this tab, if necessary.

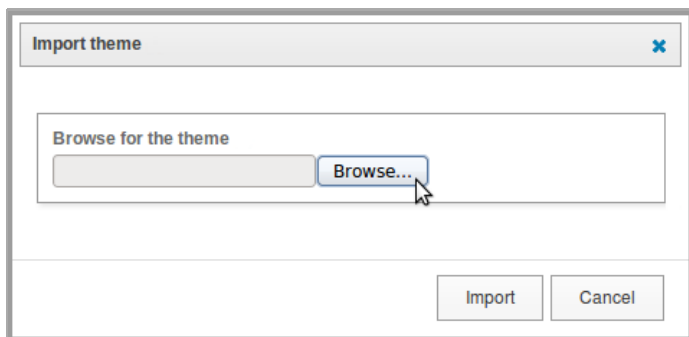


IMPORTING AND EXPORTING THEMES

A new theme can be added to Newscoop by clicking the **Import theme** button on the **Theme management** page.



This action opens a dialog box which enables you to select a theme file from your computer. Click the **Browse** button to locate the theme's zip file, then click the **Import** button.

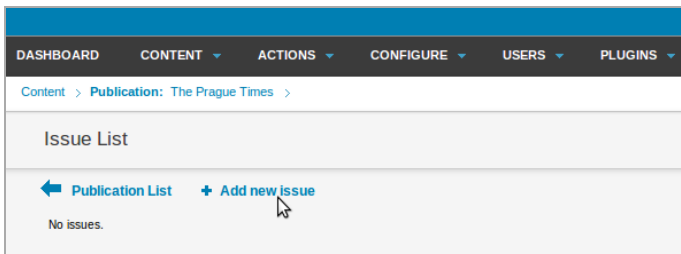


Newscoop should report that the import was successful. The new theme should now be displayed in the table on the **Theme management** page.

To export a theme, click **Actions** on the right side of the table row for the theme you have chosen to export, then click **Export Zip** from the pop-up menu. Your web browser will then download the zip file to your computer.

9. CREATING AN ISSUE

Once you have successfully created your publication, click on **Content**, then **Publications** in the main navigation menu. Click on the name of your new publication in the **Publication List** (e.g. "The Prague Times"). This will lead you to the **Issue List**, which will be empty to begin with.



Click on the **Add new issue** link. If you are creating the very first issue, you will see a page with fields for basic information which you will need to enter.

A screenshot of the 'Add new issue' form. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is 'Content > Publication: The Prague Times > Issues >'. The main heading is 'Add new issue'. Below this, there is a form titled 'Add new issue' with the following fields: 'Name' with the value 'April 2012', 'Language' with a dropdown menu showing 'Česky', 'Number' with the value '1', and 'URL Name' with the value '2012_1'. At the bottom of the form are 'Save' and 'Cancel' buttons. A mouse cursor is pointing at the 'Save' button.

The **Name** is the name of the issue in the particular **Language** you specify in the drop-down box underneath. The **Number** is a unique identifier for this issue. If this is the first issue you've ever published, then number "1" would be appropriate. The issue number cannot be changed once it is specified.

If you are planning to add older issues of your publication at a later stage to the same Newscoop server, you should continue the numbering series. For example, if you just published issue 154 of the "The Prague Times" before moving to Newscoop, you should assign number 155 to the first issue you are creating with Newscoop. This is because Newscoop uses the highest available published issue number to determine which issue provides the front page articles for the publication. Therefore it is important to start with issue numbers that are high enough to enable back-issues to be added later.

The **URL Name** field is only useful if you specified the "URL type: short names" option when you created your publication. You can use letters, digits and the underscore character. No other punctuation or spaces are allowed. This URL name will show up in the URL bar of the reader's browser. For example, if you enter "2012_1" here, the URL for the issue might look like this:

http://www.example.com/2012_1

Clicking the **Save** button takes you to the **Change issue details** page, where various options for the issue are set. On the left hand side, there are settings for the default templates for the front page, sections and articles. If you do not have your own Newscoop theme yet, you can select templates from one of the themes that are provided with Newscoop (see the chapter *Choosing a theme*).

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS

Content
>
Publication: The Prague Times
>
Issue: April 2012 (Český)
>

Change issue details

Issue List
Go To Sections

+ Add new issue
Preview
Translate
Delete

Change issue details

Number: 1

Name: April 2012

URL Name: 2012_1

Language: Český

Publication date
(yyyy-mm-dd):
[Click here to publish this issue](#)

Default templates

Issue Theme: ZEN*

Front Page Template: <default>

Section Template: <default>

Article Template: <default>

Save

ISSUE PUBLISHING SCHEDULE

On the right hand side of the **Change issue details** page are boxes which enable you to set the publishing schedule for the issue. An issue can be set to be published at a specific date and time, and unpublished at another date and time.

Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
No events.			

Schedule a new actionDate: Time: : Action: ▾Publish all articles: ▾

Existing actions are shown in the **Issue Publishing Schedule** table. Individual actions can be deleted from the table by clicking the red **x** icon on the right side.

USERS ▾

PLUGINS ▾

Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
2012-04-01 09:00:00	Publish	Yes	✖

Schedule a new action

Date: 2012-05-01

Time: 09 : 00

Action: Unpublish ▾

Publish all articles: No ▾

Save

COPYING A PREVIOUS ISSUE

If this is not the first issue you've created, you will see a different page after clicking the **Add new issue** link in the **Issue List**, with links for two different actions: **Use the structure of the previous issue**, or **Create a new structure**.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Content > Publication: The Prague Times > Issues >

- ☐ **Use the structure of the previous issue**
Copy the entire structure in all languages from the previous issue except for content. You may modify it later if you wish.
- ☐ **Create a new structure**
Create a complete new structure. You must define an issue type for each language and then sections for them.

Use the structure of the previous issue will be the usual option to choose once you are ready to publish additional issues, because it automatically creates a new issue with the same sections as the preceding one. For this reason, you should create all the sections you require before copying the structure into additional issues. Clicking this option opens a page which enables you to specify the new issue number.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Content > Publication: The Prague Times > Issues >

Copy previous issue

Copy structure from issue number 1

Issue Number:

Save

The sections of the new issue will be empty, so that you can begin to add articles. Before that, the first step you should take is to set the **Name** of the new issue, because this field is not automatically updated; it will start out with the same name as the last issue. You will also need to set a unique **URL Name** for the issue. After changing the **Name** and **URL Name** fields, click the **Save** button to update the new issue.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS

Content > Publication: The Prague Times > Issue: April 2012 (Česky) >

Change issue details

[← Issue List](#)[Go To Sections →](#)

[+ Add new issue](#)[🔍 Preview](#)[🗣️ Translate](#)[✖ Delete](#)

Change issue details

Number: 2

Name:

URL Name:

Language:

Publication date
(yyyy-mm-dd): [Click here to publish this issue](#)

Default templates

Issue Theme:

Front Page Template:

Section Template:

Article Template:

Save

47

10. CREATING A SECTION

Click on **Content** in the main menu, then the name of your publication, to view the **Issue List**. By clicking on the name of an issue in the **Issue List**, you will enter the **Section List**. At first, a new issue will have no sections.



If you click on the **Add new section** link, you will see the corresponding page appear. Here you must specify the **Name**, **Number** and **URL Name** for the new section. While you can change the Name of the section later, the section number is set permanently at the time when the new section is added.

The **URL name** will be part of the URL for the new section, if you chose the "short names" option when you created the publication. For example, the URL including the section name might be:

`www.example.com/2012_1/1/`

if the issue URL name was `2012_1` and the section URL name was `1`.

The screenshot shows a web application interface with a top navigation bar containing links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below the navigation bar is a breadcrumb trail: Content > Publication: The Prague Times > Issue: April 2012 (Český) > Sections >. The main heading is 'Add new section'. The form itself is titled 'Add new section' and contains the following elements:

- Name:** A text input field containing the word 'Property'.
- Description:** A rich text editor area. It features a toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, and table. Below the toolbar is a text area containing the text 'The hottest real estate deals in Prague'.
- Path:** A text input field containing the letter 'p'.
- Number:** A text input field containing the number '1'.
- URL Name:** A text input field containing the number '1'.
- Subscriptions:** A checkbox that is checked, followed by the text 'Add section to all subscriptions.'
- Save:** A blue button with the text 'Save'.

The section **Description** is optional. This field is useful for displaying content that doesn't change very often. The information in this field will only be displayed on your site if the theme you are using supports it.

If you would like to make the new section available to all existing subscribers, you should check the box **Add section to all subscriptions**. Then click the **Save** button.

Your next step is to adjust the templates for the new section on the **Configure section** page, if required.

Configure section

Number: 1

Name:

URL Name:

Subscriptions: ▼

Description:

The hottest real estate deals in Prague

Path: p

Default templates

Section Template: ▼

Article Template: ▼

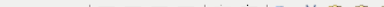
Number: 1

Name:	Property
-------	----------

URL Name:

Subscriptions:

Description:



The hottest real estate deals in Prague

Path: p

Default templates

Section Template:

<default>

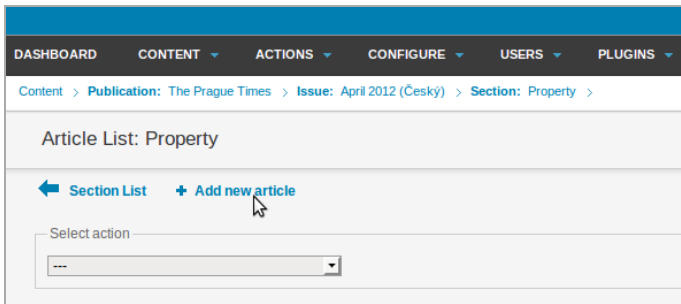
Article Template:

<default>

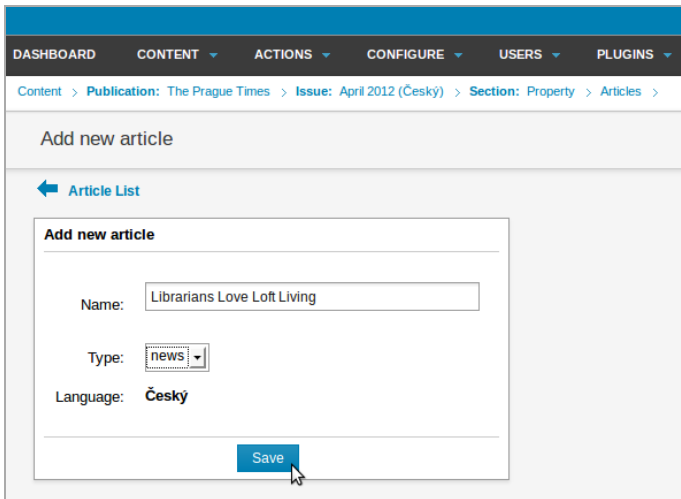
Here, you may wish to select custom templates for this new section and its articles from the drop-down menus. If you don't have custom templates for specific sections, you can use the *default* section and article templates instead. Then click the **Save** button, further down the page, to confirm your choice.

II. CREATING AN ARTICLE

The **Article List** for a particular section can be found by clicking on **Content** in the main Newscoop navigation menu, and following the hierarchy of Publications, Issues and Sections. Alternatively, use the 'breadcrumb trail' of links just below the main navigation menu. You can create a new article by clicking the **Add new article** link at the top of the Article List.



The **Add new article** page contains three fields for entering basic information about the article you will create.



- **Name:** The title of the article. You will be able to rename the article at any time in the future.

- **Type:** Select one of the available article types from the drop-down menu. If you have not set up any custom article types yet, only the defaults of **news**, **page** or **link** will be available. Refer to the later chapter on *Article Types* for details on how to create custom article types. The choice of Article Type that you make for this particular article cannot be altered later.
- **Language:** Select the language the article will be written in. A drop-down list will contain the additional languages you have defined for this publication, if any. The language choice you make at this stage is final, although you can create a translation of the article into another language.

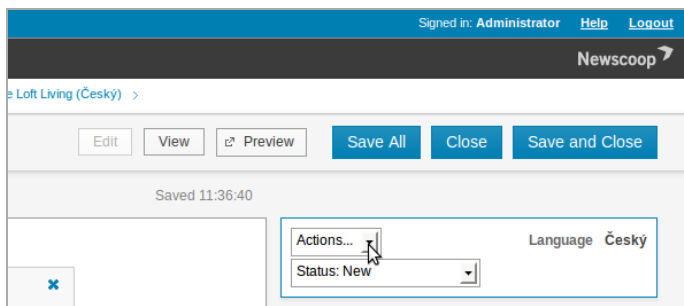
When you click the **Save** button, you will be taken to the **Edit Article** page.

12. EDITING AN ARTICLE

The appearance of the **Edit article** page depends on the **Article Type** you are working on. Below, the default "news" type is shown.

CONTROL BUTTONS

At the top right of the **Edit article** page is the **Toolbar**, with the **Edit**, **View** and **Preview** buttons, as well as the **Save All**, **Close**, and **Save and Close** buttons. Beneath this are the menus in the **Sidebar**. See the chapter *The sidebar* for more details.



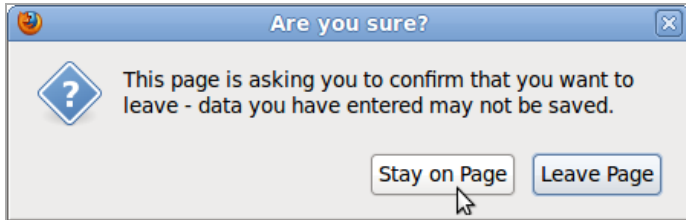
Edit, View and Preview buttons

There may be times when you want to view articles rather than edit them. In this case, clicking the **View** button in the **Toolbar** speeds up the page display process. Click the **Edit** button to return to editing mode. The **View** button also enables you to see an article when it is locked by another user on the Newscoop server.

The **Preview** button opens a pop-up window with the article displayed as it will appear to readers, using the current template. Once the article is published, there will be a **Go to live article** button here instead.

Save All, Close, and Save and Close buttons

Save All saves the fields in the editing area without closing the page, whereas **Save and Close** both saves the page and closes it, unlocking the page for other authorized users to edit further. The **Close** button closes the page without saving any changes, which your web browser will usually warn you about.



This warning message does not appear in the **Opera** web browser, so if you are using that particular browser, you should make sure that you have saved any changes before leaving the page.

THE EDITING AREA

To the left of the **Sidebar** is the editing area for the article.

DASHBOARD **CONTENT** **ACTIONS** **CONFIGURE** **USERS** **PLUGINS**

Content > Publication: The Prague Times > Issue: April 2012 (Český) > Section: Property > Article: Librarians Love Loft Living

Librarians Love Loft Living 0

Authors

Author Jane Q. Reporter

Photographer James Q. Photographer

+ Add another author

Date

Created: 2012-03-05 17:15:40 Last modified : 2012-03-06 12:25:46

deck

As long as there are shelves, they're happy

Path: p

full_text

Librarians are snapping up apartments in converted warehouses. There's more room for books, they s

The "news" **Article Type** has the following fields in the editing area:

- **Name:** The title of the article. The number of characters allowed was set when this field was created.
- **Authors:** These drop-down menus enable you to credit multiple contributors, including Author, Writer, Photographer, Editor, or Columnist. Type the contributor name in the box to the right. Click the **+ Add another author** button to include additional contributors, or click the **x** icon to the right of an author row to remove them.

- **Date:** Since the content of this field can order the way your articles are displayed to readers, you can change the date and time if you choose, by clicking the small calendar icon.
- **deck:** a sub-heading or article teaser.
- **full_text:** the main body of the article.

Details of the editing features are covered in the chapter *Using the TinyMCE editor*.

COMMENTS

Beneath the editing area, there's a box in which you can enable reader comments on the article, if you wish. Your publication's theme must be designed to enable this feature.

The radio buttons can have one of three values: **Enabled**, **Disabled**, or **Locked**. The "Locked" option means that readers cannot post comments, but any existing comments are still shown. Click the blue **Comments** link to minimize the box, saving space in your browser window.

Comment settings

☒ Enabled
☐ Disabled
☐ Locked

Comments

From

"Daniel James" <daniel@64studio.com> (127.0.1.1)

Date

2012-03-06 13:01:51

Subject

I never have enough room !

Comment

I too would like to have a loft apartment with lots of shelves.

☐ New
☒ Approved
☐ Hidden
☐ Delete

Save comment

Recommend

Reply to comment

Post a Comment

Author

Administrator

Subject

Comment

Submit

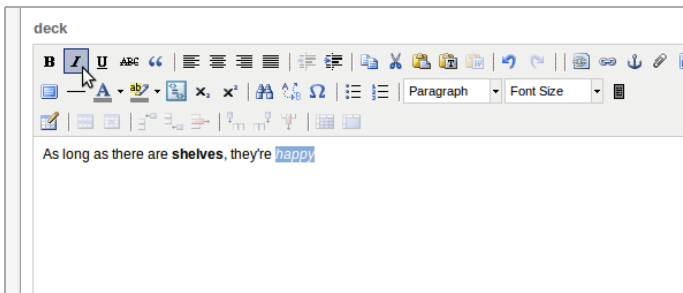
Individual comments can be **Approved** for publication, **Hidden** or removed with **Delete**, using the radio buttons immediately below the comment. A comment can be edited and then saved with the **Save comment** button, made more prominent on the article page with the **Recommend** button, or responded to with the **Reply to comment** button.

Beneath the displayed comments is a form which staff members of your publication can use to add a new comment of their own.

3. USING THE TINYMCE EDITOR

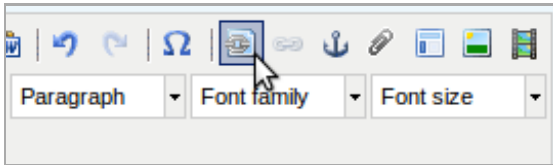
The text editor in Newscoop (a program called **TinyMCE**) enables contributors to perform extensive article formatting from within a web browser. You may be familiar with most of the functions of TinyMCE from using word processors such as Microsoft Word or OpenOffice.org: functions such as bold, italic, underline, and text alignment.

Move your mouse over the small icons to see a tooltip explaining what they do. Standard formatting keyboard shortcuts also work, including Ctrl+b for **bold** and Ctrl+i for *italic*).

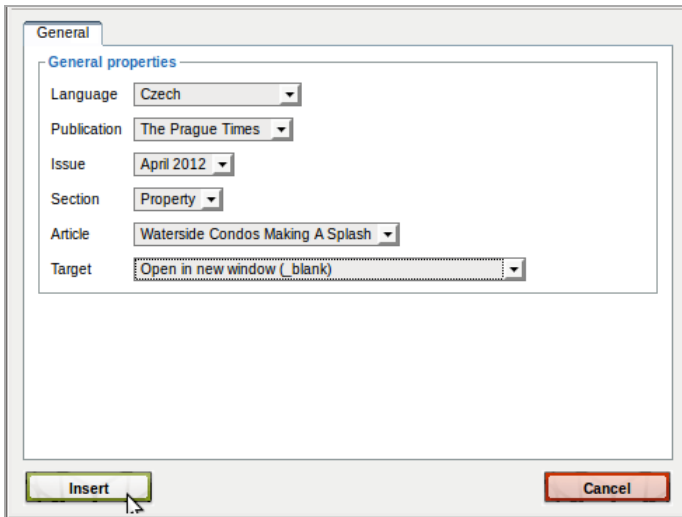


The editor that you see in your own Newscoop installation may look different to the one shown above, depending on the extent of your user permissions. The editor should contain all the functionality you need for your publication, but if you feel something vital is missing, you can discuss the matter with your Newscoop system administrator.

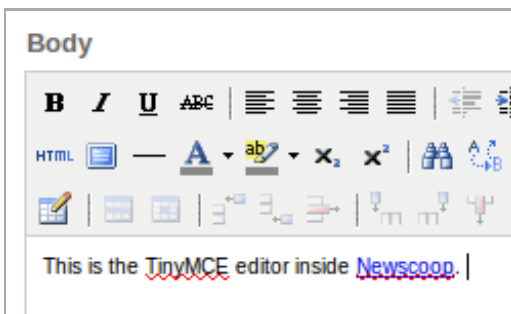
There are two Newscoop-specific features in the editor. The first is **Insert/edit internal link**, which enables you to select a word or phrase from your article and link it to an article within the same Newscoop publication, or within another publication on the same Newscoop server.



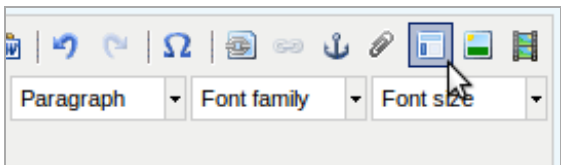
Clicking this icon opens a pop-up window with drop-down menus enabling you to select a specific **Language** version of a **Publication**, **Issue**, **Section** and **Article** to link to. There is also a drop-down menu for the link **Target**, such as opening the linked article in a new browser window.



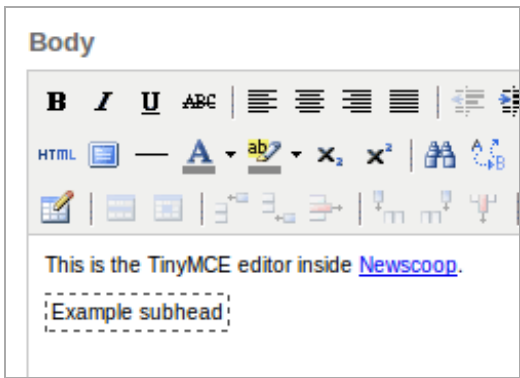
After you click the Insert button, the internally linked text will be shown in blue and underlined, like a web link.



The second Newscoop-specific feature is **Newscoop Subhead**, which enables you to specify where your text will be broken into different pages. (Your Newscoop theme must support this feature in order for the page breaks to work).



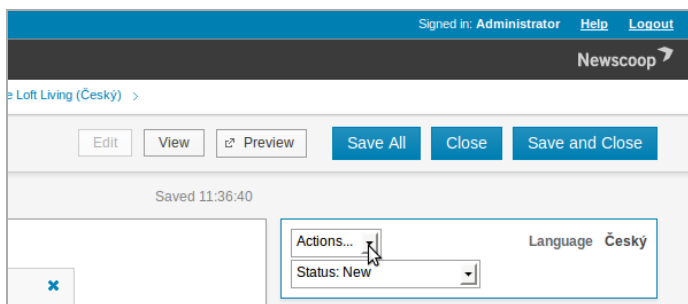
Enter the text for the subhead into the editing window, select it with the mouse, then click the Newscoop Subhead icon. The subhead text will now be shown with a dashed outline.



14. THE SIDEBAR

On the right side of the editing area is a vertical **Sidebar** containing further options for the new article, in a series of boxes. (If your computer's display is very small, the Sidebar may appear at the lower end of the page). Like the **Comments** box beneath the editing area, many of the boxes in the **Sidebar** can be minimized by clicking on the blue link in the box name.

Article types other than "news" may contain different boxes from those shown below. Whenever you edit any of the fields in the boxes, you will need to click either the **Save All** button at the top of the edit area, or any of the **Save** buttons in individual boxes.



THE ACTIONS MENU

The Actions menu contains short-cuts to commonly used functions:

- **Unlock:** When you begin editing an article, you automatically "lock" it to prevent conflicting edits from other users on the server. Using the **Unlock** action means that other authorized users can edit the article again. This action puts the article into **View** mode. If no other staff user has locked the article, you can click the **Edit** button to resume editing.

- **Delete:** Removes the article permanently from the Newscoop server.
- **Duplicate:** Copies the article to any publication, issue, or section on the same Newscoop server.
- **Translate:** Creates a new copy of the article for translation into another language.
- **Move:** Moves the article to another publication, issue or section on the same Newscoop server.

THE STATUS MENU

The Status drop-down menu indicates the copy flow state of the article. There are four states that the article can be in:

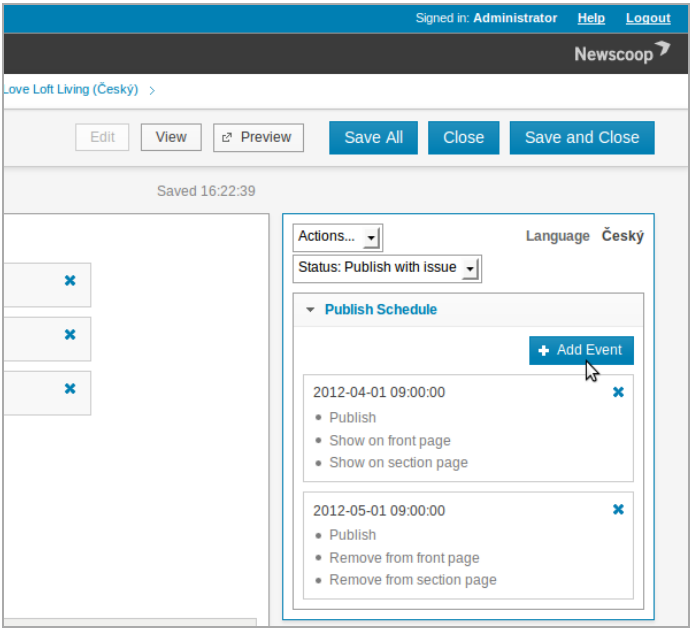
- **New:** The article is still being written. Once the contributors are ready for the article to be seen by the editorial team, they should change the status to "Submitted".
- **Submitted:** The article is under review by the editor or editors. Once the editors decide that the article is ready for the public to see, the status should be changed to "Publish with issue", "Published", or scheduled for publication at a later date and time.
- **Publish with issue:** The article will be published when the issue it belongs to is published. This action is only visible if the issue in question has not yet been published.
- **Published:** The article belongs to a published issue, and is now viewable by the public.

THE LANGUAGE MENU

The Language menu is to the right of the Actions and Status menus. If multiple languages have been configured for the publication, a drop-down menu will enable switching between translated versions of the article. If not, the language of the article will be displayed here.

PUBLISH SCHEDULE

This box enables you to schedule the article to be published, unpublished, promoted or demoted at a certain date and time. It is only visible if the article has the status **Publish with Issue** or **Published**. Click the **Add Event** button to open a window with a calendar and publishing options, such as showing the article on its section page, or the publication's front page, at the specified time.

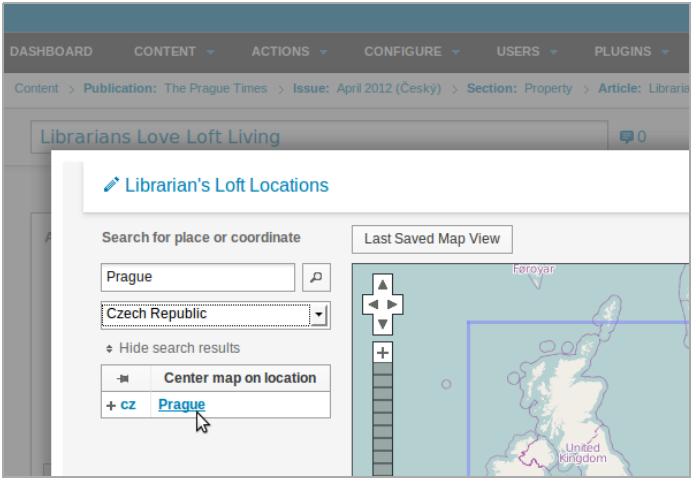


Note that the date fields have a fixed syntax of YYYY-MM-DD (four year digits, two month digits and two day digits, in that order). If you enter dates manually in any other format, you may get incorrect results.

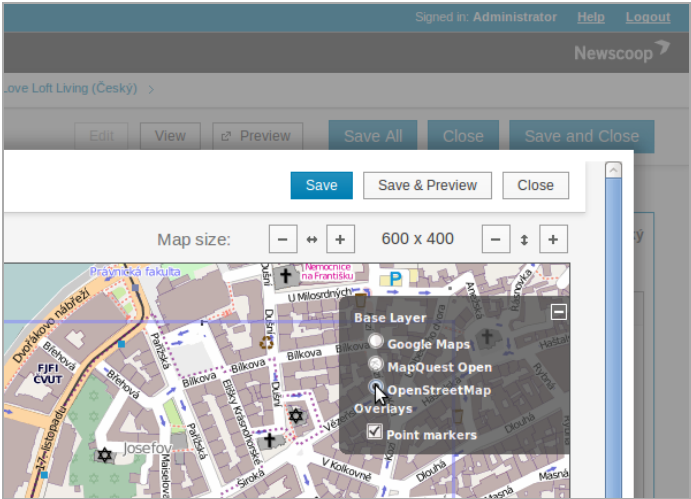
GEOLOCATION

Clicking the **Add** button in the Geolocation box opens a pop-up window which enables you to set points of interest (map references) for the article. Points of interest from multiple articles can be displayed on a single map by your Newscoop templates.

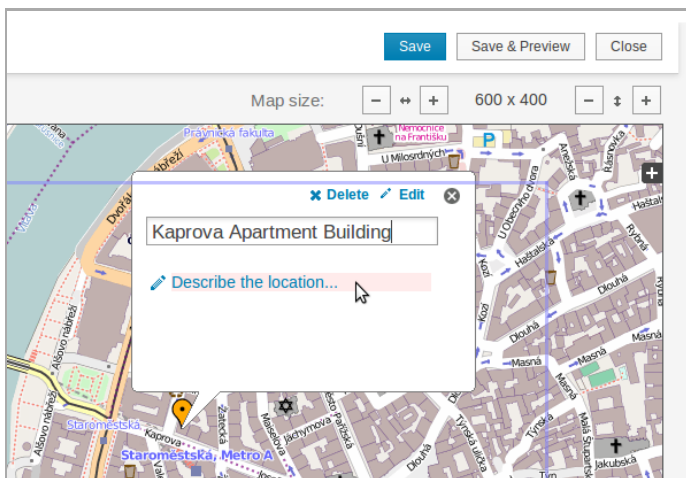
First, enter a title for the map, and then search for a place name to centre the map on. Click the place name in the search results to centre the map on that location. Then use the vertical control on the left side of the map, with plus and minus buttons, to zoom in to an appropriate scale.



On the right side of the pop-up window, set the horizontal and vertical size of the map using the plus and minus buttons, and choose a base layer from the available mapping providers.



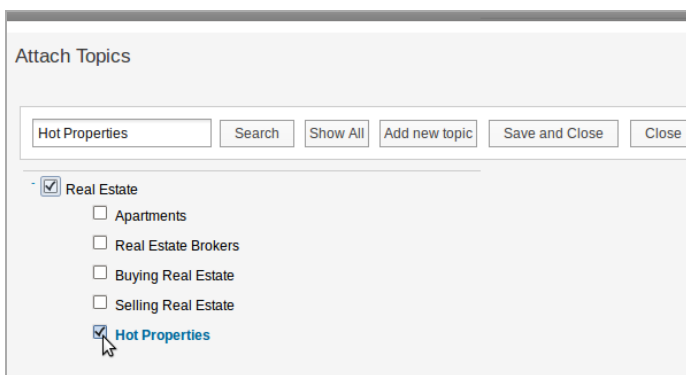
You can now add points of interest to the map by clicking on places, and entering names and descriptions for them.



Click on the **Edit** link to enter more details about the point of interest in a pop-up window, including external URL, image and video links. You can also change the colour of the point marker in the pop-up window.

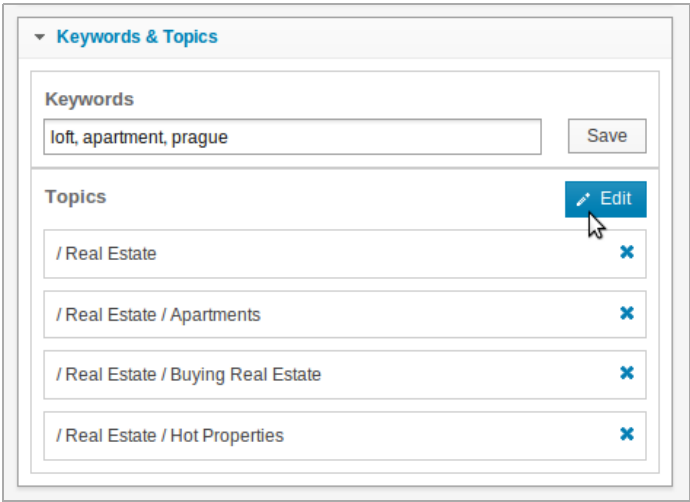
KEYWORDS & TOPICS

Click in the **Keywords** field to enter words that describe your article to search engines, then click the **Save** button. In the **Topics** box, click the **Edit** button to select from a list of topics and subtopics in a pop-up window. Topics allow you to set attributes for the article, which may be used to display the article in a certain way.



If the topics already created by your Newscoop administrator are insufficient to describe the article, you can click the **Add new topic** button. New topics that you create should be categorised with a parent topic, if appropriate, and the language of the topic phrase.

After clicking the **Save and Close** button, the **Topics** you have selected are displayed in the Keywords & Topics box in the sidebar. Click the blue **x** icon on the right side of each row to remove a topic from the table.



See the chapter *Topics* to find out how topics are categorized.

SWITCHES

Switches enable the contributor or editor to activate certain Newscoop features.

▼ Switches

- ☐ Show article on front page
- ☒ Show article on section page
- ☒ Visible to non-subscribers
- ☒ highlight

Save

The switches for the default Article Type of 'news' are:

- **Show article on front page:** Check this box if you want the article to be displayed on your publication's front page for that issue. This setting is independent of the corresponding setting in the **Publish Schedule** box. If you wish the article to appear on the front page at a specific time other than the issue publication time, leave this box unchecked and add an event to the Publish Schedule.
- **Show article on section page:** Check this box if you would like the article to be displayed on the relevant section page. Also independent of the corresponding setting in the **Publish Schedule** box.
- **Visible to non-subscribers:** Check this box if you want to make the article visible to readers who have not yet subscribed.
- **highlight:** A custom switch which enables a news article to be highlighted for readers.

INFO

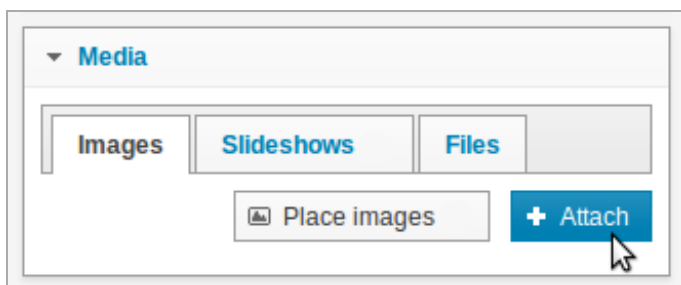
The Info box displays general information about the article.

▼ Info	
Reads	0
Type	news
Number	101
Created by	Administrator
Webcode	@aaadx

- **Reads:** A number indicating the popularity of this particular article. An article which has not yet been published will display N/A here.
- **Type:** Refers to the **Article Type**, the format of the article. You cannot change this field once it has been assigned.
- **Number:** The article's unique identification number on the Newscoop server.
- **Created by:** the name of the Newscoop user who created this article. You cannot change this field.
- **Webcode:** A unique code intended to help readers find the article online. Webcodes can be displayed as part of a corresponding article in a print publication.

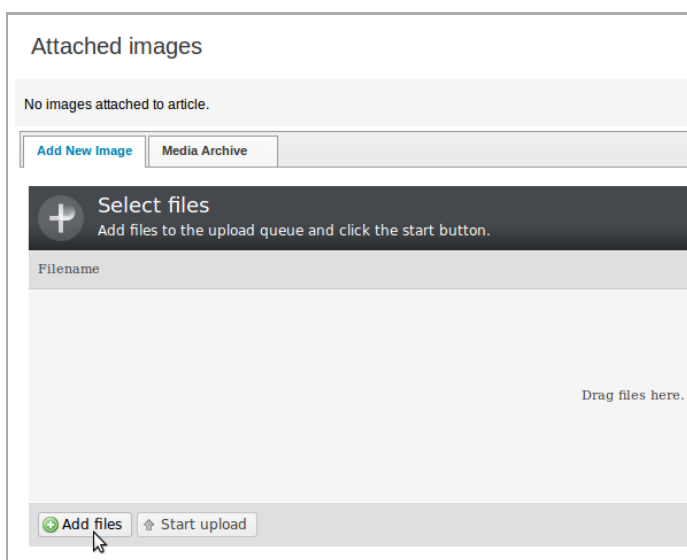
IMAGES

The **Media** box has three tabs: **Images**, **Slideshows** and **Files**. On the Images tab, click the **Attach** button to select an image to go with the article.

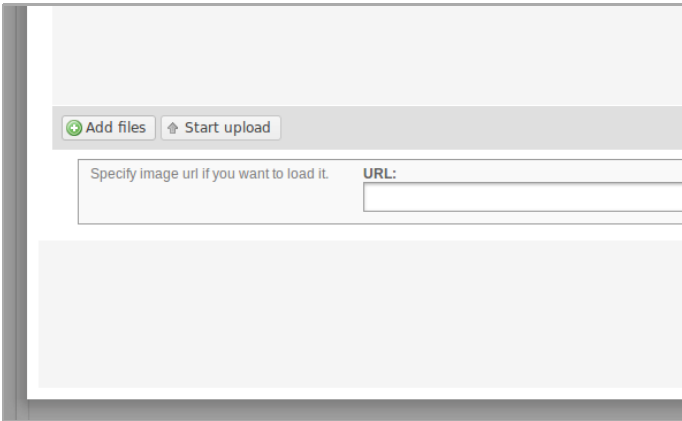


This action opens a pop-up window with a tab **Add New Image**, which you can use to upload images from your computer. This tab supports drag and drop if your browser is recent enough, such as *Mozilla Firefox* version 3.6 or later.

The image you are uploading must have the minimum number of pixels for the smallest *rendition* used in your publication, in order to maintain quality. The image rendering feature of Newscoop means that the same image can be used at various crop sizes, in different parts of your publication's theme templates, without having to be resized manually. See the chapter *Image Rendering* for more details.

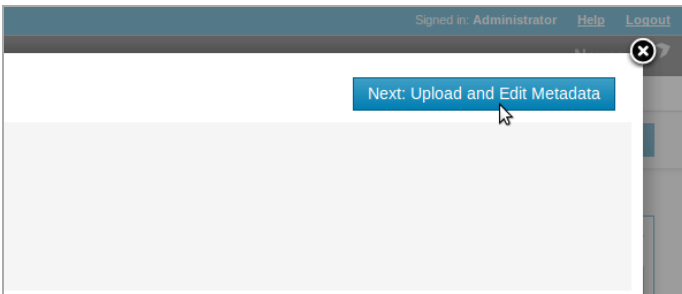


Alternatively, you can specify the **URL** of an image on another web server. This feature is useful for linking to a frequently updated image, such as the output from a webcam, which is published at a consistent URL. Of course, you should make sure that any external image used in your Newscoop publication does not breach the copyright of the photographer.

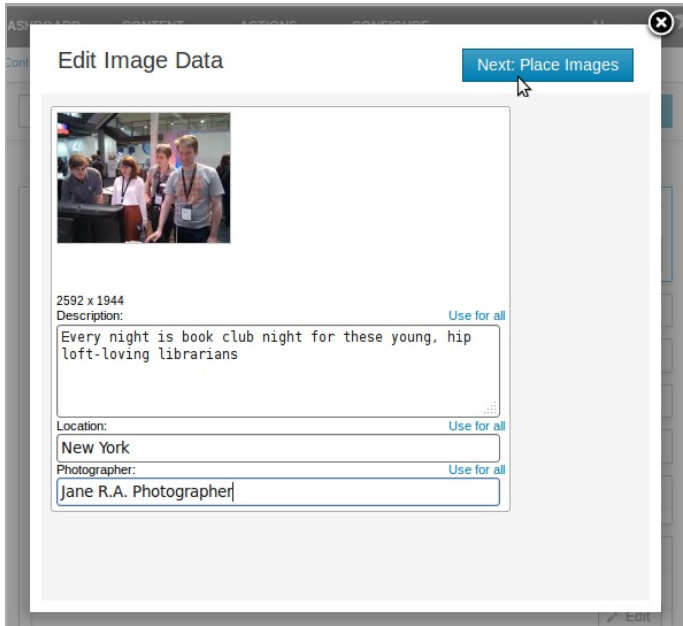


A screenshot of a web interface for uploading images. At the top, there are two buttons: "Add files" with a green plus icon and "Start upload" with an upward arrow icon. Below these buttons is a text input field with the placeholder text "Specify image url if you want to load it." To the right of this field is a label "URL:" followed by a smaller text input field. The background is a light gray with a subtle gradient.

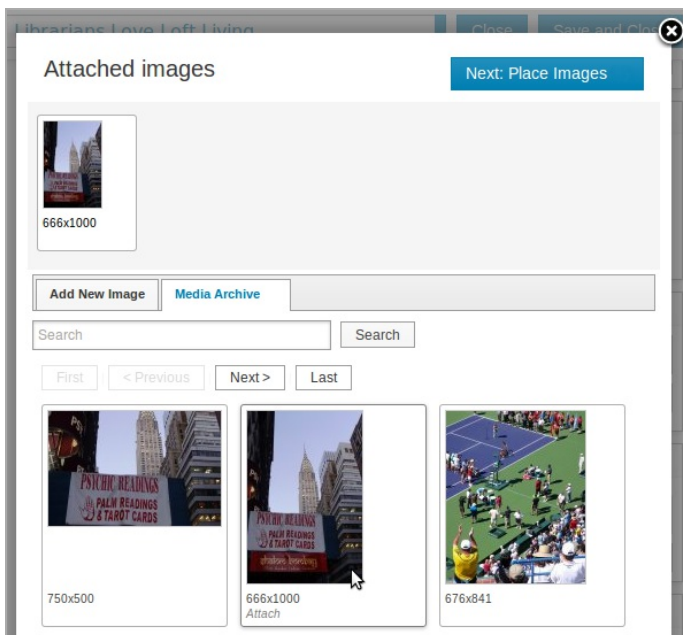
Then click the button **Next: Upload and edit metadata** in the upper right corner to enter details of the image.



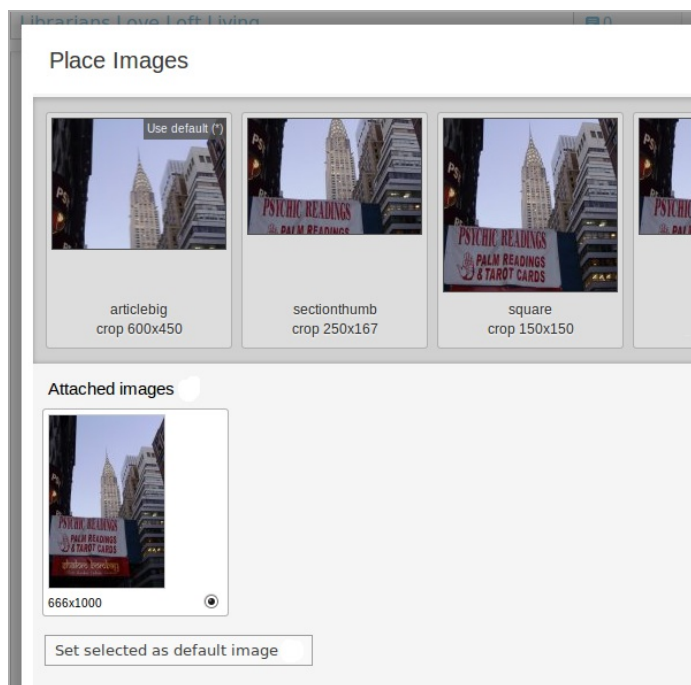
This action opens the **Edit Image Data** box with fields for **Description**, **Location** and **Photographer**. You must enter some text in at least one of these fields to continue. This metadata will help you and your publication staff to find these images later. Then click the **Next: Place Images** button.



Another tab in the pop-up window enables you to attach an existing image from the **Media Archive**. There is a **Search** box for searching the text metadata of these existing images, such as location or photographer names.

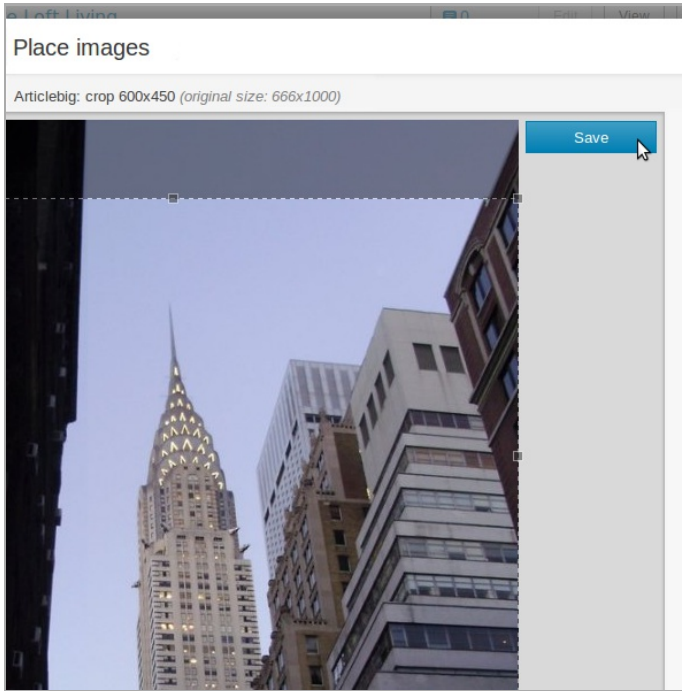


Whether you have uploaded a new image or selected one from the archive, clicking the **Place Images** button opens a window in which you can preview the image *renditions* set for this publication, such as a 600 by 450 pixel crop.

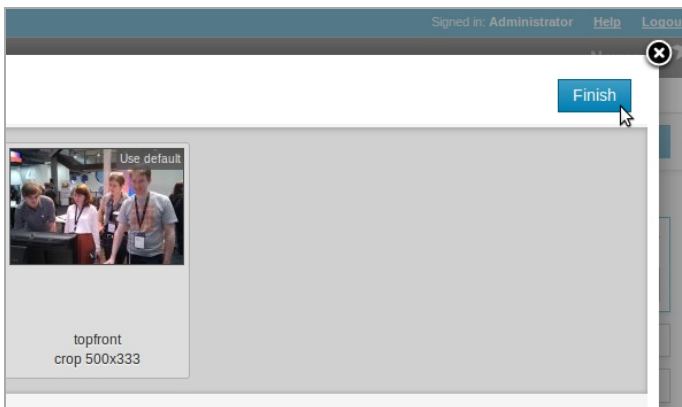


Click on the radio button underneath the original image on the lower row, then click **Set selected as default image** to change the default image for the article. When multiple images are attached to the article, you can drag and drop alternative images to the upper row. This changes the image used for a particular rendition. To return to the default image for the rendition, click **Use default** in the upper right corner of each rendition.

You can adjust the cropping of an image rendition by double-clicking on it. A crop box will appear over the full-size image. Use your mouse to move and resize the crop box to your satisfaction, and then click the **Save** button. When you have finished adjusting the cropping of all the image renditions, click the **Done editing** button.

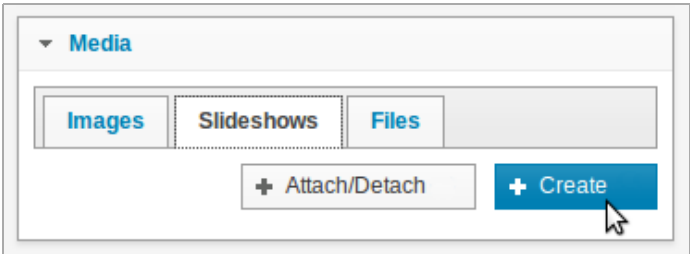


Finally, click the **Finish** button in the upper right corner to return to the **Article Edit** page.

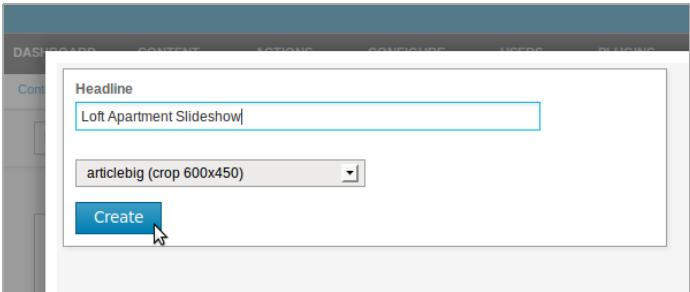


SLIDESHOWS

If you have a selection of images to illustrate your article, you can use the **Slideshow** tab to create an article gallery. This will be displayed as a series of thumbnails on which the reader can click to view your images full-size. To create a new slideshow, click on the **Slideshow** tab, then the **Create** button.




In the pop-up window which opens, enter a **Headline** for the slideshow, and select a rendition size from the drop-down window. Then click the **Create** button.





Next, drag and drop your choice of images for the slideshow from either the **Attached Images** tab or **Media Archive** tab. You can also add an online video URL to the slideshow by clicking the **Add video** button.

Slideshow

Loft Apartment Slideshow


2592x1944


2592x1944


666x1000

Click any image in the slideshow row to edit its caption, in the field below the image.

Slideshow

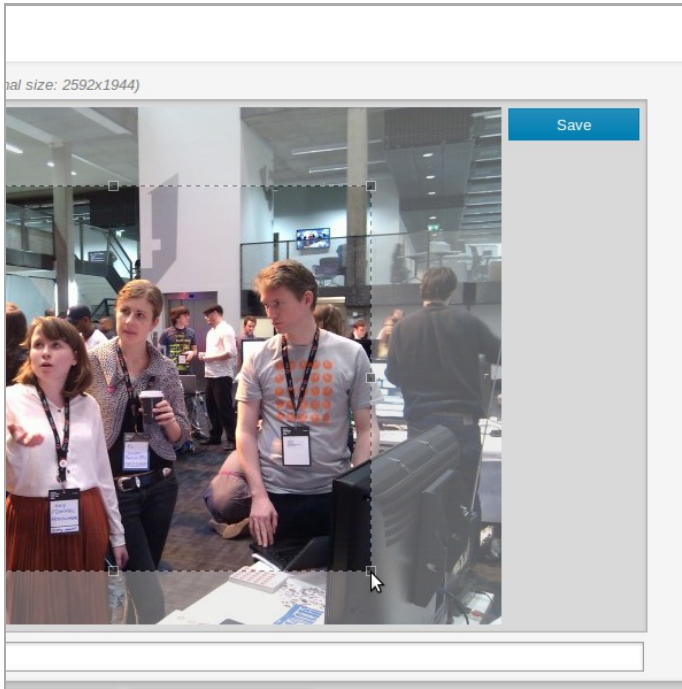
Articlebig: crop 600x450 (original size: 2592x1944)



What shall we read tonight?



The cropping for any image in the slideshow can also be adjusted in this pop-up window. Once you've finalised the caption and cropping, click the **Save** button to the right of the image.



The updated captions and crops should now be shown in the **Slideshow** window.


DASHBOARDCONTENTEDITORSLIDESHOWVIDEOGALLERY

Content


Slideshow

Loft Apartment Slideshow


Save headline




Every night is book club night for these young, hip loft-loving



What shall we read tonight?



How about Dickens?




Let's

Video URL


Add video

Attached images

Media Archive



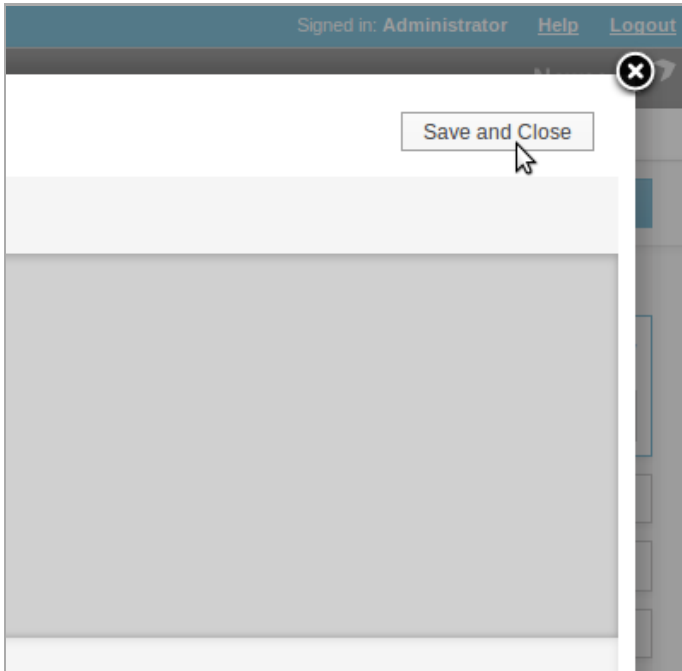
2592x1944



666x1000

You can now return to the Edit Article page by clicking the **Save and Close** button in the upper right corner.

78



To edit the slideshow later, click on its name in the **Slideshows** tab of the **Media** box.

FILES

You can attach any kind of file you wish to an article. The article template must be set up to display these files, if readers are to have access to them. To begin, click the **Attach** button in the **Files** tab of the **Media** box. The pop-up window which opens has two tabs, **Attach new file** and **Attach existing file**. To attach a new file, click the **Browse** button in the first tab to select a file from your computer.

Attach new file | Attach existing file

Attach File to Article

File: Browse...

Maximum Upload Size = 2M

Description:

Should this file only be available for this translation of the article, or for all translations?

☐ Only this translation
☒ All translations

Do you want this file to open in the user's browser, or to automatically download?

☐ Open in the browser
☒ Automatically download

Save Cancel

Enter a **Description** for the file, and optionally click the radio buttons to set translation and download options. Then click the **Save** button.

Attach new file | Attach existing file

Attach File to Article

File: Browse...

Maximum Upload Size = 2M

Description:

Should this file only be available for this translation of the article, or for all translations?

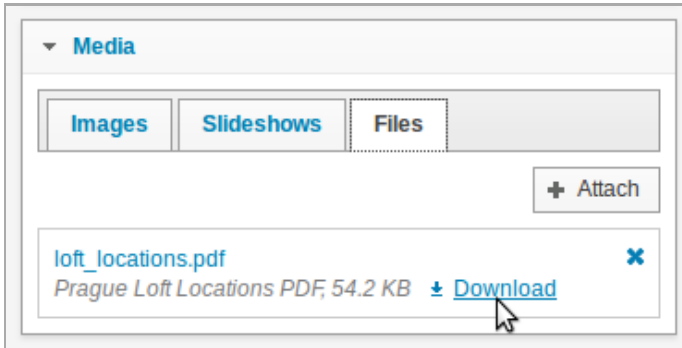
☐ Only this translation
☒ All translations

Do you want this file to open in the user's browser, or to automatically download?

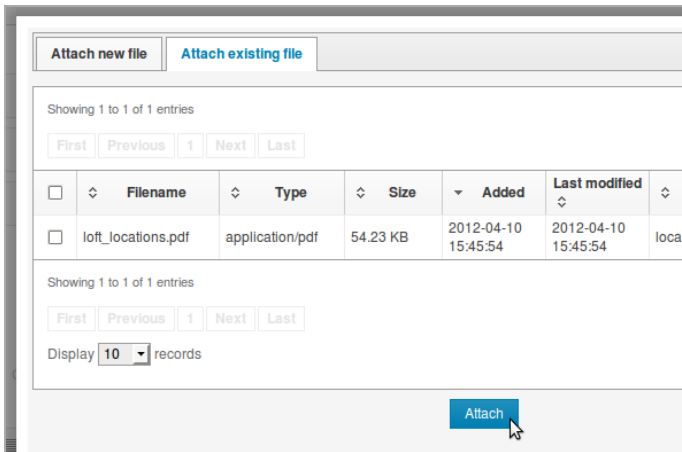
☐ Open in the browser
☒ Automatically download

Save Cancel

The attached filename will now be displayed in the **Files** tab of the **Media** box, with its description, format, size and a download link. To remove the file from the article, click the blue **x** icon in its row.

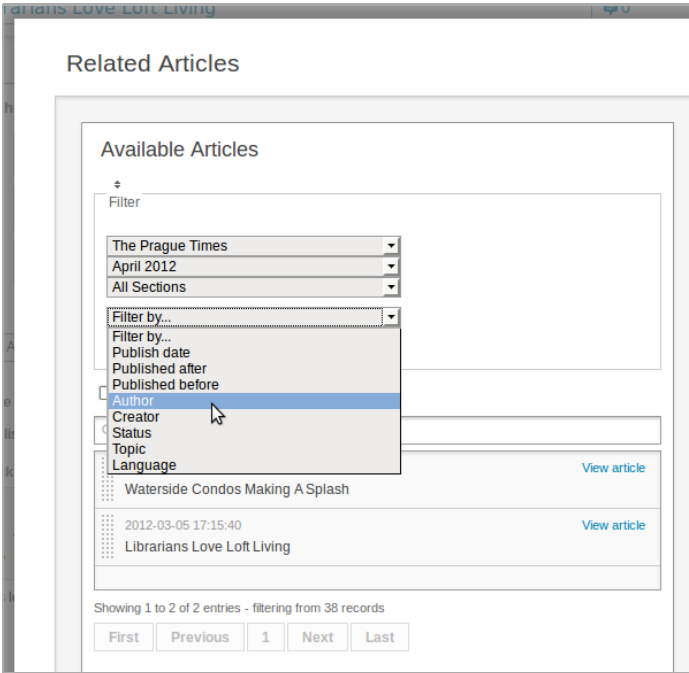


Files that have been uploaded to the Newscoop server remain available in the **Attach existing file** tab, even if they are not presently attached to an article.

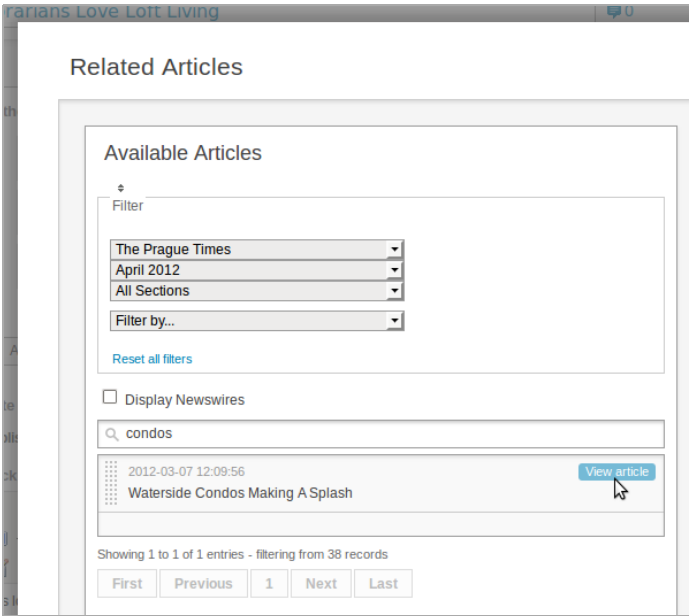


RELATED ARTICLES

Clicking the **Edit** button in the **Related Articles** box enables you to create a list of other relevant articles using a drag and drop interface. On the left side, click the **Filter** link to select a publication, issue and section to search from the drop-down menus. The final drop-down menu enables you to filter by other criteria, including *Author* or *Language*.

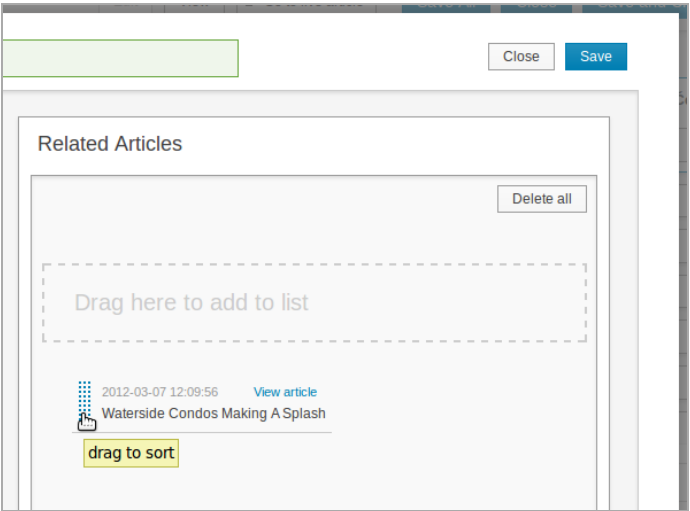


Check the **Display Newswires** box to show matches from agency feeds. There is also a field for text searches on article content, which has a magnifying glass icon. Search results are shown in the table beneath.



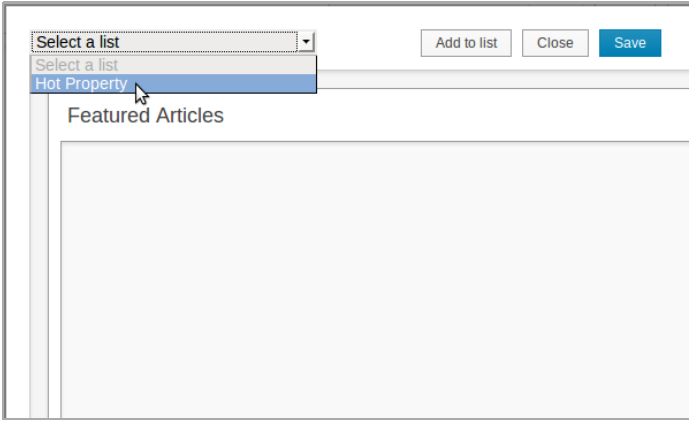
Click the **View article** link to preview the content of a search result on the right side of the pop-up window, then click the **Close** button to return to the **Related Articles** list.

When you have decided on a related article in the search results, drag and drop it into the **Related Articles** list on the right side of the pop-up window. Items in the list can be dragged to sort them into a new order. Then click the **Save** button. When the list is complete, click the **Close** button to return to the Edit Article page.

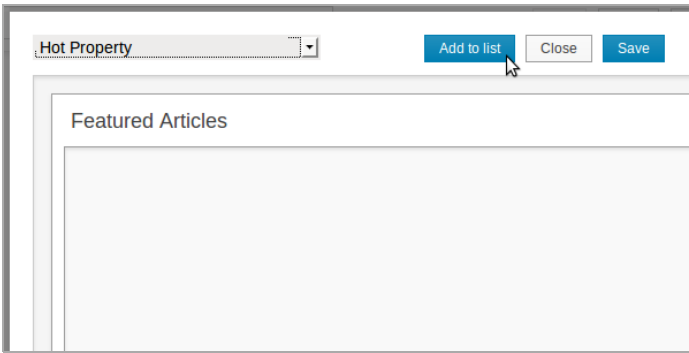


FEATURED ARTICLE LISTS

A **Featured Article List** is a custom article list created for a specific purpose. For example, it could be used in a particular page template to display a mixture of articles from different sections. To add the current article to a specific list, click the **Edit** button in the **Featured Article Lists** box. This action will open a pop-up window with a drop-down list of available featured article lists.



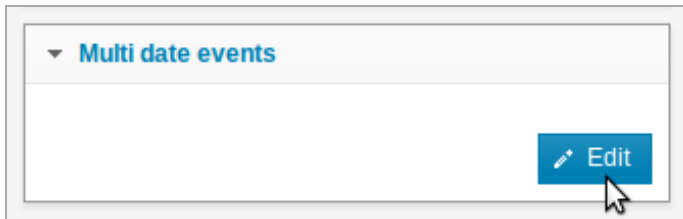
Click the **Add to list** button to add the current article to this specific featured article list. Drag and drop the articles in the list to change the ordering, if you wish, then click the **Save** button.



Finally, click the **Close** button to return to the article page. The names of the lists which the article is part of, if any, will be shown in the **Featured Article List** box. To create a new Featured Article List, see the chapter *Managing content*.

MULTI DATE EVENTS

If a *Complex Date* field is part of the Article Type for the article you are editing, you will see a **Multi date events** box in the Sidebar. See the chapter *Article Types* for details of how to add this type of field.



Clicking the **Edit** button in this box opens a **Multi date events** pop-up window. This window enables you to set dates and times for events by clicking on the rectangular fields in the top-left corner, marked with calendar and clock icons.

For an event on a specific date, click one of the radio buttons for **Start time**, **Start & end time**, or **All day**, and select the relevant Complex Date from the drop-down menu beneath. In this example, the Complex Date refers to an open house viewing event which is expected to happen on several different days, and is part of a custom Article Type used in the Property section of the publication. These dates and times can then be displayed as part of an article about the property for sale, in a special treatment devised by your theme designer.

If you click **Start & end time** an extra field will appear for the end time, while **All day** events do not have a start time. For a regular event, you can click the **Recurring** button, and select daily, weekly or monthly repeats. Enter a text comment if you wish, then click the blue **Save** button.

Multi date events

Specific dates

Recurring

2012-05-15

09:00

☒ Start time
 ☐ Start & end time
 ☐ All day

Kaprova_Open_House

This is a comment on the Open House event at the new loft apartments.

Reset form

Save

◀ ▶

today

Sun	Mon	Tue
29	30	
6	7	
13	14	
20	21	
27	28	

The event will now be shown in the calendar to the right side of the pop-up window. It will also be shown to readers of the published article, if your publication's theme supports the feature. Clicking on an event in the calendar enables you to edit it.

Close

today

May 2012

month

week

day

Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26

Click the **Close** button in the upper right corner of the pop-up window to return to the Edit Article page.

PLUGINS

At the lower end of the sidebar, you may see additional boxes related to Newscoop plugins that your system administrator has installed. See the chapter *Using plugins* for more details.

15. USING PLUGINS

Plugins enable your system administrator to add functionality to your Newscoop installation without having to write a large amount of code. They can also help you to make better use of the content already in your Newscoop publication.

Plugins are managed via their own sub-menu on the main Newscoop navigation menu. See the chapter *Installing plugins* for more details. Some plugins have a corresponding box in the sidebar of the Edit Article page, when the plugin is active. Currently, there are four plugins installed by default with Newscoop:

- **Debate:** When this plugin is active, a box in the sidebar of the Edit Article page enables you to attach a specific reader voting debate to a specific article. Clicking the **Attach** button opens a pop-up window in which you can select the debate that you require. You can also create a new debate there.
- **Polls:** Your readers can vote on a question; the question can be set dynamically and can be multilingual. The new Debate plugin offers more features, but Newscoop 3 publications may have stored existing reader votes using the Polls plugin. So the Polls plugin is provided in Newscoop 4 to make upgrading publications from Newscoop 3 simpler.
- **reCAPTCHA:** This plugin enables a CAPTCHA on your Newscoop publication's comment and registration forms, helping to deter spammers. To use this feature, you will need to obtain a reCAPTCHA key from <http://www.google.com/recaptcha> and enter it into the plugin's configuration page.

- **SoundCloud:** This plugin enables audio files, such as podcasts and radio programmes, to be hosted on the third-party SoundCloud service. You will need to register for a SoundCloud account on <http://soundcloud.com/> in order to make use of this feature. When this plugin is active, a box in the sidebar of the Edit Article page enables you to attach a specific audio file to a specific article.

Other plugins available include:

- **Interviews:** Enables on-line interviews for your Newscoop publication; readers can see the latest questions and answers.
- **Blogs:** This plugin has been replaced by integrated blogging features in Newscoop 4 onwards.

16. TRANSLATING AN ARTICLE

Articles in the Newscoop database can be translated into another language by clicking the **Translate** link in the **Article List...**

Show / hide columns									
ont e	On Section Page	Comments ↕	↕ Reads	Use Map	Locations	Publish Date ↕	Preview	Translate	
	No	0	0	Yes	1	2012-05-14 15:56:54	Preview	Translate	

...or by selecting the **Translate** option from the **Actions** drop-down menu at the top of the Sidebar.

Signed in: Administrator [Help](#) [Logout](#)

Newscoop

ans Love Loft Living (Česky) >

[Edit](#) [View](#) [Go to live article](#) [Save All](#) [Close](#) [Save and Close](#)

Saved 15:56:54

×

×

Actions...

Actions...

Unlock

Delete

Duplicate

Translate

Move

Language Česky

hed

chedule

+ Add Event

Either action opens a page which enables you to set a new **Article name** for the translated article. You must also set the **Language** of the translation from the drop-down menu of available languages. If the language you wish to translate into is not shown in the menu, see the chapter *Languages* for details of how to add a language to Newscoop.

DASHBOARD **CONTENT** **ACTIONS** **CONFIGURE** **USERS** **PLUGINS**

Content > Publication: The Prague Times > Issue: Issue 1 (Česky) > Section: Property > Article: Librarians

Translate article

← Article List ← Back to Edit Article

Translate article

Article name (Česky): Librarians Love Loft Living

New article name:

Language:

- Deutsch
- English
- Español
- Français
- Hrvatski
- Nederlands
- Polski
- Português
- Română
- Srpskohrvatski
- Svenska
- Ελληνικά
- Беларуская
- Русский
- Српски (Кирилица)
- عربي
- ქართული
- 中文
- 繁體中文
- 한국어

Newscoop 4.0, the open content manager
© 2012 Sourcefabric o.p.s. Newscoop

If the language which you are translating into does not have a suitable issue and section available, you will be prompted to create them. Enter both the **name** and **URL name** for each, if required, then click the **Save** button.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Content > Publication: The Prague Times > Issue: Issue 1 (Český) > Section: Property > Article: Librarian

Translate article

[← Article List](#) [← Back to Edit Article](#)

Translate article

Article name (Český): Librarians Love Loft Living

New article name:

Language:

An issue must be created for the selected language. Please enter the issue name and

New issue name:

New issue URL name:

A section must be created for the selected language. Please enter the section name a

New section name:

New section URL name:

Save

After this action, you will be directed to the **Edit Article** page for the new translation.

92

17. MANAGING CONTENT

The **Article List** page is displayed when you enter a particular section via the **Content** menu, by following the hierarchy of publications, issues and sections. Alternatively, use the breadcrumb trail beneath the navigation menu to jump to the section that you're interested in, and then click the **Go to Articles** link.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Publication: The New Custodian > Issue: January 2011 (English) > Section: Politics >

Article List: Politics

[← Section List](#) [+ Add new article](#)

Select action

☐ Display newswires articles
Search:
Showing 1 to 4 of 4 entries - filtering from 38 records
[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

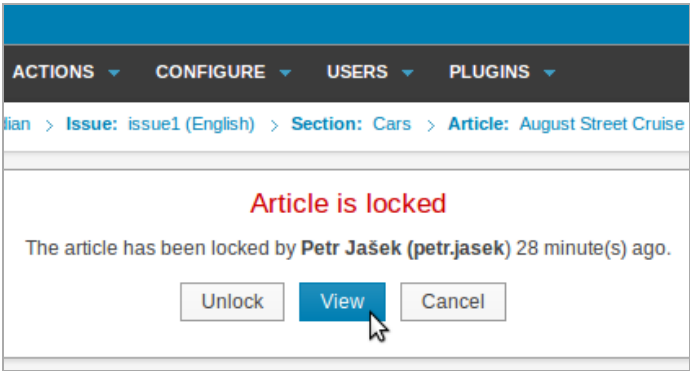
<input type="checkbox"/>	↕ Title	Webcode	Type	Author	Sta
<input type="checkbox"/>	European Council candidates set to be named	@aaacm	news	Frank N. Stein	Publ
<input type="checkbox"/>	News on general theory of relativity	@aaadx	news	Frank N. Stein	Publ
<input type="checkbox"/>	Wintry conditions sweep across China	@aaadf	news	Jane Stockwriter	Publ
<input type="checkbox"/>	Food export duties set to rise	@aaade	news	James Q. Reporter	Publ

Showing 1 to 4 of 4 entries - filtering from 38 records
[First](#) [Previous](#) [1](#) [Next](#) [Last](#)
Display records

[Save order](#)

To edit a specific article, simply click on its **Title**, and you will be taken to the **Edit Article** page. A locked article is one that is being edited at that moment, as shown in the list by a padlock icon to the left of its name. Articles being edited by other users on the Newscoop system also have a pink background in the list.

To find out who is editing an article and when it was locked, click on the article **Title** in the list. A page will open with the name of the editor, and buttons offering the options of unlocking or viewing that particular article. Using the **View** option means that you will not be able to overwrite another contributor's work while it is still in progress.



MULTIPLE ACTIONS

The Article List enables you to perform other actions besides editing the article, and you can perform these actions on multiple articles at once. To perform an action on one or more articles, click the checkbox to the left of each article **Title**. The articles you have selected will be highlighted with a light blue background.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content > Publication: The New Custodian > Issue: January 2011 (English) > Section: Politics >

Article List: Politics

Section List
Add new article

Select action

☐ Display newswires articles

Search:

Showing 1 to 4 of 4 entries - filtering from 38 records

First
Previous
1
Next
Last

<input type="checkbox"/>	↕ Title	Webcode	Type	Author	Sta
<input checked="" type="checkbox"/>	🔒 European Council candidates set to be named	@aaacm	news	Frank N. Stein	Publi
<input checked="" type="checkbox"/>	News on general theory of relativity	@aaadx	news	Frank N. Stein	Publi
<input checked="" type="checkbox"/>	Wintry conditions sweep across China	@aaadf	news	Jane Stockwriter	Publi
<input type="checkbox"/>	Food export duties set to rise	@aaade	news	James Q. Reporter	Publi

Now that you have selected the articles, go to the **Select action** drop-down menu at the top of the list, and select the action you would like to perform.

On the right hand side of the Article List are additional columns which relate to other functions, such as the number of **Comments** posted on the article, or the number of **Reads** it has had from the public. In the upper right corner of the list is a **Show / hide columns** button which enables you to select the columns that you wish to view.

To re-order the articles by **Title**, the number of **Comments** or **Reads**, or the **Publish Date**, click on the appropriate column heading. Column headings that enable sorting have a double chevron icon. After you click the **Save Order** button, the order of the articles on the relevant section page will be updated. For example, you could identify the article which had the most reads in a particular section, and move it to the top of its section page.

COMMENTS

The **Comments** entry on the **Content** menu opens a page which enables you to approve, edit or delete reader comments on articles. See the chapter *Moderating Comments* for more details.

FEEDBACK

The **Feedback** page on the **Content** menu is similar in function to the **Comments** page, except that Feedback messages are for logged-in Newscoop users only, such as staff or subscribers. Feedback messages do not have to be attached to any particular article, and can also have image or document attachments.

MEDIA ARCHIVE

Also found on the **Content** menu, the **Media Archive** page provides an overview of all non-text content in your publication's database. It has three tabs; one for **Images**, one for **Slideshows**, and one for other **Files**, such as PDF, audio or video files. New content can be uploaded directly to the Media Archive using the **Add new image**, **Add new slideshow** or **Add new file** link next to the blue plus sign icon on the respective tab.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Content >

Media Archive

Images

Slideshows

Files

+Add new image

Fix all thumbnails

☐ Display Newswires images

Search:

Showing 1 to 70 of 70 entries



First

Previous

1

Next

Last

<input type="checkbox"/>	Thumbnail	↕Description	▼Photographer
<input type="checkbox"/>		Lorem ipsum	Source Fabric
<input type="checkbox"/>		Lorem ipsum	Source Fabric

The main difference between the tabs is that images and slideshows are opened in the reader's web browser by default, whereas files can be set to be downloaded by the reader instead. For this reason, it's also possible to upload images into the **Files** tab, if you wish readers to download them.


DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content
Media Archive

Change attachment information

1257956718-18-528x371.jpg

Created: 2010-09-15 13:25:35, Last modified: 2010-09-15 13:25:35



Download file (*): 000000003.jpg

Type: image/jpeg
Size: 62.83 KB

Change attachment information

Description:

Do you want this file to open in the user's browser, or to automatically download?

☐ Open in the browser
☒ Automatically download

Save

SEARCH

Apart from the **Article list**, Newscoop includes another tool which provides an overview of content across all publications on the server. The **Search** feature is accessed via an entry on the **Content** menu, and has an interface somewhat like an Internet search engine. You can filter the search options according to a specific publication, issue or section. You can also filter by a number of other criteria, such as the author or publication date of the article.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content >

Search

Filter

All Publications

All Issues

All

Filter by...

Filter by...

Published date

Published after

Published before

Author

Creator

Status

Topic

Language

☐ Display newswires articles

Search:

Showing 1 to 10 of 36 entries

First

Previous

1

2

3

4

Next

Last

<input type="checkbox"/>	↕	Title	Section	Webcode	Type	Author
<input type="checkbox"/>		European Council candidates set to be named (en)	Politics	@aaacm	news	Frank N. Stein
<input type="checkbox"/>		Commercial space flight becomes a reality (en)	Sci/Tech	@aaact	news	James Q. Reporter

PENDING ARTICLES

The **Pending articles** page on the **Content** menu displays an article list of new copy submitted by journalists, or articles imported via XML. It is similar in function to the Pending Articles widget on the **Dashboard**. Click on the **Title** of an article to edit it.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content >

Pending articles

Select action

☐ Display newswires articles

Show / hide

Search:

Showing 1 to 5 of 5 entries - filtering from 42 records

First
Previous
1
Next
Last

<input type="checkbox"/>	↕	Title	Section	Webcode	Type	Author	Preview
<input type="checkbox"/>		Gigantoraptor Discovered in Mongolia (en)		@aaaea	news	Sarah Staffwriter	Preview
<input type="checkbox"/>		Gigantoraptor Not Discovered in Mongolia (en)		@aaaeg	news	Sarah Staffwriter	Preview
<input type="checkbox"/>		Gigantoraptor Still Not Discovered in Mongolia (en)		@aaaeh	news	Sarah Staffwriter	Preview

FEATURED ARTICLE LISTS

A **Featured Article List** is a custom article list created for use in a specific template, such as the front page of your publication. To create a new list, click on **Featured Article List** in the **Content** menu, then click the blue **Add list** button.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

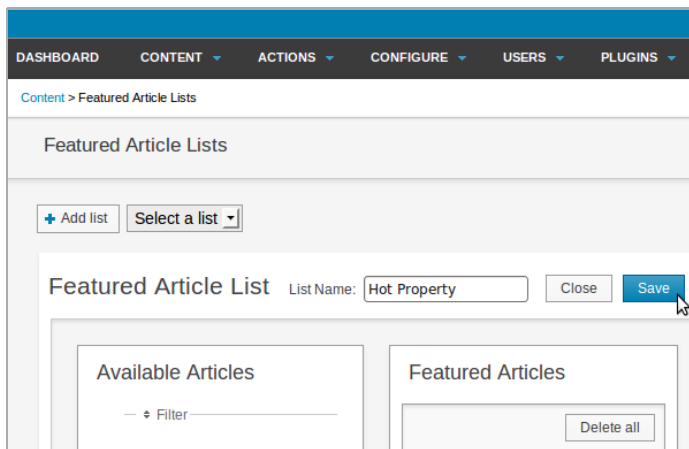
Content > Featured Article Lists

Featured Article Lists

+ Add list

Select a list

In the **Featured Article Lists** page which opens, enter a name for the new list into the **List Name** field. Then click the blue **Save** button.



After this, you can drag and drop articles from the **Available Articles** box into the **Featured Articles** box, as shown in the chapter *The sidebar*.

18. IMPORT XML

On the **Actions** menu there is an entry **Import XML** which enables you to import formatted content from other publishing systems, such as *Adobe InDesign* or *WordPress*.

The XML tags that you use in the export must match those used by Newscoop. For example, to match the default **Article Type** *news* you could use the following fields:

```
<?xml version='1.0' encoding='utf-8'?>

<articles>

  <article>

    <name>Gigantoraptor Discovered in Mongolia</name>

    <keywords>Gigantoraptor, Dinosaur, Mongolia</keywords>

    <author>Sarah Staffwriter</author>

    <deck>Newly discovered dinosaur roamed the desert 80 million
years ago</deck>

    <full_text>Imagine an ostrich that tipped the scales at 3800 k
ilograms, standing twice as tall as a human, with a solid tail an
d massive body, plus long, feathered arms with sharp claws, and
a turtle-like beak.

The huge size of Gigantoraptor is a surprise because it is a memb
er of the oviraptorids, a group of flightless feathered dinosaurs
closely related to birds, which mostly weighed less than 80 kilo
grams. Known since the 1920s, oviraptorids were toothless and pro
bably omnivorous. "Gigantoraptor would be a strange animal in any
environment," says Tom Holtz of the University of Maryland in Col
lege Park.

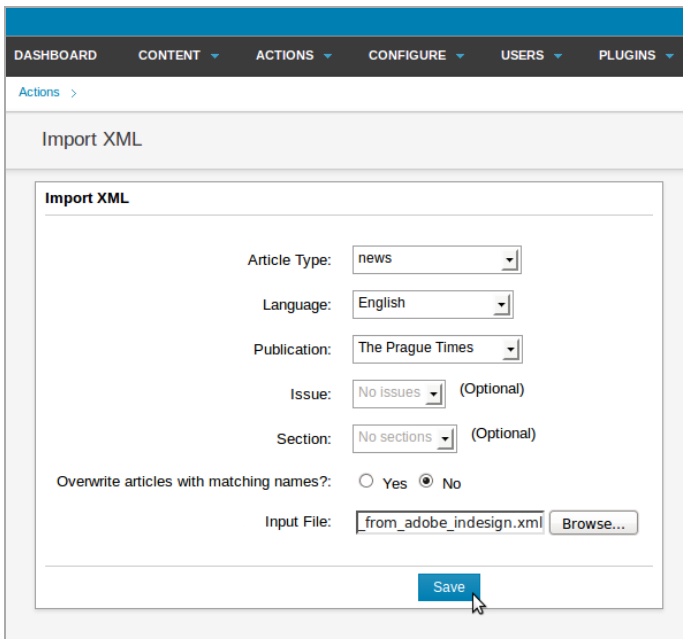
The partial fossil skeleton was found in Inner Mongolia and is fr
om a young adult about 8 metres long. Many of Gigantoraptor's fe
atures are unique, suggesting dinosaurs were more diverse than ha
s been recognised, says lead author Xu Xing of the Institute of V
ertebrate Paleontology and Paleoanthropology in Beijing (Nature,
vol 447, p 844). Its combination of slender limbs and long lower
legs may have made it the fastest runner among large two-legged
dinosaurs, he says.</full_text>

  </article>
```

</articles>

Multiple <article> tags can be enclosed by the top-level <articles> tag, so that you can import a large number of articles from a single XML file.

Once you have an appropriately formatted XML file exported from the other system, use the Import XML page to upload it. You will need to set the **Article Type**, **Language** and **Publication** that you wish to import into, and also if you wish to **Overwrite existing articles** with the same names. Setting an **Issue** and **Section** to import into is optional.



The screenshot shows a web interface with a top navigation bar containing 'DASHBOARD', 'CONTENT', 'ACTIONS', 'CONFIGURE', 'USERS', and 'PLUGINS'. Below this is a sub-header 'Actions >'. The main content area is titled 'Import XML'. Inside this area is a form titled 'Import XML' with the following fields:

- Article Type: dropdown menu with 'news' selected.
- Language: dropdown menu with 'English' selected.
- Publication: dropdown menu with 'The Prague Times' selected.
- Issue: dropdown menu with 'No issues' selected, followed by '(Optional)'.
- Section: dropdown menu with 'No sections' selected, followed by '(Optional)'.
- Overwrite articles with matching names?: radio buttons for 'Yes' and 'No', with 'No' selected.
- Input File: text input field containing '_from_adobe_indesign.xml' and a 'Browse...' button.
- A blue 'Save' button at the bottom right of the form.

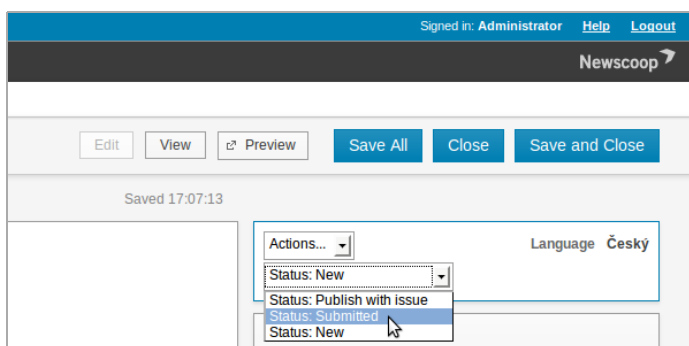
The newly imported articles will be listed in the **Pending** widget on the **Dashboard**, as well as the **Pending articles** page on the **Content** menu. In either of these lists, you can click on the article **Title** to edit the article.

If there is a mismatch between the tags in the XML file you have tried to import, and the fields in the **Article Type** that you have attempted to import into, Newscoop will list the empty fields and the problematic tags. You can then re-export the XML file from the other application with the correct tags.

Should the XML file be incorrectly formatted altogether, Newscoop will refuse to import it.

19. PUBLISHING ARTICLES

As mentioned previously, an article in Newscoop can have one of four different states: **New**, **Submitted**, **Published**, or **Publish with issue**. When you create an article, the Status: drop-down menu at the top of the editing area is set to **New** by default. Once your article copy has been drafted and is ready for the editors to see, click on this drop-down menu and change the Status: to **Submitted**.



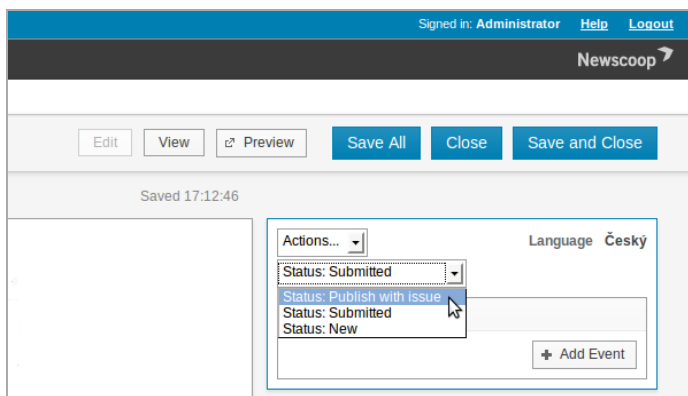
After changing the status to **Submitted**, the page will be reloaded, and a pop-up message will indicate that the change in status of the article has been saved. The editors will be able to see the fresh submission when they log in to Newscoop. Articles which are ready for editing are listed in the Submitted Articles view on the **Dashboard**.

A screenshot of the "Submitted Articles" view in the Newscoop application. The view shows a table with one entry. The table has columns: Title, Section, Webcode, Type, Author, Status, On Front Page, On Section Page, Preview, and Trans. The entry is for an article titled "Librarians Love Loft Living (cz)" in the "Property" section, with webcode "@aaadx", type "news", and author "Jane Q. Reporter". The status is "Submitted". The "On Front Page" and "On Section Page" checkboxes are checked. The "Preview" button is visible. The table is surrounded by a light grey border. Above the table, it says "Showing 1 to 1 of 1 entries". Below the table, it also says "Showing 1 to 1 of 1 entries".

◇	Title	Section	Webcode	Type	Author	Status	On Front Page	On Section Page	Preview	Trans
	Librarians Love Loft Living (cz)	Property	@aaadx	news	Jane Q. Reporter	Submitted	Yes	Yes	Preview	Trans

In addition, if their user accounts have been configured for notifications, an email will be sent to the editors to inform them about the new submission.

Once the editors have made any required changes and are happy with the way the article reads and appears, they can publish the article by changing the drop-down Status: menu to **Publish with issue**. Again, the page will be reloaded, and a message will indicate that the article's status has changed.

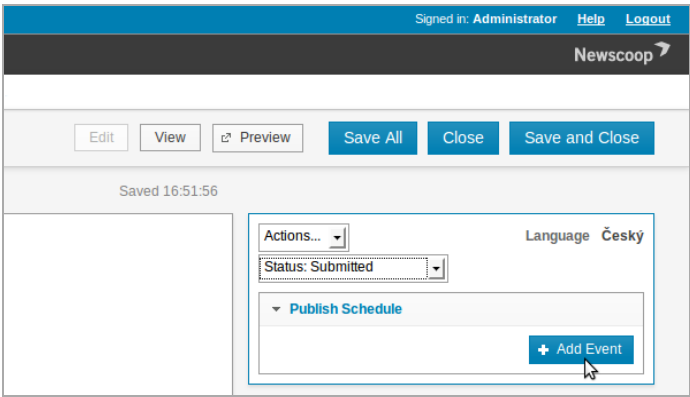


When an article status is set to **Publish with issue** it becomes visible on your public web site, as soon as the issue it belongs to is published. This feature enables co-ordinated publishing of complementary articles when a complete issue is ready for the public. You can check the publication status of a particular issue in the Issue List. If the issue in question has already been published, then new articles can be seen by the public immediately after their status is changed to **Publish**.

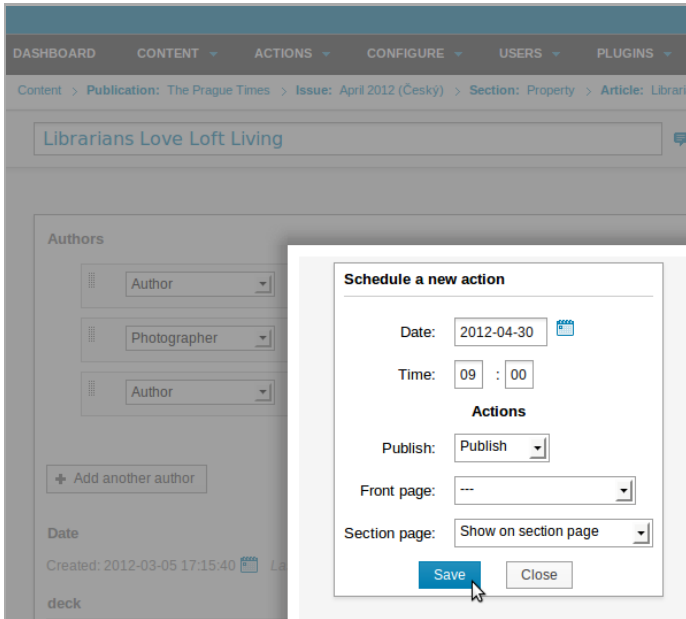
The process is fully reversible, so you can unpublish articles on your site (or even change their status to **New**) as easily as you can publish them. Note that only authorized users are allowed to publish articles, so you will not be able to access this option if your system administrator has not granted you this permission.

SCHEDULED ARTICLES

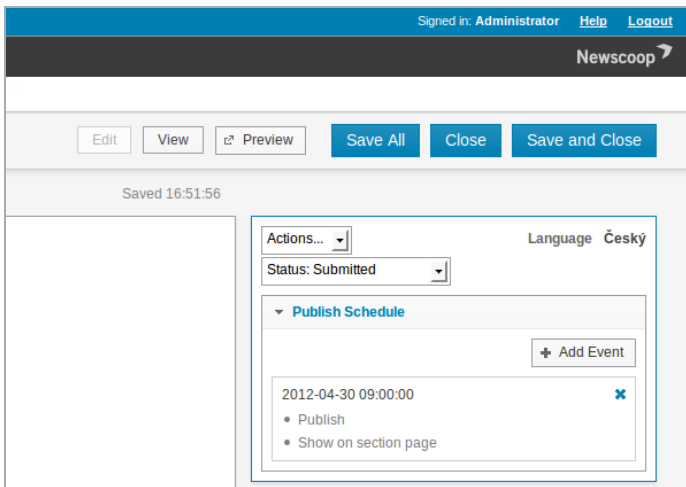
You also have the option to publish (or unpublish) an article at a specific date and time in the future. You can do this from the **Edit article** page, using the **Add Event** button in the **Publish Schedule** box.



After clicking on **Add Event**, a pop-up window will appear with a calendar and a series of three possible actions for the date and time that you choose: *Publish/Unpublish*, *Show on front page/Remove from front page*, and *Show on section page/Remove from section page*.



Choose the date by clicking on the calendar, or enter a date code manually. Then enter the time for the event, and choose one or more actions to perform at the time you have chosen. After you click the **Save** button, the pop-up window will close, and the event will appear in the **Publish Schedule** box.



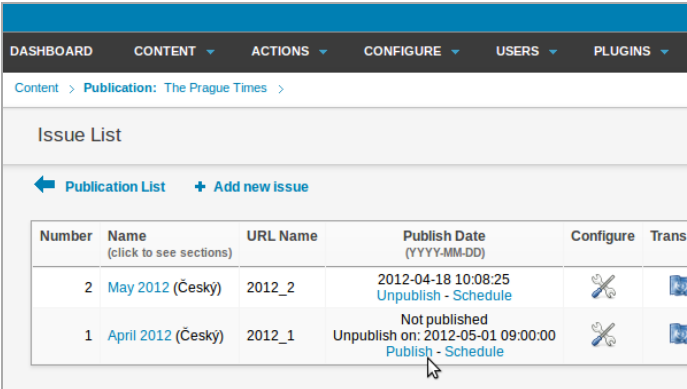
Once the event is created, the actions will be performed automatically for you on the date and at the time you specified. After the event time, the Status drop-down menu will change to **Published**, and the event will no longer be shown in the **Publish Schedule** box.





20. PUBLISHING AN ISSUE

You can draft and edit articles for a particular issue on your Newscoop server without any of the material being available to the public. You can then publish an entire issue all at once, and there are two ways to do it: immediately, or by scheduling the issue to be published at a specific date and time in the future. Note that within an issue, you can publish or unpublish each article individually; for instance, to hide an article even if the issue it belongs to has already been published.

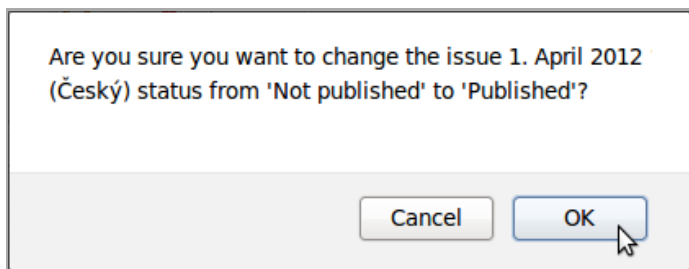
PUBLISHING IMMEDIATELY

To publish an issue straight away, click the **Publish** link for the relevant issue and language edition in the **Publish Date** column of the **Issue List**.



DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS					
Content > Publication: The Prague Times >					
Issue List					
← Publication List + Add new issue					
Number	Name (click to see sections)	URL Name	Publish Date (YYYY-MM-DD)	Configure	Trans
2	May 2012 (Český)	2012_2	2012-04-18 10:08:25 Unpublish - Schedule		
1	April 2012 (Český)	2012_1	Not published Unpublish on: 2012-05-01 09:00:00 Publish - Schedule		

A pop-up dialog will ask you to confirm that you want to publish the issue in question, because this action implies that any articles which are set to **Publish with issue** (in the **Status** menu) will become available to the public instantly. See the chapter *The sidebar* for details.



After clicking the OK button, the issue will be published, and the **Issue List** will be updated with the publication date and time of that particular issue. To reverse the process, click the **Unpublish** link. Again, a pop-up dialog will ask if you are sure you want to change the issue's status.


SCHEDULED PUBLISHING

To schedule an issue to be published automatically at a specific date and time in the future, click on the **Schedule** link for the issue and language edition you require in the **Publish Date** column of the **Issue List**. This will open the **Change issue details** page, where you can set the date and time for this particular issue to be published. Over on the right hand side of the page are the **Issue Publishing Schedule** and **Schedule a new action** boxes.

Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
No events.			

Schedule a new action

Date: 2012-05-01 

Time: 09 : 00

Action: Publish ▼

Publish all articles: Yes ▼

Save

Click the small calendar icon to the right of the **Date:** field to select a specific day for publication. Set the time you require, and select either *Publish* or *Unpublish* from the drop-down **Action** menu. Set the **Publish all articles:** drop-down menu to *Yes* or *No*, depending on your requirements. Choosing *Yes* here means that articles which are part of the issue will be published, regardless of their copy status at the time. Then click the **Save** button. The **Issue Publishing Schedule** box will update to display the newly scheduled action.

Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
2012-05-01 09:00:00	Publish	Yes	

Schedule a new action

Date:

Time: :

Action:

Publish all articles:

Note that you can also set the issue to be unpublished at a specific date and time in the future as well. This event will be displayed in the Issue Publishing Schedule box.

Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
2012-05-01 09:30:00	Publish	Yes	
2012-06-01 09:00:00	Unpublish	No	

To cancel a scheduled action, click the corresponding red **x** icon in the **Delete** column. You will be asked to confirm the deletion.

Are you sure you want to delete this scheduled action?

If you click on the **Date/Time** link for a future event, the **Issue Publishing Schedule** page will open, and you will be able to edit the event. Click the **Save** button to confirm the schedule change.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Content > Publication: The Prague Times > Issue: May 2012 (Český) >

Issue Publishing Schedule

Issue List Issue: May 2012

Edit

Date:2012-05-01

Time:09:30

Action:Publish

Publish articles:Yes

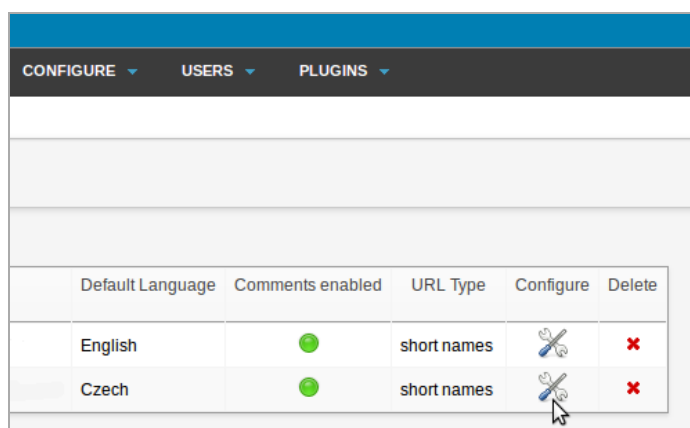
Save







21. ARTICLE COMMENTS

Reader comments can be switched on and off for a whole publication, for a particular Article Type, or for each individual article. You can also take advantage of Newscoop's management features to moderate comments from subscribers, or members of the general public.

COMMENT SETTINGS IN THE PUBLICATION LIST

To set the default comment setting at the publication level, go to **Content** on the main navigation menu, and then click **Publications**. In the **Comments enabled** column of the Publication List page which appears, publications in which readers can post comments are shown with a green light icon. Click on the **Configure** icon for the publication you wish to enable or disable comments for.



CONFIGURE ▾ USERS ▾ PLUGINS ▾				
Default Language	Comments enabled	URL Type	Configure	Delete
English		short names		
Czech		short names		

This action opens the **Configure publication** page. In the **Comments** section, there is a checkbox labeled **Comments enabled?** and a variety of options which enable you to fine-tune comment settings.

Comments

Comments enabled?: ☒

Article comments default to enabled?: ☒

Subscriber comments moderated?: ☐

Public allowed to comment?: ☒

Public comments moderated?: ☒

Use CAPTCHA to prevent spam?: ☐

Moderator Address:

From Address:

COMMENT SETTINGS FOR ARTICLE TYPES

Perhaps you want to enable comments for all articles of a particular type, for example *news*, but not enable them for another type, such as *page*. Click **Configure** in the main navigation menu, and then click **Article Types** from the submenu. On the Article Types page which appears, clicking the red or green light icon in the **Comments enabled?** column toggles the setting for each article type.

DASHBOARD

CONTENT

ACTIONS

CONFIGURE

USERS

PLUGINS

Configure

Article Types

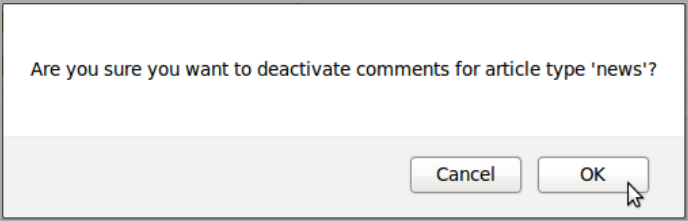
+ Add new article type

Merge types

Edit and translate human-readable field names

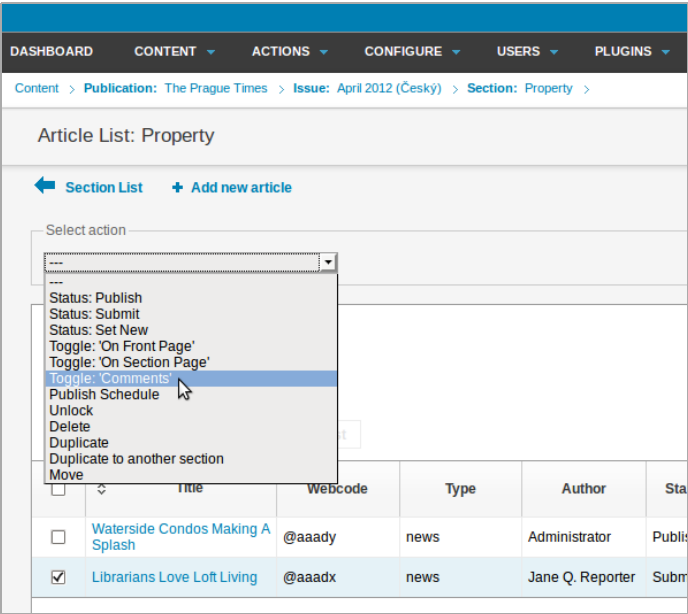
Template Type Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?	Delete
link	Fields	link				
news	Fields	news				
page	Fields	page				

After you click on a green light icon, you will be asked if you are sure you want to deactivate comments for that article type.



COMMENT SETTINGS FOR INDIVIDUAL ARTICLES

Comments can be enabled or disabled for a number of individual articles at once, using the **Article List** page. Click **Content** on the main navigation menu, then use the sub-menus to navigate to the publication, issue and section that you require. In the **Article List** page that appears, use the checkboxes in the left side column to select the articles you want to enable or disable comments for. Then use the drop-down **Actions** menu and click on **Toggle: 'Comments'**.



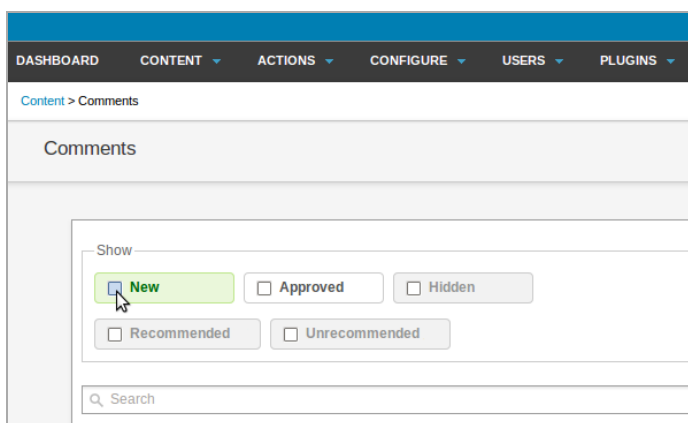
If the publication or Article Type that the articles belong to have comments disabled, then enabling comments for those individual articles will have no effect.

22. MODERATING COMMENTS

To prevent spam or defamatory posts from appearing in your online publication, it's often necessary to moderate comments from readers before they are published. A CAPTCHA can prevent some automated spam, but it cannot prevent spam being entered into your publication's comment form manually.


If you have configured your publication so that subscriber or public comments are moderated, the reader will see a message indicating that their comment has been sent for approval before it will be published - or not published, as the case may be.

The list of reader comments can be found by clicking **Content**, then **Comments**, on the main navigation menu. By default, all comments are shown. On the left hand side of the **Comments** page are checkboxes for showing just **New**, **Approved** or **Hidden** comments, and checkboxes for the display of only **Recommended** or **Unrecommended** comments.



The default list length is 25 comments per page. There is a **Search** field to help you find a specific set of comments, perhaps on a topical subject. Search results can be sorted by **Author**, **Date**, or **Article** name, using the double chevron icons next to each column heading. The sort direction can be changed by clicking on the triangle icon which will appear in place of the chevrons.

Showing 1 to 17 of 17 entries




<input type="checkbox"/>	Author	Date / Comment
<input type="checkbox"/>	 Black Georgios (Anonymous) 46.4.76.175 black@georg.iye	2011.07.07 at 09:32:38 Some subject I'm comin' home now baby, run away...

A drop-down **Actions** menu above the comment list enables you to update the **New** comment's status to **Approved**, or **Deleted** if it is spam. Alternatively, the comment can be **Hidden**, which does not delete the comment permanently. Click the **Ban/Unban user** button for that user to be banned from commenting on the publication in future.

Actions

Select status

Showing 1 to 17 of 17 entries

<input type="checkbox"/>	Author	Date / Comment
<input type="checkbox"/>	 Black Georgios (Anonymous) 46.4.76.175 black@georg.iye	2011.07.07 at 09:32:38 Some subject I'm comin' home now baby, run away...
<input type="button" value="Ban/Unban user"/>		
<input type="radio"/> New <input checked="" type="radio"/> Approved <input type="radio"/> Hidden <input type="button" value="Reply"/>		
<input type="checkbox"/>	 Winnetou (Anonymous) 94.189.197.96 winn@eto.uu	2011.01.04 at 14:44:03 Site comment Hi, cu mel quot instructor, cu has consul delenit sense - perfect
<input type="button" value="Ban/Unban user"/>		
<input type="checkbox"/>	 Anonymous User (Anonymous) 79.101.185.177	2010.12.30 at 12:31:35 Berlin Film Festival unveils 2 line-up
<input type="button" value="Ban/Unban user"/>		

On the right-hand side of the comments list under **Article** is a link to a preview of the article each comment relates to, and details of the article's publication and section. There is also a shortcut link **Go to edit article** in case a clarification or revision is required, in light of the comments made. Mouse over a comment for a row of moderation buttons to appear, including **Quick edit**, **Reply**, **Delete** and **Recommend**.

▲ Date / Comment	◇ Article
2010.12.30 at 11:28:14 Advertisers target online demographic	Advertisers target online demographic Sample Publication; Section Business
⚙️ Go to edit article	
<div><div><input type="radio"/> New</div><div><input checked="" type="radio"/> Approved</div><div><input type="radio"/> Hidden</div></div> <div><div>Quick edit</div><div>Reply</div><div>Delete</div><div>Recommend</div></div>	
2010.12.30 at 11:28:14 Something Something's got me started	Advertisers target online demographic Sample Publication; Section Business
⚙️ Go to edit article	

NEWSCOOP ADMINISTRATION

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23. SYSTEM PREFERENCES

The **System Preferences** page is accessed via **Configure** in the main Newscoop navigation menu. This page allows you to control some advanced aspects of your Newscoop server, so it is recommended that access is reserved for administrators only.

GENERAL SETTINGS

The first section of the System Preferences page is for **General Settings**.

DASHBOARD
CONTENT
ACTIONS
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Configure >

System Preferences

General Settings

Site On-Line:

☒ Yes
☐ No

Site Title:

The Prague Times

Site Meta Keywords:

Newscoop, Sourcefabric,

Site Meta Description:

Newscoop - The open cor

Time Zone:

GMT +1:00 (Brussels, Cop

Database Cache Engine:

disabled

Template Cache Handler:

DB

Imagecache Lifetime:

1 Day

Allow password recovery:

☒ Yes
☐ No

From email address:

robot@example.com|

Secret Key:

Session Lifetime:

1400

Keyword separator:

,

Number of failed login attempts before showing CAPTCHA :

3

Maximum upload file size:

2M

Enter a value between 0 and 100M (the maximum size is specified in 'php.ini'). Please use 'K' for kilobytes, 'M' for megabytes and 'G' for gigabytes, without white spaces between the value and the corresponding letter, e.g. '3M'.

SMTP Host:

localhost

SMTP Port:

25

Collect statistics:

☒ Yes
☐ No

Here is what each of the options means:

- **Site On-Line:** These Yes and No radio buttons enable you to put the whole Newscoop server on-line or off-line, for example in case of scheduled server maintenance.
- **Site Title:** The default name for your publication's website. Your theme designer can configure your publication's templates to display this information.
- **Site Meta Keywords:** The default keyword meta tags in your header template, for search engine optimization.
- **Site Meta Description:** The default description meta tag in your header template, also for search engines.

- **Time Zone:** This field enables you to override the server's own time zone setting, which is typically set to Greenwich Mean Time (GMT) or UTC. You may wish for your Newscoop interface to display local time instead, for instance when scheduling publication time for a particular issue.
- **Database Cache Engine:** enables or disables the APC cache, which can improve Newscoop performance. APC is an alternative to xcache.
- **Template Cache Handler:** Select **DB** to enable the cache for templates.
- **Imagecache lifetime:** The time that images will be cached for, from 30 seconds to infinite.
- **Allow password recovery:** Whether users can get a password reminder by email. Note that if this feature is enabled and your email account is compromised, your Newscoop publication can easily be compromised in turn.
- **From email address:** The email address used for notifications from the system.
- **Secret Key:** The security key that Newscoop can use for integration of web services and other advanced features.
- **Session Lifetime:** Enables you to specify the maximum duration of Newscoop administration sessions without re-authentication, which is a security feature.
- **Keyword separator:** Specify the separator for Keywords in the **Edit Article** page (comma or hyphen).
- **Number of failed login attempts before showing CAPTCHA:** A security measure designed to foil password-guessing robots.
- **Maximum upload file size:** The maximum size of attachments that users of your server can upload.
- **SMTP Host:** The server that Newscoop will use for sending out email notifications.
- **SMTP Port:** The port number that Newscoop will use on the specified email server.
- **Collect statistics:** This option enables the collection of statistics on reader access to publications on the server. You may wish to click **No** if you use a third-party statistical service, as disabling the collection of statistics may reduce the load on your Newscoop server.

EDITOR SETTINGS

The second section of the page is for **Editor Settings**, which refer to image handling.

Editor Settings

Image Resizing Ratio:

100

%

Image Resizing Width:

pixels

Image Resizing Height:

pixels

Zoom enabled for images in article content?

☒ Yes

☐ No

The fields in this section enable you to specify the default resize ratio, or default width and height, for images in articles. If the **Zoom enabled for images in article content?** radio button is set to Yes, readers can enlarge article images in your publication's pages by clicking on them.

EXTERNAL SUBSCRIPTION MANAGEMENT

The third section of the page is related to external subscription management software.

Reader subscriptions managed externally?

☒ Yes

☐ No

If you select the Yes radio button for the **Reader subscriptions managed externally?** option, the subscription management features in the Newscoop administration interface are hidden. The subscription data is still held in the Newscoop database, which your system administrator will have connected to your third-party subscription management software.

DATABASE REPLICATION SERVER

The fourth section enables you to set up Newscoop to operate on two servers at once, which is a safety feature in case of hardware or network problems.

Setting up a Newscoop Replication Server? ☒ Yes ☐ No

Newscoop Online Server Database

Database Replication Host:

Database Replication User:

Database Replication Password:

Database Replication Port:

Selecting the Yes radio button for the option **Setting up a Newscoop Replication Server?** displays four fields:

- **Database Replication Host:** The name or IP address of the remote database server.
- **Database Replication User:** The user name to connect with on the remote server.
- **Database Replication Password:** The password to submit on the remote server.
- **Database Replication Port:** The port number to connect to on the remote server (the default port number is 3306).

TEMPLATE FILTER MASK

Enter keywords for templates that you wish to hide from the template editor accessible via the **Theme Management** page. For example, templates that are no longer in use, but you do not wish to delete from the server.

Templates filter mask (separated by comma)

SCHEDULED TASKS

Run scheduled tasks externally? means to use the server's own cron scheduler for automated tasks, rather than the scheduler included in Newscoop.

Run scheduled tasks externally? ☒ Yes ☐ No

GEOLOCATION SETTINGS

This section enables you to specify how maps linked to articles will be displayed, and which Internet mapping service will provide the data.

Geolocation Settings

Map Center Latitude:	<input type="text" value="50.089926"/>
Map Center Longitude:	<input type="text" value="14.424133"/>
Map Zoom Level:	<input type="text" value="4"/>
Map Default Width:	<input type="text" value="600"/>
Map Default Height:	<input type="text" value="400"/>
<hr/>	
Include CSS file for map view	<input type="text" value="/js/geocoding/styles/map"/>
Map auto-focusing as the default behavior:	<input checked="" type="checkbox"/>
Maximal zoom for auto-focusing: (0-18)	<input type="text" value="10"/>
Map border for auto-focusing:	<input type="text" value="50"/>
<hr/>	
Allow Google Streets Map Provider:	<input checked="" type="checkbox"/>
Allow MapQuest Map Provider:	<input checked="" type="checkbox"/>
Allow OpenStreet Map Provider:	<input checked="" type="checkbox"/>
Default Map Provider:	<input type="text" value="Google Maps"/>
<hr/>	
Map Marker Directory:	<input type="text" value="/js/geocoding/markers/"/>
Map Marker Default:	<input type="text" value="marker-gold.png"/>
<hr/>	
Map Popup Minimal Width:	<input type="text" value="200"/>
Map Popup Minimal Height:	<input type="text" value="150"/>

VIDEO SETTINGS

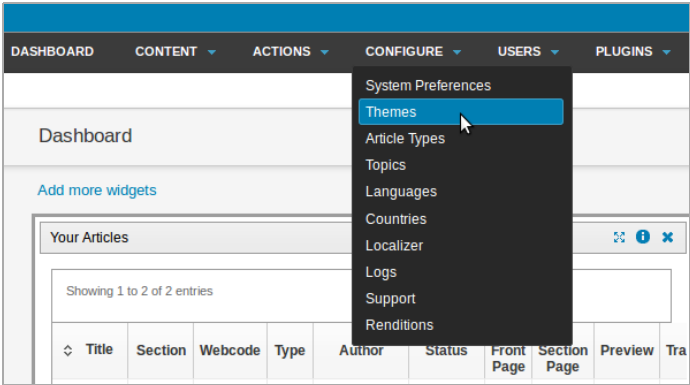
The default width and height of both externally and locally hosted video files can be set in this section, to make sure that the videos are displayed correctly in your publication's page templates.

Youtube Default Width:	<input type="text" value="425"/>
Youtube Default Height:	<input type="text" value="350"/>
<hr/>	
Vimeo Default Width:	<input type="text" value="400"/>
Vimeo Default Height:	<input type="text" value="225"/>
<hr/>	
Flash Default Width:	<input type="text" value="425"/>
Flash Default Height:	<input type="text" value="350"/>
Local Flash Server:	<input type="text"/>
Local Flash Directory:	<input type="text" value="videos/"/>
<hr/>	
<input type="button" value="Save"/>	

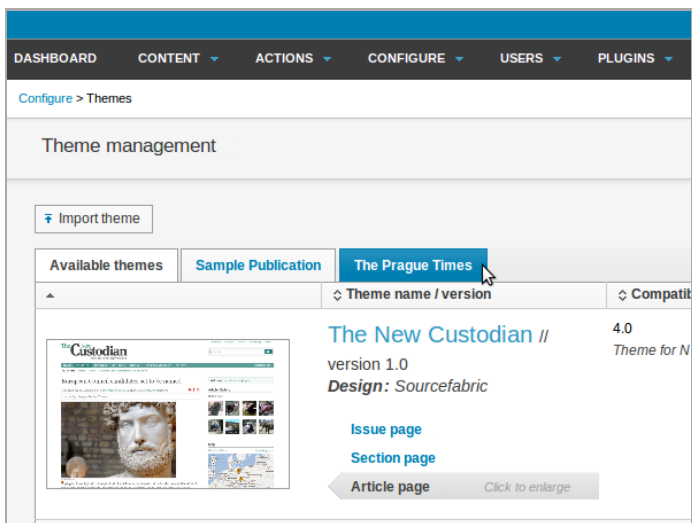
Finally, the **Save** button updates your preferences.

24. THEMES

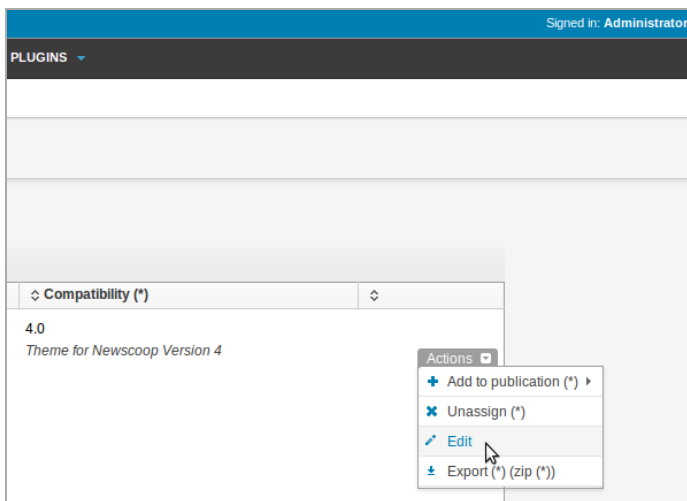
Themes control the look and feel of your Newscoop publication. Each publication has its own theme, containing a set of templates created by your web developers. The Newscoop administration interface includes a theme management and template editing tool, which you can find by clicking **Configure** on the main navigation menu, then **Themes**.



This will open the **Theme Management** page, displaying a table with the available themes. Each of the current publications has a corresponding tab at the top of the table, for example "The Prague Times".



On the right side of the table row for the theme you wish to modify, click the **Actions** menu, then **Edit**.



Some of the template files are organized into folders, shown at the top of the table on the **Theme templates** tab.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Themes > Settings

Theme management: The New Custodian - The Prague Times

Theme settingsTheme templates

Current directory: Templates

UploadCreate folderCreate file

Actions

	File name	Type	File size	Cache Lifetime	
<input type="checkbox"/>	_css	dir			
<input type="checkbox"/>	_img	dir			
<input type="checkbox"/>	_js	dir			
<input type="checkbox"/>	_misc	dir			
<input type="checkbox"/>	_tpl	dir			
<input type="checkbox"/>	themethumbs	dir			
<input type="checkbox"/>	404.tpl	tpl	0.88 kB	0	2012
<input type="checkbox"/>	archive.tpl	tpl	0.84 kB	0	2012
<input type="checkbox"/>	article.tpl	tpl	0.66 kB	0	2012

Clicking on the name of a folder displays the files within that folder.

Theme settingsTheme templates

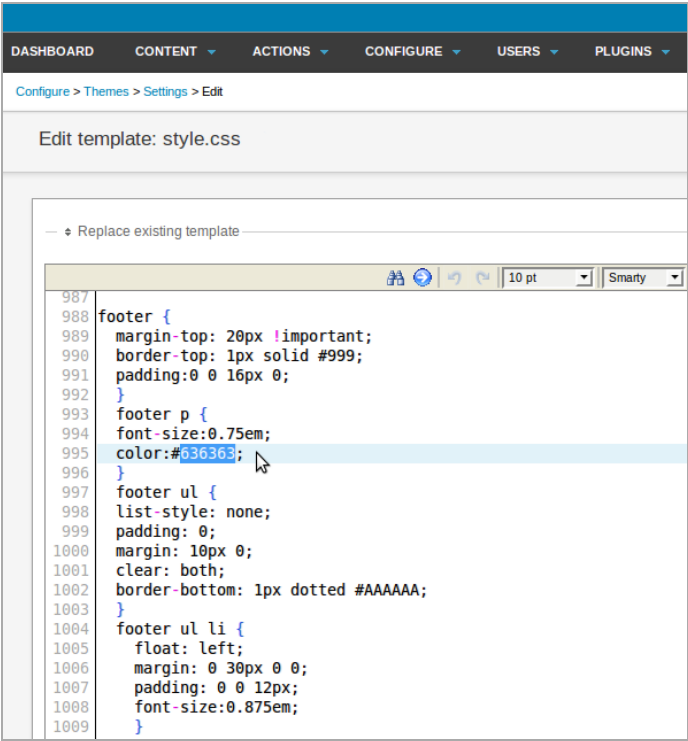
Current directory: Templates / _css

UploadCreate folderCreate file

Actions

	File name	Type	File size	Cache Lifetime	
Go to parent					
<input type="checkbox"/>	default-zen	dir			
<input type="checkbox"/>	fancybox	dir			
<input type="checkbox"/>	grid	dir			
<input type="checkbox"/>	ui-lightness	dir			
<input type="checkbox"/>	1140.css	css	4.79 kB		2012-0
<input type="checkbox"/>	handheld.css	css	0.18 kB		2012-0
<input type="checkbox"/>	style.css	css	41.93 kB		2012-0

In turn, clicking on a file name opens that file in the template editor. This feature enables your web developers to make quick changes to templates on a running Newscoop system.



```
987
988 footer {
989     margin-top: 20px !important;
990     border-top: 1px solid #999;
991     padding: 0 0 16px 0;
992 }
993 footer p {
994     font-size: 0.75em;
995     color: #636363;
996 }
997 footer ul {
998     list-style: none;
999     padding: 0;
1000     margin: 10px 0;
1001     clear: both;
1002     border-bottom: 1px dotted #AAAAAA;
1003 }
1004 footer ul li {
1005     float: left;
1006     margin: 0 30px 0 0;
1007     padding: 0 0 12px;
1008     font-size: 0.875em;
1009 }
```

You should only make changes to the templates if you know what you are doing, because any modifications will have an immediate impact on the appearance of your publication. This feature is also useful for editing templates on a development server before they are copied to the publication's production server.

THEME SETTINGS

The **Theme Settings** tab enables you to change the name of a theme, version numbers, or the specific template files used for the four master templates. Like the template editor, this feature should only be used by competent web developers, as it can have an immediate effect on the appearance of your publication.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure > Themes > Settings

Theme management: The New Custodian - The Prague Times

Theme settingsTheme templates

Theme nameThe New Custodian

Required Newscoop version4.0 or higher

Theme version1.0

Template settings

Front page templatefront.tpl ▾

Section page templatesection.tpl ▾

Article page templatearticle.tpl ▾

Error page template404.tpl ▾

Match article types

Theme article types

Match with existing

Save All

Optionally, themes can define **Article Types** which you can match to existing Article Types on your Newscoop installation. If the theme defines any Article Types, they will be shown at the end of the **Theme Settings** tab. See the *Article Types* chapter in this manual for more details.

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25. ARTICLE TYPES

Article Types specify the information that Newscoop will require from the journalists adding a particular kind of article to your publication. For example, a feature story is likely to require more elements than a brief news item. By default, Newscoop has the Article Types *link*, *news* and *page* set up, but you can create as many as you need.

To create or manage your Article Types, select **Configure**, then **Article Types** from the main navigation menu. This action opens the Article Types page. Article Types consist of a sequence of **fields**, with each field holding a certain kind of data. Currently, there are seven kinds of fields available:













- **Single-line text:** this type of field is set to contain a maximum number of characters, and does not support HTML tags. Its appearance and character set is determined by the template in use.
- **Multi-line text with WYSIWYG:** this type of field can be up to 16MB in size. The journalist can insert images, audio, video, links (external, internal or to attached files), and formatting tags, using the TinyMCE editor. Subheads can be used for article pagination.
- **Date:** this is a standard date field with a fixed syntax of YYYY-MM-DD (four year digits, two month digits, two day digits, separated by hyphens).
- **Topic:** this type of field can be used to categorize articles. Each topic field has a *root* element, for example Entertainment. When the journalist types the article into Newscoop, this field will display a drop-down menu containing available subtopics, such as Movie Review or Theatre Review.

- **Switch:** enables checkboxes which activate particular features to appear in the **Switches** box on the Sidebar of the Edit Article page. For example, you might see the switch highlight, which would be used by your template to display the article in a special place on your publication. (Newscoop comes with two switches by default, *Show article on front page* and *Show article on section page*).
- **Numeric:** allows you to add numeric elements to your articles, such as longitude/latitude, temperature, or exchange rate.
- **Complex Date:** used for adding multi-date events to an article. Enabling this field adds a **Multi date event** box to the Sidebar of the Edit Article page.

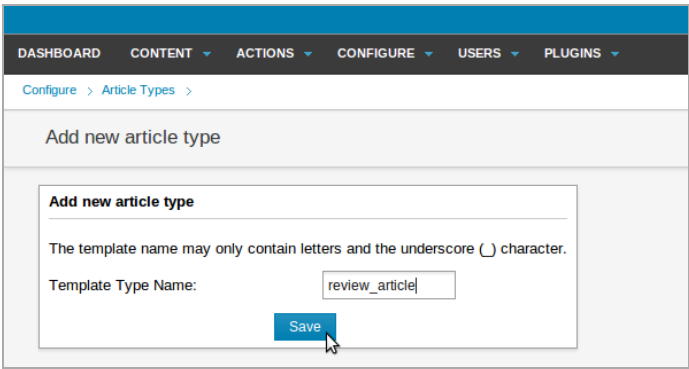
Newscoop makes a distinction between the **Template Type Name** or **Template Field Name** and the **Display Name** for each Article Type and field. The Template Name is limited to letters, numbers, and underscores (no spaces) and is used internally by your Newscoop template. The Display Name is the part that the journalist will see, and can be translated into other languages.

ADDING A NEW ARTICLE TYPE

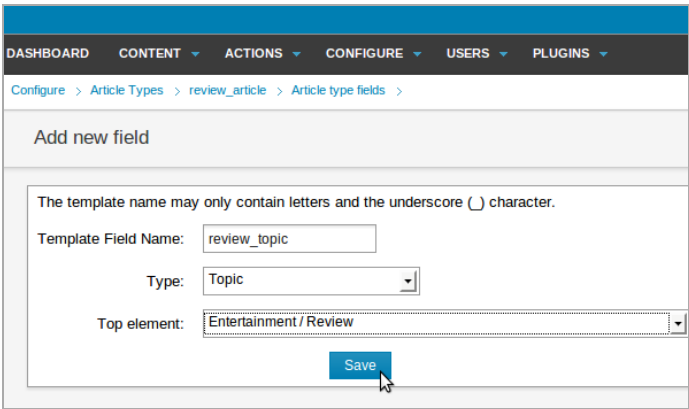
Click the **Add new article type** link at the top left of the Article Types page.

Dashboard CONTENT ACTIONS CONFIGURE USERS PLUGINS						
Configure >						
Article Types						
+ Add new article type Merge types Edit and translate human-readable field names						
Template Type Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?	Delete
link	Fields	link				
news	Fields	news				
page	Fields	page				

The **Add new article type** page will appear. The first step is to enter the **Template Type Name** of the Article Type you wish to create. In this example, we'll create an Article Type with the template type name *review_article* - note that it has an underscore, instead of a space, between the words *review* and *article*.



After you click the **Save** button, you will be prompted to enter the **Template Field Name** of the first field in the new Article Type. Select one of the seven field **Types** available from the drop-down menu, for example **Topic**. For this particular field type, we'll also have to select a root element, such as Entertainment, and then the subtopic which is the parent of our new field, such as Entertainment / Review.



The **Single-line Text** field has an optional **Characters limit** setting which can be used to prevent over-long headlines and other elements breaking carefully designed layouts.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types > review_article > Article type fields >

Add new field

The template name may only contain letters and the underscore () character.

Template Field Name:

Type:

Characters limit (*):

Save

If you add a **Multi-line Text with WYSIWYG** field, you have the option to mark the field as content, using a checkbox. This means that each time this particular field is served by Newscoop, it counts as a page read for statistical purposes. There is also the option to set the height of the WYSIWYG editor in pixels; either *Small* (250 pixels), *Medium* (500 pixels), *Large* (750 pixels) or *Custom*. Setting appropriate sizes for these fields helps your staff by reducing the amount of scrolling required on the Edit Article page.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types > review_article > Article type fields >

Add new field

The template name may only contain letters and the underscore () character.

Template Field Name:

Type:

Is Content: ☒

Editor size (*):

Save

After clicking the Save button, the **Article type fields** page is shown. The Article Type that you are currently working on is shown in the breadcrumb trail beneath the main navigation menu.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure
Article Types
review_article

Article type fields

Back to Article Types List

Add new field
Edit and translate human-readable field names (*)

Order	Template Field Name	Type	Display Name	Translate	Is C
↓	review_topic	Topic (Review)	review_topic		
↓ ↑	review_title	Single-line Text	review_title		
↑	conclusion	Multi-line Text with WYSIWYG	conclusion		

Click on the **Edit and translate human-readable field names** link to add a **Display Name** for this new field. Select the language you require from the **Add translation** drop-down menu, and enter the display name for the new field in this language. Then click the blue **Translate** button. You can add as many translations as you need for your staff users.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure
Article Types
review_article

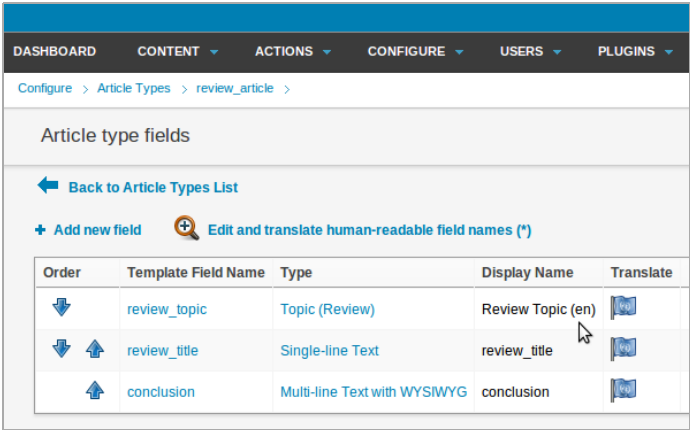
Article type fields

Back to Article Types List

Add new field
Hide human-readable field names (*)

Order	Template Field Name	Type	Display Name	Translate	Is C
↓	review_topic	Topic (Review)	review_topic		
<div> Add translation: English Review Topic Translate </div>					
↓ ↑	review_title	Single-line Text	review_title		
<div> Add translation: English Translate </div>					
↑	conclusion	Multi-line Text with WYSIWYG	conclusion		
<div> Add translation: English Translate </div>					

The **Article type fields** page will now show the **Display Name** for the field, together with a language code (in brackets) to indicate its translation. Note that the Display Name can contain spaces, or be capitalized differently from the **Template Field Name**.



Continue to add new fields to this Article Type, until you have all that you need. Then click the link **Back to Article Types List**, next to the blue arrowhead icon. This action will return you to the Article Types page.

EDITING ARTICLE TYPES

You can add further translations of Display Names for your new Article Type after clicking on the **Edit and translate human-readable field names** link in the **Article Types List**.

Article Types are not set in stone; they can evolve as your publication evolves. For example, you can hide old Article Types that are no longer in use. Toggle whether a type is shown by clicking on the colored light icon in the **Show/Hide** column - green for shown, red for hidden. A pop-up dialog will ask you if you are sure about this action.



Hiding a type is less dangerous than deleting it; the delete action will remove the associated content from the server. The delete button is a red cross icon, over on the right side of the page. Use this button with caution!

Template Name	Fields	Display Name	Translate	Show/Hide	Comments enabled?	Delete
link	Fields	link				
news	Fields	news				
page	Fields	page				
review_article	Fields	review_article				

As usual when carrying out an action that will have an impact on your publication, Newscoop will ask you if you are sure.



In the **Article Types List** there is also a **Comments enabled?** column, which toggles reader comments on and off for a specific Article Type. For example, you might wish to disable reader comments for all entertainment reviews, but leave them enabled for news articles.

Article types can be renamed, simply by clicking on the **Template Type Name** in the Article Types page. Remember that if you change a Template Type Name, you cannot put spaces or other characters into it.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types >

Rename article type 'review_article'

The template name may only contain letters and the underscore () character.

Template Type Name:

Save

Before changing a **Template Type Name** for an Article Type that is already in use, check with your theme designer in case this action has an impact on the display of your articles.

EDITING ARTICLE TYPE FIELDS

On the **Article Type Fields** page, fields can be renamed, given **Display Names**, hidden or deleted, just like Article Types. When you have more than one Article Type Field, you can re-arrange the order in which the fields show up on the **Edit article** page by clicking the blue up and down arrows.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types > review_article >

Article type fields

Back to Article Types List

+ Add new field

Edit and translate human-readable field names (*)

Order	Template Field Name	Type	Display Name	Translate	Is C
⬇	review_topic	Topic (Review)	review_topic		
⬇ ⬆	review_title	Single-line Text	review_title		
⬆	conclusion	Multi-line Text with WYSIWYG	conclusion		

To change a field type, for example, from **Single-line Text** to **Multi-line Text with WYSIWYG**, click on the corresponding link for that row in the Type column. The **Reassign a field type** page will open, on which you can select the new type from a drop-down menu. Then click the Save button to return to the **Article type fields** page.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types > review_article > Article type fields >

Reassign a field type

Type: Multi-line Text with WYSIWYG


Save

After changing Article Type fields, you should create a new article to test that the updated fields are displayed as expected in the Edit Article page. Just as for the **Template Type Name**, when changing a **Template Field Name** which is already in use, you should also check with your theme designer for any effect on the display of your articles.

Content > Publication: the Custodian > Issue: issue1(English) > Section: Lifestyle > Article: Movie Night (

Movie Night

Date

Created: 2011-01-21 17:49:40  Last modified : 2011-01-21 17:49:40

Review Topic

Entertainment / Review / Movie Review

Name of Show

Henry Plotter and the Suitcase of Cash

Path:

Star rating out of five

1.5

MERGING ARTICLE TYPES

Newscoop enables you to merge two different **Article Types** so that content in fields from one type (the **Source Article Type**) is migrated to another (the **Destination Article Type**). This is a useful process to go through after adding or editing an Article Type, so that all previously written copy matches the new Article Type fields.

On the Article Types page, click the **Merge types** link. This opens the **Merge article type** page. Select the source and destination Article Types you wish to merge from the drop-down menus.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 1 of 3

Source Article Type Destination Article Type

review_article news_article

Go to Step 2

Next, choose the fields of the source which you'd like to merge into fields of the destination. Note that you cannot merge a larger source field, such as 'Multi-line T ext with WYSIWYG', into a smaller destination field, such as 'Single-line T ext'. If this merge was allowed, then content from the larger field could be lost.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 2 of 3

There are 1 articles associated with Review Article that will be merged.

<u>Source Article Type</u>	<u>Destination Article Type</u>
Review Article	News Article
Review Topic	Deck
Name of Show	Lead and SMS
Star rating out of five	Body

Back to Step 1 Go to Step 3

The next screen displays the result of the potential merge. Any source fields which have not been mapped to destination fields are shown in a red font. You may need to create additional fields in the destination Article Type before attempting the merge again.

You can cycle through all the articles which will be merged, and preview the changes. Optionally, check the box to **Delete the source article type**. When you're ready, click the **Merge** button.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 3 of 3

Merge configuration for merging Review Article into News Article.
Merge review_topic into Deck
Merge show_name into Lead_and_SMS
Merge star_rating into body
(!) Do NOT merge conclusion (No merge warning.)

Preview a sample of the merge configuration. Cycle through your articles to verify that the merge configuration is correct.

Preview of Movie Night (View the source (Review Article) version of Movie Night) 1 of 1.
This is the first translation of 1

Name:	Movie Night	Created by:	Daniel James	Show article on
Type:	News Article	Creation date:	2011-01-21 17:49:40	Show article on
Number:	64	Publish date:	0000-00-00 00:00:00	Allow users with

Keywords: teen, wizard, franchise

Deck: 41

Lead and SMS: Henry Plotter and the Suitcase of Cash

Body: 1.5

☒ Delete the source article type (Review Article) when finished.

Clicking "Merge" will delete the source article type (Review Article) when finished.

Back to Step 2Merge!

If there are no articles left belonging to the Source Article Type, Newscoop will display a warning message at the first step of the proposed merge.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 1 of 3

The source article type (review_article) does not have any articles.

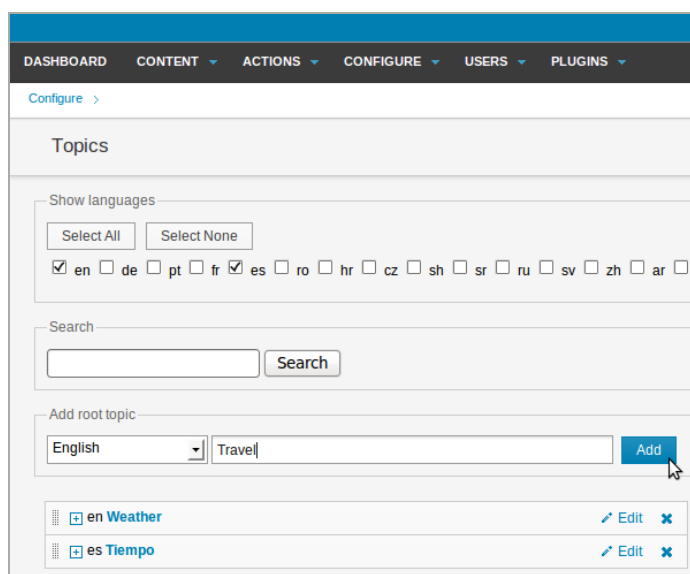
OK

26. TOPICS

In Newscoop, topics are the subject matters assigned by editors and journalists to articles, so that related articles can be identified and displayed together. A *root* topic can have many subtopics; for example: the *sports* root topic could have the subtopics *football*, *basketball*, and *water polo*. An individual article may have several root topics or subtopics assigned to it.

To review or create topics, click **Configure** on the main navigation menu, then click **Topics** from the sub-menu. In the **Show Languages** box on the Topics page, click the checkboxes for the languages used in your publication to display relevant translations.

To add a new root topic, select a language from the drop-down menu and enter a word in the **Add root topic** field. Then click the **Add** button.



The screenshot shows the Newscoop administration interface. At the top is a dark navigation bar with links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this is a breadcrumb trail: Configure >. The main section is titled 'Topics'. Under 'Show languages', there are two buttons: 'Select All' and 'Select None'. Below these are checkboxes for various languages: en (checked), de, pt, fr (checked), es, ro, hr, cz, sh, sr, ru, sv, zh, and ar. A 'Search' section contains a text input field and a 'Search' button. The 'Add root topic' section features a language dropdown menu set to 'English', a text input field containing 'Travel', and a blue 'Add' button with a mouse cursor hovering over it. At the bottom, a table lists existing topics: 'en Weather' and 'es Tiempo'. Each entry has an 'Edit' link with a pencil icon and a delete icon (an 'x' in a square).

To rename a topic, click the **Edit** link to the right of the topic or subtopic name. The name row will expand to show the **Change topic name** field. Update the name, and then click the **Save** button.

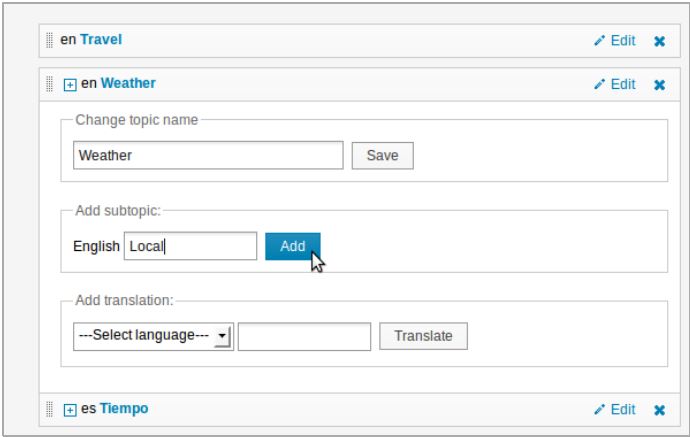
The screenshot shows a list of topics on the left: 'en Travel', 'en Weather', 'es Tiempo', 'en Storms', 'es Tormentas', 'en Freak Weather', and 'es Lunático Tiempo'. Each item has an 'Edit' link and a close 'X' icon. The 'en Freak Weather' item is selected, and its details are shown on the right. The 'Change topic name' section has a text input field containing 'Freaky Weather' and a blue 'Save' button with a mouse cursor hovering over it. Below this is an 'Add subtopic:' section with a text input field containing 'English' and an 'Add' button. At the bottom is an 'Add translation:' section with a language dropdown menu set to '---Select language---', an empty text input field, and a 'Translate' button.

You can translate topic names so that they appear in the correct language when an author is editing an article. To translate a topic, click the **Edit** link to display the **Add Translation** field for that topic name. Select the language you are translating into from the drop-down menu, enter the translation of the topic name, and then click the **Translate** button.

The screenshot shows the same topic list as the previous image. The 'en Weather' item is selected, and its details are shown on the right. The 'Change topic name' section has a text input field containing 'Weather' and a 'Save' button. Below this is the 'Add subtopic:' section with an empty text input field and an 'Add' button. The 'Add translation:' section has a language dropdown menu set to 'Deutsch', a text input field containing 'Wetter', and a blue 'Translate' button with a mouse cursor hovering over it.

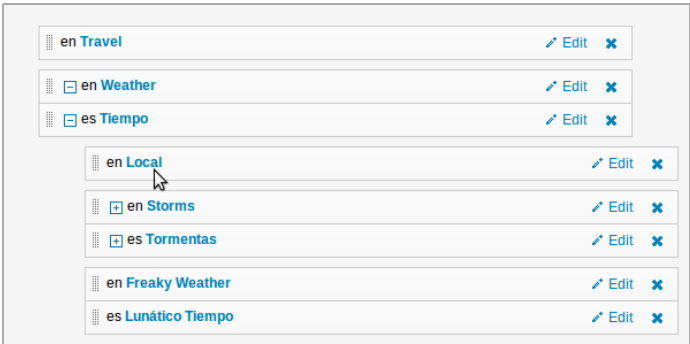
If you translate a subtopic and its parent has not yet been translated, the parent topic will appear in its original language until you translate it.

To add a subtopic, click the **Edit** link next to the existing topic or subtopic you want to put the new subtopic under. Enter a word or two into the **Add Subtopic** field, then click the **Add** button.



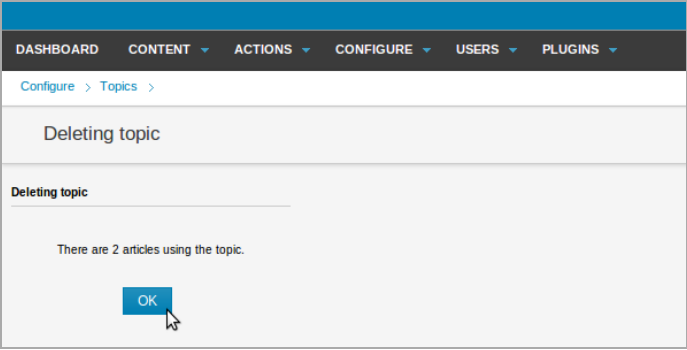
The screenshot shows the 'en Weather' topic edit interface. At the top, there's a header for 'en Travel' with an 'Edit' link and a close icon. Below it, the 'en Weather' section is active, also with an 'Edit' link and close icon. The form includes a 'Change topic name' section with a text input containing 'Weather' and a 'Save' button. Below that is the 'Add subtopic:' section, which has a language dropdown set to 'English', a text input containing 'Local', and a blue 'Add' button with a mouse cursor hovering over it. At the bottom of the form is the 'Add translation:' section, featuring a language selection dropdown (currently showing '---Select language---'), an empty text input, and a 'Translate' button. The bottom of the interface shows the 'es Tiempo' topic with its own 'Edit' link and close icon.

The new subtopic will appear underneath its parent topic. Topics can be re-ordered by dragging and dropping, after which you will be prompted to click the **Save order** button in a pop-up window. You can also click the **Reset order** button in the pop-up window, if you wish. Any changes to topic ordering that you save may be reflected in lists of topics displayed to the publication's readers.



This screenshot displays the updated list of topics. The 'en Weather' topic now has a subtopic 'en Local' listed directly beneath it. The 'en Local' entry has its own 'Edit' link and close icon. Below 'en Local' are 'en Storms' and 'es Tormentas', followed by 'en Freaky Weather' and 'es Lunático Tiempo'. Each of these entries also includes an 'Edit' link and a close icon. The 'es Tiempo' topic remains at the bottom of the list.

You can delete a specific topic or subtopic using the blue cross icon, on the right hand side of its row. If you attempt to delete a topic currently in use by an article, Newscoop will warn you about this.



27. LANGUAGES

While Newscoop's default language is English, you are by no means limited to publishing in that language only. Click **Configure** on the main navigation menu, then **Languages** from the submenu, to see the languages currently available.

The Language page enables you to configure support for languages that you wish to publish in. The **Code** column refers to the two-letter ISO 639-1 code name for each language. English, for example, is **en**, German is **de**, Spanish is **es**, Russian is **ru**, and so on.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure > Languages

Languages

Add new Language

Language	Native name	Code	Delete
Arabic	عربي	ar	Delete
Belarus	Беларуская	by	Delete
Chinese (Simplified)	中文	zh	Delete
Chinese (Traditional)	繁體中文	zh_TW	Delete
Croatian	Hrvatski	hr	Delete
Czech	Český	cz	Delete
Dutch	Nederlands	nl	Delete
English	English	en	Delete
French	Français	fr	Delete
Georgian	ქართული	ge	Delete
German	Deutsch	de	Delete
Greek	Ελληνικά	el	Delete
Korean	한국어	kr	Delete
Polish	Polski	pl	Delete
Portuguese	Português	pt	Delete
Romanian	Română	ro	Delete
Russian	Русский	ru	Delete
Serbian (Cyrillic)	Српски (Кирилица)	sr	Delete
Serbo-Croatian	Srpskohrvatski	sh	Delete
Spanish	Español	es	Delete
Swedish	Svenska	sv	Delete

Click on a name in the **Language** column to open a page for that language, which enables you to adjust month and day name translations. This feature ensures that automatically generated publication dates for an article in a particular language are displayed correctly to your international readers. Then click the blue **Save** button.

The screenshot shows a web dashboard with a top navigation bar containing 'DASHBOARD', 'CONTENT', 'ACTIONS', 'CONFIGURE', 'USERS', and 'PLUGINS'. Below the navigation bar is a breadcrumb trail: 'Configure > Languages > Edit language'. The main heading is 'Edit language: Georgian'. The form contains several input fields: 'Name' (Georgian), 'Native Name' (ქართული), 'Code Page' (empty), 'Code' (ge), and a section titled 'Edit month names' which includes 'January' (იანვარი), 'February' (თებერვალი), and 'March' (მარტი).

To add another language, click on the **Add new Language** button on the Languages page. You should enter the language name (both in your own language, and the **Native name** in the language itself), its **Code Page** (such as *UTF-8* for the international character set) and its two-letter ISO **Code** (e.g. *cy* for Welsh).

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure > Languages > Add new language

Add Language

Name

Welsh

Native Name

Cymraeg

Code Page

UTF-8

Code

cy

✚ Edit month names

January

Ionawr

February

Chwefror

March

Mawrth

After entering translations in all the fields, click the **Save** button at the end of the page. The new language will now be shown on the Languages page.

Russian	Русский	ru	Delete
Serbian (Cyrillic)	Српски (Ћирилица)	sr	Delete
Serbo-Croatian	Srpskohrvatski	sh	Delete
Spanish	Español	es	Delete
Swedish	Svenska	sv	Delete
Welsh	Cymraeg	cy	Delete

You may wish to limit the number of languages configured on your Newscoop server, in order to spare your editors and journalists from having to navigate long drop-down language menus. To remove a language, click **Delete** at the end of each row in the list. If there are any articles in that language in the Newscoop database, Newscoop will warn you in a pop-up window that the *Language is in use and cannot be removed*.

28. COUNTRIES

This page determines how country lists will appear in forms that readers fill in, for example when signing up for an email newsletter. It also enables you to create country lists in different languages. To see the list of country names in the default language, click **Configure** on the main navigation menu, then **Countries** on the sub-menu.

The Countries page shows an alphabetical list of countries, with the language they are displayed in, and a two-letter ISO 3166-1 country code for each name. Click the **Language** drop-down menu, then the **Search** button, to display country names in the specified language only.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure >

Countries

+ Add new country

Language: English Search

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Next 10 | Last

Name (click to edit)	Language	Code	Translate	Delete
Afghanistan	English	AF	Translate	✖
Åland Islands	English	AX	Translate	✖
Albania	English	AL	Translate	✖
Algeria	English	DZ	Translate	✖
American Samoa	English	AS	Translate	✖
Andorra	English	AD	Translate	✖
Angola	English	AO	Translate	✖
Anguilla	English	AI	Translate	✖
Antarctica	English	AQ	Translate	✖

Click on the name of a country to edit it, then click the **Save** button to return to the country list.

The screenshot shows a web application interface with a top navigation bar containing links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below the navigation bar is a breadcrumb trail: Configure > Countries >. The main heading of the page is 'Edit country name'. The form itself is titled 'Edit country name' and contains the following fields: 'Country:' with the value 'Netherlands Antilles', 'Name:' with the value 'Dutch Antilles', and a 'Save' button. A mouse cursor is pointing at the 'Save' button.

To translate a specific country name into a particular language, click the **Translate** link in that country's row of the list. In the **Translate country name** page which opens, select the target **Language** from the drop-down menu, and enter the translation into the **Name** field. Then click the **Save** button.

The screenshot shows a web application interface with a top navigation bar containing links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below the navigation bar is a breadcrumb trail: Configure > Countries >. The main heading of the page is 'Translate country name'. The form itself is titled 'Translate country name' and contains the following fields: 'Country:' with the value 'Germany', 'Name:' with the value 'Deutschland', 'Language:' with a drop-down menu showing 'Deutsch', and a 'Save' button. A mouse cursor is pointing at the 'Save' button.

To find your translated country names later, use the drop-down **Language** menu at the top of the Countries page to select the language you are interested in, and then click the **Search** button. The search results, if any, will be listed below.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure >

Countries

+ Add new country

Language: Deutsch Search

Name (click to edit)	Language	Code	Translate	Delete
Deutschland	Deutsch	DE	Translate	✖

Newscoop's list includes almost all known countries by default, but if you have deleted a country and need to put it back, you can do this by clicking on the **Add new country** link next to the blue plus icon. You will be prompted to enter the country's two-letter ISO code, name and language. The drop-down menu will contain as many languages as you have defined in Newscoop's **Languages** page, found on the **Configure** menu.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Countries >

Add new country

Add new country

Code: AC

Name: Ascension Island

Language: English

Save

Note that the language you are asked to specify is the language in which you are entering a country's name, not the language spoken in the country.

29. THE LOCALIZER






The default language for the Newscoop administration interface is English, but you can either use one of the many translations supplied with Newscoop, or create your own translation using the built-in **Localizer** tool. You can also use the Localizer to improve an existing translation, or adapt it for a regional dialect.

The first step is to check that the language you wish to translate into is listed on the **Languages** page, found on the **Configure** menu. If your target language does not exist there, you will have to add it to Newscoop first. See the chapter *Languages* for details. After that, you can open the Localizer by clicking **Configure**, then **Localizer** on the main navigation menu.

The Localizer works by enabling you to translate individual *strings* of text that appear in the Newscoop administration interface. There are 2406 strings in the whole of Newscoop, divided into 40 areas representing the various different pages of the interface. You can complete a localization with a team of translators working together, by tackling one area each at a time.

Select your source (**Translate from**) and target (**Translate to**) languages from the drop-down menus, and then select an **Area to localize**, such as *Geolocation* or *Article Types*. Areas that have not yet been fully translated are shown in a red font. You can save your work at any time by clicking the disk icon next to one of the input fields. When you have completed your translation, there is a **Save** button at the end of the page.

You will encounter strings with a dollar sign in them, e.g. "\$1". This means that one or more words will be substituted by Newscoop in place of these characters. For example, the string "Signed in: \$1", when displayed in the Newscoop interface, might be: "Signed in: Administrator". In this example, the user name "Administrator" was substituted for "\$1".

en: There are \$1 article(s) left.	 Hay \$1 articulo(s) pendiente(s)
en: There are \$1 issues(s) left.	 Quedan \$1 suscripciones.
en: There are \$1 section(s) left.	 Hay \$1 seccion(es) pendiente(s)
en: There are \$1 publication(s) left.	 Hay \$1 publicacion(es) pendiente(s)
en: There are \$1 countries left.	 Hay \$1 pais(es) pendiente(s)

TinyMCE, the WYSIWYG article editor incorporated into Newscoop, can also be localized. The strings in TinyMCE have to be edited manually by your system administrator, which is a task performed separately from the Localizer.

SENDING A LOCALIZATION BACK TO THE NEWSCOOP TEAM

We actively encourage Newscoop users to send us their language localizations. This makes Newscoop more useful for people around the world. Even if a similar language localization exists, it may not address your particular needs or regional differences. For example, there may be differences in Spanish between the language used in Spain and that used in Guatemala. In that case, you can localize Newscoop to your needs and share the localization with other users that speak your language or dialect.

For more information on how to contribute a localization to Newscoop, please email contact@sourcefabric.org

30. LOGS

The Newscoop administration interface includes a feature which enables you to keep track of who has done what, and when, on your publication's server. You can examine Newscoop's audit log files by clicking **Configure** on the main navigation menu, then **Logs**.

The default log view displays all recent events on the Newscoop server, with ten listings per page, and the most recent events first. Click the **Next** link or page number just below the **Resource Type** drop-down menu to see previous pages. Like most features in Newscoop, the Logs page is multilingual, so you may see log entries in languages other than your own.

Dashboard | Content | Actions | Configure | Users | Plugins

Configure > Logs

Logs

Resource Type: All Action Type: All

1 | 2 | Next | Last

Date/Time	Resource Type	Action	Res
2012-05-16 17:17:59	county	create	show
2012-05-16 15:08:05	article	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	section	create	show
2012-05-16 15:08:04	issue	create	show
2012-05-16 15:07:05	language	delete	show

1 | 2 | Next | Last

To examine the logs selectively, use the **Resource Type** drop-down menu to select a resource such as *article*, and then an **Action Type**, such as *create*. The Logs page will be refreshed to list only events corresponding to the specified resource and action types.

DASHBOARDCONTENT ▾ACTIONS ▾CONFIGURE ▾USERS ▾PLUGINS ▾

Configure > Logs

Logs

Resource Type: article ▾Action Type: create ▾

Logs

Date/Time	Resource Type	Action	Resource
2012-05-16 15:08:05	article	create	show

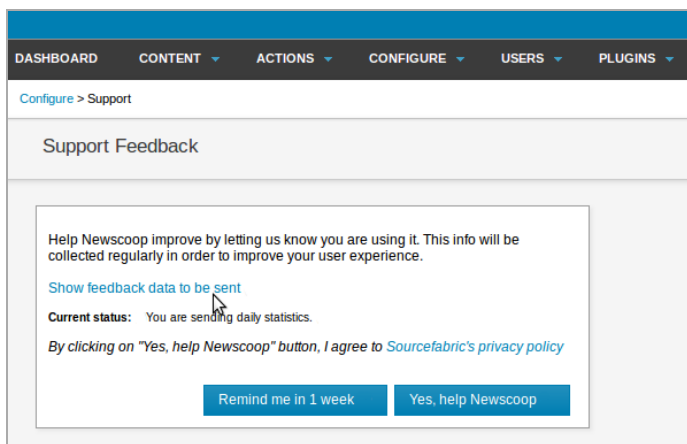
In the Resource and Diff columns, click the **show** link to view details of the logged event.

Resource	Title	Diff	User
hide		<div><div>hide</div><div><div>IdPublication:2</div><div>NrIssue:13</div><div>NrSection:10</div><div>Number:64</div><div>IdLanguage:27</div><div>Type:news</div><div>IdUser:1</div><div>Name:Welsh translation test</div><div>OnFrontPage:Y</div><div>OnSection:Y</div><div>Published:N</div><div>PublishDate:</div></div></div>	admin
<div><div>Number:64</div><div>IdLanguage:27</div></div>	Welsh translation test		

3 | . SUPPORT FEEDBACK

When you logged into Newscoop for the first time, you may have seen a pop-up window asking for your permission to send feedback data to Sourcefabric. This data about your server installation helps Sourcefabric to improve Newscoop. Later, you can click **Support** on the **Configure** menu to review or change the support feedback settings.

If you do not wish to send feedback data, click the **Remind me in 1 week** button. This action sets the **Current status:** message to *You are NOT sending daily statistics*. If you clicked the **Yes, help Newscoop** button, support data will be collected from your server according to the **Sourcefabric privacy policy**, which you can read online by clicking the link.



If you wish to review the data before sending it to Sourcefabric, you can do this by clicking the link **Show feedback data to be sent**. This action expands the pop-up window to show the data for your installation. You can scroll down inside the window to see all of the data.

[Configure](#) > Support

Support Feedback

Help Newscoop improve by letting us know you are using it. This info will be collected regularly in order to improve your user experience.

[Hide feedback data](#)

installationId	f10fb0076479cf5498014aa094aa043125914c69
server	Apache/2.2.14 (Ubuntu)
ipAddress	127.0.1.1
ramUsed	14.9
ramTotal	128

Current status: You are sending daily statistics.

By clicking on "Yes, help Newscoop" button, I agree to [Sourcefabric's privacy policy](#)

Remind me in 1 week

Yes, help Newscoop

32. IMAGE RENDERING

Renditions are crop sizes for still images. The same image can be used at various crop sizes, in different parts of your publication's theme templates, without having to be resized manually. See the chapter *The sidebar* for more details of using image renditions.

The Newscoop system's name for a particular rendition, and its crop size, depends on the publication's theme. However, the name that your publication staff use for that size of image may be different. On the **Configure** menu, click **Image Rendering** to open a page with the names of the currently configured image renditions. In this page you can change the display name of one or more renditions. Then click the **Save** button.

Display Name	System Name & Crop Size
<input type="text" value="articlebiggest"/>	articlebig crop 600x450
<input type="text" value="sectionthumb"/>	sectionthumb crop 250x167
<input type="text" value="square"/>	square crop 150x150
<input type="text" value="thumb"/>	thumb crop 150x100
<input type="text" value="topfront"/>	topfront crop 500x333

The new display name for the rendition will be shown the next time your publication staff edit an article.

33. USER MANAGEMENT

Newscoop's user management features enable you to control access for both staff users and readers. You can define **User Types**, such as *Journalist* or *Editor*, and manage author profiles independently. User management tasks have their own sub-menu, **Users**, on the main Newscoop navigation menu.

Initially, Newscoop has only one user account: *admin*. Do not delete this account, as it is needed to inform users of events on the Newscoop system. The email address associated with the *admin* account is used as the "Reply-To" address in these notification emails.

CREATING USER TYPES

Instead of configuring each access right for individual users, which would be very time-consuming for a large publication, Newscoop enables you to create generic user types which can be assigned to multiple users. A **User Type** is defined by a checklist of tasks that the user is allowed to perform in the Newscoop system. This list of tasks ranges from creating, managing and editing publications, sections, or articles, to theme and plugin management.

Newscoop has five default user types, listed here in order from most to least powerful:

- Administrator - full authorization
- Chief Editor - has the right to create and delete issues
- Editor - limited to basic article management and editing
- Journalist - can create articles, but not delete them
- Subscription manager - can't change editorial content

To create a new user type, click **Manage User Types** on the **Users** menu. On the right side of this page, enter a **Name** for the new user type in the **Add new user type** box. Then click the **Save** button.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Users > Manage User Types

User types

Administrator

Chief Editor

Editor

Journalist

Subscription manager

Add new user type

Name

Sub editor

Save

When you return to the **User types** list, your new user type should be shown there. Click on its name to edit the permissions for that type.

Users > Manage User Types

User types

Administrator

Chief Editor

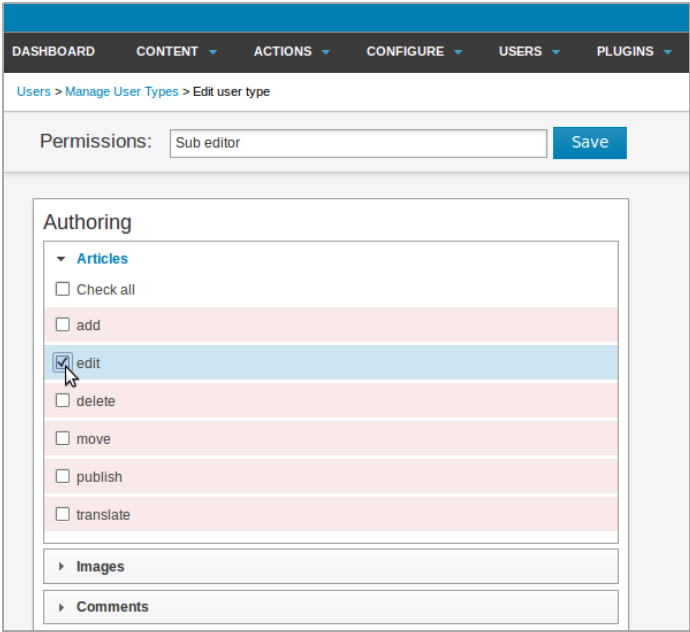
Editor

Journalist

Subscription manager

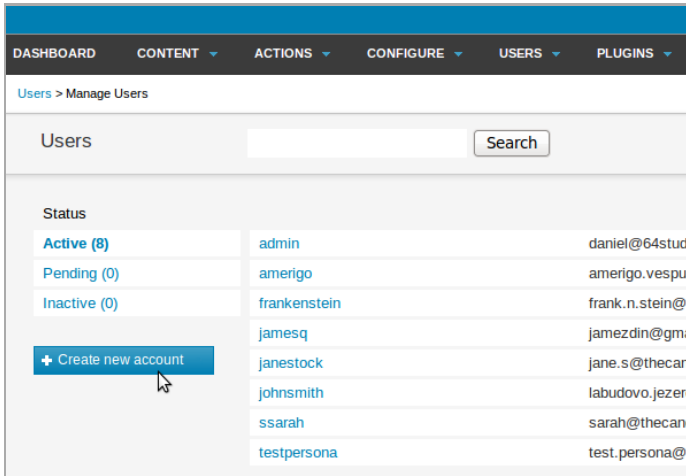
Sub editor

Check the boxes for the rights that you want enabled for this user type. For example, under *System / Notification*, check *get* for these users to receive notification emails from the Newscoop system, or *moderate-comment* for these users to receive comment moderation notifications. A sub editor User Type would also need to have the *edit* box checked under *Authoring / Articles*. Then click the **Save** button at the top of the list.



CREATING USERS

To add a new user to the system from the administration interface, click **Manage Users** on the **Users** menu, and then click the **Create new account** button.



You should specify the details of the new user including a username and password, whether the account is active, if the user should have access to the Newscoop administration interface, and if the user should have a public profile. Then choose a **User Type** (either one of the default types, or a custom user type that you have created). If the user account is to be connected to one of your publication's contributors, choose the **Author** name from the drop-down menu. Then click the **Save** button.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Users > Manage Users > Create new user

Create new account

First Name
Suzi

Last Name
Subeditor

Email
sub@example.com

Username
suziqsub

Password
.....

User account is active
☒

Allow user access to login to site backend
☒

Allow user's profile to be publicly displayed
☒

User Type
☐ Administrator
☐ Chief Editor
☐ Editor
☐ Journalist
☐ Subscription manager
☒ Sub editor

Author
None

Save

User accounts can be modified by clicking on the name of the user on the **Manage Users** page. If you would like to fine-tune the rights assigned to a user, click the **Edit permissions** button on the **Edit user** page. To add or edit a password-based or IP address-based subscription, click the **Edit subscriptions** button, which will open a pop-up window.

If the box *Allow user's profile to be publicly displayed* is checked, and the **Save** button clicked, the **Edit profile** button will become visible. Click this button to open a pop-up window in which you can add a picture of the user and biographical details.

MANAGING AUTHORS

Newscoop includes a feature for managing publication contributors, which you can find by clicking **Manage Authors** on the **Users** menu. Authors do not necessarily have corresponding login accounts on the Newscoop system, but they can still be credited as contributors to articles.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure >

Authors

Search authorsFilters

☒ All Author Types

☐ Author

☐ Writer

☐ Photographer

☐ Editor

☐ Columnist

Add author type:

Add

+ Add new Author

Author	Type	Delete
Amerigo Vespucci	Author	
Frank N. Stein	Author	
Haralampus Bah	Photographer	
James Q. Reporter	Author	
Jane Stockwriter	Author, Writer, Photographer	
Sarah Staffwriter	Author, Photographer	
Test Persona	Author, Photographer	

Showing 1 to 7 of 7 entries

GeneralBiographyC

First name:

Sara

Last name:

Staffw

Aliases:

Type:

Autho

Write

Photo

Edito

Contacts

Skype:

Jabber:

AIM:

Email:

Res

171

Further information can be saved for each author, using the three tabs on the right-hand side of the page: **General**, **Biography** and **Content**. On the General tab, multiple author types can be assigned for credits on a particular article, including Author, Writer, Photographer, Editor or Columnist. The Biography tab includes a field for uploading an author photo, while the third tab, Content, tracks any articles associated with the author.

GeneralBiographyContent

First name:Sarah

Last name:Staffwriter

Aliases:

✕

Type:

Author

Writer

Photographer

Editor

Columnist

Contacts

Skype:sarah.staffwriter1980

Jabber:

AIM:

Email:sarah@example.com

Reset

Save All

34. INSTALLING PLUGINS


Once new plugins are downloaded to your computer, they can be uploaded to your Newscoop server. Plugins must be uploaded to the Newscoop server in *.tar* archive format. In the Newscoop administration interface, click **Plugins** on the main navigation menu, then **Manage Plugins**. This page lists the currently installed plugins. See the chapter *Using plugins* for details of each plugin available.






Name	Version	Description
Debate	0.0.1	This plugin provides functionality to perform debates.
Interview	0.4.0	This plugin provides functionality to perform online interviews.
Polls	0.3.1	This plugin provides functionality to perform polls (standard an
reCAPTCHA	0.1.0	This plugin provides reCAPTCHA protection.
Soundcloud	0.1.0	This plugin provides Soundcloud integration.

Click the **Browse** button to select the new plugin from your computer, then click the **Upload** button. Once a plugin is correctly installed, you will be able to administer it using separate entries on the **Plugins** sub-menu.

On the right side of the Manage Plugins page are check boxes which can be used to enable or disable each plugin. The red **x** icon enables you to delete a plugin from your system.

Signed in: Administrator [Help](#) [Logout](#)

Newscoop 

	Enabled	Uninstall
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	

Plugins require support in your publication's templates in order to work. Each plugin includes sample templates for your theme designer to either copy and paste, or to use as a guide for their own template code.

NEWSCOOP INSTALLATION

- 35. SYSTEM REQUIREMENTS**
- 36. BACKUP AND UPGRADE**
- 37. MYSQL INSTALLATION**
- 38. INSTALLATION ON
DEBIAN/UBUNTU**
- 39. INSTALLATION ON RED HAT
ENTERPRISE**
- 40. MANUAL INSTALLATION**
- 41. INSTALLATION STEPS**
- 42. LOG FILE MAINTENANCE**

35. SYSTEM REQUIREMENTS

If you are upgrading a previous installation of Newscoop, please read the chapter *Backup and upgrade* before you begin.

Newscoop can be installed on any standard GNU/Linux distribution which can provide the Apache web server and PHP 5.3 or later. These distributions include Debian 6.0 (Squeeze), Ubuntu 10.04 LTS (Lucid), and Red Hat Enterprise 6.2 (Santiago). Installation instructions for these supported distributions are in the following chapters. Generic installation instructions are in the *Manual installation* chapter.

A **MySQL** server must be available for Newscoop to use, although this need not be installed on the same server as Newscoop itself. See the chapter *MySQL installation* for details.

Installation of a mail server, such as **Postfix**, is optional, because Newscoop can be configured to send notification emails via a remote SMTP server. This setting is mentioned in the chapter *System preferences*.

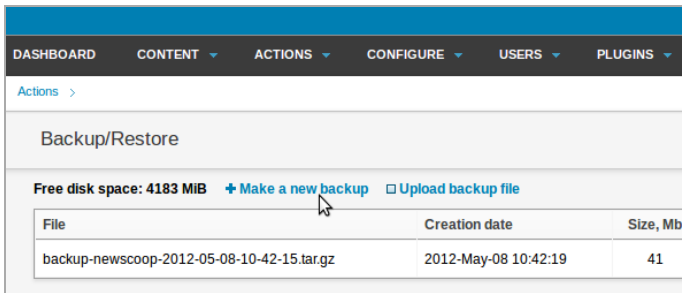
After Newscoop is installed for the first time, a browser wizard enables you to set database connection parameters and the default administrator password. This wizard is covered in the chapter *Installation steps*.

36. BACKUP AND UPGRADE

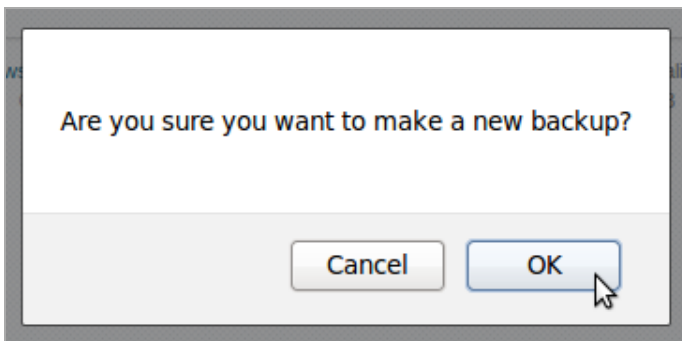
Before upgrading a running server to the latest version of Newscoop, it is strongly recommended that you back up your publication database, theme templates, images, file attachments and configuration files. First, log in to the administration interface (see the *Getting started* chapter in this manual for details). Click on **Actions** in the main navigation menu. At the lower end of this menu, click **Backup/Restore**.

MAKING A BACKUP

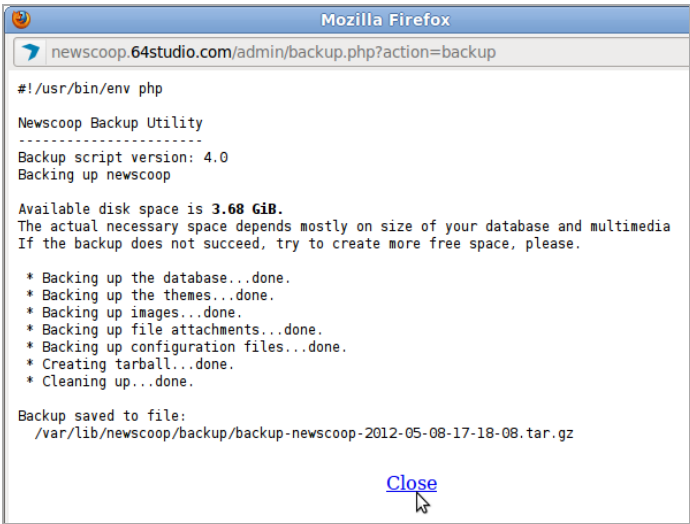
On the Backup/Restore page which opens, click the **Make new backup** link next to the **blue plus** icon.



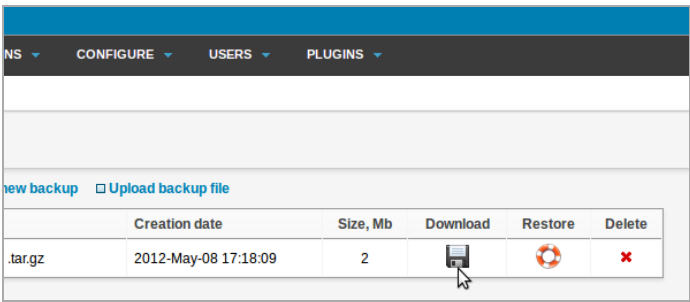
A dialog box will ask you if you are sure you want to make the backup.



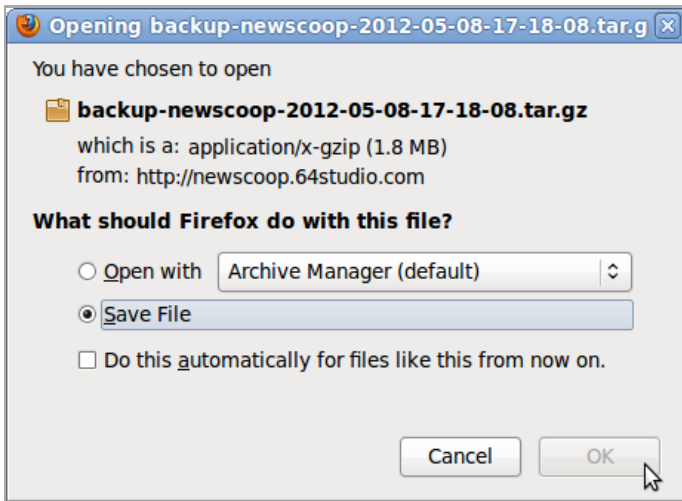
Click the OK button, and a pop-up window will display the progress of the backup.



Once the window reports **Backup saved to file**: you can click the **Close** link to return to the Newscoop administration interface. On the Backup/Restore page, the backup you just made should be listed, together with any previous backups.



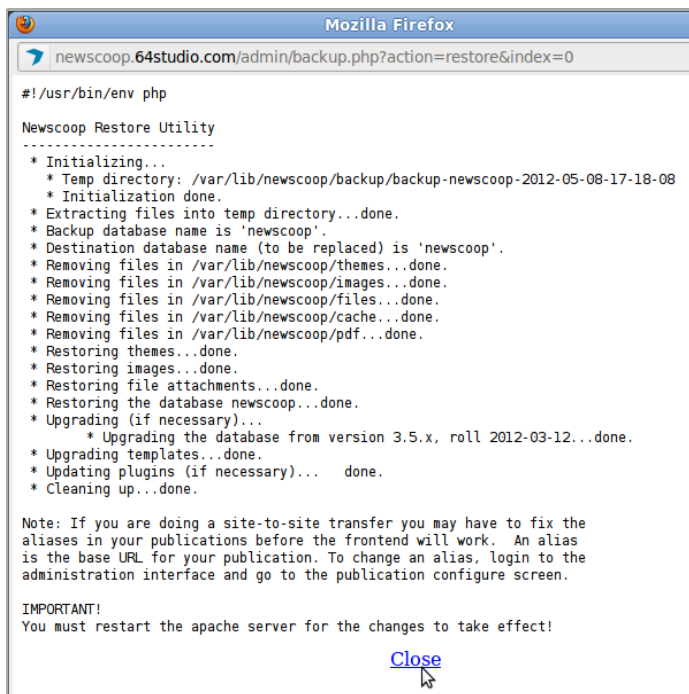
Click on the disk icon in the Download column to save the gzipped **backup tarball** (with the .tar.gz file extension) from your Newscoop server to your desktop computer.



RESTORING FROM BACKUP

To restore from a previous backup file into another Newscoop system, click the **Upload backup file** link, and then select the backup from your desktop computer's file system.

Then, click the life preserver icon to restore from one of the listed backups. You will be warned that current publication and theme data will be overwritten by versions in the backup file, so you should make sure you have a backup of current data before continuing.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `newscoop.64studio.com/admin/backup.php?action=restore&index=0`. The main content area shows the output of the Newscoop Restore Utility script. The script starts with a shebang `#!/usr/bin/env php` and a title `Newscoop Restore Utility`. It then proceeds with a series of steps, all of which are marked as 'done'. These steps include: initializing a temporary directory at `/var/lib/newscoop/backup/backup-newscoop-2012-05-08-17-18-08`, extracting files into that directory, removing files from `/var/lib/newscoop/themes`, `/var/lib/newscoop/images`, `/var/lib/newscoop/files`, `/var/lib/newscoop/cache`, and `/var/lib/newscoop/pdf`, restoring themes, images, file attachments, the database, and upgrading the database from version 3.5.x to roll 2012-03-12. It also upgrades templates, updates plugins, and cleans up. A note follows, stating that if doing a site-to-site transfer, aliases may need to be fixed. An 'IMPORTANT!' section states that the Apache server must be restarted for changes to take effect. At the bottom, there is a blue 'Close' button with a mouse cursor hovering over it.

```
#!/usr/bin/env php

Newscoop Restore Utility
-----
* Initializing...
  * Temp directory: /var/lib/newscoop/backup/backup-newscoop-2012-05-08-17-18-08
  * Initialization done.
* Extracting files into temp directory...done.
* Backup database name is 'newscoop'.
* Destination database name (to be replaced) is 'newscoop'.
* Removing files in /var/lib/newscoop/themes...done.
* Removing files in /var/lib/newscoop/images...done.
* Removing files in /var/lib/newscoop/files...done.
* Removing files in /var/lib/newscoop/cache...done.
* Removing files in /var/lib/newscoop/pdf...done.
* Restoring themes...done.
* Restoring images...done.
* Restoring file attachments...done.
* Restoring the database newscoop...done.
* Upgrading (if necessary)...
  * Upgrading the database from version 3.5.x, roll 2012-03-12...done.
* Upgrading templates...done.
* Updating plugins (if necessary)... done.
* Cleaning up...done.

Note: If you are doing a site-to-site transfer you may have to fix the
aliases in your publications before the frontend will work. An alias
is the base URL for your publication. To change an alias, login to the
administration interface and go to the publication configure screen.

IMPORTANT!
You must restart the apache server for the changes to take effect!

Close
```

After the restore is complete, you should restart the Apache web server, for example on Debian or Ubuntu using the command:

```
sudo invoke-rc.d apache2 restart
```

When moving Newscoop data between servers, you may have to change the default publication alias to match a new domain name.

COMMAND LINE BACKUP

Newscoop includes two scripts that can be used for backup and restore on the command line of your server. They are found in the `bin/` subdirectory of your Newscoop installation, such as `/var/lib/newscoop/bin/` or a similar location. Because these scripts require access to your Newscoop configuration files, they must be run as the `root` user (with `sudo` on Ubuntu).

You can create a backup archive using the following command:

```
sudo /path/to/newscoop/bin/newscoop-backup [--silent] [--default-t-dir] [--help]
```

The optional arguments to the newscoop-backup command are:

- `--silent` - don't display any message, whether successful or not
- `--default-dir` - save the backup archive in the backup directory `/path/to/newscoop/backup`; without this argument, the script will create the Newscoop backup archive in the current directory
- `--help` - display usage information

The output of the command should resemble the following example:

```
sudo /var/lib/newscoop/bin/newscoop-backup --default-dir

Newscoop Backup Utility
-----
Backup script version: 4.0
Backing up newscoop

Available disk space is 4.34 GiB.
The actual necessary space depends mostly on size of your database and multimedia files.
If the backup does not succeed, try to create more free space, please.

* Backing up the database...done.
* Backing up the themes...done.
* Backing up images...done.
* Backing up file attachments...done.
* Backing up configuration files...done.
* Creating tarball...done.
* Cleaning up...done.

Backup saved to file:
/var/lib/newscoop/backup/backup-newscoop-2012-04-03-14-29-41.tar.gz
```

The archive file name is `backup-newscoop[[date_time]].tar.gz` and this tarball contains the whole Newscoop instance: the database, theme templates, images, attached files and configuration files. You can find the size of the backup archive with the `ls -lh` command, for example:

```
ls -lh /var/lib/newscoop/backup
total 26M
-rw-r--r-- 1 root root 26M 2011-06-22 16:21 backup-newscoop-2011-06-22-16-21-12.tar.gz
```

To restore from a specific backup archive, use the command:

```
sudo newscoop-restore -b backup_file [-t destination_database_name] [-e] [-c charset] [-s] [-l] [-f] [-h]
```

The **-b** *backup_file* argument is used to provide the full or relative path to the tarball previously created by the *newscoopbackup* script. For example:

```
sudo /var/lib/newscoop/bin/newscoop-restore -b /var/lib/newscoop/backup/backup-newscoop-2011-06-22-16-21-12.tar.gz
```

Newscoop Restore Utility

```
-----
* Initializing...
  * Temp directory: backup-newscoop-2011-06-22-16-21-12
  * Initialization done.
* Extracting files into temp directory...done.
* Backup database name is 'newscoop'.
* Destination database name (to be replaced) is 'newscoop'.
```

All files in the following directories will be deleted.
(The backup files will be copied to these locations)

```
  /var/lib/newscoop/templates
  /var/lib/newscoop/images
  /var/lib/newscoop/files
  /var/lib/newscoop/templates_cache
```

Are you sure you want to continue? (y/N) y

```
* Removing files in /var/lib/newscoop/templates...done.
* Removing files in /var/lib/newscoop/images...done.
* Removing files in /var/lib/newscoop/files...done.
* Removing files in /var/lib/newscoop/templates_cache...done.
* Restoring templates...done.
* Restoring images...done.
* Restoring file attachments...done.
```

done.

```
* Upgrading templates...done.
* Restoring the database newscoop...done.
* Upgrading (if necessary)...
  * Upgrading the database from version 3.5.x...done.
* Updating plugins (if necessary)... done.
* Cleaning up...done.
```

IMPORTANT!

You must restart the apache server for the changes to take effect
!

The optional arguments to the *newscooprestore* script are:

- [-t *destination_database_name*] If provided, the script will use the database name specified instead of the one specified in the backup file. This is useful for transfer of a Newscoop publication to another server, where database names may be different.
- [-e] Use the existing configuration files instead of the ones in the backup file. The existing configuration files in the current installation will not be replaced. This argument takes precedence over the -t argument; if both arguments are used together, the database name will be read from the existing database configuration file, not from the -t argument.
- [-c *charset*] Convert the data from *charset* to UTF-8.
- [-s] Convert the data from the database server character set to UTF-8.
- [-l] List all available character sets and exit.
- [-f] Don't prompt, assume 'yes' to questions.
- [-h] Display usage information.

The *newscooprestore* script will replace all existing data with the contents of the backup archive. You must run the script from a directory that you have write access to, because this script needs to create a temporary directory. Note that your backup database and files will automatically be upgraded if they are older than the currently installed version of Newscoop.

Finally, restart Apache as suggested by the message from the *newscooprestore* script.

```
sudo /etc/init.d/apache2 restart
* Restarting web server apache2
... waiting
```

[OK]

With multiple installations of Newscoop on a single server, you must run the *newscooprestore* script from the installation where you want to restore the matching data. For example, you may have installed Newscoop in two locations, */var/www/newscoop1* and */var/www/newscoop2*. To restore the data for the *newscoop1* installation, you must run */var/www/newscoop1/bin/newscooprestore* rather than the */var/www/newscoop2/bin/newscooprestore* script.

RUNNING THE UPGRADE SCRIPT

After you have completed the backup successfully, update your Newscoop installation using either the automated or manual methods described in the following chapters. If using the manual installation method for an upgrade, the existing files in the Apache *DocumentRoot* folder (such as `/var/lib/newscoop/`) should not be removed, unless you wish to perform a clean install with new database content.

Any changes that you have made to the sample themes supplied with Newscoop will be overwritten on upgrade. For this reason, you should rename the theme in the *theme.xml* file before upgrade, if you wish to keep those changes. See the *Newscoop Cookbook* technical manual for more details on how to create themes.

When the new files are copied over the existing Newscoop installation, your publications will automatically be taken offline, and a maintenance message will be displayed to your readers.

Next, check the `.htaccess` file in the *DocumentRoot* folder, particularly if you have made custom modifications to this file in a previous installation. When upgrading from Newscoop 3.5.x to 4.0.0 or later, you will need to replace the line:

```
RewriteCond %{REQUEST_URI} !/+templates
```

with the line:

```
RewriteCond %{REQUEST_URI} !/+themes
```

due to the renaming of the *templates* directory to *themes*. You should also check that the line:

```
RewriteCond %{REQUEST_URI} !(/+plugins/[^/]*)?/+javascript
```

has been replaced by:

```
RewriteCond %{REQUEST_URI} !(/+plugins/[^/]*)?/+js
```

due to a directory name change from *javascript* to *js* in version 3.5.3.

Then you should run the **upgrade.php** script in your web browser, for example:

`http://www.example.com/upgrade.php`

Once the upgrade is complete, your publications will automatically be put back online.

37. MYSQL INSTALLATION

Two components of the MySQL database management system are needed by Newscoop:

- the server
- the client programs

Depending on your requirements, you may prefer to run the MySQL database server on a separate machine from the MySQL client. The MySQL client must be installed on the same machine as Newscoop. On Debian/Ubuntu, installing the **mysql-server** metapackage will install the latest versions of both the **mysql-server** and **mysql-client** packages.

```
sudo apt-get install mysql-server
```

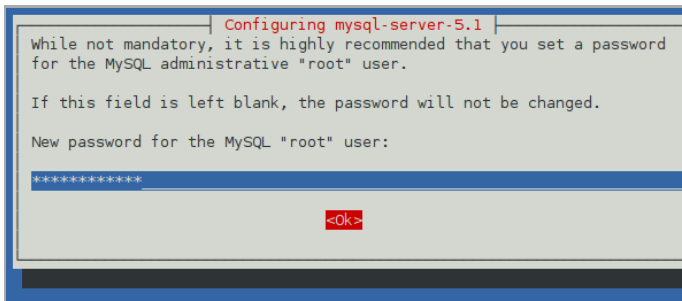
On Red Hat Enterprise Linux 6, you can install both the **mysql** client and **mysql-server** packages, enable MySQL to start when the server boots, and get it up and running, with the following commands (as root):

```
yum update
yum install mysql-server
chkconfig --levels 235 mysqld on
service mysqld start
```

SETTING A MYSQL ROOT PASSWORD

During the installation of MySQL, you should set a root password for the MySQL server, which is an important security feature. Note that the MySQL root user is different from the system root user, and should have a different password. Make a note of this password and keep it in a secure place, as you will need it shortly.

On Debian or Ubuntu, the password prompt is automatic, and looks like this in the server console:



On Red Hat Enterprise Linux, you have to run the **mysql_secure_installation** script after package installation in order to set the MySQL root password:

```
mysql_secure_installation
```

First, enter the current MySQL root password, or just press the **Enter** key if you have not set this password before. In the next step, press the **Y** key when prompted **Set root password?**, then enter the new password:

```
NOTE: RUNNING ALL PARTS OF THIS SCRIPT IS RECOMMENDED FOR ALL MySQL
SERVERS IN PRODUCTION USE! PLEASE READ EACH STEP CAREFULLY!

In order to log into MySQL to secure it, we'll need the current
password for the root user. If you've just installed MySQL, and
you haven't set the root password yet, the password will be blank,
so you should just press enter here.

Enter current password for root (enter for none):
OK, successfully used password, moving on...

Setting the root password ensures that nobody can log into the MySQL
root user without the proper authorisation.

Set root password? [Y/n] _
```

You will also be prompted to remove anonymous user access, disallow remote root logins to MySQL, and remove the 'test' database. Finally, you will be prompted to reload the privilege tables.

SETTING UP THE NEWSCOOP DATABASE USER AND PASSWORD

An existing Newscoop installation should have a named database already set up on a MySQL server, with access protected by a username and password.

For a new installation of Newscoop, you will need to tell the installer to create a database to store your content in. This means you will need a MySQL user account, with database creation privileges. Using the **root** account as the username for everyday Newscoop access is not recommended. If you don't already have a suitable non-root account, you can set up a database username and password for Newscoop on the command line with the following steps.

1. Connect to the database management system using the **root** account and the password that you set during the MySQL installation.

```
mysql -u root -p
Enter password:
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 34
Server version: 5.1.41-3ubuntu12.8 (Ubuntu)
```

Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.

The shell prompt will change to a **mysql>** prompt, which requires a semicolon at the end of each command.

2. Create a user account for Newscoop to connect to the database, limiting it to connecting from the **localhost** if Newscoop and MySQL are to be installed on the same server. Otherwise, specify the server that Newscoop will be connecting to MySQL from. Make a note of the username (**newscoop_user** in the example below) and password (**newscoop_user_password** in the example) that you set, in a secure place. You will need these details during the Newscoop installation.

```
mysql> CREATE USER 'newscoop_user'@'localhost'
-> IDENTIFIED BY 'newscoop_user_password';
Query OK, 0 rows affected (0.04 sec)
```

3. Grant access privileges to the user you just created. In this example, **newscoop.*** means all tables of a database called **newscoop**, which has not yet been created. You will need to provide this database name to the Newscoop installer, so that it can create the database later.

```
mysql> GRANT ALL ON newscoop.*
-> TO 'newscoop_user'@'localhost';
```

Query OK, 0 rows affected (0.00 sec)

4. Exit from the database management system and return to the shell prompt.

```
mysql> quit;  
Bye
```

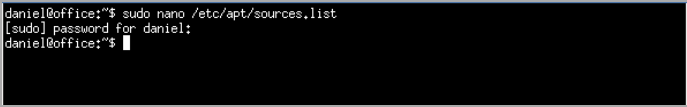
38. INSTALLATION ON DEBIAN/UBUNTU

Ready made packages of Newscoop are available for Debian and Ubuntu GNU/Linux via secure apt. This is the recommended installation method for Newscoop, because it offers automatic updates and resolution of package dependencies. This guide assumes that you have *sudo* or *root* powers on the target server - if not, you need to ask your system administrator to install Newscoop for you.

SETTING UP THE SECURE APT REPOSITORY

To add the repository that contains the Newscoop software, open the **sources.list** file in the **nano** editor with:

```
sudo nano /etc/apt/sources.list
```



```
daniel@office:~$ sudo nano /etc/apt/sources.list
[sudo] password for daniel:
daniel@office:~$
```

Type your password, and the **sources.list** file will open. For Ubuntu Lucid LTS, scroll to the end of this document and add the following line:

```
deb http://apt.sourcefabric.org/ lucid main
```

For Ubuntu Maverick, substitute *maverick* in place of *lucid*. For Debian Squeeze, substitute *squeeze* in place of *lucid*. Ubuntu *natty* and *oneiric* are also supported.

Press Ctrl+O to write out the **sources.list** file, and Ctrl-X to quit the nano editor.

You now need to update your sources. Type:

```
sudo apt-get update
```

You will probably see an error message about a missing public key. To fix this, you need to install the *sourcefabric-keyring* package, which contains the package signing key:

```
sudo apt-get install sourcefabric-keyring
```

Update your sources again, to confirm that you are now using a trusted software repository:

```
sudo apt-get update
```

You should no longer see the error message about the public key.

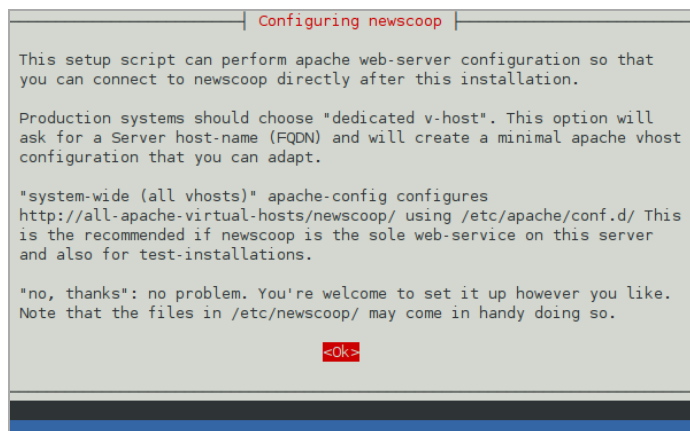
INSTALLING THE NEWSCOOP PACKAGE

After confirming that the secure apt repository is set up, you can install the Newscoop package:

```
sudo apt-get install newscoop
```

This command will install all of the Newscoop components, plus any other packages that Newscoop requires in order to run.

The package installer will ask you a few questions about the kind of server you want to set up, such as the Apache configuration that you require.



Optionally, install XCache for optimum Newscoop performance:

```
sudo apt-get install php5-xcache
```

Configuration options for XCache are covered in the *Manual installation* chapter.

Finally, check that Newscoop is running. Open a web browser with the URL of the web server that you have installed, such as *http://www.example.com*. For a test installation accessed from the same machine, this URL might be:

```
http://localhost/
```

If you see the Newscoop installer page, and you do not wish to adjust the default XCache settings, you can now skip the chapter *Manual installation* and proceed to the chapter *Installation steps*.

TROUBLESHOOTING

Default site still enabled

If you see a page which says *"It works! This is the default web page for this server. The web server software is running but no content has been added, yet"* then you need to disable Apache's **default** site and reload the configuration, with the commands:

```
sudo a2dissite default
sudo invoke-rc.d apache2 reload
```

Then refresh your browser.

No fully qualified domain name

If Apache complains about the domain name of the server, like this:

```
apache2: Could not reliably determine the server's fully qualified
domain name, using 127.0.1.1 for ServerName
```

it probably means that you have no domain name configured for the server. For a test server on a local network, you may need to add an entry to the */etc/hosts* file of the server, like this:

```
127.0.1.1    www.example.com
```

and a corresponding entry into the `/etc/hosts` file of your desktop machine on the network, like this:

```
192.168.1.2    www.example.com
```

where `192.168.1.2` is the IP address of your Newscoop server, and `www.example.com` is the name of your publication's website. For a server on a larger network or the public Internet, ask your network administrator for the correct domain names and IP addresses to use.

Administration interface not found

If you chose the '*System-wide (all vhosts)*' option when installing Newscoop, and installation completed, but attempting to access the administration interface results in the error:

Not Found

The requested URL /var/lib/newscoop/admin.php was not found on this server.

this means that you need to edit the file
`/var/lib/newscoop/.htaccess` like so:

```
sudo nano /var/lib/newscoop/.htaccess
```

Add the line `RewriteBase /newscoop` under the line `RewriteEngine On` like this:

```
<IfModule mod_rewrite.c>
    RewriteEngine On
    RewriteBase /newscoop
```

Then save the file **Ctrl+O**, close **nano** with **Ctrl+X**, reload the Apache configuration:

```
sudo invoke-rc.d apache2 reload
```

and refresh your web browser.

39. INSTALLATION ON RED HAT ENTERPRISE

Ready made packages of Newscoop are available for Red Hat Enterprise Linux 6 via yum. This is the recommended installation method for Newscoop, because it offers automatic updates and resolution of package dependencies. This guide assumes that you have *root* powers on the target server - if not, you need to ask your system administrator to install Newscoop for you.

SUBSCRIBING TO UPDATES

A Red Hat Enterprise Linux server must be registered and subscribed to updates before it can download packages required for Newscoop to run. To list existing subscriptions, you can use the command (as the root user):

```
subscription-manager list
```

To register and subscribe a new server, you can use the commands:

```
subscription-manager register  
subscription-manager subscribe --auto
```

You will need a Red Hat Network username and password in order to register the server. After subscription it is recommended that you update the server to the latest packages available, with the command:

```
yum update
```

For more details, please read the Red Hat Enterprise Linux 6 Deployment Guide at: http://docs.redhat.com/docs/en-US/Red_Hat_Enterprise_Linux/6/html/Deployment_Guide/

SETTING UP THE SOURCEFABRIC YUM REPOSITORY

For a Red Hat Enterprise Linux 6 server, open the file `/etc/yum.repos.d/sourcefabric-rhel6.repo` in an editor:

```
vi /etc/yum.repos.d/sourcefabric-rhel6.repo
```

and add the following lines:

```
[sourcefabric]
name=Sourcefabric's YUM repo
baseurl=http://yum.sourcefabric.org/RHEL6/$basearch/
enabled=1
gpgcheck=1
gpgkey=http://yum.sourcefabric.org/RPM-GPG-KEY
```

```
[sourcefabric-source]
name=Sourcefabric's YUM repo - Source
baseurl=http://yum.sourcefabric.org/RHEL6/source/
enabled=1
gpgcheck=1
gpgkey=http://yum.sourcefabric.org/RPM-GPG-KEY
```

In the **vi** editor, press the **Insert** key to start editing, and the **Escape** key to enter a command. The command to write the file and quit is **:wq** followed by the **Enter** key. Then update the package list, with the commands:

```
yum update
```

INSTALLING THE NEWSCOOP PACKAGE

1. Open a terminal, use the **su** command to switch user to *root* if required, and enter the commands to install the dependency packages:

```
yum install php php-gd php-mysql ImageMagick
yum install system-config-firewall
```

Depending on the configuration of your server, you may have some of these packages installed already. The `httpd` package for the Apache web server should be installed as a dependency of the `php` package. See the chapter *MySQL installation* for details of database setup.

2. Download and install the Newscoop package with:

```
yum install newscoop
```

If this is the first time you have installed a package from the Sourcefabric yum repository on this server, you will be prompted to import a GPG package signing key, by pressing the **y** key.

3. Edit the VirtualHost directive in */etc/httpd/conf.d/newscoop.conf* to uncomment the ServerName line, and add a fully qualified domain name such as *example.com*. You may also wish to set a ServerAlias such as *www.example.com* and an email address for the ServerAdmin. The directive should point to a DocumentRoot of */var/lib/newscoop/*

```
<VirtualHost *:80>

    ServerName example.com
    ServerAlias www.example.com
    ServerAdmin admin@example.com

    DocumentRoot /var/lib/newscoop

    <Directory /var/lib/newscoop>
        Options -Indexes FollowSymLinks MultiViews
        AllowOverride All
        Order allow,deny
        Allow from all
    </Directory>

</VirtualHost>
```

4. Configure Apache to start when the server boots, then make sure it has started, with the commands:

```
chkconfig --levels 235 httpd on
service httpd start
```

5. Check the crontab (scheduled tasks) installed for the *apache* user, with the command:

```
crontab -u apache -e
```

The output of this command should be similar to:

```
* * * * * /var/lib/newscoop/bin/newscoop-autopublish
0 */4 * * * /var/lib/newscoop/bin/newscoop-indexer --silent
0 */8 * * * /var/lib/newscoop/bin/subscription-notifier
*/2 * * * * /var/lib/newscoop/bin/events-notifier
```

```
0 */4 * * * /var/lib/newscoop/bin/newscoop-statistics
```

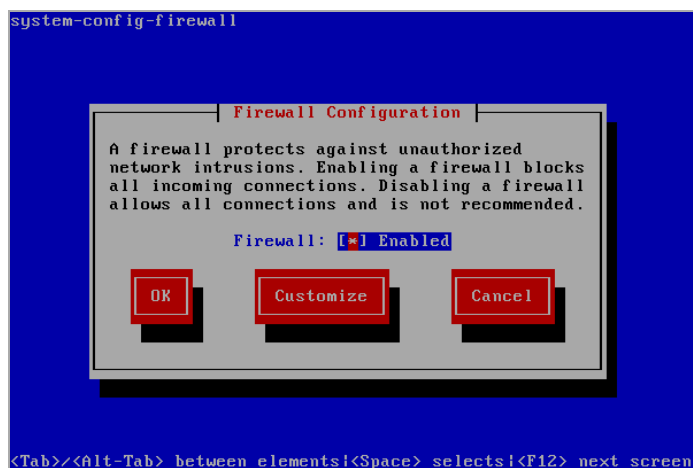
If the file is empty, you will need to enter these commands and save the file. The default editor for the crontab supports **vi** editor commands.

FIREWALL CONFIGURATION

By default, the Red Hat firewall does not allow other machines to connect to running services. You can configure the firewall to allow the Apache web server to be accessed from the local network or public Internet, with the command:

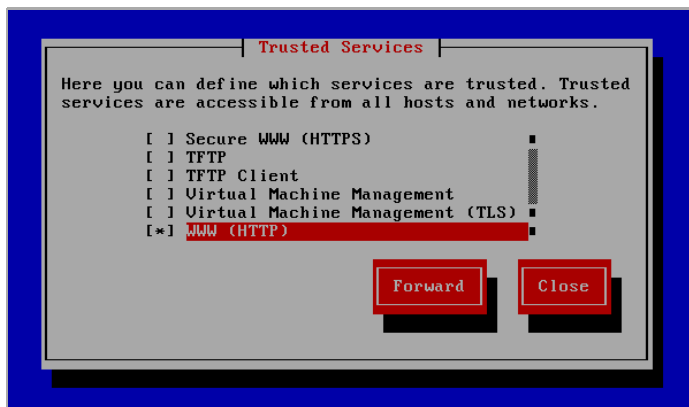
```
system-config-firewall
```

This command runs a wizard which will guide you through the adjustment of firewall rules.



Using the **Tab** key to navigate, and leaving *Firewall* set to *Enabled*, select the **Customize** button by pressing the **Enter** key.

On the *Trusted Services* page, use the **down arrow** key to find *WWW (HTTP)* for the Apache web server, then select it by pressing the **Space** bar. Then **Tab** to select the **Forward** button and press the **Enter** key to continue.



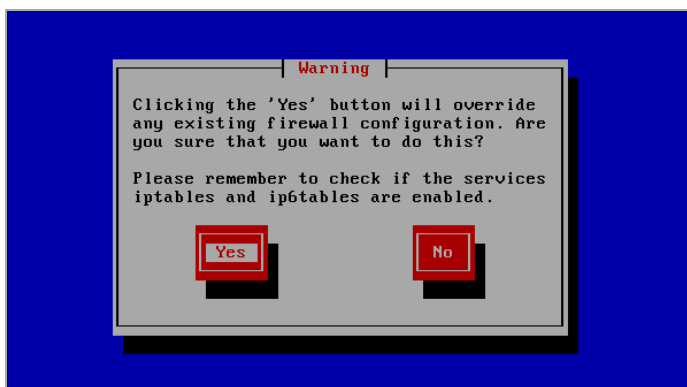
Select the **Forward** button again to skip the *Other Ports* page. Then on the *Trusted Interfaces* page, press the **Space** bar to select *eth+* for the Ethernet cards of your server:



You can skip the *Masquerading*, *Port Forwarding* and *ICMP Filter* pages by selecting the **Forward** button again, unless you have special requirements. On the *Custom Rules* page, select the **Close** button and press the **Enter** key.



You will now be asked if you wish to override the existing firewall configuration. Select the **Yes** button to continue.



This action will return you to the *Firewall Configuration* page, where you can select **OK** to return to the console prompt.

Finally, check that Newscoop is running and accessible. Open a web browser with the URL of the web server that you have installed, such as <http://www.example.com>. For a test installation accessed from the same machine, this URL might be:

<http://localhost/>

If you see the Newscoop installer page, you can now skip the chapter *Manual installation* and proceed to the chapter *Installation steps*.

40. MANUAL INSTALLATION

The following manual installation method is intended for more experienced system administrators, and assumes that you have *sudo* or root powers on the target server. If ready-made packages of Newscoop are not available for your GNU/Linux distribution of choice, you can install the software manually using the tarball available for download from Sourcefabric:

<http://newscoop.sourcefabric.org/>

DEPENDENCIES

Before performing a manual installation, you will have to verify that all of the dependency packages that Newscoop requires are already installed and working. These dependencies are:

1. **Apache web server** (<http://www.apache.org>) version 2.0.x or newer.

On Debian or Ubuntu GNU/Linux, you can install the **apache2** metapackage, which will install all of the web server packages you need.

```
sudo apt-get install apache2
```

On Red Hat Enterprise, you can install Apache using the **httpd** package and configure it to start on boot with these commands (as root):

```
yum install httpd
chkconfig --levels 235 httpd on
service httpd start
```

2. **MySQL database management system**

(<http://www.mysql.com>) version 5.0 or newer. See the chapter *MySQL installation* for details.

3. **PHP scripting language** (<http://www.php.net>) version 5.3 or newer.

The following PHP modules must be installed:

- php5-cli - Command Line Interface module
- php5-mysql - functions for accessing the MySQL database server
- php5-gd - provides a module for handling graphics from PHP scripts

These modules have the same names in the equivalent Debian/Ubuntu packages, which you can install with the command:

```
sudo apt-get install php5-cli php5-mysql php5-gd
```

On Red Hat Enterprise, you can install these packages with:

```
yum install php php-gd php-mysql
```

The **php-cli** package is installed automatically as a dependency of the **php** package on Red Hat Enterprise. You will also need the PHP module for the Apache web server, which has the package name **libapache2-mod-php5** in Debian/Ubuntu. This package should be installed automatically as a dependency when installing the PHP packages mentioned above.

4. **ImageMagick** (<http://www.imagemagick.org>).

Needed for creating thumbnails of images. Available in Debian/Ubuntu's **imagemagick** package:

```
sudo apt-get install imagemagick
```

and in Red Hat Enterprise with:

```
yum install ImageMagick
```

All of these Newscoop dependencies are available as standard packages in most GNU/Linux distributions. You should be able to find them using your distribution's software package manager, although the exact package names can vary from the examples given above for Debian/Ubuntu and Red Hat Enterprise.

SETTING UP THE DATABASE USER AND PASSWORD

An existing Newscoop installation should have a named database already set up on a MySQL server, with access protected by a username and password. For a new installation of Newscoop, you will need to tell the installer to create a database to store your content in. See the chapter *MySQL installation* for details.

PHP MODULES

On Debian or Ubuntu, the PHP modules that you have installed should be configured automatically, with an entry for each module added to the `/etc/php5/apache2/conf.d/` directory. You can also create your own PHP customization options using files in that directory, which should not be overwritten when the main `php.ini` file is upgraded. Red Hat Enterprise also sets up these modules automatically.

On other distributions of GNU/Linux, you may need to add a line for each module to the `php.ini` file, such as `/etc/php5/apache2/php.ini` or similar. The following extensions should be enabled. If the line is already present but starts with the semi-colon comment `;` you will need to remove this character for the corresponding extension to work.

```
extension=gd.so
extension=mysqli.so
extension=mysql.so
```

PHP CONFIGURATION

On any GNU/Linux distribution, the `php.ini` file contains some default settings which should be checked or adjusted to enable optimum Newscoop performance and security. You can do this by opening the file in your text editor, such as **nano**:

```
sudo nano /etc/php5/apache2/php.ini
```

This is a long file, so use the search tool in **nano** (Ctrl+W) to find the lines you want. The recommend settings are that you should:

1. Turn off `register_globals` because it's a potential security hole:

```
register_globals = Off
```

2. Set the amount of memory available to at least 128MB:

```
memory_limit = 128M
```

3. Turn off magic quotes:

```
magic_quotes_gpc = Off
```

4. Allow HTTP file uploads:

```
file_uploads = On
```

The values above are the default settings on Debian or Ubuntu. You may wish to adjust the following two settings, which affect the maximum size of media that Newscoop users can upload.

5. The maximum size of POST data that PHP will accept defaults to 8MB on Debian/Ubuntu. You may find that you need to set this higher, for example:

```
post_max_size = 100M
```

6. The maximum allowed size for uploaded files defaults to 2MB on Debian/Ubuntu. This is likely to be insufficient for large multimedia attachments, so you may wish to set this value higher. However, it must not be higher than the maximum POST size set above, otherwise large uploads may fail.

```
upload_max_filesize = 100M
```

7. You may also wish to disable automatic session garbage collection, which can cause permissions errors to be shown in the browser if your server runs Debian or Ubuntu. These GNU/Linux distributions use a cron job `/etc/cron.d/php5` to perform garbage collection instead.

```
session.gc_probability = 0
```


APACHE CONFIGURATION

The Apache web server's configuration will need to be adjusted to set the path to the Newscoop files and templates. On Debian or Ubuntu, Apache configuration files are usually found in the **/etc/apache2/sites-available/** directory.

1. Create a file such as **newscoop** containing a virtual host definition.

```
sudo nano /etc/apache2/sites-available/newscoop
```

For a publication with the domain name **www.example.com**, you could use a virtual host definition like the following:

```
<VirtualHost *:80>
    DocumentRoot /var/www/newscoop
    ServerName example.com
    ServerAlias www.example.com
    DirectoryIndex index.php index.html
    <Directory /var/www/newscoop>
        Options -Indexes FollowSymLinks MultiViews
        AllowOverride All
        Order allow,deny
        Allow from all
    </Directory>
</VirtualHost>
```

Make sure that the **DocumentRoot** directory that you set in the virtual host definition actually exists, otherwise Apache will complain when it starts up.

```
$ sudo mkdir -p /var/www/newscoop
```

If the **ServerName** or **ServerAlias** that you are using is not yet set up in DNS for this particular machine's IP address, you can create a temporary hostname in your **/etc/hosts/** file which will enable you to test the installation locally.

2. Disable the default Apache configuration, if you aren't using it.

```
sudo a2dissite default
Site default disabled.
Run '/etc/init.d/apache2 reload' to activate new configuration!
```

3. Enable the Newscoop configuration that you just created.

```
sudo a2ensite newscoop
```

Enabling site newscoop.

Run '/etc/init.d/apache2 reload' to activate new configuration!

4. You may also need to enable Apache's rewrite and php5 modules. On Debian/Ubuntu, you can do this with the **a2enmod** command:

```
sudo a2enmod rewrite php5
```

The server should respond:

Enabling module rewrite.

Module php5 already enabled

Run '/etc/init.d/apache2 restart' to activate new configuration!

5. Restart Apache as suggested by the output of the command above, so that the Newscoop configuration and the new modules can be loaded:

```
sudo /etc/init.d/apache2 restart
```

The server should respond:

```
* Restarting web server apache2
```

```
[ OK ]
```

INSTALLING NEWSCOOP

1. Extract the Newscoop tarball that you downloaded in your working directory. This action will generate a directory named *newscoop*. (A beta version may have a suffix on the extracted directory, such as -BETA4).

```
tar -xvzf newscoop-4.0.0.tar.gz
```

2. Examine the contents of the *newscoop* directory with the *ls* command.

```
ls newscoop
```

The output of this command should appear similar to:

```
admin-files  cache    extensions  install    README.txt
admin.php    ChangeLog.txt  favicon.ico  INSTALL.txt  robots.txt
admin-style  classes      files       js          scripts
application  conf         get_img.php  library     template_engine
application.php  COPYING.txt  htaccess    log         themes
attachment.php  CREDITS.txt  images      pdf         upgrade.php
backup         db_connect.php  include     plugins     UPGRADE.txt
```

bin docs index.php public videos

3. Copy the contents of the *newscoop* directory into the *DocumentRoot* directory of the Apache *VirtualHost* that you set up, such as */var/www/newscoop/*

```
sudo cp -r newscoop/* /var/www/newscoop/
```

If you wish to install Newscoop into a subdirectory of the *DocumentRoot*, for example */var/www/newscoop/subdirectory/* your Newscoop site will be visible at the <http://www.example.com/subdirectory/> URL. This method is useful for adding Newscoop to an existing site without changing the contents of the *DocumentRoot* directory, which might be static pages or other archived content.

4. Change the ownership of the *DocumentRoot* directory to the username of the web server, for instance **www-data** on Debian or Ubuntu.

```
sudo chown -R www-data.www-data /var/www/newscoop/
```

5. Open a web browser with the URL of the Apache **ServerName** or **ServerAlias** that you set up earlier. If you see the Newscoop installer page, you are ready to proceed through the *Installation steps* chapter.

SHARED HOSTING WITHOUT ROOT ACCESS

Some shared hosting servers provide administration tools such as cPanel or vDeck instead of root access in a shell. It is usually possible to install Newscoop on this type of server if you create a MySQL database user and Apache configuration before copying the Newscoop files to the server's web root directory via FTP or SFTP. You would then access the Newscoop installer at the domain name configured in the Apache page of the control panel.

If you cannot access the Newscoop installer page after copying the files to a vDeck server, and you see a *403 Forbidden* error instead, you may need to make an adjustment to the server's .htaccess file. Open the .htaccess editor in the vDeck control panel, and set a Default Page instruction to point to the index.php file in the web root directory of your Apache configuration. Then refresh your browser window on the domain name you have configured.

INSTALLING XCACHE

This step is optional, but highly recommended for optimum Newscoop performance. On Ubuntu, you can install XCache (<http://xcache.lighttpd.net/>) with the following command:

```
sudo apt-get install php5-xcache
```

You may wish to adjust the XCache configuration for your particular requirements:

```
sudo nano /etc/php5/conf.d/xcache.ini
```

On a Debian or Ubuntu server with two processors, example adjustments to the default configuration might be:

```
; Configure this to use admin pages
xcache.admin.user = "my_admin_name"

; xcache.admin.pass = md5($your_password)
xcache.admin.pass = "5f4dcc3b5aa765d61d8327deb882cf99"

; to enable : xcache.size=64M etc (any size > 0) and your system m
map allows
xcache.size = 32M

; set to cpu count (cat /proc/cpuinfo |grep -c processor)
xcache.count = 2

; for *nix, xcache.mmap_path is a file path, not directory.
xcache.mmap_path = "/var/cache/xcache"
```

The value of **xcache.admin.pass** shown above is just an example. You should generate your own md5 hashed password using a piped command such as:

```
echo -n "password"|md5sum
```

You can set up your Apache VirtualHost to allow administrator access to the XCache statistics page from the localhost, or a specific IP address that you determine. Add a stanza like the following to the VirtualHost definition that you created earlier, before the closing `</VirtualHost>` tag:

```
# php xcache stats
Alias /xcache/ /usr/share/xcache/admin/
<Directory "/usr/share/xcache/admin/">
    AllowOverride None
    Options ExecCGI
    Order allow,deny
    Allow from localhost
</Directory>
```

Then reload the Apache configuration again:

```
sudo /etc/init.d/apache2 reload
```

The xcache statistics page should now be visible under the `/xcache/` path on your web server, such as `http://localhost/xcache/` if you have enabled access from the localhost only.

XCache 1.3.0 Administration - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://localhost/xcache/

XCache 1.3.0 Administration

XCache 1.3.0 Administration

[Statistics](#) [List PHP](#) [List Var Data](#) [Help »](#)

Caches

-	Slots	Size	Avail	% Used	Clear	Compiling	Hits	Hit
php#0	8.00 K	16.00 M	15.90 M	<div><div></div></div>	<input type="button" value="Clear"/>	no	3	0.1
php#1	8.00 K	16.00 M	15.83 M	<div><div></div></div>	<input type="button" value="Clear"/>	no	1	0.0
Total	16.00 K	32.00 M	31.73 M	<div><div></div></div>	<input type="button" value="Clear"/>	-	4	0.1

Legends: ■ % Used ■ Used Blocks ■ Hits

Module Info

XCache Support	enabled
Version	1.3.0
Modules Built	cache optimizer coverage assembler encoder decoder
Readonly Protection	N/A
Cache Init Time	2011-06-22 12:59:29
Cache Instance Id	26181
Opcache	enabled, 33,554,432 bytes, 2 split(s), with 8192 slots each
Variable Cache	disabled
Shared Memory Schemes	mmap
Coverage Auto Dumper	disabled

41. INSTALLATION STEPS

At the URL of your publication's server, Newscoop should display a *Pre-installation Check* page indicating the status of dependencies.

RE-CHECKNEXT >

Progress...

All system requirements are met.

Recommended	Status
PHP CLI (Command Line)	Yes
APC (PHP Cache) Support	No

Option	Recommended	Current Set
Safe Mode	Off	Off
Register Globals	Off	Off
File Uploads	On	On
Session Auto Start	Off	Off

Pre-installation Check

License


Database Settings

Main Configuration

Sample Site


Automated Tasks

Finish




If there are any **No** entries in the *Status* column, other than the optional packages shown under **Recommended**, check your server has the packages shown. Otherwise, click the Next button to run through the installation steps.

The next step is for you to review the license under which Newscoop is distributed, which is the GNU General Public License version 3. Check the box and click the Next button if you accept the license terms.

<div> <div> <div>PREVIOUS</div> <div>NEXT</div> </div> </div>	<div>Progress...</div>
<p>There is already a database named newscoop.</p> <p>If you are sure to overwrite it, check Yes for the option below. If not, just change the Database Name and continue.</p> <p>Server Name/Address:</p> <input type="text" value="localhost"/> <p>Server Port: (Optional)</p> <input type="text" value="3306"/> <p>User Name:</p> <input type="text" value="newscoop_user"/> <p>User Password:</p> <input type="password" value="●●●●●●●●●●●●●●●●"/> <p>Database Name:</p> <input type="text" value="newscoop"/> <p>Overwrite Database: Yes <input checked="" type="radio"/> No <input type="radio"/></p>	<div> <div>Pre-installation Check</div> <div>License</div> <div>Database Settings</div> <div>Main Configuration</div> <div>Sample Site</div> <div>Automated Tasks</div> <div>Finish</div> </div> <div>  </div>

Next is the Main Configuration page, where you set the name of your first publication as the **Site Title**, as well as the password and email address for Newscoop's **Administrator**, the *admin* user. This user account is critical for management of your Newscoop publications, so make sure that you set a strong password and keep it somewhere secure.

<div> <div> <div>PREVIOUS</div> <div>NEXT</div> </div> </div>	<div>Progress...</div>
<p>Site Title:</p> <input type="text" value="The Prague Times"/> <p>Administrator Password:</p> <input type="password" value="●●●●●●●●"/> <p>Confirm Password:</p> <input type="password" value="●●●●●●●●"/> <p>Administrator E-Mail:</p> <input type="text" value="editor@example.com"/>	<div> <div>Pre-installation Check</div> <div>License</div> <div>Database Settings</div> <div>Main Configuration</div> <div>Sample Site</div> <div>Automated Tasks</div> <div>Finish</div> </div> <div>  </div>

Newscoop includes sample sites and themes which you can use for evaluation purposes, or adapt to your needs. For the sample sites to work, you will need to set up a **Publication alias** with your chosen **ServerName** later. If you already have a theme designed for your publication, or wish to start with an empty theme, click the **No, thanks!** radio button.

PREVIOUSNEXT

Please choose a sample site:


No, thanks!

☒ The New Custodian

No, thanks!


Rockstar

The Custodian



The New Custodian
Theme for Newscoop Version 4

Rockstar



Rockstar
Theme for Newscoop Version 4


Progress...

Pre-installation Check

License


Database Settings

Main Configuration

Sample Site 

Automated Tasks

Finish



The next page of the installer sets up automated maintenance tasks for your Newscoop server.

PREVIOUSNEXT

Autopublish: Modifies the status of issues and articles scheduled for certain actions.

Events Notifier: Sends emails to administrative users containing the latest events that took place in Newscoop.

Indexer: Indexes the article content (update the search engine database).

Statistics: Updates Web site statistics.

Subscriptions Notifier: Sends emails to subscribers alerting them when their subscription ends.

You can read more on this in the [Newscoop manual](#).

Progress...


Pre-installation Check

License


Database Settings

Main Configuration

Sample Site

Automated Tasks 

Finish

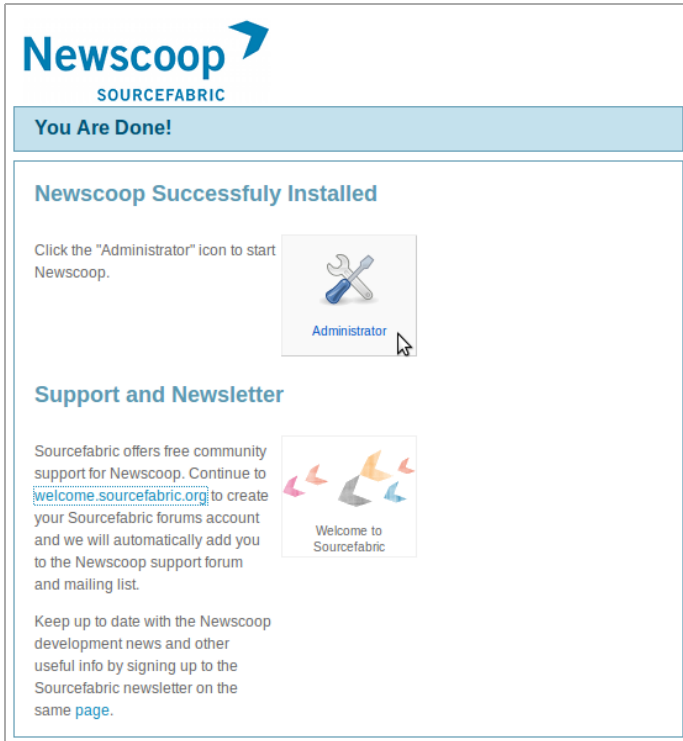


Once installation has completed, two large buttons are shown. Clicking on the upper **Administrator** button, with a tools icon, redirects you to the Newscoop administration interface. You can access this interface at any time by appending *admin* to the end of your Newscoop server's URL, such as:

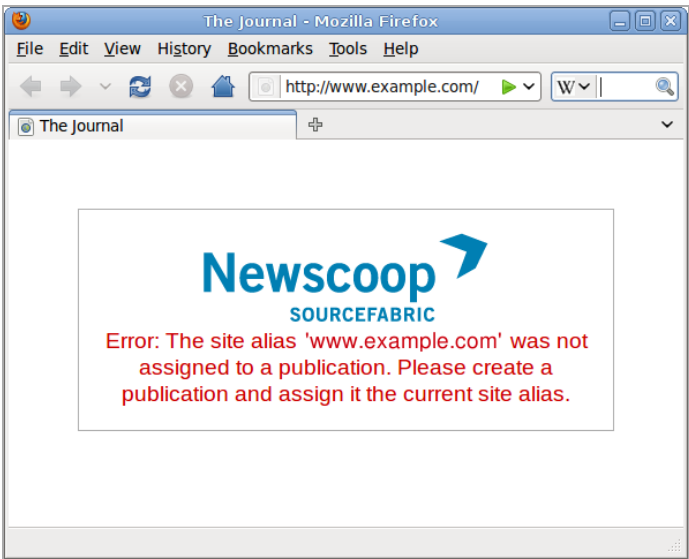
`http://www.example.com/admin`

You will need to log in with the user name *admin* to begin with, using the password that you set for the administrator during the installation. See the *Getting started* chapter for details.

The lower **Welcome to Sourcefabric** button takes you to the Sourcefabric website, for further information and support on Newscoop.



If you attempt to access the reader side of your new website before logging into the administration interface for the first time, you may see an error message in your web browser that the site alias (such as **www.example.com**) was not yet assigned to a publication. This aspect of Newscoop configuration is dealt with in the *Creating a publication* chapter of this manual.



42. LOG FILE MAINTENANCE

The Newscoop database has an *audit_event* table which logs the actions of your publication's staff in the administration interface. For a busy publication, this table can grow very quickly. To keep the size of this table down, you may prefer to write audit data which is more than a week old into a log file instead. A maintenance script for this task is provided with Newscoop 4, in the *scripts/* sub-directory of the Newscoop installation. It can be run via a cron job in the */etc/cron.daily/* directory, or executed manually as required.

For a Newscoop installation where the *DocumentRoot* is */var/lib/newscoop* the script can be run from the command line of your server, as the *root* user or with *sudo*, like this:

```
sudo php /var/lib/newscoop/scripts/newscoop.php log:maintenance
Log data processed.
```

What this script does is to look for events older than seven days, flush all those events from the database, and write them to a *newscoopaudit.log* file in the *log/* sub-directory of your Newscoop installation, such as */var/lib/newscoop/log/newscoopaudit.log*

After this script has run, your staff will only see the last seven days of audited actions when clicking **Configure**, then **Logs** in the administration interface menu. See the chapter *Logs* for details.

LOG ROTATION

A program such as **logrotate** can be used to to compress and rotate the *newscoopaudit.log* file. An example logrotate configuration might look as follows:

```
/var/lib/newscoop/log/*.log {
    weekly
    missingok
```

```
rotate 8
compress
delaycompress
create 0640 www-data root
}
```

On Debian or Ubuntu GNU/Linux, this configuration could be saved to a file such as */etc/logrotate.d/newscoop* and would then be read automatically the next time that the */etc/cron.daily/logrotate* script runs.

HELP

43. WHERE TO GO FOR SUPPORT

43. WHERE TO GO FOR SUPPORT

Sourcefabric offers full commercial support for Newscoop. Additional support is provided to the Newscoop user and developer community.

Forum and mailing list: You can visit the Newscoop online support forum, and sign up for the mailing list, at <http://forum.sourcefabric.org/categories/newscoop-support>

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: newscoop-support@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: Newscoop 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 Newscoop forum. Create a bug report by selecting Create Issue, then Newscoop, and then Bug. That way, the Newscoop team can keep track of your problem and notify you when it has been fixed. You can also suggest improvements and new features for Newscoop 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!

APPENDIX

44. EXPERT INSTALL

45. CREDITS

44. EXPERT INSTALL

These install steps are based on Debian or Ubuntu package names, and are suitable for experienced GNU/Linux system administrators who want to know exactly what is happening on their server. For a more detailed explanation, please read the chapter *Manual installation* in this book.

Production Newscoop users may find it more convenient to use the automated installation methods described in the chapters *Installation on Debian/Ubuntu* and *Installation on Red Hat Enterprise*.

1. Install dependencies and set a password for the MySQL root user:

```
sudo apt-get install apache2 mysql-server php5-cli php5-mysql php5-gd libapache2-mod-php5 imagemagick
```

2. Connect to MySQL using the root account and password:

```
mysql -u root -p
Enter password:
Welcome to the MySQL monitor.  Commands end with ; or \g.
Your MySQL connection id is 34
Server version: 5.1.41-3ubuntu12.8 (Ubuntu)
```

Type 'help;' or '\h' for help. Type '\c' to clear the current input statement.

3. Create a user account and password for Newscoop to connect to the database. Substitute your own password for 'newscoop_user_password' in the following example:

```
mysql> CREATE USER 'newscoop_user'@'localhost'
-> IDENTIFIED BY 'newscoop_user_password';
Query OK, 0 rows affected (0.04 sec)
```

4. Grant access privileges to the database user:

```
mysql> GRANT ALL ON newscoop.*
-> TO 'newscoop_user'@'localhost';
Query OK, 0 rows affected (0.00 sec)
```

5. Exit from MySQL and return to the shell prompt:

```
mysql> quit;  
Bye
```

6. Open the PHP configuration file in the nano editor:

```
sudo nano /etc/php5/apache2/php.ini
```

Use the search tool (Ctrl+W) to find and adjust the maximum size of POST data to 100MB:

```
post_max_size = 100M
```

Adjust the maximum allowed size for uploaded files to 100MB:

```
upload_max_filesize = 100M
```

Disable automatic session garbage collection:

```
session.gc_probability = 0
```

Write out the file with Ctrl+O, then close it with Ctrl+X.

7. Create an Apache configuration file containing a VirtualHost definition, using the nano editor:

```
sudo nano /etc/apache2/sites-available/newscoop
```

For a publication with the domain name www.example.com, you could use a VirtualHost definition like the following:

```
<VirtualHost *:80>  
    DocumentRoot /var/www/newscoop  
    ServerName example.com  
    ServerAlias www.example.com  
    DirectoryIndex index.php index.html  
    <Directory /var/www/newscoop>  
        Options -Indexes FollowSymLinks MultiViews  
        AllowOverride All  
        Order allow,deny  
        Allow from all  
    </Directory>  
</VirtualHost>
```

8. Create the DocumentRoot directory that you set in the VirtualHost definition:

```
sudo mkdir -p /var/www/newscoop
```

9. Disable the default Apache configuration, if you aren't using it:

```
sudo a2dissite default
```

Site default disabled.
Run '/etc/init.d/apache2 reload' to activate new configuration!

10. Enable the Newscoop configuration that you just created:

```
sudo a2ensite newscoop
Enabling site newscoop.
Run '/etc/init.d/apache2 reload' to activate new configuration!
```

11. Enable Apache's rewrite and php5 modules:

```
sudo a2enmod rewrite php5
Enabling module rewrite.
Module php5 already enabled
Run '/etc/init.d/apache2 restart' to activate new configuration!
```

12. Restart Apache so that the new configuration and modules can be loaded:

```
sudo /etc/init.d/apache2 restart
* Restarting web server apache2 [ OK ]
```

13. Extract the Newscoop tarball in your working directory, which will create a new directory called *newscoop*. If installing a beta version, the *newscoop* directory might have a suffix such as -BETA4.

```
tar -xvzf newscoop-4.0.0.tar.gz
```

14. Copy the contents of the *newscoop* directory that you just extracted into the DocumentRoot directory of the Apache VirtualHost:

```
sudo cp -r newscoop/* /var/www/newscoop/
```

15. Change the owner and group of the DocumentRoot directory to the username of the web server:

```
sudo chown -R www-data:www-data /var/www/newscoop/
```

16. Open a web browser with the URL of the Apache ServerName that you set up earlier. If you see the Newscoop installer page, you are ready to proceed through the *Installation steps* chapter of this book.

45. CREDITS

Newscoop is being developed by an international community of developers and designers led by Sourcefabric.

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AUTHORS

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