

# Newscoop 4.2 for Journalists and Editors

The open content management system  
for professional journalists

USER GUIDE



# **INTRODUCTION**

- 1. WHAT IS NEWSCOOP?**
- 2. FEATURE LIST**

# 1. WHAT IS NEWSCOOP?

Updated for Newscoop 4.2.1

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.



## 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. Czech
4. English
5. Georgian
6. German
7. Greek
8. Italian
9. Polish
10. Portuguese (Brazilian)
11. Russian
12. Serbian (Cyrillic)
13. Serbian (Latin)
14. Spanish
15. Ukrainian

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

## NEWSCOOP PRO

Newscoop Pro (<http://www.sourcefabric.com/en/newscooppro/>) services help to make your Newscoop site even better. From web design to hosting, technical support to feature development, Sourcefabric's global team of experts takes care of things so you can concentrate on making great content.

## 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 NEWSLOOP**

- 3. GETTING STARTED**
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- 5. HOW PERMISSIONS CHANGE THE INTERFACE**
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# 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.

Newscoop  
SOURCEFABRIC

Login

Please login to continue.

Please enter your user name and password

User name : admin

Password : .....

Language : English

Forgot your password?

Login

Newscoop, the open content management system for professional journalists.  
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If you have previously logged in using a different Language, your browser will have saved a cookie to remember your preference. If your browser does not allow you to switch languages, you may need to delete this cookie. Please refer to the documentation for your web browser for details of how to do this. In Mozilla Firefox, for example, you can delete cookies by clicking Clear Recent History on the TOOLS menu.

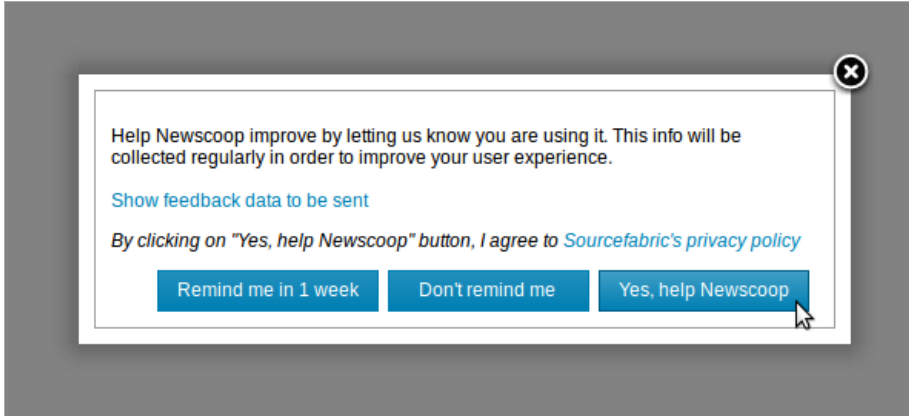
For journalists and news organisations which do not have their own Newscoop server yet, the administration interface of the Newscoop demonstration server can be found at:

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

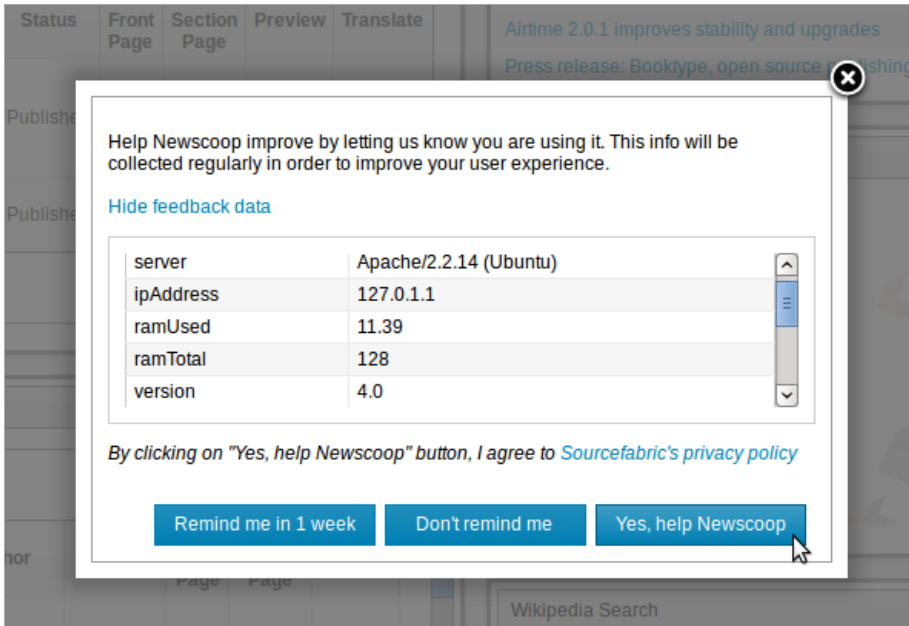
Please remember that the demonstration server is a public site, so you should not enter any private information there. A variety of guest login accounts are set up on this system, and the passwords for these accounts are shown on the login page.

## 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 for now.



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.

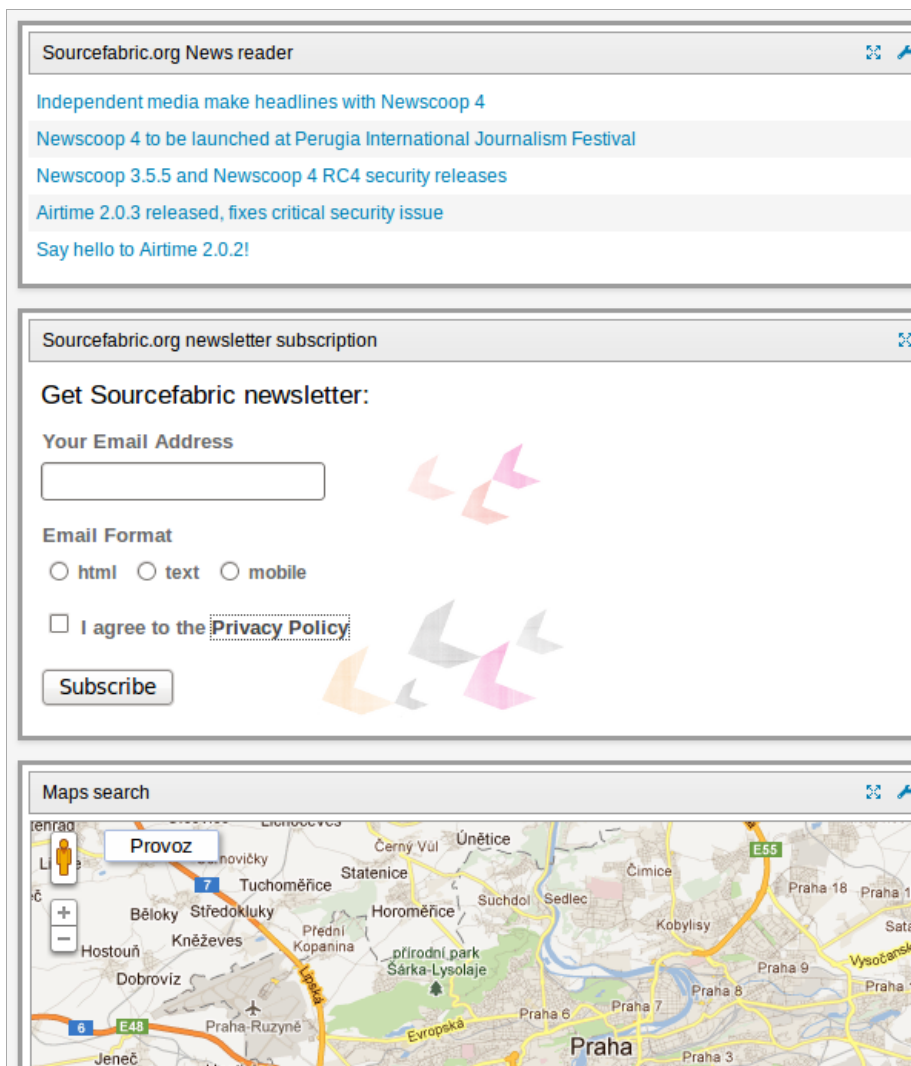


You may need to scroll down inside the window to see all of the feedback data. If you wish to close the pop-up window without clicking either button, you can click the X icon in the top right corner.

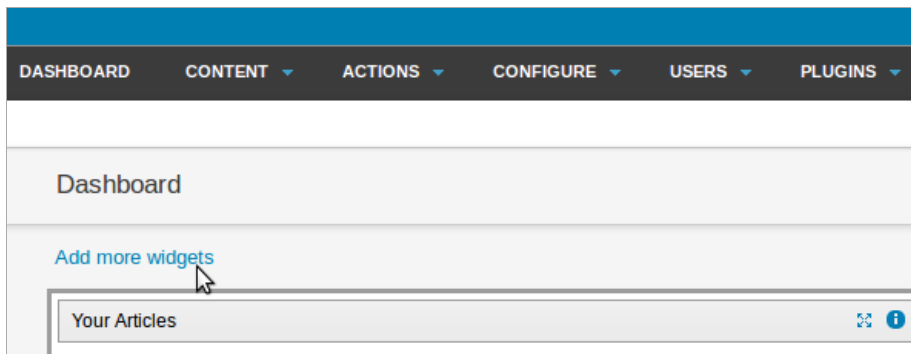
## 4. THE DASHBOARD

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

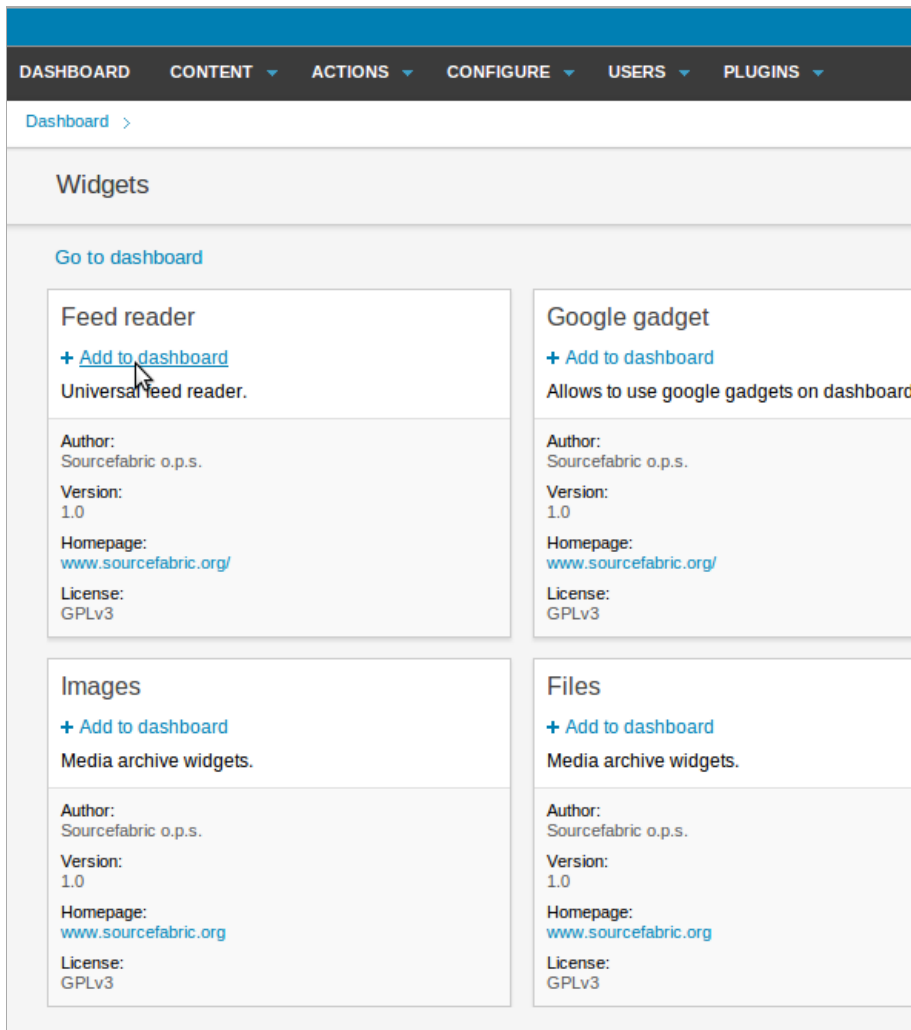
- Your Articles (copy written while you were logged in to Newscoop)
- Recently Modified Articles
- Submitted Articles (the journalists have marked this copy as ready for the editor)
- Recently Published Articles
- Most Popular Articles (by the number of readers)
- Pending Articles (copy which has not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



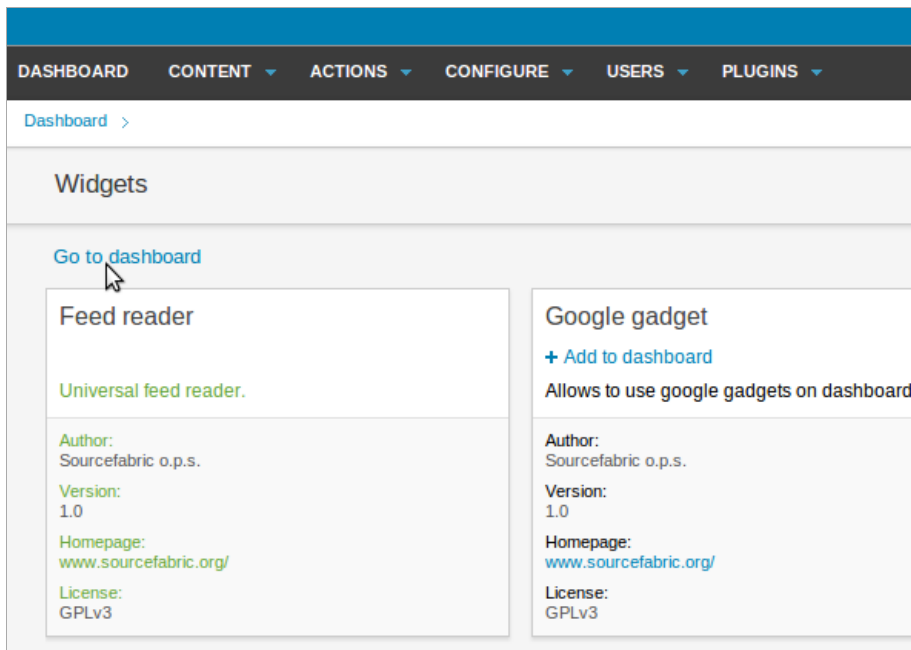
You can move widgets around on the page, delete widgets you don't need, and add new ones, so as to customize the administration interface to suit your needs. Click the Add more widgets link to open a page where you can select from other potential widgets.



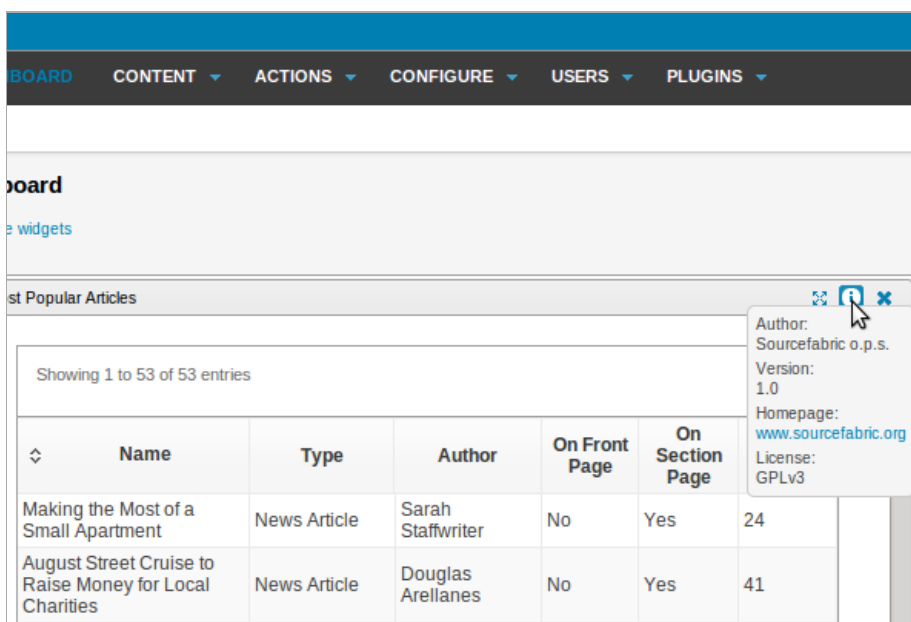
On the Widgets page, click the Add to dashboard link for each widget that you would like to start with. You can refine your choice of widgets later, as you get to know the Newscoop administration interface and its functions.



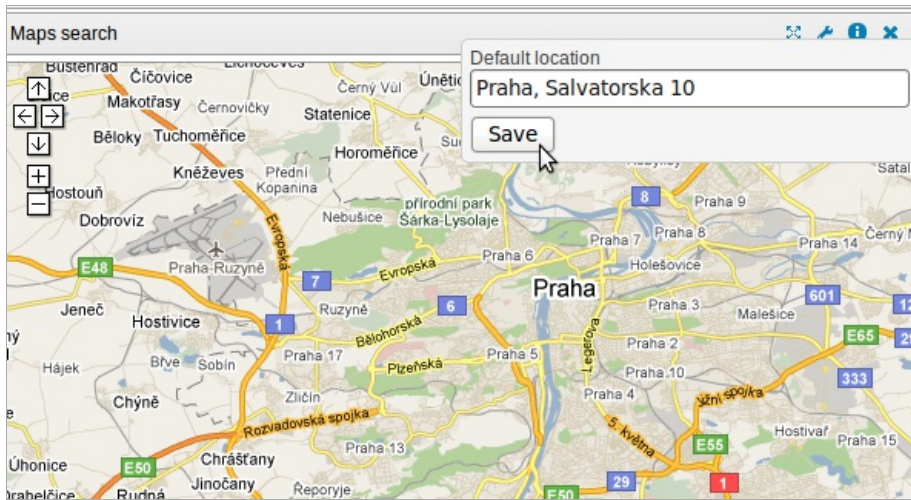
After all the widgets that you require have been added to the Dashboard, they change from black to green text to show that they are active. Click the Go to dashboard link to return to the Dashboard page.



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.



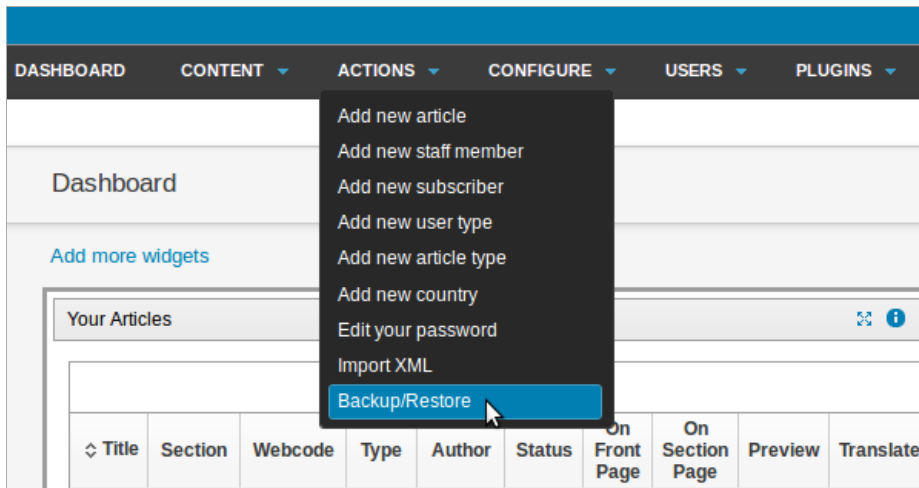
Some widgets also have a spanner (wrench) icon in the upper-right corner, which enables you to adjust a setting for that particular widget. For example, clicking the spanner icon on the Maps search widget lets you set the default map location.



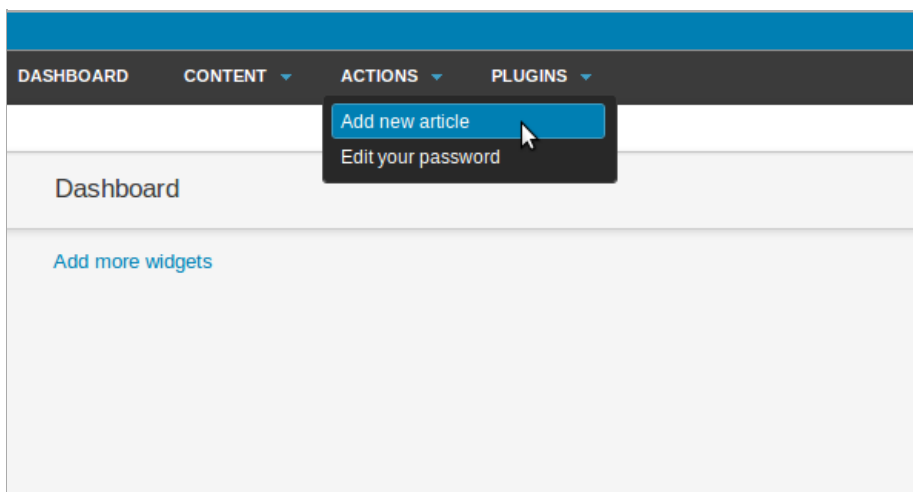
## 5. HOW PERMISSIONS CHANGE THE INTERFACE

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:

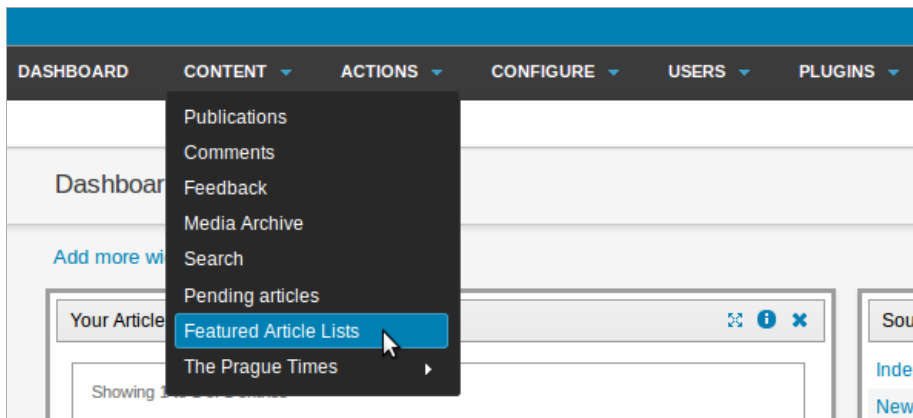


## 6. MAIN MENU

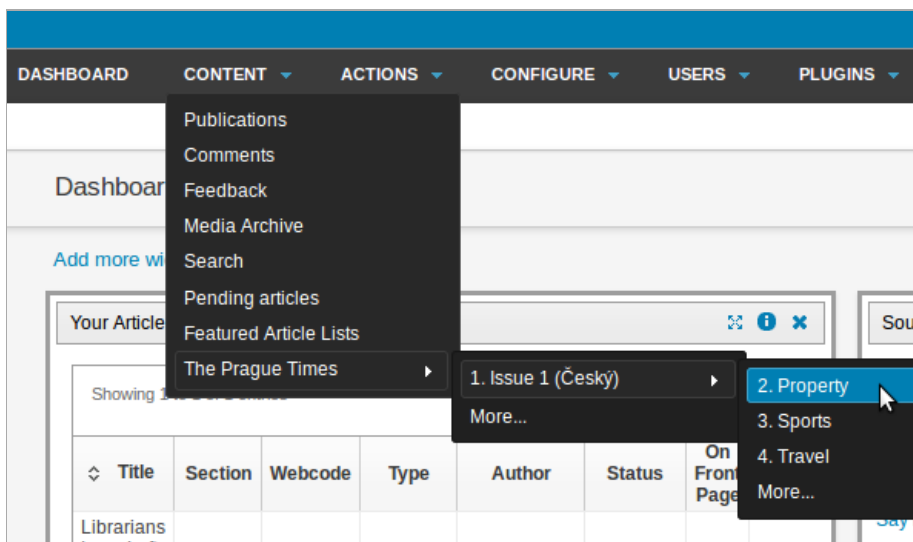
The main Newscoop menu contains a link to the Dashboard page and up to five sub-menus, depending on the permissions of the user who is logged in. These sub-menus are Content, Actions, Configure, Users, and Plugins. The menus shown below are for an administrator user, who has access to all sub-menu options.

### 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.



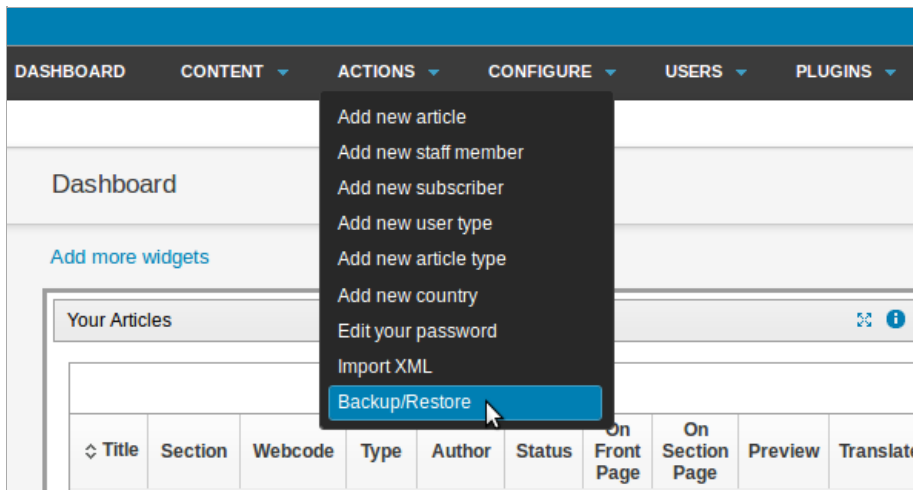
For each available publication, there are quick links to the latest three issues on a sub-menu, and a full list of sections within each issue on further sub-menus.



### 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.

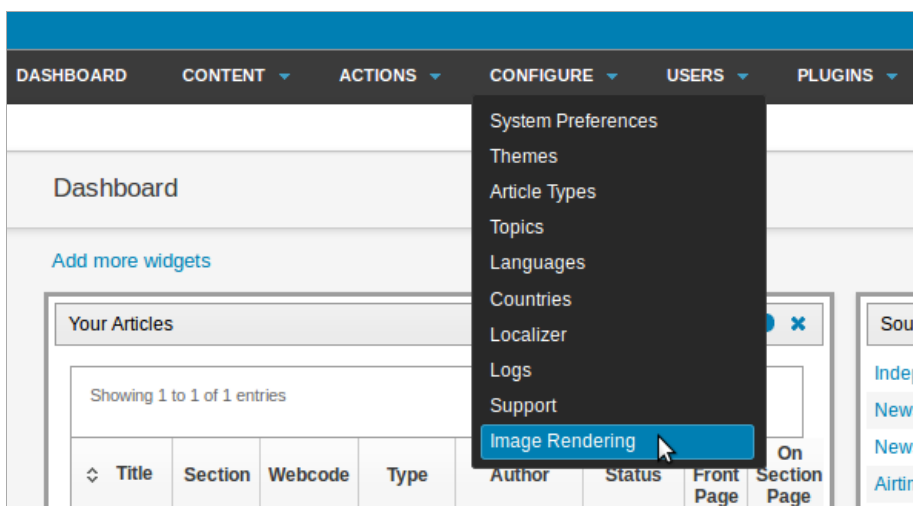




## CONFIGURE

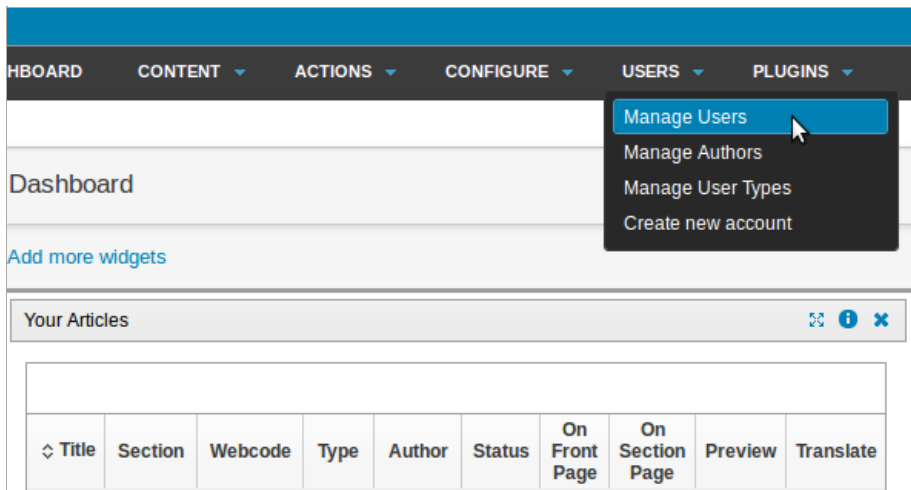
Here you can configure the System Preferences for your publication, and a number of other functions. Themes are the template packages which determine how Newscoop displays content to readers and subscribers. Article Types describe the format of your articles, while Topics allow you to categorize your 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.



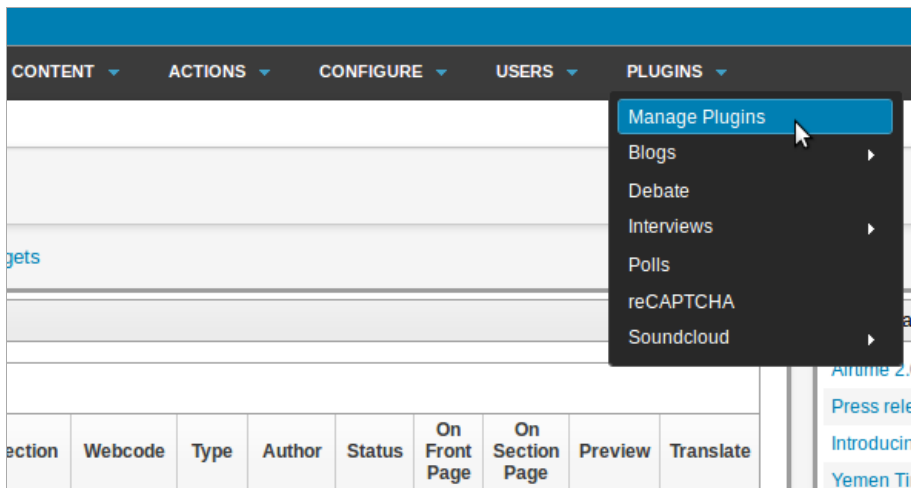
## USERS

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.



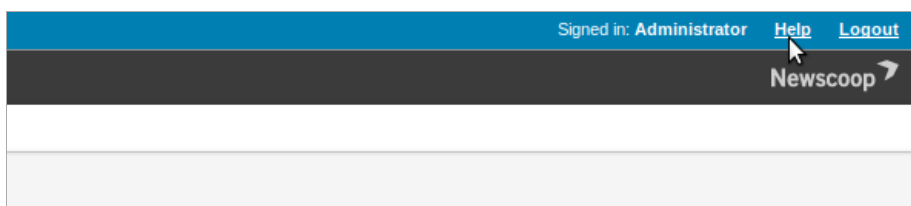
## PLUGINS

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

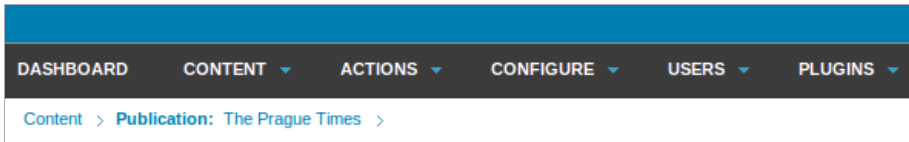
Up in the top right corner of the administration interface are two additional links, to the right of the full name associated with your login account. Help links you to the on-line version of this manual, via the Sourcefabric website, and other support resources. Logout ends your session and returns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



# 7. CREATING A PUBLICATION

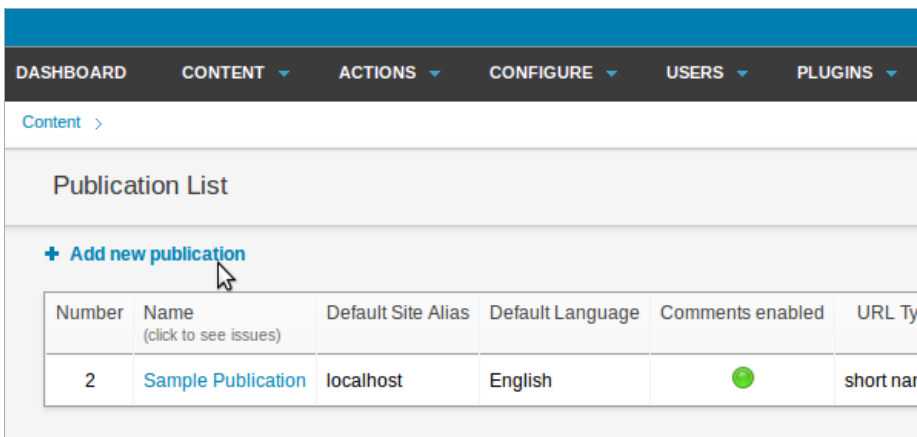
Newscoop content is organized in a hierarchical structure, which conforms to the tradition of newspapers and magazines: Publications, Issues, Sections and Articles. Each publication is made up of issues; each issue is in turn made up of sections, which are comprised of articles.

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:

- Comments enabled? Check this box if you would like your readers to be able to comment on articles
- 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:

---

[Save](#)

## 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.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content > Publication: The Prague Times >

Configure publication

[← Publication List](#)
[Go To Issues →](#)

[+ Add new publication](#)
[✖ Delete](#)

Publication 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.

DASHBOARD
CONTENT
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.

Debates

Edit

Save

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

Attach debate - Mozilla Firefox

newscoop.64studio.com/admin/debate/assign\_popup.php?f\_include=edit.php&f\_lang

← Attach Debate (\*)

Language: Český

Type: Standard

Date begin voting: 2012-03-02 12:00

Date end voting: 2012-03-08 11:59

Title: How great is Newscoop?

Question: Do you agree that Newscoop is the best content management system for news media?

Votes per unique User: 1

Allow not logged in users (\*): No

Results (\*): Daily (\*)

Number of answers: 2

Answer 1 (\*): Yes

Answer 2 (\*): Definitely yes

Save

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

Attach debate - Mozilla Firefox

newscoop.64studio.com/admin/debate/assign\_popup.php?f\_debate\_item=public

Attach Debates [+ Add new Debate](#)

✖ Name (click to edit)	Begin	End
+ 1. How great is Newscoop? (Czech)	2012-03-02 12:00:00	2012-03-08 11:59:00

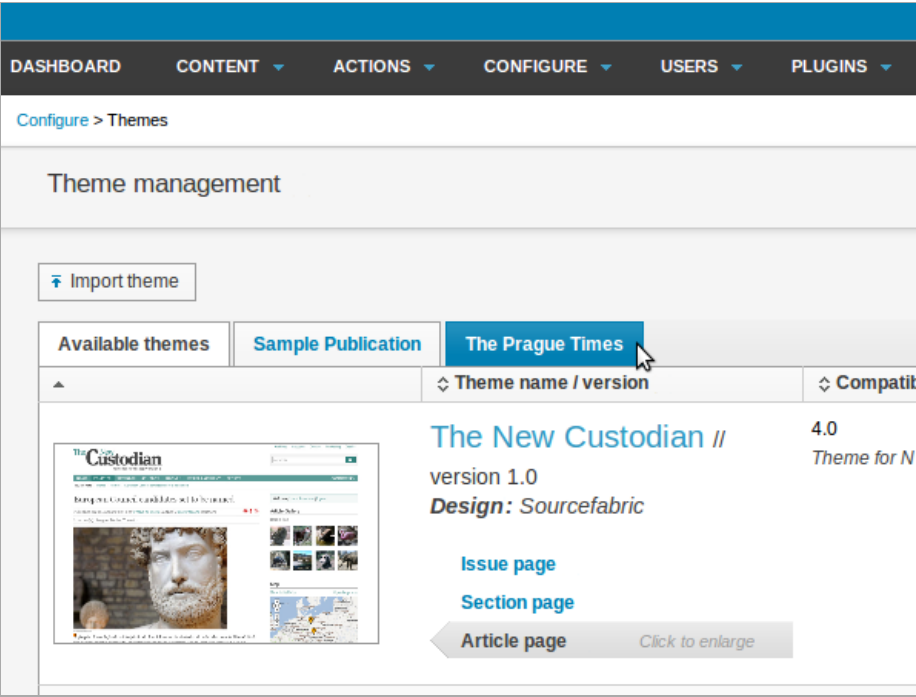
Close

# 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.

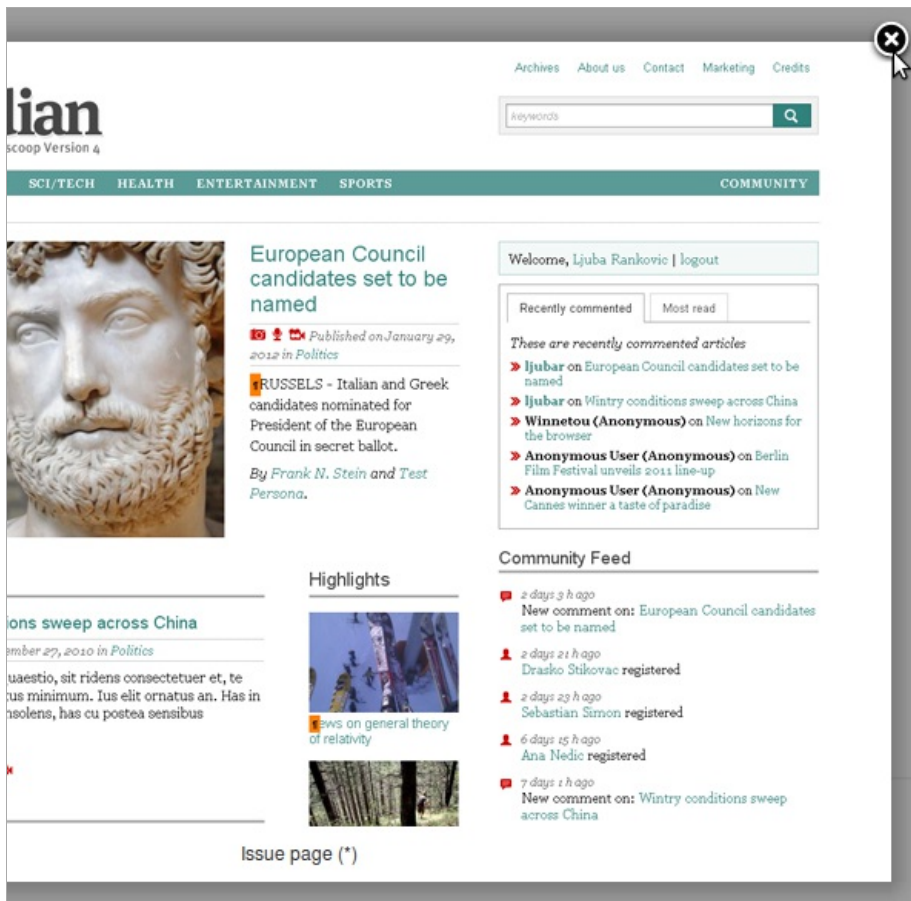
This will open the Theme Management page, displaying a table with the available themes installed by your system administrator, such as The New Custodian or Rockstar. You may also see a theme called Empty which is a skeleton for creating your own theme. See the Newscoop 4 Cookbook technical manual for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

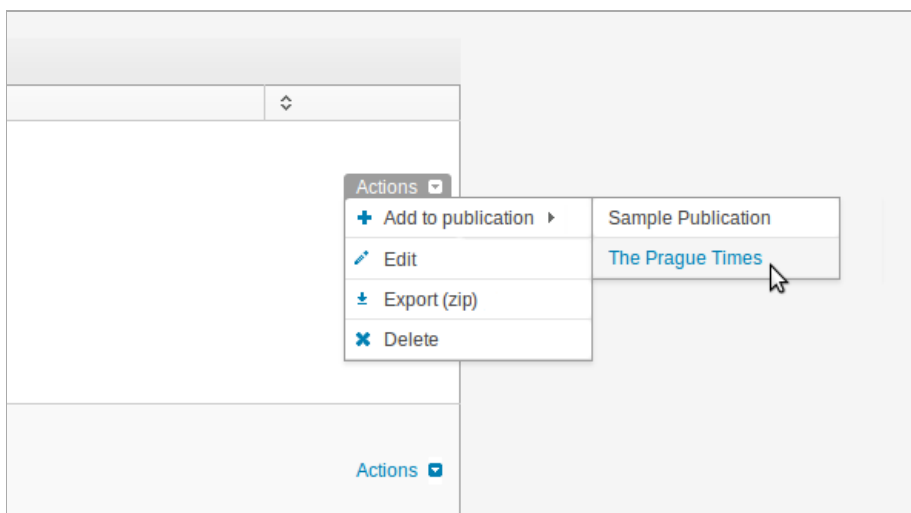


The main templates within each theme can be previewed in the window on the left side of the table, by hovering your mouse over the links for Issue page, Section page and Article page. Click any of the links to open a larger preview in a pop-up window. You can close this pop-up window by clicking the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

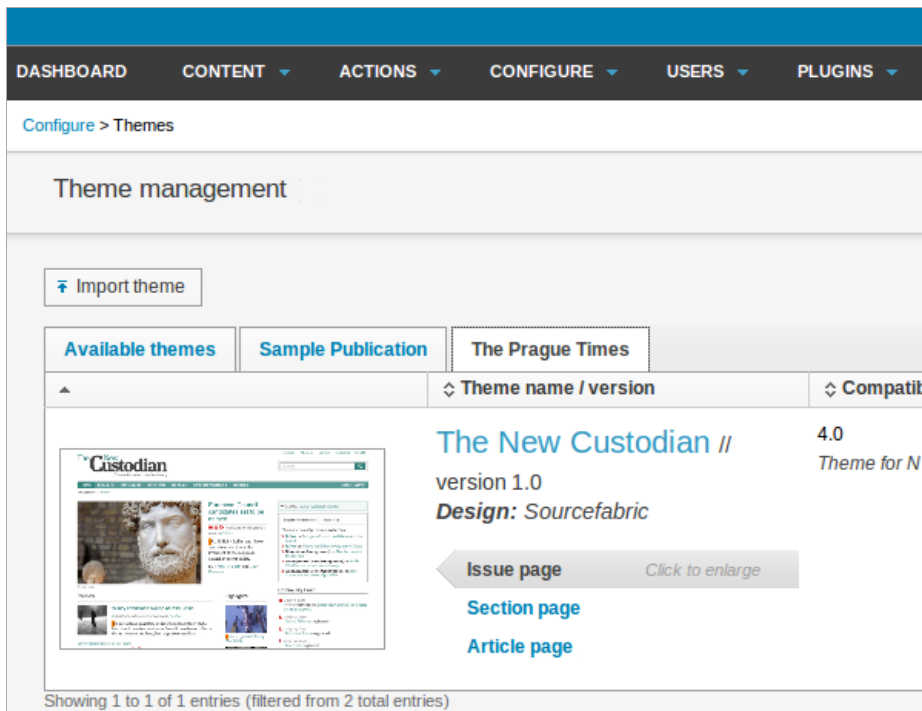




To assign a theme to your new publication, click **ACTIONS** on the right side of the table row for the theme of your choice. On the menu which pops up, click **Add to publication**, then the name of the publication that you have created. This action creates an independent copy of the theme for your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



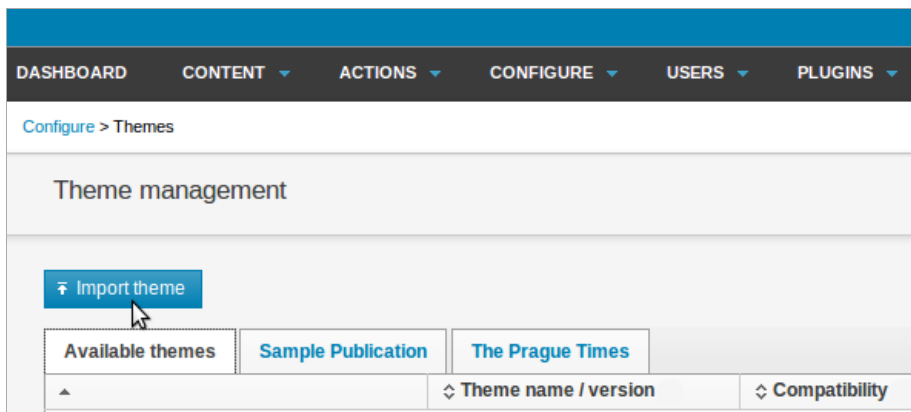
Newscoop should report **Assigned successfully**, just above the **ACTIONS** menu. The tab for your publication should now display the theme that you chose. The theme can be unassigned from the publication using the **ACTIONS** pop-up menu in this tab, if it is not being used by any issue in that publication.



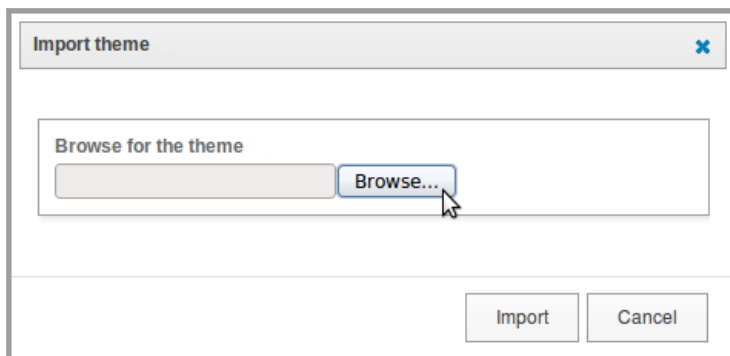
You should now reload the image renditions to suit the new theme - see the chapter Image rendering for details.

## 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.

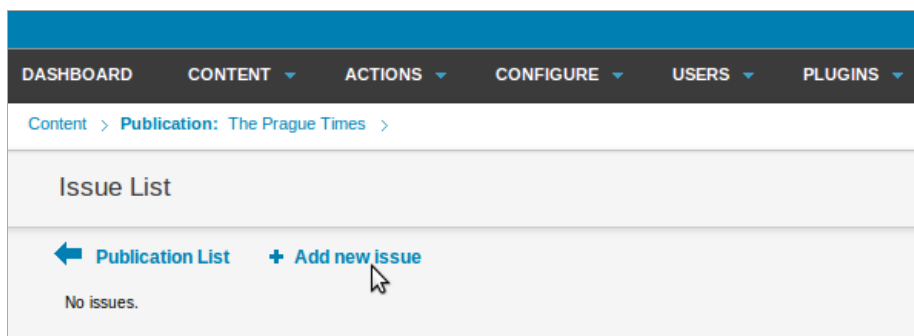


Newscoop should report that the import was successful. The new theme should now be displayed in the table on the Theme management page.

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.

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](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.


USERS ▾

PLUGINS ▾

### Issue Publishing Schedule

Date/Time	Action	Publish all articles	Delete
No events.			

#### Schedule a new action

Date:


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:


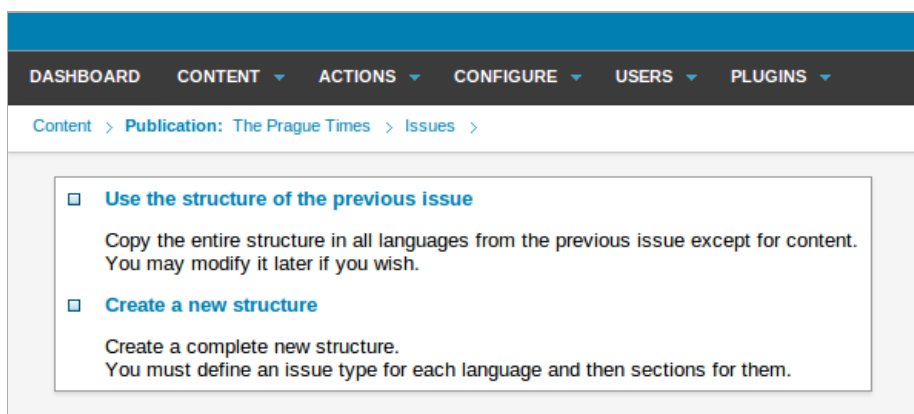
Time:
 :

Action:
 ▾

Publish all articles:
 ▾

## COPYING A PREVIOUS ISSUE

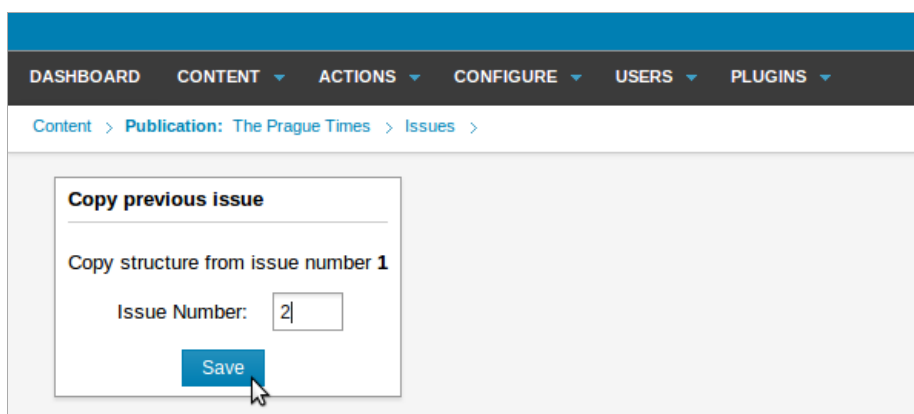
If this is not the first issue you've created, you will see a different page after clicking the **Add new issue** link in the Issue List, with links for two different actions: Use the structure of the previous issue, or Create a new structure.



The screenshot shows a web 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 > Issues >. The main content area displays two options, each with a checkbox and a title:

- ☐ **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.



The screenshot shows a dialog box titled "Copy previous issue". Inside the dialog, it says "Copy structure from issue number 1". Below this, there is a label "Issue Number:" followed by a text input field containing the number "2". At the bottom of the dialog is a blue button labeled "Save". A mouse cursor is pointing at the "Save" button.

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.

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: 2

Name: May 2012

URL Name: 2012\_2

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

32

# 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 the 'Add new section' form. At the top is a navigation bar with links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this is a breadcrumb trail: Content > Publication: The Prague Times > Issue: April 2012 (Český) > Sections >. The main heading is 'Add new section'. Below the heading, there is a form titled 'Add new section'. The form has the following fields: 'Name:' with the value 'Property'; 'Description:' with a rich text editor containing the text 'The hottest real estate deals in Prague'; 'Path:' with the value 'p'; 'Number:' with the value '1'; 'URL Name:' with the value '1'; and 'Subscriptions:' with a checked checkbox and the text 'Add section to all subscriptions.' At the bottom right of the form is a 'Save' button with a mouse cursor pointing at it.



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 **boxAdd** 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: Property

URL Name: 1

Subscriptions: ---

Description:

**B** *I* U ABC ↺ | [List Icons] | [Link Icon] [Unlink Icon] | [Image Icon] [Media Icon] [Table Icon] | [Paragraph] Font Size

The hottest real estate deals in Prague

Path: p

Default templates

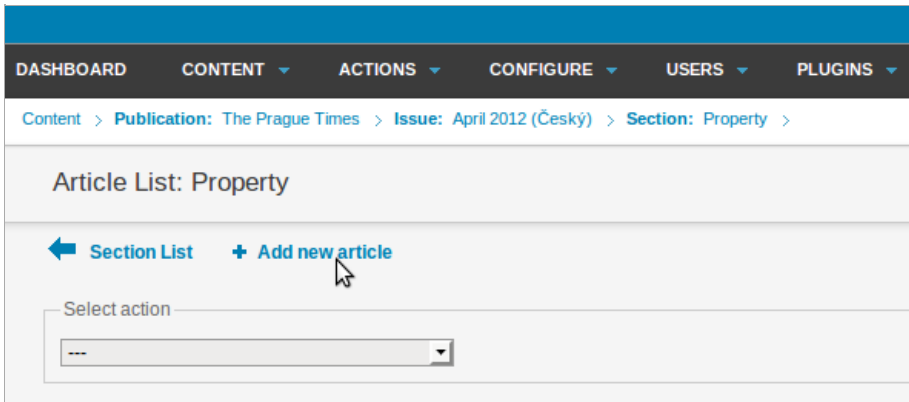
Section Template: <default>

Article Template: <default>

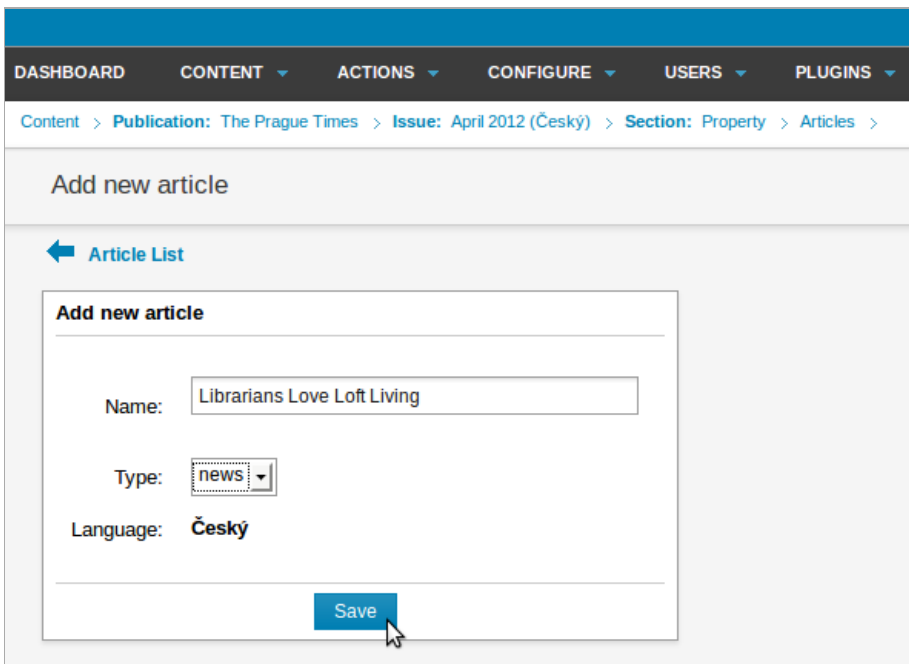
Here, you may wish to select custom templates for this new section and its articles from the drop-down menus. If you don't have custom templates for specific sections, you can use the default section and article templates instead. Then click the **Save** button, further down the page, to confirm your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

# 1. 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.

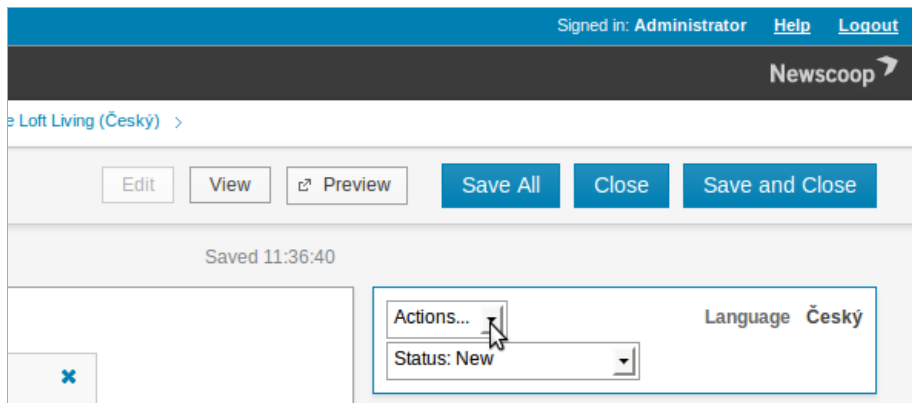
When you click the Save button, you will be taken to the Edit Article page.

# 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.



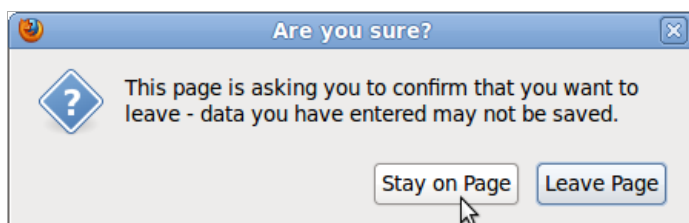
### Edit, View and Preview buttons

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

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <span style="font-size: small;">⋮</span> Author ▾         </div> <div style="border: 1px solid #ccc; padding: 2px;">Jane Q. Reporter</div>
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> <span style="font-size: small;">⋮</span> Photographer ▾         </div> <div style="border: 1px solid #ccc; padding: 2px;">James Q. Photographer</div>

+ 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 f

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

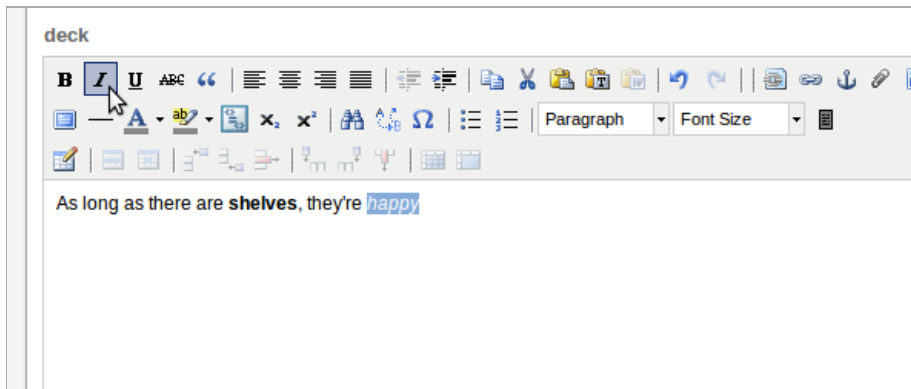
Individual comments can be Approved for publication, Hidden or removed with Delete, using the radio buttons immediately below the comment. A comment can be edited and then saved with the Save comment button, made more prominent on the article page with the Recommend button, or responded to with the Reply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

# 13. USING THE TINYMCE EDITOR

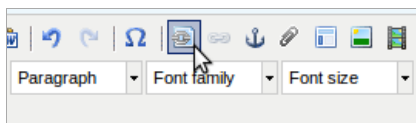
The text editor in Newscoop (a program called TinyMCE) enables contributors to perform extensive article formatting from within a web browser. You may be familiar with most of the functions of TinyMCE from using word processors such as Microsoft Word or OpenOffice.org: functions such as bold, italic,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

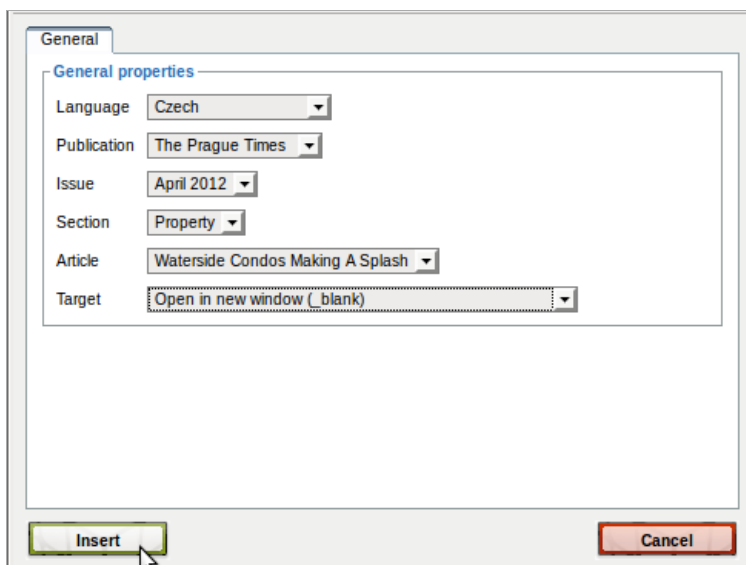


The editor that you see in your own Newscoop installation may look different to the one shown above, depending on the extent of your user permissions. The editor should contain all the functionality you need for your publication, but if you feel something vital is missing, you could discuss the matter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

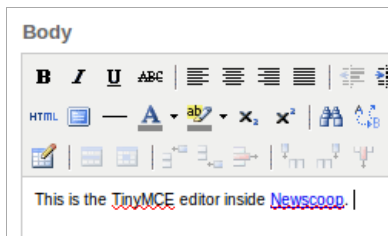
There are several Newscoop-specific features in the editor. The first is Insert/edit internal link, which enables you to select a word or phrase from your article and link it to an article within the same Newscoop publication, or within another publication on the same Newscoop server.



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.

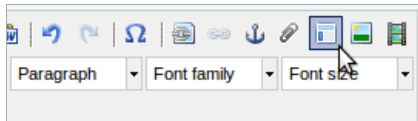


After you click the Insert button, the internally linked text will be shown in blue and underlined, like a web link.

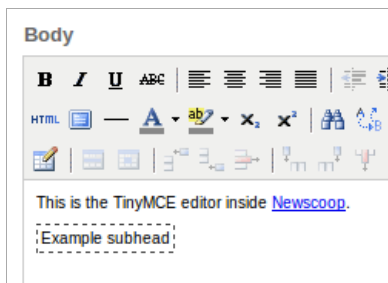


Selecting some text in the article then clicking the File Attachment paperclip icon in the TinyMCE toolbar opens a pop-up window. This window enables you to create a download link from the specific word or phrase selected to one of the files attached to the article. See the chapter The Sidebar for details of how to attach files to articles.

Another 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.

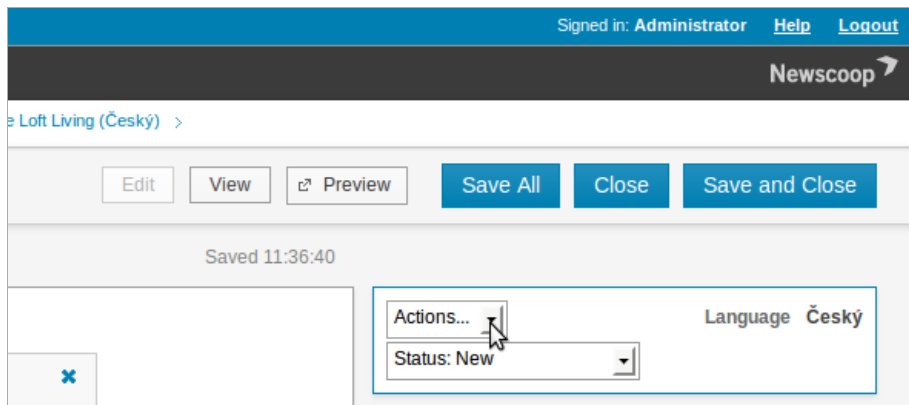


To the right of the Newscoop Subhead icon, click the Insert image picture icon to select from the images attached from the article, or click the Insert/Edit Embedded Media film-strip icon to insert a link to a video file. Attaching images to articles is covered in the chapter The Sidebar.

# 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.

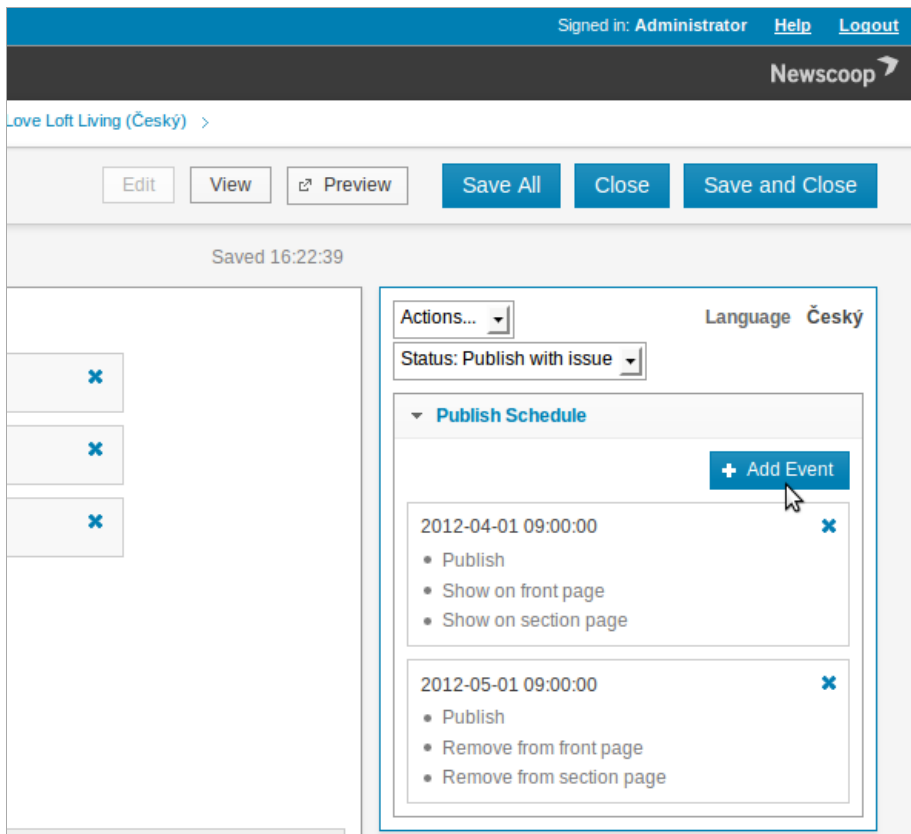
## THE LANGUAGE MENU

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.



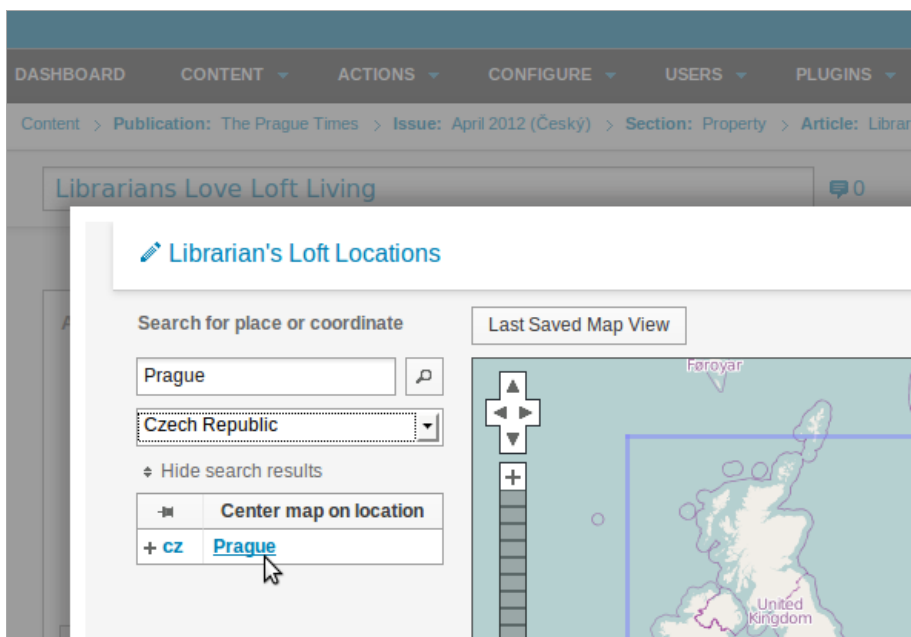


Note that the date fields have a fixed syntax of YYYY-MM-DD (four year digits, two month digits and two day digits, in that order). If you enter dates manually in any other format, you may get incorrect results.

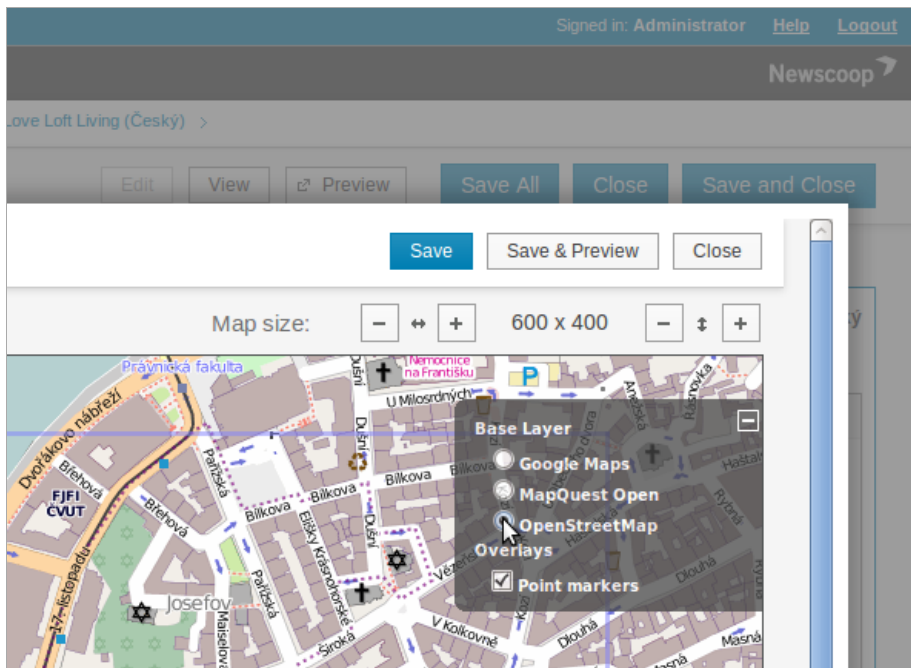
## GEOLOCATION

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.

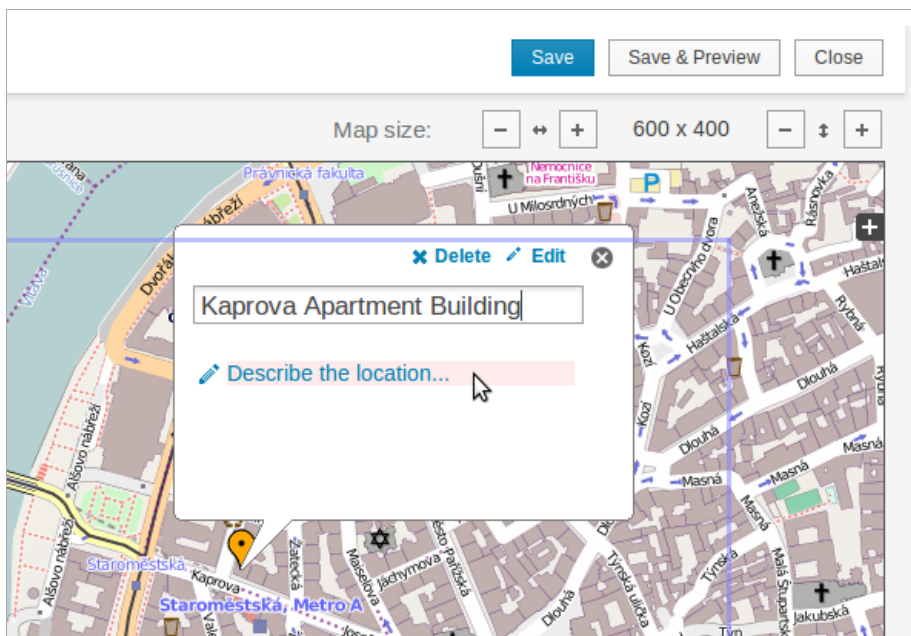
First, enter a title for the map, and then search for a place name to centre the map on. Click the place name in the search results to centre the map on that location. Then use the vertical control on the left side of the map, with plus and minus buttons, to zoom in to an appropriate scale.



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.



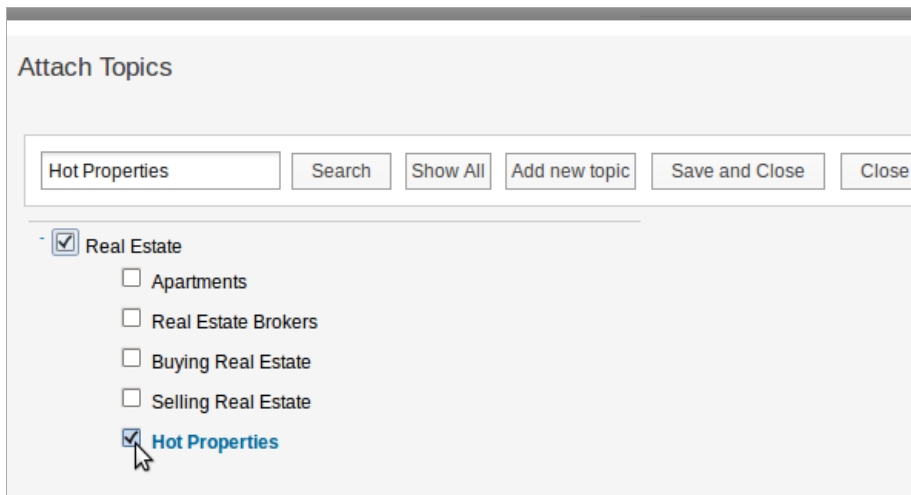
You can now add points of interest to the map by clicking on places, and entering names and descriptions for them.



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

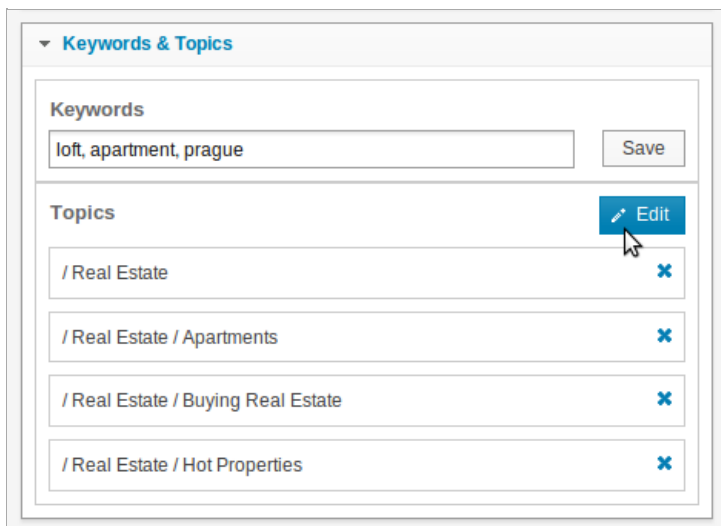
Click in the Keywords field to enter words that describe your article to search engines, then click the Save button. In the Topics box, click the Edit button to select from a list of topics and subtopics in a pop-up window. Topics allow you to set attributes for the article, which may be used to display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



The 'Attach Topics' dialog box has a title bar 'Attach Topics'. Below it is a toolbar with a text input field containing 'Hot Properties', and buttons for 'Search', 'Show All', 'Add new topic', 'Save and Close', and 'Close'. The main area shows a tree structure of topics. 'Real Estate' is expanded and checked. Under it are 'Apartments', 'Real Estate Brokers', 'Buying Real Estate', 'Selling Real Estate', and 'Hot Properties'. 'Hot Properties' is also checked and highlighted in blue. A mouse cursor is pointing at the 'Hot Properties' checkbox.

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.

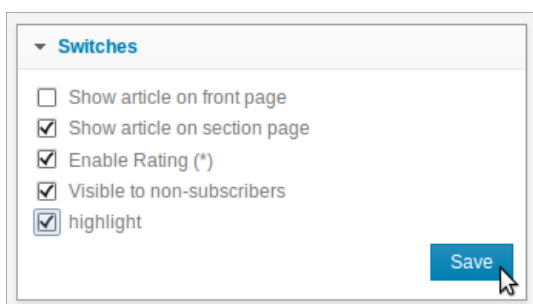


The 'Keywords & Topics' sidebar has a title 'Keywords & Topics'. It contains two sections: 'Keywords' and 'Topics'. The 'Keywords' section has a text input field with 'loft, apartment, prague' and a 'Save' button. The 'Topics' section has an 'Edit' button (pencil icon) and a list of topics. Each topic row shows a path (e.g., '/ Real Estate', '/ Real Estate / Apartments', '/ Real Estate / Buying Real Estate', '/ Real Estate / Hot Properties') and a blue 'X' icon on the right. A mouse cursor is pointing at the 'Edit' button.

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

## SWITCHES

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



The 'Switches' dialog box has a title 'Switches'. It contains a list of five switches, each with a checkbox: 'Show article on front page' (unchecked), 'Show article on section page' (checked), 'Enable Rating (\*)' (checked), 'Visible to non-subscribers' (checked), and 'highlight' (checked). A 'Save' button is at the bottom right. A mouse cursor is pointing at the 'Save' button.

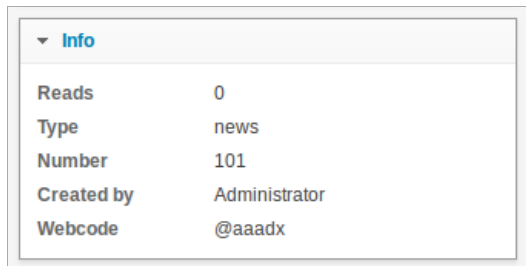
The switches for the default Article Type of 'news' are:

- **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.

- **Enable Rating:** Check this box if you wish logged-in readers to be able to rate this article. The New Custodian theme includes an example five-star rating widget.
- **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

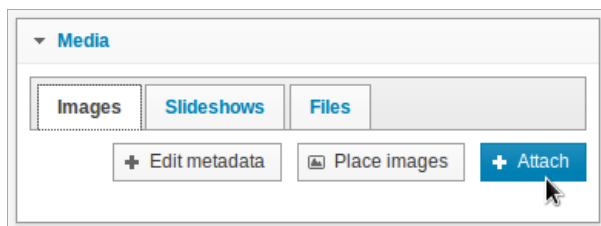
The Info box displays general information about the article.



- **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.

## Attached images

No images attached to article.

[Add New Image](#) [Media Archive](#)

+

### Select files

Add files to the upload queue and click the start button.

Filename
<div>Drag files here.</div>

[Add files](#)
[Start upload](#)

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.

[Add files](#)
[Start upload](#)

Specify image url if you want to load it.

URL:

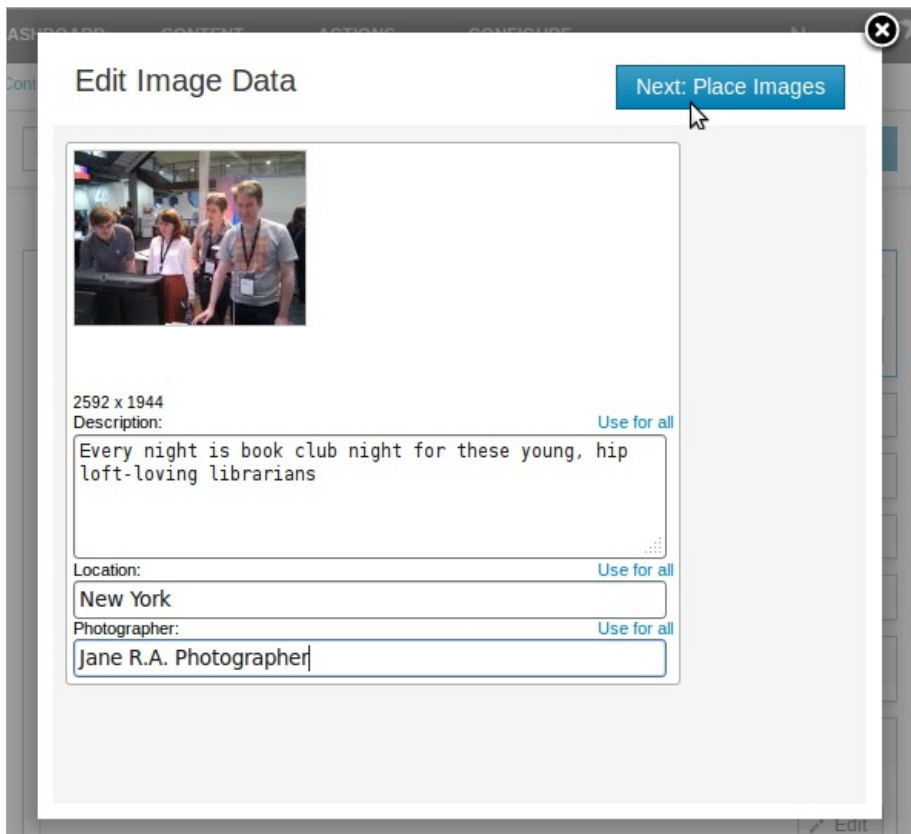
Then click the button **Next: Upload and edit metadata** in the upper right corner to enter details of the image.

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

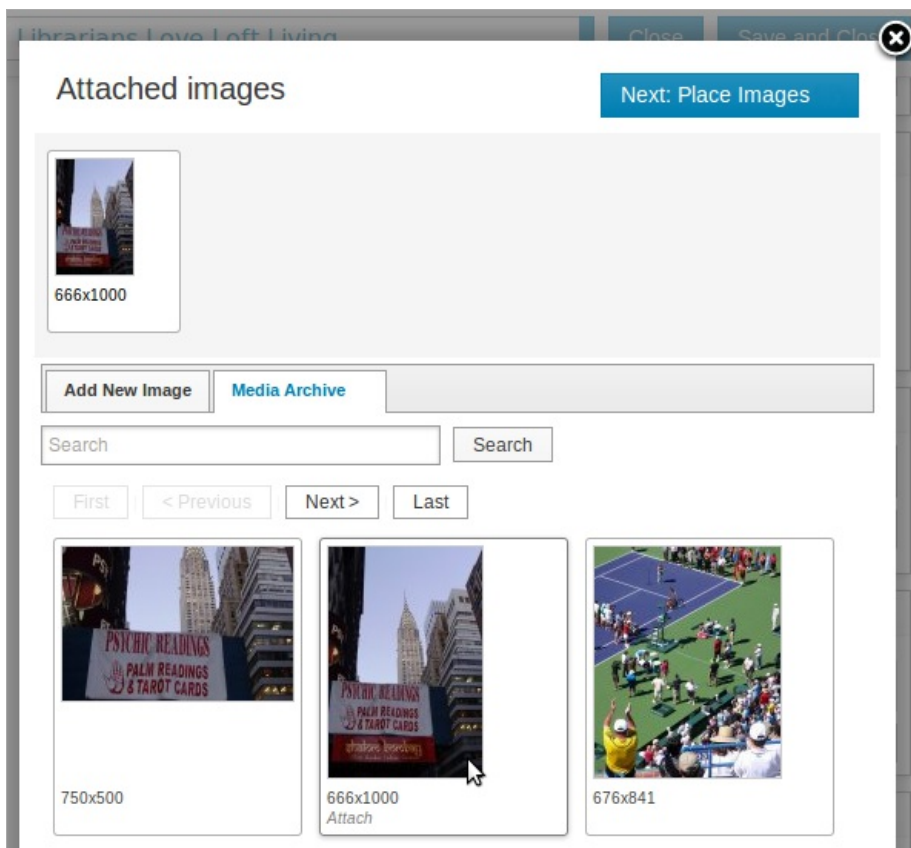
×

Next: Upload and Edit Metadata

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.

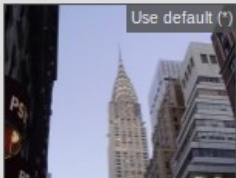


Another tab in the pop-up window enables you to attach an existing image from the Media Archive. There is a Search box for searching the text metadata of these existing images, such as location or photographer names.




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.

## Place Images




Use default (\*)

articlebig  
crop 600x450




sectionthumb  
crop 250x167



square  
crop 150x150

### Attached images



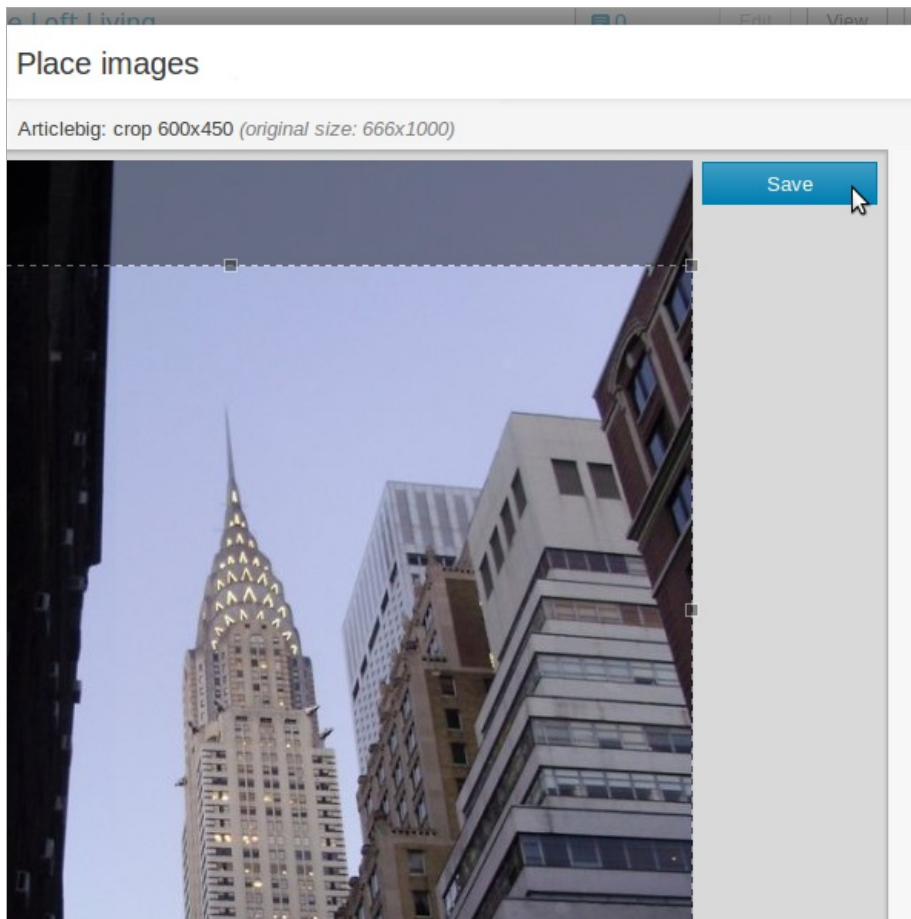
666x1000

☐

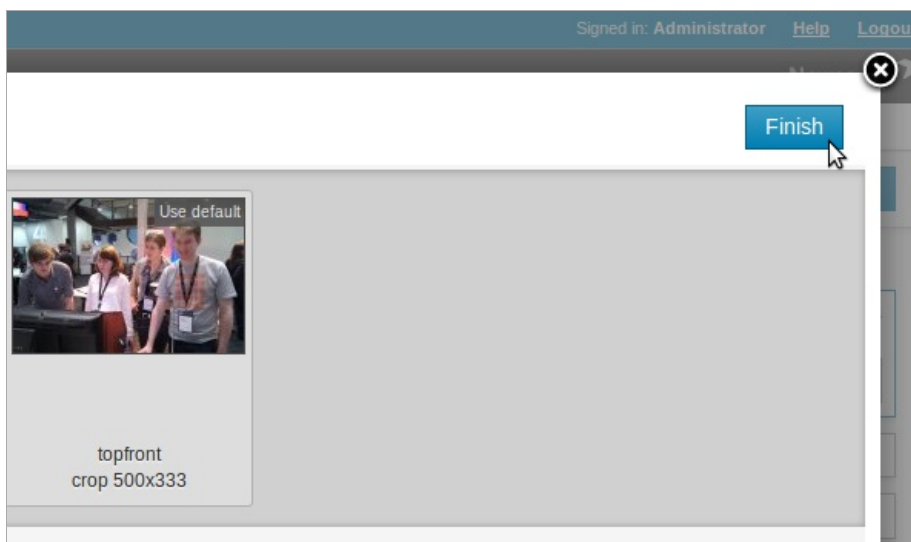
☐ Set selected as default image

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.

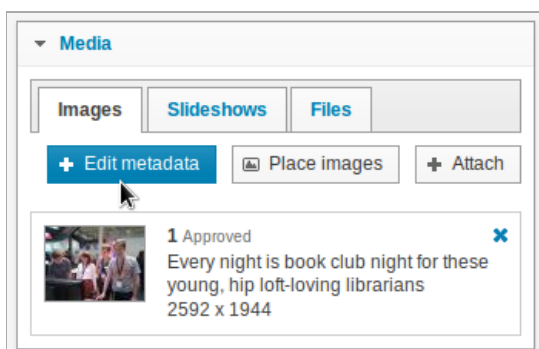
You can adjust the cropping of an image rendition by double-clicking on it. A crop box will appear over the full-size image. Use your mouse to move and resize the crop box to your satisfaction, and then click the **Save** button. When you have finished adjusting the cropping of all the image renditions,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



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

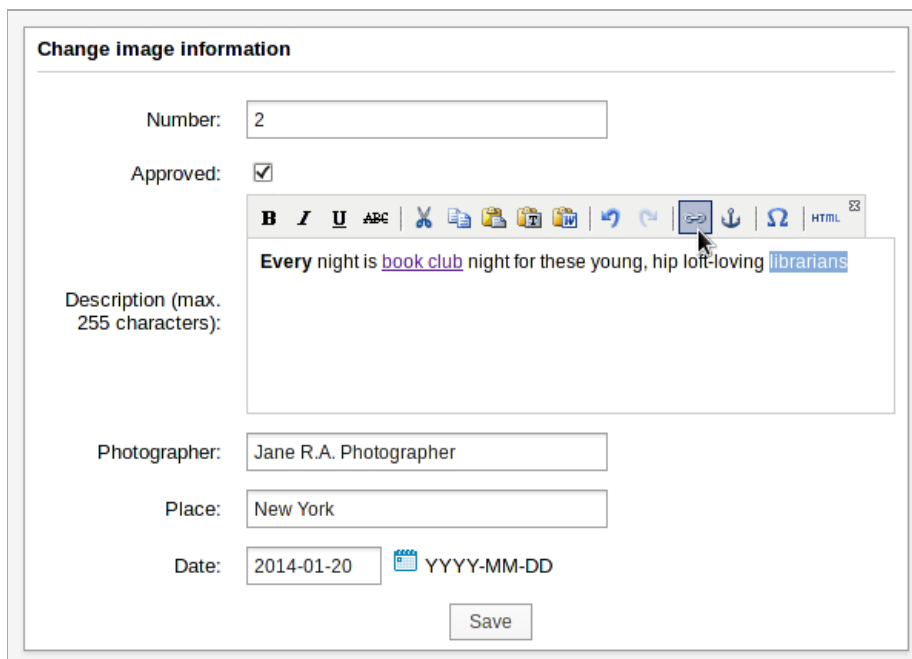


Captions can be edited later by clicking the Edit Metadata button, which opens the Edit Image Data box.





Should rich text captions be enabled (see the chapter System preferences), click in the Description box to open a WYSIWYG editor toolbar which enables you to add formatting to the image caption. Click the small x icon in the upper right corner of the toolbar to close it.

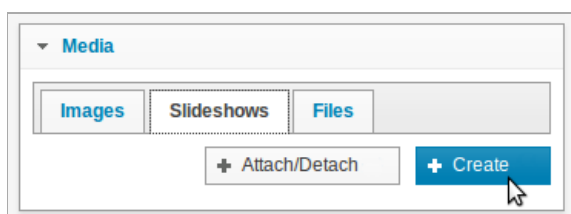


The 'Change image information' form contains the following fields and controls:

- Number:** A text input field containing the value '2'.
- Approved:** A checkbox that is checked.
- Description (max. 255 characters):** A rich text editor area. The toolbar includes buttons for Bold (B), Italic (I), Underline (U), ABC (font color), Cut, Copy, Paste, Text color, Background color, Undo, Redo, Link, Unlink, Source code, and a close (X) button. The text area contains the text: "Every night is book club night for these young, hip loft-loving librarians".
- Photographer:** A text input field containing 'Jane R.A. Photographer'.
- Place:** A text input field containing 'New York'.
- Date:** A date picker showing '2014-01-20' and a label 'YYYY-MM-DD'.
- Save:** A button at the bottom right.

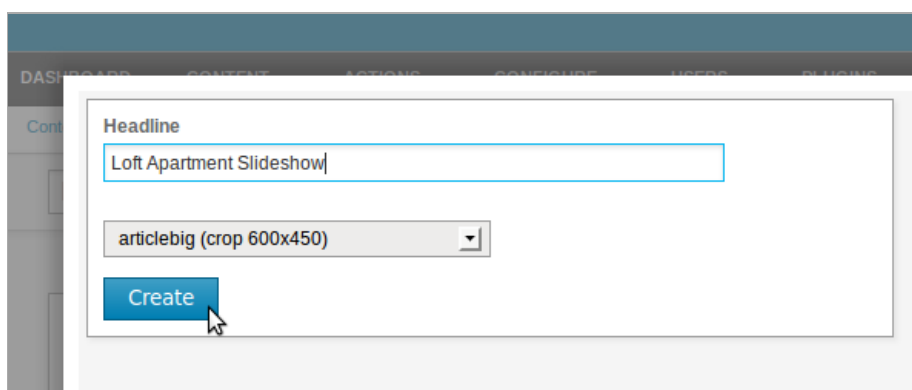
## SLIDESHOWS

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.



The 'Media' section has three tabs: 'Images', 'Slideshows', and 'Files'. The 'Slideshows' tab is selected. Below the tabs are two buttons: '+ Attach/Detach' and '+ Create'.

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.



The pop-up window for creating a slideshow contains the following elements:

- Headline:** A text input field containing 'Loft Apartment Slideshow'.
- articlebig (crop 600x450):** A drop-down menu showing the selected rendition size.
- Create:** A blue button at the bottom left.

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.


DASHBOARDCONTENTACTIONSCONTACTUSUSERSSETTINGS

Content

# Slideshow

Loft Apartment Slideshow

Save headline




2592x1944

Video URL


Add video

Attached images

Media Archive



2592x1944



666x1000

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

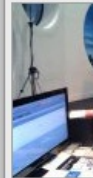
51

## Slideshow

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

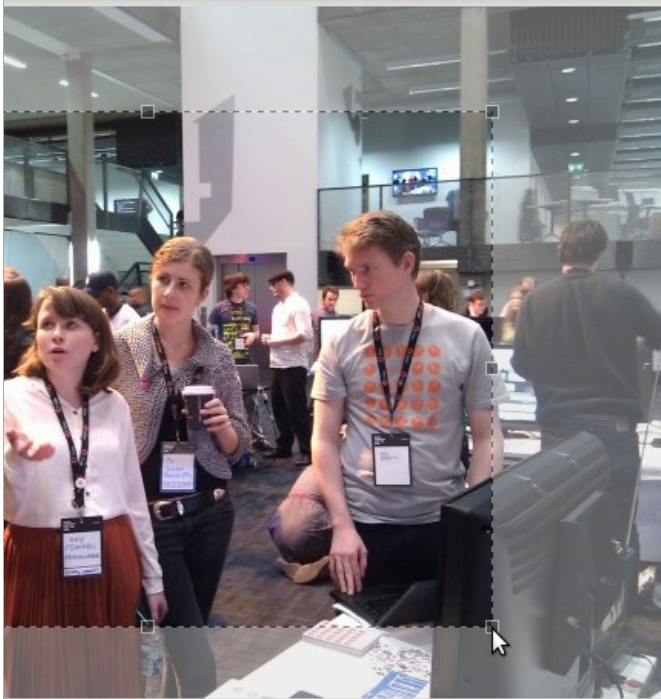


What shall we read tonight?



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.

nal size: 2592x1944)



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


Dashboard
Content
Actions
Configure
Users
Planning

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

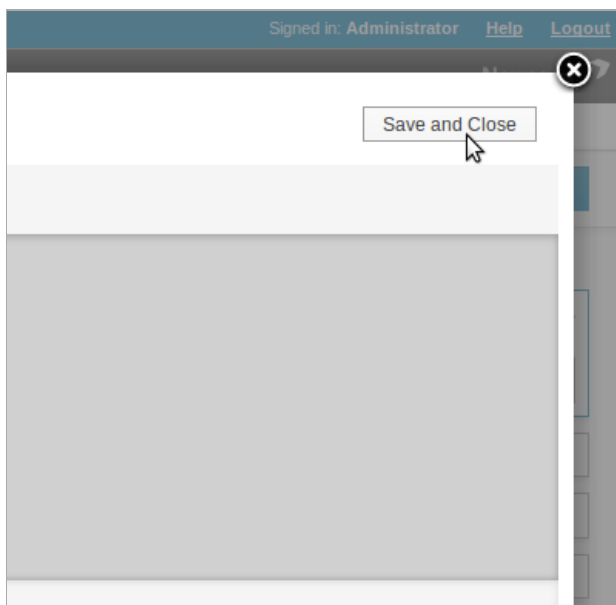


2592x1944

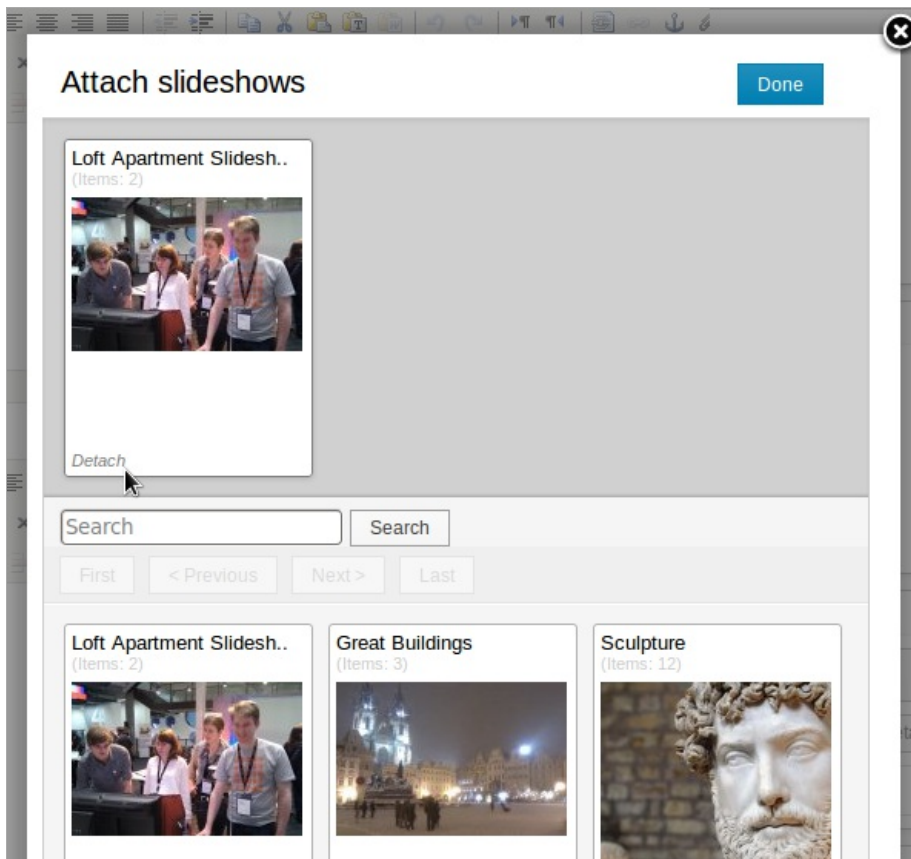


666x1000

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

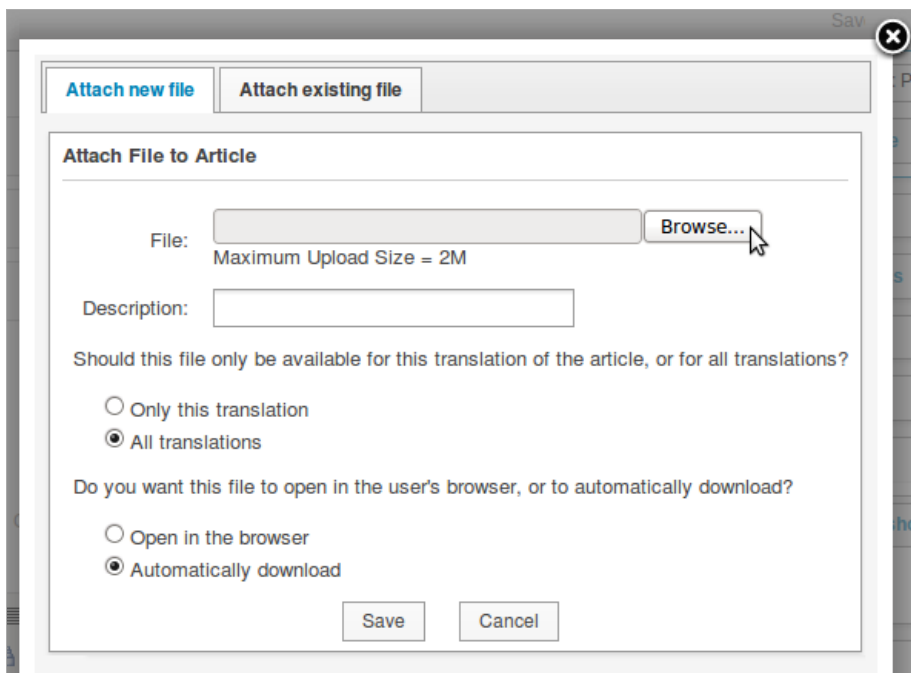


To edit the slideshow later, click on its name in the **Slideshows** tab of the **Media** box. Existing slideshows can be attached or detached from the article being edited by clicking the **Attach/Detach** button. This action opens the **Attach slideshows** box.



## 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.



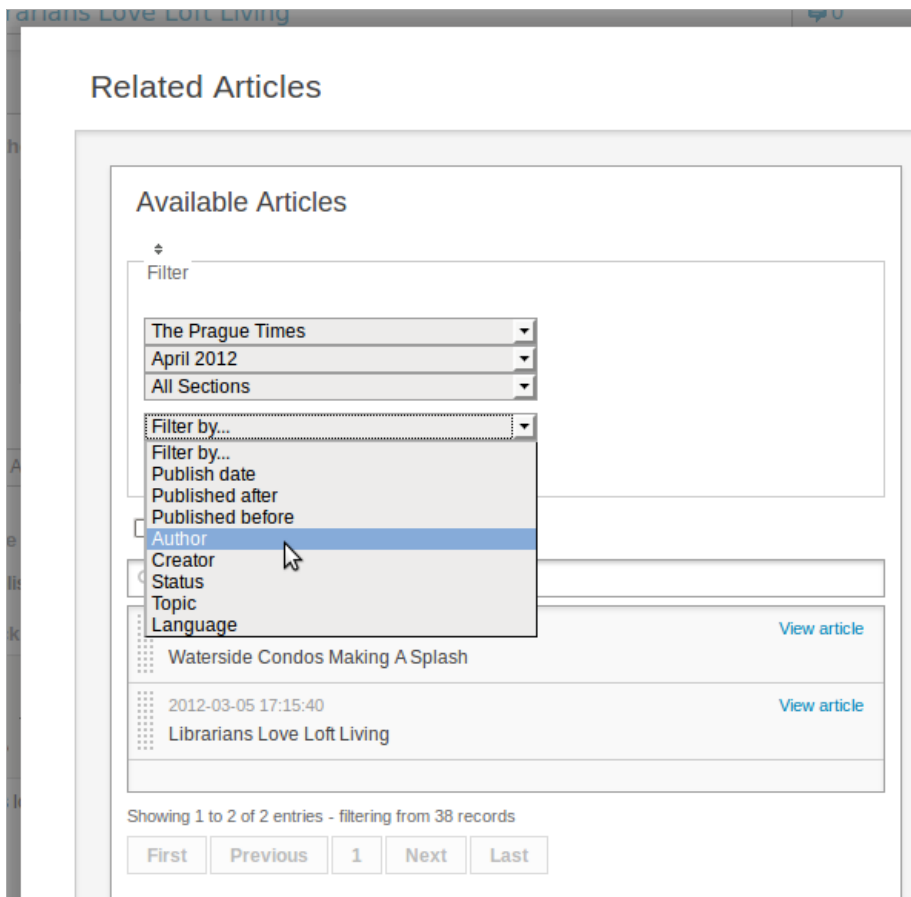
Enter a Description for the file, and optionally click the radio buttons to set translation and download options. Then click the Save button.

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.

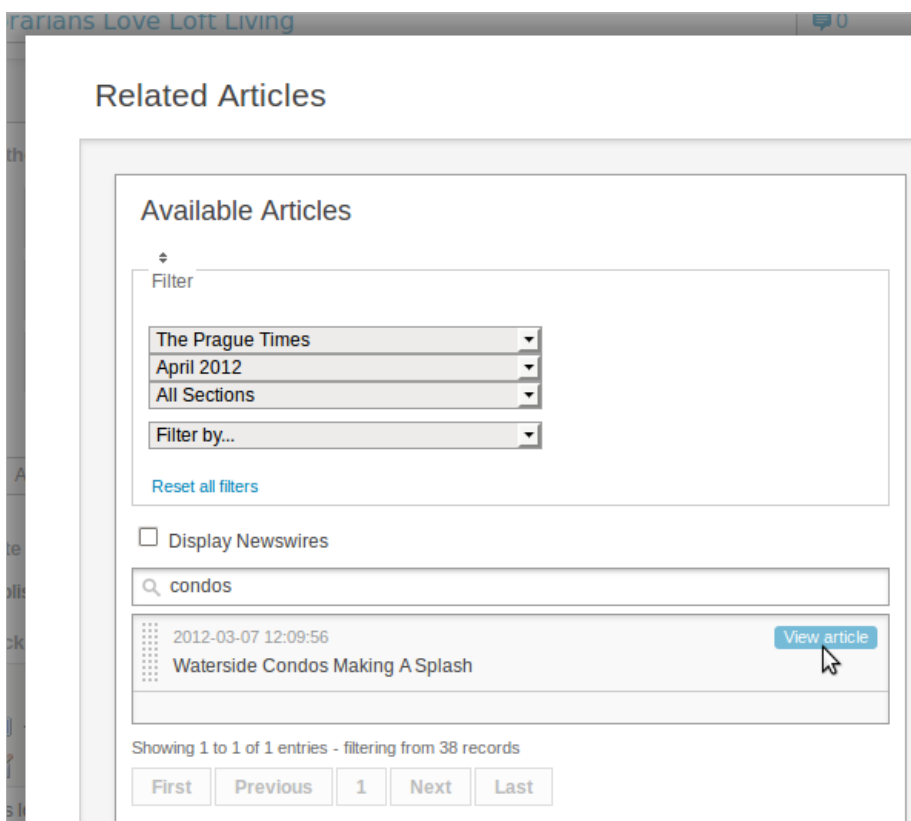
Files that have been uploaded to the Newscoop server remain available in the Attach existing file tab, even if they are not presently attached to an article.

## 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.

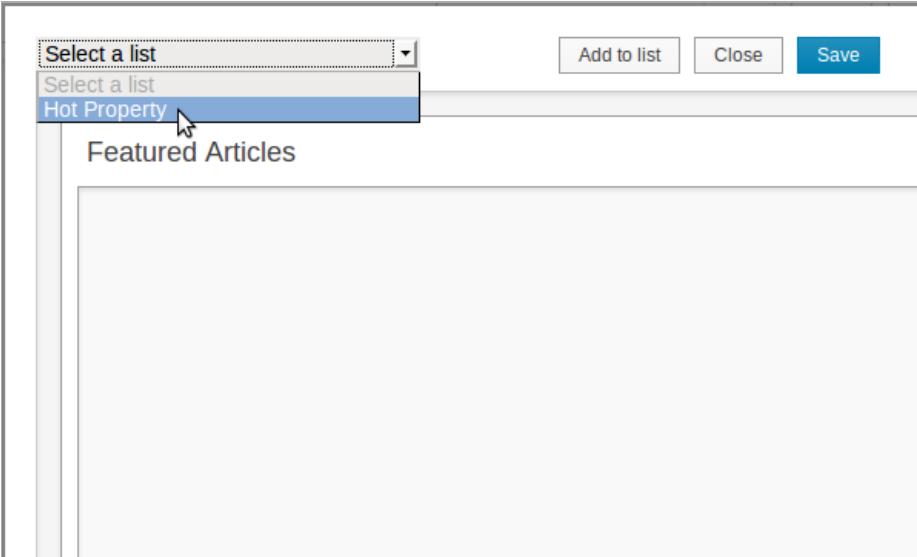


When you have decided on a related article in the search results, drag and drop it into the Related Articles list on the right side of the pop-up window. Items in the list can be dragged to sort them into a new order. Then click the Save button. When the list is complete, click the Close button to return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

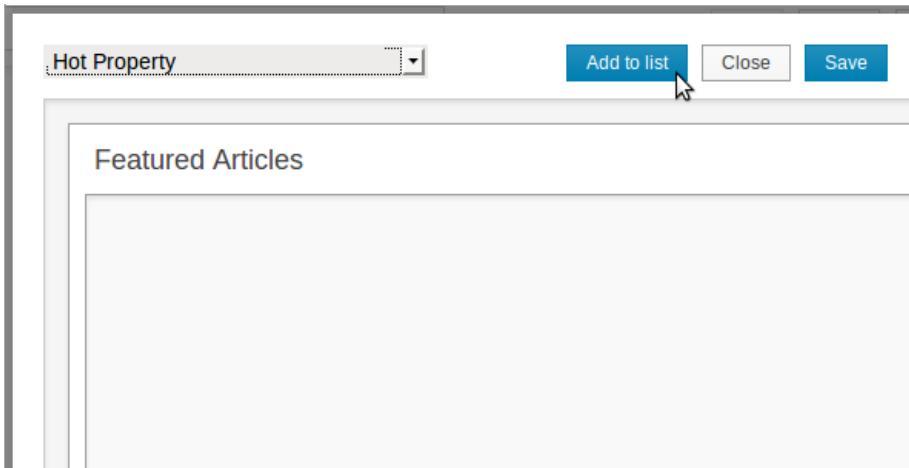


**FEATURED ARTICLE LISTS**

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.



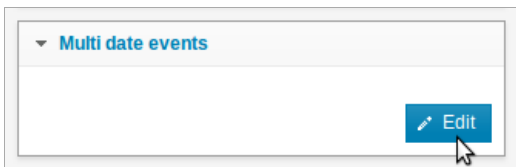
Click the Add to list button to add the current article to this specific featured article list. Drag and drop the articles in the list to change the ordering, if you wish, then click the Save button.



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

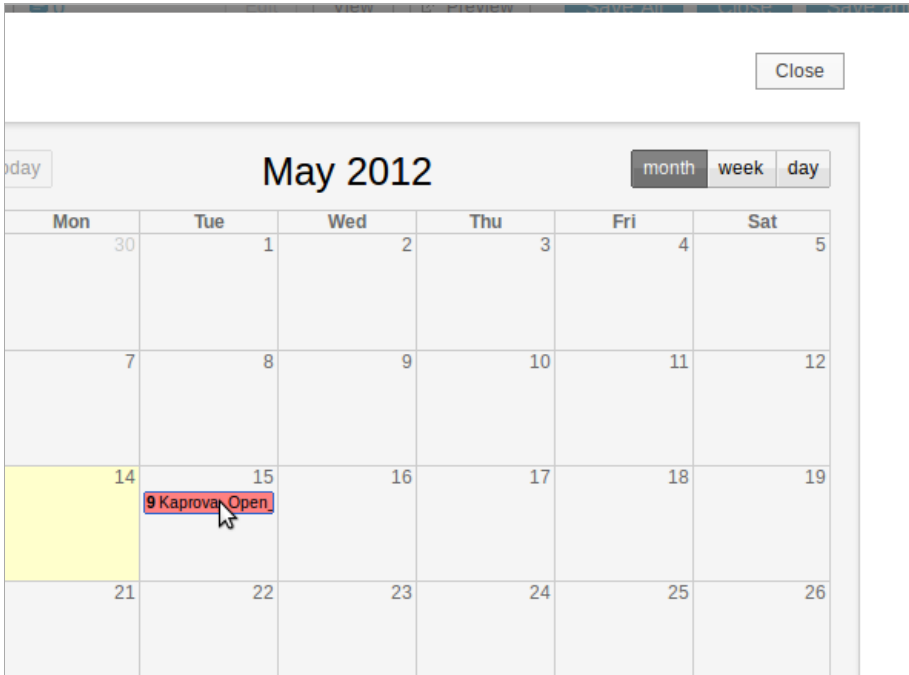
◀

▶

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.



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 (Český) >

Edit View Go to live article Save All Close Save and Close

Saved 15:56:54

Actions...  
Unlock  
Delete  
Duplicate  
Translate  
Move

Language Český

chedule

+ Add Event

Either action opens a page which enables you to set a newArticle 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.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

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

Translate article

Article List

Back to Edit Article

Translate article

Article name (Český): Librarians Love Loft Living

New article name: New York Librarians Love Loft Living

Language: 

DeutschEnglishEspañolFrançaisHrvatskiNederlandsPolskiPortuguêsRomânăSrpskohrvatskiSvenskaΕλληνικάБеларускаяРусскийСрпски (Кирилица)عربيქართული中文繁體中文한국어

Newscoop 4.0, the open content manage  
© 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.



The names of any points of interest which remain hidden will be struck out in the Geolocation box of the Sidebar.

Saved 11:56:58


Actions...

Status: New

Language

Český

▼ Geolocation



Preview

Remove

Edit

Prague

~~Berlin~~

~~Toronto~~

65



# 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.

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

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

First Previous 1 Next Last

Display 10 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.

ACTIONS ▾
CONFIGURE ▾
USERS ▾
PLUGINS ▾

ian > Issue: issue1 (English) > Section: Cars > Article: August Street Cruise

Article is locked

The article has been locked by Petr Jašek (petr.jasek) 28 minute(s) ago.

Unlock
View
Cancel

## 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.

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

Status: Publish  
Status: Submit  
Status: Set New  
Toggle: 'On Front Page'  
Toggle: 'On Section Page'  
Toggle: 'Comments'  
Publish Schedule  
Unlock  
Delete  
Duplicate  
Duplicate to another section  
Move

	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	@aaaade	news	James Q. Reporter	Publi

For example, if you select Toggle: 'On Front Page', Newscoop will display the selected articles on the front page of your publication, if the articles have been published and the issue they belong to is the latest one. A small green pop-up window will confirm that the action has been processed. Some actions will take you to another page, because they require further input. These actions requiring additional input include Publish schedule, Duplicate to another section, and Move.

The article list also allows you to rearrange articles as they appear on your section page, if your section template supports this feature. To move an article's position in the list, simply click anywhere in its row, hold the mouse button down, and drag the row to the position that you require. The new arrangement of the articles is not finalized until you click the Save order button underneath the Article List.

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.

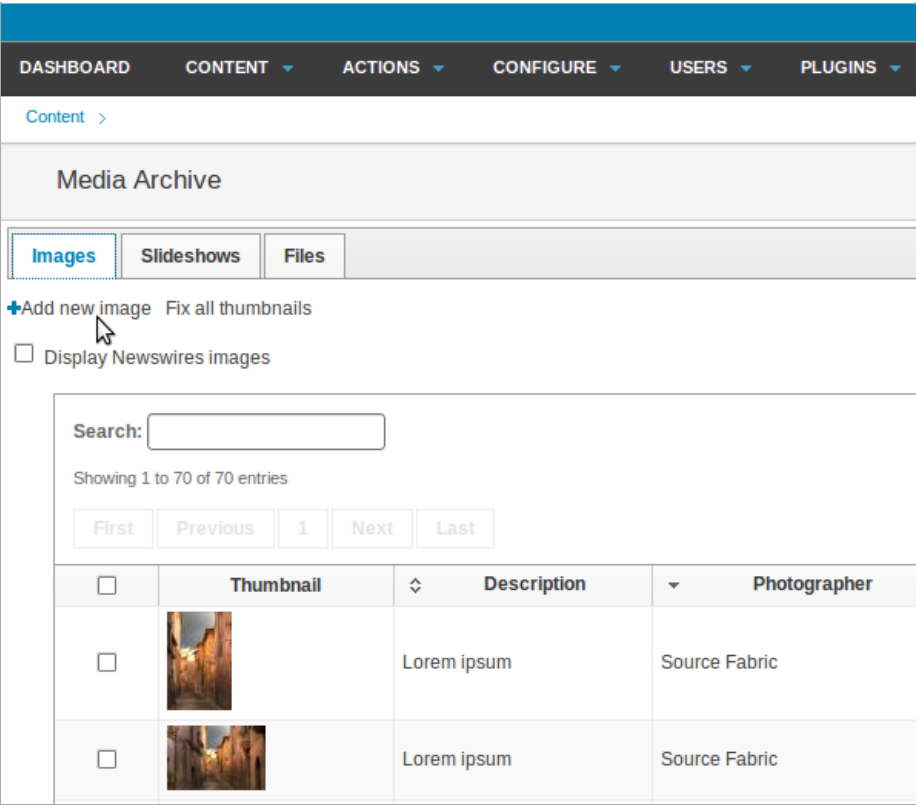
## FEEDBACK

The Feedback page on the Content menu is similar in function to the Comments page, except that Feedback messages can only be sent by logged-in Newscoop users, such as staff or subscribers. Feedback messages do not have to be attached to or displayed as part of any particular article, and can also have image or document attachments. For instance, they can be used by subscribers to send images from a breaking news event to the publication.

In order for feedback messages to work, there has to be a link to the feedback form in the templates of your publication.

# 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.



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.


DASHBOARDCONTENT ▾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.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Content >

Search

Filter

All Publications
All Issues

Filter by...

Filter by...
Publish 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:

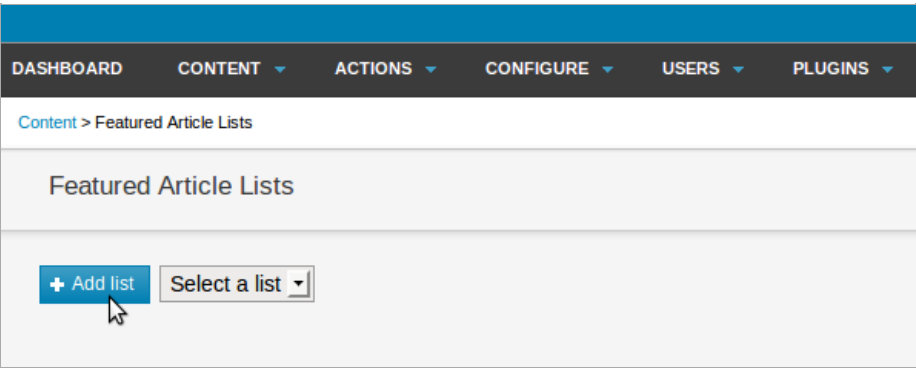
Showing 1 to 5 of 5 entries - filtering from 42 records

First
Previous
1
Next
Last

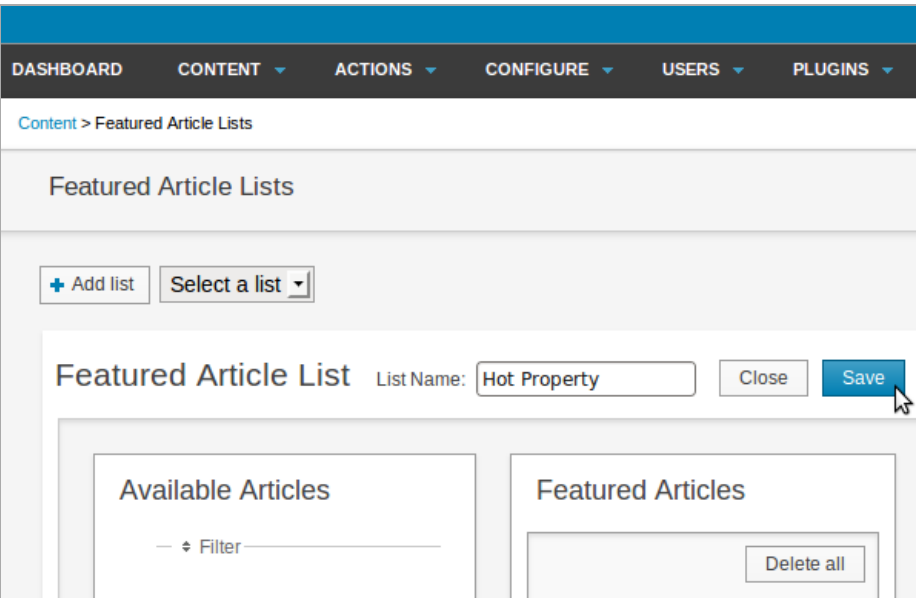
<input type="checkbox"/>	↕ Title	Section	Webcode	Type	Author	Preview
<input type="checkbox"/>	Gigantoraptor Discovered in Mongolia (en)		@aaaea	news	Sarah Staffwriter	<a href="#">Preview</a>
<input type="checkbox"/>	Gigantoraptor Not Discovered in Mongolia (en)		@aaaeg	news	Sarah Staffwriter	<a href="#">Preview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

# 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.



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 kilograms, standing twice as tall as a human, with a solid tail and 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 member of the oviraptorids, a group of flightless feathered dinosaurs closely related to birds, which mostly weighed less than 80 kilograms. Known since the 1920s, oviraptorids were toothless and probably omnivorous. "Gigantoraptor would be a strange animal in any environment," says Tom Holtz of the University of Maryland in College Park.

The partial fossil skeleton was found in Inner Mongolia and is from a young adult about 8 metres long. Many of Gigantoraptor's features are unique, suggesting dinosaurs were more diverse than has been recognised, says lead author Xu Xing of the Institute of Vertebrate 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 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.

#### Error List

---

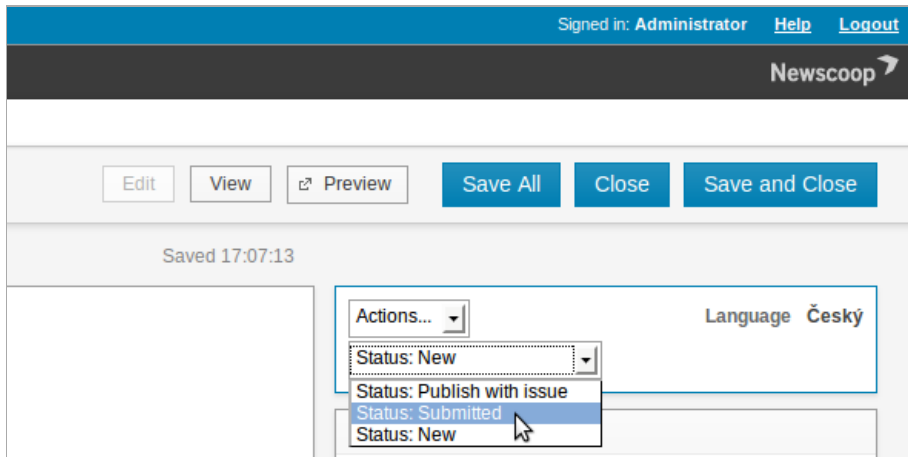
#### **Gigantoraptor Discovered in Mongolia**

The article type field "*highlight*" does not match any field from XML input file.

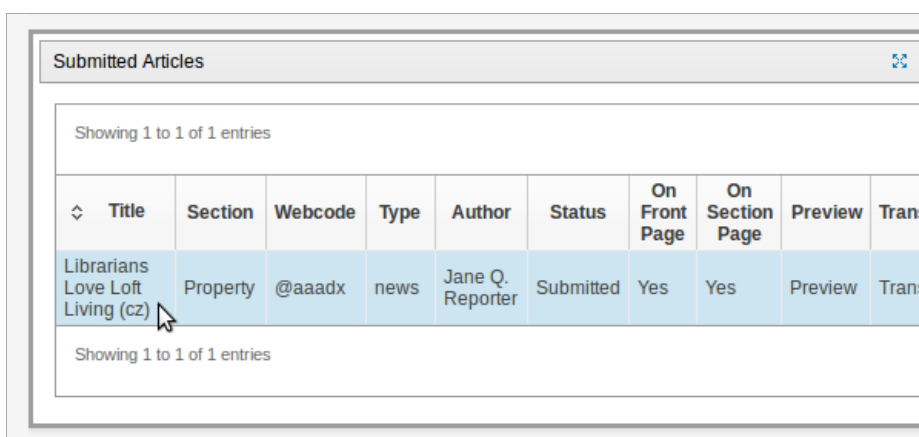
Should the XML file be incorrectly formatted altogether, Newscoop will refuse to import it.

# 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.



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.

The screenshot shows the Newscoop user interface. At the top, a blue header bar contains the text "Signed in: Administrator" and links for "Help" and "Logout". Below this is a dark grey bar with the "Newscoop" logo. The main content area has a light grey background. At the top of this area is a row of buttons: "Edit", "View", "Preview", "Save All", "Close", and "Save and Close". Below these buttons, a status bar indicates "Saved 17:12:46". The main workspace is divided into two panels. The left panel is empty. The right panel contains a form with a dropdown menu labeled "Actions..." which is open, showing options: "Status: Submitted", "Status: Publish with issue" (highlighted by a mouse cursor), "Status: Submitted", and "Status: New". To the right of the dropdown is a "Language" dropdown set to "Český". Below the dropdown is a "+ Add Event" button.

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.

The screenshot shows the Newscoop user interface, similar to the previous one. The header and top navigation are the same. The status bar now indicates "Saved 16:51:56". In the right panel, the "Actions..." dropdown is closed, and the "Status: Submitted" option is selected. Below the status dropdown is a section titled "Publish Schedule" with a dropdown arrow. At the bottom right of this section is a "+ Add Event" button, which is highlighted by a mouse cursor.

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.

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

Authors

Author

Photographer

Author

+ Add another author

Date

Created: 2012-03-05 17:15:40

deck

**Schedule a new action**

Date: 2012-04-30

Time: 09 : 00

**Actions**

Publish: Publish

Front page: ---

Section page: Show on section page

Save Close

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.

Signed in: Administrator Help Logout

Newscoop

Edit View Preview Save All Close Save and Close

Saved 16:51:56

Actions...

Status: Submitted

Language Český

**Publish Schedule**

+ Add Event

2012-04-30 09:00:00

- Publish
- Show on section page

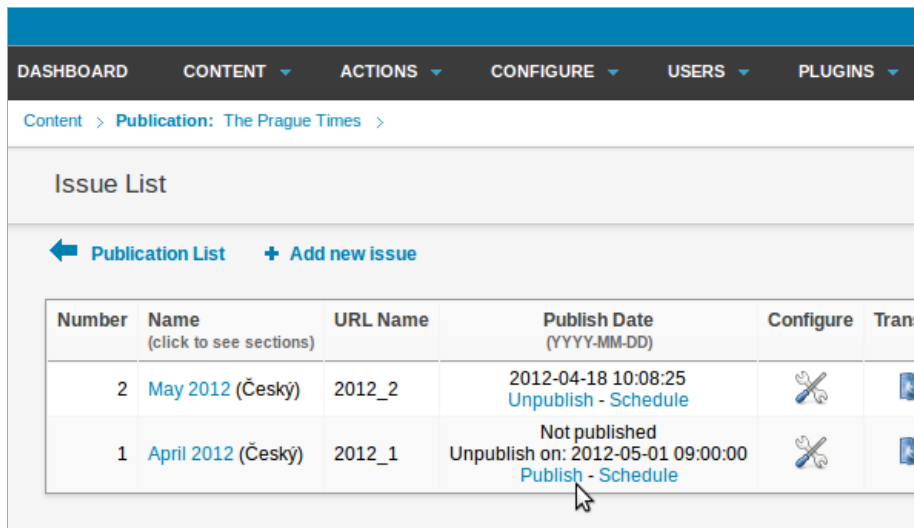
Once the event is created, the actions will be performed automatically for you on the date and at the time you specified. After the event time, the Status drop-down menu will change to Published, and the event will no longer be shown in the Publish Schedule box.





# 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.

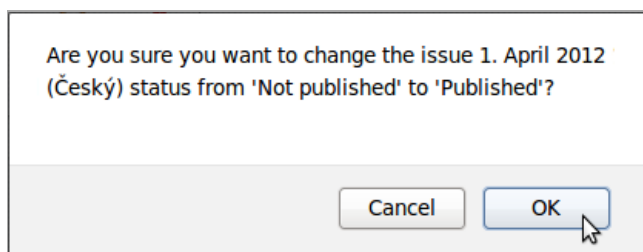
## PUBLISHING IMMEDIATELY

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.



Number	Name (click to see sections)	URL Name	Publish Date (YYYY-MM-DD)	Configure	Trans
2	<a href="#">May 2012 (Český)</a>	2012_2	2012-04-18 10:08:25 <a href="#">Unpublish</a> - <a href="#">Schedule</a>		
1	<a href="#">April 2012 (Český)</a>	2012_1	Not published Unpublish on: 2012-05-01 09:00:00 <a href="#">Unpublish</a> - <a href="#">Schedule</a>		

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.



Are you sure you want to change the issue 1. April 2012 (Český) status from 'Not published' to 'Published'?

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:  


Time:  :

Action:


Publish all articles:

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 redX 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.

DASHBOARD

CONTENT ▾

ACTIONS ▾

CONFIGURE ▾

USERS ▾


PLUGINS ▾

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.

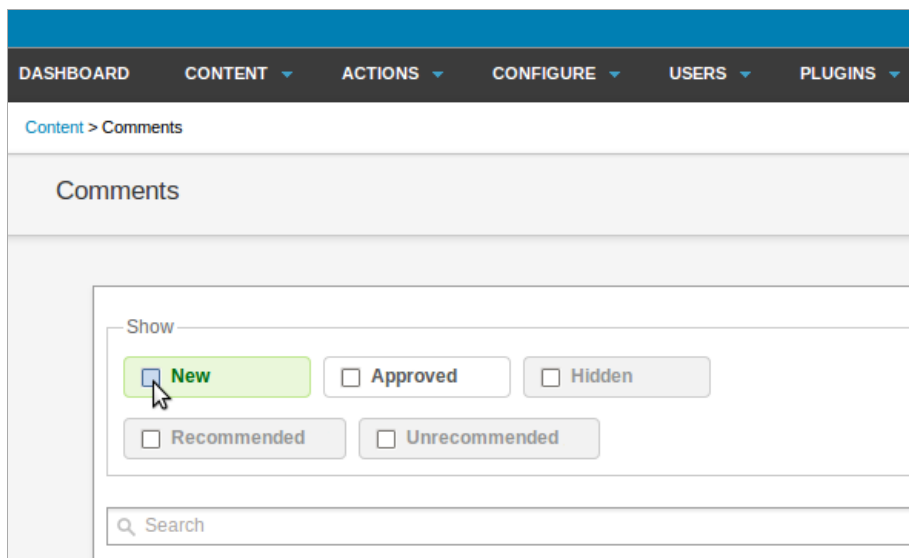


# 22. MODERATING COMMENTS


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	<b>Some subject</b> I'm comin' home now baby, run away...
1.			




Click the checkbox to the left of a comment to select it, or click the checkbox in the table header to select all comments. Once selected, a drop-down Actions menu above the comment list enables you to update a 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 to open a page in which a user can be banned from commenting on the publication in future. Bans can be made on a specific user name, email address, IP address or a combination of these details. There is also the option to Delete all comments posted by a particular user when that user is banned.

Actions

Select status

Showing 1 to 17 of 17 entries

<input type="checkbox"/>	Author	Date / Comment
<input type="checkbox"/> 1.	 <div> <div>Black Georgios (Anonymous)</div> <div>46.4.76.175</div> <div>black@georg.iye</div> </div> <div> <div></div> <div>Ban/Unban user</div> </div>	<div>2011.07.07 at 09:32:38 <b>Some subject</b></div> <div>I'm comin' home now baby, run away...</div>
<div> <div><input type="radio"/> New</div> <div><input checked="" type="radio"/> Approved</div> <div><input type="radio"/> Hidden</div> <div>Reply</div> <div></div> </div>		
<input type="checkbox"/> 2.	 <div> <div>Winnetou (Anonymous)</div> <div>94.189.197.96</div> <div>winn@eto.uu</div> </div> <div> <div></div> <div>Ban/Unban user</div> </div>	<div>2011.01.04 at 14:44:03 <b>Site comment</b></div> <div>Hi, cu mel quot instructor, cu has consul delenit sense - perfect!</div>
<input type="checkbox"/> 3.	 <div> <div>Anonymous User (Anonymous)</div> <div>79.101.185.177</div> </div> <div> <div></div> <div>Ban/Unban user</div> </div>	<div>2010.12.30 at 12:31:35 <b>Berlin Film Festival unveils 2 line-up</b></div>

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

# **NEWSCOOP ADMINISTRATION**

- 23. SYSTEM PREFERENCES**
- 24. THEMES**
- 25. ARTICLE TYPES**
- 26. TOPICS**
- 27. LANGUAGES**
- 28. COUNTRIES**
- 29. THE LOCALIZER**
- 30. LOGS**
- 31. SUPPORT FEEDBACK**
- 32. IMAGE RENDERING**
- 33. USER MANAGEMENT**
- 34. MANAGING AUTHORS**
- 35. INSTALLING PLUGINS**

# 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.

The screenshot shows the 'System Preferences' page in the Newscoop administration interface. The top navigation bar includes 'DASHBOARD', 'CONTENT', 'ACTIONS', 'CONFIGURE', 'USERS', and 'PLUGINS'. The 'CONFIGURE' menu is active, leading to the 'System Preferences' page. The 'General Settings' section contains the following options:

- Site On-Line:** Radio buttons for 'Yes' (selected) and 'No'.
- Site Title:** Text input field containing 'The Prague Times'.
- Site Meta Keywords:** Text input field containing 'Newscoop, Sourcefabric,'.
- Site Meta Description:** Text input field containing 'Newscoop - The open cor'.
- Time Zone:** Text input field containing 'GMT +1:00 (Brussels, Cop'.
- Database Cache Engine:** Dropdown menu set to 'APC'.
- Template Cache Handler:** Dropdown menu set to 'DB'.
- Imagecache Lifetime:** Dropdown menu set to '1 Day'.
- Allow password recovery:** Radio buttons for 'Yes' (selected) and 'No'.
- From email address:** Text input field containing 'robot@example.com'.
- Secret Key:** Text input field containing a long alphanumeric string.
- Session Lifetime:** Text input field containing '9999'.
- Keyword separator:** Text input field containing ','.
- Number of failed login attempts before showing CAPTCHA :** Text input field containing '3'.
- Maximum upload file size:** Text input field containing '10M'. Below the field is a note: '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'.'
- Automatic collection of statistics:** Radio buttons for 'Yes' (selected) and '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 password reminders 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.
- **Automatic collection of 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.

## EMAIL SETTINGS

This section of the page configures Newscoop to use your preferred mail server.

Email Settings	
SMTP Host:	<input type="text" value="localhost"/>
SMTP Port:	<input type="text" value="25"/>
Email contact:	<input type="text" value="editor@example.com"/>
Email from:	<input type="text" value="robot@example.com"/>

- **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.
- **Email contact:** The main contact email address for your Newscoop server.
- **Email from:** The email address used when sending notifications from Newscoop.

## EDITOR SETTINGS

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

Editor Settings	
Image Resizing Ratio:	<input type="text" value="100"/> %
Image Resizing Width:	<input type="text"/> pixels
Image Resizing Height:	<input type="text"/> pixels
Zoom enabled for images in article content?	<input checked="" type="radio"/> Yes <input type="radio"/> No

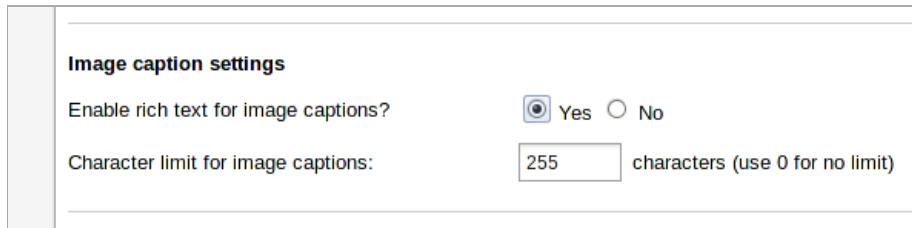
The fields in this section enable you to specify the default Image Resizing Ratio, or default width and height, for images inserted inline with article text. The resizing ratio takes precedence over any Resizing Width or Resizing Height value which is set here. If Ratio is not set but both Width and Height are set, then Newscoop will use the value which results in a smaller image size. The default settings here can be overridden by the ratio, width or height settings for a specific inline image set on the Article Edit page.

Image sizes which are part of the publication templates, such as the main story image in an article template, are configured separately, via the Image Rendering page on the Configure menu.

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. This zooming feature works for any images inserted inline with the article text.

## IMAGE CAPTION SETTINGS

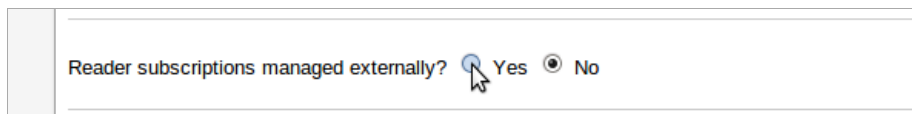
Set Enable rich text for image captions? to Yes if you would like captions in articles to have a WYSIWYG editor for formatting and links, or leave the default setting of No for plain text captions. If you enable this feature, the default limit for caption length is 255 characters. You can set zero here to have no limit on the length of captions, as long as your publication's theme design can accommodate any length of caption.



The screenshot shows a form titled "Image caption settings". It contains two settings: "Enable rich text for image captions?" with radio buttons for "Yes" (selected) and "No", and "Character limit for image captions:" with a text input field containing "255" and the text "characters (use 0 for no limit)".

## EXTERNAL SUBSCRIPTION MANAGEMENT

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

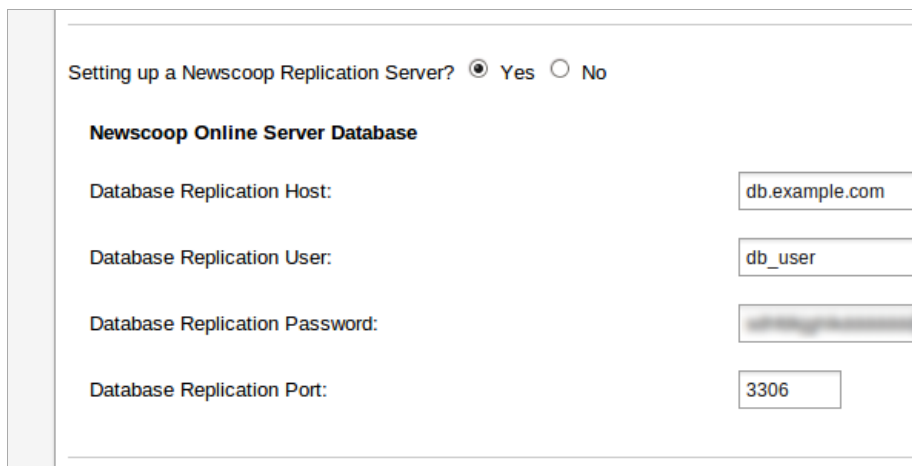


The screenshot shows a form titled "Reader subscriptions managed externally?". It has two radio buttons: "Yes" (selected) and "No". A mouse cursor is pointing at the "Yes" button.

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

This 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.



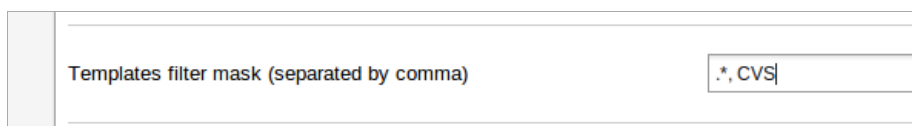
The screenshot shows a form titled "Setting up a Newscoop Replication Server?". It has two radio buttons: "Yes" (selected) and "No". Below this is a section titled "Newscoop Online Server Database" with four fields: "Database Replication Host:" with the value "db.example.com", "Database Replication User:" with the value "db\_user", "Database Replication Password:" with a masked password, and "Database Replication Port:" with the value "3306".

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.



The screenshot shows a form titled "Templates filter mask (separated by comma)". It has a text input field containing the value "\*, CVS".



## 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?	<input checked="" type="radio"/> Yes <input type="radio"/> 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.

<b>Geolocation Settings</b>	
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="304"/>
Map Default Height:	<input type="text" value="250"/>
<hr/>	
Include CSS file for map view	<input type="text" value="/js/geocoding/styles/map-ir"/>
Map auto-focusing as the default behavior:	<input 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="OpenStreetMap"/>
<hr/>	
Use Local GeoNames Search:	<input checked="" type="checkbox"/>
Use MapQuest Nominatim Search:	<input checked="" type="checkbox"/>
Preferred address language:	<input type="text" value="Czech"/>
<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="300"/>
Map Popup Minimal Height:	<input type="text" value="200"/>

## 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"/>
Vimeo Default Width:	<input type="text" value="400"/>
Vimeo Default Height:	<input type="text" value="225"/>
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/"/>

## MAILCHIMP SETTINGS

These settings are for integration of Newscoop with the MailChimp.com mailing list service.

<b>MailChimp Settings</b>	
API Key:	<input type="text" value="myapikey-us1"/>
List Unique Id:	<input type="text" value="LISTID"/>

## FACEBOOK SETTINGS

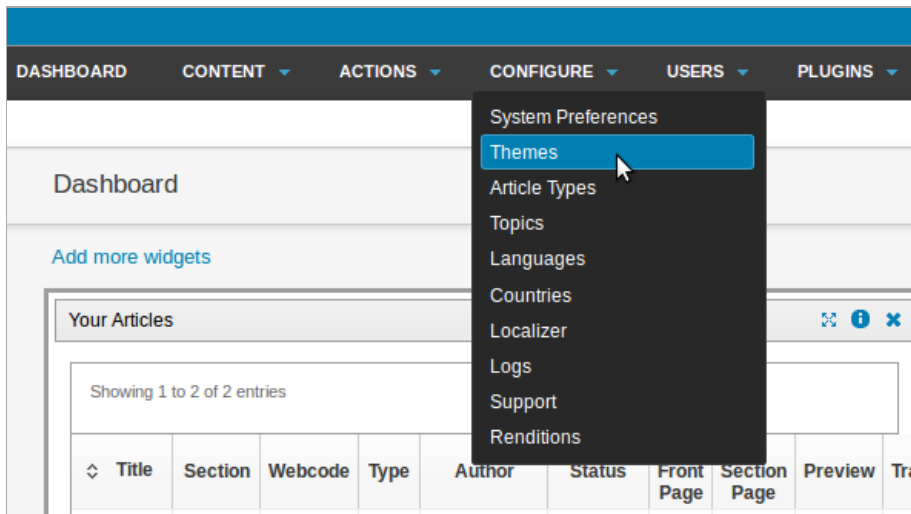
These settings are for integration of Newscoop with the Facebook API.

<b>Facebook Settings</b>	
App ID:	<input type="text" value="xxxxxxxx"/>
App Secret:	<input type="text" value="xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx"/>
<input type="button" value="Save"/>	

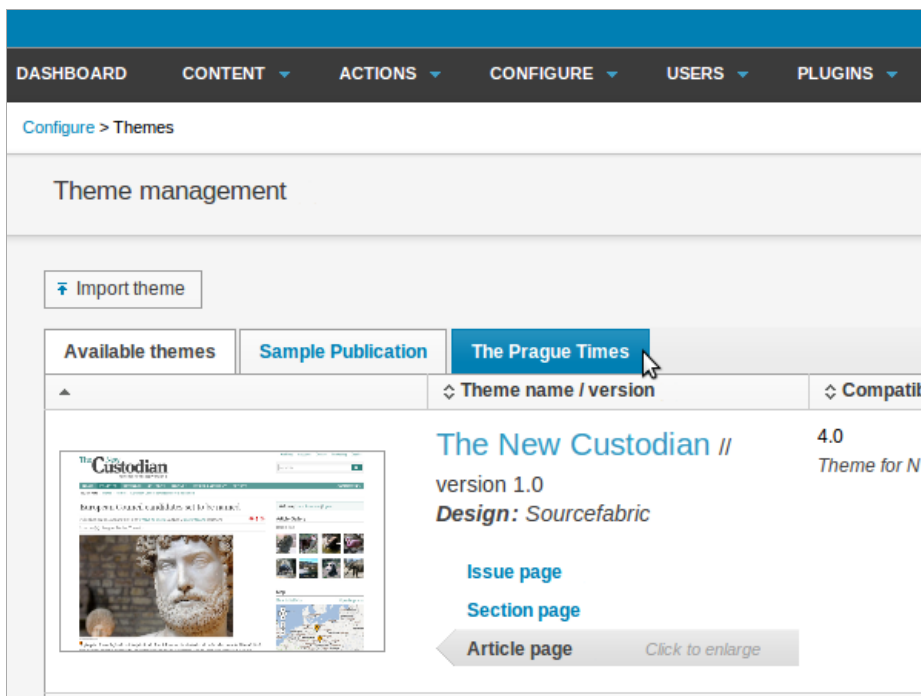
Finally, the Save button updates your preferences.

# 24. THEMES

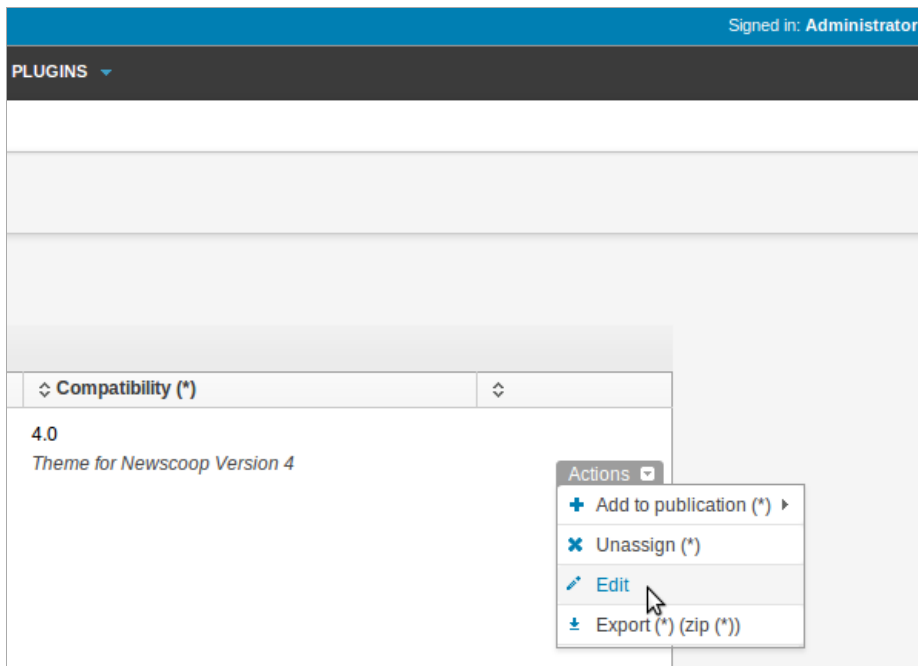
Themes control the look and feel of your Newscoop publication. Each publication has its own theme, containing a set of templates created by your web developers. The Newscoop administration interface includes a theme management and template editing tool, which you can find by clicking **Configure** on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

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS ▾

Configure > Themes > Settings

### Theme management: The New Custodian - The Prague Times

Theme settings Theme templates

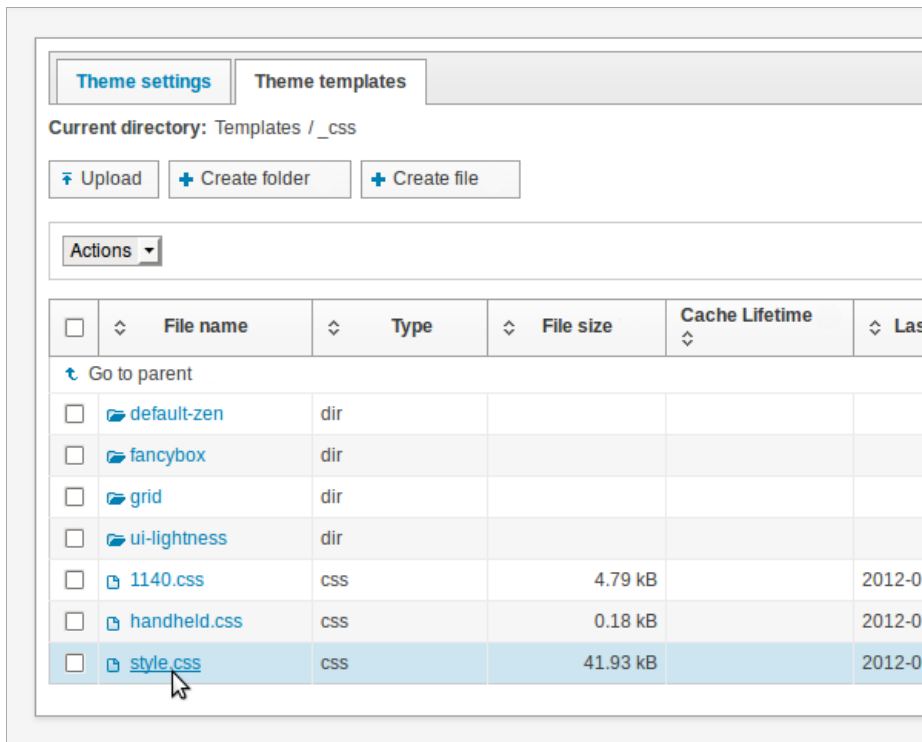
Current directory: Templates

Upload Create folder Create file

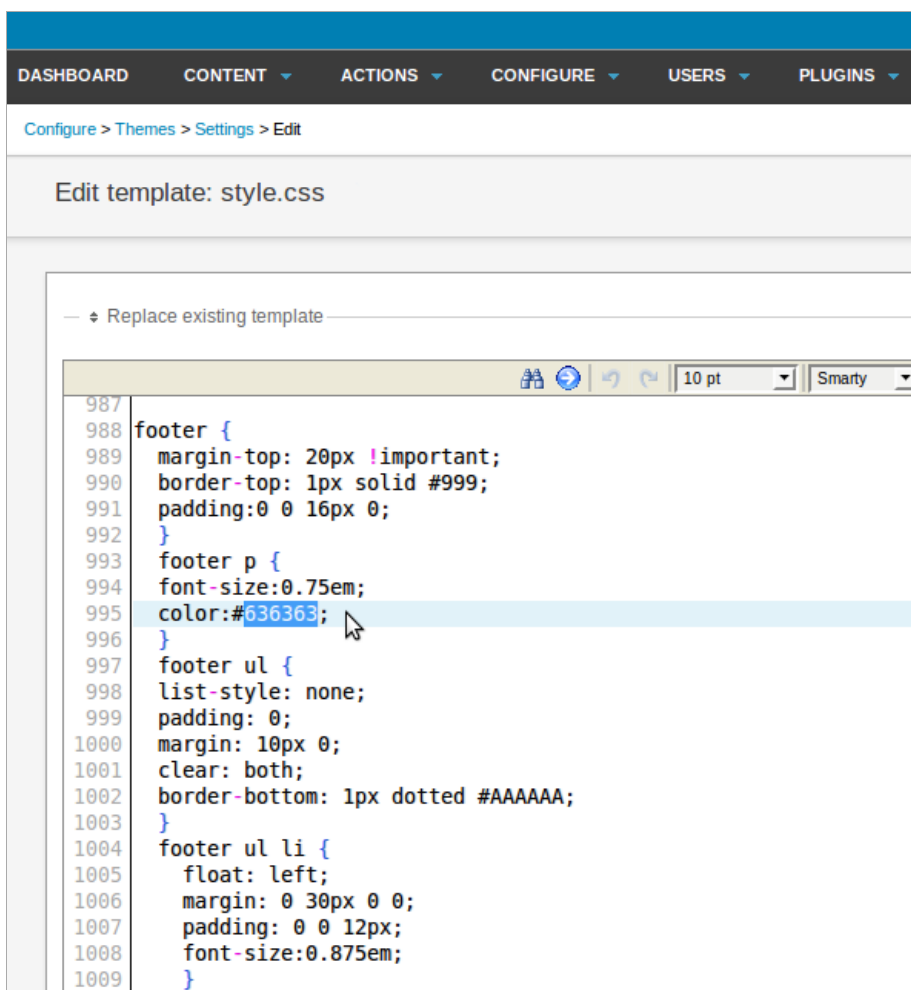
Actions ▾

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

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



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.



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.

# 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.

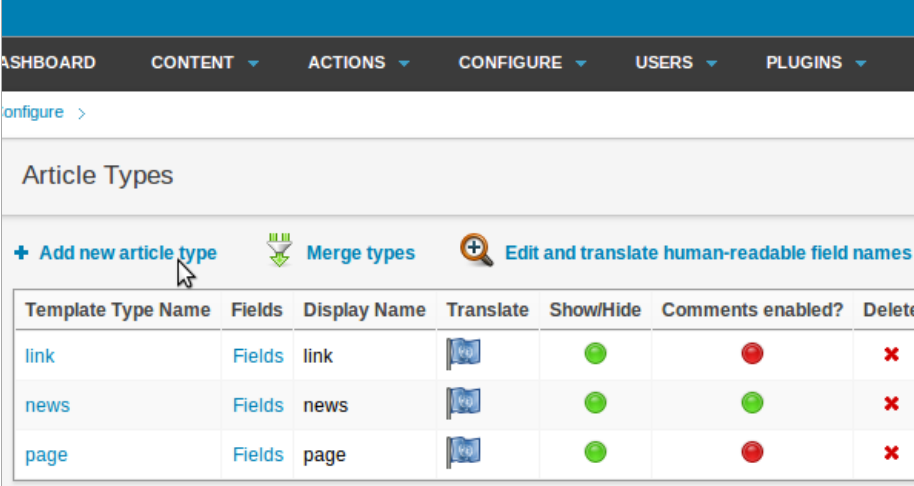
To create or manage your Article Types, select Configure, then Article Types from the main navigation menu. This action opens the Article Types page. Article Types consist of a sequence of fields, with each field holding a certain kind of data. Currently, there are seven kinds of fields available:

- **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.



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.

The screenshot shows the 'Add new article type' form. At the top is a navigation bar with links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this is a breadcrumb trail: Configure > Article Types >. The main heading is 'Add new article type'. Inside a light gray box, there is a sub-heading 'Add new article type' and a note: 'The template name may only contain letters and the underscore ( ) character.' Below this, the 'Template Type Name:' is 'review\_article'. A blue 'Save' button is at the bottom right of the form, with a mouse cursor hovering over it.

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 screenshot shows the 'Add new field' form for the 'review\_article' type. The breadcrumb trail is: Configure > Article Types > review\_article > Article type fields >. The heading is 'Add new field'. Inside a light gray box, there is a note: 'The template name may only contain letters and the underscore ( ) character.' Below this, the 'Template Field Name:' is 'review\_topic'. The 'Type:' is 'Topic' (selected from a dropdown). The 'Top element:' is 'Entertainment / Review' (selected from a dropdown). A blue 'Save' button is at the bottom right of the form, with a mouse cursor hovering over it.

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.

The screenshot shows the 'Add new field' form for the 'review\_article' type, specifically for the 'Single-line Text' type. The breadcrumb trail is: Configure > Article Types > review\_article > Article type fields >. The heading is 'Add new field'. Inside a light gray box, there is a note: 'The template name may only contain letters and the underscore ( ) character.' Below this, the 'Template Field Name:' is 'review\_title'. The 'Type:' is 'Single-line Text' (selected from a dropdown). The 'Characters limit (\*)' is '32'. A blue 'Save' button is at the bottom right of the form, with a mouse cursor hovering over it.

If you add a Multi-line Text with WYSIWYG field, you have the option to mark the field Is 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. This box should be unchecked for fields that are to be displayed as 'teasers' on publication front pages and section pages, to avoid counting article reads which did not really happen.



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.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

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: 

Multi-line Text with WYSIWYG

Is Content: ☒

Editor size (\*): 

Custom (\*)

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.

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
<div>↓</div>	review_topic	Topic (Review)	review_topic	<div></div>	
<div>↓ ↑</div>	review_title	Single-line Text	review_title	<div></div>	
<div>↑</div>	conclusion	Multi-line Text with WYSIWYG	conclusion	<div></div>	

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		
Add translation: English Review Topic Translate					
↓ ↑	review_title	Single-line Text	review_title		
Add translation: English Translate					
↑	conclusion	Multi-line Text with WYSIWYG	conclusion		
Add translation: English Translate					

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.

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 (en)		
↓ ↑	review_title	Single-line Text	review_title		
↑	conclusion	Multi-line Text with WYSIWYG	conclusion		

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

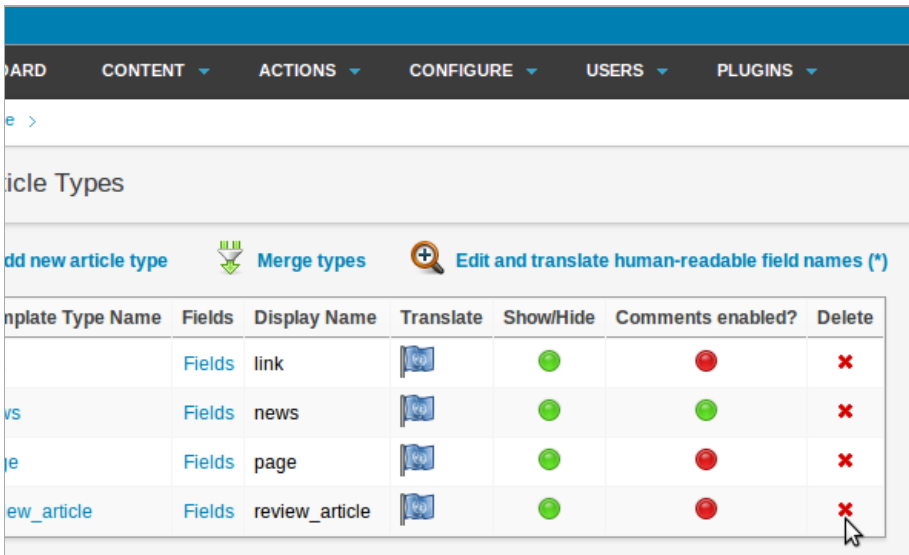
## EDITING ARTICLE TYPES

You can add further translations of Display Names for your new Article Type after clicking on theEdit 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!



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.



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.

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.

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 (1)

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 Text with WYSIWYG', into a smaller destination field, such as 'Single-line Text'. If this merge was allowed, then content from the larger field could be lost.

DASHBOARDCONTENT ▾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.

Source Article Type		Destination Article Type
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.

DASHBOARD
CONTENT
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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.

Back to Step 2
Merge!

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.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Configure > Article Types >

Merge article type

Merge Article Types: Step 1 of 3

The source article type (review\_article) does not have any articles.

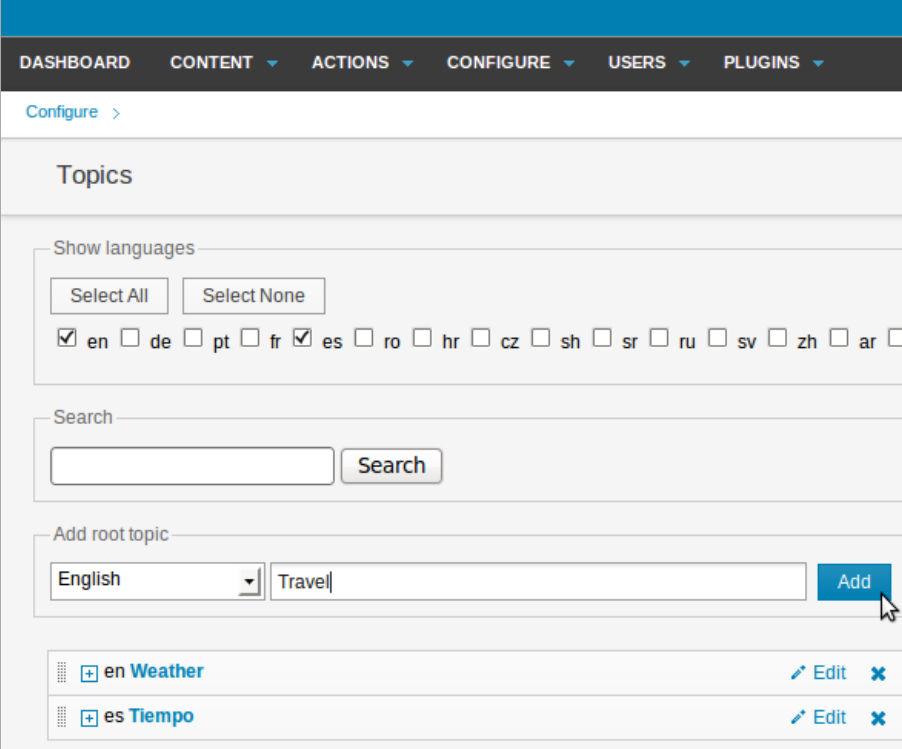
OK

## 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 'Topics' configuration page in Newscoop. At the top is a navigation bar with links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this is a breadcrumb trail: 'Configure >'. The main heading is 'Topics'. Underneath is a 'Show languages' section with 'Select All' and 'Select None' buttons, followed by a row of checkboxes for various languages: en (checked), de, pt, fr, es (checked), ro, hr, cz, sh, sr, ru, sv, zh, and ar. Below the languages is a 'Search' section with 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, there is a list of existing topics: 'en Weather' and 'es Tiempo'. Each entry has a small icon on the left and 'Edit' and 'Delete' (represented by an 'x') links on the right.

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.



en Travel Edit X

en Weather Edit X

es Tiempo Edit X

en Storms Edit X

es Tormentas Edit X

en Freak Weather Edit X

Change topic name

Freaky Weather Save

Add subtopic:

English Add

Add translation:

---Select language--- Translate

es Lunático Tiempo Edit X

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.

en Travel Edit X

en Weather Edit X

Change topic name

Weather Save

Add subtopic:

English Add

Add translation:

Deutsch Wetter Translate

es Tiempo Edit X

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.

en Travel [Edit](#) [X](#)

en Weather [Edit](#) [X](#)

Change topic name

Weather [Save](#)

Add subtopic:

English Local [Add](#)

Add translation:

---Select language--- [Translate](#)

es Tiempo [Edit](#) [X](#)

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.

en Travel [Edit](#) [X](#)

en Weather [Edit](#) [X](#)

es Tiempo [Edit](#) [X](#)

en Local [Edit](#) [X](#)

en Storms [Edit](#) [X](#)

es Tormentas [Edit](#) [X](#)

en Freaky Weather [Edit](#) [X](#)

es Lunático Tiempo [Edit](#) [X](#)

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.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Topics >

Deleting topic

Deleting topic

There are 2 articles using the topic.

OK

# 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.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

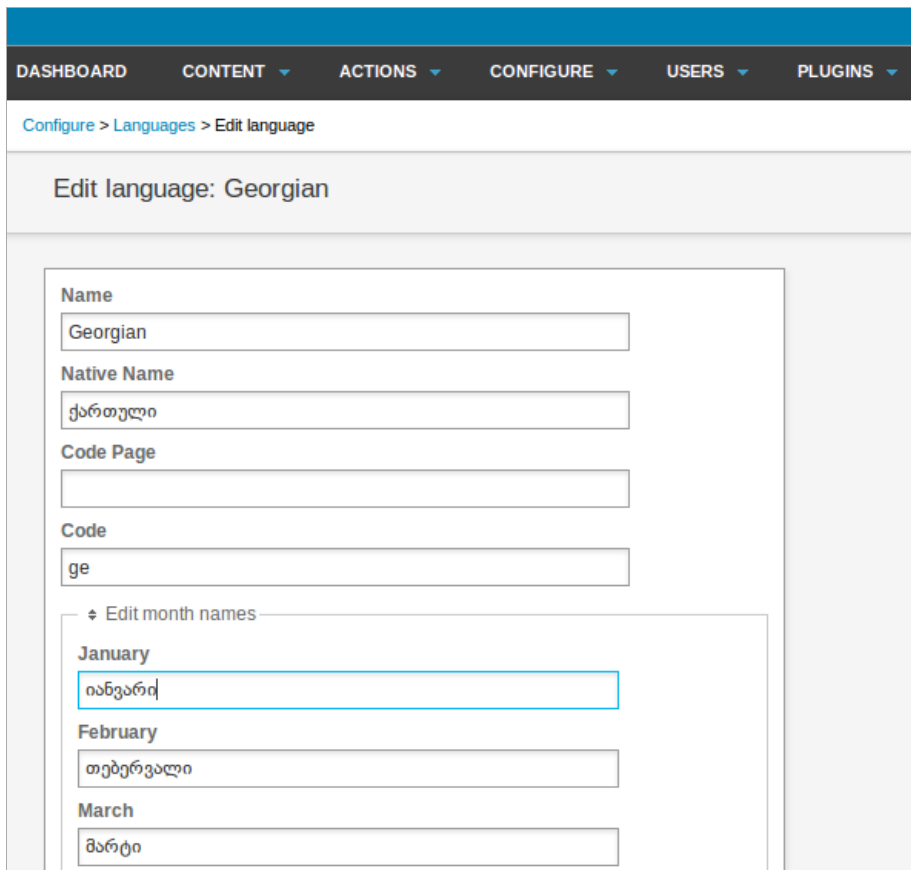
Configure > Languages

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	
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 (Ћирилица)	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.



DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

Configure > Languages > Edit language

### Edit language: Georgian

Name  
Georgian

Native Name  
ქართული

Code Page

Code  
ge

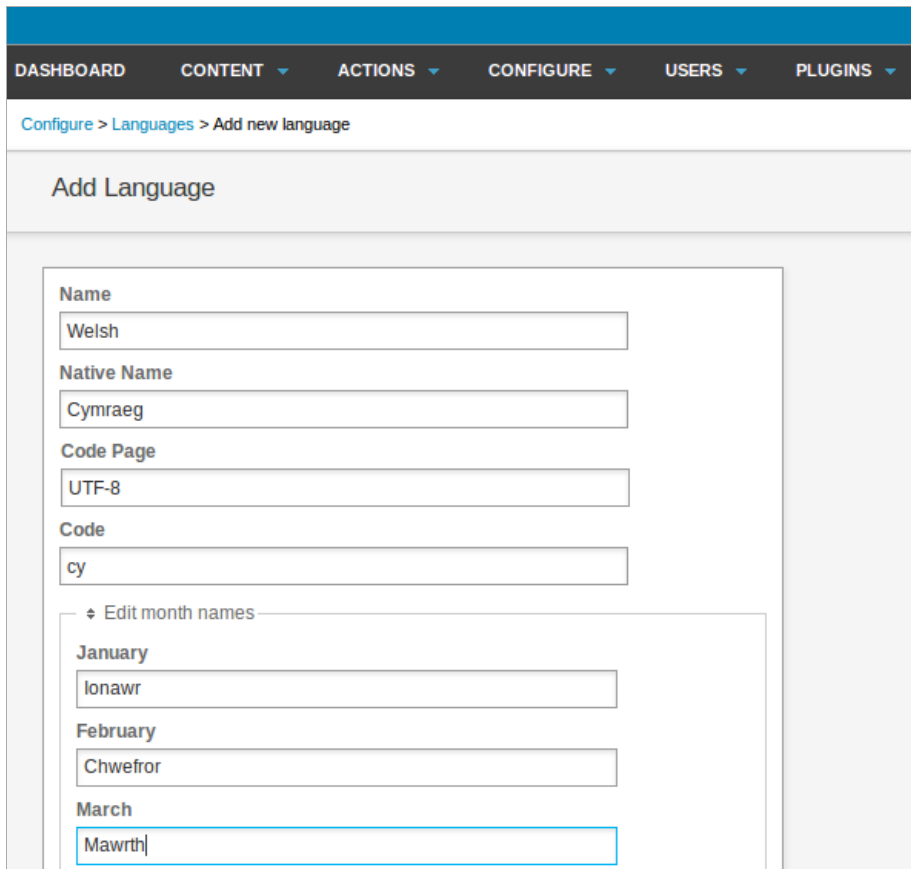
✚ Edit month names

January  
იანვარი

February  
თებერვალი

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	<a href="#">Delete</a>
Serbian (Cyrillic)	Српски (Ћирилица)	sr	<a href="#">Delete</a>
Serbo-Croatian	Srpskohrvatski	sh	<a href="#">Delete</a>
Spanish	Español	es	<a href="#">Delete</a>
Swedish	Svenska	sv	<a href="#">Delete</a>
Welsh	Cymraeg	cy	<a href="#">Delete</a>

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.

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

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

**Edit country name**

Country: Netherlands Antilles

Name:

Save

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 the 'Translate country name' form. At the top is a navigation bar with links: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this is a breadcrumb trail: Configure > Countries >. The main heading is 'Translate country name'. The form contains the following fields:

- Country:** A text field with 'Germany' entered.
- Name:** A text field with 'Deutschland' entered.
- Language:** A dropdown menu with 'Deutsch' selected.
- Save:** A blue button with a mouse cursor clicking on it.

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.

The screenshot shows the 'Countries' page. At the top is the same navigation bar. Below it is a breadcrumb trail: Configure >. The main heading is 'Countries'. Below the heading is a section with a blue plus icon and the text '+ Add new country'. Below this is a search section with a 'Language:' dropdown set to 'Deutsch' and a blue 'Search' button with a mouse cursor clicking on it. Below the search section is a table with the following data:

Name (click to edit)	Language	Code	Translate	Delete
Deutschland	Deutsch	DE	<a href="#">Translate</a>	<a href="#">✖</a>

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.

The screenshot shows the 'Add new country' form. At the top is the same navigation bar. Below it is a breadcrumb trail: Configure > Countries >. The main heading is 'Add new country'. The form contains the following fields:

- Code:** A text field with 'AC' entered.
- Name:** A text field with 'Ascension Island' entered.
- Language:** A dropdown menu with 'English' selected.
- Save:** A blue button with a mouse cursor clicking on it.

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 2463 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 Geo-location 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.

## AUTOMATED TRANSLATION

In order to make use of automated translation tools which feature a shared translation memory, such as Google Translate Toolkit (<http://translate.google.com/toolkit/>), Newscoop provides command-line scripts for the export and import of localization files in the standard .po format used by GNU gettext. The scripts can be downloaded from: <https://github.com/sourcefabric/Newscoop/tree/v4.1/scripts/localization>

## 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](mailto: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.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Logs

Logs

Resource Type: AllAction Type: All

1 | 2 | Next | Last

Logs

Date/Time	Resource Type	Action	Res
2012-05-16 17:17:59	county	create	<a href="#">show</a>
2012-05-16 15:08:05	article	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	section	create	<a href="#">show</a>
2012-05-16 15:08:04	issue	create	<a href="#">show</a>
2012-05-16 15:07:05	language	delete	<a href="#">show</a>

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.

DASHBOARDCONTENTACTIONSCONFIGUREUSERSPLUGINS

Configure > Logs

Logs

Resource Type: articleAction Type: create

Logs

Date/Time	Resource Type	Action	Resource
2012-05-16 15:08:05	article	create	<a href="#">show</a>

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

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

# 31. 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.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

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.

[Show feedback data to be sent](#)

**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

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.

DASHBOARD CONTENT ACTIONS CONFIGURE USERS PLUGINS

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.

Renditions	
<button>Reload renditions</button>	
<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
<button>Save</button>	

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

You should click the Reload renditions button after switching to a new theme with different rendition names or sizes.

# 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.

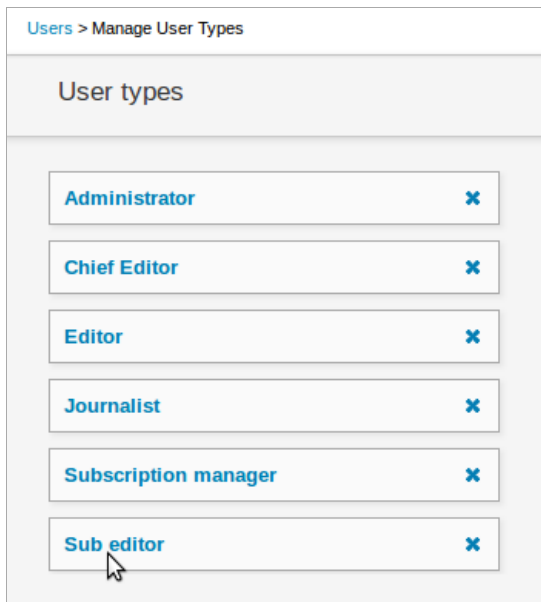
Newscoop has five default user types, listed here in order from most to least powerful:

- 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

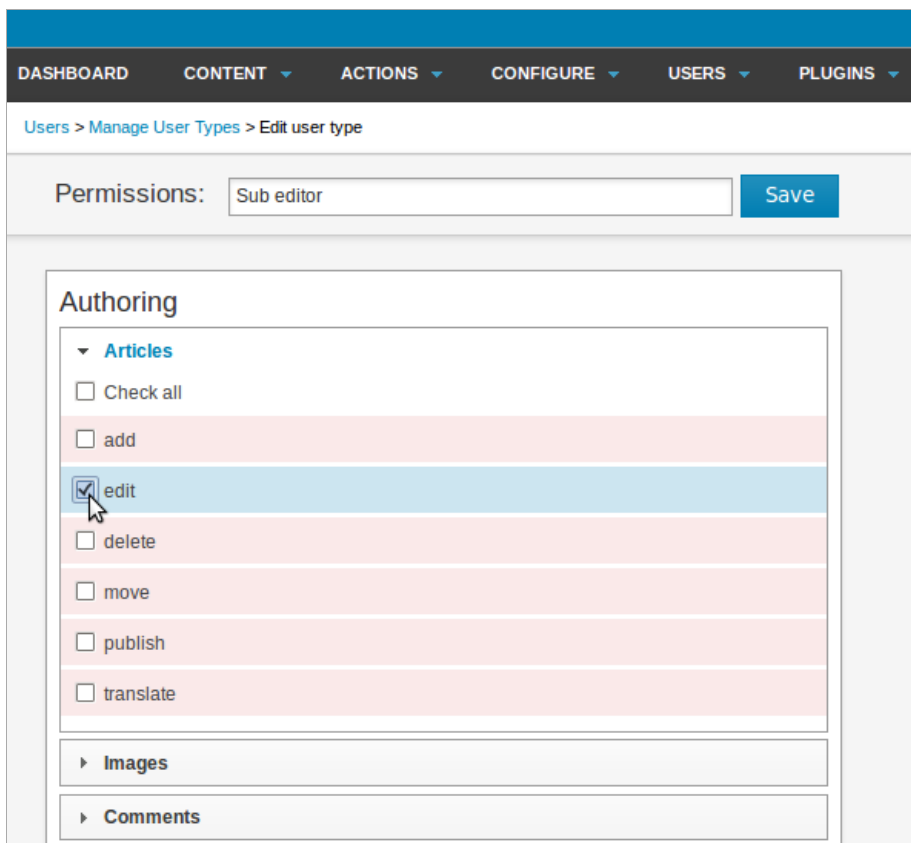
To create a new user type, click Manage User Types on the Users menu. On the right side of this page, enter a Name for the new user type in the Add new user type box. Then click the Save button.

The screenshot displays the 'Manage User Types' page in the Newscoop administration interface. At the top, there is a navigation bar with tabs: DASHBOARD, CONTENT, ACTIONS, CONFIGURE, USERS, and PLUGINS. Below this, a breadcrumb trail shows 'Users > Manage User Types'. The main content area is titled 'User types'. On the left, a list of five existing user types is shown: Administrator, Chief Editor, Editor, Journalist, and Subscription manager. Each type is in a box with a blue 'x' icon for deletion. On the right, there is a section titled 'Add new user type'. It contains a text input field labeled 'Name' with the text 'Sub editor' entered. Below the input field is a blue 'Save' button, which has a mouse cursor hovering over it.

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.



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.

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS

Users > Manage Users

Users

+ Create new account

Search:

▲	Username	↕	First Name	↕
	admin		Admin	Peršo
	amerigo		Amerigo	Vespu
	frankenstein		Frank	N. Ste
	jamesq		James Q.	Repor
	janestock		Jane	Stockv
	johnsmith		John	Smith

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 backend (the 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 linked to one of your publication's contributors, choose the Author name from the drop-down menu. (See the chapter Managing authors for details). Then click the Save button.



DASHBOARDCONTENT ▾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

## CHANGING USER ACCOUNTS

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.

# 34. 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.

DASHBOARDCONTENT ACTIONS CONFIGURE USERS PLUGINS

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:Sarah

Last name:Staffw

Aliases:

Type:AuthorWriterPhotographerEditor

Contacts

Skype:

Jabber:

AIM:

Email:

Res

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.

General

Biography

Content

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

# 35. 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.

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

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**

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

# 36. 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 7.2 (Wheezy), Ubuntu 12.04 LTS (Precise), and Red Hat Enterprise 6.4 (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](#).

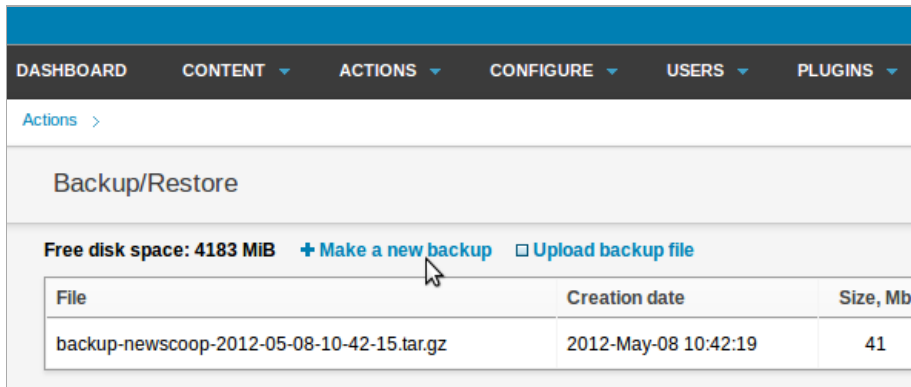
After Newscoop is installed for the first time, a browser wizard enables you to set database connection parameters and the default administrator password. This wizard is covered in the chapter [Installation steps](#).

# 37. BACKUP AND UPGRADE

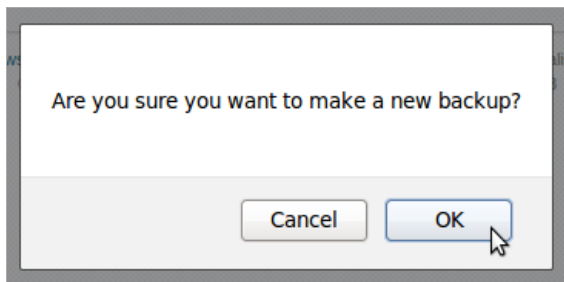
Before upgrading a running server to the latest version of Newscoop, it is strongly recommended that you back up your publication database, theme templates, images, file attachments and configuration files. First, log in to the administration interface (see the Getting started chapter in this manual 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.




The screenshot shows a web interface for managing backups. At the top, there are navigation tabs: 'NS', 'CONFIGURE', 'USERS', and 'PLUGINS'. Below these, there's a section for 'New backup' with a checkbox for 'Upload backup file'. A table lists backup files with the following columns: Name, Creation date, Size, Mb, Download, Restore, and Delete. The table contains one row for a backup file named '2012-May-08 17:18:09.tar.gz' with a size of 2 Mb. A mouse cursor is hovering over the 'Download' icon (a floppy disk) for this file.

Name	Creation date	Size, Mb	Download	Restore	Delete
2012-May-08 17:18:09.tar.gz	2012-May-08 17:18:09	2			

Opening backup-newscoop-2012-05-08-17-18-08.tar.gz

You have chosen to open

 **backup-newscoop-2012-05-08-17-18-08.tar.gz**

which is a: application/x-gzip (1.8 MB)  
from: http://newscoop.64studio.com

**What should Firefox do with this file?**

☐ Open with Archive Manager (default)

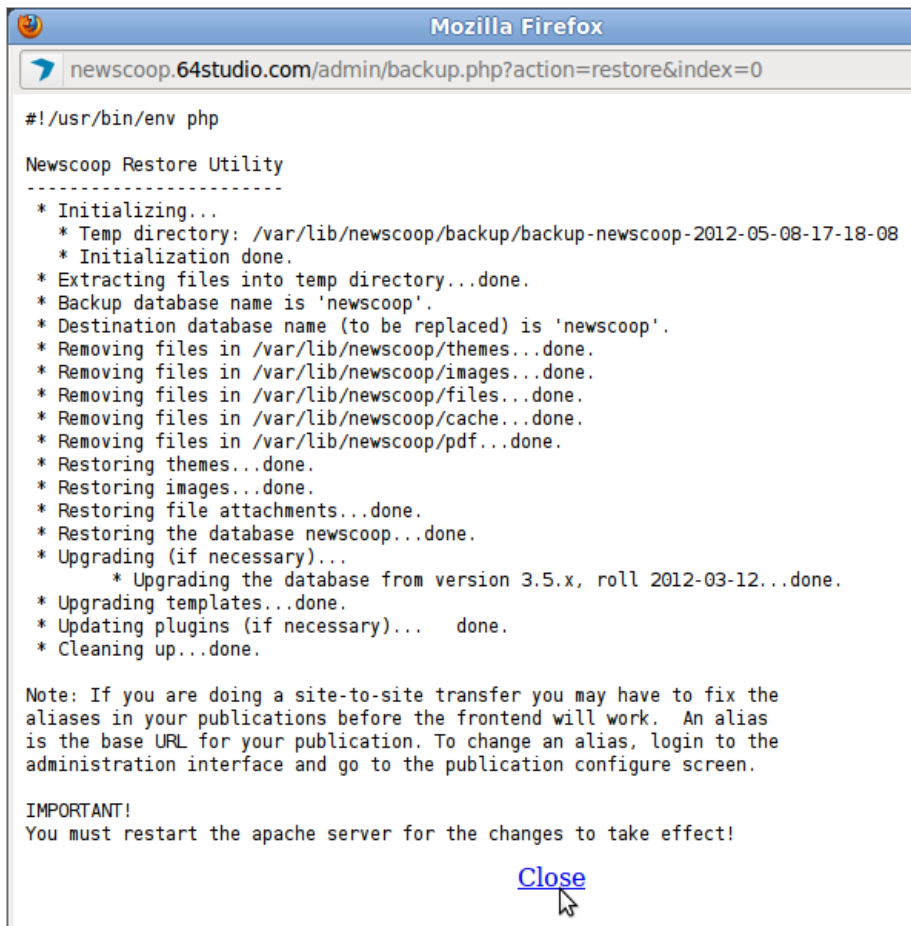
☒ Save File

☐ Do this automatically for files like this from now on.

Cancel OK

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.





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-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 newscoop-backup 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 newscoop-restore 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 newscoop-restore 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 newscoop-restore script.

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

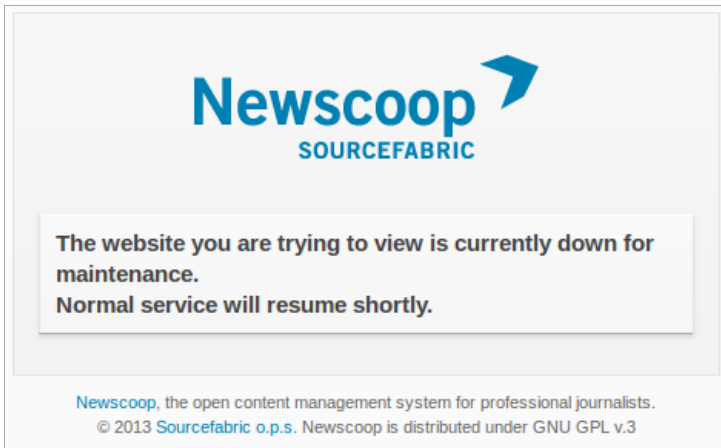
With multiple installations of Newscoop on a single server, you must run the newscoop-restore script from the installation where you want to restore the matching data. For example, you may have installed Newscoop in two locations, /var/www/newscoop1 and /var/www/newscoop2. To restore the data for the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

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.

# 38. 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
```

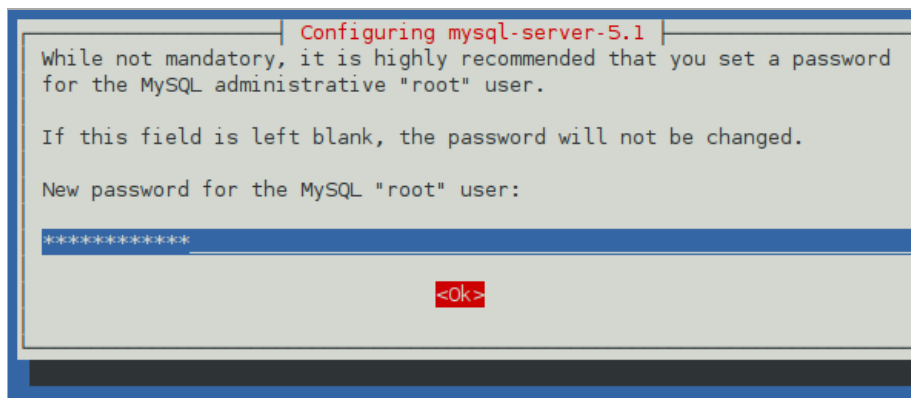
On Red Hat Enterprise Linux 6, you can install both the `mysql` client and `mysql-server` packages, enable MySQL to start when the server boots, and get it up and running, with the following commands (as root):

```
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 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
```

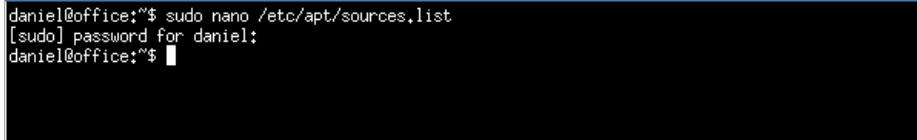
# 39. INSTALLATION ON DEBIAN/UBUNTU

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 Precise LTS, scroll to the end of this document and add the following line:

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

For Ubuntu Saucy, substitute `saucy` in place of `precise`. For Debian wheezy, substitute `wheezy` in place of `precise`.

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 PACKAGES

After confirming that the secure apt repository is set up, you can install the Newscoop packages. The `geonames-city-data` package is only required for searching for cities by name in Newscoop's map editing feature. You can install this package with the command:

```
sudo apt-get install geonames-city-data
```

Optionally, you may wish to install sample data for demo sites, with the command:

```
sudo apt-get install newscoop-sample-data
```

You can also install a PHP cache for optimum Newscoop performance, if you wish:

```
sudo apt-get install php-apc
```

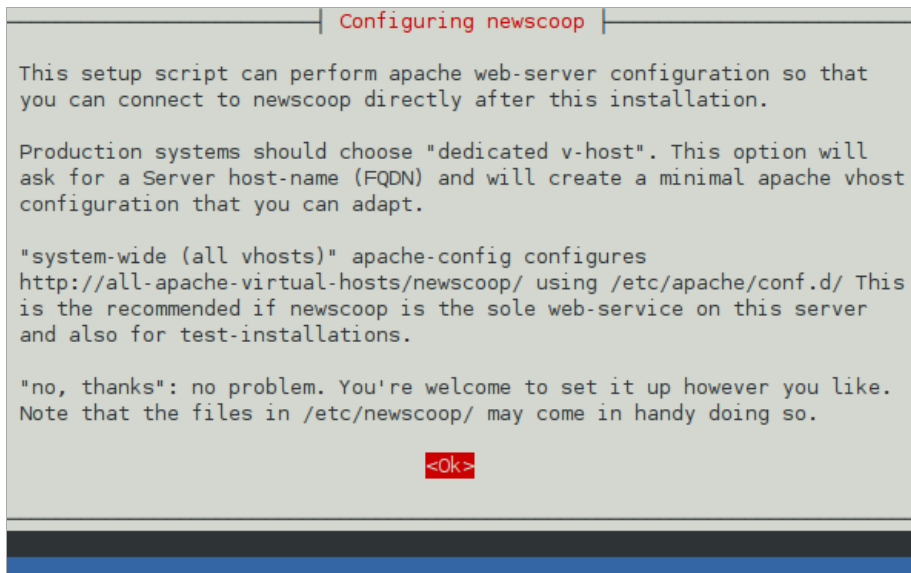
See the chapter Manual installation for details of APC administration and authentication.

After the above packages have been installed, you can install the main Newscoop package with the command:

```
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. It will also upgrade a previous apt or .deb package Newscoop installation.

The Newscoop 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.



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, 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.



# 40. 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/](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 command:

```
yum update
```

This command will also upgrade Newscoop, if it has been installed on the server using the yum method or .rpm package previously.

## 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 php-process php-xml 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 apacheuser, 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
```

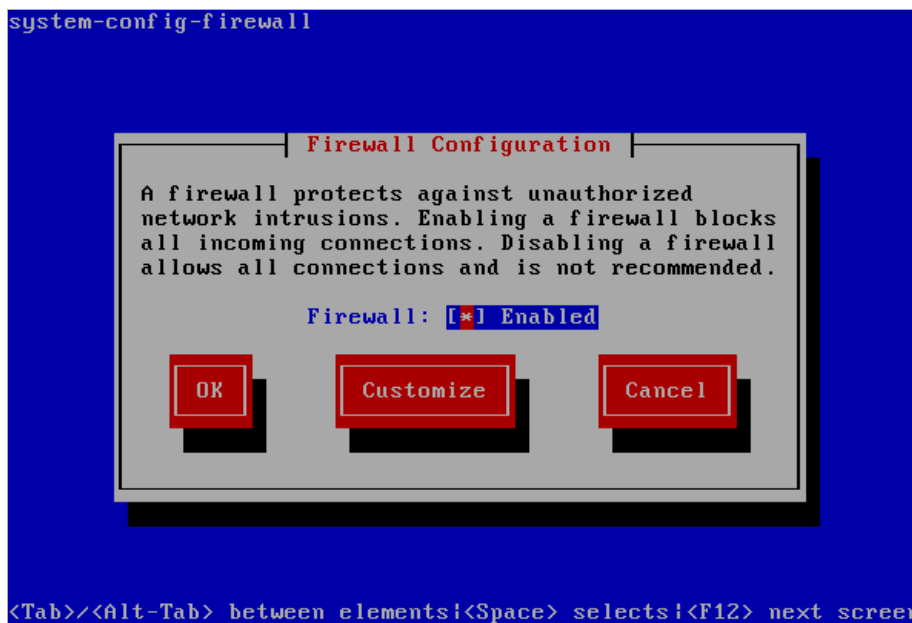
If the file is empty, you will need to enter these commands and save the file. The default editor for the crontab supports vi editor commands.

## 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:

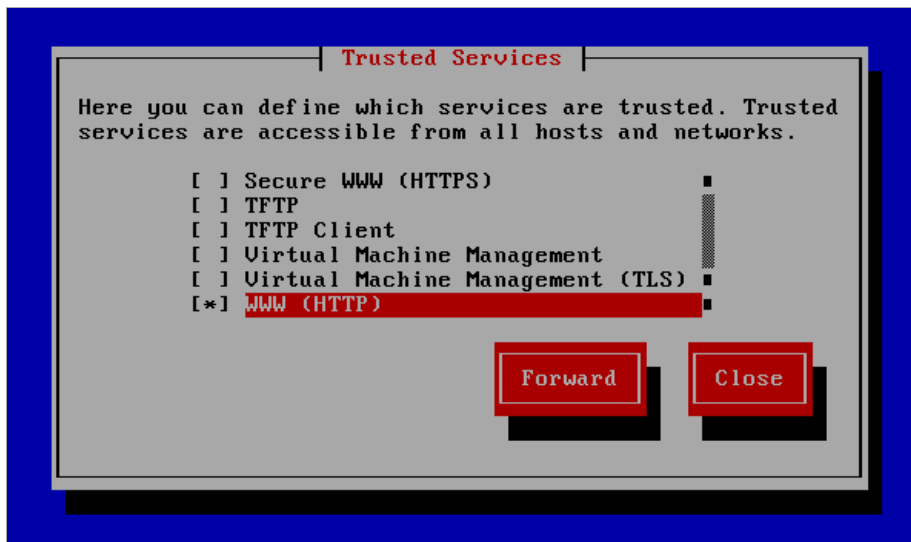
```
system-config-firewall
```

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

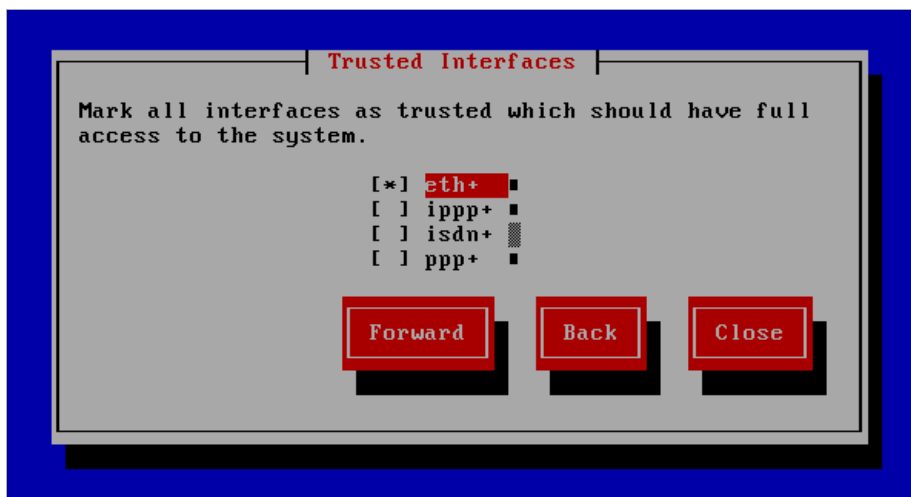


Using the Tab key to navigate, and leaving Firewall set to Enabled, select the Customize button by pressing the Enter key.

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.



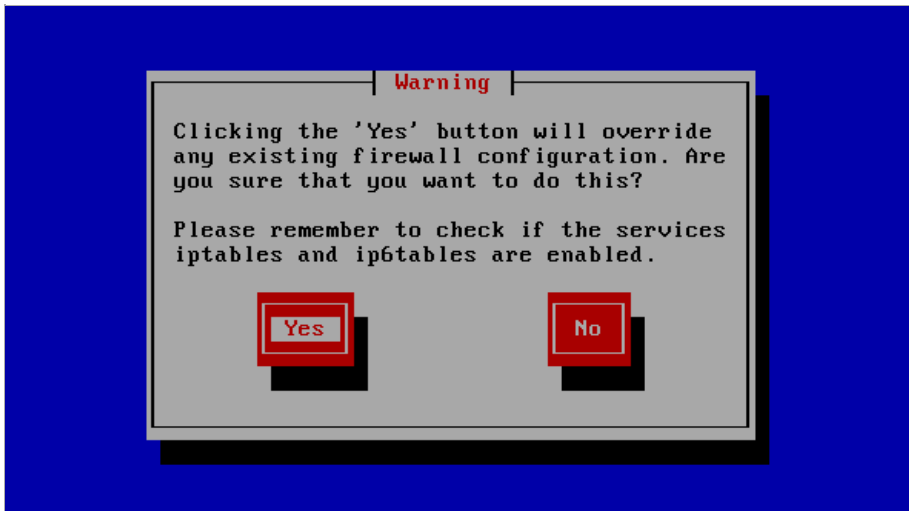
Select the Forward button again to skip the Other Ports page. Then on the Trusted Interfaces page, press the SPACE bar to select eth+ for the Ethernet cards of your server:



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.

# 41. 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 fatal PHP errors 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>
```

```
</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- with a version number suffix. (A beta version may have an additional suffix on the extracted directory, such as -BETA4).

```
tar -xvzf newscoop-4.2.1.tar.gz
```

2. Examine the contents of the extracted directory with the ls command.

```
ls newscoop-4.2.1
```

The output of this command should appear similar to:

```
admin-files composer.lock images README.md
admin.php composer.phar include robots.txt
admin-style conf index.php scripts
application constants.php install src
application.php COPYING.txt INSTALL.txt template_engine
attachment.php CREDITS.txt js tests
backup db_connect.php library themes
bin example LICENSE_3RD_PARTY.txt UPGRADE.md
cache extensions log upgrade.php
ChangeLog.txt favicon.ico phpunit.xml vendor
classes get_img.php plugins
composer.json htaccess public
```

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

```
sudo mv newscoop-4.2.1/* /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 A PHP CACHE

This step is optional, but highly recommended for optimum Newscoop performance. Various PHP cache software is available, but the currently recommended cache software for Newscoop is APC (<http://pecl.php.net/package/APC>). You should uninstall or disable any other PHP cache that may be present on the server, such as XCache, before installing APC. This is because having multiple caches enabled can cause problems for PHP.

You can remove the XCache package `php5-xcache` from a Debian or Ubuntu server with the command:

```
sudo apt-get remove php5-xcache
```

APC is available in Debian or Ubuntu as the `php-apc` package. If you already have Apache installed on the server you are going to use for Newscoop, you can install APC and get it working with the following commands:

```
sudo apt-get install php-apc
sudo invoke-rc.d apache2 restart
```

APC has an administration page, which is not installed by default. If you wish, you can install and configure it with the following commands:

```
sudo cp /usr/share/doc/php-apc/apc.php /var/lib/newscoop/
sudo nano /var/lib/newscoop/apc.php
```

You should set an admin password for the apc user on line 42 of the file, such as `mynewpassword` in this example:

```
defaults('ADMIN_PASSWORD','mynewpassword');
```

Save the `apc.php` file with `Ctrl+O` and close it with `Ctrl+X`. Then open a web browser at the `apc.php` page of your Newscoop server, such as:



```
http://newscoop.example.com/apc.php
```

You will then be able to confirm that APC is working, and view some statistics for the cache. The link to log in, which provides access to features such as clearing the APC cache, is in the top right corner of this page.




## 42. INSTALLATION STEPS

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


RE-CHECK		NEXT >	Progress...																					
<div>All system requirements are met.</div> <table><thead><tr><th>Recommended</th><th>Status</th></tr></thead><tbody><tr><td>PHP CLI (Command Line)</td><td>Yes</td></tr><tr><td>APC (PHP Cache) Support</td><td>No</td></tr></tbody></table> <div><table><thead><tr><th>Option</th><th>Recommended</th><th>Current Set</th></tr></thead><tbody><tr><td>Safe Mode</td><td>Off</td><td>Off</td></tr><tr><td>Register Globals</td><td>Off</td><td>Off</td></tr><tr><td>File Uploads</td><td>On</td><td>On</td></tr><tr><td>Session Auto Start</td><td>Off</td><td>Off</td></tr></tbody></table></div>			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	<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>
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																						

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.

<a href="#">&lt; PREVIOUS</a> <a href="#">NEXT &gt;</a>		<b>Progress...</b>
<p><b>License:</b></p> <pre> PUBLIC LICENSE 3, 29 June 2007  re Foundation, Inc. &lt;http://fsf.org/&gt; and distribute verbatim copies changing it is not allowed.  amble  e is a free, copyleft license for ks.  e and other practical works are designed are and change the works. By contrast, is intended to guarantee your freedom to f a program--to make sure it remains free , the Free Software Foundation, use the most of our software; it applies also to y by its authors. You can apply it to  e, we are referring to freedom, not nses are designed to make sure that you copies of free software (and charge for eive source code or can get it if you e software or use pieces of it in new </pre>		<ul style="list-style-type: none"> <li>Pre-installation Check</li> <li><b>License</b> </li> <li>Database Settings</li> <li>Main Configuration</li> <li>Sample Site</li> <li>Automated Tasks</li> <li>Finish</li> </ul> 

Next, you need to set the Server Name/Address for the database, which will be localhost if Apache and MySQL are running on the same machine. You only need to enter a number in the Server Port field if you are using a non-standard MySQL port. Then enter the User Name, User Password and Database Name that you set up earlier.

<a href="#">&lt; PREVIOUS</a> <a href="#">NEXT &gt;</a>		<b>Progress...</b>
<p><b>Server Name/Address:</b></p> <input type="text" value="localhost"/>		<ul style="list-style-type: none"> <li>Pre-installation Check</li> <li>License</li> <li><b>Database Settings</b> </li> <li>Main Configuration</li> <li>Sample Site</li> <li>Automated Tasks</li> <li>Finish</li> </ul> 
<p><b>Server Port: (Optional)</b></p> <input type="text"/>		
<p><b>User Name:</b></p> <input type="text" value="newscoop_user"/>		
<p><b>User Password:</b></p> <input type="password" value="....."/>		
<p><b>Database Name:</b></p> <input type="text" value="newscoop"/>		

If you enter a Database Name which already exists on the specified server, you will be asked if you wish to Overwrite Database. Only click the Yes option if you are very sure that any production databases are fully backed up.

PREVIOUS

NEXT

There is already a database named *newscoop*.

If you are sure to overwrite it, check Yes for the option below. If not, just change the *Database Name* and continue.

**Server Name/Address:**

**Server Port:** *(Optional)*

**User Name:**


**User Password:**

**Database Name:**

**Overwrite Database:** Yes ☒ No ☐

### Progress...

- Pre-installation Check
- License
- Database Settings
- Main Configuration
- Sample Site
- Automated Tasks
- Finish



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.

◀ PREVIOUS

NEXT ▶

Site Title:

The Prague Times

Administrator Password:

●●●●●●●●

Confirm Password:

●●●●●●●●

Administrator E-Mail:

editor@example.com

Progress...

Pre-installation Check

License


Database Settings

Main Configuration

Sample Site

Automated Tasks

Finish



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.

PREVIOUS

NEXT

Progress...

Please choose a sample site:

☐ No, thanks!
☒ The New Custodian
☐ Rockstar

The New Custodian  
Theme for Newscoop Version 4

Rockstar  
Theme for Newscoop Version 4

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.

PREVIOUS

NEXT

Progress...

**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](#).

Pre-installation Check
License
Database Settings
Main Configuration
Sample Site
Automated Tasks
Finish

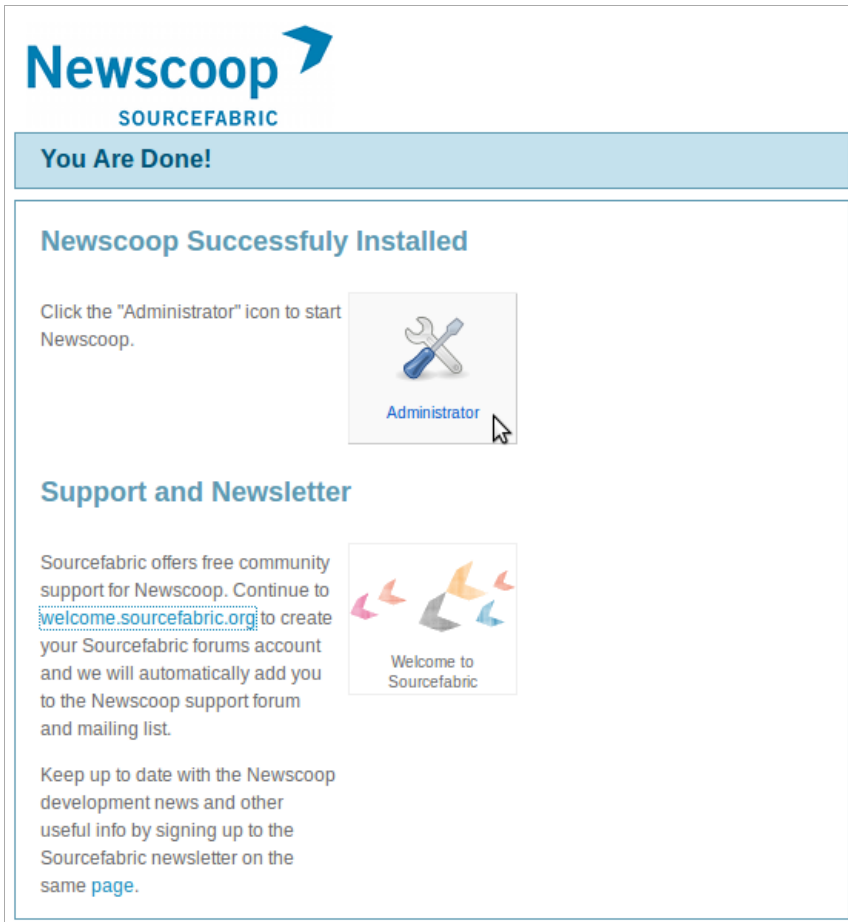
Once installation has completed, two large buttons are shown. Clicking on the upper Administrator button, with a tools icon, redirects you to the Newscoop administration interface. You can access this interface at any time by appending admin to the end of your Newscoop server's URL, such as:

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

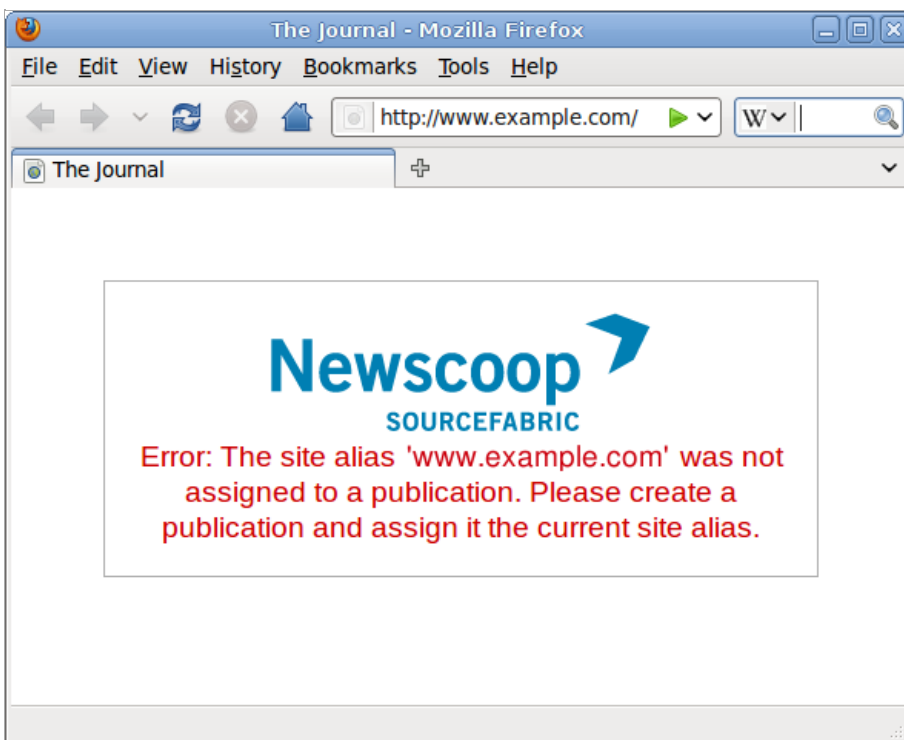
You will need to log in with the user name admin to begin with, using the password that you set for the administrator during the installation. See the Getting started chapter for details.

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

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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.



# 43. 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 `newscoop-audit.log` file in the `log/` sub-directory of your Newscoop installation, such as `/var/lib/newscoop/log/newscoop-audit.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 `newscoop-audit.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

## 44. WHERE TO GO FOR SUPPORT

## 44. 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](mailto: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](mailto:contact@sourcefabric.org) and we'll try to help!



# **APPENDIX**

**45. EXPERT INSTALL**

**46. CREDITS**

# 45. 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-4.1.0.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.**

# 46. CREDITS

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