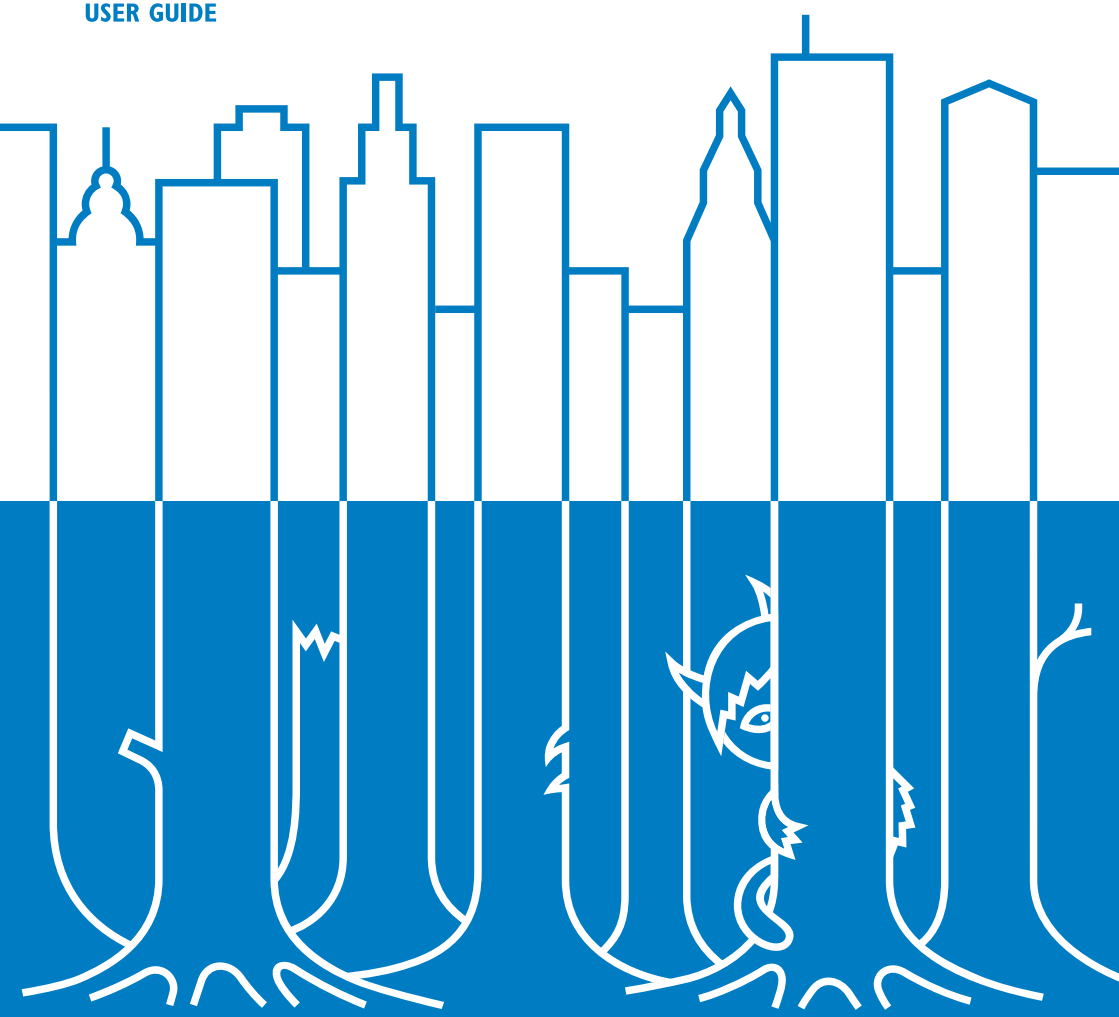
Newscoop 4.4 for Journalists and Editors

The open content management system for professional journalists

USER GUIDE



SOURCEFABRIC

INTRODUCTION

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

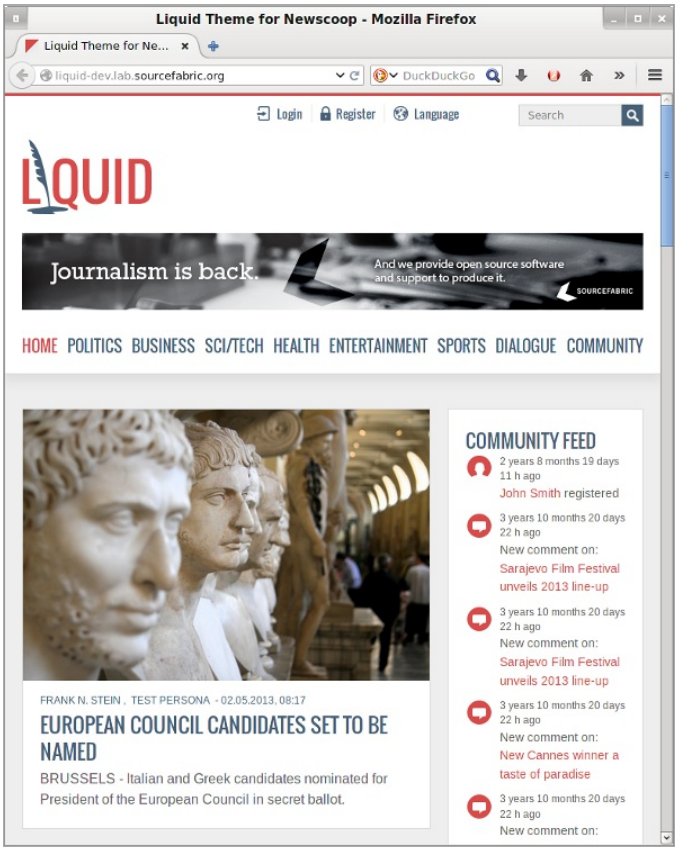
1. What is Newscoop?

Updated for Newscoop 4.4.3

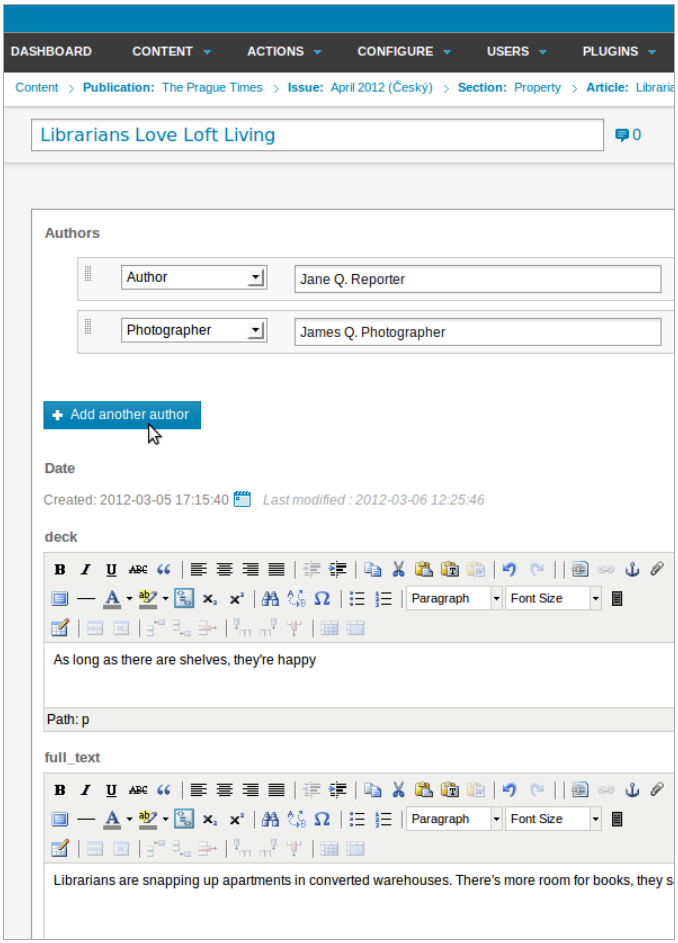
Newscoop is a multi-lingual enterprise content management system for online newspapers and magazines, enabling scheduled publishing of multimedia.

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 a 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, Google Chrome and Microsoft Internet Explorer. No browser plug-ins are necessary.



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

Newscoop offers full control over the look and feel of your web site via a flexible HTML5 and CSS3 ready template engine. The PHP object-oriented API enables your website developers to build third-party Newscoop plug-ins too. Support for translation allows the administration interface to be adapted for new languages quickly and easily. Managers will appreciate the fine-grained access control for different types of staff users, including journalists, editors, and subscription managers.

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

Managed hosting for Newscoop servers, templating, deployment and customisation services are available from Sourcefabric. If your Newscoop server is hosted by Sourcefabric, you can skip reading the *Newscoop installation* section of this manual, because server installation, maintainance and upgrades will be taken care of for you as part of the standard Sourcefabric service.

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.

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. **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**
7. **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**
8. 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, optionally with a maximum number of characters
        - multiple-line text field with or without a 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
9. **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**

10. 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
11. **Comments**
    - Readers can make comments to articles
    - Comments can be linked to a forum
    - **Flexible implementation**: allow anyone to comment, or just readers logged in
    - Comments can be **moderated**
    - **reCAPTCHA** plugin for spam prevention
12. **Import of articles** in XML format
13. **Feedback** message system, with file attachments

Revenue generation

1. Optionally **control access** to your content via a paywall plugin, with PayPal integration
2. **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

Flexible plugin system

Newscoop plugins available from https://github.com/newscoop include:

- Advertising
- Airtime broadcast API
- Analytics (with Piwik)
- Article Calendars
- Article Edit Screen
- Article Recommendation
- Comment Lists
- External Login with single sign-on
- Facebook
- GitHub last commits
- Google Events
- Ingest for RSS and NewsML feeds
- Instagram image ingest
- Meteoblue weather API
- Newsletters
- Omniticker
- Send Feedback
- Solr Search
- YouTube

and more. New plugins can be created to meet the specific needs of your publications.

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. Armenian
3. Azerbaijani
4. Belarusian
5. Chinese
6. Croatian
7. Czech
8. Danish
9. Dutch
10. English (Great Britain)
11. French
12. Georgian
13. German
14. Greek
15. Hungarian
16. Italian
17. Polish
18. Portuguese (Brazilian)
19. Romanian
20. Russian
21. Serbian (Cyrillic)
22. Serbian (Latin)
23. Spanish
24. Swedish
25. Ukranian

Further translations are being added by the Newscoop community at https://www.transifex.com/projects/p/newscoop

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

Site Design

Newscoop has its own **template language** 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
    - subscription 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

Services

Sourcefabric services help 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.

- Paid per-incident support is available from Sourcefabric (https://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 (https://forum.sourcefabric.org)

PUBLISHING WITH NEWSCOOP

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

21. ARTICLE COMMENTS
22. MODERATING COMMENTS

3. Getting started

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

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

This part of the Newscoop manual is aimed at editors and journalists working their way through these three steps. It assumes that the web server you will use is already up and running with Newscoop, and that a theme has been installed 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 from Sourcefabric, you can use this theme to learn about publishing with 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.

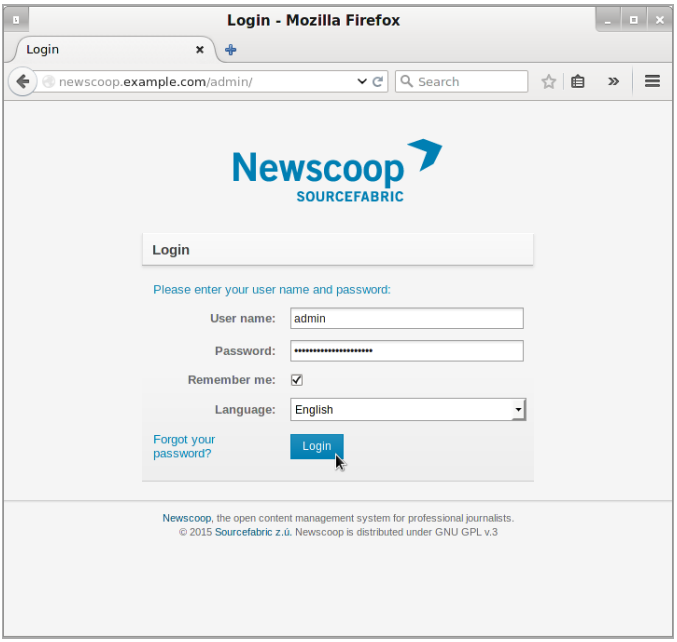
Logging in

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 have accounts with 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.



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 **Preferences**, then **Privacy**, then **Clear Recent History** on the main menu.

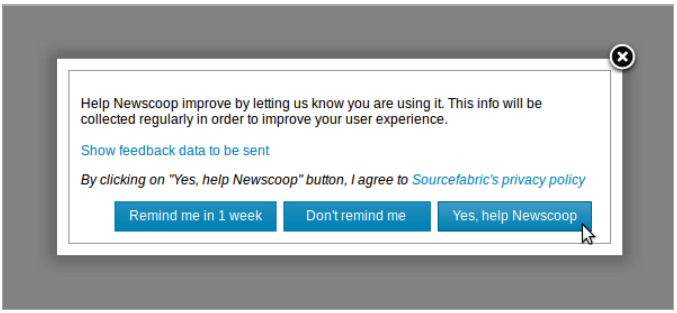
For journalists and news organisations which do not have their own Newscoop server yet, the administration interface of the Newscoop demonstration server can be found at:

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

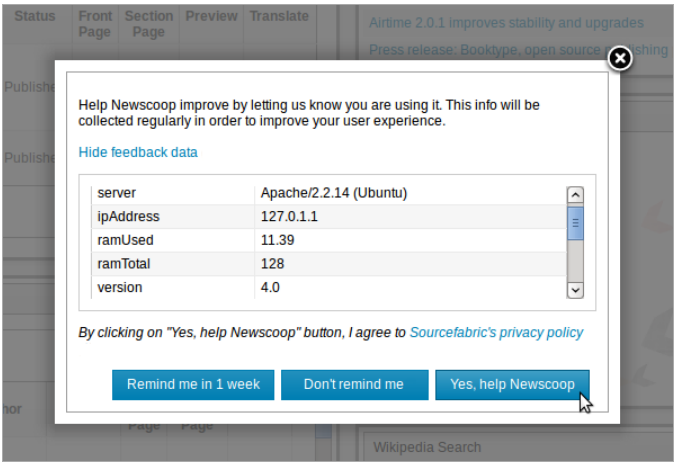
Please remember that the demonstration server is a public site, so you should not enter any private information there. A variety of guest login accounts are set up on this system, and the passwords for these accounts are shown on the login page.

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.

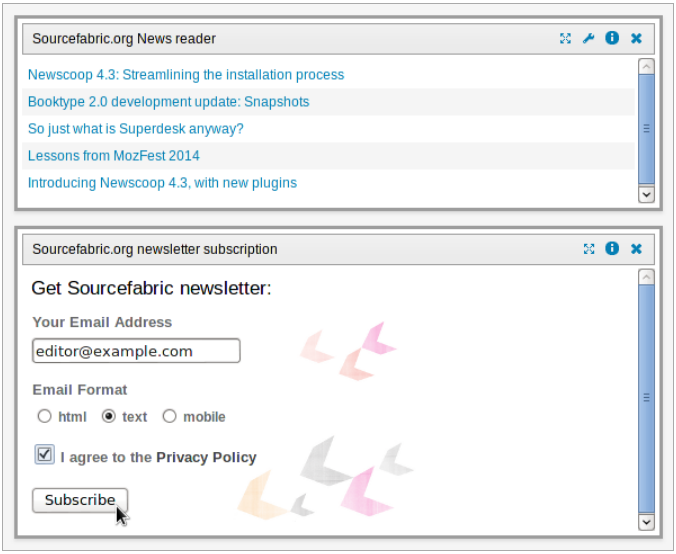


You may need to scroll down inside the window to see all of the feedback data. If you wish to close the pop-up window without clicking either button, you can click the **x** icon in the top right corner.

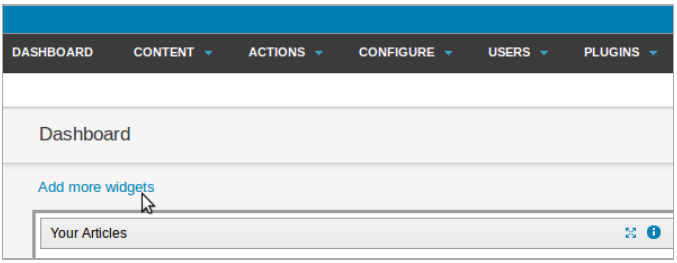
4. The Dashboard

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

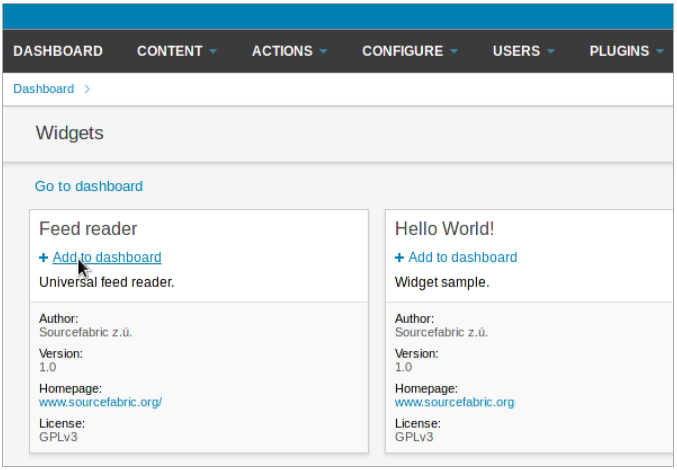
- Recently Published Articles
- Recently Modified Articles
- Your Articles (copy written while you were logged in to Newscoop)
- Article diagrams (for article statistics)
- Submitted Articles (the journalists have marked this copy as ready for the editor)
- Most Popular Articles (by the number of readers)
- Pending Articles (copy which has not yet been assigned to a specific publication)
- Images and Files (in Newscoop's Media Archive)
- Feed reader
- Sourcefabric.org blog reader
- Sourcefabric.org News reader
- Sourcefabric.org newsletter subscription
- Wikipedia Search



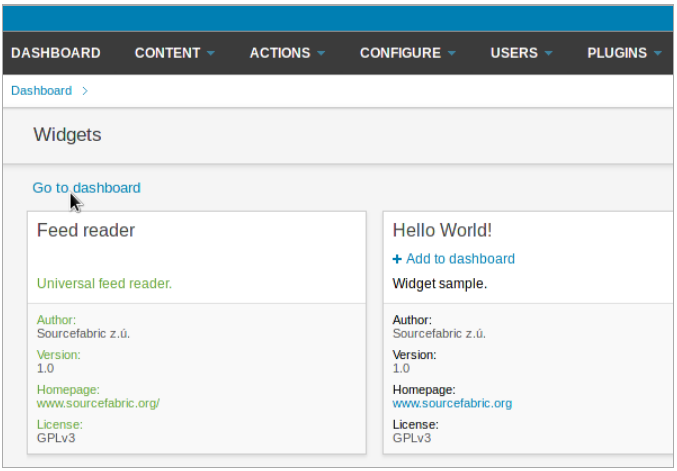
You can move widgets around on the page, delete widgets you don't need, and add new ones, to customize the Dashboard to suit your needs. Click the **Add more widgets** link to open a page where you can select from other potential widgets.



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

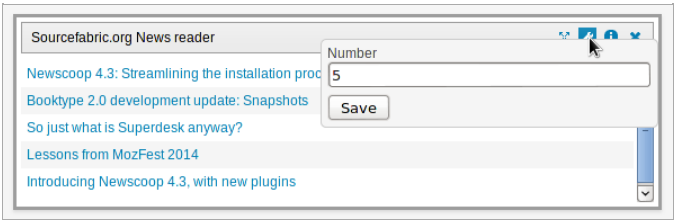


After all the widgets that you require have been added to the Dashboard, they change from black to green text to show that they are active. Click the **Go to dashboard** link to return to the Dashboard page.



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.

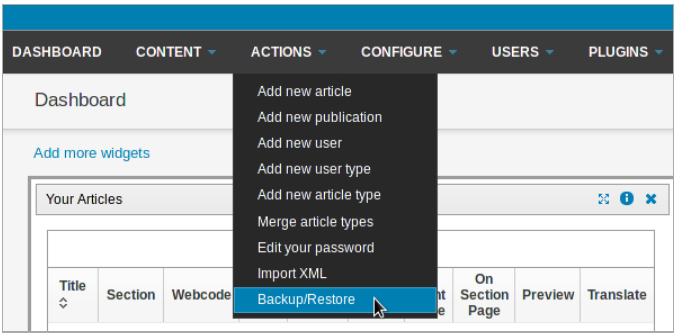
Some widgets also have a spanner (wrench) icon in the upper-right corner, which enables you to adjust a setting for that particular widget. For example, clicking the spanner icon on the **News reader** widget enables you to set the number of news articles listed.



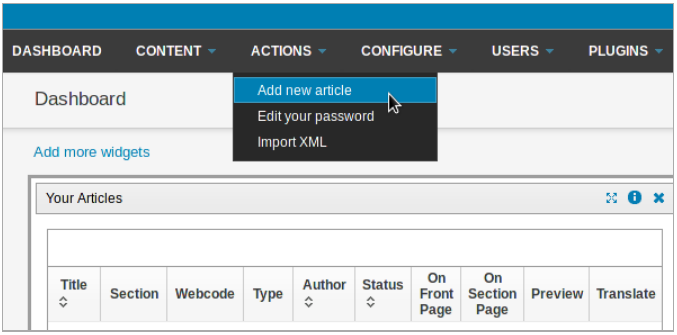
5. How permissions change the interface

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). Newscoop calls these differing roles *User Types*.

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:



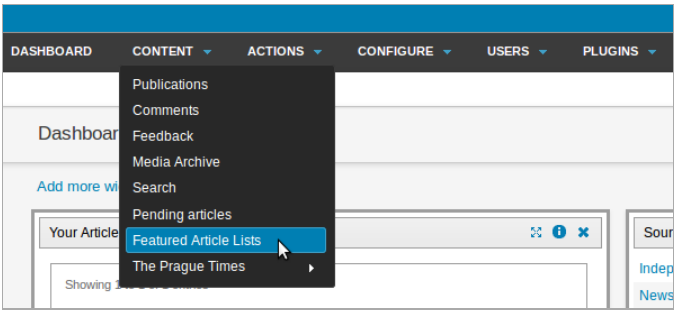
See the chapter *User management* for details about how to create, edit and assign User Types.

6. Main menu

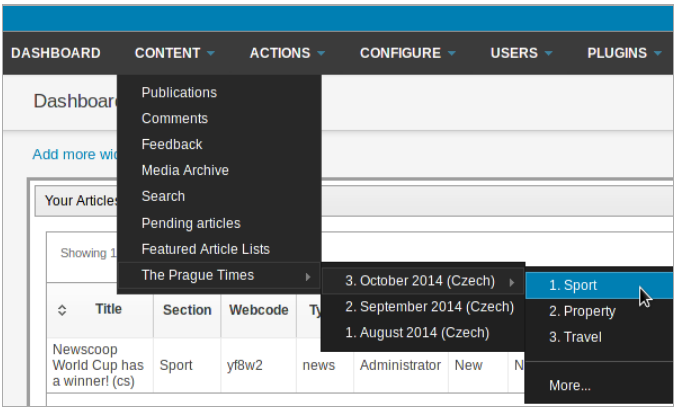
The main Newscoop menu contains a link to the **Dashboard** page and up to five sub-menus, depending on the permissions of the user who is logged in. These sub-menus are **Content**, **Actions**, **Configure**, **Users**, and **Plugins**. The menus shown below are for an administrator user, who has access 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**. You can read about these menu functions in detail, in the following chapters of this book.

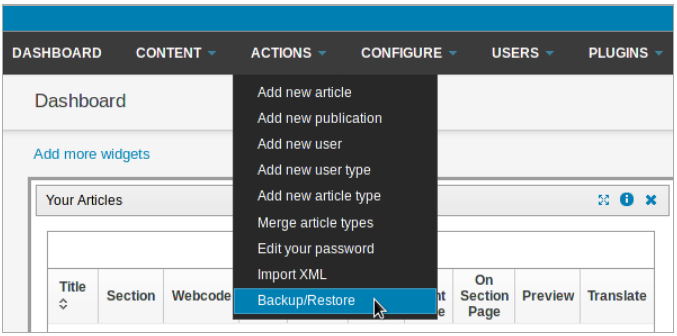


For each available publication, there are quick links to the latest three issues on a sub-menu, and a full list of sections within each issue on further sub-menus.



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.

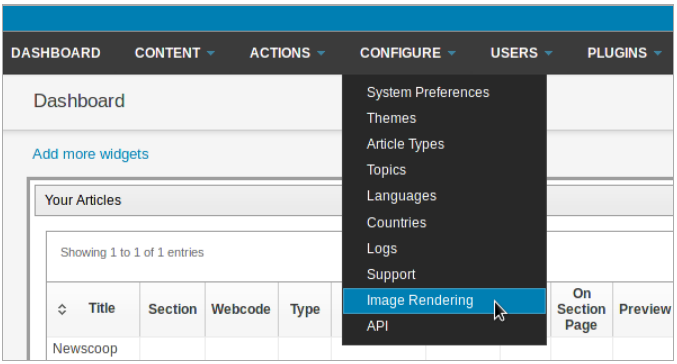


Configure

On the **Configure** menu you can adjust the **System Preferences** for your publication, and perform a number of other functions described in the **Newscoop administration** section of this book.

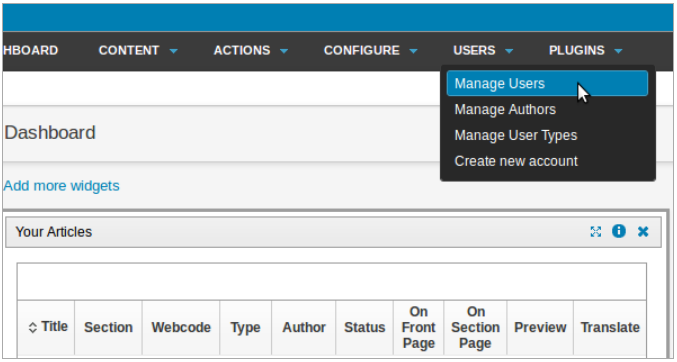
Themes are the template packages which determine how Newscoop displays content to your readers. **Article Types** describe the format of your articles, while **Topics** allow you to categorize your articles. The **Languages** option specifies the languages that journalists have to choose from when creating articles.

Countries enables you to specify the name of a country in the local language for each territory. Clicking **Logs** will show you the recent activity of all staff users, for auditing purposes. **Support** enables 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, and **API** enables you to configure the Newscoop *Application Programming Interface* for third-party applications.



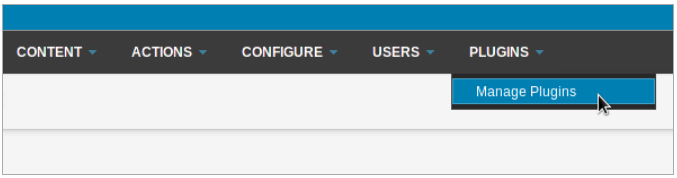
Users

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.



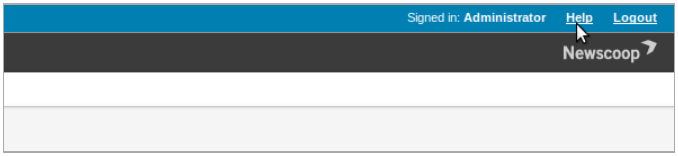
Plugins

This sub-menu provides access to additional functionality for Newscoop, which might include one or more of the plugins available at https://github.com/newscoop/ for download. See the chapters *Installing plugins* and *Using plugins* for details.



Help and Logout

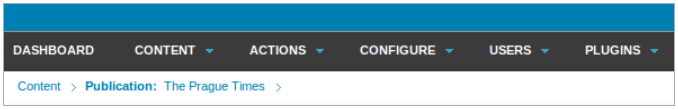
Up in the top right corner of the administration interface are two additional links, to the right of the full name associated with your login account. **Help** links you to the on-line version of this manual, via the Sourcefabric website, and other support resources including Newscoop forums. **Logout**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



7. Creating a publication

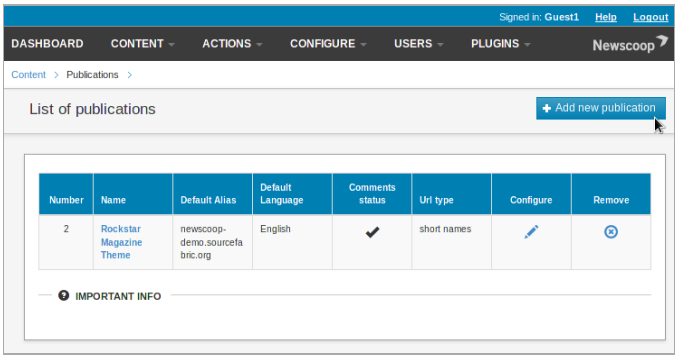
Newscoop content is organized in a hierarchical structure, which conforms to the tradition of newspapers and magazines: Publications, Issues, Sections and Articles. Each publication is made up of issues; each issue is in turn made up of sections, which are comprised of articles.

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.



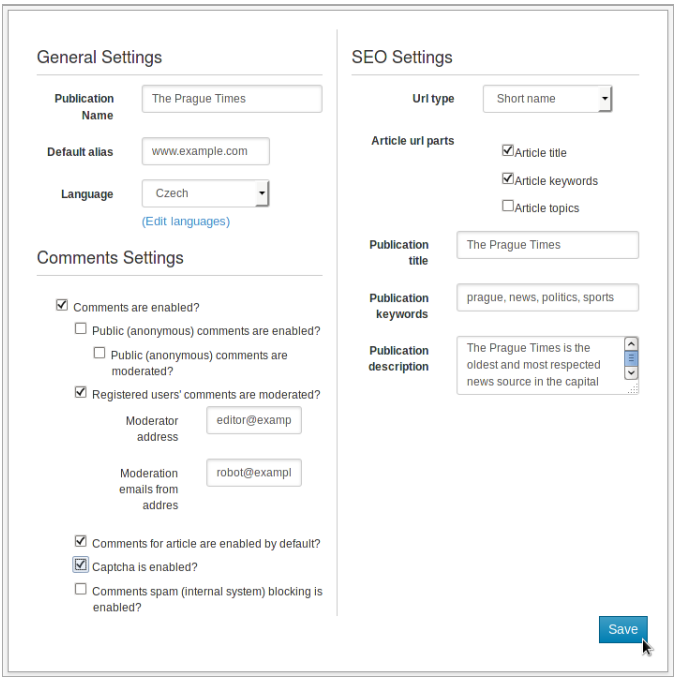
For example, by clicking on a publication named the "The Prague Times", you can see the list of issues for that newspaper. By clicking the name or number of a particular issue, you enter its list of sections. By clicking the name of a section you enter the article list. By clicking the article title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

Your Newscoop 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 parts; **General Settings** and **Comments Settings** on the left, and **SEO Settings** on the right. There's a **Save** button beneath.



The fields in **General Settings** are:

- **Publication Name** (e.g. "The Prague Times")
- **Default 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. 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
- **Language** is a drop-down menu which sets the default language of the publication for readers
- **Edit Languages** is a link to the Languages page of the Newscoop administration interface, which enables you to configure the choices available in the drop-down menu above.

The fields in **Comments Settings** are:

- **Comments are enabled?** Check this box if you would like your readers to be able to comment on articles
- **Public (anonymous) comments are enabled?** Check this box if readers who are not logged in will be allowed to make comments on articles
- **Public (anonymous) comments are moderated?** If you check this box, comments by readers who are not logged in will be hidden from other readers until they have been reviewed by a staff member

- **Registered users' comments are moderated?** Check this box to moderate comments by logged-in readers
- **Moderator address** If comments are moderated, each time a comment is posted an email is sent to this address, such as 'editor@example.com'
- **Moderation emails 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' may be suitable
- **Comments for article are enabled by default?** If you check this box, then article comments for any new article will default to "enabled"
- **Captcha is enabled?** If this box is checked, the reader must type in random letters or numbers shown before they can post a comment, to prove they are human
- **Comments spam (internal system) blocking is enabled?** Check this box to activate Newscoop's internal anti-spam system.

The fields in **SEO Settings** relate to search engine optimization. These are:

- **URL type** Select from the drop-down menu whether to show a short URL or the full template path in article URLs
- **Article URL parts** Check these boxes if the article title, keywords or topics should be part of the article URL
- **Publication title**, **Publication keywords** and **Publication description** can be chosen and adjusted for the best possible search engine results.

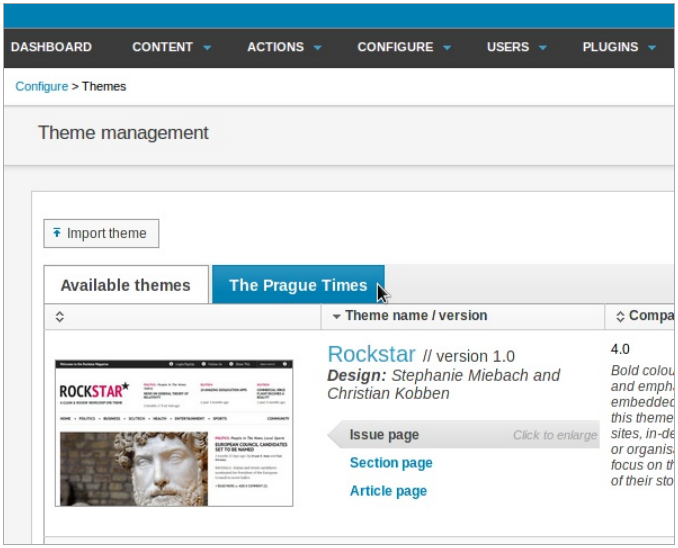
After clicking the **Save** button, Newscoop will confirm that the new publication has been created. You can return to the publication configuration page at any time by clicking the **Configure** icon (a pencil) in the **Publication List**.

8. Choosing a theme

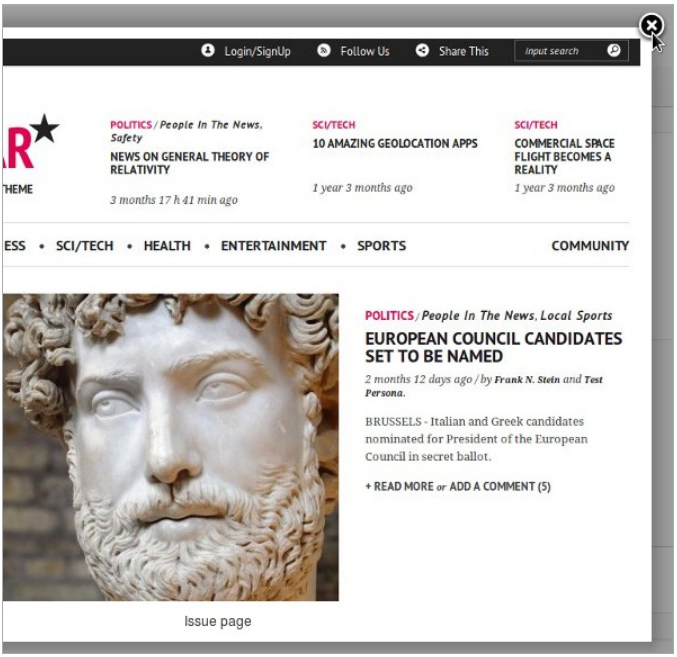
Having created a publication, the next step is to assign a theme to it, which will determine the publication's appearance and functionality for your readers. On the **Configure** sub-menu, click **Themes**.

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 chapter *Importing and exporting themes* to add new themes to your server.

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

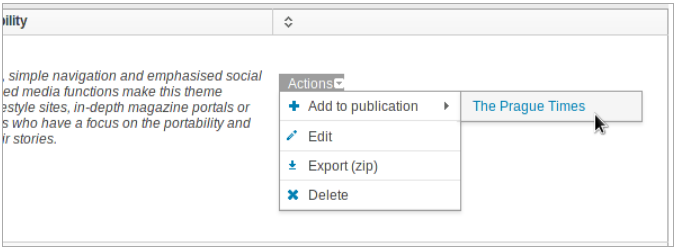


The main templates within each theme can be previewed in the window on the left side of the table, by hovering your mouse over the links for **Issue page**, **Section page** and **Article page**. Click any of the links to open a larger preview in a pop-up window. You can close this pop-up window by clicking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

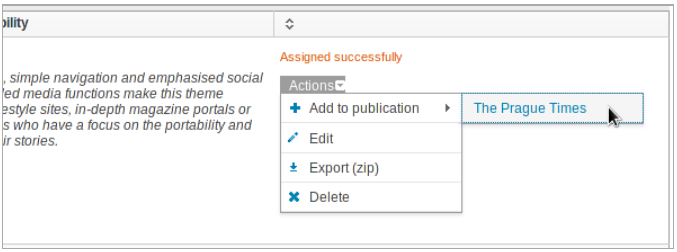


Issue page

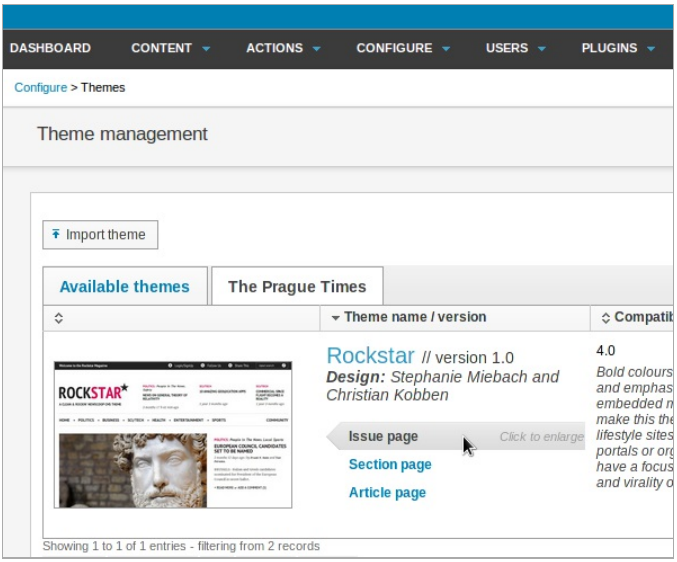
To assign a theme to your new publication, click **Actions** on the right side of the table row for the theme of your choice. On the menu which pops up, click **Add to publication**, then the name of the publication that you have created. This action creates an independent copy of the theme for your 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.



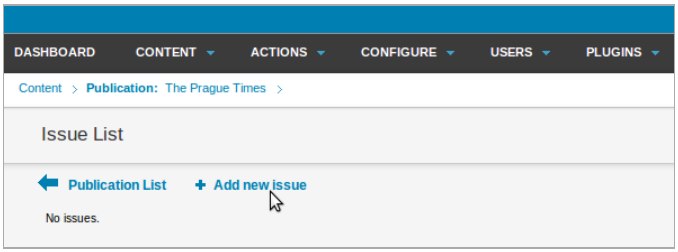
The tab for your publication should now display the theme that you chose. The theme can be unassigned from the publication using the **Actions** pop-up menu in this tab, if it is not being used by any issue in that publication.



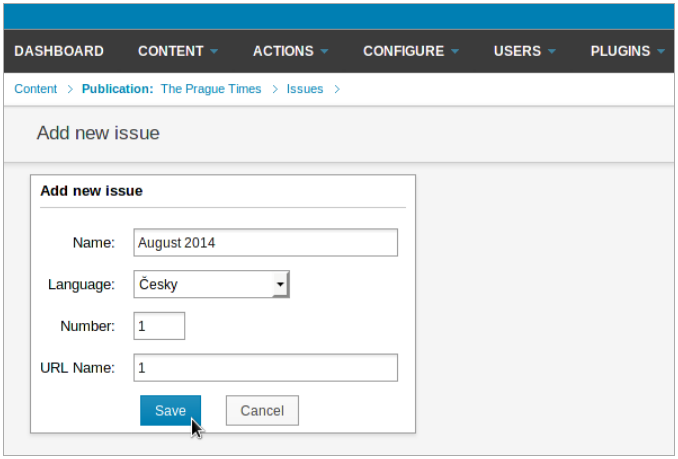
You should now reload the image renditions to suit the new theme - see the chapter *Image rendering* for details.

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 might 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.

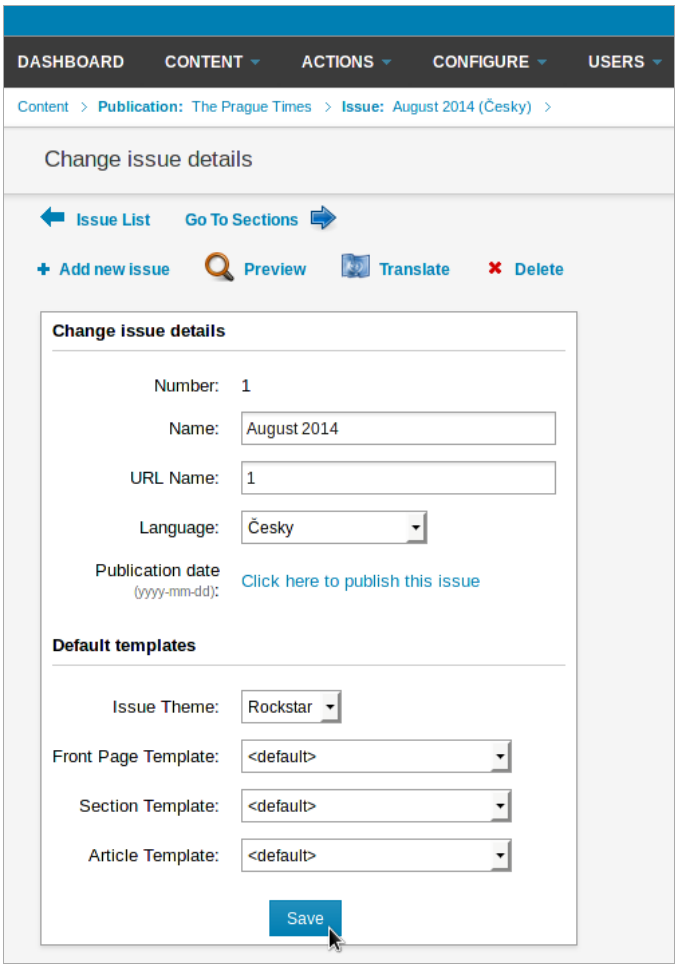


If you are planning to add older issues of your publication at a later stage to the same Newscoop server, you should continue the numbering series. For example, if you published issue 154 of the "The Prague Times" before moving to Newscoop, you should assign number 155 to the first issue you are creating with Newscoop. This is because by default, 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 used if you have set the "URL type: short names" option for 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 "2014_1" here, the URL for the issue might look like this:

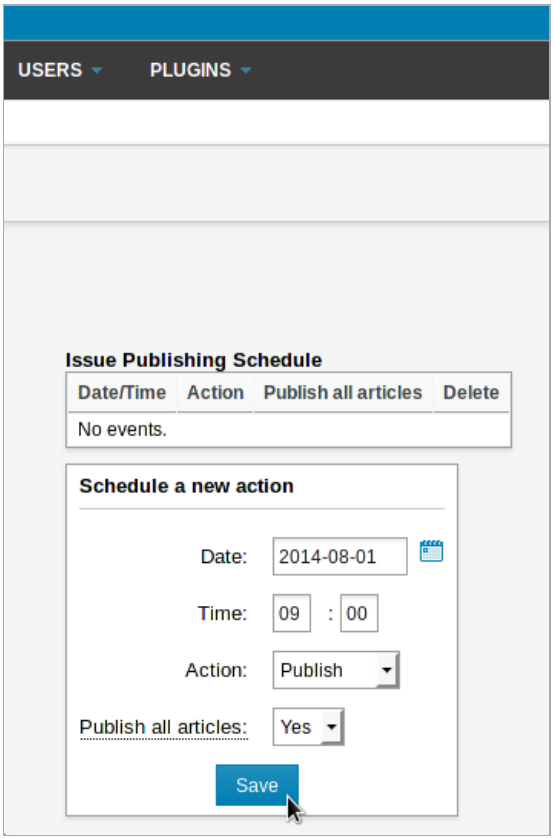
```
http://www.example.com/2014_1
```

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*).

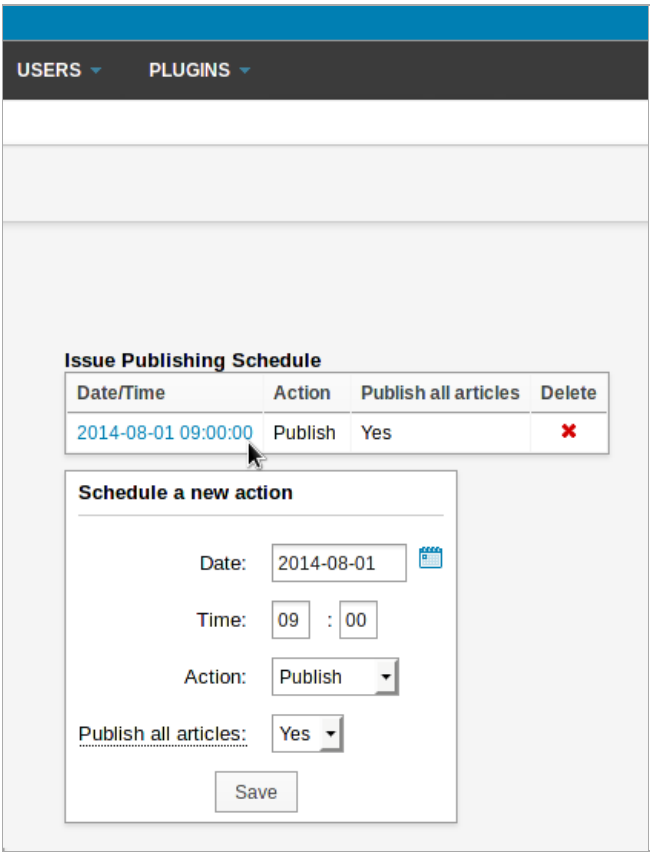


Issue publishing schedule

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.

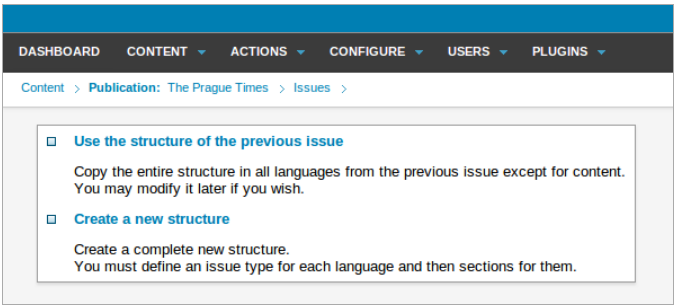


Existing actions are shown in the **Issue Publishing Schedule** table. Individual actions can be deleted from the table by clicking the red **x** icon on the right side.



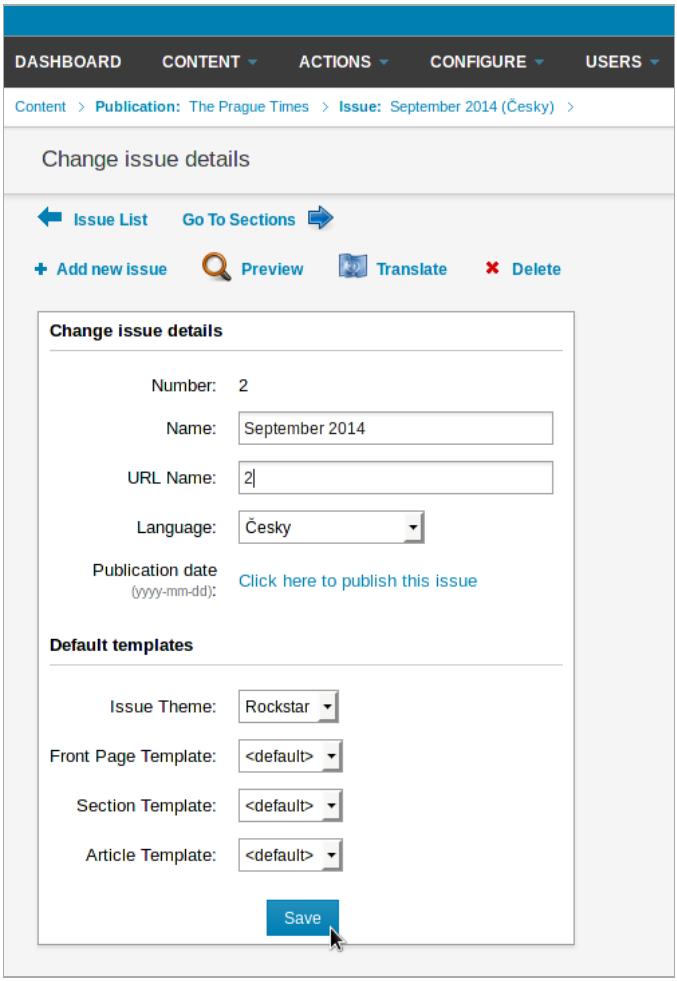
Copying the issue structure

If this is not the first issue you have 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**.



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 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: September 2014 (Česky) >
Change issue details
Issue List
Go To Sections
Add new issue
Preview
Translate
Delete
Change issue details
Number: 2
Name: September 2014
URL Name: 2
Language: Česky
Publication date (yyyy-mm-dd): Click here to publish this issue
Default templates
Issue Theme: Rockstar
Front Page Template: <default>
Section Template: <default>
Article Template: <default>
Save

10. Creating a section

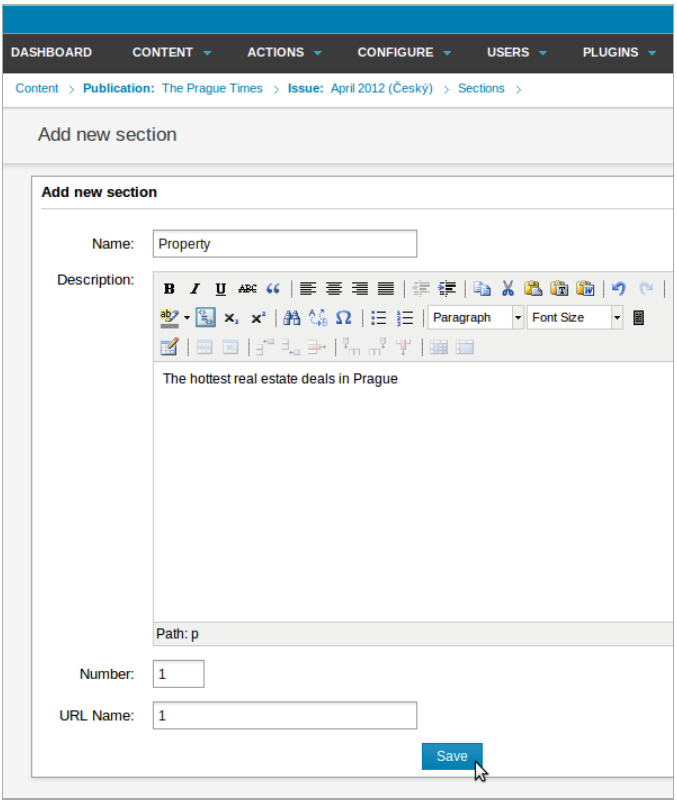
Click on **Content** in the main menu, then the name of your publication, to view the **Issue List**. By clicking on the name of an issue in the **Issue List**, you will enter the **Section List**. At first, a new issue might have no sections.

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:

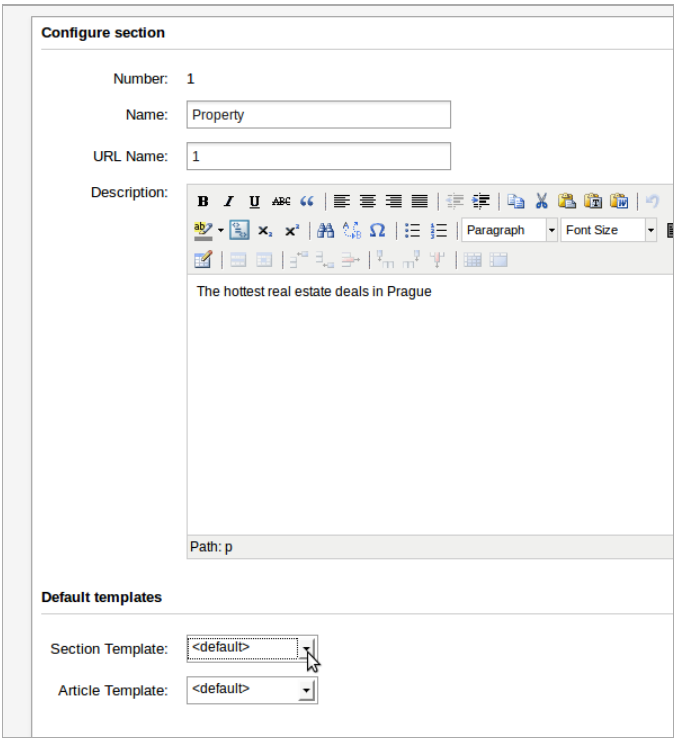
`www.example.com/2015_1/1/`

if the issue URL name was *2015_1* and the section URL name was *1*.



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. Then click the **Save** button.

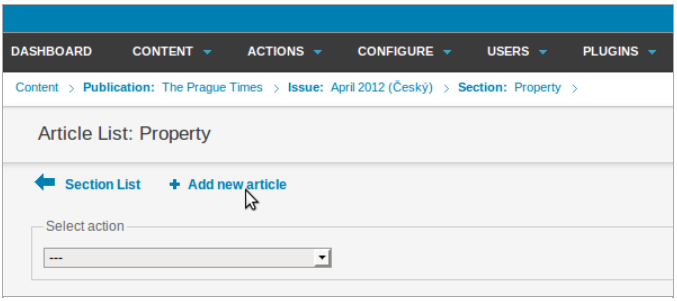
Your next step is to adjust the templates for the new section on the **Configure section** page, if required.



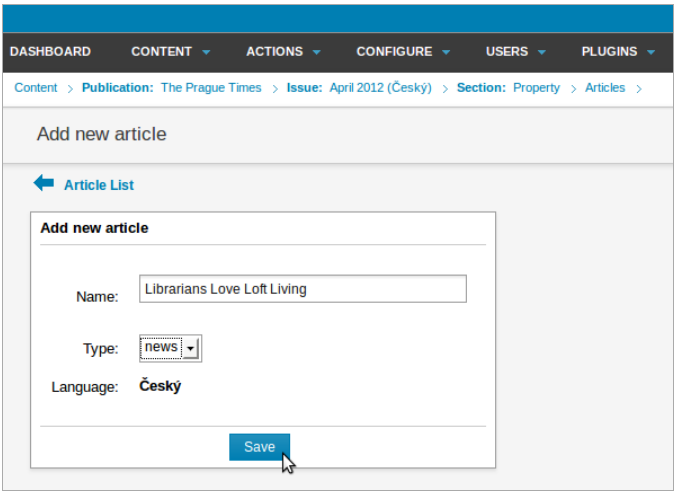
Here, you may wish to select custom templates for this new section and its articles from the drop-down menus. If you don't have custom templates for specific sections, you can use the *default* section and article templates instead. Then click the **Save** button, further down the page, to confirm your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

11. 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, for example **news**. This determines the structure of the article that will be created, so the choice that you make for this particular article cannot be altered later. If you have not set up any additional Article Types yet, only the default Article Type will be available. Refer to the chapter on *Article Types* for details on how to create these.

- **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 that you make at this stage is final, although you can create a translation of the article into another language.

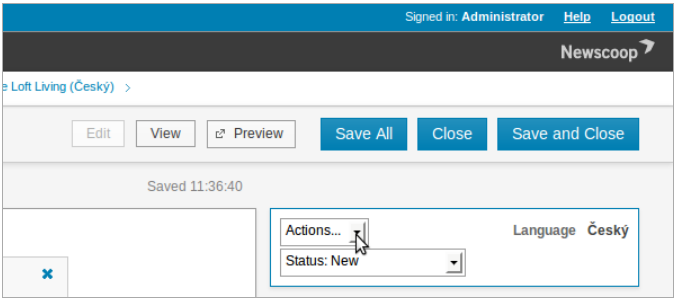
When you click the **Save** button, you will be taken to the **Edit Article** page.

12. Editing an article

The exact appearance of the **Edit article** page depends on the **Article Type** you have chosen. Below, a typical news article 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.



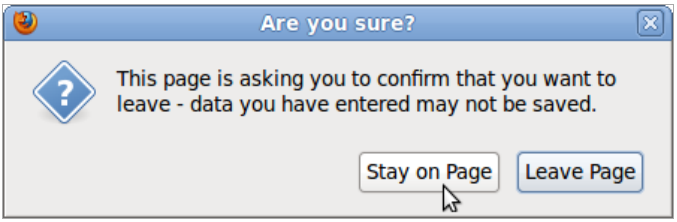
Edit, View and Preview buttons

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.

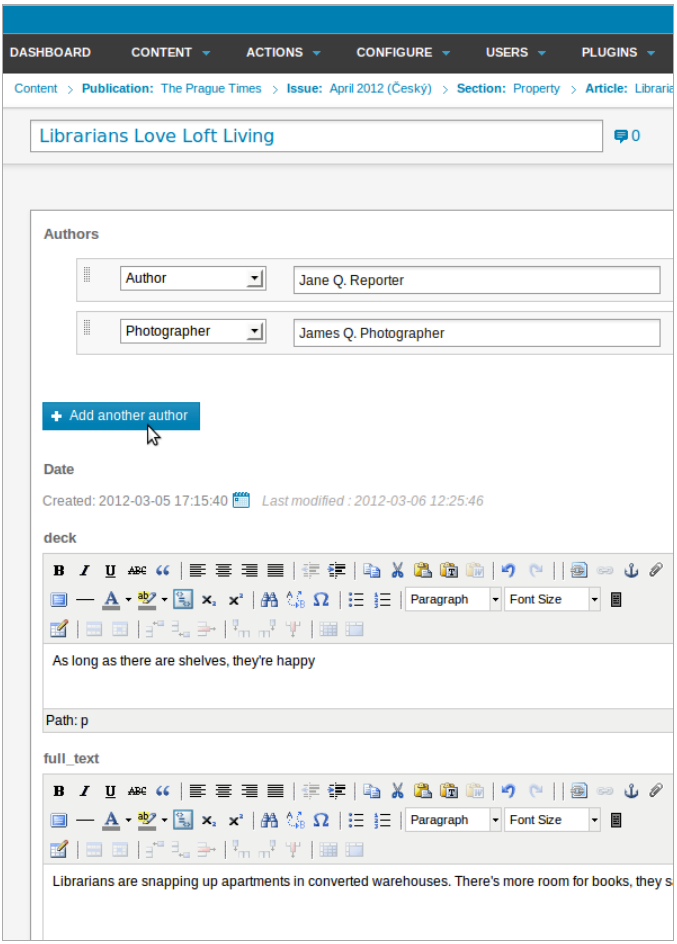


This warning message does not appear in the **Opera** web browser, so if you are using that particular browser, you should make sure that you have saved any changes before leaving the page.

The editing area

To the left of the **Sidebar** is the editing area for the article. The *news* **Article Type** in the screenshot below 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 as part of the Article Type.
- **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.

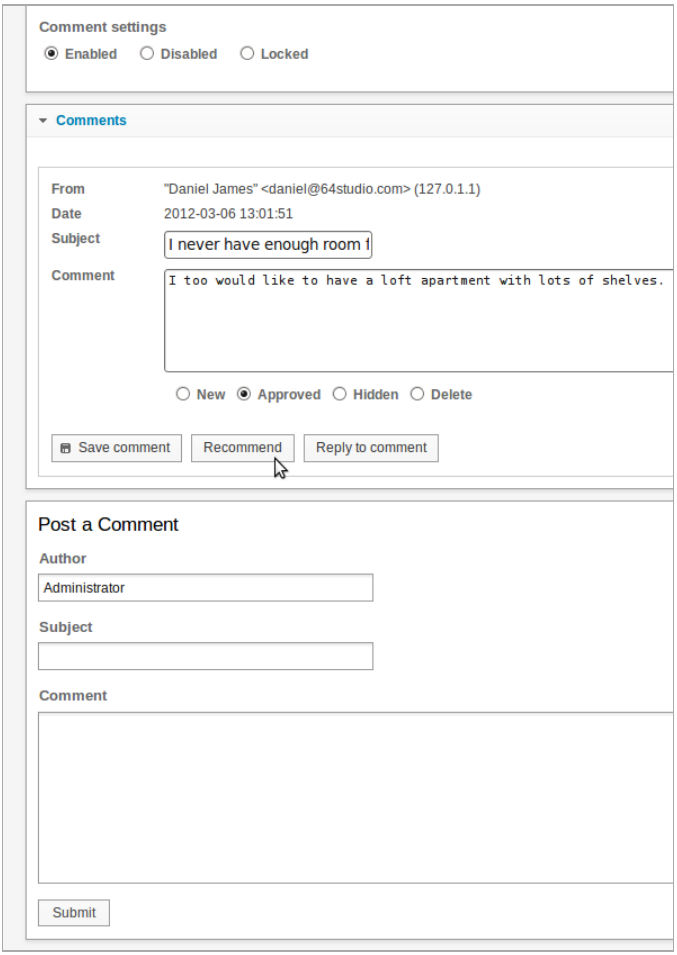


Details of the editing features are covered in the chapter *Using the TinyMCE editor*.

Comments

Beneath the editing area, there is 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.



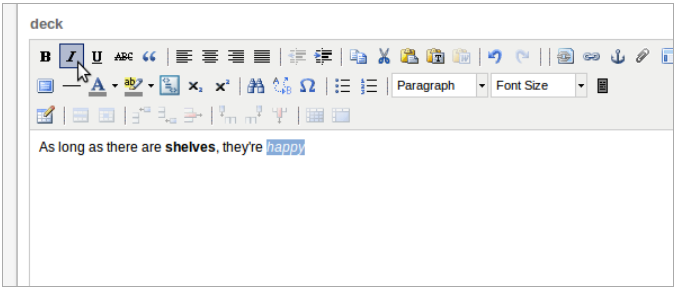
Individual comments can be **Approved** for publication, **Hidden** or removed with **Delete**, using the radio buttons immediately below the comment. A comment can be edited and then saved with the **Save comment** button, made more prominent on the article page with the **Recommend** button, or responded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

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

13. Using the TinyMCE editor

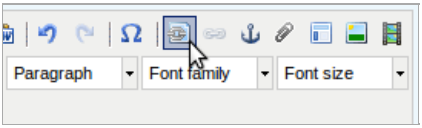
The text editor in Newscoop (a program called **TinyMCE**) enables contributors to perform extensive article formatting from within a web browser. You may be familiar with most of the functions of TinyMCE from using word processors such as Microsoft Word or LibreOffice: functions such as bold, italic,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

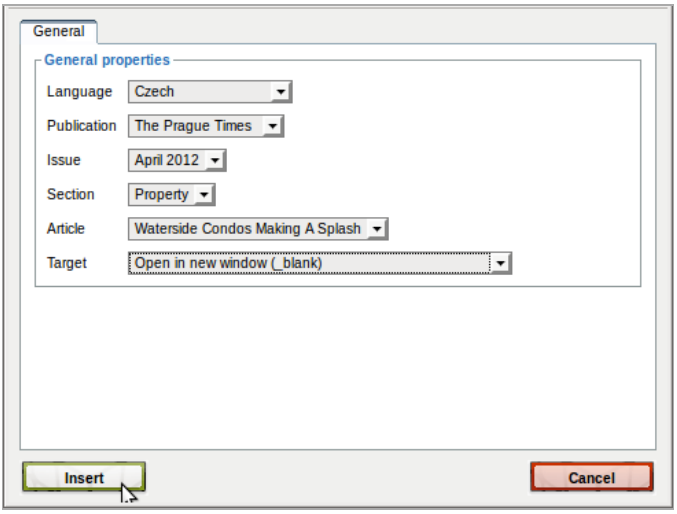


The editor that you see in your own Newscoop installation may look different to the one shown above, depending on the extent of your user permissions. The editor should contain all the functionality you need for your publication, but if you feel something vital is missing, you could discuss the matter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

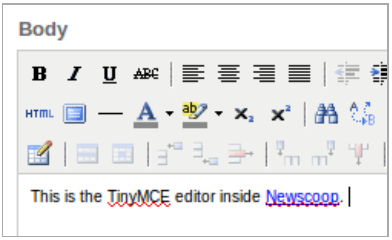
There are several Newscoop-specific features in the editor. The first is **Insert/edit internal link**, which enables you to select a word or phrase from your article and link it to an article within the same Newscoop publication, or within another publication on the same Newscoop server.



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.

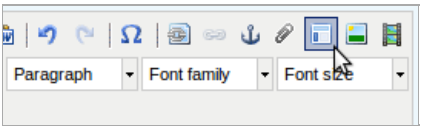


After you click the Insert button, the internally linked text will be shown in blue and underlined, like a web link.

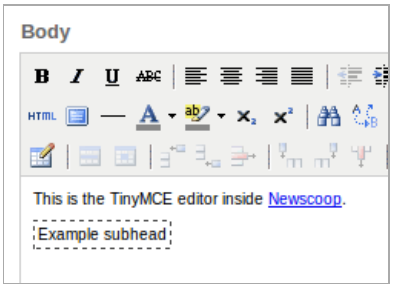


Selecting some text in the article then clicking the **File Attachment** paperclip icon in the TinyMCE toolbar opens a pop-up window. This window enables you to create a download link from the specific word or phrase selected to one of the files attached to the article. See the chapter *The Sidebar*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

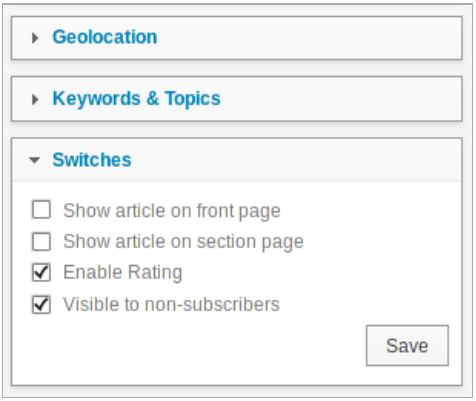


To the right of the Newscoop Subhead icon, click the **Insert image** picture icon to select from the images attached from the article, or click the **Insert/Edit Embedded Media** film-strip icon to insert a link to an attached video file. Attaching images and video files to articles is covered in the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

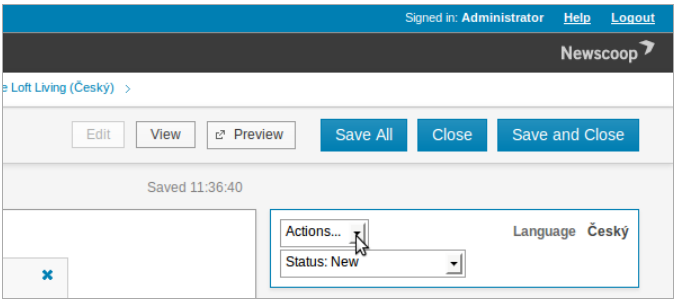
14. The sidebar

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.



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.

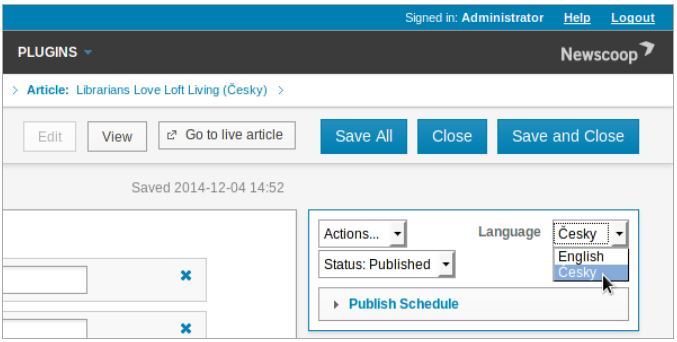
The Status menu

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.

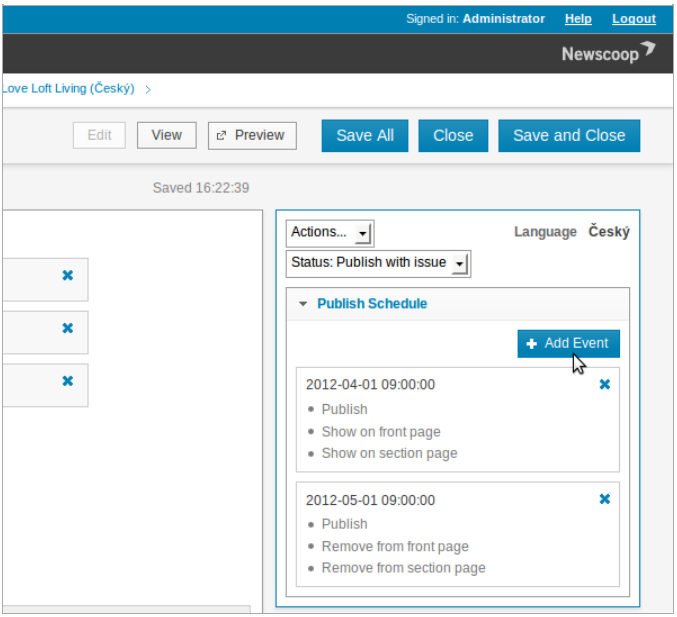
The Language menu

The Language menu is to the right of the Actions and Status menus. If multiple language issues have been created 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.

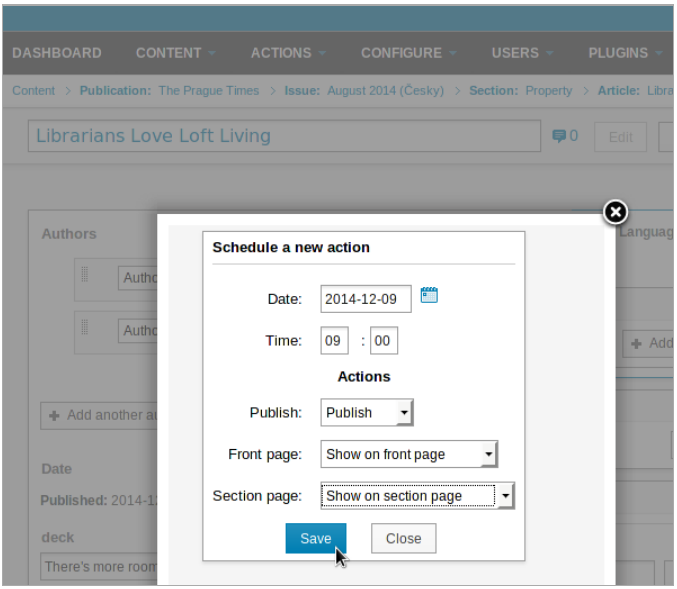


Publish Schedule

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 the publication's front page, or the article's section page, at the specified time.



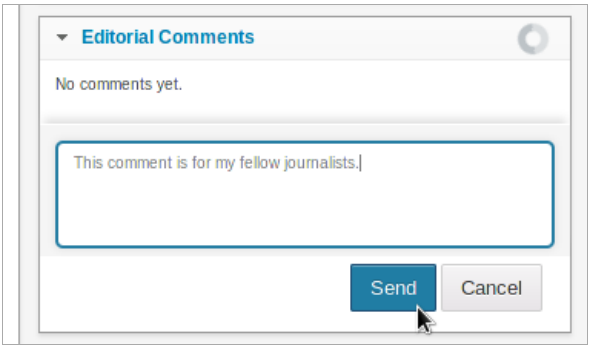
Note that the date fields have a fixed syntax of YYYY-MM-DD (four year digits, two month digits and two day digits, in that order). If you enter dates manually in any other format, you may get incorrect results.



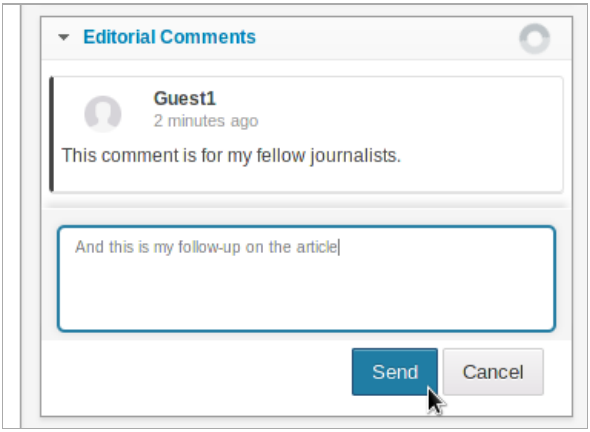
Editorial Comments

The Editorial Comments box is new in Newscoop 4.4. It enables publication staff to leave messages for each other about the article which is currently open. Unlike reader comments, editorial comments are not expected to be shown to readers by your publication's theme templates.

To leave a comment, click in the **Post a new comment** field with the blue outline, which will expand. Then enter the comment text and click the **Send** button.



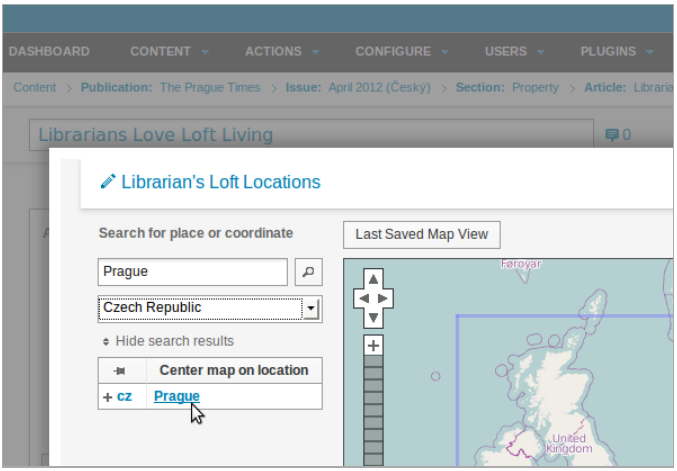
The username of the person who left the comment will be displayed, followed by the time since the comment was posted. Further comments can be left beneath.



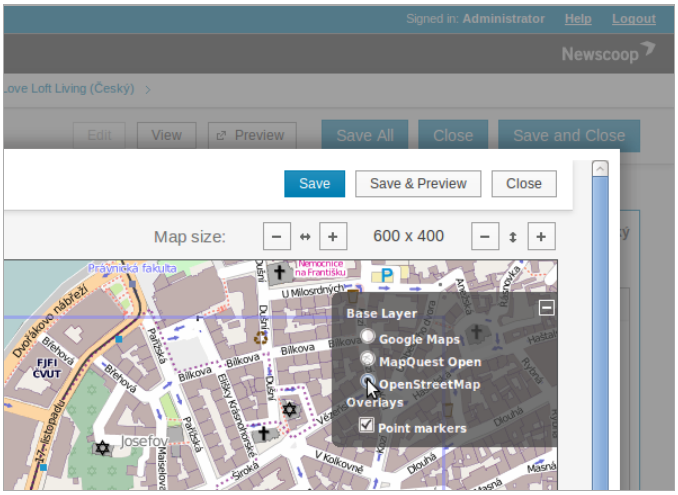
Geolocation

Clicking the **Add** or **Edit** 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.

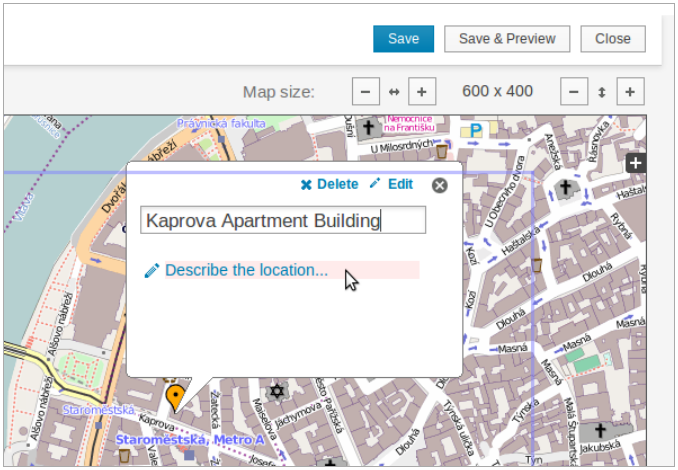
First, enter a title for the map, and then search for a place name to centre the map on. Click the place name in the search results to centre the map on that location. Then use the vertical control on the left side of the map, with plus and minus buttons, to zoom in to an appropriate scale.



On the upper right corner 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.

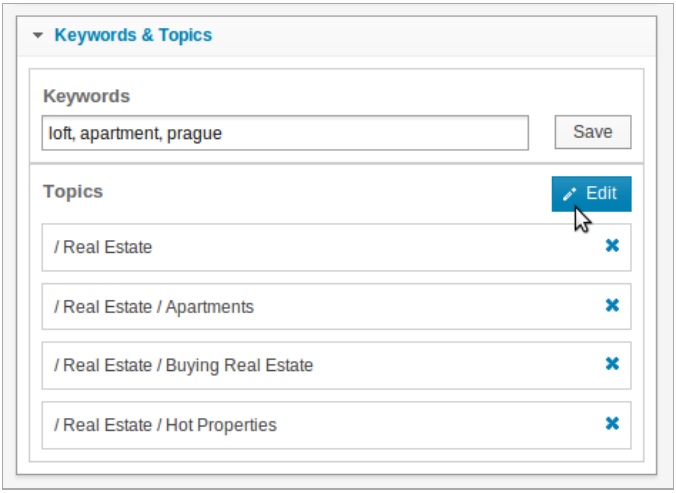


Click on the blue **Edit** link to enter more details about the point of interest in a pop-up window, including external URL, image and video links. You can also change the colour of the point marker in this pop-up window.

Keywords & Topics

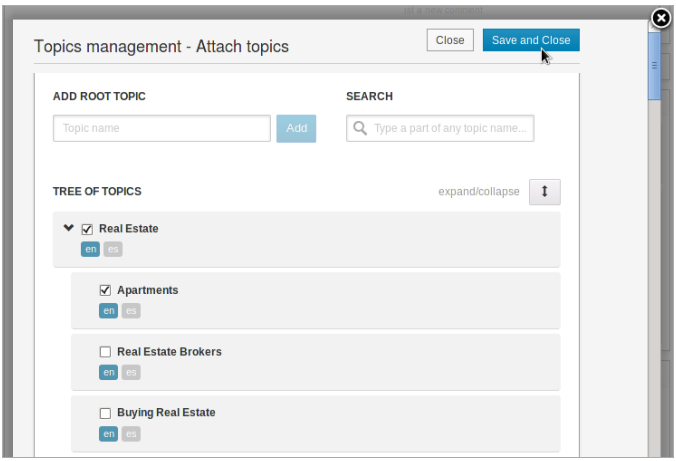
Click in the **Keywords** field to enter words that describe your article to search engines, then click the **Save** button.

Topics allow you to set attributes for the article, which may be used to display the article in a certain way. In the **Topics** box, click the **Edit** button to select from a tree of topics and subtopics in a pop-up window.



Topics at the base of the tree are known as **root topics**, even if they have no subtopics. If there are no root topics defined yet, you will not be able to attach any topics to the article until they have been created.

If any topics already created by your Newscoop administrator are insufficient to describe the article, you can enter a topic into the **Add root topic** field and click the **Add** button, or enter a subtopic by mousing over a topic row and clicking the **Add subtopic** button (with a plus icon) which will appear. Then click the **Save and Close** button.

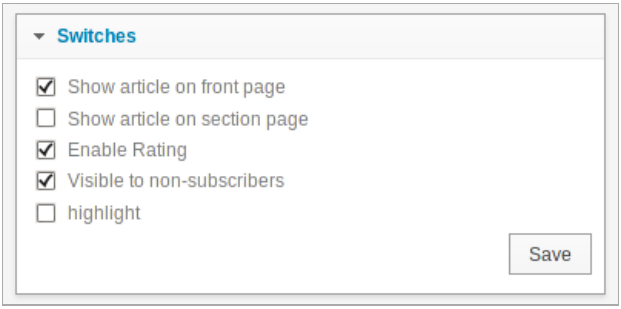


After clicking the **Save and Close** button, the new **Topics** you have selected will be displayed in the Keywords & Topics box in the sidebar. Click the blue **x** icon on the right side of each row to remove a topic from the table.

See the *Topics* chapter in this manual for more details about how topics can be created and managed.

Switches

Switches enable the contributor or editor to activate certain Newscoop features, as long as the assigned theme supports that particular feature.

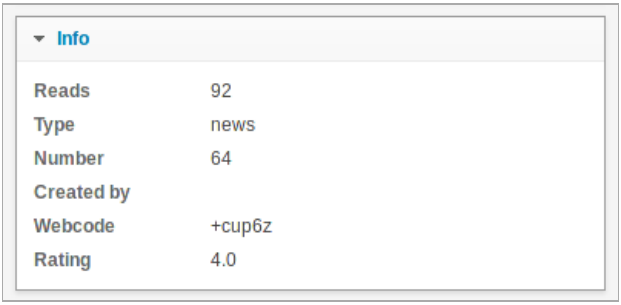


The switches for the example Article Type of 'news' are:

- **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. Some themes use a Featured Article List on the front page instead.
- **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 the article to be made more prominent for readers in the publication's theme.

Info

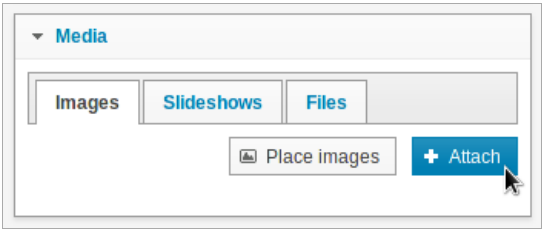
The Info box displays general information about the article.



- **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.
- **Rating**: The score of the article, as rated by readers of your publication.

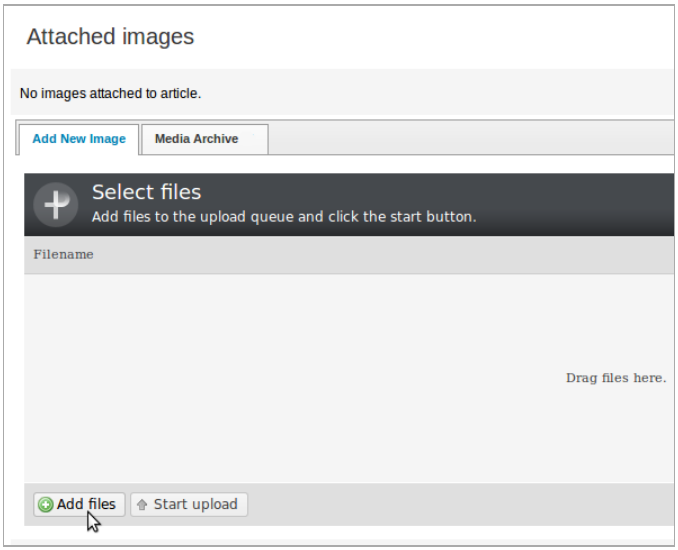
Images

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.

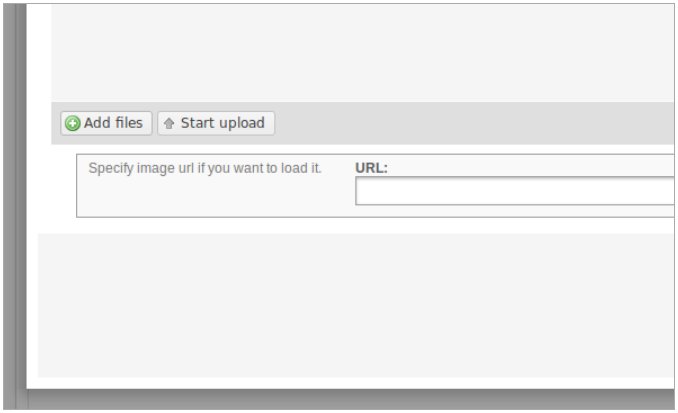


This action opens the **Attached Images** pop-up window with a tab **Add New Image**, which you can use to upload images from your computer. This tab supports drag and drop if your web browser is up to date, such as any recent version of *Mozilla Firefox* or *Google Chrome*.

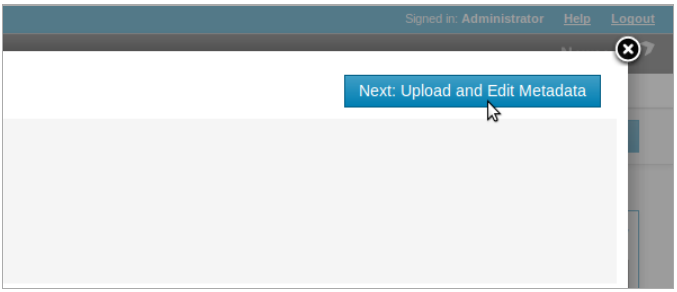
If you only have one image to use with the article, it must have at least the number of pixels in each dimension as the largest *rendition* used in your publication, in order to maintain quality. The image rendering feature of Newscoop means that the same image can be used at various crop sizes, in different parts of your publication's theme templates, without having to be resized manually. See the chapter *Image Rendering* for more details.



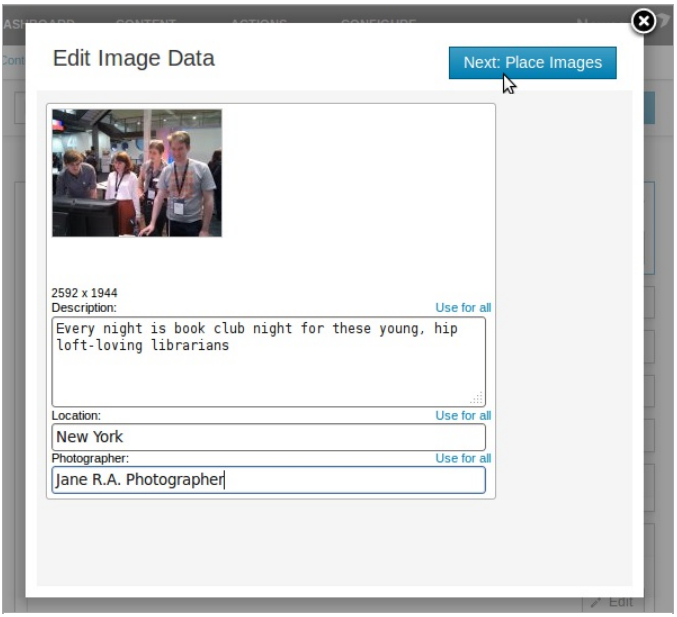
Alternatively, you can specify the **URL** of an image on another web server. This feature is useful for linking to a frequently updated image, such as the output from a webcam, which is published at a consistent URL. Of course, you should make sure that any external image used in your Newscoop publication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



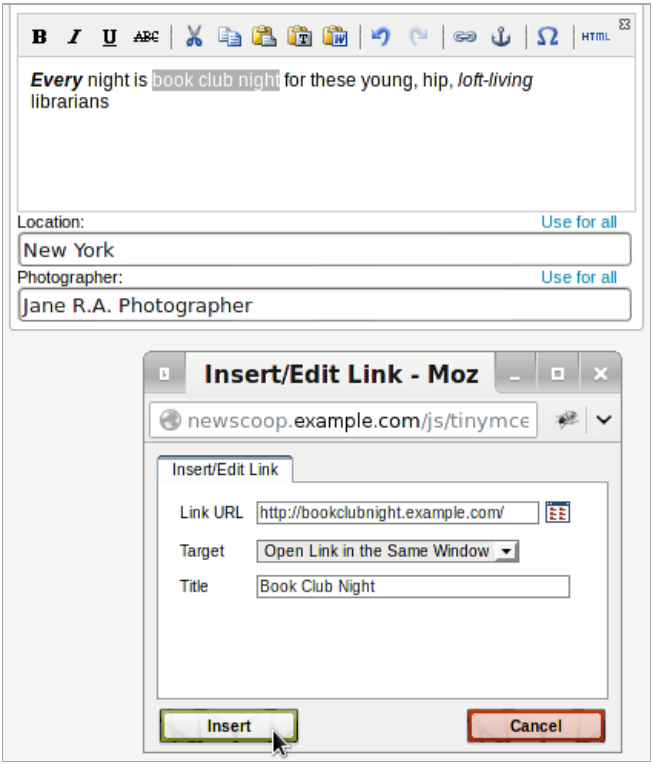
Then click the button **Next: Upload and edit metadata** in the upper right corner to enter details of the image.



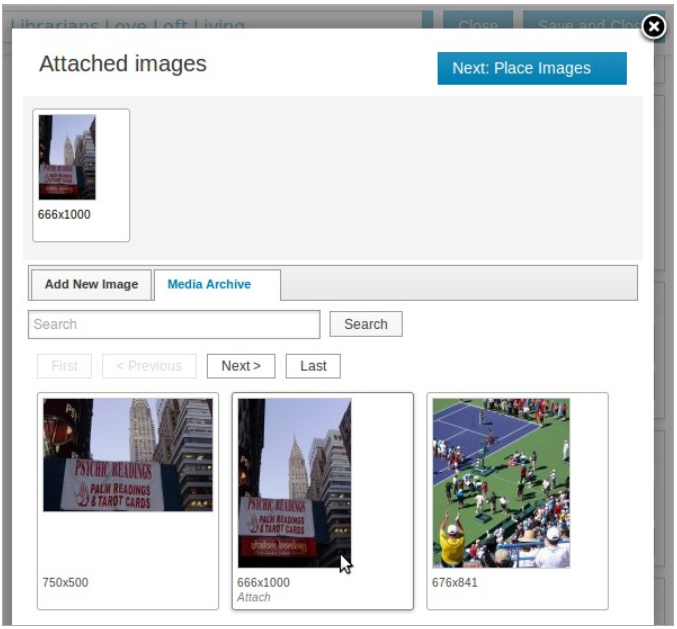
This action opens the **Edit Image Data** box with fields for **Description**, **Location** and **Photographer**. You must enter some text in at least one of these fields to continue. This metadata will help you and your publication staff to find these images later. Then click the **Next: Place Images**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



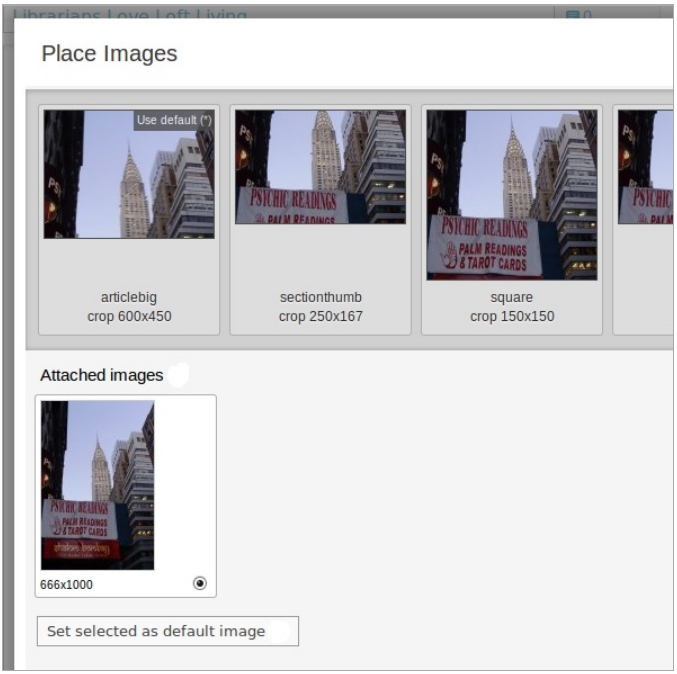
If your Newscoop installation has **Enable rich text for image captions?** selected in the **Editor Settings** on the **System Preferences** page, found on the **Configure** sub-menu, you will be able to format the image **Description** with HTML tags, including links.



Another tab in the **Attached Images** pop-up window enables you to attach an existing image from the **Media Archive**. To do this, mouse over the image and click the Attach link which appears. There is a **Search** box for searching the text metadata of these existing images, such as location or photographer names. It is also possible to **Filter by uploader** using type-ahead find.

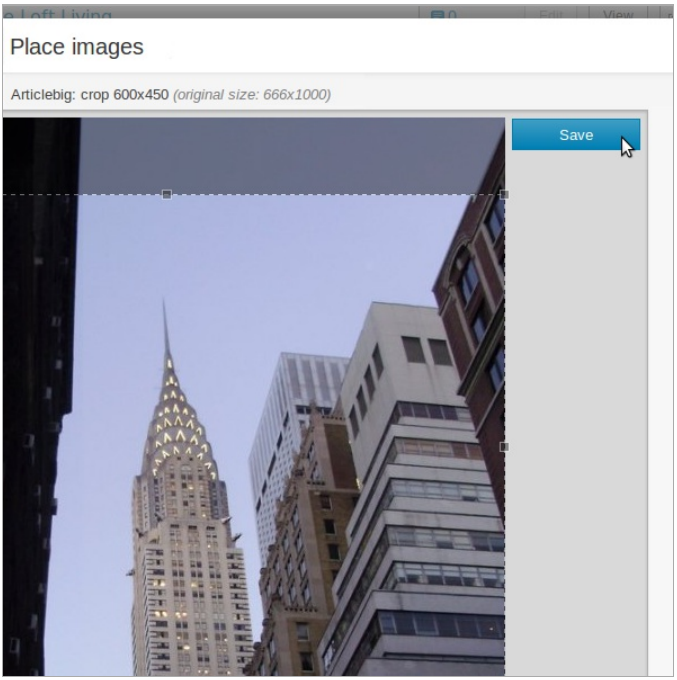


Whether you have uploaded a new image or selected one from the Media Archive, clicking the **Place Images** button opens a window in which you can preview the image *renditions* set for this publication, such as a 600 by 450 pixel crop.

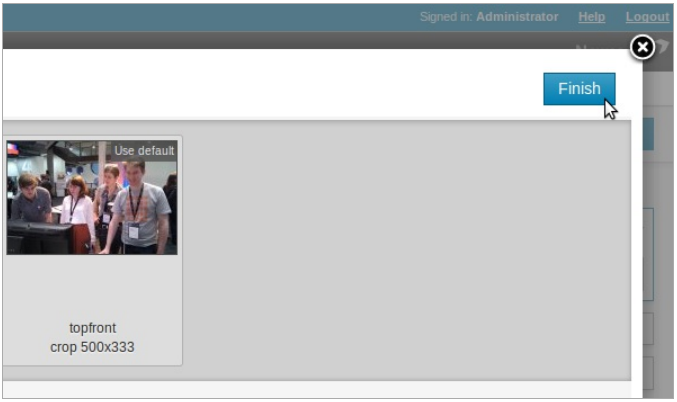


Click on the radio button underneath the original image on the lower row, then click **Set selected as default image** to change the default image for the article. When multiple images are attached to the article, you can drag and drop alternative images to the upper row. This changes the image used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

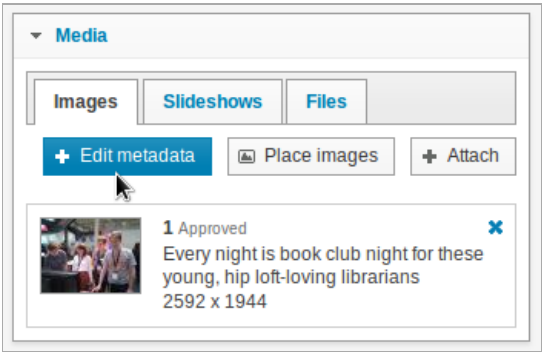
You can adjust the cropping of an image rendition by double-clicking on it. In the **Edit Images** window, a crop box will appear over the full-size image. Use your mouse to move and resize the crop box to your satisfaction, and then click the **Save** button. When you have finished adjusting the cropping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



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

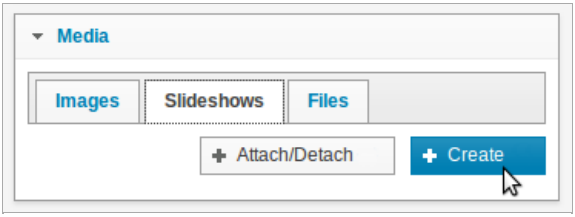


Captions can be edited later by clicking the **Edit metadata** button, which opens the **Edit Image Data** box. (If you had not attached any images to the article yet, the **Edit metadata** button would not be visible).

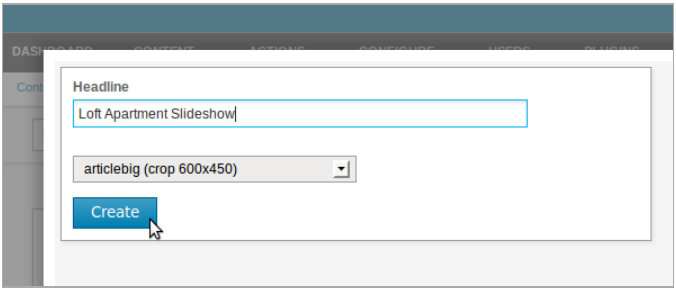


Slideshows

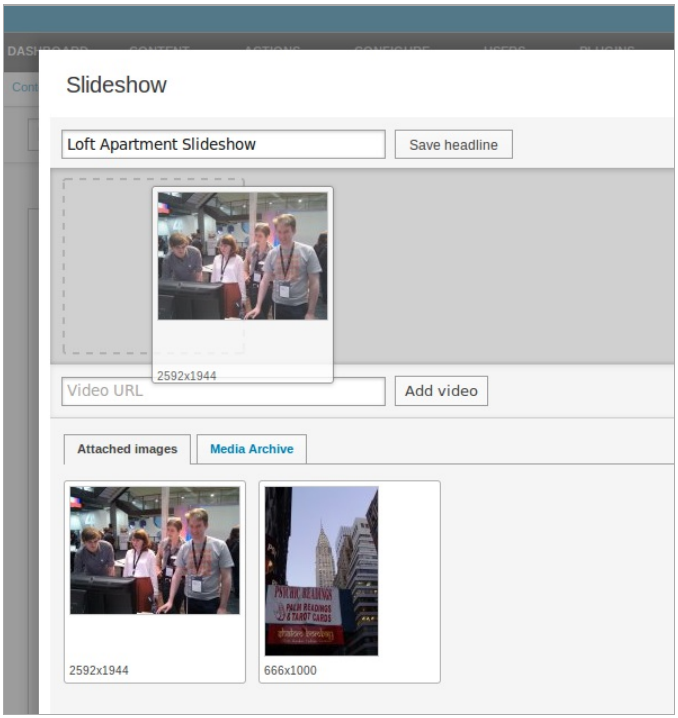
If you have a selection of images to illustrate your article, you can use the **Slideshow** tab to create an article gallery. This will be displayed as a series of thumbnails on which the reader can click to view your images full-size. To create a new slideshow, click on the **Slideshow** tab, then the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



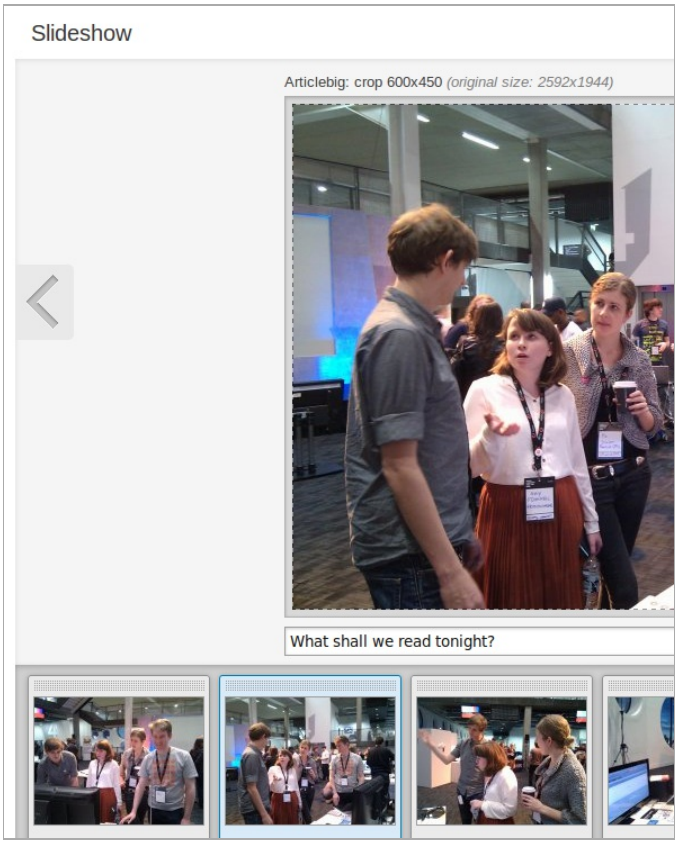
In the pop-up window which opens, enter a **Headline** for the slideshow, and select a rendition size from the drop-down window. Then click the **Create** button.



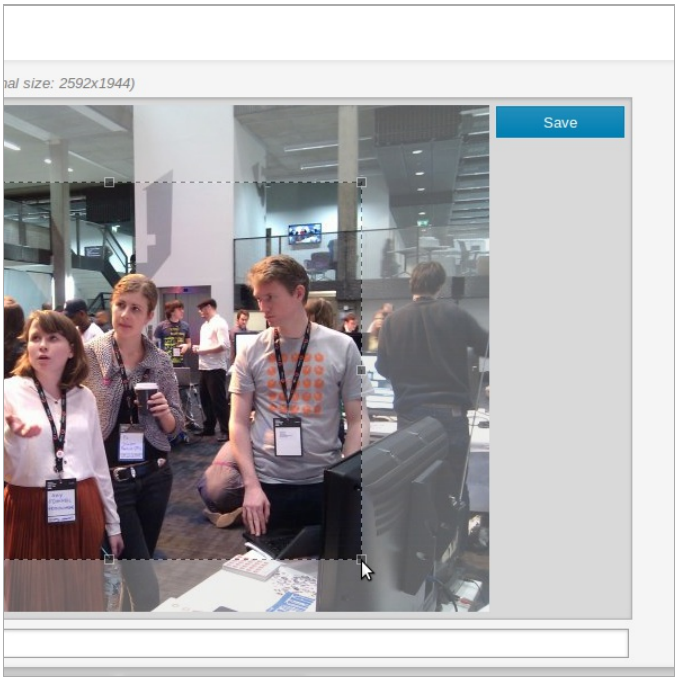
Next, drag and drop your choice of images for the slideshow from either the **Attached Images** tab or **Media Archive** tab. You can also add an online video URL to the slideshow by clicking the **Add video** button.



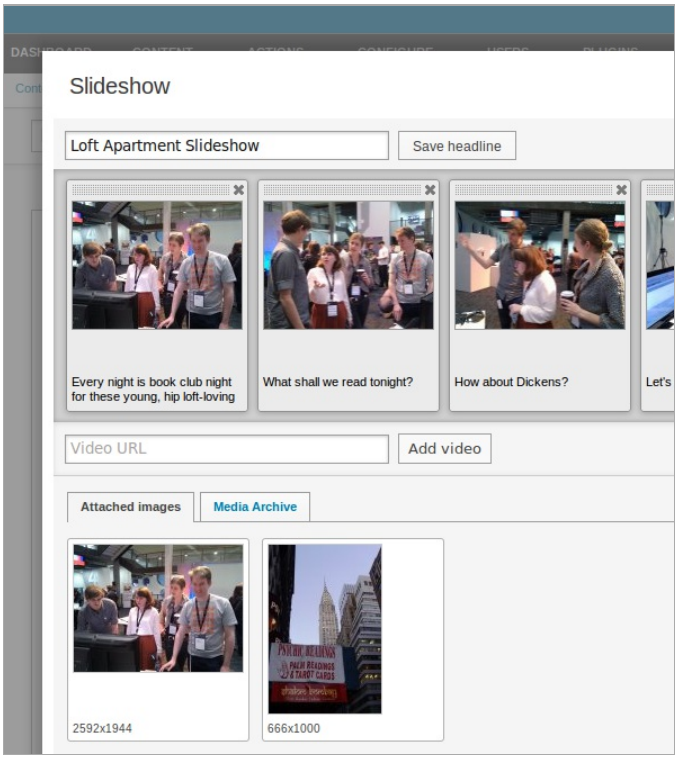
Click any image in the slideshow row to edit its caption, in the field below the image.



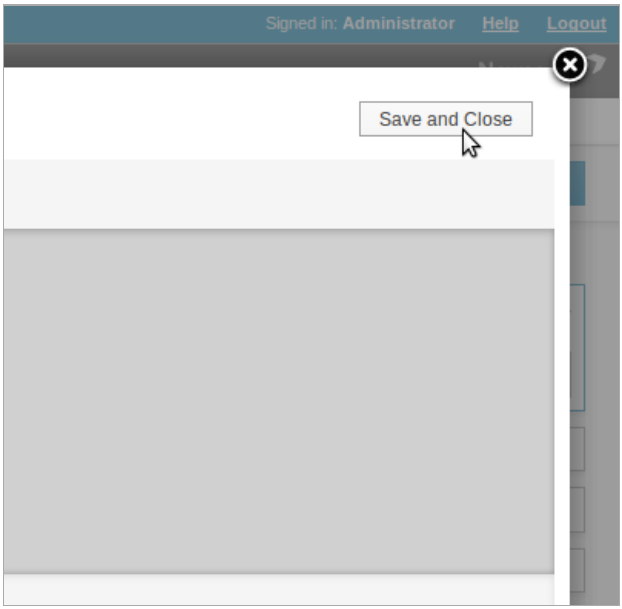
The cropping for any image in the slideshow can also be adjusted in this pop-up window. Once you've finalised the caption and cropping, click the **Save** button to the right of the image.



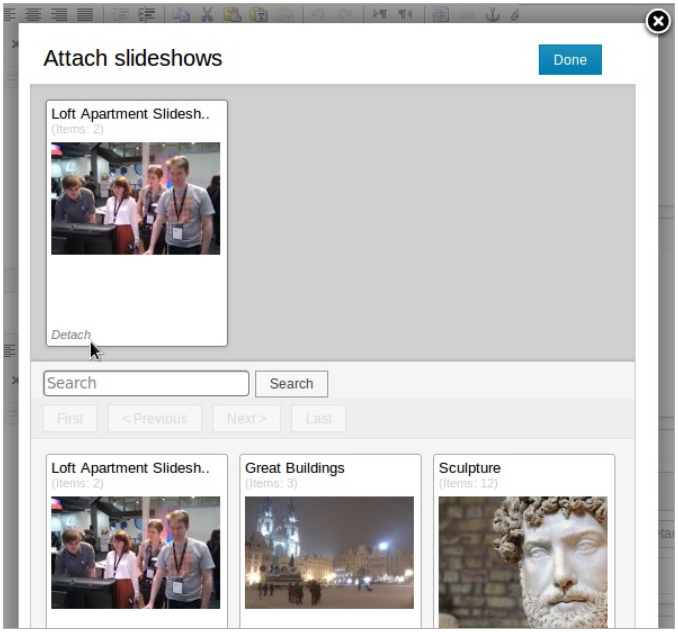
The updated captions and crops should now be shown in the **Slideshow** window.



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

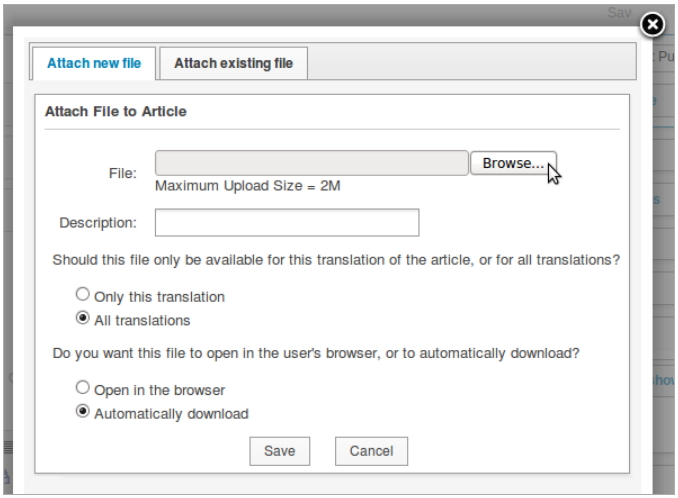


To edit the slideshow later, click on its name in the **Slideshows** tab of the **Media** box. Existing slideshows can be attached or detached from the article being edited by clicking the **Attach/Detach** button. This action opens the **Attach slideshows** box.

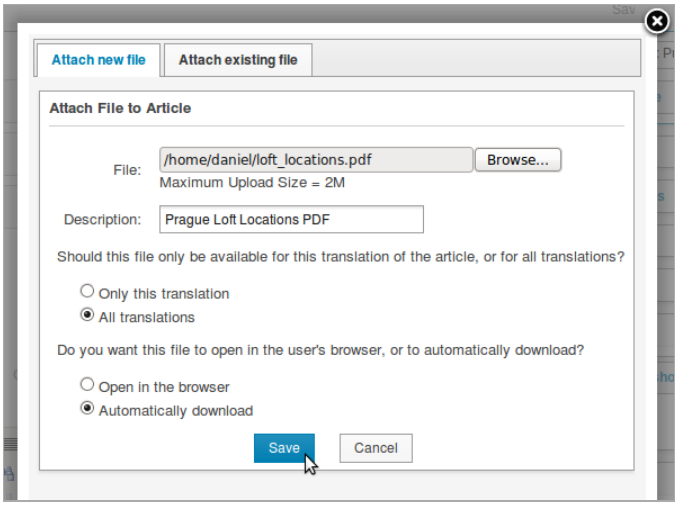


Files

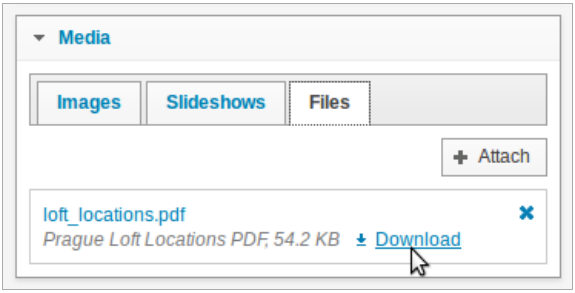
You can attach any kind of file you wish to an article. The publication's theme must be set up to display these files, if readers are to have access to them. To begin, click the **Attach** button in the **Files** tab of the **Media** box. The pop-up window which opens has two tabs, **Attach new file**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



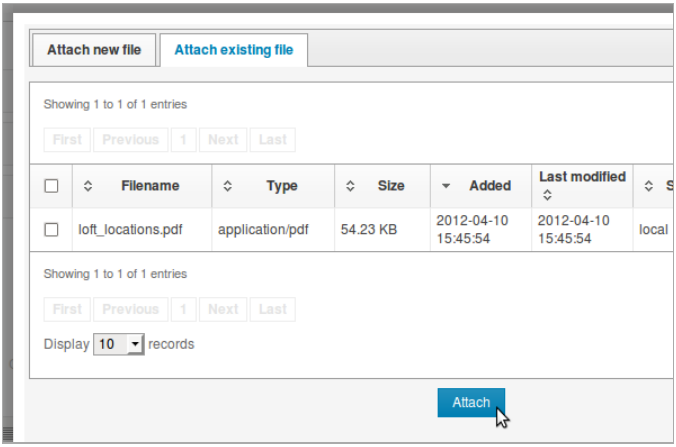
Enter a **Description** for the file, and optionally click the radio buttons to set translation and download options. Then click the **Save** button.



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.

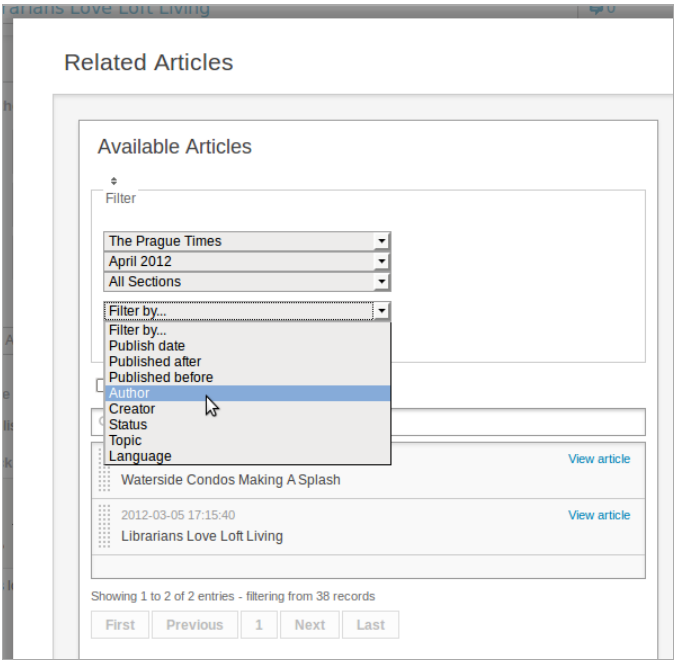


Files that have been uploaded to the Newscoop server remain available in the **Attach existing file** tab, even if they are not presently attached to an article.

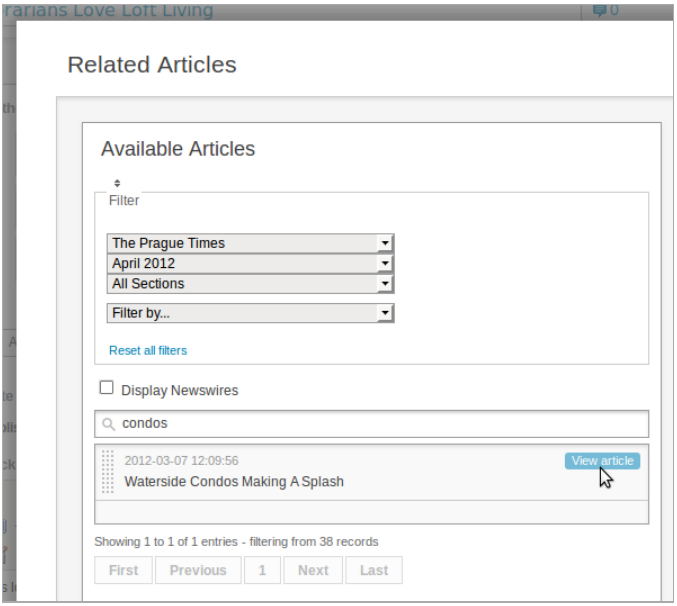


Related Articles

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*.



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.



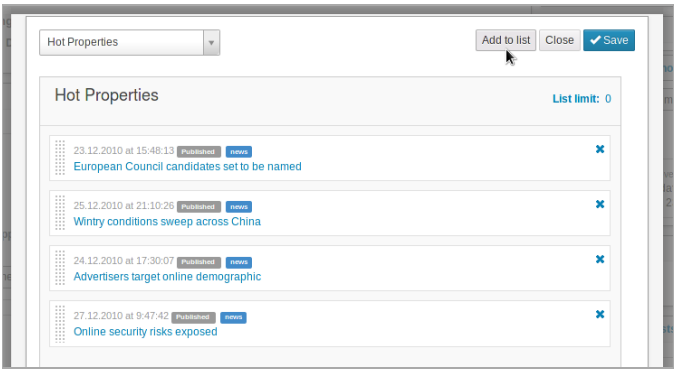
Click the **View article** link to preview the content of a search result on the right side of the pop-up window, then click the lower **Close** button to return to the **Related Articles** list.

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. Select one of these lists to see the contents of the list change beneath.

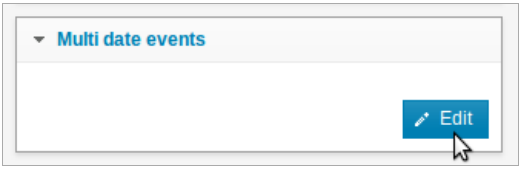
Click the **Add to list** button to add the current article to this specific featured article list. Drag and drop the articles in the list to change the ordering, if you wish, then click the **Save** button.



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

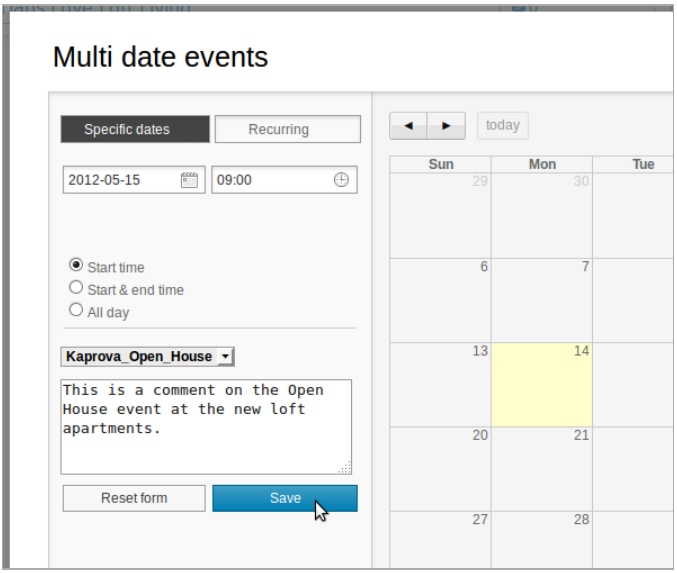
If a *Complex Date* field is part of the Article Type for the article you are editing, you will see a **Multi date events** box in the Sidebar. See the chapter *Article Types* for details of how to add this type of field.



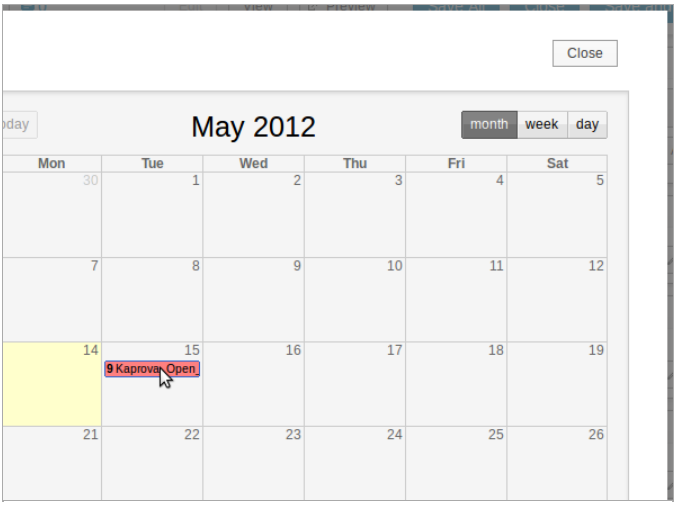
Clicking the **Edit** button in this box opens a **Multi date events** pop-up window. This window enables you to set dates and times for events by clicking on the rectangular fields in the top-left corner, marked with calendar and clock icons.

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.



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 **Plugins** 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. Other plugins have an entry on the Plugins menu for configuration purposes.

Currently, there are no plugins installed by default with Newscoop. Plugins available from https://github.com/newscoop/ can enable your publication to:

- Filter articles by author or publication dates and export an .xls file for accounting
- Sell access to the content of issues, sections and articles with a paywall
- Ingest Google Calendar events
- Allow readers to send an article recommendation by email
- Set an 'Article of the Day' and display it in a calendar
- Deploy Apache Solr as a publication search engine
- Allow readers to send feedback on articles
- Issue a reader newsletter integrated with Mailchimp
- Deploy a new Article Edit Screen
- Generate Piwik and Google Analytics codes
- Ingest, manage, and display Instagram photos
- Import external data sources from RSS 1.0, RSS 2.0, ATOM and NewsML feeds
- Clear the cache on Facebook and add Open Graph tags on article update
- Deploy a community ticker for comments, new user registrations and blog entries
- Display city weather data from the Meteoblue API
- Manage and display data from the Airtime broadcast automation API

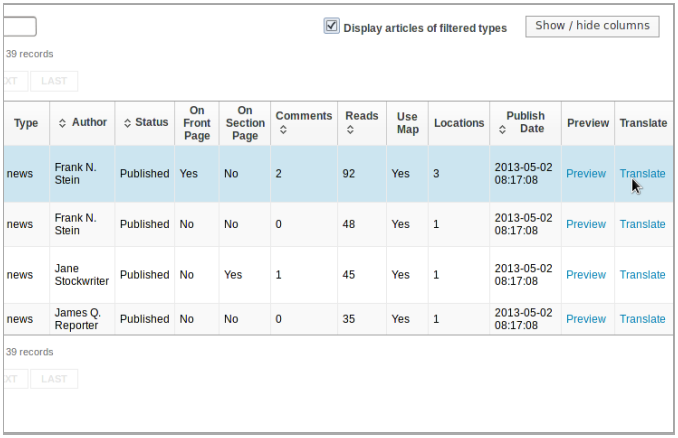
Older plugins for Newscoop can be installed via the **Legacy Plugins Manager**. These include:

- **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.

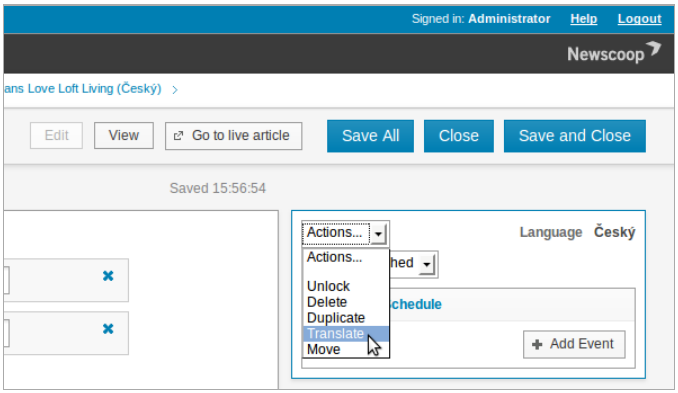
- **SoundCloud:** This plugin enables audio files, such as podcasts and radio programmes, to be hosted on the third-party SoundCloud service. You will need to register for a SoundCloud account on http://soundcloud.com/ in order to make use of this feature. When this plugin is active, a box in the sidebar of the Edit Article page enables you to attach a specific audio file to a specific article.
- **Interviews:** Enables on-line interviews for your Newscoop publication; readers can see the latest questions and answers.

16. Translating an article

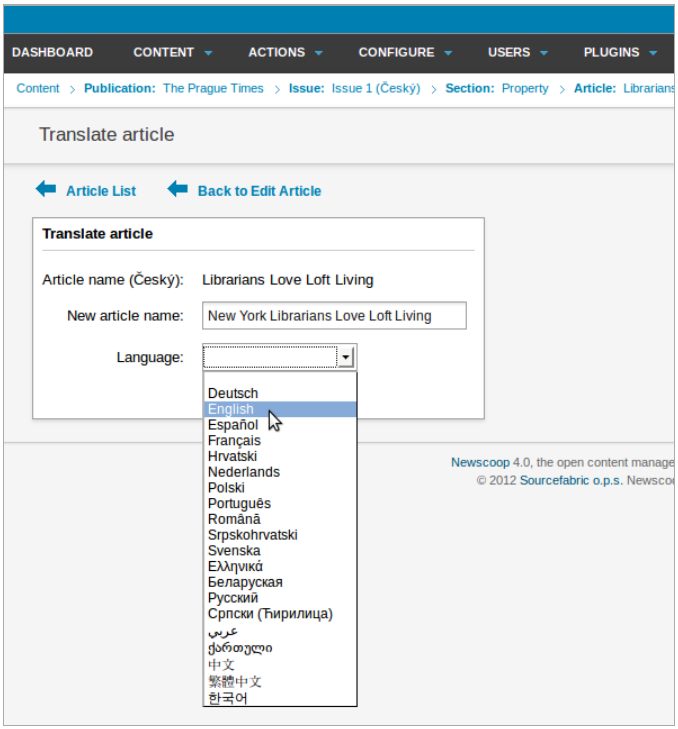
Articles in the Newscoop database can be translated into another language by clicking the **Translate** link in the **Article List**...



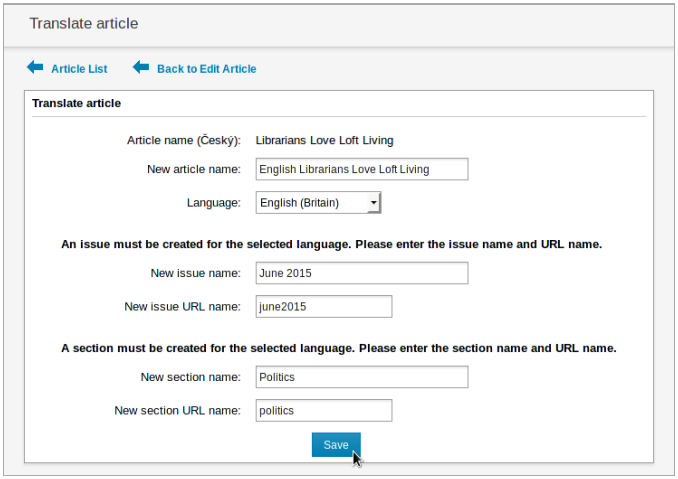
...or by selecting the **Translate** option from the **Actions** drop-down menu at the top of the Sidebar.



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



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.

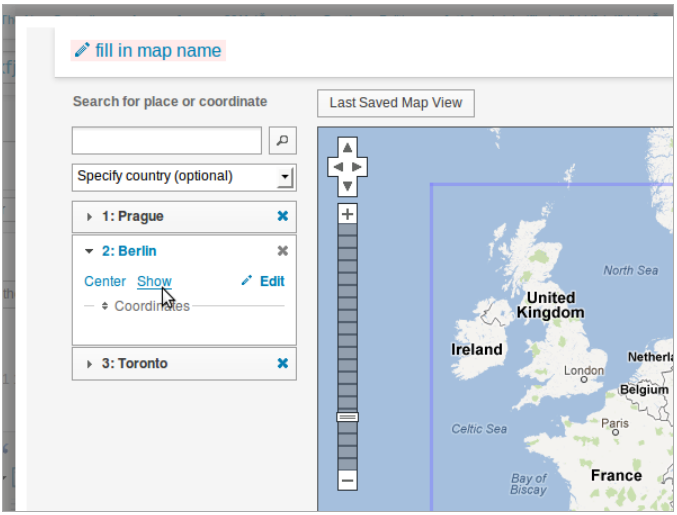


After this action, you will be directed to the **Edit Article** page for the new translation.

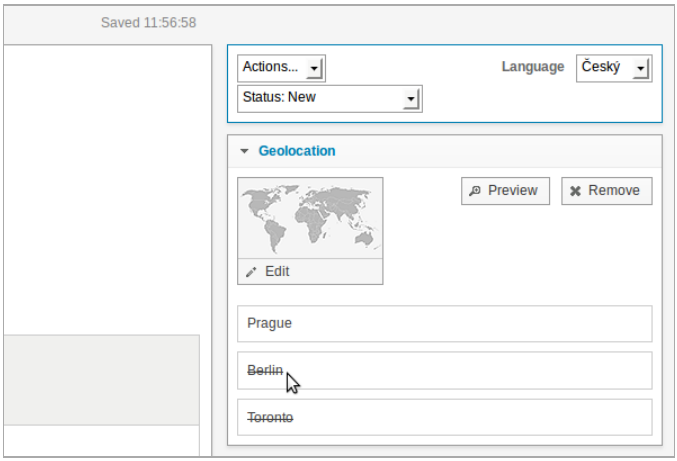
Translating maps

When translating an article which contains a map, *points of interest* on the map are not displayed by default, as they may now be in the wrong language. In the translated article, click **Edit** below the map picture in the **Geolocation** box of the Sidebar.

Enter the translated name for the map at the top left of the pop-up window. Below this, specify a country if you wish, then click the triangle for each point of interest to expand its box. Click **Edit** in this box to translate the name of the point of interest, if necessary, then click **Show** to display it to readers of your publication.

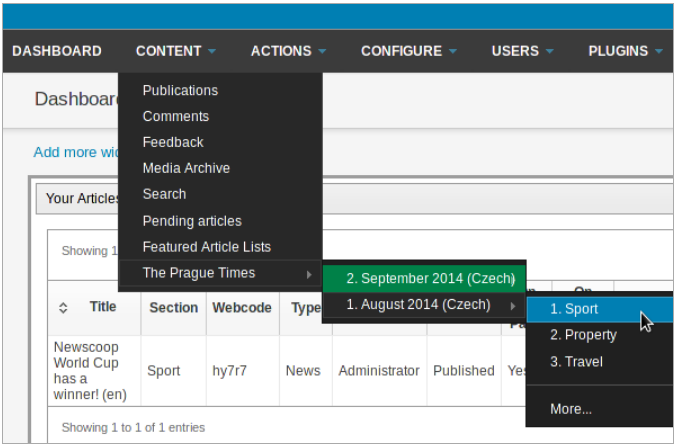


The names of any points of interest which remain hidden will be struck out in the **Geolocation** box of the Sidebar.


Saved 11:56:58
Actions...
Language
Český
Status: New
Geolocation
Preview
Remove
Edit
Prague
Berlin
Toronto

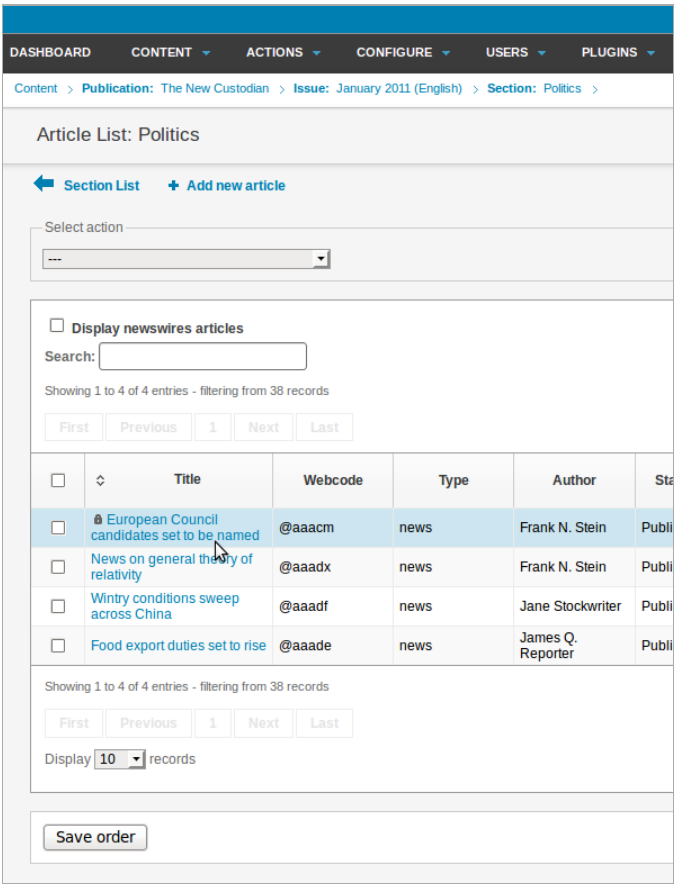
17. Managing content

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.

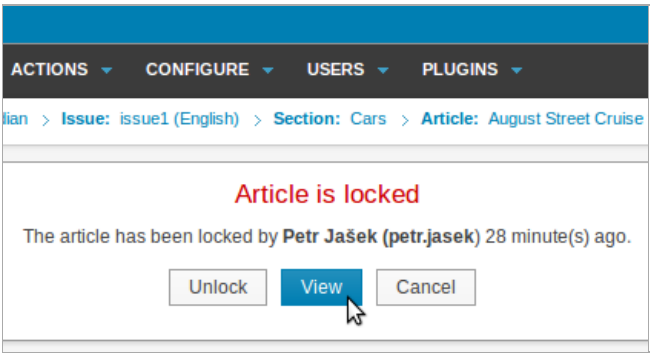


Alternatively, you can click on the breadcrumb trail beneath the navigation menu to jump to the section that you're interested in, and then click the **Go to Articles** link.

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

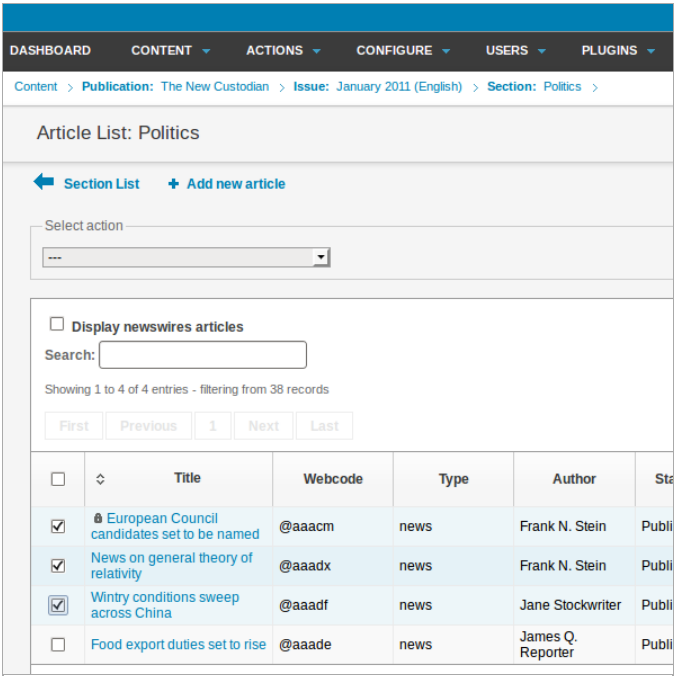


To find out who is editing an article and when it was locked, click on the article **Title** in the list. A page will open with the name of the editor, and buttons offering the options of unlocking or viewing that particular article. Using the **View** option means that you will not be able to overwrite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

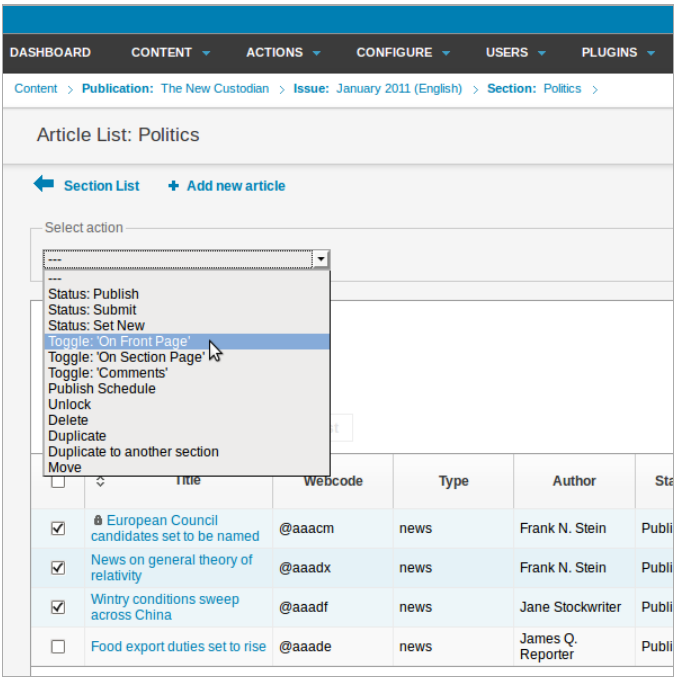


Multiple actions

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

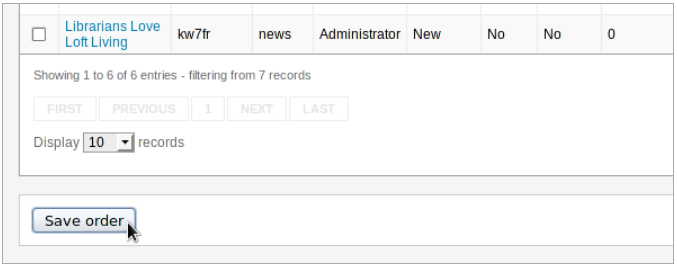


Now that you have selected the articles, go to the **Select action** drop-down menu at the top of the list, and select the action you would like to perform.

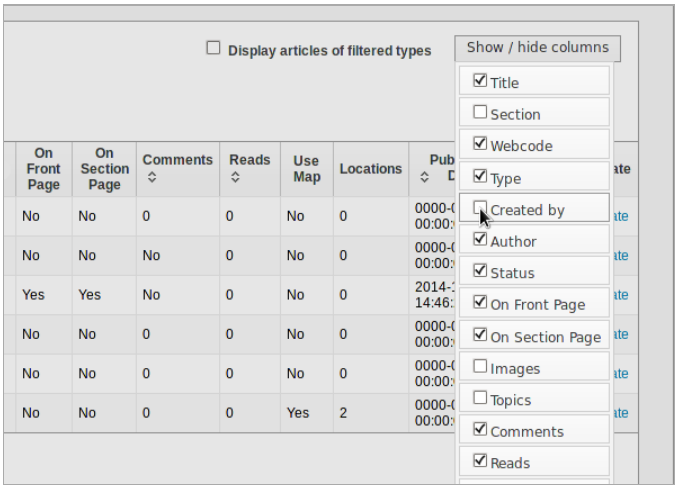


For example, if you select **Toggle: 'On Front Page'**, a Newscoop theme which supports this feature will display the selected articles on the front page of your publication, if the articles have been published. A small green pop-up window will confirm that the action has been processed. Some actions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

The article list also enables you to rearrange articles as they appear on a section page, if the theme you have chosen 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.



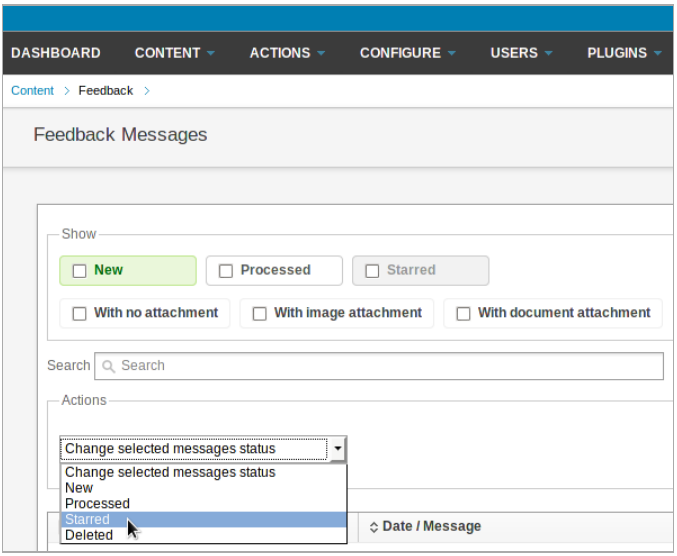
To re-order the articles by **Title**, the number of **Comments** or **Reads**, or the **Publish Date**, click on the appropriate column heading. Column headings that enable sorting have a double chevron icon. After you click the **Save order** button, the order of the articles on the relevant section 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

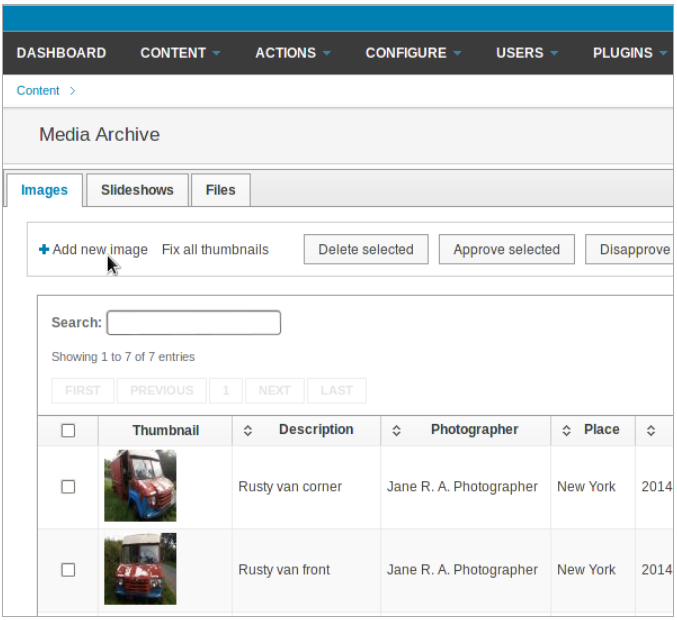
The **Feedback** page on the **Content** menu is similar in function to the **Comments** page, except that feedback messages do not have to be attached to or displayed as part of any particular article, and can also have image or document attachments. For instance, they can be used by readers to send images from a breaking news event to the publication. Feedback messages can have the status **New**, **Processed**, **Starred** or **Deleted**.



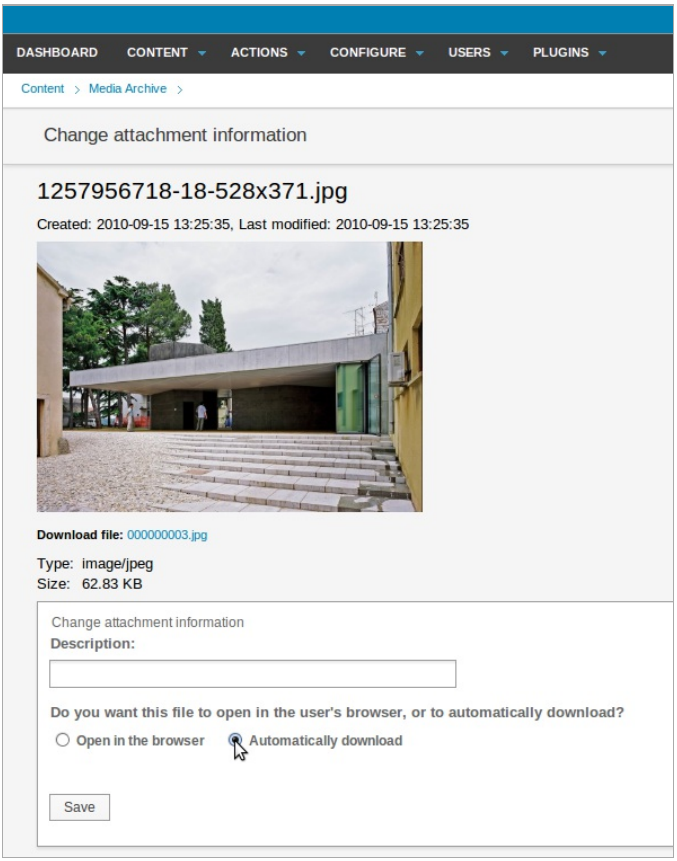
In order for the feedback message feature to be available to readers, there has to be a link to the feedback form in the theme assigned to your publication.

Media Archive

Also found on the **Content** menu, the **Media Archive** page provides an overview of 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**, **Create slideshow** or **Add new file** link on the respective tab.

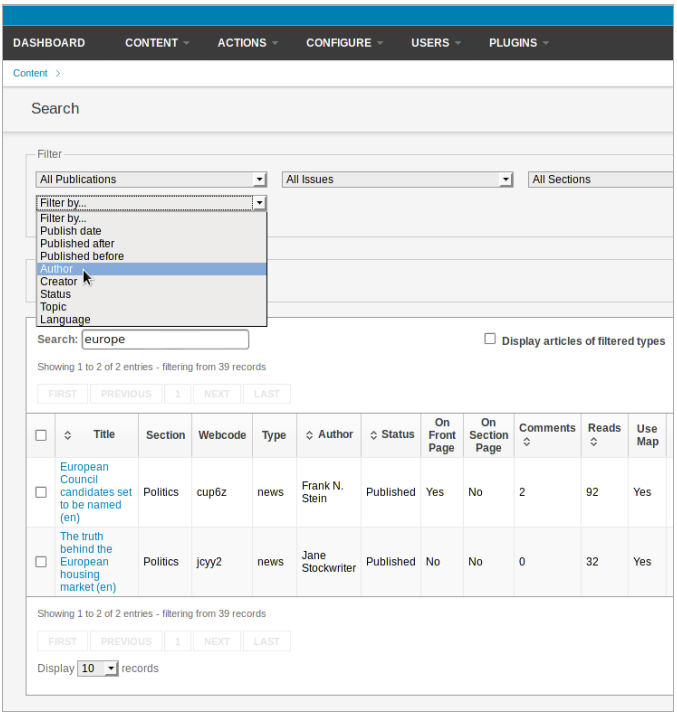


The main difference between the tabs is that images and slideshows are opened in the reader's web browser by default, whereas files can be set to be downloaded by the reader instead. For this reason, it's also possible to upload images into the **Files** tab, if you wish readers to download them.



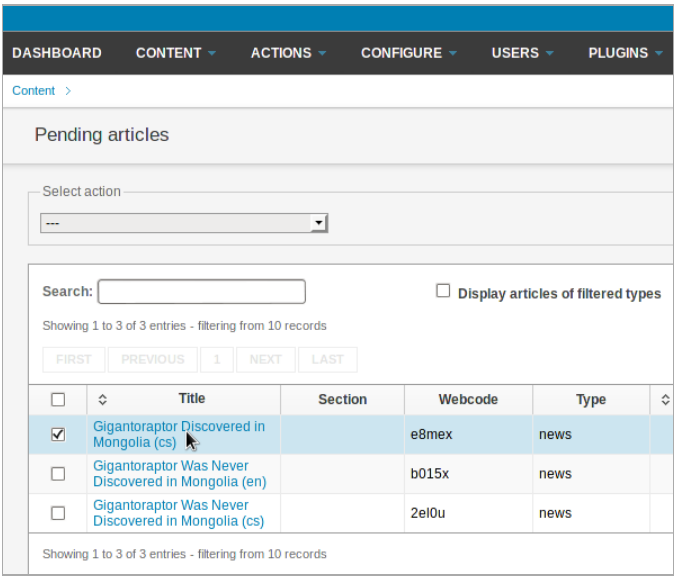
Search

Apart from the **Article list** for each section of an issue, Newscoop provides an overview of text 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.



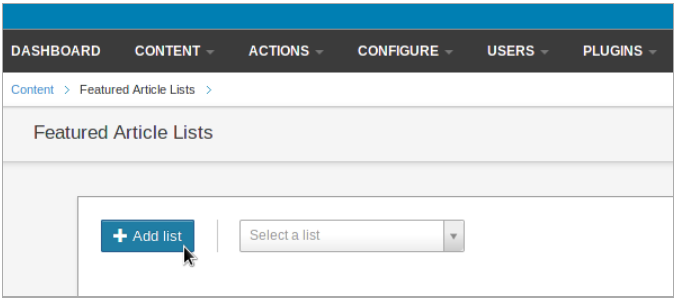
Pending articles

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.

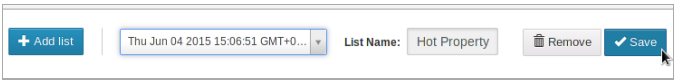


Featured Article Lists

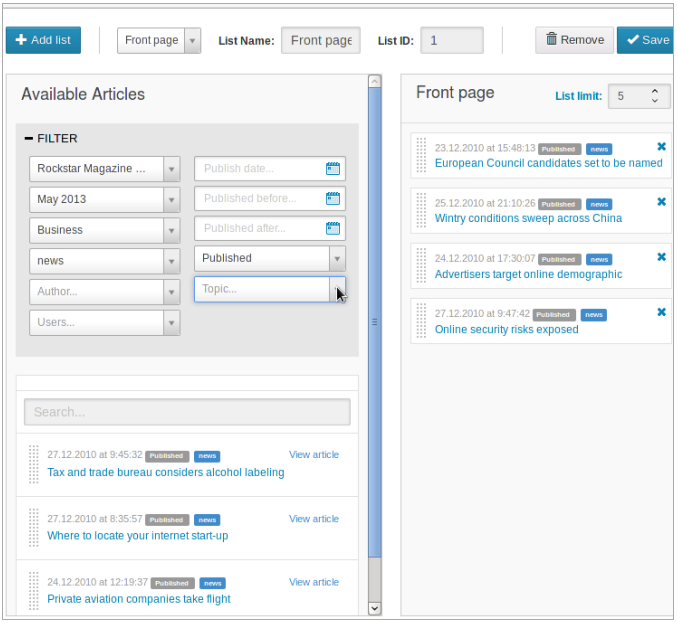
A **Featured Article List** is a custom article list created for use in a specific template, such as the front page of your publication. To create a new list, click on **Featured Article List** in the **Content** menu, then click the **+ Add list** button.



Enter a memorable name for the new list into the **List Name** field if you wish. By default, the list name is the date and time it was created. Then click the blue **Save** button on the right side.



After naming the list, you can drag and drop articles from the **Available Articles** box on the left into the Featured Articles List on the right. **+ Filter** and **Search...** fields are available to help you narrow your choice of articles. In each article row on both the left and right sides, a grey icon indicates the article's publication status and a blue icon indicates its **Article Type**. You can also set a **List limit:** for the number of articles.



To add an article you are editing to a specific Featured Article List, see the chapter*The sidebar*.

18. Import XML

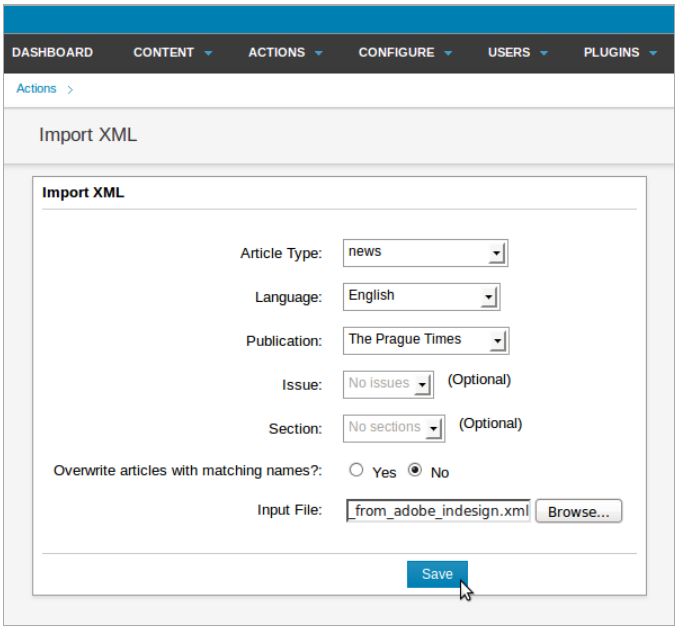
On the **Actions** menu there is an entry **Import XML** which enables you to import formatted content from other publishing systems, such as *Adobe InDesign* or *WordPress*.

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

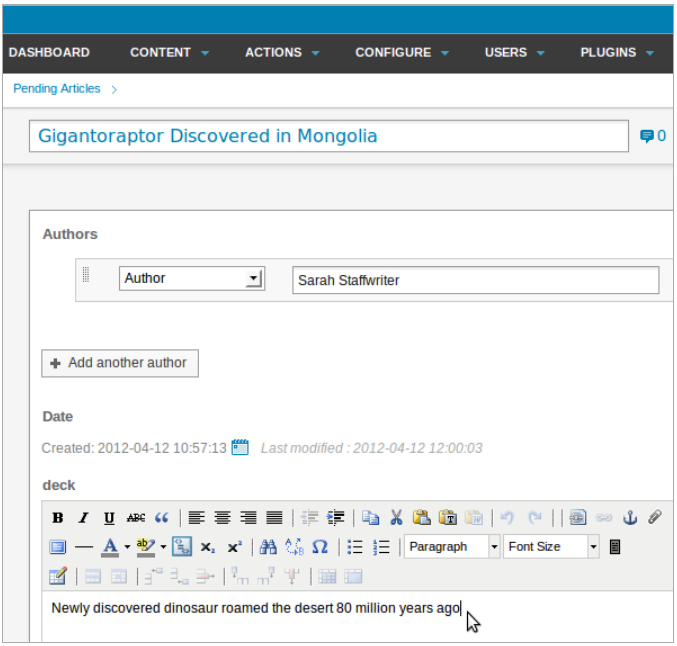
```
<?xml version='1.0' encoding='utf-8'?>

<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 Bejing (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 Articles** widget on the **Dashboard**, as well as the **Pending articles** page on the **Content** menu. In either of these lists, you can click on the article **Title** to edit the article.

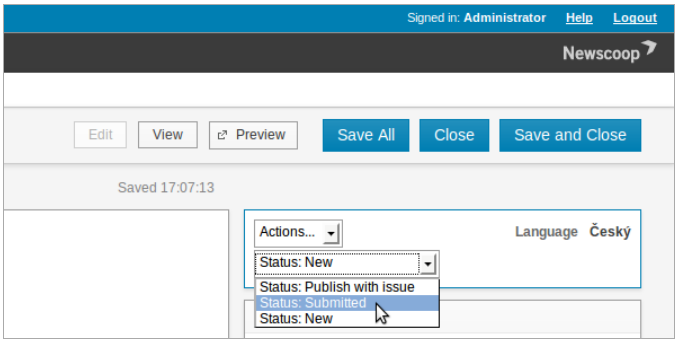


If there is a mismatch between the tags in the XML file you have tried to import, and the fields in the **Article Type** that you have attempted to import into, Newscoop will list the empty fields and the problematic tags. You can then re-export the XML file from the other application with the correct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

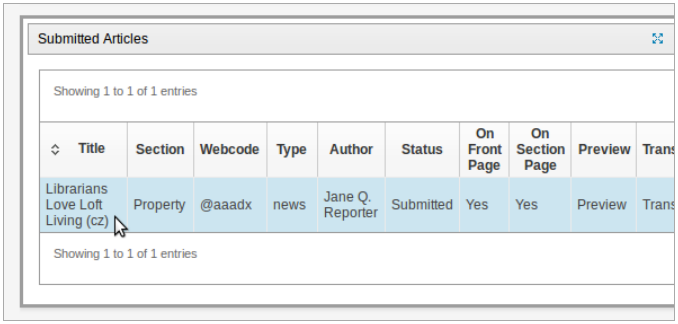
Should the XML file be incorrectly formatted altogether, Newscoop will refuse to import it.

19. Publishing articles

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

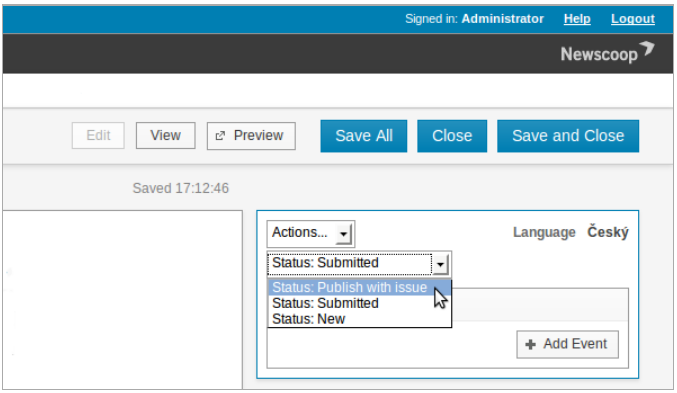


After changing the status to **Submitted**, the page will be reloaded. The editors will be able to see the fresh submission when they log in to Newscoop. Articles which are ready for editing are listed in the Submitted Articles view on the **Dashboard**.



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.

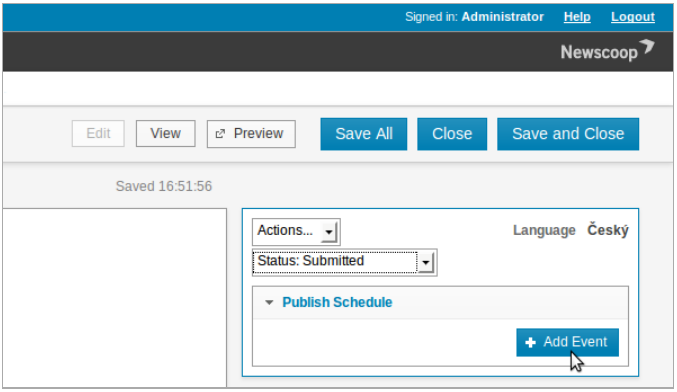


When an article status is set to **Publish with issue** it becomes visible on your public web site, as soon as the issue it belongs to is published. This feature enables co-ordinated publishing of complementary articles when a complete issue is ready for the public. You can check the publication status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

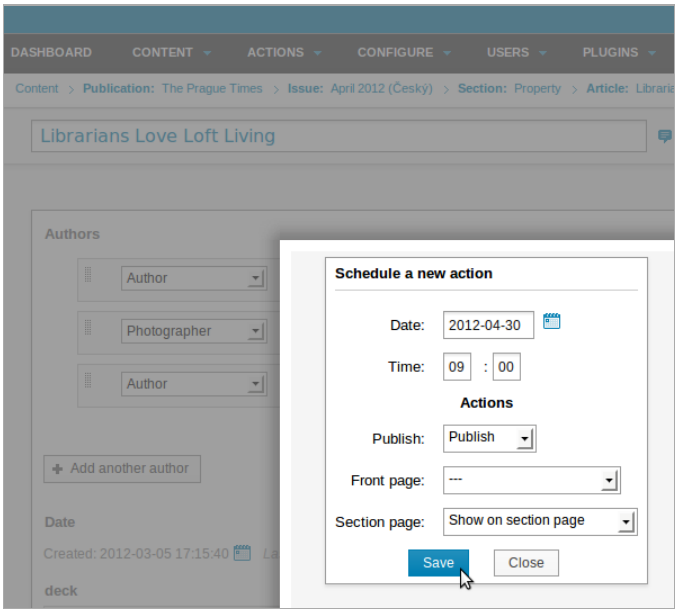
The process is fully reversible, so you can unpublish articles on your site (or even change their status to **New**) as easily as you can publish them. Note that only authorized users are allowed to publish articles, so you will not be able to access this option if your system administrator has not granted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

Scheduled Articles

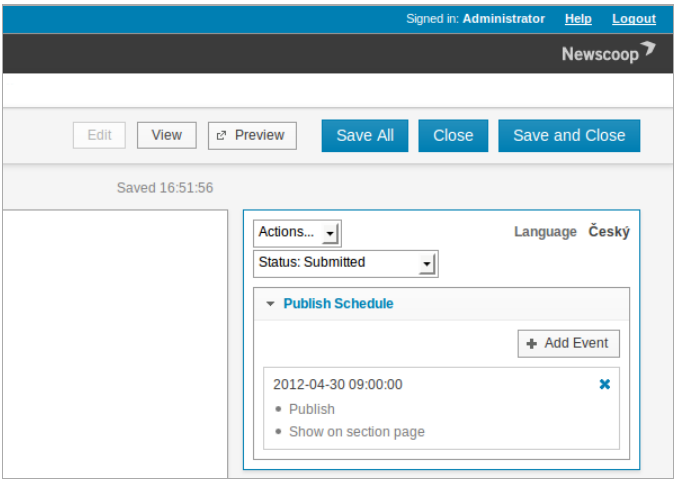
You also have the option to publish (or unpublish) an article at a specific date and time in the future. You can do this from the **Edit article** page, using the **Add Event** button in the **Publish Schedule** box.



After clicking on **Add Event**, a pop-up window will appear with a calendar and a series of three possible actions for the date and time that you choose: *Publish/Unpublish*, *Show on front page/Remove from front page*, and *Show on section page/Remove from section page*. Your publication's theme must support the front and section page switches for these features to work.



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



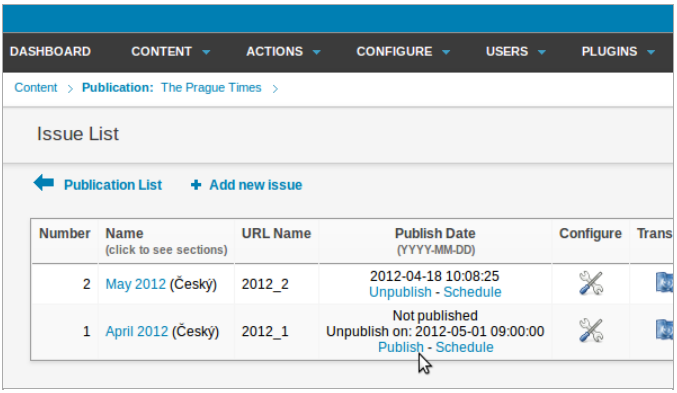
Once the event is created, the actions will be performed automatically for you on the date and at the time you specified. After the event time, in the example above, the Status drop-down menu will change to **Published**, and the event will no longer be shown in the **Publish Schedule** box.

20. Publishing an issue

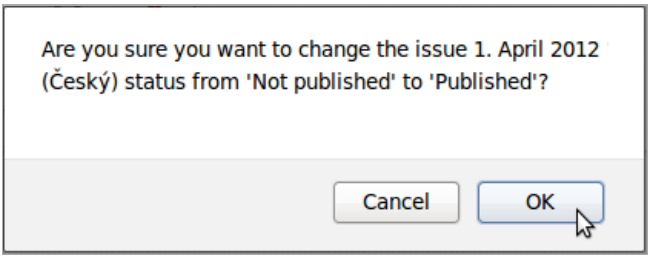
You can draft and edit articles for a particular issue on your Newscoop server without any of the material being available to the public. You can then publish an entire issue all at once, and there are two ways to do it: immediately, or by scheduling the issue to be published at a specific date and time 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**.



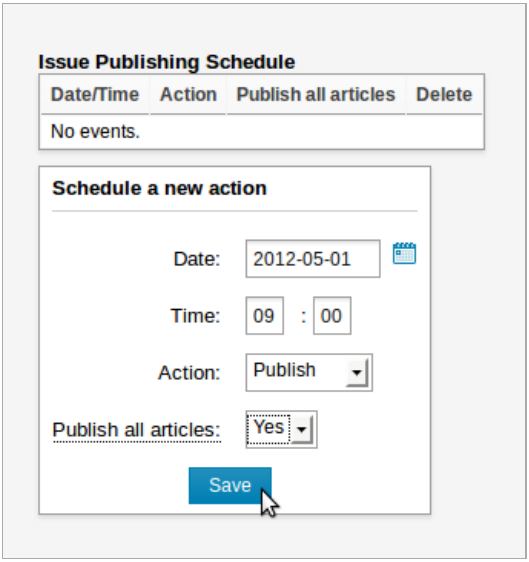
A pop-up dialog will ask you to confirm that you want to publish the issue in question, because this action implies that any articles which are set to **Publish with issue** (in the **Status** menu) will become available to the public instantly. See the chapter *The sidebar* for details.



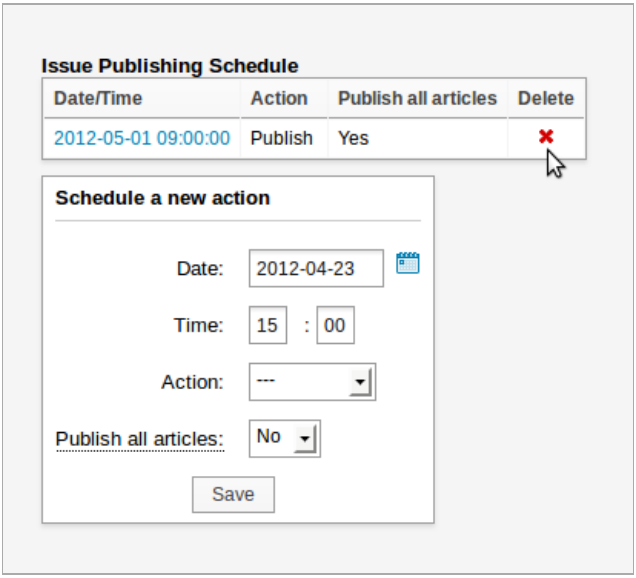
After clicking the OK button, the issue will be published, and the **Issue List** will be updated with the publication date and time of that particular issue. To reverse the process, click the **Unpublish** link. Again, a pop-up dialog will ask if you are sure you want to change the issue's status.

Scheduled publishing

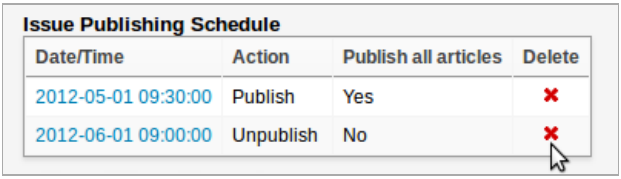
To schedule an issue to be published automatically at a specific date and time in the future, click on the **Schedule** link for the issue and language edition you require in the **Publish Date** column of the **Issue List**. This will open the **Change issue details** page, where you can set the date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



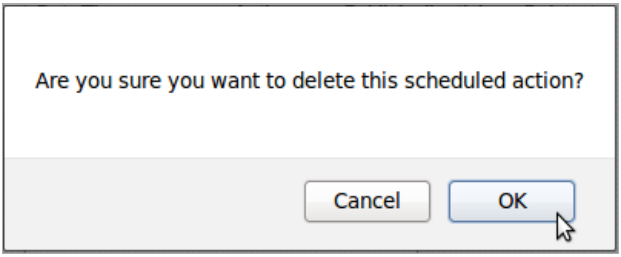
Click the small calendar icon to the right of the **Date:** field to select a specific day for publication. Set the time you require, and select either *Publish* or *Unpublish* from the drop-down **Action** menu. Set the **Publish all articles:** drop-down menu to *Yes* or *No*, depending on your requirements. 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.



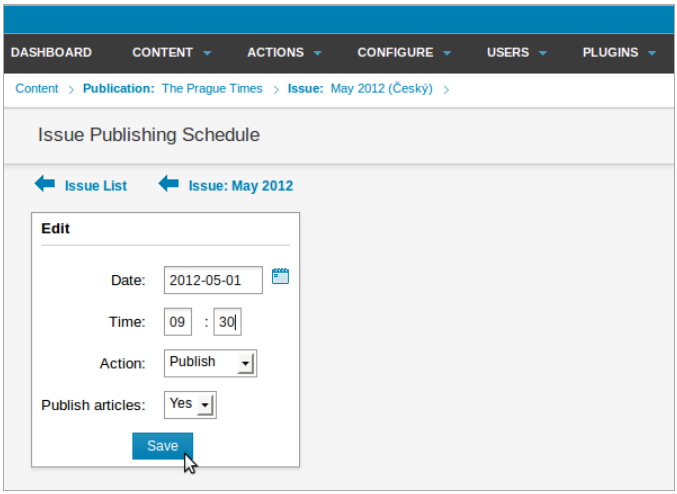
Note that you can also set the issue to be unpublished at a specific date and time in the future as well. This event will be displayed in the Issue Publishing Schedule box.



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



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.

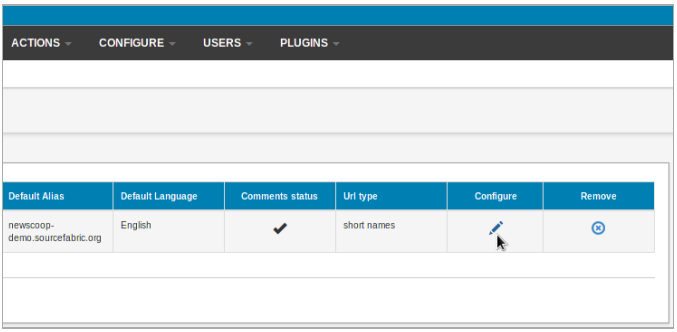

DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS
Content > Publication: The Prague Times > Issue: May 2012 (Český) >
Issue Publishing Schedule
Issue List
Issue: May 2012
Edit
Date:
2012-05-01
Time:
09
:
30
Action:
Publish
Publish articles:
Yes
Save

21. Article comments

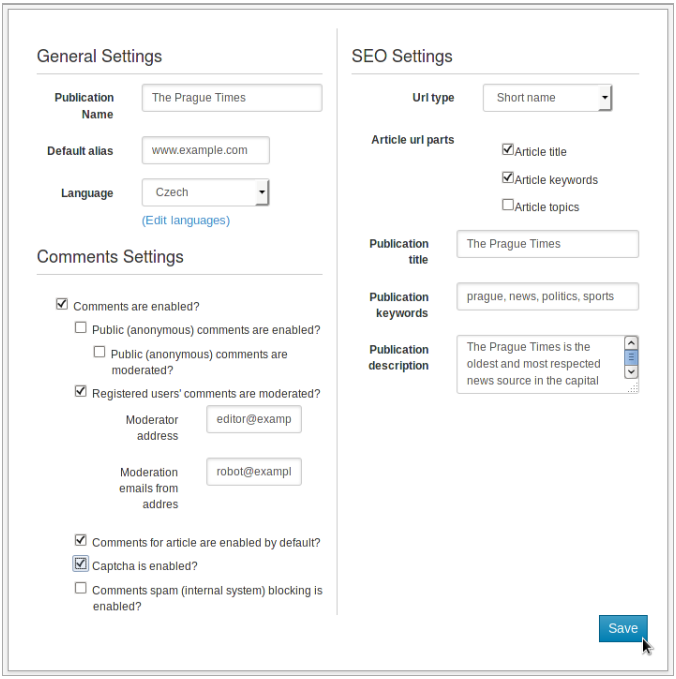
Reader comments can be switched on and off for a whole publication, for a particular Article Type, or for each individual article. You can take advantage of Newscoop's management features to moderate comments from logged-in readers and members of the general public too.

Comment settings in the List of Publications

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 status** column on the List of publications page, publications in which readers can post comments are shown with a check mark. Click on the **Configure** pencil icon for the publication you wish to enable or disable comments for.

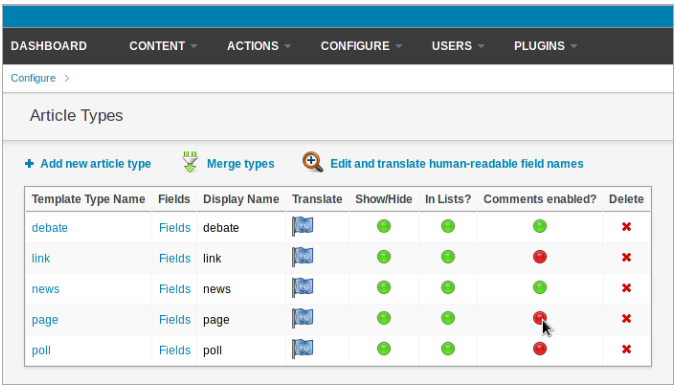


This action opens the **Edit publication** page. In the **Comments Settings**, there is a checkbox labeled **Comments enabled?** and a variety of options which enable you to fine-tune comment settings.

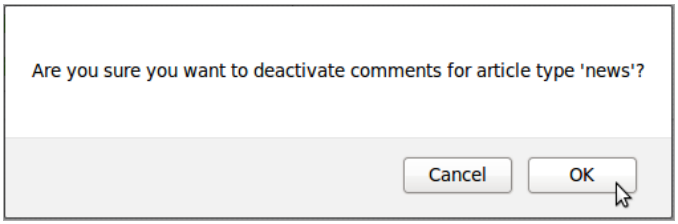


Comment settings for Article Types

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.

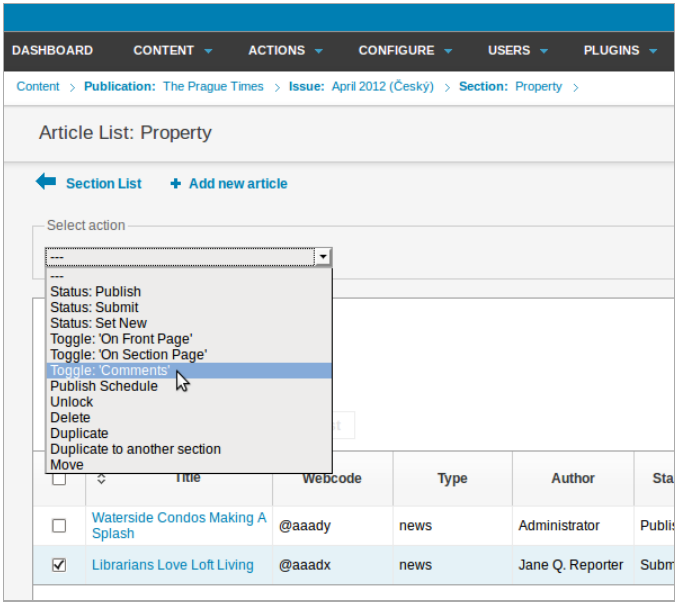


After you click on a green light icon, you will be asked if you are sure you want to deactivate comments for that article type.



Comment settings for individual articles

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



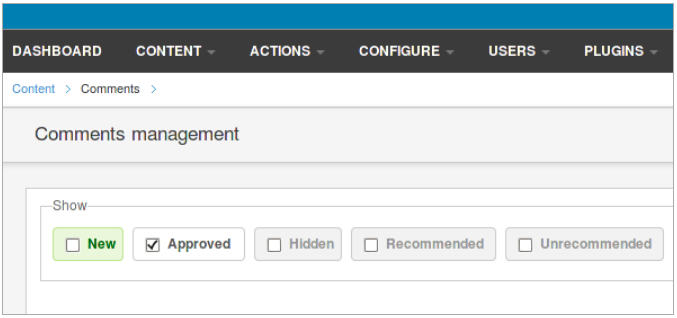
If the publication or Article Type that the articles belong to have comments disabled, then enabling comments for those individual articles will have no effect.

22. Moderating comments

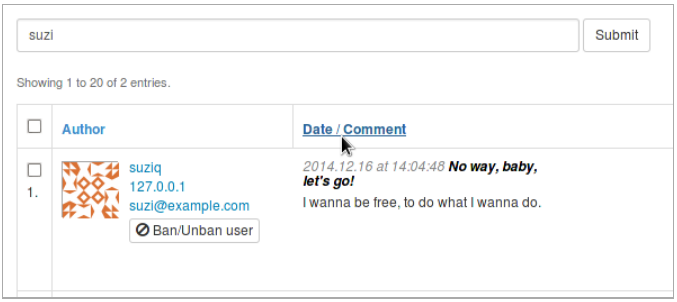
To prevent spam or defamatory posts from appearing in your online publication, it's often necessary to moderate comments from readers before they are published. A CAPTCHA can prevent some automated spam, but it cannot prevent spam being entered into your publication's comment form manually.

If you have configured your publication so that logged-in reader 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.

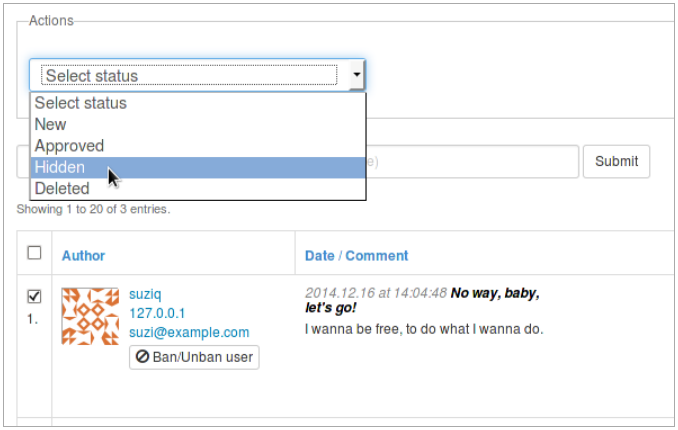
The list of reader comments can be found by clicking **Content**, then **Comments**, on the main navigation menu. By default, all comments are shown. On the left hand side of the **Comments** page are checkboxes for showing just **New**, **Approved**, **Hidden**, **Recommended** or **Unrecommended**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



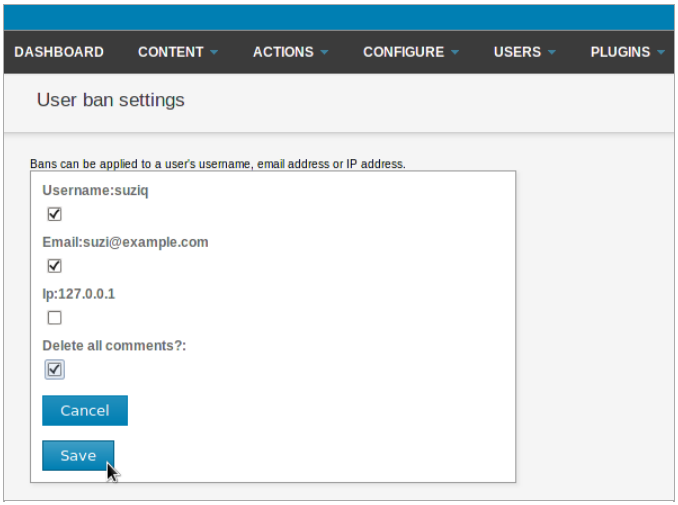
The default list length is 20 comments per page. There is a **Search** field to help you find a specific set of comments, perhaps on a topical subject. Search results can be sorted by **Author**, **Date/Comment**, or **Article** name, by clicking on each column heading.



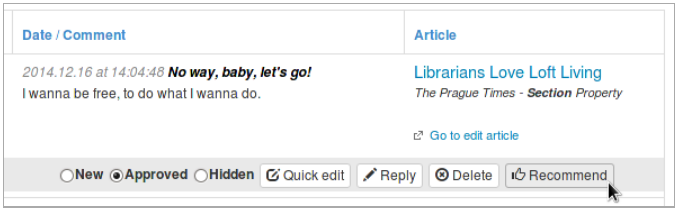
Click the checkbox to the left of a comment to select it, or click the checkbox in the table header to select all comments. Once selected, a drop-down **Actions** menu above the comment list enables you to update a **New** comment's status to **Approved**, or **Deleted** if it is spam. Alternatively, 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.



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**.



NEWSCOOP ADMINISTRATION

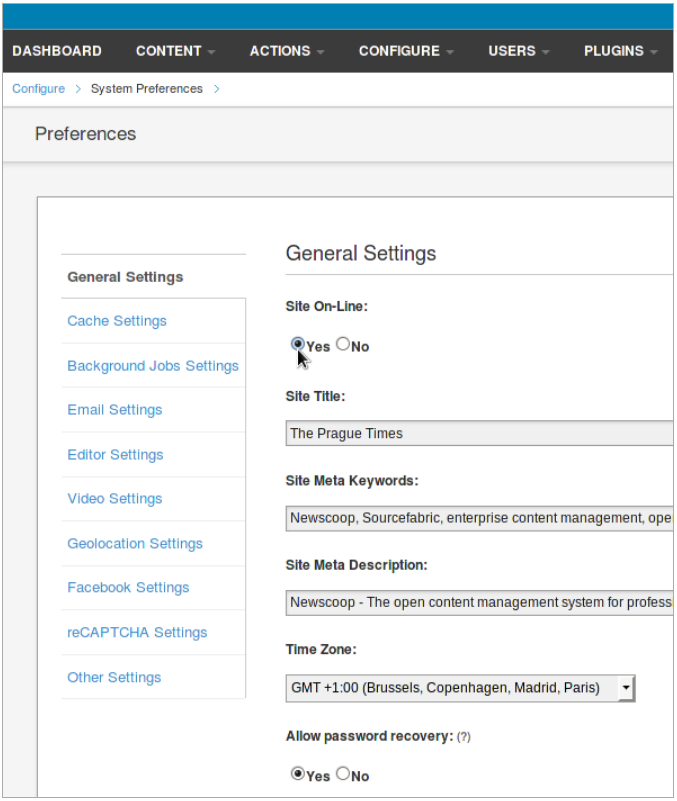
23. SYSTEM PREFERENCES
24. IMPORTING AND EXPORTING THEMES
25. EDITING THEMES
26. ARTICLE TYPES
27. TOPICS
28. LANGUAGES
29. COUNTRIES
30. LOGS
31. SUPPORT FEEDBACK
32. IMAGE RENDERING
33. REST API
34. USER MANAGEMENT
35. MANAGING AUTHORS
36. INSTALLING PLUGINS

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. Click one of the question mark icons on this page to read a tooltip for the feature it relates to.

General Settings

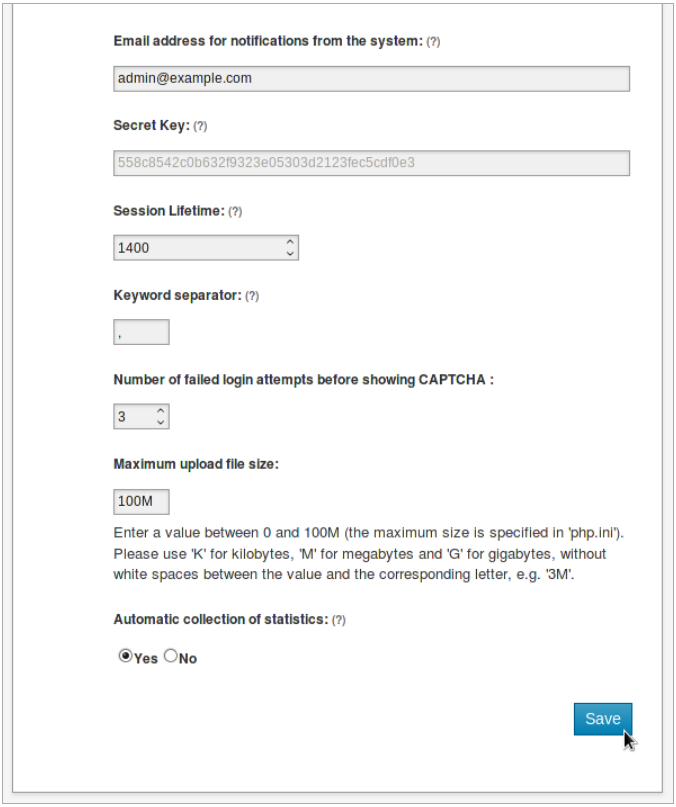
The first tab on the System Preferences page is for **General Settings**.



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.
- **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.



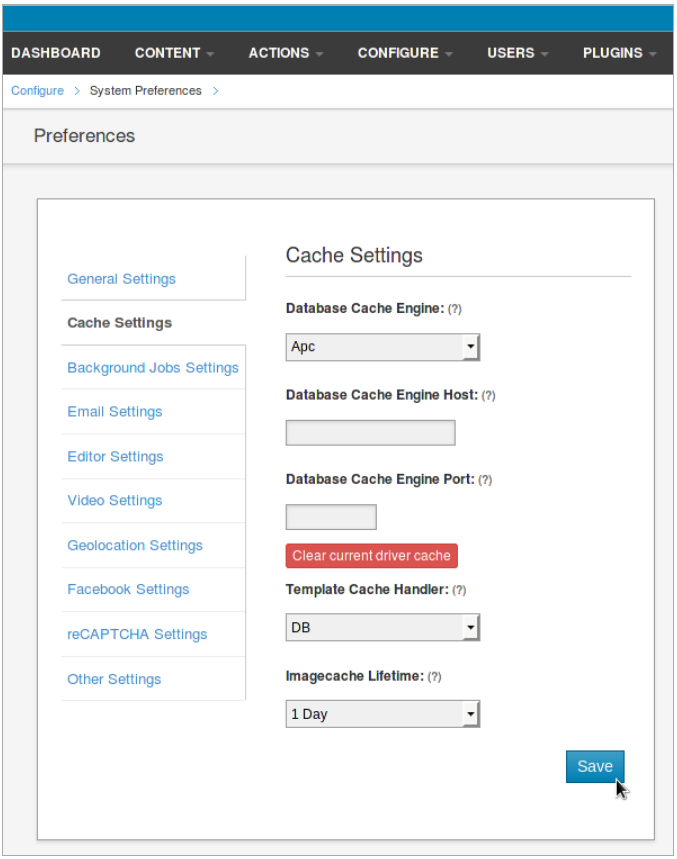
- **Email address for notifications from the system**: The email address used for password reminders.
- **Secret Key**: The security key that Newscoop can use for integration of web services and other advanced features.
- **Session Lifetime**: Enables you to specify the maximum duration in seconds of Newscoop administration sessions without re-authentication, which is a security feature. Setting 0 (zero) here means that the session ends when the browser is closed.

- **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 here may reduce the load on your Newscoop server.

The blue **Save** button in the lower right corner updates your preferences.

Cache Settings

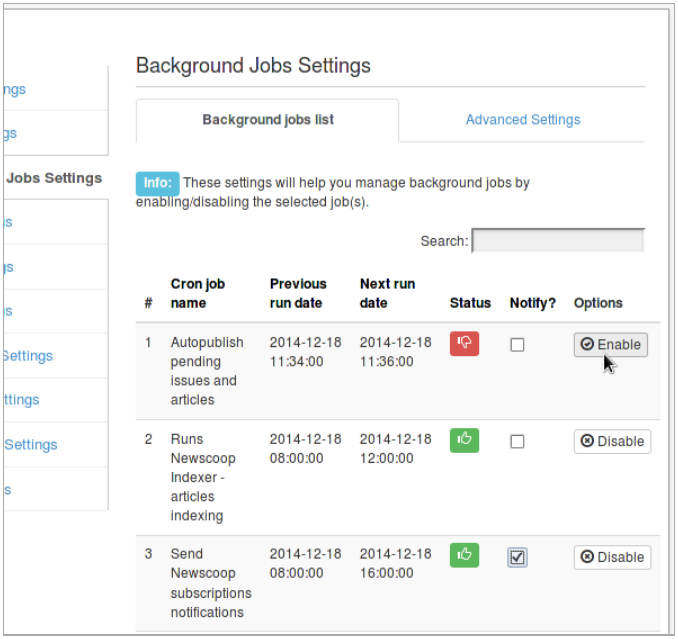
The Cache Settings tab offers options which can improve the responsiveness of your Newscoop publications, by serving frequently accessed files from a cache instead of generating them dynamically. The cache should generally be disabled during theme development.



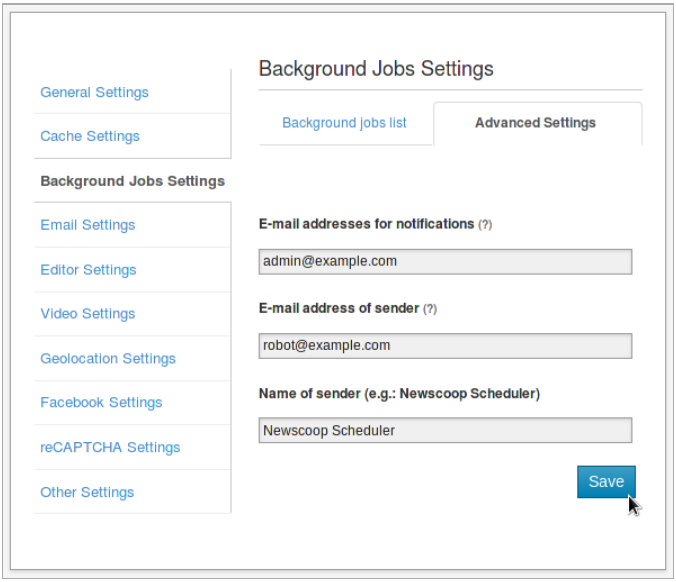
- **Database Cache Engine**: choose from the installed cache alternatives, such as APC, array or Xcache, which can improve Newscoop performance.
- **Database Cache Engine Host**: optionally set the name of a caching server, for use with Memcache or Redis.
- **Database Cache Engine Port**: the server port used to connect to Memcache or Redis.
- **Clear current driver cache**: this button can be used to empty the cache manually, for example during theme development.
- **Template Cache Handler**: Select **DB** to enable the cache for templates.
- **Imagecache Lifetime**: The time that images will be cached for, from disabled, through 30 seconds to infinite.

Background Jobs Settings

The **Background jobs list** tab enables the management of routine automated tasks (*cron jobs*) on your Newscoop server. A green 'thumbs up' icon in the **Status** column shows that a particular job is currently enabled. Email notifications for each job can be enabled by clicking the **Notify?** checkbox in each row.

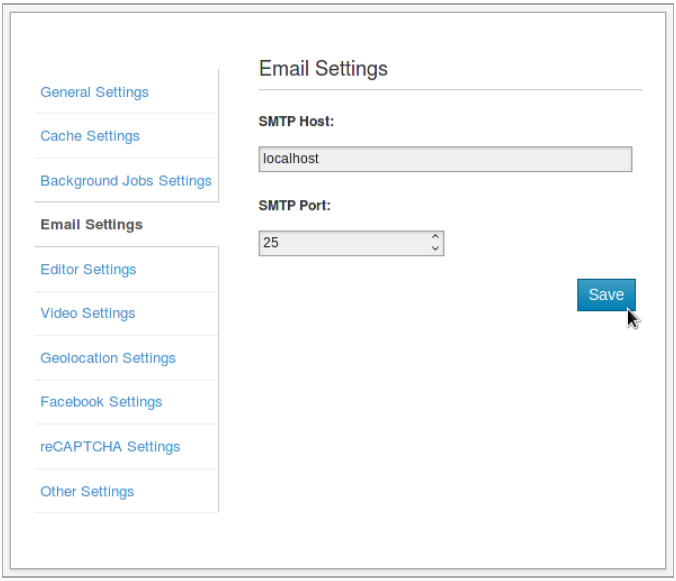


On the Advanced Settings tab, you can specify a comma-separated list of email addresses which will receive notifications, as well as the name and email address from which notifications will be sent.



Email Settings

This tab configures Newscoop to use your prefered mail server.

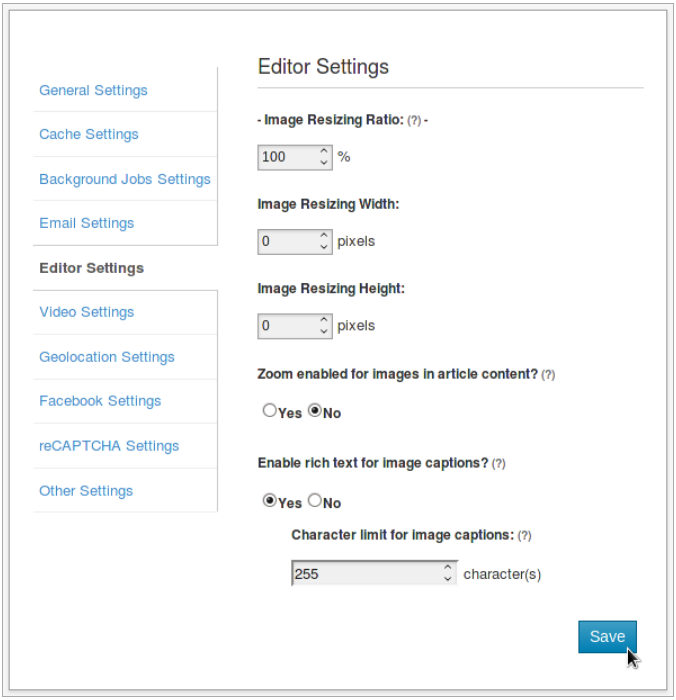


- **SMTP Host**: The server that Newscoop will use for sending out email notifications.

- **SMTP Port**: The port number that Newscoop will use on the specified email server.

Editor Settings

The next tab is for **Editor Settings,** which refer to image handling.



The fields in this tab 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.

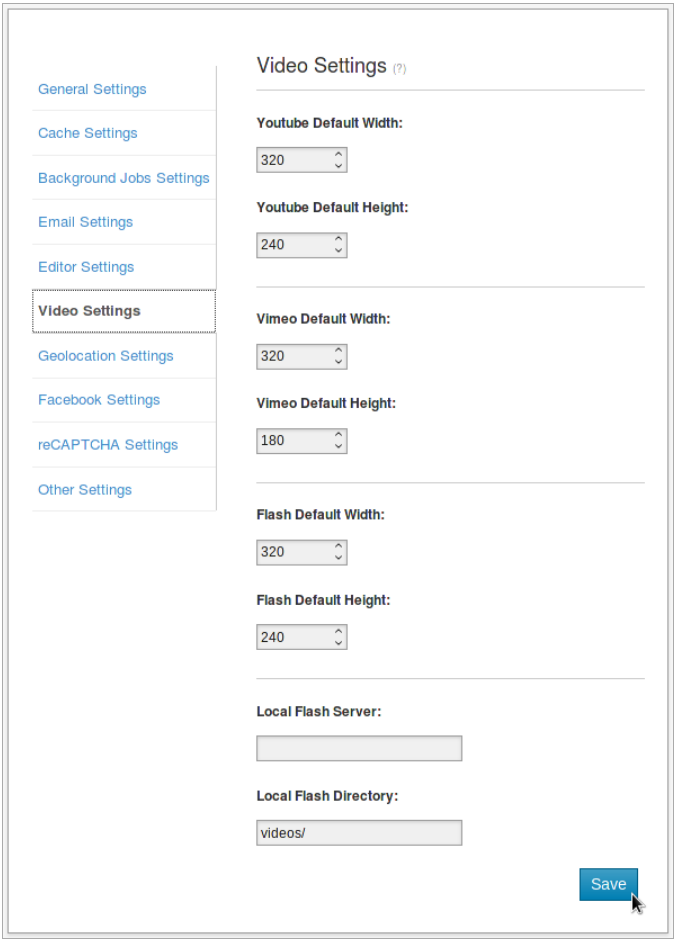
Image sizes which are part of the publication's assigned theme, such as the main story image in an article template, are configured separately, via the **Image Rendering** page on the **Configure** menu.

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.

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 set **No** for plain text captions. If you enable this feature, the default limit for caption length is 255 characters. You can set 0 (zero) here to have no limit on the length of captions, as long as your publication's theme design can accomodate any length of caption.

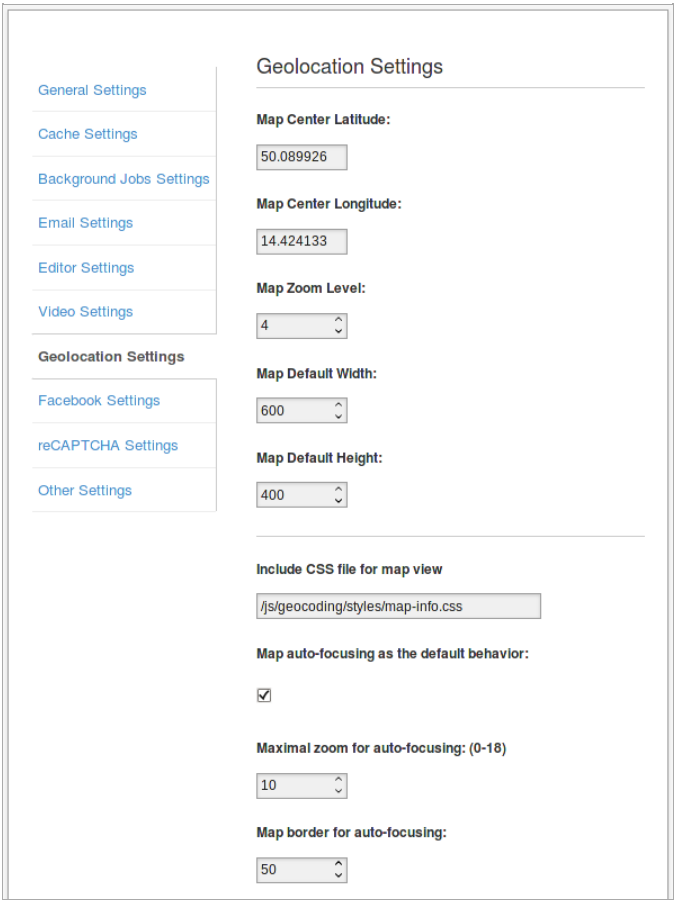
Video settings

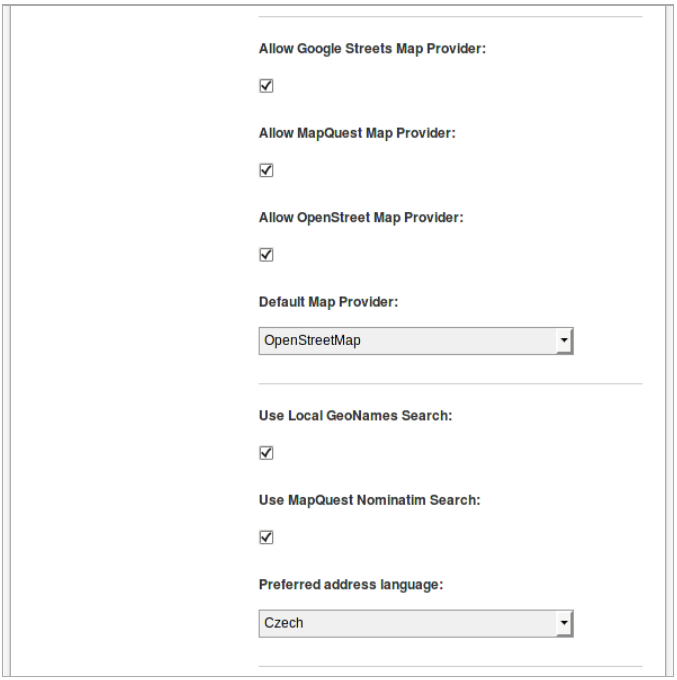
The default width and height of both externally and locally hosted video files can be set in this tab, to make sure that the videos are displayed correctly in your publication theme's page templates.

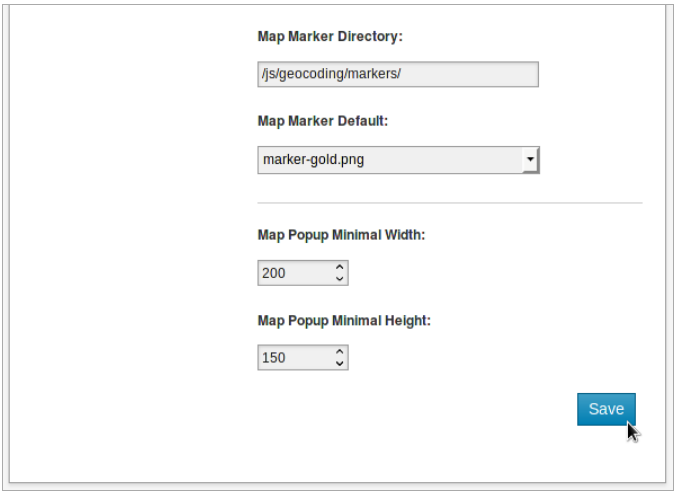


Geolocation settings

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

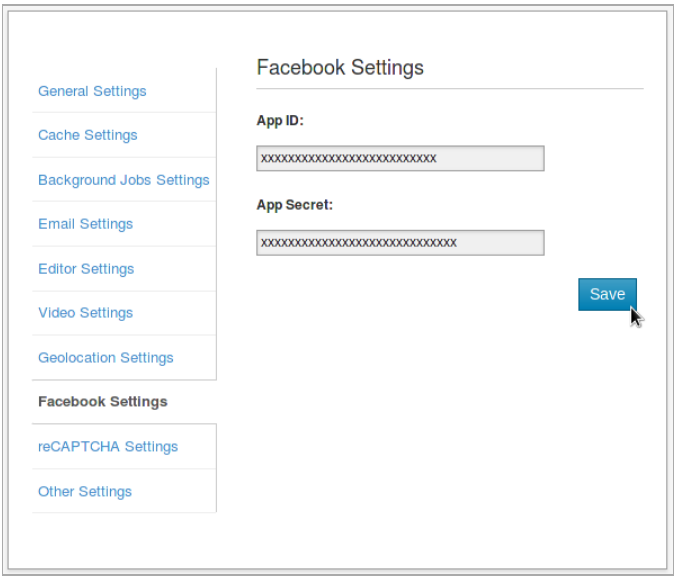






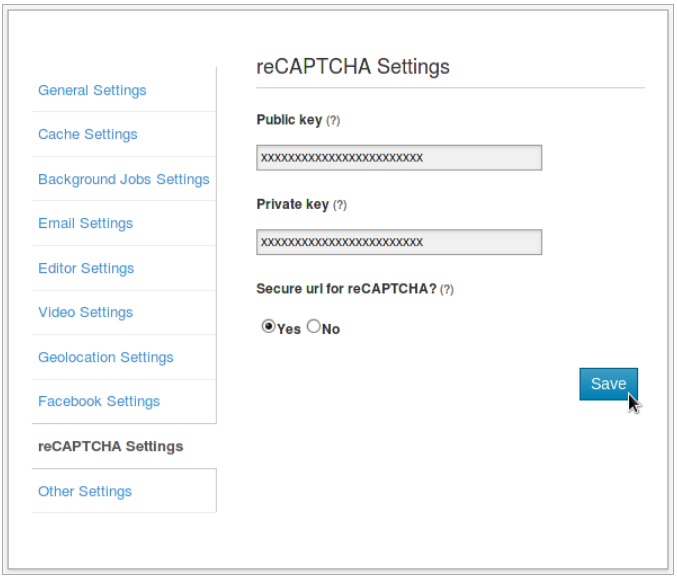
Facebook Settings

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



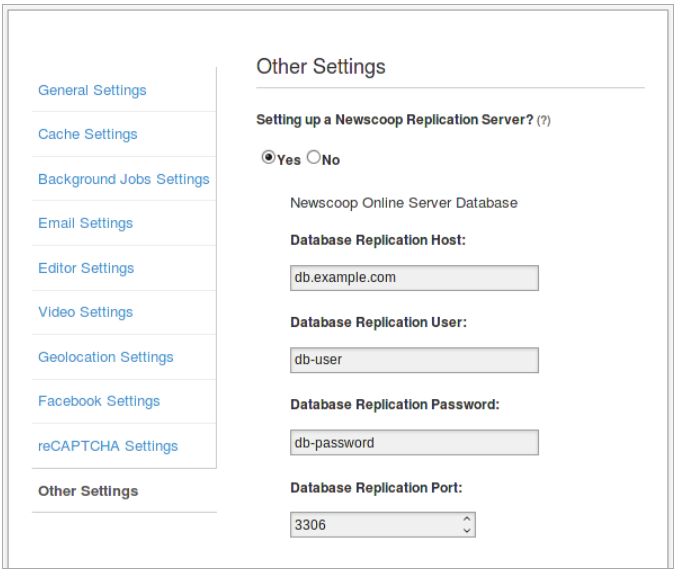
reCAPTCHA Settings

This tab is for setting up reCAPTCHA tests to help prevent spambots entering data into forms that your Newscoop publication uses, such as comment forms.



Other Settings

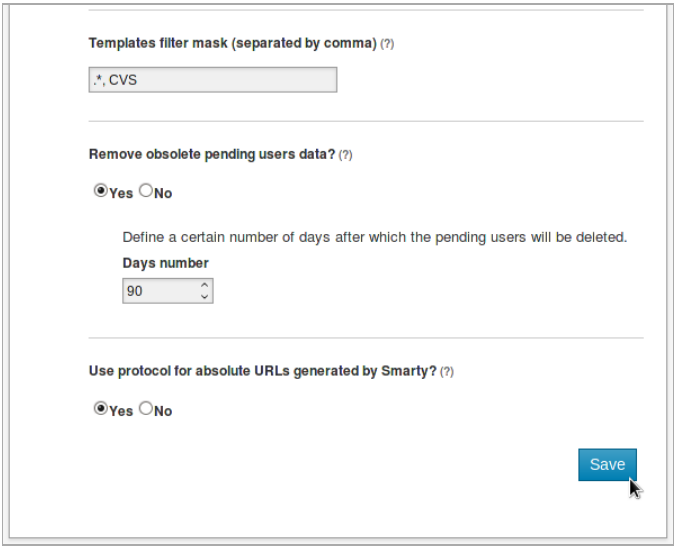
The first option on this final tab enables you to set up Newscoop to operate on two servers at once, which is a safety feature in case of hardware or network problems.



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).

The next option is for the **Templates filter mask**. Enter keywords for templates that you wish to hide from the template editor accessible via the **Theme Management** page on the **Configure** menu. For example, development templates that are no longer in use, but you do not wish to delete from the server.

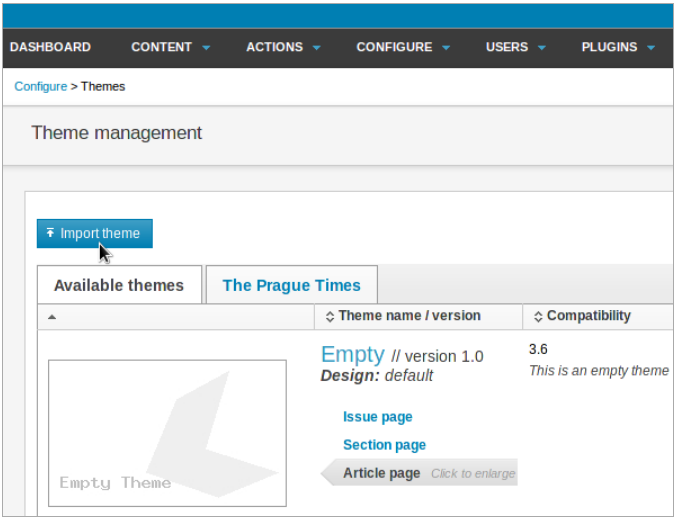


The option **Remove obsolete pending users data?** enables you to set the number of days after which user accounts which have not been activated will be deleted automatically. The **Use protocol for absolute URLs generated by Smarty?** option defaults to **No,** so that URLs are protocol relative.

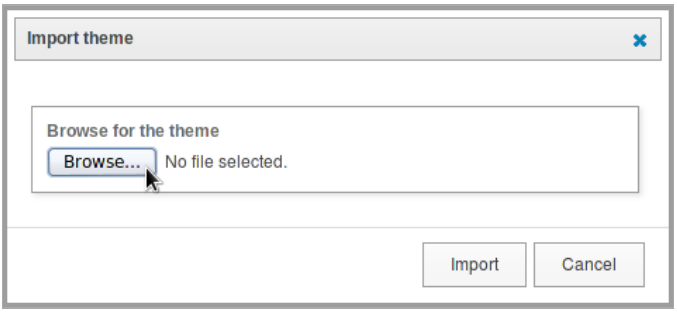
24. Importing and exporting themes

Themes control the look and feel of your Newscoop publications. Each publication has its own theme, containing a set of templates created by your web developers. Themes for Newscoop are available to view on http://themes.sourcefabric.org/ and download from the https://github.com/newscoop/ site. These themes can be adapted for your own website using the instructions in the *Newscoop 4 Cookbook*.

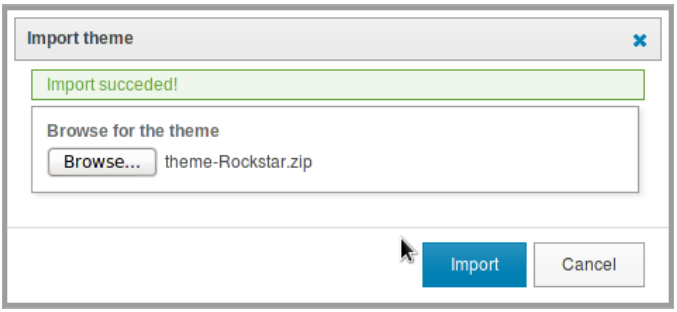
A new theme can be added to Newscoop by clicking the **Import theme** button on the **Theme management** page, which is found on the **Configure** sub-menu.



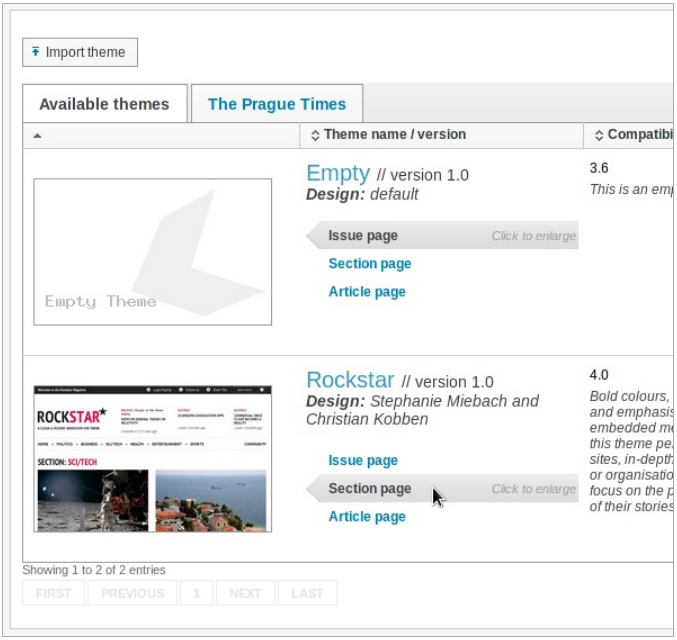
This action opens a dialog box which enables you to select a theme file from your computer. Click the **Browse** button to locate the theme's zip file, then click the **Import** button.



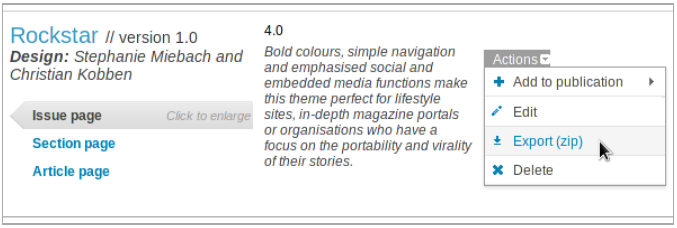
Newscoop should report that the import was successful.



The new theme should now be displayed in the table on the **Theme management** page.



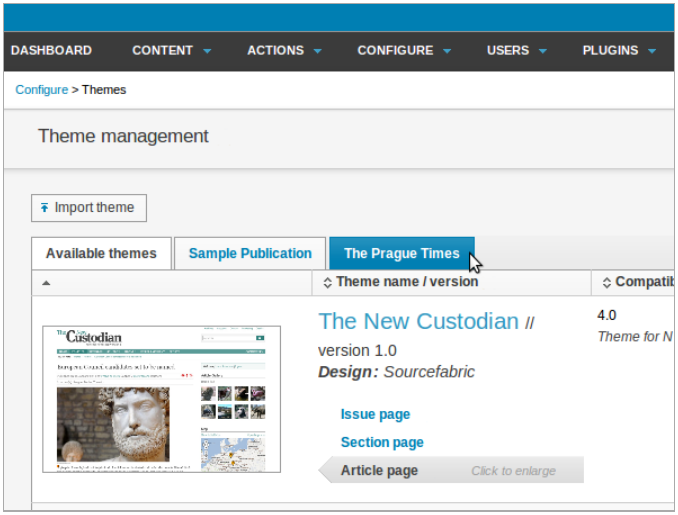
To export a theme, click **Actions** on the right side of the table row for the theme you have chosen to export, then click **Export (zip)** from the pop-up menu. Your web browser will then download the zip file to your computer.



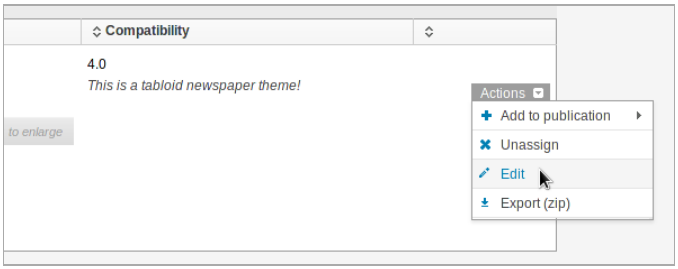
25. Editing themes

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**.

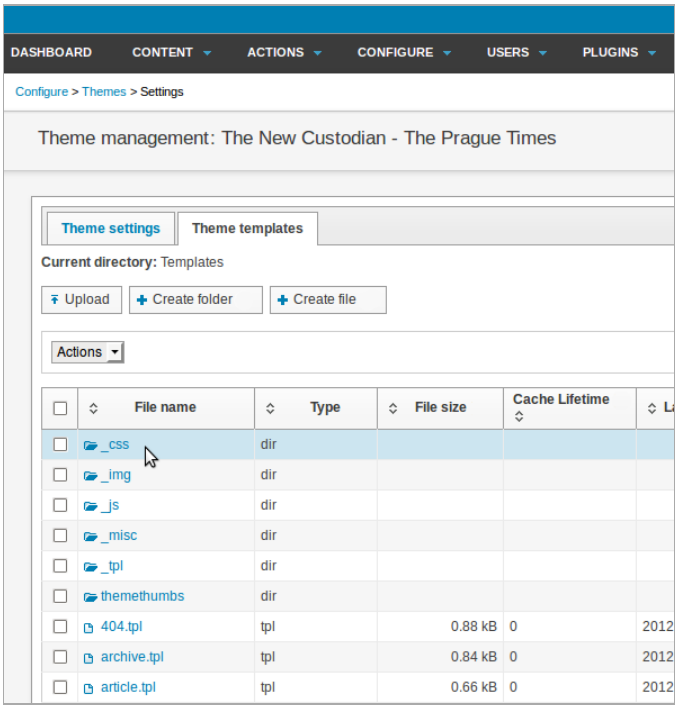
This action will open the **Theme Management** page, displaying a table with the available themes. Each of the current publications has a corresponding tab at the top of the table, for example "The Prague Times". Click this tab to see a list of the themes assigned to the publication. When a theme is assigned, a separate copy is made so that it can be modified independently of the original.



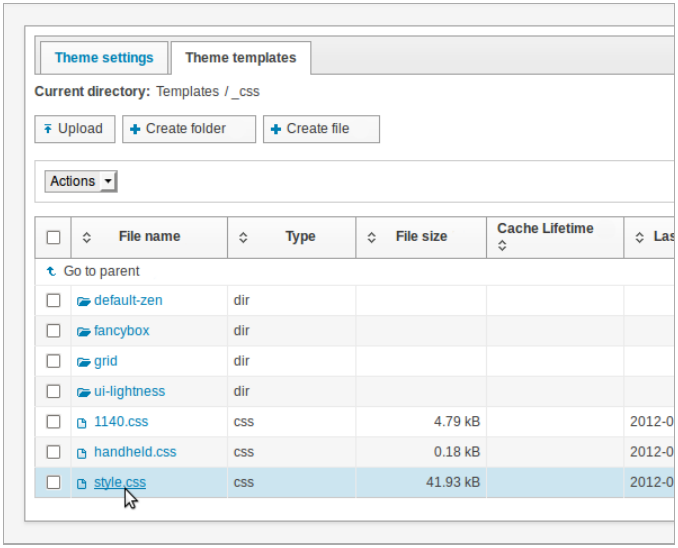
On the right side of the table row for the assigned theme you wish to modify, click the **Actions** menu, then **Edit**.



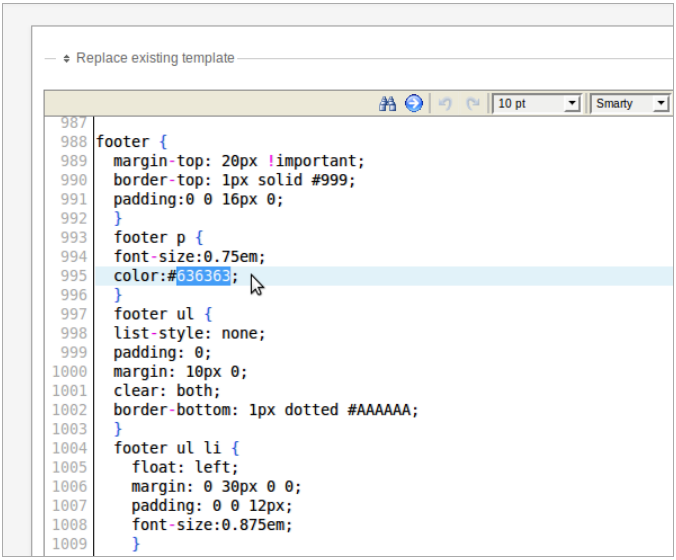
Some of the template files are organized into folders, shown at the top of the table on the **Theme templates** tab.



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



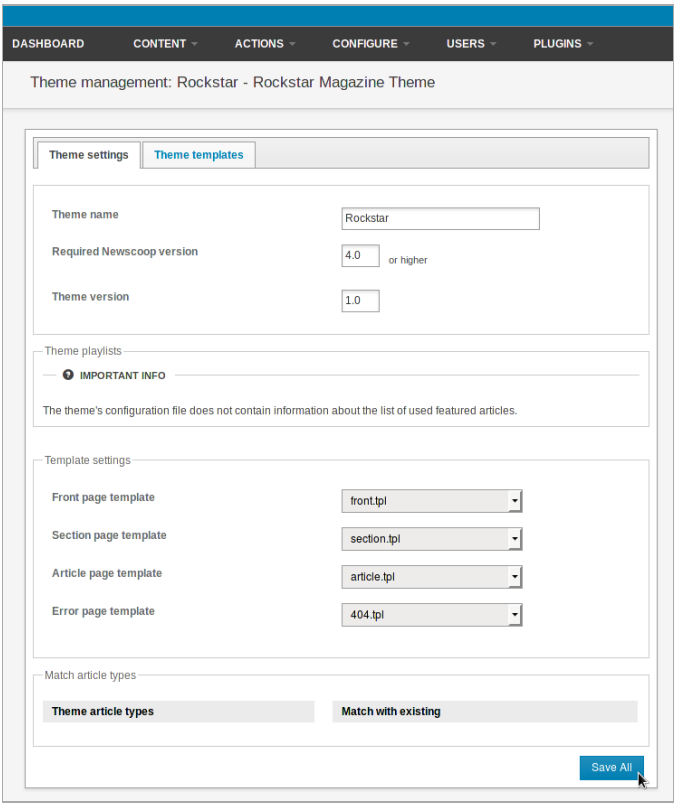
In turn, clicking on a file name opens that file in the template editor. This feature enables you to make quick changes to templates on a running Newscoop system. Make the required change, then click the blue **Save** button. Alternatively, click **Replace existing template** to expand a dialog in which a new template can be uploaded from your local machine.



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

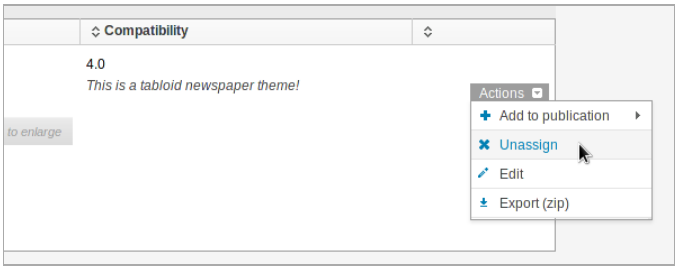
The **Theme Settings** tab enables you to change the name of a theme, version numbers, or the specific template files used for the four master templates. Like the template editor, this feature should only be used by competent web developers, as it can have an immediate effect on the appearance of your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



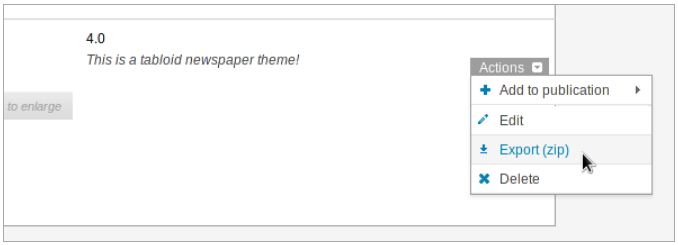
Optionally, themes can define **Article Types** which you can match to existing Article Types on your Newscoop installation. If the theme defines any Article Types, they will be shown at the end of the **Theme Settings** tab. See the *Article Types* chapter in this manual for more details.

Deleting themes

Copies of themes which are currently assigned to any issue of a publication cannot be deleted via the theme management page, as a safety feature. First, all of the published issues have to be configured to use a new theme, and then the old theme can be unassigned from the publication. This is why the Actions menu looks different on the tab of a publication:



compared to the same menu on the **Available themes** tab:

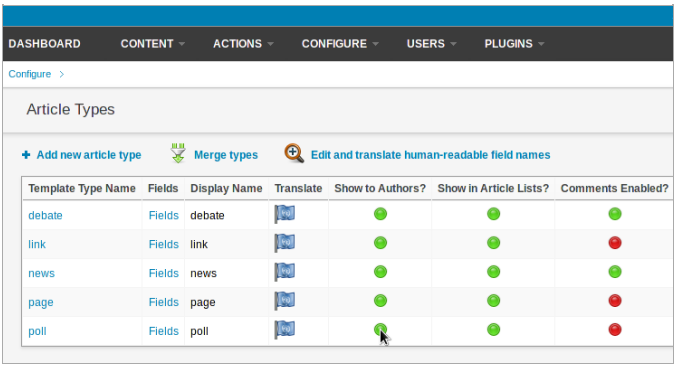


Because themes assigned to publications are individual copies, it is possible to delete a theme from the **Available themes** tab even when a copy of that theme is still assigned and in use by a publication.

26. 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. You can create as many Article Types as you need, as long as your publication's assigned theme is updated to support them.

To create or manage your Article Types, select **Configure**, then **Article Types** from the main navigation menu. This action opens the Article Types page.



Each listed Article Type consists of a sequence of **fields**, with each field holding a certain kind of data. Currently, there are eight kinds of fields available:

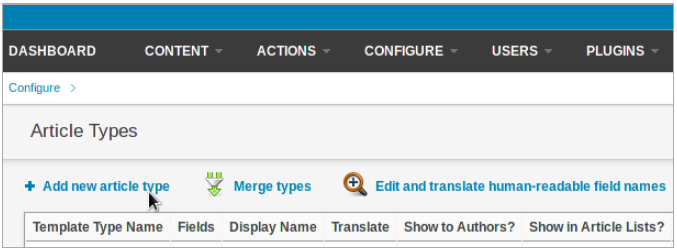
- **Single-line Text:** this field can be set to contain a maximum number of characters. Any HTML characters required have to be inserted manually.
- **Multi-line Text:** the default text input box is larger than a single line, but can be resized by the journalist. HTML characters have to be inserted manually.
- **Multi-line Text with WYSIWYG:** 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:** 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 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 appear in the **Switches** box on the Sidebar of the Edit Article page. For example, you might have the switch highlight, used by the assigned theme to display the article in a special place on your publication. (Newscoop comes with four switches by default, *Show article on front page, Show article on section page*, *Enable Rating* and *Visible to non-subscribers*).
- **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.

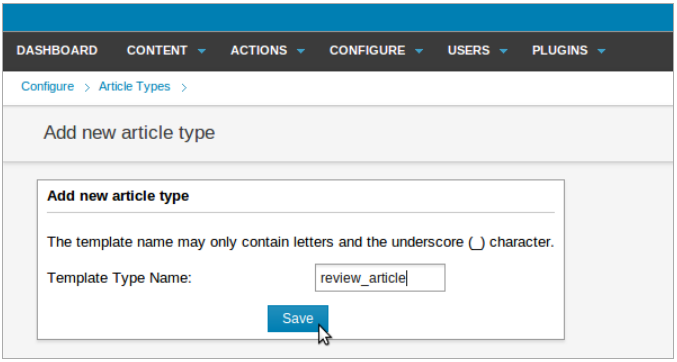
Newscoop makes a distinction between the **Template Type Name** or **Template Field Name** and the **Display Name** for each Article Type and field. The Template Name is limited to letters, numbers, and underscores (no spaces) and is used internally by the assigned Newscoop theme. The Display Name is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

Adding a new Article Type

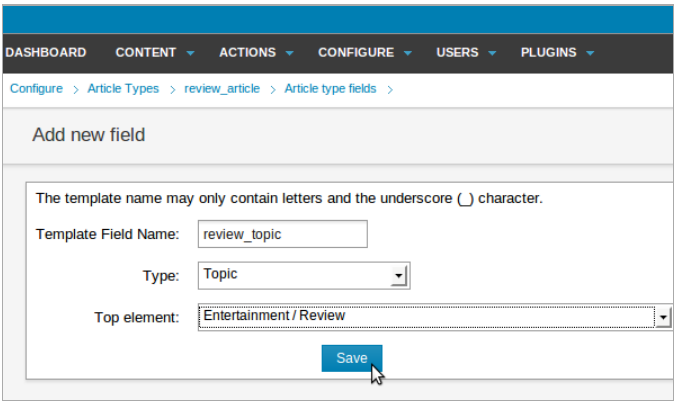
Click the **Add new article type** link at the top left of the Article Types page.



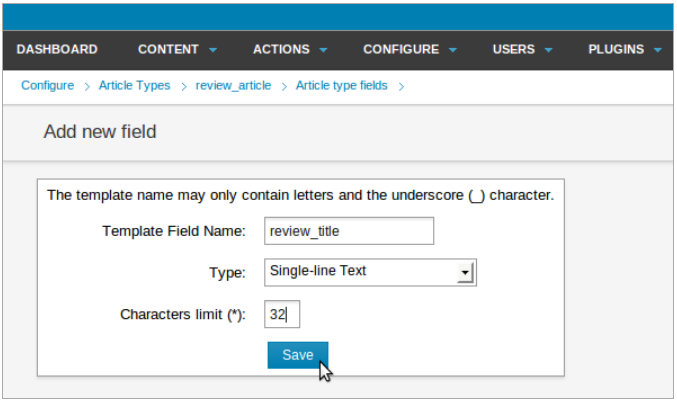
The **Add new article type** page will appear. The first step is to enter the **Template Type Name** of the Article Type you wish to create. In this example, we'll create an Article Type with the template type name *review_article* - note that it has an underscore, instead of a space, between the words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



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

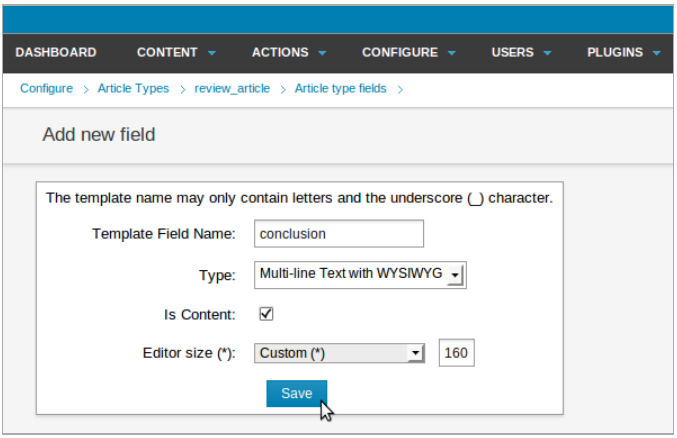


The **Single-line Text** field has an optional **Characters limit** setting which can be used to prevent over-long headlines and other elements breaking carefully designed layouts. A **Numeric** field has a setting for **Precision**.

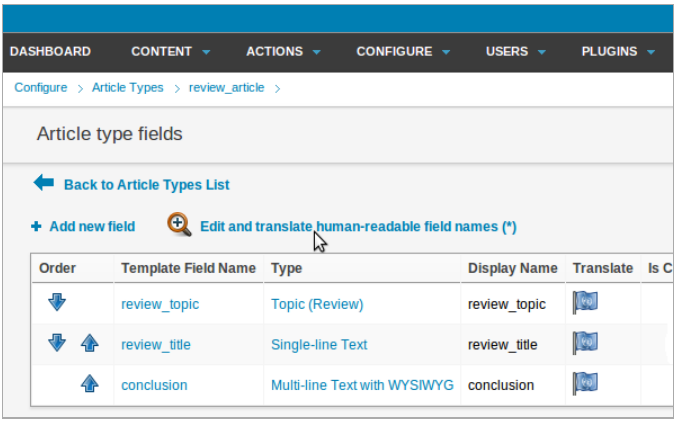


If you add a **Multi-line Text with WYSIWYG** field, you have the option to mark the field as content, using a checkbox. This means that each time this particular field is served by Newscoop, it counts as a page read for statistical purposes. This box should be unchecked for fields that are to be displayed as 'teasers' on publication front pages and section pages, to avoid counting article reads which did not really happen.

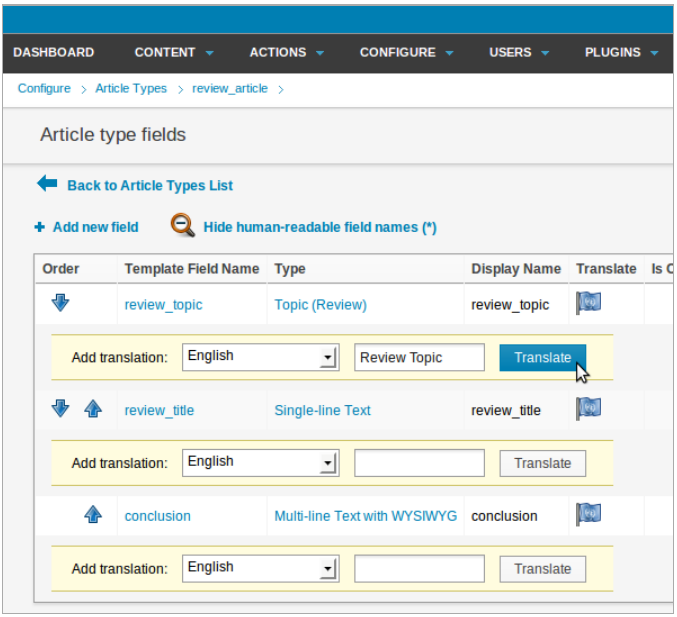
There is also the option to set the height of the WYSIWYG editor in pixels; either *Small* (250 pixels), *Medium* (500 pixels), *Large* (750 pixels) or *Custom*. Setting appropriate sizes for these fields helps your staff by reducing the amount of scrolling required on the Edit Article page.



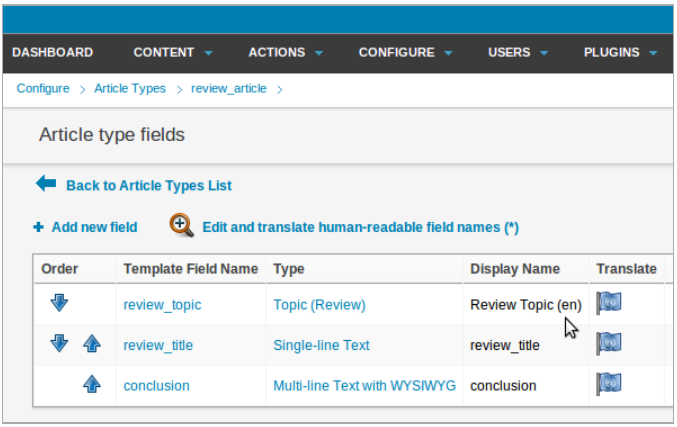
After clicking the Save button, the **Article type fields** page is shown. The Article Type that you are currently working on is shown in the breadcrumb trail beneath the main navigation menu.



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.



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



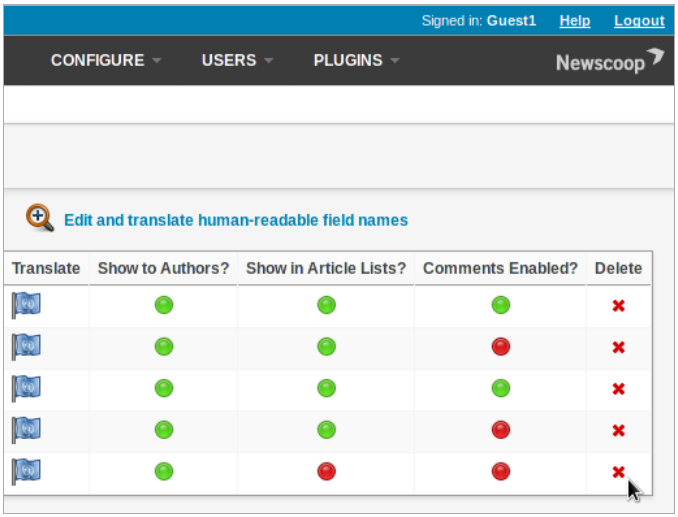
Continue to add new fields to this Article Type, until you have all that you need. Then click the link **Back to Article Types List,** next to the blue arrowhead icon. This action will return you to the Article Types page.

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

Editing Article Types

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 the colored light icon (green for shown, red for hidden) to determine if a type is shown when authors create articles by clicking in the **Show to Authors?** column, and whether a type is shown in the administrative interface by clicking the **Show in Article Lists?** column. 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.

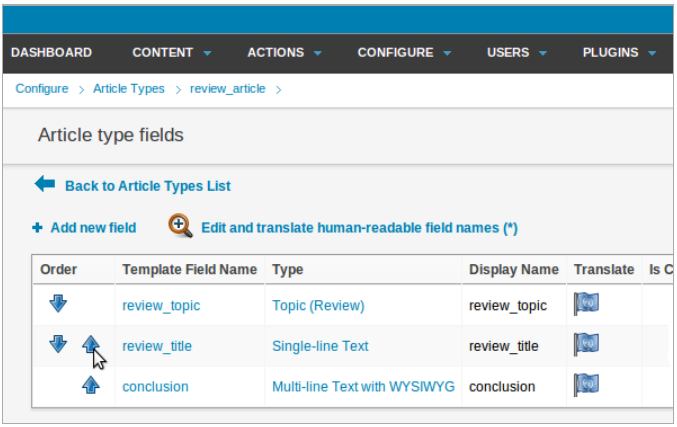
In the **Article Types List** there is also a **Comments enabled?** column, which toggles reader comments on and off for a specific Article Type. For example, you might wish to disable reader comments for all entertainment reviews, but leave them enabled for news articles.

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 kinds of characters into it.

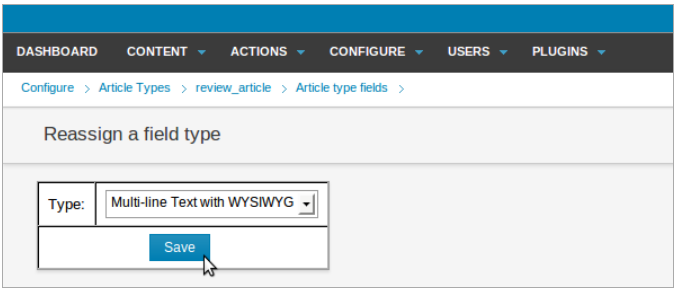
Before changing a **Template Type Name** for an Article Type that is already in use, check with your theme designer in case this action has an impact on the display of your articles.

Editing Article Type Fields

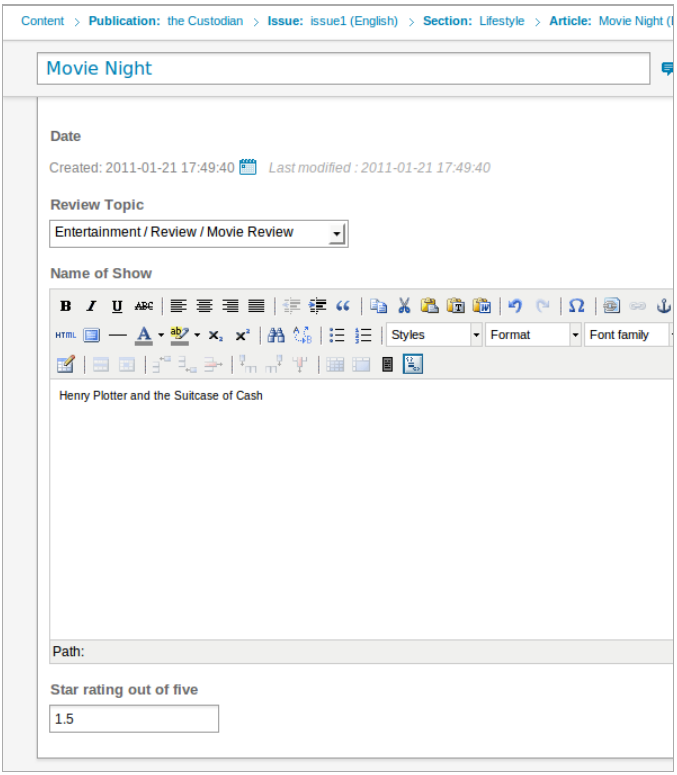
Click the **Fields** link in the row for the Article Type you wish to modify. On the**Article Type Fields** page which opens, fields can be renamed, given new **Display Names**, hidden or deleted, just like Article Types. When you have more than one Article Type Field, you can re-arrange the order in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



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.



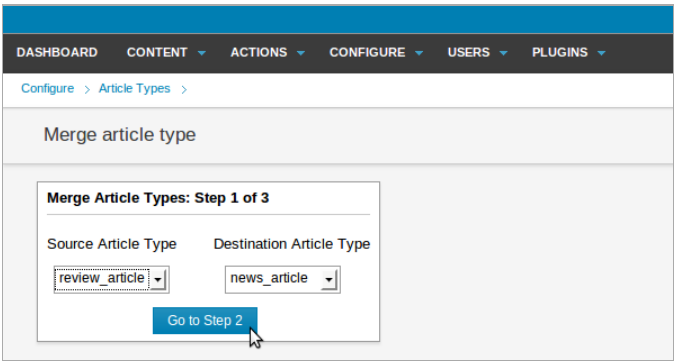
After changing Article Type fields, you should create a new article to test that the updated fields are displayed as expected in the Edit Article page. Just as for the **Template Type Name**, when changing a **Template Field Name** which is already in use, you should also check with your theme designer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



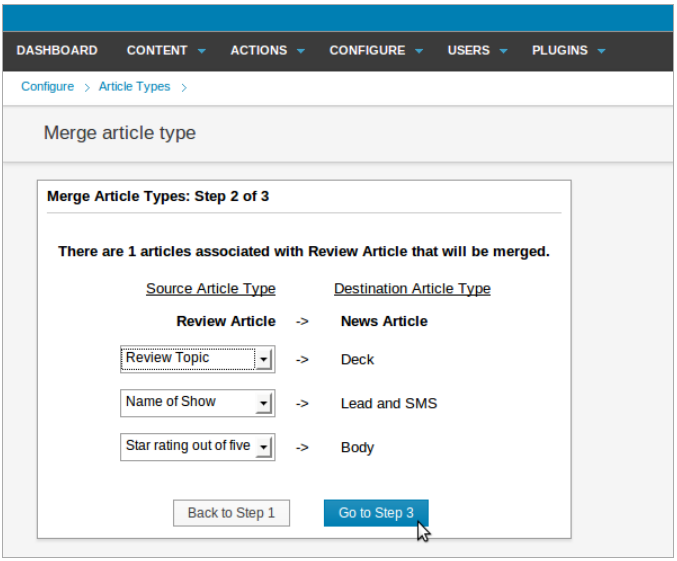
Merging Article Types

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.

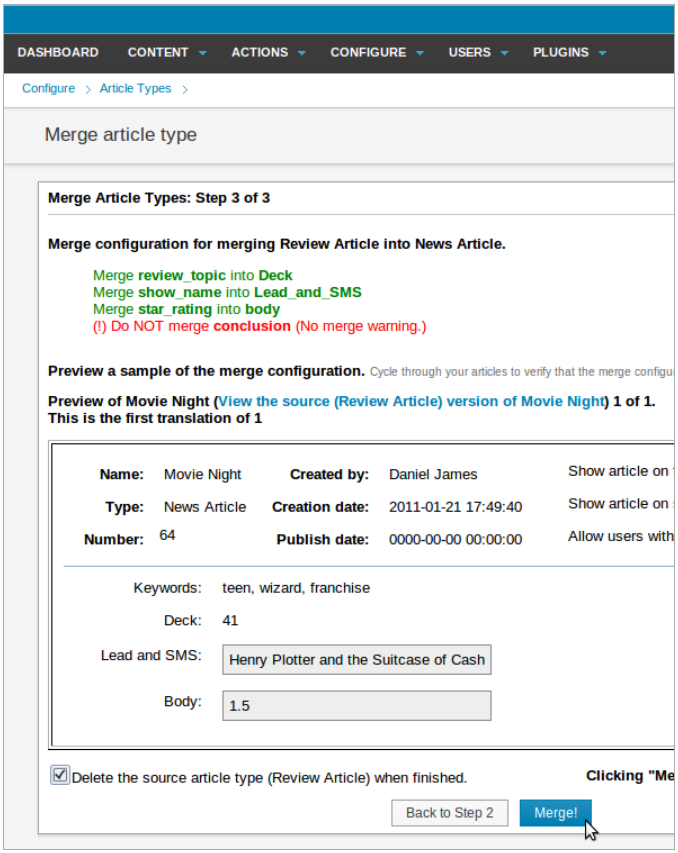


Next, choose the fields of the source which you'd like to merge into fields of the destination. Note that you cannot merge a larger source field, such as 'Multi-line Text with WYSIWYG', into a smaller destination field, such as 'Single-line Text'. If this merge was allowed, then content from the larger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

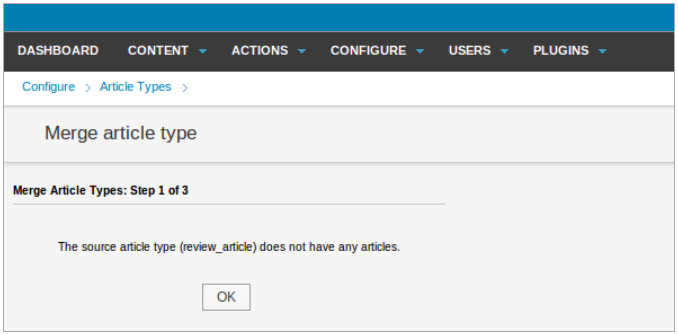


The next screen displays the result of the potential merge. Any source fields which have not been mapped to destination fields are shown in a red font. You may need to create additional fields in the destination Article Type before attempting the merge again.

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 finished**. When you're ready, click the **Merge** button.



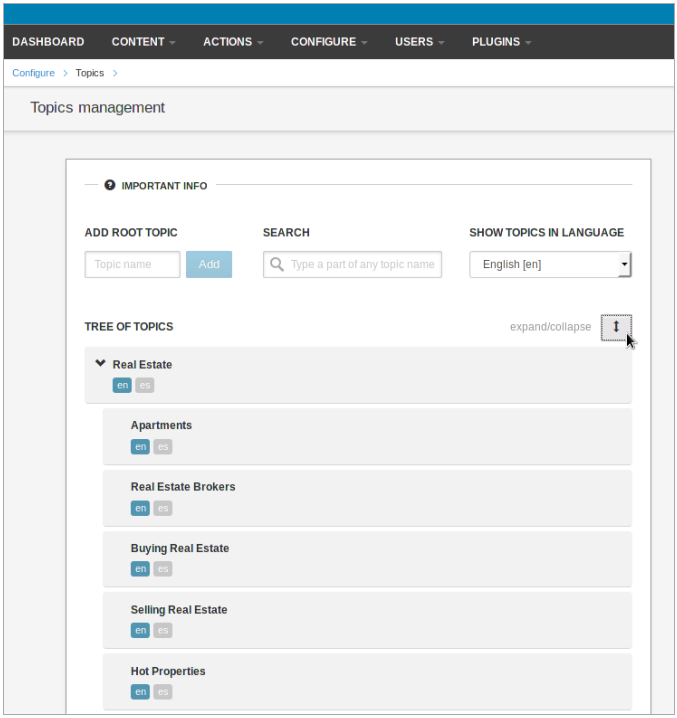
If there are no articles left belonging to the Source Article Type, Newscoop will display a warning message at the first step of the proposed merge.



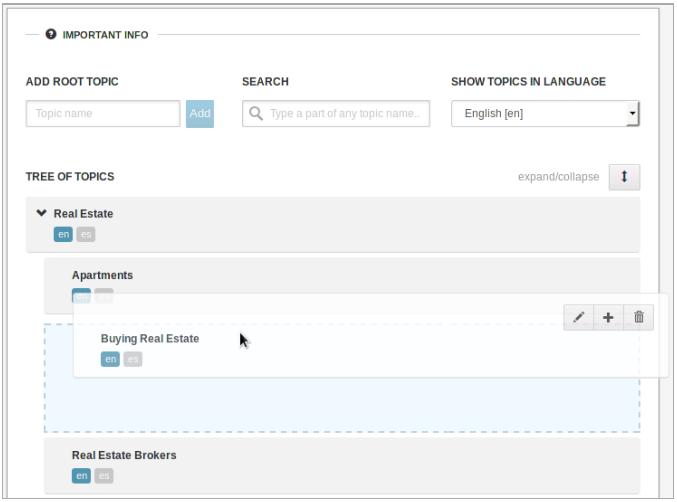
27. Topics

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.

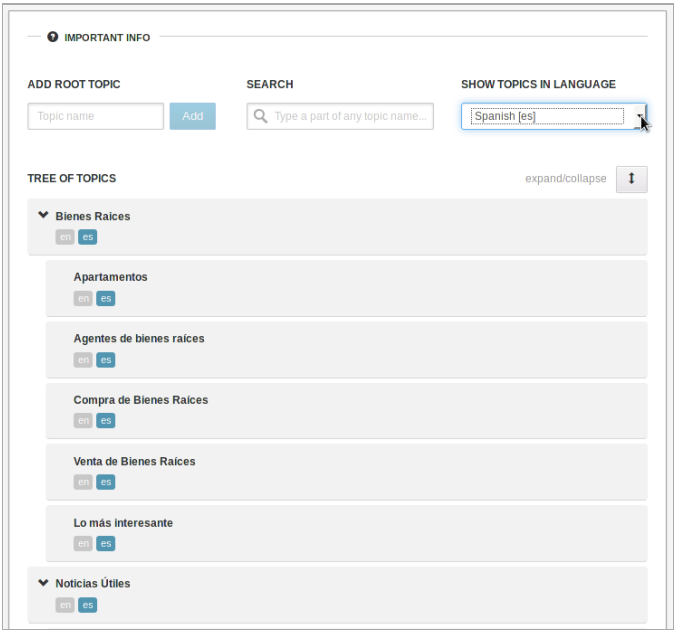
To review or create topics, click **Configure** on the main navigation menu, then click **Topics** from the sub-menu. On the right side of the **Topics management** page which will appear, click the **expand/collapse** button (with a double-headed arrow icon) to see the subtopics in the **Tree of topics**.



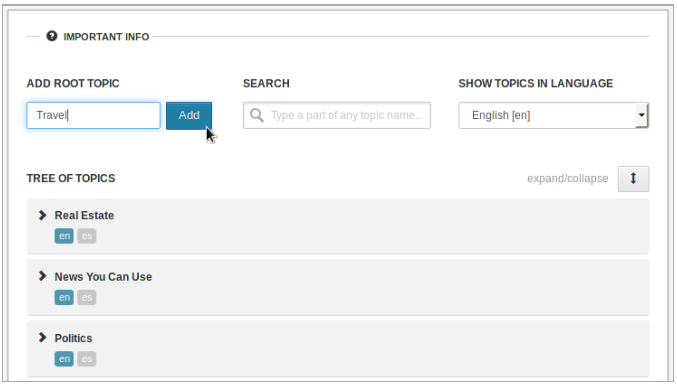
Topics can be re-ordered by dragging and dropping. Depending on your publication's templates, changes to topic ordering that you make may be reflected in lists of topics displayed to the publication's readers.



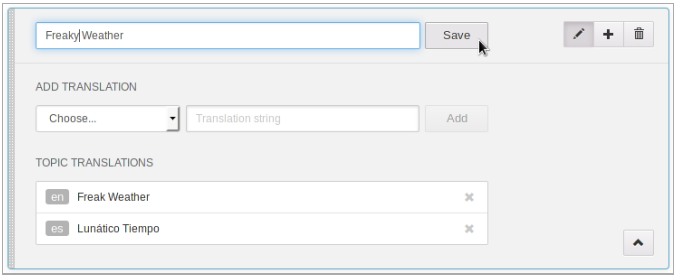
If you wish, you can filter the available topics using the **Show Topics in Language** drop-down menu on the right side. The icon for the selected language will be shown in blue. If a topic has not been translated into the selected language yet, the topic language will have a red icon.



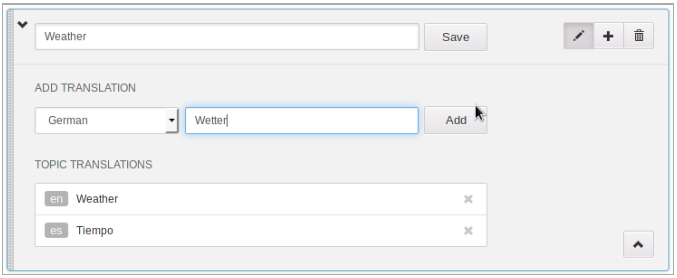
To add a new root topic, select a language from the drop-down menu and enter a word or phrase in the **Add root topic** field. Then click the **Add** button.



To rename a topic, mouse over the topic row and click the **Edit Topic** button, which has a pencil icon and will appear to the right of the topic or subtopic name. The name row will expand to show an editable field. Update the name, and then click the **Save** button.

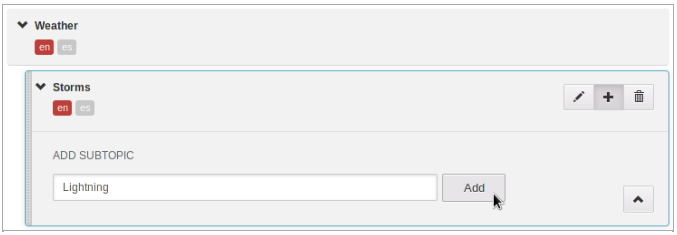


You can translate topic names so that they appear in the correct language when a journalist is editing a translated article. To translate a topic, click the **Edit topic** button (with the pencil icon) to display the **Add Translation** field for that topic. Select the language you are translating into from the drop-down menu on the left, enter the translation of the topic name, and then click the **Add** button.



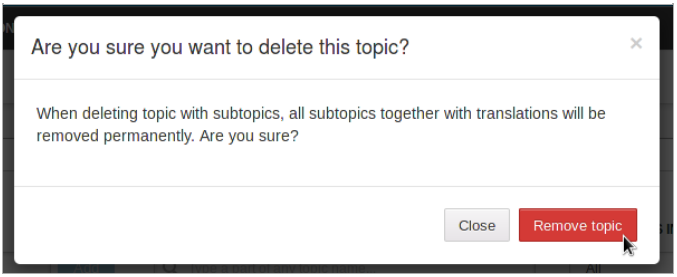
If you translate a subtopic and its parent has not yet been translated, the parent topic will appear in its original language until you translate it.

To add a subtopic, click the **plus** button on the row of the existing topic or subtopic you want to put the new subtopic under. Enter a word or phrase into the **Add Subtopic** field, then click the **Add** button.

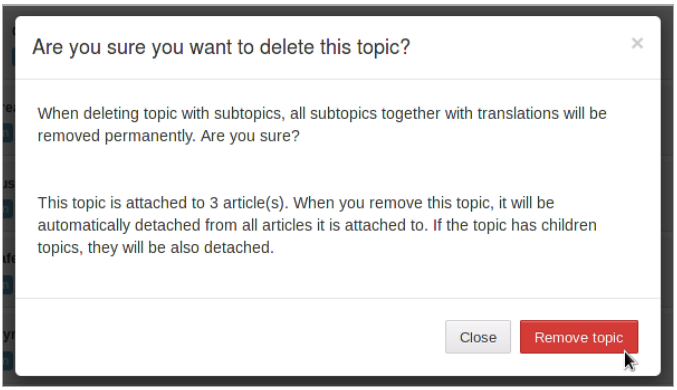


The new subtopic will appear underneath its parent topic in the tree of topics.

You can delete a specific topic or subtopic using the trashcan icon, on the right side of its row. Newscoop will warn you that any subtopics and translations will also be removed.



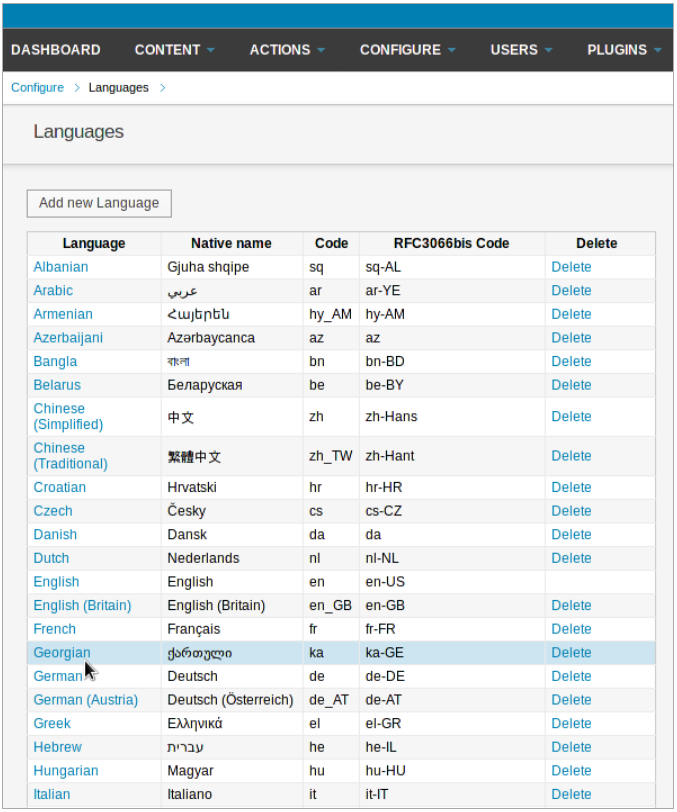
If you attempt to delete a topic currently in use by one or more articles, Newscoop will warn you that the topic and any subtopics will be detatched from the articles in question.


Are you sure you want to delete this topic?
When deleting topic with subtopics, all subtopics together with translations will be removed permanently. Are you sure?
This topic is attached to 3 article(s). When you remove this topic, it will be automatically detached from all articles it is attached to. If the topic has children topics, they will be also detached.
Close
Remove topic

28. Languages

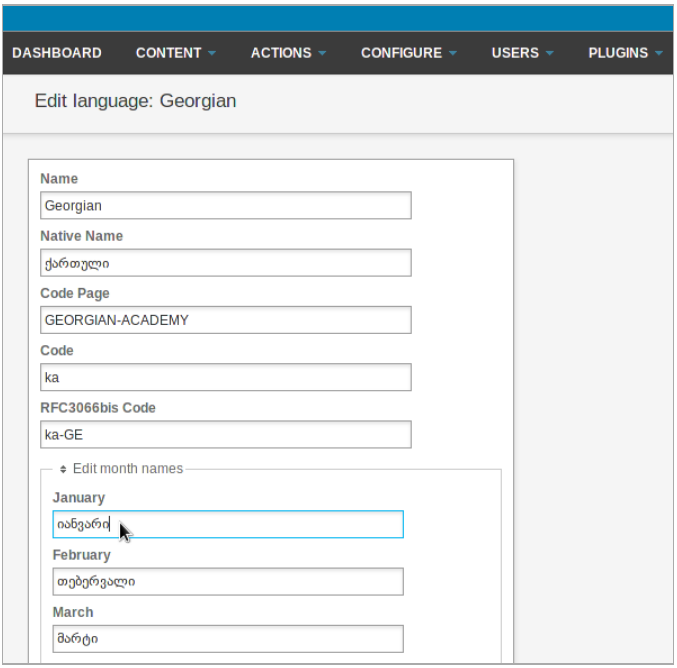
The Languages page enables you to configure support for languages that you wish to publish in. Click **Configure** on the main navigation menu, then **Languages** from the submenu, to see the languages currently available.

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. Sometimes a country variant suffix is used, such as **en_GB** for English as spoken in Great Britain. The **RFC3066bis Code** column refers to similar IETF codes which are used for serving HTML content.

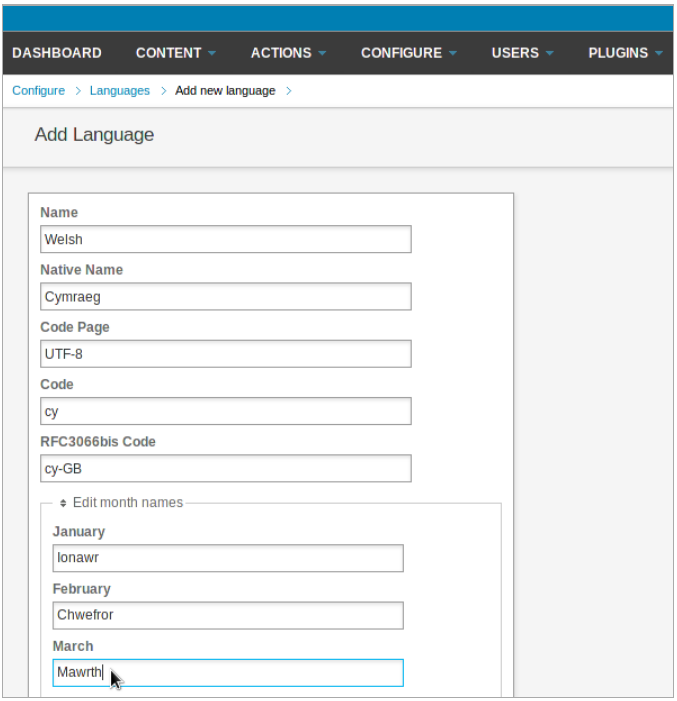


Language	Native name	Code	RFC3066bis Code	Delete
Albanian	Gjuha shqipe	sq	sq-AL	Delete
Arabic	عربي	ar	ar-YE	Delete
Armenian	Հայերեն	hy_AM	hy-AM	Delete
Azerbaijani	Azərbaycanca	az	az	Delete
Bangla	বাংলা	bn	bn-BD	Delete
Belarus	Беларуская	be	be-BY	Delete
Chinese (Simplified)	中文	zh	zh-Hans	Delete
Chinese (Traditional)	繁體中文	zh_TW	zh-Hant	Delete
Croatian	Hrvatski	hr	hr-HR	Delete
Czech	Česky	cs	cs-CZ	Delete
Danish	Dansk	da	da	Delete
Dutch	Nederlands	nl	nl-NL	Delete
English	English	en	en-US	
English (Britain)	English (Britain)	en_GB	en-GB	Delete
French	Français	fr	fr-FR	Delete
Georgian	ქართული	ka	ka-GE	Delete
German	Deutsch	de	de-DE	Delete
German (Austria)	Deutsch (Österreich)	de_AT	de-AT	Delete
Greek	Ελληνικά	el	el-GR	Delete
Hebrew	עברית	he	he-IL	Delete
Hungarian	Magyar	hu	hu-HU	Delete
Italian	Italiano	it	it-IT	Delete

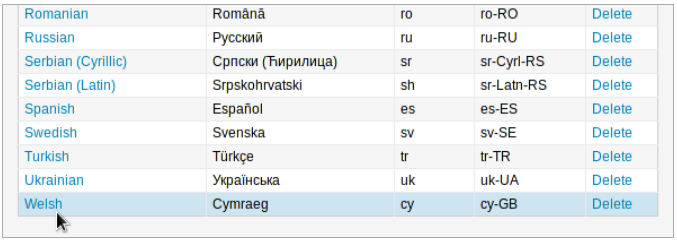
Click on a name in the **Language** column to open a page for that language, which enables you to adjust month and day name translations. This feature ensures that automatically generated publication dates for an article in a particular language are displayed correctly to your international readers.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



To add another language, click on the **Add new Language** button on the Languages page. Then 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), its ISO **Code** (e.g. *cy* for Welsh) and its **RFC3066bis Code** (e.g. *cy-GB* for Welsh).

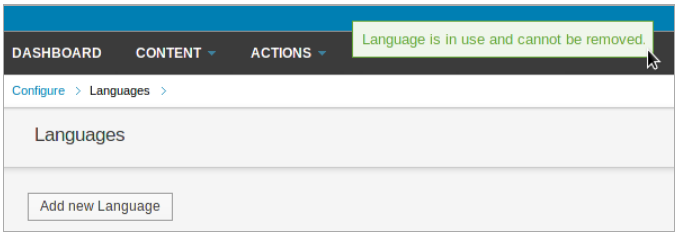


After entering translations in all the fields, click the **Save** button at the end of the page. The new language will now be shown on the Languages page.



Romanian	Română	ro	ro-RO	Delete
Russian	Русский	ru	ru-RU	Delete
Serbian (Cyrillic)	Српски (Ћирилица)	sr	sr-Cyrl-RS	Delete
Serbian (Latin)	Srpskohrvatski	sh	sr-Latn-RS	Delete
Spanish	Español	es	es-ES	Delete
Swedish	Svenska	sv	sv-SE	Delete
Turkish	Türkçe	tr	tr-TR	Delete
Ukrainian	Українська	uk	uk-UA	Delete
Welsh	Cymraeg	cy	cy-GB	Delete

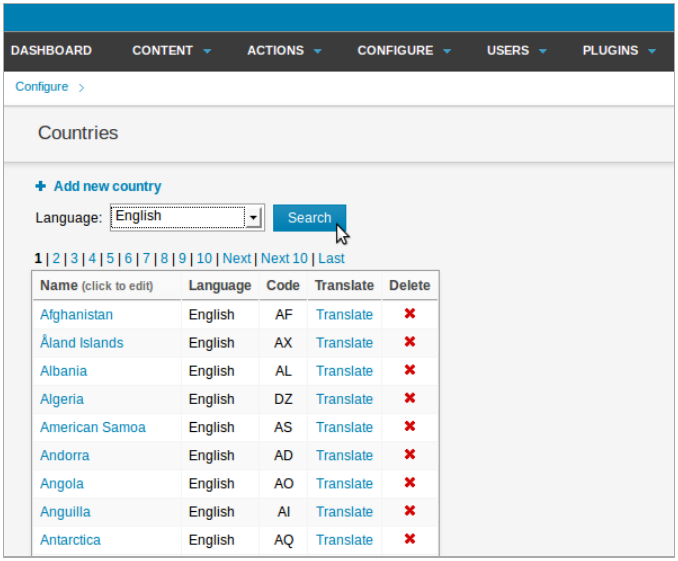
You may wish to limit the number of languages configured on your Newscoop server, in order to spare your editors and journalists from having to navigate long drop-down language menus. To remove a language, click **Delete** at the end of each row in the list. If there are any articles in that language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


DASHBOARD
CONTENT
ACTIONS
Language is in use and cannot be removed.
Configure
Languages
Languages
Add new Language

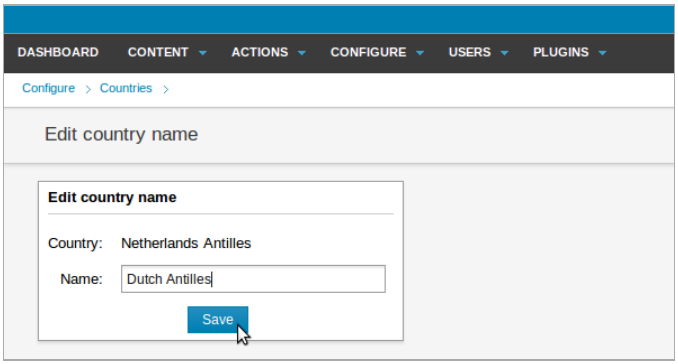
29. Countries

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.

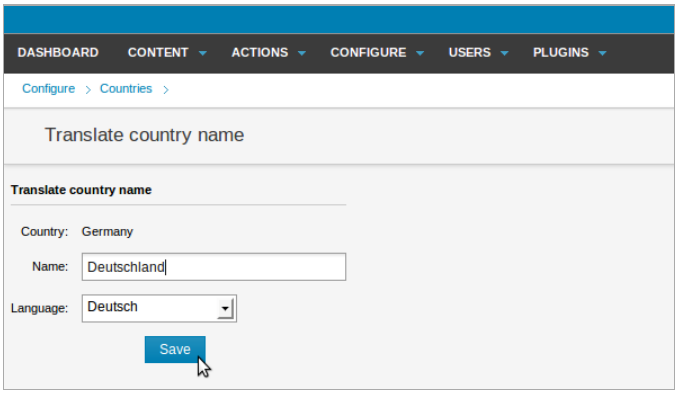
The Countries page shows an alphabetical list of countries, with the language they are displayed in, and a two-letter ISO 3166-1 country code for each name. Click the **Language** drop-down menu, then the **Search** button, to display country names in the specified language only.



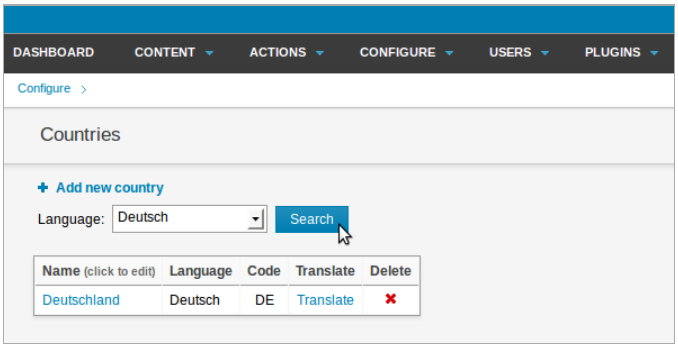
Click on the name of a country to edit it, then click the **Save** button to return to the country list.



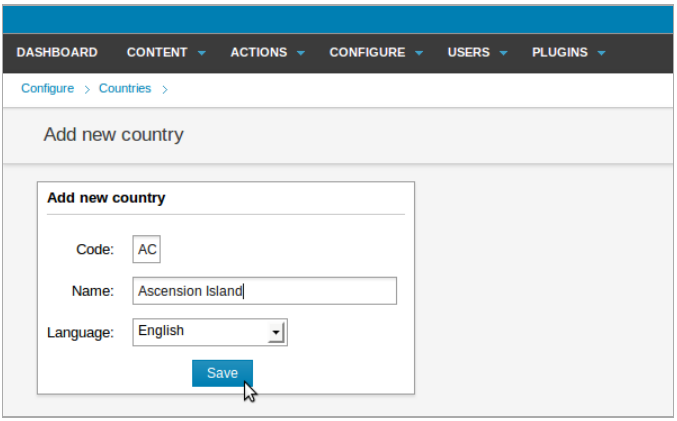
To translate a specific country name into a particular language, click the **Translate** link in that country's row of the list. In the **Translate country name** page which opens, select the target **Language** from the drop-down menu, and enter the translation into the **Name** field. Then click the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



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.



Newscoop's list includes almost all known countries by default, but if a new country is founded, or 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 3166-1 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.

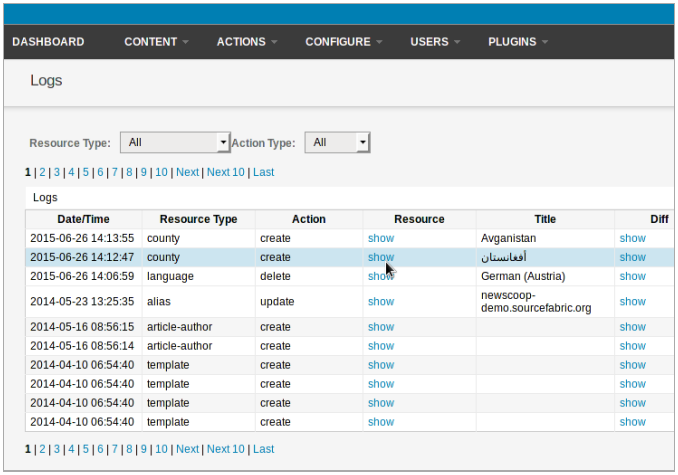


Note that the language you are asked to specify is the language in which you are entering a country's name, not the language spoken in the country.

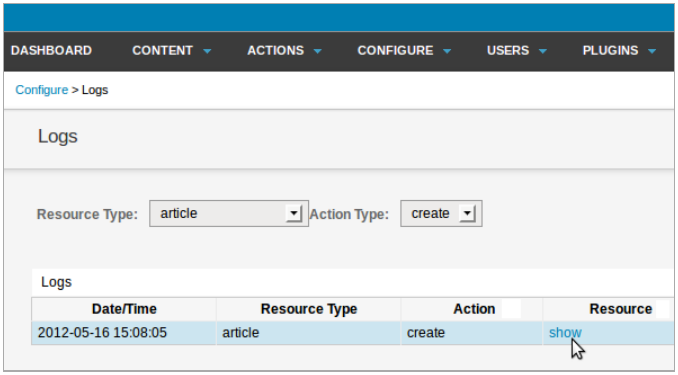
30. Logs

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.



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.



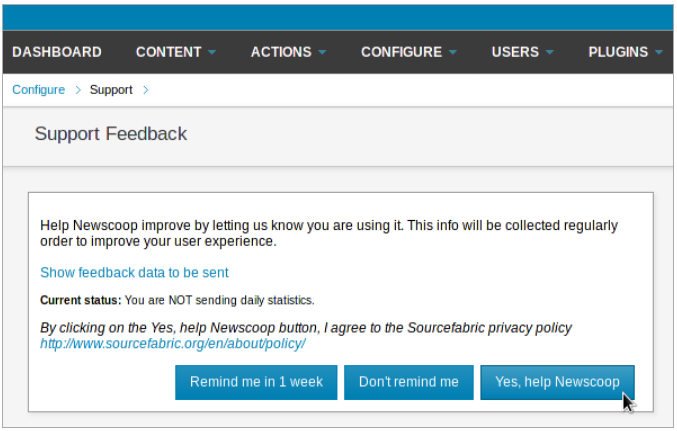
In the Resource and Diff columns, click the **show** link to view details of the logged event.

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

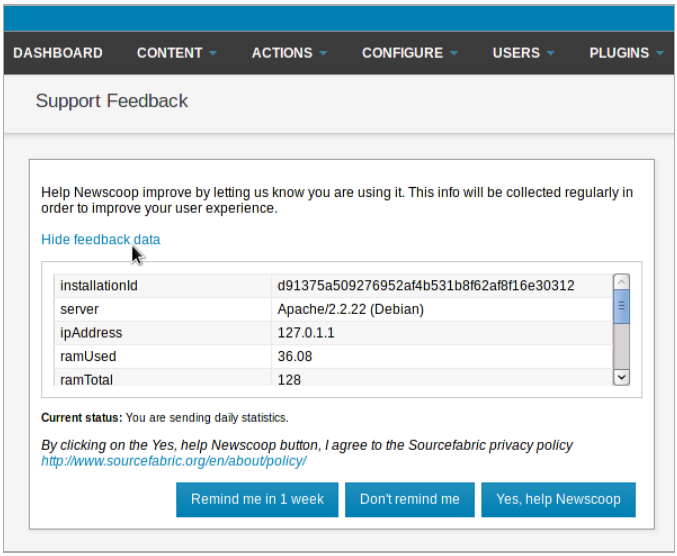
31. Support feedback

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 one of the **Remind me in 1 week** or **Don't remind me** buttons. Either of these actions sets the **Current status:** message to *You are NOT sending daily statistics*. If you click the **Yes, help Newscoop** button, support data will be collected from your server according to the **Sourcefabric privacy policy**, which you can read online by clicking the link.



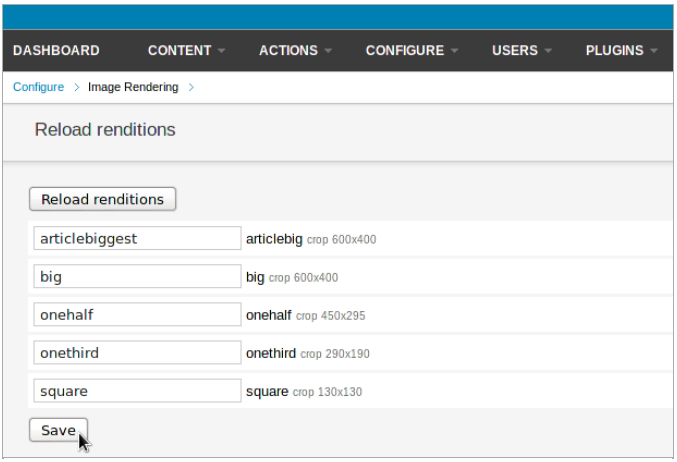
If you wish to review the data before sending it to Sourcefabric, you can do this by clicking the link **Show feedback data to be sent**. This action expands the pop-up window to show the data for your Newscoop installation. You can scroll down inside the window to see all of the data.


DASHBOARD
CONTENT
ACTIONS
CONFIGURE
USERS
PLUGINS
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
d91375a509276952af4b531b8f62af8f16e30312
server
Apache/2.2.22 (Debian)
ipAddress
127.0.1.1
ramUsed
36.08
ramTotal
128
Current status: You are sending daily statistics.
By clicking on the Yes, help Newscoop button, I agree to the Sourcefabric privacy policy
http://www.sourcefabric.org/en/about/policy/
Remind me in 1 week
Don't remind me
Yes, help Newscoop

32. Image rendering

In Newscoop, 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, 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.



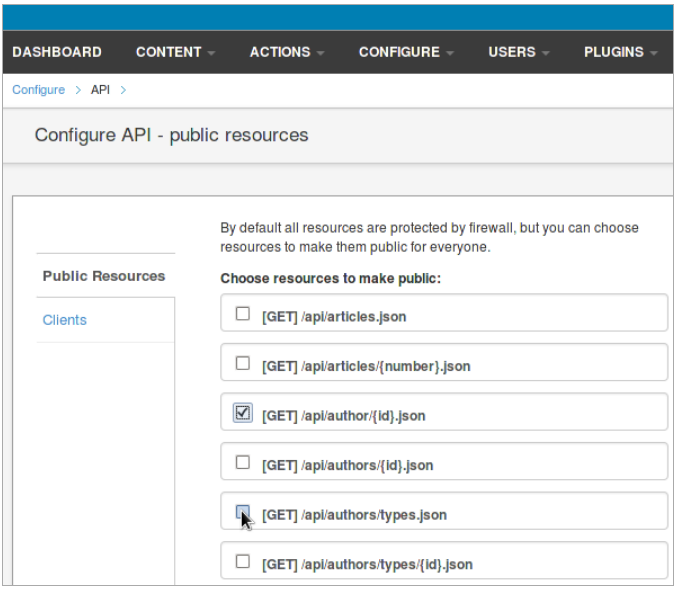
The new display name for the rendition will be shown the next time your publication staff edit an article.

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

33. REST API

Newscoop has a *Representational State Transfer Application Programming Interface* (REST API) which can be configured from the administration interface, by clicking **Configure**, then **API** in the main Newscoop navigation menu. This API enables other programs, plugins and widgets to interact with Newscoop, for example getting a list of articles or creating a new user on the system. The API features are aimed at programmers who are integrating Newscoop with other newsroom and web publishing systems.

By default, all API features are hidden from the public. You can enable just the API features that you need public access to by clicking the checkboxes on this page.



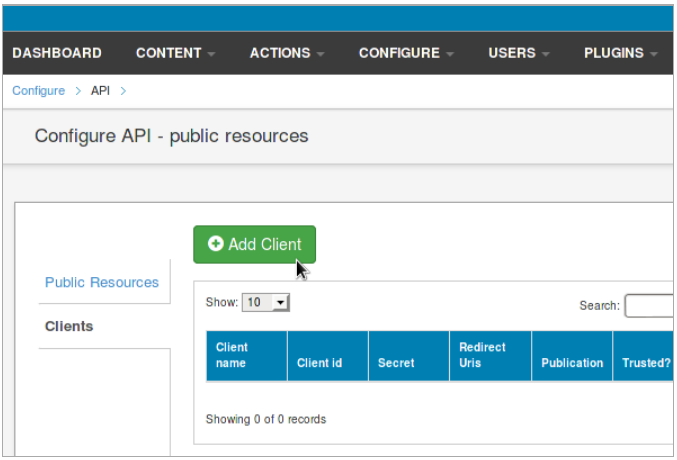
The format of API responses is *JavaScript Object Notation* (JSON). For example, a request to *http://newscoop.example.com/api/users.json* for a list of users, on a system with only one user other than 'admin', might return:

```
{
    "items":[
        {
            "id":9,
            "email":"editor@example.com",
            "username":"editor",
            "firstName":"Mary",
            "lastName":"Contrary",
            "attributes":[

            ]
        }
```

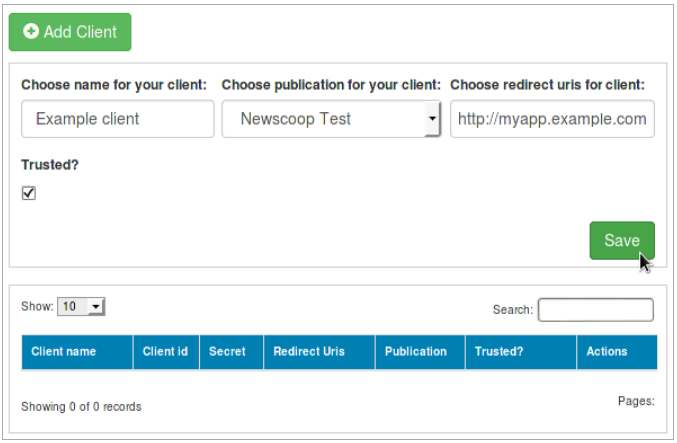
```
    ]
}
```

API authentication

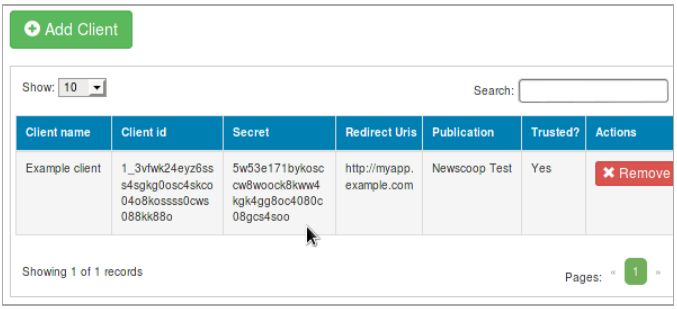
Authenticated API clients can be set up on the **Clients** tab. Click the **Add Client** button to register a new client and generate a *client secret* for it.



Choose a name for the client application, the Newscoop publication you wish it to access, and the URI of the client application which parses the authentication token sent by Newscoop.

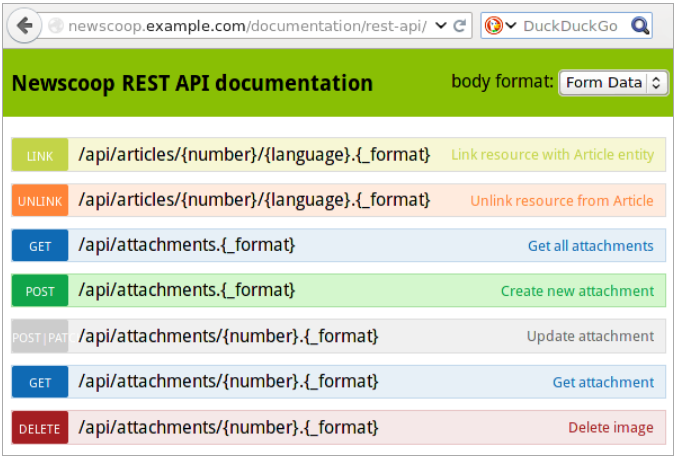


After clicking the **Save** button, the generated *Client ID* and *Secret* will be shown in the table.

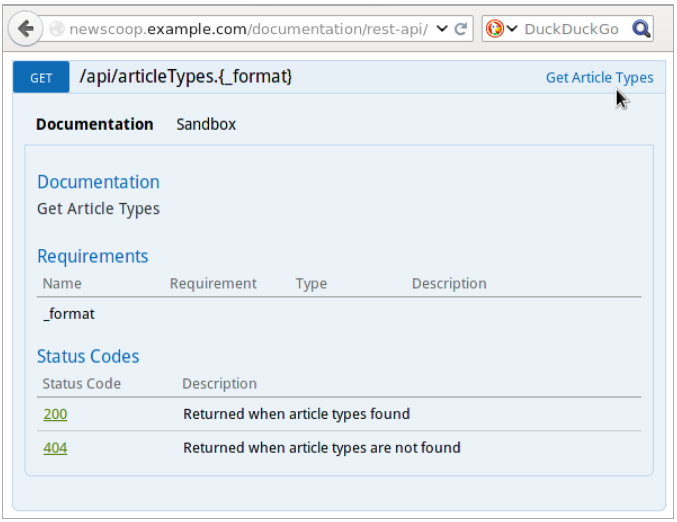


API documentation

Documentation for the Newscoop API is automatically generated at *documentation/rest-api/* on your Newscoop server.



Click on one of the coloured rows to show details of the API request.


newscoop.example.com/documentation/rest-api/
DuckDuckGo
GET
/api/articleTypes.{_format}
Get Article Types
Documentation
Sandbox
Documentation
Get Article Types
Requirements
Name
Requirement
Type
Description
_format
Status Codes
Status Code
Description
200
Returned when article types found
404
Returned when article types are not found

34. User management

Newscoop's user management features enable you to control access for both staff 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 can be used as the "Reply-To" address in these notification emails.

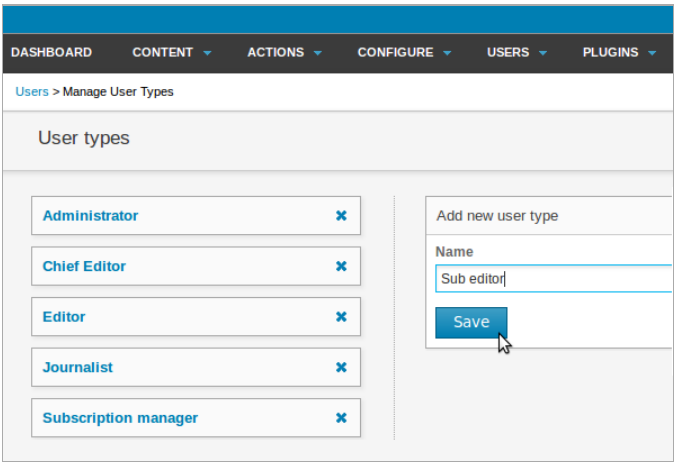
Creating user types

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.

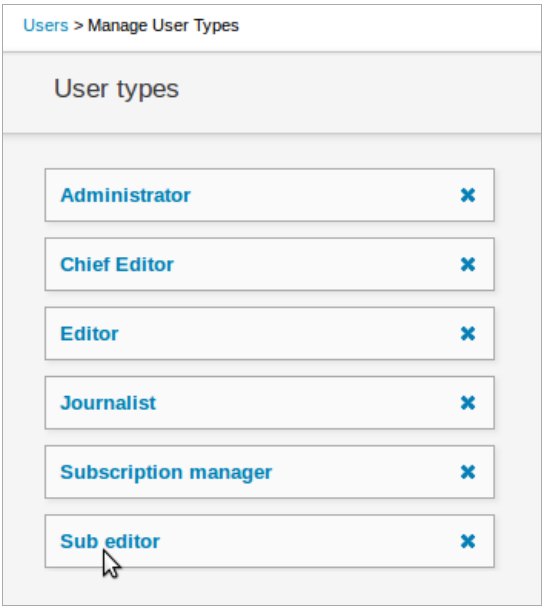
Newscoop has five default user types, listed here in order from most to least powerful:

- 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

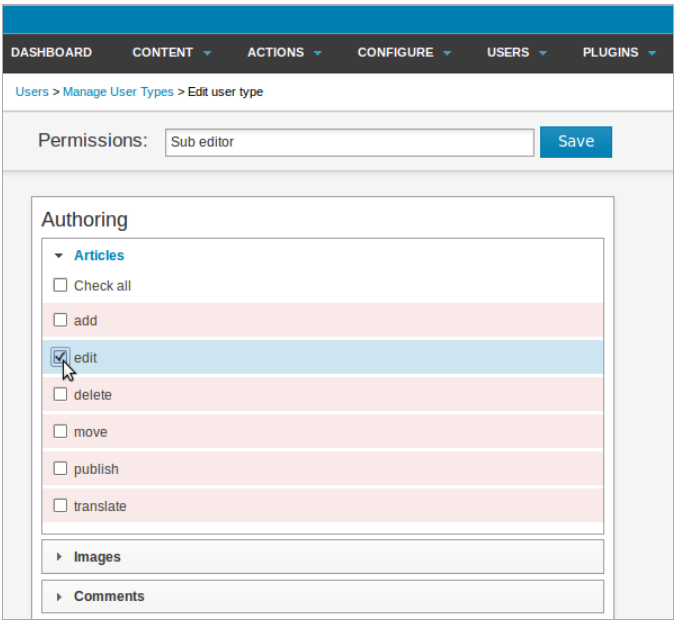
To create a new user type, click **Manage User Types** on the **Users** menu. On the right side of this page, enter a **Name** for the new user type in the **Add new user type** box. Then click the **Save** button.



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.

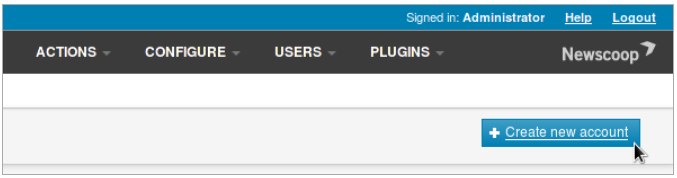


Check the boxes for the rights that you want enabled for this user type. For example, under *System / Notification*, check *get* for these users to receive notification emails from the Newscoop system. A sub editor User Type would also need to have the *edit* box checked under *Authoring / Articles*.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



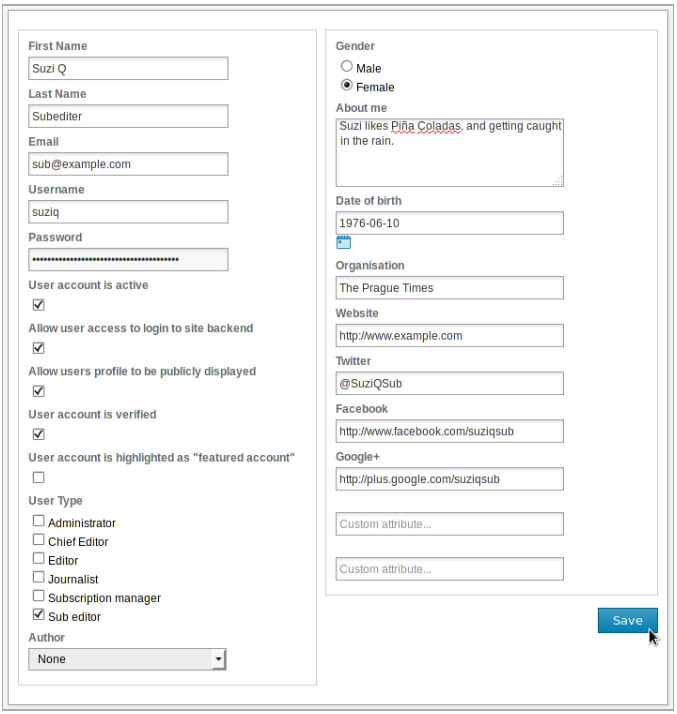
Creating users

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 on the upper right side.

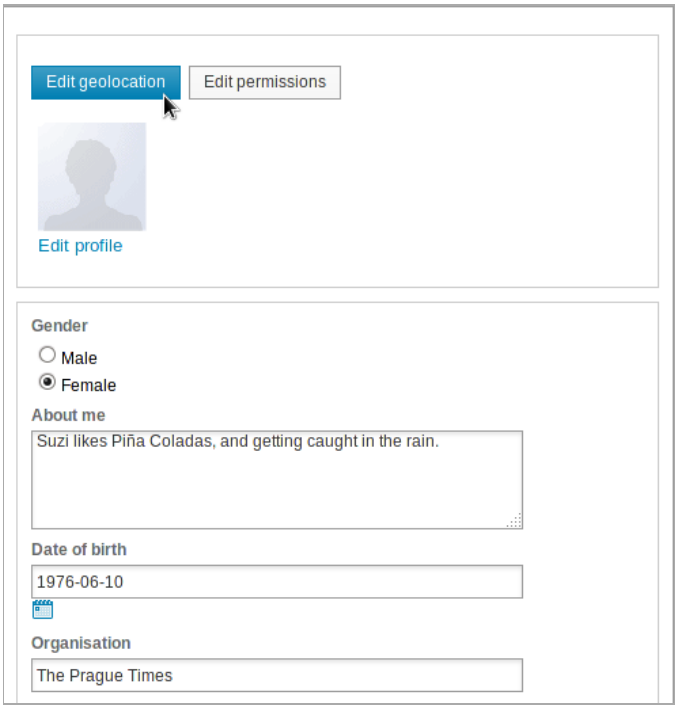


You should specify the details of the new user including a **Username** and **Password**, whether the account is activated, if the user should have access to the Newscoop backend (the administration interface), if the user should have a public profile, if the account has been verified, and if the account profile should be featured in your publication. 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).

On the right side of this page, you can add biographical and social media details for the user, and any custom attributes that your publication requires. Then click the **Save** button.

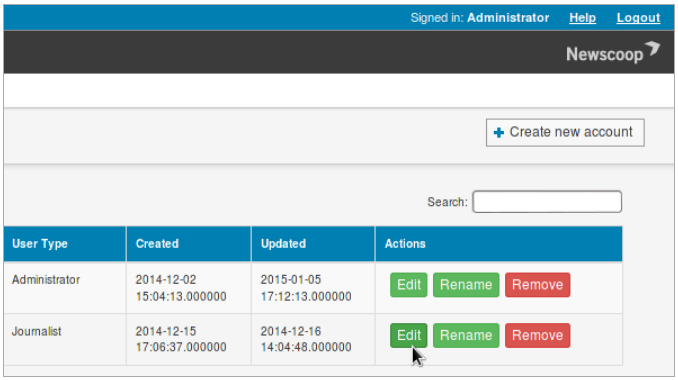


Once the user account has been saved, you can add further information to the account or update it, including geolocation for the user and editorial permissions. If the box *Allow users profile to be publicly displayed* is checked, the **Edit profile** link will become visible. Click this link to open a pop-up window in which you can upload a picture of the user.



Changing user accounts

User accounts can be edited, renamed or removed on the **Manage Users** page, which is found on the **Users** menu. Click the green **Edit** button to open the **Edit user** page, the green **Rename** button or the red **Remove** button.

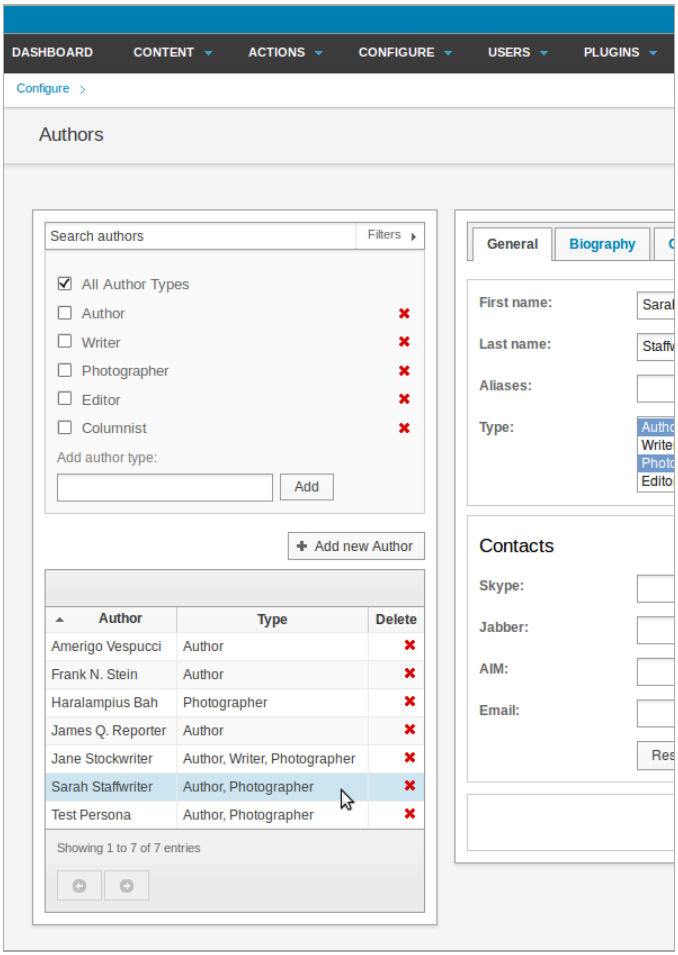


35. Managing authors

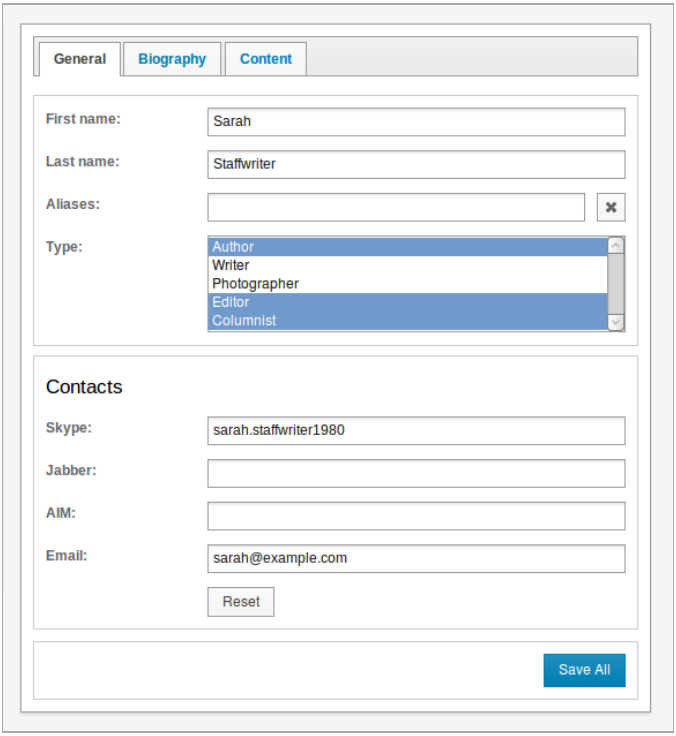
Newscoop includes a feature for managing publication contributors, which you can find by clicking **Manage Authors** on the **Users** menu. Authors do not necessarily have corresponding login accounts on the Newscoop system, but they can still be credited as contributors to articles.

In the top left corner of the page, **Author Types** including Author, Writer, Photographer, Editor and Columnist are displayed. Author Types can be added or removed here to suit your publications.

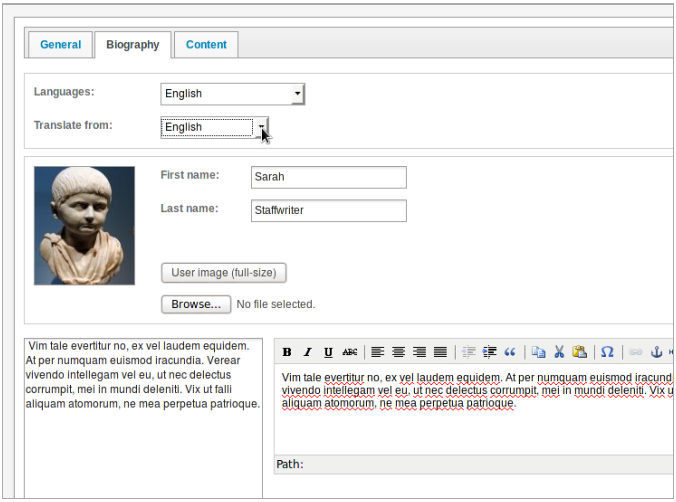
Click the **+ Add new Author** button to create a new record in the database of authors. You can add the author's names, aliases, Author Types and contact details to the **General** tab. Multiple Author Types can be assigned to the same person, by holding down the **Ctrl** key as you click. On the **Biography** tab, there are fields for the author's written **Languages** and a description of the author, as well as a **Browse** button for uploading a photo. Then click the **Save All** button in the lower right corner.



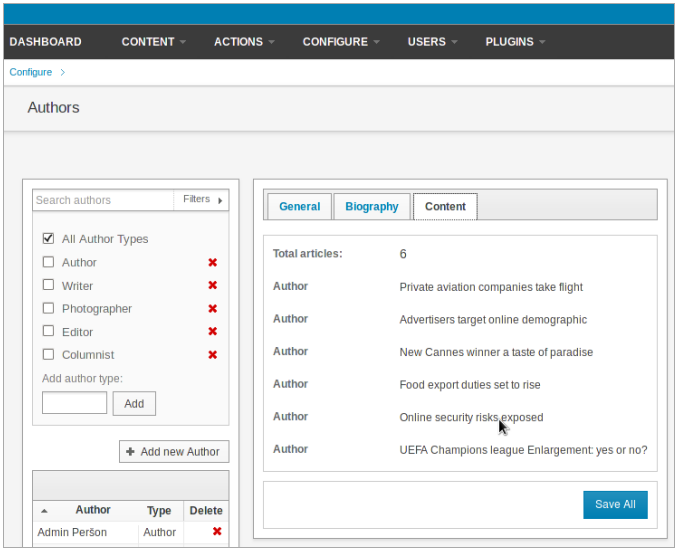
To modify an existing author record, click on the name of the author in the left side table to display three tabs on the right side of the page: **General**, **Biography** and **Content**. Existing metadata can be updated and further information can be saved for each author in the General and Biography tabs.



The Biography tab also enables the author's profile to be translated into other languages, for multi-lingual sites.



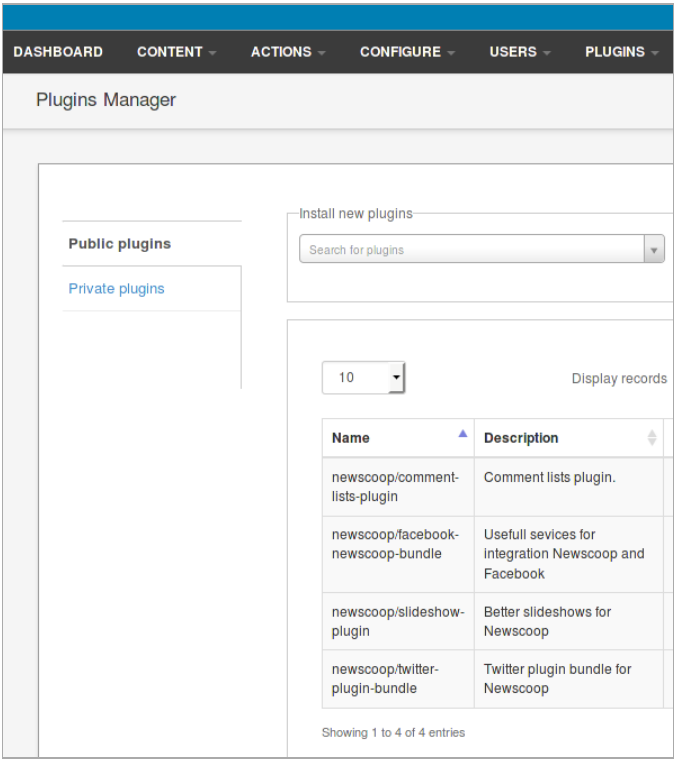
The third tab, Content, tracks any articles associated with the author. You can click on any of the article names to open the editor interface for the article in question.



36. Installing plugins

Plugins add specialised functionality to Newscoop, and require support in your publication's theme 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.

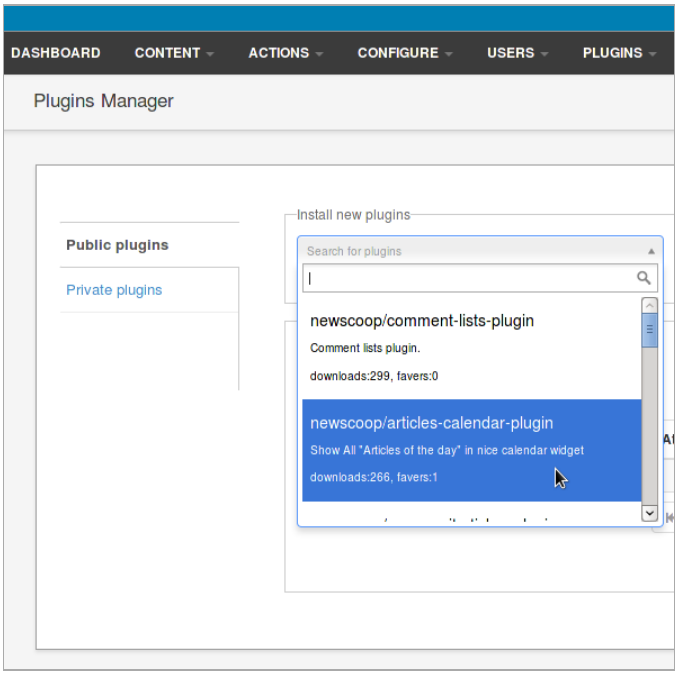
Some plugins can be administered using separate entries on the **Plugins** menu, once they have been installed correctly. In the Newscoop administration interface, click **Plugins** on the main navigation menu, then **Manage Plugins**, to list the currently installed plugins. See the chapter *Using plugins* for details of each plugin available.



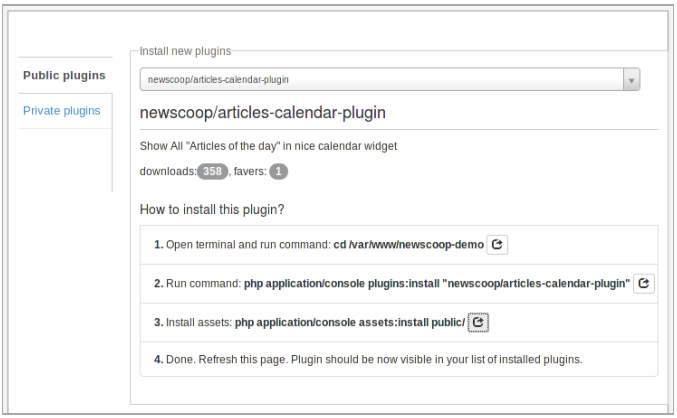
The Plugins Manager has two tabs, one tab for **Public plugins** which are downloaded from the Internet, and one tab for **Private plugins** which must be uploaded to Newscoop manually. Private plugins might contain functionality which is unique to your publications.

Public plugins

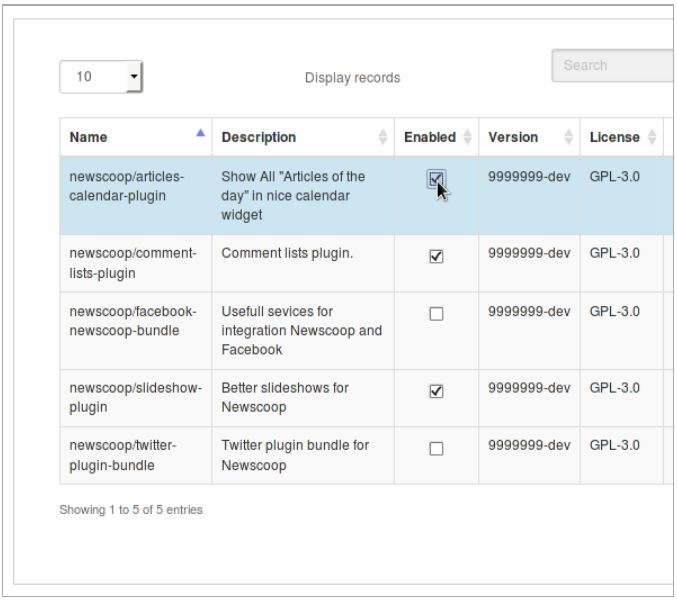
To install a public plugin, click on the **Search for plugins** drop-down menu. A list of available plugins will be fetched, which you can click on to show details of a particular plugin.



After clicking on the plugin you require, details of the plugin will be shown. Your Newscoop server administrator can follow the instructions to begin the download and installation process. Each line ends with an icon button which enables copy and paste of the relevant command.

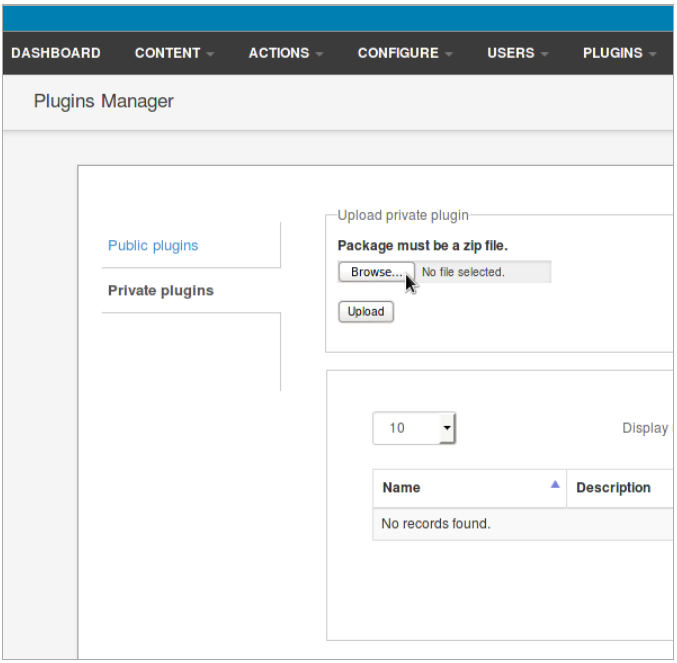


Finally, click the checkbox in the **Enabled** column of the installed plugins list to activate the plugin.

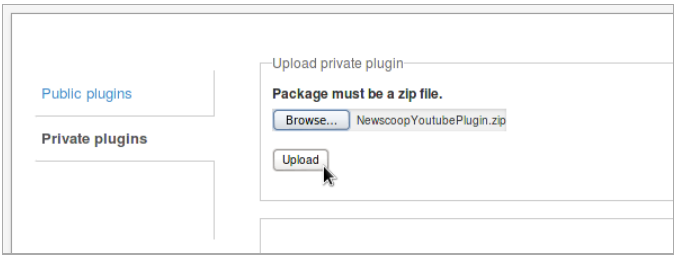


Private plugins

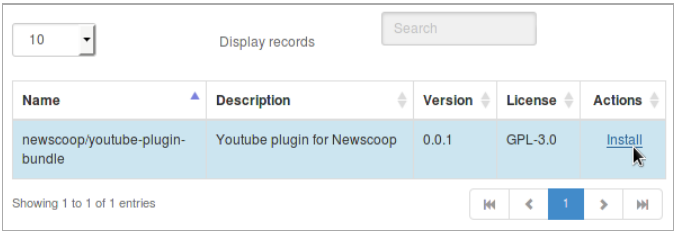
Private Newscoop plugins must be uploaded in *.zip* format. Click the **Browse** button to select the plugin file from your computer.



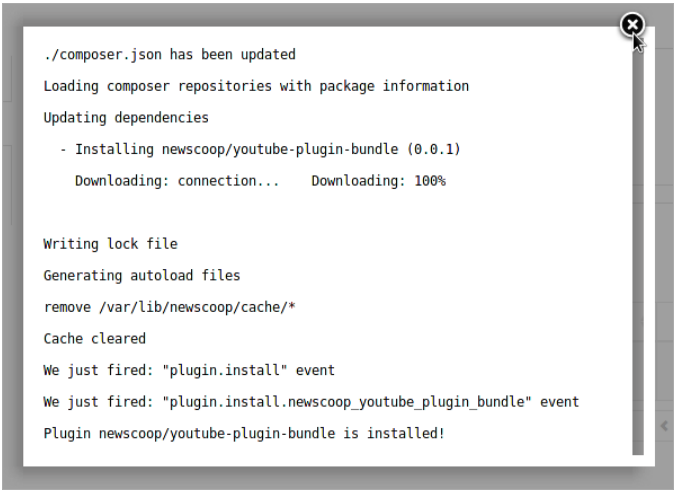
Once the file has been selected, click the **Upload** button.



After upload, the private plugin should be shown in the table. Click the **Install** link on the right side to complete installation of the plugin.



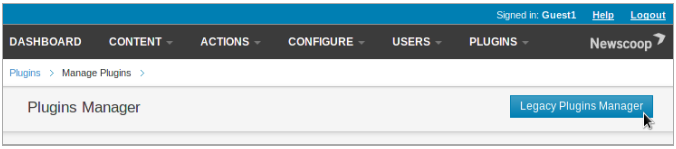
The plugin will be now be installed in a pop-up window. Once plugin installation has completed, a message will be shown in this window.



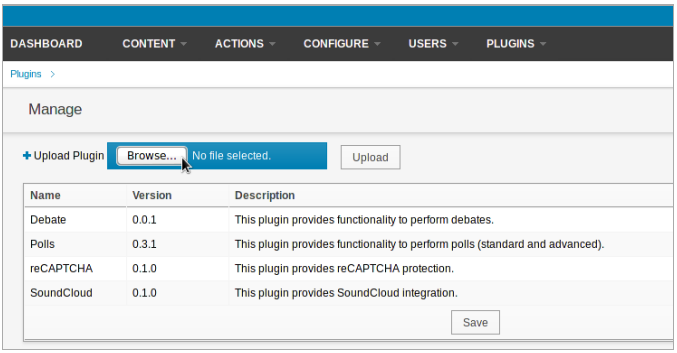
The private plugins list will now show that the plugin has been installed.

Legacy Plugins Manager

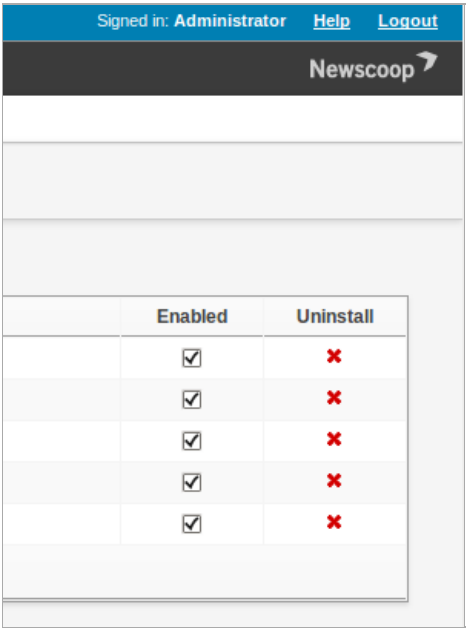
This interface helps you install and organise older plugins which you may have installed on a previous version of Newscoop, and are still used in one or more of your publications. In the upper right corner of the Manage Plugins page, click the **Legacy Plugins Manager** button.



Once legacy plugins are downloaded to your computer, they can be uploaded to your Newscoop server. Legacy plugins must be uploaded to the Newscoop server in *.tar* archive format. Click the **Browse** button to select the legacy plugin from your computer, then click the **Upload** button.



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



NEWSCOOP INSTALLATION

37. SYSTEM REQUIREMENTS
38. BACKUP AND UPGRADE
39. MYSQL INSTALLATION
40. MANUAL INSTALLATION
41. INSTALLATION STEPS
42. LOG FILE MAINTENANCE

37. System requirements

If your Newscoop server is hosted by Sourcefabric, installation will be taken care of by the Newscoop team, and so you do not need to read the following chapters.

If you are upgrading a previous installation of Newscoop on your own server, 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 8.0 (Jessie), Ubuntu 14.04 LTS (Trusty), and Red Hat Enterprise 7.1 (Maipo). Installation instructions for these supported distributions are in the following chapters.

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*.

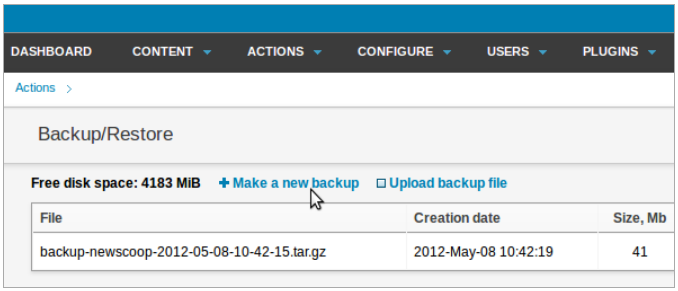
38. Backup and upgrade

If your Newscoop server is hosted by Sourcefabric, routine backups and upgrades will be taken care of by the Newscoop team, so you do not need to read this chapter.

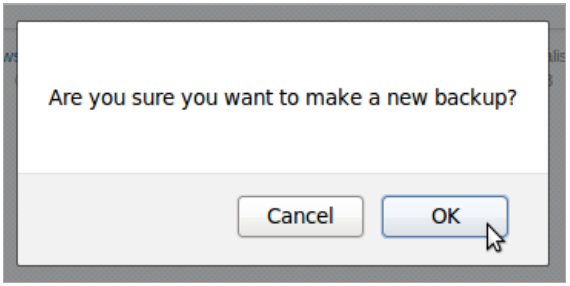
Before upgrading your own server to the latest version of Newscoop, it is strongly recommended that you back up your publication database, theme templates, images, file attachments and configuration files. First, log in to the administration interface (see the *Getting started* chapter in this manual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

Making a backup

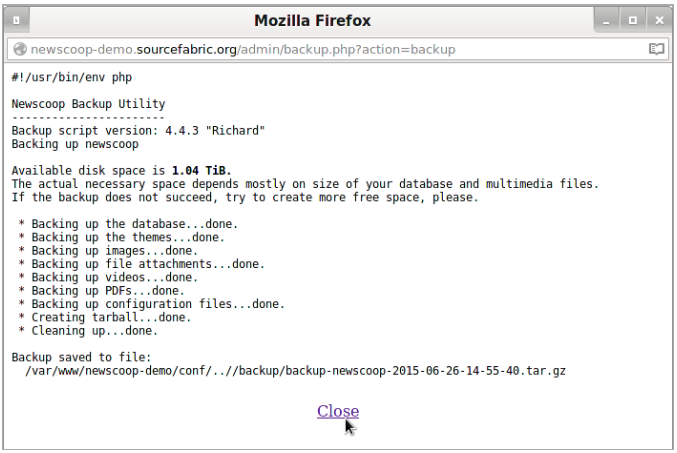
On the Backup/Restore page which opens, click the **Make new backup** link next to the **blue plus** icon.



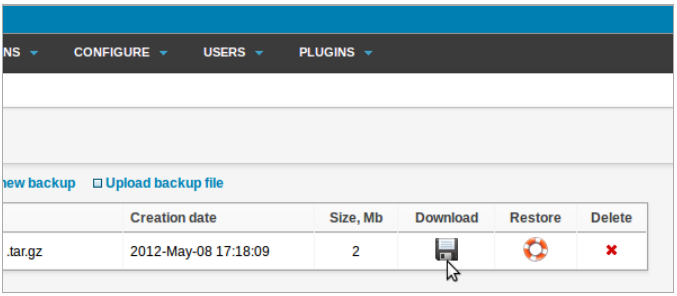
A dialog box will ask you if you are sure you want to make the backup.



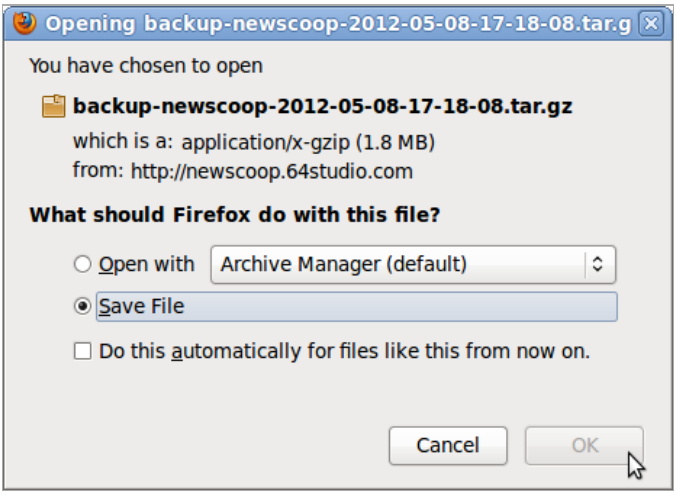
Click the OK button, and a pop-up window will display the progress of the backup.



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

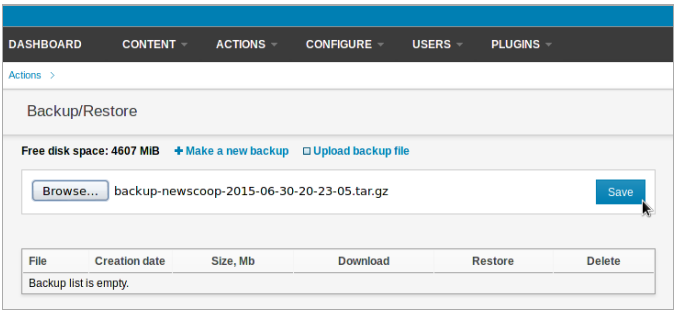


Click on the disk icon in the Download column to save the gzipped **backup tarball** (with the .tar.gz file extension) from your Newscoop server to your desktop computer.

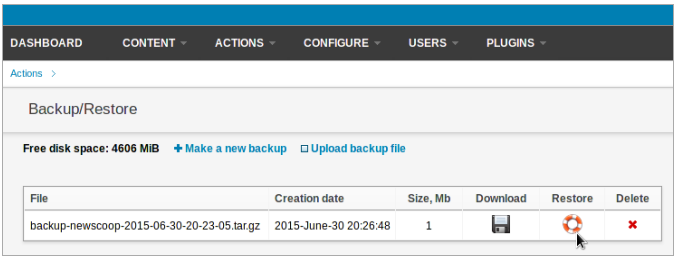


Restoring from backup

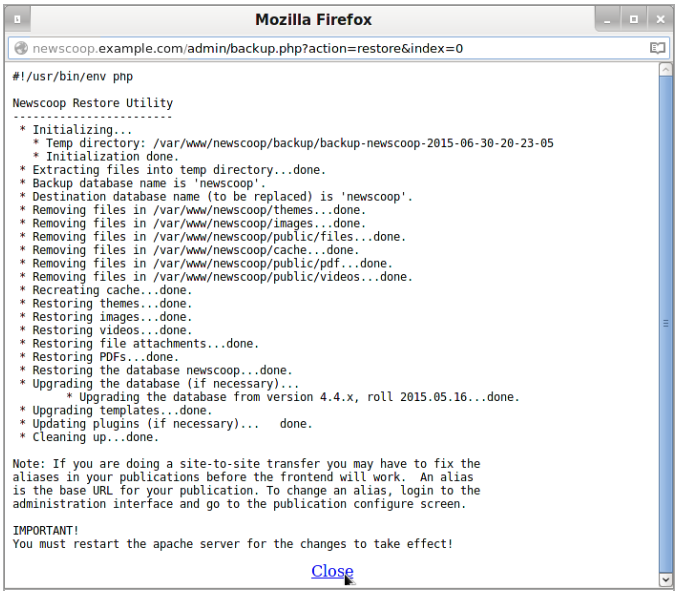
To restore from a previous backup file into another Newscoop system, click the **Upload backup file** link, and then select the backup from your desktop computer's file system with the **Browse** buton.



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/www/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).su

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/www/newscoop/bin/newscoop-backup --default-dir

Newscoop Backup Utility
-----------------------
Backup script version: 4.4.3 "Richard"
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 videos...done.
 * Backing up PDFs...done.
 * Backing up configuration files...done.
 * Creating tarball...done.
 * Cleaning up...done.

Backup saved to file:
  /var/www/newscoop/backup/backup-newscoop-2015-07-01-13-04-31.tar.gz
```

The archive file name is *backup-newscoop-[date_time].tar.gz* and this tarball contains the whole Newscoop instance other than core files: 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/www/newscoop/backup
total 26M
-rw-r--r-- 1 root root 26M Jul 1 13:04 backup-newscoop-2015-07-01-13-04-
31.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/www/newscoop/bin/newscoop-restore -b
/var/www/newscoop/backup/backup-newscoop-2015-07-01-13-04-31.tar.gz

Newscoop Restore Utility
------------------------
 * Initializing...
   * Temp directory: backup-newscoop-2015-07-01-13-04-31
   * 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/www/newscoop/themes
    /var/www/newscoop/images
    /var/www/newscoop/public/files
    /var/www/newscoop/cache
    /var/www/newscoop/public/pdf
    /var/www/newscoop/public/videos
 Are you sure you want to continue? (y/N) y
 * Removing files in /var/www/newscoop/themes...done.
 * Removing files in /var/www/newscoop/images...done.
 * Removing files in /var/www/newscoop/public/files...done.
 * Removing files in /var/www/newscoop/cache...done.
 * Removing files in /var/www/newscoop/public/pdf...done.
 * Removing files in /var/www/newscoop/public/videos...done.
 * Recreating cache...done.
 * Restoring themes...done.
 * Restoring images...done.
 * Restoring videos...done.
 * Restoring file attachments...done.
 * Restoring PDFs...done.
done.
 * Restoring the database newscoop...done.
 * Upgrading (if necessary)...
    * Upgrading the database from version 4.4.x, roll 2015.05.16...done.
 * Upgrading templates...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 invoke-rc.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 the method 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/www/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://newscoop.example.com/upgrade.php
```

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

39. 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
```

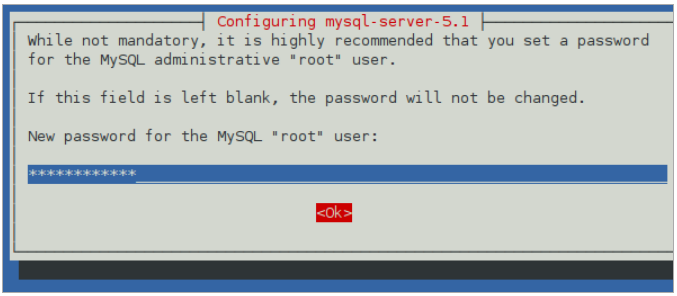
On Red Hat Enterprise Linux 6, you can install both the **mysql** client and **mysql-server** packages, enable MySQL to start when the server boots, and get it up and running, with the following commands (as root):

```
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:



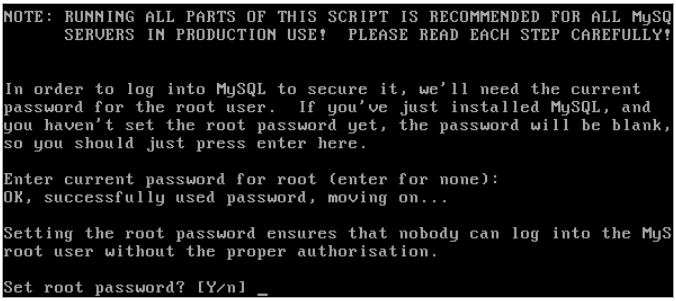
After installation, you can run the mysql_secure_installation script to improve security by removing anonymous user access, disallowing remote root logins to MySQL, and removing the 'test' database. You will be prompted for the MySQL root password in order to run the script:

```
sudo mysql secure installation
```

On Red Hat Enterprise Linux, there is no facility to set the MySQL root password during package installation. Instead, you can run the **mysql_secure_installation** script after package installation in order to set the 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:



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: 5.5.45-0ubuntu0.14.04.1 (Ubuntu)

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

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

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

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

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

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

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

```
mysql> quit;
Bye
```

You are now ready to install Newscoop.

40. Manual installation

The following manual installation method is intended for experienced system administrators, and assumes that you have *sudo* or root powers on the target server. You can install Newscoop using the tarball or zip file available from GitHub:

https://github.com/sourcefabric/Newscoop/releases

Dependencies

Before performing the 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:

- cli - Command Line Interface module
- mysql - functions for accessing the MySQL database server
- gd - provides a module for handling graphics from PHP scripts
- intl - internationalization extension
- curl - gives PHP access to the curl downloader

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-curl php5-mysql php5-gd php5-intl
```

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

```
yum install php php-common php-mysql php-gd php-intl
```

The **php-cli** package is installed automatically as a dependency of the **php** package on Red Hat Enterprise. The **curl** module is bundled with the **php-common** package on that distribution.

You will also need the PHP module for the Apache web server, which has the package name **libapache2-mod-php5** in Debian/Ubuntu:

```
sudo apt-get install libapache2-mod-php5
```

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 if present, 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, if present:

```
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
```

8. Disable short tags:

```
short_open_tag = Off
```

9. Set an appropriate value for the time zone on your server, such as *Europe/London*, and make sure any comment present (a leading semicolon) is removed from the line:

```
date.timezone = Europe/London
```

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.conf
```

For a publication with the domain name www.example.com, you could use a virtual host definition like the following for Apache 2.2:

```
<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
      </Directory>
</VirtualHost>
```

If you have Apache 2.4 installed on your server, you will need to add the following line to the <Directory> stanza:

```
       Require all granted
```

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. This may be *default* or *000-default.conf* on Apache 2.4.

```
sudo a2dissite 000-default.conf
Site 000-default disabled.
Run '/etc/init.d/apache2 reload' to activate new configuration!
```

3. Enable the Newscoop configuration that you just created.

```
sudo a2ensite newscoop.conf
Enabling site newscoop.conf.
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 invoke-rc.d apache2 restart
```

The server should respond:

```
* Restarting web server apache2                              [ OK ]
```

Installing Newscoop

1. Download the Newscoop tarball to your working directory and extract it. 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).

```
curl -L
https://github.com/sourcefabric/Newscoop/releases/download/4.4.3/newscoop-
4.4.3-2015.05.26.tar.gz > newscoop-4.4.3.tar.gz
tar -xvzf newscoop-4.4.3.tar.gz
```

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

```
ls newscoop
```

The output of this command should appear similar to:

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

3. Move the extracted directory to become the *DocumentRoot* of the Apache *VirtualHost* that you set up, such as */var/www/newscoop/* - moving the whole directory ensures that the hidden .htaccess file is copied at the same time:

```
sudo mv newscoop /var/www/
```

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');
```

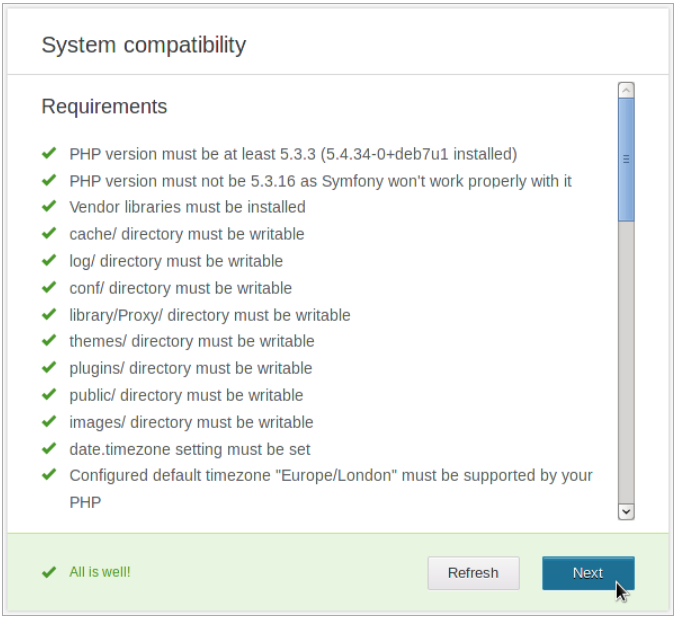
Save the *apc.php* file with **Ctrl+O** and close it with **Ctrl+X**. Then open a web browser at the *apc.php* page of your Newscoop server, such as:

```
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.

41. Installation steps

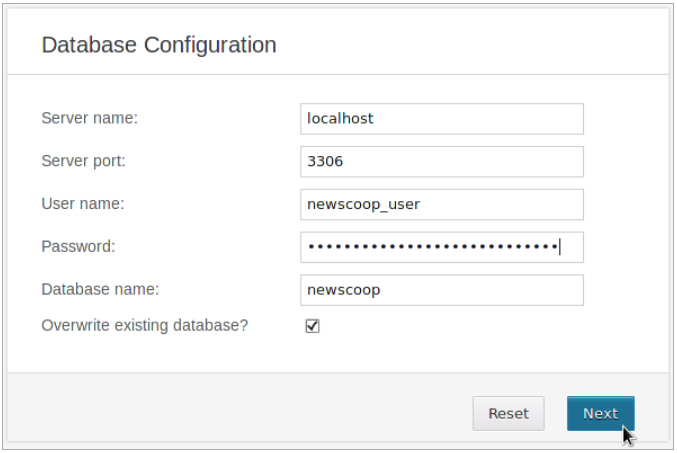
At the URL of your publication's server, Newscoop should display a *System compatibility* page indicating the status of dependencies.



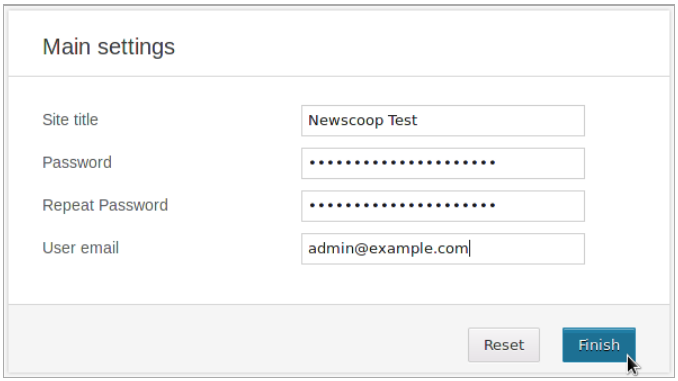
If there are any crosses instead of green check marks, check your server has the packages shown. Otherwise, click the Next button to run through the installation steps.

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.

Next, you need to set the **Server name** for the database, which will be *localhost* if Apache and MySQL are running on the same machine. You only need to change the number in the **Server port** field if you are using a non-standard MySQL port. Then enter the **User name**, **Password** and **Database name** that you set up earlier. If you enter a **Database name** which already exists on the specified server, you will have the option to **Overwrite existing database**. Only click this checkbox if you are very sure that any existing production databases are fully backed up.



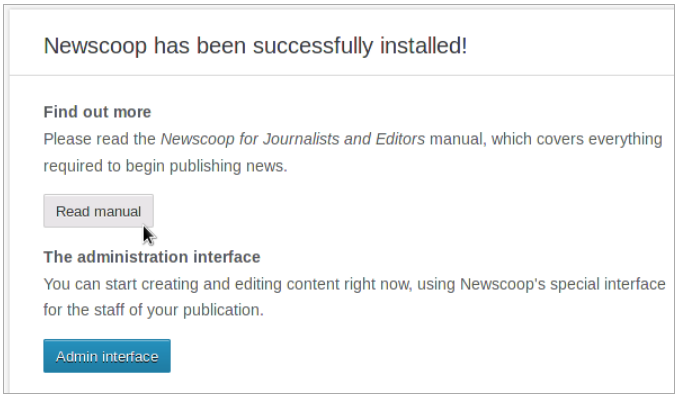
Next is the **Main settings** page, where you set the name of your first publication as the **Site title**, as well as the password and email address for Newscoop's **Administrator**, the *admin* user. This user account is critical for management of your Newscoop publications, so make sure that you set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



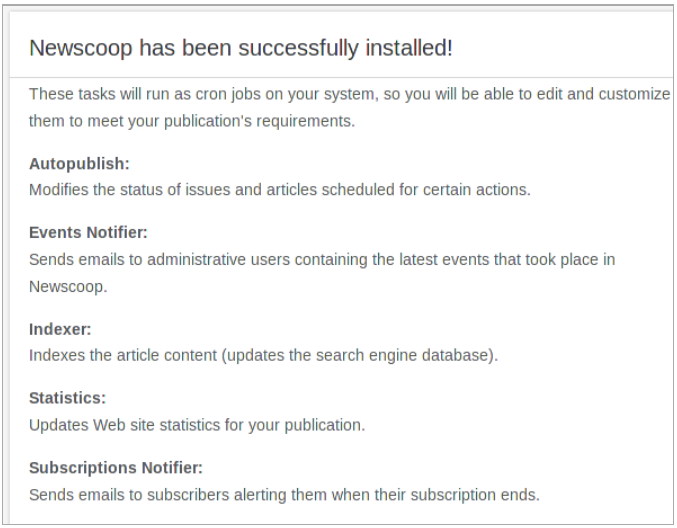
Once installation has completed, two buttons are shown. The upper **Read manual** button takes you to the online version of this book. Clicking on the lower **Admin interface** button redirects you to the Newscoop administration interface. You can access this interface at any time by appending *admin* to the end of your Newscoop server's URL, such as:

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

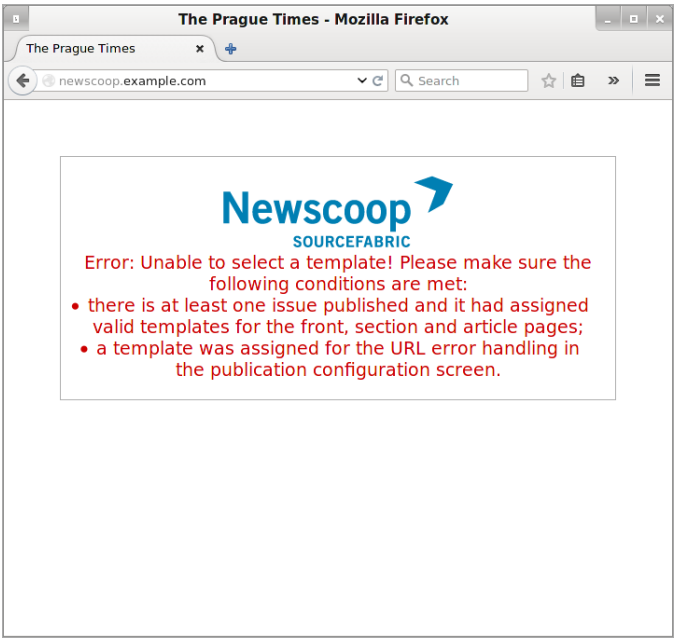
You will need to log in with the user name *admin* to begin with, using the password that you set for the administrator during the installation. See the *Getting started* chapter for details.



Scroll down to see the automated maintenance tasks which have been set up on your Newscoop server.



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. This aspect of Newscoop configuration is dealt with in the *Creating a publication* and *Creating an issue* chapters of this manual.



42. Log file maintenance

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

For a Newscoop installation where the *DocumentRoot* is */var/www/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/www/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/www/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/www/newscoop/log/*.log {
                            weekly
                            missingok
                            rotate 8
                            compress
                            delaycompress
                            create 0640 www-data root
                            }
```

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

HELP

43. WHERE TO GO FOR SUPPORT

43. Where to go for support

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

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

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

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

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

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

APPENDIX

44. EXPERT INSTALL
45. CREDITS

44. Expert install

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

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
```

3. Create a user account and password for Newscoop to connect to the database:

```
mysql> CREATE USER 'newscoop_user'@'localhost'
    -> IDENTIFIED BY 'newscoop_user_password';
```

4. Grant access privileges to the new database user:

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

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

```
mysql> quit;
```

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

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

Adjust these values, if present, and set an appropriate value for the time zone:

```
register_globals = Off
memory_limit = 128M
magic_quotes_gpc = Off
file_uploads = On
post_max_size = 100M
upload_max_filesize = 100M
session.gc_probability = 0
short_open_tag = Off
date.timezone = Europe/London
```

7. Create an Apache configuration file containing a VirtualHost definition:

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

Set a definition like the following for Apache 2.2:

```
<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
      </Directory>
</VirtualHost>
```

For Apache 2.4, add the following line to the <Directory> stanza:

```
       Require all granted
```

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 000-default.conf
```

10. Enable the Newscoop configuration that you just created:

```
sudo a2ensite newscoop.conf
```

11. Enable Apache's rewrite and php5 modules:

```
sudo a2enmod rewrite php5
```

12. Restart Apache so that the new configuration and modules can be loaded:

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

13. Extract the Newscoop tarball in your working directory, which will create a new directory called *newscoop.*

```
tar -xvzf newscoop-4.4.3.tar.gz
```

14. Move the *newscoop* directory that you just extracted into the DocumentRoot directory of the Apache VirtualHost:

```
sudo mv newscoop /var/www/
```

15. Change the owner and group of the DocumentRoot directory to the username of the web server:

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

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

45. Credits

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Newscoop is being developed by an international community of developers and designers led by Sourcefabric.

http://newscoop.sourcefabric.org

This version of the manual was written by Daniel James and reviewed by Trevor Parsons, using Booktype Pro. Please add your comments and contributions at: http://sourcefabric.booktype.pro/newscoop-44-for-journalists-and-editors/

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Version 3, 29 June 2007

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