

# aspWebHeadlines v1.0

Database Integrated Website News Management System

## User Manual



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## **Table of Contents**

1. Getting Started	4
- Installation	4
- Microsoft Access Configuration	4
- SQL Server Configuration	4
- Considerations	5
2. Administration Area	7
- Linking to the Login Screen	7
- Login Screen	7
- Main Menu	7
- User Access Rights	8
3. Author Administration	9
- About Authors	9
- Author Management Screen	9
- Adding Authors	10
- Editing Authors	10
- Deleting Authors	10
- Assigning Categories to Authors	10
4. Category Administration	11
- About Categories	11
- Category Management Screen	11
- Adding Categories	12
- Editing Categories	12
- Deleting Categories	12
5. Layout Types	13
- About Layout Types	13
- Layout Type Management Screen	14
- Creating a Layout Type	15
- Editing Layout Types	15
- Deleting Layout Types	15
- Designing Your Site Using Layout Types	15
6. Article Layouts	
- About Article Layouts	17
- Article Layout Management Screen	17
- Creating an Article Layout	18
- Editing Article Layouts	18
- Deleting Article Layouts	18

7. Article Administration	19
- About Articles	19
- Article Management Screen	19
- Adding an Article	20
- Multi Page Articles	20
- Editing Articles	21
- Deleting Articles	21
- Archiving Articles	21
8. Script Configuration	22
- About the Script Configuration	22
- Modifying your Script Configuration	22
9. Script Output	24
- About the Script Output	24
- News Homepage	24
- Category Homepages	25
- Article Details	25
- Printing an Article	26
- Emailing Articles	26
- Article Archives	27
- Search Feature	27
- Syndication	28
10. Other Information	30
- Contacting Tech Support	30
- Upgrades	30

## **Getting Started**

First we would like to thank you for purchasing a copy of aspWebHeadlines. This script has been designed to allow you to create and manage an entire news oriented website through a web browser. In this manual you will find all the information you need to successfully install and customize this script to meet the specific needs for your website. As always if you have any questions that have not been addressed in this manual contact our tech support department at: [contact@fullrevolution.com](mailto:contact@fullrevolution.com)

### **Installation**

aspWebHeadlines is very simple to install. If you are using the script in its default configuration you simply need to upload the files to your server and you are ready to begin adding authors, categories, and articles. However, you may have a need to run the script with a SQL Server, it will entail more work to be done to install the script. There is one line in the script that needs to be modified to use the script with SQL Server, and you will also need to setup the database on your SQL Server and that will require some knowledge of Enterprise Manager for SQL Server. If you are installing the script on a hosted website where you do not have access to Enterprise Manager you will need to contact your host for instructions on how to create a new database on your SQL Server. This manual will outline the steps to install the script on a SQL 2000 Server running on a Windows 2000 platform. The script does support earlier version of SQL Server but they will not be outlined in this guide, refer to your servers documentation on how to perform the tasks laid out here on an earlier version of SQL Server.

### **Microsoft Access Configuration**

If you plan on using the script with the included Microsoft Access database simply upload the files to your web server and open the administration page in a web browser and you can sign in and begin working with the script. Use the information below to access the administration area:

Location: <http://www.YOURSITE.com/news.asp?action=login>  
User: admin  
Password: password

### **SQL Server Configuration**

1. Unzip the contents of the file you received from Emetrix, make sure you preserve the directory structure and upload them to your website.

2. Create a DB manually in SQLManager called "news" also create a user to log into the DB with.
3. Run the SQL Script provided (aspWebHeadlines\_1\_0.sql)... NOTE: Make sure you run the script in the DB you have just created.
4. In the news.asp file you need to modify the SQL Connection String to reflect the LOCATION, USER, PASSWORD of your DB.
5. There are 8 .CSV files located in the "news" directory... these contain data that needs to be imported in the appropriate tables in your SQL DB... Do this for each file using SQLManager. The files are all named (aspWebHeadlines\_1\_0\_NAMEOFTABLE.csv) This is a very important step as it imports the users, layout types, config, etc... that make the script look and function the way it should.
6. Open the news.asp file and change the config variable named: UseSQLServer to "YES"
7. Open a web browser and enter the URL to your NEWS.ASP file (EX.) Using the location from the above example it might look something like this:

<http://www.YOURSITE.com/news.asp>

Login to aspWebHeadlines using the following information:

User: admin

Password: password

## Considerations

### Permissions

Anytime we are dealing with a database that will be accessed and updated over the internet we need to make sure that we have the proper rights on our server to make these changes to the database. All web hosting companies are different therefore there may be several ways to modify the permissions on your server. The default IIS user must have **write** and **change** permissions to the database file itself, and the directory that it resides in. If you upload all the files and find that you are able to run the script but anytime you try to add or modify something you receive errors from your server, that generally states that the file is "Read-Only" make sure you check the permissions on your server, 99% of the time permissions are the cause of any errors you receive while trying to add or update your content.

## Security

Another thing to remember when we are dealing with an online database is that you should always place the database file somewhere that keeps it secure... by this we mean in a directory that is not accessible to anyone by typing in a URL. You will still be able to run the script but no one will be able to simply enter the URL and download your entire database. The script is setup and packaged to run right out of the box using the directory structure in the .ZIP file but if you want a higher level of security you need to move the database file to a different location that your users will not be able to access via URL. Remember if you do move your database you must also change the connection string in the **news.asp** file to reflect its new location.

## **Administration Area**

Once you are logged into the script you have access to the administration area that allows you to make changes to the content that appears on your website as well as the configuration of the script itself.

### **Linking to the Login Screen**

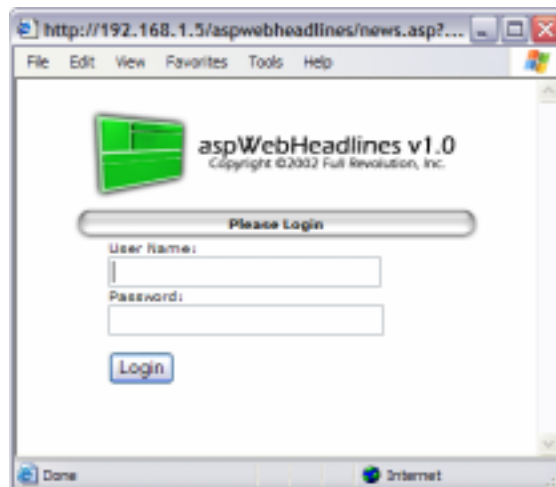
By default the script provides a link at the bottom of the all the public pages that links to the Login Screen for the administration area. If you don't wish to use this link there is an option in the Site Configuration section to disable this. You can always link to the administration area from any other page you wish or you can go to the area by simply entering the following URL:

<http://www.YOURSITE.com/news.asp?action=login>

### **Login Screen**

At the login screen you will be prompted for your *USERNAME* and *PASSWORD*, if you have not yet setup any users you can enter the default administration account information:

User Name: admin  
Password: password



The image that appears on this login screen can be replaced with your own.

### **Main Menu**

The main menu displays icons for the different areas that you can access via the administration area. These icons are determined by the rights specified in your user account.



## User Access Rights

There are two rights levels, Administrative and Publisher. An author with Administrative rights will have the same rights and options available as the Admin user, and an author with Publisher rights only have access to the Manage Articles area. You are also able to require approval before publishing articles for both an administrative author and a publisher author. This would be handy to keep unwanted changes from taking effect without your knowledge and approval.

# Author Administration

## About Authors

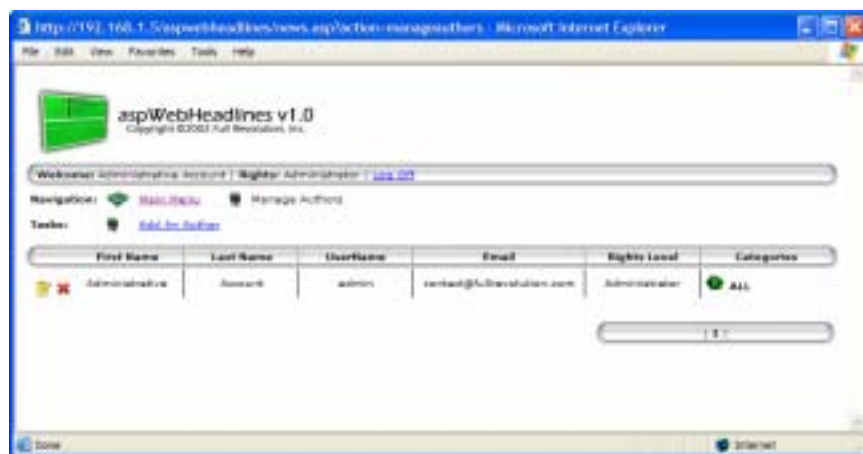
There are two types of authors Administrative and Publisher. You can choose to have all of your authors be publishers to keep you as the only person who can have Administrative access to the site, or you can have more than one Administrative User, it is up to you.

Below is a list of the fields that make up an Author record:

- **First Name**  
The Authors first name... This will be used to display who wrote the articles.
- **Last Name**  
The Authors last name... This will also be used to display who wrote the articles.
- **Username**  
Enter a user name that this Author will use to login.
- **Password**  
Enter a password for this user to login with.
- **Email Address**  
Enter the email address of the Author, this will be linked to on each article.
- **Rights Level**  
Choose the rights level for this author, can be Administrator or Publisher.
- **Require Approval**  
Would you like this Authors articles to be approved before they are published.
- **Assigned Categories**  
Which categories the Author will be assigned to.

## Author Management Screen


The Author Management screen shows a list of all authors. In this area you can add, edit, and delete authors.



## Adding Authors


It is easy to add an author, in the tasks link bar choose **Add An Author**, fill out the form with the appropriate information, and assign them to categories and click the **Add This Author** button. *See Assigning Categories to Authors' for more information on assigning Categories.*

## Editing Authors

To edit an Author you simply click on the  **Edit** icon next to the Authors name you wish to edit. Make any changes you need to and click the **Save These Changes** button.

\*\*You may edit the default admin account to customize it.

## Deleting Authors

To delete an Author you simply click on the  **Delete** icon. It will ask if you are sure you want to delete this Author? Answer **Yes** and you will see a confirmation of the delete action.

\*\*You cannot delete the default admin account.

## Assigning Categories to Authors

An Author can be assigned to publish to a specific category, multiple categories or all categories. This is done in the **Add Author** or **Edit Author** areas. An Author will only be able to add articles to the categories they are assigned to, and will only be allowed to edit articles in those categories. By selecting **All** the author will also be granted access to any categories that are added after the author was created.

# Category Administration

## About Categories

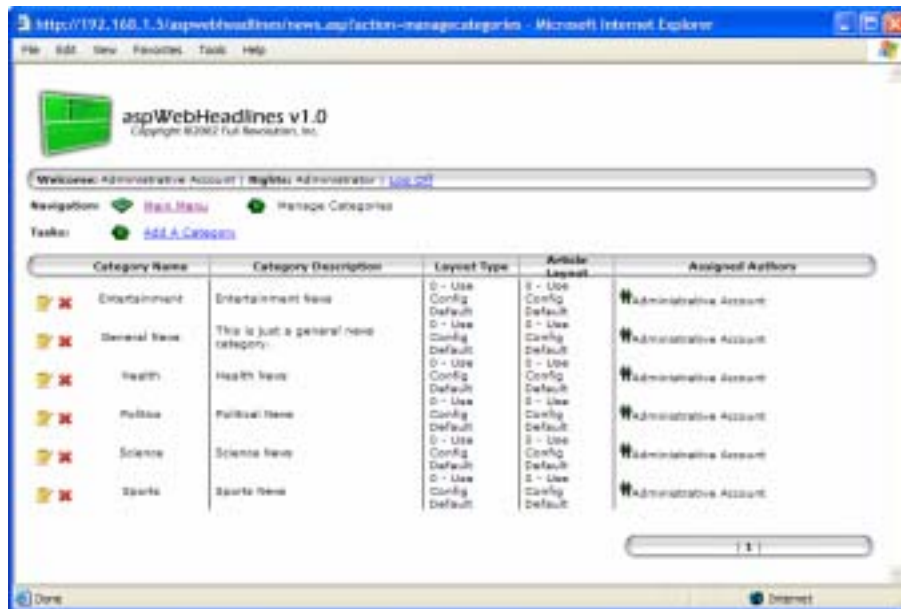
Using Categories is a simple way to group your articles into more manageable sections. You can add an article to more than one category, and it is simple to change the category that an article is grouped in.

Below is a list of fields that make up a Category record:

- **Category Name**  
Simply a name for the Category.
- **Category Description**  
Enter a description of this Category for your Authors.
- **Layout Type**  
Choose the Layout Type that you would like this category to use.
- **Article Layout**  
Choose the Article Layout that you would like articles in this category to use.

## Category Management Screen


The Category Management screen shows a list of all categories. In this area you can add, edit, and delete categories.




## Adding Categories

To add a Category simply click on the **Add A Category** link in the **Tasks** Bar at the top of the page. Fill out the form with all the required information and click the **Add Category** button.

## Editing Categories

To edit a category you simply click on the  **Edit** icon next to the Category you wish to edit. Make any of the changes that you need to and click the **Save These Changes** button.

## Deleting Categories

To Delete a Category you simply click on the  **Delete** icon. It will ask if you are sure you want to delete this Category? Answer **Yes** and you will see a confirmation of the delete action. Remember, you cannot delete a Category that has Articles in it... if you want to eliminate an entire Category you need to remove all the Articles from that Category first.

# Layout Types

## About Layout Types

Layout Types were designed to make it very easy for you to create different styles for your news website. Many scripts will allow you use a template to give articles a certain look and feel but aspWebHeadlines goes one step further and allows you to easily change the way your entire news website looks. Every Category on your site can have a different Layout Type which makes it possible to create a totally different look for each Category. aspWebHeadlines comes with 6 pre-designed Layout Types to get you started but you can create an infinite number of them if you wish.

Below is a list of fields that makes up a Layout Type record:

- **Name**  
Enter a name for your Layout Type.
- **Description**  
Enter a good description for this Layout Type.
- **Number of Articles to Show**  
How many articles should be shown on your news / category homepages.
- **Number of Days to Show**  
How many days should be shown on your news / category homepages.
- **Number of Features to Show**  
How many feature articles should be shown.
- **Number of Columns for Features**  
How many columns should be used to show feature articles.
- **Number of Columns**  
How many columns should be used to show regular news items.
- **Link to Full Article Text**  
Enter text to display as a link to the full article... the Headline itself will also be linked to the full article.
- **Last Updated Date**  
Would you like to show the last updated date at the top of your pages... this is pulled from the most recent article.
- **Last Updated Date Background Color**  
If you show the last updated date what color would you like the background behind it to be.
- **Category Summary**  
Would you like to display a category summary on your news / category homepages.
- **Category Summary Columns**  
How many columns should be used for the category summary.
- **Cell Padding**  
How much padding would you like between the articles.
- **Detailed Information**  
Do you want to show detailed information about the articles Author and Source on the news / category homepages.
- **Feature Heading**  
Enter any HTML text to use as a heading to go above the feature articles.
- **Recent Heading**  
Enter any HTML text to use as a heading to go above the recent articles.

- **Category Summary Heading**  
Enter any HTML text to use as a heading to go above the category summary.
- **Custom Page Header**  
Enter an HTML header for this Layout Type... this is where you would paste in a header from your current website.
- **Custom Page Footer**  
Enter an HTML footer for this Layout Type... this is where you would paste in a footer from your current website.
- **Use Day Blocks**  
Would you like your news articles to be separated by date on your news / category homepages.
- **Day Block Header**  
If your news is separated by date, enter an HTML header to go before the date in the days heading.
- **Day Block Footer**  
If your news is separated by date, enter an HTML footer to go after the date in the days heading.
- **Headline Box**  
Would you like to display a box containing your recent headlines on your news / category homepages.
- **Headline Box Location**  
If you are using a Headline box would you like it to be on the left or right side of the screen.
- **Headline Box Header**  
Enter any HTML text as a header for your headline box.
- **Headline Box Footer**  
Enter any HTML text as a footer for your headline box.
- **Layout Type Preview**  
You can upload an image to show as a preview for this layout type... most like this will be added after you have created and tested this layout type.

## Layout Type Management Screen


This area presents a list of all the Layout Types that you currently have setup on your site. From here you can add, edit, and delete Layout Types.




## Creating a Layout Type

To create a new Layout Type just click the **Add A New Layout Type** link in the **Task** bar at the top of the page. Fill in all the information and click the **Add This Layout Type** button.

## Editing a Layout Type

To edit a Layout Type you simply click on the  **Edit** icon. Make any of the necessary changes and click the **Save These Changes** button at the bottom of the page.

## Deleting a Layout Type

To delete a Layout Type you simply click on the  **Delete** icon. It will ask if you are sure you want to delete this Layout Type? Answer **Yes** and you will see a confirmation of the delete action. If you delete a layout type that a category is currently using it will revert that category back to the default Layout Type that is set in the Site Configuration area.

## Designing Your Site Using Layout Types

Layout Types were created to allow you to easily give your site any look that you want without much work outside of aspWebHeadlines. Using the Custom Header and Footer fields you can simply paste in the HTML that makes up the rest of your site and the script content will be thrown in between them... if you want the content from the script to fit right into a table on your existing homepage all you need to do is copy all the HTML code before the table and paste it into the header, and copy all the HTML code after the table and paste it into the footer and you are ready to go. You can easily create a very diverse website using Layout Types and you can do so right from your browser. No need to upload template files and mess with any kind of codes to put the content into your templates.

Here are some sample screenshots of the Layout Types that we included in the script:



# **Article Layouts**

## **About Article Layouts**

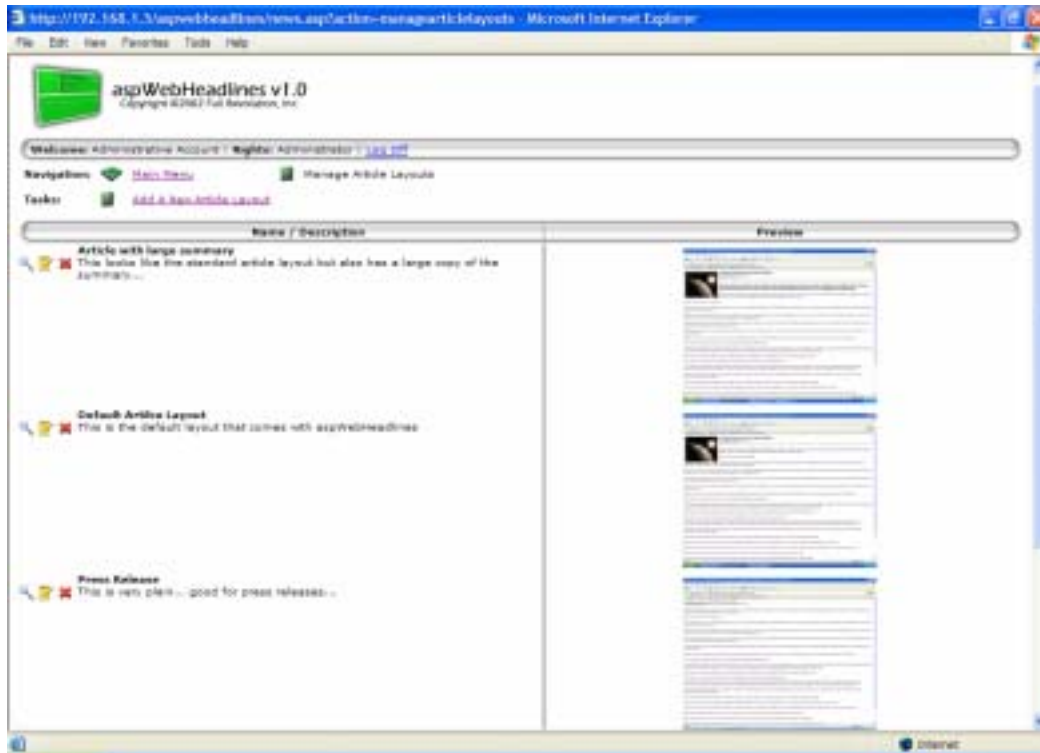
Article Layouts are much like Layout Types but they determine what the Articles themselves look like. You can use Article Layouts to create different looks for your Articles or just use them to only show the content that you want with your Articles.

Below is a list of fields that make up an Article Layout record:

- **Name**  
Enter a name for your Article Layout.
- **Description**  
Enter a description for your Article Layout.
- **Show Headline**  
Do you want to show the Article headline on this Layout.
- **Show Author**  
Do you want to show the Author under the headline.
- **Show Source**  
Do you want to show the Article source.
- **Show Date / Time**  
Do you want to show the date and time the Article was published.
- **Show Article Image**  
Do you want to show the Articles main image.
- **Show Summary**  
Do you want to show the Articles summary on the detail page.
- **Summary Font Size**  
What font size should be used to show the summary.
- **Show Email Link**  
Do you want to show a link to email this Article to a friend.
- **Show Print Button**  
Do you want to show a print this Article button.
- **Show Related Articles**  
Do you want to show a list of Articles that are related to this one... this will be generated for you.
- **Related Articles Header**  
Enter any HTML text as a header to go above the related Articles.
- **Show Line Under Info**  
Would you like to show a horizontal line under the Headline and the Author information.
- **Article Layout Preview**  
You can upload a preview image to show next to this Article Layout.

## **Article Layout Management Screen**


This area presents you with a list of the Article Layouts you have created for your website.




## Creating an Article Layout

To create a new Article Layout simply click on the **Add A New Article Layout** link in the **Tasks** bar at the top of the screen. Fill in the form and click the **Add This Article Layout** button at the bottom of the page.

## Editing an Article Layout

To edit an Article Layout you simply click on the  **Edit** icon next to the Article Layout that you wish to edit. Make all the changes you need to and click the **Save These Changes** button at the bottom of the page.

## Deleting Article Layouts

To Delete an Article Layout you simply click on the  **Delete** icon. It will ask if you are sure you want to delete this Article Layout? Answer **Yes** and you will see a confirmation of the delete action.

# **Article Administration**

## **About Articles**

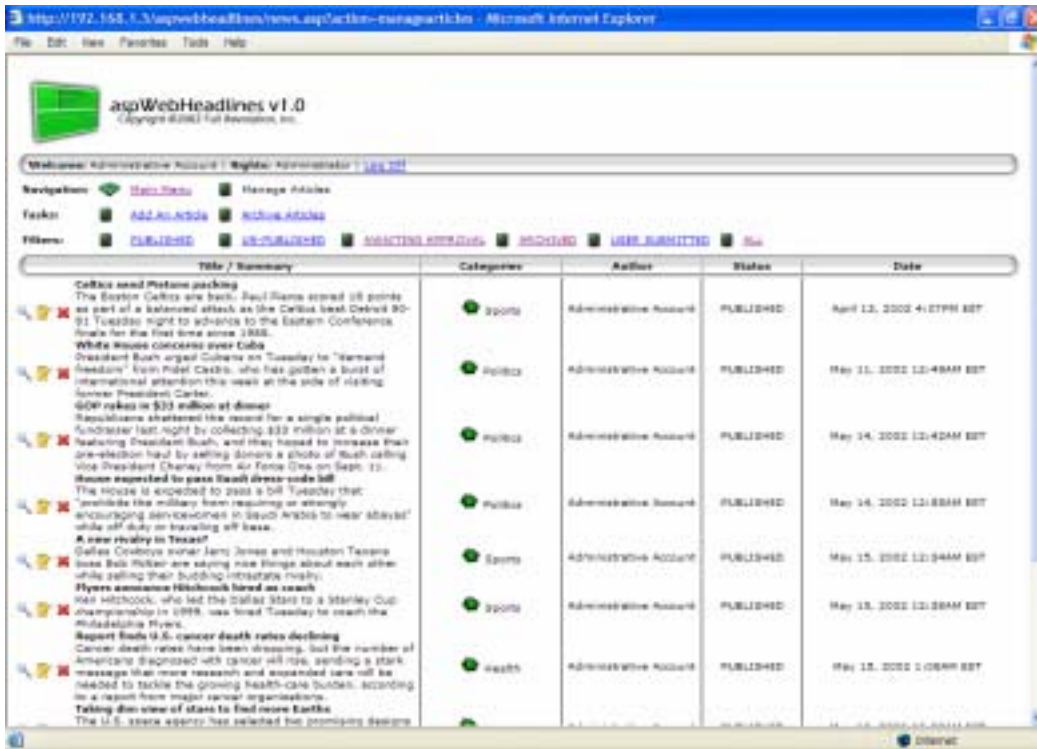
Articles make up the bulk of aspWebHeadlines. We have tried to include enough tools to make adding an Article painless even to a beginner.

Below is a list of fields that make up an Article record:

- **Title**  
This is the Articles Headline...
- **Summary**  
The summary will appear on your news / category homepages... you can enter HTML code here also.
- **Body**  
The article body can consist of HTML code... if you are using the built in editor you can copy and paste rich content right into the box.
- **Multi-Page**  
Check this box if you want this to be a multi-page article.
- **Layout**  
Choose an Article Layout for this article.
- **Date**  
Enter the date of this article... by default the current date and time is entered here.
- **Author**  
This is the Author that created this article.
- **Source**  
If this Article is from an external source note it here.
- **Source Link**  
Enter a link to the external source of this article.
- **Status**  
Select a status for this article.
- **Categories**  
Select one or more categories for your article to be included in.
- **Image**  
You can upload an image to show next to this articles headline.
- **Start Date**  
What date would you like your article to start showing.
- **End Date**  
What date would you like your article to stop showing.

## **Article Management Screen**

From this area you can add, edit, and delete articles... You can also filter the view of articles show in this section and archive articles by date.



## Adding an Article

To add a new Article just click on the **Add An Article** button in the **Tasks** bar at the top of the screen. Fill in the form and click the **Add This Article** button at the bottom of the page.

## Multi Page Articles

aspWebHeadlines also supports multi-page articles... this will allow you to breakup those lengthy articles into better flowing sections. To add an article with multiple pages you must first make sure you check the **This Is A Multi-Page Article** checkbox and then use the following code in your **Article Body** to create the different pages:

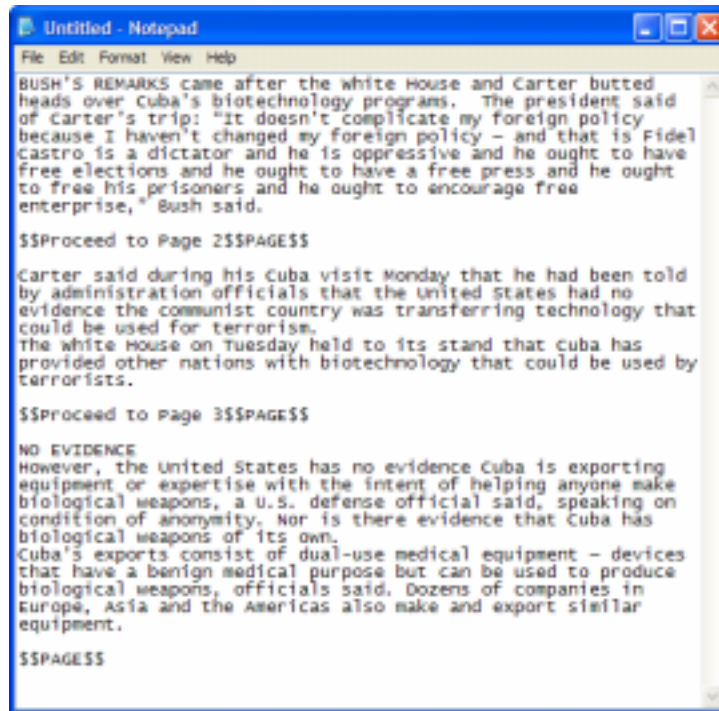
When you reach the end of a page you must enter:  
`$$LINKTEXT$$PAGE$$`

Substitute "LINKTEXT" with the actual text you would like it to show as the link to the next page. Make sure you leave the \$\$PAGE\$\$ the way it appears though, that lets the script know where the end of the page is.


When you reach the end of your Article you must also enter:  
`$$PAGE$$`

That will let the script know that it no longer needs to look for another page.


Here is a sample of what a multi-page article code might look like:



## Editing Articles

To edit an Article you simply click on the  **Edit** icon next to the article you wish to edit. Make the changes you need to and click the **Save These Changes** button at the bottom of the page. Authors can only edit articles that belong to a category they are assigned to. You will also have the option to replace the original author with your name when you edit an article.

## Deleting Articles

To delete an Article you simply click on the  **Delete** icon. It will ask if you are sure you want to delete this Article? Answer **Yes** and you will see a confirmation of the delete action.

## Archiving Articles

You can easily archive articles that are in your script by clicking the **Archive Articles** button in the **Tasks** bar at the top of the screen. You will be presented with a select box to enter a date. **Select a date** and the script will mark any items that are older than the selected date as ARCHIVED. This will remove the articles from your news / category homepages and they will only be accessible from your news archive. Remember this doesn't delete the articles, it just puts them in a different area on your site.

## **Script Configuration**

### **About the Script Configuration**

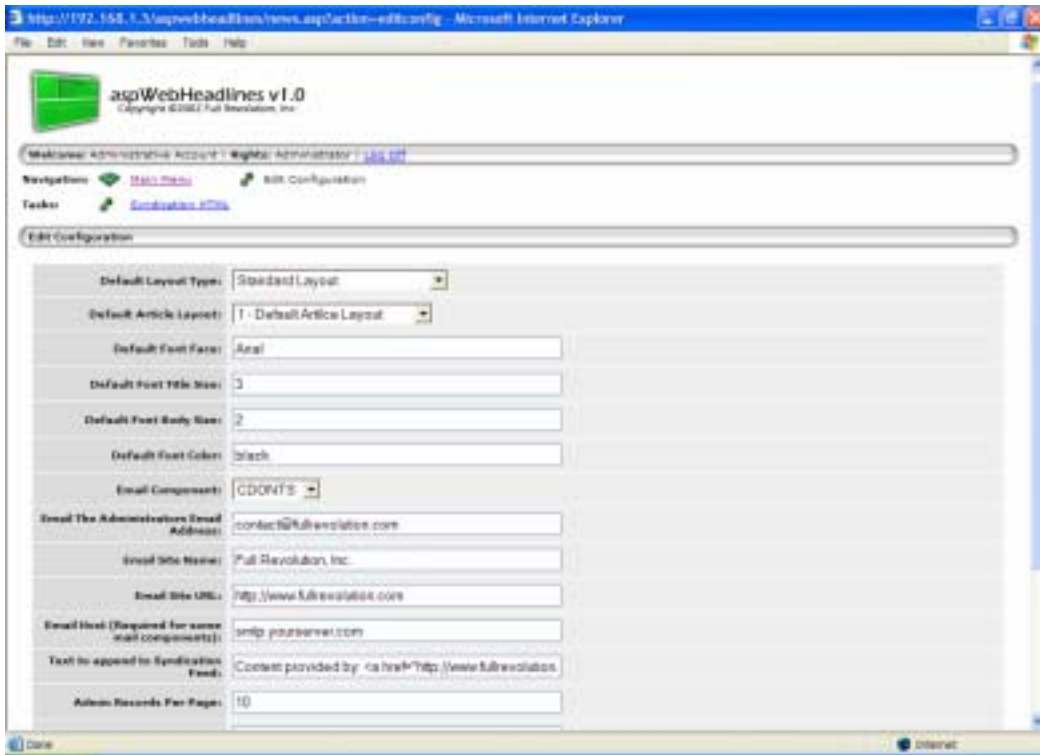
This area will allow you to change how the script actually works... This area will most likely only be modified by the administrator of the site.

Below is a list of the fields in the Script Configuration record:

- **Default Layout Type**  
Choose a default Layout Type to use throughout the site.
- **Default Article Layout**  
Choose a default Article Layout to use throughout the site.
- **Default Font Face**  
Which Font do you want to use throughout the site.
- **Default Font Title Size**  
What size font for the Headlines.
- **Default Font Body Size**  
What size font for the body text.
- **Default Font Color**  
What color do you want the text to be.
- **Email Component**  
Which email component would you like to use... some of the other fields in the script configuration will need to be filled out for certain mail components.
- **Administrators Email Address**  
Enter the email address of the administrator.
- **Email Site Name**  
Enter the site name that will be used in the "Email this Article" feature.
- **Email Site URL**  
Enter the site URL that will be used in the "Email this Article" feature.
- **Email Host**  
This is required by some of the email components.
- **Syndication Append**  
Enter any text you would like to append to your syndication feed.
- **Records Per Page**  
How many records do you want on each page in the admin area.
- **Color Scheme**  
In the admin images directory you can create directories that contain different images for the headers and footers that make up the tables in the admin area... enter the name of the directory you would like to use here.
- **Back Color 1**  
This is the first of the alternating colors of the tables in the admin area.
- **Back Color 2**  
This is the second of the alternating colors of the tables in the admin area.
- **Links on Button Bar**  
Select which links you would like to show at the bottom of all the public pages.

### **Modifying your Script Configuration**

Make any changes you need to in this form and click the **Save These Changes** button at the bottom of the page.



# Script Output

## About the Script Output

aspWebHeadlines has 8 main types of output:

- News Homepage
- Category Homepages
- Article Details
- Printing Feature
- Email Article Feature
- Article Archives
- Search for An Article
- Syndication

## News Homepage

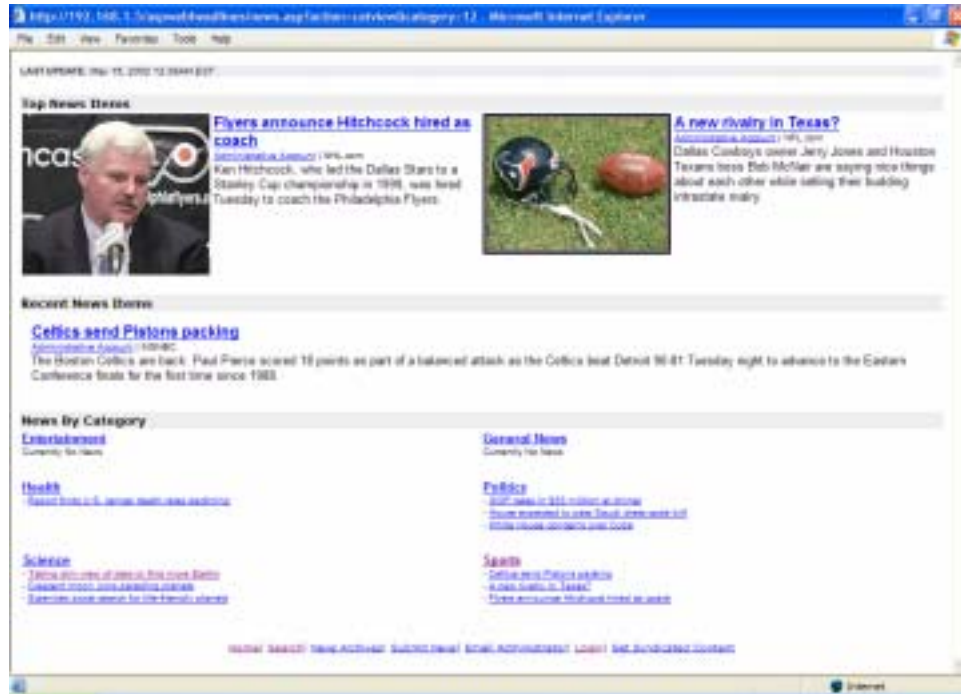
The News Homepage is a combination of all the categories on your site. It displays the number of Articles that you specify in the format you have selected showing the newest articles first.



This is a screenshot of a sample News Homepage using one of the default Layout Types.

## Category Homepages

Category screens are identical to the News Homepage except they only show the articles in that category. Each Category Homepage can also have a different Layout Type.



This is a screenshot of a sample Sports Category Homepage using a default Layout Type.


## Article Details

The Article Details is just a view of an individual article. Each Article can have a different Article Layout and each Category can also have a default Article Layout. This will determine how the article looks.



This is a screenshot of a sample Article using one of the included Layout Types.


## Printing an Article

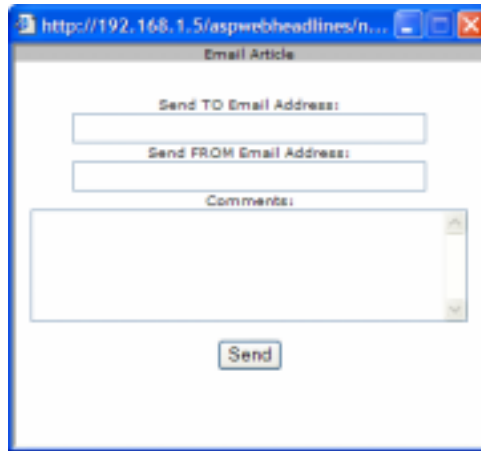
If this feature is selected in the Article Layout Section there will be a Text / Image Link  [Printer Friendly Version](#) at the bottom of the article page. The link when followed will load the article in a new window with the default Print Layout. You may edit the print layout to fit your needs but you should not delete it. There are two ways to print the article as stated on the default layout.

To print: [Click here](#) or Select File and then Print from your browser's menu.

The idea is to remove any formatting that would make the article difficult to print... i.e. we want to remove the header and footer and make sure the article fits within that pages dimensions.

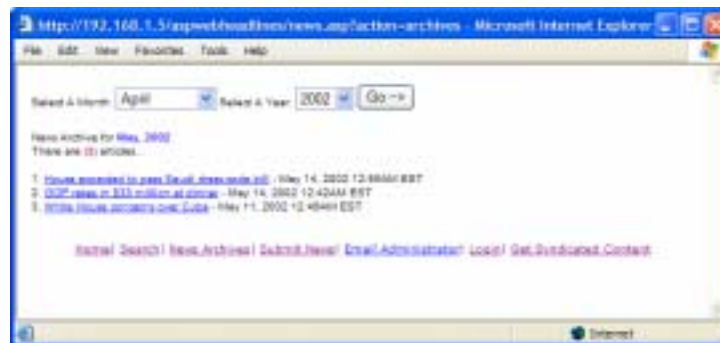
## Emailing Articles

Your website visitors can also send articles from your website to any one they wish via email... When the click on the  [Email this Article](#) Link they will be prompted for some information needed to send the article to a recipient via email:



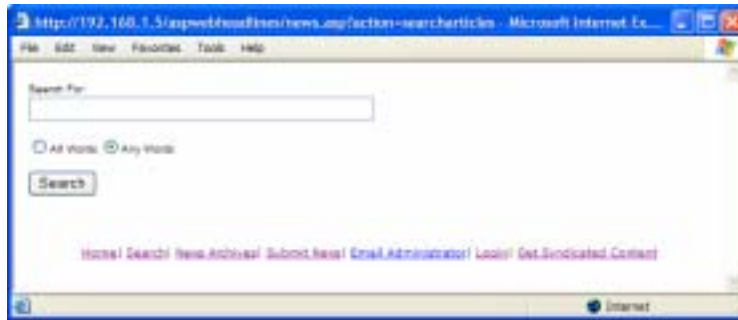
## Article Archives

Once an article is archived it will only show up in the Archive area of your website. This archive sections displays one month at a time and allows the user to select a month and a year select boxes at the top of the page. You can archive articles in the Article Administration area by date. The archive view only shows the headline of the Article and the date it was added. If a user wants to search for an article in the archive they must do so using the search feature.



## Search Feature

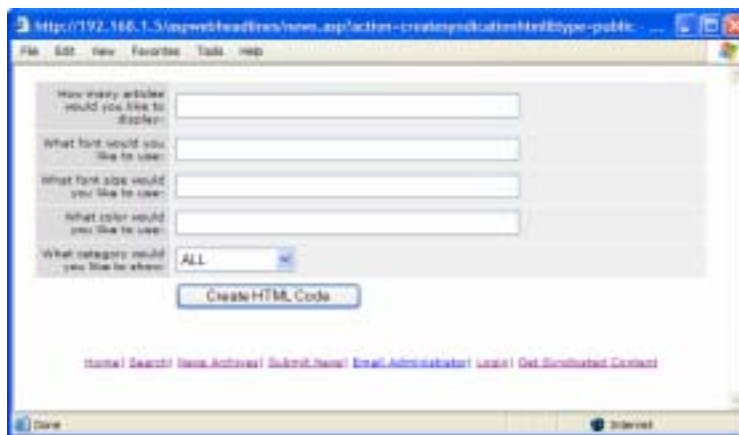
aspWebHeadlines provides a search feature to allow your visitors to search for certain articles on your website. The search will return any Articles matching the keyword(s) they entered as long as the Articles are either "PUBLISHED" or "ARCHIVED" and they have not yet expired.



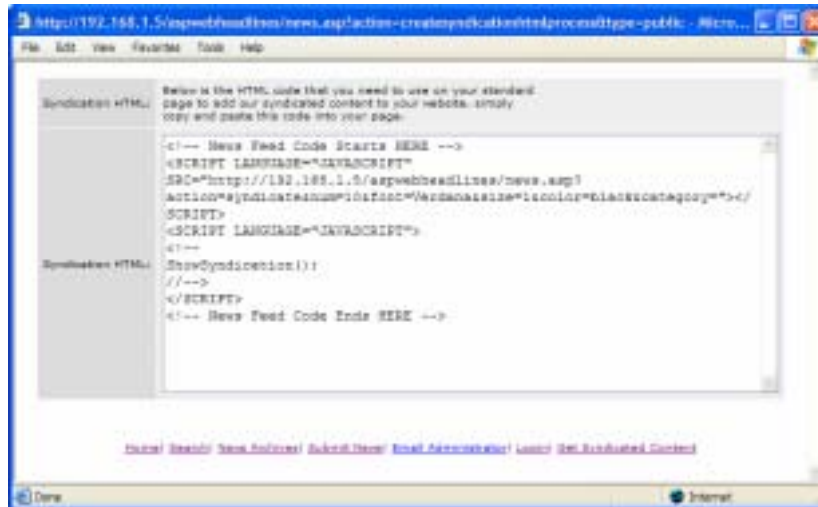
## Syndication

aspWebHeadlines allows you to easily syndicate your content on other websites. You can optionally include a link on all your public pages that will allow anyone to generate some HTML code to add to their website that will show your syndicated content on their site and link to the Articles on your site. This should allow you to easily generate more traffic to your website. If you do not wish to provide this link to the public you can always generate the HTML for other websites using the **Generate Syndication HTML** link in the **Edit Script Configuration** area.

You will be prompted for some input that will allow you to customize how the headlines will be displayed.



Fill in the form and click the Create HTML Code button... that will present the user with a some HTML code that they need to copy and paste into their website.



## **Other Information**

### **Contacting Tech Support**

Please contact us with any question or comments about this script. We offer full customer support of all of our products. You can contact us via the customer support form on our website at: <http://www.fullrevolution.com> or email us directly: [contact@fullrevolution.com](mailto:contact@fullrevolution.com)

### **Upgrades**

As always we offer free upgrades to current customers. We contact all current customers via. e-mail when an update is available. In order to receive your free upgrade we do need your order ID.