

# TOWN NEWS.COM

## Special Section Software ( 8/22/03 )

### How to log in

To log in to your site you will go to your domain name followed by “?admin”. For example: <http://www.domainname.com/?admin> From the drop down menu located in the upper right hand corner choose “Special Section”. This will direct you to a screen similar to what is below but it will be blank.



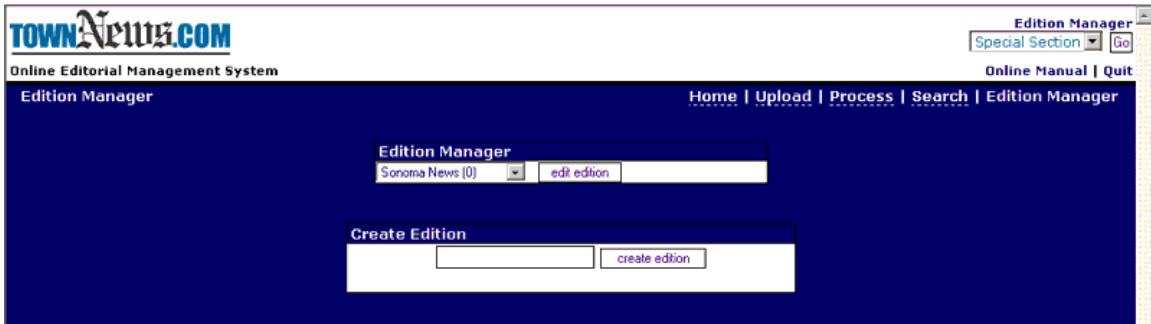
The screenshot shows the 'Special Section' interface of the Town News website. At the top, there is a navigation bar with 'Special Section' selected in a dropdown menu and a 'Go' button. Below the navigation bar, there are links for 'Home', 'Upload', 'Process', 'Search', and 'Edition Manager'. The main content area is a table with the following columns: 'Select:', 'Headline:', 'Status:', 'Start/End Date:', and 'View Edit'. The table lists 20 news items, each with a PDF filename, a headline, a status of 'Active', and a date range from 2003-08-04 to 2003-08-11. Each row has 'View' and 'Edit' links.

Select:	Headline:	Status:	Start/End Date:	View	Edit
C020327.PDF	C02 Outside	Active	2003-08-04 - 2003-08-11	View	Edit
C040327.pdf	C04 Daily Stocks New	Active	2003-08-04 - 2003-08-11	View	Edit
C010327.PDF	C01 Outside	Active	2003-08-04 - 2003-08-11	View	Edit
B080327.PDF	B08 Nation	Active	2003-08-04 - 2003-08-11	View	Edit
B010327.PDF	B01 Sports	Active	2003-08-04 - 2003-08-11	View	Edit
A080327.PDF	A08 Back Page	Active	2003-08-04 - 2003-08-11	View	Edit
A070327.PDF	A07 News	Active	2003-08-04 - 2003-08-11	View	Edit
A060327.PDF	A06 Montana	Active	2003-08-04 - 2003-08-11	View	Edit
A050327.PDF	A05 Montana	Active	2003-08-04 - 2003-08-11	View	Edit
A040327.PDF	A04 Opinion	Active	2003-08-04 - 2003-08-11	View	Edit
A030327.PDF	A03 Snapshots	Active	2003-08-04 - 2003-08-11	View	Edit
A020327.PDF	A02 Daily Briefing	Active	2003-08-04 - 2003-08-11	View	Edit
A010327.PDF	A01 Front Page	Active	2003-08-04 - 2003-08-11	View	Edit
C050327.PDF	C05 Comics	Active	2003-08-04 - 2003-08-11	View	Edit
C060327.pdf	C06 Butte Tire	Active	2003-08-04 - 2003-08-11	View	Edit
C070327.pdf	C07 Steeles	Active	2003-08-04 - 2003-08-11	View	Edit
C072703.pdf	C08 Performance Dodge	Active	2003-08-04 - 2003-08-11	View	Edit
C090327.pdf	C09 Classifieds	Active	2003-08-04 - 2003-08-11	View	Edit
C100327.pdf	C10 Classifieds	Active	2003-08-04 - 2003-08-11	View	Edit
C110327.pdf	C11 Rentals	Active	2003-08-04 - 2003-08-11	View	Edit
C120327.pdf	C12 Vehicles	Active	2003-08-04 - 2003-08-11	View	Edit
B020327.PDF	B02 Scoreboard	Active	2003-08-04 - 2003-08-11	View	Edit
B030327.PDF	B03 Sports	Active	2003-08-04 - 2003-08-11	View	Edit

### Menu items:

Menu items are located along the upper right hand side of the initial or home page ( below the pull down menu). The menus are: Home, Upload, Process, Search and Edition Manager. We'll cover each one of these items in depth.

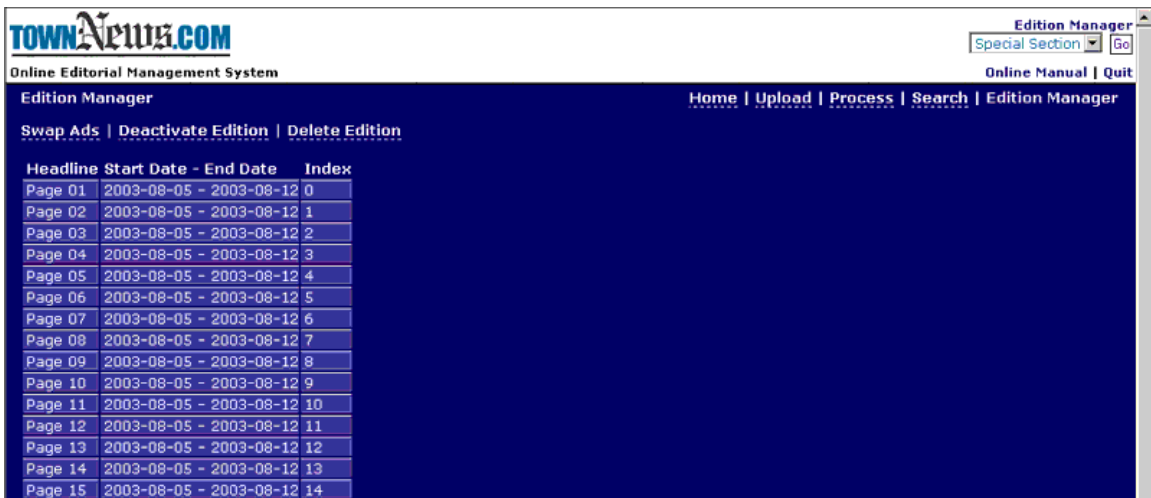
# Edition Manager Menu



The edition menu will look like above. There are 2 options to choose from. You can create a new edition or edit an already created edition.

Creating a new edition is simple. Enter the name of the edition you'd like to create in the Create Edition area and press the create edition button. This is the first step you want to do in getting an edition up and running.

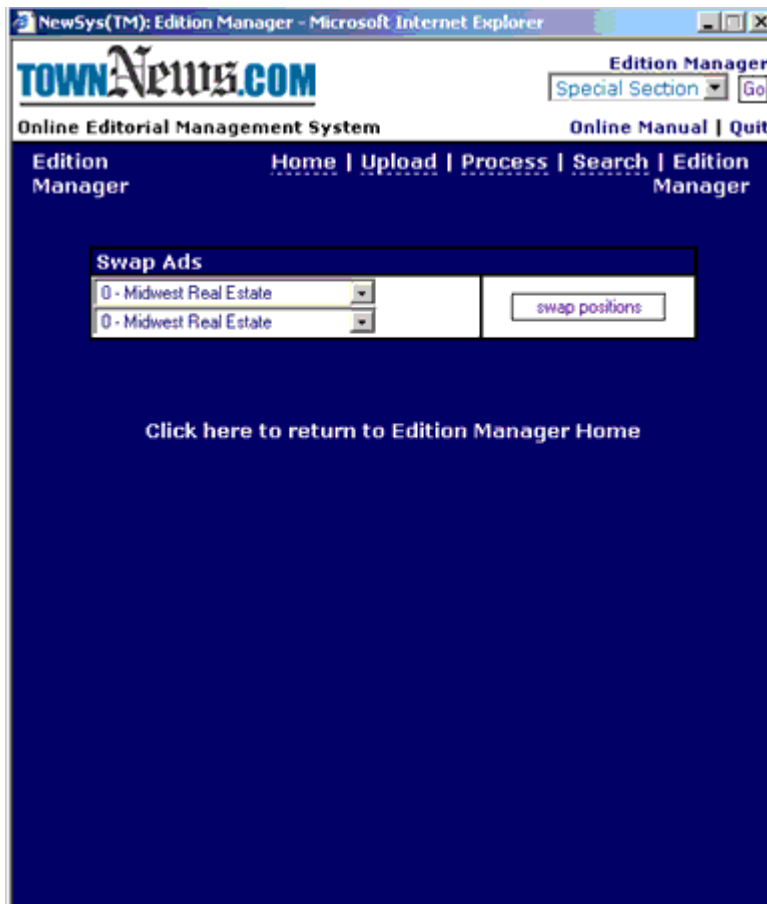
To edit the properties of an edition choose an edition underneath Edition Manager and press the "Edit Edition" button. This will take you to another screen where you can edit general information about this edition.



From this page you can do the following: Swap Ads, Activate Edition, Deactivate Edition and Delete Edition.

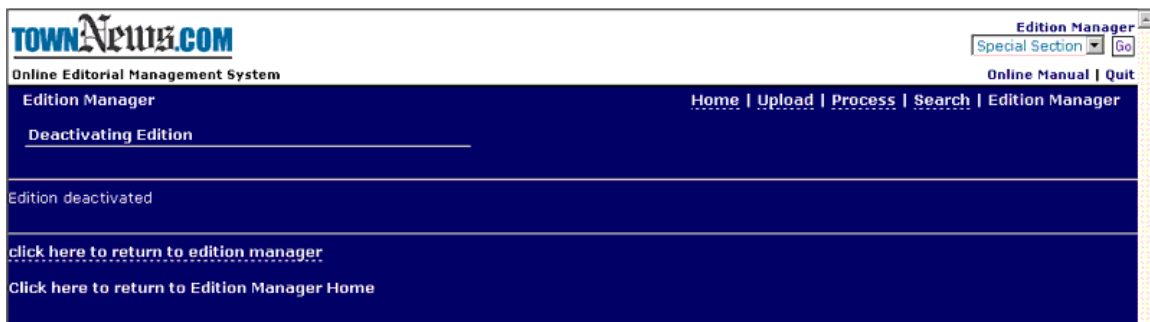
## Swap Pages

Since the system orders information in the order in which it was uploaded, you may need to sort the pages by clicking on swap pages. Swap pages will allow you to move an ad from one position to another. The menu for swapping pages looks like this:



## Deactivate Edition

If for some reason an edition goes up before it should, you may want to deactivate it rather than remove all of the images from that edition. When you click on “Deactivate Edition” it deactivates all your images and the edition. A message will appear telling you the edition has been deactivated.



## Activate Edition

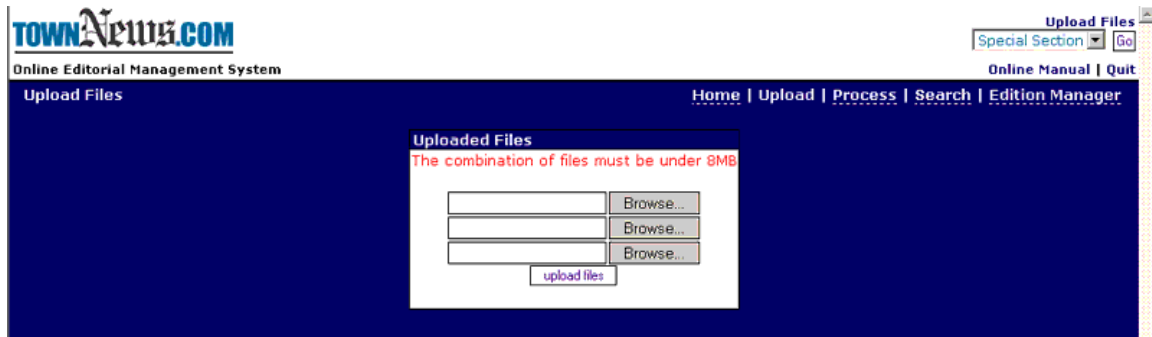
Activate edition will show up if the edition has not been activated. Otherwise it will show “Deactivate Edition”.

## Delete Edition

Clicking on this link will just remove you edition. Be careful using this option.

## Upload Menu

The upload menu is one of the ways in which you can upload your PDF's. The other option for uploading PDF's is through a FTP program. Clicking on upload will bring you to a page where you can choose up to 3 PDF's to upload. **The total size of the PDF's should not exceed 8 megabytes.** If the size does exceed 8 megabytes an error message will be returned to you.

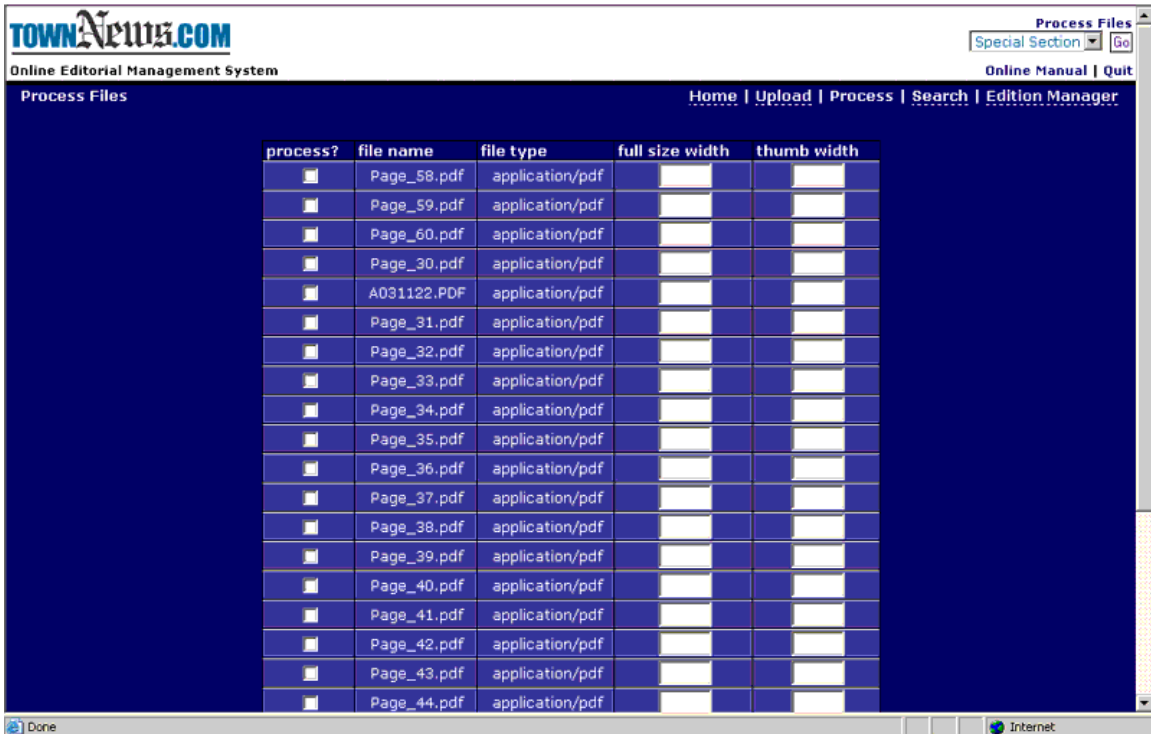


Ads uploaded through FTP and the browser have not been converted just yet. To convert them you need to have them processed.

## Process Menu

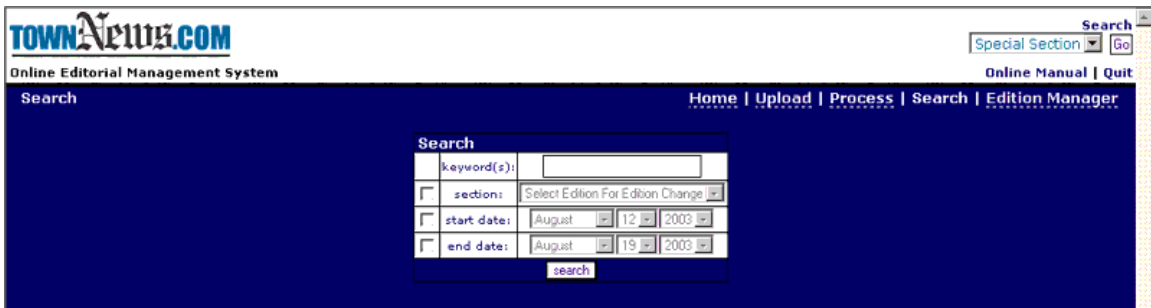
This page will display all the ads that you've uploaded (FTP or Browser). To process the ads you'll need to select the ads you want processed/converted and then press the “Process Files” button at the bottom of the page. Before pressing the button, you'll want to choose the edition these files to go into. This will save you a lot of work down the road. You can change the edition off of the homepage, but it takes longer as you has to do them on an individual basis.

On the process menu there are 2 options that you can set. These options are not required to be set as they will default to the sizes listed below. The options are Thumbnail width and Full Size width. The default size for the full size image width is between 950 and 1000 pixels. The default size for the thumbnail image width is between 500 and 550 pixels. Many monitors are set to 800 pixels wide with many switching to 1024 pixels wide.



## Search Menu

To search for a specific ad, you will want to click on the search option. Searching will allow you to search by edition name, start date, end date and keyword.



## Home Menu

Much of the work done to individual pages will be done on the home menu (see page 1 for image). This is also the initial page that you are sent to when you come into the

administrative area. Some options located on the home area, are also located in other menus as well.

## Edit area

The edit area will allow you to modify the headline, description, start date, end date, advertiser e-mail, advertiser URL, converted text and edition. Some of these areas are automatically generated by the software. Below are detailed descriptions of the things you can edit.

NewSys(TM): Editing - Microsoft Internet Explorer

**TOWNNews.COM** Editing  
Special Section Go

Online Editorial Management System Online Manual | Quit

Editing Home | Upload | Process | Search | Edition Manager

close this window

**B01 Sports**

Headline:	B01 Sports
Description:	
Start Date:	August 4 2003
End Date:	August 11 2003
Advertiser Email:	
Advertiser URL:	
Converted Text:	Players from around the globe add to NCAA tournament BY LARRY LAGE AP sports writer  EAST LANSING, Mich. --
Edition:	Montana Standard
<input type="button" value="update"/>	

## Headline

Generated by the Title field in the PDF. If no title field is available headline is left blank. Headline is required to view the pages.

## **Description**

### **Start Date**

Date to start the page on.

### **End Date**

Date for the page to end running.

### **Converted text**

Converted text is text that has been extracted out of the PDF. The program will only extract text out of a PDF if they are text elements. Text in image elements will not be extracted. If you need to add a word or sentence you can do so here. The converted text is hidden and is what a search uses when searching.

### **Edition**

Choose the edition you'd like this page to go into. This will usually be set when you process the ads.

### **View Area**

This area allows you to view the converted PDF.

## **6 short steps to get your section up and running**

- 1 – Create appropriate edition (Edition menu)
- 2 – upload pages (FTP)
- 3 – Process ads through browser
- 4 – Modify any pages if needed (title of page)
- 5 – Activate edition
- 6 – Publish site

**To make the process go quicker make sure you have a title defined on your PDF document (page properties)**