ContentXpress
powered by Postnuke

Administrator Guide

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Chapter 1: Introduction

Welcome

Welcome to ContentXpress, powered by Postnuke, a powerful content management system designed to foster *online communities*. Using ContentXpress, you can quickly develop and deploy a content-rich website dedicated to your area of interest. You can then leverage built-in utilities to allow your visitors to become members who actively *collaborate* on the evolution of your enterprise.

ContentXpress includes a wide variety of pre-installed, ready-to-go features; you choose the ones that are right for the type of website you want to build, and customize them to suit your goals. For example, you can:

- control the layout and structure of your website and edit the default names of components to support your website's focus.
- precisely define how visitors register to become members.
- publish your own content and invite members to do the same.
- offer categorized directories of web destinations and downloadable media.
- allow users to post comments (and set up how these comments are moderated).
- conduct polls.
- display rotated content (quotes and *this-day-in-history* factoids)
- sell banner advertisements.
- find out who is linking to your website.
- associate selected content with a particular language so it is only displayed when your user chooses to view the website in that language.
- determine which content is the most popular with your users.

Who is the audience for this guide?

This guide is a resource for a ContentXpress Administrator (the person who builds and administrates a ContentXpress website). It provides comprehensive instructions on how to configure each available feature.

Chapter 2: Getting Started

The storage chest metaphor

As a *content management system*, ContentXpress allows you to exploit ready-made components to both manage your content—the documents, movies, audio files and other assets you have chosen to publish on your website—as well as those components that allow you to communicate and collaborate with your membership. As the administrator of a ContentXpress website, you choose the components to include as well as where they are placed on web pages.

To better understand how ContentXpress works, imagine you have started a club for people who love storage chests. As the leader of your club, you have decided to store all club-related items in a large storage chest in your room. Club members will come to your room to access the storage chest, peruse information and share their opinions.
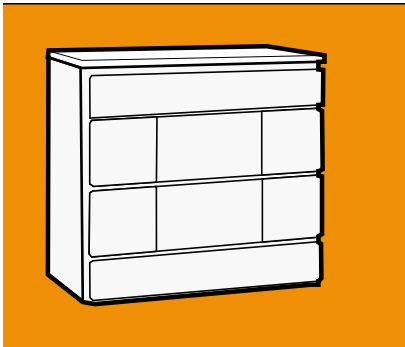
Step One You are standing in front of an eight-drawer storage chest. The top, bottom and middle drawers are locked; the side drawers are unlocked and contain the following items: a sign-in sheet, a survey to determine which storage chest design is most popular, a self-help video on best storage practices, and a stack of articles about storage chests written by club members. The top, bottom and middle drawers are locked; the side drawers are unlocked and contain the following items: a sign-in sheet, a survey to determine which storage chest design is most popular, a self-help video on best storage practices, and a stack of articles about storage chests written by club members.
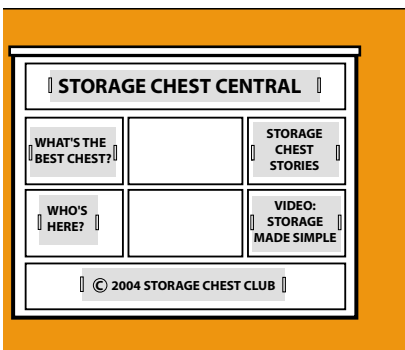
Step Two Cut out a piece of poster board for each drawer and affix it to the storage chest with adhesive tape. Label them as follows: top drawer, Storage Chest Central; bottom drawer, © 2004 Storage Chest Club; side drawers: What's the best chest?, Who's here?, Video: Storage Made Simple, Storage Chest Stories
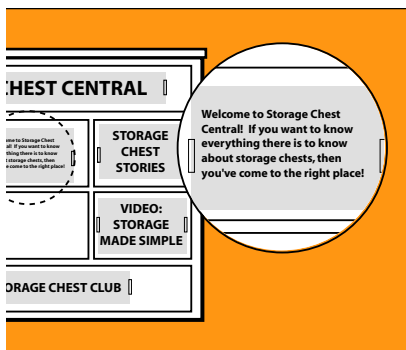
Step Three Using another piece of poster board, you create a small placard that provides a message of welcome to your users and affix it to the upper-middle drawer. There is available space for another message (on the lower-middle drawer) but you have chosen not to use it.
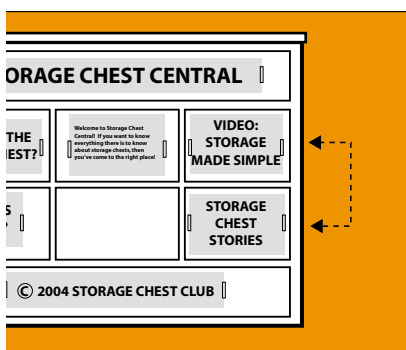
Step Four You decide that you want the video (Storage Made Simple) to be in the drawer where the storage chest stories are. Although you could open both drawers, switch their contents and then detach and reattach their labels, it is much simpler to pull out the drawers and switch their positions. So this is what you do.

Looking at the user interface

The concept of drawer-as-container is mirrored in ContentXpress by the block element. *Blocks* are interface elements used to place *modules* on a web page. Most *modules* present actual content, which may by simple text (a text message, a story, etc.) or a functional component (poll, login form, email form for recommending the website to a friend, etc.). Other modules are used for backend operations such as censoring undesirable words in user posts or placing blocks.

Our hypothetical storage chest can be easily transformed into a ContentXpress website because each drawer maps to a block, and its contents to a module. Here is how the storage chest might look as a ContentXpress website:
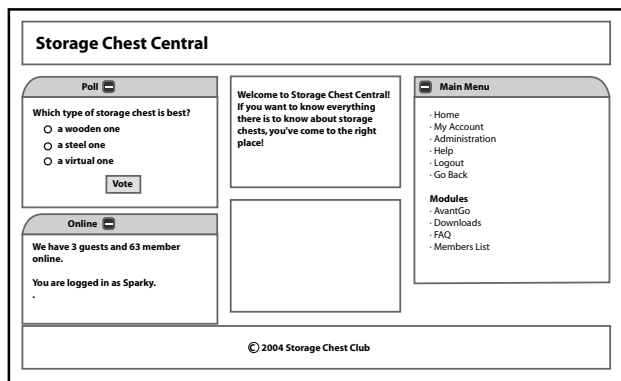
Accessing the administration interface
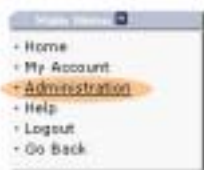
When you log into ContentXpress as administrator, the user interface (website) you see is virtually identical to the one seen by your visitors. The essential difference is that your Main menu block includes a menu item that links to the administration interface, a grid of icons you use to access the tools you need to manage your ContentXpress website.

To access the administration interface:

From the Main Menu, click Administration.

Add Story	Admin Messages	Autolinks	Banners	Blocks	Censor
Comments	Down-loads	Ephemer-ids	FAQ	Groups	Languages
Modules	Permis-sions	Polls	Quotes	Ratings	HTTP Referer
Reviews	Sections	Settings	Submit News	Topics	Top List
User Administra-tion	Web Links				

Looking at some core features

Unless you decide to disable or rename the default menu items, anonymous (unregistered) visitors will see the following Main Menu (shown below) when they first visit your website. The two links at the top of the menu are for convenience; they take the user to the home page and to the previous page (respectively). The menu items listed under the Modules heading are links to various types of content as well as to functional components. Once the anonymous visitor becomes a registered user, other links appear, and the link targets of the Modules menu items are enhanced with features that are reserved for members.
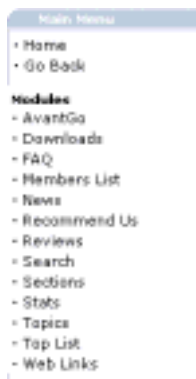
AvantGo shows available stories reformatted (by ContentXpress) for display on PDAs, Smartphones and other internet devices that have limited screen real estate and display properties. This is popular feature with mobile users.

Downloads opens a directory of downloadable media found on the Web, submitted by you and your registered users.

FAQ allows users to submit a question into one of the category areas you have created; the question submitted appears in the Incoming block of the home page. You then use the FAQ tool to answer and post the question (if you so choose). FAQ stands for *frequently asked question.*

Member List shows all registered members, displays the personal information they have chosen to expose about themselves, and allows users to send *private messages* to one another.

News displays the most recently added stories. By default, these are displayed on the home page of you website.

Recommend Us opens a web-based email client that allows a user to recommend your website to a friend.

Reviews opens a directory of user submitted reviews about products/services that relate to the focus of your website.

Search opens a site search tool.

Sections opens a directory of stories posted by you; section stories may not be commented on by users.

Stats displays various statistics about your website (e.g. the percentage of users who access your website with a particular type of web browser)

Topics opens a directory of stories posted by registered users; topic stories can be commented on by other users.

Top List displays statistical information about posts and submitters (e.g. submitter with the most posts).

Web Links opens a directory of web destinations (hyperlinks), submitted by you and your registered users.

Setting personal page preferences

All registered users — including you, the ContentXpress administrator — have a personal home page. This page provides five tools to set personal display preferences and information, as well as to log out of the system, and displays stories in a special block at the bottom of the page. Each tool has an associated icon:

Change homepage allows you to change the number of stories that are displayed on the home page.

Change your info allows you to change the personal information associated with your user account.

Select theme allows you to change the *theme* used to render the website. A *theme* sets the look-and-feel of the website (its colors, graphics, font styling and other branding elements).

Comments setup allows you to set the display mode (no comments, nested, flat, or thread), sort order (oldest first, newest first, or highest scores first), threshold (anonymous posts start at 0, logged in posts start at 1), whether scores are displayed, and the maximum length for comments (when exceeded, truncates the comment and provides a Read More link).

Logout allows you to logout of the system. If you are using the default configuration of ContentXpress, there will also be a logout link in the Main Menu.

To access your personal home page:

Click Main Menu > My Account.

Chapter 3: Stories

About Stories

Stories are the main draw of your ContentXpress website. As administrator, you may add a new story under a topic or a section. When you add a topic story (in the same way that your users submit news), the story may be commented on by users (unless you have disabled specifically disabled commenting). When you add a section story, your users may read the story, but may not comment on it. You are alerted via email when a user submits a story (if you have configured this option) as well as through the Incoming block which appears, by default, under the Main Menu block on the left-hand side of the home page. You can then determine if you want to post (publish) the submission or delete it. Before doing so, you have the option of proofing the story for grammar and typos, previewing it, and, when ready, posting it.

Note: Throughout the ContentXpress interface, the words article, news and story are used interchangeably.

Adding stories under topics

When you add a story under a topic, you can set a number of options that control how and when the story is displayed. You can preview your story (or user submission) prior to posting it and also program the story to determine when it will debut as news and how long it will maintain that status.

To add a story under a topic:

1 Click Administration > Add Story.

2 Set the following options as desired:

Option	Description
Title	Enter the title of your story. Be brief and descriptive.
Topic	Select the desired topic for this story. If you do not select a topic, ContentXpress will assign the first topic in the database.
Category	Select a category for the story. The default is articles. For more information on topic categories, see About topic categories.
Publish on homepage?	If the category of the article is not *Articles*, you can specify whether or not the article is to be displayed on the homepage or not.
Allow Comments?	If you don't want visitors to the site to be able to comment on stories, select **No**. By default, visitors can comment.
Language	To make a story visible only when the interface language is the same as the story language, select a language here. For example, if you set the language of the story to Arabic *then it will only appear when the site interface language for your site is set to Arabic.*
Story Text	The story text is what is shown on the front page of your site. When you add Extended Text (see below), a "Read More" link is appended to the end of the text when displayed. Visitors click the link to read the full story.
Content Format Type (Story Text)	Specifies how the story text will be parsed. If **text** is selected then extra HTML tags will be placed into the text to ensure it formats correctly. If **HTML** is selected then the text will be stored exactly as entered. (The **HTML** option assumes the text has already been formatted using HTML.) The **text** option assumes only text (and simple text formatting tags such as <b> and <i>) has been used. You can also choose to enable Visual Mode for this (and the subsequent field).
Extended Text	This is where you add the extended part of your story. This part will only be shown when a user views the full story. If you put text in this section, then users will see a *Read More* link for this story on the front page. You can use HTML in this box.

Option	Description
Content Format Type (Extended Text)	Specifies how the story text will be handled. The same rules apply as for the Story Text Content Format Type field.
Do you want to program this story?	To schedule an story on a specific date and time select **Yes**. Specify the date and time by selecting appropriate values below.
Preview story	Select this option to see exactly how the story will be displayed when viewed on your website by visitors. It is a good practice to review the story carefully at this point, especially to correct for bad grammar and to ensure that any hyperlinks used resolve properly.
Moderator	A moderator is a user with the Moderate privilege; such a user can moderate comments posted by other users, tagging these comments as funny, off topic, interesting, etc. Comments are displayed according to the moderator categorization using the Threshold dropdown. For example, comments marked as off topic will not be shown unless the user has set the threshold filter to "-1" (negative one). Moderators can also delete comments; when a comment is deleted, the entire comment thread is permanently removed.
Post story	When you are sure that your story is well written and that any included URLs resolve correctly, select **Post story** from the drop-down list to publish the story. You can always come back and edit it afterwards.

Option	Description
Title	Enter the title of your story. Be brief and descriptive.
Topic	Select the desired topic for this story. If you do not select a topic, ContentXpress will assign the first topic in the database.
Category	Select a category for the story. The default is articles. For more information on topic categories, see About topic categories.
Publish on homepage?	If the category of the article is not *Articles,* you can specify whether or not the article is to be displayed on the homepage or not.
Allow Comments?	If you don't want visitors to the site to be able to comment on stories, select **No**. By default, visitors can comment.
Language	To have an story visible only when the site has been set to a specific interface language, select a language. For example, if you set the language of the story to Arabic *then it will only appear when the site interface language for your site is set to Arabic.*
Story Text	The story text is what is shown on the front page of your site. When you add Extended Text (see below), a "Read More" link is appended to the end of the text when displayed. Visitors click the link to read the full story.
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Content Format Type (Extended Text)	Specifies how the story text will be handled. The same rules apply as for the Story Text Content Format Type field.

Do you want to program this story?	To schedule an story on a specific date and time, select **Yes**. Specify the date and time by selecting appropriate values below.
Preview story	Select this option to see exactly how the story will be displayed when viewed on your website by visitors. It is a good practice to review the story carefully at this point, especially to correct for bad grammar and to ensure that any hyperlinks used resolve properly.
Moderator	A moderator is a user with the Moderate privilege; such a user can moderate comments posted by other users, tagging these comments as funny, off topic, interesting, etc. Comments are displayed according to the moderator categorization using the Threshold dropdown. For example, comments marked as off topic will not be shown unless the user has set the threshold filter to "-1" (negative one). Moderators can also delete comments; when a comment is deleted, the entire comment thread is permanently removed.
Post story	When you are sure that your story is well written and that any included URLs resolve correctly, select **Post story** from the drop-down list to publish the story. You can always come back and edit it afterwards.

Posting story submissions

Unless you have assigned a particular user to a group that includes rights to post a story, you, as the administrator, will be the one to preview incoming story submissions, edit them for grammar, spelling and tone, and verify that any included URLs are resolving correctly. You can then choose to post it (either immediately or by programming it), delete it, or archive it; if you need to discuss the story with the user who submitted it, you can send a message to their personal email address or their ContentXpress account. You will know you have a story submission when an Incoming block appears underneath the Main Menu block on your home page (if you have not changed the default ContentXpress configuration). You may also receive an email notification (if you have configured this option).

To post a story submission:

1 Click the Submissions link under the Waiting Content line in the Incoming block. There will be a number specifying how many stories have been submitted.

2 Locate the story you want to preview, select Preview in the drop-down list and click the Go button to the left of its title. The story, along with the username of the person who submitted it, is displayed. You can now make any necessary edits.

3 Select Post from the drop-down list at the bottom of the page and click Submit.

To delete a story submission:
Follow the same procedure you did to preview the story, but instead of selecting Post from the drop-down list, choose Delete. Click Submit to delete the submission.

Archiving story submissions

There may be times when you want to temporarily delay posting a submission. In such a case, you may find it convenient to remove the submission from the Waiting Content area so as to declutter your view. To do this, you *archive* the submission. When you are ready to work with the story, you *unarchive* it.

To archive a story submission:
Locate the story you want to archive, select Archive in the drop-down list and click the Go button to the left of its title. You are prompted to confirm the archiving.

To unarchive a story submission:
Locate the story you want to unarchive, select Archive in the drop-down list and click the Go button to the left of its title. You are prompted to confirm the unarchiving.

Programming stories

You can choose to set the hour, day, month and year on which a particular story will appear on your website; when you do so, you are *programming* a story.

To program a story:

1 Click the Submissions link under the Waiting Content line in the Incoming block. There will be a number specifying how many stories have been submitted.

2 Locate the story you want to preview, select Preview in the drop-down list and click the Go button to the left of its title. The story, along with the username of the person who submitted it, is displayed. Make any necessary edits.

3 Click the Yes radio button to indicate you want to program the story.

4 Select Post from the drop-down menu. Click Submit.

Adding stories under sections

Only you, or a user to whom you have given admin rights, can add a story under a section. Section stories may not be commented on by users and cannot be programmed. You can leave section stories you are working in a draft mode until you are ready to go live with them on your website. For information on creating and editing sections, see Sections.

To add a section story:

1 Click Administration > Sections.

2 Enter a title.

3 Select a section. (Leave blank to keep the story in draft mode).

4 Enter the story itself in the Contents input field.

5 Click Add new article.

To edit a section story:

1 Click Administration > Sections.

2 In the Last Articles pane, click Edit next to the story you want to modify.

3 Make the desired changes.

4 Click Save Changes.

Composing stories in Visual Mode

You can choose to enable a special WYSIWYG (what-you-see-is-what-you-get) editor that will pop up when you click within the Article Text field of the Submit News interface. This editor allows you to insert HTML entities, set parameters, and insert images, among many other things. When displayed, the Article Text field refreshes to show the following toolbar:

To enable Visual Mode:

1 Click Administration > User Settings.

2 Click the Yes radio button next to Enable WYSIWYG Editor?

3 Click Save Changes.

To launch the Visual Mode editor:

1 When composing a story, click the mouse directly into the text field.

2 A popup appears asking if you want to work in Visual Mode. Click Yes.

Chapter 4: Admin Messages

About admin messages

An *admin message*, as the name implies, is a communication from you (the administrator) to your users. It is not an email message, though; it is text displayed on the home page of your website.

Managing admin messages

You can add as many admin messages as you wish. Each time you add a new one, you can choose to activate it (in which case, it will be displayed on your home page directly beneath any existing messages) or deactivate it (store it for future use).   You can also specify which users get to view your messages:

- All Visitors
- Registered Users Only
- Anonymous (Unregistered) Users Only
- Administrators Only

To add an admin message:

1 Click Administration > Admin Messages.

2 Enter a title for the message followed by the actual message content.

3 Choose a language setting (English is the default).

4 Click Yes to make active and No to store for future use.

5 Select which users will see the message when visiting your website.

6 Click Add Message. If you have chose to make the message active, it will appear on your home page.

To edit an admin message:

1 Click Administration > Admin Messages.

2 Locate the message you want to edit in the message list, and click the associated Edit button in the Functions column.

3 Edit the message as desired.

To delete an admin message:

1 Click Administration > Admin Messages.

2 Locate the message you want to delete in the message list, and click the associated Delete button in the Functions column.

3 You are prompted to confirm the deletion.

Chapter 5: Autolinks

About autolinks

A *hyperlink* is a word or phrase that, when clicked, takes the user to a different web page or website. To create a hyperlink, specify the target location by wrapping the link text in HREF tags. For example, here is a code snippet that creates a hyperlink to Google:

```
<a href="http://www.google.com">Google</a>
```

In this case, "Google" is the link text.

If you need to include such a hyperlink repeatedly (e.g. in stories), you can leverage the ContentXpress *autolink* feature to save time. *Autolinks* are strings that are automatically translated into hyperlinks. To use the previous example, you might define the string "google" as an autolink to eliminate typing the full hyperlink code every time you want to create a hyperlink to Google.com.

ContentXpress supports the autolink function in the following modules:

- Admin Messages
- News Items (Stories)

Working with autolinks

You can add as many autolinks as you wish. By default, each autolink appearing within a post will only be transformed into a hyperlink once (the first instance of the string); you can change this so all incidences are processed as hyperlinks. You can also choose to remove text decorations from the autolink (e.g. underline, bold, different color); when you do this, the link text is formatted in the same way as the body text of the post. In order for autolinks to work, you must enable the feature in the module where it is used.

To add an autolink:

1 Click Administration > Autolinks.

2 Enter the keyword that you want to be transformed into a full URL.

3 Enter the title by which the autolink will be referenced.

4 Enter the full URL (including http://).

5 Enter a comment, if you wish.

6 Click Create Autolink.

To configure autolinks:

1 Click Administration > Autolinks.

2 Choose to only link each item once in each piece of text and/ or remove decoration from autolinks.

3 Click Update Autolinks Configuration.

To enable autolinks for a module:

1 Select Administration > Modules.

2 Locate the module for which you want to enable autolinks, and click the Edit cell in its corresponding table row.

3 Check the Activate autolinks for this module checkbox.

4 Click Commit Changes.

To insert an autolink in a post:
Type the autolink word or phrase in the text input field you are working in.

Note: Autolinks are not case-sensitive. Therefore, if you created the autolink string "google," typing either "google" or "Google" will trigger the autolink function.

Chapter 6: Banners

About banners

A *banner* is a hyperlinked image or object which, when clicked, takes the user to a different website. Banners are typically advertisements where *clients* pay you to link to their websites, but banners can also be used for general site promotion, such as a link trade (i.e. you link to your friend's website and she links to yours). When a visitor views a banner (i.e. goes to a web page on your website on which a client's banner is currently displayed), this is called an *impression.* When you add a banner, you specify the number of impressions allocated to it; when these have been exhausted, the banner goes from current to finished status. The banner information is retained; you can then choose to restart the banner (by adding impressions) or delete it from the system,

Setting up advertising clients

Banner clients are companies, organizations, or individuals for whom you run banners on your ContentXpress website. You may provide banner space for free, or for a fee. When you create a client, you assign him or her a username and password so the contact person can view banner statistics online (without having to get this information from you directly).

Note: Client accounts are not regular ContentXpress user accounts. They are only used to view banner statistics.

To add a new client:

1 Select Administration > Banners.

2 Scroll down to the Add New Client box.

3 Enter the name for client, for example, "McSwiglet Enterprises."

4 Enter the contact person's name, for example, "Roger McSwiglet."

5 Enter the contact person's email address, for example "roger@mcswiglet.com."

6 Enter the desired username for the client, for example: "mcswig."

7 Enter a password for the client.

8 Enter extra information if you so choose (it will only be visible to you).

9 Click Add Client.

To view banner statistics (as a client):

1 Enter the URL *http://www.yourwebsite.com/banners.php?=login* (replacing the domain name with the actual domain name of your ContentXpress website.)

2 Enter the client username and password. Click Login.

The client can view the number of impressions made and remaining, as well as the number (and percentage) of clicks. The client contact can also have the results sent to him in an email message.

Adding banners

Before you can add a banner, you need to create an image. ContentXpress supports GIF, JPEG, and PNG images (although PNG images are not supported on all web browsers). The image you create must by 142 pixels x 142 pixels and stored on a web server from which it can be linked; ContentXpress does not support uploading images. You also will need to have created the client account for the banner beforehand.

To add a banner:

1 Click Administration > Banners.

2 In the Add a New Banner area, select the Client Name from the drop down menu.

3 Enter the number of impressions you have agreed to provide to the client in the Purchased Impressions field. To display the banner indefinitely (unlimited impressions), enter "0."

4 Enter the full path to the banner image in the Image URL field (it must begin with http://).

5 Enter the target address (typically, the client's domain) in the Click URL field.

6 Click Add New Banner.

To edit a banner:

1 Click Administration > Banners.

2 In Current Active Banners area, click the Edit button next to the banner client's name.

3 Make the desired changes.

4 Click Save Changes.

To delete a banner:
Select the banner you want to delete from either the Current Active Banners list or the Finished Banners list.

Activating banners

You must activate banners for them to be displayed on your website; when you do so, you can also choose to enter the IP address you are using to view and work on your website, and have ContentXpress ignore it when tallying impression and click counts.

To activate banners:

1 Click Administration > Banners.

2 Click the Banner Configuration link at the bottom of the page.

3 Check the Yes radio button to activate banners.

4 Click Submit.

To ignore banner impressions and clicks from your IP:

1 In the Banner Configuration window, enter the IP address of the computer you use to access your ContentXpress website.

2 Click Submit.

Chapter 7: Blocks

About blocks

Blocks are layout components; they serve as containers for certain modules and are what you use to position these modules within the ContentXpress web page structure. This structure is divided into five areas:

Header The top, window-spanning area. The header includes your website title, slogan, and hard-coded links to Homepage, Downloads, Web Links and FAQ (but only for certain themes) page.

Footer The bottom, window-spanning area. The footer includes the Footer Message (typically a copyright attribution) and, when certain themes are used, some hyperlinks.

Left Pane The narrow column on the left. In the default configuration, the Left Pane includes the Main Menu block, and, when waiting submissions exist, the Incoming block.

Middle Pane The wide column in the middle. This pane serves as the main content area.

Right Pane The narrow column on the right. This pane provides additional space for the blocks you want to include in your website.

ContentXpress installs with the following blocks:

- banners
- messages (admin messages)
- ephem (ephemerids)
- html
- main menu
- incoming
- online
- search
- languages

You use the Blocks administration tool to view, activate, deactivate, reposition, and rename blocks, as well as add new ones.

Viewing blocks

You can view a table showing the blocks installed on your ContentXpress system. Each block has the following properties:

Block ID The number used to identify the block in ContentXpress.

Position The pane in which the block is currently placed.
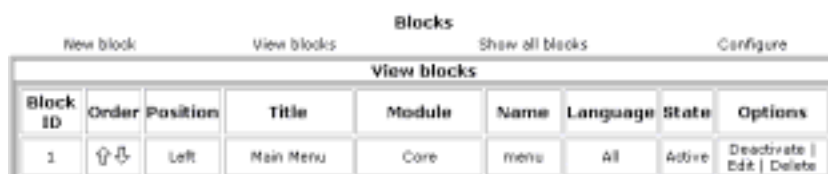
Title The screen name for the block, that is, the text visitors actually see. For example, the default title for the menu block is "Main Menu."

Name The block's official name (i.e. how it is referenced in the backend of ContentXpress).

Language The language setting for which the block will be displayed. The default is All.

State The display state of the block (either active or inactive).

Each row in the block table includes controls for changing the order of the block within its assigned pane, as well as a controller for deactivating, editing, or deleting the block.

Figure 1: Detail view of the block table (showing menu block only).

To show active blocks:

1 Click Administration > Blocks.

2 Click View blocks. All active blocks are shown.

To show all blocks:
Click Show all blocks. All blocks (active or inactive) are shown.

Activating blocks

A block must be in *active* status to be displayed on your website; by default, ContentXpress installs with a core set of blocks preset to active status. To hide one of these blocks, you *deactivate* it.

To activate a block:

1 Click Administration > Blocks.

2 Click Show all blocks.

3 For the block you want to activate, click Activate in the Options column.

To deactivate a block:

1 Click Administration > Blocks.

2 Click View blocks.

3 For the block you want to deactivate, click Deactivate in the Options column.

Changing block location

You can control in which pane a block appears (its *position*) as well as its *order* within that pane.

To set block position:

1 Click Administration > Blocks.

2 Click the Edit link in the table row of the block you to reposition.

3 Select Centre, Right, or Left from the Position option list.

4 Click Commit Changes.

To set block order:

1 Click Administration > Blocks.

2 Use the arrows in the Order column of the block to nudge the block up or down.

The block is immediately repositioned as per your new specification.

Editing blocks

Although each ContentXpress block is ready-made for immediate use, you may want to change certain editable parts of it, to reinforce the focus of your website. For example, if your website is devoted to the economy, you might change the default title used for Ephemerids to something like "This Day In Financial History." In addition to renaming blocks, you can also assign a custom block ID, specify the language setting for which the block will be displayed, and set a *refresh interval* (for blocks that pull in content from an external resource).   Some blocks, like the Main Menu block, support even more types of customization.

To rename a block:

1 Click Administration > Blocks.

2 Click the Edit link in the table row of the block you to reposition.

3 Enter the new title for the block in the Title input field.

4 Click Commit Changes.

To assign a custom ID:

1 Enter the new title for the block in the Title input field.

2 Click Commit Changes.

To specify block language:

1 Select from the available languages.

2 Click Commit Changes.

To set refresh interval:

1 Select from half-an-hour, one hour, two hours, four hours, twelve hours, or one day.

2 Click Commit Changes.

Editing the Main Menu block

The Main Menu block is completely customizable. You can add, rename or delete a menu item; change its link targets; add a text description that appears on mouseover (similar to a tool tip); or insert a non-linked word or blank space to use as a separator. You can also choose to show the Main Menu as a static list or a dropdown menu.

Figure 2: The Main Menu displayed to visitors and the Main Menu block configuration screen. Note that the menu item "Modules" does not appear as a hyperlink because its corresponding row in the configuration screen does not include a URL

To add a submenu heading to the Main Menu:

1 Click Administration > Blocks.

2 Click Edit in the Functions column for the Main Menu block.

3 Check the Insert Blank After box for the item you want your submenu heading to appear *after*.

4 Click Commit Changes (bottom of the page). A blank row appears.

5 Enter a title for the subheading in the Title field; leave the other fields blank.

6 Click Commit Changes again.

Note: You can use this same technique to insert a space between items in the menu; simply do not enter a title.

To edit menu item text:
Change the title, URL, or description for the menu item.

Note: The URL text you enter in the URL field is appended to the root-level path to your website; to call a module directly, refer to the Modules listing, and enter the desired module inside square brackets.

To set the main menu format:

1 Check either Menu as list or Menu as dropdown.

2 Click Commit Changes.

Making blocks collapsable

You can choose to show blocks with the special menu icons that allow you and your visitors to open (+) or close (-) blocks on the screen.

1 Click Administration > Blocks.

2 Click Configure.

3 Check the radio button labelled *Enable collapsable menu icons?*

4 Click Commit Changes.

Chapter 8: Censor

About censoring

If you are concerned about the language used in submissions, you can create a list of the words that you do not want used on your website, and have ContentXpress automatically overwrite them with the censor string of your choice. For example, if you object to the word *nincompoop*, you could have ContentXpress replace that string with a set of asterisks (*****).

Adding a censor string

A censor string is a sequence of characters you want ContentXpress to excise from user posts. The replacement string you specify is used for all censored words.

To add a string to be censored:

1 Click Administration > Censor.

2 Scroll down to the end of the List of Censored Words, insert a hard return, and type the string you want censored.

3 Click Update.

To specify the replacement string:

1 Enter a string into the Replace Censored Words with field.

2 Click Update.

To edit the censored words list

Place the cursor inside the List of Censored Words scroll box and edit as desired.

Enabling censor mode

Before you implement a censor string, you must enable censoring for your website. Censor Mode is on by default.

To enable censor mode

1 Click Administration > Censor.

2 Check the Censor Mode on checkbox.

3 Click Update.

Chapter 9: Comments

About Comments

Comments allow your users to react to news items posted on your website. As some user comments may contain inappropriate or off-topic feedback, you may want to *moderate* comments your news items receive. A *moderator* is a user to whom you have given rights to edit and, when required, delete comments. You, as administrator, always have full moderation rights over the comments posted on your website.

Configuring moderation

There are three types of moderation: *moderation by admin users*, in which you, and anyone to whom you have given admin privileges, are the only users who may edit or delete comments; *moderation by users*, in which any logged-in, registered user may moderate; and *no moderation,* in which nobody but you (the website Administrator) may moderate.

To set moderation options:

1 Click Administration > Comments.

2 Set moderation by selecting one of the following from the *Type of moderation* option list:

• To allow moderation by admin users, select *Moderation by admin.*

• To allow moderation by registered users, select *Moderation by users.*

• To not moderate comments at all, select *No moderation.*

3 Click Submit when finished.

Setting anonymous comment options

Anonymous users are visitors who have not registered to use your website. You can choose to allow them to comment on news items and set the username by which they will be identified when they post comments.

To allow anonymous posts:

1 Click Administration > Comments.

2 Click the Yes radio button next to *Allow Anonymous posts?*

3 Click Submit.

To set the anonymous name:

1 Click Administration > Comments.

2 In the *Anonymous Default Name* field, enter the name by which you want anonymous users to be identified when they post comments.

3 Click Submit.

Controlling comment size

If you were to allow comments of any size, you would make yourself vulnerable to an attack by an unscrupulous user intent on flooding your server. To remove the chance of this happening, it is good practice to set a maximum byte size for comments. The default value is 4096 bytes.

To control comment size:

1 Click Administration > Comments.

2 In the *Comments limit in bytes* field, enter the file size (in bytes) to which you want to restrict comment size.

3 Click Submit.

Chapter 10: Downloads

About downloads

The *Downloads* feature allows you to offer a categorized directory of multimedia resources — movie files, MP3s, and other digital assets — that your users can download, rate, comment on, or submit new downloads URLs to. Each download is submitted with the following information:

• The name of the program used to run the file (e.g. RealMedia).

• The URL to the actual file (which must be on a web server; ContentXpress does not support file uploading).

• A brief description of the download.

• The name and email address of the artist / author (or submitter of the link).

• The file size.

• The version of the downloadable asset (e.g. Windows Media version 7.0).

• If applicable, a website associated with the download.

• The category assignment.

Each download entry consists of a URL, a title, and a category assignment. As the administrator, you can validate links submitted and check for broken ones, define the requirements for "top" and "best" links, control how searches to the link directory are performed and presented, and clean vote tallies with the click of a button.

Working with download categories

ContentXpress only allows you to create a two-level category directory; the top level is the *parent* level, the second level is the *subcategory* level.

To add a download category:

1 Click Administration > Downloads.

2 In the Add a Category box, enter a category name. To make it a new top level directory, set the Category dropdown to None; otherwise, select the parent category for your new category.

3 Enter a description.

4 Click Add.

To modify a download category:

1 Click Administration > Downloads.

2 In the Modify a category box, select the Category you want to modify and click Modify.

3 Edit the category fields as desired.

4 Click Save Changes.

To delete a Download category:

1 Click Administration > Downloads.

2 In the Modify a category box, select the Category you want to delete and click Modify.

3 Click Delete. You are prompted to confirm the deletion. Doing so will permanently remove the category and all its subdirectories.

Managing downloads

You can preview submitted downloads, check them for accuracy, and decide to edit or delete them. You can also add editorials which usera can choose to read when evaluating downloads. As with other content, you can always add new downloads yourself.

To preview a download submitted by a user:

1 Click Administration > Download.

2 Click Waiting Links in the Incoming block.

3 Scroll down to the Links awaiting validation block.

4 Review the link and make any necessary edits.

5 Click Add to submit to the link database.

To modify a posted download:

1 Click Administration > Downloads.

2 In the Modify a link dropdown, select the Link Title for the link you want to modify.

3 Make the desired edits.

4 Click Modify.

To provide editorial for a posted download:

1 Click Administration > downloads.

2 In the Modify a link dropdown, select the link for which you want to provide editorial.

3 In the Add Editorial box, enter an editorial title and text.

4 Click Add.

To delete a download submitted by a user:

1 Click Administration > downloads.

2 In the Links awaiting validation block, locate the download submission you want to delete.

3 Click Delete.

To add a download yourself:

1 Click Administration > Downloads.

2 Scroll down to the Add a download box.

3 Fill in the fields and click Add this URL.

Configuring downloads

ContentXpress allows you to customize many aspects of how downloads are configured. You can set options that control how many download links are shown per page, how votes are tallied, the format in which the results are displayed, and whether outside domains can post download votes to your database, among other things.

To configure downloads:

1 Click Administration > Downloads.

2 Click Downloads Configuration (at the bottom of the page).

3 Set the available options as desired.

Note: The configuration settings for Downloads are also used for Web Links (and vice versa). For example, the number of Links per page you use for Downloads will also be used for Web Links.

Option	Description
Links per page:	The number of links displayed when a category is selected.
Number of days anonymous users need to wait to vote on a link	The waiting period that must elapse before unregistered users may vote again.

Option	Description
Number of days outside users need to wait to vote on a link	The waiting period that must elapse before users who are voting through an external website may vote again.
Allow Webmasters to put vote links on their site	Enables outside domains to add a form that posts votes to your downloads database.
How many unregistered user votes per 1 registered user vote?	Treats a certain multiple of unregistered votes as a single registered vote.
How many outside user votes per 1 registered user vote?	Threats a certain multiple of votes from outside domains as a single registered vote.
Let detailed vote summary decimal out to n places.	Controls decimal precision in detailed vote summaries (more places out, more precision).
Let main vote summary decimal out to n places.	Controls decimal precision shown in the main vote summary.
1 to show top links as a percentage (else # of links)	Enter the number "1" to show links as a percentage; any other value (or blank) will show number of links.
Top links: either # of links or percentage to show (percentage as whole number. #/100)	Enter a whole number to show number of top links (e.g. "25") and a ratio to show percentage (e.g "25/100").
1 to show most popular links as a percentage (else # of links)	Enter the number "1" to show most popular links as a percentage; any other value (or blank) will show number of most popular links.
Most popular: either # of links or percentage to show (percentage as whole number. #/100)	Enter a whole number to show number of most popular links (e.g. "25") and a ratio to show percentage (e.g "25/100").

Option	Description
Show feature link box on links main page?	Self-explanatory.
Number votes needed to make the 'top 10' list	Self-explanatory.
Block unregistered users from suggesting links changes?	Self-explanatory.
Hits to be popular:	Number of hits a link must receive to be defined as popular.
Number of links as new:	Number of links which will display with the red "New" inline icon.
Number of links as best:	Number of links in the best list.
Links in search results:	Number of links returned (per page) in a search result.
Let Anonymous users post new links?	Self-explanatory.

Administering downloads

ContentXpress includes tools you can use to maintain your download database (and associated voting results). You can choose to restart voting on downloads by "cleaning" them (i.e. resetting the total votes to 0), review broken link notices or link modification requests submitted by your users, as well as validate all links to ensure they are resolving successfully.

To clean link votes:

1 Click Administration > Downloads.

2 Click Clean link votes.

To review broken link notices:

1 Click Administration > Downloads.

2 Click Broken Links Report.

Note: The number of reported broken links will be shown in parentheses; if that number is "0" then none of you users have submitted a broken link.

To review link modification requests:

1 Click Administration > Downloads.

2 Click Link Modification Requests.

Note: The number of link modification requests will be shown in parentheses; if that number is "0" then none of you users have requested a link modification.

To validate links:

1 Click Administration > Downloads.

2 Click Validate Links.

3 Do one of the following:

• To check all links, click Check ALL Links.

• To only check links within a category, select the desired category from the dropdown list and click Check Categories.

4 If any links FAILED, then either click Edit to correct the problem, or click Delete to delete the download from your database.

Chapter 11: Ephemerids

About ephemerids

An *ephemerid* is a factoid associated with a calendar date in history; *ephemerid* is derived from the word *ephemera*, which means "short-lived thing." You might, for example, program an ephemerid for November 12th, the calendar day in 1969 that the children's television show, Sesame Street, debuted. You can program up to 365 ephemerids for your website — one for each day of the year.

Managing ephemerids

You can add, edit, or delete ephemerids through the Ephemerids administration tool.

To add an ephemerid:

1 Click Administration > Ephemerids.

2 Enter a day, month, and year.

3 Enter a description of what happened on the specified date.

To edit an ephemerid:

1 Do one of the following:

• Select the day and month of the ephemerid you want to edit from the Ephemerid maintenance menu, then click Edit.

• Click the Edit button next to the desired ephemerid in the Current Ephemerid list.

2 Edit the ephemerid and click Save Changes.

To delete an ephemerid:

In Ephemerid Administration, do one of the following:

• Select the day and month of the ephemerid you want to delete from the Ephemerid maintenance menu, then click Delete.

• Click the Delete button next to the desired ephemerid in the Current Ephemerid list.

Chapter 12: FAQ

About FAQs

A *FAQ* (pronouced "fak") is a *frequently asked question.* Your users may submit questions to be answered, or you can write your own questions and answers. You can create Categories and Subcategories into which users may file the questions they submit. You can also specify a language for the FAQ category; when you do this, only those users who have chosen the same language setting will see the category.

Note: ContentXpress only supports two levels of categories: the parent category and one subcategory.

Working with FAQs

The FAQ administration tool allows you to view all unanswered questions, edit or delete question content, and rename categories or delete them. Note that when you delete categories, all questions within that category are deleted, too.

To add an FAQ category:

1 Click Administration > FAQ.

2 Under Add a Category, enter the Category name.

3 Specify a language for the category.

4 Click Save.

Note: By default, new categories are created at the top level. If you want your new category to be a subcategory of an existing category, select the parent directory from the dropdown menu before clicking Save.

To answer a question submitted by a user:

1 Click the FAQ Questions link in the Incoming block (left-hand pane of the home page).

2 In the *unanswered questions* table, click *Answer* in the function column of the question you want to answer.

3 Enter your answer (if there are existing categories and you want to assign one to the question, select the one you want).

To submit and answer your own question.

1 Click Administration > FAQ.

2 Click Content in the Functions column of the category for which you want to add a question.

3 Enter a question and answer.

4 Click Save.

To edit an FAQ category.

1 Click Administration > FAQ.

2 Click Edit in the Functions column of the category for which you want to add a question.

3 Rename and/or change the language setting for the category.

4 Click Save.

To delete an FAQ category.

1 Click Administration > FAQ.

2 Click Delete in the Functions column of the category for which you want to add a question.

3 Click Save.

Note: The category, along with all the questions it contains, will be permanently deleted.

Chapter 13: Groups

About groups

The ContentXpress *group system* allows you to place users into one or more groups, and assign permissions to the groups to control access to the features and functions of your website. You, as administrator, are automatically added to the *Admin* group; members of this group have full administrative rights over the system. You cannot rename or delete the Admin group.

Managing groups

You can create as many groups as you wish and add as many users to them as you like. Groups (with the exception of the Admin group) can be renamed or deleted.

To create a group:

1 Click Administration > Groups.

2 Click Add a new group.

3 Enter a name for the group and click New Group.

To rename a group:

1 Click Administration > Groups.

2 In the Group Name column, click the group you want to rename.

3 Click Modify group.

4 Enter the new name for the group and click Rename group.

To delete a group:

1 Click Administration > Groups.

2 In the Group Name column, click the group you want to delete.

3 Click Modify group.

4 Click Delete.

To add a user to a group:

1 Click Administration > Groups.

2 In the Group Name column, click the group into which you want to add a user.

3 Click Add new user to group.

4 Select the user to add.

5 Click Confirm.

To delete a user from a group:

1 Click Administration > Groups.

2 In the Group Name column, click the group from which you want to delete a user.

3 Click Delete next to the user you want to delete.

Chapter 14: Languages

About languages

ContentXpress allows you to specify the language in which your website will be displayed. You may also choose to enable a MultiLingual setting that allows users to browse the website in either English, Greek, or Spanish.   You can set the language selection tool (on your website's home page) to show country flags or a dropdown list.

Configuring website language

You use the Languages configuration tool in your Administration panel to set language configuration options.

To access the language configuration tool:
Click Administration > Languages.

To display your website in one language only:

1 Click Languages Configuration.

2 Select the desired language from the Select the language for your site dropdown list.

3 Click Submit.

To allow users to select a language in which to browser your website:

1 Check the Yes radio button for Activate Multi-Lingual Functionality.

2 Click Submit.

Note: ContentXpress supports English, Greek, and Spanish.

To show country flags:

1 Check the Yes radio button for Activate User Flags.

2 Click Submit.

The Languages block will display showing country flags which the user can click to specify the desired language. If you set the Activate User Flags option to No, the language selection will be displayed as a dropdown menu.

Chapter 15: Modules

About modules

All the features of *ContentXpress* are provided through *modules*. A *module* is a modular component that, when installed, brings a specific functionality to the ContentXpress system; conceptually, a module is akin to a browser plug-in (e.g. Flash) that enables you to access or manage new content (or work with existing content in a different way). Some modules map to specific blocks displayed on your website (e.g. Submit News, Recommend Us, Ephemerids, etc.), while others map to administrative features (e.g. HTTP Referer, Settings, User Administration, etc.).

ContentXpress installs with a wide assortment of modules that are preconfigured and ready for use. The modules installed on your system (i.e. which exist as subdirectories of the modules/ directory in the ContentXpress file structure) can be in any of the following states:

Activated A module that is ready for use and for which administrative control has been enabled. For example, if the Quotes module is activated, you can add new quotes to the database.

Deactivated A module for which administrative control has been disabled.   If the disabled module has an associated icon in the Administrative interface, it will no longer be displayed there. Deactivated modules are still functional; for example, if you disable the Quotes module, and have enabled a block in which to display quotes, your users/visitors will still be able to view the existing quotes in the database.

Uninitialised A new module whose source files have been added as a subdirectory within the modules directory.

Initialised A new module whose tables and variables have been initialised and is ready for activation.

Edited A module whose display text you have changed.

Removed A module that has been removed from the system. Removing a module does not delete its associated subdirectory in the modules directory, and, as such, can be restored (to an uninitialised state).

Any time you make a change to a module—activating, deactivating, editing, or removing it —you need to *regenerate* the modules listing afterwards, so that ContentXpress registers your change with the system.

Working with modules

Use the Modules listing table to view the modules on your system, change their states, or edit their display names and descriptions. This table contains the following columns:

ID The system ID for the module.

Module name   The system name for the module. Enter the Module Name, enclosed in square brackets ([ ]), into the URL column of the Main Menu block when you want to link to a module from the Main Menu.

Display name The editable name of the module as displayed in the module listings table. The display name is only used in the module listing table.

Description A brief, editable description of what the module does. The display name is only used in the module listing table.

Directory The name of the directory containing the module's source files.

State The state of the module (active, inactive, initialised or uninitialised).

Actions The actions you may perform on the module in its current state. For example, when you have deactivated a module, the Remove option appears in the Actions column.

Clicking the Edit link in the Actions column allows you to edit the display name, description, and for some modules, activate Autolinks (Admin Messages, News Items) and/or Ratings (Downloads, News Items).

To access the module listing:
Click Administration > Modules. The module listing table is displayed.

To activate a module:

1 Click Activate in the Actions Column.

2 Click Regenerate.

To deactivate a module:

1 Click Deactivate in the Actions Column.

2 Click Regenerate.

To remove a module:

1 Click Remove from the Actions Column.

2 Click Regenerate.

Note: The Remove option is only available for deactivated modules.

To initialise a module:

1 Click Initialise in the Actions Column.

2 Click Regenerate.

Note: You can always click Regenerate to see the actual states of all modules.

To edit a module's display name and description:

1 Click Edit in the Actions Column.

2 Enter the new display name and/or description.

3 Click Commit Changes.

4 Click Regenerate.

Chapter 16: Permissions

About the permissions system

The *permissions system* allows complete control over which content on the site is available to different users, and what they can do with it. It also allows the site to have multiple administrators, each responsible for their own area, and further subdivides all content into separate realms, to allow for multiple sets of content on the same site but viewable by different users.

Understanding permission levels and attributes

User/Group This is the user or group that the permission applies to. More information on groups can be found in groups.

Component This is the component that you wish the permission to work against. The component takes the form of a triplet separated by the colon (:) symbol. There are three types of component:

• *System* components take the form of "system:area:instance" where area and instance are currently reserved.

• *Block* components take the form of "type:instance:action" where type is the block type ('Type' column on the blocks administration page) with 'block' appended to it, and instance and action are currently reserved.

• *Module* components take the form of "name:instance:area" where type is the name of the module (e.g. "Web Links", "Downloads"), instance is currently reserved, and area is the are of the module affected.

The component value is an anchored regular expression. To see a list of currently registered components you can click on the 'Component' or 'Instance' headings on the permissions view page.

Instance This is the instance of the component that you wish to permission to work against. The instance takes the form of a triplet separated by the colon (:) symbol. The instance values are component-dependent; a list of instance templates for all currently installed modules and blocks is available by clicking on the 'Instance' heading on the table. The instance value is an anchored regular expression.

Level This is the level of authorization provided. It can be one of the following:

• *None.* No access to this function. The function will not appear as an option for the user.

• *Overview.* Allows OVERVIEW access to this function. The function appears as an option for the user, but they may not post comments.

- *Read.* Allows READ-ONLY access to this function. The function appears as an option for the user.

- *Comment.* Allows COMMENT access to this function. The user can read and post comments within this function.

- *Moderate.* Used for functions that require moderation, such as Comments, or in Forums. An example is to allow user moderation abilities within a message board, but nowhere else on the site.

- *Edit.* A permission for users that may not be permitted to Add, but are allowed to Edit. Example: An Article Administrator that is permitted to edit stories, but is not permitted to post Articles.

- *Add.* Grants permission to either add or approve content.

- *Delete.* "Delete" is the opposite of "Add". You are granting someone the ability to remove content.

- *Admin.* Allows ADMIN access to this function. The user has Administrator access to this function

Ensure that the correct level is chosen to allow only as many permissions as are required.

Ordering Order of permissions is very important. When checking for permissions, the authorization system will return the first matching permission that it finds, so this must be taken in to account when setting up a permissions sequence.

User and Group Permissions User permissions explicitly override group permissions. If a group and a user permission are both found for an authorization attempt, the permissions system will return the user permission.

Looking at permission examples

The following subtopics are examples of how the security system works. All examples use group permissions rather than user permissions; they allow easier configuration for larger sites with multiple users. User permissions follow the same method, but are explicit.

Initial Setup

Group	Component	Instance	Permissions level
Admins	*	*	Admin
All groups	Menublock	Main Menu Administration	None
Users	*	*	Comment
Unregistered	Menublock	Main Menu:(My Account|Logout)	None
Unregistered	*	*	Read

This picture shows the initial permission settings that come with a new "ContentXpress, powered by Postnuke" install. A detailed explanation of each of the items follows:

Allow those in group 'Admins' to access everything at permission level 'Admin'.

- Group 'Admins'. This group should have all site administrators in it
- Component '.*'. This matches any component
- Instance '.*'. This matches any instance
- Level 'Admin'. This allows the highest level of access

Stop non-administrators from viewing the Administration entry in the main menu.

- Group 'All groups'. This is a special group that includes every user on the site that is a member of a group, and also the unregistered (anonymous) user. Note that this group cannot have users added to it; it automatically picks up all users in the system when it runs. Note that it is a very good idea to ensure that all users are in at least one group on the system.
- Component 'Menublock::'. This matches anything with the component 'Menublock::', which are all of the blocks with type 'Menu.'
- Instance 'Main Menu:Administration:'. This will match for a menu block titled 'Main Menu' and a link titled 'Administration'.
- Level 'None'. This means that no access at all will be allowed; in the case of the menu this just means that the link will not be displayed

Allow normal users to do anything on the system up to comment

- Group 'Users'. This group should have all site users in it
- Component '.*'. This matches any component
- Instance '.*'. This matches any instance
- Level 'Comment'. This allows access up to the level of commenting. Any attempts to do things beyond this will be refused.

Stop unregistered users from seeing user-specific items in the main menu.

- Group 'Unregistered'. This is a special group that corresponds only to users who are not logged in to the site.
- Component 'Menublock::'. This matches anything with the component 'Menublock::', which are all of the blocks with type 'Menu'
- Instance 'Main Menu:(My Account|Logout):'. This will match for a menu block titled 'Main Menu' and a link titled 'My Account' or 'Logout'
- Level 'None'. This means that no access at all will be allowed; in the case of the menu this just means that the link will not be displayed

Allow unregistered users to do anything on the system up to read

• Group 'Unregistered'. This is a special group that corresponds only to users who are not logged in to the site.

• Component '.*'. This matches any component

• Instance '.*'. This matches any instance

• Level 'Read'. This allows access up to the level of commenting. Any attempts to do things beyond this will be refused.

Adding a Sub-administrator Group

This picture shows the permission settings after a new sub-administrator group has been added. The sub-administrator group is only allowed to administer the 'Polls' and 'Web Links' areas of the site.

Group	Component	Instance	Permissions level
Admins	.*	.*	Admin
Subadmins	[Polls::)|(Web links.*]	.*	Admin
All groups	Menublock:	Main Menu:Administration	None
Users	.*	.*	Comment
Unregistered	Menublock:	Main Menu (My Account|Logout)	None
Unregistered	.*	.*	Read

Note that the Web links area actually has two separate sub-sections for permissions. One is for categories, and the other is for the links themselves. We want this group to be able to work on both of these sub-sections.

This table only has one new entry. It is explained below.

* Allow subadmins access to polls and web links

• Group 'Subadmins'. This is the group of sub administrators. Note that groups are created and populated through the groups administrative interface

• Component '[(Polls::)|(Web Links:.*)]'. This is a relatively complex regular expression, that covers the component 'Polls::' and all components that start with 'Web Links:'

• Instance '.*'. This matches any instance

• Level 'Admin'. This allows the highest level of access

Per-Group Settings

This picture shows the permission settings after a set of per-group settings have been added. Two new user groups, 'Technical people' and 'Design people', have been added, and the administrator of the site wants to give them different polls that better reflect their knowledge.

This table has four new entries. They are explained below.

* Allow those in group 'Technical people' to comment on the poll about operating systems.

• Group 'Technical people'. This is the group of people in the system that understand technical issues

• Component 'Polls::'. This matches anything with the component 'Polls::'

• Instance 'What Operating System Should This Site Run On\?::.*'. This is a very specific instance, and will only match to polls that have this question as the title. Note that the '?' in the title has to be escaped, as this is a regular expression.

By looking at the instance schema for the polls it can be seen that an alternative way to express this would have been '.*:3', where '3' in this case is the unique ID of this poll. Using IDs is quicker and ensures uniqueness, but is a lot harder to understand when looking at the permissions system. The choice to use names or IDs is left to the individual site administrator. It is also possible to use both title and ID if desired in this case the resultant instance would be 'What Operating System Should This Site Run On\?::3'

• Level 'Comment'. This allows access up to the level of commenting. Any attempts to do things beyond this, such as editing or deleting the poll, will be refused

Don't allow anyone else to comment on the poll about operating systems.

• Group 'All groups'. This is a special group that includes every user on the site that is a member of a group, and also the unregistered (anonymous) user

• Component 'Polls::'. This matches anything with the component 'Polls::'

- Instance 'What Operating System Should This Site Run On\?::'. The specific instance for this poll, as has been explained above

- Level 'None'. This means that no access at all will be allowed; in the case of the poll this just means that it will not be displayed

Allow those in group 'Design people' to comment on the poll about the site design.

- Group 'Design people'. This is the group of people in the system that understand design issues

- Component 'Polls::'. This matches anything with the component 'Polls::'

- Instance 'Should This Site Be Redesigned\?::.*'. This is a very specific instance, and will only match to polls that have this question as the title. Note that the '?' in the title has to be escaped, as this is a regular expression.

- Level 'Comment'. This allows access up to the level of commenting. Any attempts to do things beyond this, such as editing or deleting the poll, will be refused

Don't allow anyone else to comment on the poll about the site design.

- Group 'All groups'. This is a special group that includes every user on the site that is a member of a group, and also the unregistered (anonymous) user

- Component 'Polls::'. This matches anything with the component 'Polls::'

- Instance 'Should This Site Be Redesigned\?::.*'. The specific instance for this poll, as has been explained above

- Level 'None'. This means that no access at all will be allowed; in the case of the poll this just means that it will not be displayed

Note that any poll which does not explicitly fit the instance information is treated is ignored by these rules, so with this setup the normal poll will still show up in addition to the specialized polls.

Admin Overrides

This picture shows how to fix a potential problem that results from the above changes. When an administrator logs on, he will get besieged by polls - the two specialized ones and also the normal poll.

The solution to this problem is to block the administrator from seeing the polls. An obvious first attempt to do this would involve setting up a permissions entry for the administrators with a component of 'Polls::', an instance of '.*', an access level of 'None'. However, this is not what is required. An entry like this would block administrative access to the polls altogether, so the administrators could no edit current polls, create new polls, or even access poll results.

What the administrator really wants to do is not to block access to the polls themselves, but to block access to the polls blocks. This means that the polls blocks are not displayed, but the polls themselves are still fully available through the administrative interface.

Note: Permissions will not work if the special characters ':', '/' are introduced in the text.

Note: Incorrect permissions could allow any user administrative access to your site. Please ensure that you have read and understood this document before attempting to set up your own permissions system.

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Chapter 17: Polls

About polls

A *poll* is a survey in which the user selects a response from a list of possible choices. ContentXpress allows you to create multiple-choice polls and configure how users may participate in them. You can offer multiple polls; the current one is displayed in the Polls block; users can access the other polls through this block. You can also configure how the results scale bar is displayed and whether you want to allow users to comment on polls.

Adding polls

Adding a poll is straightforward: you simply provide a question, enter the options from which your users can choose and click a button to publish your poll.

To add a poll:

1 Click Administration > Polls.

2 Enter the Poll Title (usually in the form of a question).

3 Select the language in which the poll will be offered.

4 Enter the answer options your users will choose from.

5 Click Create Poll.

Configuring polls

You can control the scale used for the poll result bar and choose to activate or deactivate comments for polls.

To set the scale of the result bar:

1 Click Administration > Polls.

2 Enter a number in the Scale of the result bar input field. Large numbers make the result bar wider.

To activate comments for polls:
Click the Yes radio button.

Chapter 18: Quotes

About quotes

A *quote* is an epigram, saying, or other notable observation made by an historical figure, celebrity, etc. To deploy the Quotes feature on your website, you load a database with a collection of quotes that are relevant to the focus of your website; ContentXpress automatically displays a random quote each time a user logs in. If you load a large number of quotes into your database, your users are assured of seeing a fresh quote every time they visit your website.

Here is an example of a quote by the 19th century writer, Washington Irving:

> *One of the greatest and simplest tools for learning more*
> *and growing is doing more.*

Working with quotes

You can add and modify quotes, as well as search the quote database for a particular keyword.

To add a quote:

1 Click Administration > Quotes.

2 Enter (or paste) the quote into the Quote Text field.

3 Enter the person to whom the quote is attributed in the Author field.

4 Click Submit.

To modify a quote:

1 Click Administration > Quotes.

2 Click Modify Quotes.

3 Locate the quote you want to edit, and click Edit in the Action column.

To delete a quote:

1 Click Administration > Quotes.

2 Click Modify Quotes.

3 Locate the quote you want to delete, and click Delete in the Action column. You will be prompted to confirm the deletion.

To search for a quote by keyword:

1 Click Administration > Quotes.

2 Click Modify Quotes.

3 Enter a search term in the Search by Keyword field.

4 Click Submit.

Chapter 19: Ratings

About Ratings

ContentXpress supports a *rating system* for Downloads and News Items (Stories). When enabled, a rating selection list is displayed when the download or news item is viewed. ContentXpress calculates the average rating from the total ratings the resource has received.   You can configure the *rating style* used to display this information. There are five options:

- Percentage
- Number out of five
- Stars out of five
- Number out of ten
- Stars out of ten

You can also control how many times each user can rate a download or story; you do this to prevent *rate rigging,* that is, the same user rating a download or story multiple times in an effort to sway its average rating up or down).

Configuring rating preferences

You use the Ratings tool to set the default rating style and configure security against rating rigging.

To access the Ratings tool:
Click Administration > Ratings.

To set the default rating style:

1 Choose from the following options:
- Percentage
- Number out of five
- Stars out of five
- Number out of ten

2 Click Update Configuration.

To set security against rate rigging options:

1 Choose from the following options:
- Low (user can vote multiple times)
- Medium (user can vote once per session)
- High (user can vote only once)

2 Click Update Configuration.

Chapter 20: HTTP Referer

About HTTP referers

An *HTTP referer* is the IP address from which someone has linked to your website. ContentXpress collects this information and displays it as a list. When your website is accessed via a bookmark or favorite, the HTTP referer URL is listed as *bookmark*. Each HTTP referer is ranked by percentage (for example, if all your referers came from the same URL, then the ranking for the URL would be 100%).

Note: Although the correct English spelling for the word used to describe someone or something that refers to something else is **referrer**, the World Wide Web Consortium, the organization responsible for developing the standards ("recommendations"), uses a single interior R in its official spelling of the term.

Managing HTTP referers

Your list of HTTP referers can grow to be rather sizable in a very short time. To keep the list manageable, you can manually delete addresses or set a maximum number of HTTP referers which ContentXpress will record. When this maximum is exceeded, older addresses are dropped from the list. Like many other ContentXpress features, you must specifically enable HTTP referer to use it; the feature is enabled by default.

To activate HTTP Referer

1 Click Administration > HTTP Referer.

2 Click HTTP Referers Configuration.

3 Check the Yes radio button for Activate HTTP referers.

4 Click Submit.

To view HTTP referers:
Click Administration > HTTP Referer. Each URL is shown, with the number of times it has access your website along with its percentage of the total URLs recorded.

To delete all HTTP referers:

1 Click Administration > HTTP Referrer.

2 Click Delete Referers.

To set maximum HTTP referers:

1 Click Administration > HTTP Referer.

2 Click HTTP Referers Configuration.

3 Select the maximum number of referers you want ContentXpress to record.

Chapter 21: Reviews

About Reviews

A *review* is a user post related to the value of a product or service. When you enable the Review block on your website, your users can submit a review just as they would a story. Their review can be commented on by other users, who can browse by most popular reviews, most recent reviews, or by the first letter of the product or service which was reviewed. Users can *score* the product they received (from 1 to 5 stars) and include a related website link in their review.

Note: The scoring feature offered for Reviews is not the same as the ratings feature offered for Downloads and News Items. In particular, the rating style configuration (which may be set to display starred results) that you set in the Ratings tool of the administrative interface does not affect the way scores are displayed for reviews.

Configuring reviews

If you want to offer reviews on your website, you need to configure the review page by specifying a title and description (which can be general or specific, depending upon the focus of your website). As with other content, you can write and post your own reviews, or simply edit and submit the ones submitted by your users. As Administrator, you are free to edit or delete reviews.

To access the Reviews administration tool:

Click Administration > Reviews.

To configure the review page:

1 Enter a title and a description to use for the review page.

2 Click Save Changes.

To show submitted reviews:

Click the review you want to show in the Reviews Awaiting Validation area. If there are no reviews waiting, a message will tell you so.

To write your own review:

1 Under Review awaiting validation, click the Click here to write a review link.

2 Enter a product title and the actual review. The HTML tags you have allowed are displayed beneath the text box.

3 Enter you email address. (Your username will be automatically filled in).

4 Select a Score (5 starts = an excellent product, 1/2 star = a poor product).

5 Enter a related link title and URL (if desired).

6 Enter the URL to an image file of the product (if desired).

7 Click Preview.

8 Click Yes if everything if you want to post your review.

To edit or delete a review:

1 Click Reviews from the Main Menu block.

2 Locate the review you want to work with. Click its associated hyperlink.

3 At the top of the review information, click Edit to open the review for editing or Delete to delete it.

Chapter 22: Sections

About sections

A *section* is a story directory reserved for you, the administrator. Unlike topic stories, section stories may not be commented on. You can add as many new sections as you like; for each one, you will need to provide an image that resides on another server; ContentXpress does not support file uploads. Section images must be 88 pixels in width and 64 pixels in height

Working with sections

You use the Section tool in the Administrative interface to add and manage sections and section stories. When you enter a story, you have the option of publishing it immediately (by assigning a section to it) or holding it in reserve (by not assigning a section to it).

To access the Sections tool:

Click Administration > Sections.

To add a new section:

1 In the Add a new section area, enter a title for the story.

2 Enter the URL to the image you wish to use to represent the section.

3 Click Add section.

To edit an active section:

1 Under Active Sections, select the section you want to edit.

2 Edit the section name and/or section image.

3 Click Save Changes.

To delete a section.

1 Under Active Sections, select the section you want to delete.

2 Click the Delete link (next to the Save Changes button).Edit the section name and/or section image.

To publish a new section story:

1 In the Add a new article in sections area, enter the desired Section Name.

2 Select the section under which you want to file the story. If you want to store the text and publish it later, do not make a selection.

3 Select a language for the story.

4 Enter the story text.

5 Click Add new article.

To edit a section story:

1 Click edit next to the story in the Last 20 Articles area.

2 Make the desired changes.

3 Click Submit Changes.

To delete a section story:
Click Delete next to the story in the Last 20 Articles area.

Chapter 23: Settings

Overview

This interface is used to set many different aspects and behaviors of your website.

Setting general website options

Option	Description
Site name:	The title of your ContentXpress website.
Site logo:	The logo image used for printer friendly pages (e.g. AvantGo). This logo has nothing to do with your theme logo.
Site slogan:	Your website slogan, if you have one. Most themes are configured to display this text.
Meta keywords:	The keywords embedded in the home page that allow search engines (like Google) to index your website.
Dynamic MetaKey-words	When enabled, the meta keywords you have entered above are embedded in all pages of your website.
Site start date:	The launch date of your website; this date only appears on your stats page.
Administrator e-mail:	The email address at which you wish to receive communications regarding your website.
Default theme for your site:	The default theme used for your entire site. This theme is used for registered users who have not selected a theme or for non-registered users.
Allow users to over-ride theme?	Select Yes if you want to allow registered users to choose the theme; select No if you want all users to use the default theme.
Display Right Blocks in Articles?	Select Yes if you want the right pane shown when visitors are viewing articles (selecting No provides a wider text area for the article being read).

Option	Description
Locale time format:	Select the Locale format you want. Locales are little databases that include date, time and other information necessary to present temporal information correctly. Some Unix/Linux systems have locales already installed; if this is the case, they will appear as options. Otherwise, install the Locales you need; they are usually located in the /usr/share/ locale directory.
Time zone offset:	The number of hours offset from Universal Time Coordinates (also known as Greenwich Mean Time).
Number of articles on Admin menu:	The number of articles displayed below the icons of the administration interface.
Start page	The module that the directory index (index.php) is pointing to.
Stories # on home-page:	The default number of stories (news items) shown on the home page; registered users can change this number.
Stories order on homepage:	The sort order for stories shown on the home page (either by ID or date/time.)
Graphics in admin-istration menu?	Show icons (Yes) or plain text (No) in the adminis-tration menu.
Send Error reports by email	If enabled, error messages will be sent to you via email.
Enable funny error message in error.php	If enabled, a custom error handler is displayed when a 404 ("Page Not Found") error occurs.
Enable WYSIWYG Editor?	If enabled, replaces text input fields with a WYSI-WYG (what-you-see-is-what-you-get) editor. Note: When you enable this option, a person adding a story will receive a system prompt asking if he wants to enter "Visual Mode," when he places his cursor within the story text input field.
Enable pnAnti-Cracker?	If enabled, turns on pnAntiCracker, a system that trys to detect suspicious activities or possible hack-ing attempts.
Initial group for users	The default group assignment for new users.
Select the lan-guage for your site:	The default language setting for your website.

Option	Description
Activate compres-sion?	If activated, PHP's built-in compression feature is turned on.
Site URL	This can be used to change the URL used as a hyperlinks on the bottom right of those themes.

Footer Messages

Footer messages are boilerplate text items that appear at the bottom of the page throughout your website. You might, for example, want to include a copyright attribution as a footer message. These messages can include HTML tags.

To add a footer message:

1 Select Administration > Settings.

2 In the Footer Messages area, enter the desired text in the Footer Lines input field.

3 Click Save Changes.

Backend Configuration

The *backend* of a ContentXpress website refers to the underlying technologies—PHP, MySQL and Apache—on which the ContentXpress system runs. You can configure how your website is referenced in the backend and what language is used.

To configure backend text:

1 Select Administration > Settings.

2 In the Backend Configuration area, do either or both of the following:

- Enter a backend name for the website.
- Select a language setting.

Security Options

Option	Description
Security level:	**High** Users must log in each time they access your website. **Medium** Users stay logged in for a set number of days. **Low** Users stay logged in forever (they never have to log in again)
For medium security, users stay logged in for:	If Medium security level is set above, this input field determines the number of days.
Users become inactive after not using the system for:	The session for the user expires if they do not use the application for these # of minutes.

Run on Intranet

Intranet should only be turned on if you cannot access ContentXpress with a fully-qualified host name (e.g. www.mysite.com). Enabling intranet removes a number of levels of security from ContentXpress, therefore, it is not recommended to run in this mode unless you are behind a firewall and users outside the firewall cannot gain access to your ContentXpress site.

To enable run on intranet mode:

1 Click Administration > Settings.

2 In the Run on Intranet area, click Yes.

3 Click Save Changes.

HTML Options

You can control which HTML tags may be included in user posts as well as how they are parsed. Each HTML tag must be set to one of the following options:

Not allowed The HTML tag is stripped from the post.

Allowed The HTML tag is allowed without any parameters.

Allowed with parameters The HTML tag is allowed with parameters. An example of a tag with parameters is:

```
<h1 style="color: #FF9900">
```

Note: Certain HTML tags, among them <img>, <span>, <marquee>, <script>, <embed>, <object>, and <iframe>, can leave your users vulnerable to attacks that can reveal their personal information. By default, ContentXpress disallows these tags. You can choose to allow them, but you should make certain you understand the implications of doing so.

You can also choose to enable the translation of HTML entities (e.g., <h1>) into real characters. Keep in mind that when you turn on this option, the less-than (<) and greater than (>) tags which define HTML elements are parsed as character references, i.e., < and >, respectively.

You set HTML options through the Settings tool in the Administrative interface.

To access the Settings tool:
Click Administration > Settings.

To disallow an HTML tag:

1 Click the Not Allowed radio button for the HTML you want to disallow in the HTML options table.

2 Click Save Changes.

To allow an HTML tag without parameters:

1   Click the Allowed radio button for the HTML you want to allow (without parameters) in the HTML options table.

2 Click Save Changes.

To allow an HTML tag with parameters:

1   Click the Allowed with parameters radio button for the HTML you want to allow (with parameters) in the HTML options table.

2 Click Save Changes.

Chapter 24: Submit News

About the Submit News feature

The *Submit News* feature is a simple mail message tool that sends you an email message when one of your users submits a news item; it complements the built-in notification feature of the Incoming block.

Configuring the submission received announcement

If you choose to enable the *Submit News* feature, you must specify the email address at which you want to receive the announcement, the subject line, the actual announcement text in the message body of the message, as well as the sender address. One way to leverage this hard-coded message template is to write a *rule* that files these announcements in a special folder (a *rule* is a macro provided by your email client used to scan incoming messages and perform some function on them). For example, you might write a rule that searches the subject line of your inbox messages for the subject line you entered into the message template and, when a match occurs, move the message into a ContentXpress folder outside your email inbox. Such a technique unclutters your inbox by separating your general messages from those directly applicable to your ContentXpress website.

To enable the submission received announcement:

1 Click Administration > Submit News.

2 Click the Yes radio button of the Notify of new submissions by email? item.

To configure the submission received announcement:

1 Click Administration > Submit News.

2 Enter the message recipient's email address (i.e. the email address at which you want to receive submission notifications.)

3 Enter the subject line to use for the notification messages.

4 Enter the actual notification message.

5 Enter the sender's address in the *Email Account (from)* input field. Although the "sender" is the ContentXpress system, specifying a sender address is another way to leverage a rule when receiving email messages.

Chapter 25: Top List

About the top list

ContentXpress provides a special snapshot called the *top list* that shows you, in digest view, how often a variety of capture keys events on your website. These events include:

- The most read stories.
- The most commented on stories.
- The most active categories.
- The most active news submitters.
- The most active authors.
- The most read reviews.
- The most downloaded files.

You can set the number of list items for each event.

Working with top lists

You use the Top Lists tool in the Administrative interface to configure the number of list items to capture for each event.

To access the Top List tool:
Click Administration > Top Lists.

To set number of list items:

1 Enter the number of list items to capture.

2 Click Submit.

Chapter 26: Topics

About topics

Topics are categories for user-submitted stories. When you create a topic, you provide a topic name (the name ContentXpress uses to identify the topic within the system), topic image, topic text (alt text that displays when a user mouses over the topic image) and a descriptive topic title. You can add related links for a topic, as well as control how many topic images appear per row when a user goes into the topic area of your website.

Managing topics

You use the Topics Manager in the Administrative interface to create and manage topics.

To access the Topics Manager:
Click Administration > Topics.

To add a new topic:

1 Enter a topic name. The maximum length is 20 characters and the name must not contain spaces.

2 Enter the alt text in the Topic text field.

3 Enter the full URL to the topic image (i.e. start the string with http://). The image must be 88 pixels in width and 65 pixels in height.

4 If desired, add a related link. Enter the website name in the Site name field and provide a full URL to it in the URL field.

To edit a topic:

1 Click the topic image for the topic you want to edit.

2 Edit the topic properties as desired.

3 Click Save Changes.

To set the number of topic images to display per row:

1 Click Topic Configuration.

2 Enter the number of topic images to display per row.

3 Click Save Changes.

To delete a topic:

1 Click the topic image for the topic you want to delete.

2 Edit the topic properties as desired.

3 Click Save Changes.

About topic categories

Although associated with topics (you create and assign categories through the same interface you use to add a story under a topic), Topic Categories are not sub-topics, *per se.* Topic Categories have their own dedicated block which appears on the home page when enabled you choose to activate it; they represent another way your users can drill down to the content they are interested in. When you categorize a story you have the option of overriding the user selected theme with one of your choice.

Note: Other types of content—FAQs, Web Links, etc.— allow you to assign categories, too. However, these categories are not displayed in the Category block.

Working with topic categories

You assign and manage categories through the Administration > Add a Story interface.

To assign a category:

When submitting a story under a topic, select the desired category from the drop-down list.

To add a category:

1 Select Administration > Add a Story.

2 Click Add (next to the Category drop-down list).

3 Enter a category name.

4 Select a theme override (if desired).

5 Click Save.

To edit a category:

1 Select Administration > Add a Story.

2 Click Edit (next to the Category drop-down list).

3 Make the desired changes.

4 Click Save.

To delete a category:

Select Administration > Add a Story.

Chapter 27: User Administration

About user administration

ContentXpress lets you control how visitors to your website register to become members, as well as the personal details and preferences they must provide to establish user accounts on the system. You can disable certain fields from the registration form, add your own custom fields, and even add new users yourself. The User Administration tool also allows you to edit and delete user accounts.

Administering users

Although most of your users will become members through the registration link in the Login block displayed on your home page, there may be occasions when you want to create a user account yourself, without having to fill out the entire form you require users to complete when they register themselves. You may also wish to edit and delete certain users. You perform these tasks through the User Administration tool.

To access the User Administration tool:

Click Administration > User Administration.

To add a user account:

1 In the Add a new user section of the User Administration tool, enter a username, email address and password.

2 Click Add User.

To edit a user account:

1 In the Edit User area, select the user account you want to edit.

2 Select Modify from the adjoining select list.

3 Click Submit.

4 Revise the user information as required. You can provide extra information and control whether the email address is exposed to other users.

5 Click Save Changes.

To delete a user account:

1 In the Edit User area, select the user account you want to delete.

2 Select Delete from the adjoining select list.

3 Click Submit.

Configuring the user registration form

You can configure how the user registration is validated (i.e., the acceptable values/ ranges for various fields), toggle off optional fields, choose to verify email addresses, and specify an email address to which notification will be sent when a new user registers.

To configure the user registration form:

1 Click Administration > User Administration.

2 Scroll down to the bottom of the page and click User Registration Configuration.

3 Set configuration options.

4 Click Submit.

The configuration options are explained in the table below:

Option	Description
Require unique email addresses	When set to Yes, no user can submit an email address that is the same as that of an existing user.
Show optional fields	When set to Yes, the custom fields you have set up (dynamic user data) are shown in the form.
Allow new user registration	If set to No, your explanation text will be displayed as a message when a user attempts to register.
Verify Email address in registration	If set to Yes, the generated password is sent to the email address specified by the user (thereby verifying the email address is real/ valid).
Illegal user names	This field is pre-filled with strings that, for security reasons, should never be registered. You can add other strings (separate them with whitespace if you do).
Minimum age	Set the required minimum age that users must be to register. The user will be presented with a form element during the registration process that requires them to formally indicate that they are of age (or have parental permission). If you do not want to specify an age requirement, enter "0" (zero).
Minimum user password length	The minimum number of alpha-numeric characters the supplied password must contain.

Configuring personal page images

You can control whether images are displayed on the personal page of the user (Main Menu > My Account). You can also set the directory path to the images ContentXpress should use.

To configure the personal page:

1 Click Administration > User Administration.

2 Scroll down to the bottom of the page and click User Configuration.

3 Enter the directory path to the images.

4 Click Yes to show these graphics, or No to hide them.

5 Click Submit.

Configuring dynamic user data

Dynamic user data is information you collect through custom input fields; when you create such fields, the ContentXpress user database is updated with new columns to store the information. You can also customize the position of fields (move them up or down within the form) and deactivate optional ones (*core* fields can be deactivated; *core required* fields cannot). Deactivated fields will not appear in the registration form.

To change field order:

1 Click Administration > User Administration.

2 Scroll down to the bottom of the page and click Dynamic User Data.

3 Use the arrow keys in the Weight column to reposition the desired fields.

To deactivate a core field:

Click the green ball in the Active column for the core field you wan to deactivate. The row will move to the top of the field and will display with a red ball, indicating deactivation.

The following table shows all the built-in form fields, with core required fields indicated in the description column:

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Name	Variable	Description
Name	_UREALNAME	The username of the user. It cannot contain any whitespace. (This field is *core required*; it cannot be deactivated.)
Current e-mail	_UREALEMAIL	The actual email address of the user.
Fake e-mail	_UFAKEMAIL	A fake email address for display purposes only.
Your website	_YOURHOMEPAGE	The website of the user.
Time zone offset	_TIMEZONEOFFSET	The time zone offset of the geographic area where the user accesses the Internet. Setting this appropriately automatically adjusts time stamps of other user posts and other time references within ContentXpress.
Your avatar	_YOURAVATAR	The icon displayed when the user posts a comment.
Your ICQ Number	_YICQ	The ICQ number of the user. ICQ is pronounced *I-seek-you* and is an instant message protocol which incorporates IP telephony functions.
Your AIM Address	_YAIM	The AOL Instant Messenger address of the user.
Your Yahoo Messenger	_YYIM	The Yahoo Messenger address of the user.
Your MSN Messenger	_YMSNM	The MSM (Microsoft Network) Messenger address of the user.
Your location	_YLOCATION	The geographic location of the user.
Occupation	_YOCCUPATION	The profession of the user.

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Name	Variable	Description
Your interests	_YINTERESTS	The user's areas of interests, hobbies, etc.
Signature	_SIGNATURE	The signature line that will appear at the end of the user's posts.
Extra Information	_EXTRAINFO	An extra field the user can use to include a special comment to the admin about her registration (or some other caveat).
Password	_PASSWORD	The password the user will use to access the system. (This field is *core required*; it cannot be deactivated.)

To add a custom field:

1 Go to the ContentXpress source file directory and locate the global.php within the language folder you are using for you website. Add a field variable to it. The variable should start with an underbar and use an unbroken string of uppercase alpha characters.

2 Back in the Dynamic User Configuration page, scroll down to the Add Fields area and enter the field variable you created in the global.php file in the Field Label input field.

3 Specify a data type (string, float, text or integer).

4 If the data type is string, enter maximum data length range.

5 Click Submit.

Chapter 28: Web Links

Overview

The *Web Links* feature allows you to offer a categorized directory of external resources (URLs) that your users can peruse, rate, comment on, and submit new links to. Each web link submission consists of a URL, title, and category assignment. As the administrator, you can validate links submitted and check for broken ones, define the requirements for "top" and "best" links, control how searches to the link directory are performed and presented, and clean vote tallies with the click of a button.

Working with link categories

ContentXpress only allows you to create a two-level category directory; the top level is the *parent* level, the second level is the *subcategory* level.

To add a web link category:

1 Click Administration > Web Links.

2 In the Add a Category box, enter a category name. To make it a new top level directory, set the Category dropdown to None; otherwise, select the parent category for your new category.

3 Enter a description.

4 Click Add.

To modify a web link category:

1 Click Administration > Web Links.

2 In the Modify a category box, select the Category you want to modify and click Modify.

3 Edit the category fields as desired.

4 Click Save Changes.

To delete a web link category:

1 Click Administration > Web Links.

2 In the Modify a category box, select the Category you want to delete and click Modify.

3 Click Delete. You are prompted to confirm the deletion. Doing so will permanently remove the category and all its subdirectories.

Managing web links

You can preview submitted web links, check them for accuracy, and decide to edit or delete them. You can also add an editorial which users can choose to read when evaluating web links. As with other content, you can always add new web links yourself.

To preview a web link submitted by a user:

1 Click Administration > Web Links.

2 Click Waiting Links in the Incoming block.

3 Scroll down to the Links awaiting validation block.

4 Review the link and make any necessary edits.

5 Click Add to submit to the link database.

To modify a posted web link:

1 Click Administration > Web Links.

2 In the Modify a link dropdown, select the Link Title for the link you want to modify.

3 Make the desired edits.

4 Click Modify.

To provide editorial for a posted web link:

1 Click Administration > Web Links.

2 In the Modify a link dropdown, select the link for which you want to provide editorial.

3 In the Add Editorial box, enter an editorial title and text.

4 Click Add.

To delete a web link submitted by a user:

1 Click Administration > Web Links.

2 In the Links awaiting validation block, locate the web link submission you want to delete.

3 Click Delete.

To add a web link yourself:

1 Click Administration > Web Links.

2 Scroll down to the Add a web link box.

3 Fill in the fields and click Add this URL.

Configuring web links

ContentXpress allows you to customize many aspects of how web links are configured. You can set options that control how many links are shown per page, how votes are tallied and the format in which the results are displayed, and, among other things, decide whether outside domains can post web link votes to your database.

Note: The configuration settings for Web Links are also used for Downloads (and vice versa). For example, the number of Links per page you use for Web Links will also be used for Downloads.

To configure web links:

1 Click Administration > Web Links.

2 Click Web Links Configuration (at the bottom of the page).

3 Set the following options as desired and click Submit when finished.

Option	Description
Links per page:	The number of links displayed when a category is selected.
Number of days anonymous users need to wait to vote on a link	The waiting period that must elapse before unregistered users may vote again.
Number of days outside users need to wait to vote on a link	The waiting period that must elapse before users who are voting through an external website may vote again.
Allow Webmasters to put vote links on their site	Enables outside domains to add a form that posts votes to your Web Links database.
How many unregistered user votes per 1 registered user vote?	Treats a certain multiple of unregistered votes as a single registered vote.

Option	Description
How many outside user votes per 1 registered user vote?	Treats a certain multiple of outside votes as a single registered vote.
Let detailed vote summary decimal out to n places.	Controls decimal precision in detailed vote summaries (more places out, more precision).
Let main vote summary decimal out to n places.	Controls decimal precision shown in the main vote summary.
1 to show top links as a percentage (else # of links)	Enter the number "1" to show links as a percentage; any other value (or blank) will show number of links.
Top links: either # of links or percentage to show (percentage as whole number. #/100)	Enter a whole number to show number of top links (e.g. "25") and a ratio to show percentage (e.g "25/100").
1 to show most popular links as a percentage (else # of links)	Enter the number "1" to show most popular links as a percentage; any other value (or blank) will show number of most popular links.
Most popular: either # of links or percentage to show (percentage as whole number. #/100)	Same as above, as applied to
Show feature link box on links main page?	Self-explanatory.
Number votes needed to make the 'top 10' list	Self-explanatory.
Block unregistered users from suggesting links changes?	Self-explanatory.
Hits to be popular:	Number of hits a link must receive to be defined as popular.

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Option	Description
Number of links as new:	Number of links which will display with the red "New" inline icon.
Number of links as best:	Number of links in the best list.
Links in search results:	Number of links returned (per page) in a search result.
Let Anonymous users post new links?	Self-explanatory.

Administering web links

ContentXpress includes tools you can use to maintain your web link database (and associated voting results). You can choose to restart voting on web links by "cleaning" them (i.e. resetting the total votes to 0), review broken link notices or link modification requests submitted by your users, as well as validate all links to ensure they are resolving successfully.

To clean link votes:

1 Click Administration > Web Links.

2 Click Clean link votes.

To review broken link notices:

1 Click Administration > Web Links.

2 Click Broken Links Report.

Note: The number of reported broken links will be shown in parentheses; if that number is "0" then none of you users have submitted a broken link.

To review link modification requests:

1 Click Administration > Web Links.

2 Click Link Modification Requests.

Note: The number of link modification requests will be shown in parentheses; if that number is "0" then none of you users have requested a link modification.

To validate links:

1 Click Administration > Web Links.

2 Click Validate Links.

3 Do one of the following:

• To check all links, click Check ALL Links.

• To only check links within a category, select the desired category from the dropdown list and click Check Categories.

4 If any links FAILED, then either click Edit to correct the problem or click Delete to delete the web link from your database.