

LeoMega Blog User Manual

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LeoMega Blog User Manual

Introduction

The LeoMega Blog was developed primarily for users of the Microsoft FrontPage web publishing program desiring a blog site over which they have complete control. While many blog programs are free, there are several drawbacks including inability to have your content hosted on your own site, inability to control the appearance, unwanted links or advertisements, etc.

We developed this program to provide all the features we loved from other Blog programs combined with the flexibility of using FrontPage and a browser-based Admin Panel. To see an ongoing version of this program in action, please refer to <http://twcblog.com>.

About the User Manual

The LeoMega Blog User Manual is included in the zip file of the Blog in .pdf format; however, we encourage you to visit the Blog product section of <http://leomega.com> for the most current information regarding the blog. Please note that the online manual will be updated as needed, so you may find answers to your questions online not available in your printed manual.

Server Requirements

Please contact your hosting service PRIOR to licensing the LeoMega Blog to ensure they can meet the needs of our system with the hosting plan you are using, as follows:

1. Access database support
2. ASP support (true ASP - does not include Chilisoft ASP)
3. Read/Write/Modify permissions to the following directories: database, pimages, upload_images, movies
4. Parent Paths Enabled (allows programming to locate the database by using relative path settings in the IIS of the server rather than absolute paths. This feature is enabled by default in Windows servers 2002 and below.)

If you are having difficult locating a hosting company for this or any LeoMega product, 100% compatible hosting is available from <http://twcgraphics.com> for as little as \$15/month.

Getting Started

The LeoMega Blog comes packaged as a zip file. Download the file to your desktop or any hard drive location, then locate the zip file and double-click it to begin the unzip process. For the "unzip to" location, select the location on your local drive where your current webs are stored (generally in My Documents/My Web Sites). The files will create a directory named "blog" and unzip the files inside the directory.

After unzipping, start FrontPage and select File, Open Web/Site – then navigate to the blog directory and select Open.

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Files to Modify Prior to Publishing

Your Name Here Area

You will want to make modifications to the header to show your own name, rather than "Your Name Here". This may be done in one of two ways:

1. Making your own Graphic

If you wish to graphically embed your name and/or logo, you may open the file `images/design_elements/yourname.psd` with any graphics program capable of modifying layered psd (photoshop) files, then modify according to your needs, saving back to the `images/design_elements/` folder as `yourname.jpg`.

In FrontPage Normal/Design view, open the file `includes/top.asp` and remove the "Your Name Here". Save your changes.

2. Using the Current Graphic

If you do not have graphical capabilities, you may use the current graphic and simply change the text "Your Name Here" to your own text on the file "top.asp" in the `includes/` folder. Save your changes.

Copyright Area

You will want to make modifications to the copyright area in the footer section. In FrontPage Normal/Design view, open the file `includes/footer.asp`. Make your changes and save.

Home Page

The `default.asp` page of the web is the home page, and the main area should be modified within FrontPage with your own content. Simply modify as you would with any web, then save. The information on the right side is NOT modified on the pages themselves, and should not be changed.

Additional Pages

The LeoMega Blog is designed for you to add multiple static content pages using the FrontPage editor. To make a page, open the page `custom/template.asp` in FrontPage Normal/Design view, then immediately select `File > Save As...` - then type in the new page name and save into the `custom/` folder. Our output pages are programmed to look in the `custom/` folder for any additional static pages. You may add, edit, or delete static pages at any time.

Publishing your Web

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After making modifications, you will publish your web to your hosting service using standard FrontPage publishing (File > Publish Web/Site). As soon as the web is published, contact your hosting service and request the Read/Write/Modify permissions (as well as the enabling of parent paths, if needed) per the instructions in the "Server Requirements" section of this document. Note: You will not be able to proceed with your Blog until these permissions have been set properly.

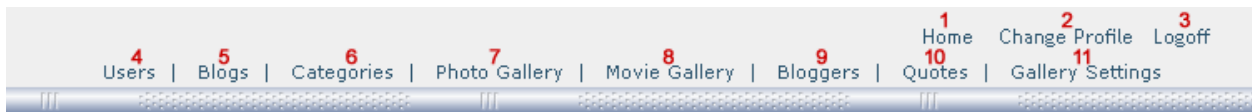
After you have initially published your web to the server, you will want to mark the database to "not publish" for future updates. Please do this to protect your database, which will be updated online, not via FrontPage.

Accessing the Administration Panel

The Admin Panel may be accessed from any page *except* the main Home page by clicking the Copyright symbol in the footer. If, for any reason, you have overwritten the link placed on the copyright symbol, you may access the login screen by typing in your url followed by: admin/adminlogin.asp. The default username is admin and the default password is admin.

The Admin Menu

The following image shows the top level Administration Menu; we have added numbers in red for the purpose of this document for ease in quick reference.



Database Utilities	Manage Site Links
▷ Create Database Backup 12	▷ Site Links Settings 15
▷ Restore Database 13	▷ Favorite Links 16
▷ Compact Database 14	▷ RSS Settings 17
	▷ Months Pictures 18

Diagram of Top Level (Main) Administration Screen

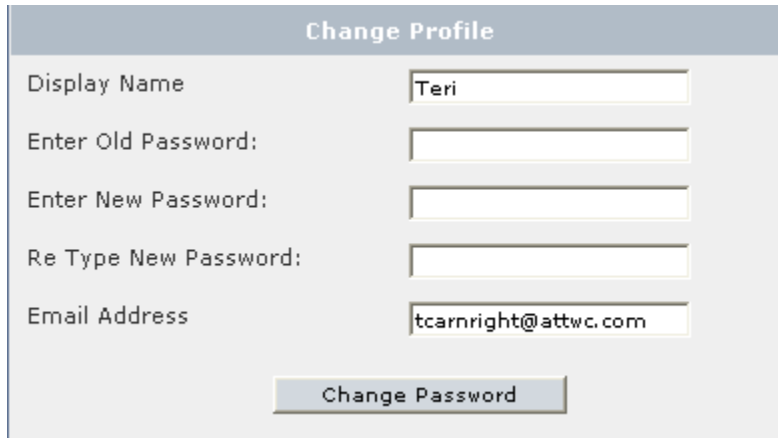
First Time Changes in Admin

Admin Password and Profile Info

The LeoMega Blog ships with the default username of admin and the default password of admin. It is very important that you change the password as soon as you have access to

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the Admin Panel the first time, to avoid access by others. Select "Change Profile" (#2 in the diagram), then type in the old password (admin) and your new choice of passwords. You will also change the Display Name and eMail address to your own on this page.



Change Profile

Display Name: Teri

Enter Old Password:

Enter New Password:

Re Type New Password:

Email Address: tcarnright@attwc.com

Change Password

Change Profile Screen

In addition to the Admin Password and Profile information, you will also want to make changes at least initially to most of the other pages, to tailor the web to your needs. Please read through the following information for specific information on the various settings in the Admin Panel, as well as information on the functionality of each.

Site Links Settings

The Site Links (#15 in the diagram) are those that appear in the upper right of the sidebars, directly beneath Home and Blog links, and above the Rss Feed link. From the main screen, you can change the Status of a page (whether it displays or not – simply click the word "Displaying" and it will toggle to "Not Displaying" and vice versa), edit or delete a current link, and add site links.

Site Links			Add Site Links
Serial #	Page Title	Current Status	Action
1	About Us	Displaying	Edit Delete
2	Test	Not Displaying	Edit Delete
End of Results			

Site Links Settings Screen

Favorite Links

The Favorite Links (#16 in the Diagram) are those that appear in the lower of the sidebar. From the menu, you can set the order of display of links, add, edit, and delete links.

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Links				Add Links
Link title	Link Order	Link Description	Actions	Search
TWC Graphics Design	1	twcgraphics.com	Edit Delete	Search: <input type="text"/>
FrontPage Templates	2	frontpagetemplates.com	Edit Delete	Show by: <input type="text" value="Select Order"/>
End of Results				<input type="radio"/> Ascending
				<input type="radio"/> Descending
				<input type="checkbox"/> Result on one Page
				<input type="button" value="Show Links"/>

Favorite Links Screen

RSS Settings

RSS (Really Simple Syndication) Settings (#17 in the diagram) allows you to make modifications to the RSS Feed page to suit your own site. The actual RSS page is generated automatically by our programming; however, you will need to make these manual changes when you set up your site. For more information on RSS, please refer to <http://www.rss-specifications.com/what-is-rss.htm>.

RSS Settings	
Title	<input type="text" value="TWC Blog - Teri and Richard Carnright"/>
link	<input type="text" value="www.twcblog.com/default.asp"/>
Description	<input type="text" value="Brief Description of Blog"/>
Admin Email	<input type="text" value="admin@yahoo.com"/>
Header Image	<input type="text" value="worldMap.jpg"/> <input type="button" value="Browse..."/>

RSS Settings Screen

Gallery Settings

LeoMega Blog ships with a Photo Gallery and a Movie Gallery; however, the initial Gallery Settings (#11 in the diagram) are set to not display. To display one or both galleries, simply tick the checkbox as instructed.

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Gallery Settings

Show Movie Gallery Click the Check Box to Display Movie Gallery

Show Photo Gallery Click the Check Box to Display Photo Gallery

Submit Reset

Gallery Settings Screen

Bloggers

The LeoMega Blog allows for multiple bloggers. If no bloggers are set up, then all blogs will show posted by the Display Name you have set up in the admin Profile Settings. If your site has a need for more than one blogger, you may set up additional bloggers through the Bloggers Screen (#9 in the diagram). Click on the "Add Blogger" to add each blogger, then complete the screen and provide the blogger his login and password for the Admin Panel.

Bloggers do NOT have access to full features of the Blog Admin screen; rather, they may only add blogs, and of course, edit and/or delete their own blogs. Bloggers may also: change their own profile, add blog categories, add photo categories and photos, and add movies.

ADD Blogger

Login

Password

Display Name

Email

Add Cancel

All Bloggers

No Record found

Add Blogger

Search

Search:

Select order

Results on one Page

Show Bloggers

Add Bloggers Screen

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Categories

The Categories screen (#6 in the diagram) is designed to add, edit or delete categories of Blogs. Do NOT delete all categories; rather, if you do not want the default category name of "General" provided with the initial program, simply select "Edit" and rename the category to suit your needs. You may add as many categories as you wish.

All Categories		Add Category
Serial #	Category Name	Actions
1	General	Edit Delete
End of Results		

Blog Categories Screen

Quotes

The LeoMega Blog is programmed to display a quote at the top of the header of each page which is actually located in the database. The programming allows for the quotes to be used in succession, changing every 24 hours. As soon as the last quote in the database is used, the programming cycles back to the first quote and continues. In this manner you may have unlimited quotes. To add, edit or delete quotes, simply access the Quotes screen (#10 in the diagram) and follow the prompts.

Quotes		Add Quotes
Serial #	Quote	Actions
1	Everyone will experience the consequences of his own acts. If his acts are right, he'll get good consequences; if they're not, he'll suffer for it. (Harry Browne)	Edit Delete
2	Whatever our creed, we feel that no good deed can by any possibility go unrewarded, no evil deed unpunished. (Orison Swett Marden)	Edit Delete
3	You cannot do wrong without suffering wrong. (Ralph Waldo Emerson)	Edit Delete
4	Choose the way of life. Choose the way of love. Choose the way of caring...Choose the way of goodness. It's up to you. It's your choice. (Leo Buscaglia)	Edit Delete
5	If the human brain were so simple that we could understand it, we would be so simple that we couldn't. (Emerson M. Pugh)	Edit Delete
6	Each time you are honest and conduct yourself with honesty, a success force will drive you toward greater success. Each time you lie, even with a little white lie, there are strong forces pushing you toward failure. (Joseph Sugarman)	Edit Delete
7	The people who get on in this world are the people who get up and look for the circumstances they want, and, if they can't find them, make them. (George Bernard Shaw)	Edit Delete
8	Success doesn't come to you...you go to it. (Marva Collins)	Edit Delete
9	The lure of the distant and the difficult is deceptive. The great opportunity is where you are. (John Burroughs)	Edit Delete
10	Every situation, properly perceived, becomes an opportunity. (Helen Schucman)	Edit Delete
Page 1 of 2: 1 2 Next >>		

Quotes Screen

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Blogs

The main part of the program is made through the Blogs screen (#5 in the diagram). From the main blogs screen, you may view (a quick overview, not a WYSIWYG preview), edit or delete an existing blog, or you may select to add a new blog.

Search	All Posted Blogs			Add Blog
Serial #	Blog Title	Blog Category	Comments	Actions
1	Initial Blog	General	No comments	View Edit Delete
End of Results				

Main Blogs Screen

Add Blog

The Add Blog feature contains an HTML Editor, allowing you to format your text, add images, hyperlinks, tables, etc. Please refer to the "Add Blog" screenshot when reading the information in this section.

Blog Title: This is the title that will appear on each page above the content of the blog.

Blog Brief: This is the excerpt or short description that appears on the main pages. You may write the content and then copy a few lines of text as the brief is desired.

Blog Description: This is the content of the blog itself. One important thing to note: if you are planning on using the styles as defined by the LeoMega Blog, do NOT use the font formatting tools (in the editor, it will appear as Times Roman; however, it will assume the styles when saved). To change the style of headers, you may use the pull-down (top line, defaults to "Normal") to set Heading 1 or Heading 2 (the most popular heading settings for the blog). The icons in the HTML Editor include tooltips when you mouse over, in case you are not familiar with the function of a particular icon.

Blog Posted By: This will default to the "Display Name" for the profile of the user logged in. This is NOT modifiable from within the blog add/edit screens – if you are not logged in as the proper user, you should log out and log back in to post the blog.

Category Name: Use the pull-down to select from categories you have assigned for blogs in the Categories (#6 in the diagram) section.

Blog Display Status: Set by default to display – you will only need to change this if you are working on a blog that you are not yet ready to be displayed for public viewing.

Blog Comments: Check the box to display comments on the public pages.

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


INSERT BLOG














Blog Title
















Blog Brief

Blog Description

Times New Roman | 3 (12 pt) | Normal | **B** | *I* | U | ~~S~~ | x₂ | x² | ABC

Syntax: None | Info: None |         

Path: [body](#)

Blog Posted by

Category Name

Blog Display Status

Blog Comments

Comments Configuration

- Display Blog's Comments
- Allow users to Comment
- Allow Anonymous User to Comment
- Allow Registered users to Comment

Add Blog Screen

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Comments Configuration: Check the box to Allow Users to Comment (otherwise, no link will be available on the public pages to post comments). Afterward, you may select to allow all users (anonymous radio button) or only registered users (registered radio button) to comment.

Note that editing a blog provides a screen identical to the Add Blog screen, except that the information entered originally is available for editing.

Users Screen

Users (#4 in the diagram) are those visitors to your blog site who have registered. They do not have access to any of the Admin Panel screens; the membership merely allows them to be remembered when posting comments.

All Users				Add User
Serial #	Login	Email Address	Actions	Search
1	teri	tcarnright@hotmail.com	View Edit Delete	Search: <input type="text"/>
End of Results				Select Option <input type="button" value="Select Option"/>
				<input type="checkbox"/> Result on one Page
				<input type="button" value="Show Users"/>

Users Screen

This screen is handy if for any reason you need to Delete a user; also if a User forgets his password, you may obtain it from the View screen or set a new one on the Edit screen.

Photo Gallery

The Photo Gallery (#7 in the diagram) allows for access to adding/editing/deleting Photo Gallery Categories, as well as adding/editing/deleting photos into the gallery. One important note on the Photo Gallery: due to software that would be required on the actual hosting server to resize images and our inability to control the circumstances under which you host your blog, the Gallery does NOT have the ability to size images appropriately.

Photo Categories: Select Photo Categories from the Photo Gallery screen to add/edit/delete existing categories. You may have unlimited categories, and must prepare a "thumbnail image" to upload to depict each category. The thumbnails should be sized 100 pixels wide by 100 pixels high, and are uploaded from your hard drive in the Add/Edit functions of Photo Categories.

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Photos Categories			Add Category
Serial #	Category Thumbnail	Category Name	Actions
1		Family & Pets	Edit Delete
End of Results			

Photo Categories Screen

Add Photos: Select Add Photos from the Photo Gallery screen to add photos to your gallery. You will type in the Title and Description, use the pull-down to select an existing category for the photo, then browse to your hard drive for the thumbnail (should be sized 100 pixels wide by 100 pixels high) and the photo (we recommend you size your photos at 500 pixels wide maximum – the height will auto-adjust inside the parameters of the page).

Add Photo

Photo Title

Photo category

Photo Description

Photo Thumbnail

Photo

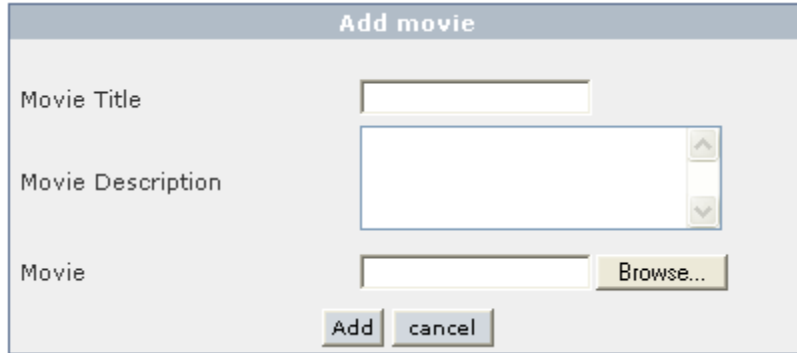
Add Photo Screen

Movie Gallery

The Movie Gallery (#8 in the diagram) allows access for adding movies, as well as editing or deleting existing movies. Simply type in the title you wish to appear with the movie, a short description of what the movie is about, and then browse on your hard drive to select and upload the corresponding movie.

Note that the Movie Gallery accommodates only movies with the extensions of .asf, .asx, .avi, .wav, .wma, .wax, .wmv, .wvx, .mpg, and .mp3.

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Add Movie Screen

Compact Database

The Compact Database function (#14 in the diagram) is a method of optimizing the database – making it the smallest file size possible for the content it contains. Users of Access will know this function as “Compact and Repair”. We recommend you compact the database on a regular basis – which is determined simply by the amount of changes your database has by you and your visitors adding comments. Simply click the link – then select the “back” button of your browser to return to the Admin screens.

Create Database Backup

We recommend you backup your database (#12 in the diagram) on a regular basis. Most hosting services provide backups, but most provide backups in case of server catastrophe only. To backup your database, simply select the link. The backup will be stored on your hosting server. If you desire (and we strongly recommend this) to maintain a backup locally, you will need to copy the backup file from the database/ directory of the online web to your hard drive, either using FrontPage or an FTP program.

Restore Database

Use the Restore Database link (#13 in the diagram) to copy your latest backup (see above step) over the current database in the event of database failure/corruption. If necessary and if you saved a backup to your local drive, of course, you may need to publish or FTP your local backup up to the server prior to uploading.