



# XCommentPro

by intellimon



**NEW!**

**QUICK-START**

# *Guide*

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## Introduction

**Welcome to this Quick Start Guide for the XCommentPro software.**

We have produced this very simple, short step-by-step guide to show just how quick and easy it can be to add fully-featured commenting to your web site's pages using the powerful commenting system from Intellimon.

This guide is intended only as the name suggests - a *Quick Start* - there is a [full instructional manual](#) accompanying this guide which can be accessed from the "**Help**" menu inside the XCommentPro software itself.

The *full* manual will give you a great deal more information, not only about each and every feature within the XCommentPro software but *also* about the power of user-generated content, benefits that can be derived, and possible uses to which this software may be put as an integral part of your on-line marketing effort.

It is highly recommended that, once you have completed this quick introduction to the XCommentPro software, you take a look through the full manual so that you appreciate the full extent of the software's feature-set and the possibilities therein.

Working through this quick-start guide from start to finish, you will quickly create, publish and embed your commenting system into your web site's pages, ready to start accepting comments from your site's visitors.

**The total time required to complete this walk-through is estimated at approximately 15-20 minutes.**

Wishing you every success!

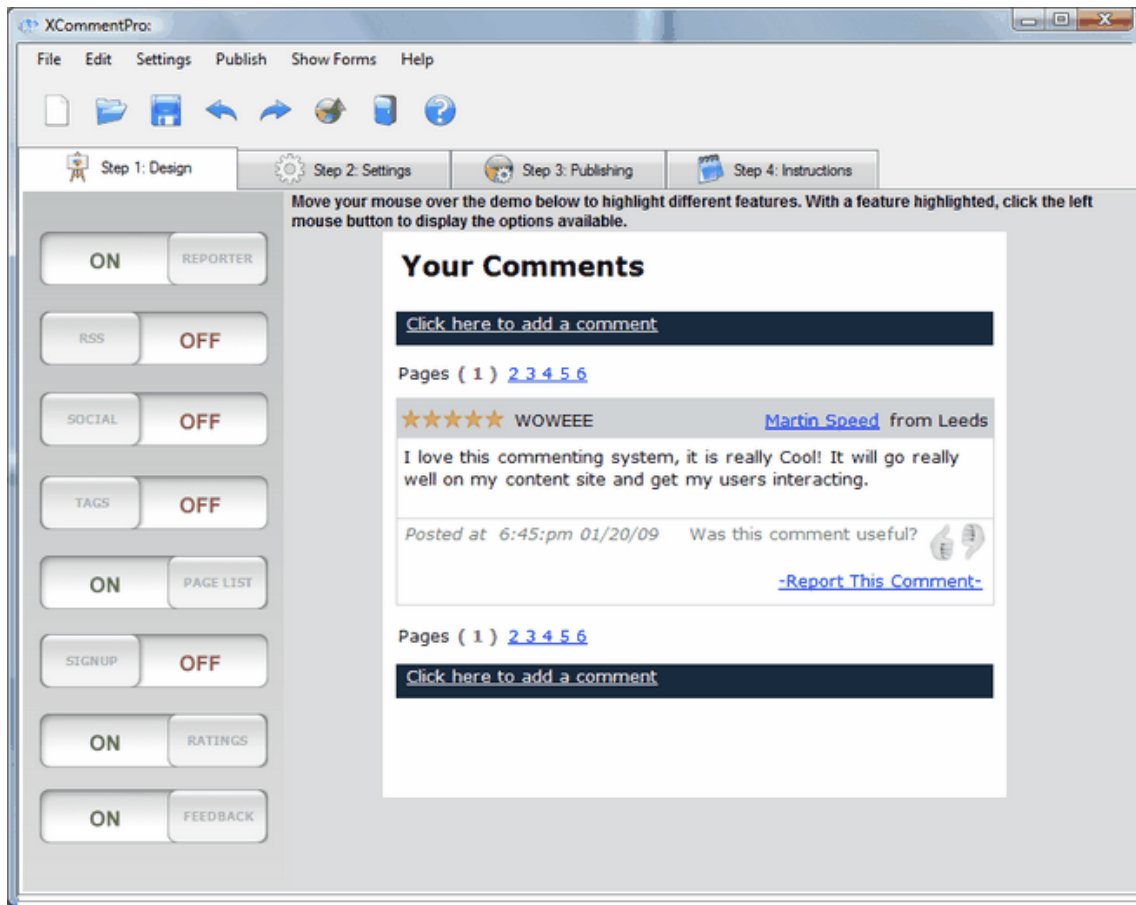


**Paul Smithson**  
Founder, XCommentPro

## The XCommentPro Interface

Start by loading the XCommentPro software as you would load any other Windows application (so, either from your start-menu or from the desktop shortcut).

When you first load XCommentPro you will be presented with the screen shown below:



The only thing you need to note, in the illustration above, is the set of TABS running horizontally across the upper part of the window. These tabs are shown below:



The tabs shown above allow us to work logically through the **four steps** required to set up our commenting system on our web site's page(s) and we will be working through these simple steps in just the same order:

1. **Design** (Configuring the appearance of comments) - We will be covering this off in PART 1 of this Guide.

2. **Settings** (Adjusting Settings) - We will be covering this off in PART 2 of this Quick Start Guide.
3. **Publishing** (Publishing your commenting files) - We will be covering this off in PART 3 of this Quick Start Guide.
4. **Instructions** (Embedding commenting into your web page) - We will be covering this off in PART 4 of this Quick Start Guide.

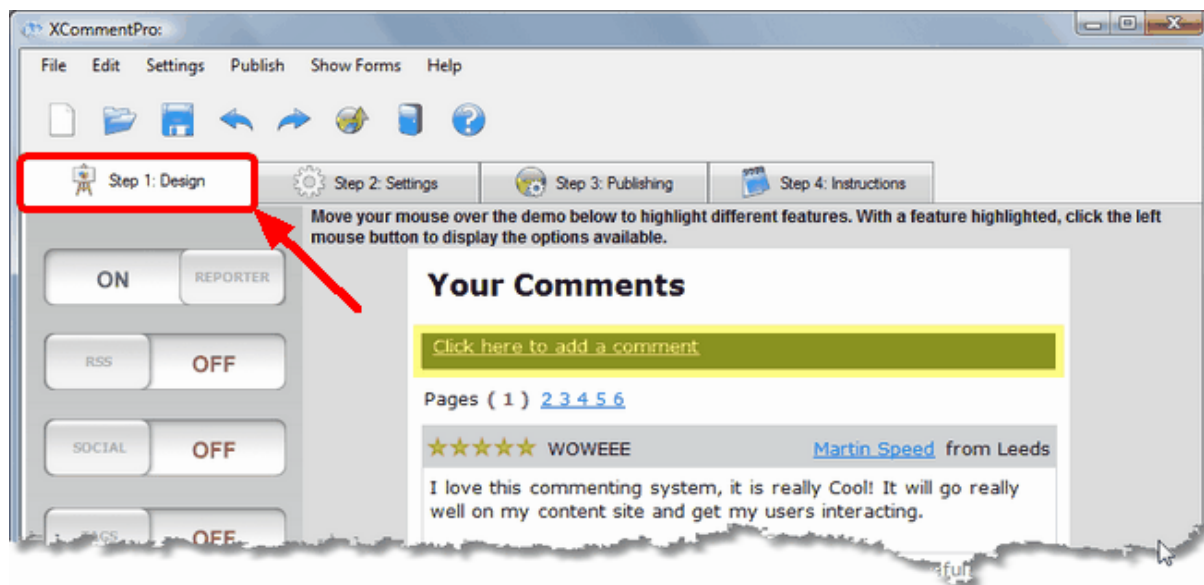
In the sections that follow, we will now work through each of these four parts listed above.

**Please note:** Because this Quick Start Guide is intended to take you to the point of successfully adding a great-looking, professional commenting system to your web site in a short amount of time we will not be dwelling on the screens, nor the settings within. For full details of what everything does within the XCommentPro software, please refer to the full manual.

As was mentioned in the *Introduction*, this Quick Start Guide is intended to demonstrate to you how simple adding commenting can be, and to give you some hands-on experience with the software.

## PART 1: Configuring The Appearance of Comments

**STEP 1:** With the XCommentPro software running, make sure you are currently on the first tab "Step 1: Design" as shown below:



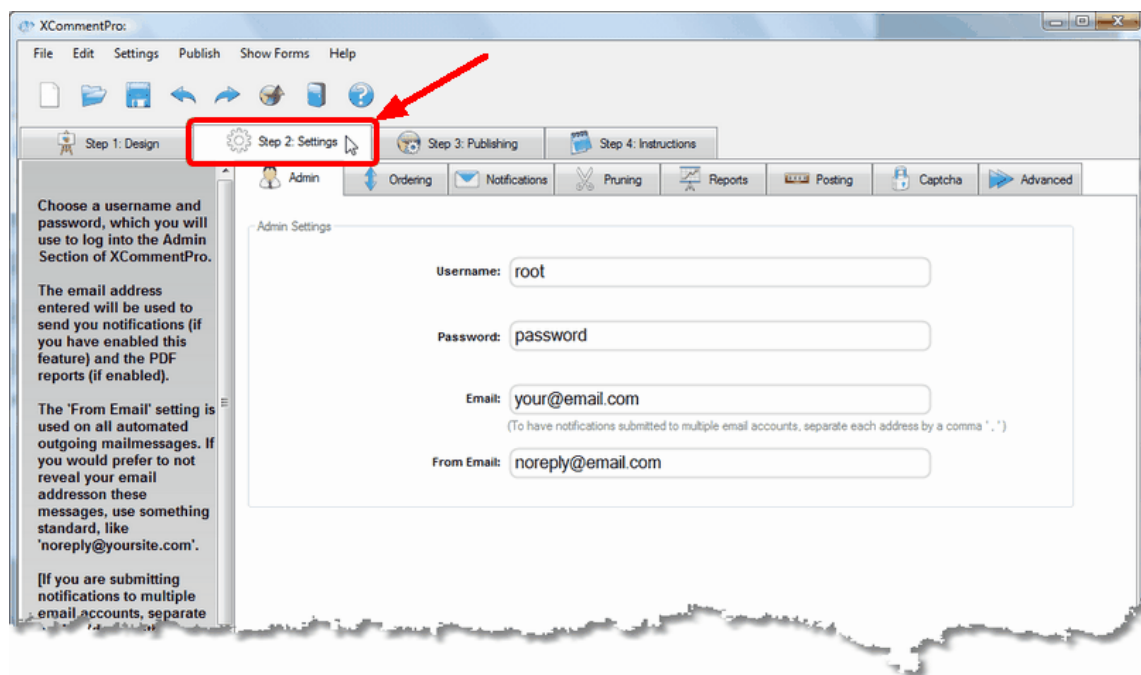
The screen that you are looking at contains a number of options that *could* be used to customize the look and feel of the commenting system that will be embedded into your web page.

For the purposes of this Quick Start Guide we will be using the default settings for the commenting system appearance, and therefore you **do not need to make any changes whatsoever** on this screen.

**Nice and easy!**

## PART 2: Adjusting Settings

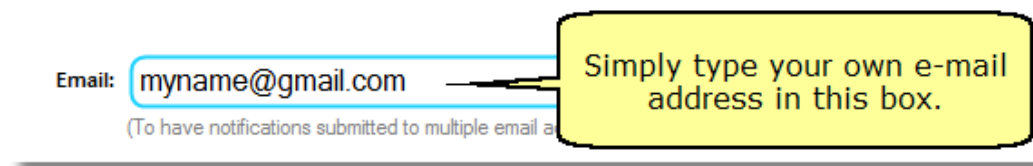
**STEP 1:** Click the **second tab from the left**, labelled "Step 2: Settings" so that the settings screen appears, as shown:



When this screen first appears, it looks like there might be lots of things that need editing... but **don't worry** - we're only going to be making one simple change to the settings in front of you. The rest of the settings are fine as they are for the purposes of this Quick Start Guide.

It's worth noting that the many settings available to you afford an unprecedented level of control over your commenting system - you can do all sorts of clever things with these settings once you're familiar with the software, and once you've taken a look through the full manual.

**STEP 2:** For the purposes of this Quick Start run-through, you only need to make one change to the "E-Mail" value on the screen in front of you right now, highlighted below:

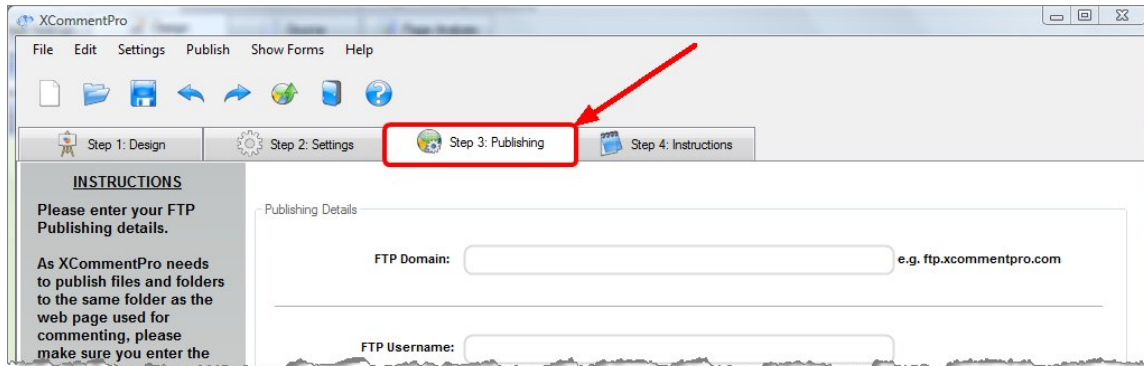


In the text-box provided, you need to enter your **own personal e-mail address**. This address is where your commenting system will begin sending 'notifications' to you - informing you of posts made by visitors to your web site, automatically.

Having entered your own e-mail address in the text-box, as shown above, you're finished with this second part of the Quick Start Guide.

## PART 3: Publishing Your Commenting Files

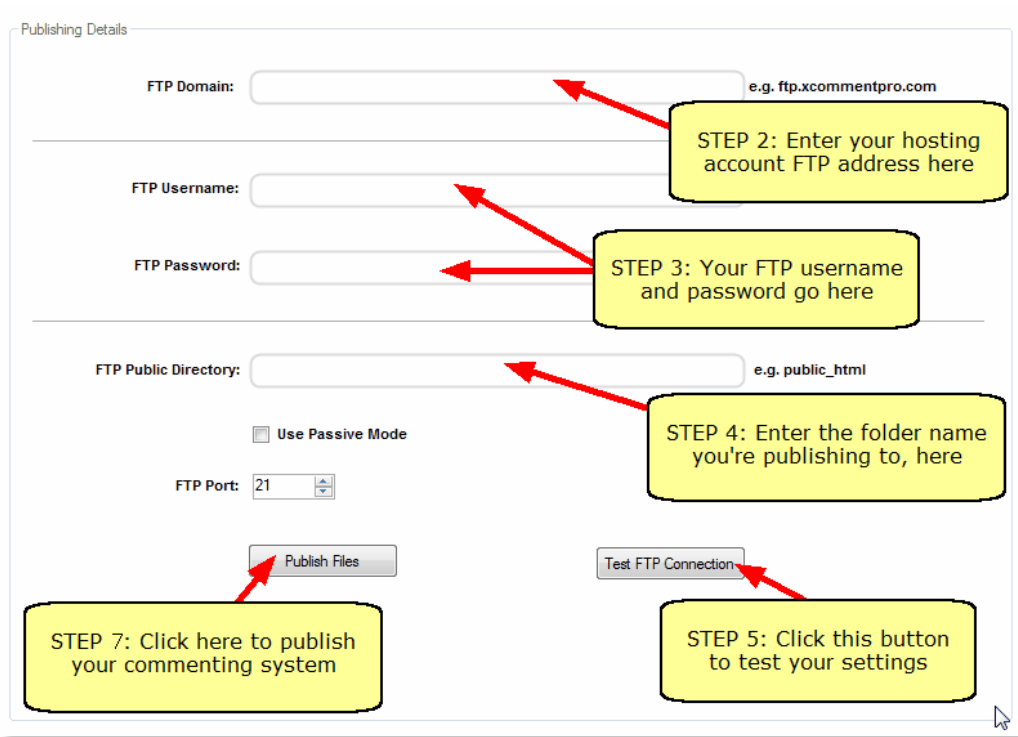
**STEP 1:** Click the **third tab from the left**, labelled "*Step 3: Publishing*" so that the publishing screen appears:



There are **four pieces of information** that we need to enter into this screen:

1. FTP Domain
2. FTP Username
3. FTP Password
4. FTP Public Directory

The diagram below shows the different pieces of information that need entering into this screen. Below this diagram you will find corresponding step-by-step instructions on entering the information shown.



**STEP 2:** In the "*FTP Domain*" text-box at the top of this settings screen, you need to enter your web site's FTP address.

The FTP address for your web site is the address to which you upload your web site content, every time you publish your site, and is usually in the format: <ftp.yourdomain.com> (where "*yourdomain*" is of course your actual web site domain name).

**STEP 3:** In the "*FTP Username*" and "*FTP Password*" enter the **username** and **password** that you use to access the web hosting account to which you publish your web site. This information will have been sent to you when you first set up your web hosting account.

**STEP 4:** Having entered your *Username* and *Password* details, you now need to enter one more piece of information: The "*FTP Public Directory*" of your web hosting account.

The *FTP Public Directory* is the **name of the folder into which your website is published** - the "*root*" folder of your hosting account.

In most cases you don't need to enter anything into this text-box at all (by default your hosting account login will ensure your files are published to the right location). Sometimes, however, your web host *may* require that you enter the name of the root folder, **this folder is usually called "public\_html"**

You will hopefully already know which of the options above applies to you, particularly if you have already published a web site before now. If you are uncertain, leave this box blank for the time being. If you encounter problems later on you can always return to this screen and enter a root folder name.

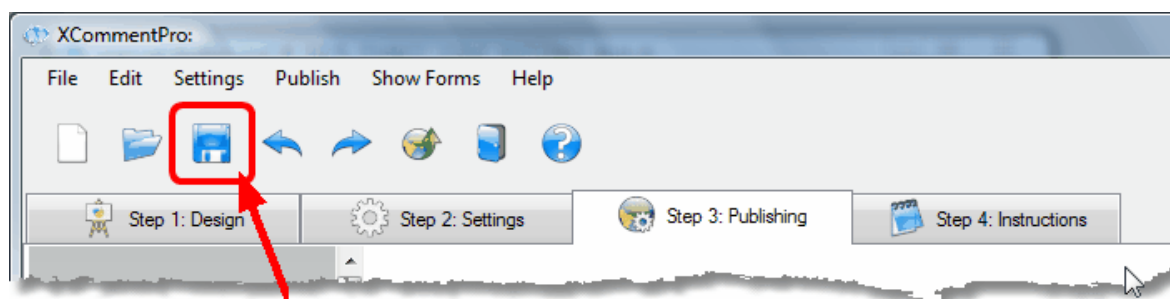
**STEP 5:** To test your settings, to make sure they're correctly entered, XCommentPro has a "*Test FTP Connection*" button in the bottom right corner of the window, as shown in the illustration above.

Click the "*Test FTP Connection*" button, and XCommentPro will attempt to establish a connection to your web hosting account, using the settings you have provided.

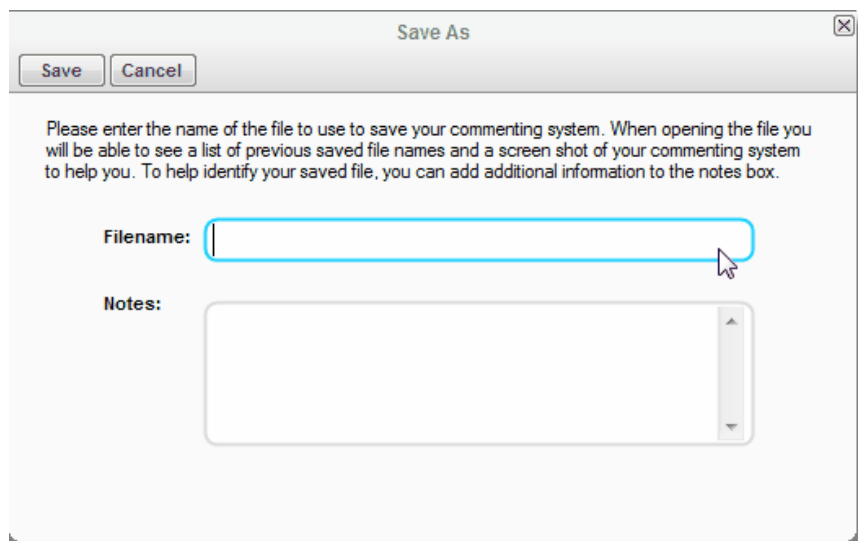
**If a connection is successfully established**, a message will be displayed which reads "Successfully connected to <ftp.yourdomain.com>"

**If a connection was not successfully established**, you will see an error message explaining which of your settings is incorrect (so that you may then correct the error).

**STEP 6:** It's a good idea to save your XCommentPro project at this point, by clicking the "Save" button on the toolbar in the top left corner of the XCommentPro window, as shown below:



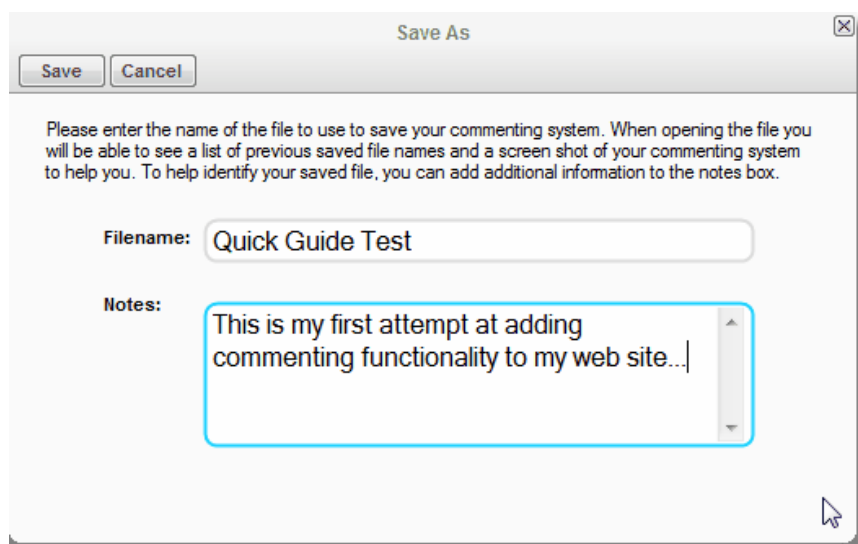
Clicking the "Save" button as shown above will cause a window to appear as shown below:



This window is prompting you for the following information:

- **Filename** (a logical filename under which this project will be saved)
- **Notes** (great for helping you distinguish between different projects)

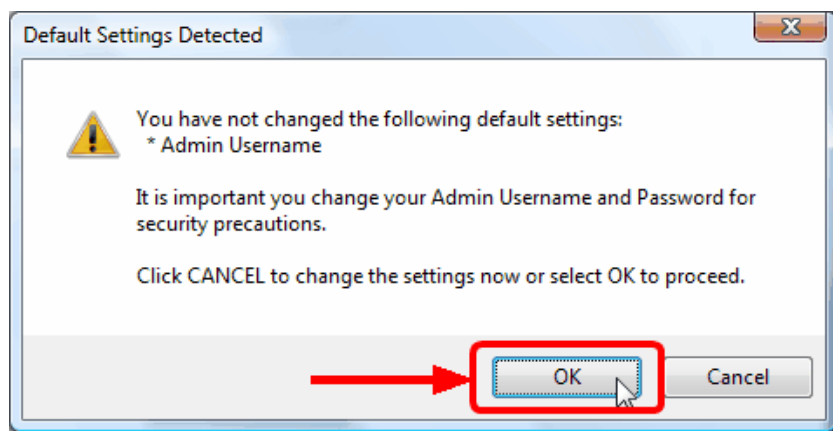
Go ahead and **fill out the two boxes provided**. Once you have done so, your screen will resemble the illustration below:



To save your project to disk, click the "Save" button in the top left corner of the window - this will save your project to your hard-drive so that you don't lose your valuable work up to this point!

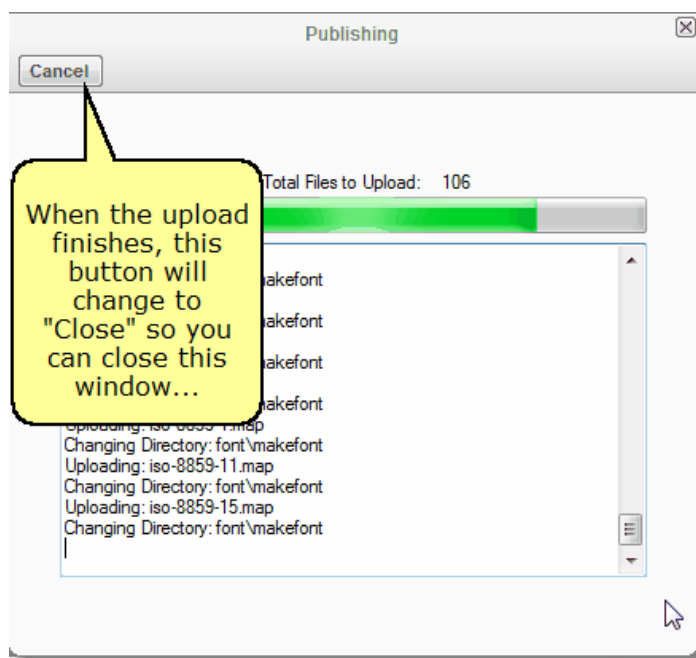
**STEP 7:** With your XCommentPro project now saved, you can now go ahead and upload the system files to your web hosting account. To upload the files, click the "*Publish Files*" button in the bottom left corner of the settings screen, as shown in the diagram near the top of this section. Clicking the "*Publish Files*" button will initiate the **file upload process**.

You will immediately be presented with a *notification screen* as shown below, suggesting you change your *Admin Username* and *Password* (which are needed to access your XCommentPro Control Panel, on-line). For now, we can simply click the "OK" button for the purposes of this Quick Start Guide, to go ahead and upload our files.



**Note:** At a later date, once you have read through the full manual, you may well wish to change your **admin username** and **password**, but for now the default values are fine.

Clicking the "OK" button as described above will **begin the upload process**. A dialog window will immediately appear, shown in the illustration below, with a *progress-bar* at the top indicating the how far through the upload you currently are.



Once the upload process has finished, and all the files have been copied to your web hosting account, click the "Close" button in the top left corner, as described above. Clicking the "Close" button will return you to XCommentPro, ready to advance to the next and final part of this Quick Start Guide.

At this stage you have not only designed a commenting system and tweaked the settings, you have now uploaded the finished system to your web hosting account. There's only **one final stage** in the process, before your visitors may begin commenting on your web page content, and that's what we'll be covering off in the next section.

## **PART 4: Embedding Commenting Into Your Web Page**

**STEP 1:** In this final section, you will be adding your new commenting system to your web page content and publishing that content to your web hosting account. There are a couple of things that need checking at this stage, before you can complete the Quick Start Guide:

**Firstly**, you will of course need to have a *web site* into which you will be adding this commenting system. If you do not have one, then you may want to think about *creating* one before you continue past this point in the Quick Start Guide.

**Secondly**, the web site to which you will be adding this commenting system must be published to the same root folder as specified in the Publishing Settings tab in XCommentPro, when you uploaded your files a short time ago.

These two conditions met, you can now go ahead and embed your commenting system into your web page(s).

**STEP 2:** When setting about embedding your commenting system into a web page, you have two options:

**Option 1:** Embed your commenting system into an XSitePro web page.

**Option 2:** Embed your commenting system *manually*, into the source code of any standard HTML page.

To embed your commenting system into a regular HTML page using Dreamweaver, FrontPage, ExpressionWeb or any other editor, continue straight onto the section entitled "*Embedding Commenting Into Your Web Page*" below.

If you are an XSitePro user and wish to embed your commenting system into an existing XSitePro web site, using the in-built *right-click* functionality then jump ahead to the section "*Embedding Commenting Into An XSitePro Web Page*".

## **Embedding Commenting Into Your Web Page**

**STEP 1:** Load the *Instructions* tab, by clicking the corresponding tab as shown below:



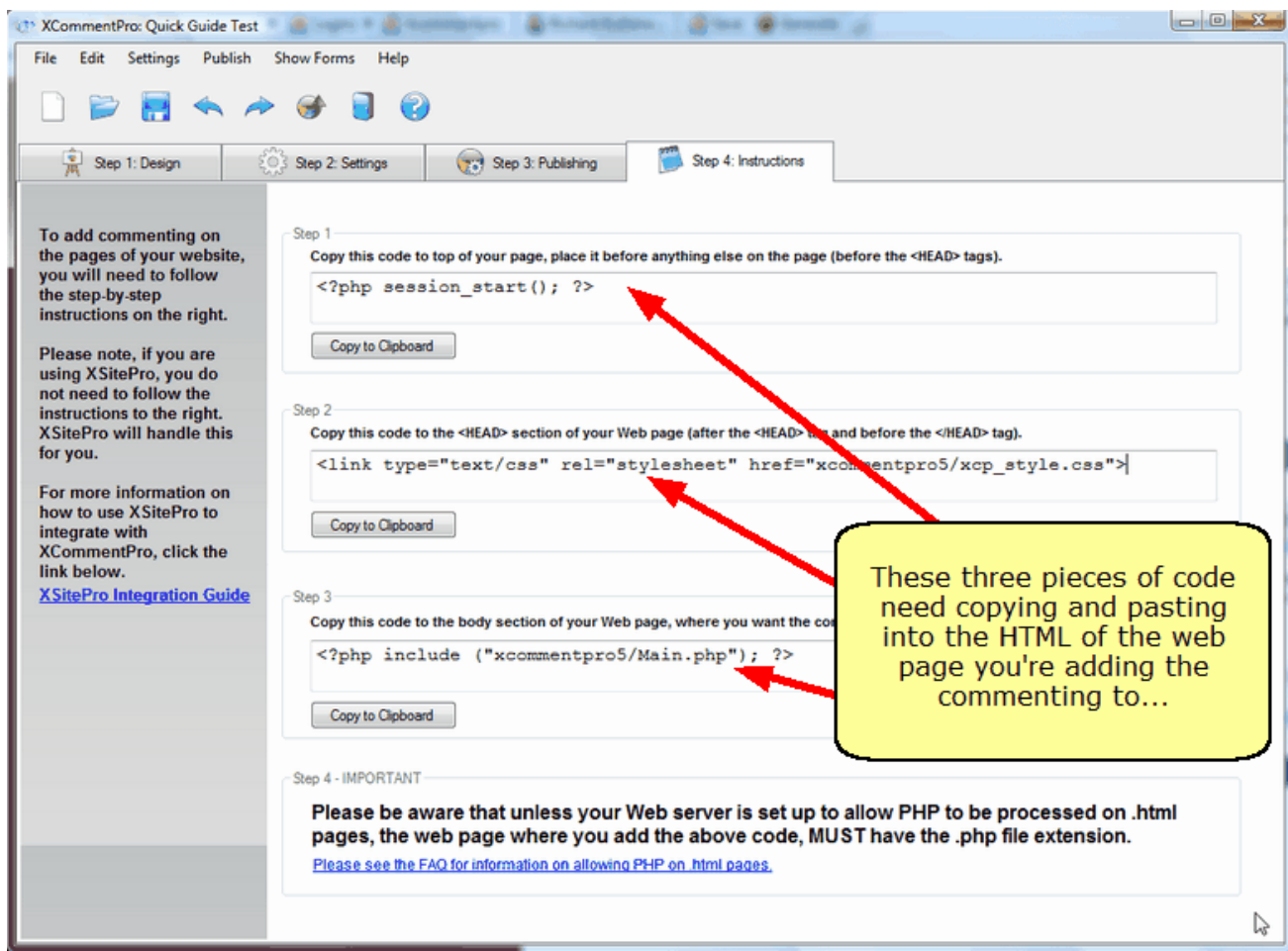
**STEP 2:** In the screen that appears you have three pieces of code that need adding into your web page as follows:

Step 1 Code: Needs adding into the HTML for your web page above everything else. Add it at the very start of the HTML, *before* the opening **<HEAD>** tag.

Step 2 Code: Needs adding into the HTML for your web page in the *Head* section (so *after* the **<HEAD>** tag and *before* the **</HEAD>** tag).

Step 3 Code: Needs adding into the HTML for your web page at the precise position where you want the commenting functionality to appear (within the *Body* section of the page, so *between* the **<BODY>** tag and the **</BODY>** tag).

The three pieces of code are displayed in the *Instructions* tab, in XCommentPro, as shown below:

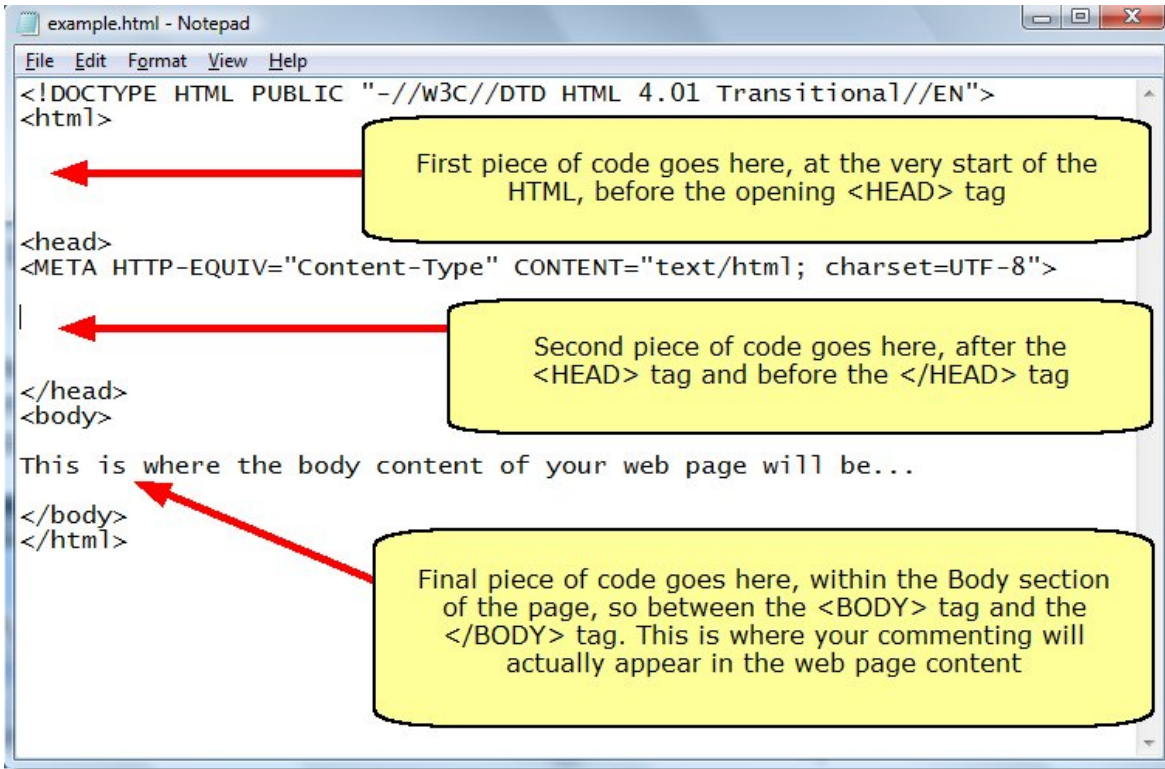


The screenshot shows the XCommentPro Quick Guide Test window. The window has a menu bar (File, Edit, Settings, Publish, Show Forms, Help) and a toolbar. Below the toolbar are four tabs: Step 1: Design, Step 2: Settings, Step 3: Publishing, and Step 4: Instructions. The Step 4: Instructions tab is active. On the left side of the window, there is a sidebar with text: "To add commenting on the pages of your website, you will need to follow the step-by-step instructions on the right. Please note, if you are using XSitePro, you do not need to follow the instructions to the right. XSitePro will handle this for you. For more information on how to use XSitePro to integrate with XCommentPro, click the link below. [XSitePro Integration Guide](#)". The main content area of the window displays four steps:

- Step 1:** Copy this code to top of your page, place it before anything else on the page (before the **<HEAD>** tags).  
`<?php session_start(); ?>`  
Copy to Clipboard
- Step 2:** Copy this code to the **<HEAD>** section of your Web page (after the **<HEAD>** tag and before the **</HEAD>** tag).  
`<link type="text/css" rel="stylesheet" href="xcommentpro5/xcp_style.css">`  
Copy to Clipboard
- Step 3:** Copy this code to the body section of your Web page, where you want the co...  
`<?php include ("xcommentpro5/Main.php"); ?>`  
Copy to Clipboard
- Step 4 - IMPORTANT:**  
**Please be aware that unless your Web server is set up to allow PHP to be processed on .html pages, the web page where you add the above code, MUST have the .php file extension.**  
[Please see the FAQ for information on allowing PHP on .html pages.](#)

Three red arrows point from a yellow callout box to the code boxes for Step 1, Step 2, and Step 3. The callout box contains the text: "These three pieces of code need copying and pasting into the HTML of the web page you're adding the commenting to..."

Using a simplistic *web page source code* illustration below, we can highlight the insertion points for the three pieces of code described above:

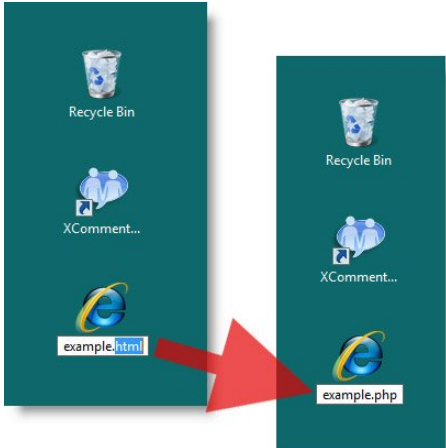


To add the code to your web page HTML, simply open the HTML page that you wish to edit (either using *Dreamweaver*, *FrontPage*, *ExpressionWeb*, *Notepad* or your editor of choice) and then **copy and paste the code** from the respective sections of the XCommentPro screen, into the source code as indicated above.

**STEP 3:** With the code added to your web page, we need to make one more change before we can publish our site and start collecting comments from visitors.

We need to change the 'extension' of the web page (that we just added our code to) from ".html" to ".php".

A full explanation for *why* you need to do this is given in the full manual, but for now simply go ahead and make the change as shown below:



**Note:** Of course, your actual web page filename will be different to the one shown above - just make sure that, whatever the filename might be, it ends with ".php".

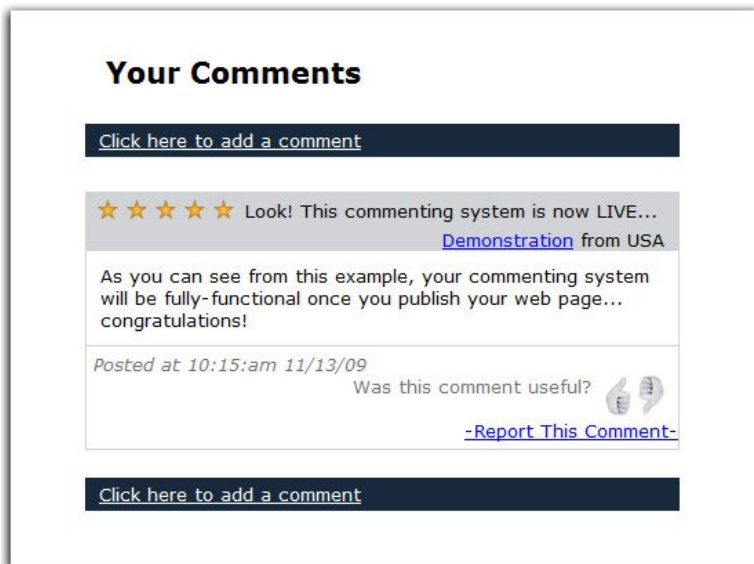
**Important:** When changing the filename in any way, you should take care to check any inbound links, pointing at that web page (with the old, '.html' extension), since those links may no longer work. While XSitePro updates all internal links automatically for you, some web authoring packages do not, and so you will have to check through these links manually.

**STEP 4:** All you need to do now is publish your web page to the hosting account you specified when publishing your commenting system a little earlier. Do this as you would normally, either using a third party FTP application or using your favorite web authoring tool.

**STEP 5:** When your web page has been uploaded to your hosting account, load the page in question to view the commenting system in all its glory!

Your page will now display your fantastic new commenting feature will appear as shown below, exactly where you inserted the third piece of code (as described in Step 2 above).

Note: Initially, when you first view your commenting system on the web page there will of course be no comments added yet, and so your screen may not look *quite* like the one below - but, as soon as you add a comment (to test your system is working correctly) you will have a great-looking addition to your page content.

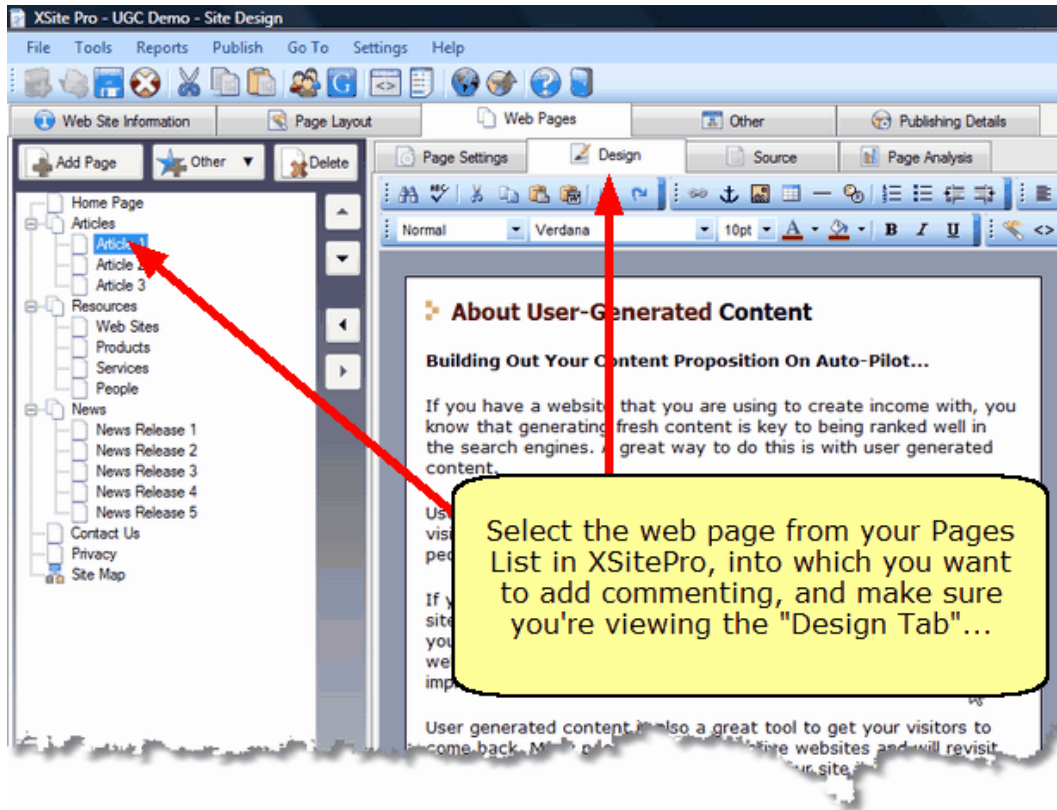


## **CONGRATULATIONS!**

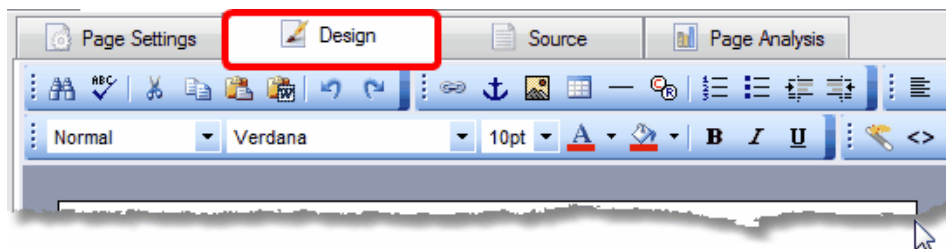
You have successfully added commenting to your web page, and from this point onward your site's visitors may begin adding their comments, feedback and ratings to your page content.

## Embedding Commenting Into An XSitePro Web Page

**STEP 1:** Open your **XSitePro** web site and select the **web page** you wish to add commenting to, from the *Web Pages List* as illustrated below:

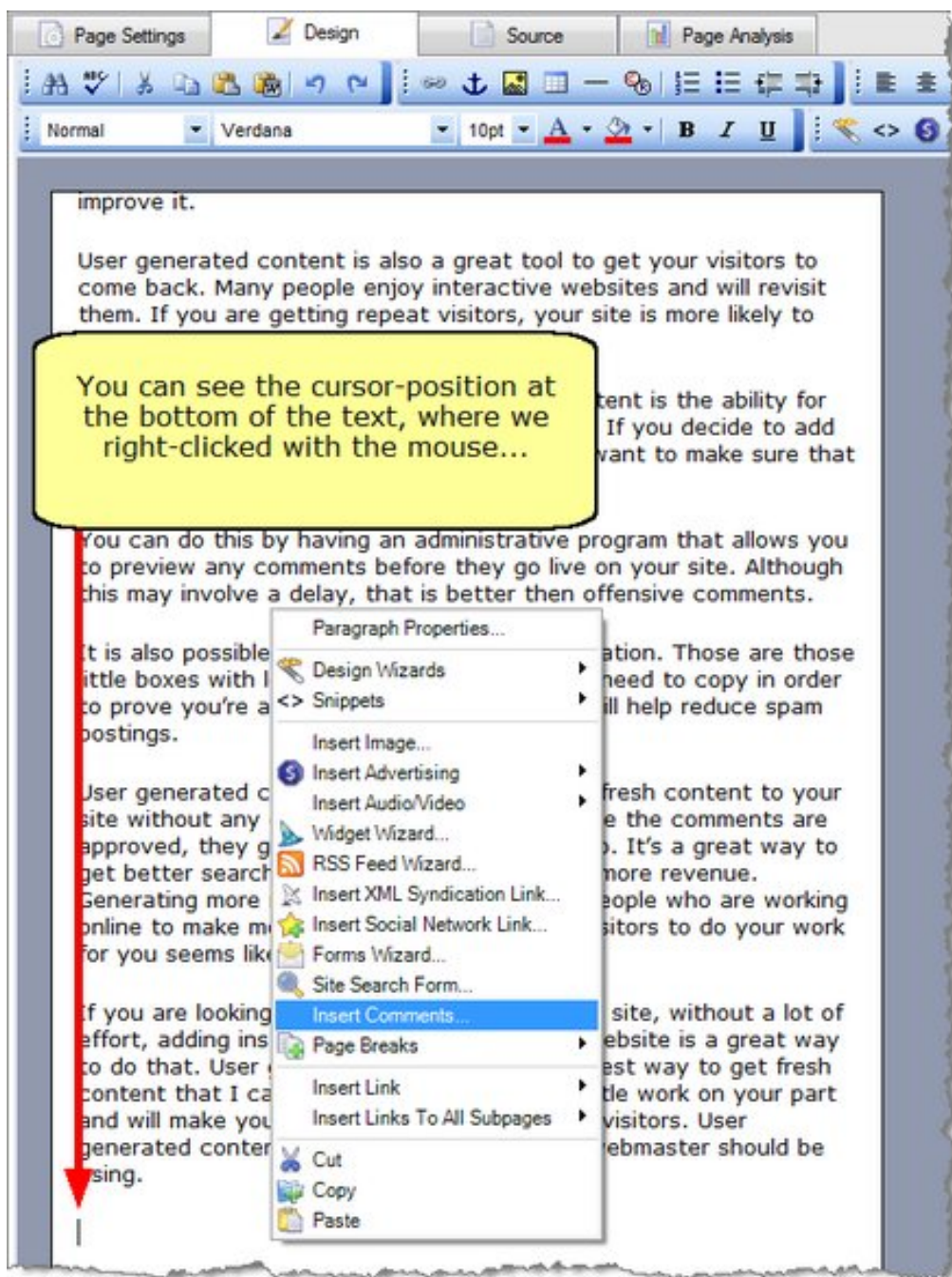


Obviously, your screen will show your own website, and your own Web Page list, as opposed to the one shown above. **STEP 2:** With your chosen web page selected, ensure that you are viewing the page in the "Design" tab as highlighted below:



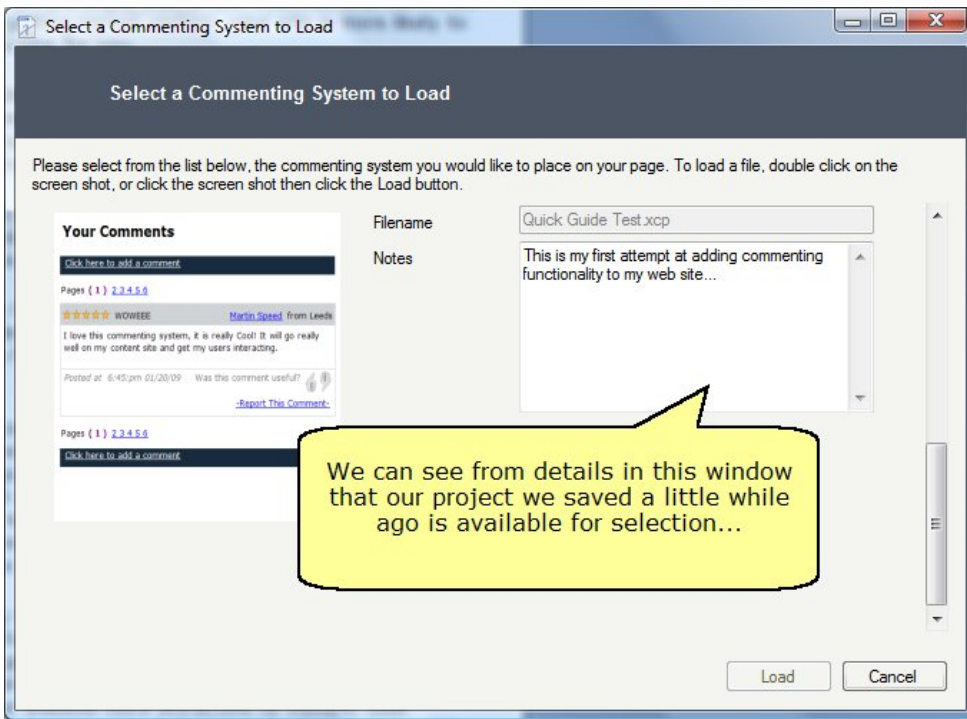
**STEP 3:** Within the web page content (viewed in the designer screen), identify the **exact spot** at which you would like the commenting feature to appear, and **right-click with your mouse** at that position to call up the *Right-Click Menu*.

When the menu appears, your screen will resemble the one shown below (although your web page will obviously have different page content).

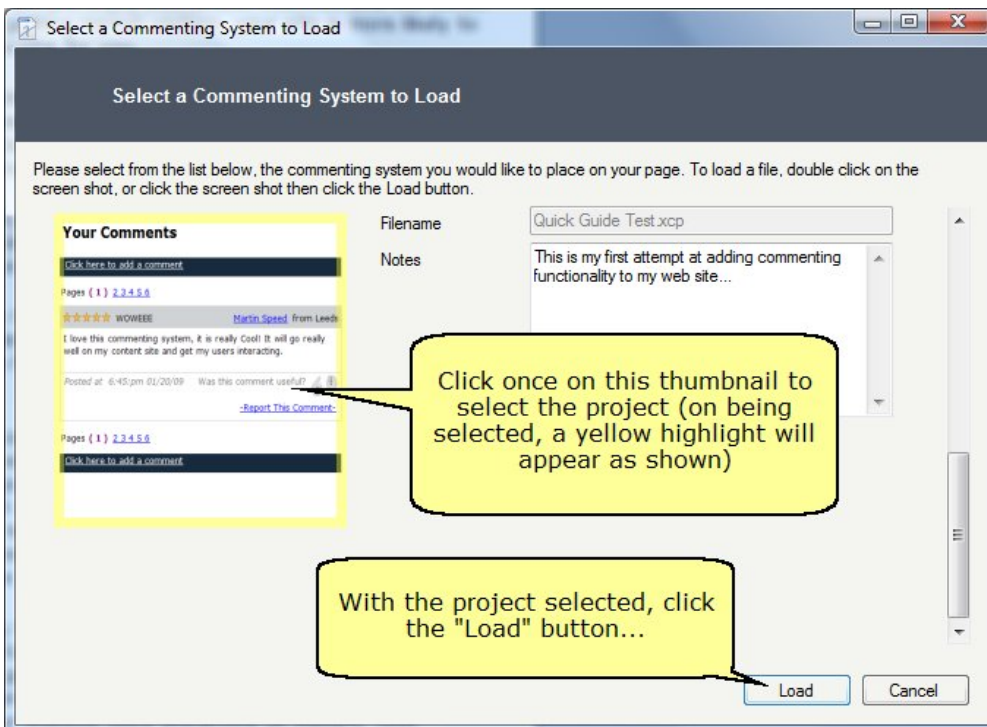


**STEP 4:** From the *Right-Click Menu*, select the "Insert Comments" menu option as shown above.

On clicking this menu option, a window will appear as shown below:



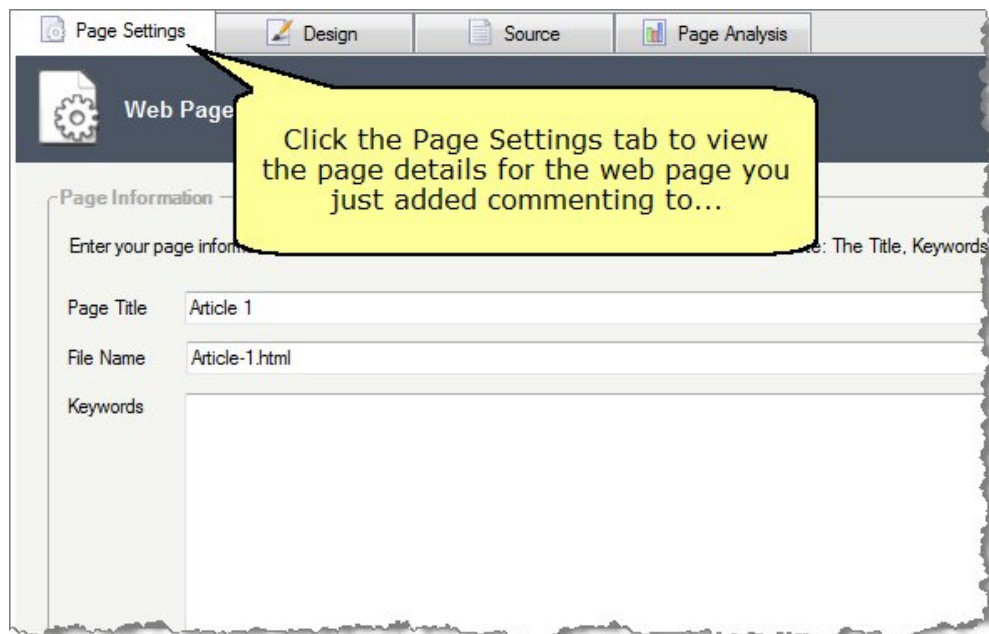
**STEP 5:** Within this window, select the commenting project by **clicking once upon the project thumbnail image** (which will highlight the thumbnail image with a *yellow border*, as shown below) and then, with the project selected, click the "Load" button in the bottom right corner (again, shown below):



Clicking the "Load" button as shown above will embed your commenting system into your web page automatically. You will see a placeholder frame in the position at which you right-clicked, signifying the placement of the commenting feature when the page is published.

**STEP 6:** With our commenting functionality now added to the web page, we need to make one more change before we can publish our site and start collecting comments from visitors.

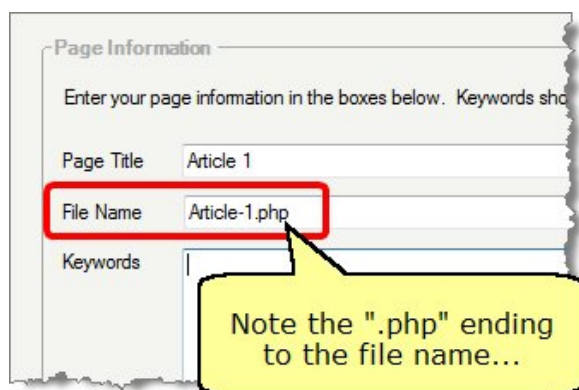
Head over to the "Page Settings" tab, highlighted below, for the web page you've just been working on:



**STEP 7:** Within the *Page Settings* screen, we need to make a small change to the *File Name* value. Specifically, we need to change the 'extension' from ".html" to ".php".

So, all you need to do here is change the file name so that instead of having the letters ".html" at the end, it has ".php".

A full explanation for *why* you need to do this is given in the full manual, but for now simply go ahead and make the change as shown below:



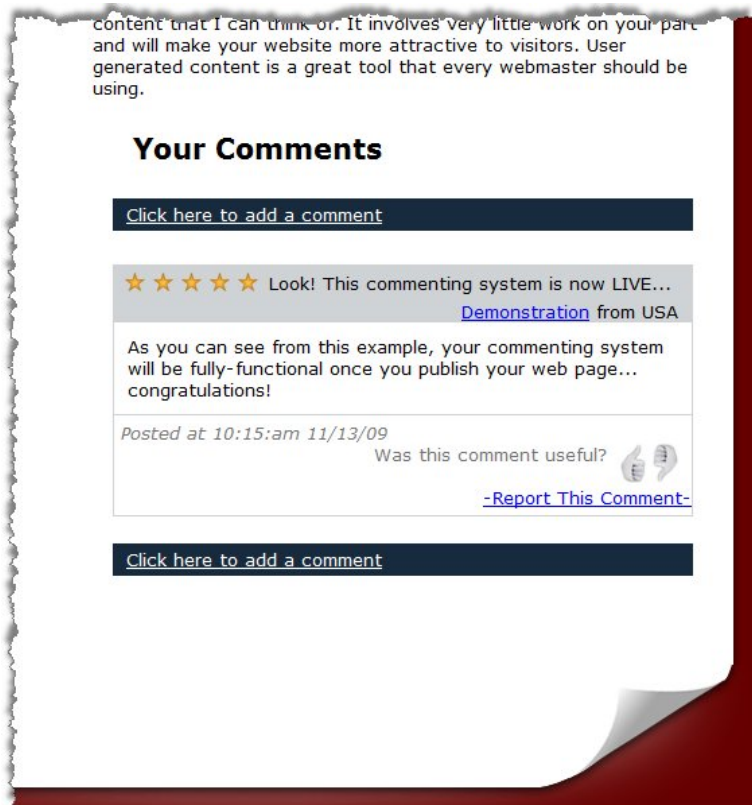
**Note:** Of course, your web page file name will be different to the one shown above - just make sure that, whatever the file name might be, it ends with ".php". So, for example, if your web page file name was "testimonials.html" it should now be renamed "testimonials.php".

**STEP 8:** All you need to do now is publish your web page to the hosting account you specified when publishing your commenting system a little earlier. Do this as normal, in XSitePro, by clicking the "Publish" button in the XSitePro toolbar, shown below:



**STEP 9:** When your XSitePro web site has finished publishing, load the page in question to view the commenting system in all its glory!

Your page will now display your fantastic new commenting functionality as shown below. Note: Initially, when you first view your commenting system on the web page there will of course be no comments added yet, and so your screen may not look quite like the one below - but, as soon as you add a comment (to test your system is working correctly) you will have a great-looking addition to your page content.



## **CONGRATULATIONS!**

You have successfully added commenting to your web page, and from this point onward your site's visitors may begin adding their comments, feedback and ratings to your page content.

## **Conclusion**

Having just completed the Quick Start Guide, you will hopefully see for yourself that inserting commenting into your web pages is very straightforward and quick to complete.

It's worth reminding ourselves at this point that the objective of this guide is to **introduce you to the XCommentPro software** and to demonstrate that you *can* carry out the necessary steps involved in setting up commenting on your web pages.

This said, there is a great deal more to XCommentPro than has been covered in this short guide.

To find out exactly what XCommentPro can do - the *full extent* of the features contained within the software - **do please refer to the full manual.**

Wishing you every success with your commenting!

**Paul Smithson**