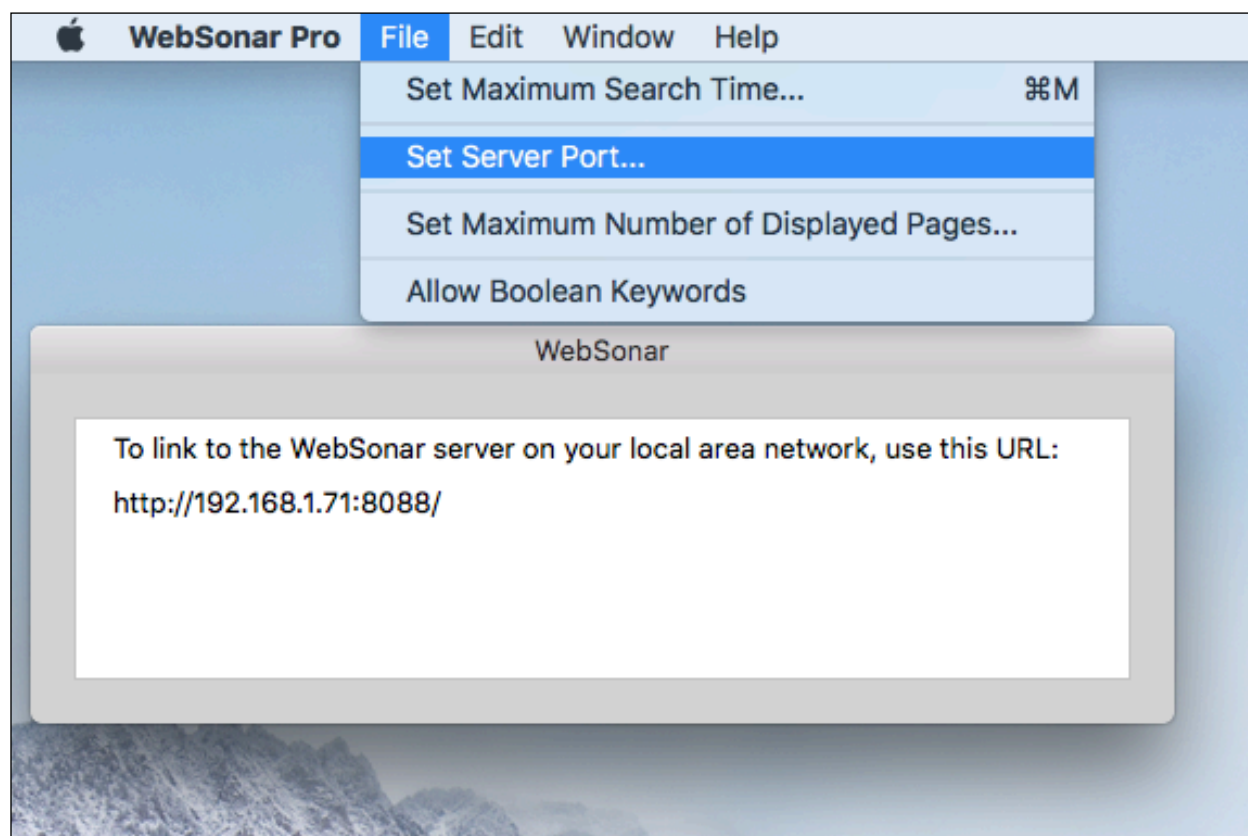


# WebSonar User's Guide

## Overview:

WebSonar is based on Virginia Systems' Sonar Professional search engine that was originally developed in 1988. WebSonar combines this search engine with a standard web server to provide a flexible and scalable, browser based document management solution.



## Web Server:

WebSonar provides a standards compliant HTTP web server. The server root is located in the WSServer folder which must reside at (Your User Name)/Documents. The contents of this folder should not be removed, renamed or edited or the web server function may stop working. Your WebSonar Libraries can be accessed with any web browser on your local network using a Uniform Resource Locator link (URL).

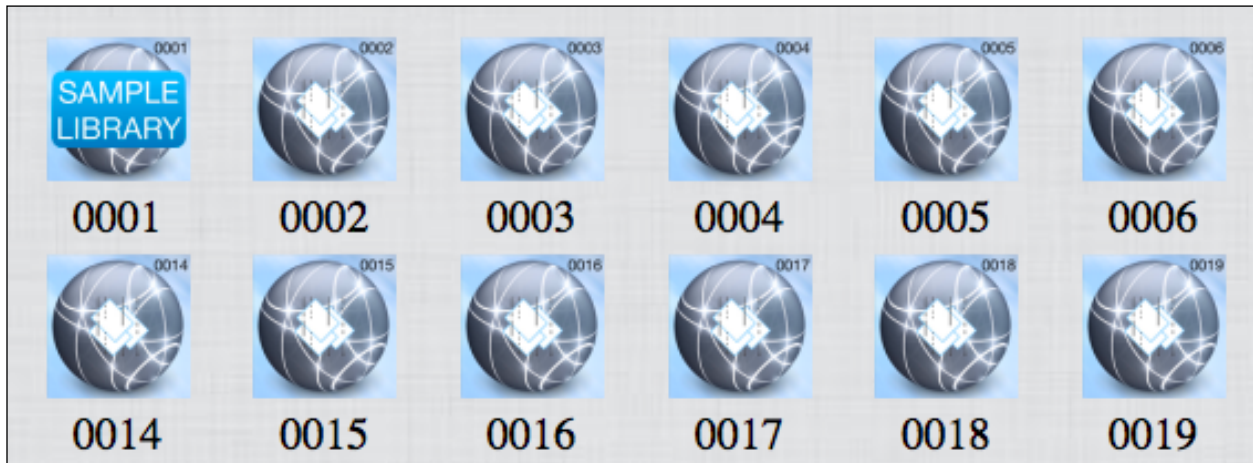
WebSonar 9 provides an in-app purchase option to “Enable Internet Access” to the libraries on your home computer. WebSonar 36 and WebSonar Pro require a dedicated IP address for Internet access.

The Server Port number that WebSonar 9 uses to communicate is 8088. WebSonar 36 and WebSonar Pro allow you to set the Server Port to any value greater than 1023 from the File menu.

## WebSonar Libraries:

WebSonar provides a set of pre-organized libraries for your use.

Tapping one of the Avatar Images takes you to the library's home page.



Each Library's home page has a unique URL and provides search functions and a ten page looped slide show. The welcome and avatar images as well as the ten slide images can be updated by the library owner at any time.

Anyone on your local network can link to and view your home page.

The library's document access is controlled by the library owner. You first claim a vacant library by tapping on the default welcome image to load the library's settings screen where you can edit your access and library comments preferences.



Tap on the Welcome Image  
then tap on the Admin link  
to Setup your Library Preferences

## Library Settings:

You first set a User Name and Passwords that will be required to access Settings and Uploads. You can set your Library access to Private to require these credentials from any visitors wishing to view your content.

### My Library Settings:

1. Enter a Name, Admin & Guest Passwords that you will use to control access to the library!

User Name:  AdminPW:  GuestPW:

2. You can set your library access property to Private or Public. If it is set to Private, visitors will require your user name and password to search your library. They will also be able to access this page to add documents to your library. Used in conjunction with the Comments feature, this setting provides a venue for group collaboration.

☒ Public ☐ Private

3. You can set your library Comments feature to Enabled or Read Only. When Enabled, visitors will be able to add and edit notes connected to any page of your documents. When set to Read Only, the Comments Link will only appear on pages that contain notes. Your visitors will be able to search for, and read, these notes but will not be able to edit them.

☒ Enabled ☐ Read Only

4. You can personalize your library by uploading images to replace the existing Avatar and Welcome Message. You can also add up to 10 slides. The slideshow will repeat if you provide all ten slides. These images can all be updated at any time.

---

WebSonar includes a separate "Comments" database that has a record linked to every page of every document in your library.







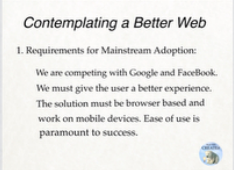
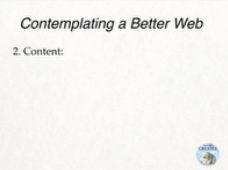

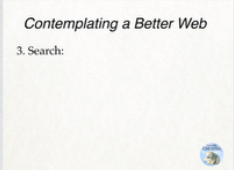
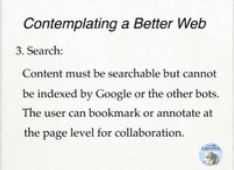
The comments field can be searched independently of the document content or title. This feature can be useful for bookmarking pages, collaboration, or to provide key words for image, audio, and movie files. It can also be used to bookmark and navigate a group of random pages for presentations. You can set your comments to Read Only to prevent visitors from editing them.

Library index removal is performed from here and the Back to Search link returns to your Home Page. WebSonar indexes your source documents to provide search functions. When you or someone visiting your library issues a search request WebSonar finds the matching documents in the index and then dynamically creates the html code to display the content in a web browser. If your index is removed none of your documents can be accessed. When adding new documents WebSonar appends information to the existing index files.



Personalize My Library provides customization options.

**Personalize My Library:**

<p><b>Duane Bemister</b></p> <p>This must be a PNG file Size: 440 by 100 pixels</p> <p>Choose File no file selected</p> <p>Welcome Submit</p>	 <p>This file should be square</p> <p>Choose File no file selected</p> <p>Avatar Submit</p>	 <p>Choose File no file selected</p> <p>Slide 01 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 02 Submit</p>
 <p>Choose File no file selected</p> <p>Slide 03 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 04 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 05 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 06 Submit</p>
 <p>Choose File no file selected</p> <p>Slide 07 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 08 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 09 Submit</p>	 <p>Choose File no file selected</p> <p>Slide 10 Submit</p>

Add Documents loads the Library File Upload Forms.

2:24 PM Wed Dec 5 w01.mylibraries.online

**Note: Do Not Use -- double hyphens !**

<p><b>Image Upload Instructions:</b> Select an image to add to your library. <b>The Document Title is required.</b> You can optionally provide a description and/or an external link that executes when tapping on your image. WebSonar scales the displayed image width to 700 pixels.</p>	<p>1. Image Upload - Choose File no file selected</p> <p>*Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Image Link: <input type="text"/></p> <p>Submit</p>
<p><b>Video Upload Instructions:</b> Select a video to add to your library. <b>A Video Title is Required.</b> Use QuickTime Player to convert your videos to 480P. You can optionally provide a description.</p>	<p>2. Video Upload - Choose File no file selected</p> <p>*Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Submit</p>
<p><b>PDF Upload Instructions:</b> WebSonar uses the PDF meta data Document Title field. You can edit this field by choosing Print and then Save to PDF. The pdf file name is used to load the document.</p>	<p>3. PDF Upload - Choose File no file selected</p> <p>Change Title To: <input type="text"/></p> <p>Files uploaded from an iOS device require a new Title.</p> <p>Submit</p>
<p><b>Audio Upload Instructions:</b> Select an audio file to add to your library. <b>An Audio Track Title is required.</b> You can optionally provide a description, an image and/or an external link that executes when tapping on the image.</p> <p>Manage Audio Image File Names</p>	<p>4. Audio Upload - Choose File no file selected</p> <p>*Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Image Link: <input type="text"/></p> <p>Image File Name: <input type="text"/></p> <p>Submit</p>

Admin Settings... Index the Library < Back to Search

## PDF Documents:

WebSonar works with PDF and a variety of other file formats. On the Mac you can create a pdf version of any of your own documents by selecting...

**Print from the file menu and then choose Save as PDF...**

WebSonar uses the pdf metadata Title field rather than the file name to display the Document Title, shown here highlighted in blue.

You can use Safari's Reader Function in combination with Print then Save as PDF... to easily add web page articles to your library. You may prefer to edit the Title of existing files by first opening them in Preview and then following the same procedure.

**Note:** WebSonar displays the first 255 characters in the Title field.

Save As: WebSonar\_Users\_Guide.pdf

Tags:

Where: Desktop

Title: WebSonar User's Guide

Author: Duane Bemister

Subject:

Keywords:

Security Options...

Cancel Save

Open PDF in Preview  
Save as PDF...  
Save as PostScript...  
Add PDF to iBooks  
Mail PDF  
Save PDF to Web Receipts Folder  
Send PDF via Messages  
Edit Menu...

<< < 1 of 7 > >>

? PDF Show Details Cancel Print

## **Images Audio and Movies:**

In addition to PDF files you can also add image, audio and movie files to your WebSonar library.

Movies that are to be shared on the web should be compressed with QuickTime Player's "Export" command. We recommend that you export a copy of the movie using the 480p format option for optimum playback performance. WebSonar uses the HTML 5 video element for playback.

## **Library Access**

WebSonar Libraries provide access controls for three different groups. Administrators set passwords, comments and content access restrictions and can add and remove documents from the library. They can also change the home page images and the 12 named images that are available to be displayed with audio file uploads.

Guests (family or group members) can view the library documents and also upload files. Visitors can view the library documents if the Public setting is enabled by an Administrator. Everyone viewing the library documents can add and edit Comments if they have been enabled by an Administrator.

## **Privacy Statement:**

WebSonar does not collect any information from your computer or from anyone accessing your library. If you have both Public Access and Edit Comments enabled your visitors will be able to make changes to your notes.

## **Security Statement:**

This version of WebSonar will not read your existing credentials. To hash your password you simply resubmit your settings. The new hashed passwords are not available to reset.

A forgotten password **can not be retrieved**.

The users library can only be reset to default to no credentials if you have physical access to the server.