Easysites TIP SHEET
Tip Sheet 3: Entries

Adding or Editing Content Using Entries

Introduction

All content on your site, will be in an Entry.[*] Your easysite will already have some entries in it so existing content on the website will be in an existing entry. To put new content on the site you will need to make a new entry. Almost all of the entries should be assigned to one or more categories. As a rule, to **change existing content**, just find the *appropriate entry*, change it as required, save it and rebuild your site. To **add new content**, just **create a new entry**, insert the content into the entry, and decide what category the entry should belong to, and then save. See below for more details.

Editing an Existing Entry

1. To see a list of all entries currently in the site, click on **ENTRIES** on the sidebar nav menu.

Sidebar Nav Menu

2. A page will open displaying a list of entries currently in your site (although not all of the entries may be published to the front-end/ live website) The list shows the title of each entry, the author of each entry, the primary category that each entry is assigned to, and the date each entry was first created on (note that these dates can be edited from within each entry).

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[*] About 98% of the content in your easysite will be in an entry. The exception to this will be your banner image and/or logos that are part of the site template. The footer is also likely to be part of the template and will not be in an entry. To change any of these elements please contact your easysite administrator, the person who set up your easysite for you.

Entries

Each entry listing page only shows 20 entries so if your site has more than 20 entries, you will need to click the 'Older' link at the bottom of the list to see the next entries in the list.

3. Click on the title of the entry you want to edit. This will open up the **Edit Entry page** (see image below) showing the entry body, the entry title, the category the entry belongs to etc.

The Edit Entry Screen

4. **To change the text** click into the entry body, excerpt, or extended entry and change the text as you require.
5. To **change the category** that the entry belongs to, choose a category from the drop down menu under **Primary Category**. You can assign an entry to more than one category by clicking **Assign Multiple Categories.**

6. **To format the text**, use the buttons on the toolbar above the entry body box. Roll over each symbol on the toolbar to see what each tool does. If you are familiar with html you can click on the **Source** button to view and edit the html code that makes up the entry. You might, for example want to add some html code to add an image to the entry.

7. When you are finished editing the entry, click **Save** at the bottom of the page. If you have changed a pre-existing entry, after you save the entry, you should **rebuild the site** so that the changes take affect on the live site.

8. To confirm that your changes have taken affect go to the website (front-end), refresh the page with the entry on it to see the changes you have made.

Adding a New Entry

1. Click the New Entry link located in the Posting section at the top of the sidebar navigation menu. This will open the Create New Entry screen.

Sidebar Nav Menu

2. With the entry editing screen open, type in the entry title in the Title field and put content such as text or an image into the entry body, extended entry or entry excerpt.

3. Format the content in the entry using the toolbar, e.g. you pay want to bold or italicise some text.

4. Choose the category to which the entry belongs. You can assign an entry to more than one category by clicking **Assign Multiple Categories.**

5. Click *Save.*

6. Go to the live website (front-end) to see your entry on the live website under the category you have assigned it to.

More About the Toolbar

The Entry Body, Entry Excerpt and Extended Entry fields in the Entry Editing Screen each have a toolbar that you can use to format their content.

Entry Toolbar

- Click the source button to see the html code that is behind your entry. You can edit this html if you wish if you understand html. Click the source button again to return to the normal entry view.

- Cut, Copy and Paste buttons work the same as they do in MS Word. You can cut, copy and paste text that is in the entry. Do not copy text directly from MS Word. Always copy it into Notepad first and then copy and paste from Notepad.

- Insert a table. If you have content that you want to put in a table, insert the table first using this button. You can choose how many rows and columns the table has and its width.

- Use the **Insert/Edit Link** button on the toolbar to insert a link in your entry. A link can be a link to another website or to a page in your own website or it can be an email link. Select the text that you want to be a link. Click on the Insert/Edit Link button on the toolbar. Type the URL (web address) into the URL field in the Link Dialog box. You can insert an e-mail link by choosing *E-Mail* from the Link Type drop down menu