

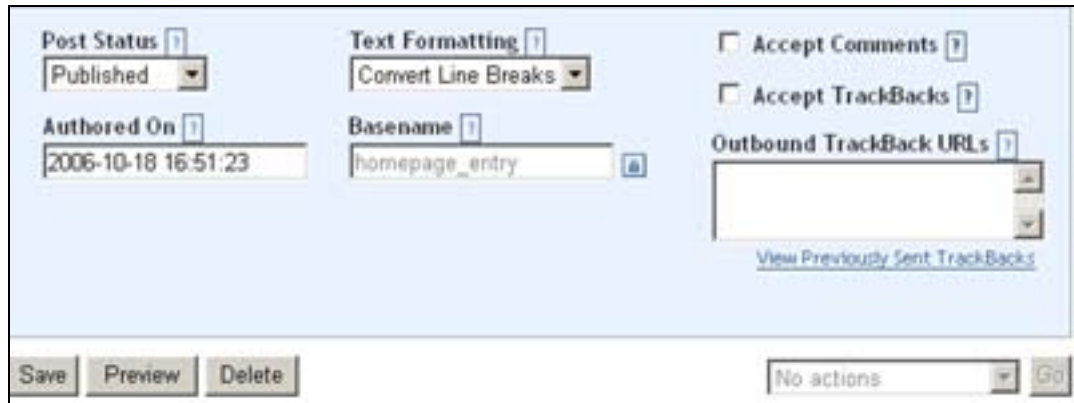
## **Easysites TIP SHEET**

### **Tip Sheet 4: Entry Properties Explained**

#### **Introduction**

All content on your site, will be in an Entry. An entry has various elements or properties that can be changed or edited. These properties can be accessed using the **Entry Editing Screen**.

- **Title:** The title of your entry gives your entry context and appears above the entry body on your website. Additionally this title appears in the list of entries in the back-end. Try to make your entry title as descriptive as possible. Do not use vague entry titles like “Number 1” or “Content”
- **Category:** Your easysite uses categories to organize entry content. An entry can have multiple categories but only one Primary category.
- **Entry Body:** The Entry Body field is where you enter the primary content of your entry. There are no minimum or maximum length limits.
- **Extended Entry:** This element is the field usually reserved for use with longer entries, essentially serving as the second half of your Entry Body. Usually, content in this field will not appear when the entry is viewed in a category page but there will appear in the entries' individual page. The link to more at the bottom of the entry in the category page will go to the entries' individual page.
- **Excerpt:** You can enter an excerpt for your entry, or use this field to provide a summary of the content therein. If you do not provide an excerpt, the system will auto-generate an excerpt of a default length (40 words) for use in places where it is required such as in RSS feeds, search results and anywhere else the easysite administrator has set up excerpts to show.
- **Status:** An entry can have a status of "Unpublished," "Published" or "Scheduled". Entries with a status set to "Unpublished" are stored in your database, but are not published to your website. Entries marked "Published" are displayed in your website. "Scheduled" status means a post is completed, but should not be published until the time and date indicated in the Authored On field. The default entry status is Published.



The bottom of the Entry Editing Screen

- **Authored On:** This is the date associated with your entry. You can pre-date or post-date your entries by modifying the authored on date and time for an entry. If you change this value, you must use the form YYYYMM- DD HH:MM:SS. This date is also used in conjunction with the Scheduled status to indicate when the entry should be published.
- **Text Formatting:** Text formatting setting instructs the system how to mark up the entry for publishing on the web. The default, Convert Line Breaks, applies formatting to the content in both the Entry Body and Extended Entry fields adding HTML mark-up for creating line breaks and paragraphs. **Leave this setting at the default Convert Line Breaks.**
- **Basename:** This field indicates the base filename (without extension) of the entry. It is based on the entry Title and automatically calculated upon entering text into that field. **It is best not to edit the basename of an entry.**
- **Accept Comments:** Checking this box enables readers to post comments for the entry in question but for this to work comments have to be enabled for the site, let the site administrator know if you would like to enable comments on your site
- **Accept TrackBacks:** Checking this box enables this entry to accept TrackBack pings for the entry in question, TrackBacks need to be enabled for the site for this to work, see your site administrator.
- **Outbound TrackBack URLs:** This field is optional. In it you can enter a list of TrackBack URLs that you would like to ping for this entry. This is for use when pingging a particular entry on a different site.