

**Title: Managing Quick Blogcast Entries**

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The Quick Blogcast Manage Entries page lists all of the entries currently in the selected blog. From the Manage Entries page you can create a new entry, edit an existing entry, or perform various other actions on your existing entries. On the Manage Entries page, there are two search options to sort your entries in the Entries list. Select a **Month/Year** from the Month Search drop-down list and click **View**. Select to search the **Title and Body, Categories, Status, or Authors**, then enter a keyword, and click **Search**. In the Entries list, you can select how many entries (10, 20, 50, or 100) you want to display per page. If there is more than one page, you can change pages by selecting a different page from the page number drop-down. [To View Entries](#) From the **Manage Entries** menu, select **Entries**. Click the expand icon next to the title to view the content of the entry. Click the title of the entry to open it in the Entry Editor. [To Set Entry Options](#) From the **Manage Blog** menu, click **Settings**. Click the **Entries** tab. You can edit any of the following settings: **Editor** Select the format you want to use for adding and editing entries. You can select a Rich or Simple text editor. **Date Format** The format you want to use for displaying dates. **Enable Automatic Excerpting** Automatically creates an excerpt of your blog entry. Excerpts are short snippets of your blog entry that are used in trackbacks and may be used in RSS feeds. **Excerpt Size** Specify the number of words or sentences you want to include in automatically created excerpts. **Default Entry Status** The status you want to assign to all new entries. Select **Draft** if you want to manually publish your entries. Select **Published** if you want your entries automatically published when you save them. **Draft** is selected by default. **Default Comment Status** The status you want to assign to all new comments and trackbacks. Selecting **Open** allows others to leave comments. Open is selected by default. **Default Trackbacks Status** This is the status you want to assign to all new comments and trackbacks. Selecting Open allows your entries to send and receive trackbacks. A trackback notifies you when another Web Site or blog links to your entry. Other sites can be notified if you link to one of their articles as well. Both sites need to enable trackbacks for proper functioning. In quick Blogcast, trackbacks are enabled by default. **Default Comment View** Select to view either all comments or only pending comments on the Manage Comments page. **Enable Trackback Autodiscovery** Automatically check your links to determine if the blog you link to allows trackbacks. **# of Entries to Display** The number of entries you want to display on each page. If you select to display All, the Entry sort direction list displays. **Entry Sort Direction** If you select **All** from the **# of entries to display** list, the Entry Sort Direction list displays. This list allows you to select how entries will display on your blogcast page. Your options are **Newest to Oldest** or **Oldest to Newest**. **# of Entries in Feeds** The number of entries you want to display in feeds. **Feed Types** The styles of RSS feeds you want to use. **Maximum Feed File Size** The maximum file size you want to use for your RSS feeds. **Show Author Email in Feeds** Select this to display the author's email address in RSS feeds. **Full Entries** Select this to display full blog entries instead of excerpts on your blogcast site's main page. **Gather User Feedback** Select this to include a survey where visitors can rate your entry. **Replace "--" with "—" in Entry Body** Automatically converts two hyphens (--) to an em dash (—) **Enable Emoticons** Allows emotions to

be added to entries and comments. **Enable Firefox Spell Checker** Adds a spell checker that underlines misspelled words and offers suggestions if the author right-clicks on the word. This will function when composing an entry or adding a comment to your broadcast site. Click **Apply**. [To Add a New Blog Entry](#) From the **Manage Entries** menu, click **New Entry**. In the **Title** field, type the entry title. In the **Categories** field, enter a category. You can leave this field blank and add a recurring category from the categories section on the left. Adding a recurring category allows you to add and select categories so you do not have to manually enter a category for each entry. This action also helps you keep track of your existing categories. Enter and format the body of your entry in the text box. In the Entry Settings section, you can configure the following settings: **Status** Select whether you want to save the entry as a Draft or Publish the entry when you click Save. Saving in Draft status is helpful if you want to create an entry, but are not ready to have it display on your site. **Timestamp** Enter the date and time that you want to display in the time/date stamp. **Comments status** Select whether you want to allow comments and set the default status of comments made to Open or Closed. **Allow trackbacks** Select if you want to allow trackbacks and set their status as Open or Closed. Trackbacks let you know if someone is linking to your article. **Outgoing Trackbacks** Enter one or more URLs that you want to notify of the creation of your entry. You can ping (notify) other blogs that you refer to in your entry or online blog directories. **Permalink** Specify the name you want to use for the permanent link to this blog entry. If you do not specify a Permalink name, Quick Blog assigns a name after you save the entry. The Permalink name cannot be edited after the entry is published. This will create a link that goes directly to the entry you are creating. You can add this link anywhere you want to send someone directly to this entry. In the **Categories** section, click a category to add it to your entry. You can create a category by entering the category name in the text box and clicking **Add**. For more information, see [Creating, Deleting, Combining, and Viewing Categories](#). In the **Excerpts** section you can select an excerpt to display on the main page if your broadcast site. This gives readers an idea of what the post is about, or a preview of what they can expect when clicking to read the full post. To create an excerpt of the entry, highlight any portion of your entry and click Excerpt. An object tag containing your selection is placed in the Excerpt text box. For more information about creating excerpts, see [Creating Excerpts for Blog Entries](#). If you are adding a podcast, complete the podcast fields and click **Add Podcast**. For information about adding a podcast, see [Adding a Podcast Entry](#). Click **Save**. [To Edit a Blog Entry](#) From the **Manage Entries** menu, select **Entries**. In the Entries List, locate the entry you want to edit. There are two search options to search your entries in the Entries list. **Month/Year** Select a **Month/Year** from the Month Search drop-down list and click **View**. **Title and Body** Select to search the **Title and Body, Categories, Status, or Authors**, then enter a keyword, and click **Search**. Click the title of the entry to open it in the Entry Editor. [To Delete a Blog Entry](#) From the **Manage Entries** menu, select **Entries**. In the Entries List, locate the entry you want to delete. There are two search options to search your entries in the Entries list: **Month/Year** Select a **Month/Year** from the Month Search drop-down list and click **View**. **Title and Body** Select to search the **Title and Body, Categories, Status, or Authors**, then enter a keyword, and click **Search**. Delete entries by doing one of the following: Click the delete icon next to the entry or entries that you want to delete. Use the checkboxes to select the entry or entries you want to delete, then select **Delete Entries** from the Select Action drop-down menu and click **Apply**. [To Publish an Entry](#) In the Entries list, you can select how many entries (10, 20, 50, or 100) you want to display on each page. If there is more than one page, you can change pages by selecting a different page from the page number drop-down. From the **Manage Entries** menu, select **Entries**. In the Entries List, locate the entry you want to publish. There are two search options to search your entries in the Entries list: **Month/Year** Select a **Month/Year** from the Month Search drop-down list and click **View**. **Title and Body** Select to search the **Title and Body, Categories, Status, or Authors**, then enter a keyword, and click **Search**. Publish entries by doing one of the following: Click the publish icon next to the entry that you want to publish. Use the

checkboxes to select the entry or entries you want to publish, then select **Publish Entries** from the Select Action drop-down menu and click **Apply**. [To Add a Category to an Entry](#) From the **Manage Entries** menu, select **Entries**. In the Entries List, locate the entry you want to edit. There are two search options to search your entries in the Entries list. **Month/Year** Select a **Month/Year** from the Month Search drop-down list and click **View. Title and Body** Select to search the **Title and Body, Categories, Status, or Authors**, then enter a keyword, and click **Search**. Use the checkboxes to select the entry or entries you want to add a category to. Select **Add Category to Entries** from the Select Action drop-down menu. Click **Apply**. In the **Categories** window, enter the names of the categories you want to add to the selected entries. **NOTE:** You cannot use an ampersand (&) in your category name, but you can use a period (.). Click **OK**.