

When to Use

Site Availability: Dynamic sites only.

Use the Blog Entry page type to create postings for your blog. (See the *Blog Page Type Quick Reference*.)

The Blog Entry page type works in conjunction with the Blog and Category page types. Once you have created a Blog page type you can create Categories and then use the Blog Entry page to create postings within each Category. Categories are optional and not required to add Blog entries.

Before Creating the Page

- ▶ Be sure you have created the main Blog page and any Categories (as children of the Blog page) before you create Blog Entry pages.

Examples of How to Use

- ▶ Use the Blog Entry page type for adding postings to your blog.

Blog Entry Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Page Summary	Title	The title entered in the Page Summary section is displayed as the heading of the blog posting.
Entry Date And Time	Auto-Fill Date/Time	Enable this setting if you want the posting to be date-stamped automatically by the system. Uncheck this box if you want to manually set the date and time for the blog entry. The date and time can then be set in the calendar boxes in this same section.
	Author	The author defaults to the name of the person who created the Blog parent page, but can be edited.
	Date	This date will appear on the posting when the Blog Entry page is published. You can use this field to future-date entries. Use this setting in conjunction with Workflow settings to post an entry at a future date.
	Time	Like the Date field, if you unchecked the Enabled checkbox above, you can manually select the time for the blog entry. This time stamp will appear on the posting when the Blog Entry page is published.

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Entry Contents	n/a	Add text, images, links and any other content relevant to the blog entry.

Blog Entry Page Tips!

- ▶ On the Blog parent page, be sure you uncheck the **Allow Earliest Entry Items** checkbox so that future-dated items will not appear on the Blog until the date occurs.
- ▶ The ability to comment on blog entries is controlled through the Blog page type. Check the settings if your blog entries are not appearing as expected.