



Once you finish entering your information for your entry just click on the **Save & Publish** link. If you do not have Publish permissions the Publish & Save link will read "**Submit for Approval**". If you submit your entry for approval you will receive an email after it has been approved. If you would like to return and work on your entry later use the "**Save**" link.



## Advanced Features

### Scheduling

Scheduling allows you to specify the time and date you wish your entry to be published and expire. By default your entry will be published on the time and date it is created. Expiring your entry does not delete it, it place it in the archives.

Publish Date - The date your entry will be published. Use the "Calendar" link to be certain your date is formatted correctly.  
Expiration Date - The date your entry will expire to the archive.



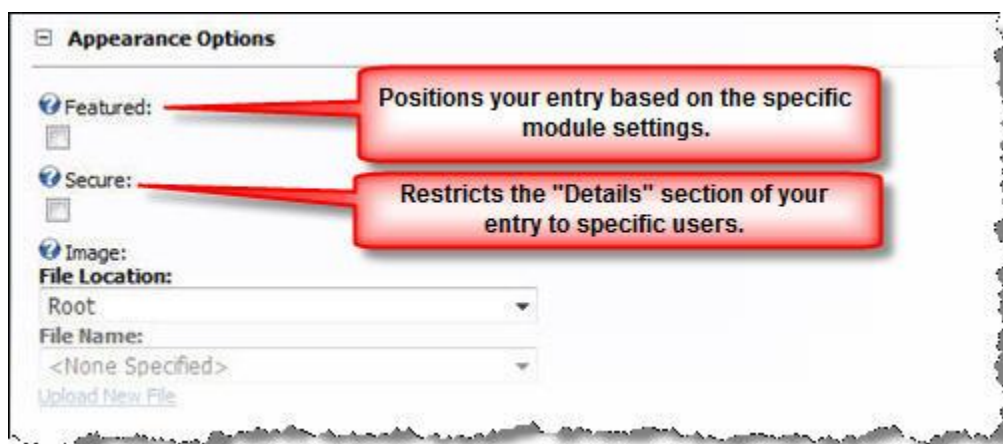
### Appearance

**Featured** - Marking an item as "Featured" will position your entry based on the specific module settings. The typical configuration would position featured articles above non-featured entries regardless of their publish date.

**Secure** - Do not select this option unless directed to do so by your Site Administrator. Secure entry details are only visible to authorized users.

**Image** (Available based on Permissions. Not all users will be able to use this feature)

Images can be associated with any entry if the site administrator has enabled this option. Based on your permissions you can select from the existing image library or upload images at the time you create your entry.



## Linking

"Linking" can tie your entry to another website (URL), a page on your site (Page) or a file for download (File). Linking your entry will give it a "Read More" style link allowing your visitors to access the linked item.

**None** (Default) - This is the default setting. If you are entering something into the details section select this.

**URL** (A link to an external resource (another website)) - Selecting this option will refresh your page and allow you to enter the destination websites address. It's a good idea to place a check mark in the "Open Link in New Window" box when using this option



**Link Entry to**

Open Link In New Window:

**Link Type:**

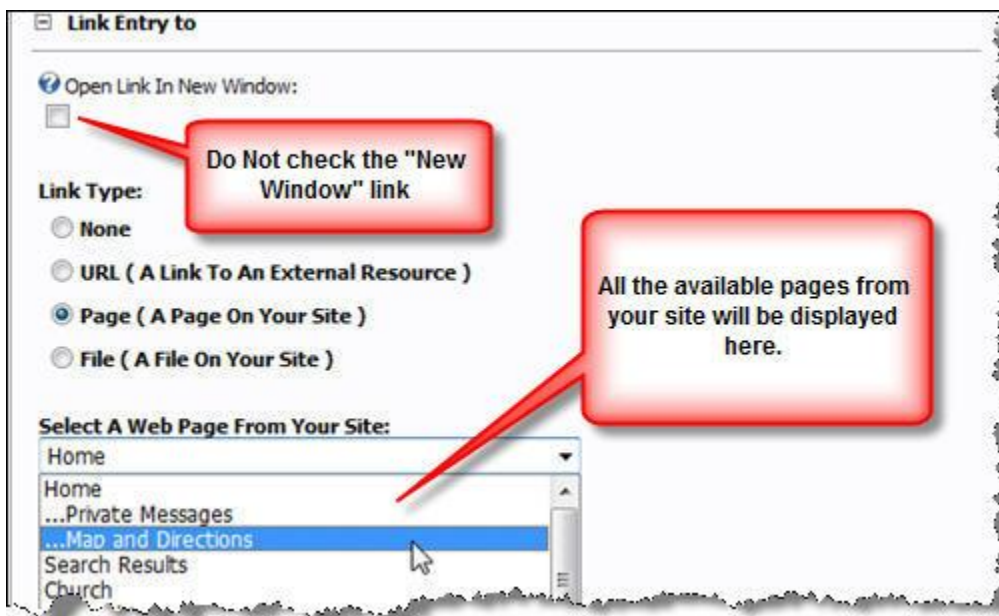
- None
- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )
- File ( A File On Your Site )

**Location: ( Enter The Address Of The Link )**

http:// www.thesiteyouwant.com

[Select An Existing URL](#)

**Page** (A Page on **your** site) - Selecting this option will refresh your page exposing a drop down list which will allow you to select any page on your site.



**Link Entry to**

Open Link In New Window:

**Link Type:**

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )**
- File ( A File On Your Site )

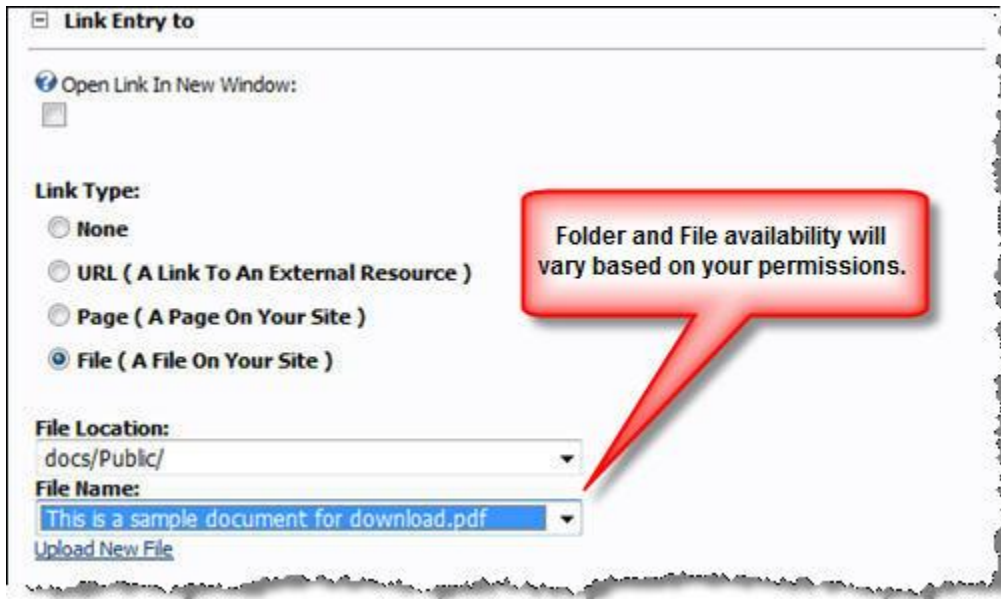
**Select A Web Page From Your Site:**

- Home
- Home
- ...Private Messages
- ...Map and Directions**
- Search Results
- Church

Do Not check the "New Window" link

All the available pages from your site will be displayed here.

**File (A File On Your Site)** - Based on your permissions, selecting this option will refresh your page and display files available for linking on your site. If your administrator has granted you write permissions you may also be able to upload new files. This option works excellent for linking to Adobe Acrobat files or for delivering sermon audio.



**Link Entry to**

Open Link In New Window:

**Link Type:**

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

**File Location:**  
docs/Public/

**File Name:**  
This is a sample document for download.pdf

[Upload New File](#)

**Folder and File availability will vary based on your permissions.**

**Details** - Placing content in the "Details" box will give your entry the "Read More" link. Note that if you link your entry using any of the above methods your article will also have a "Read More" link. If you "Link" your entry anything you place in the "Details" section will not be visible.



**Details**  
Enter the main body of your entry (optional).  
Once complete, you can save your entry via the buttons above or below the form.  
If you have chosen to link your entry from the "Link Entry To" section above the "Details" section will not be visible.

Details:

Basic Text Box  Rich Text Editor

Source

Font: [ ] Size: [ ]

**Only enter content in the "Details" section if you HAVE NOT linked your entry.**