

Pages & Posts

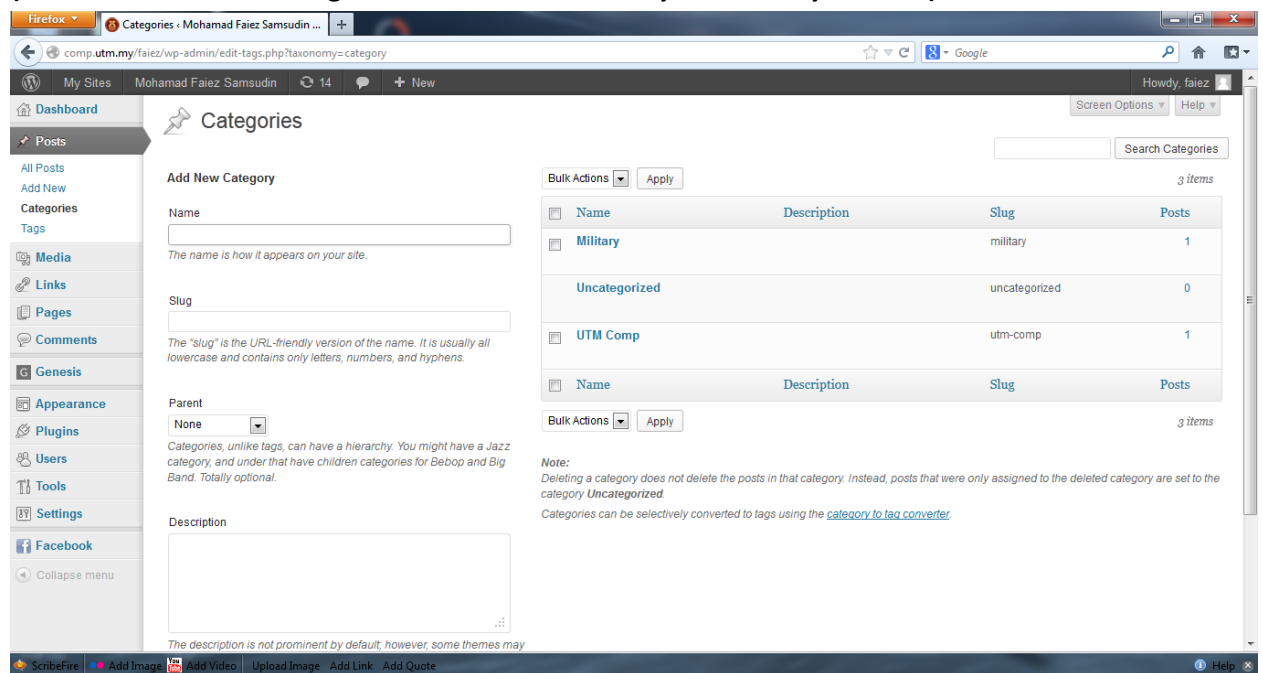
Pages – Usually being used for menu or as a permanent page and not always updated. Mostly to show some information and data.

Posts – Usually being used for updated info like news and announcement. Mostly the post are organize by Categories that has been set based on the information like News, Announcements, Blogs & other.

How to create Posts

1. First, you must set the **Categories** first. Go to **Posts > Categories**, then set the name of the category, then click **Add New Category**.

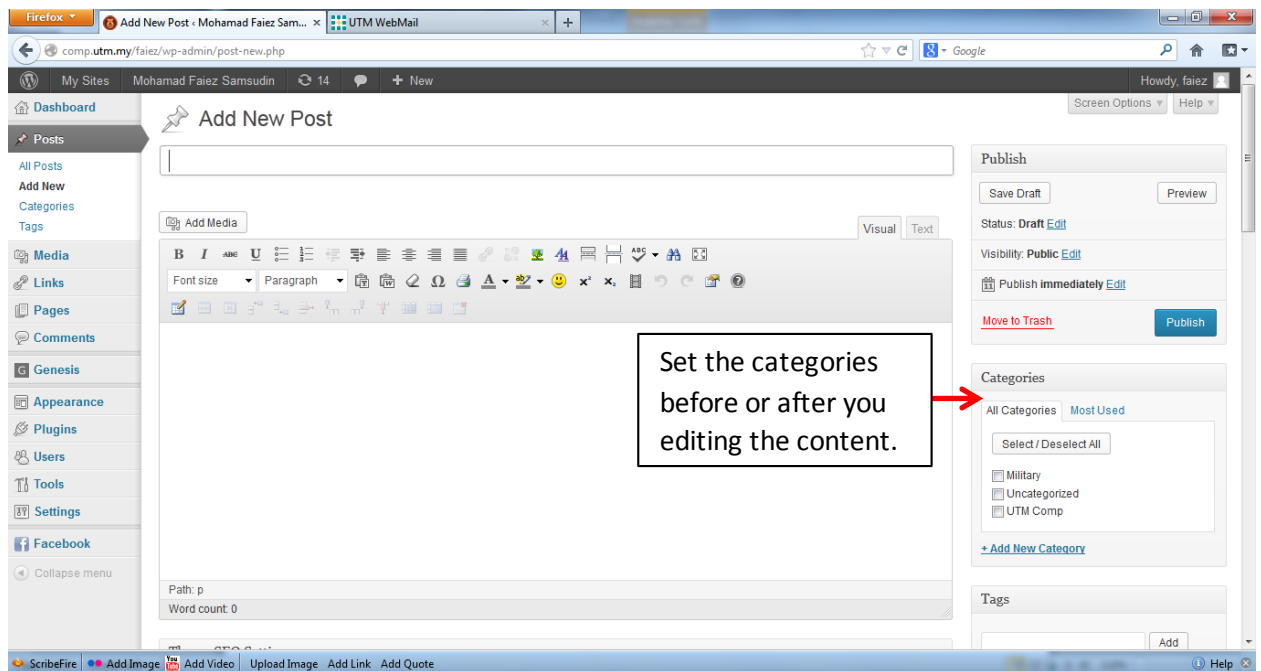
(Noted : Just leave the Slug blank. It will automatically set it after you save.)



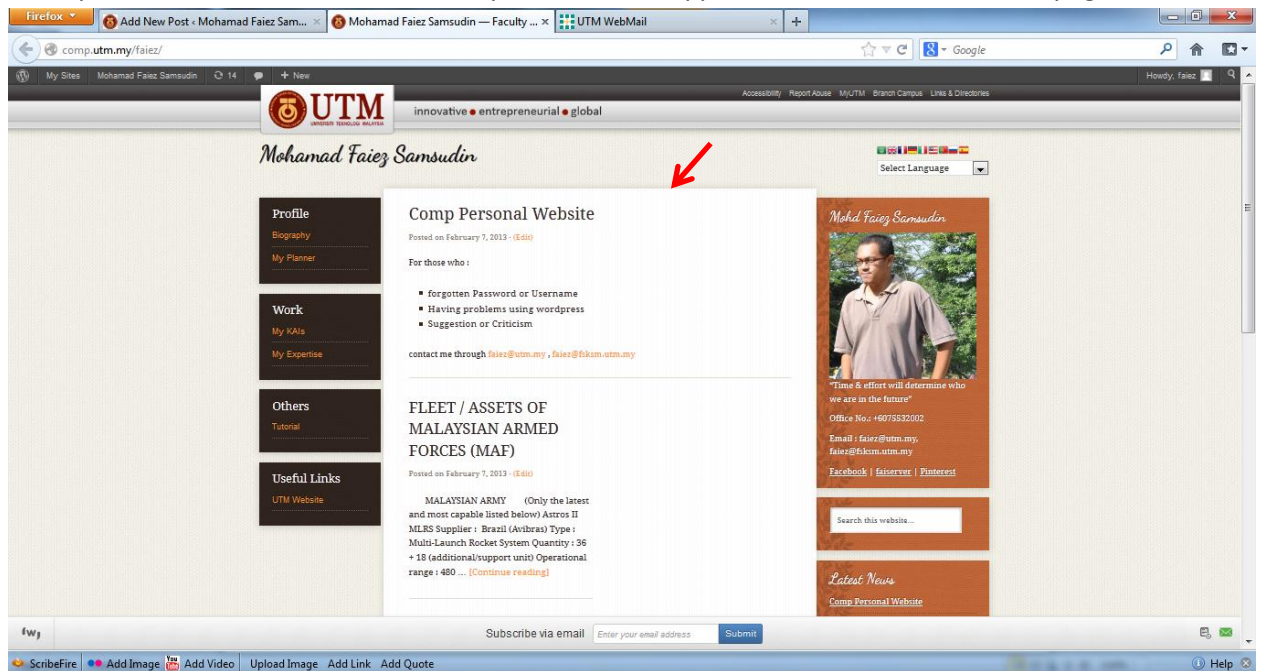
The screenshot displays the WordPress 'Categories' management interface. On the left, there is a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Genesis', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Facebook'. The main content area is titled 'Categories' and features a 'Search Categories' input field. Below this is the 'Add New Category' form, which includes fields for 'Name', 'Slug', and 'Description', along with a 'Parent' dropdown menu. To the right of the form is a table listing existing categories. The table has columns for 'Name', 'Description', 'Slug', and 'Posts'. The categories listed are 'Military' (1 post), 'Uncategorized' (0 posts), and 'UTM Comp' (1 post). Below the table, there is a 'Note' section explaining that deleting a category does not delete the posts in that category and that categories can be converted to tags using a specific tool.

Name	Description	Slug	Posts
Military		military	1
Uncategorized		uncategorized	0
UTM Comp		utm-comp	1

2. After finish set the Category, click on Add New to create your content. Insert the content and after that set the category, then click Publish.

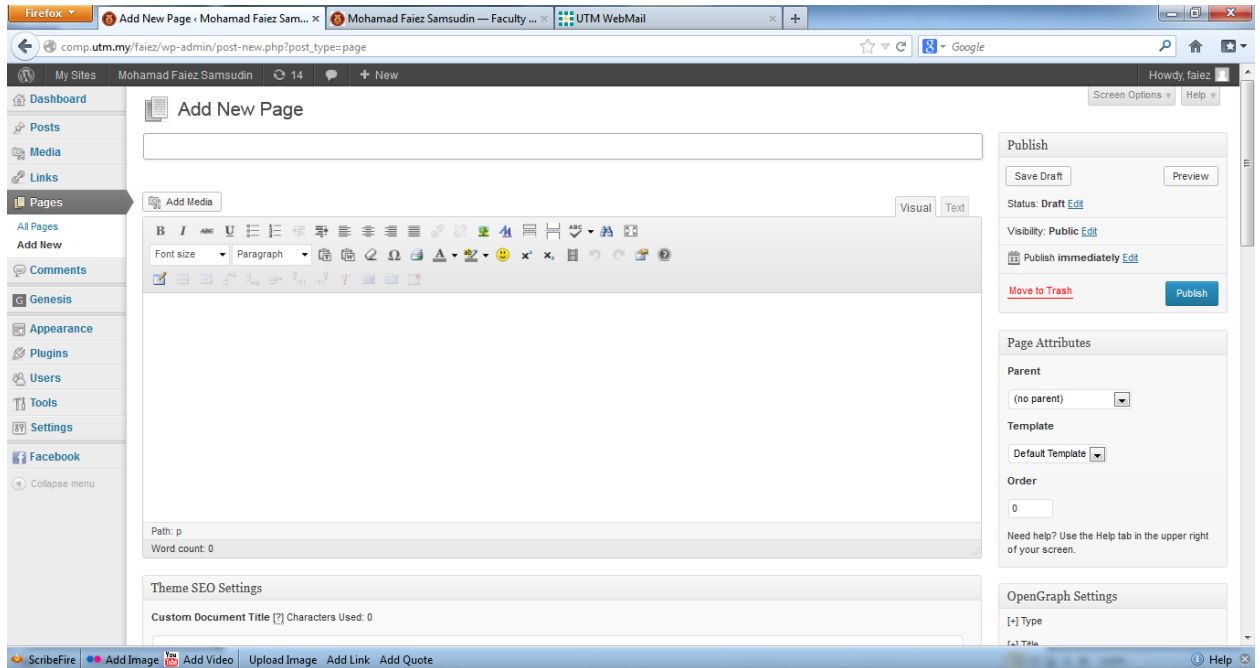


3. After you click **Publish**, the content that you create will appear in the middle of the webpage.



How to Create Page

1. Go to Pages > Add New. Edit the content same as the Posts, only doesn't have to select Categories.



2. The content will appear in the same place where the **Posts** appeared, but only when you click the **Menu** on the left.

