

Edublogs

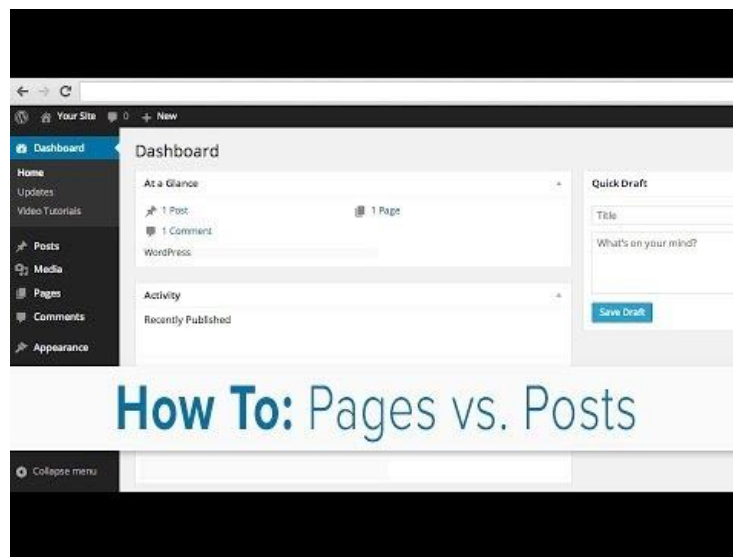


- How to Create Categories
- How to Create a Page
- How to Change Your Menu Structure

What are the Differences and Similarities Between a Category and Page

Your categories are where you'll publish your main content such as what's been happening in class, assignment information, documents, and more. They are commonly displayed in reverse-chronological order with the most recent post at the top of the page. Pages on blogs are normally used for information that you want to share with your readers but don't expect to update frequently.

[Click Here for a Video Explaining the Differences and Similarities](#)

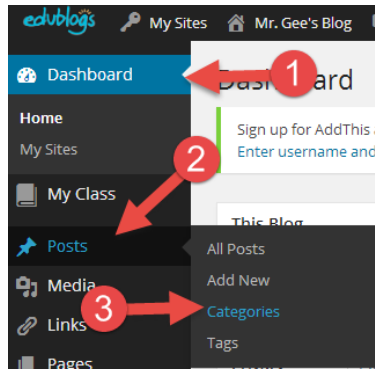


Properties of a Page	Properties of a Post / Category
<ul style="list-style-type: none">• Blog pages are displayed independently of post history and are more static. They remain the same from day to day since they are rarely updated• Normally used for information that you want to share with readers but don't expect to update frequently.• Pages don't have time stamps so don't show the date they are published.	<ul style="list-style-type: none">• Blog posts appear in reverse chronological order so that the most recent posts is the first post that your readers see.• Post are dynamic and updated regularly.• Posts have a time show which displays the date and time the post was published.• You can assign categories and tags to posts which make them easier to find.• Posts appear in RSS feed so readers who subscribe to your blog will

- Blog pages can appear anywhere in your blog depending on your theme.
- You can change the order pages appear.
- You can't assign category and tags to pages.
- Pages don't appear in RSS feeds so readers need to visit your blog to view latest page updates.
- You can create sub-pages which you assign to a parent page to create nested pages.

- receive your latest post in their RSS reader.
- Posts display the name of the post author.

How to Create Categories



Step 1: Go to your Dashboard

Step 2: Select Posts

Step 3: Select Categories

Step 4: Give your category a name

Step 5: Choose if you would like to parent your category. You use a parent category if you want to nest a category within a category. If not, simply select None.

Step 6: Click Add New Category

How to Create Pages

Step 1: Go to your dashboard

Step 2: Select Pages, Add New

Step 3: Give your page a title

Step 4: Select Publish

Step 5: Edit the visibility and publishing time of your page if necessary

How to Change Your Menu Structure

The screenshot shows the WordPress 'Edit Menu' interface. The left sidebar has 'Appearance' (2) and 'Menus' (3) highlighted. The main area shows a list of pages (4) and posts (5) with 'Add to Menu' buttons. The 'Menu Structure' section (6) allows organizing items into a hierarchy. A 'Save Menu' button (7) is in the top right.

Step 1: Go to your dashboard

Step 2: Select Appearance

Step 3: Select Menus

Step 4: Select the pages you would like to add to your menu, then select Add to Menu

Step 5: Select the posts you would like to add to your menu, then select Add to Menu

Step 6: Adjust the menu, and organise the menu, how you would like it to be organised, you can see what items are pages and categories

Step 7: Save Menu

You can create a new menu structure by selecting Create a New Menu at the top of the page

[Click Here for a Video Showing How to Create a Menu](#)

The screenshot shows the WordPress dashboard with a video overlay. The video title is 'How To: Menus'. The dashboard shows the 'At a Glance' section with 1 Page, 1 Post, and 1 Comment. The 'Quick Draft' section is visible on the right.