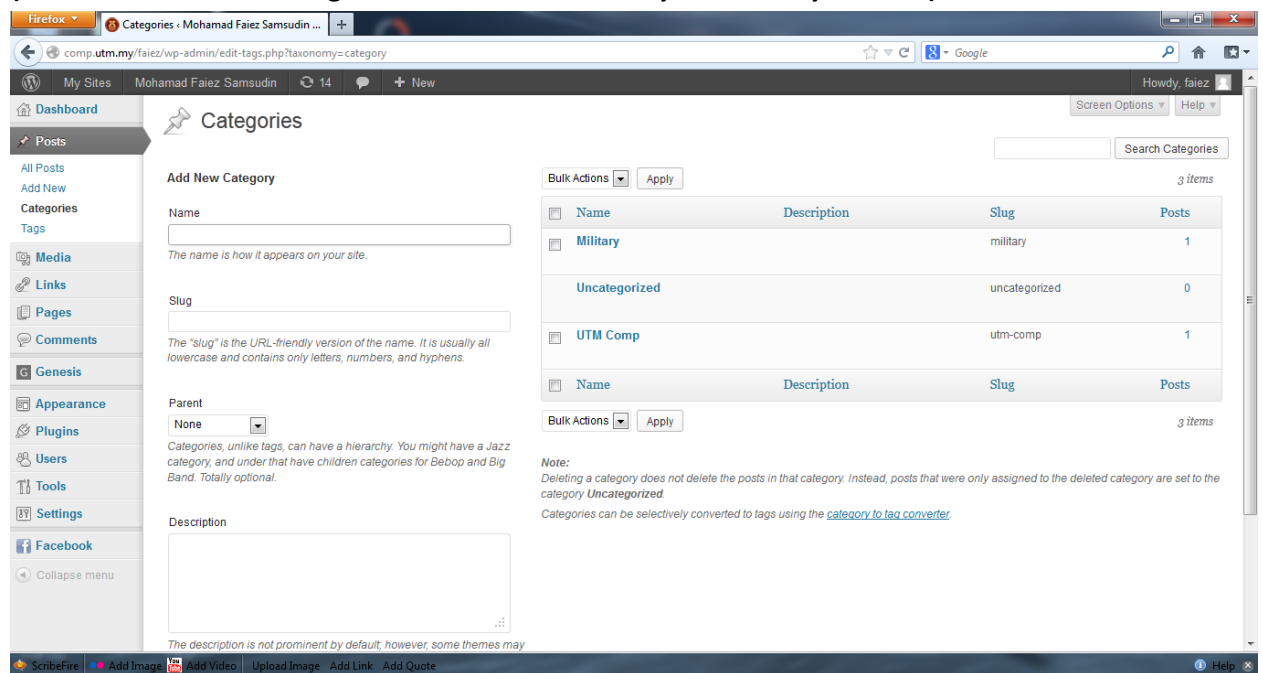## Pages & Posts

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**.
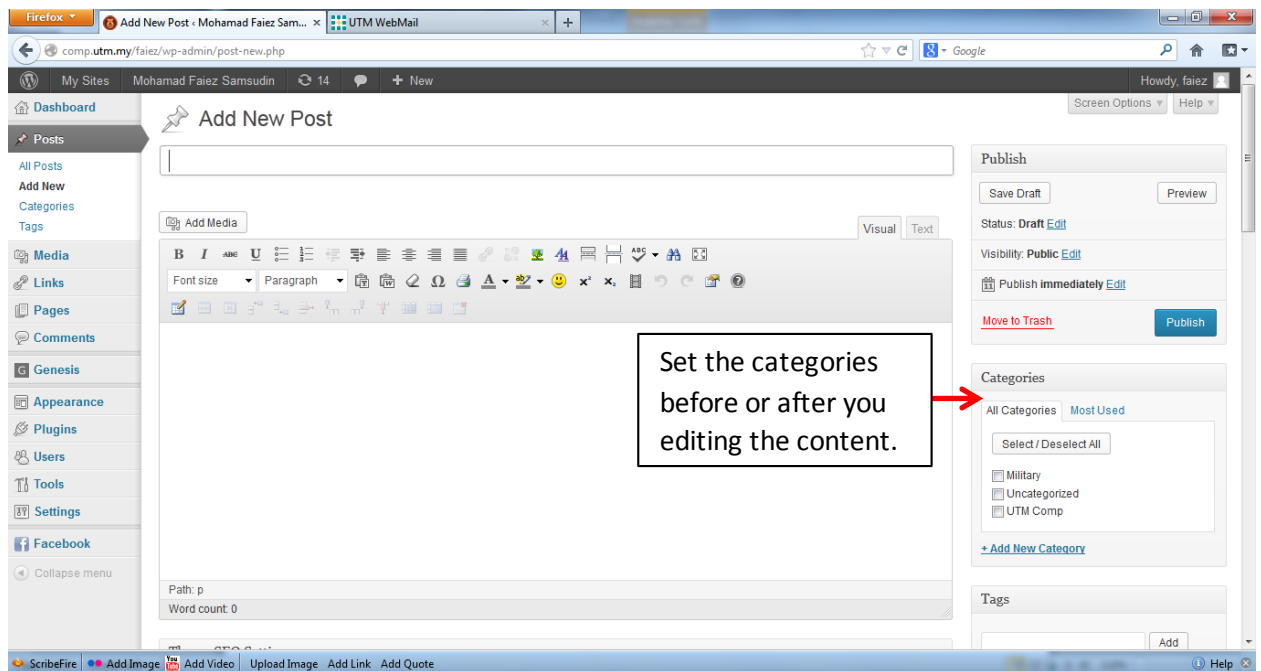   **(Noted : Just leave the Slug blank. It will automatically set it after you save.)**
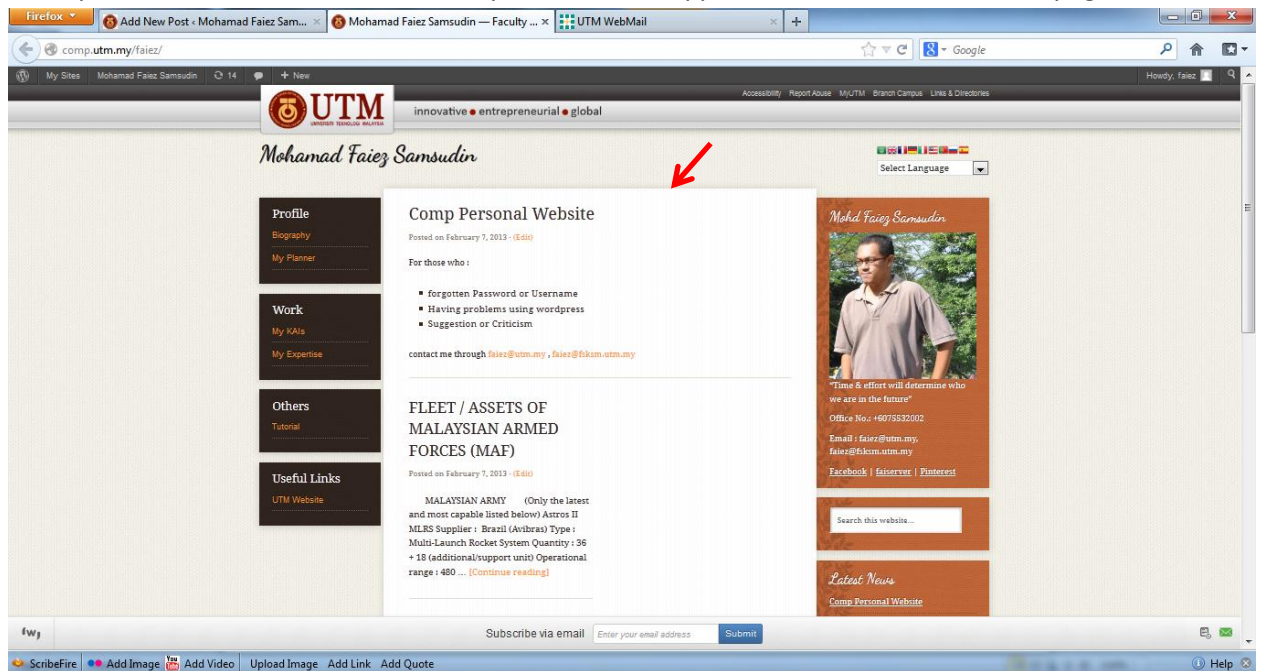
2. After finish set the Category, click on Add New to create your content. Insert the content and after that set the category, then click Publish.
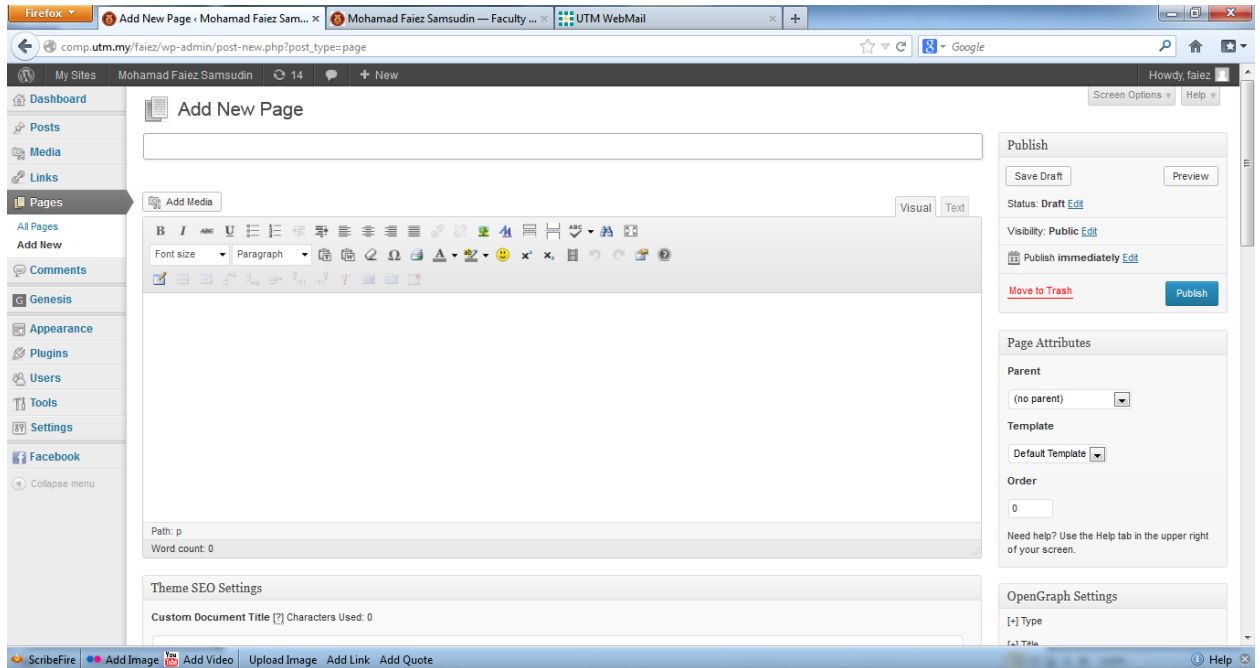

3. After you click **Publish**, the content that you create will appear in the middle of the webpage.

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.