

Wordpress uses two different content types: pages and posts. Although the editors for both look similar, and they look similar when they are published, they serve different purposes on your website.

Posts are used to create blog content, articles, and other content listed on your blog page. When you create a page that displays all of your posts, they're shown in reverse chronological order, so that the newest content is shown at the top of the list.

If you are using WordPress as a blog, then you'll likely end up using posts for the majority of your website content.

Since posts are listed with the newest posts at the top, your posts are meant to be timely. Your older posts are archived based on month and year.

As the posts get older, your visitors will have to dig deeper to find them. You have the option to organize your posts based on categories and tags.

Blog posts also encourage conversation. They have a built-in comment feature that allows users to comment on a particular topic. By default, comments, pingbacks, and trackbacks are enabled.

On the other hand, pages are static "one-off" type content like your about page, privacy policy, contact page, and more. While the WordPress database stores the published date of the page, pages are timeless entities.

For example, your about page is not supposed to expire. Sure, you can go back and make updates to it, but chances are you will not have about page 2012, about page 2013, etc.

Pages aren't meant to be social, so they usually don't have social sharing buttons. For example, you probably don't want visitors to share your privacy policy page on Twitter.

Pages also don't include comments. You don't want users to comment on your contact page or your terms of service page. There is an option to enable comments. However, it's disabled by default for your WordPress pages.

Unlike posts, pages are hierarchical by nature. For example, you can have subpages or child pages within a page. This might be an instance where you have an about us tab in the menu and then the sub pages might be something like "our story" and "contact us"

So now that you know the difference, I will show you how to create each and adjust the settings for both!

SCREENCAST:

To start, let's talk about making posts, or the content type that is more social and allows comments.

You can add and edit your WordPress posts by clicking the 'Posts' menu option in your dashboard. If you have downloaded a starter site like in the last video, you may see the preloaded content they've created here. To create your own post, you can simply click add new at the top. Now, here is what the WordPress post editor looks like. You'll want to add a title, and this will also be the url of the page. Let's pretend I'm making a post about the best places to eat on campus. Then, you'll be able to actually start adding content to your page. Wordpress uses what is called a block editor, where different content types are displayed in different "blocks" or rows of information. To add a block, you can click the plus button. You'll see that the block editor offers some of the most popular types of blocks, and it will often also show blocks that you have used recently. To see a full menu of available blocks, you can click browse all. You'll see there are a lot of blocks to choose from, and you can even download plugins to add even more if you don't see what you're looking for. A lot of this block building will be experimenting to see which blocks give you the appearance that you're looking for. For now, I'll start with a paragraph. So I'll just type some filler text in here to introduce what the post is about. Now, you'll see on the right hand side of the page, there are different styling options for this block. Each block type that you choose will have different options for you to choose from, but for this paragraph block, you can see I can change the color of the text, the background color of the text and the size of the text. Since this is my opening paragraph, maybe I'll make this section a little bit bigger than the rest of the text that I'll have on my page.

Now I'll add another block. Maybe I want to have a media and text block to display a picture of the place next to my text. So I will locate the picture I want to add, and then I will add the text that I want to add. You'll also notice on this right column that there is now another plus sign. So I can add new blocks here. Maybe I'll add a heading and a paragraph here. You can see there are more options for this block including image size and layout on a mobile screen. As I've said before, a lot of this page process will be experimentation where you will just have to play around in the settings to see what types of blocks you like best and what you can do with each block. Once I'm happy with this, I'll go ahead and see what my post looks like on my site by clicking my preview button at the top.

Now, you'll see that your post doesn't look exactly like the page were were just editing. This is because the theme that we chose in the previous videos are editing the way that the post looks for us! If you want to change any of these settings, you can either go to the appearance tab and change the theme there, or completely choose a new theme if you don't like the way that content is layed out!

You'll also see that because this page is a post, there is the ability to comment and you can see the other recent posts on the right sidebar. Pages will likely not have this same layout as they are meant to be static.

So, going back to the post editor, I will look into one more setting. Since this is a blog about CU, maybe I will have different posts related to different parts of campus, and I want to organize them accordingly. You can do that by going to the right sidebar where the block options are and move over to the post settings here. You can see this is where I can change the aspects of the overall page itself, from its visibility to its url. I'm going to scroll down to categories, and click add new category. Maybe I will name this category "Student Life". You can also see I can nest this under other categories, like blog for example. For now, I'll just make it on its own. You might also want to add a featured image to your post, because this will be the image that is associated with your page and will display if you have a posts page. You can explore these other options on your own.

Now that I have edited all my settings, I will click publish and we have created our first post!

Now, let's say that I want to create a page that displays all of my posts. The way I will do that is by creating a page. Remember that this is the type of content that is supposed to remain static and is not meant to have comments. So this page will just be a place where you can see all my posts together in one place.

So I'll go to the page option on the left sidebar and then will click add new. Then I'll add a title, the same as posts. So I'll call this one Blog. And you'll see that the page editor looks exactly the same as the posts editor in terms of the blocks. You can do all the same things with the blocks here. So maybe I'll just add a little description of my blog here. And that should be good! So that is actually the only content that I'm going to add to the page, because it's going to autopopulate all of my posts once I set it. So I'll just go ahead and hit publish, and you can see that the page is pretty blank, and doesn't have any content besides what I set, and also unlike the post, does not have the sidebar or the comment section.

To make it so that all my blog posts will populate, I will actually set this page as my posts page. To do that, I'll go to settings in the left sidebar and click "Settings" and then "Reading". You can see right now that for the theme and site that I have, I have my homepage set as a static page. If you want, you can set your homepage to display your posts instead, but I want to keep my homepage as a place where I can send people to my posts page or maybe my contact page and advertise some other things, so I will keep it as a static page, and then I will click posts page and select that blog page that I just created. Then I'll click save changes.

While we're here, I also want to add this blog page to the main menu that's displayed on the top of my page. To do that, I'll go to appearance, and menus. You'll see that with the theme I have loaded, it came with a menu already. To make sure I'm editing the top menu, I just want to make sure primary menu is selected on the bottom. Then to add a menu item, I'll find it on the left sidebar by clicking view all and then clicking blog posts. You can do that same process for adding any new pages you made to your menu.

Now I'll click view site. Your site might look a little different depending on what theme you chose and if you used a starter site, but you can see in the top menu, there is our new blog page. Click that and you can see it's displaying all the blog posts that I currently have!

One last thing I'll show you is that on my homepage, I used a starter site, and you can see that there is an option for blog posts there. To edit or create any link, you'll click edit page on the top bar, and then find the text you want to link, highlight it, and I have to actually unlink this text and relink it, so I'll click the break link and then relink it. And then you can actually just search the page title here. So remember I called mine blog, so I will just type that in and here it is. Now this homepage links directly to my new page that I just created.

With all of these tools, you now have the capability to make your own blog or website using Wordpress and BuffsCreate! Experiment with the tools you've learned in this series to create exactly the space that you want to create! If you have any questions, please don't hesitate to reach out to our support email at [bcsupport@colorado.edu](mailto:bcsupport@colorado.edu) or feel free to stop in at one of our drop-in office hours. We also have some documentation on our website at [buffscreate.net/bc-support](http://buffscreate.net/bc-support) Wordpress also has a wide variety of support and tutorials online, so if you find something that you're wanting to do on your site, chances are you can look it up on YouTube!