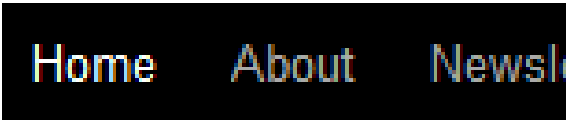


# Posts and Pages

*When you're new to blogging, a lot of words get thrown around and it can be difficult to know what they all mean! This sheet will explain the difference between posts and pages.*



Home About News

PAGES are the more static parts of your blog. Their names appear in the bar at the top of your blog.

POSTS are the updates to your blog. They'll all appear together on one page, usually ordered from newest to oldest.



Use pages for static information. For example, have a “Contact” page with your contact details, or an “Instructions” page telling people how to use the blog. Try not to get carried away with creating pages as the header bar on your blog will look cluttered and complicated.

Use posts for your updates. It's advisable to publish posts to your front page (the blogs are set to do this automatically) so that the first thing people see when visiting your blog is the most recent post. Therefore, if you had important news (such as “Remember your PE kit for Sports Day on Friday” or “School closed today due to snow”) this would appear straight away to visitors.

Both pages and posts can be individually password protected. For instructions on how to do this, see the “Adding a page to your blog” sheet - the method is the same for posts as pages.



**Systems & Education**

01455 555578

info@systemed.co.uk