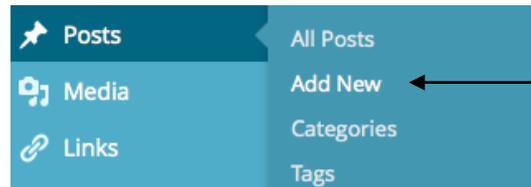# THE WRITING CENTER

ePortfolio guide #4: Using posts

This guide will assist you in creating and managing posts, including how to use categories and tags to display related posts on a designated page.

Creating a post

Unlike pages, posts are not stable documents with their own URLs. Posts are small, self-contained pieces of content that must be associated with a page or collected using categories and tags in order to be displayed. Like pages, they can contain text, media, and links, but they are generally shorter than pages and are meant to be displayed in reverse chronological order, either on your front page or on another page designated to display posts. You might use a post to comment on a reading, reflect on an assignment (attach a copy!), or tell readers about a unique experience.
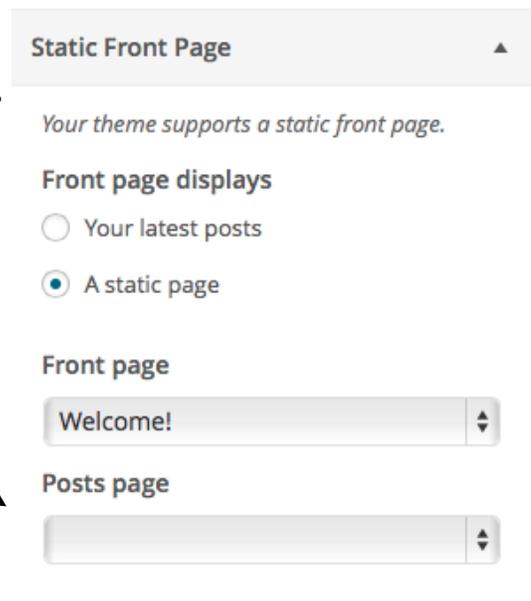
To create a post:

1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Hover over **Posts** and click **Add New**.

3. Just as you would when creating a page, add a title for the post; click the **Add Media** button to add an image or a link to a document or other media file; use the toolbar to format the text ; and compose the text in large white box (see "ePortfolio Guide #3: Creating Pages" for more information).

4. Click **Save Draft** to save without publishing; click **Preview** to preview; click **Move to Trash** to delete; and click **Publish** to publish the post.

Labeling and collecting posts

Unlike pages, posts cannot stand alone. To display them, choose one of these options:

1. Set up a dynamic front page that displays your most recent posts. See "ePortfolio Guide #2: Setting up your front page" for more information.

2. Set up a dedicated posts page by navigating to your Dashboard, hovering over **Appearance**, clicking **Customize**, and expanding the **Static Front Page** option; from here, you can choose an existing page on which to display all posts.

3. Use categories and tags to categorize posts and display related posts on their own pages (see 2nd page of this guide).
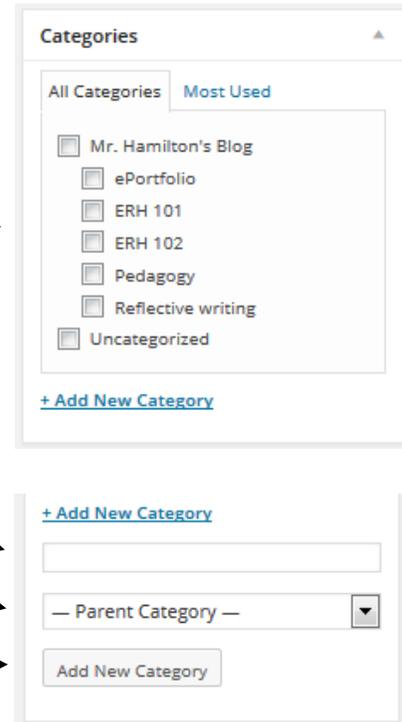
Using categories and tags

Categories are broad labels used to connect related posts. Unlike tags, a category can be added to your menu like a page (see "ePortfolio guide #6: Creating menus" for more information). When you add a category to your menu, a dynamic page is created that displays only those posts that have been labeled with that category.
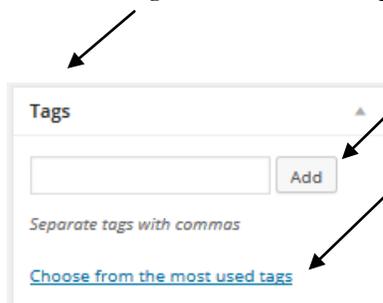
To use categories:

1. Login at sites.vmi.edu and navigate to your Dashboard.

2. Create a new post, or choose an existing post by hovering over **Posts**, clicking **All Posts**, hovering over the tile of your chosen post, and clicking **Edit**.

3. In the far right column of the post creator/editor, find the box labeled **Categories**.

4. Existing categories will appear here; click the box next to a category to label the post with that category.

5. To create a new category, click **Add New Category**.

6. Type the name of the category here.

7. **Optional:** To nest the new category within an existing category (as "ERH 101" is within "Mr. Hamilton's Blog" to the right), choose a parent category.

8. To add the category, click **Add New Category**.

Tags are smaller labels that act as an index for the topics discussed in a post. While tags do create dynamic pages that display all posts labeled with the same tag, these pages cannot be added to your menu like cateogries; instead, they can be clicked on within a post or in a "Tag Cloud" widget.

To use tags:

1. In the far right column of the post creator/editor, find the box labeled **Tags**.

2. Type a tag in the box and click **Add**, or choose from your most often used tags.

3. Once a post is published, its categories and tags will be displayed below its content, and clicking on either a category or a tag will brings readers to a dynamically-created page that includes only those posts that have been labeled with that category or tag.