

# Add Our Articles

## Add New Post

To create or update an article, you can follow these steps:

1. Go to **Posts**.
2. Click the **Add New Post** button at the top left of the page.
3. Fill in the **Title** field.
4. Select the **Articles** category.

## Adding an Attachment:

1. Click **Add Media**.
2. Upload the PDF file of the article.

“*The article must be a newly uploaded file. Attaching a file that already exists in the media gallery will cause the attachment not to appear. **Only newly uploaded files within the article post will display on the website.***”

3. Ensure the **Link To** option is set to **Media File**.
4. Click the **Insert to Post** button.

*The Article category post is set to display only the title and attachment. Adding elements such as the post body, periods, or anything else in the post form will not affect the website display.*

## Dual language

Each page on this website has a language setting. You must edit each page according to the language assignment specified for that page. For further settings, please move to [editing the other language](#)

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Revision #6

Created 14 August 2024 06:28:55 by Admin

Updated 14 August 2024 07:29:40 by Admin