

Example of List of Posts

A - End Product Mockup

Archived Posts

2019

▶ April (3)

Recent Posts

 [Bulletin 001](#) issued on 15 Apr 2019

 [Bulletin 002](#) issued on 15 Apr 2019

 [Bulletin 003](#) issued on 15 Apr 2019

B - Givens:

- From the backend posts will be to edit name of the post e.g. Bulletin 001, date to publish, and then the pdf file will be attached from a PC or from other sources.
- Every new post will override the last (3rd) post and the new post will appear on top.
- The content of the pdf files will be retrieved by users of the page by clicking the file name (i.e. Bulletin 001)
- The Archived Posts will appear in the “Recent Posts” when a particular year, month is clicked but the page will always show the “Recent Posts” when no action is being made at the Archived Posts level
- Archived Posts will automatically be created for every year and month of posts being inserted
- The “Archived Posts” and “Recent Posts” are Post Subtitle Names and should be editable

C - What I need:

A step-by-step process that will allow me to create a Page in WordPress that will allow me to have posts shown as indicated above.