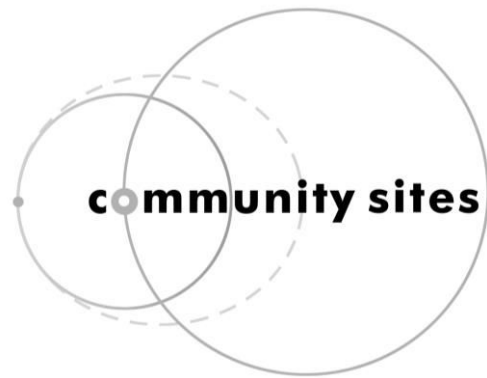# EDITING
CATEGORIES

WHAT'S COVERED IN THIS TUTORIAL?

These instructions provide a quick introduction to:

1. Creating a new category
2. Editing an existing category
3. Deleting a category
4. Ordering the posts within a category
5. Ordering the sub-categories within a category

1: CREATING A NEW CATEGORY

1. Log in and go to the Dashboard.
2. On the left-hand menu, click on Categories. You should see a screen headed Categories.
3. At the left you'll see the heading *Add New Category*. Complete the fields below as follows:

   - **Title**: Type of the title of the category as you want it to appear

   - **Parent:** Choose a parent category according to where you want this category to appear in the site.

   - **Introduction:** The introduction will appear above the list of posts in the category. It should be used to introduce the overall subject-matter of the category.

   - **Subtitle:** The subtitle is optional, and in most sites appears when the category is listed on a menu. It can be used if you want to give more information about the category to help website visitors when they are deciding whether to select the category from the menu.

   - **Icon:** The icon is a thumbnail that will appear next to the category title when website visitors are selecting the category. Click on *Add image* and then upload or select an image in the usual way. Then click on the *Select* button.

- **Icon from post:** Instead of selecting an icon from the Media Library as described above, you can select the icon used as the thumbnail for one of the posts in the category. Just select the post whose icon you want to use.

- **Layout:** Choose a layout for the category menu.

- **Redirect to post:** When website visitor click on a category, they normally see a listing of the posts in the category, together with the introduction to the category. In unusual cases, you might want to avoid displaying this listing altogether and redirect the user immediately to the first page in the category instead. To do this, select the relevant post using this field.

4. Click on *Add New Category.*

2: EDITING AN EXISTING CATEGORY

Go to the Categories screen as described above.

Hover your cursor over the title of the category and you will see links to edit and delete that category.

Also, when you are looking at the public view of the site, and you are logged in as an editor or webmaster, you will be able to see an Edit category link at the very top of the screen when you are viewing a category menu.

3: DELETING AN EXISTING CATEGORY

Go to the Categories screen as described above.

Hover your cursor over the title of the category and you will see links to edit and delete that category.

Deleting a category does not delete the posts in that category.

- If posts in the deleted category are already assigned to another category as well, then they just remain in that other category as before.

- If posts were only assigned to the deleted category and no other category, then they are set to the default category, which is usually either *Uncategorized* or *New contributions*.

4: ORDERING THE POSTS WITHIN A CATEGORY

Only webmasters can do this. By default, posts in a category are ordered in alphabetical order. If you want to override this:

1. Go to Dashboard > Categories > Post order
2. Make sure that the Sort posts tab is selected.
3. Select the Category you wish to order
4. Drag and drop the posts into the desired order.
5. Click on the Update button.

5: ORDERING THE SUB-CATEGORIES WITHIN A CATEGORY

Only webmasters can do this. By default, all the categories in the site are ordered in alphabetical order. You can override this and set a custom order, but note that if you do so this happens on a site-wide basis, so that you will then need to maintain the order of all the categories in the site.

To set a custom order for categories:

1. Go to Dashboard > Categories > Category order
2. Click on the Manual Order button.
3. Drag and drop the categories into the desired order.
4. Click on the Update button.