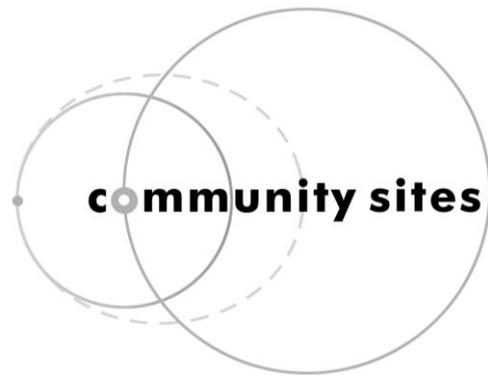


EDITING

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

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
 - **Slug:** You can ignore this because the system will generate a 'slug' for you. The slug is the name of the category as it will appear in the web address. It should be like the title of the category, except all in lower case and without any spaces or punctuation. For example, the title 'About us' should be about-us.
 - **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.
- **Layout:** Choose a layout for the category menu.

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. Instead, posts that were only assigned to the deleted category are set to the category *Uncategorized*.