

Easysites TIP SHEET

Tip Sheet 5: Categories

Introduction: Categories are one of the main ways you will organize and group your entries for your website. The categories in the back-end of your easysite will correspond to navigation menu items on your website (front-end). When you assign an entry to a category, it will appear on that categories' page on the website. A category page will show all entries that are assigned to that category. Usually entries on category pages are ordered by date so that the most recent entry appears at the top but as you can edit the date of entries you have control of the order on entries on category pages.

Entries and Categories

An entry can be assigned to more than one category but it can only have one primary category. For information on how to assign an entry to a category see the tip sheet on entries.

Working with Categories

1. Click on the link labeled CATEGORIES located in the Configure section of the sidebar navigation menu.



Sidebar Nav Menu

2. This will bring up the category listing table, which includes the following elements: Category labels, Actions, count of related Entries etc.



Categories	Actions	Count
<input type="checkbox"/> Categories	Create Move	
<input type="checkbox"/> About Us	Create Move	2 entries
<input type="checkbox"/> Current Projects	Create Move	0 entries
<input type="checkbox"/> General	Create Move	3 entries
<input type="checkbox"/> Latest News	Create Move	0 entries

The Categories Listing Table

To add a new category

1. Click the link that says *Create new top level category* which is on the top right of the category listing table:
2. Then type in the new categories' label and click *Create Category*. Your new category will be automatically added to the category listing table in alphabetical order. **Subcategories are not currently enabled in the system so do not use subcategories.**

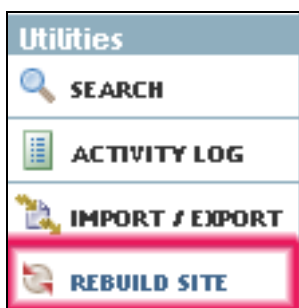
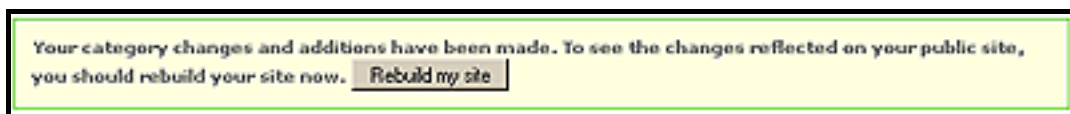


To delete a category

1. Select a category to delete by clicking anywhere in the corresponding item row, or by checking the box next to each category you wish to delete.
2. Next, click the Delete button located below the category listing table. This will open a confirmation dialogue box.
3. Click the button labelled OK to delete the selected category or categories and remove all associated category assignments from your sites entries.

It is important to Rebuild

If you add, delete or change a category, you will need to rebuild your site for the change to take effect on your website. Click the button labelled Rebuild my site at the top of the screen and follow the prompts. The rebuild button is also available in the utilities section of the sidebar nav menu.



Sidebar nav menu