3. To Add a Category to the Website

Website is actually a collection of articles and pictures. Depending on their content, these articles and pictures are grouped into **categories**. These categories are normally shown on the website as **menu items**. When a reader clicks on a menu item, he will view all the articles that belong to this category.

For example: If your menu contains these items: **Writings, Photos, About Us, Contact**, it will definitely have all these categories. There are also categories which are not shown in the menu. They serve some special purposes.

At this moment, your new website might have just one category, which is Homepage. Homepage is the first page a visitor sees when he enters a website. Let us add some more categories to your website.

In the following example, we will add a new category named "Writings" to Left Menu of the English section, or the English Site.

Here is how to do it.

- A. Login the Control Panel as usual.
- **B.** Click "Website Manager" on the top menu. Then select "Categories" in the drop down list. You may, instead, click on the Categories icon in the center area.



A list of existing categories will appear.

🚯 Resource	Manager	😨 Website Manager	📀 Content Manager	🚯 Storage			
Control P	angi việ	t Ngữ English		Category Management	Las	Welcome, ow Visit: 9/7/201	ner Logou 0 2:49:01 A
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+/=	52	TopMenu				40	
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				1	Records / Page 10 💌	Page	1

C. Select which language site to manage.

Before doing any managing work for your website, you need to specify which language site you want to work with. To select a language site, click the box near the upper left corner and select the language site. In this example, you are adding a category to the English site; you will select "**English Site**" for this box.

You will see a list of categories of the English site. There are some categories in this list, but only one of them is displayed on the website. It is the category "**Homepage**" under Left Menu.

Look at the following picture for a comparison between the Control Panel and the website.

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4 / T	49	Search	
÷/ 🗊	52	TopMenu	Welcome, owner Account Information Logout
+ / 🗊	50	LeftMenu	HOMEPAGE
*/ I	55	Homepage	SIGN UP FOR OUR NEWSLETTER
			Enter your email address.

Note that the category "Homepage" is listed under the "Left Menu" category. The name "Homepage" is placed after two hyphens. This arrangement tells us that **"Homepage"** is the **"child"** category of **"Left Menu"**, or it belongs to the "Left Menu".

D. Click the "**Record Edit**" button near the upper right corner. A blank record will appear.

Information «				Properties «	
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tenu link				Allow Comment	: 🗹
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et no nontepage	Your website must ass assigned as the home	sign one (and, only oi page, your website i	ne) category to be the home page. If no category is may not be accessible by visitors.		Enabling SSL, use https for th category. (You must register
lctive	: 💌				SSL)
Content Type «	•			Group Permis	sion »
🔿 No Style	News	O Video	O PDF Books		
O Menu Link	O One Page	O Audio List	O Calendar	Moderators >>	
O Homepage	O Parent News	O Tree Book	🚫 Link List Page		
Contact	O SlideShow				
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- **E.** Click the "**New**" button if the record is not blank. Otherwise, go on to the next step.
- **F.** Please focus on these 3 boxes: **Parent, Title** and **Content Type**. They are the most essential data of a category.

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Set As Homepage	: 🔲				Enable SSL	:
	Your website must assi assigned as the home	gn one (and, only one) c page, vour website mav	ategory to be the home not be accessible by visi	page. If no category is tors.		Enabling SSL, use https for this category. (You must register
Active	: 🗹					for SSL sites before enabling SSL)
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Page Interface O					0	

1. Parent. Here, you should tell which category is the parent of this new category. Or, in other words, the new category belongs to which category.

In this example, you will select "Left Menu" as the "parent" of the category you are adding. Click on the arrow at the end of this box and select "Left Menu" in the drop down list.

- 2. Title. Type the name of the new category here. This name will be displayed on the Left Menu. In this example, you will type "Writings" in here.
- **3.** Content Type. In this table, you will select the content type for your new category. In this example, you will select "News" as the content type. News is the general content for all articles and news.

You don't need to concern about the other data at this moment.

The record will look like the following picture after those 3 boxed are completed.

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Menu link			
	This link to actual cate	egory (if this is only a	virtual category usin
Set As Homepage	: 🖸		
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	assigned as the home	sign one (ana, oniy oi paae, vour website i	ne) category to be th nav not be accessible
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Active Page Style « O No Style O Menu Link	our website must ass assigned as the home : . News One Page	O Video O Audio List	 category to be thinay not be accessible PDF Books Calendar
Active Page Style « No Style Menu Link Homepage	our website must ass assigned as the home : News One Page Parent News	O Video Audio List O Tree Book	 Category to be thin ay not be accessible PDF Books Calendar Link List Page

G. Click the "Add" button at the top or bottom of the screen.

The message "Data Added Successfully!" will appear near the upper left corner.

Control Panel	Việt Ngữ	English	
📀 Data Added Suc	cessfully!		

H. Go to your website and check if the new category has been added to the Left Menu. You must refresh the web page. Click the "Refresh" button of your browser, or hit the "F5" key on your keyboard.



Now, the item "**Writings**" has been added to the Left menu. But, it is above the item "Homepage". That is not what we want. We need to move it down below "Homepage". Let's continue to change the order of this category.

I. Go back to the Control Panel by selecting its tab. The record of category "Writings" is still open.

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leo dio List ee Book	O PDF Books O Calendar	Moderators	*

Look on the right side and find the group named "**Properties**". Find the box named "**Orde**r". You will use this box to change the order of a category.

Properties «	
Order	: TopMost
Enable Rec	. TopMost
chable (55	Current Position
Allow Comment	After : Homepage
Enable Rating	: 🗹
Enable SSL	: 🔲
	Enabling SSL, use https for this category. (You must register for SSL sites before enabling SSL)

- **J.** Click on the arrow at the end of the box; then select "**After : Homepage**" in the drop down list. The new category will come after Homepage.
- **K.** Click the "**Update**" button at the top or bottom of the screen. The message "**Update Successful!**" will appear near upper left corner.

Control Pa	nel Việt Ngữ	English
🤣 Update Suc	cessful !	

L. Now, go to your website and check if category "Writings" has been moved down below "Homepage". You must **refresh the web page**. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

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WRITINGS SIGN UP FOR OUR NEWSLETTER Enter your email address.	

You have finished adding a category to the Left Menu.