

## 12. To Edit, Delete a Category

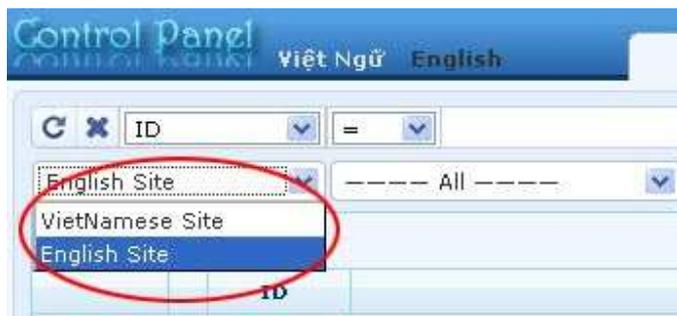
### Editing a Category

You may change the names of the **Menu items** any time you want to. Just **edit that category** because menu item is the way a category is shown on the website. You may also change any data of a category as necessary.

In this example, you will change the category "Writings" to "Reviews" in the English section. You will also learn about other display elements of a category.

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

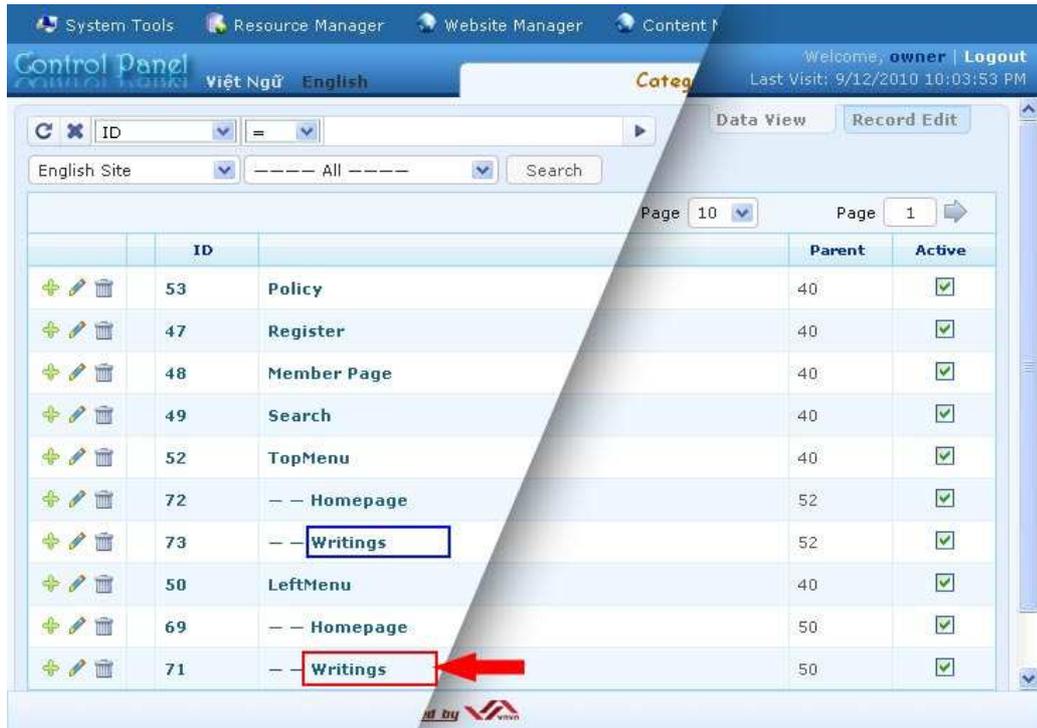
A list of existing categories will appear.



- C.** Select which language site to manage.

You are going to edit category "Writings" in the English site, so you will click on the box near the upper left corner and select "**English Site**".

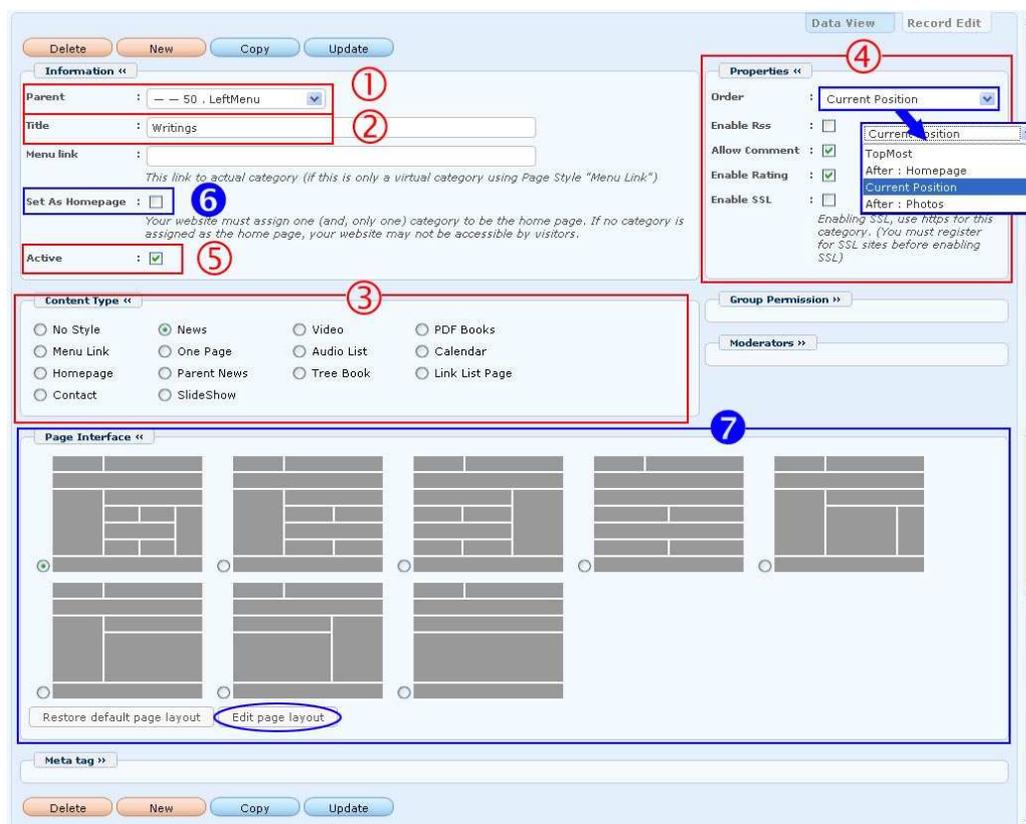
The list will show the categories of the English site.



You will notice that this list contains 2 categories of the same name “Writings”. One belongs to the Top Menu and the other belongs to the Left Menu.

- If you want to change the tile, you will need to edit both of them.
- If you want to change other data, you only need to edit the actual category. You do not need to edit the link category (i.e.: menu link).  
**Note:** In this Admin Guide, we have added the category “Writings” to the Left Menu as the actual category. The one on the Top Menu is only a link category. Therefore, we only need to edit the category “Writings” in the Left Menu.

**D.** Click the title "**Writings**" under Left Menu; you will see the category record.

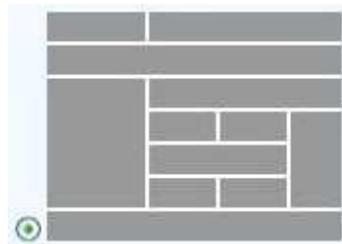


You should only edit the data in these 5 boxes. They serve the most common purposes.

1. **Parent.** If you want this category to be the “child” of another category, click on the arrow at the end of the Parent box and select another category.
2. **Title.** If you want to change the name or title of this category, type the new name here. You may use 2 different titles for the Left Menu and the Top Menu.
3. **Content Type.** If you want to change content type of this category, just select another content type here. However, you should avoid changing the content type to a quite different type because the website will not display the existing content correctly.
4. **Properties.** In the Properties group, you can turn on or off some functions, or re-arrange the order of this category.
  - **Order.** If you want to change the order of this category in relation to the other categories, just click the arrow at the end of the box and select a new position.
  - **Enable RSS.** You can turn on the RSS function for any category. Just check the small box on the same line with “Enable RSS”. RSS (stands for Really Simple Syndication and) is the function that feeds the latest news from your website to viewers who use an **RSS Feed Reader** web

page. An example of an RSS reader web page is the **iGoogle** (<http://igoogle.com>).

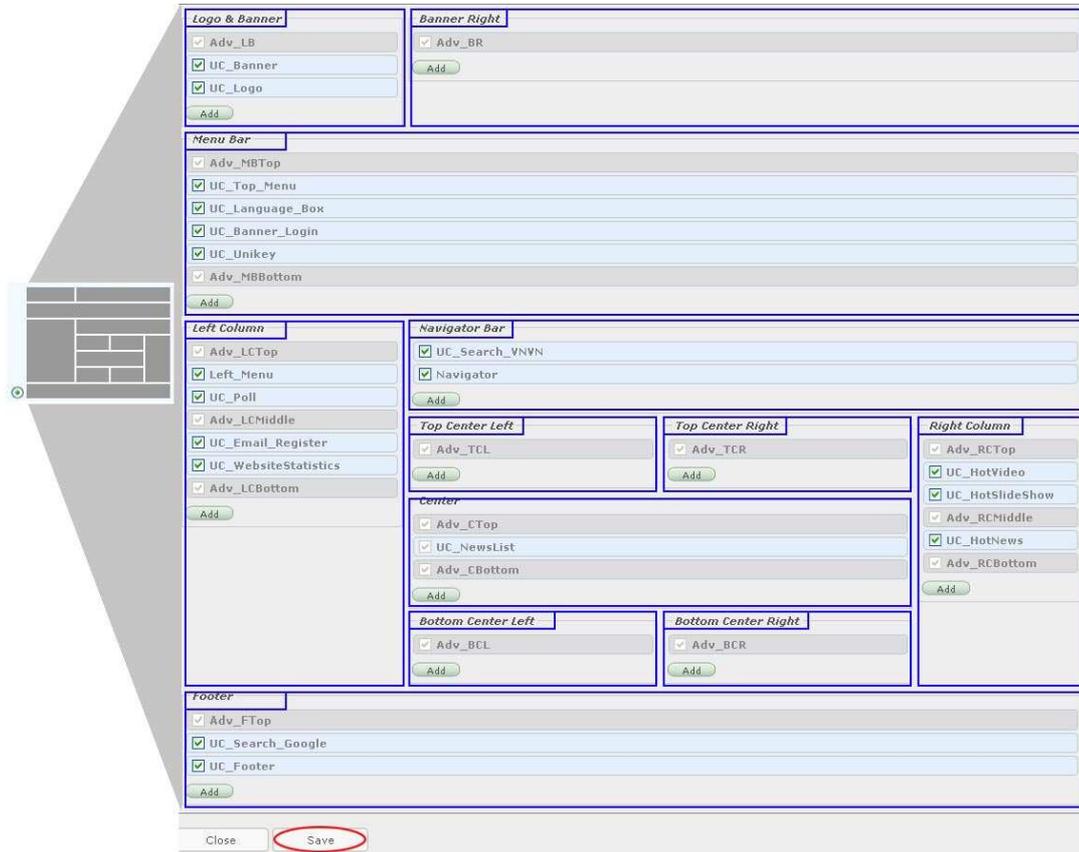
- **Allow Comment.** If you want to let readers submit their comments, just check the small box on the same line with “Allow Comment”. There will be a comment box at the bottom of each article in this category. These comments, if there is any, will be displayed above this box. A reader’s comment must be approved before it appears on the website.
  - **Enable Rating.** This function, if turned on, will let readers to rate an article on a scale of 1 to 10, represented by 5 stars. Each star is equal to 2 points.
5. **Active.** As default, the “Active” box is always checked whenever you add a new category. It means the category will appear on the website right away. If you un-check this box, the category will not appear on the website. You can use this box to temporarily hide a category from view.
6. The following functions (marked as 6, 7 in the picture) should be edited with care. You must know how they affect the website before editing them.
- **Set As Homepage.** If this box is checked, the website will display this category as the homepage. Viewers will see this page the first time they visit your website. Only one category can be set as homepage.
  - **Page Interface.** The web pages of this category can be displayed with one of many page interfaces (or formats). Each drawing shows how the interface looks like. The gray rectangles are the frames for various sections of the web page. The first one is the default interface for a new category. It contains a left panel, a center panel and a right panel.



You can select a different interface for this category.

You can select a different interface for this category. You can also edit the elements inside the interface to make the web page look the way you want. Click on “**Edit Page Layout**” button to start making changes to these sections.

Take a quick look at these elements to see that it is not a simple task. You need to know more about your website before making these changes. You will learn more about these settings in the two articles “**To Change the Display of an Article List**” and “**To Change the Display of an Article**”.



After clicking the “**Edit Page Layout**” button, a screen will appear that resembles the page interface. This screen is divided into sections of the web page.

- Each section is named after its position on the web page.
- Each section contains some functions (or elements).
- You can turn on or off these functions, by checking or un-checking the boxes.
- You can move a function up or down within a section. Click on the function and click the “Up” or “Down” button to move this function.
- You can setup these functions to work the way you want. Click on the function and click the “Edit” button to enter the setting screen.
- You can also add a new function to this group as well.



When you have finished editing these elements, click the “**Save**” button at the bottom.

- E.** Click the “**Update**” button at the top or bottom of this screen. The message “**Update Successful!**” will appear near the upper left corner.



- F.** Go to your website and check if the category has been changed. You must **refresh the web page** to see the changes you have just made. Click the “**Refresh**” button of your browser, or hit the “**F5**” key on your keyboard.

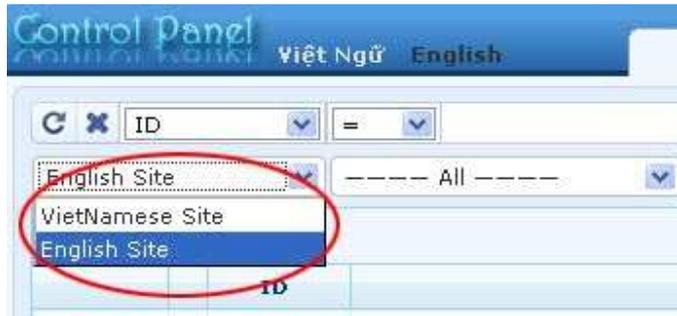
**You have finished editing a category.**

## Deleting a category

In this example, you will delete the category “Writings” in the English section. Here is how to do it.

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

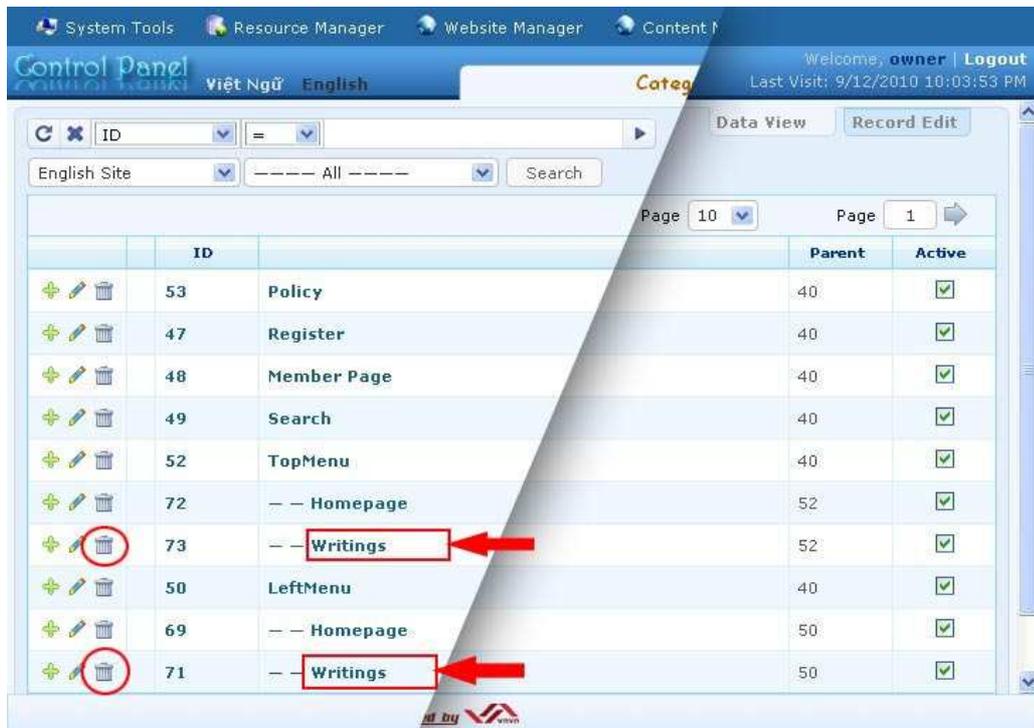
A list of existing categories will appear.



### C. Select which language site to manage.

You are going to delete category "**Writings**" in the English site, so you will click on the box near the upper left corner and select "**English Site**".

The list will show the categories of the English site.



You will notice that this list contains 2 categories of the same name "Writings". One belongs to the Top Menu and one belongs to the Left Menu. You will need to delete both categories. If you do not delete the category "Writings" in the Left Menu, which is the actual category, visitor can still access the category from there. If you delete only the category in the Left Menu, the website will get an error if a visitor clicks on it.

- D.** To delete a category, you can just click the **trashcan icon** on the same line with the category that belongs to the Left Menu. You will be asked to confirm.



Click "OK" if you really want to delete.

- E.** Then, click the **trashcan icon** on the same line with the category that belongs to the Top Menu. You will be asked to confirm. Click "OK" to delete.

Please note that you can also delete a category by clicking on the title to view the category record; then click the "Delete" button at the top or bottom of the record. You will also be asked to confirm deletion.

NOTES: When you delete a category, all the articles belonging to this category are not deleted. These articles are still in the web server but the visitor cannot access them unless they are mapped to other categories that are not deleted.

**You have finished deleting a category.**