# 4. To Add a Product Category

Category is the way the content of the website is organized. Categories are displayed on the website as menu items. For example, if there is a menu item "Products" on the Top Menu, your website does have a category named "Products".

Now, move your mouse cursor over "Products" you will see some groups of products such as "Birthday Gifts", "Christmas Gifts", "Dolls", etc. "Products" is a category in your website, and the product groups are also categories that belong to category "Products". We call "Products" the "parent category" of the product groups.

If you want to sell a new group of products, for example, handbags, you will need to add a category for this group.
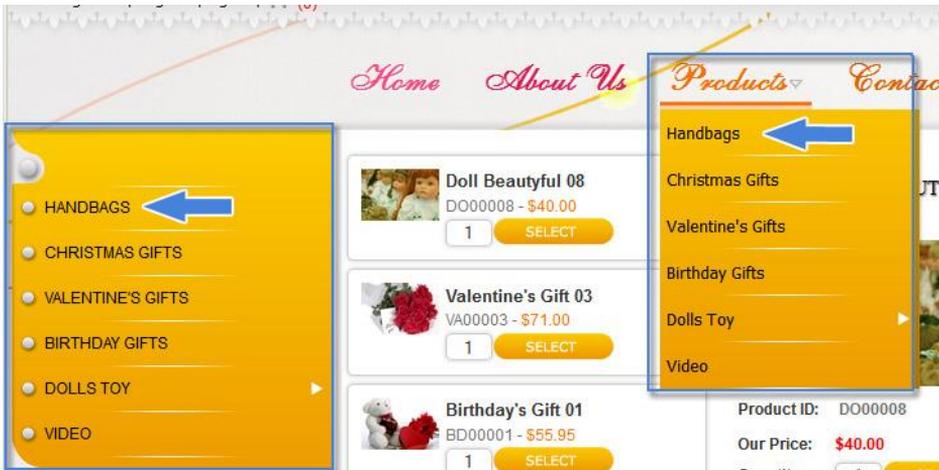
In this article, we will practice adding the category "Handbags" to the gift shop website. The Left Menu will have a new item, "Handbags". On the Top Menu, when we move the mouse cursor over "Products", the dropdown list will also have a new item, "Handbags".

Here's how to do it.

Login the Control Panel as usual. A menu will appear at the top of the screen.
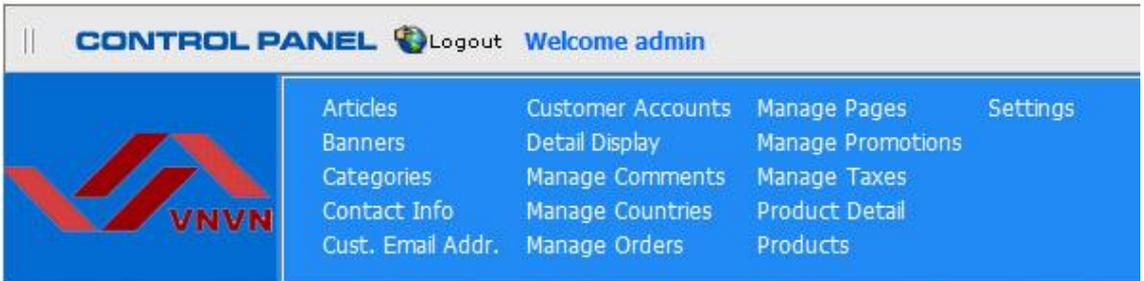
You will need to do 2 steps.

A. Step 1: Add a new category; you will select a display style in step 2.

- Click "Categories" on the menu. The list of existing categories will appear.

- Click the "Add new record" button. A blank record will appear. You need to fill in some most essential boxes.

- **Parent Category**. Select the parent category of this new category. We are adding a new group of products. This product group is a part of the big category "Products". We call "Products" the parent category of the category being added. For that reason, we will select "Products" for this box.

  Click the "Parent Category" box. A dropdown list will appear. Find the category "Products" in the "Top Menu_EN" section. Click "Products" to select.

- **Title**. Fill in this box with "Handbags".

- Columns. Whenever a viewer clicks on a category, the list of products will appear. You can decide how many columns and rows the list will be displayed. Enter the number of columns here. This number is effective only if you select the display style "Product List 2". We will do this in step 2.

- Rows. Enter the number of rows you want the list to be displayed in each page.

  You can ignore all the other boxes until you are more familiar with the administration task.

- Click the "Add" button to complete Step 1.

  The message "Record added successfully!" will appear at the upper left corner, and another blank record will appear ready for another category.

Below the blank record is the list of categories. Your newly added record is at the top of the list.

B. Step 2: Select a display style.

When a visitor clicks on a product category, the list of products will be displayed in one of these 2 styles.

- o Multiple columns and rows (if you choose "Product List 2" as the display style for this category.)
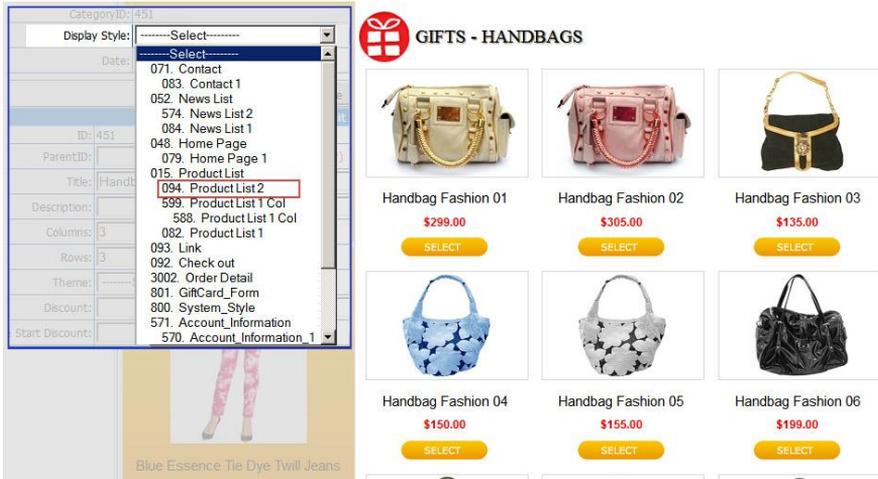
- o Single column and multiple rows (if you choose "Product List 1", or "Product List 1 Col" as the display style for this product group.)
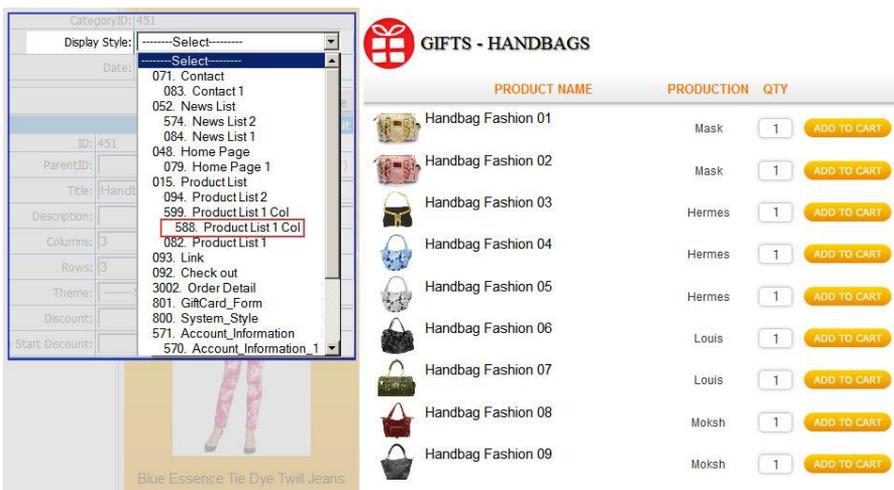
- Let's open the record of the newly added category. Click the **ID** number or the "**Edit**" button. This record will appear.

- In the "Map to Display Style" section, click the "**Display Style**" box, a drop down list will appear.

- Click the line Product List 2" to select the "multiple columns and rows" style.

  The "Display Style" box is now filled with "Product List 2".

- Click the "**Add**" button. "Product List 2" will appear in the "Mapped to" box on the right side. This means the products will be listed with this display style.
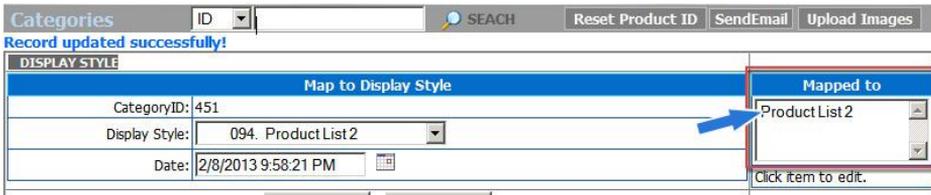
- Click the "**Update**" button at the bottom of this record to save the change you've just made.
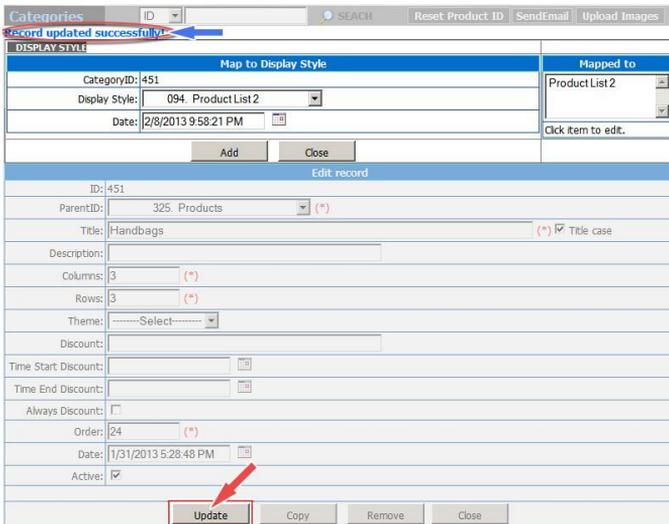
The message "Record updated successfully" will be shown at the upper left corner.

You have finished adding a category to the website. However, this category will not appear on the website until you have added at least one product to this category.

# # #