

### 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.

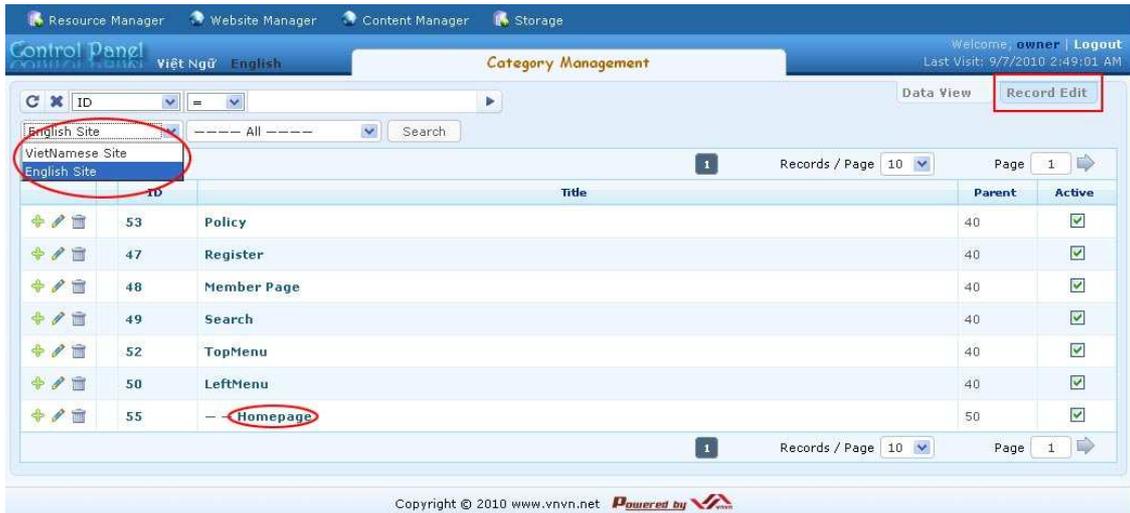
In the following example, we will add a new category named “Writings” to Left Menu of the English section, or the English Site.

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.



### 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.



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".

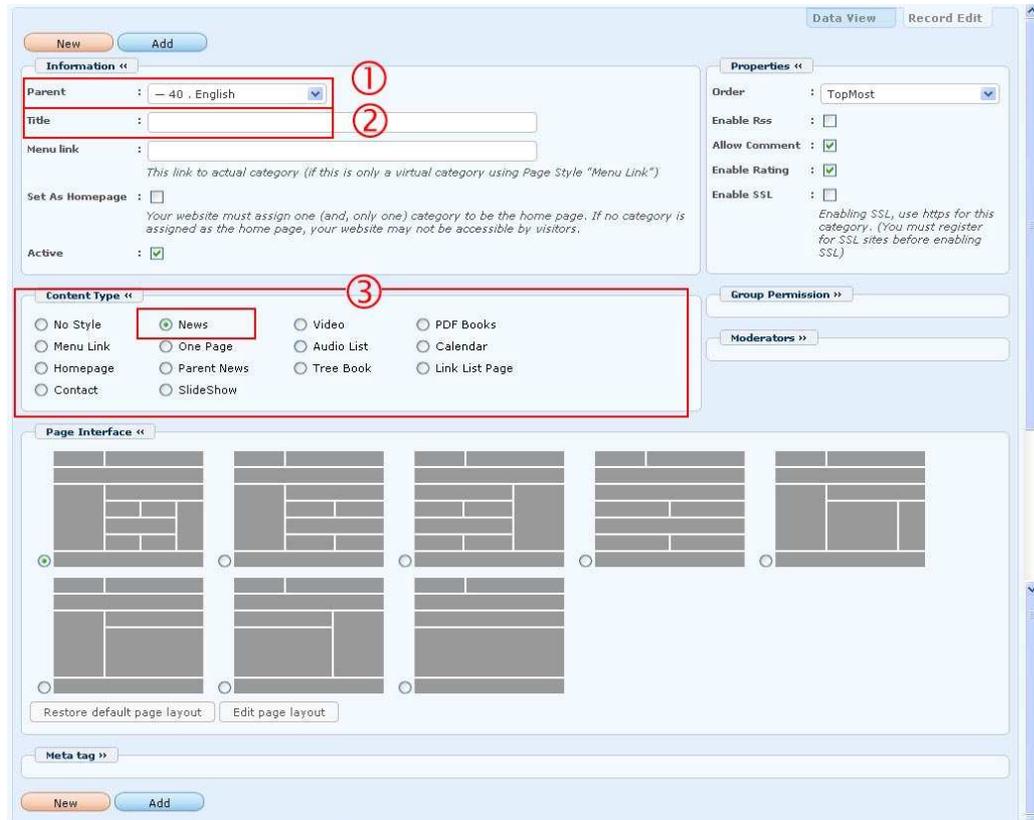
- D. Click the **"Record Edit"** button near the upper right corner. A blank record will appear.

The screenshot shows a web-based administration interface for creating a new category. At the top, there are two buttons: "New" (highlighted in red) and "Add". Below these are several sections:

- Information <<**: Contains fields for "Parent" (set to "- 40 . English"), "Title", and "Menu link". A note below "Menu link" states: "This link to actual category (if this is only a virtual category using Page Style 'Menu Link')". There is also a "Set As Homepage" checkbox (unchecked) and an "Active" checkbox (checked).
- Properties <<**: Contains an "Order" dropdown (set to "TopMost"), "Enable Rss" (unchecked), "Allow Comment" (checked), "Enable Rating" (checked), and "Enable SSL" (unchecked). A note below "Enable SSL" states: "Enabling SSL, use https for this category. (You must register for SSL sites before enabling SSL)".
- Content Type <<**: A grid of radio buttons for selecting content types: No Style, News (selected), Video, PDF Books, Menu Link, One Page, Audio List, Calendar, Homepage, Parent News, Tree Book, Link List Page, Contact, and SlideShow.
- Page Interface <<**: A grid of eight thumbnail icons representing different page layouts, with the first one selected.
- Meta tag >>**: A text input field for meta tags.

At the bottom, there are "New" and "Add" buttons, and a footer with "Copyright © 2010 www.vnv.net" and a "Powered by" logo.

- 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.



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.

**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.



**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.



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



- 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.



- 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.



**You have finished adding a category to the Left Menu.**