

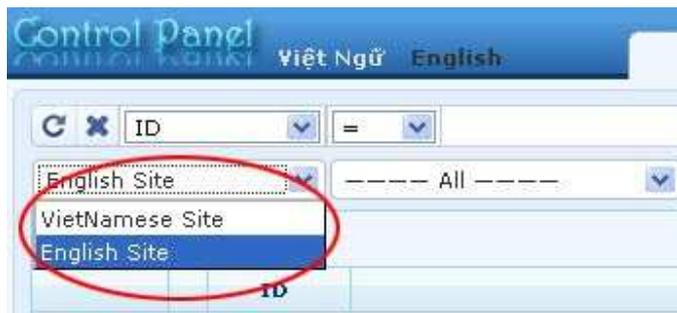
5. To Add Category "About Us"

Category "**About Us**" normally contains only one article, while category "Writings" may contain several articles. When a visitor clicks on "About Us", he will see that article right away, instead of seeing a list of articles.

In this example, you will add category "About Us" in the Left Menu of the English site. (Later on, you will need to add a category of the same name on the Top Menu). You still need to add an article that tells about your organization or business to make this category work.

- 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.

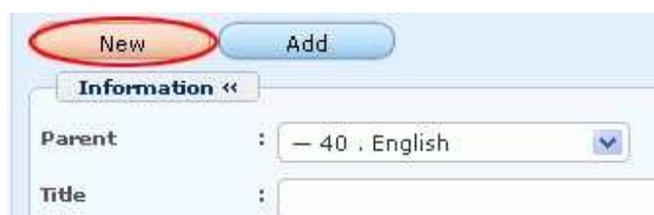
A list of existing categories will appear.



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

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

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



E. Click the "New" button if the record is not blank. Otherwise, go on to the next step.

F. Please focus on these 3 data: **Parent**, **Title** and **Content Type**.

1. Parent. Select "Left Menu" as the parent category.

2. Title. Fill in this box with "About Us".

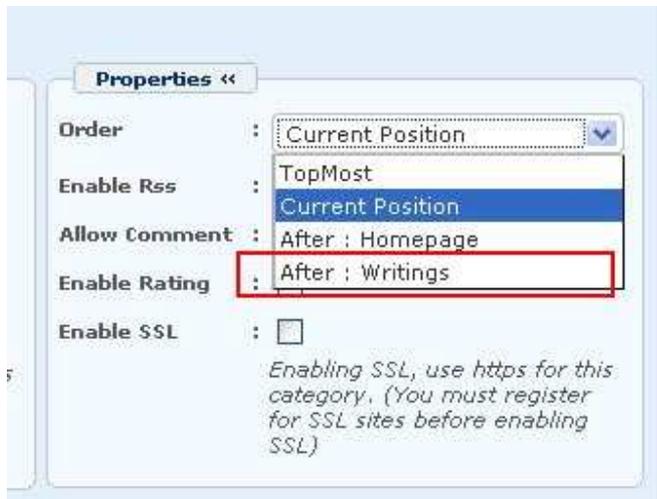
3. Content Type. Select "One Page" as the content type for this category because there is only one article in this category.

G. The record for category "About Us" in the Left Menu will look like the following after you have completed those 3 data.

The screenshot shows a web administration interface. At the top, there are two buttons: "New" and "Add". The "Add" button is circled in red. Below the buttons is a section titled "Information <<". This section contains several form fields: "Parent" with a dropdown menu showing "-- 50 . LeftMenu" (circled with a red 1), "Title" with a text input field containing "About Us" (circled with a red 2), and "Menu link" with an empty text input field (circled with a red 3). Below these fields is a checkbox for "Set As Homepage" and a checkbox for "Active" which is checked. A note below the "Set As Homepage" checkbox reads: "Your website must assign one (and, only one) category to be the home page. If no category is assigned as the home page, your website may not be accessible by visitors." Below the "Information" section is a section titled "Content Type <<". This section contains a grid of radio button options: "No Style", "Menu Link", "Homepage", "Contact", "News", "One Page" (selected and circled with a red 4), "Parent News", "SlideShow", "Video", "Audio List", "Tree Book", "PDF Books", "Calendar", and "Link List Page".

H. Click the "Add" button at the top or bottom of the screen. The message "Data Added Successfully!" will appear near the upper left corner.

- I. Next, **change the order** of this category so that it will come after "Writings".



- J. Find the **Order** box in the **Properties** group. Click on the arrow at the end of the box; then select "**After : Writings**" in the drop down list. The new category will come after Writings.
- K. Click the "**Update**" button at the top or bottom of the screen. The message "**Update Successful!**" will appear near upper left corner.
- L. Go to your website and check if the item "**About Us**" has been added to the Left Menu and it should come after "Writings". 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 category "About Us" to the Left Menu.

Now, let's add the same category to the Top Menu.

- M. Go back to the Control Panel. Click the "New" button to start a new category. A blank record will appear.
- N. Focus on these 4 essential data.
1. **Parent.** Select "**Top Menu**" as the parent category.
 2. **Title.** Fill in this box with "**About Us**".
 3. **Menu Link.** Enter the link to the actual category. Following is how to do it.

Go to your website, click on "About Us" in the Left Menu. Then copy the address in the address box of the web browser. Note that you only need to copy the part after the domain name.



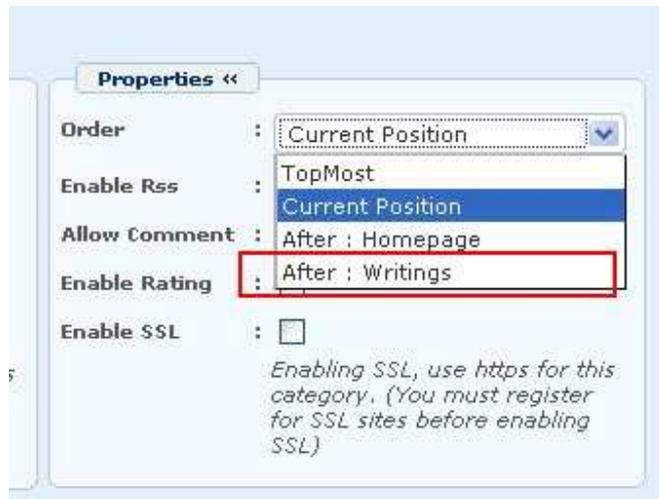
Paste the address in the Menu Link box.

- 4. Content Type.** Select **"One Page"** as the content type for this category because there is only one article in this category.

The record for **linked category** "About Us" will look like the following after you have completed those 4 data.

- O.** Click the **"Add"** button at the top or bottom of the screen. The message **"Data Added Successfully!"** will appear near the upper left corner.

P. Next, **change the order** of this category so that it will come after "Writings".



Q. Find the **Order** box in the **Properties** group. Click on the arrow at the end of the box; then select "**After : Writings**" in the drop down list. The new category will come after Writing.

R. Click the "**Update**" button at the top or bottom of the screen. The message "**Update Successful!**" will appear near upper left corner.

S. Go to your website and check if category "About Us" has been added to the Top Menu and it comes after "Writings". 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 category "About Us" to the Top Menu.

After adding the category "About Us" to your website, you need to add an article that tells about your organization or business. Otherwise, your visitor will not see anything when he clicks this menu item.