



How to Organize Categories

This guide demonstrates how to use the Category Manager to organize the Category pages on your site.

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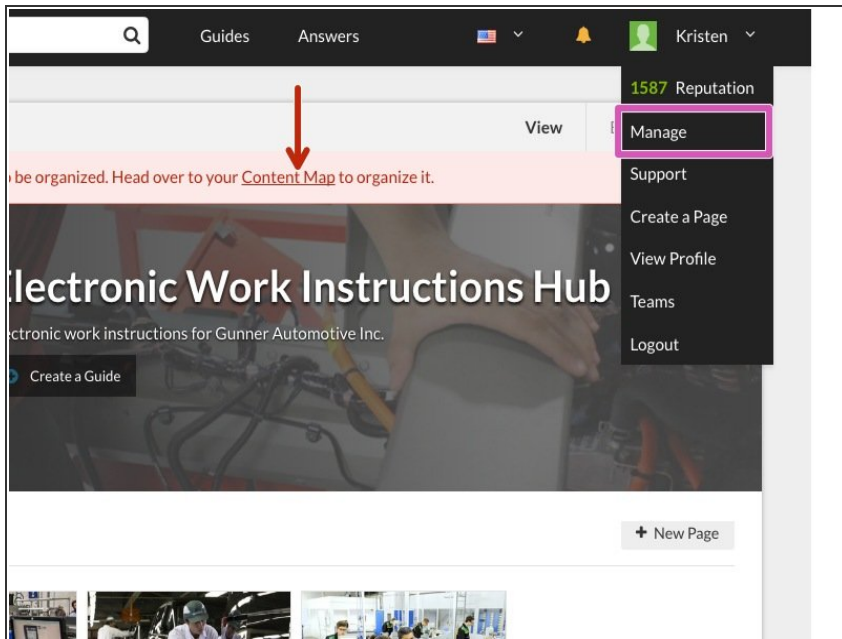


INTRODUCTION

This guide demonstrates how to use the Category Manager to organize the Category pages on your site.

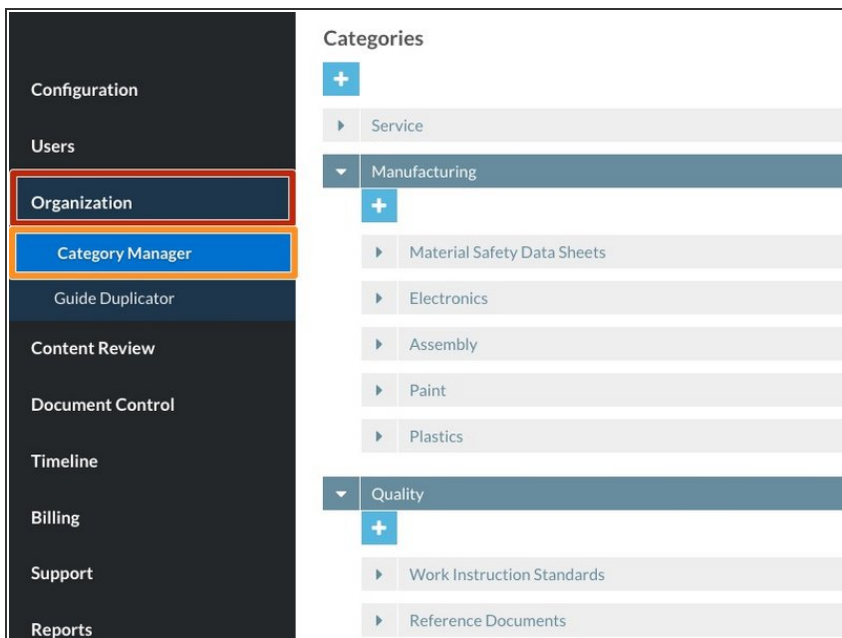
The Category Manager page lists the categories in the order they appear on your site.

Step 1 — How to Organize Categories



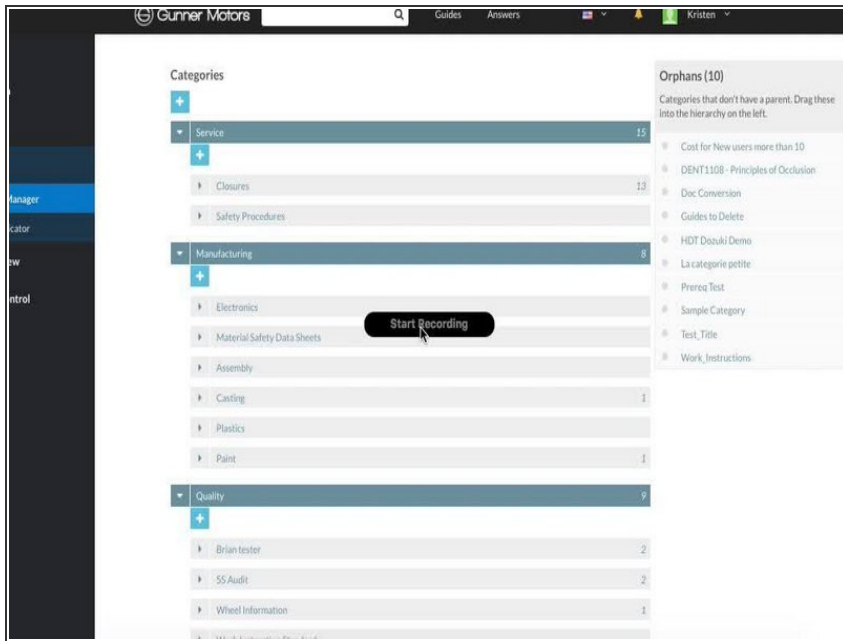
- Click on your user name in the top right corner of the site, then select **Manage** from the drop-down menu.
- Alternatively, if you are viewing your home page or the category page you've just created, you can click on the link to **Content Map** at the top of the page.

Step 2 — Open the Category Manager



- Click on the **Organization** section from the side menu.
- Select the subsection, **Category Manager**.

Step 3



- This page shows the order your categories are currently in.
- To change the order of your categories, click on the category that you wish to move, drag to the desired location, and drop.
- The categories on the right are labeled as **Orphans** because they have been created, but they haven't given a parent category or labeled as a parent category themselves.
- To organize an orphan category, drag it from the Orphans section and drop it in the desired category.