

# Dozuki

## How to Create a Category

This guide demonstrates how to create a category page.

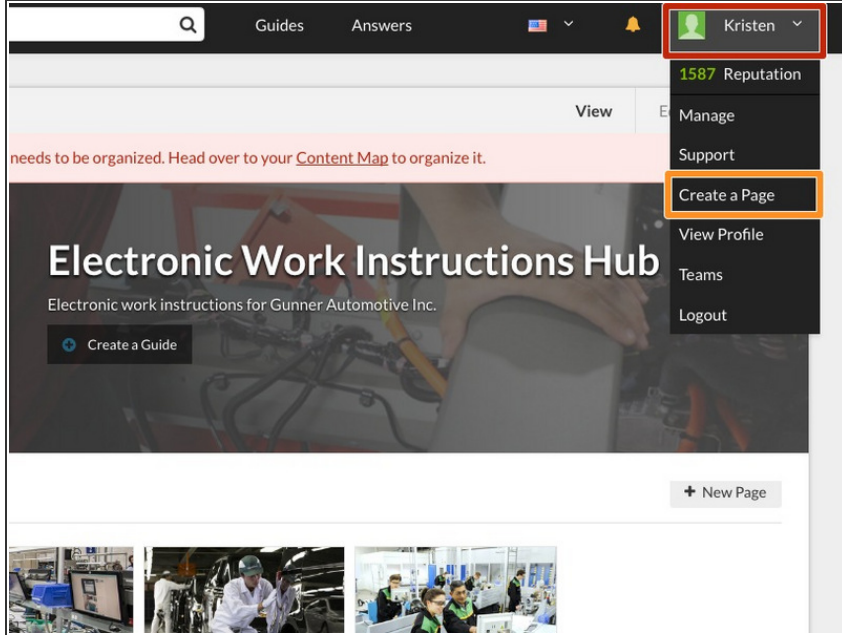
Written By: Dozuki System



## **INTRODUCTION**

This guide demonstrates how to create a category page.

## Step 1 — Open User Menu



- Click on your **username** in the top right corner of the site.
- Select **Create A Page** from the drop-down menu.

## Step 2 — Start a New Category Page

### Start a New Page

Your new page will be more successful if you give it enough information to be useful immediately. New pages are a seed — a call to action for others to join in and help make it awesome.

Page Type 1 Set Title 2 Add Content 3

#### Guide

Create a step by step manual. Integrate high quality graphics with clear instructions that are usable on the web, a mobile device or in print!



#### Category

Create a manual about a specific category. Make other people awesome by teaching them what you know. Category pages automatically display related information.



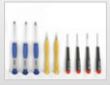
#### Wiki

Create a wiki page with flexible formatting for general information, like a troubleshooting page. Once it's made, you need to add a link to it so people can find it!



#### Item

Create an item (a tool, part, or product) for easy linking with any step-by-step guide.



### Start a New Page

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Page Type 1 Set Title 2 Add Content 3

#### Category

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#### Title

Example: Super Nintendo

Next

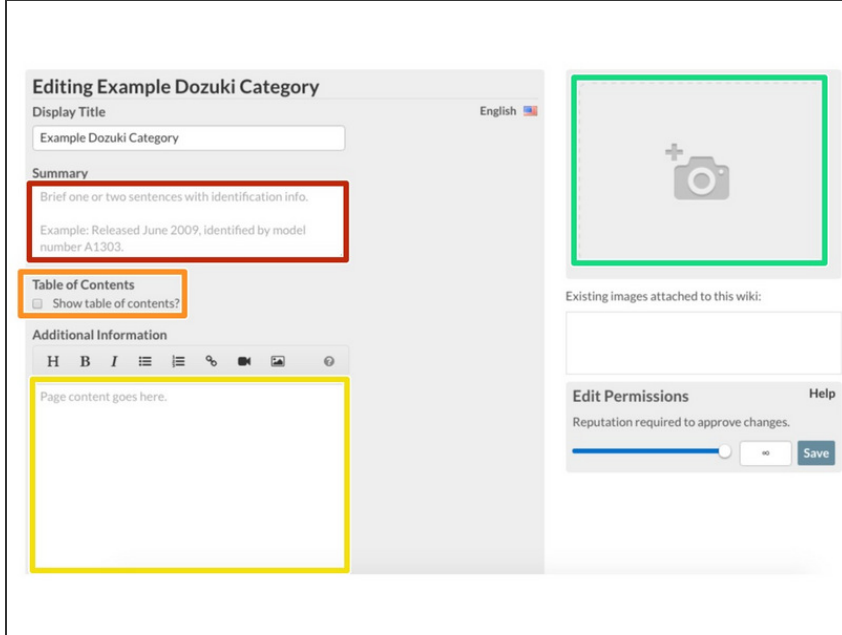
Work Instruction Software

ABOUT HELP API LICENSING

- Select **Category** from the page options list.
- Enter the **Title** for your new category page.

⚠ Choose the title carefully. Once you create your Category page, you can change the Display Title; however, the name you select now will be the permanent page title that will always appear in the page URL.

## Step 3 — Add Page Content



- Add a **Summary** for the page.
  - ⓘ This text will appear in the top banner displayed on the page and also helps your site Search Engine Optimization.
- Choose to add a **Table of Contents** for the page.
  - ⓘ If this box is checked, the table of contents will be automatically generated by the headers you add to Additional Information field below.
- Add any **Additional Information** to your category page.
- Add a header image using the [Media Manager](#).
- ☑ Review the [Parts of a Category](#) page to better understand the above elements.
- Click save and view your category. The next step will be to [Organize Your Category Page](#).