



How to Create a Category

This guide demonstrates how to create a category page.

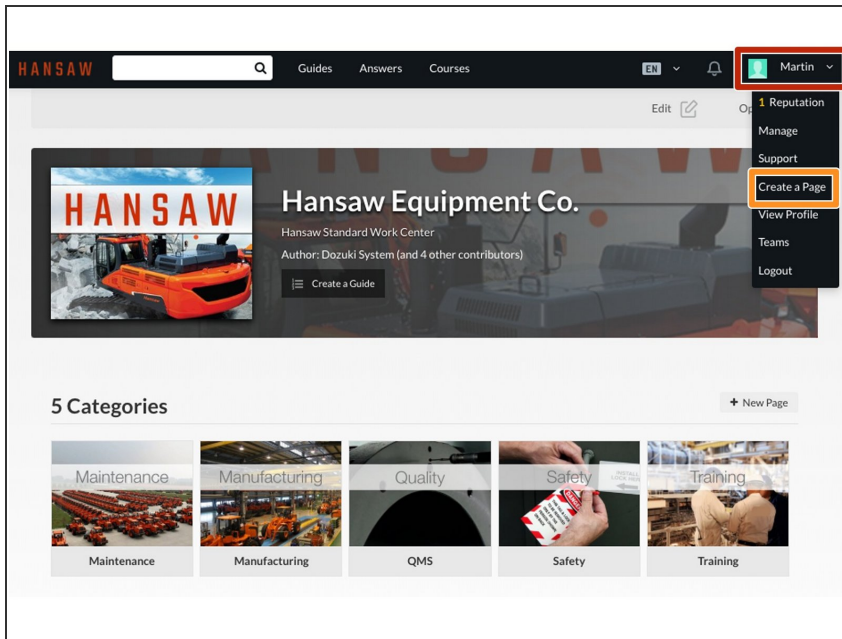
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INTRODUCTION

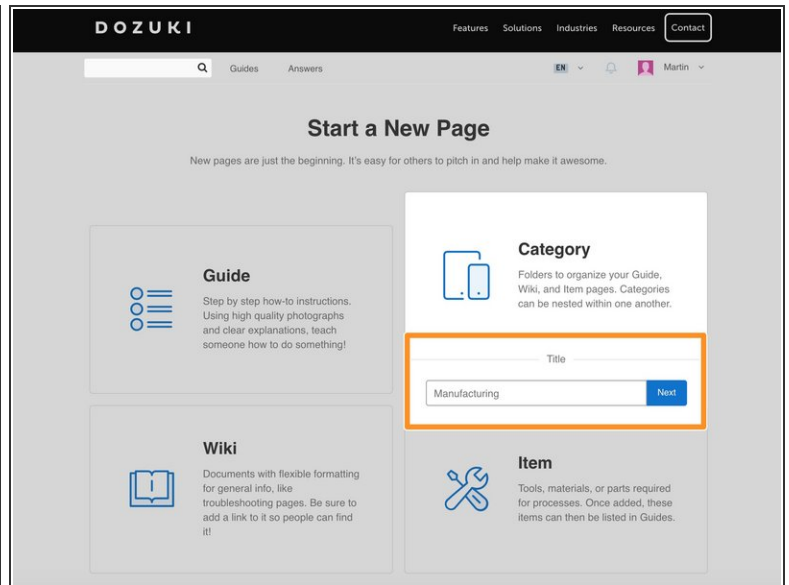
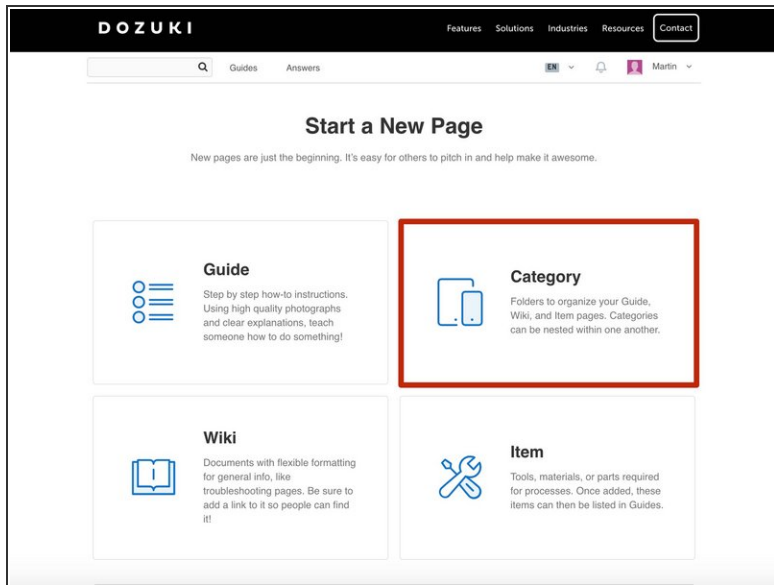
This guide demonstrates how to create a category page.

Step 1 — Open Your User Menu



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

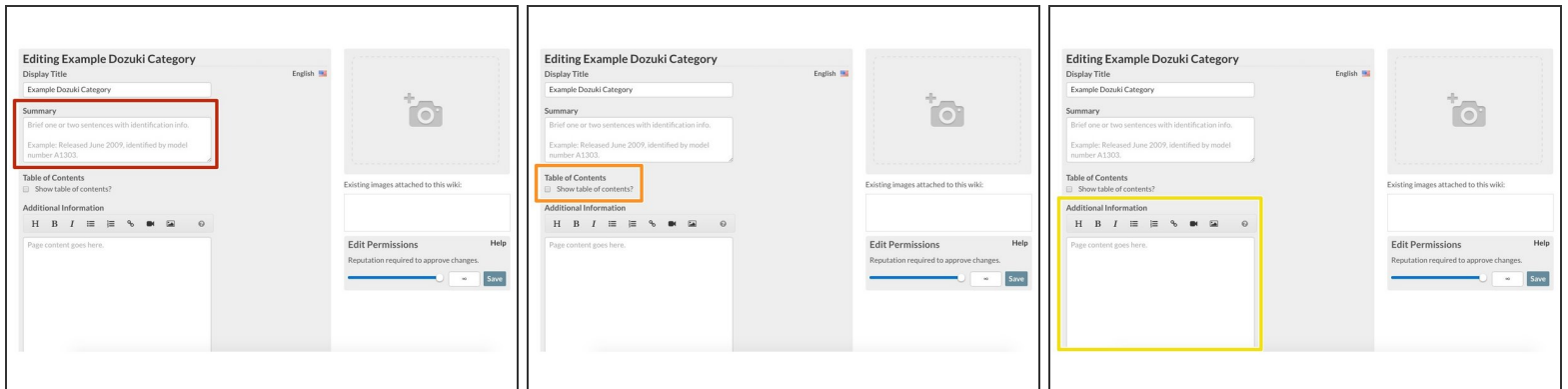
Step 2 — Start a New Category Page



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

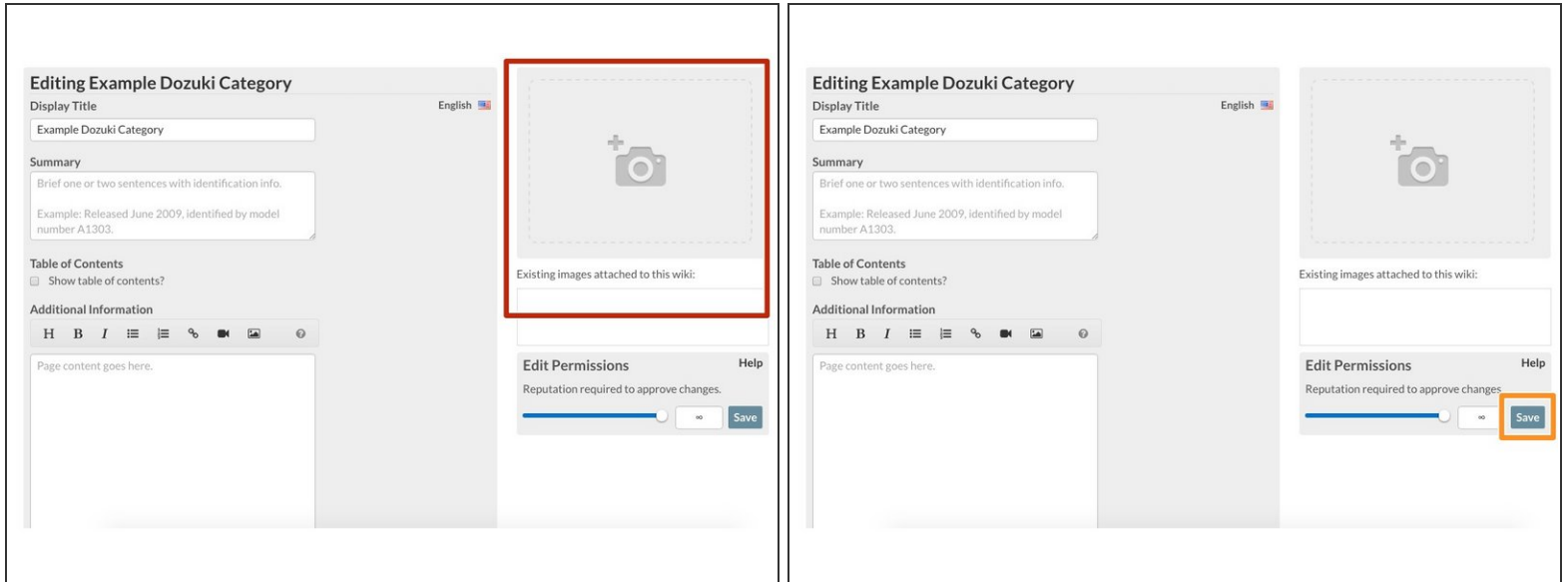
⚠ Choose the title carefully. Once you create your Category page, you can change the **Display Title**; however, the name you select now will be the permanent page title that will always appear in the page URL.

Step 3 — Add Page Content



- Add a **Summary** for the page.
 - ① This text will appear in the top banner displayed on the page. It also helps with the site's Search Engine Optimization.
- Check the **Table of Contents** box to add a table of contents.
 - ① If this box is checked, the table of contents will be automatically generated by the headers you add in the **Additional Information** field.
- Add any **Additional Information** to your category page.

Step 4



- 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](#).