

Categories –

This will cover:

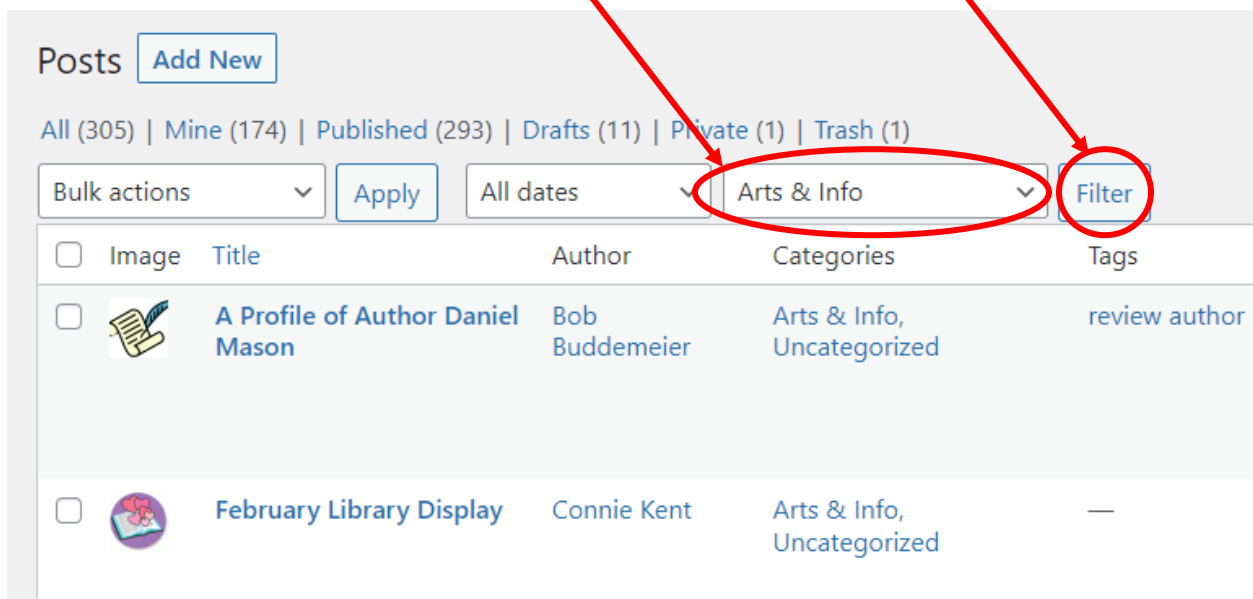
How to select a category of posts to view

How to create, edit, or delete categories

How to select whether or not a category posts the item to the online website

On the “All Posts” page, there is a box that allows you to scroll through all of the existing categories, and select any one. Next to it is the Filter box; click this and the page will display only those posts that are in the selected category.



Note – you can only filter on one category at a time, but a post will appear no matter how many other categories it may belong to.



Posts [Add New](#)

[All \(305\)](#) | [Mine \(174\)](#) | [Published \(293\)](#) | [Drafts \(11\)](#) | [Private \(1\)](#) | [Trash \(1\)](#)

Bulk actions All dates

<input type="checkbox"/>	Image	Title	Author	Categories	Tags
<input type="checkbox"/>		A Profile of Author Daniel Mason	Bob Buddemeier	Arts & Info, Uncategorized	review author
<input type="checkbox"/>		February Library Display	Connie Kent	Arts & Info, Uncategorized	—

On the Dashboard, if you click the Categories entry, you will get this page

The screenshot shows the WordPress dashboard interface. On the left sidebar, the 'Categories' menu item is circled in red. A red arrow points from this menu item to the 'Add New Category' form. Another red arrow points from the top of the page to the 'Categories' title. A third red arrow points from the 'Add New Category' button at the bottom of the form to the text below it.

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

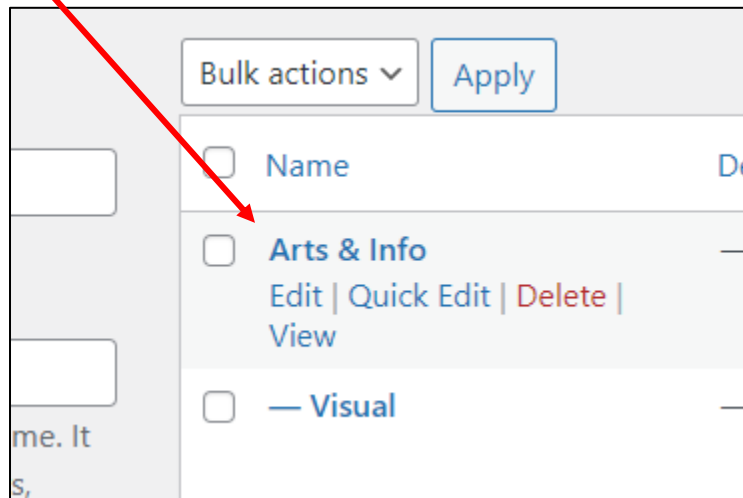
[Add New Category](#)

Bulk actions

<input type="checkbox"/> Name	Description
<input type="checkbox"/> Arts & Info	—
<input type="checkbox"/> — Visual	—
<input type="checkbox"/> — Writing	—
<input type="checkbox"/> In the Community Featured	—
<input type="checkbox"/> News	—
<input type="checkbox"/> News & Views	—
<input type="checkbox"/> — In the Community	—
<input type="checkbox"/> News & Views Featured	—

To Add a category, type in the name, and if you want it to be a subcategory, select the parent category. Then click [Add New Category](#)

To edit (e.g., rename) or delete a category, mouse-over the category name, and a menu will appear



Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the default category **Uncategorized**. The default category cannot be deleted.

Categories can be selectively converted to tags using the [category to tag converter](#).

To select whether or not a category is displayed on the website, go to the Edit function for an existing page composed in the Advanced Layout.

Edit Page [Add New](#)

There is an autosave of this post that is more recent than the version below. [View the autosave](#)

Arts & Info

Permalink: <https://thecomplement.info/arts-info/> [Edit](#)

Default Editor


Avia Layout Builder

Layout Elements Content Elements Media Elements

1/1 1/2 1/3 2/3 1/4 3/4 1/5 2/5 3/5 4/5 Color Section Grid Row Tab Section

1/1

Arts & Info
Click block to see full piece.

 Masonry

This element will stretch across the whole screen by default. If you put it inside a color section or column it will only take up the available space

Click on the Masonry icon to get the page shown below

Masonry

Content Styling Advanced

^ Select Entries

Category

- Arts & Info**
- Visual
- Writing
- In the Community Featured
- News
- News & Views

Which Entries?
Select which entries should be displayed by selecting a taxonomy

When a category of posts will appear on the website, the name of the category has a gray background. Click a name to activate or deactivate the category. Shift-click to activate more than one category.

Filter

Sorting

Captions