



## **The Handbook**

### **Codex**

[http://codex.wordpress.org/Manage\\_Categories\\_SubPanel](http://codex.wordpress.org/Manage_Categories_SubPanel)

### **Version Date**

6 August 2005

## Manage Categories SubPanel

### ***Manage → Categories***

Each post in WordPress is filed under one or more categories. This aids in navigation and allows posts to be grouped with others of similar content.

Each category may be assigned to a Category Parent so that you may set up a hierarchy within the category structure. In creating categories, recognize that each category name must be unique. Thus, even if two categories have two different parents, they must still have different names.

Links to your categories are, by default, shown in two different places on your weblog (assuming you are using the default [Kubrick](http://boren.nu/archives/2004/10/10/kubrick-130-rc2/) (<http://boren.nu/archives/2004/10/10/kubrick-130-rc2/>) theme). First, WordPress lists these category links in your sidebar. Second, WordPress shows all the categories to which a given post belongs under that of that post. When someone viewing your weblog clicks on one of these category links, a page with all the posts belonging to that category will be displayed.

This SubPanel allows you to create new categories, edit or delete existing ones, and organize your categories hierarchically.

Back to [Administration Panels](#).

### ***Table of Categories***

This table lists all of your categories by row. Categories are displayed hierarchically and alphabetically; subcategories are displayed beneath their parents and are prefaced by "â€" long dashes. These dashed are *not* part of a category's name; they are there only to show hierarchy. The table of categories contains the following columns:

- **ID** - Like posts and pages, categories have a unique identification number. You can't edit it, and there's no need to. The ID numbers are used by WordPress only internally.
- **Name** - The name of the category. Recall *each name must be unique*.
- **Description** - Categories may have an optional description. By default, the description is shown to viewers when they hover over the category's link.
- **# Posts** - The number of posts which are members of the category.
- **Action**
  - **Edit** - This button allows you to modify the category's name, description or parent.
  - **Delete** - This button deletes the category. As you are reminded toward the bottom of this SubPanel, deleting a category does *not* delete the posts it contains. Instead, these posts are moved into the default category, which is defined in **bold** in the note below the Table of Categories. To change this default category, see the [Writing Options SubPanel](#)

## ***Add New Category***

This part of the SubPanel, which is conveniently linked to from the top of the top of the [Table of Categories](#), allows you to create a new category. There are three pieces of information associated with each new category: it's name, category parent, and description.

### **Name**

To reiterate, the category name *must* be unique.

### **Category Parent**

Use this dropdown if you want to create a subcategory; you will select the subcategory's parent here. For example, you may have a category called "Photos" but want to add further clarification about the subject of a particular "Photos" post. You could add "Oregon Coast" and "Ice Storm" as subcategories to the "Photos" category; "Photos" would be the parent of these two new subcategories.

Subcategories show up on your blog's page just like categories do, except they will typically be nested under their parent categories (though note the default [Kubrick](http://boren.nu/archives/2004/10/10/kubrick-130-rc2/) (<http://boren.nu/archives/2004/10/10/kubrick-130-rc2/>) theme does not nest categories; it lists them flat). When someone visits your site and clicks the "Photos" category link, all posts in "Photos" and *all its subcategories* will be displayed. Clicking the "Oregon Coast" category link *only* displays those post in that subcategory. If you assign a post to a subcategory (e.g. "Oregon Coast"), you can choose to assign that post to the subcategory's parent ("Photos") or not. Either way, all "Oregon Coast" posts will show up in the "Photos" category page. The only difference would be the list of categories of which a particular post is actually a member. In the [Kubrick](http://boren.nu/archives/2004/10/10/kubrick-130-rc2/) (<http://boren.nu/archives/2004/10/10/kubrick-130-rc2/>) theme, this list is shown below the text of each post.

### **Description**

Category descriptions are optional. Some themes take advantage of category descriptions, others do not, so having descriptions may or may not modify the way categories are displayed for your site. Even if they are not used by your site's theme, you may still find them useful from an administration point of view.

### **Add Category**

The most important part of the Add New Category box. Once you've entered in all the information about your new category, use this button to save it.