

## Categories –

This will cover:

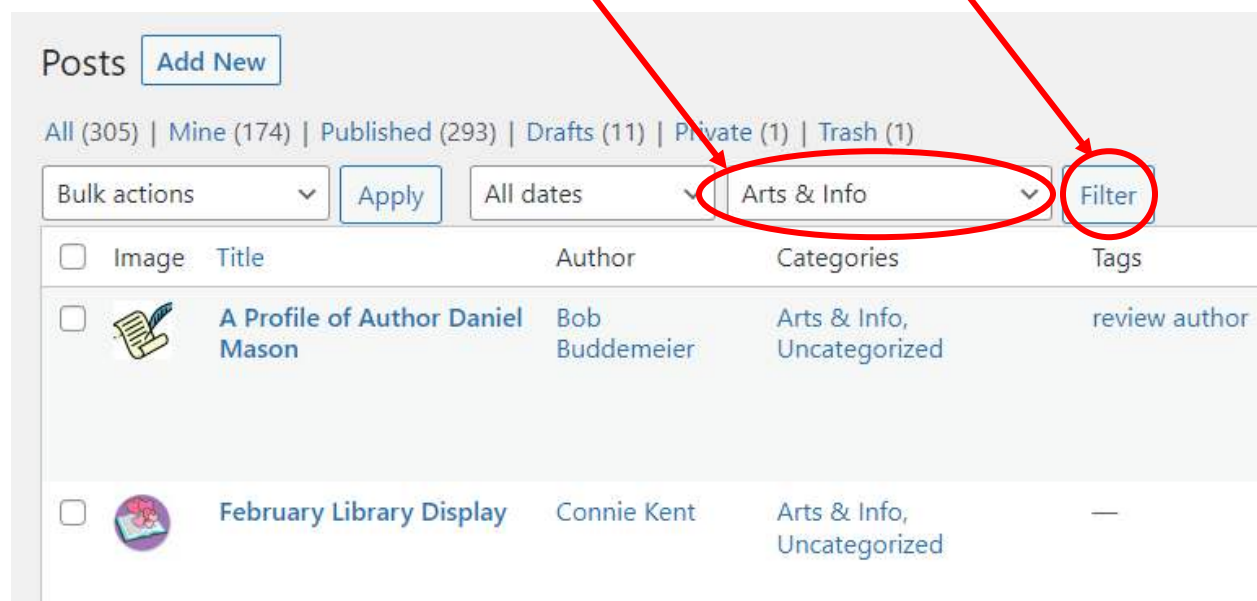
How to select a category of posts to view

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.



The screenshot shows the WordPress 'All Posts' page. At the top, there is a 'Posts' header with an 'Add New' button. Below the header, there are navigation links: 'All (305) | Mine (174) | Published (293) | Drafts (11) | Private (1) | Trash (1)'. A toolbar contains a 'Bulk actions' dropdown, an 'Apply' button, an 'All dates' dropdown, a category dropdown menu currently set to 'Arts & Info', and a 'Filter' button. The 'Arts & Info' dropdown and the 'Filter' button are circled in red. Below the toolbar is a table of posts with columns for 'Image', 'Title', 'Author', 'Categories', and 'Tags'. Two posts are visible: 'A Profile of Author Daniel Mason' by Bob Buddemeier and 'February Library Display' by Connie Kent. Both posts are categorized under 'Arts & Info, Uncategorized'.

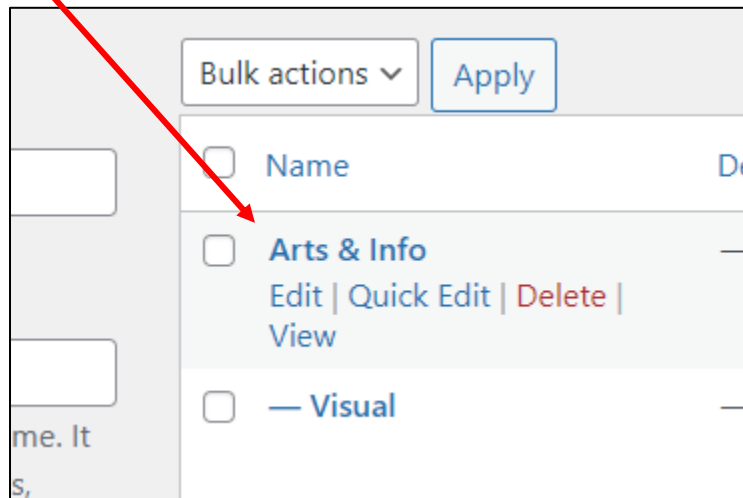
<input type="checkbox"/>	Image	Title	Author	Categories	Tags
<input type="checkbox"/>		<a href="#">A Profile of Author Daniel Mason</a>	Bob Buddemeier	Arts & Info, Uncategorized	review author
<input type="checkbox"/>		<a href="#">February Library Display</a>	Connie Kent	Arts & Info, Uncategorized	—

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

The screenshot shows the WordPress dashboard interface. The left sidebar contains a menu with 'Categories' circled in red. A red arrow points from the text above to this menu item. The main content area is titled 'Categories' and 'Add New Category'. It features a 'Name' text input field, a 'Slug' text input field, a 'Parent Category' dropdown menu (set to 'None'), and a 'Description' text area. A red arrow points from the text above to the 'Name' field. At the bottom of the form is a blue 'Add New Category' button. On the right side, there is a 'Bulk actions' dropdown and an 'Apply' button, and a table listing existing categories with checkboxes and a 'Description' column. A red arrow points from the text above to the top right area of the page.

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