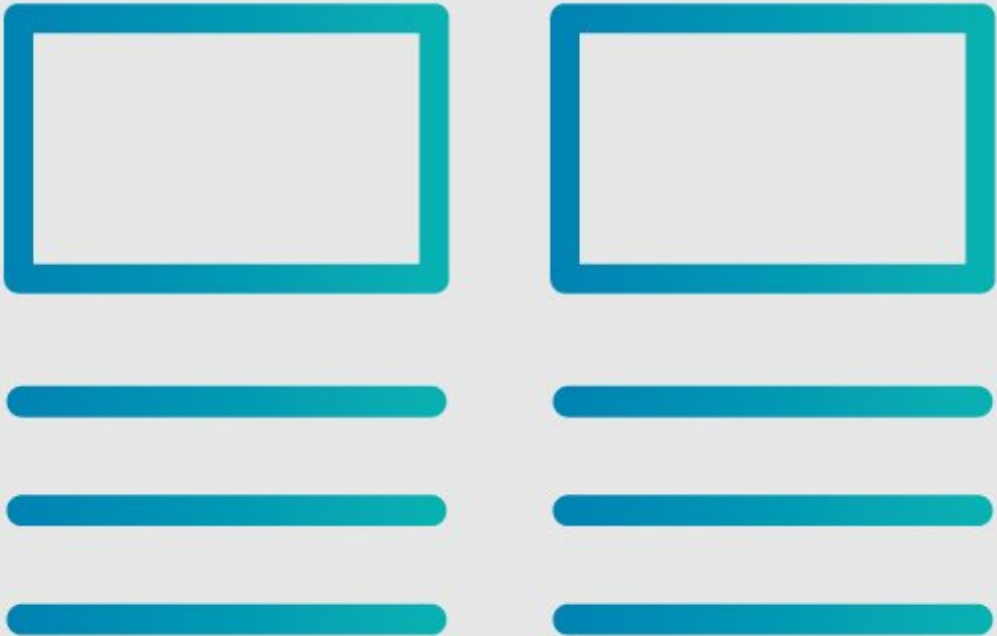




# How to Organize Categories

This guide demonstrates how to use the Category Manager to organize the category pages on your site.

Written By: Dozuki System

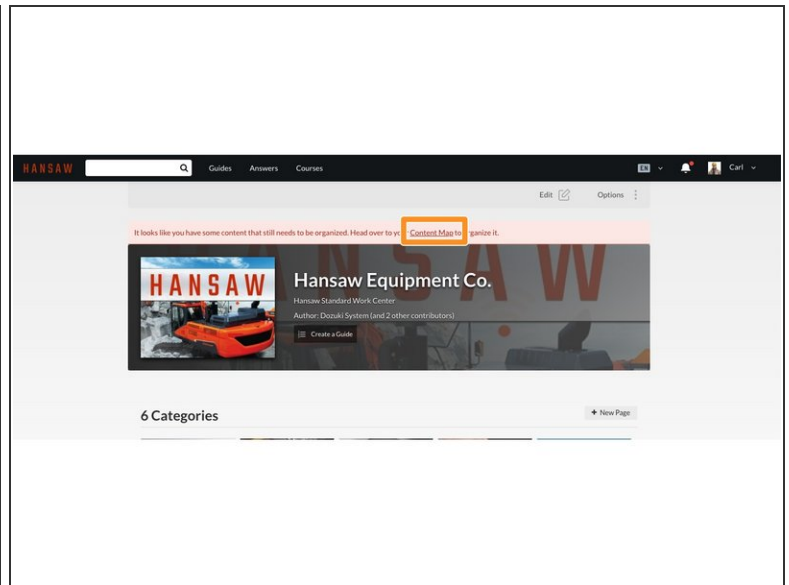
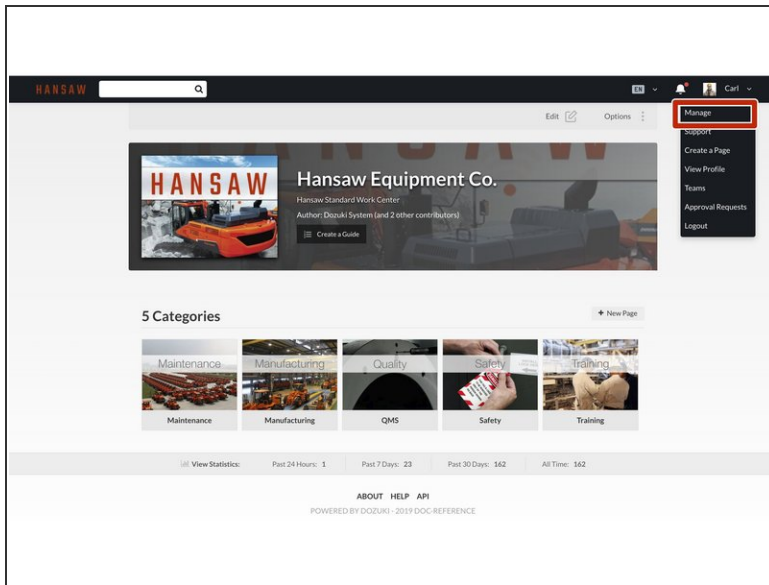


## INTRODUCTION

This guide demonstrates how to use the Category Manager to organize the category pages on your site.

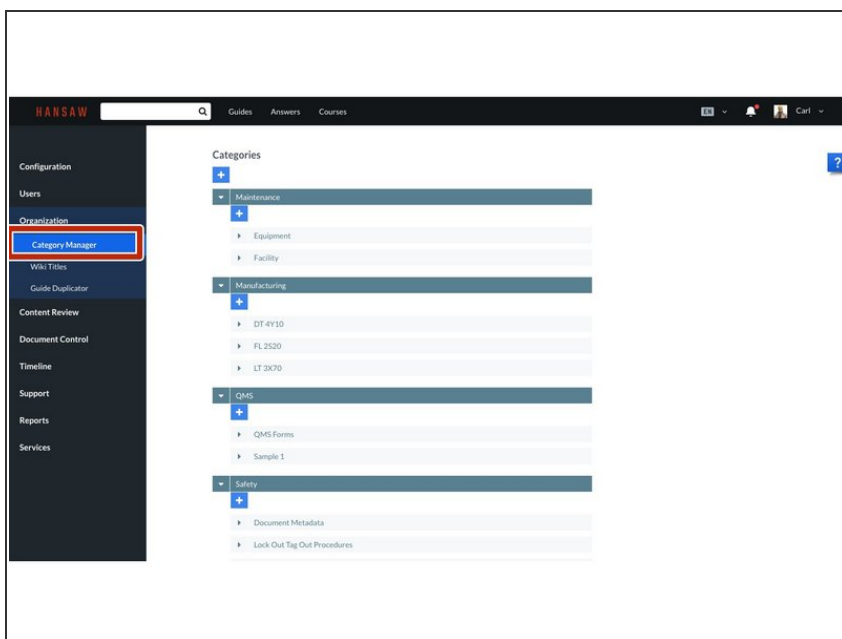
The **Category Manager** page lists the categories in the order that they appear on your site.

## Step 1 — How to Organize Categories



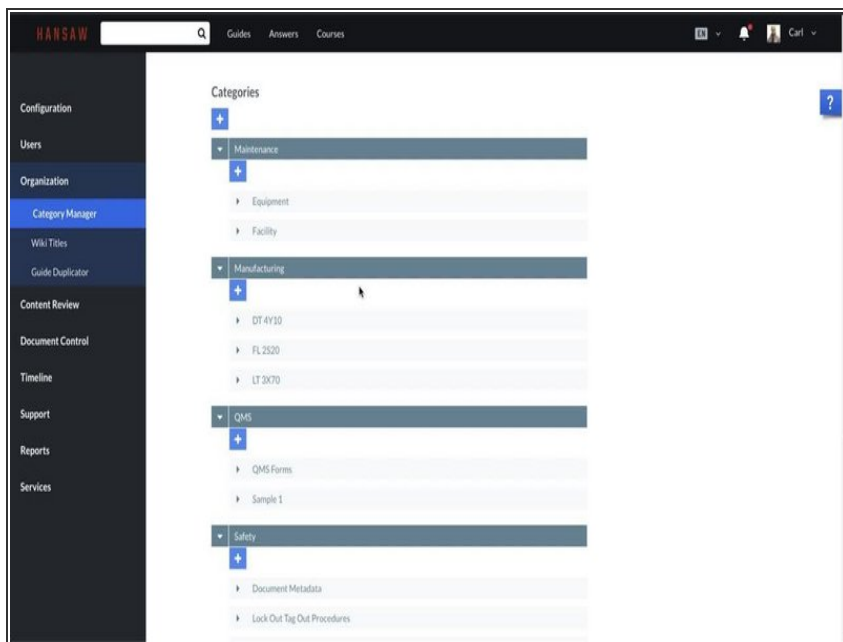
- Click on your user name on the right of the site header and select **Manage** from the drop-down menu.
- Alternatively, if you are viewing your home page or the category page you've just created, you can click on the link to **Content Map** that will appear at the top of the page.

## Step 2 — Open the Category Manager



- From the **Organization** section in the sidebar menu, select **Category Manager**.

## Step 3



- This page shows the current order of your categories.
- To change the order of your categories, click on the category that you want to move, drag to the desired location, and drop.
- The categories on the right are labeled as **Orphans** because they have been created, but they have not received a parent category.
- To organize an orphan category, drag it from the **Orphans** section and drop it in the desired category.

✳ **Unreleased drafts of Categories are automatically orphans and cannot be nested in a parent category until published.**