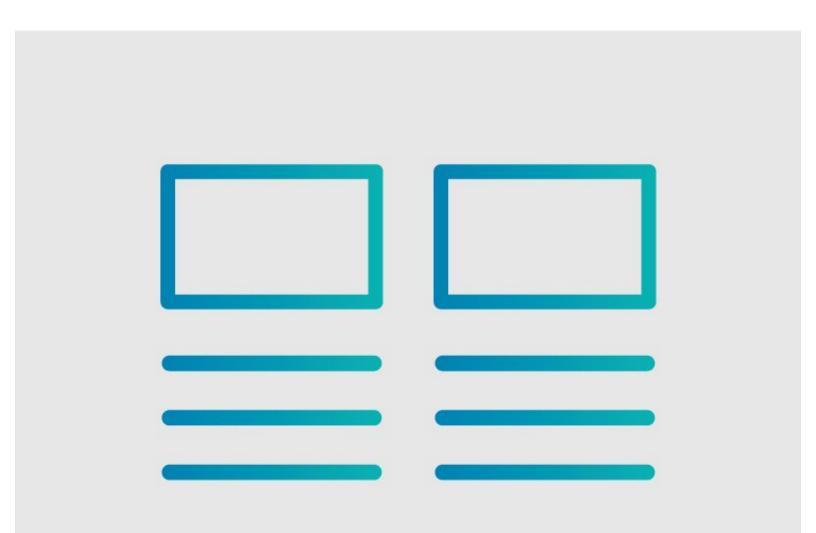
DOZUKI

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

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- 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

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

Step 3

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- 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.