



# How to Organize Categories

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

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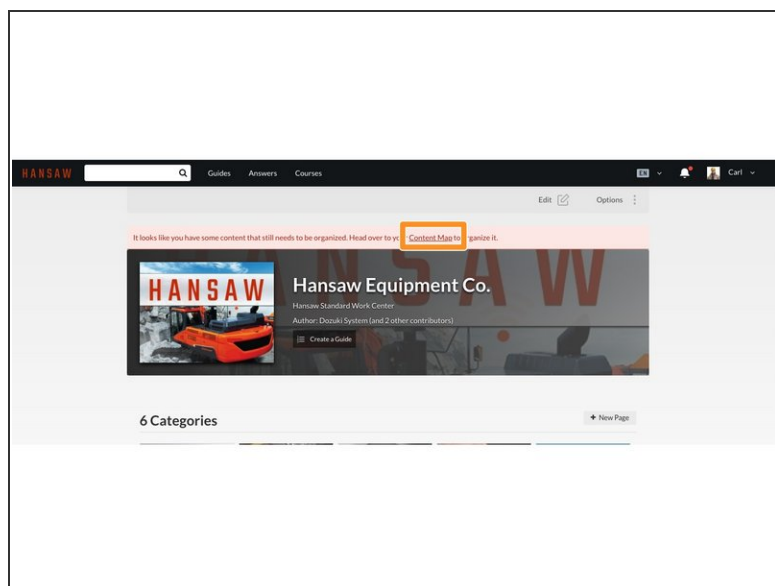
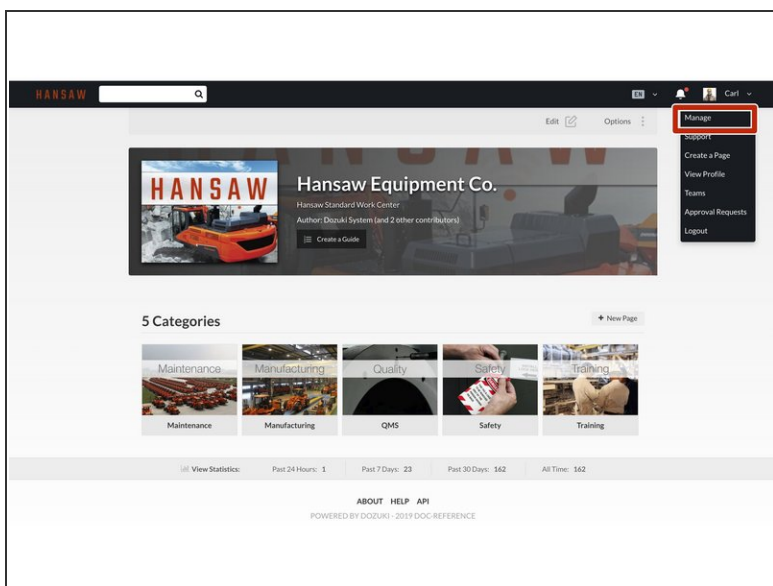


## INTRODUCTION

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

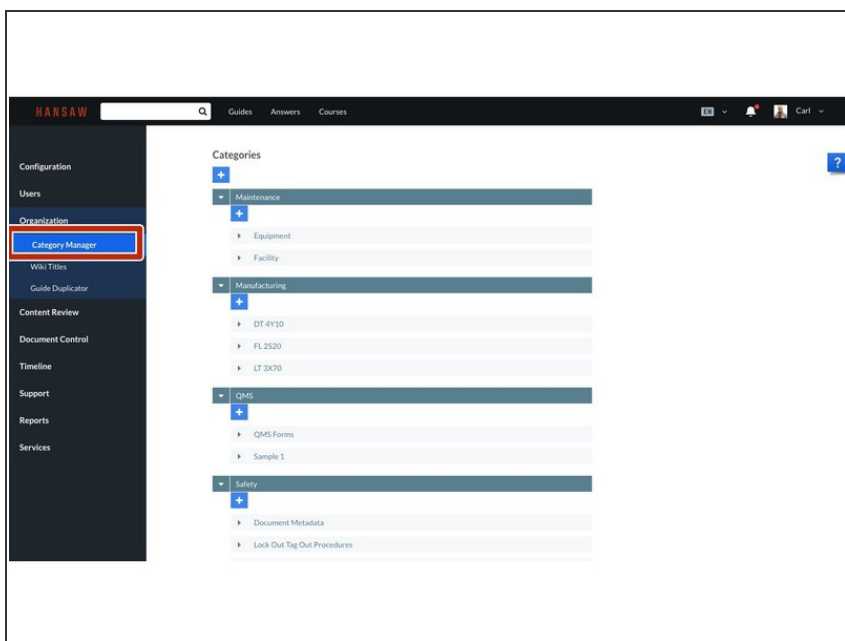
The Category Manager page lists the categories in the order that they appear on your site.

## Step 1 — How to Organize Categories



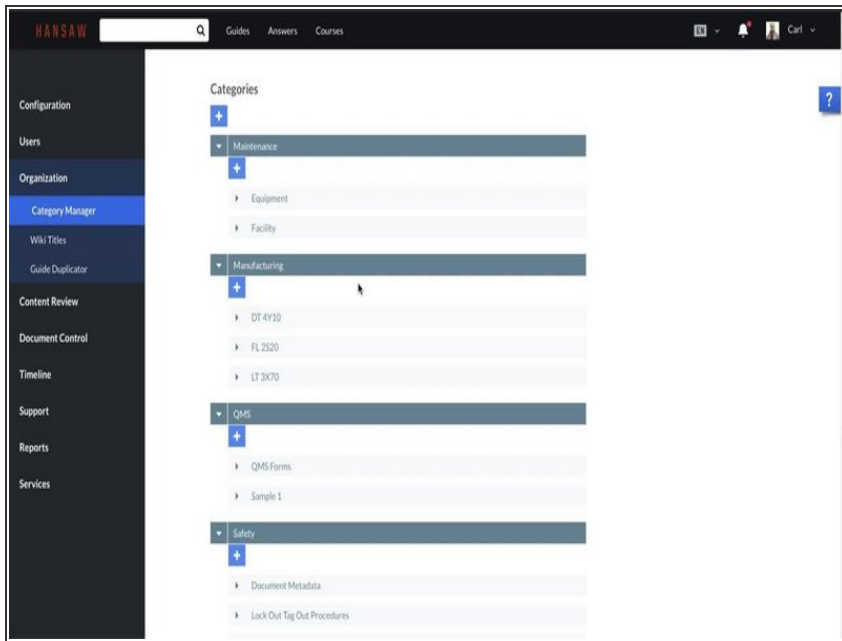
- Click on your user name on the right of the site header and select **Manage** from the drop-down menu.
- Alternatively, if you are viewing your home page or the category page you've just created, you can click on the link to **Content Map** that will appear at the top of the page.

## 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, nor have they received a label as a parent category.
- To organize an orphan category, drag it from the Orphans section and drop it in the desired category.