DOZUKI

How to Create a Category

This guide demonstrates how to create a category page.
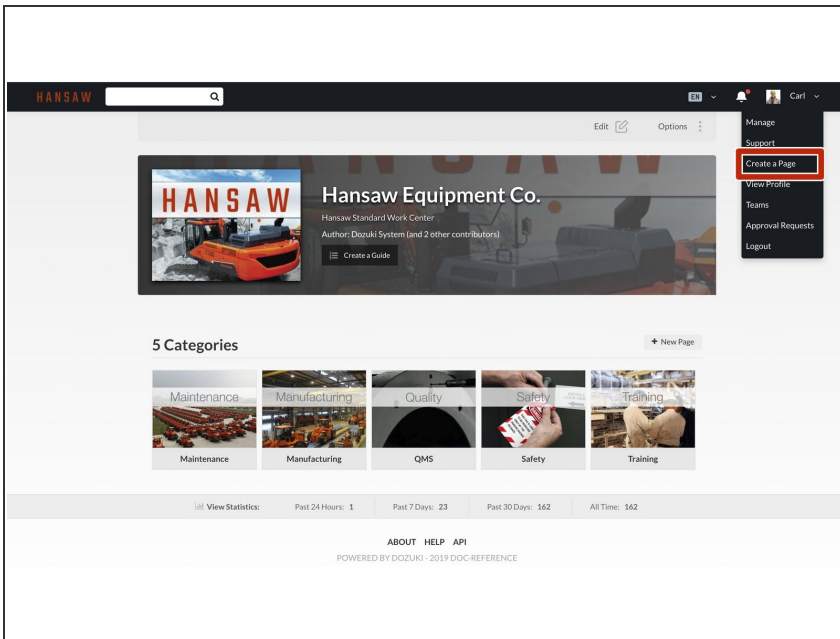
Written By: Dozuki System

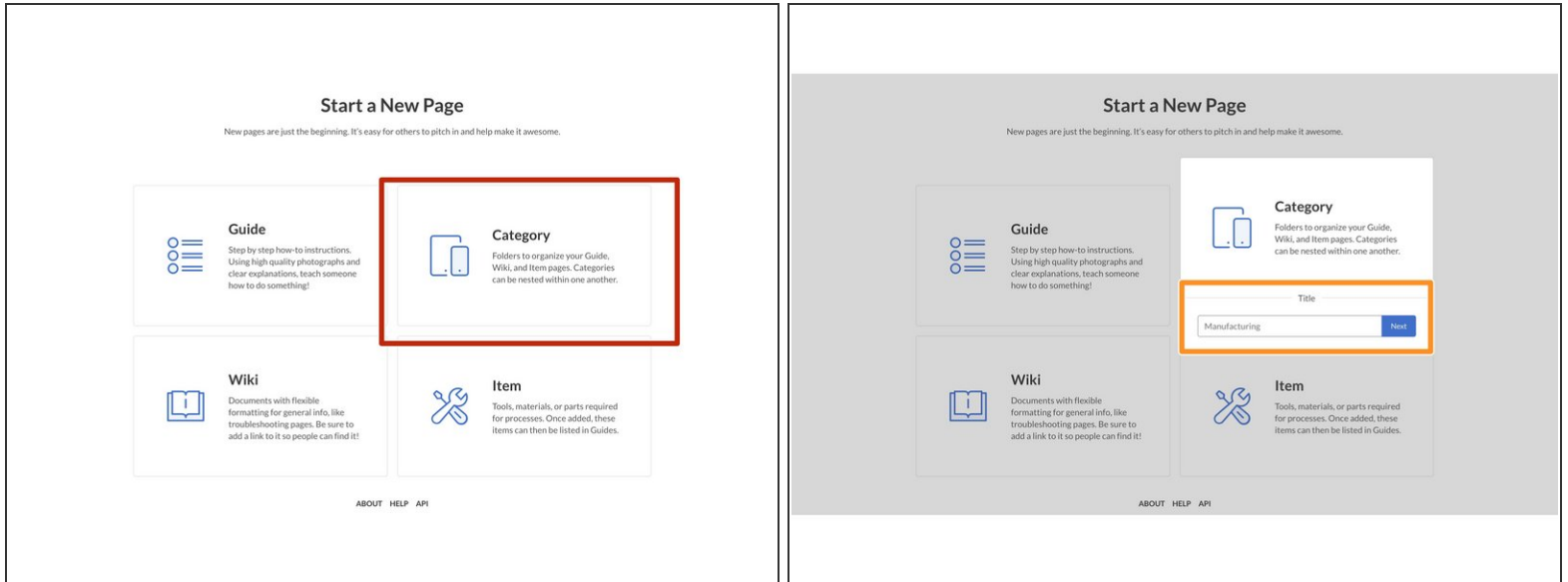This document was generated on 2022-02-27 02:40:40 PM (MST).

INTRODUCTION

This guide demonstrates how to create a category page.

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Step 1 — Open Your User Menu

● Click on your name on the right of the site header and select **Create a Page** from the drop-down menu.

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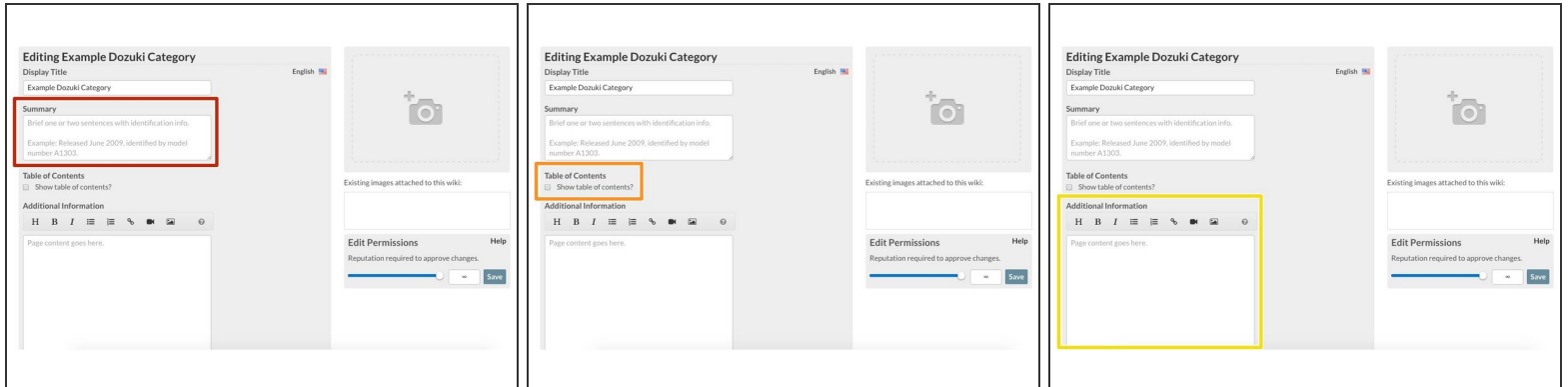
Step 2 — Start a New Category Page

- Select **Category** from the page options list.

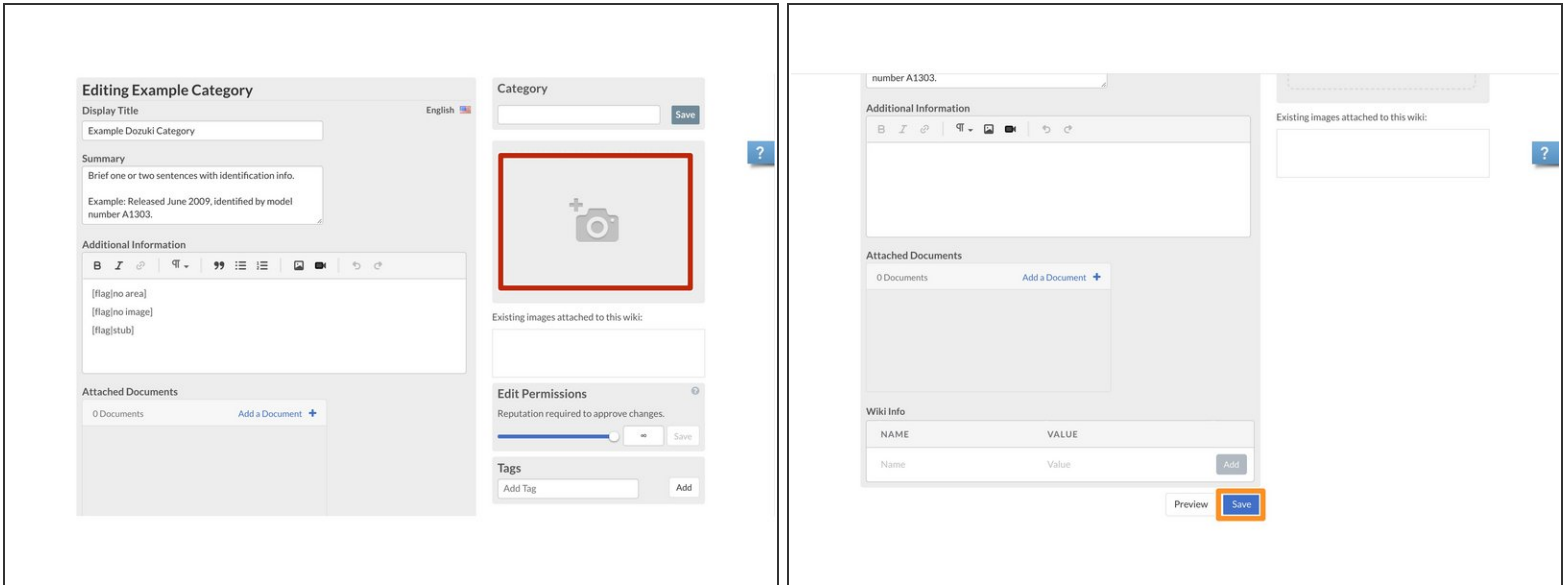- Enter the **Title** for the new category page.

⚠ Choose the title carefully. Once you create your Category page, you can change the **Display Title**; however, the name you select now will be the permanent page title that will always appear in the page URL.

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Step 3 — Add Page Content

- Add a **Summary** for the page.

  - ⓘ This text will appear in the top banner displayed on the page. It also helps with the site's Search Engine Optimization.

- Check the **Table of Contents** box to add a table of contents.

  - ⓘ If this box is checked, the table of contents will be automatically generated by the headers you add in the **Additional Information** field.

- Add any **Additional Information** to your category page.

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Step 4

- Add a header image using the Media Manager.

  📌 Review the Parts of a Category page to better understand the above elements.

- Click **Save** and view your category. The next step will be to Organize Your Category Page.

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