



# How to Create a Category

This guide demonstrates how to create a category page.

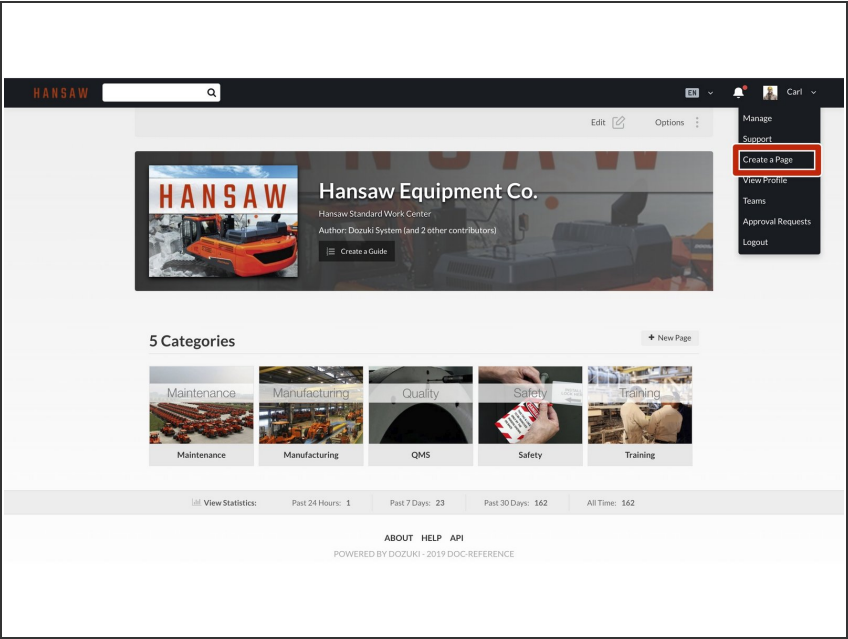
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## INTRODUCTION

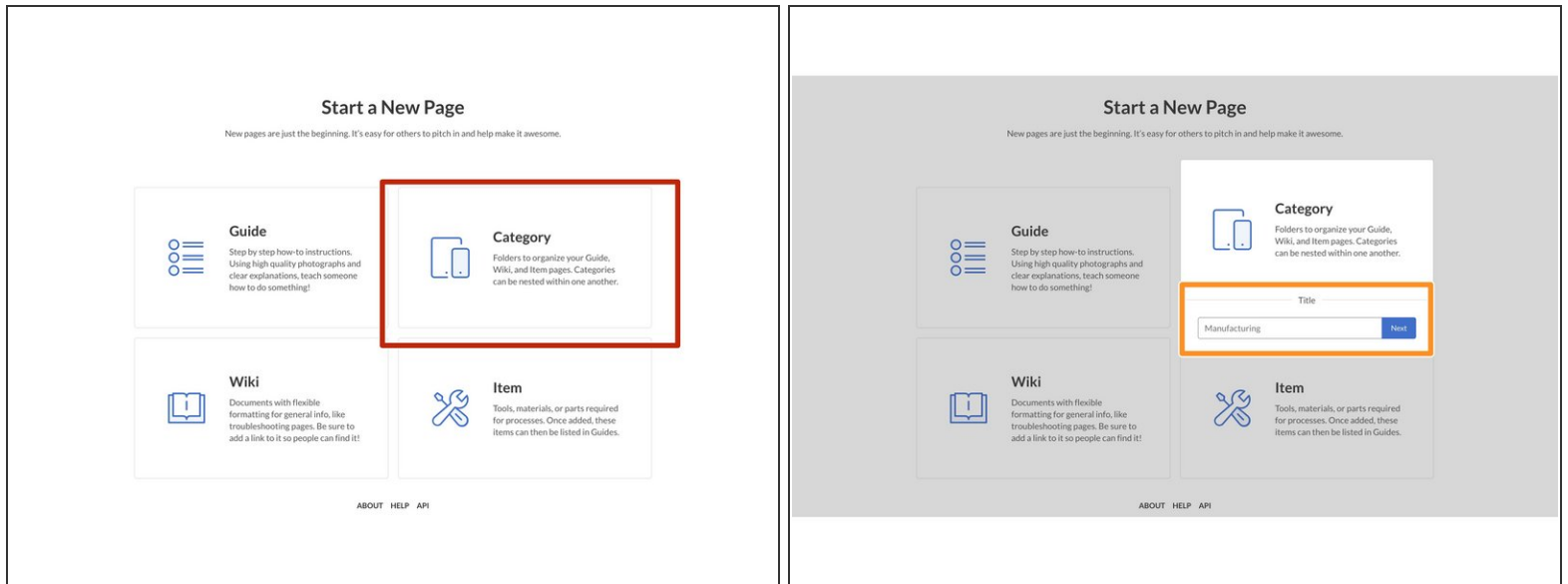
This guide demonstrates how to create a category page.

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.

## Step 2 — Start a New Category Page



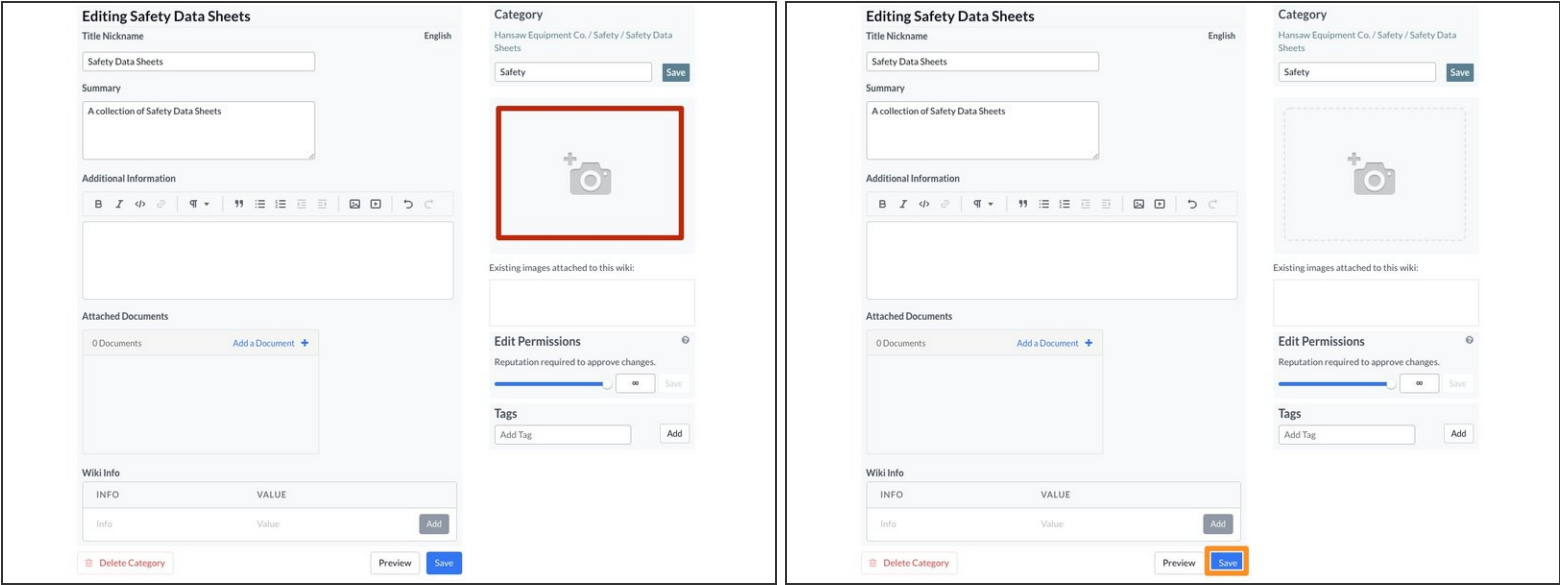
- Select **Category** from the page options list.
  - Enter text into the field to create a title for the new category page.
- ⚠ Choose the title carefully. Once you create your Category page, you can change the **Display Title**; however, the name you select now will be the permanent page title that will always appear in the page URL.

## Step 3 — Add Page Content

The image displays two side-by-side screenshots of the 'Editing Safety Data Sheets' and 'Category' pages. The left screenshot shows the 'Summary' field highlighted with a red box, containing the text 'A collection of Safety Data Sheets'. The right screenshot shows the 'Additional Information' field highlighted with an orange box, which is currently empty. Both screenshots show the same form structure with fields for Title Nickname, Summary, Additional Information, Attached Documents, Edit Permissions, Tags, and Wiki Info.

- Add a **Summary** for the page.
  - ① This text will appear in the top banner displayed on the page. It also helps with the site's Search Engine Optimization.
- Add any **Additional Information** to your category page.

Step 4



- Add a header image using the [Media Manager](#).
- ✎ Review the [Parts of a Category](#) page to better understand the above elements.
- Click on the **Save** button and view your category. The next step will be to [Organize Your Category Page](#).