

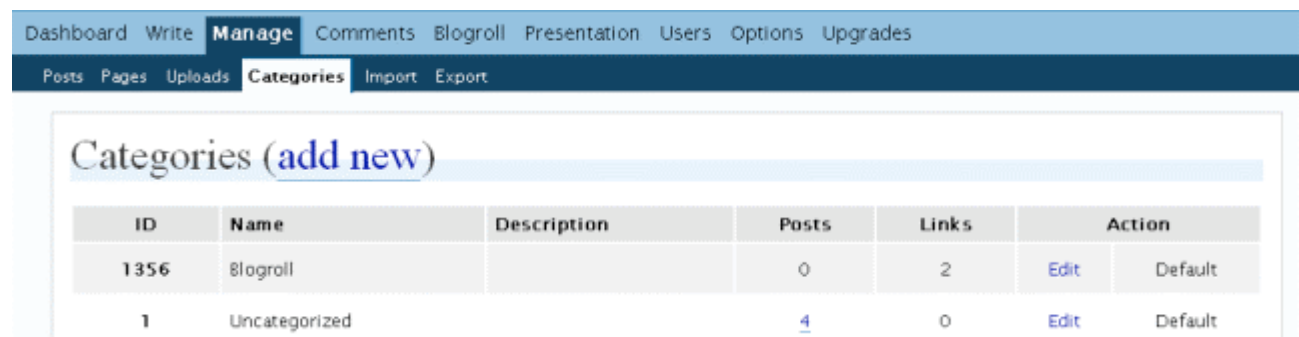
Categories

The more you blog, the more you'll want to write about different things. It can be really helpful to your readers if you were to separate these into different categories. That way they can keep track of your astute work observations and leave out the posts about your cat (or vice versa!)

By default, posts you create are 'uncategorized' which is not remotely helpful.

If you are really organised, you might already have a list of things you know you are going to talk about.

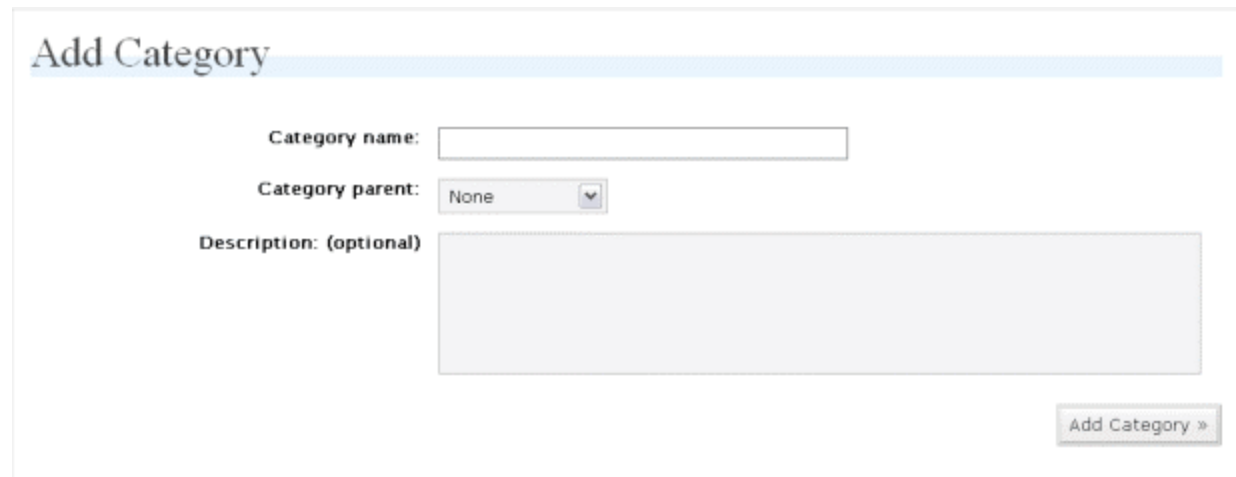
If so, you can add them in by **clicking** the '**Manage**' tab on the dashboard, and then **clicking** '**Categories**' from the sub-tabs.



ID	Name	Description	Posts	Links	Action	
1356	Blogroll		0	2	Edit	Default
1	Uncategorized		4	0	Edit	Default

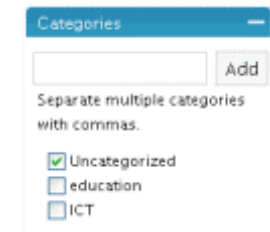
At the bottom of the screen is the Add New Category section. **Type** the **name** of the category, and **choose** its **parent** if you wish it to be a sub-category (leave as 'None' if this is not relevant).

Click the **'Add Category'** button to add your category.



The screenshot shows the 'Add Category' form in WordPress. It has a title 'Add Category' at the top. Below the title are three fields: 'Category name:' with a text input box, 'Category parent:' with a dropdown menu showing 'None', and 'Description: (optional)' with a large text area. At the bottom right of the form is a button labeled 'Add Category »'.

When you now write a post, the category is available for you to select in the category list on the right of the screen.

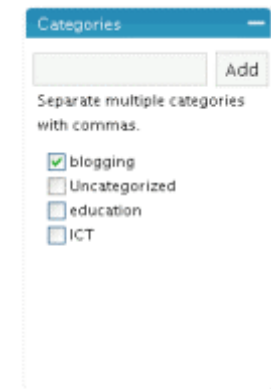


The screenshot shows the 'Categories' sidebar widget. It has a title 'Categories' and a search input box with an 'Add' button. Below the search box is the text 'Separate multiple categories with commas.' and a list of categories with checkboxes: 'Uncategorized' (checked), 'education', and 'ICT'.

An Introduction to WordPress

If you are anything like me, it's only when you are writing a post that you realise you don't have a category that adequately covers the post. Fear not though, as you can add a new category as you write the post!

Simply **type** the **name** of the category in the **empty box** at the top of the categories list and **click 'Add'**.



NOTE: *Categories are really helpful for your readers. Using a feed reader, you can subscribe to a category of post that someone writes and therefore only be informed of the posts you wish to track.*