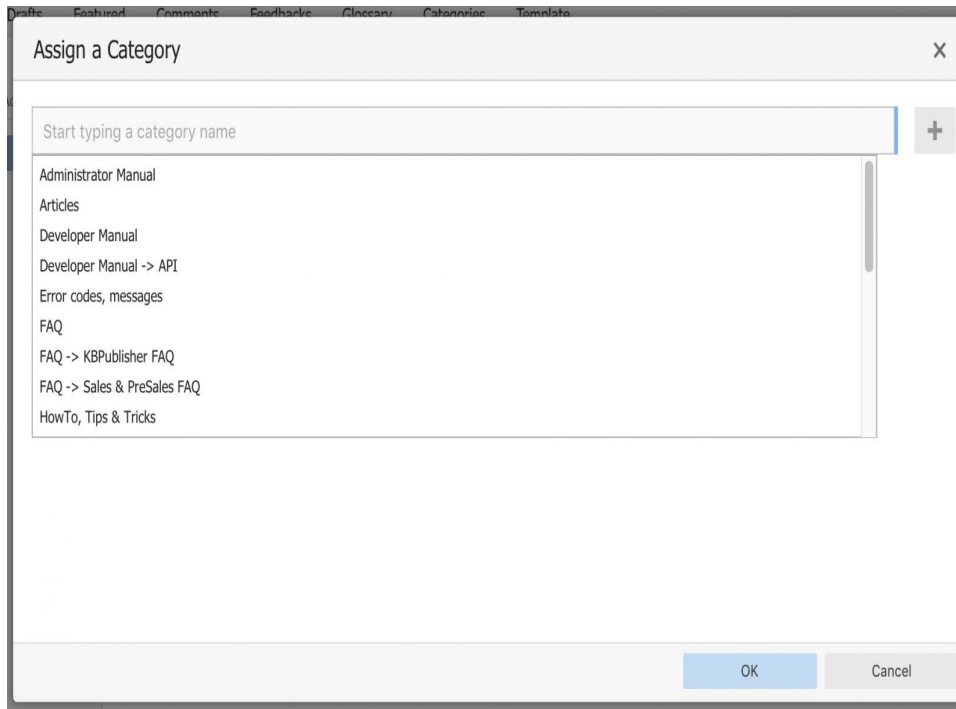


Assign category to article

Assigning a category to an article is a two-part process. First you assign the category, and then you define the order the item is displayed in that category.

To assign the category

- Create or edit the article.
- Click on the plus (+) button on the right-hand side of the category field.
This opens the Assign a Category screen



- Select a category by using the text entry field at the top of the screen. You can start typing a category name to filter the category list.
You can select multiple categories.
- Click **OK** to save your changes and exit the Assign a Category screen.

On the Assign a Category screen you can also:

- Unassign categories from this article by clicking the **x** button.
- Drag and drop categories into your preferred assignment order.
- Select which category the article will be published in, and which categories the article will be listed in.

Tips:

To quickly assign a category without opening the Assign a Category screen you can:

- Start typing a category name and then select the category.

To quickly unassign a category without opening the Assign a Category screen you can:

- Double-click on a category in the **Category** box.
OR
- Click on a category in the **Category** box, and then click the **minus (-)** button.

To order the category

When you exit from adding the category you return to the article screen.

- Click on the **Advanced** tab
- This will now contain a list of each category you have assigned, and an order. By default, articles are placed at the end of the category.
- Click on the order drop-down list beneath the category you wish to re-order

Articles Drafts Featured Comments Feedbacks Glossary Categories Template

Main **Advanced**

Add new

Meta Description:

External links:

Order: **Order**

HowTo, Tips & Tricks:

AT THE END (default)

AT THE BEGINNING

✓ **AT THE END (default)**

2. AFTER: What does the red key mean beside a category, article or file?

3. AFTER: How do I insert a picture in an article?

4. AFTER: It does not work. What I should do?

5. AFTER: How to change some localization words, phrases?

6. AFTER: Why search does not find words with less than 3,4 characters?

7. AFTER: Why search does not find words with less than 3,4 characters?

8. AFTER: Where is clientland used keyword?

9. AFTER: How can I translate KBPublisher to another language?

10. AFTER: Where can I change look and feel?

11. AFTER: How can I enable Search engine friendly URL's?

12. AFTER: I have installed PHP and MySQL, and I can see only blank page. What's wrong?

Show more ...

Main **Advanced**

- Select a new position from the list
- Click **OK** to save and exit from editing the article, or if you wish to continue editing the article, return to the **Main** tab,

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User Manual v8.0 -> Articles -> Articles -> Assign category to article

<https://www.kbpublisher.com/kb/entry/252/>