

# How can I sort categories?

---

You must be in the Admin area.

- Under the **Articles** menu, open the **Categories** tab.
- Filter the list by selecting a category with child categories you want to reorder. Note: You can only re-order one level in a time.
- Click the button with three dots [...] in the top right corner.
- Choose **Reorder** from the popup menu.
- Rearrange the categories by dragging and dropping them in the results list.
- Click **Save**.

---

Article ID: 228

Last updated: 16 May, 2017

Updated by: Leontev E.

Revision: 6

HowTo, Tips & Tricks -> KBPublisher -> How can I sort categories?

<https://www.kbpublisher.com/kb/entry/228/>