

## Using WordPress: Categories and Tags

*Categories and tags organize your posts and help visitors find information. Categories generally cover broad topics (think book chapter titles) and tags are much more specific (think book index words). If you do not set up your own categories, all of your posts will be filed under the “Uncategorized” category. Using categories is recommended; using tags is completely optional.*

### Adding New Categories

1. Locate *Posts* in the left menu and select **Categories**.
2. Type your category name in the first text field under Name.
3. The *Slug* is used in the URL when a category link is clicked. You can leave this blank and WordPress will automatically generate an appropriate slug/URL for you.

*Tip: If you want to customize the URL used for your category, enter a name that only uses letters, numbers or hyphens – no spaces allowed!*

4. Categories can have a hierarchy. If you want to nest this category below another one, choose the parent category from the drop down list.

*Tip: Only existing categories will be listed here. You may need to create your parent category first.*

5. Leave the Description field blank. (It will not appear on the site.) Click the **Add New Category** button.

### Editing Existing Categories

1. Existing categories will be listed on the right side of the page. Hover your mouse over the category name and a menu will appear below.
2. Choose **Edit** to change all of a category’s properties or choose **Quick Edit** if you only need to change the *Name* or *Slug*.
3. Be sure to click the **Update Category** button when you are finished.

## Assigning Categories to Posts

1. When you are editing a post, there is a *Categories* box on the right side of the editing screen. You can check/uncheck existing categories here or click + **Add a New Category** to create more.
2. If you want to assign categories to existing posts, hover over a post's title on the *Posts* list and select **Quick Edit**. You can check/uncheck existing categories in the center box. Click the **Update** button when you are finished.

## Using Tags

Tags are managed using the same methods used to manage categories.

1. Go to the *Tags* menu under *Posts* to add or edit existing tags.
2. Tags can be added directly to a post when you are creating or editing a post, or you can add tags to existing posts by using the **Quick Edit** menu from the main post list. Type or delete tags from the list in the Tags box and click the **Update** button to save.