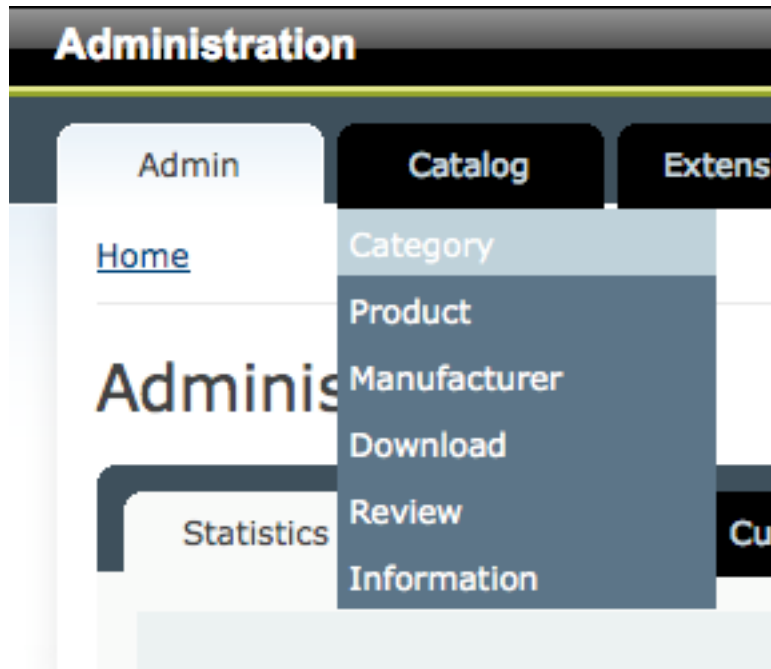




## Making Categories

From your Administration Panel, in the top menu, go to Catalog > Category



This will bring you to a list of all of the current categories in the system.

| Category  |            |                          |  Insert |  Delete |
|---|------------|--------------------------|--|--|
| <input type="checkbox"/> Category Name                          | Sort Order | Action                   |  |  |
| <input type="checkbox"/> Business Envelopes                     | 1          | [ <a href="#">Edit</a> ] |  |  |
| <input type="checkbox"/> Catalog Envelopes                      | 2          | [ <a href="#">Edit</a> ] |  |  |
| <input type="checkbox"/> CD Envelopes                           | 3          | [ <a href="#">Edit</a> ] |  |  |
| <input type="checkbox"/> Invitation and Greeting Card Envelopes | 4          | [ <a href="#">Edit</a> ] |  |  |
| <input type="checkbox"/> Specialty Packaging                    | 5          | [ <a href="#">Edit</a> ] |  |  |
| <input type="checkbox"/> Special Window Envelopes               | 6          | [ <a href="#">Edit</a> ] |  |  |

## Adding a New Category

To add a category, simply click "+ Insert" at the top right.

The screenshot shows a web form for adding a new category. At the top right, there are 'Save' and 'Cancel' buttons. The form is titled 'Category' and has a 'General' tab selected. The fields are: 'Category Name' (text input), 'Meta Tag Description' (text area), 'Parent Category' (dropdown menu), 'Image' (text input with a 'Browse...' button and a camera icon placeholder), and 'Sort Order' (text input with the value '2').

**Category Name:** The display name for the category

**Meta Tag Description:** A brief description of the category.

**Parent Category:** If you would like this category to display beneath another category, insert it here.

**Image:** If you would like an image associated with the category, insert it here.

**Sort Order:** The order in which the categories will display.

Once you have inserted all of the required information, click "Save" at the top right.

## Editing an Existing Category

To edit a category already in the system, click the "Edit" button to the right of the category, under "Action".

Edit the information you would like to change or correct.

When you are finished, click "Save" at the top right.