

## Practical-4

# Advanced Open Source Framework

**B.Sc(IT)[Hons.]**

**Semester-6**

## Practical-4

### Add categories and tags to posts.

#### **Step 1: Open Your Post**

1. In the Dashboard, go to Posts → All Posts.
2. Click on the post you want to edit.

(Or create a new one: Posts → Add New)

#### **Step 2: Add Categories**

1. On the right sidebar, find Categories.
2. To add a new category:
  - Type the name → e.g., Tutorials
  - Click Add New Category
3. To use an existing category:
  - Check the box next to it (e.g., Uncategorized)

#### **Step 3: Add Tags**

1. In the right sidebar (or below the editor), find Tags.
2. Add new tags:
  - Type: wordpress, local, xampp
  - Click Add after each tag (or press Enter)
3. Added tags will appear as blue chips.

#### **Step 4: Update or Publish**

Click Update (if editing an existing post)

OR

Click Publish (if creating a new one).

**Step 5: View on the Front-End**

1. Visit your site:

<http://localhost/mywebsite>

2. You'll see:

- Category shown under the post title (e.g., Tutorials)
- Tags displayed at the bottom (e.g., wordpress, local, xampp)

3. Click any category or tag → It shows all posts with that label.

**Bonus: Manage Categories & Tags**

Action	Where to Find in Dashboard
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View all categories	Posts → Categories
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View all tags	Posts → Tags
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Edit or Delete	Hover → Edit or Trash
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**Example**

Post Title	Category	Tags
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My First Post	Tutorials	wordpress, beginner, local
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