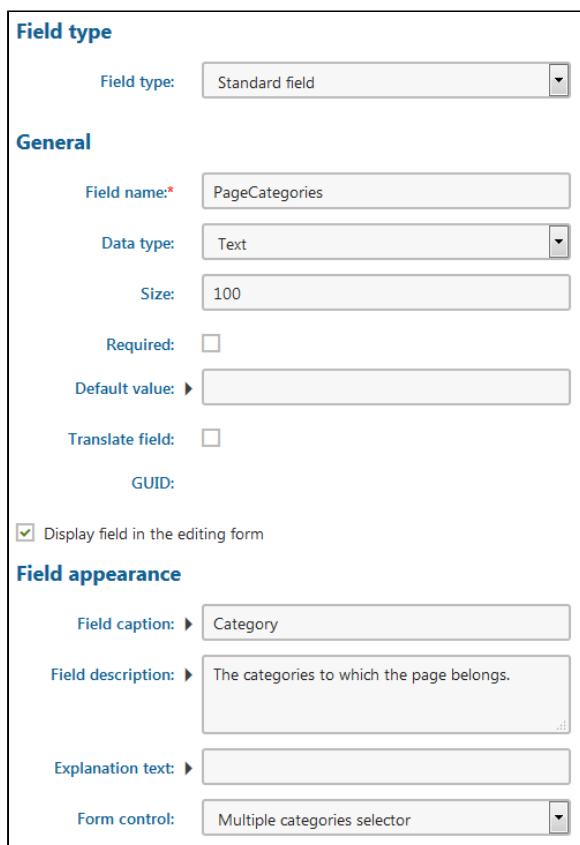


You can allow editors and other users to categorize pages on the Form tab of the **Pages** application. This makes it possible for users to categorize pages when creating them. Users can also categorize existing pages without having to access the **Properties** tab.

To allow users to categorize pages on the **Form** tab, add a new field to the page type for which you want to allow categorizing on the **Form** tab.

1. Open the **Page types** application.
2. **Edit** (✎) the page type for which you want to allow categorizing on the **Form** tab.
3. Switch to the **Fields** tab.
4. (Optional) Click (...) and create a **New category** for the new page tagging field.
5. Click **New field**.
6. Fill in the properties of the new field as follows:
 - a. **Field type**: Standard field
 - b. **Field name**: PageCategories (for example)
 - c. **Data type**: Text
 - d. **Size**: 100
 - e. **Field caption**: Category (for example)
 - f. **Field description**: any description that you want users to see when hovering over the field caption
 - g. **Form control**: Multiple categories selector



The screenshot shows the 'Field type' configuration form in Kentico. It is divided into several sections: 'Field type', 'General', 'Field appearance', and 'Form control'. The 'Field type' section has a dropdown menu set to 'Standard field'. The 'General' section includes fields for 'Field name' (set to 'PageCategories'), 'Data type' (set to 'Text'), 'Size' (set to '100'), 'Required' (unchecked), 'Default value' (empty), 'Translate field' (unchecked), and 'GUID' (empty). There is a checkbox 'Display field in the editing form' which is checked. The 'Field appearance' section includes 'Field caption' (set to 'Category'), 'Field description' (set to 'The categories to which the page belongs.'), 'Explanation text' (empty), and 'Form control' (set to 'Multiple categories selector').

Field type

Field type: Standard field

General

Field name*: PageCategories

Data type: Text

Size: 100

Required: ☐

Default value: ▶

Translate field: ☐

GUID:

☒ Display field in the editing form

Field appearance

Field caption: ▶ Category

Field description: ▶ The categories to which the page belongs.

Explanation text: ▶

Form control: Multiple categories selector

7. **Save** the field.

Now, whenever users edit pages of this type on the **Form** tab or create new pages of this type, they can tag the pages as well.

Category:

<input type="checkbox"/>	Category	<u>Enabled</u>
<input type="checkbox"/>	Countries	Yes

Remove selected

...

Add categories