


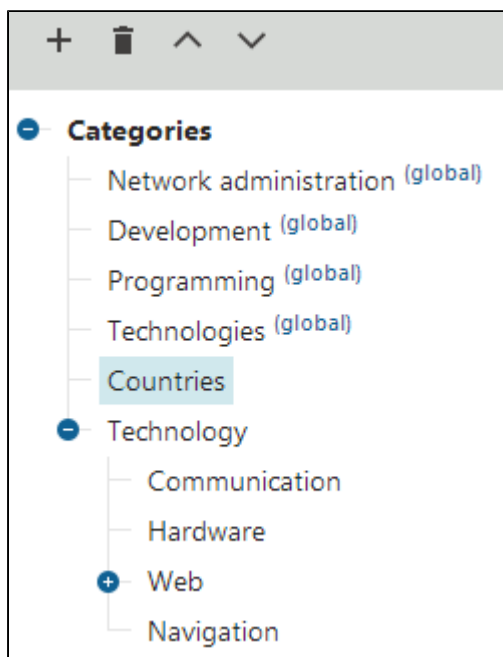
This topic describes how you can create categories for users to assign pages into. There are two types of categories that you can create for users:

- **Global categories** - these can be used across all available sites.
- **Site-specific categories** - these can be used only on the site on which you created them.

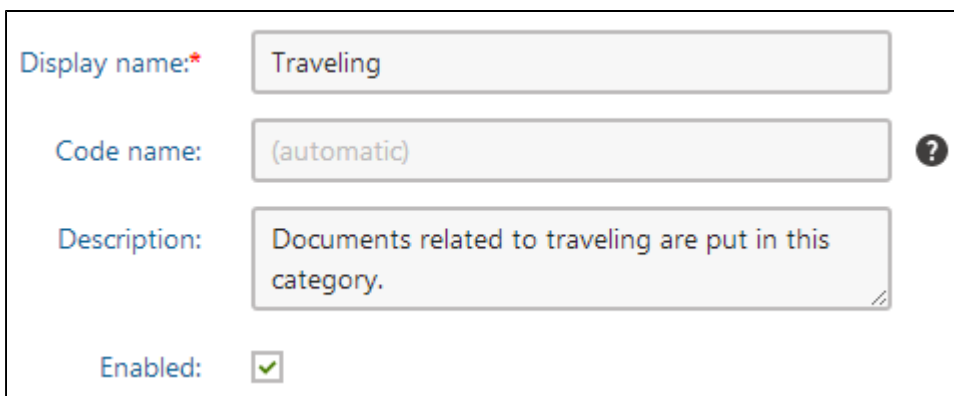
 A third type of categories—personal categories—serve individual users for categorizing pages across multiple sites. Users can [create personal categories](#) in the **My profile** application.

### To create a global or site category

1. Open the **Categories** application.
2. (Optional) If you want to create the new category as a subcategory, click on an existing category in the panel to the left.  
**Note** that you cannot create a global categories under a site categories.



3. Click **New category (+)**.
4. (Optional) Unless you are creating the category under an existing *Site category* category, you can choose whether you want your category to be a *Site category* or a *Global category*.
5. Fill in the details of the new category.

A screenshot of the 'New category' form. It contains four input fields: 'Display name:' with the value 'Traveling'; 'Code name:' with the value '(automatic)' and a help icon (?); 'Description:' with the text 'Documents related to traveling are put in this category.'; and 'Enabled:' with a checked checkbox.

6. Click **Save**.

The system creates the new category.