

Depending on how your administrator configured the system, you can categorize pages in the two following ways:

- [On the Properties tab](#)
- [On the Form tab](#)

Assigning pages to categories on the Properties tab

1. Open the **Pages** application.
2. Select the page that you want to categorize.
3. Switch to the **Properties -> Categories** tab. If the page is already assigned into certain categories, you can see them listed.



Page is assigned to the following categories:

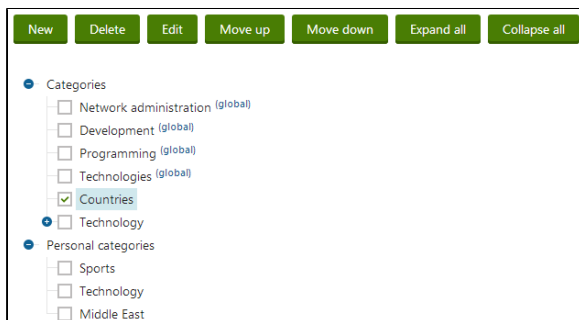
Category	Enabled
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Countries	<input checked="" type="checkbox"/> Yes

Remove selected ... Add categories

4. Click **Add categories**. A **Select categories** dialog opens. If the category that you want to assign the page into doesn't exist, create it.

To create a new category:

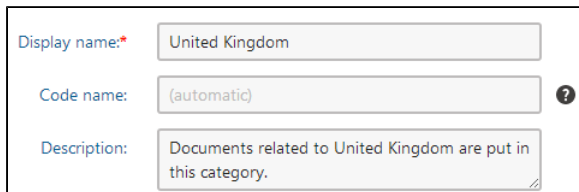
- a. Click on where you want to place the category and click **New**.



New Delete Edit Move up Move down Expand all Collapse all

- Categories
 - ☐ Network administration (global)
 - ☐ Development (global)
 - ☐ Programming (global)
 - ☐ Technologies (global)
 - ☒ Countries
 - ☐ Technology
- Personal categories
 - ☐ Sports
 - ☐ Technology
 - ☐ Middle East

- b. Fill in the details of the new category.

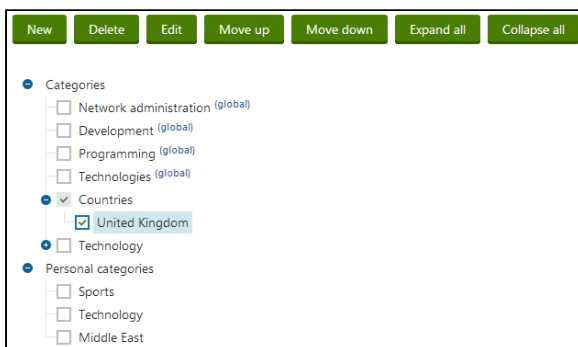


Display name:* United Kingdom

Code name: (automatic) ?

Description: Documents related to United Kingdom are put in this category.

- c. Confirm creating the new category by clicking **OK**. You have created a new category and can now assign the page to the category.
5. Turn the check box on next to the categories that you want to assign the page to.

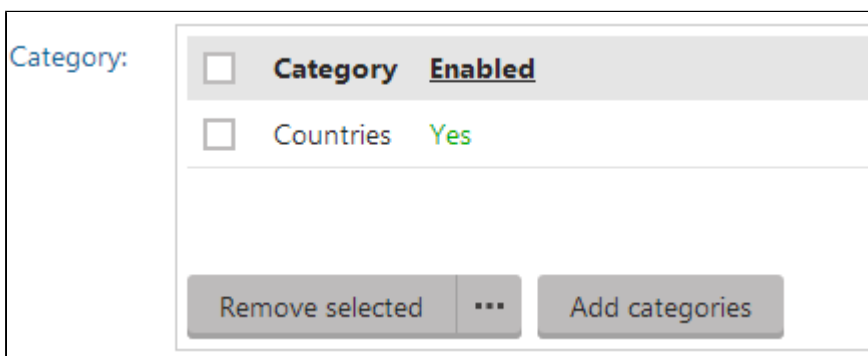


6. Save & Close.

The system assigns the page to the selected categories.

Assigning pages to categories on the Form tab

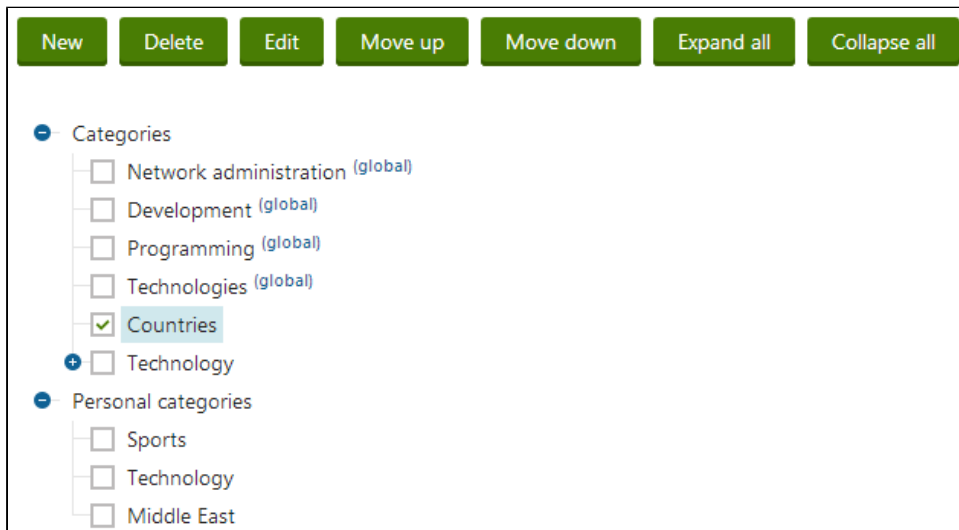
1. Open the **Pages** application.
2. Select the page that you want to categorize.
3. Switch to the **Form** tab. If the page is already assigned into certain categories, you can see them listed.



4. Click on the **Add categories** button. A **Select categories** dialog opens. If the category that you want to assign the page to doesn't exist, create it.

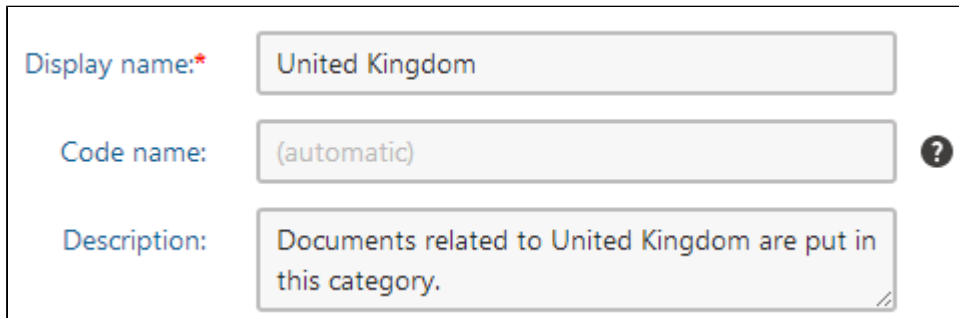
To create a new category:

- a. Click on where you want to place the category and click **New**.



The screenshot shows a category management interface with a toolbar at the top containing buttons: New, Delete, Edit, Move up, Move down, Expand all, and Collapse all. Below the toolbar is a tree view of categories. The 'Categories' section is expanded, showing a list of categories: Network administration (global), Development (global), Programming (global), Technologies (global), Countries (selected with a checkmark), and Technology. The 'Personal categories' section is also expanded, showing Sports, Technology, and Middle East.

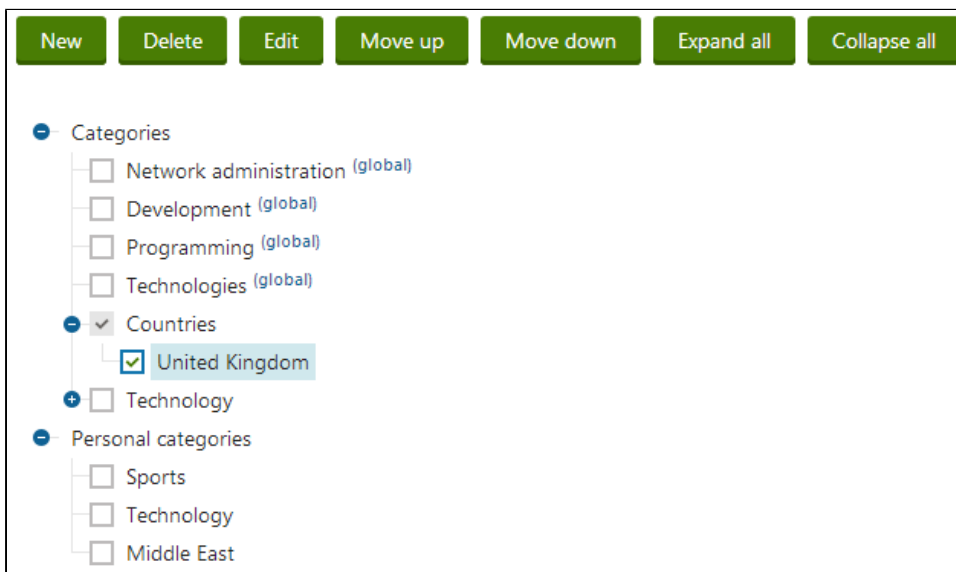
- b. Fill in the details of the new category.



The screenshot shows a form for creating a new category. It has three fields: 'Display name' with the value 'United Kingdom', 'Code name' with the value '(automatic)', and 'Description' with the value 'Documents related to United Kingdom are put in this category.'.

- c. Confirm creating the new category by clicking **OK**. You have created a new category and can now assign the page to the category.

5. Turn the check box on next to the categories that you want to assign the page to.



The screenshot shows the same category management interface as before, but now the 'Countries' category is expanded and the 'United Kingdom' sub-category is checked. The 'Countries' category is also highlighted with a blue background.

6. **Save & Close.**

The system assigns the page to the selected categories.