WordPress - Delete Category

Topics : Wordpress
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Deleting a category in WordPress is a straightforward process. However, before you delete a category, it's important to note that deleting a category doesn't delete the posts within it. Instead, those posts become uncategorized. If you want to reassign the posts to a different category, you should do so before deleting the category. Here are the steps to delete a category:

1. **Login to your WordPress Dashboard:**

   - Open your web browser and go to the login page of your WordPress site.
   - Enter your username and password to log in.

2. **Access the Categories Section:**

   - In the WordPress Dashboard, find and click on "Posts" in the left sidebar.
   - From the expanded menu, click on "Categories."

3. **Locate the Category to Delete:**

   - On the Categories page, you'll see a list of existing categories.
   - Hover over the category you want to delete, and you'll see options like "Edit" and "Delete."

4. **Delete the Category:**

   - Click on the "Delete" link below the category name.
   - WordPress will ask for confirmation. It will also inform you that deleting a category does not delete the posts assigned to it but rather assigns them to the default category (usually "Uncategorized").

5. **Confirm Deletion:**

   - Confirm that you want to delete the category.

6. **Update Posts (Optional):**

   - If you want to reassign the posts to a different category, you can go to the "Posts" section, select the posts previously in the deleted category, and use the "Bulk Actions" dropdown to assign a new category.

7. **Confirmation:**

- Once the category is deleted, you should see a confirmation message.

Always be cautious when deleting categories, especially if your site has been live for a while, as changes to categories can impact the structure and navigation of your site. Consider whether reassigning posts to a different category or creating a new category would better suit your content organization.