

# WordPress - Add Category

Topics : [Wordpress](#)

Written on [December 15, 2023](#)

Adding a category in WordPress is a simple process. Here are the steps:

## 1. Login to your WordPress Dashboard:

- Open your web browser and navigate 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. Add a New Category:

- On the Categories page, you'll see a form for adding a new category.
- Enter a name for your category in the "Name" field. This is the display name for the category.
- Optionally, you can also provide a slug. The slug is a URL-friendly version of the category name, and WordPress will usually generate it automatically based on the name.
- If you want to create a hierarchy of categories (where one category is a subcategory of another), you can choose a Parent Category from the dropdown.
- Click the "Add New Category" button to save your new category.

## 4. Confirmation:

- Once you've added the category, you should see a confirmation message, and your new category will appear in the list of categories.

Now, when you create or edit a post, you can assign this category to the post. You'll find the category options in the right sidebar under the "Categories" meta box.

Remember that categories are a way to organize and group your content, making it easier for visitors to navigate your site. If you're assigning categories to existing posts, you may need to go back and edit those posts to add the new category.

Dashboard

Posts

All Posts

Add New Post

Categories

Tags

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Howdy, aryatechno

Screen Options

Help

Categories

Category added.

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

Add New Category

Bulk actions

Apply

1 item

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	NODE JS	NODE JS	node-js	0
<input type="checkbox"/>	JAVA	JAVA	java	0
<input type="checkbox"/>	PHP	PHP	php	0
	Uncategorized	—	uncategorized	2

Bulk actions

Apply

1 item

Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the default category **Uncategorized**. The default category cannot be deleted.

Categories can be selectively converted to tags using the [category to tag converter](#).

Thank you for creating with [WordPress](#)

Version 6.4.2

© Copyright **Aryatechno**. All Rights Reserved. Written tutorials and materials by [Aryatechno](#)