

# Categories

## What is a Category?

You can use categories to define sections of your site and group related posts. The default category is “Uncategorized” until you change it in your writing settings.

What’s the difference between categories and tags? Normally, tags are ad-hoc keywords that identify important information in your post (names, subjects, etc) that may or may not recur in other posts, while categories are pre-determined sections. If you think of your site like a book, the categories are like the Table of Contents and the tags are like the terms in the index.

The screenshot shows the 'Add New Category' form in WordPress. The form includes fields for Name, Slug, Parent, and Description. A sidebar on the right shows a list of existing categories with their counts. Red arrows point from callout boxes to specific form elements.

**The name** is how it appears on your site.

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

**Parent** – 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. To create a subcategory, just choose another category from the Parent dropdown.

**Description** – The description is not prominent by default; however, some themes may display it.

Slug	Count
announcement	59
maintenance-2	3
Site updates	75
Support	12
Uncategorized	2
Name	Count

You can change the display of this screen using the Screen Options tab to set how many items are displayed per screen and to display/hide columns in the table.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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