

How to Create and Delete Categories in WordPress

Scribe 

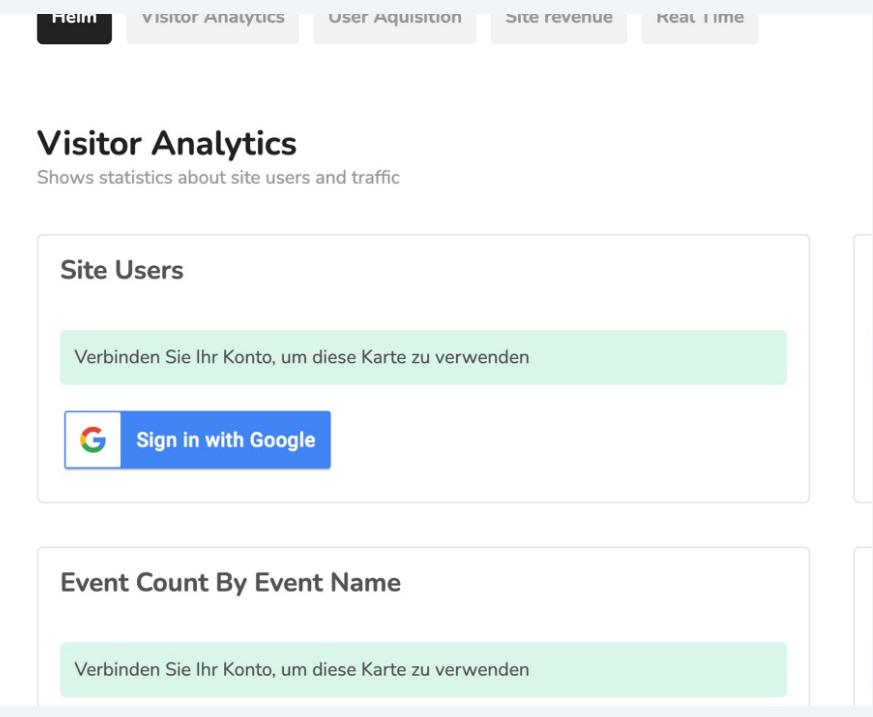
1

Navigate to
<https://abo.agility-live.com/wp-admin/admin.php?page=uip-overview>

2

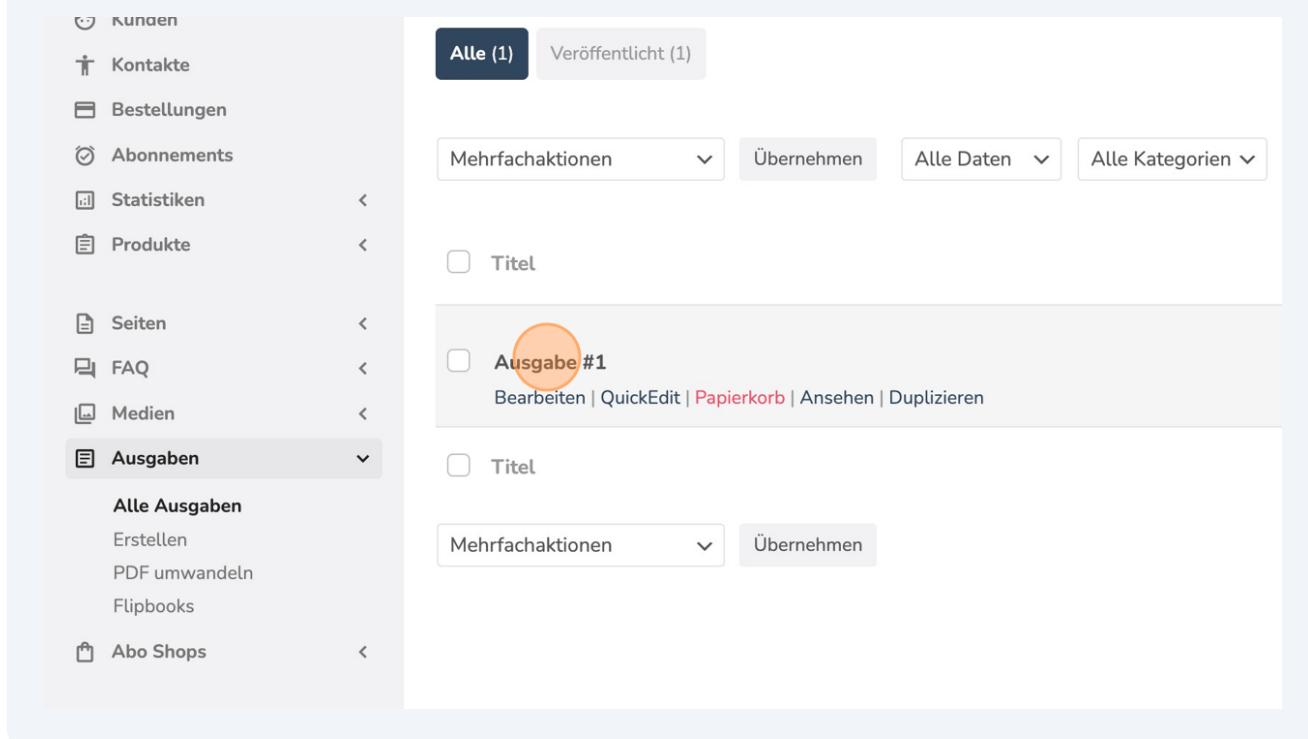
Click "Ausgaben"

- Bestellungen
- Abonnements
- Statistiken
- Produkte
- Seiten
- FAQ
- Medien
- Ausgaben**
- Abo Shops
- Gutscheine
- E-Mail Marketing
- Social Media
- Benutzer



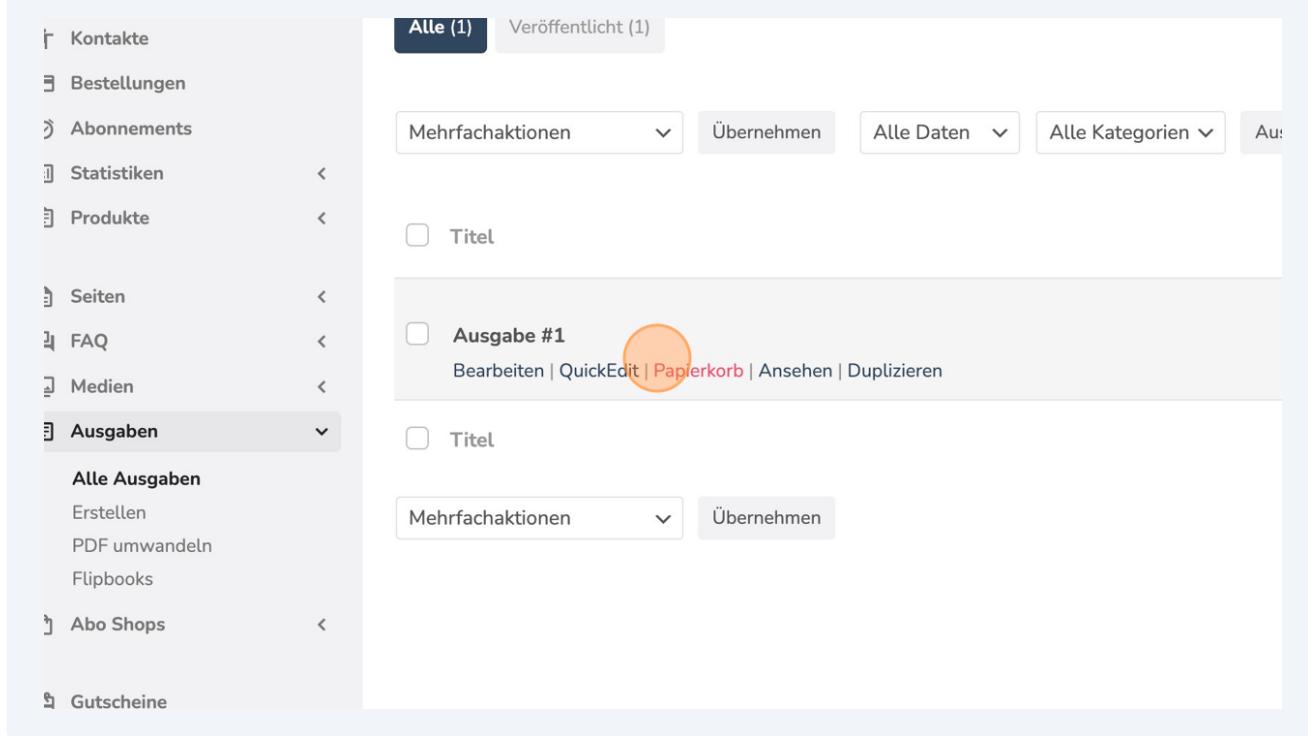
The screenshot shows the Scribe UI interface. On the left, a sidebar menu is open, showing various categories like Bestellungen, Abonnements, Statistiken, etc. The 'Ausgaben' category is highlighted with a blue selection bar and has a red circle around it. The main content area has tabs at the top: 'Home' (selected), 'VISITOR ANALYTICS', 'User Aquisition', 'Site revenue', and 'Real time'. Below the tabs, there are two main sections: 'Visitor Analytics' (which shows statistics about site users and traffic) and 'Event Count By Event Name' (which also has a 'Sign in with Google' button). Both sections have a green bar at the top with the text 'Verbinden Sie Ihr Konto, um diese Karte zu verwenden'.

3 Click "Ausgabe #1"



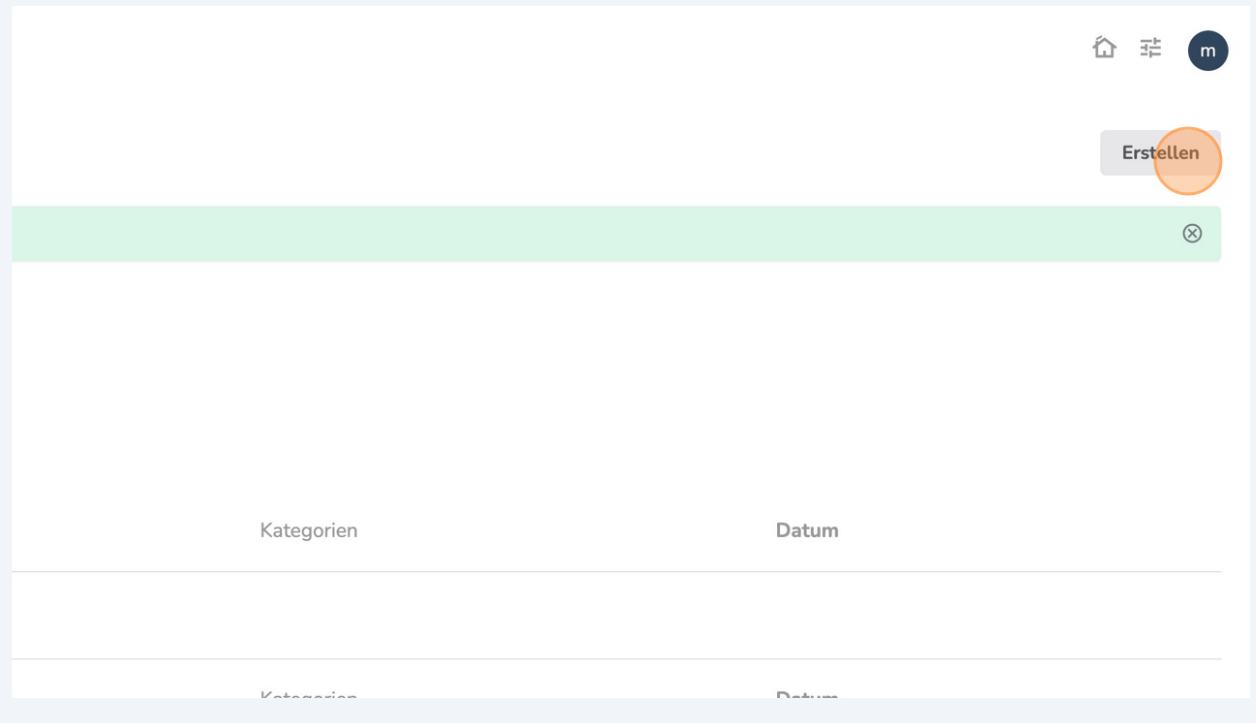
The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Kunden, Kontakte, Bestellungen, Abonnements, Statistiken, Produkte, Seiten, FAQ, Medien, Ausgaben (selected), Alle Ausgaben, Erstellen, PDF umwandeln, Flipbooks, and Abo Shops. The main content area shows a list of 'Ausgaben'. At the top, there are buttons for 'Alle (1)' (selected), 'Veröffentlicht (1)', 'Mehrfachaktionen', 'Übernehmen', 'Alle Daten', and 'Alle Kategorien'. Below these are two list items: 'Ausgabe #1' (selected) and 'Titel'. The 'Ausgabe #1' item has a red circle around it. Underneath each item are edit and action buttons: Bearbeiten, QuickEdit, Papierkorb, Ansehen, and Duplizieren.

4 Click "Papierkorb"

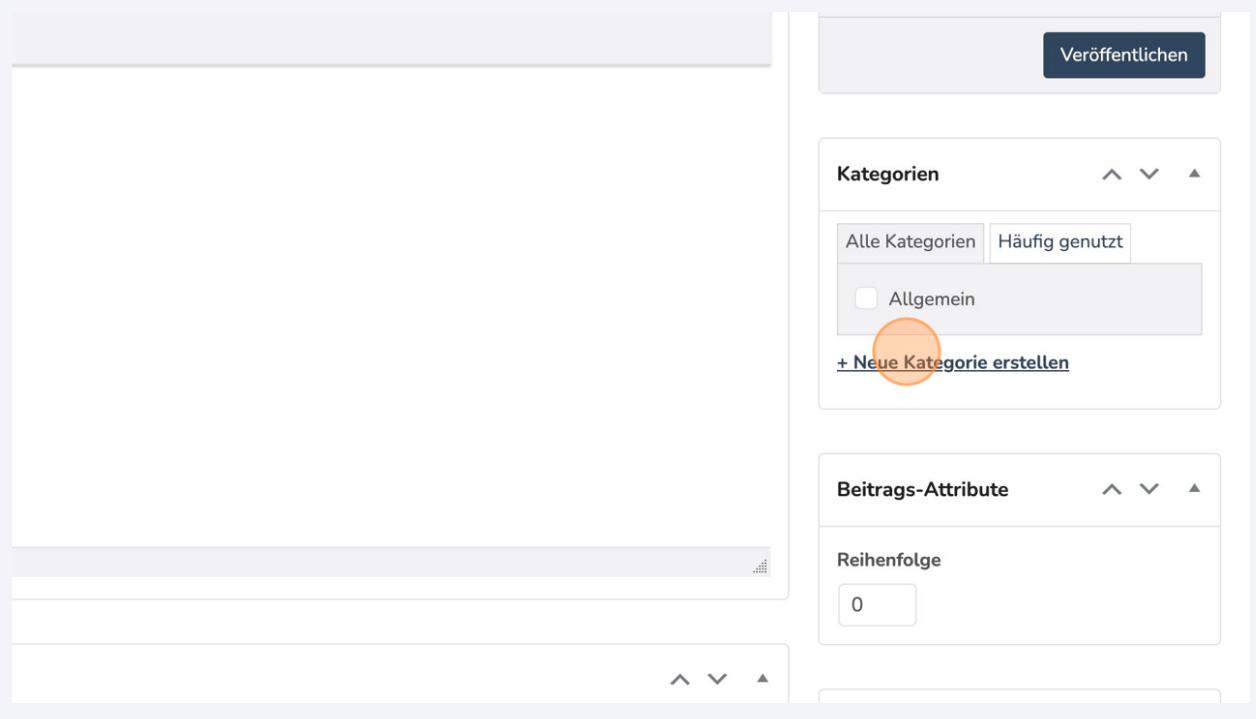


The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Kontakte, Bestellungen, Abonnements, Statistiken, Produkte, Seiten, FAQ, Medien, Ausgaben (selected), Alle Ausgaben, Erstellen, PDF umwandeln, Flipbooks, Abo Shops, and Gutscheine. The main content area shows a list of 'Ausgaben'. At the top, there are buttons for 'Alle (1)' (selected), 'Veröffentlicht (1)', 'Mehrfachaktionen', 'Übernehmen', 'Alle Daten', and 'Alle Kategorien'. Below these are two list items: 'Ausgabe #1' (selected) and 'Titel'. The 'Ausgabe #1' item has a red circle around it. Underneath each item are edit and action buttons: Bearbeiten, QuickEdit, Papierkorb, Ansehen, and Duplizieren.

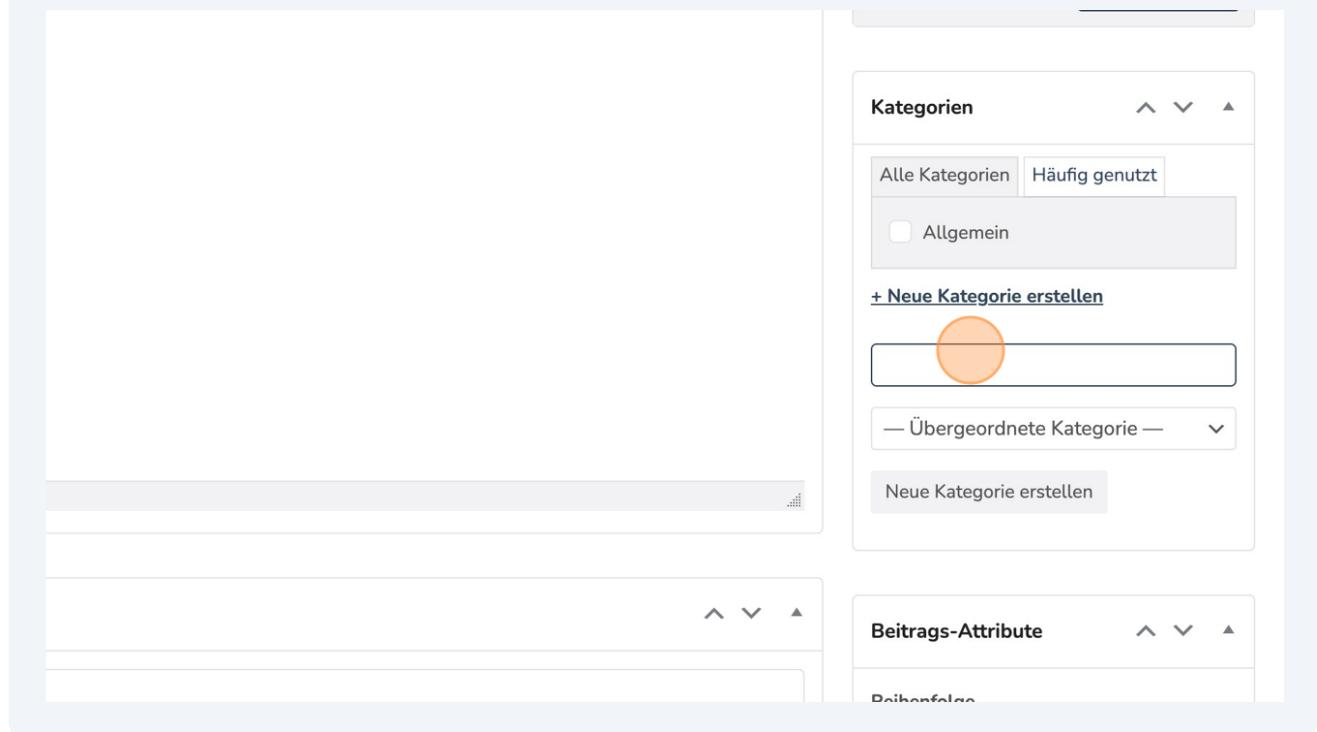
5 Click "Erstellen"



6 Click "+ Neue Kategorie erstellen"

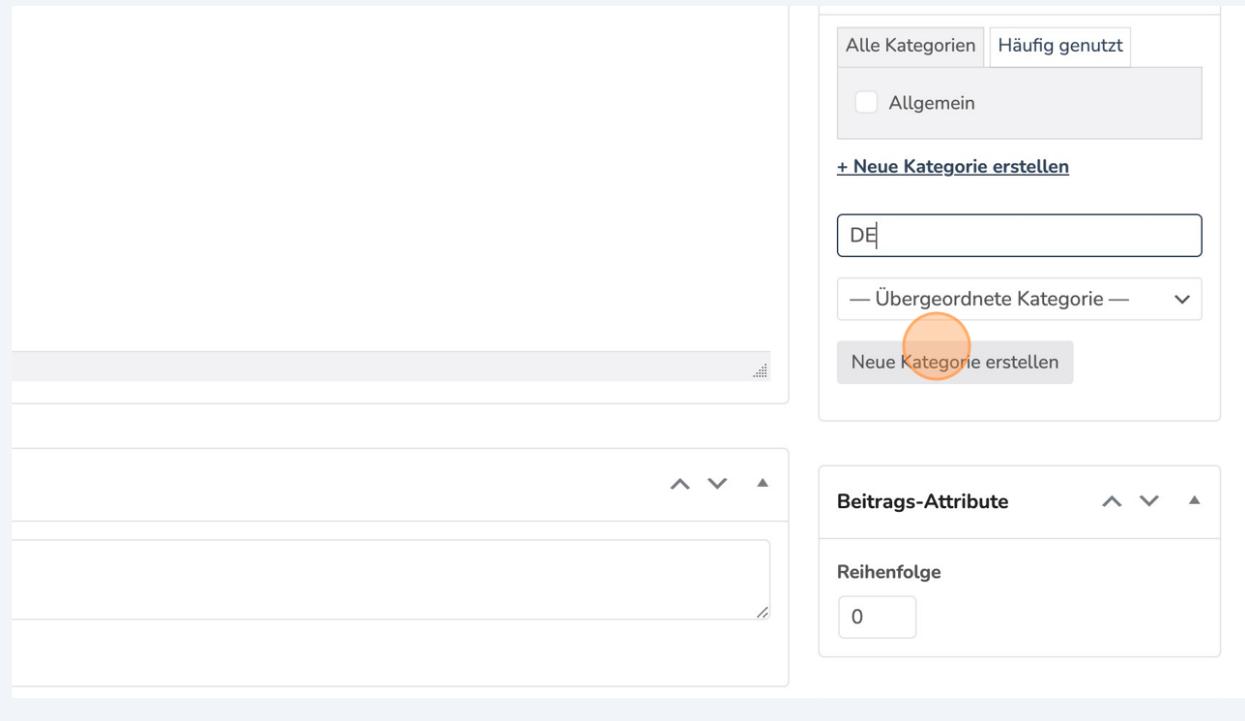


7 Click the "Neue Kategorie erstellen" field.



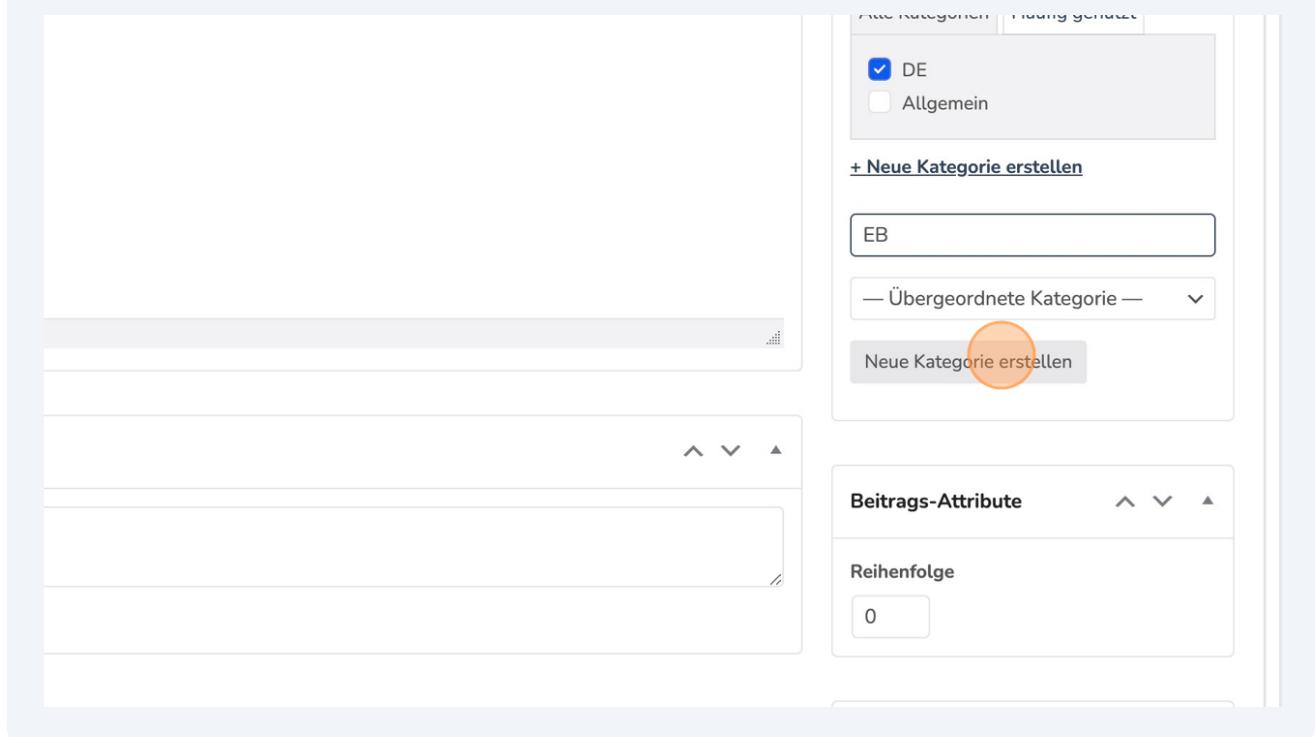
8 Type "DE"

9 Click this button field.

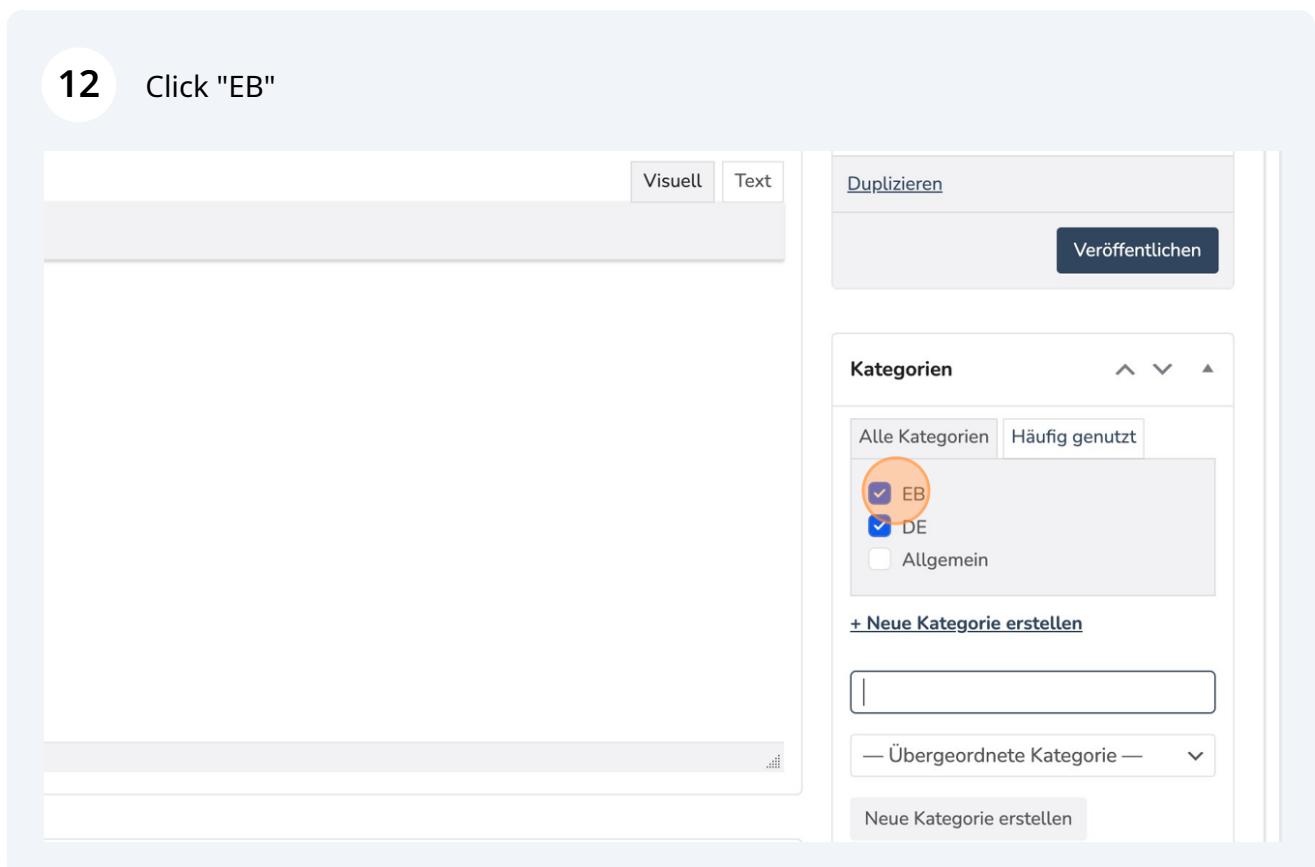


10 Type "EB"

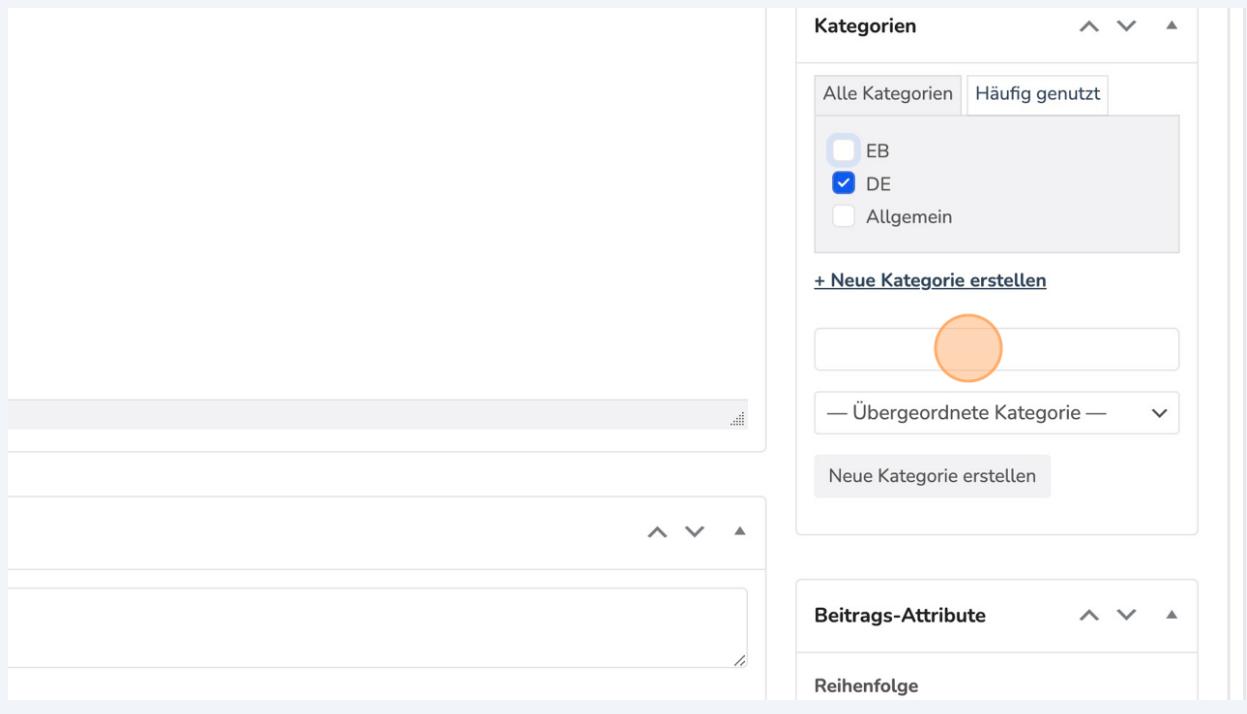
11 Click this button field.



12 Click "EB"

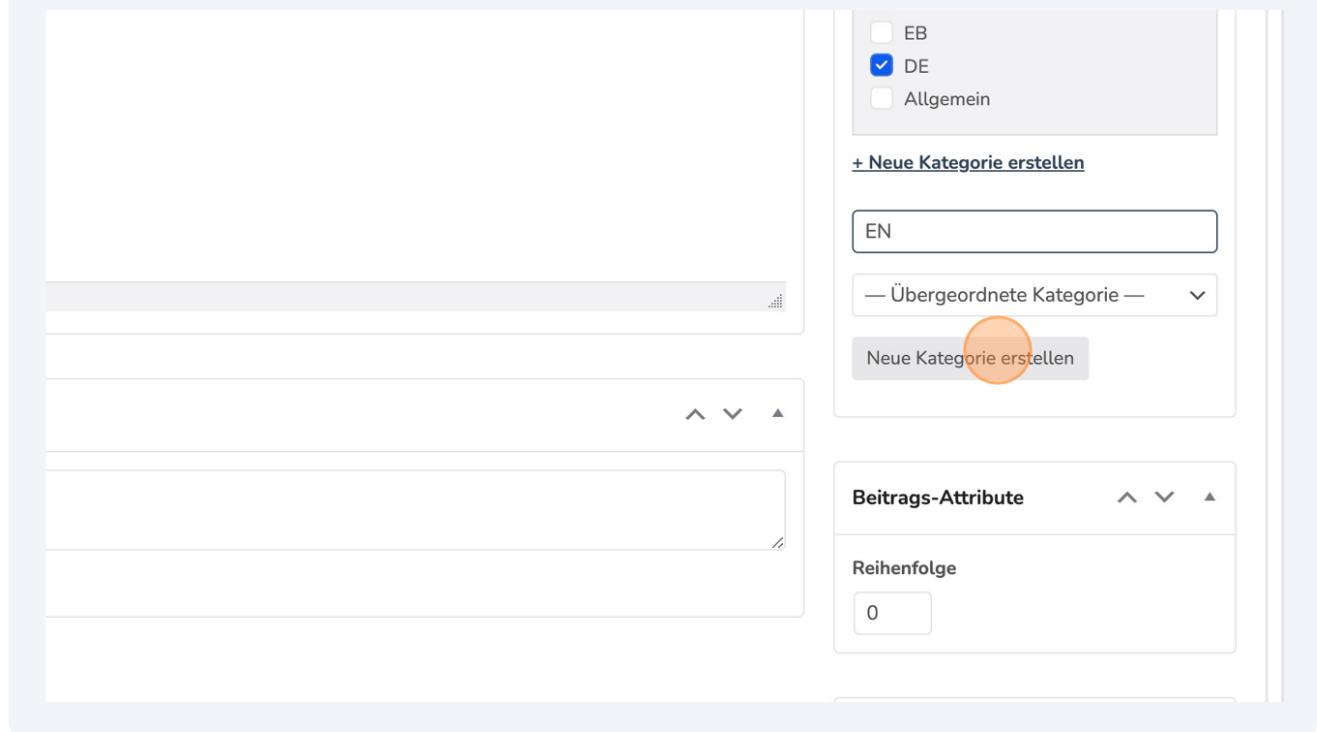


13 Click the "Neue Kategorie erstellen" field.

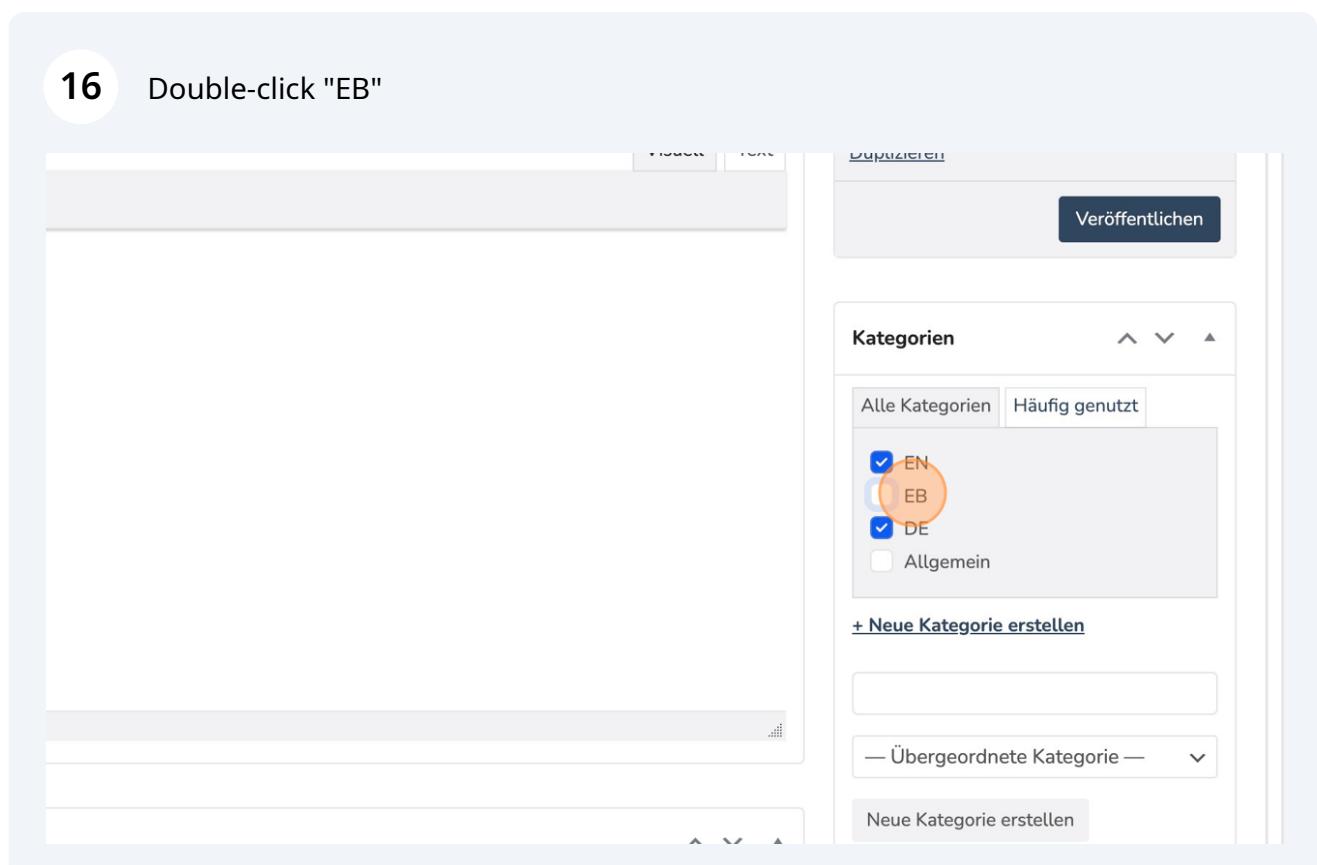


14 Type "EN"

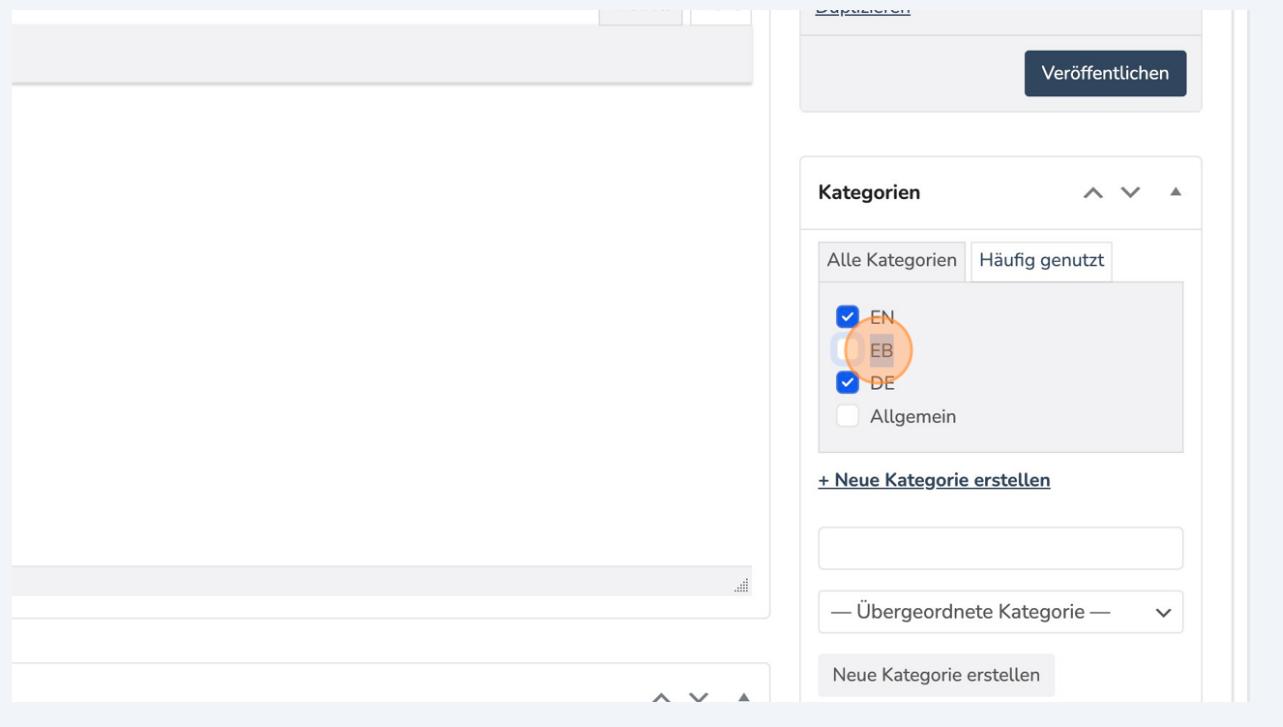
15 Click this button field.



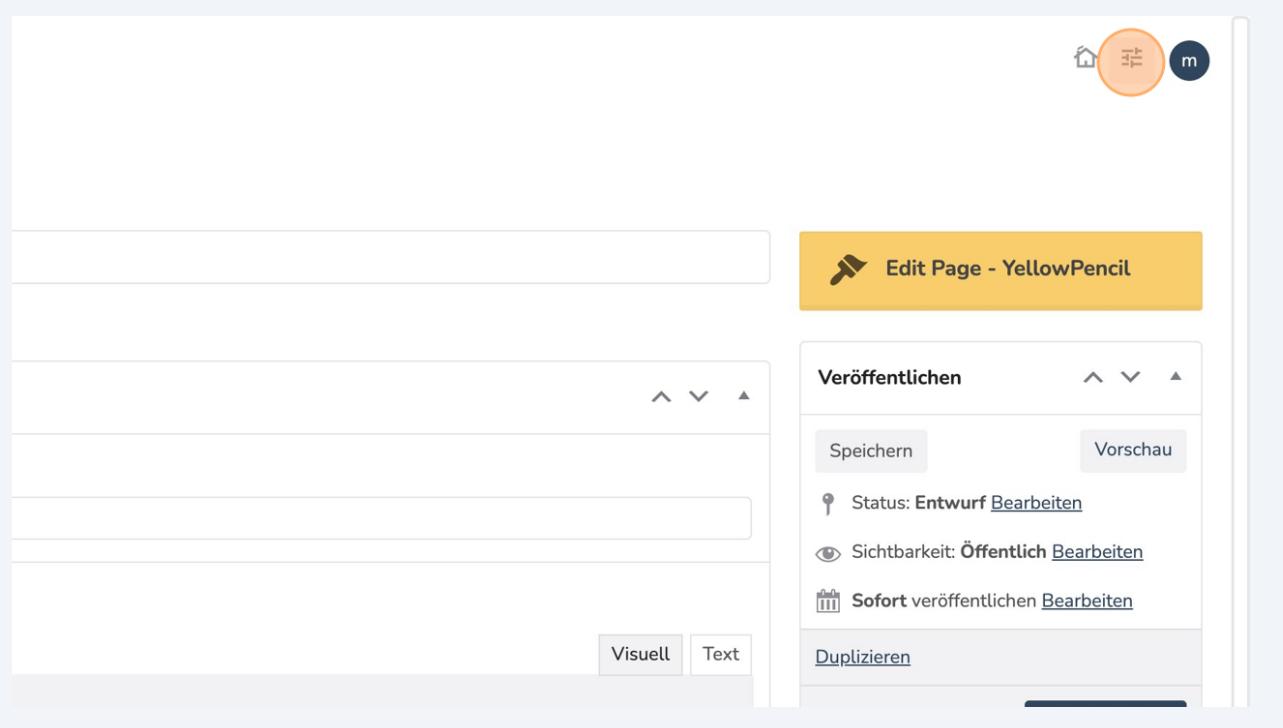
16 Double-click "EB"



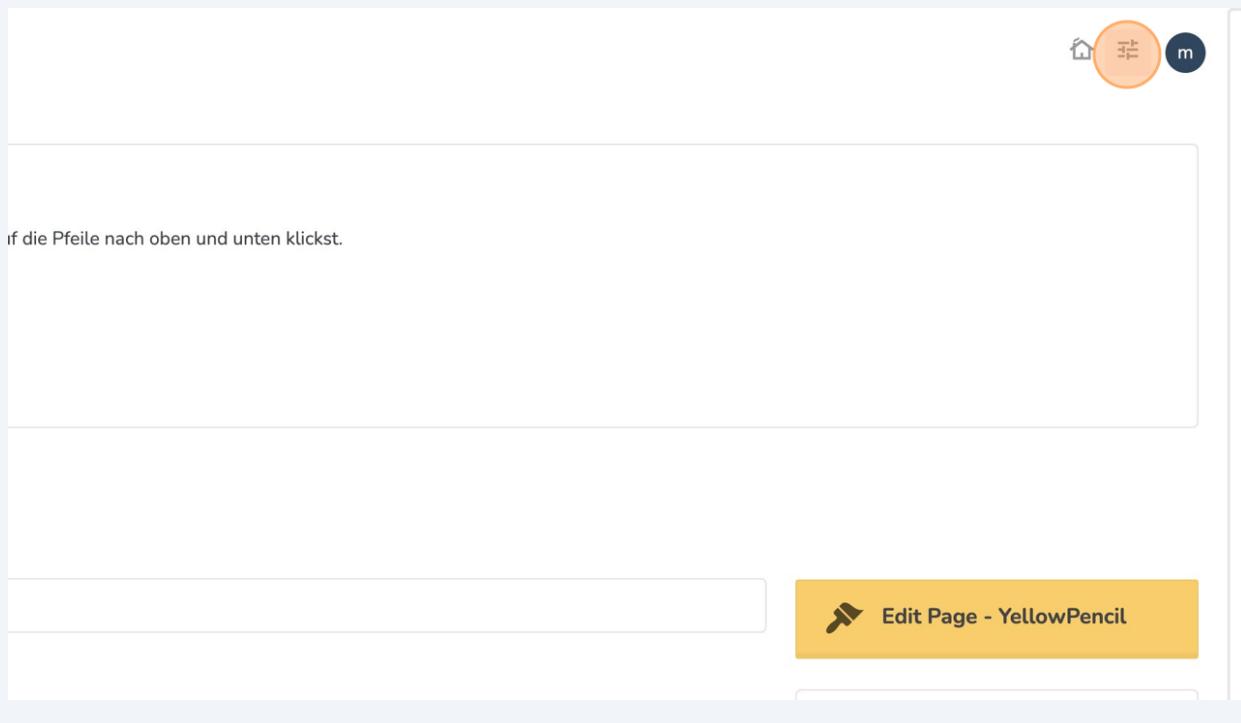
17 Click "EB"



18 Click "tune"



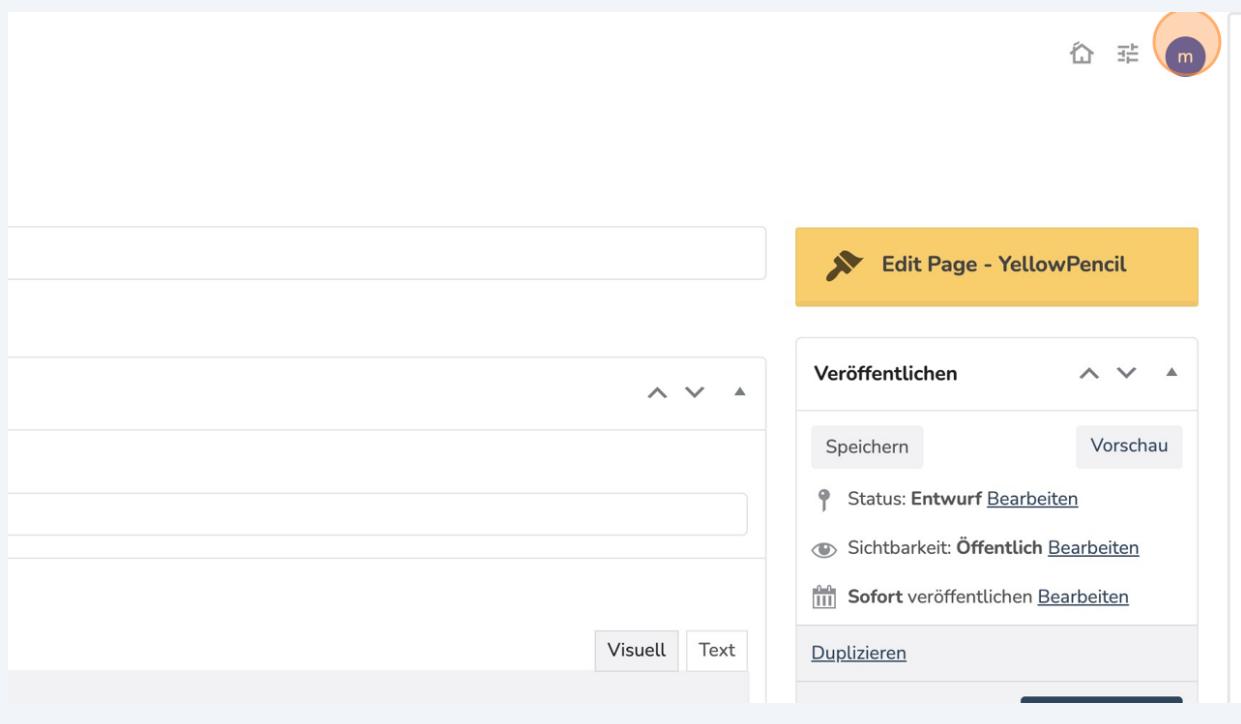
19 Click "tune"



if die Pfeile nach oben und unten klickst.

Edit Page - YellowPencil

20 Click here.



Veröffentlichen

Speichern Vorschau

Status: Entwurf [Bearbeiten](#)

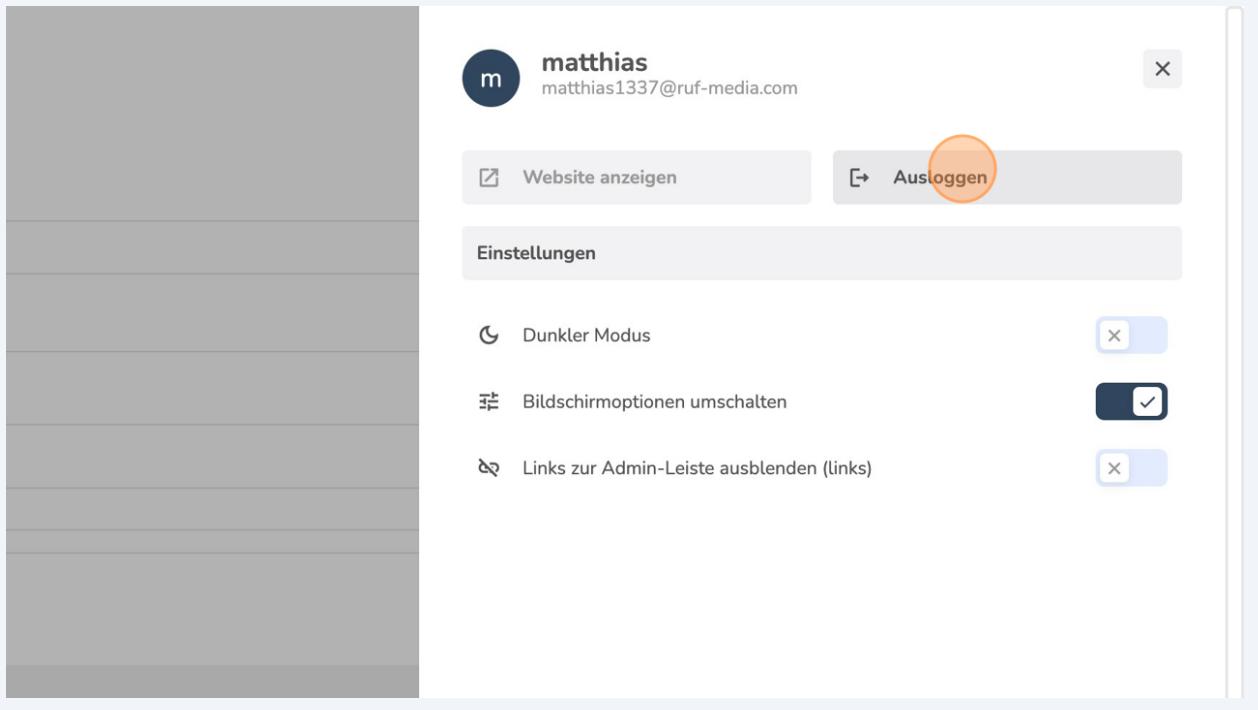
Sichtbarkeit: Öffentlich [Bearbeiten](#)

Sofort veröffentlichen [Bearbeiten](#)

Duplizieren

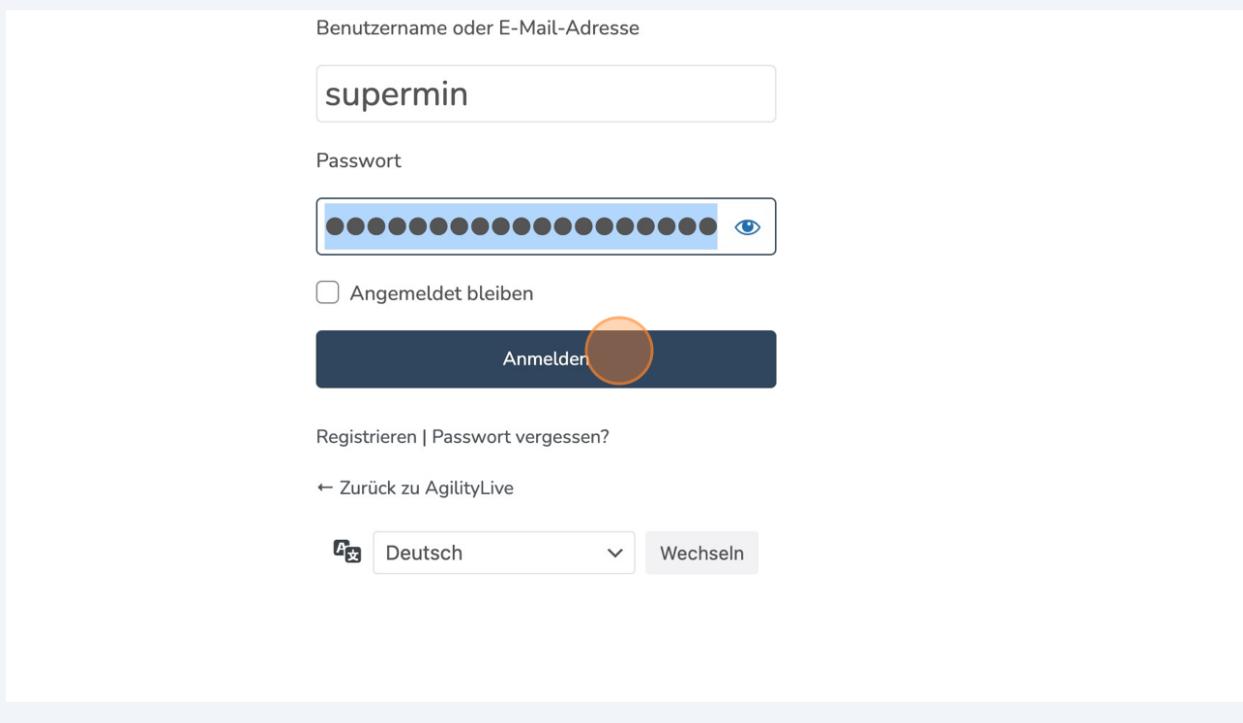
Visuell Text

21 Click "Ausloggen"

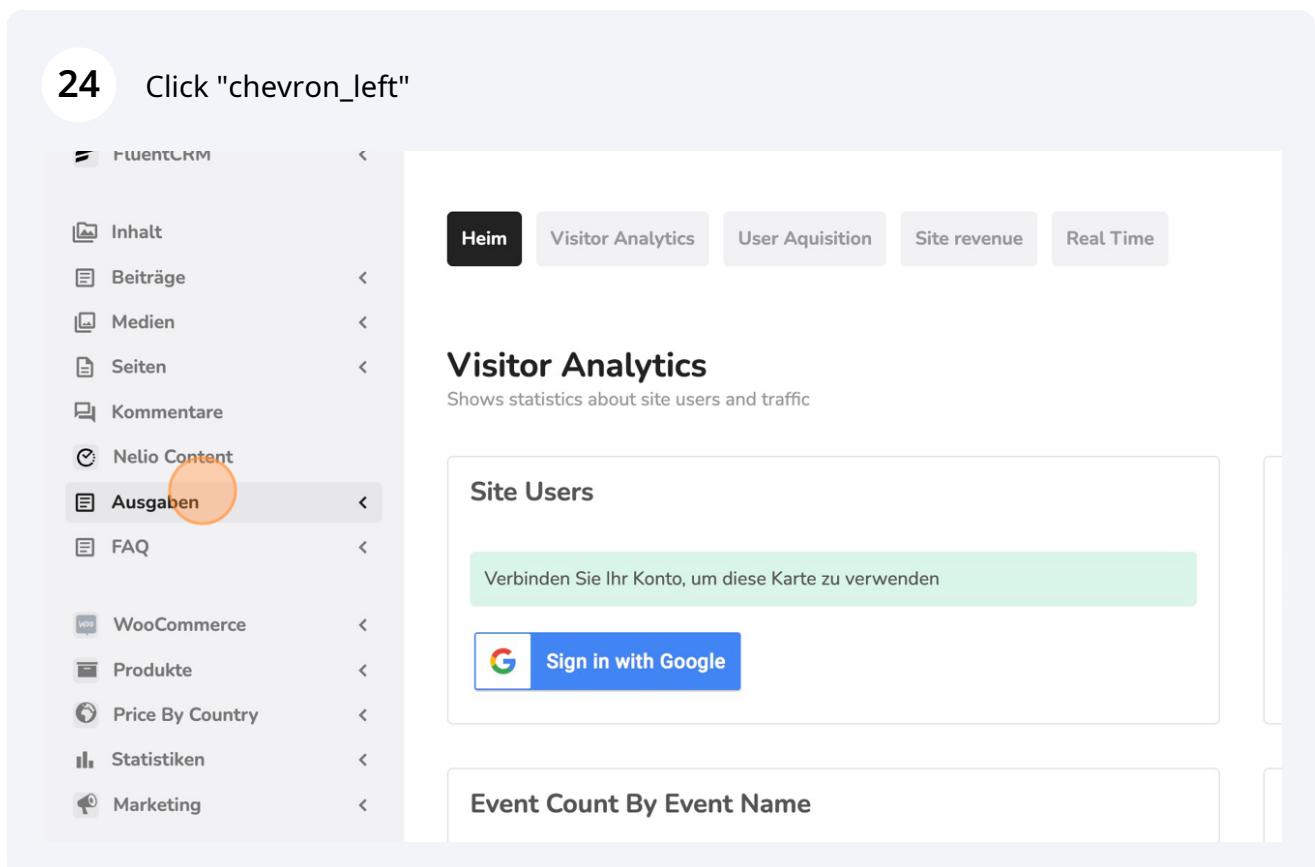


22 Switch to tab "Neuen Beitrag erstellen < myadminDIGISALE — WordPress"

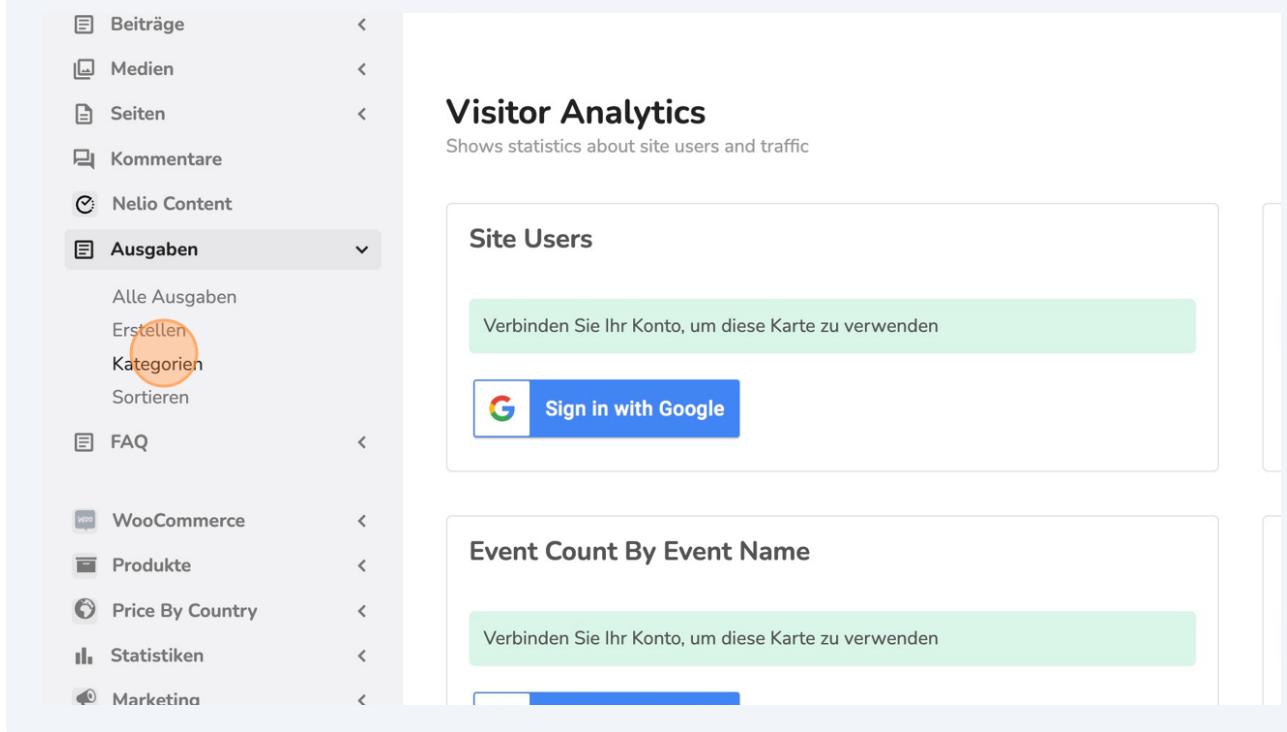
23 Click this button.



24 Click "chevron_left"



25 Click "Kategorien"

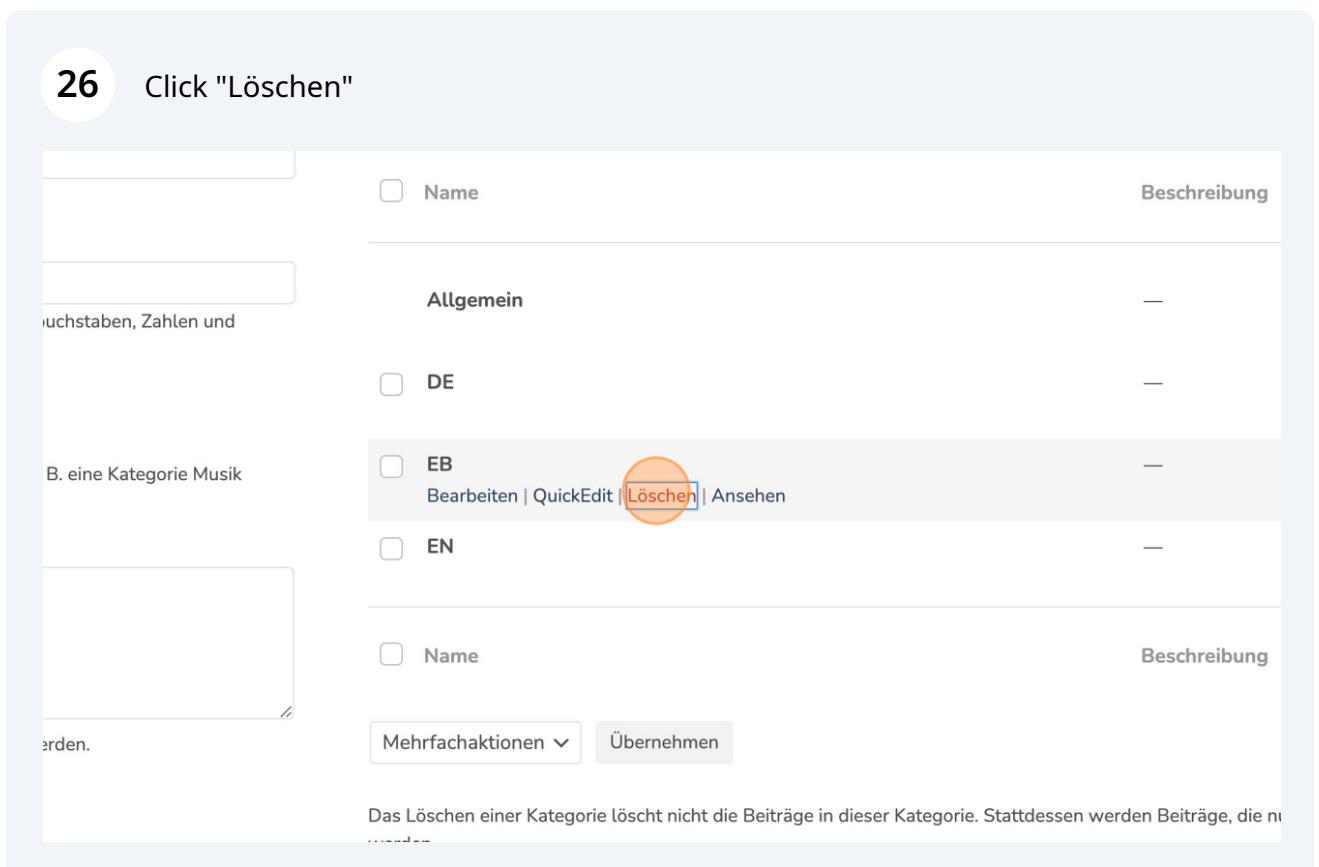


The screenshot shows the Nelio Content interface. On the left, there is a sidebar with the following menu items:

- Beiträge
- Medien
- Seiten
- Kommentare
- Nelio Content**
- Ausgaben** (with a dropdown menu: Alle Ausgaben, Erstellen, **Kategorien**, Sortieren)
- FAQ
- WooCommerce
- Produkte
- Price By Country
- Statistiken
- Marketing

The 'Ausgaben' section is expanded, and 'Kategorien' is highlighted with a red circle. The main content area is titled 'Visitor Analytics' and shows two sections: 'Site Users' and 'Event Count By Event Name', both with a 'Sign in with Google' button and a message 'Verbinden Sie Ihr Konto, um diese Karte zu verwenden'.

26 Click "Löschen"

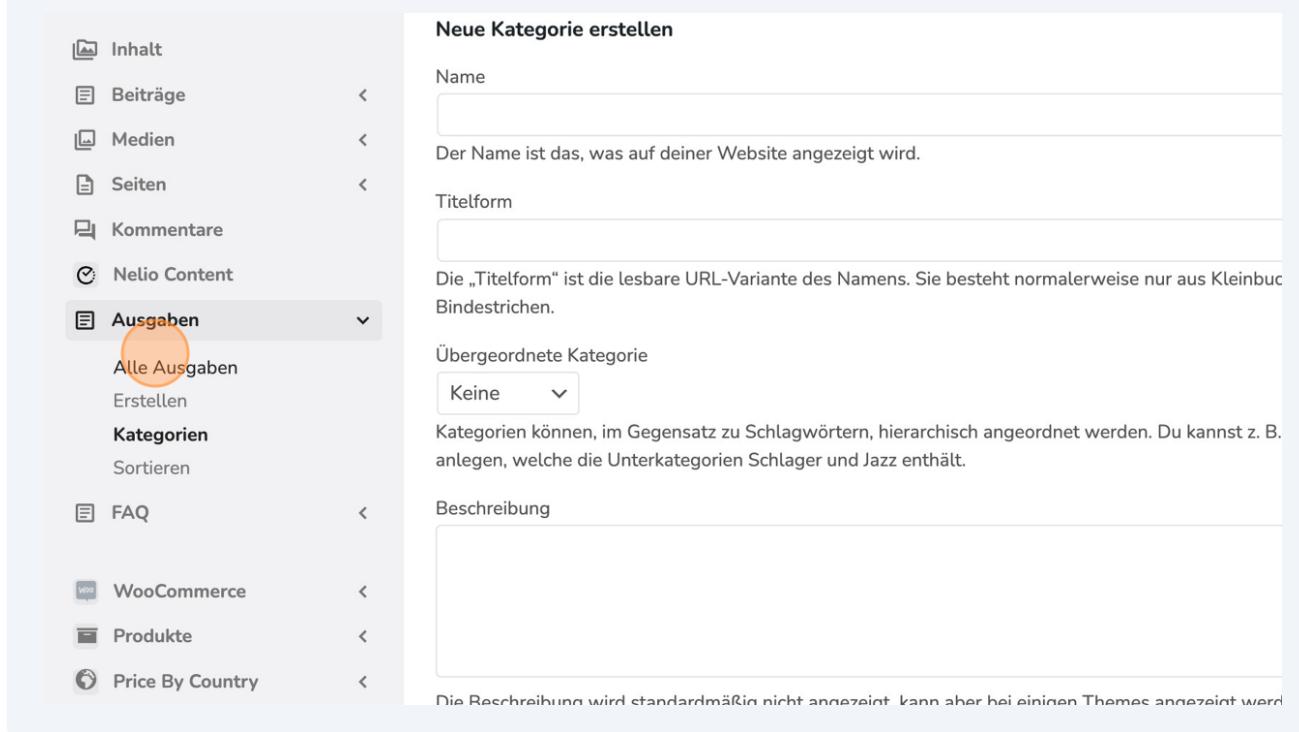


The screenshot shows a confirmation dialog for deleting a category. The dialog has the following structure:

- Allgemein** (General):
 - DE
 - EB (highlighted with a red circle)
Bearbeiten | QuickEdit | **Löschen** | Ansehen
 - EN
- Name

At the bottom, there are buttons for **Mehrfachaktionen** (Multiple actions) and **Übernehmen** (Accept). A note at the bottom states: "Das Löschen einer Kategorie löscht nicht die Beiträge in dieser Kategorie. Stattdessen werden Beiträge, die nur in dieser Kategorie sind, in die Kategorie 'Uncategorised' verschoben." (Deleting a category does not delete the posts in this category. Instead, posts that are only in this category are moved to the 'Uncategorised' category.)

27 Click "Alle Ausgaben"



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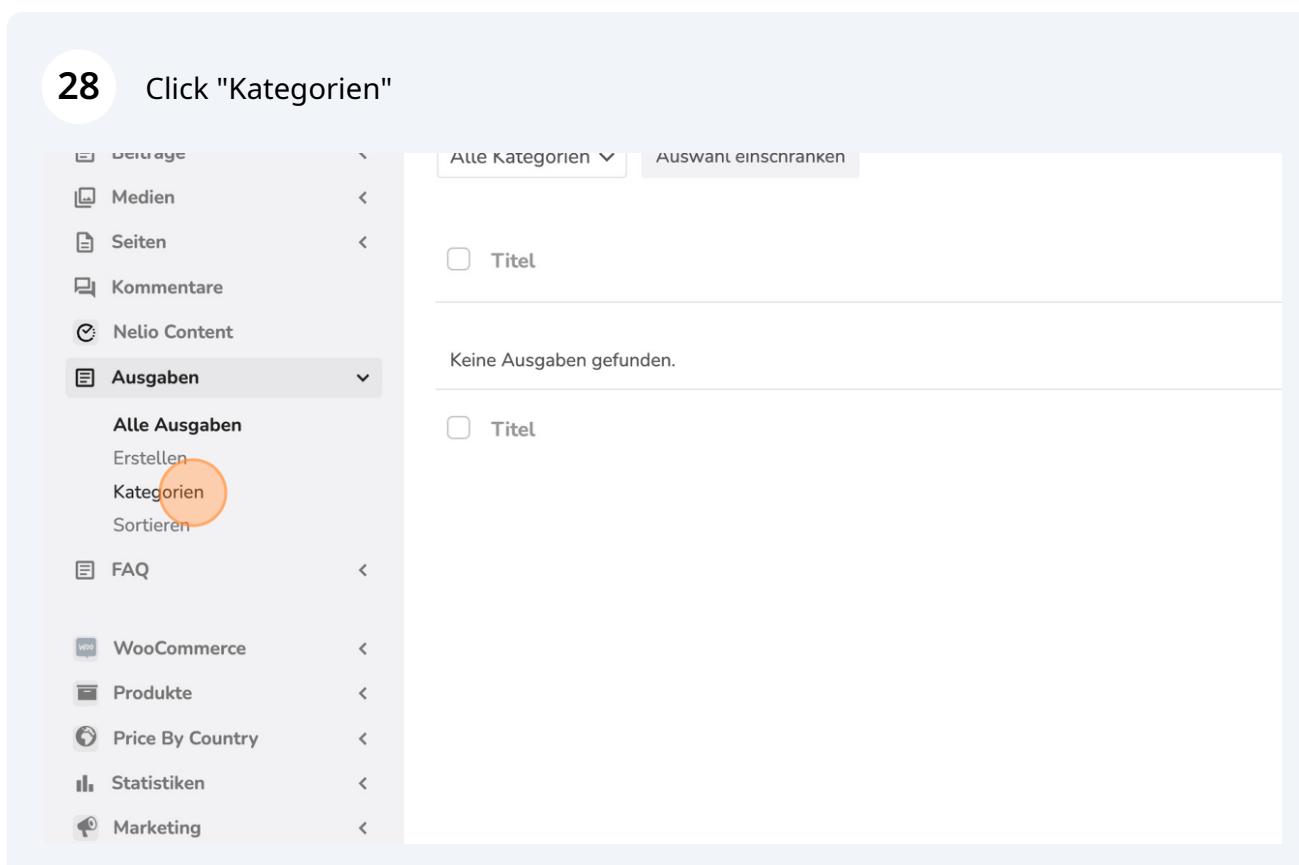
- Inhalt
- Beiträge
- Medien
- Seiten
- Kommentare
- Nelio Content
- Ausgaben
- Alle Ausgaben
- Erstellen
- Kategorien** (This item is circled in red)
- Sortieren
- FAQ
- WooCommerce
- Produkte
- Price By Country

The main content area is titled "Neue Kategorie erstellen". It contains the following fields:

- Name: A text input field.
- Der Name ist das, was auf deiner Website angezeigt wird.
- Titelform: A text input field.
- Die „Titelform“ ist die lesbare URL-Variante des Namens. Sie besteht normalerweise nur aus Kleinbuchstaben und Bindestrichen.
- Übergeordnete Kategorie: A dropdown menu set to "Keine".
- Kategorien können, im Gegensatz zu Schlagwörtern, hierarchisch angeordnet werden. Du kannst z. B. anlegen, welche die Unterkategorien Schlager und Jazz enthält.
- Beschreibung: A text input field.

At the bottom, there is a note: "Die Beschreibung wird standardmäßig nicht angezeigt, kann aber bei einigen Themes angezeigt werden."

28 Click "Kategorien"



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- Sortieren
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- WooCommerce
- Produkte
- Price By Country
- Statistiken
- Marketing

The main content area shows a search interface with the following elements:

- Alle Kategorien dropdown menu.
- Auswahl einschränken button.
- Titel
- Keine Ausgaben gefunden.
- Titel

29 Click "1"

		<input type="text"/> Kategorien suchen
		3 Einträge
Titelform		Anzahl
allgemein	1	
de	0	
en	0	

30 Click here.

