

How to Create and Delete Categories in WordPress

Scribe 

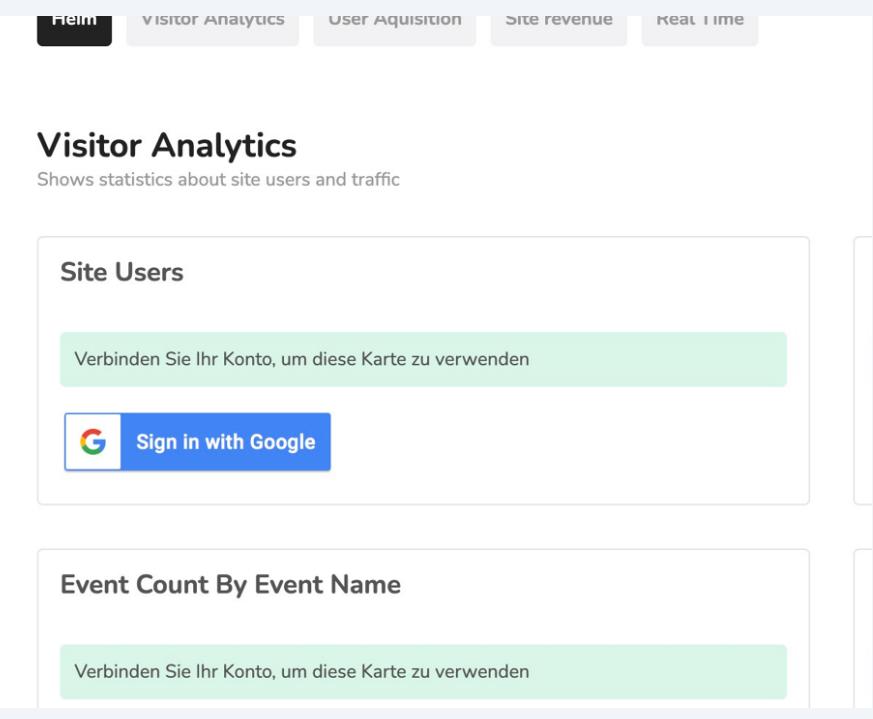
1

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, there is a sidebar with various menu items. The item 'Ausgaben' is highlighted with an orange circle. At the top, there is a navigation bar with tabs: 'Home' (which is active), 'VISITOR ANALYTICS', 'User Acquisition', 'Site revenue', and 'Real time'. Below the navigation bar, the main content area has a title 'Visitor Analytics' and a subtitle 'Shows statistics about site users and traffic'. There are two main sections: 'Site Users' and 'Event Count By Event Name'. Each section has a green button at the bottom that says 'Verbinden Sie Ihr Konto, um diese Karte zu verwenden' and a 'Sign in with Google' button.

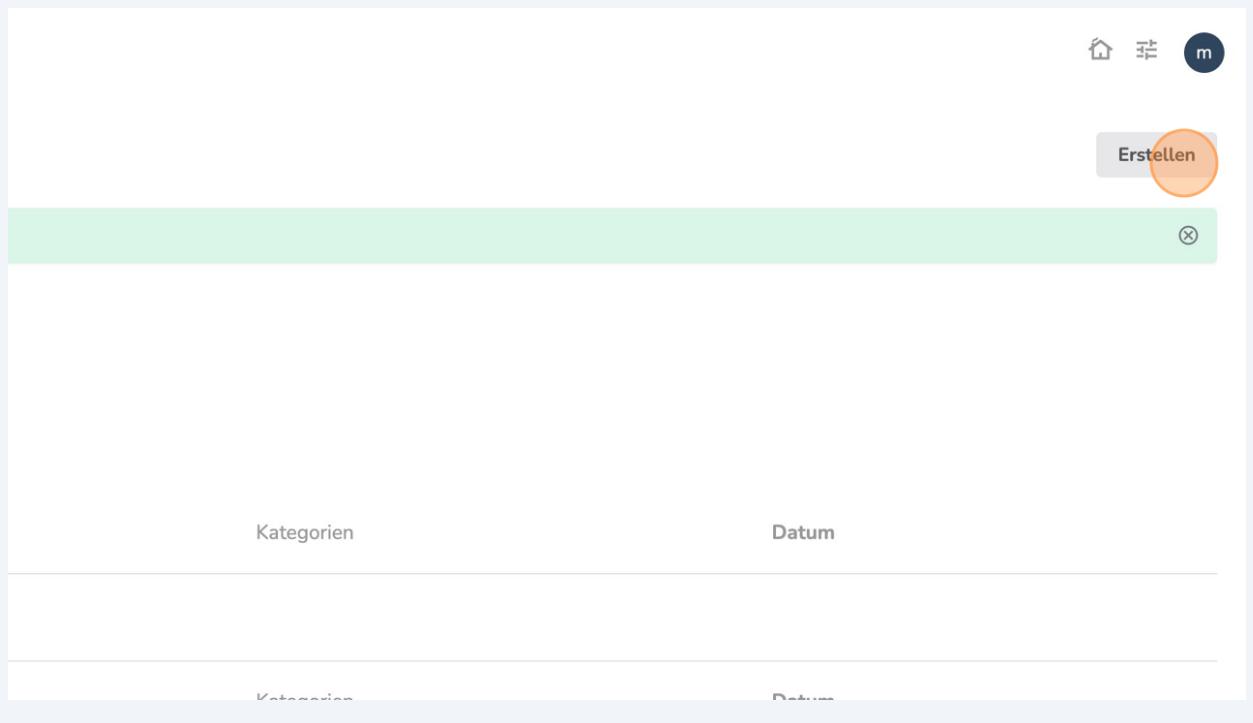
3 Click "Ausgabe #1"

The screenshot shows a software interface with a sidebar on the left containing navigation links such as Kunden, Kontakte, Bestellungen, Abonnements, Statistiken, Produkte, Seiten, FAQ, Medien, Ausgaben, Abo Shops, and Gutscheine. The 'Ausgaben' link is expanded, showing sub-options like Alle Ausgaben, Erstellen, PDF umwandeln, and Flipbooks. On the right, there is a main panel displaying a list of publications. At the top of this panel are buttons for 'Alle (1)' and 'Veröffentlicht (1)'. Below these are buttons for 'Mehrfachaktionen', 'Übernehmen', 'Alle Daten', and 'Alle Kategorien'. The list contains one item: 'Ausgabe #1', which is highlighted with an orange circle. Below the item are links for Bearbeiten, QuickEdit, Papierkorb, Ansehen, and Duplizieren. There is also another 'Titel' section and a 'Mehrfachaktionen' button.

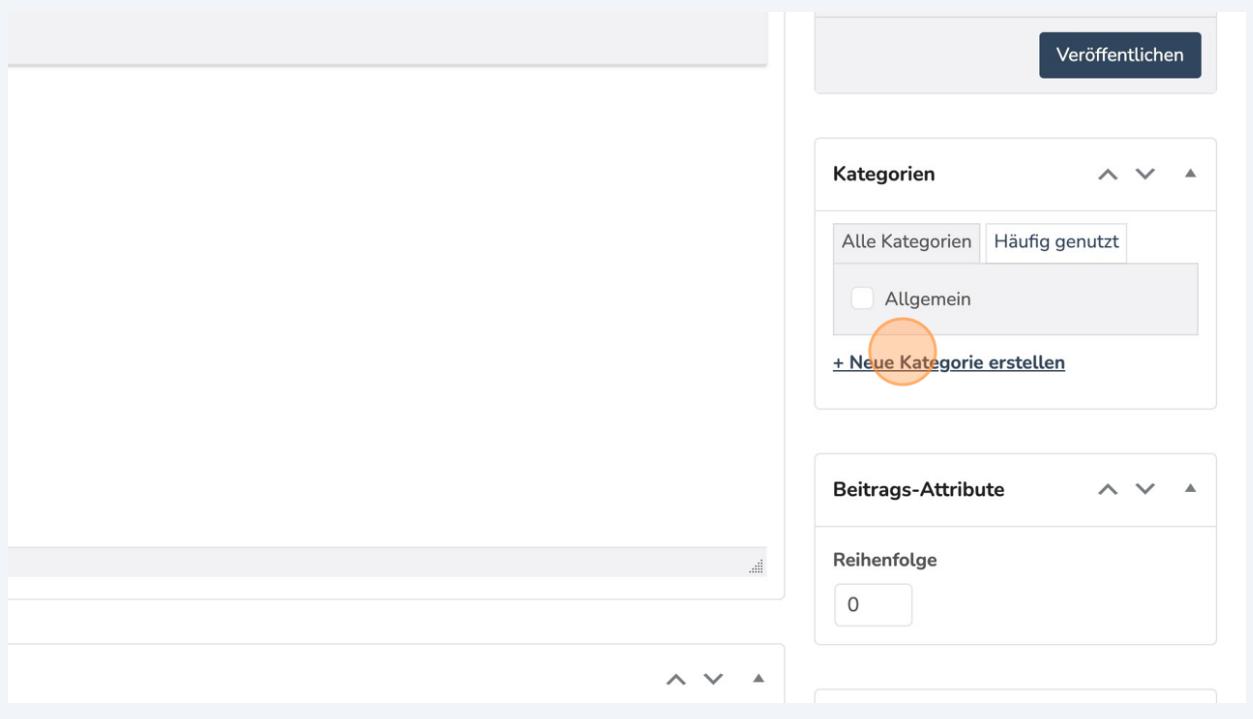
4 Click "Papierkorb"

This screenshot is similar to the previous one, showing the same software interface with the same sidebar and main panel layout. However, the 'Papierkorb' link in the 'Ausgaben' section of the sidebar is highlighted with an orange circle. The rest of the interface appears identical to the first screenshot.

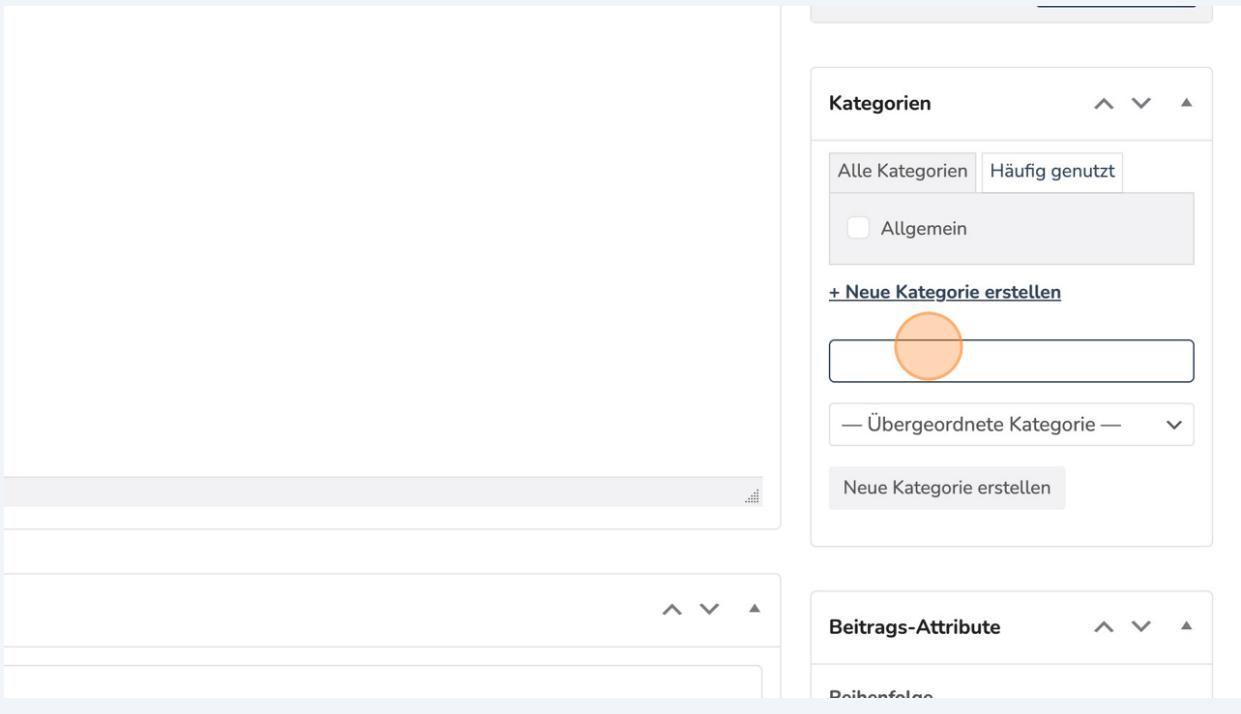
5 Click "Erstellen"



6 Click "+ Neue Kategorie erstellen"

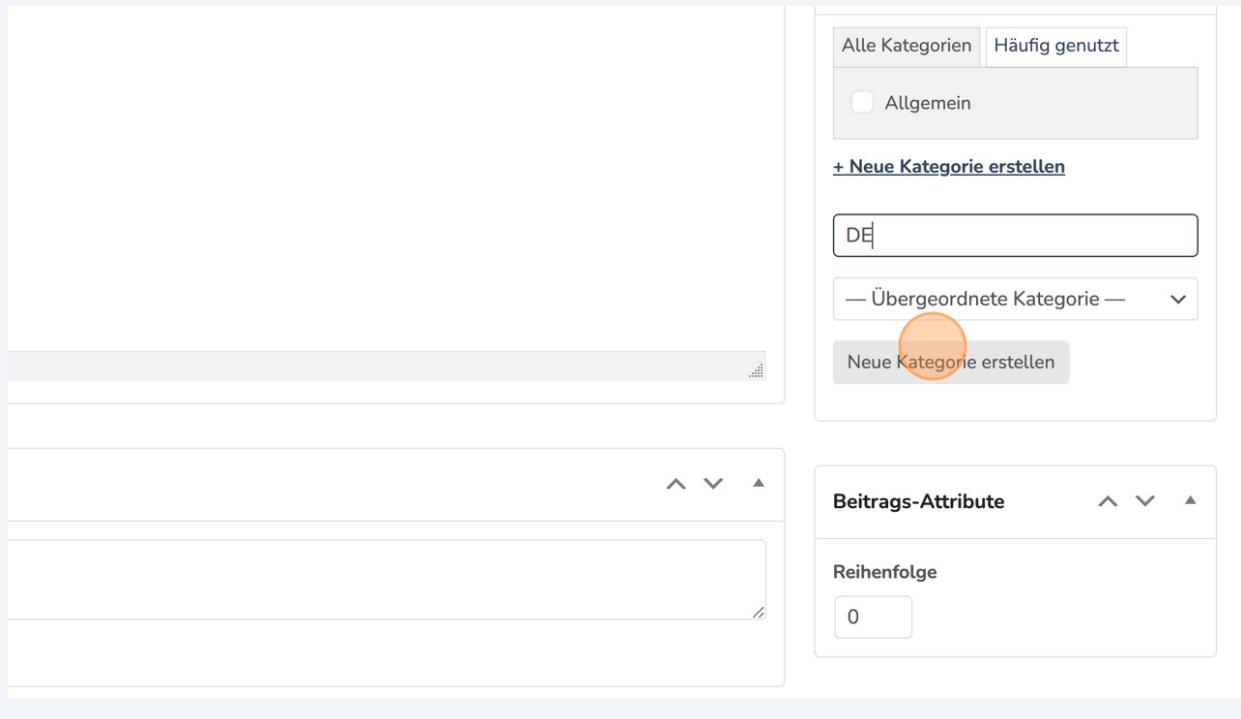


- 7** Click the "Neue Kategorie erstellen" field.



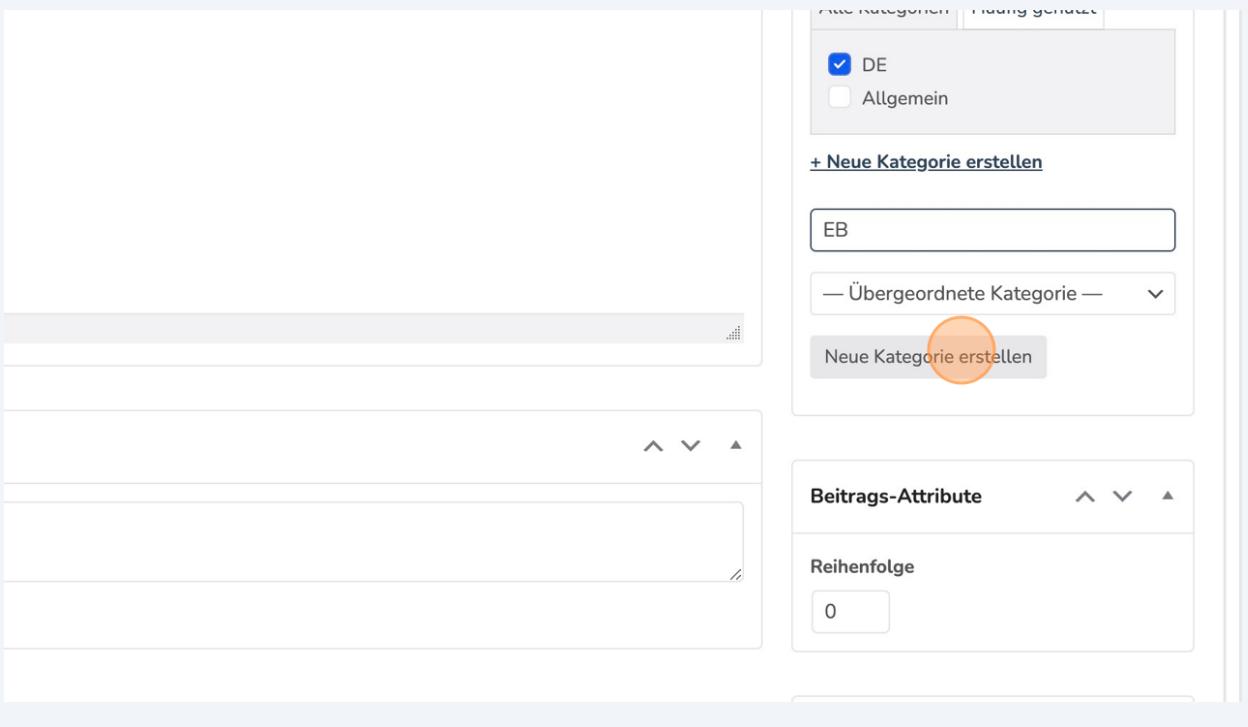
- 8** Type "DE"

9 Click this button field.

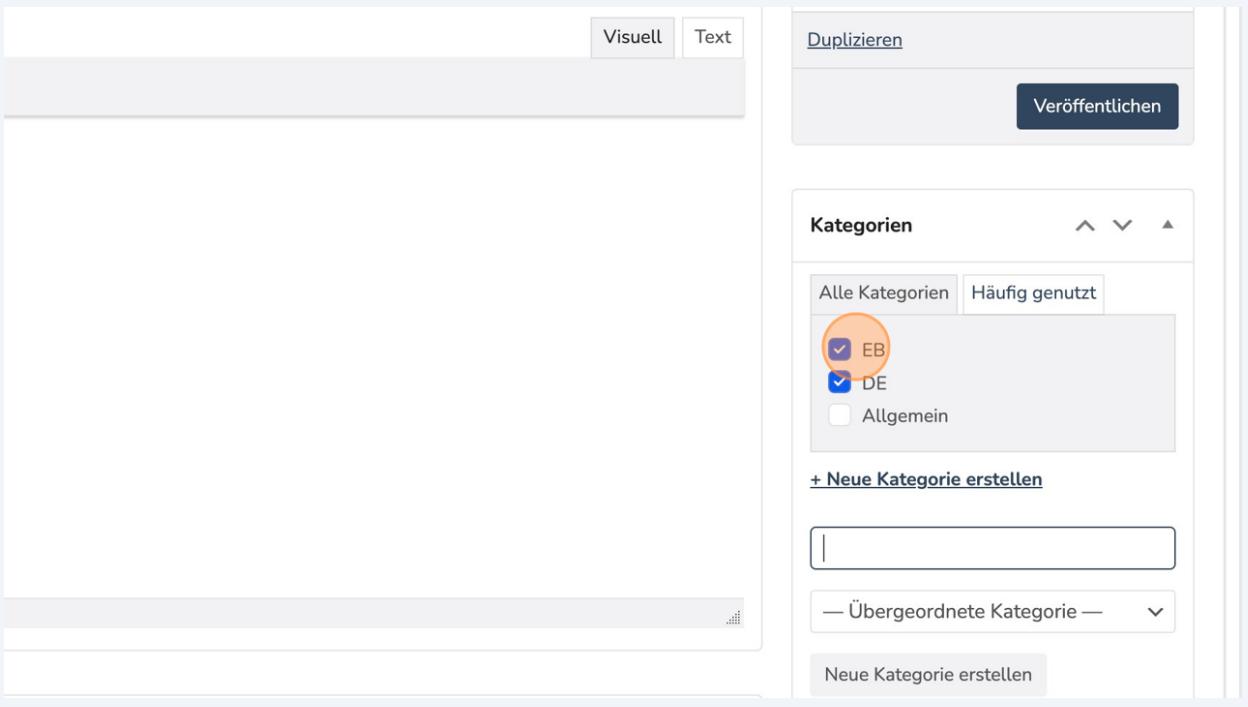


10 Type "EB"

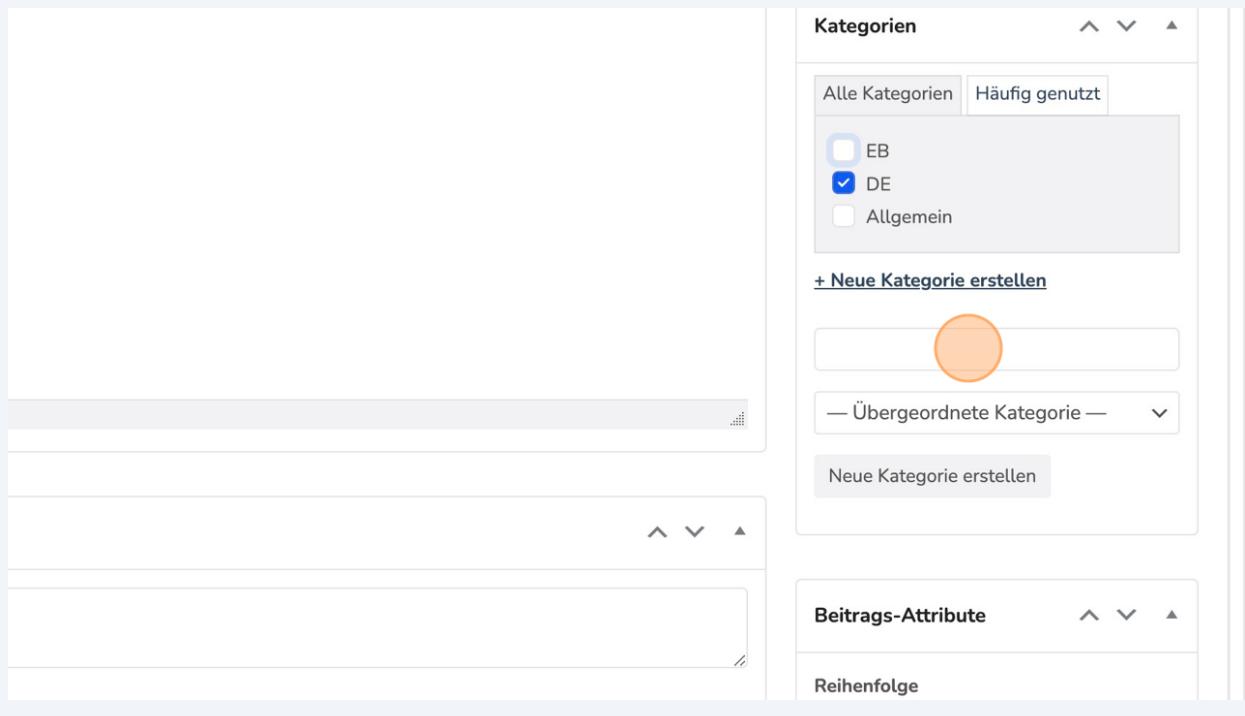
11 Click this button field.



12 Click "EB"

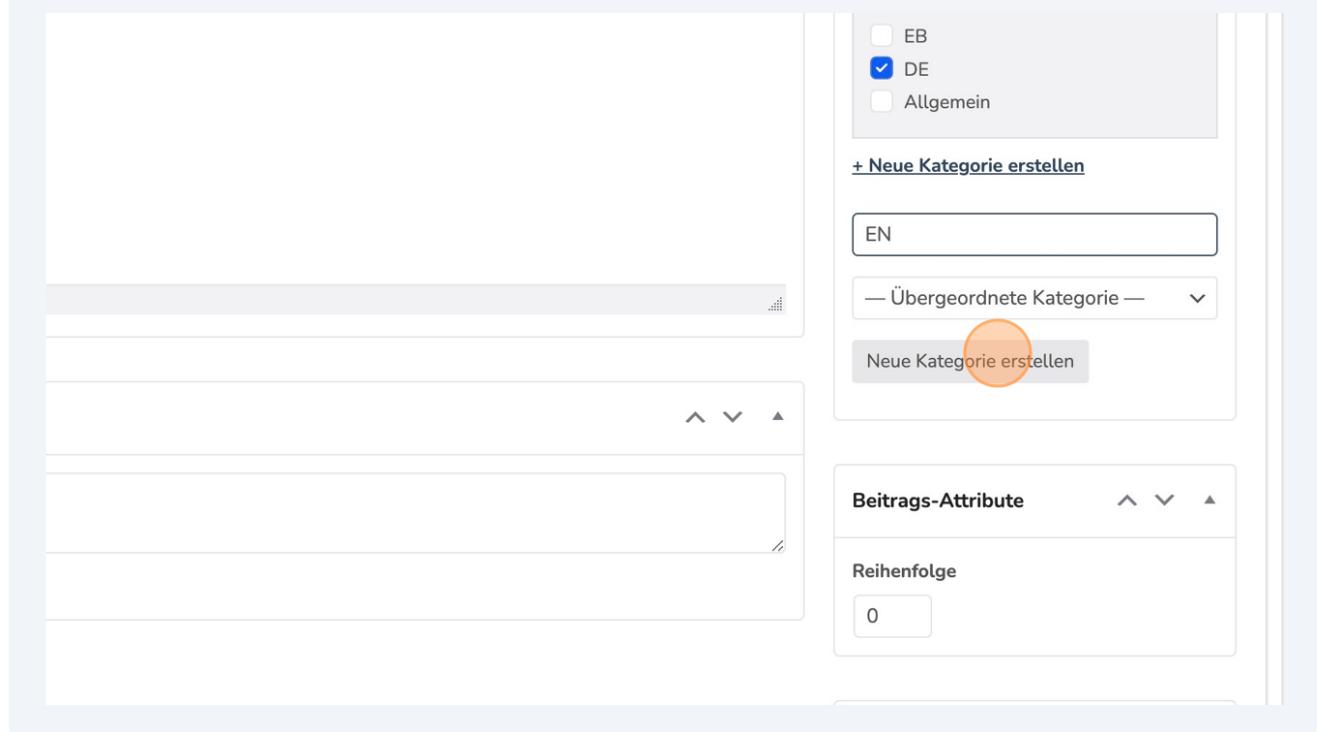


- 13** Click the "Neue Kategorie erstellen" field.

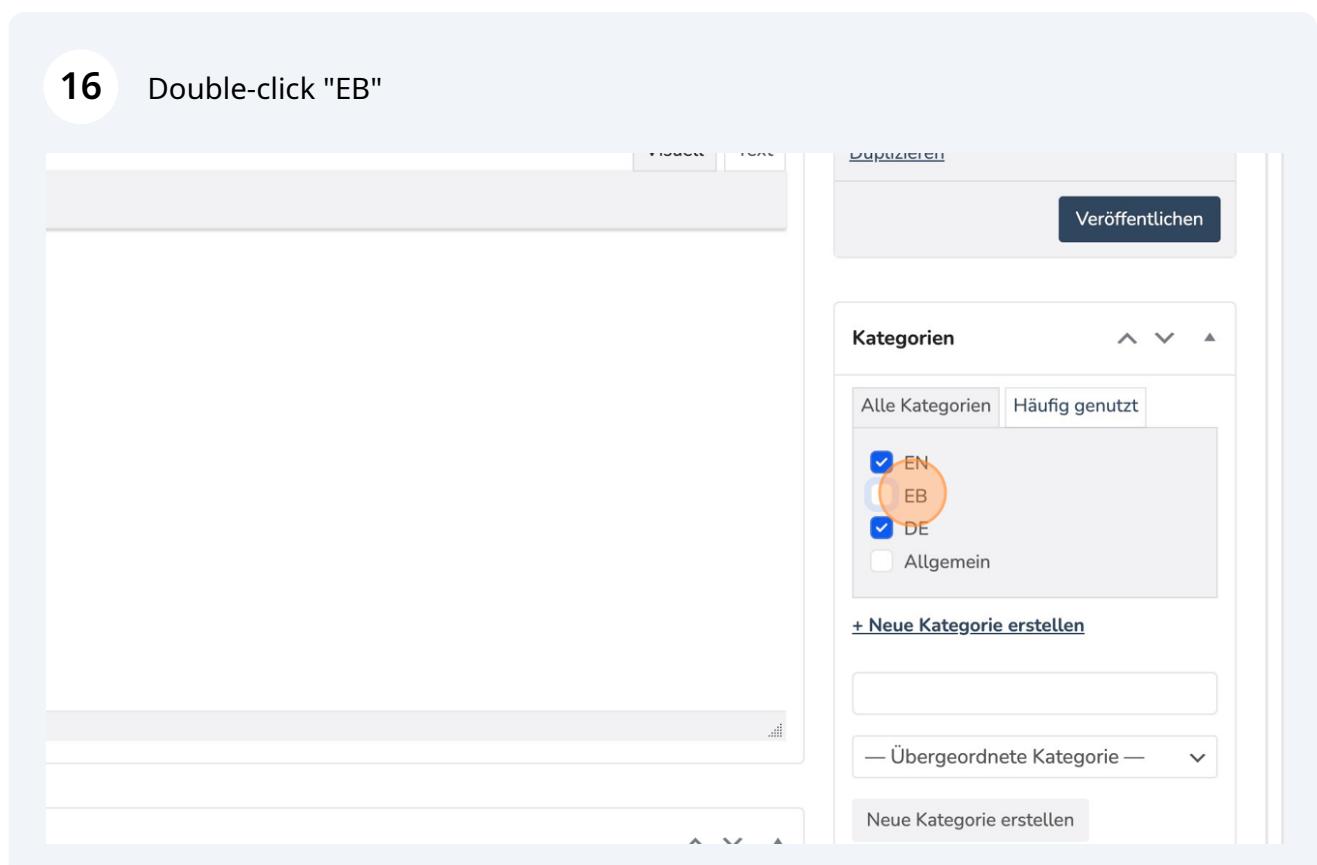


- 14** Type "EN"

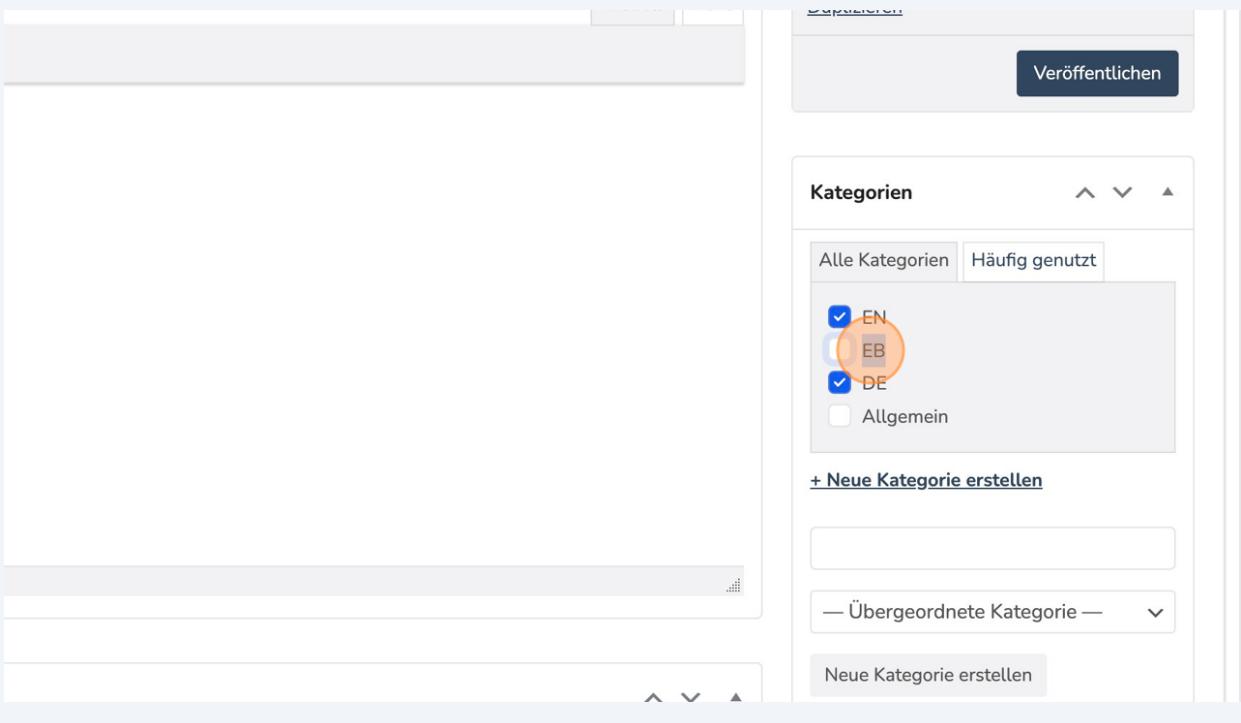
15 Click this button field.



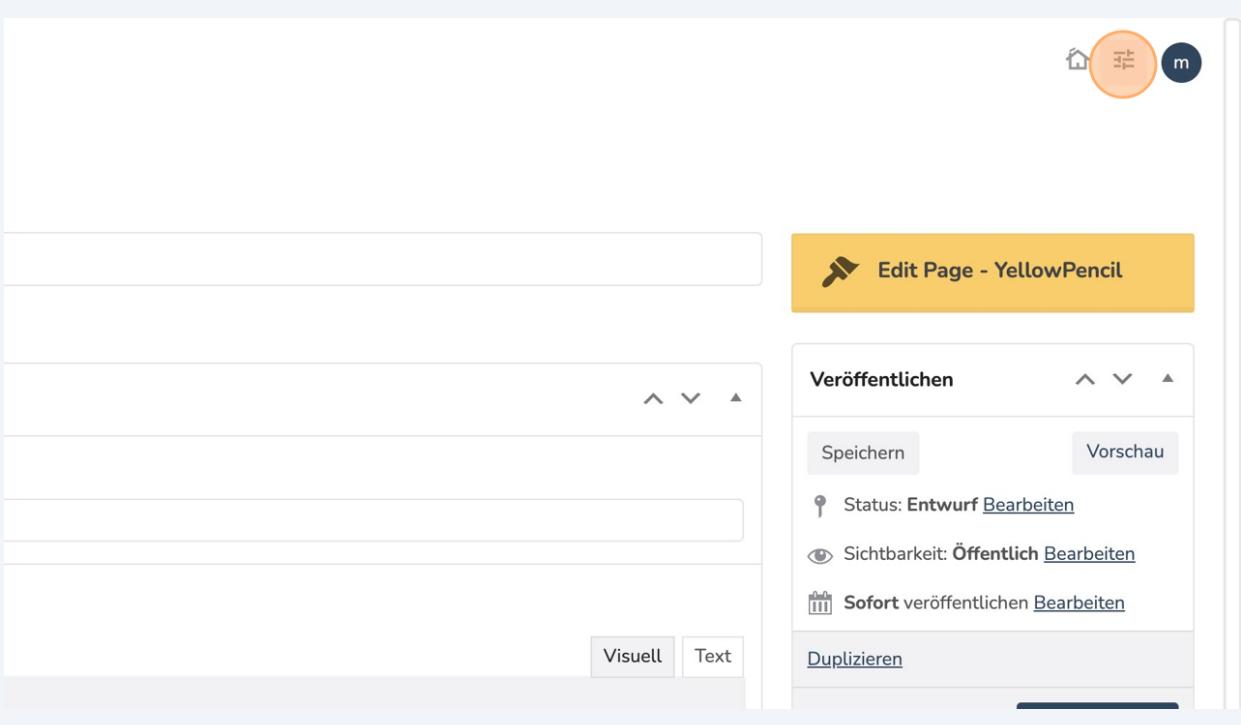
16 Double-click "EB"



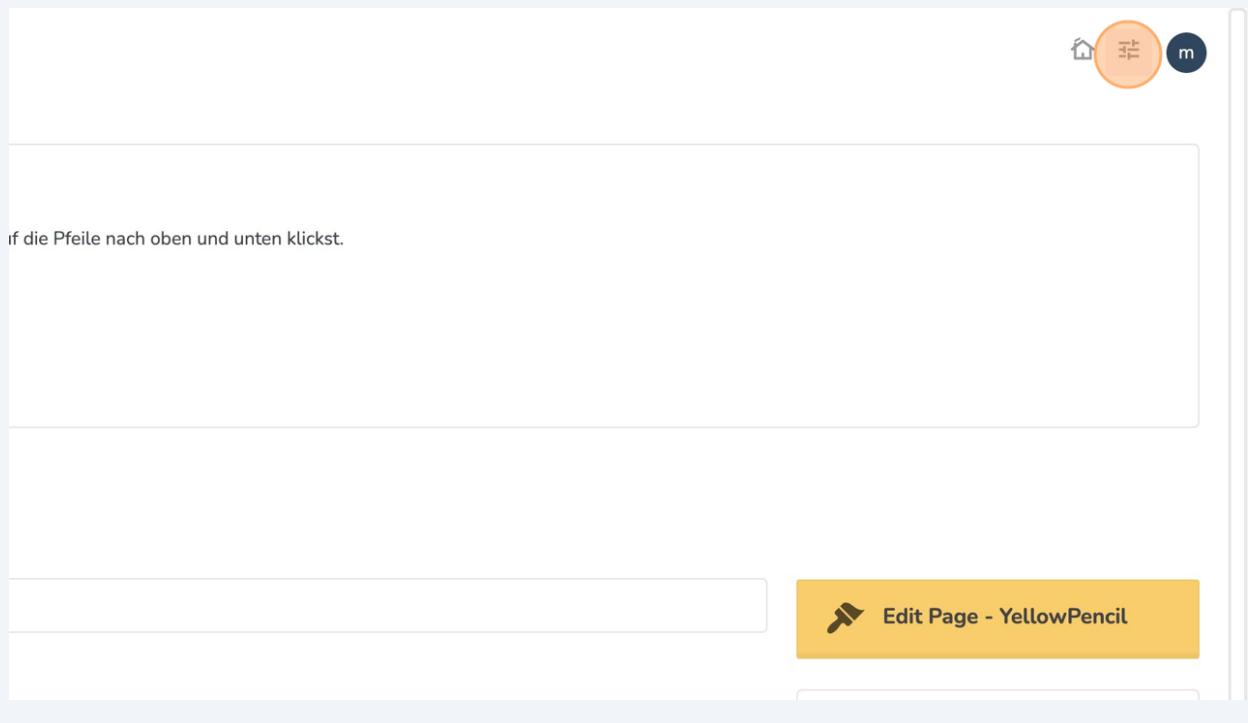
17 Click "EB"



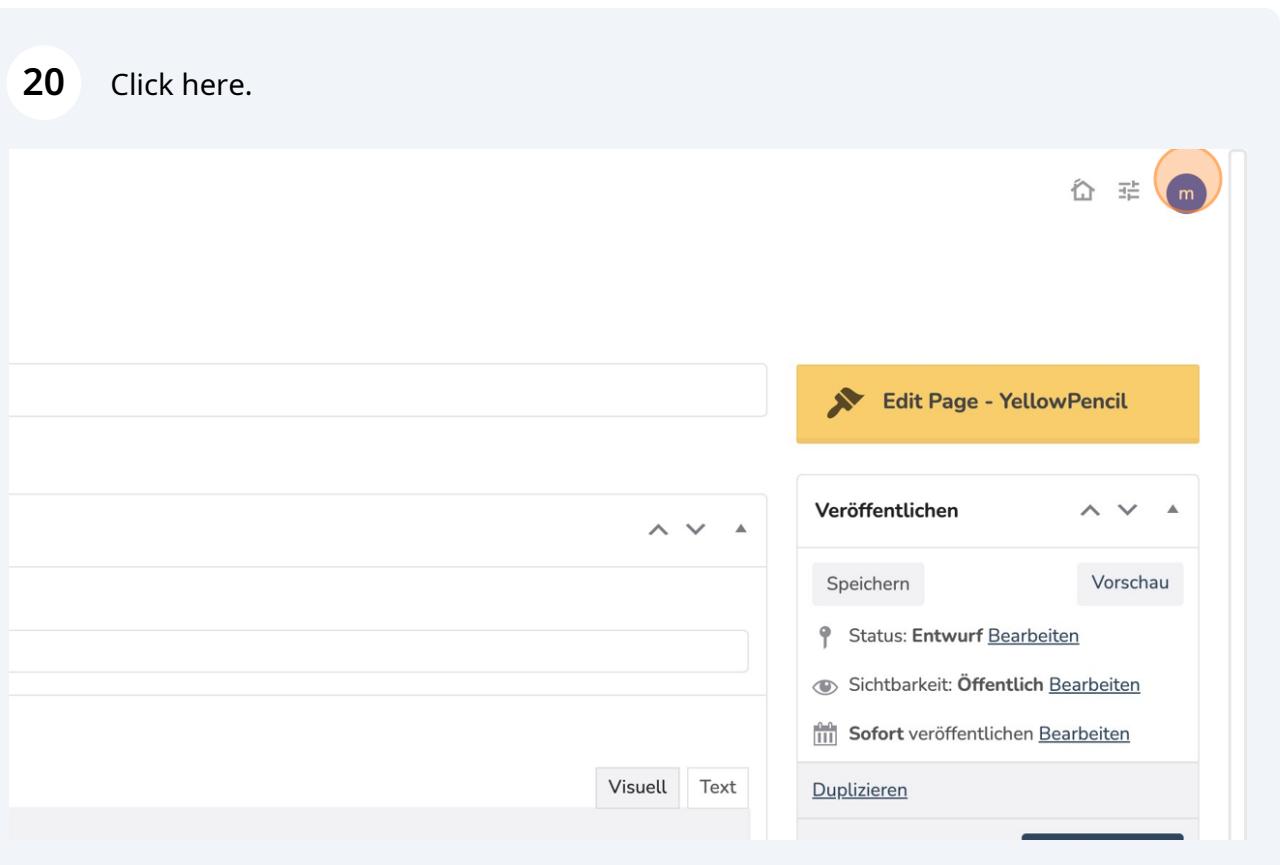
18 Click "tune"



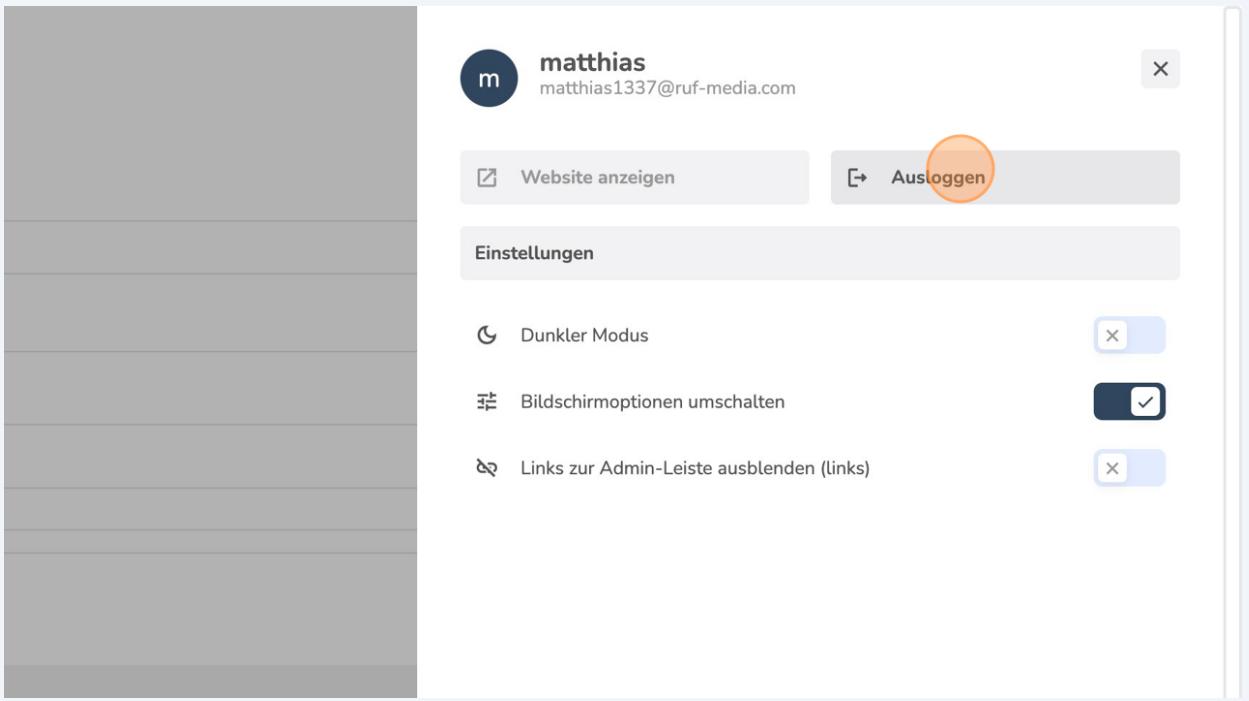
19 Click "tune"



20 Click here.



21 Click "Ausloggen"



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

23 Click this button.

The screenshot shows a login interface. At the top, there is a field labeled "Benutzername oder E-Mail-Adresse" containing the text "supermin". Below it is a password field with a blue placeholder bar showing a series of black dots. To the right of the password field is an "eye" icon for password visibility. Underneath the fields is a checkbox labeled "Angemeldet bleiben". The main button at the bottom is labeled "Anmelden" and has a brown circle highlighting its center. Below the button are links for "Registrieren | Passwort vergessen?" and "← Zurück zu AgilityLive". At the bottom right is a language selection bar with "Deutsch" and a dropdown arrow, and a "Wechseln" button.

24 Click "chevron_left"

The screenshot shows a navigation sidebar on the left and a main content area on the right. The sidebar contains several items: "Inhalt", "Beiträge", "Medien", "Seiten", "Kommentare", "Nelio Content", "Ausgaben" (which is highlighted with an orange circle), and "FAQ". The main content area has tabs at the top: "Heim" (which is dark gray), "Visitor Analytics", "User Aquisition", "Site revenue", and "Real Time". The "Visitor Analytics" tab is active. Below the tabs, the title "Visitor Analytics" is displayed, followed by the subtext "Shows statistics about site users and traffic". There are two sections: "Site Users" (with a "Sign in with Google" button) and "Event Count By Event Name".

25 Click "Kategorien"

The screenshot shows the Nelio Content sidebar with the 'Ausgaben' section expanded. The 'Kategorien' option is highlighted with a red circle. The main area displays two cards: 'Visitor Analytics' and 'Event Count By Event Name', both with a 'Sign in with Google' button.

- Beiträge
- Medien
- Seiten
- Kommentare
- Nelio Content
- Ausgaben**
 - Alle Ausgaben
 - Erstellen
 - Kategorien**
 - Sortieren
- FAQ
- WooCommerce
- Produkte
- Price By Country
- Statistiken
- Marketing

26 Click "Löschen"

The screenshot shows a confirmation dialog for deleting a category. It lists categories in German (DE) and English (EN). The 'Löschen' button for the 'B. eine Kategorie Musik' entry is highlighted with a red circle. The dialog includes a note about deleting posts and buttons for 'Mehrfachaktionen' and 'Übernehmen'.

Buchstaben, Zahlen und

Allgemein

B. eine Kategorie Musik

DE

EN

Name

Beschreibung

Mehrfachaktionen Übernehmen

Das Löschen einer Kategorie löscht nicht die Beiträge in dieser Kategorie. Stattdessen werden Beiträge, die nu

27 Click "Alle Ausgaben"

The screenshot shows the Nelio Content interface. On the left, there's a sidebar with various sections: Inhalt, Beiträge, Medien, Seiten, Kommentare, Nelio Content, Ausgaben, FAQ, WooCommerce, Produkte, and Price By Country. The 'Ausgaben' section is expanded, and 'Alle Ausgaben' is highlighted with a red circle. The main area is titled 'Neue Kategorie erstellen' (Create new category). It has fields for 'Name' (with placeholder 'Der Name ist das, was auf deiner Website angezeigt wird.'), 'Titelform' (with placeholder 'Die „Titelform“ ist die lesbare URL-Variante des Namens. Sie besteht normalerweise nur aus Kleinbuchstaben und Bindestrichen.'), 'Übergeordnete Kategorie' (set to 'Keine'), and 'Beschreibung' (with placeholder 'Die Beschreibung wird standardmäßig nicht angezeigt, kann aber bei einigen Themes angezeigt werden').

28 Click "Kategorien"

This screenshot shows the same Nelio Content interface as the previous one, but the 'Kategorien' option under the 'Ausgaben' section is now highlighted with a red circle. The rest of the interface is identical to the first screenshot.

29 Click "1"

		Kategorien suchen
		3 Einträge
Titelform		Anzahl
allgemein		1
de		0
en		0

30 Click here.

