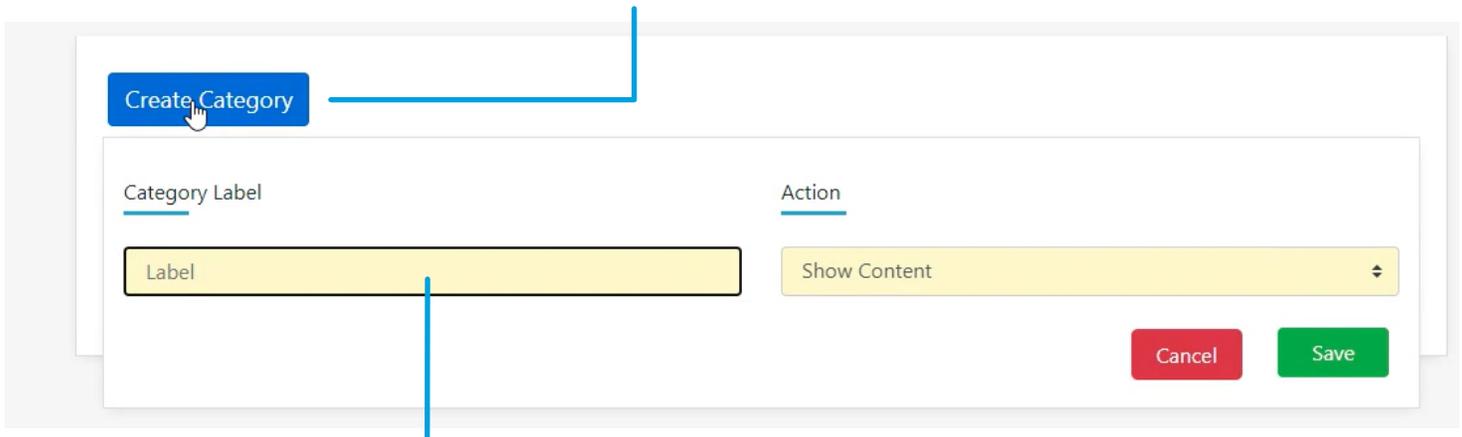


This is a walkthrough of the page structure of a website.

- **Categories**
- **Subcategories**
- **Action Options**

Categories

1. To create a new category, click **Create Category**



The screenshot shows a form titled 'Create Category'. At the top left is a blue button labeled 'Create Category'. Below it are two main sections: 'Category Label' and 'Action'. The 'Category Label' section has a text input field containing the word 'Label'. The 'Action' section has a dropdown menu currently showing 'Show Content'. At the bottom right of the form are two buttons: a red 'Cancel' button and a green 'Save' button. Blue lines with arrows point from the text of step 1 to the 'Create Category' button and from the text of step 2 to the 'Label' input field.

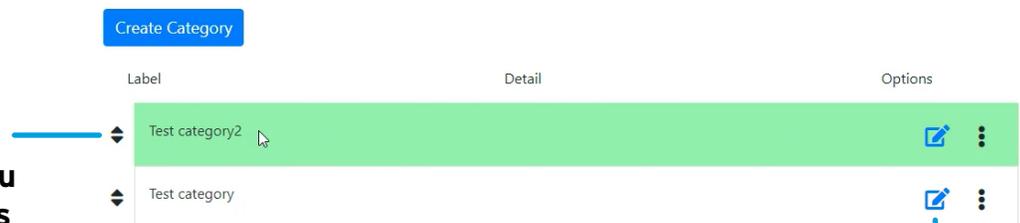
2. The **Category Label** is the name of the category

3. **Action** is where you can choose how the category will display.



The screenshot shows a close-up of the 'Action' dropdown menu. The menu is open, showing four options: 'Show Content' (selected and highlighted in blue), 'Show Content', 'Pull Content', and 'Link Elsewhere'. A mouse cursor is pointing at the first 'Show Content' option.

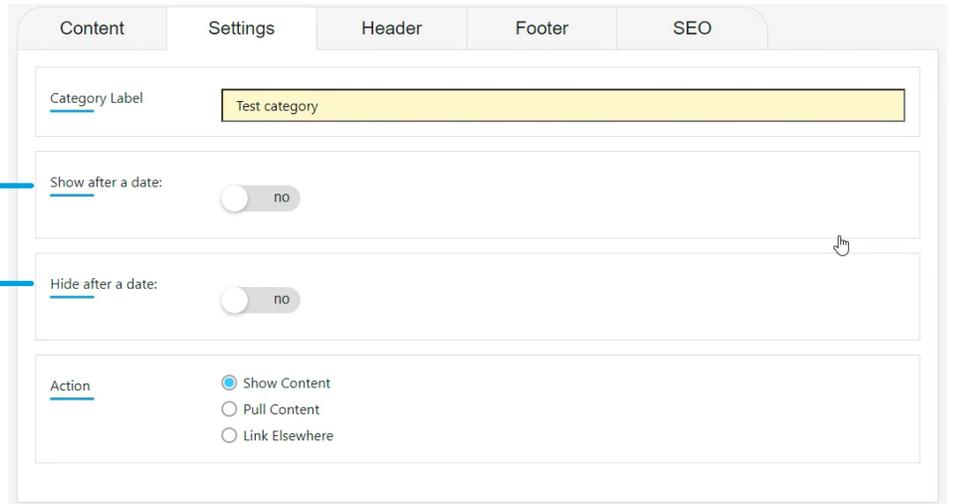
4. The new category will be highlighted in green and automatically appear at the top of the category list. To rearrange the categories, you will click and drag the arrows on the left.



The screenshot shows a list of categories. At the top is a blue 'Create Category' button. Below it is a table with columns 'Label', 'Detail', and 'Options'. The first row is highlighted in green and contains 'Test category2'. The second row contains 'Test category'. On the left side of the rows are double-headed arrows for dragging. On the right side of each row are a pencil icon and a vertical ellipsis icon. A blue line with an arrow points from the text of step 4 to the green highlight, and another blue line with an arrow points from the text of step 5 to the pencil icon.

5. To view further category options, click the pencil tool.

6. You will see the "show after a date" option and a "hide after a date" option. If you select yes to either of these, you will be able to select a date and time.



The screenshot shows the 'Settings' tab of a category configuration interface. It includes the following elements:

- Category Label:** A text input field containing "Test category".
- Show after a date:** A toggle switch currently set to "no".
- Hide after a date:** A toggle switch currently set to "no".
- Action:** A section with three radio button options: "Show Content" (selected), "Pull Content", and "Link Elsewhere".

7. If you select the show after a date option, the category will not appear on your website until after the selected date.

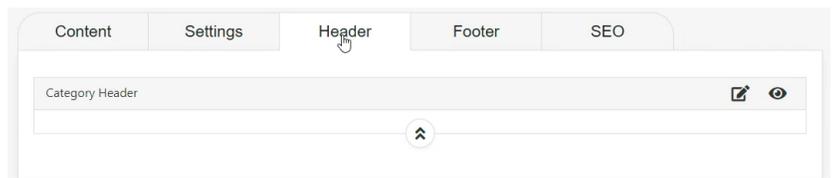
8. If you select the hide after a date option, the category will not appear on the website after the date has passed.

9. To the left, you will see the option for content. Here, we will be able to add content into the category.

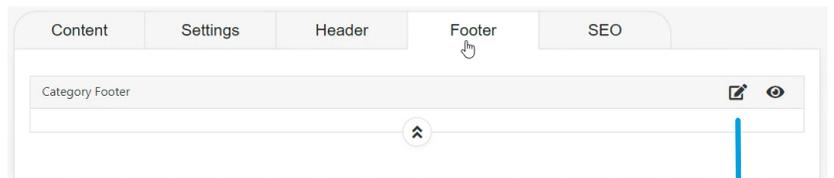


The screenshot shows the 'Content' tab of the category configuration interface. It features a blue "Create" button with a dropdown arrow and a close icon (X) in the top right corner.

10. You can also add a header or footer to the category by selecting the pencil icon, which populates a text block.



The screenshot shows the 'Header' tab of the category configuration interface. It displays a "Category Header" text block with a pencil icon for editing and an eye icon for visibility. A small upward arrow icon is centered below the text block.

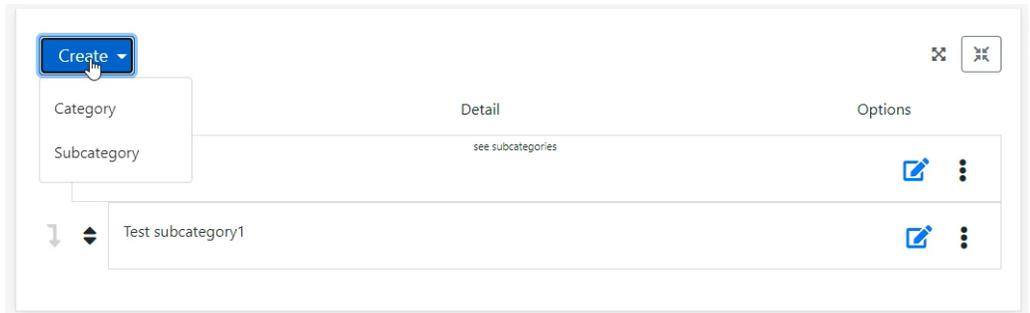


The screenshot shows the 'Footer' tab of the category configuration interface. It displays a "Category Footer" text block with a pencil icon for editing and an eye icon for visibility. A small upward arrow icon is centered below the text block.

Subcategories

Next, we will walkthrough a page structure with subcategories enabled.

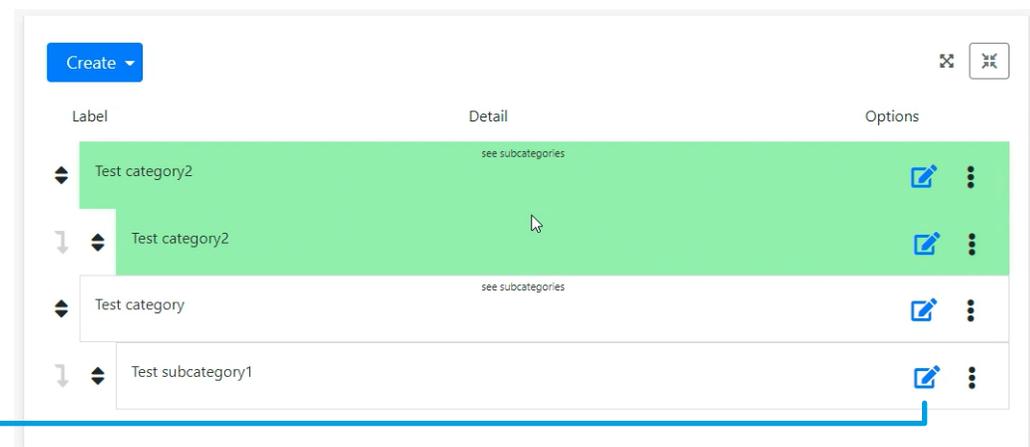
1. When you select "Create", you will now see options for both categories and subcategories.



2. When you create a new category, the same options will appear.

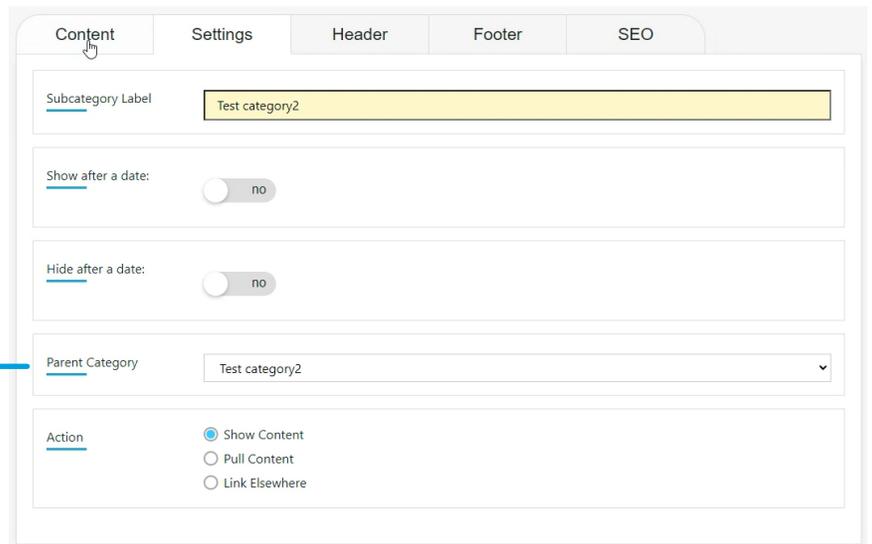


3. After saving, a category will now appear along with a subcategory below it. The subcategory will now hold all the content instead of the category.

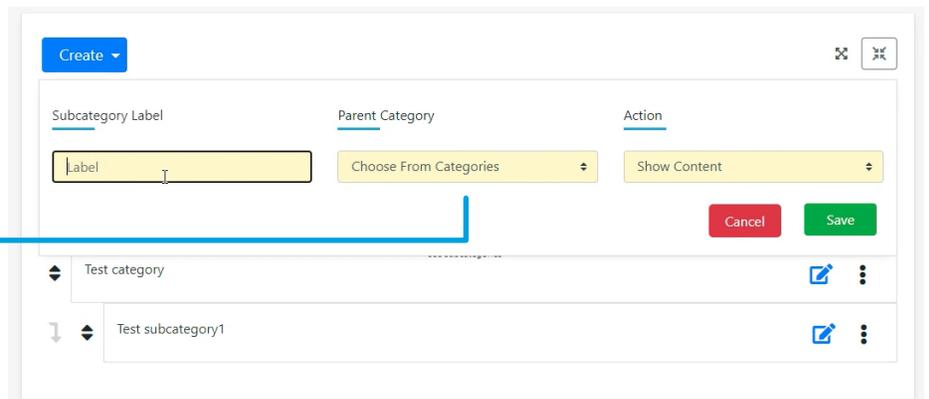


4. You can edit the subcategory by selecting the pencil icon to the right.

5. The same settings will appear except now there is also a Parent Category Selector. Here, you can select the parent category that the subcategory falls under.



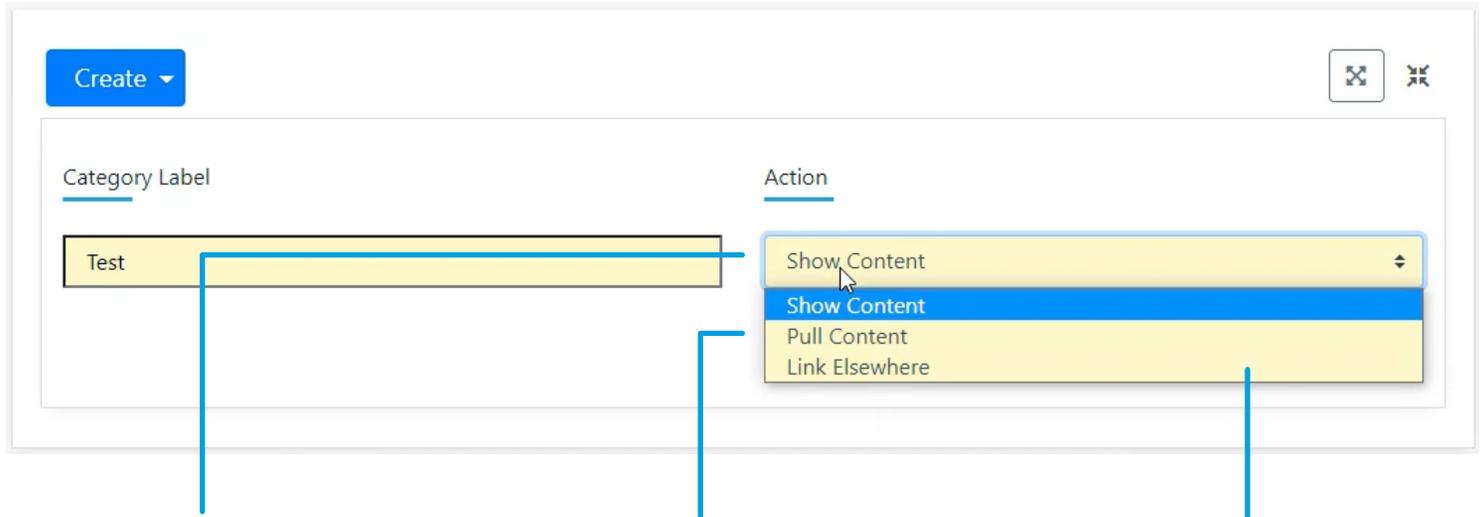
6. When we select create subcategory, there will also be a Parent Category Selector where we can choose the parent category as well.



7. To rearrange the subcategories, click the arrows to the left and drag.



Action Options



1. Show Content means that you will be copying and pasting OR manually writing in the content for the category.

2. Pull Content means that the content exists somewhere else on the website already and you would like to pull it to this category as well.

3. Link Elsewhere means that when the category is clicked on, it will send the user to the page linked.

2a. Choose Source will appear after you click "Pull Content". This is a list of different pages that currently exist on your website.

3a. When you choose to Link Elsewhere, a Link URL section will appear where you can input the URL for this category to link out to. You can also choose under "Link Opens in" whether or not the link will open in the same tab or open a new tab.

Note: We recommend that when you are linking to a PDF file, you choose New Tab. If it is an internal page link, select Same Tab.

