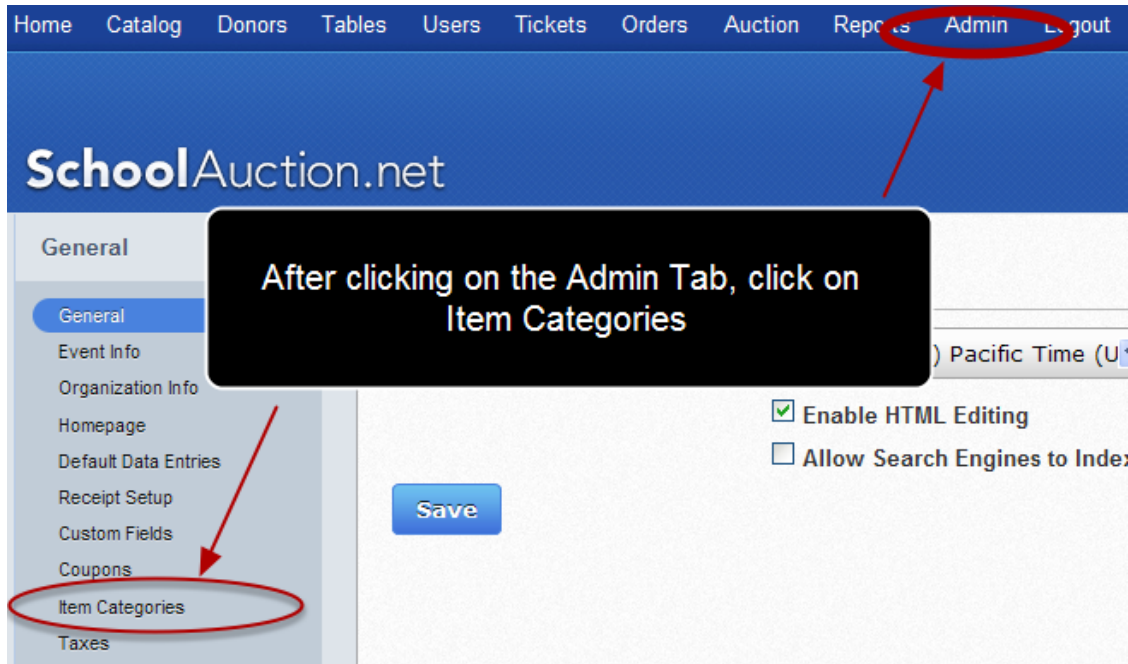


## Adjusting Item Categories

Categories appear on the Items Detail page as a drop down selection and then also appears on the site homepage as a way for guests to browse your catalog. Guests who click on a category will get all the items labeled with that category in your catalog. No category will appear on the homepage until at least one item is in that category. Each item can only be in one category.



1. Click on the **Admin** tab.
2. Scroll down and click on **Item Categories**.

### Item Categories brings up the list

Name	Description	
Accessories		<a href="#">Edit</a> <a href="#">Delete</a>
Accommodations		<a href="#">Edit</a> <a href="#">Delete</a>
Apparel		<a href="#">Edit</a> <a href="#">Delete</a>
Art		<a href="#">Edit</a> <a href="#">Delete</a>
Art/Craft Instruction/Classes		<a href="#">Edit</a> <a href="#">Delete</a>
Beauty Products/Services		<a href="#">Edit</a> <a href="#">Delete</a>
Beverages		<a href="#">Edit</a> <a href="#">Delete</a>

1. Click on **Add New** to add a new category.
2. Click on **Edit** to alter the category and then click on the Edit button at the bottom.
3. Click on **Delete** to remove a category. If items are in the deleted category, they will have to be re-labeled.

## New category

Name

Description

1. Type the new category in the Name field.
- 2 Click the **Create** button at the bottom.