

Manage Space: Article Categories

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Categories are a way to organize articles in a space. [Content List Widgets](#) can be filtered by article category. Add, edit, and delete categories and sub categories in Manage Space.

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Add Article Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Articles**.
4. Click **Categories**.
5. Click **Add Category**.
6. Fill out the category details:
 - **Category**: Enter a category name.
 - **Category description**: Enter a description. The description is for administrative purposes.
 - **Parent category**: Select a parent category. (Optional)
 - Check **Is active** to allow this category to be selected when creating an article.
7. Click **Save**.

Edit Article Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.

3. In the sidebar menu, click **Articles**.
4. Click **Categories**.
5. For a category, click the edit icon.
6. Make changes to the category.
7. Click **Update**.

Delete Article Category

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the sidebar menu, click **Articles**.
4. Click **Categories**.
5. For a category, click the delete icon.
6. Select a category to move content to.
7. Click **Move content & delete category**.

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