

# SSA INSTRUCTION MANUAL

## Topic

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How to add a category to a Post?

## Description

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This document describes the process of adding additional categories to existing posts on the website.

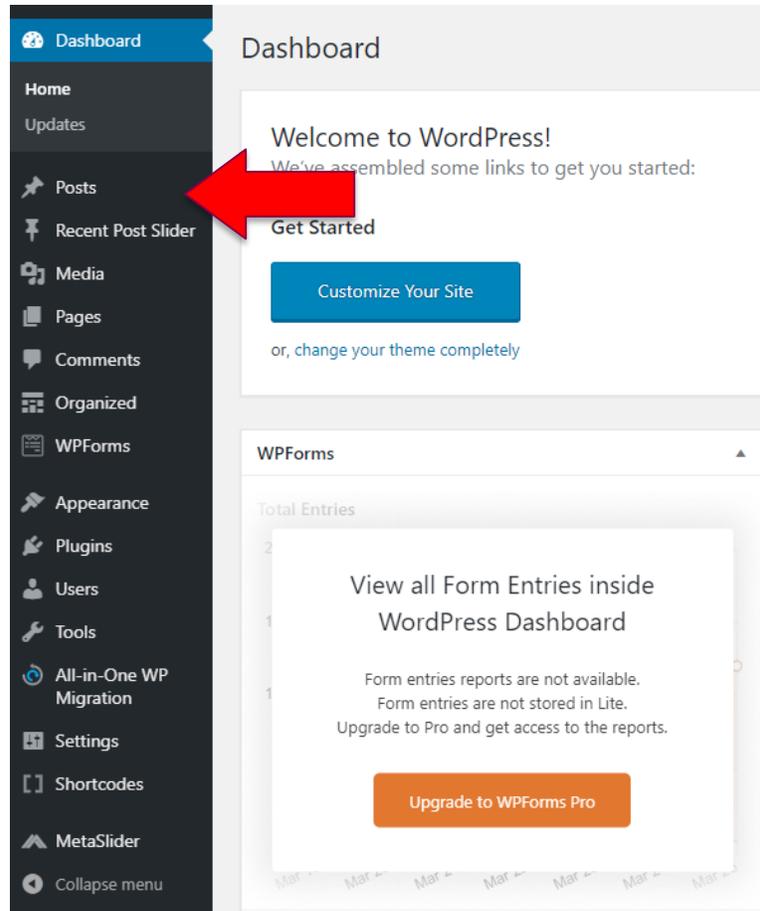
## Process

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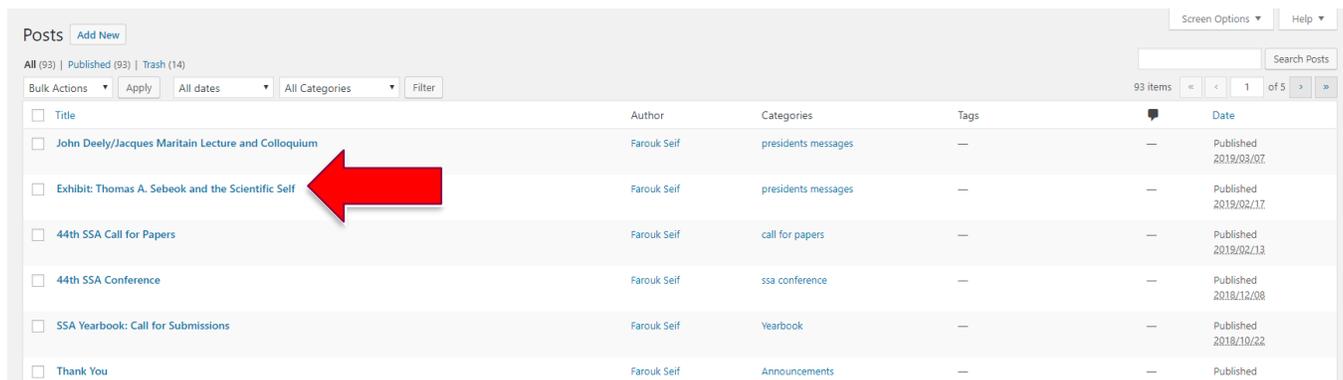
1. From the dashboard of your website, click on the “Posts” link located on the gray menu bar on the left side of the page.
2. From the Posts page, click the title of the post you would like to add a category to.
3. If the settings menu is not opened on the right side of the post editor, open it by clicking on the gear icon, located in the top-right of the page.
4. On the settings menu, make sure the “Document” settings are selected rather than “Block.”
5. Click on the “Categories” section to expand it.
6. To add an additional category to your selected post, click on a category name to mark its check box and then click the blue “Update” button, located at the top-right of the page.
7. To create a new category to add to the post, start from step 5 and click the “Add New Category” link located below the list of existing categories.
8. Type a category name and choose a parent category if desired, then click the “Add New Category” button. The new category will be added to the list described in step 6.

# Pictures

## Step 1:



## Step 2:



## Steps 3-5:

### Exhibit: Thomas A. Sebeok and the Scientific Self

Classic



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## Steps 6-8:

### Exhibit: Thomas A. Sebeok and the Scientific Self



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