How to Add Categories and Subcategories in WordPress

WordPress explanations · https://www.hyyat.com/en/knowledgebase/how-to-add-categories-in-wordpress/

> **In short:** In the dashboard go to **Posts → Categories**, type the category name, choose a **Parent Category** if you want a subcategory, then click **Add New Category**. Then select it for any post from the sidebar while editing.

Steps to add a new category

1. In the dashboard go to **Posts → Categories**.
2. Type the **Name** as visitors will see it.
3. Type the **Slug**, the part that appears in the URL; keep it short.
4. For a **subcategory**, choose its main category under **Parent Category**.
5. Add a short **Description** if you like; some themes show it on the category page.
6. Click **Add New Category**.

Assign posts to a category

- **One post:** while editing it, tick the category under **Categories** in the sidebar and click Update. See how to add a post in WordPress.
- **Many existing posts at once:** in **Posts → All Posts** tick the posts, choose **Edit** from Bulk actions and click Apply, tick the category, then click **Update**.

Default category and deleting categories

- Any post without a category goes to **Uncategorized**. You can rename it or choose another default in **Settings → Writing**.
- Deleting a category does not delete its posts; they move to the default category.

To show the category in your site menu, see how to add menu items.

Video tutorial (Arabic)

Embedded media: https://www.youtube-nocookie.com/embed/kVXT7_bFVWI?feature=oembed

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Related guides

- Disabling WordPress Plugins from cPanel
- How to Add and Remove Menu Items in WordPress
- How to Enable HTTPS on Your Website
- How to Add a New Post in WordPress (Step by Step)

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