

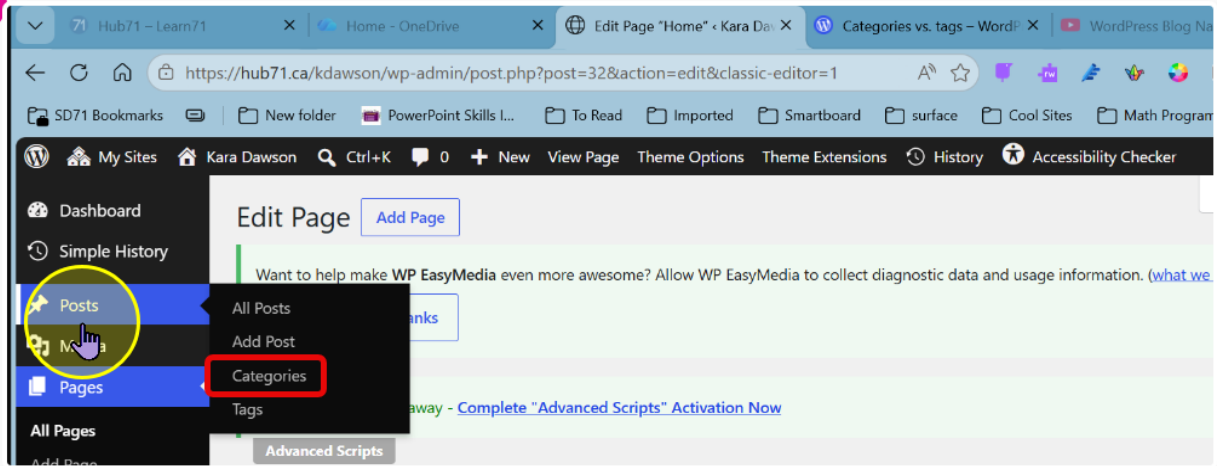
# Using Categories to Organize your Blog

Categories organize blog posts into broad topics, while tags add specific keywords that help readers find related content across different categories.

There are a few different ways to create the categories:

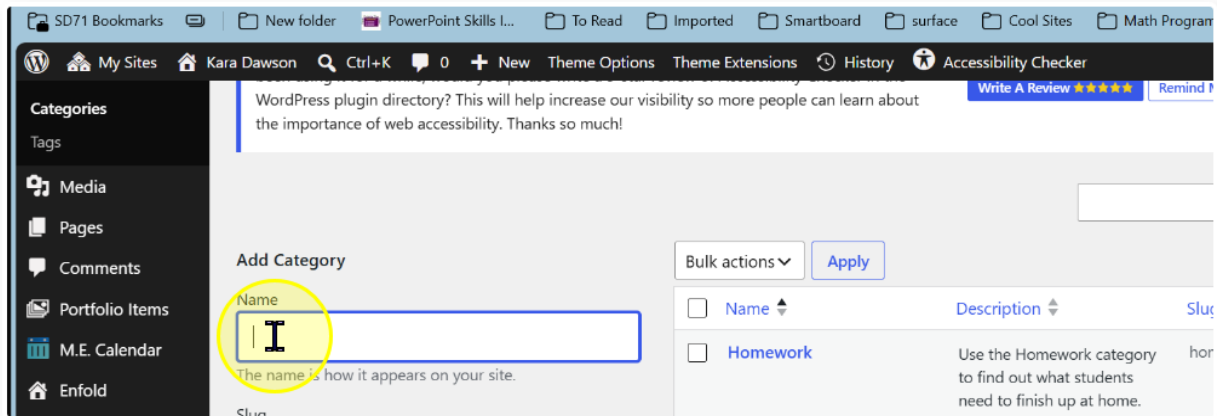
1

Click on **Posts** on the left and then **Categories**.



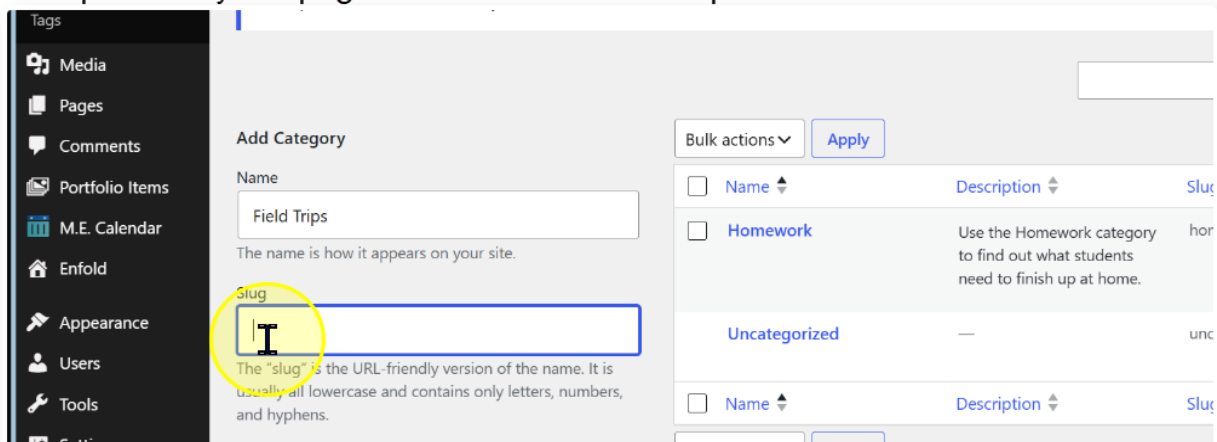
2

Give your post a name.

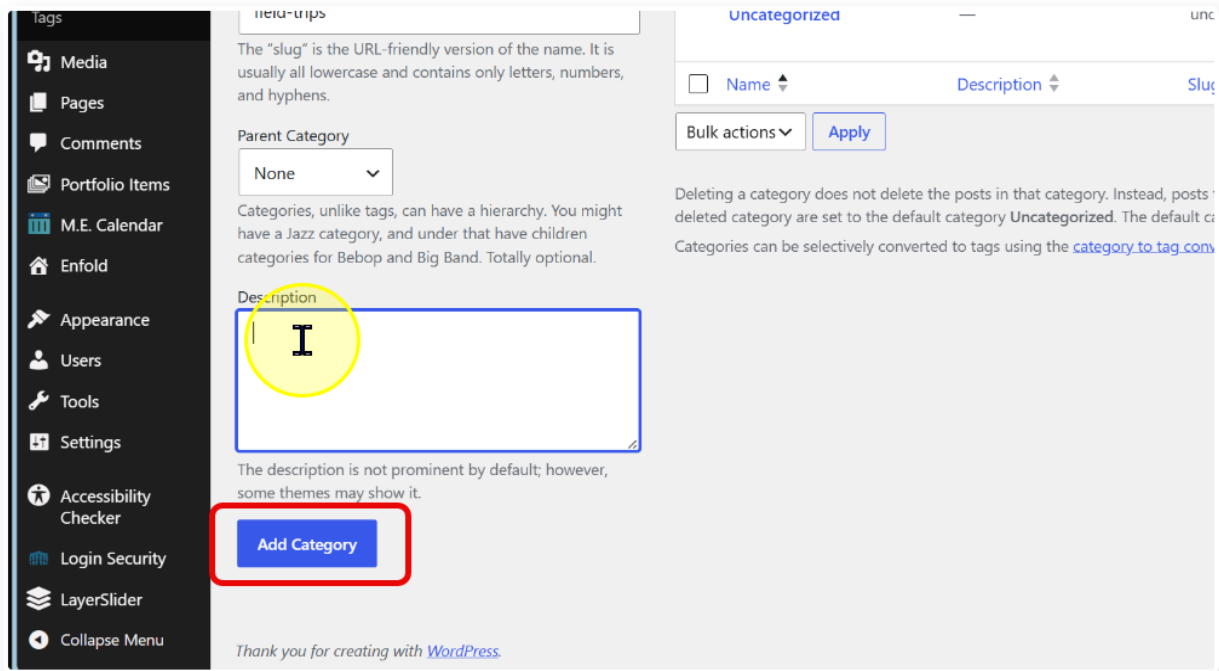


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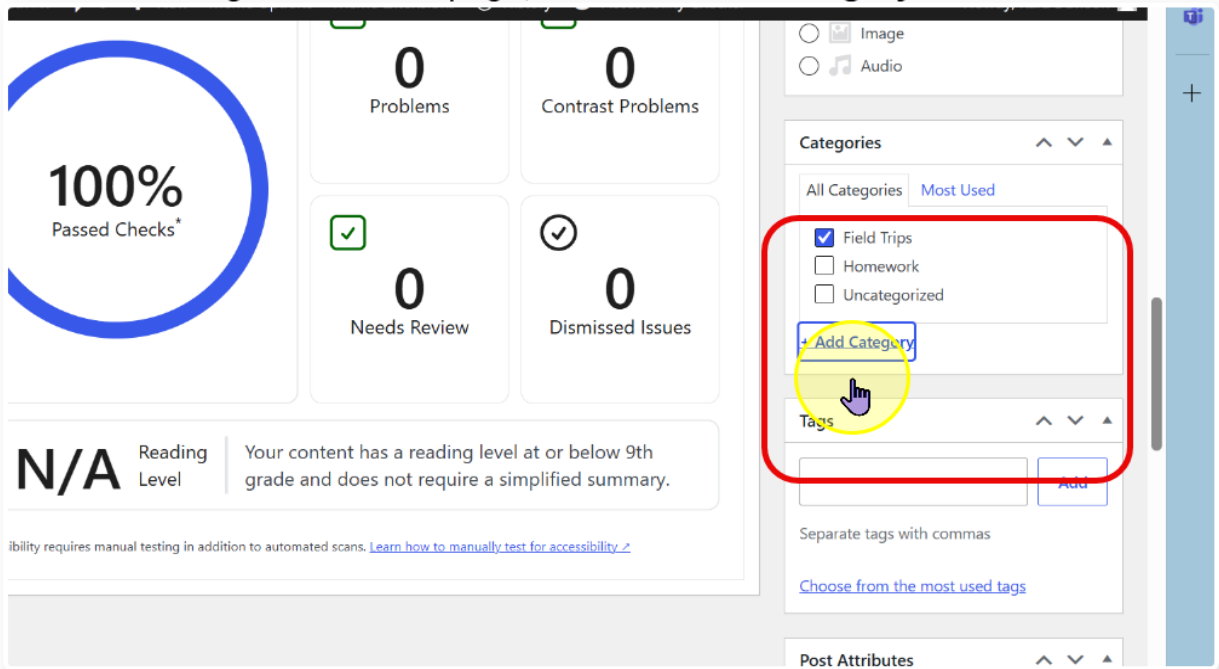
Give your post a "slug". A slug is the web-friendly part of a blog post's URL that helps identify the page. Use a - instead of a space.



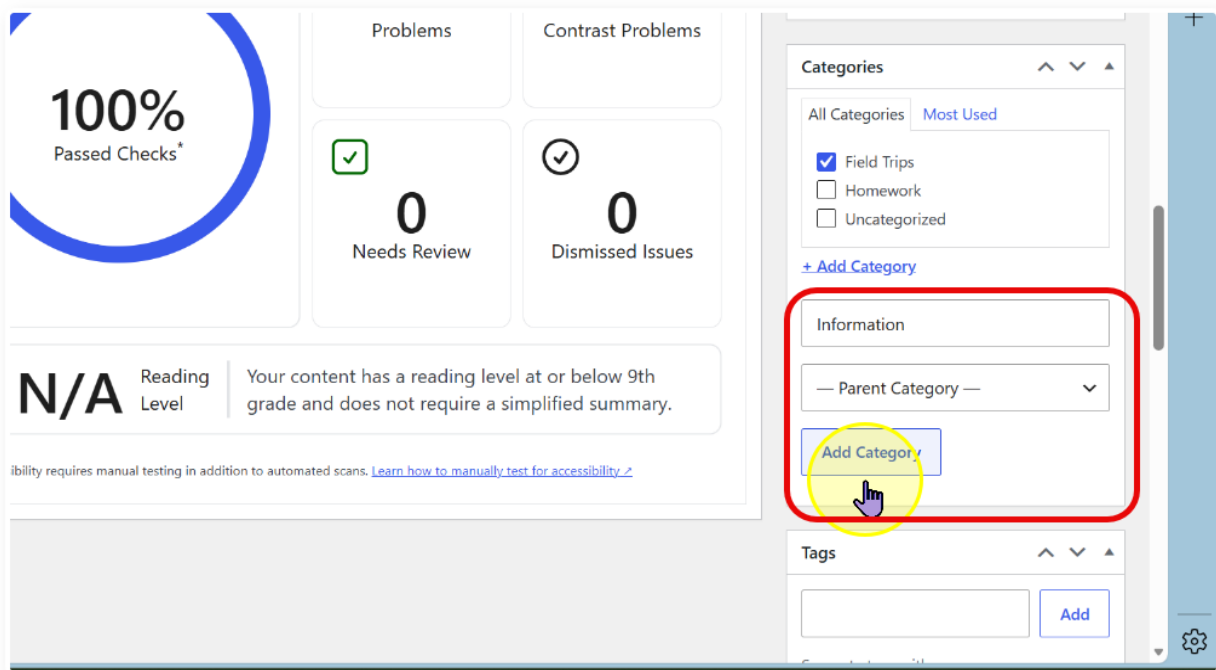
**4** Give your category a short description and then click on **Add Category**.



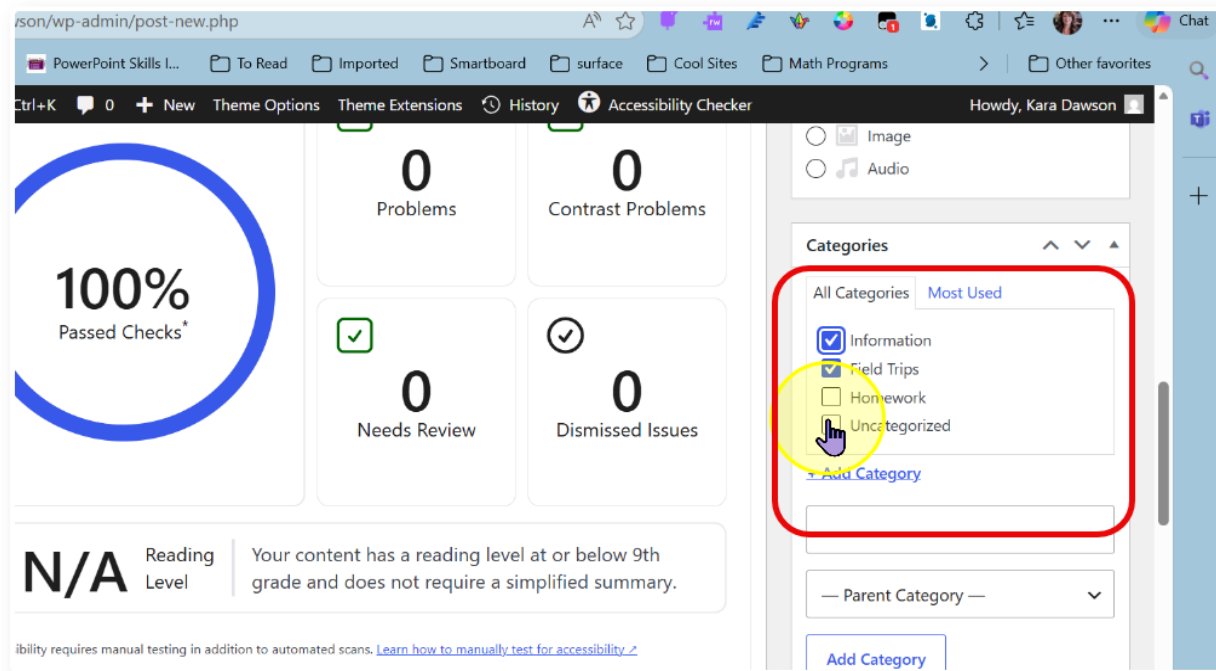
**5** You can also create categories when you are writing a post by scrolling down and on the right side of the page, click on **+ Add Category**.



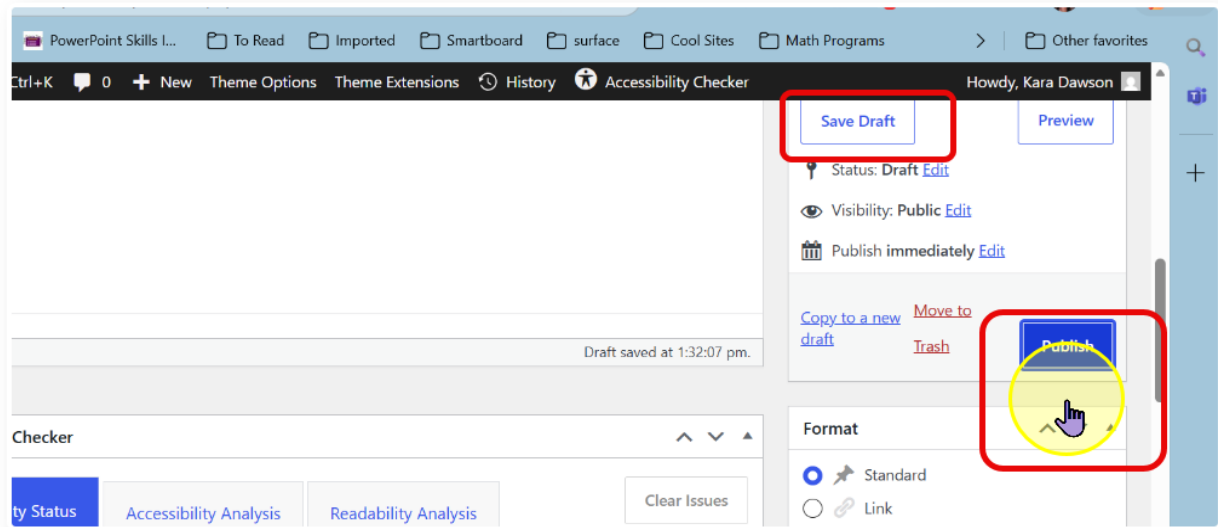
**6** Give your new Category a name and click on **Add Category**.



**7** To assign your blog post to a category, scroll down and look on the right side of the page to see the list of categories you created. Click to add a check mark to the categories your post fits into (or create a new category).



8 Don't forget to click on **Publish** or **Save Draft** to save.



9 Your readers can click on category names on the right side of the page to see all the posts that you have put into that category.

