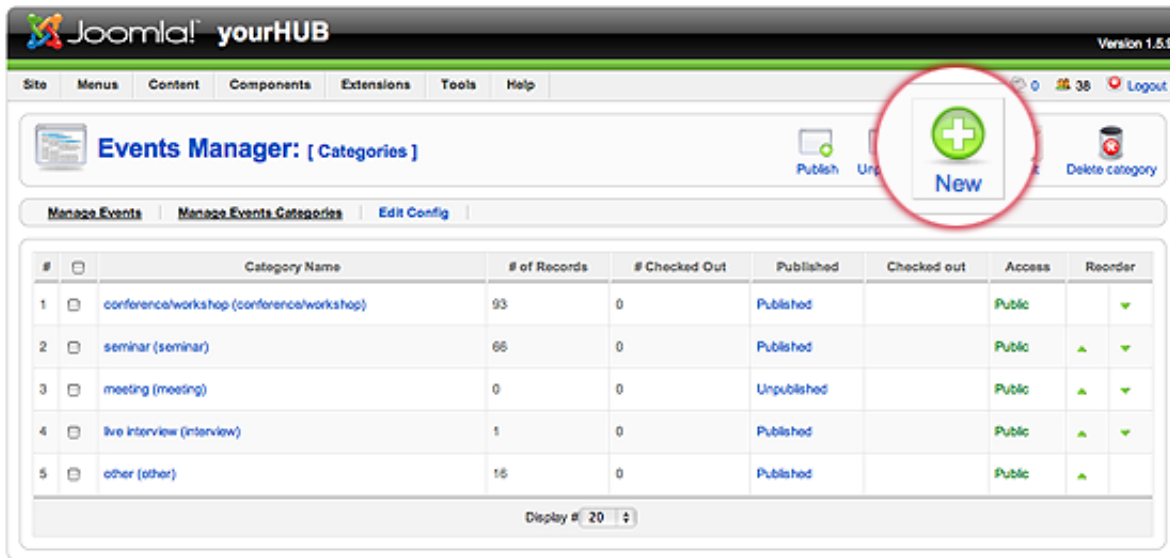


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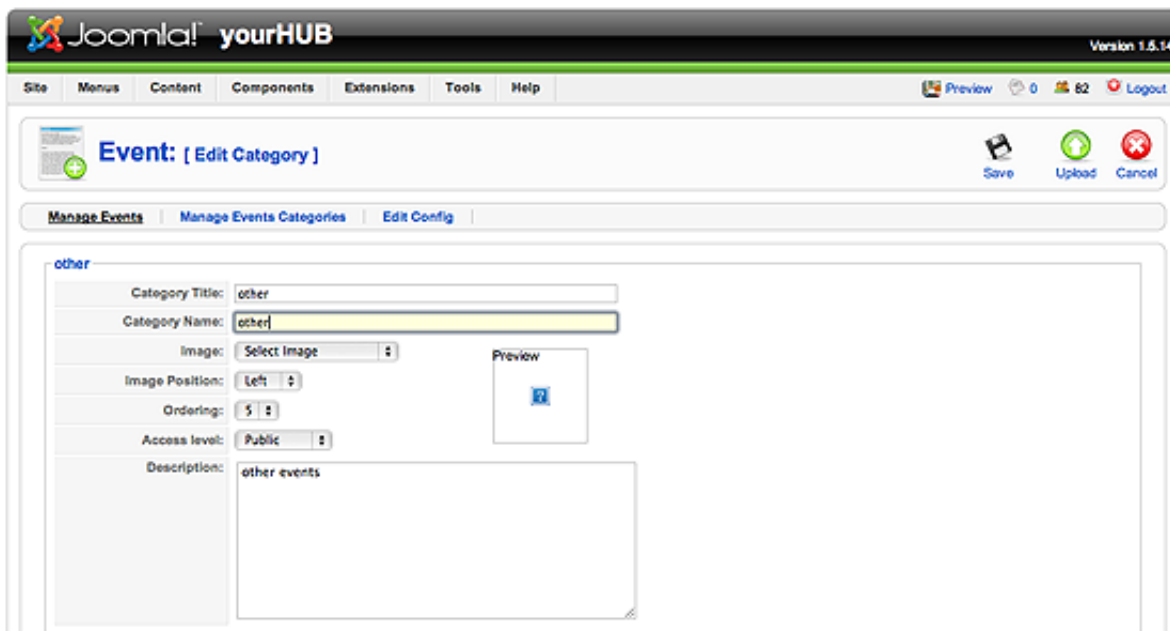
Creating a category

Click “New” (green circle with a plus sign) in the upper right portion of the page.



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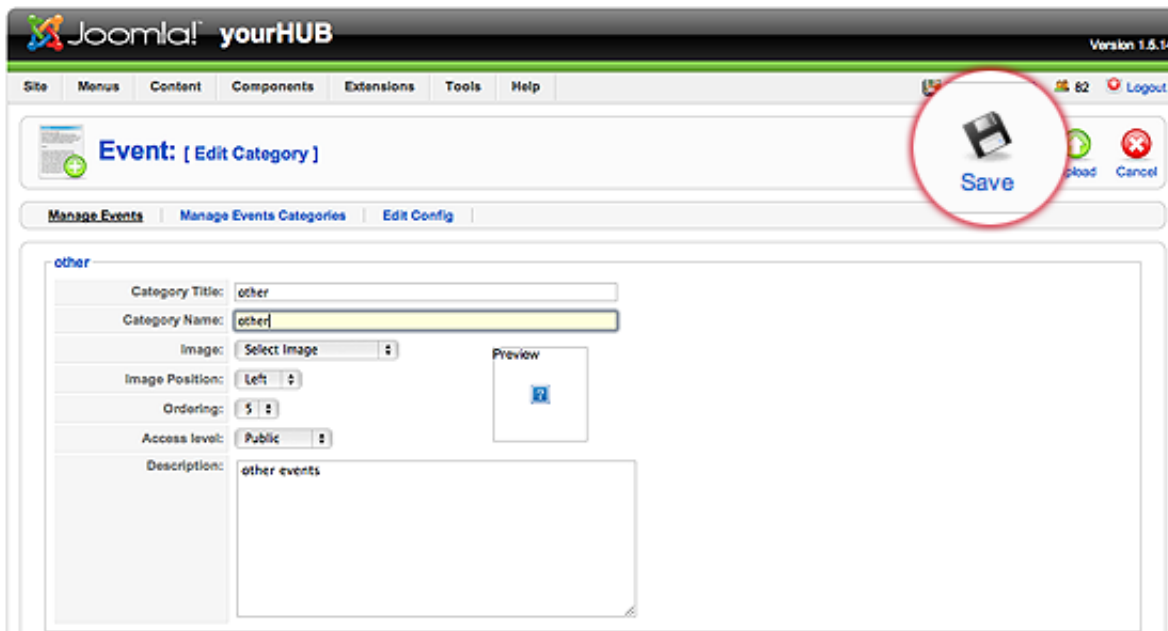
You will be presented with a form to enter your new category. Only the field labeled “Title” is required.



When done, click “Save” (the icon that looks like a floppy disk) in the upper right portion of the

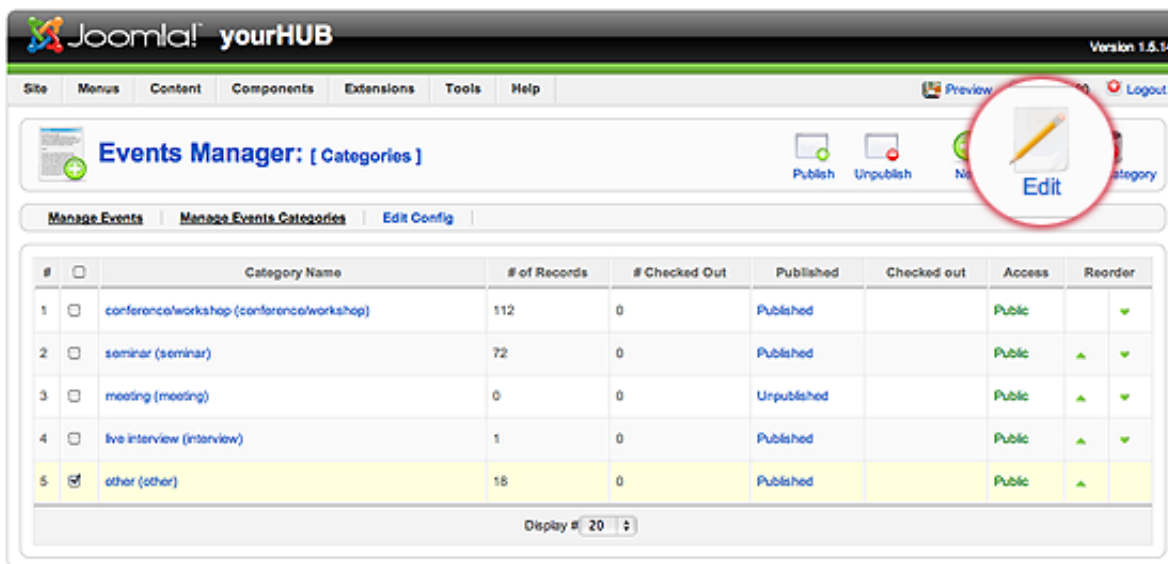
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page.



Editing a category

To edit a category, click the title in the category listing or check the box next to the title and click the "Edit" button in the upper right of the page.



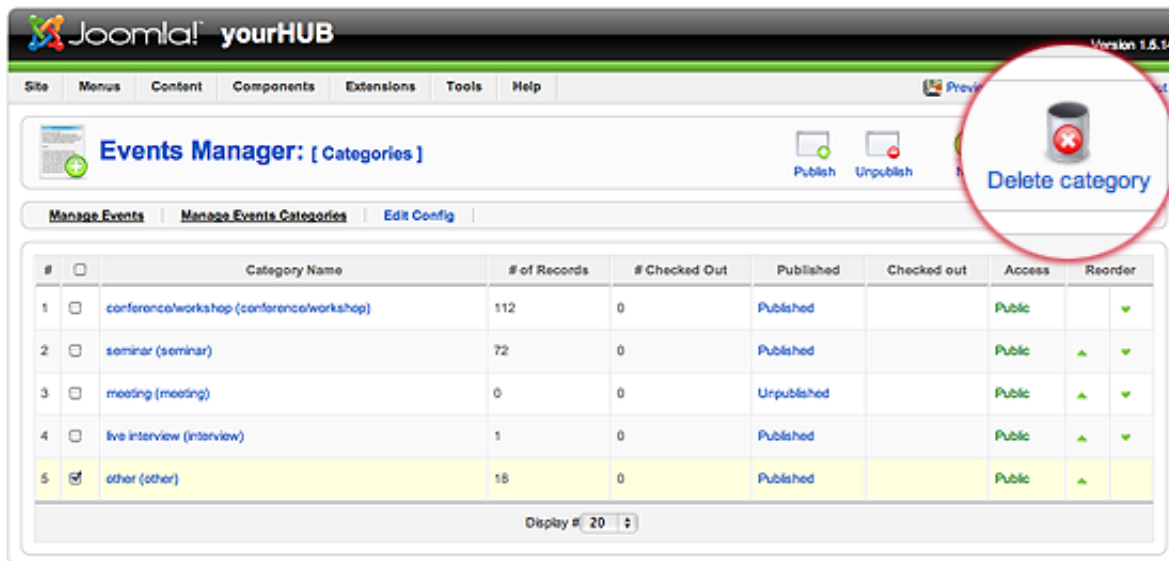
All other steps are identical to category creation above.

Deleting categories

To delete one or more event categories, check the box next to the category you wish to delete

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and hit the “Delete” button in the toolbar located at the top right of the page.



The screenshot shows the Joomla! Events Manager interface. At the top, there is a navigation menu with options: Site, Menus, Content, Components, Extensions, Tools, and Help. The main heading is "Events Manager: [Categories]". Below this, there are buttons for "Publish" and "Unpublish". A red circle highlights a "Delete category" button, which is represented by a trash can icon with a red 'X' over it. Below the buttons is a table with the following columns: #, Category Name, # of Records, # Checked Out, Published, Checked out, Access, and Reorder. The table contains five rows of data. The last row, "other (other)", is highlighted in yellow and has its checkbox selected. At the bottom of the table, there is a "Display # 20" dropdown menu.

#	Category Name	# of Records	# Checked Out	Published	Checked out	Access	Reorder
1	conference/workshop (conference/workshop)	112	0	Published		Public	▼
2	seminar (seminar)	72	0	Published		Public	▲ ▼
3	meeting (meeting)	0	0	Unpublished		Public	▲ ▼
4	live interview (interview)	1	0	Published		Public	▲ ▼
5	other (other)	18	0	Published		Public	▲ ▼

Display # 20

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