

## Module Preview: Adding Categories

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Categories are used to format content into smaller chunks of information so Web pages are easier for readers to digest. When you think of categories, think of subheadings you might use in print. The category heading becomes the subheading and is followed by topic sentences and read more links, if necessary.

### Module Objectives

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Upon completion of this module,  
You will master the skills necessary to:

- A. Add a category
- B. Format categories for County News

### Tips

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Categories are perfect for adding news stories to your News page. Since the News page also gives you an option to display the stories on your Home Page under County News, be sure to keep a tight format, as illustrated in Exercise B and Figure 3.1.



Figure 3.1 County News Categories



Exercise B: Format Categories for County News

Step by Step

1. From Site Manager, under LEFT NAVIGATION, click News
2. Click Collaborative Webs Launched category name  
Category Detail Information page opens
3. In the Category Detail Information page, click **Source** icon (Figure 3.5)
4. Delete the paragraph markers `<p>` and `</p>` as illustrated in Figure 3.5 and then click **Source**
5. Click **Show on Home Page** check box at the bottom of the screen
6. At the bottom of the screen, click **Submit** to save changes

Additional Information

News page opens



Figure 3.4 Collaborative Webs Launched

The HTML characters display

Line spaces are removed from title, abstract and read more

Category will appear on the News page and on the Home Page under County News

Changes are saved

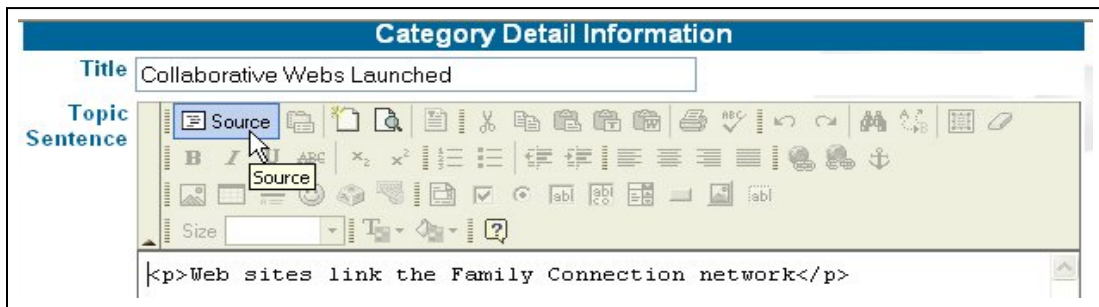


Figure 3.5 Source Code



Figure 3.6 Category Before Formatting



Figure 3.7 Category After Formatting

## Category Samples

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**News**

**The View Newsletter**  
Download the January issue  
[read more](#)


**Georgia KIDS COUNT Release**  
On Wednesday, July 27, the national and Georgia 2005 KIDS COUNT will be released.  
[read more](#)

**Americus Times-Recorder**  
Check out the ATR for the latest in community news.  
[read more](#)

Visions for Sumter  
[www.gafcp.org/fcnetwork/sumter](http://www.gafcp.org/fcnetwork/sumter)

**Welcome**

Cusseta-Chattahoochee Community Connection serves as the local decision-making body, bringing community partners together to develop, implement, and evaluate plans that address the serious challenges facing Georgia's children and families.



**Collaborative Vision**  
All Chattahoochee County children are ready to enter structured early childhood programs and succeed in school.

**Collaborative Mission**  
The Cusseta-Chattahoochee Family Connection will be the catalyst to facilitate change while working to identify problems within the system and identifying available resources to facilitate change and improve conditions for children and families.

Cusseta-Chattahoochee Community Connection  
[www.gafcp.org/fcnetwork/chattahoochee](http://www.gafcp.org/fcnetwork/chattahoochee)



**Announcing New Web Site**  
Columbus Children, Youth & Family Coalition gets new Web site  
[read more](#)

Columbus Children, Youth & Family Coalition  
[www.gafcp.org/fcnetwork/columbus](http://www.gafcp.org/fcnetwork/columbus)

Figure 3.8 Category Samples