

E-course #1. (www.kalamelka.com)

How to create Categories for Products in an e-Store (Zen Cart).

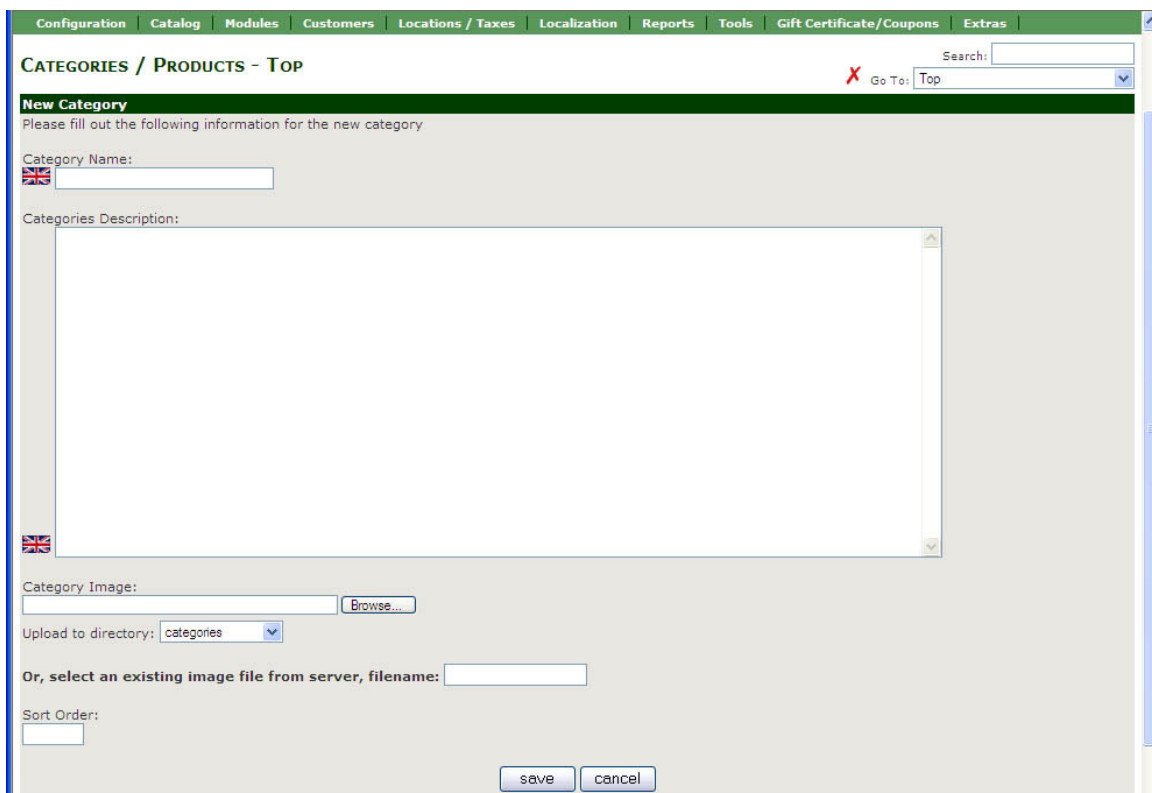
CATALOG→CATEGORIES/PRODUCTS→NEW CATEGORY→META TAGS

Go to a c-panel of your e-store (Zen Cart).

At the top left of the Main Menu you will see the “[CATALOG](#)” button.

Navigate it and select the “[CATEGORIES/PRODUCTS](#)”.

Find the “[NEW CATEGORY](#)”, click on it and you will see this window:



The screenshot shows the 'New Category' form in the Zen Cart administration interface. The form is titled 'CATEGORIES / PRODUCTS - TOP' and includes a search bar and a 'Go To: Top' link. The main content area is titled 'New Category' and contains the following fields:

- Category Name:** A text input field with a small flag icon to its left.
- Categories Description:** A large text area with a scroll bar and a small flag icon to its left.
- Category Image:** A text input field with a 'Browse...' button to its right.
- Upload to directory:** A dropdown menu currently set to 'categories'.
- Or, select an existing image file from server, filename:** A text input field.
- Sort Order:** A text input field.

At the bottom of the form, there are two buttons: 'save' and 'cancel'.

Fill out the requested fields with the information (Category Name, Description) and click the “SAVE” button.

We provided some example for you below:

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Extras

CATEGORIES / PRODUCTS - TOP Search: Go To: Top

New Category
Please fill out the following information for the new category

Category Name:

Categories Description:

Category Image:

Upload to directory:

Or, select an existing image file from server, filename:

Sort Order:

You can create as many categories as you need for your e-store. For example, you see five categories created in this Books e-Store (see the picture below):

Configuration | Catalog | Modules | Customers | Locations / Taxes | Localization | Reports | Tools | Gift Certificate/Coupons | Extras

LEGEND: Status OFF (red dot) Status ON (green dot) Linked Product (yellow dot) Meta Tags Defined: (orange/black icon)

Text Editor: Plain Text Categories/Product Display Order: Categories Sort Order, Categories Name

CATEGORIES / PRODUCTS - TOP Search: Go To: Top

ID	Categories / Products	Model	Price/Special/Sale	Quantity	Status	Sort	Action
4	Business, Computers			1 of 1 active	ON	1	e x m
5	Biology, Medicine, Pharmacy			0 of 0 active	ON	2	e x m
6	Children's Literature			1 of 1 active	ON	3	e x m
7	History, Biographies, Memories			3 of 3 active	ON	4	e x m
8	Advantages, Fantasy, Detectives			3 of 3 active	ON	5	e x m

You can add as many products to every category as you need. In this picture you can see the number of products in every category.

You can perform four **Actions** to every category:

e - edit the category;

x - delete it;

m - copy and make the link to another category;

Orange/Black Image button - turn on/off meta tags.

How to add meta tags to the category?

Click on the **Orange/Black Image button** (when meta tags are not added it stays black), the new

window will come out. Fill up the requested information: the Title (the name of the category), Keywords, Description, and Save it. After you SAVED the Meta tags, you will be back to the previous window. The colour of the image button will turn from black to orange. You successfully added Meta tags to a New Category.

Summary:

Step1. OPEN CATALOG

Step2. SELECT CATEGORIES/PRODUCTS

Step3. SELECT NEW CATEGORY

Step4. ADD META TAGS