

1. First click Content- > Articles -> Categories.

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'SP Page Builder'. The 'Content' menu is expanded, showing 'Articles', 'Categories', 'Featured Articles', 'Fields', 'Field Groups', and 'Media'. The 'Articles' menu item is highlighted. Below the navigation bar, the 'Articles' section is active, showing a list of articles. The left sidebar contains a menu with 'Articles', 'Categories', 'Featured Articles', 'Fields', and 'Field Groups'. The main content area displays a table of articles with columns for 'Status', 'Title', and 'Access'. The table lists several articles, including 'Super Golden Bull Award', 'About Kok Construction', 'What Training Does a Construction Worker Need?', '14 Construction Skills You Need to Land a Job', 'Top 10 Reasons — Why workplace safety is Important?', 'Inari Technology Sdn. Bhd. Bayan Lepas', 'QDOS Flexcircuits Sdn. Bhd. in 11 Months', and 'AVX Corporation in Penano'.

Status	Title	Access
☒	Super Golden Bull Award (Alias: super-golden-bull-award) Category: Main News » Our News	Public
☒	About Kok Construction (Alias: about-kok-construction) Category: Main News » Our News	Public
☒	What Training Does a Construction Worker Need? (Alias: what-training-does-a-construction-worker-need) Category: Main News » Our News	Public
☒	14 Construction Skills You Need to Land a Job (Alias: 14-construction-skills-you-need-to-land-a-job) Category: Main News » Our News	Public
☒	Top 10 Reasons — Why workplace safety is Important? (Alias: top-10-reasons-why-workplace-safety-is-important) Category: Main News » Our News	Public
☒	Inari Technology Sdn. Bhd. Bayan Lepas (Alias: inari-technology-sdn-bhd-bayan-lepas) Category: Main News » Projects	Public
☒	QDOS Flexcircuits Sdn. Bhd. in 11 Months (Alias: qdos-flexcircuits-sdn-bhd-in-11-months) Category: Main News » Projects	Public
☒	AVX Corporation in Penano (Alias: avx-corporation-in-penano)	Public

2. Click New to add new / Select any articles to edit.

The screenshot shows the Joomla! administrator interface for the 'Articles: Categories' section. The top navigation bar is the same as the previous screenshot. The 'Articles: Categories' section is active, showing a list of categories. The left sidebar contains a menu with 'Articles', 'Categories', 'Featured Articles', 'Fields', and 'Field Groups'. The main content area displays a table of categories with columns for 'Status' and 'Title'. The table lists three categories: 'Main News (Alias: main-news)', 'Our News (Alias: our-news)', and 'Projects (Alias: projects)'. The 'New' button is highlighted in red.

Status	Title
☒	Main News (Alias: main-news)
☒	Our News (Alias: our-news)
☒	Projects (Alias: projects)

3. Insert the Title and select the Parent if have. Then click Save.

Articles: New Category

Save Save & Close Save & New Cancel

Title * Alias Auto-generate from title

Category Options Publishing Permissions

Description

Rich text editor with toolbar (Edit, Insert, View, Format, Table, Tools) and content area.

Parent

- No parent -

Status

Published

Access

Public

Language

All

Tags

Type or select some tags

Note