

# **WordPress - Delete Category**

Topics : <u>Wordpress</u> Written on <u>December 15, 2023</u>

Deleting a category in WordPress is a straightforward process. However, before you delete a category, it's important to note that deleting a category doesn't delete the posts within it. Instead, those posts become uncategorized. If you want to reassign the posts to a different category, you should do so before deleting the category. Here are the steps to delete a category:

#### 1. Login to your WordPress Dashboard:

- Open your web browser and go to the login page of your WordPress site.
- Enter your username and password to log in.

#### 2. Access the Categories Section:

- $\circ$  In the WordPress Dashboard, find and click on "Posts" in the left sidebar.
- From the expanded menu, click on "Categories."

## 3. Locate the Category to Delete:

- On the Categories page, you'll see a list of existing categories.
- $\circ~$  Hover over the category you want to delete, and you'll see options like "Edit" and "Delete."

## 4. Delete the Category:

- $\circ\,$  Click on the "Delete" link below the category name.
- WordPress will ask for confirmation. It will also inform you that deleting a category does not delete the posts assigned to it but rather assigns them to the default category (usually "Uncategorized").

## 5. Confirm Deletion:

• Confirm that you want to delete the category.

## 6. Update Posts (Optional):

 If you want to reassign the posts to a different category, you can go to the "Posts" section, select the posts previously in the deleted category, and use the "Bulk Actions" dropdown to assign a new category.

## 7. Confirmation:

• Once the category is deleted, you should see a confirmation message.

Always be cautious when deleting categories, especially if your site has been live for a while, as changes to categories can impact the structure and navigation of your site. Consider whether reassigning posts to a different category or creating a new category would better suit your content organization.

🚯 者 aryatechno 📮 0 🕂 New			You are about to permanently delete these items from your site.		owdy, aryatechno 📃
🍪 Dashboard	Categories		'Cancel' to stop, 'OK' to delete.		▼ Help ▼
🖈 Posts 🔸				Сапсе	Search Categories
All Posts	Add New Category	Bulk actions V Apply			4 items
Add New Post	Name	Bulk actions	Description 븆	Slug 🜲	Count 🖨
Categories			NODEIG	nodo is	0
Tags	The name is how it appears on your site.	Edit   Quick Edit Dele	te   View	node-js	
93 Media	Slug	П РНР	DHD	php	0
Pages	The "slug" is the URL-friendly version of the name. It is usually			P. P	
Comments	all lowercase and contains only letters, numbers, and hyphens.	Uncategorized	_	uncategorized	2
	Parent Category				
Appearance	None 🗸	🗌 Name 븆	Description 🗘	Slug 🜲	Count 🖨
🖌 Plugins	Categories, unlike tags, can have a hierarchy. You might have a				1.11
📥 Users	Bebop and Big Band. Totally optional.	Bulk actions V Apply			4 items
🖋 Tools	Description	Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category			
III Settings		are set to the default category Uncategorized. The default category cannot be deleted.			
Collapse menu		Categories can be selectively converted to tags using the <u>category to tag converter</u> .			

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