



How to Make an Organized Category an Orphan

This guide demonstrates how to take a Category that has already been organized and relabel it as an ***Orphan.***

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INTRODUCTION

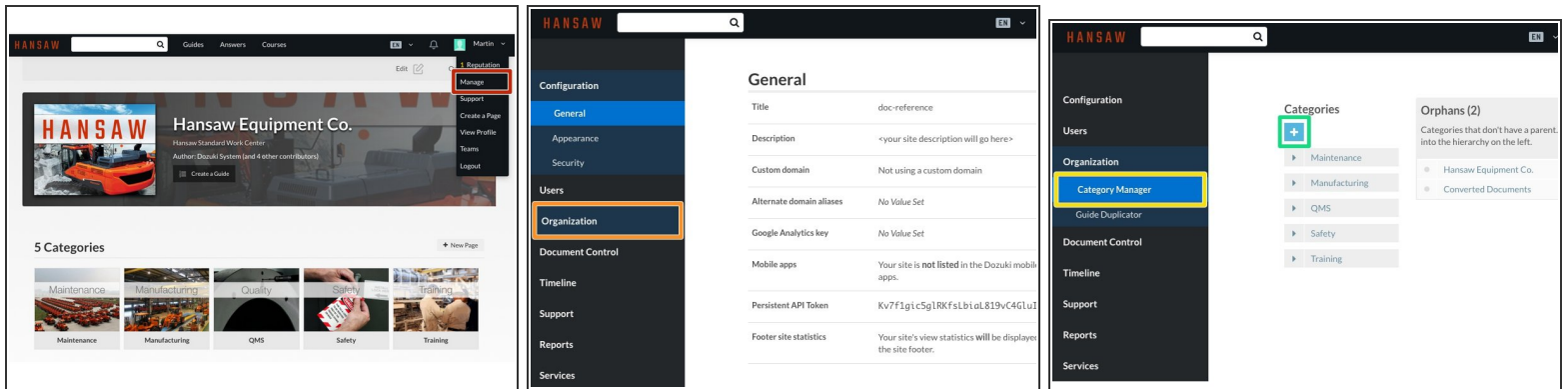
This guide demonstrates how to relabel an **Organized Category** as an **Orphan**.

An **Orphaned** category is beneficial as it prevents users from stumbling across unfinished, obsolete, or inapplicable content.

An **Orphaned** category will not appear within the category hierarchy. Users browsing through your site will not see it. Furthermore, you can [flag any Orphan Category as Private](#). This prevents it from appearing in the search results of unprivileged users.

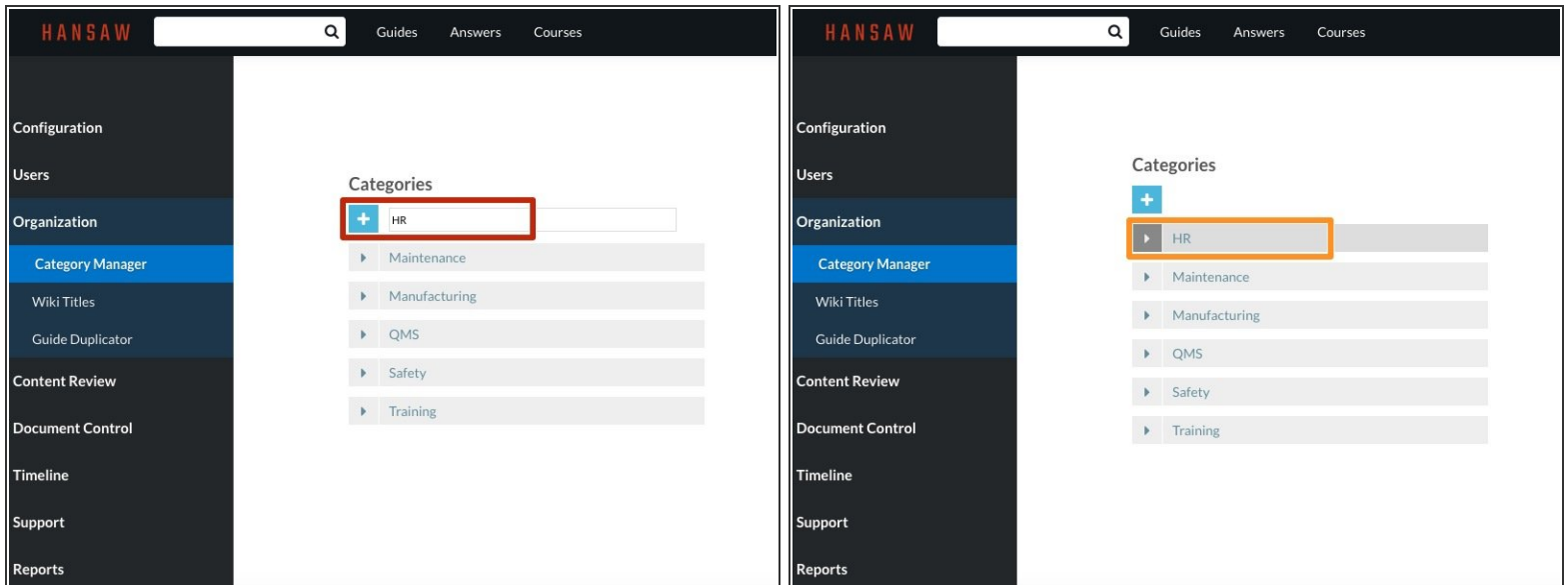
By default, new category pages, created by using the **Create a Page** option (from the user drop-down menu), will be listed in the **Orphan** section of the **Category Manager**.

Step 1 — How to Make an Organized Category an Orphan



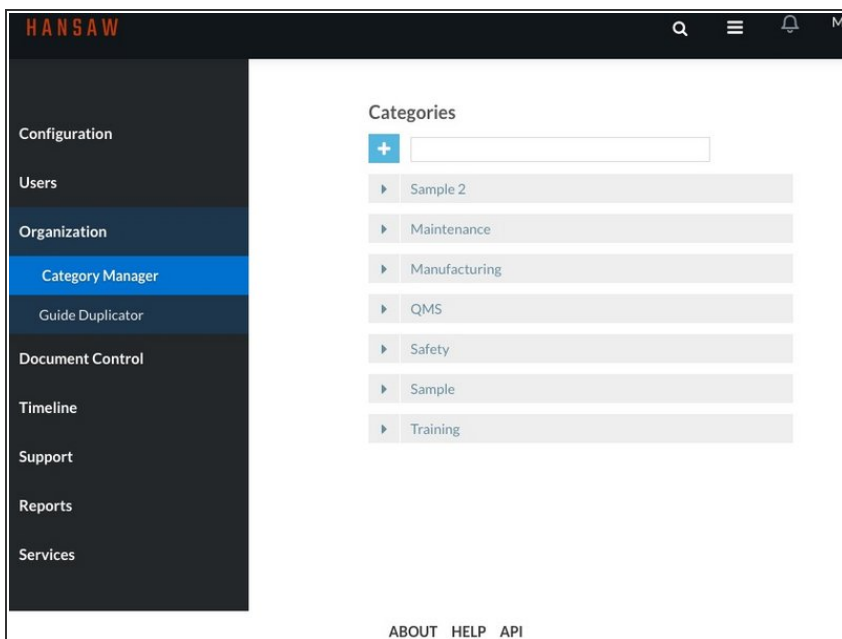
- Click on your user name on the right side of the site header, and select **Manage** from the drop-down menu.
- Select the **Organization** header in the **Manage** menu.
- To open the **Category Manager**, click on the **Category Manager** button.
- Under **Categories**, click the **+** icon to create a new Category.

Step 2



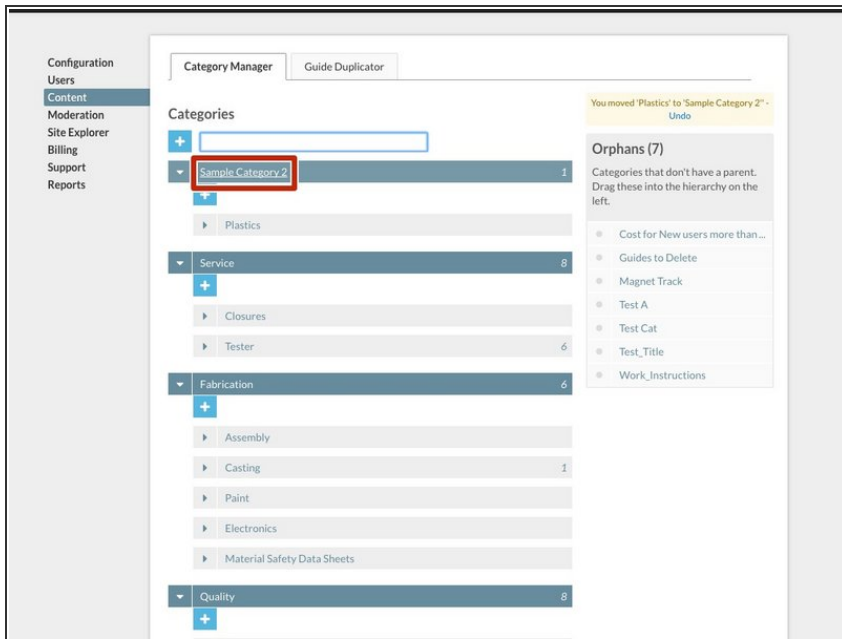
- Type the new category name in the **Add Categories** field.
 - ① This will be a sample or test category, so the name is irrelevant.
- To complete the new category, press the **Return/Enter** key on your keyboard and the new category will be created.

Step 3



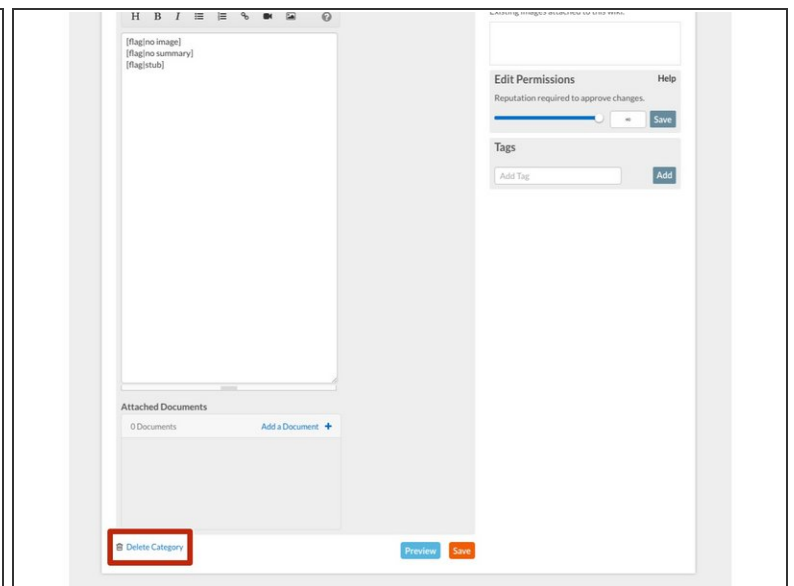
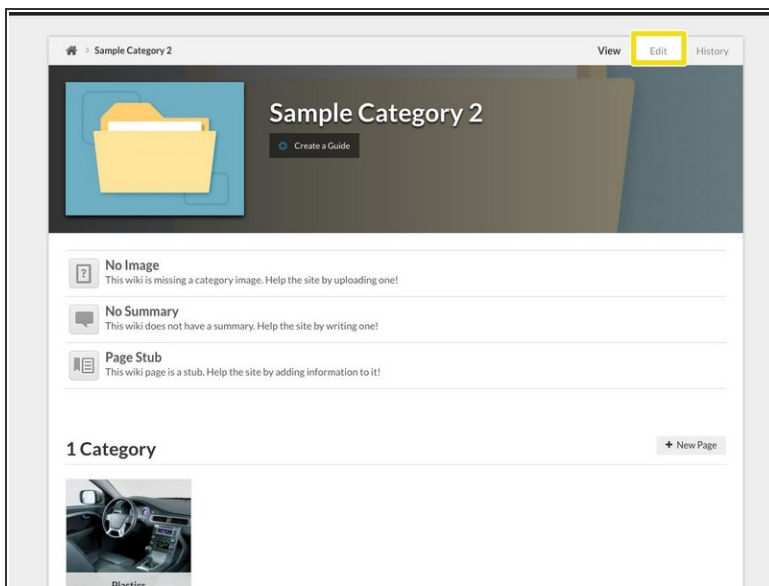
- Drag and drop the category that you want to reorganize as an orphan into this new sample category.

Step 4



- Click on the new sample category.

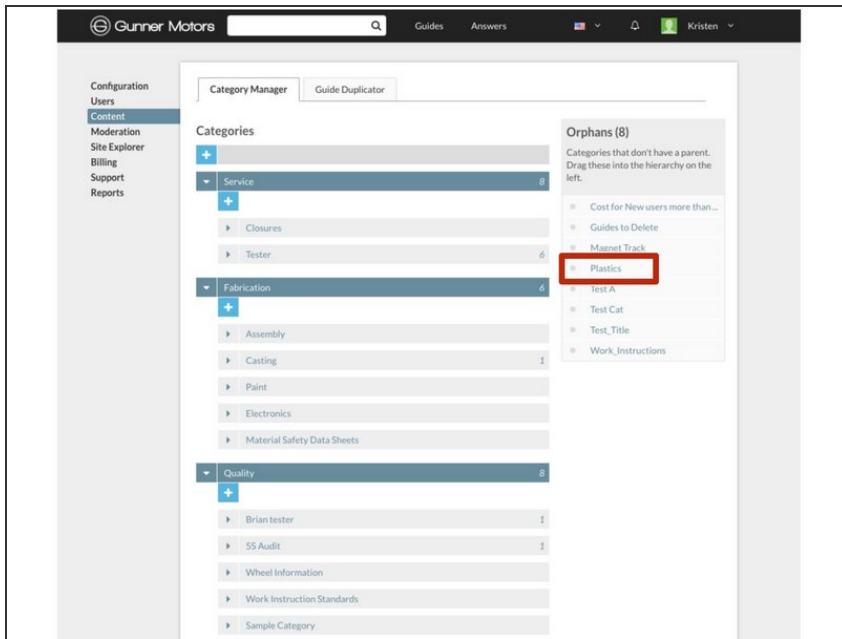
Step 5



- The category that you want reordered will be located inside this sample category.
- Click on the **Edit** tab.
- Scroll down to the bottom of the Edit page and click on the **Delete Category** button to delete the sample category.

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Step 6



- By deleting the parent category, the categories organized within this deleted parent become orphans.
- You should now be able to view the moved category in the **Orphans** section of the **Category Manager**.