

Manual:Extension/BlueSpiceInsertCategory

A [quality version](#) of this page, [approved](#) on *30 July 2020*, was based off this revision.

InsertCategory enables viewing and editing category assignments for a page.

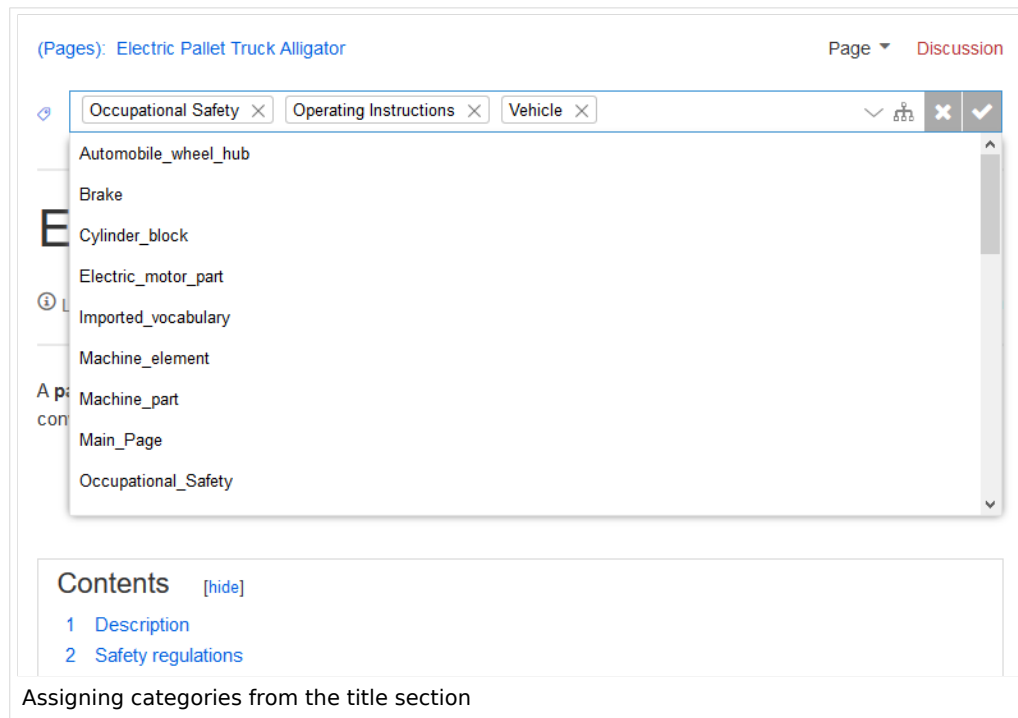
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Assigning categories

Title section

Categories can be assigned to a page directly from the title section in view mode. Any user with edit rights can click on the *tag*-icon above the page title to edit the category assignments.



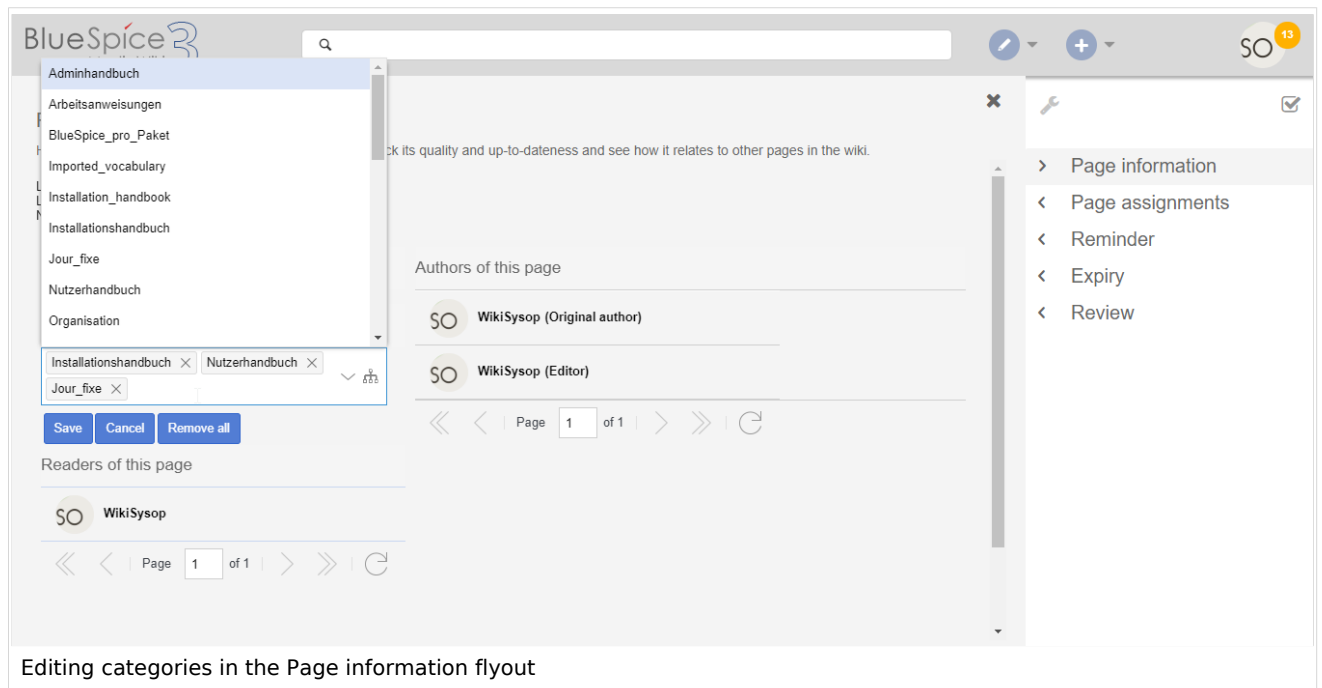
Page information flyout

The page categories can also be managed from the *Page information* flyout in the [quality management tools](#).

To add or remove categories, hover over the this section and click the *edit* button.

Possible actions:

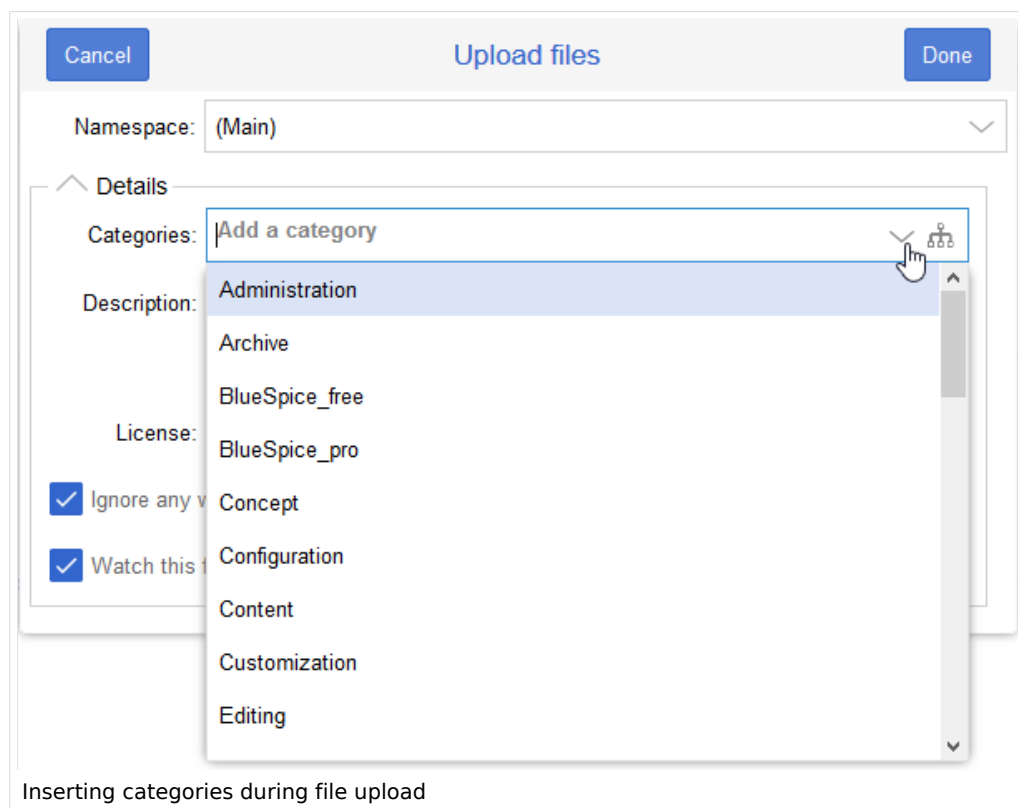
- *Save*: Saves the categories in the input field.
- *Cancel*: Closes the category field without making any changes.
- *Remove all*: Removes all assigned categories from the page.



Editing categories in the Page information flyout

File upload dialog

Categories can be assigned to a file during the file upload. If more files are uploaded simultaneously, the same categories will be applied to all files. Select the categories using the arrow icon or the icon for the hierarchical category tree.



Inserting categories during file upload

Category manager

To manage categories on the wiki level, use the [Category manager](#) page.

Source editing

You can also add to [add categories directly in source editing mode](#).

Configuration

In the [Config manager](#), you can change the following settings:

- [Insert category with its parents](#)
- [Set page categories as default in upload dialog](#)

Related info

- [Reference:BlueSpiceInsertCategory](#)