

Organize products into categories

Group your products into categories and subcategories so shoppers can browse, then reorder or remove them.

Add-on [Online store](#)

Categories sort your products into groups, such as Coffee, Mugs and Gifts, so shoppers find what they want faster. A category can have subcategories inside it.

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

Before you start

- You can have up to 150 categories, and subcategories count toward that number.
- A product can sit in more than one category.

Create a category or subcategory

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Catalog**.
3. Click **Categories**, then **Create a new category**.
4. Choose **A new category** or **A new subcategory** from the menu. For a subcategory, also pick the category it belongs under.
5. Type a name. It can appear in your **Product Gallery**, depending on how the gallery is set up.
6. Add a description.
7. Use the **Category products** menu to choose the products that belong here. To take one out, click the three dots beside it, then **Remove product from category**, then **Remove Product**.
8. In the **Media** section, click to add an image. Choose one from your site or upload a new one, then click **Done**. It shows in the **Product Gallery** and on the category page.
9. Click **Save**.

Change the order

The order here is the order your categories appear in the **Product Gallery**.

1. Go to **Store**, then **Catalog**, then **Categories**.
2. Move your pointer over a category, then drag its six dot icon to the position you want.

A subcategory can move up or down within its own category, but not into another one.

Delete a category

1. Go to **Store**, then **Catalog**, then **Categories**.
2. Click the three dots next to the category and choose **Delete category**. For a subcategory, click the arrow to open its category first.
3. Click **Delete** in the pop-up.

A deleted category can't be brought back. Products that were in a deleted subcategory move up to the level above it.

Show your categories to shoppers

To list your categories in your site menu, see [Add store categories to your menu](#). To display them on any page, see [Show products on any page](#).

Tips

- Keep names short and plain, the way a customer would ask for the item.
- A clear image makes a category easier to spot.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want us to organize your categories? Email your business name and which products go where, and we'll take care of it. We reply within one business day.

Related guides: [Add a product](#) · [Add store categories to your menu](#) · [Show products on any page](#) · [Edit many products at once](#)

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