

How to define and assign entry categories?

Categories are built in a tree-like hierarchy where each category can include multiple sub-categories. You can add, remove, and edit categories from the Categories Tab. You can assign a media entry to a specific category from the Entries Tab.

To assign an entry to a specific category

1. Go to the Content tab and select the Entries tab.
2. Click on the Entry.
3. Enter the Category in the Metadata tab.
4. Click Save and Close.

To remove an entry from a category

1. Go to the Content tab and select the Entries tab.
2. Click on the Entry.
3. Remove the category settings in the Metadata tab.
4. Click Save.

When you click Delete in the Entries table, the entry will be deleted from the account and not only from the category that is currently selected. See [How to Delete an Entry in the KMC](#).