

# How To Remove The Uncategorized Folder From Posts

*Your WordPress Blog will automatically place your blog posts in the "Uncategorized" category, causing each of your posts to display this at the bottom of the page. This article will show you how to delete that category to efficiently categorize your blog posts.*

## Step 1: Sign Into The WordPress Admin Area Within Your CHI Account

1. Navigate to the WordPress tab within CHI

2. Click on the domain name associated with the WordPress account you are looking to categorize.

3. Click "Go to WordPress Admin Area"

**Step 2: Go To The "Categories" Page Within The "Posts" Tab In The WordPress Admin Area**

### **Step 3: Add A New Category**

Before you can delete the “Uncategorized” category, you will need to create a new category for your posts.

1. Fill out the information for your new category.
2. Click “Add New Category.”

### **Step 4: Move All Posts To Your Newly Created Category**

1. Navigate to the “All Posts” page within the “Posts” tab.

2. Select "Quick Edit" under your post.

3. Change the category from "Uncategorized" to your newly created category.

4. Click "Update"

5. Repeat this process for all other posts.

### **Step 5: Change The Default Post Category**

1. Navigate to the "Writing" section under the "Settings" tab.

2. Change the "Default Post Category" to your new category.

3. Change the "Default Mail Category" to your new category.

4. Click "Save Changes."

**Step 6: Delete The "Uncategorized" Category**

1. Navigate back to the "Categories" page under the "Post" tab.

2. Check the box next to the "Uncategorized" category.

3. Click the "Bulk Actions" dropdown menu.

4. Select "Delete."

5. Click "Apply."

