

CONTENT MANAGER: CATEGORIES

- Categories are labels which you apply to entire kits.
- A kit can be in any number of categories.
- You can create as many categories as you need.
- Kits can be in multiple categories.
- Categories can be created according to your personal method of organization.
- Categories can be organized by theme (Christmas, school, baby), by colors, by style (grunge, floral, vintage), by type (papers, overlays, alphaset), by designer, or by a combination of these or other methods.
- Having kits in multiple categories does not create multiple copies of the kit.

ADDING CATEGORIES

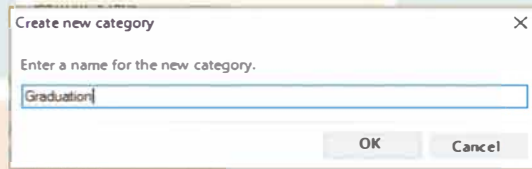
There are no built in categories in Artisan 6. To organize your content by category it is necessary to create your own. This is easy to do, and enables you to categorize your digital art according to your own personal system of organization.

To add a new category:

1. Click on the Categories folder in the Organize panel on the left side of the screen.
2. Click the drop down arrow and choose *Add a category*.



3. Type the category name in the 'Create new category' box.
4. Click OK.



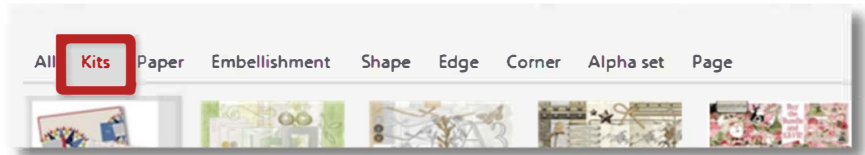
Note:

- Categories must be created one at a time.
- Category names can have multiple words - to create a multiple word category use quotation marks e.g. "Summer Vacation"

CONTENT MANAGER: ADDING KITS TO CATEGORIES

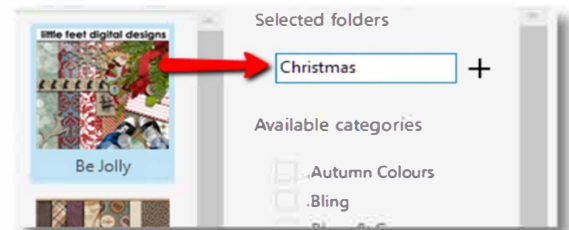
There are 3 ways to add kits to categories. Each one will produce the same result. Choose whichever method you prefer. (Methods listed in no particular order)

To add kits to categories, you must be on the *Kits* tab in Content Manager. Categories are applied to entire kits.



METHOD 1

1. Click on one or more art kits to select them. Multiple kits can be added to a category at the same time.
2. Type the category name in the text box at the top of the list on the right side of the page.



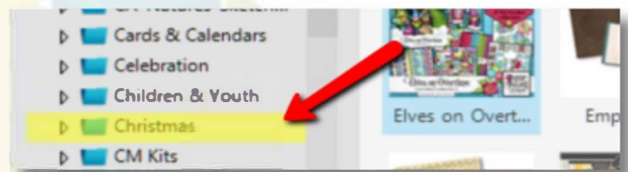
NOTE:

- If you type the name of an existing category, that category will be selected.
- If you wish to add a new category type the new category name.
- Type carefully as mistakes will result in a new category being created.

-- OR --

METHOD 2

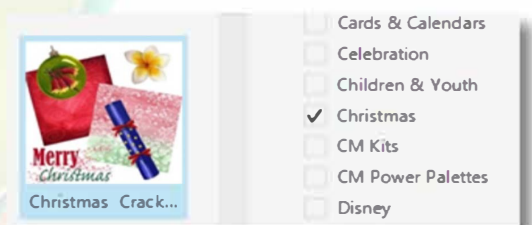
Select the art kit or kits. Scroll down the category list on the left side of the screen until you find the desired category. Drag & drop the selected kits on top of the chosen category.



-- OR --

METHOD 3

Select the art kit or kits. Scroll down the category list on the right side of the screen until you find the desired category. Click the check box next to that category or categories. More than one category can be selected at the same time.

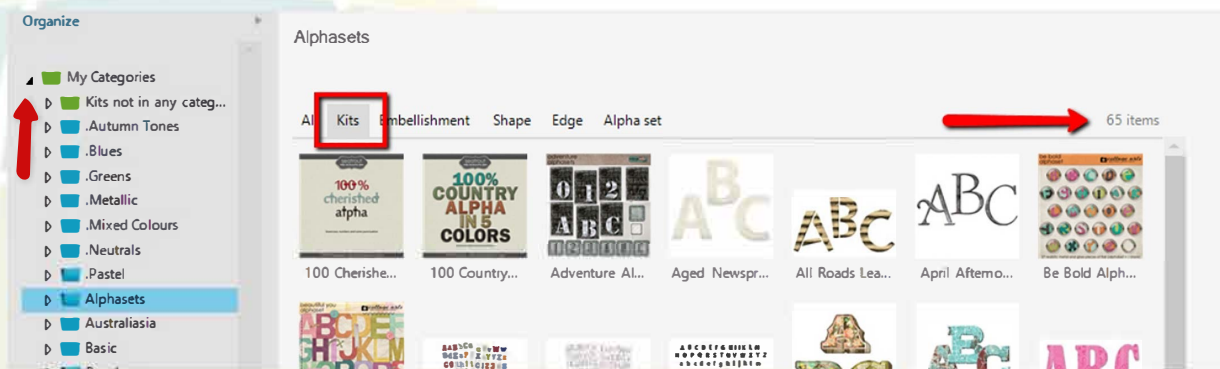


CONTENT MANAGER: USING CATEGORIES

VIEWING CATEGORIES IN CONTENT MANAGER

To view your categories in Content Manager scroll down to the *My Categories* folder. You may need to click the little arrow to expand the folder. Clicking on each category will display the kits included in that category.

Click on the Kits tab to view the kits within that category, or click on the other tabs (Paper, Embellishment etc.) to view the contents of those kits. Note the count at the top right of the number of kits (or papers, embellishments etc) in that category.



USING CATEGORIES TO SELECT CONTENT

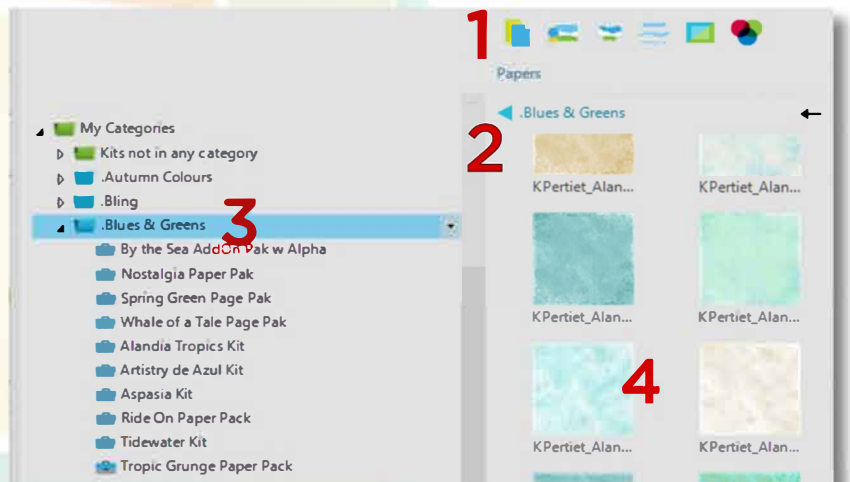
To use a category to find an element when you are working on a page:

1. Choose the type of element (e.g. paper or embellishment) from the icons above the operations panel.

2. Click the blue arrow at the top of the operations panel. to pop out the content browser.

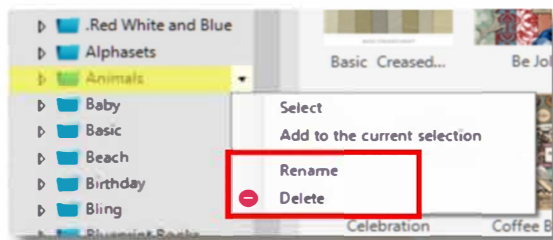
3. Click the chosen category to view all the content in that category, or click the small triangle to expand the folder to select an individual kit.

4. The elements in the selected category or kits will appear in the Content Panel.



CONTENT MANAGER: USING CATEGORIES

DELETING OR RENAMING CATEGORIES



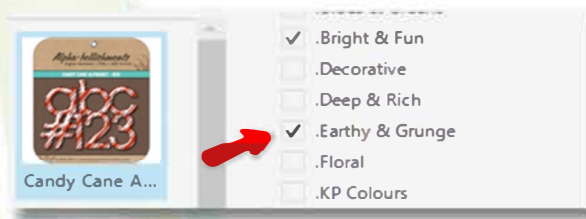
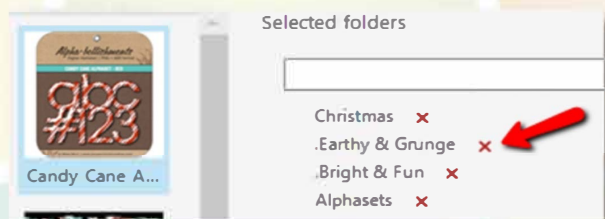
To delete an unwanted category, locate it in the categories list on the left side of the screen. Click the drop-down arrow and choose *Delete*. You can also change the name of a category by choosing *Rename* on the same menu.

REMOVING A KIT FROM A CATEGORY

Click on the kit to select it. The applied categories will display on the right side of the screen. To remove a category click the red 'x'.

-- OR --

Click on the kit to select it. Scroll through the categories list to find the unwanted category. Uncheck the check box to remove the kit from that category.



KITS NOT IN CATEGORIES

At the top of the *My Categories* folder on the left side of the screen, click the *Kits not in any category* selection to display all uncategorized kits. Click the *Kits* tab, and at the top right of the display, there is a count indicating how many kits remain uncategorized. Click any of the other tabs to view the elements within the uncategorized kits.

