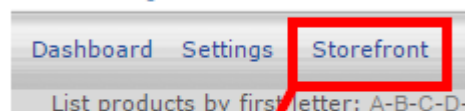# Add a Storefront Category

1. Access the Storefront .

2. Select **Storefront** from the main menu.

3. Select **01 Products** to open the Product Menu.

4. Select **Add** under Categories to create a new category.
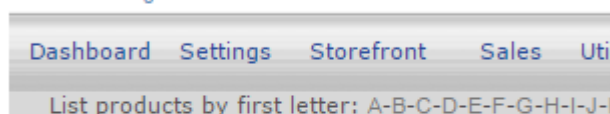
5. Fill out the **Add Category** form. See the table below for an explanation of the fields on this form.

Add Category

Description [   ]

Parent
Category   [Root   ▼]

Details   [   ]

Keywords   [   ]

Image file [   ] You can upload and
name   assign an image in next screen

Active   Yes ☑

[Save]

6. **Save**.

Add Category

Form Fields	Explanation
Description	This is the category name that will be displayed in your store when people browse the store by category, together with the category image.
Parent Category	Select root to create a brand new category. Select an available category from the drop-down menu to create a subcategory that belongs to the parent category you select.
Details	Add more information not available in the description field. The text you enter here will show as a detailed view when customers click on the category.
Keywords	Add as many simple terms as you like, each separated by a comma, to help customers using the search tool.
Image File Name	Enter the file name for the category's general image. Make sure that the image has been uploaded first.

Add Category

Form Fields	Explanation
Active	Select the checkbox to make this category active and visible on your storefront.

Newly added categories will automatically be populated and available as selections when you post new products to the storefront. The category options are based on the store you select (for clients who have more than one store set up).