

What are categories and how do I add an article to a category?

Q: What are categories and how do I add an article to a category?

What are categories?

Categories are a way of organizing Knowledge Base articles into groups by topic. Users can browse the categories to obtain knowledge on a topic area instead of searching for a specific answer. Note that not all Knowledge Base articles are included in the category structure. They are only added when authors add articles to the categories.

Where are the categories?

You can get to the categories by clicking on the "See More..." link in the "Browse KB Categories" section on the Knowledge Base home page.



The Knowledge Base

Ask • Find • Share

Browse KB Categories

- [Certificates](#)
- [Business Apps](#)
- [Educational Technology](#)
- [Email, Calendar & Collaboration](#)
- [Network & Wireless](#)
- [See More...](#)

Help

- [Request Help](#)
- [Report security incident](#)

Get answers. Share expertise. Collaborate. For 'Hermes' and facilitated by Information Service:
The Knowledge Base welcomes participation from the MIT community. [Learn more...](#)

System Status

- ✓ [General Services](#)
- ✓ [Academic Services](#)

Most Popular

- [MIT voice mail](#)
- [Iperia to Unity](#)

How do I navigate the categories?

The category headers are listed in the left-hand column. Click on a plus sign to expand a section of the tree or click on a minus sign to collapse it. Click on a category's name to see the list of articles in that category.

- The Knowledge Base
 - Accounts & Passwords (Authentication)
 - Announcements
 - Business Apps
 - Educational Technology
 - Email, Calendar & Collaboration
 - Glossary of IT terms
 - Hardware
 - Burning CDs - ISO Images
 - Computer Repair - Hardware & Software
 - Desk Phones -
 - Hardware Recommendations
 - Laptop Loaner Program -
 - Printers & Printing
 - Recycling & Sustainability
 - Theft Deterrents -
 - IS&T (Student Jobs, About, Internal)
 - Libraries
 - Miscellaneous
 - Network & Wireless
 - Office Suites and Software
 - Operating Systems
 - Security
 - Telephone & Mobile Devices
 - Training
 - User Help
 - Virtualization (VMware)
 - Web, Data & Servers

Choose from a Category in the tree on the left
Click on a  plus sign to expand a section of the tree or click on a  minus sign to collapse it.
Click on a category's name to see the list or articles in that category.

How do I add an article to a category?

You add articles to categories by adding the category label to the article. Category labels are formatted c-categoryname. You can find the category label for any category by navigating to that category and scrolling to the bottom of the list of articles in that category. The category label will be listed in the blue highlighted text box. For instructions on how to add labels to articles see: [How do I add labels to an article?](#). If you have trouble finding a category, see: [How can I find a category without digging through the category tree?](#)

- The Knowledge Base
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 - Computer Repair - Hardware & Software
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Articles in "Recycling & Sustainability"

- Configuring Energy Savings Mode For Windows XP (IS&T Contributions)
- Guidelines for Personal Computer Energy Savings (IS&T Contributions)
- How can I be more eco-friendly when printing my documents on Athena? (IS&T Contributions)
- How Do I Get Rid of My Old Computer Equipment? (IS&T Contributions)
- Is my MITvoip phone energy efficient? (IS&T Contributions)
- IT Energy at MIT Initiative - Configuring Energy Savings Mode For Windows Vista (IS&T Contributions)
- IT Energy at MIT Initiative - Configuring Energy Savings On Your Computer (IS&T Contributions)
- IT Energy at MIT Initiative - Configuring the Energy Saver for Mac OS (IS&T Contributions)
- My computer is broken and I want to recycle it (IS&T Contributions)
- My work group is about to buy a new printer and wants it to be as green as possible. What features should we look for? (IS&T Contributions)
- Recycling and disposal of old computer equipment (IS&T Contributions)
- What is the energy footprint of Athena clusters? (IS&T Contributions)

To link articles into this category tag them with the label "c-sustainability".

Create a new article