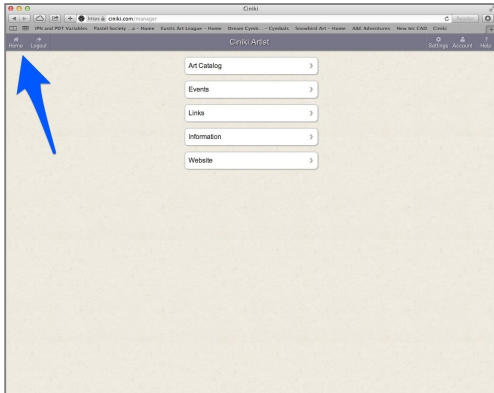


How do I change a category name?

If you would like to change a category name in your Art Catalog, follow these steps.

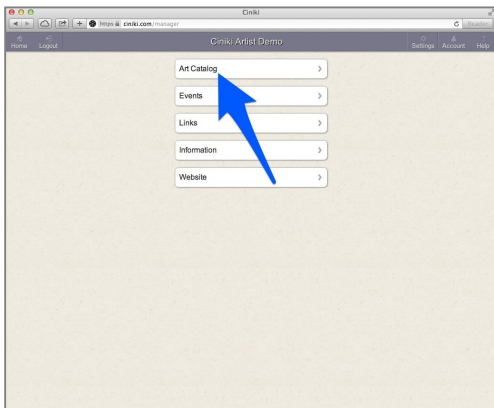
Step 1 of 6 - Click Home



Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

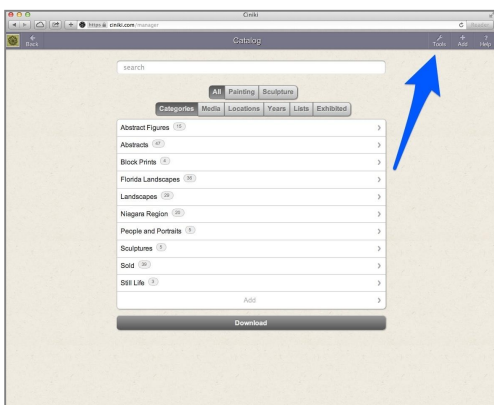
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.

Step 2 of 6 - Click on Art Catalog



Open your Art Catalog.

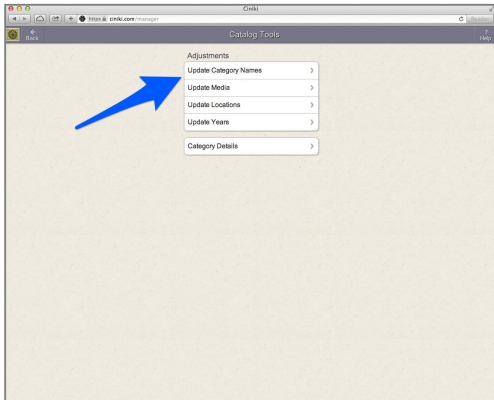
Step 3 of 6 - Click on Tools



Click on tools in the upper right corner.

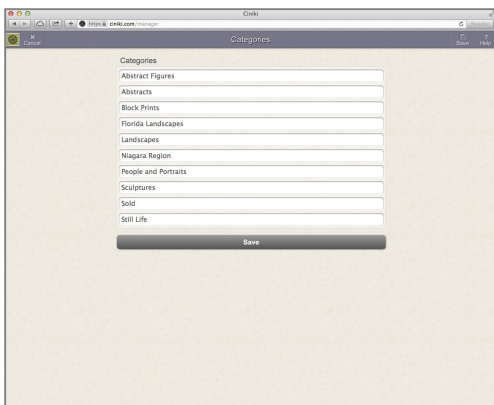
How do I change a category name?

Step 4 of 6 - Click on Update Category Names



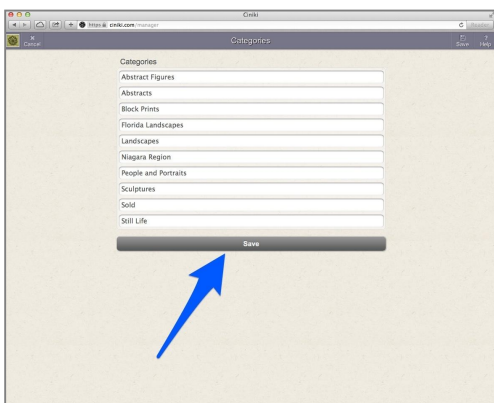
To update your category names, click on Update Category Names.

Step 5 of 6 - Change the names of categories



Change the names of any categories to their new names. All the items in that category will automatically be changed.

Step 6 of 6 - Click on Save



After updating the category names, click on Save.