


Working with categories

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All Teamwork Cloud and Cameo Collaborator for Teamwork Cloud resources are sorted by categories. The sections below explain how to create new categories and manage the existing ones.

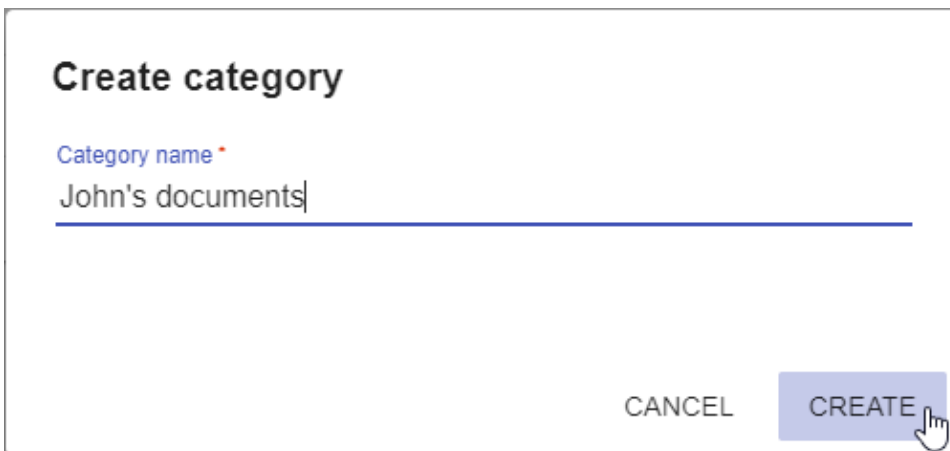
 After creating/editing/removing category, the category in the other applications will not be updated immediately.

Creating categories

You can create a category either when publishing a model from a modeling tool, or right in the Resources app. Follow the steps below, to create a category in the Resources app.

To create a category

1. Open [Resources](#) and click  on the bottom right corner of the screen. The **Create category** dialog opens.



The image shows a 'Create category' dialog box. It has a title 'Create category' at the top. Below the title is a text input field labeled 'Category name' with a red asterisk indicating it is required. The text 'John's documents' is entered in the field. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'CREATE'. A hand cursor is pointing at the 'CREATE' button.


2. Enter the new category name in the **Category name** field.
3. Click the **Create** button.

The category is created and shown in the repository together with other categories.

Renaming categories

If needed, rename existing categories as described below.

To rename a category

1. Open [Resources](#) and click  next to the category you want to rename.
2. From the menu select **Rename category**. The **Rename category** dialog opens.

Rename category

Category name *

Old docs

CANCEL

RENAME


3. Enter a new category name in the **Category name** field.
4. Click to **Rename** button.

After completing the above steps, you can see the category with a new name in the repository.

Removing categories

You can remove categories without deleting the resources they contain.

To remove a category

1. [Open resources](#) and click  **Unknown Attachment** next to the category you want to remove.
2. From the menu select **Remove category**.
3. When you get the message asking if you want to remove the category, click **Remove**.

The category is removed and all the resources it contained are moved to the *Uncategorized* category.