How to Import Categories and Custom Taxonomy Terms from Excel

How to · https://wpfactory.com/docs/content-importer-import-categories-excel/

To import categories or custom taxonomy terms from Excel with Content Importer for WordPress & WooCommerce with Excel, go to **WPFactory > Content Excel Importer Pro > Import Categories** , select the taxonomy, upload an .xlsx file with name, description, slug and parent columns, and confirm the import.

Steps

1. Go to **WPFactory > Content Excel Importer Pro** and open **Import Categories**.
2. Select the taxonomy in the dropdown, for example `category` , `post_tag` , `product_cat` , an attribute such as `pa_color` , or a custom taxonomy.
3. Download the **SAMPLE EXCEL FILE** (headers TERM NAME, TERM DESCRIPTION, TERM SLUG, TERM PARENT).
4. Fill in one term per row: column A name, B description, C slug, D parent term name (leave empty for top level).
5. Choose the file, click the upload button and confirm "Are you sure you want to import the terms in the file?".
6. Wait for **JOB DONE!**. Each row shows "imported successfully" or "exists".

Column rules

Column	Content	Notes
A	Term name	Required.
B	Description	HTML allowed; script tags are removed.
C	Slug	Cleaned into a valid slug.

Column	Content	Notes
D	Parent term name	Created first if it does not exist.
E	YITH color value	Optional, for attribute terms used by YITH WooCommerce Color and Label Variations (see the attribute values sample).

Columns are read by position, so keep them in this order even if you rename the headers.

FAQ

What happens to terms that already exist?

A top-level term that exists is reported as "exists" and left as is. A child term that exists under a parent is updated with the description, slug and parent from the sheet.

Do I have to import categories before posts?

No. Categories named in a post or product sheet are created during that import. Import categories first when you need specific slugs, descriptions or a nested structure.

How do I delete terms?

Use the **Delete Categories** tab. See How to bulk delete posts, products and terms with Excel.



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