

## Categories Bulk Actions

This article is designated for administrators.

### About

Carryout single or bulk actions on your categories via the [Categories](#) page's **Bulk Actions menu**. To activate it, simply select one or more checkboxes next to a category / sub-category, and the menu appears at the top of the table. It's worth noting that the Bulk Actions menu stays hidden until you click a checkbox.

The Bulk Actions menu offers a variety of options for performing a single or bulk action.

### Perform a bulk action

1. Click the arrow to open the **Bulk Actions** drop-down menu.
2. Choose the option you want to apply to your selected category / sub-category(ies):
  - **Change Category Owner** - Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information
  - **Change Category Contribution Policy Settings** - The contribution policy is a category entitlement setting option that defines which users can add content to a category through applications. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
  - **Change Category Listing** - The category listing is a category entitlement setting option that defines who can see the category's name and metadata in the application's category menus, navigations, and listing or anywhere a category list is present. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
  - **Change Content Privacy** - Content privacy is a category entitlement setting option that defines the visibility of content associated with a category. Available with entitlement configuration only. See [Managing Content Entitlement](#) for more information.
  - **Move Categories** - See our article [Categories - Move a category](#) for more information.
  - **Add / Remove Tags** - If you add or remove tags in the KMC, this action will propagate to other applications. To learn more about tagging, see our article [Tags](#).
3. Click **Save Changes**.



[template("cat-subscribe")]

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