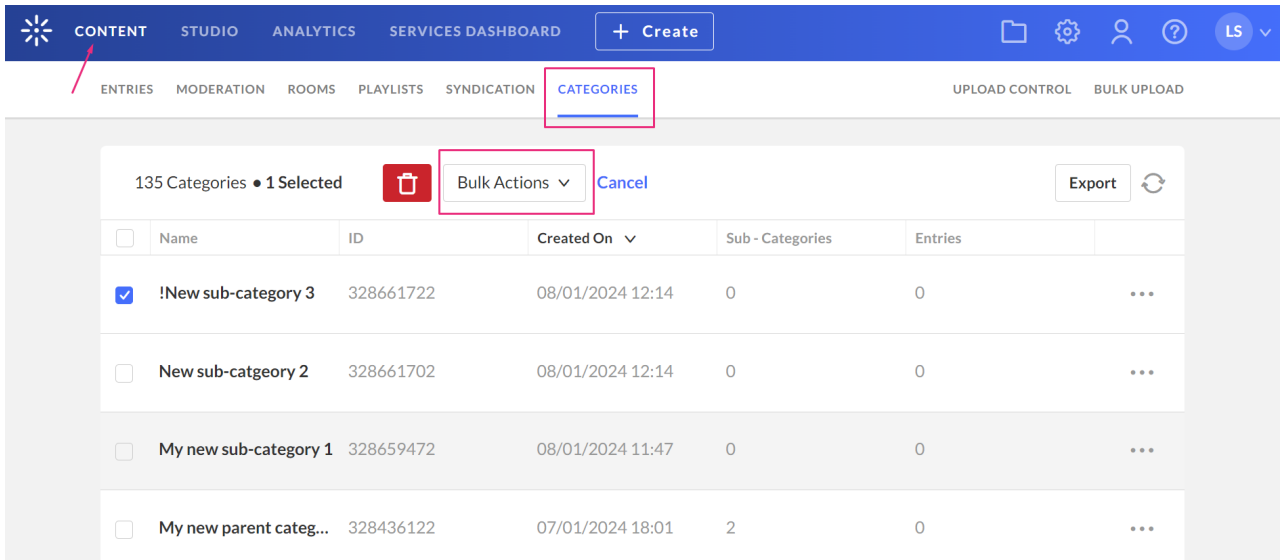# Categories Bulk Actions

Last Modified on 01/26/2025 11:22 pm IST

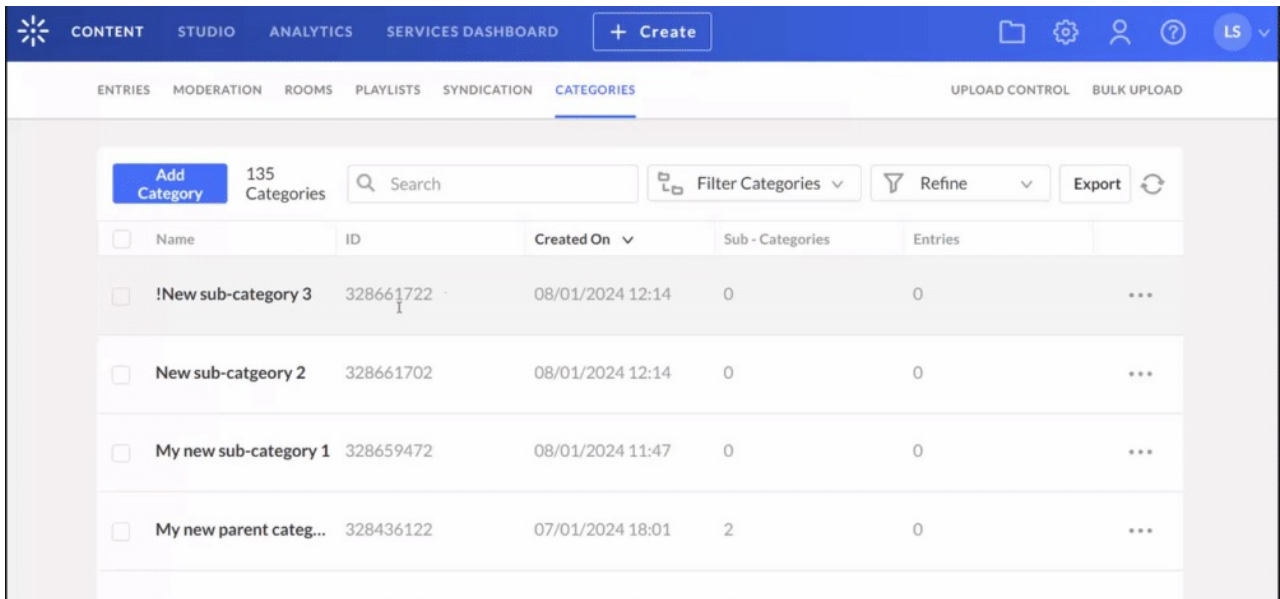> 🔒 **This article is designated for administrators.**

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**.