

Title: Creating, Deleting, Combining, and Viewing Quick Blogcast Categories

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Quick Blogcast categories organize blog entries by assigning each entry to a specified topic. Visitors to your site can then see a list of entries related to the particular topic. The Manage Categories page, in your Quick Blogcast account, lists all categories used in the selected blogcast site. From this page, you can view categories, view entries associated with a category, create a new category, combine categories, delete categories, and update category descriptions. In the Category list, you can select how many categories you want to display on each page. You can select to display 10, 20, 50, or 100 listings per page. If there is more than one page, you can change pages by selecting a different page from the page number menu. You can add new categories on the Manage Categories page, or you can add a new category as you are creating a new entry. **NOTE:** You cannot use an ampersand (&) in your category name, but you can use a period (.). [To Create a New Category from the Manage Categories Page](#) Log in to your Quick Blogcast account. From the **Manage Blog** menu, select **Categories**. Under Add New Category, enter a new category name and description. Click **Save Category**. The new category is added to the Category list. [To Create a New Category When Creating an Entry](#) Log in to your Quick Blogcast account. From the **Manage Entries** page, select **New Entry**. From the expandable menu on the left, select **Categories**. Enter the name of your new category in the text box. Click **Add**. The new category is added to the Category Name list. [To Delete Categories](#) Log in to your Quick Blogcast account. From the **Manage Blog** menu, select **Categories**. In the Category List, perform one of the following actions to delete categories: Use the checkboxes to select the categories you want to delete, and then select **Delete Categories** from the **Select Action** menu. Click the **Delete This Category** button next to the listing of the categories you want to delete. A notification that the selected category was deleted displays above the Category list. [To Combine Categories](#) Log in to your Quick Blogcast account. From the **Manage Blog** menu, select **Categories**. In the Category List, use the checkboxes to select the categories you want to combine. Select **Combine Categories** from the **Select Action** menu and click **Apply**. The Category Name dialog displays. Enter a name for the new category which will combine the selected categories and click **OK**. A notification displays above the Category list indicating that the categories were successfully combined and displays the name of the new category. **Note:** When you combine categories you are actually creating a new category that contains the categories you have selected. [To View Your Category list](#) Log in to your Quick Blogcast account. From the **Manage Blog** menu, select **Categories**. [To View the Entries Associated with a Category](#) Log in to your Quick Blogcast account. From the **Manage Blog** menu, select **Categories**. Click the Category name to open the Manage Entries page. The Entries list is automatically sorted to display the entries associated with the selected category.