

Title: Managing Quick Blogcast Categories

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Quick Blogcast Categories help readers or listeners quickly find entries or topics of interest. Categories can also be used to help visitors to your site find everything you've posted about a particular topic. For podcasts, categories are also used to determine how your podcast is listed in the iTunes® music store. Although categories are helpful, they are optional. You can assign more than one category to an entry and can change or remove a selected category at any time. 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. To View Your Category list Log in to your Quick Blogcast account. Select **Categories** from the Manage Blog menu. To View the Entries Associated with a Category Log in to your Quick Blogcast account. Select **Categories** from the Manage Blog menu. 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. For more information, see [Creating, Deleting, Combining, and Viewing Categories](#).