

# Bulk edit articles in Manage

Last Modified on 04/17/2024 11:25 am EDT

Bulk Edit Articles



## Publishing Status:

1 Keep Current Status

## Author:

2 Keep Current Author

## 3 Update Article Callouts:

Keep Current Status

No Status

NEW Article Status

UPDATED Article Status

## 4 Restrict to Groups:

Keep Current Restrictions

None

## Add Options:

5  Exclude from search results

6  Hide from table of contents

7  Hide from landing page

8  Hide from article lists

9  Add to required reading ?

## Versions:

10  Activate next version marked ready for review

## Add Tags

11 Type tag name and hit enter or tab...

*This is additive only. Tags will not be removed from articles.*

[Cancel](#)

[Update Articles](#)

The Manage Articles > Bulk Edit options

In Manage Articles, you can **Bulk Edit** articles in a few ways:

1. Change the **Publishing Status** for all selected articles (e.g. set these articles to **Published status**)
2. Change the **Author** for all selected articles (e.g. set these articles to have yourself as the author)
3. **Update Article Callouts** to add **New or Updated callouts** to articles. Useful for triggering **subscription notification emails** and adding New/Updated callouts in your table of contents. This section has four options:
  - o **Keep Current Status:** the article callout field won't be touched during the bulk edit
  - o **No Status:** Overwrites any existing status to set the selected articles to **No Status**.

- **New Article Status:** will assign the New article callout to selected articles. If selected, the status expiration date field will display and will use your knowledge base's default callout expiration, which you can manually override, just as in Article Editor.

#### Update Article Callouts:

- Keep Current Status
- No Status
- NEW Article Status
- UPDATED Article Status

#### Status Expiration:

01/22/2024

Sample display when the New callout is selected. Note the Status Expiration date field is now shown.

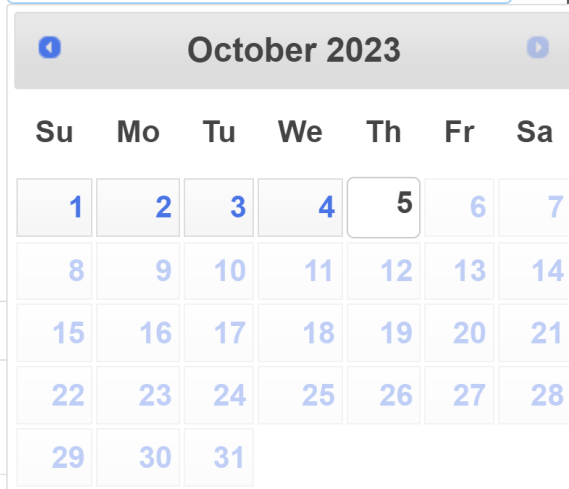
- **Updated Article Status:** will assign the Updated article callout to selected articles. If selected, the status expiration date field will display and will use your knowledge base's default callout expiration, which you can manually override, just as in Article Editor.
4. Change the explicitly-assigned reader group restrictions for all selected articles (e.g. restrict these articles to your "Administrator" reader group; or set these articles to have no reader group restrictions using None)
    - a. **Keep Current Restrictions** will guarantee that no other groups are added to the content, even if boxes below that have been checked.
    - b. **None** will remove any explicitly assigned reader group restrictions from the articles. To remove **inherited reader group restrictions**, edit the category **that's adding the restriction**.
    - c. Checking boxes next to any of the reader groups in the list will overwrite any reader group restrictions added to the article and replace them with the group(s) who's boxes you've checked.
  5. Set all selected articles to **Exclude from search results**. (There is no way to bulk edit/undo this to include them, so use with caution!)
  6. Set all selected articles to **Hide from table of contents**. (There is no way to bulk edit/undo this to show in the table of contents, so use with caution!)
  7. Set all selected articles to **Hide from landing page** (home or category landing page). (There is no way to bulk edit/undo this to show in the table of contents, so use with caution!)
  8. Set all selected articles to **Hide from article lists**. (There is no way to bulk edit/undo this to show in the table of contents, so use with caution!)

9. Set all the selected articles to be **required**. This option only displays if **Required Reading** is enabled. Once selected, a **Start Date** field will appear so you can set the **Start Date** of the articles' required status (which is required for it to properly display to readers as required!)

Add to required reading 

**Start Date:**

10/05/2023



10. For selected articles with versions marked "Ready for review," **activate the next ready for review version**.

11. Add **tags** to all selected articles (e.g. add "needs-update" tag to these articles) -- Note: this will only add tags to the articles; it will not remove or overwrite any existing tags they might already have



All Bulk Edits to articles will update the **Last Modified** date for the articles selected.

Our default **Editor** and **Writer** roles have permission to bulk edit articles. If you're using a **custom author role**, that role must have the Article **Permission** to **Edit articles in bulk** to bulk edit articles.

To make these kinds of bulk edits:

1. In the top section of the lefthand navigation, select **Manage**.
2. Use the checkboxes to select the articles you'd like to edit. To make your selection, you can:
  - Select individual checkboxes to select only specific articles:

## Manage Articles

All Non Deleted ▼ Create New Filter

[Edit](#) [Bulk Edit](#) [Archive](#) [Delete](#) [Export Articles to CSV](#)

<input type="checkbox"/> Article Name	Status	Category
<input type="checkbox"/> Recent bug fixes	DRAFT	
<input checked="" type="checkbox"/> World Elder Abuse Awareness Day Bug Fixes	PUBLISHED	
<input checked="" type="checkbox"/> Nat'l Iced Tea Day 🍹 bug fixes	PUBLISHED	
<input checked="" type="checkbox"/> Secure file library: now with direct authentic...	PUBLISHED	
<input type="checkbox"/> Feature enhancement: View & copy version ...	PUBLISHED	

**Bulk edit selected articles**

- Select all articles on the page using the checkbox in the header:

Manage Articles

All Non Deleted ▼ Create New Filter Search for articles... Q

[Edit](#) [Bulk Edit](#) [Archive](#) [Delete](#) [Export Articles to CSV](#) Articles per page: 20 [50](#) [100](#)

**Article Name** **Status** **Category** **Visibility** **Author** **Last Modified** **Date Created**

All 20 articles on this page selected. [Select all 1378 articles that match the current filter](#)

<input checked="" type="checkbox"/> Publishing status	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:51 am	07/12/2015 2:16 am
<input checked="" type="checkbox"/> Customize Text: New custom role permission	PUBLISHED		👁	Kate Mueller	04/17/2024 10:36 am	04/17/2024 10:31 am
<input checked="" type="checkbox"/> Reset a customized text string	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:30 am	01/03/2023 2:19 pm
<input checked="" type="checkbox"/> Add or edit your own text string	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:30 am	01/03/2023 2:17 pm

**Bulk edit all articles on the current page**

- Select all articles in the current filter view (all pages) by checking the box in the header and clicking the "Select all xxx articles that match the current filter" link. This will select all articles in the view you've selected, regardless of pagination:

Manage Articles

All Non Deleted ▼ Create New Filter Search for articles... Q

[Edit](#) [Bulk Edit](#) [Archive](#) [Delete](#) [Export Articles to CSV](#) Articles per page: 20 [50](#) [100](#)

**Article Name** **Status** **Category** **Visibility** **Author** **Last Modified** **Date Created**

All 20 articles on this page selected. [Select all 1378 articles that match the current filter](#)

<input checked="" type="checkbox"/> Publishing status	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:51 am	07/12/2015 2:16 am
<input checked="" type="checkbox"/> Customize Text: New custom role permission	PUBLISHED		👁	Kate Mueller	04/17/2024 10:36 am	04/17/2024 10:31 am
<input checked="" type="checkbox"/> Reset a customized text string	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:30 am	01/03/2023 2:19 pm
<input checked="" type="checkbox"/> Add or edit your own text string	PUBLISHED		👁	KnowledgeOwl ...	04/17/2024 10:30 am	01/03/2023 2:17 pm

**Bulk edit all articles in the current filter**

When all in filter is selected, you'll see a different message across the top, saying "All xxx articles that match the current filter selected." You can undo this by selecting the **Clear selection** link that appears.

3. With your articles selected, select the **Bulk Edit** link above the article list.

## Manage Articles

All Non Deleted ▼ Create New Filter

[Edit](#) [Bulk Edit](#) [Archive](#) [Delete](#) [Export Articles to CSV](#)

<input type="checkbox"/>	Article Name	Status	Category
<input type="checkbox"/>	Recent bug fixes	DRAFT	
<input checked="" type="checkbox"/>	World Elder Abuse Awareness Day Bug Fixes	PUBLISHED	
<input checked="" type="checkbox"/>	Nat'l Iced Tea Day   bug fixes	PUBLISHED	
<input checked="" type="checkbox"/>	Secure file library: now with direct authentic...	PUBLISHED	
<input type="checkbox"/>	Feature enhancement: View & copy version ...	PUBLISHED	

Select the articles you'd like to edit and click the Bulk Edit link

4. Select the changes you'd like to make in the Bulk Edit Articles pop-up.

5. Once you've finished selecting the bulk edits you'd like to apply, select the **Update Articles** button in the lower right to make the edits.

**Publishing Status:**

Needs Review

**Author:**

Keep Current Author

**Update Article Callouts:** Keep Current Status No Status NEW Article Status UPDATED Article Status**Restrict to Groups:** Keep Current Restrictions None**Add Options:** Exclude from search results Hide from table of contents Hide from landing page Hide from article lists Add to required reading ?**Versions:** Activate next version marked ready for review**Add Tags** Type tag name and hit enter or tab...

*This is additive only. Tags will not be removed from articles.*

[Cancel](#)[Update Articles](#)

Select the bulk edits you'd like to make and click the Update Articles button

In the screenshot above, I'm setting all the selected articles to a "Needs Review" status and adding the "int: needs-updated-screenshots" tag. The "No Status" in Update Article Callouts will ensure that none of these articles have a New or Updated callout, even if one did previously exist. No other changes will be made.



See [How do bulk edits/deletes work?](#) for more information on what you can expect to see during a bulk edit. See [Bulk activating "ready for review" versions](#) for more information on using the "Activate next version marked ready for review" option.