Bulk edit articles in Manage

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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 **Articles** custom author role permission to **Edit articles in bulk** to bulk edit articles.

The **Manage Articles** page lets you view articles all across your knowledge base and to complete selected bulk edits of those articles. Bulk edits allow you to quickly update non-article-body fields.

Bulk editing can be a quick way to publish a group of articles, activate new versions of a bunch of articles, add callouts, and more.

To make bulk edits:

1. In the lefthand navigation, select **Manage**. The **Manage Articles** page opens.
2. Use a Standard or Custom filter and/or the search function to display the articles you want to bulk edit.
3. Check the boxes next to the articles you'd like to edit. To make your selection, you can:
    - Select individual checkboxes to select only specific articles:



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



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



      When all in filter is selected, the message updates to: "All xxx articles that match the current filter selected." You can undo this by selecting **Clear selection**.

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

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The **Bulk Edit Articles** modal opens.

5. Select the changes you'd like to make in the modal. Refer to Manage bulk edit options for a more detailed walkthrough of the different bulk edit options.
6. Once you've finished selecting the bulk edits you'd like to apply, select the **Update Articles** button in the modal to begin the bulk edit.

Refer to How do bulk edits, archives, and deletes work? for more information what you can expect during a bulk edit.

Bulk edits update last modified date
By default Bulk Edits to articles will update the **Last Modified** date for the articles selected. Select the option **Do not change date modified** to prevent this.

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