



# Delete articles in bulk in Manage

Last Modified on 04/17/2024 11:32 am EDT

Our default **Editor** and **Writer** roles have permission to delete articles. If you're using a [custom author role](#), that role must have the Article [Permission to Delete articles](#) to bulk delete articles.

Deleting an article will:

- Remove it completely from your live knowledge base (the table of contents, category landing pages, search results, article lists)
- Show a 404 page when someone navigates to the article's URL, unless you've set up an [old link](#) to redirect to a different page.
- Delete all view data for the article. This data will not be recovered if you recover the article and will disappear from the [Popular Articles Report](#).
- Remove it from the Articles hierarchy (though you can still find it in the **Manage > Deleted** filter)

You can delete multiple articles at once using Manage Articles. To do so:

1. In the top section of the lefthand navigation, select **Manage**.
2. Use a filter or search to display the articles you'd like to delete.
3. Check the box next to each article you'd like to delete. (Or use the checkbox in the header to select all displayed articles/all articles in filter.)
4. Select the **Delete** link just 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 delete and then click the Delete link

5. A confirmation message will appear, identifying how many articles you've selected to delete. Select **OK** to delete the articles you selected.

Are you sure you want to delete the 2 selected articles? ×

Cancel OK

Select OK to confirm the delete

Once the articles are deleted, if you need to view or edit them, selected Deleted from the filter dropdown at the top to view a full list of deleted articles:

## Manage Articles

All Non Deleted ▼

**Standard**

- All Non Deleted
- Published
- Draft
- Rejected Draft
- Ready to Publish
- Needs Review
- Archived
- Deleted**
- Out of Date

[Delete](#) [Export Articles to CSV](#)

**Status**

PUBLISHED

**Use the Deleted filter to view deleted articles**