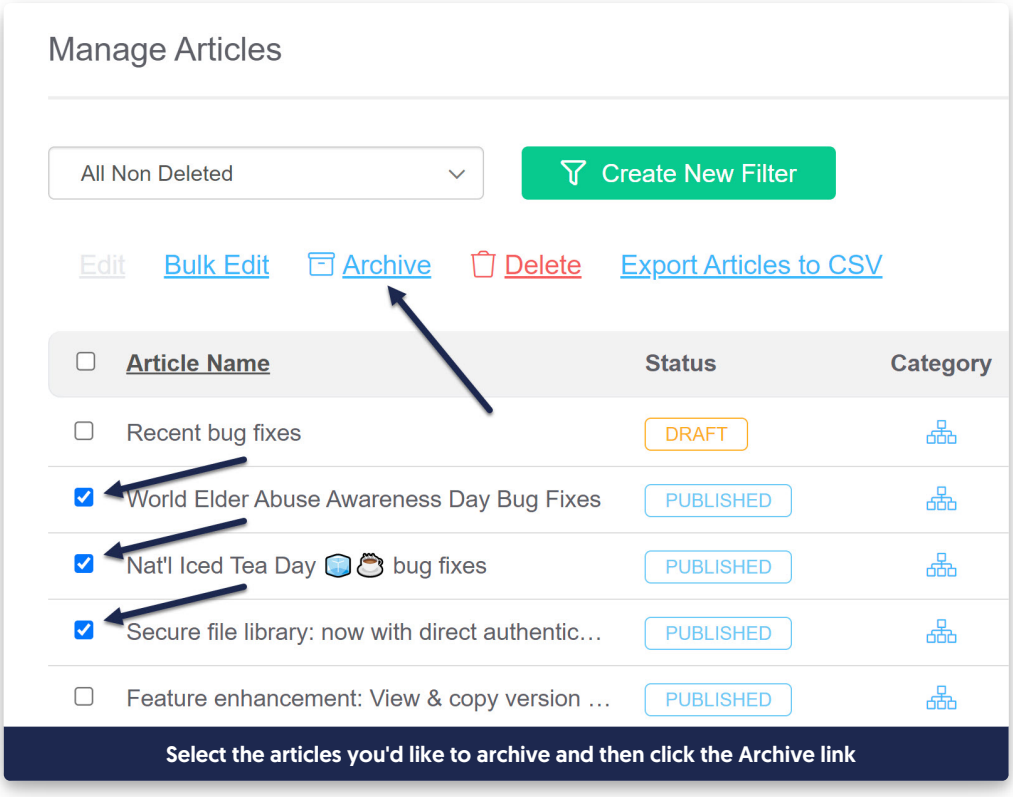
Archive articles in bulk in Manage

Last modified on 09/25/2026 2:42 pm EDT

Our default Editor and Writer roles have permission to archive articles. If you're using a custom author role, that role must have the Articles custom author role permission to Archive articles to bulk archive articles.

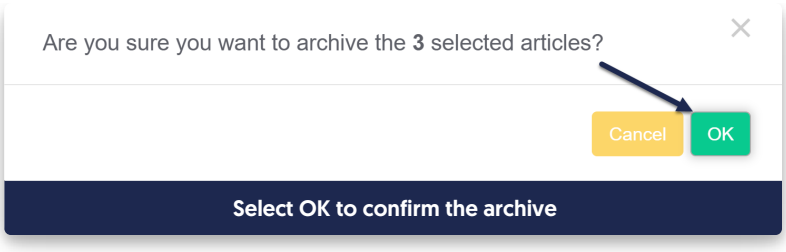
You can archive multiple articles at once using Manage Articles. To do so:

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 archive.
3. Check the box next to each article you'd like to archive. (Or use the checkbox in the header to select all displayed articles/all articles in filter.)
4. Select the **Archive** link just above the article list.

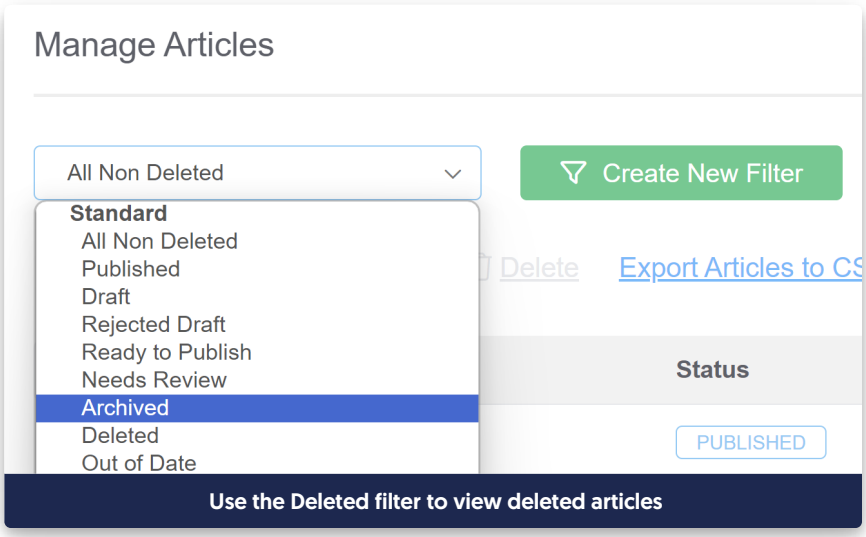


5. A confirmation message will appear, identifying how many articles you've selected to archive. Select **OK** to archive the articles you selected.

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Once the articles are archived, if you need to view or edit them, select Archived from the filter dropdown at the top to view a full list of archived articles:



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