

# Archive articles in bulk in Manage

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

## Manage Articles

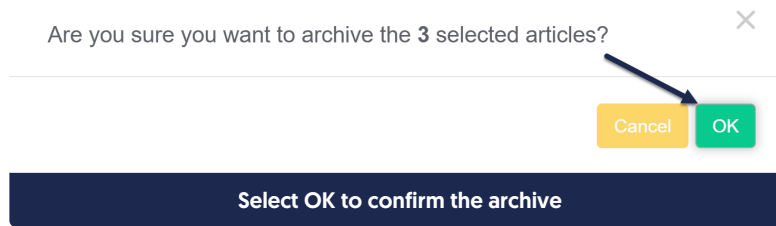
All Non Deleted ▼ [Create New Filter](#)

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

<input type="checkbox"/> <u>Article Name</u>	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 archive and then click the Archive link

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



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:

## Manage Articles

