Schedule an article to be archived

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Archived articles are still stored in **Manage**, but aren't displayed in your live knowledge base or in your **Articles** page.

You can archive an article in three ways:

1. Edit the article directly to change the **Publishing status** to Archived.
2. Archive them directly from **Manage**, either singly or in bulk. Refer to **Archive articles in bulk in Manage** for more detailed instructions.
3. Schedule the article to be archived at a future day/time. This page provides instructions on how to schedule archival.

All undeleted articles have the **Schedule** option just below the **Publishing Status** dropdown (old article editor) or visible when you hover over the **Status** field (new article editor). Any article that doesn't already have a Deleted or Archived status gives you the option to **Schedule > To be archived** for a future day and time.

Articles that are scheduled for archival will display information about their schedule in the article editor and in the **Scheduled Archive Date** column of the **Manage** CSV export. Refer to **Generate your CSV export** for more information on working with the Manage CSV export.

How archival schedules work

When the day and hour arrives, we run a scheduled job in the background to process your scheduled articles. Typically you'll see the scheduled article archive around :10 or :15 after the hour you selected.

What you can expect to see:

- The **Status** changes to Archived. Refer to **Publishing status** for more details on the Archived status.
- As with all archived articles, the article will no longer appear in your live knowledge base or your **Articles** page.
- The **Last Modified** date will update when the schedule has run.
- If you use **webhooks**, the `article.statuschange` and `article.archive` will log the change.
- You can still access the article in **Manage** using the Standard **Archived** filter. Refer to **Use standard Manage filters** for more information.

How to schedule an article for publication

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

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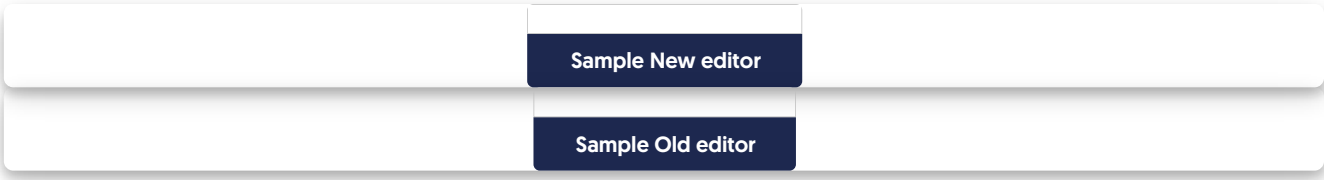
1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



Try out the new editor
We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor | Old editor

How to use the schedule calendar picker

The calendar picker defaults to 12pm on an unselected day in the current month. Select a day in the calendar month to schedule archival for that day.

To switch to a different month, select the **<month year>** label at the top and then select the month you'd like:

To jump to a different year, select the **<month year>** label at the top, select the year, then select the year you'd like to switch to. Then select the month:

How to use the schedule time picker

The calendar picker defaults to 12:00pm. Select a number on the clock face to select a different hour.

To switch between AM or PM, select the lowercase **am** or **pm** in the upper right corner of the picker:

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