

Bulk edit articles to make them required reading

Last Modified on 04/17/2024 11:29 am EDT

If you have multiple articles you'd like to mark as required, you can either choose to edit them individually or you can use the [Bulk Edit](#) feature in [Manage](#) to mark them all required at once.








To bulk edit multiple articles to mark them as required:

1. In the top section of the lefthand navigation, select **Manage**.
2. If necessary, use a Standard or Custom filter and/or search to display the articles you want to mark as required.
3. Check the boxes next to the articles you'd like to mark as required.
4. Select the **Bulk Edit** link.


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	

5. In the Bulk Edit Articles pop-up, in the **Add Options** section, check the box next to **Add to required reading**.
6. Once you check the box, a **Start Date** field will appear. Use the date picker to select the date you'd like to use as the **Start Date** for the required reading. (When all else fails, use today's date!)

Add to required reading 

Start Date:

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7. Make any other bulk edit selections you'd like.
8. Once you've done making your selections, select the **Update Articles** button to begin the bulk edit.

Once your bulk edit is complete, all articles you selected will be marked as **Required** and have the **Start Date** set to whatever date you selected.



You cannot set articles in topic display categories or URL redirect articles to be required. Bulk Edits on these articles won't go through.

For more information on all the options in the Bulk Edit pop-up, see [Bulk editing articles in Manage](#).