



Manage articles feature overview

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Manage Articles is designed to give you a view of all your articles across all categories and publishing statuses.

Use Manage to:

- Sort, filter, and search within your articles to view articles that meet your filter criteria.
- Export any view to CSV for further analysis or reporting.
- Open individual articles for editing.
- Delete or archive individual articles.
- Edit, activate, archive, and delete multiple articles (bulk editing).

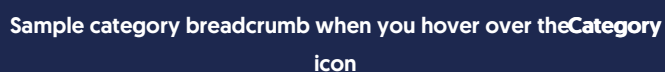
Let's take a quick look to get oriented. To access your Manage Articles dashboard, in the top section of the lefthand navigation, select **Manage**.



A sample Manage Articles
view

Here are the main elements and controls:

1. The filter dropdown at the top allows you to select a filter of articles to display. Select [standard filters](#) or any of the [custom filters](#) you've created.
2. Use the **Create New Filter** button to [create a new filter](#) to be added to the filter selector.
3. Search the current article list using the search box in the upper right to further refine the displayed article list.
4. Once you select one or more articles using the checkboxes, you can [bulk edit](#) the selected articles.
5. Once you select one or more articles using the checkboxes, you can [bulk archive](#) the selected articles.
6. Once you select one or more articles using the checkboxes, you can [bulk delete](#) the selected articles.
7. You can **Export Articles to CSV**. This will [export all pages of the current article list to a CSV](#).
8. The article list displays all articles that meet the selected filter's criteria. Select any article here to open it in edit mode in a new tab. Hover over the **Category** icon to see the category an article is located within:



Sample category breadcrumb when you hover over the **Category**
icon

9. Select any of the underlined column headings to sort the article list by that column:

- **Article Name:** Sort alphabetically from A to Z or Z to A.
- **Last Modified:** Sort by date - newest to oldest or oldest to newest.
- **Date Created:** Sort by date - newest to oldest or oldest to newest.

10. Manage displays 20 articles at a time by default. Use the **Articles per page** controls to toggle to 50 or 100.
