

## Perform Bulk Changes to Your Content

Stephanie Obodda - 2024-12-28 - Comments (0) - Manage Content

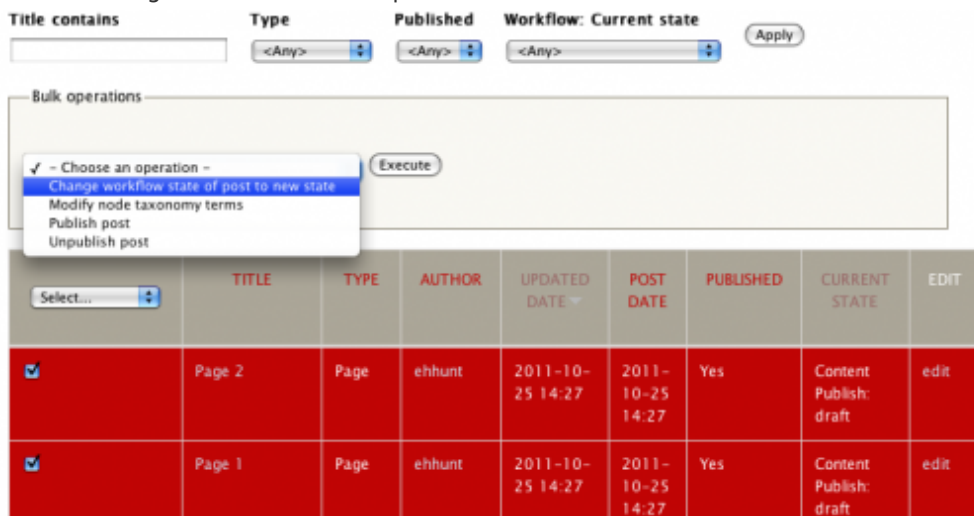
Bulk editing content

If your role has the permission to do so, you can check the boxes of multiple content items and then use the Update Options to make bulk changes, such as Publish, Unpublish or Delete.

**Note:** WebServices advises you to unpublish content rather than delete it. Deleted content is gone forever and WebServices cannot retrieve it.

Bulk publishing changes

1. From the administration menu, select Manage Content.
2. Select the pages and/or news items whose status you wish to change. (You may wish to filter the content to find the pages and news items more easily.)
3. Find Bulk Operations in the array of drop-down menus.
4. Select "Change workflow state of post to a new state" and click "Execute".



The screenshot shows the Bulk Operations interface. At the top, there are four filter dropdown menus: "Title contains", "Type", "Published", and "Workflow: Current state", each with a default value of "<Any>". An "Apply" button is to the right. Below the filters is a "Bulk operations" section with a dropdown menu. The dropdown menu is open, showing the following options: "✓ - Choose an operation -", "Change workflow state of post to new state", "Modify node taxonomy terms", "Publish post", and "Unpublish post". An "Execute" button is to the right of the dropdown. Below the dropdown is a table with the following columns: "SELECT" (with a "Select..." dropdown), "TITLE", "TYPE", "AUTHOR", "UPDATED DATE", "POST DATE", "PUBLISHED", "CURRENT STATE", and "EDIT". The table contains two rows of data, both of which are selected with checkboxes.

SELECT	TITLE	TYPE	AUTHOR	UPDATED DATE	POST DATE	PUBLISHED	CURRENT STATE	EDIT
<input checked="" type="checkbox"/>	Page 2	Page	ehhunt	2011-10-25 14:27	2011-10-25 14:27	Yes	Content Publish: draft	edit
<input checked="" type="checkbox"/>	Page 1	Page	ehhunt	2011-10-25 14:27	2011-10-25 14:27	Yes	Content Publish: draft	edit

5. A new page will load: select the desired target state, "publish" or "draft".

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Content Publish

draft

public

Please select that state that should be assigned when this action runs.

**Message:**

Action set %title to %state.

This message will be written into the workflow history log when the action runs. You may include the following variables: %state, %title

**Cancel**

6. If you wish to add a comment to the workflow logs (visible from the Workflow tab of each page), add it.
7. Click "next".
8. A new page will load: confirm your changes.