

You can perform multiple page (batch) operations in the **Pages** application or directly on the **Live site** (using On-site editing). To perform a multiple page operation:

1. List the pages that you want to perform the operation on. You can list pages:

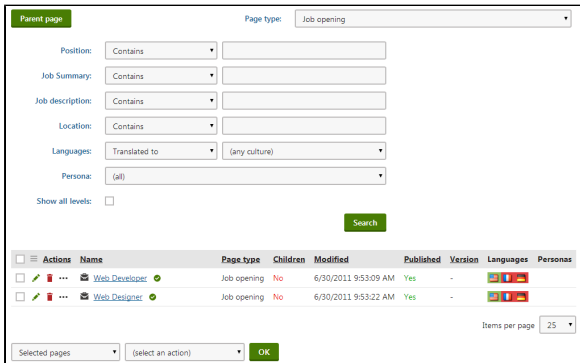
a. [In the Pages application](#)

– OR –

b. [On the Live site](#)

2. [Perform the multiple page operation](#)

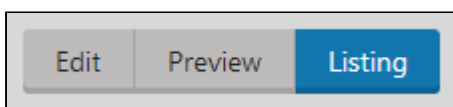
-



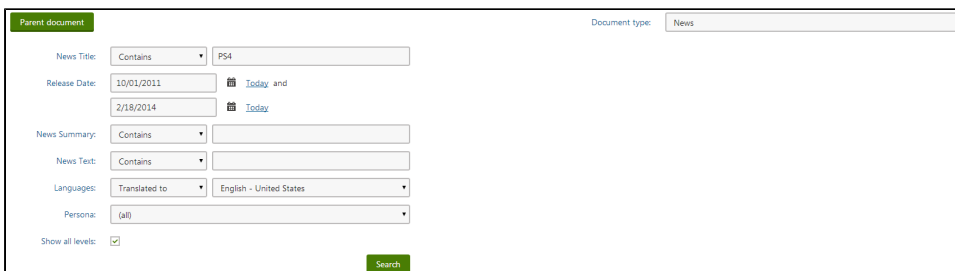
The screenshot shows the 'Parent page' section with various filters: Position, Job Summary, Job description, Location, Languages, and Persona. A 'Search' button is visible. Below the filters is a table with columns: Actions, Name, Page type, Children, Modified, Published, Version, Languages, and Personas. The table lists two 'Web Designer' pages. At the bottom, there is a 'Selected pages' dropdown and an 'OK' button.

Listing pages in the Pages application

1. Open the **Pages** application.
2. Click on the page under which you want to list pages.
3. Switch to **Listing** mode.



4. In the **Page type** drop-down list, select the **Page type** that you want to list. Do not choose any page type if you want to view all the pages in the system.
5. Use the filter to adjust the listed pages.
6. If you want to list pages from all levels under the selected page (descendant pages), select the **Show all levels** check box.
7. Click **Search**.



The screenshot shows the 'Parent document' section with various filters: News Title, Release Date, News Summary, News Text, Languages, and Persona. A 'Search' button is visible. Below the filters is a table with columns: Actions, Name, Page type, Children, Modified, Published, Version, Languages, and Personas. The table lists two 'Web Designer' pages. At the bottom, there is a 'Selected pages' dropdown and an 'OK' button.

The system lists all the pages based on the criteria you specified in the filter.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>	<u>Page type</u>
<input type="checkbox"/>						All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>						PS4 Sales A Success So Far	News
<input type="checkbox"/>						The New PS4 Hands On	News
<input type="checkbox"/>						XBox One Compared To PS4	News

Now that you listed the pages, you can [perform multiple page operations](#) on them.

Listing pages on the Live site

1. Sign in on the **Live site**.
2. Navigate to the page under which you want to list pages.
3. Click **Edit page** in the top left corner.
4. Click **Browse**. The **Page listing** dialog box opens.
5. In the **Page type** drop-down list, select the **Page type** that you want to list. Do not choose any page type if you want to view all the pages in the system.
6. Use the filter to adjust the listing.
7. If you want to list pages from all levels under the selected page (descendant pages), select the **Show all levels** check box.

Parent document

Document type: News

News Title: Contains PS4

Release Date: 10/01/2011 Today and 2/18/2014 Today

News Summary: Contains

News Text: Contains

Languages: Translated to English - United States

Persons: (all)

Show all levels: ☒

Search

8. Click **Search**.

The system lists all the pages based on the criteria you specified in the filter.

<input type="checkbox"/>		<u>Actions</u>	<u>Name</u>	<u>Page type</u>	
<input type="checkbox"/>				All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>				PS4 Sales A Success So Far	News
<input type="checkbox"/>				The New PS4 Hands On	News
<input type="checkbox"/>				XBox One Compared To PS4	News

Selected pages ▼

(select an action) ▼

OK

Now that you listed the pages, you can [perform multiple page operations](#) on them.

Performing multiple page operations

After [listing the pages](#), you can perform one of the following batch operations on pages:

- [Moving, Copying and Linking multiple pages](#)
- [Deleting multiple pages](#)
- [Publishing multiple pages](#)
- [Archiving multiple pages](#)
- [Translating pages in a batch \(Sending pages for translation in a batch\)](#)

Moving, Copying and Linking multiple pages

The following example shows how you can move, copy and link multiple [listed pages](#) at once.

1. Select the pages on which you want to apply the action. To select the pages, turn the check box next to the pages on. If you want to apply the action on all the listed pages, leave the check boxes off.
2. In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **All pages**.
3. In the second drop-down list, choose **Move**, **Copy**, or **Link**.
4. Click **OK**. The **Move**, **Copy**, or **Link page** dialog opens based on the action that you chose.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>	<u>Page type</u>
<input checked="" type="checkbox"/>						All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>						PS4 Sales A Success So Far	News
<input checked="" type="checkbox"/>						The New PS4 Hands On	News
<input checked="" type="checkbox"/>						XBox One Compared To PS4	News

Selected pages
▼

Copy
▼

OK

5. In the **Site** drop-down list, select the site to which you want to move/copy/link the pages.
6. In the content tree on the left, choose where you want to move/copy/link the pages or **Select** the page in the listing on the right.
7. Click **Move**, **Copy**, or **Link**.

You have moved, copied, or linked the specified pages to the selected target location.

Deleting multiple pages

The following example shows how you can delete multiple pages at once.

1. Select the pages on which you want to apply an action. To select the pages, turn the check box next to the pages on. If you want to apply the action on all the listed pages, leave the check boxes off.
2. In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **All pages**.
3. In the second drop-down list, choose **Delete**.
4. Click **OK**. The **Delete multiple pages** dialog opens.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>	<u>Page type</u>
<input checked="" type="checkbox"/>						All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>						PS4 Sales A Success So Far	News
<input checked="" type="checkbox"/>						The New PS4 Hands On	News
<input checked="" type="checkbox"/>						XBox One Compared To PS4	News

Selected pages
▼

Delete
▼

OK

5. Specify the deletion options. The options available in the dialog differ based on the page types you are deleting.
Note: [linked pages](#) are never moved to the recycle bin and you cannot restore them once they are deleted.
6. Click **Yes** to confirm.

You have deleted the specified pages.

Publishing multiple pages

The following example shows how you can publish multiple [listed pages](#) at once.



Only a users with the Global administrator [privilege level](#) or the [Manage workflow permission](#) for the Content module can perform this action.

1. Select the pages on which you want to apply an action. To select the pages, turn the check box next to the pages on. If you want to apply the action on all the listed pages, leave the check boxes off.
2. In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **All pages**.
3. In the second drop-down list, choose **Publish**.
4. Click **OK**. The **Publish** dialog opens.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>		<u>Page type</u>
<input checked="" type="checkbox"/>						All The PS4 Exclusives To Look Forward To		News
<input type="checkbox"/>						PS4 Sales A Success So Far		News
<input checked="" type="checkbox"/>						The New PS4 Hands On		News
<input checked="" type="checkbox"/>						XBox One Compared To PS4		News

Selected pages
▼

Publish
▼

OK

5. Specify the publishing options.
6. Click **Yes** to confirm.

You have published the specified pages.

Archiving multiple pages

The following example shows how you can archive multiple [listed pages](#) at once.



Only a users with the Global administrator [privilege level](#) or the [Manage workflow permission](#) for the Content module can perform this action.

1. Select the pages on which you want to apply an action. To select the pages, turn the check box next to the pages on. If you want to apply the action on all the listed pages, leave the check boxes off.
2. In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **All pages**.
3. In the second drop-down list, choose **Archive**.
4. Click **OK**. The **Archive** dialog opens.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>	<u>Page type</u>
<input checked="" type="checkbox"/>						All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>						PS4 Sales A Success So Far	News
<input checked="" type="checkbox"/>						The New PS4 Hands On	News
<input checked="" type="checkbox"/>						XBox One Compared To PS4	News

- Specify the archiving options.
- Click **Yes** to confirm.

You have archived the specified pages.

Translating pages in a batch (Sending pages for translation in a batch)

The following example shows how you send multiple [listed pages](#) for [translation](#).

- Select the pages on which you want to apply an action. To select the pages, turn the check box next to the pages on. If you want to apply the action on all the listed pages, leave the check boxes off.
- In the first drop-down list under the listed pages, choose whether you want to perform the action on **Selected pages** or **All pages**.
- In the second drop-down list, choose **Translate**.
- Click **OK**. The **Translate page(s)** dialog opens.

<input type="checkbox"/>					<u>Actions</u>	<u>Name</u>	<u>Page type</u>
<input checked="" type="checkbox"/>						All The PS4 Exclusives To Look Forward To	News
<input type="checkbox"/>						PS4 Sales A Success So Far	News
<input checked="" type="checkbox"/>						The New PS4 Hands On	News
<input checked="" type="checkbox"/>						XBox One Compared To PS4	News

- Specify the translation options.
- Click **Translate** to confirm.

You have sent the specified pages for a translation.