

Add an Article Template

To add a new article template

- Click on the **Articles** menu
- Choose the **Article Template** tab
- Click on **Add New**.

Once you are on the article screen you must complete the following sections:

- Add a **Title**. This is the name of the template.
- Set up your template in the **Template** editing box.

The following items are optional:

- You can include a template **key** to use to easily identify the template when including it in articles
- You can add a **description** to explain what the template is used for
- You can specify whether the template can be used by marking it **active**. If you don't mark the template as active, then authors cannot use it in their articles.

Once your article is complete

- Click **Save**.

Article ID: 130

Last updated: 27 Oct, 2014

Updated by: Leontev E.

Revision: 4

KBPublisher 8.0 Knowledge Management Handbook -> Articles -> Article Templates -> Add an Article Template

<https://www.kbpublisher.com/kb/entry/130/>