Add an Article

If you are in the Public area, the quickest way to add an article is via the **Manage** menu in the top right of your screen:

- Click on **Manage -> Add Article Here**

If you are in the Admin area, another fast way is to to use the **Shortcuts** menu at the top of your screen:

- Click on the **Add** drop-down menu in the top right of the screen and choose **Article**.

Or you can do it via the **Articles** tab.

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

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

- Choose where you want the knowledgebase article to be displayed by adding a **Category** or categories
- Add a **Title**. This is the heading displayed on the knowledgebase screens and in any menus/table of contents.
- Type your article in the **Article** editing box.

The following items are optional:

- To help users search within your database, include a **Type** and **Meta Keywords**.
- To optimize web search add **Meta Keywords/Tags** and a **Meta Description**.
- To add links to other web sites, include **External links**.
- To add links to other articles in the database, include them as **Related articles**.
- To add links to files, include then as **Attachments**.
- To help users find the article, add **Tags**.
- To force users to log on to read the news item, mark it as **Private Read**.
  To restrict who can edit the news item, mark it as **Private Write**.
  To make it available only for users who has a link, mark it as **Unlisted**.
- To publish or change to not published at a future date, **Schedule** it.
- To force users to read the news item, set up the **Must Read** option.
- To say where in the list the article is placed, specify the **Order**
- Use the **Status** field to make the article available to read.

  You can find out more about each of these fields and how they work in The Article Screen Explained.

Once your article is complete:

- Click **Save**.

Tips:

- If you have a number of articles to add from another database, say, you may want to import articles instead of adding them.

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