

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 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 KBPublisher database, include them as **Related articles**
- To add links to files, include them as **Attachments**
- To force users to log on to read an article, mark it as **Private Read**. To restrict who can read the article mark it as private read and then assign specific roles which can access it. To restrict who can edit the article, mark it as **Private Write**.
- 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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<https://www.kbpublisher.com/kb/entry/32/>