If you have purchased the export plugin, then you can set your knowledgebase up so that users can export a whole category of articles as a PDF document, or print it, from the **Public Area**.

## To allow public export of articles

- Purchase the export plugin and install it
- On the Settings menu choose the Plugins tab
- Check allow category exporting.

## To generate a PDF file or print a category from the Public Area

• Once allow category exporting is set, users will find an Options button on their screen when they view a category



- Click on the **Options** button
  - This opens a new options panel which allows a user to:
    - Search for items specifically within the category they are looking at
      - Create a PDF document
    - Create a printable html page. This contains basic text without all the headings and left menu and right information block.
- The information covers all articles in the category. The user can then print or save this as required.

This functionality works in version 4.0 and above

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