Generate file from export template

Once you have saved an export template, you can use it at any time to generate or regenerate a document. The new export takes the latest copy of each article from your knowledgebase.

- Click on the **Export** menu
- Click on the tab with the required export format to display the export templates you have for that format.
- For the template you want to use, click the icon in the **Action** column. Then select **Details**.
- In the **Details** screen you can review information about the template and, in the **Downloads** row, information about files it has been used to generate. This row has different sections depending on the export format:
    - **Export KB to PDF** - one section
    - **Export KB to HTML** - a section for single-file export and another for multiple file export.
    - **Export Articles** - up to three sections for Excel, CSV and XML export, depending on how the template is set up.
- If articles have already been generated, you can click the file type to download them.
- Click **Generate** for the format in which you want to generate or regenerate documents. If there is an export date, it updates to reflect the date and time of this export..
- Click the file type to download the newly-generated documents.

This functionality works in version 4.0 and above

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