

## How can I add many articles to the same category but not have to go and find the category from the list every time?

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Sometimes, when you're adding lots of articles at once, it's a pain to have to hunt through the category list each time to put it into the right place. Here is a way you can do it quickly.

Set a category filter. Choose the category from the drop-down list of categories on the Articles tab in the Knowledgebase area and click **go** to set the filter. When you click "Add New" this category will be assigned by default.

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