

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

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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