

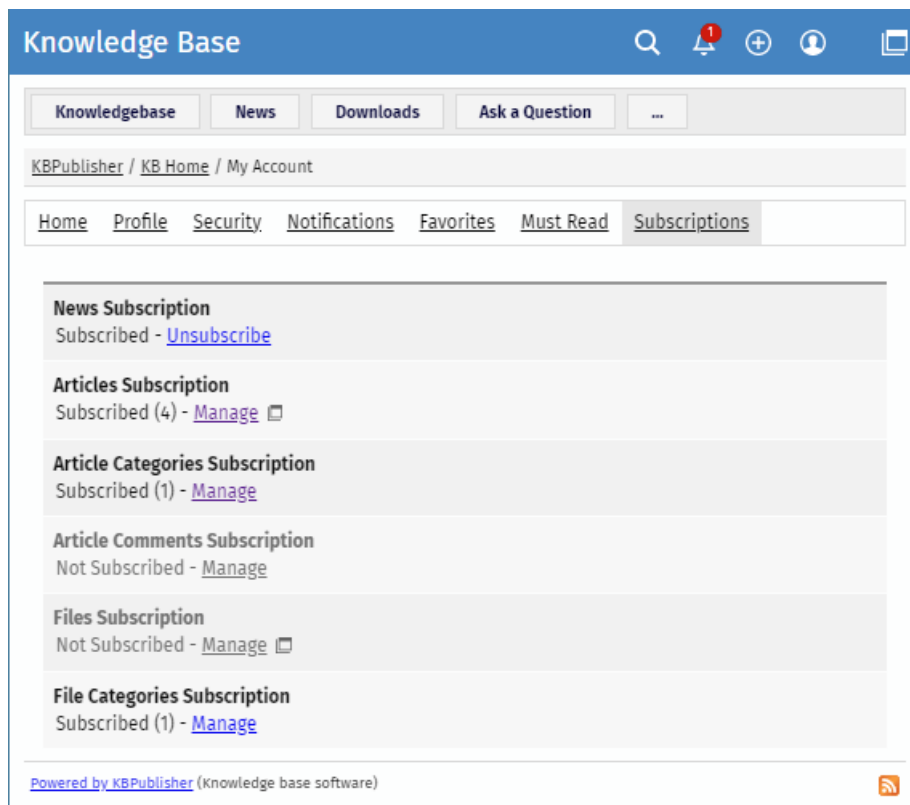
# Managing Subscriptions

Subscriptions allow you to be notified when:

- A single article is updated.
- Any article in the specified category is updated, or when new articles are added to the category.
- A single file is updated.
- Any file in the specified category is updated, or when new files are added to the category.
- News is added or updated.
- A comment has been added to an article or file.

When you set up a subscription for a specified item or category, then KBPublisher sends you an email when that file or category is updated.

You can view and manage all your subscriptions in the **Subscriptions** section:



## Subscribing to and Unsubscribing from News

To subscribe to or unsubscribe from news under **My Account**, perform these steps:

- In **My account**, click the **Subscriptions** section.
- In the **News Subscription** area, click **Subscribe** or **Unsubscribe**.

## Subscribing to and Unsubscribing from Articles

There are two ways to subscribe to or unsubscribe from articles.

To subscribe to or unsubscribe from a single article in Public area, perform these steps:

- Open the article page.
- In the right float panel, click **Save and Subscribe** or **Remove**:

## Delete news item

Article ID: 245  
Last updated: 11/16/13

To delete a single news item:

- Choose **News** menu
- Click on the **News** tab
- Click **Delete** from the options dropdown menu

To delete one or more news items:

- Choose **News** menu
- Click on the **News** tab
- Check the Actions with selected check box to the left of each article you wish to delete
- Choose **Delete** from the **Actions with selected** box at the bottom of the screen
- Click **OK**
- **OK** again to confirm that you really do want to delete these articles.



To unsubscribe from a single article under **My Account**, perform these steps:

- In **My account**, click the **Subscriptions** section.
- In the **Article Subscriptions** area, click **Manage**.
- In the opened list, find an article that you wish to unsubscribe from. Click the [...] icon and select **Unsubscribe email**.

## Subscribing to and Unsubscribing from Files

There are two ways to subscribe to or unsubscribe from files.

To subscribe to or unsubscribe from a single file in Public area, perform these steps:

- In the top left corner click **Downloads** and find a desired file.
- In the file details box, click **Save** or **Remove**.

Recent files	Most downloaded
<a href="#">ShortName.png</a> ⬇ 09 Feb, 2019 48 kb Downloads: 1 <a href="#">Save</a>	<a href="#">updates.PNG</a> ⬇ 14 Sep, 2016 6 kb Downloads: 110 <a href="#">Remove</a>
<a href="#">Update.png</a> ⬇ 09 Feb, 2019 39 kb Downloads: 1 <a href="#">Save</a>	<a href="#">249509332.jpg</a> ⬇ 05 Dec, 2016 73 kb Downloads: 103 <a href="#">Remove</a>

To unsubscribe from a single file under **My Account**, perform these steps:

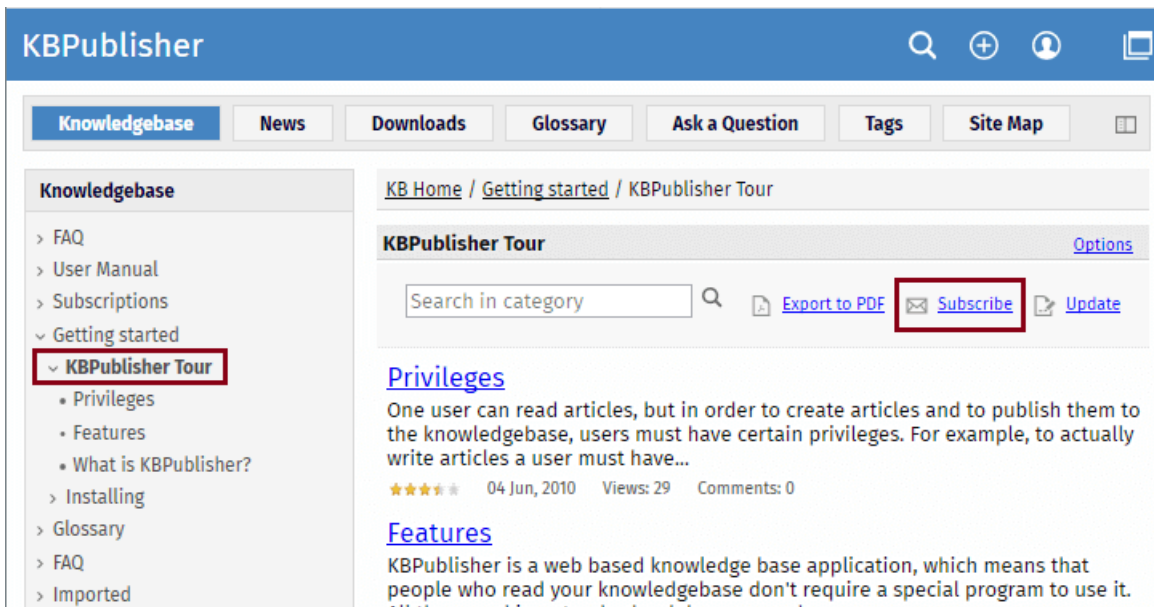
- In **My account**, click the **Subscriptions** section.
- In the **Files Subscriptions** area, click **Manage**.
- In the opened list, find a file that you wish to unsubscribe from. Click the [...] icon and select **Unsubscribe email**.

## Subscribing to and Unsubscribing from All Articles/Files in Category

There are two ways to subscribe to or unsubscribe from all articles in a category.

To subscribe to all articles in a category or unsubscribe from them in Public area, follow these steps:

- In the category tree, select a desired category.
- Click **Options** in the top right corner. A panel with additional actions appears.
- Click **Subscribe** or **Unsubscribe**.



To subscribe to all articles/files in a category or unsubscribe from them under **My Account**, perform these steps:

- In **My account**, click the **Subscriptions** section.
- In the **Article Categories Subscription** or **File Categories Subscription** area, click **Manage**.
- Perform one of the following actions:
  - To subscribe, click the [+ ] icon. In the list, select desired categories, and then click **OK**.
  - To unsubscribe, in the list, find an article/file that you wish to unsubscribe from. Click the [...] icon and select **Unsubscribe**.

## Subscribing to and Unsubscribing from Article Comments

When you post your comment to an article, you can subscribe to its new comments by selecting the check box below.

To unsubscribe from comments under **My Account**, perform these steps:

- In **My account**, click the **Subscriptions** section.
- In the **Article Comments Subscription** area, click **Manage**.
- In the opened list, find a desired article. Click the [...] icon and select **Unsubscribe**.

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Revision: 1  
User Manual v8.0 -> Users -> My Account -> Managing Subscriptions  
<https://www.kbpublisher.com/kb/entry/498/>