

Update an article

There are two ways to get to the update article screen.

One way is to:

- Choose **Articles** menu
- Click on the **Articles** tab
- Click the Options icon under **Actions** to display the dropdown list, and then click Edit.

The other way is to

- Click on the article to view it
- Click on **Quick Edit** to update article in place or click **Edit Article** to open article for update in Admin Area

You can find out more about each of these fields and how they work in [The Article Screen Explained](#).

You can also use the [bulk update option](#) to update the categories, type, meta tags, status and description. Using this feature, you can update more than one article at a time.

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User Manual v7.0 -> Articles -> Articles -> Update an article

<https://www.kbpublisher.com/kb/entry/39/>