

KB: Creating and Editing an Article

Last Modified on 09/27/2022 1:17 pm CDT

Creating an Article

To create an article in KnowledgeOwl,

1. Log into KnowledgeOwl.
2. Click the category/subcategory you would like to add an article to.



3. Click **Add Article**.



4. Enter an article title and click Add and Edit.

*NOTE: It is recommended to select **New article**, and **Link content to existing article** should never be selected.*

5. Add content (text, images, icons, notes, etc.).
6. If complete, set the *Status* field to **Ready to Publish**.
7. Click **Save**.



Editing an Article

To edit an article in KnowledgeOwl,

1. Log into KnowledgeOwl.
2. Navigate to the article you wish to edit.
3. Update content (text, images, icons, notes, etc.).
4. Click **Save**.

