



Move categories or articles between levels

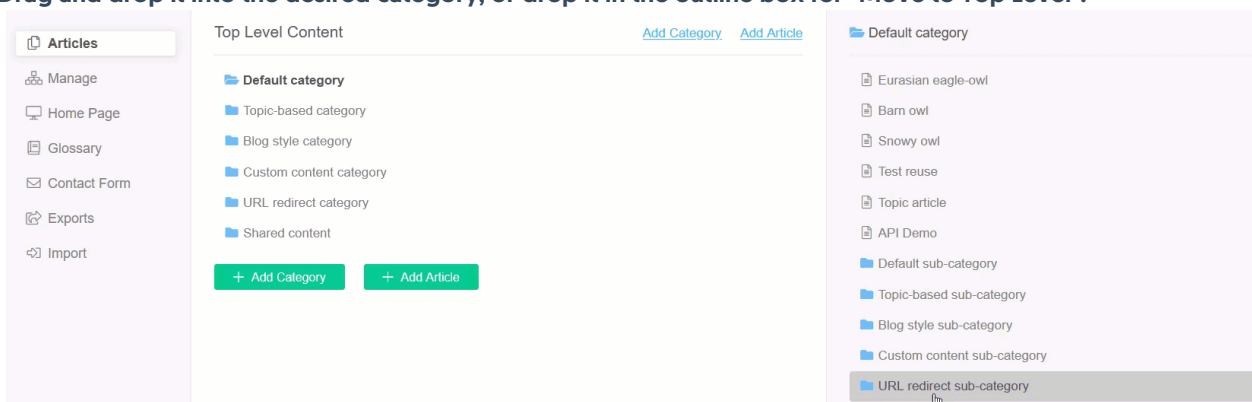
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In **Knowledge Base > Articles**, in addition to **reordering content inside the current level**, you can also:

- Move articles and categories to the top category level
- Move articles and categories into other categories (note that some **category types** cannot contain subcategories)
- Move articles and categories into other subcategories

To do this:

1. Click and hold on the title of the article or category you want to move.
2. Drag and drop it into the desired category, or drop it in the outline box for "Move to Top Level".



If you don't want to mess with drag and drop, you can also change the category an article or subcategory is located in the editor. To do so:

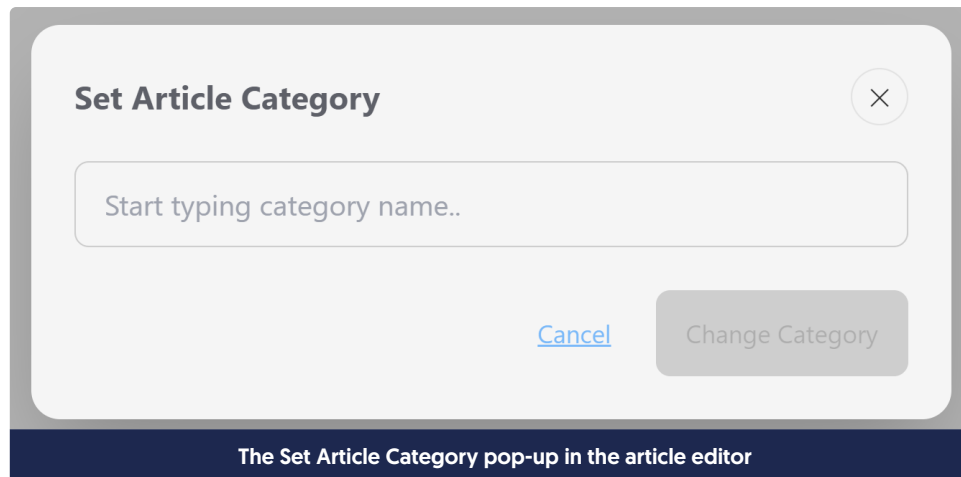
1. Open the article or category you want to move for editing.
2. In the righthand column of the editor, find the **Category** section. If the section is collapsed, expand it.
3. To make the content a **top-level** category or article, select the trashcan icon (article editor) or the red X icon (category editor) to remove the category entirely. Be sure to **Save** after making this change!



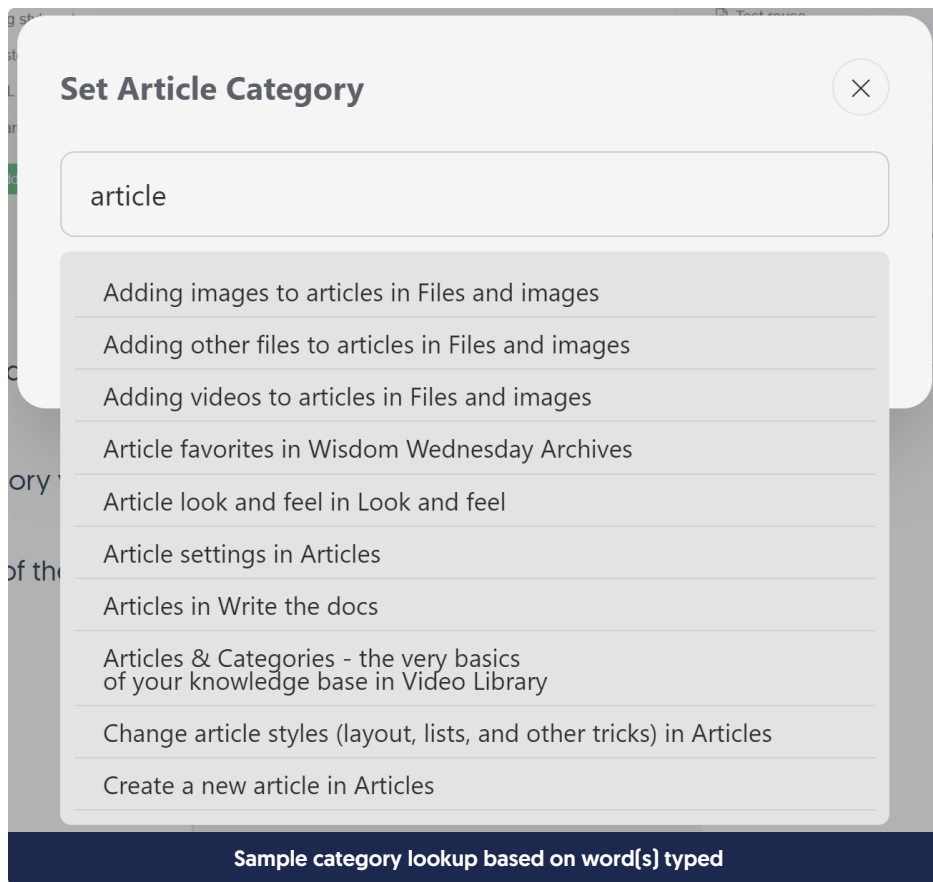
4. To replace the current category with a different category, select the **Change category** button (article editor) or click the gear cog icon next to the category title (category editor).



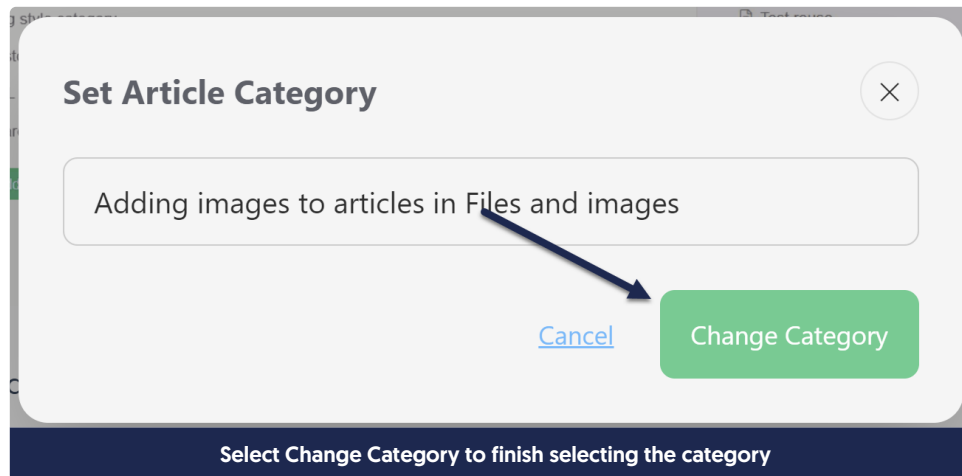
- a. This will open a **Set Article Category** pop-up where you can search for the new category by typing the name.



- b. Once you type a few letters, a list of matching categories appears. Select the category you want to switch to.



c. Once you've made your selection, click the **Change Category** button.



5. Be sure to **Save** your changes.