Full and short titles

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Every article has its **Full Article Title**, displayed at the top of the article editor and displayed as a Heading 1 in the live article in the knowledge base.

If your full article title is quite long, consider adding a **Short title**. The short title is used in the table of contents instead of the article's full title.

If the article is within a topic display category, use the **Display Options** checkbox to set whether to use **Short Article Titles** within the topic display category. When checked, this setting will use the short title in:

- The Quick Links section (if applicable)
- In place of the Full Article Title wherever the article title is displayed, including:
  - Default Layout: The article title heading
  - Accordions Layout: The text for the accordion
  - Tabs Layout: The tab's label

The full article title will still be used everywhere else, including in search results, other category landing pages, and article lists, and within the app.

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



Try out the new editor
We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

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New editor | Old editor

Your short title will display in the table of contents and, if applicable, in the article's topic display category.

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