

Prevent search engines from indexing your site and content

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Private sites cannot be indexed by search engines. But if your knowledge base is public, you may want to prevent Google and other search engines from indexing either:

- Your entire site
- Individual pages

Below, we walk through instructions for each approach.

Block entire site from search indexing

To ensure that your entire public knowledge base isn't indexed for search:

- 1. Go to Settings > Style.
- 2. Below the preview pane, be sure Custom <Head> is selected.
- 3. Copy the code below and paste it into that pane:

<meta name="robots" content="noindex">

4. Be sure to Save your changes.

Block individual pages from search indexing

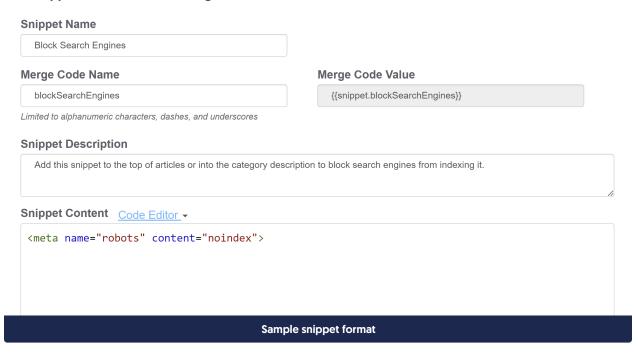
If, on the other hand, you only want to block individual pages (like articles or categories) from search engines' indexing:

- 1. Go to Library > Snippets.
- 2. Click the + Create New Snippet button to begin creating a new snippet.
- 3. Use any Snippet Name you'd like. Here, we use "Block Search Engines."
- 4. Optional: Add a Snippet Description. Here, we use "Add this snippet to the top of articles or into the category description to block search engines from indexing it."
- 5. In the Snippet Content dropdown, select Code Editor. (It usually defaults to WYSIWYG Editor.)

6. Copy the code below and paste it into the Code Editor.

<meta content="noindex" name="robots</th><th>"/>

7. Your snippet should look something like this:



8. Once you're done, be sure to click the Create button to finish creating your snippet.

With your snippet created, you can add it into the start of articles or custom content categories above all other text using the Insert Snippet control in the editor. See Using snippets for more information.

To add the snippet to any other category type:

- 1. Open the snippet from Library > Snippets.
- 2. Copy the Merge Code Value.
- 3. Paste that into the **Description** of the category you want hidden from search.
- 4. Save the category.
- If the category contains articles, you'll want to add the snippet into each article in the category, too.