



Internal notes now in Manage and copied to new articles

Last Modified on 12/28/2022 12:24 pm EST

We've added a couple small improvements to [internal notes](#), which we first rolled out last year:

1. Internal notes are now included in the [Export to CSV](#) option in [Manage articles](#), so you can see your internal notes in CSV exports. You'll find them in the [Customizations](#) section:

The screenshot shows a 'Manage articles' interface with a 'Customizations' section. The 'Internal Notes' checkbox is selected and highlighted with a blue arrow. The interface is organized into columns: 'Basic', 'Permissions', 'History', 'Customizations', 'Advanced', and 'Options'. The 'Internal Notes' checkbox is located in the 'Customizations' column. At the bottom right, there are 'Close' and 'Export Articles' buttons.

Basic	History	Advanced	Options
<input type="checkbox"/> Select All			
<input checked="" type="checkbox"/> Article ID	<input checked="" type="checkbox"/> Date Created	<input type="checkbox"/> App Edit Link	<input type="checkbox"/> Template Article
<input checked="" type="checkbox"/> Article Title	<input checked="" type="checkbox"/> Date Modified	<input type="checkbox"/> View Article Link	<input type="checkbox"/> Topic Article
<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Date Published	<input type="checkbox"/> Tags	<input type="checkbox"/> New or Updated Callout
<input checked="" type="checkbox"/> Permalink	<input checked="" type="checkbox"/> Date Deleted	<input type="checkbox"/> Search Phrases	<input type="checkbox"/> Callout Expiration
<input checked="" type="checkbox"/> Author	<input checked="" type="checkbox"/> Last Modified By	<input type="checkbox"/> Related Articles	<input type="checkbox"/> Video Callout
<input checked="" type="checkbox"/> Category	<input checked="" type="checkbox"/> Total Views	<input type="checkbox"/> Shared Content Article	<input type="checkbox"/> Remove from Search
<input checked="" type="checkbox"/> Breadcrumbs	<input checked="" type="checkbox"/> New Version Ready to Publish	<input type="checkbox"/> Linked to Article	<input type="checkbox"/> Hide from Navigation
Permissions	Customizations	<input type="checkbox"/> Old Links	<input type="checkbox"/> Remove PDF Download
<input type="checkbox"/> Visibility	<input type="checkbox"/> Meta Description	<input type="checkbox"/> Pages to Recommend On	<input type="checkbox"/> Remove Ratings
<input type="checkbox"/> Restrict to Groups	<input type="checkbox"/> Title Tag	<input type="checkbox"/> Current Version Number	<input type="checkbox"/> Remove Comments
<input type="checkbox"/> Inherited Group Restrictions	<input type="checkbox"/> Short Title	<input type="checkbox"/> Current Version Notes	
<input type="checkbox"/> User Teams	<input type="checkbox"/> Internal Title	<input type="checkbox"/> Order in App	
	<input type="checkbox"/> Internal Notes	<input type="checkbox"/> Redirect URL	
	Reporting		
	<input type="checkbox"/> Total Ratings		
	<input type="checkbox"/> Star Rating Average		
	<input type="checkbox"/> Quality Views		
	<input type="checkbox"/> Last Viewed Date		

2. If internal notes exist for an article and you create a new article from that article--either using the copy from existing option or [create from template](#)--the internal notes will now be copied to the new article, too. We're using this internally as a way to provide instructions on how to use the template, and it's pretty slick!

If you've been using internal notes and have your own wish list of changes, [contact us](#) and let us know!