

## **Reorder and move categories**

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Reorder categories within a section, or move categories between sections.

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Glossary	Features		Files and images	Ī
Contact Form	Search		Eile Labels	
	Reporting		Tags	

## **Reorder categories or articles**

Reorder categories or articles by rearranging their order in Knowledge Base > Articles.

- 1. Hover over the article or category you want to move.
- 2. Click on the up and down arrow icon to the right of each category or article, and drag and drop the content where you want it. Follow these instructions to move content outside the current level.

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## Move categories or articles between levels

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".

D Articles	Top Level Content Add Category	Add Article	Default category
品 Manage	🔤 Default category		Eurasian eagle-owl
🖵 Home Page	Topic-based category		Barn owl
Glossary	Blog style category		Snowy owl
Contact Form	Custom content category		Test reuse
	URL redirect category		Topic article
C Exports	Shared content		API Demo
<>∃ Import	+ Add Category + Add Article		Default sub-category
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			Blog style sub-category
			Custom content sub-category
			URL redirect sub-category رال
Sample gif showing the above steps. Hover to play.			

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!

Category	^
Reorder and move categories	Î
Change category	
Use the trashcan icon in the article editor to remove the category con	npletely

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).



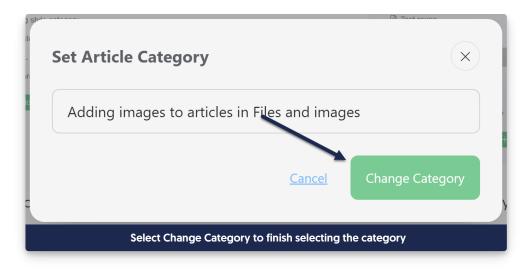
a. This will open a **Set Article Category** pop-up where you can search for the new category by typing the name.

Set Article Category		×
Start typing category name		
	<u>Cancel</u>	Change Category
The Set Article Category p	op-up in the ar	ticle editor

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

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la	article	
c -	Adding images to articles in Files and images	
	Adding other files to articles in Files and images	
	Adding videos to articles in Files and images	
	Article favorites in Wisdom Wednesday Archives	
ory	Article look and feel in Look and feel	_
of the	Article settings in Articles	
	Articles in Write the docs	
	Articles & Categories - the very basics of your knowledge base in Video Library	
	Change article styles (layout, lists, and other tricks) in Articles	
	Create a new article in Articles	
	Sample category lookup based on word(s) typed	

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



5. Be sure to Save your changes.