Make individual articles required

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Once you turn on Required Reading, the article editor displays a Required Reading section so you can mark articles as required and set start dates for acknowledgements.

Authors with the default Editor or Writer role can mark articles as required. If you're using a custom role, you'll need to have the **Articles** Permission to **Edit articles that are in draft mode** or **Edit articles that are published**.

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.

New editor | Old editor

Limitations
You cannot set articles in topic display categories, URL redirect articles, or custom content categories to be required. If you're interested in marking topic display categories' articles or custom content categories as required, please contact us and let us know you'd like to be added to our feature

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requests for this functionality!

What happens next

Once you save an article as required and add a start date:

- The article displays in the Required Reading page and the Required Reading article list (if used).
- The article displays the required reading flag and acknowledgement to readers.
- Readers' acknowledgements will be tracked and added to the Required Reading report.

Refer to Retrigger the same article for new acknowledgement for adding additional Start Dates. If you need to remove a start date or remove an article from the required list, refer to Remove requirement or start date.

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