Create a new synced category

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You must have more than one knowledge base to create new synced categories.

To create a new synced category:

1. Go to **Pages** in the knowledge base where you want to create the synced category.
2. Select **+ Add**, then select **Category**. The **New category** modal opens.
3. Under **Body**, select **Synced content**.
4. Use the dropdown to **Select Knowledge Base** where the parent category you want to sync to exists.
5. Enter part of the category name in the text box. The field autosuggests as you type. Select the category you want to sync to.
6. Select **Quick create** if you don't need to review anything; select **Create and edit** to create the synced category and open it for review.

Refer to Create a category for more information on creating categories.



Don't use if you require login to view files
Shared content categories don't work well when the source category's knowledge base requires login to view files/images.

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