



Set which fields to automatically display at the top of the editor

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The article editor automatically displays a few fields at the top of the editor:

- **Title**
- **Last saved date, time, and author information**
- **Permalink**
- **Summary**
- **Author note**

If you regularly use other fields that display here, you can globally set additional fields to automatically display for all authors. Choose from these additional fields:

- **Internal title:** Refer to [Internal article title](#) for more information on this field.
- **Short title:** Refer to [Full and short titles](#) for more information on this field.
- **Custom title tag:** Refer to [Title tags](#) for more information on this field.
- **Tags:** Refer to [Tags feature overview](#) for more information on this field.
- **Search phrases:** Refer to [Search phrases](#) for more information on this field.

You can choose to display additional fields only in specific articles or set them as a default for all articles.

How to set editor display fields

To choose which additional editor fields to display:

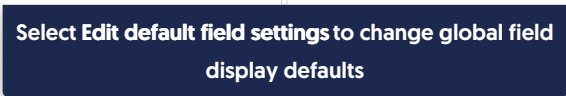
1. Open any article for editing.
2. Select **+ Add field...** at the bottom of the field list just above the editor control bar:



Select + Add field... to display additional fields in this article or all articles

The **Add field** modal opens.

3. To display a field just to the article you're currently viewing, select the field.
4. To display a field globally across all articles, select **Edit default field settings**:



Select Edit default field settings to change global field display defaults

The **Default article fields** modal opens.

5. Check the boxes next to the fields you want to globally display automatically:

Check the boxes for the fields you want to automatically display
always, then **Save**.

6. Be sure to **Save** your changes. The fields you selected will display at the top of the editor automatically for all authors of this knowledge base.

These settings are stored and can also be edited in **KB settings > Article editor** in the **Automatically show these fields in the editor for all articles** section.
