Change your default save action

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The **Save** option in the article editor includes three different options:

- **Save:** Saves the article and keeps you on the page you're on.
  - When to use: Incremental saves as you make small changes; saves when you're not sure what you're going to do next; most other saving situations.
- **Save & back:** Saves what's in the editor and navigates you back to the **Pages** page with the category the article is within opened.
  - When to use: When you're saving an article and you know you're done with it and want to go back to the **Pages** page.
  - For example, if I use **Save & back** on this page, I'll be taken to the **Pages** page with the **Set article editor behavior** category opened.
- **Save & create new:** Saves what's in the editor, takes you back to the **Pages** page, and automatically triggers the **Create new article** modal. Creating a new article from that modal will create the article in the category you were already in.
  - When to use: When you're creating multiple articles in the same category, especially if you're importing or copying and pasting new content in and you want those articles in the same category.
  - For example, if I use **Save & create new** on this page, I'll be taken to the **Pages** page, open to the **Set article editor behavior** category, and the **Create new article** modal will automatically open for me to add another article here

The first option, **Save**, is set as the **default save action** whenever you hit the **Save** button.

But if you're using one of the other Save options here repeatedly, use the option to **Set default save action** to switch to a different default.

Change your default save action

To change your default save action:

1. In the article editor, select the down arrow next to the **Save** button.
2. Select **Set default save action**:

   

   The **Set default save action** modal opens.
3. Select the default save action you'd like to use:

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a. **Remain on the same page**: This is the **Save** action.

b. **Return to the "Articles" page**: This is the **Save & back** action.

c. **Return to the "Articles" page, and open the create new article dialog**: This is the **Save & create new** option.

4. Select **Update** to save your default save action changes.

Now, whenever you hit **Save**, the editor uses the default save action you selected. You can update this at any time to handle different workflows.

Changing the default save action only impacts your own save options. Other authors have control of their own default save action.

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