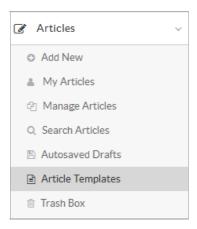
## Creating a new template

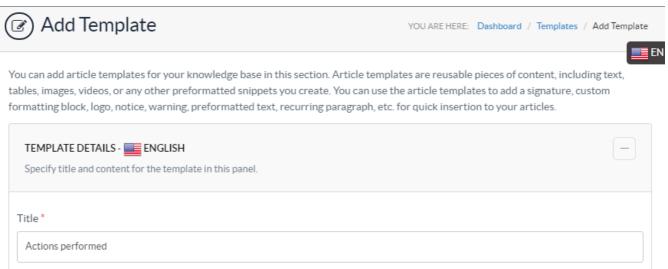


Article Templates are reusable pieces of content, including text, tables, images, videos, or any other preformatted snippets you create. You can use article templates to add a disclaimer, custom formatting block, notice, warning, preformatted text, recurring paragraph, boilerplate text etc. for quick insertion to your articles.

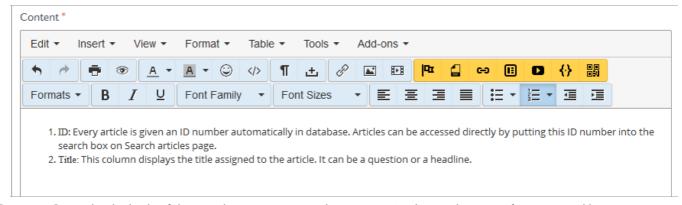
## **Creating an Article Template:**



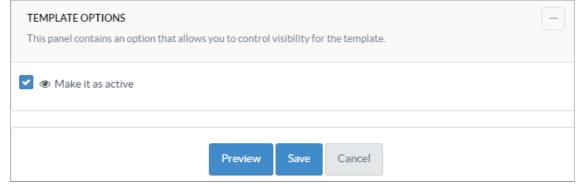
 Expand the " Articles " section in the left navigation bar and click on " Article Templates " link. By default, " Manage Templates " page will open. You can click on " Add Template " tab to create a new template.



- 2. In **multi-language editions**, the template is added to the language selected in language drop-down. The selected **language name and icon** is displayed on the screen such as English is displayed with 'Template Details' in the above screenshot.
- 3. " Title " is the heading of the template. Multiple templates with the same title are not allowed in the knowledge base.



- 4. " **Content** " inscribe the body of the template. PHPKB provides WYSIWYG editor with various features just like we see in MS-Word to edit the content of a template.
- 5. You can mark the template as active in " **Template Options** ". If **active**, a template will be visible in inserting template dialog for insertion into the article.



- 6. Click the " **Preview** " button to preview the template before saving.
- 7. Click the " Save " button to save the template or you can click on the " Cancel " button to abort the process.

## **Custom Fields**

**Applicable To:** Standard Edition, Standard (Multi-Language) Edition, Enterprise Edition (MySQL), Enterprise Multi-Language Edition (MySQL), Enterprise Edition (SQL Server), Enterprise Multi-Language Edition (SQL Server)

Online URL: https://www.phpkb.com/kb/article/creating-a-new-template-82.html