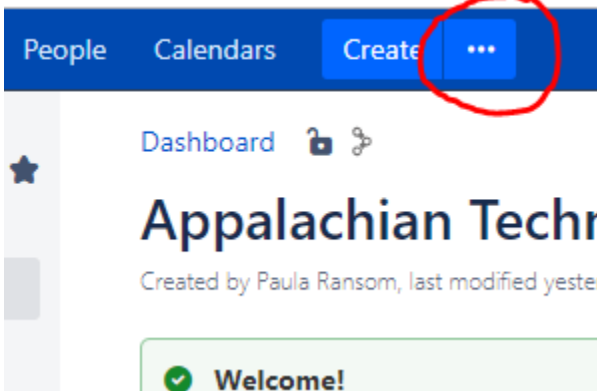# How to create a knowledge base article for the Appalachian Technology Knowledge Base

This article provides simple step by step instructions to create an article for the Appalachian Technology Knowledge Base (ATKB), using approved templates.

- Navigate to the ATKB Space by clicking on **Spaces** at the top of the page. If **Appalachian Technology Knowledge Base** is not listed, click on **Space directory** to see a list of all available spaces .

- Click on the "Create from template" button

- Choose one of the approved templates (**How-to article, Troubleshooting article or Blank Page for Knowledge Base**)

- Click **Next**

- Enter the title of the article into the **Name** text box

- Enter the label(s) for the article in the **Label** text box.

  Labels are lower case and one word only. If two words are needed, use a dash in between the words (Example: asulearn, digital-measures, google-group). Hit enter after typing each label for it to be added. Click the X next to a label to remove it.

  > ⓘ Searches in Confluence and Jira Service Desk include the title and body of all articles, and do not include the labels. Labels are for organizational purposes only.

- Click **Create** (Title and labels can be edited after creation)

- Fill out Template
    - Click on Instructional text to replace with the text of the article. Instructional text does not show up on the published article.
    - Elements are movable and can be deleted if not needed. Use the format toolbar at the top of the page to add elements and format the body of article.
    - **Related Articles** is the **Content by Label** Macro that will list articles by label. The list is in alphabetical order and limited to 50. Click on the **Content by Label** macro and choose **Edit** to bring up the edit options. Add the label or labels of the related articles you want to list into the "**Label**" text box, remove the label that is already listed and **Save**.
    - Click **Preview** at the bottom of the page to see what will be published. From Preview mode click **Edit** to get back to Edit Mode.
- Save Article. The **Save** button is located bottom right of the page.

- Please leave the elements at the bottom of the page. The **Page Properties** box at the bottom of the article is hidden and used for reporting purposes, it will not show up anywhere but edit mode.

Page properties | hidden = true

Related issues

What did you change?   ☑ Notify watchers   Preview Save Close

For more detailed documentation on Article and Page creation visit the link below.

Confluence Documentation

Related Articles

- Confluence
- Confluence Tutorial
- Create a Page in Confluence
- Create a Space in Confluence
- Disable Autowatch in Confluence
- Edit Permissions on a Confluence Page
- How To Update Related Articles (Content by Label Macro)
- Make a Confluence Space or Page(s) public
- Use the Confluence Add-On Hide Elements
- Use the Confluence Add-On Scaffolding Forms & Templates

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