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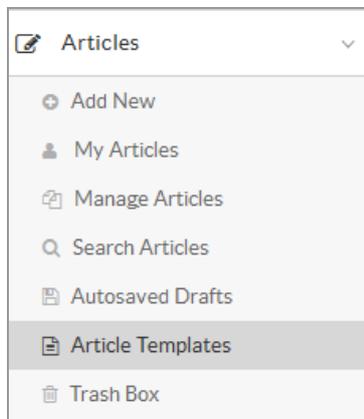
Gurjeet Kaur
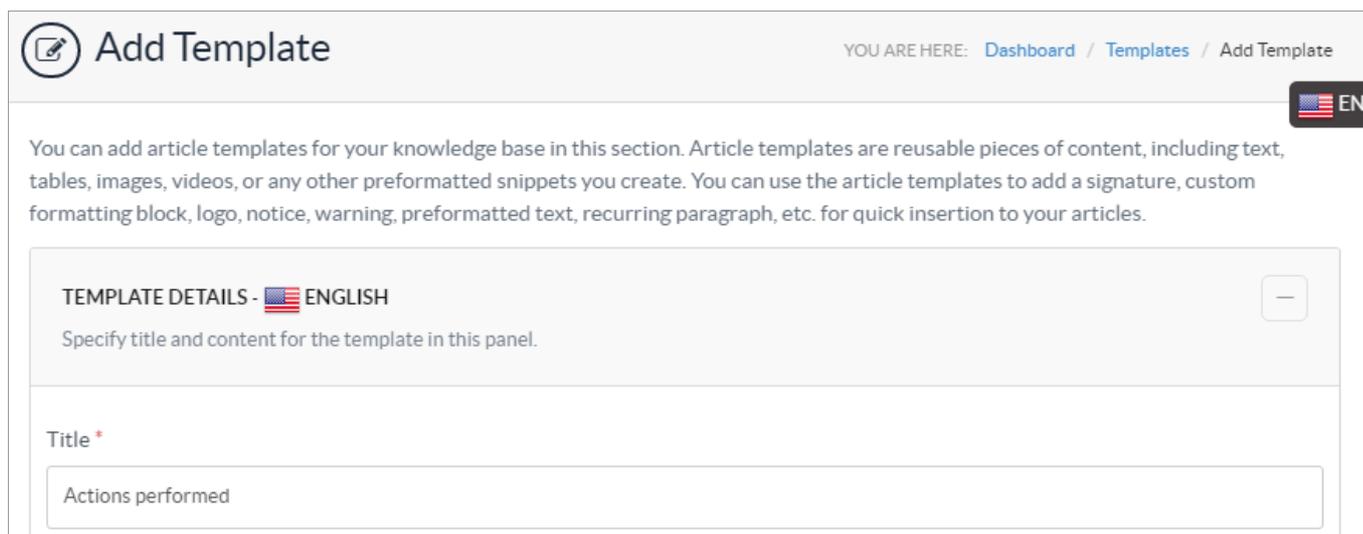
Article Templates are reusable pieces of content, including text, tables, images, videos, or any other preformatted snippets you create. You can use article templates to add a disclaimer, custom formatting block, notice, warning, preformatted text, recurring paragraph, boilerplate text etc. for quick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

Creating an Article Template:

1. 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.
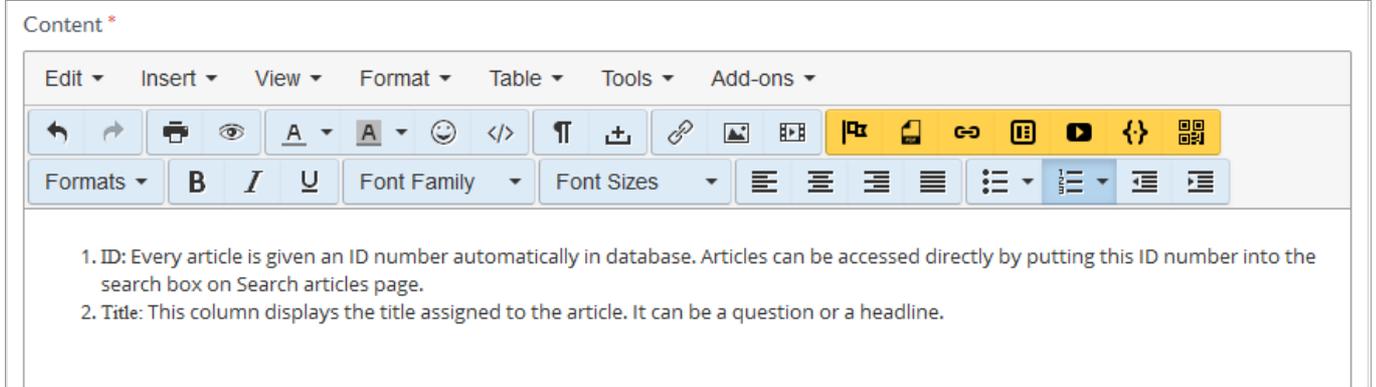

2. In **multi-language editions** , the template is added to the language selected in language drop-down. The selected **language name and icon** is displayed on the screen such as English is displayed with 'Template Details' in the above screenshot.
3. " **Title** " is the heading of the template. Multiple templates with the same title are not allowed in the knowledge base.
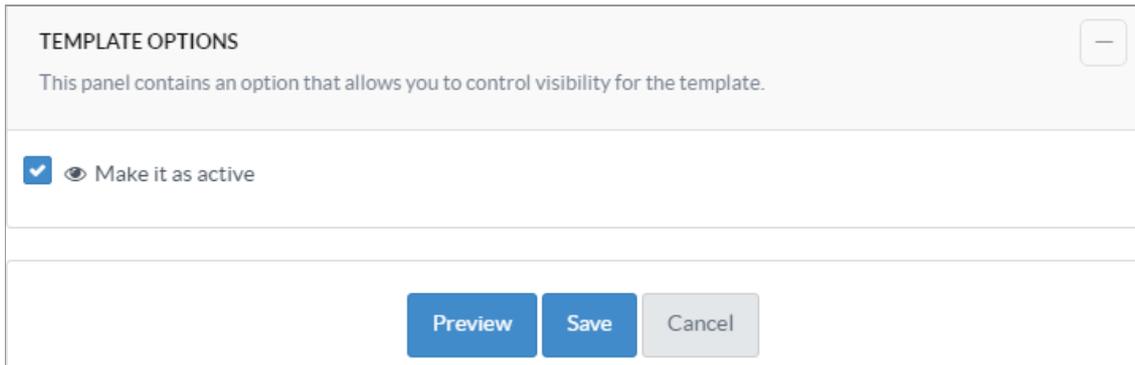
¹²Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.

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

²Forbidden

You don't have permission to access this resource.

Additionally, a 403 Forbidden error was encountered while trying to use an ErrorDocument to handle the request.