

Find articles with search and filters

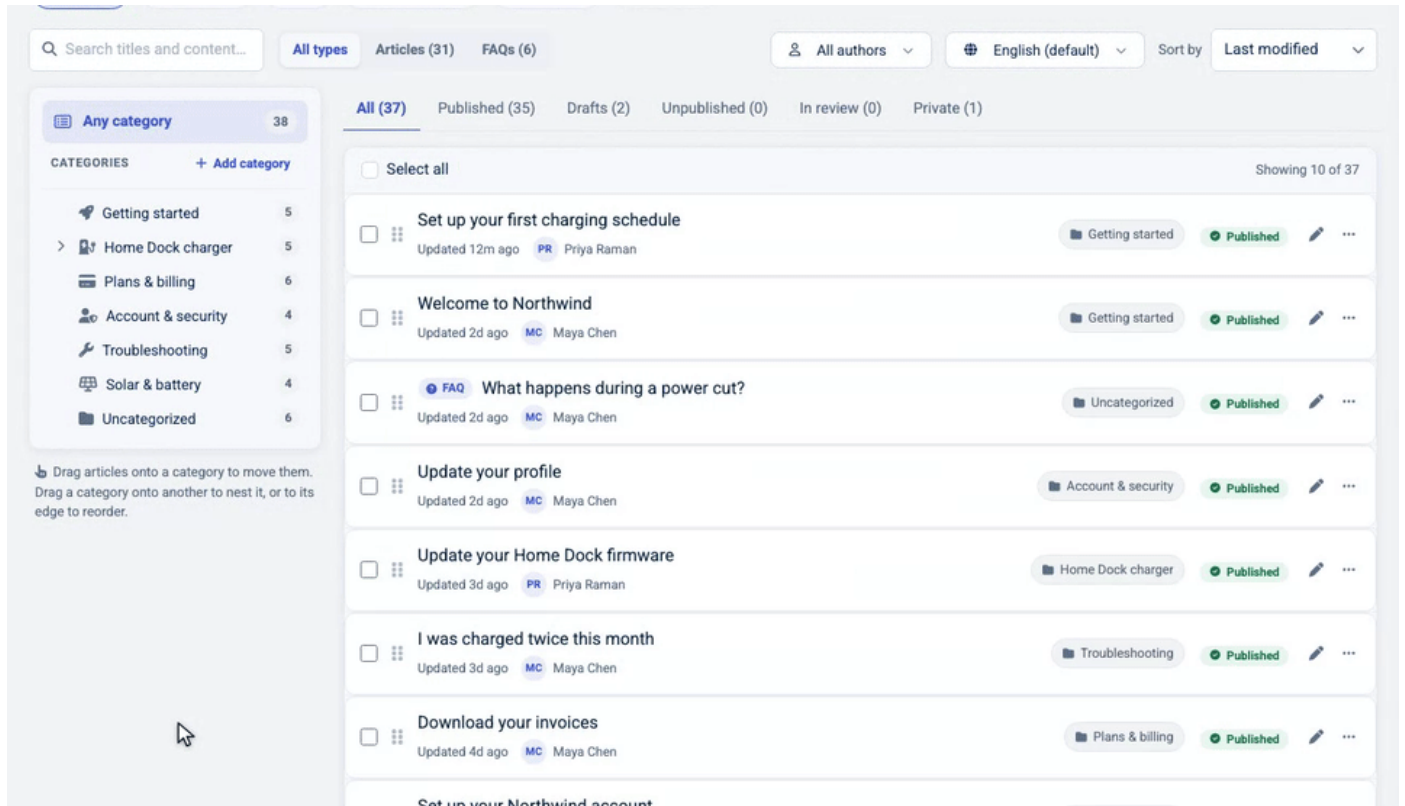
Organize and publish

As your help center grows, the Articles page helps you find any article in seconds. Search by words, narrow the list by status, category or author, and save the views you use every day.

Who can do this: Owners, Admins, Editors and Translators · **Plans:** All plans

Find an article

1. Click **Articles** in the left menu.
2. Type in the **Search titles and content...** box. The list updates as you type, and **Sort by** switches to **Best match**.
3. Click a status tab, such as **Published**, to narrow the list.
4. To keep this combination for later, click **Save view**.



Saved views sit above the list, one click away.

Search also finds text in staged changes that aren't published yet, on help centers that use staged changes.

Status tabs

Tab

Shows

All

Every article.

Published

Articles that are live on your help center.

Drafts	Articles that have never been published.
Unpublished	Articles that were live and have been taken down.
In review	Articles flagged for review, or past their scheduled review date.
Private	Articles whose access is Private or Anyone with the link .

Each tab shows how many articles it holds.

Narrow the list

- **By category:** click a category in the **Categories** panel. **Any category** clears it.
- **By author:** open **All authors** and pick a teammate.
- **By type:** choose **Articles** or **FAQs**. This switch appears once your help center has FAQs.
- **By language:** on a help center with more than one language, pick a language from the language menu to work on its translations. Then show **Translated** or **Missing** articles, and look for rows marked **Not translated** or **Outdated**.
- **By staged changes:** on help centers that use staged changes, choose **Has staged changes** or **No staged changes**. You can also filter by change set.

Every filter you use shows as a chip next to **Filtered by**. Click the × on a chip to remove that filter, or **Clear all** to start over. When filters hide some articles, a note says how

many.

Sort the list

Use **Sort by** to order the list by **Last modified**, **Alphabetical**, **Most viewed** or **Most comments**. **Custom order** lets you drag articles into place inside a category. See [Change the order of articles and categories](#).

Views

The views above the list give you common lists in one click: **All articles**, **Needs review**, **Drafts**, **Pending changes** (articles with staged changes) and **Most viewed**.

Save view saves your current search, tab, category, author and sort as a view of your own, named after what it filters. To remove a saved view, click the × next to its name.

Your saved views, and the filters you used last, are kept in this browser. Teammates don't see them, and they don't follow you to another computer.

Long lists

More articles load as you scroll down. You can also click **Load more** at the bottom of the list.

What next

- Click an article to see its details, or click its pencil icon to make a quick edit. See [See article details and make quick edits](#).
- Tick several articles to publish, move or delete them together. See [Change many articles at once](#).

Related articles

- [Change many articles at once](#)

- [See article details and make quick edits](#)
- [Find your way around the dashboard](#)