Write an Article

Articles are a great way to share long-form content.

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Tags | **Articles** |

Applies to: Free   Basic   **Business**   Enterprise

Enterprise users can access their documentation here. Find your plan.
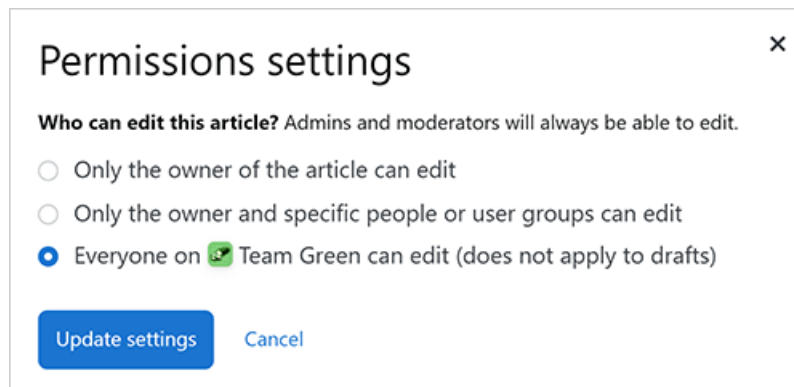
Overview

Articles provide a long-form content solution within Teams. In addition to questions and answers, users will now be able to create an article to proactively share knowledge with fellow team members. Articles will show up in search results along with Q&A content.

Click on **Articles** in the left-hand menu to go to the Articles page, which shows a sortable list of existing articles. Here you can search for articles by title or author, as well as filter the article list by editing permissions and ownership.

Create an article

To create a new article, click **Create a new article**. On the page that appears, give your article a clear, descriptive title. Choose article **Type**. Choose at least one tag to categorize your article and make it easier for others to locate. Add multiple tags if you can.

By default, anyone will be able to edit your article. To change editing permissions, click **Permission settings**.

From the Permissions settings menu that appears, click an option to grant editing permissions to only yourself, yourself and selected users, or all users. Click **Update settings** to save your selection.

Once you've added tags and set editing permissions, it's time to write the article. Start by giving your article an informative title and pick from one of the available article types. These article types give your team members a general idea of the type of content within each article. Next, pick at least one tag to categorize your article.

Once you've added your tags, it's time to write the article. Try copy-pasting existing documents you have on other platforms right into the editor to save time and automatically convert them into Markdown format. Upload images, use lists, add code snippets, and much more. If you link to questions on your team within the article, those questions will also be listed on the sidebar to the right of your article's content.

When you're done, click **Publish article** to publish your article.

Article drafts

In addition to publishing a new Article immediately, you can also save it as a draft. This allows you (and collaborators, if desired) to make additional edits to your Article before you publish it for all users to read.

To save a new Article as a draft, click **Save as draft**.
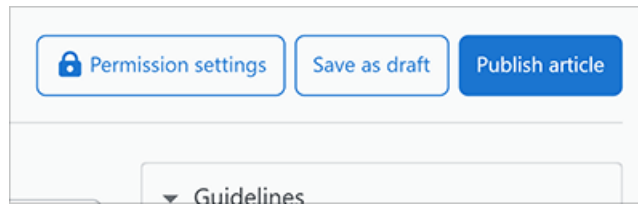
Draft articles show a "Draft" icon, both in the Articles list and on the Article edit page.
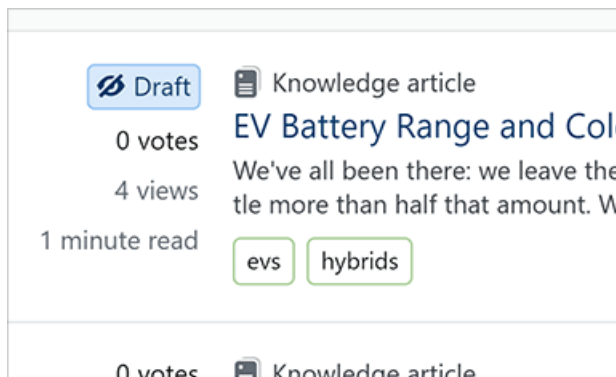
NOTE: Only the author and those with editing permissions can see draft Articles in the Articles list.

You can filter the Articles list to show only your drafts by selecting **Your drafts** in the **Permissions** select menu. This view will also show draft Articles that other authors have given you permission to edit.
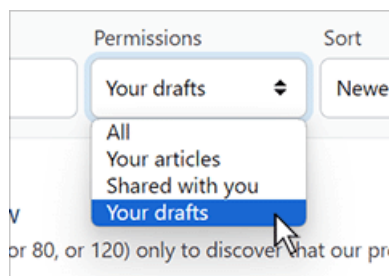
You can continue to revise a draft Article by clicking **Edit article**, making your edits, and clicking **Update draft**.
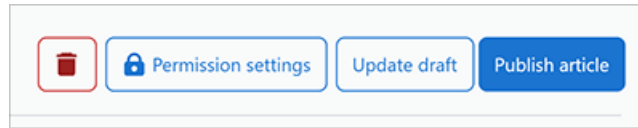
There's no limit to how many times you can edit a draft article. Each time someone updates a draft Article, Stack Overflow for Teams generates a "For you" alert for the author and all editors.

When you're ready to publish your draft Article, click **Publish article** on the Article editing page. Once you publish an Article, you can't take it back to draft status or un-publish it. You can continue to edit it as a published Article, or delete it with the *trash can* button. You can also delete a draft Article with the **trash can** button.

Utilize feedback

Once an article is published, team members can provide feedback to the author and editor(s) of the article, as well as highlight its usefulness to the rest of the team.

- Just as you can with questions, you can click **Upvote** to mark an article as useful. Each upvote increases the author's reputation.
- Instead of a downvote button, there's a **Provide feedback** button. When clicked, it offers options to suggest improvements to the article.

Once a user submits feedback, the author will be notified and they will be able to address feedback as needed. If the author clicks on the feedback notification or edits the article, they'll see the feedback in the right sidebar. Article authors and editors can click the checkmark to resolve active feedback items.

Organize articles

Besides browsing the articles page, your articles can be found through search and organized as part of collections. When viewing an article, you can even quickly add it to a collection by clicking **Add this article to a collection** in the right sidebar, or add them in bulk from the collection itself.

Filter and find articles

From within the Articles section, you can filter the results with the available options at the top of the page. You can also search for articles alongside usual Q&A content using the search box in the top bar. There are a couple article-specific search features that can make it easier to find them:

- Search for specific article types in the same way you would search for tags: `[knowledge-article]`, `[how-to-guide]`, `[announcement]`, and `[policy]`.
- Search for only article (and exclude Q&A) using the `is:article` operator.

Articles will also be included in the For You section and e-mail notifications.

View an article

When you click on an Article to view it, Stack Overflow for Teams displays helpful information and statistics about the Article. This includes the date the author wrote it, when it was last edited, how many times users have viewed the Article, and the approximate time it will take to read.

The Article view also shows the tags associated with the Article and the avatar of the author. If the Article's author is a subject matter expert in any of the associated tags, you'll see "Article authored by a subject matter expert in [tag]" above the Article title. When you see this line, you'll know the Article was written by a user recognized for their knowledge of the topic.

Article edit timeline
Certain users can make changes to Articles, and Stack Overflow for Teams tracks and records these changes over time. To see edits made to an Article, click its **timeline** button.
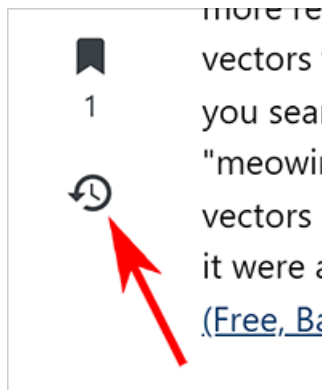
The Article "Timeline" page shows the date of each edit, who performed it, and a comment describing the edit. Click **Show vote summaries** to show user voting history along with the Article edits; click **Hide vote summaries** to hide voting history.

Timeline for About our Netlify Implementation

Event filters

[Hide vote summaries] [Show vote summaries]

7 events

when toggle format	what		by		comment
Nov 17 at 15:46	history	▷ edited	Reggie Mack	◆ Mod	added 122 characters in body
Nov 17 at 0:57	history	▷ edited	Karie Cruise	◆ Mod	added 104 characters in body
Nov 16	votes	daily summary	N/A		Up: 5 Down: 0 Bookmark: 1
Nov 16 at 22:48	history	▷ edited	jason t	◆ Mod	added 113 characters in body
Nov 16 at 22:06	history	▷ edited	Reggie Mack	◆ Mod	added 229 characters in body
Nov 16 at 18:37	history	▷ edited	Karie Cruise	◆ Mod	added 74 characters in body
Nov 15 at 23:38	history	written	Karie Cruise	◆ Mod	

To see the actual edits performed, expand any edit row by clicking its gray triangle button. The detailed edit view shows deleted text with red highlights, and added text with green highlights.

Need help? Submit an issue or question through our support portal.