

How do I move a Knowledge Base article to a different space?

Q: How do I move a Knowledge Base article to a different space?

Answer

In order to move a Knowledge Base article between spaces you must:

- Have authoring permissions. Authoring permissions are available to MIT community members. You can, [Request authoring permission \(MIT community only\)](#)
- Be logged in. Click on the "Login for more" link at the top-right corner of the screen.



If you're not sure what space an article should be in, see: [What do the knowledge base spaces mean?](#)

To move a Knowledge Base article to another space:

1. Navigate to the article you want to move to a different space. Click on **Edit** then select **Edit This Page**.
Result: The article editing screen opens.

2. Scroll down to the bottom of the page. Next to "Location" click on **Edit**.

We ask that you email such requests rather than contacting User Accounts by phone that the email address you want to forward your mail to is carefully and correct easily creep in over the phone. In addition, we will confirm forwarding to your sure it is indeed you asking us to set up forwarding.

What did you change?

☐ Minor change

Location: IS&T Contributions [Edit](#)

Restrictions: [Edit](#)

Labels: [Done](#)

olc-athena olc-mail exchange imap email forwarding split ist-top-five forward mail another address ho

Suggested labels: e-mail c-tsm certificate network file c-request-tracker request_tracker c-r4 tsm c-install c-printing red_hat security c-ecat athena enterprise calendar

Looking for a label? Just start typing.

Result: The set page location screen opens.

3. If you know the name of the space (IS&T Contributions, Community Contributions), simply type it into the **New Space** box. Confluence will help by providing you options to auto-complete.

Set Page Location

Help

Known Location

Search

Recently Viewed

Browse

Specify the new parent page for this page and its children by space and title.

New space:

IS&T Contributions

New parent page:

Start typing a page title to see a list of suggestions.

Current location:

IS&T Contributions

New location:

IS&T Contributions

Reorder

Move

cancel.name

4. Or you can use the **Browse** feature as follows (be sure to complete both steps):
- Click on **Browse** in the left-hand column to get a drop down list of available categories.
Result: The *Browse* screen appears with a drop down list of spaces.

Set Page Location

Help

Known Location

Search

Recently Viewed

Browse

Click to

Space:

Archive

Category

Community Contributions

Glossary

Help Desk Internal

Hermes Handbook

Home

IS&T Contributions

IS&T Draft

IS&T Published

Redirect

Utility

Specify the new parent page for this page and its children.

New space:

IS&T Contributions

New parent page:

Start typing a page title to see a list of suggestions.

Current location:

IS&T Contributions

New location:

IS&T Contributions

Reorder

Move

cancel.name

- b. Click on the drop down list to select your space, then wait for the home page of the space and a bunch of pages under it to fill out below. Click on the home page of the space, the one with the globe next to it and the same title as that of the space itself. Just selecting from the drop down menu is not enough.

Result: The space you have chosen will appear in "New Location" at the bottom of the screen.

Set Page Location Help

Known Location
Search
Recently Viewed
Browse

Click to select the new parent page for this page and its children.

Space: **Community Contributions**

- Community Contributions
- 10.4 LPR printing
- 2010 IT Partners Conference Schedule with Descriptions
- Accessing the MIT Libraries' subscriptions from on or off campus
- Apple Mail - "Hidden Mailbox"
- AppleMail preview pane missing
- Apple Mail stops updating the emails
- Apple Mail - unable to verify message signature
- Can I install OpenAFS on Windows or my Macintosh?
- Can I sync my Google Calendar with Apple's iCal and iPhone?
- Common problems accessing library e-journals or subscriptions
- Configure Adium to automatically join Group Chat rooms on startup
- Corrupted Address Book
- Creating chat rooms with MIT's Jabber service
- Dreamweaver forgets saved passwords

Current location: **IS&T Contributions**
New location: **Community Contributions**

☐ Reorder **Move** [cancel.name](#)

5. Whether you typed in or selected your new space, double check that the "New Location" at the bottom of the screen is the space you want the article moved to. Just selecting the space on the drop down menu won't change that; you must click the space name below it as shown above.
6. Click the **Move** button.
Result: The new location for your article has been selected. You will see that reflected on the article editing screen.
7. You **must** click **save** to save your article and move it into the new space you selected; otherwise your article will not be updated with the new location. Click **save**
Result: Your article has been updated and moved to the new space.