Marking an Article as Fresh

If you're using the <u>Mark as Stale feature (https://support.helpdocs.io/article/du4vb7glc8-</u> <u>marking-an-article-as-stale)</u> you'll need to know how to mark them as **Fresh** if you've updated them with new information. Good news is that it's super easy

From the Article Editor

- 1 Click the 🕓 Stale button in the top menu bar
- 2 Click Set Fresh Now

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From the Content Tab

You can mark an article as fresh from the content tab. It'll have a Stale badge next to the status.

- 1 Select the articles you want to become fresh
- 2 Click Bulk Edit
- 3 In the dropdown select Fresh under Stale Status
- 4 Click Apply edits

