

# 02

## Creating Articles

Odoo 19 Enterprise · Knowledge

Articles are the individual pages in your knowledge base.

### 1 Create an article

Knowledge  New

Click New to create a new article. Give it a title and start typing. The editor supports rich text formatting: headings, bold, italic, lists, tables, code blocks, and callout boxes. Drag and drop images directly into the editor. Save automatically as you type – no manual save needed.

### 2 Article structure

Organise articles in a hierarchy by dragging them in the left sidebar to create parent-child relationships. Create a top-level article as a section header (e.g. "HR Policies") and nest specific policies beneath it. Use the Table of Contents block to auto-generate navigation within long articles.

**Templates** Knowledge includes built-in templates for common document types: Meeting Minutes, Project Brief, Onboarding Checklist. Click the Template icon in a new article to start from a structure rather than a blank page.

### 3 Embed Odoo views

Knowledge  (article)  /  View

One of Knowledge's most powerful features is embedding live Odoo views inside articles. Type / to open the block menu and select View. Choose any Odoo model (Contacts, Tasks, Opportunities) and configure a filter. The live list renders inside the article – always showing current data. Example: embed an open tasks view inside a project brief article.