



# Content Hub Quick Guide Articles



# 1. New article

Log into the Content Hub, navigate to the articles section, and click the 'Add new' button to create a new article.

# 2. Article Content

Start by adding your article's title and body text. Alternatively, you can use the AI Content Generator for quick and easy content creation.

# 3. Media

Click 'Add media' for a new window. Select images from the asset library, upload your own, or use content from GIPHY/Unsplash.

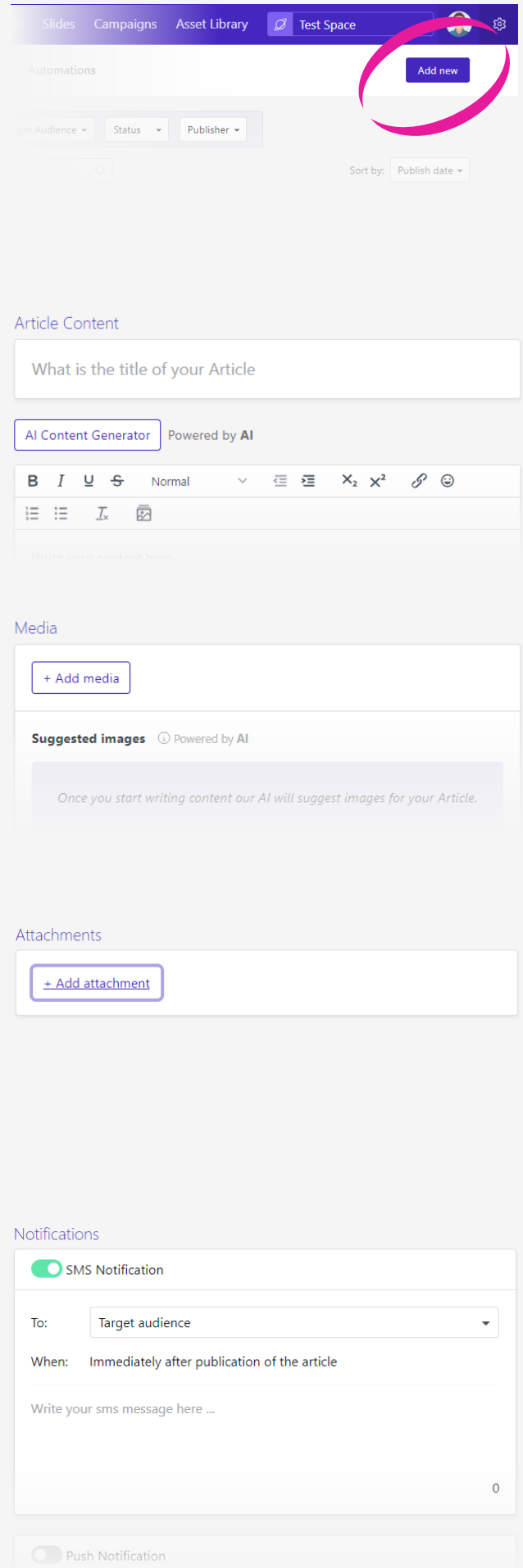
# 4. Attachments

Add attachments\* (optional) like PDFs that users can download directly from your article.

*\* Files supported: PDF, Word, Excel, PowerPoint, image, audio, video*

# 5. Notifications

For important messages, enable notifications to notify all app-using employees about the new article.





## 6. Target Audience

On the right side, define the audience for your article - all employees, a pre-configured group, or a specific user.

## 7. Settings

Assign a category to your article and decide if it's high priority (it will appear at the top of the articles in the employee app). You can also decide when to publish your article - do it right away or schedule it for a specific date and time in the future.

## 8. Interaction

Enable comments and reactions. Add a call-to-action like an acknowledge button or a hyperlink redirecting to additional content.

## 9. Publish

Preview your work, then decide to either publish the article immediately or schedule it for a future date and time. You can also save it as a draft.

## 10. Statistics

Monitor your article's performance, view statistics, and see who has seen it and when or who has not. Access a full report from the article overview page by selecting the statistics tab.

### Settings

Target audience

Support

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Category

Facility

High priority !

Schedule article

### Interaction

Comments

Reactions

Add Call-To-Action

Slides Campaigns Asset Library Test Space

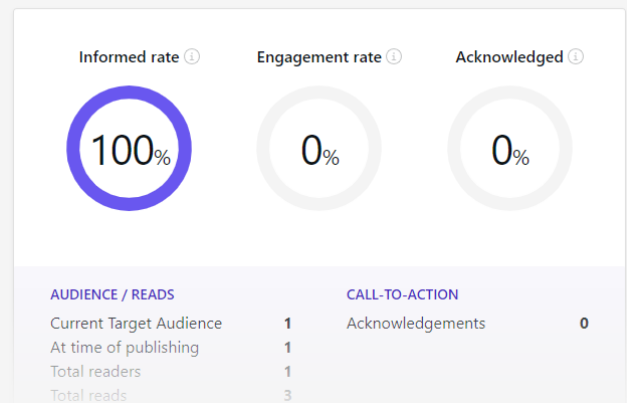
Save as draft Preview Publish

Settings

Target audience

Select audiences

### Statistics



Whenever you have questions or need support, feel free to contact us at [techsupport@netpresenter.com](mailto:techsupport@netpresenter.com). We are happy to help!