



# Table of contents & organization

Last Modified on 03/04/2025 3:23 pm EST

Set whether your TOC shows categories expanded by default, add links or a search bar to your TOC, and more. Most of these options are in [Settings > Basic](#).

## Display categories open by default

By default, the table of contents in your knowledge base displays all categories as closed or collapsed. Within individual categories, you can override this behavior using the [Table of Contents Display](#) setting. Refer to [Customize category behavior in the table of contents](#) for more information on these individual category overrides.

But you can also change this default behavior so that categories will default to being open by default instead. To do so:

1. Go to [Customize > Website](#).
2. In the [Links and behavior](#) section, under [Table of contents behavior](#), select [All categories open by default](#):
3. Be sure to [Save your changes](#).

All categories with the [Table of Contents Display](#) set to [Default](#) will now be display opened.

Refer to [Website settings](#) for more information on other settings available in [Customize > Website](#).

## Add or remove Home link in table of contents

While your uploaded logo is automatically linked to your knowledge base homepage, not all readers find this obvious or intuitive.

You may want to add a [Home](#) link to your table of contents:



KnowledgeOwl has a built-in setting for this. To add or remove the [Home](#) link to your table of contents:

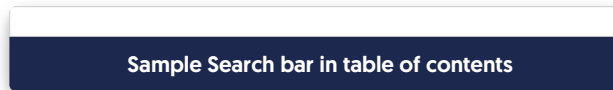
1. Go to [Customize > Website](#).
2. In the [Links and behavior](#) section, under [Table of contents elements](#), check or uncheck the box to [Add a homepage link to the top of the table of contents](#).

3. Be sure to **Save** your changes. Your table of contents should update to reflect your changes.

Refer to [Website Settings](#) for more information on the other table of contents elements settings.

## Add search bar to table of contents

Though most themes include a search bar in the top navigation, you might want to include a search bar in your table of contents, as well. When added, the search bar displays at the very top of the table of contents, above the [Home](#) and [Glossary](#) links:



To add a search bar to the top of your table of contents:

1. Go to **Customize > Website**.
2. In the **Links and behavior** section, under **Table of contents elements**, check the box to **Add a search bar to the top of the table of contents**.
3. **Save**. You should now see the search bar at the top of your TOC.

Refer to [Website Settings](#) for more information on other settings available in **Customize > Website**.



### Change the search bar placeholder

Don't like "Search for articles..." as the placeholder? Learn how to [Change your search bar placeholder](#).

## Add glossary link to table of contents

If you're using the [Glossary](#), choose whether you want to display a link to the Glossary in your table of contents. The link displays with a small book icon beneath the **Home** link:



To add or remove the glossary link in your table of contents:

1. Go to **Customize > Website**. (Or, from the **Glossary** page, select **Edit in settings** next to **Link in the table of contents**.)
2. In the **Links and behavior** section, under **Table of contents elements**, check or uncheck the box to **Add a glossary link to the top of the table of contents**.
3. **Save**.

Refer to [Website settings](#) for more information on other settings available in **Customize > Website**.

## Add a link to the full PDF download to table of contents

If you're using a [Standard PDF export \(Full PDF Download\)](#) of your knowledge base, you can add a download link for the PDF to your table of contents.

Sample table of contents with Full PDF Download link

There are two different ways you can add a link to the full PDF download to the bottom of your table of contents; one is through the **Standard PDF** configuration; the other is through **Customize > Website**. Below, we describe how to add it through the **Standard PDF** configuration; refer to [Website Settings](#) for adding it from **Customize > Website**.

1. In the left navigation, go to **Tools > Exports**.
2. In the **Standard PDF** tab, check the **Display to readers** box to **Add a full PDF download link to the knowledge base table of contents**.

Check the **Display to readers** box to **Add a full PDF download link to the knowledge base table of contents**

3. **Save** and regenerate the PDF. You should now see the PDF link at the bottom of your table of contents.
4. By default, the table of contents link text is "Full PDF Download." If you'd like to change that wording, use the [Table of Contents](#) section of [Customize default text](#) to update it!

Refer to [Website Settings](#) for more information on other settings available in **Customize > Website**.



### Manual updates required

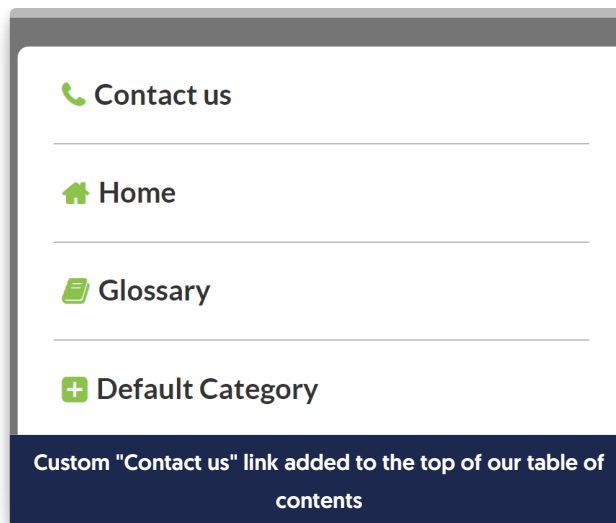
This PDF will not automatically update as you update content. You must manually regenerate the PDF!

## Add contact us link to table of contents

If you'd like to add links to your table of contents, you can do so in two ways:

- To add a link in with your categories, create a [URL redirect category](#) with the link of your choice.
- To add a link to the very top or bottom of your table of contents, see the instructions below.

If you're using the [contact form](#), you might want to add a link to the contact form in your table of contents, so let's use that as an example:



## Prep work

Before you begin, you'll need a few things:

- The link you'd like to add to your table of contents.
- A [free FontAwesome icon](#) you'd like to use for that link. We already have a few icons used, like home, or the book used next to glossary. You'll need to know the FontAwesome class for the icon.
- Where you'd like the link placed. The scripts we provide below will put it:
  - At the top of the table of contents, above all other links (including Home, if it's enabled)
  - Below the Home link but above everything else in the table of contents, if Home link is enabled
  - At the very bottom of the table of contents

## Setup

1. Go to **Settings > Style**.
2. Below the Preview Pane, be sure **Custom HTML** is selected.
3. In the Custom HTML dropdown, be sure **Body** is selected.
4. Choose your script:
  - a. If you'd like to add this link to very top of your table of contents, even [above the Home link](#) (if it's enabled) copy this script and paste it into the editor:

```
<script>
//Add Contact Support link to top of table of contents, before Home link
$(function(){
  $(".documentation-outer-list").prepend('<li data-type="category" class="category-container nav-header nav-header-sub level-0"><div class="category-link-container "><a href="/help/contact-us"><i class="home-icon fa fa-life-ring"></i></a><a class="documentation-category" href="/help/contact-us">Contact Support</a></div></li>');
});
</script>
```

- b. If you have the **Home link** enabled and you'd like this new link to appear right below the Home link, copy this script and paste it into the editor:

```
<script>
//Add Contact Support link to top of table of contents, after Home link
$(function(){
  $(".documentation-outer-list li:eq(1)").before('<li data-type="category" class="category-container nav-header nav-header-sub level-0"><div class="category-link-container "><a href="/help/contact-us"><i class="home-icon fa fa-life-ring"></i></a><a class="documentation-category" href="/help/contact-us">Contact Support</a></div></li>');
});
</script>
```

- c. If you'd like your new link to appear at the bottom of your table of contents after your final category, copy this script and paste it into the editor:

```
<script>
//Add Contact Support link to bottom of table of contents
$(function(){
  $(".documentation-outer-list").append('<li data-type="category" class="category-container nav-header nav-header-sub level-0"><div class="category-link-container "><a href="/help/contact-us"><i class="home-icon fa fa-life-ring"></i></a><a class="documentation-category" href="/help/contact-us">Contact Support</a></div></li>');
});
</script>
```

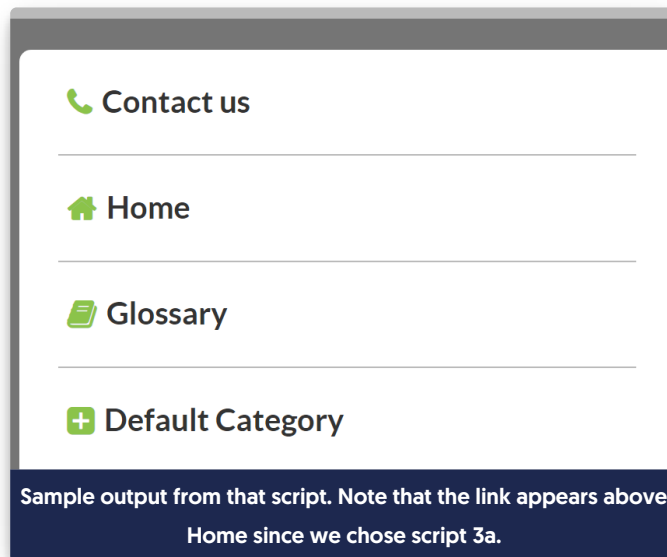
- If you'd like to send this to your contact form, regardless of which script you chose above, if your knowledge base uses /docs or /home in the URL instead of /help, update the `href="/help/contact-us"` to be the appropriate URL (such as `"/docs/contact-us"` or `"/home/contact-us"`).
- To use a link that's not the Contact Form, replace the URL in `href="/help/contact-us"` with the URL you'd like to use. This can be a link to something else in your knowledge base (such as `href="/help/add-a-category"`) or to something outside of your knowledge base (like `href="https://www.knowledgeowl.com/terms-and-conditions"`).
- We used the text label "Contact Support" for our example. To display a different text label, replace Contact Support with the text of your choice.
- To use a different FontAwesome icon, replace the `fa-life-ring` in your script with the FontAwesome class for that icon.
- You can [Preview Changes](#) to see how your code looks.
- Be sure to **Save** your changes once you're done.

For example, here, we've chosen the 4a script, which will place our new link at the very top of the table of contents, above Home. We've adjusted the icon to use the phone icon ("fa-phone") and the text to read "Contact

us". Here's how the script looks:

```
Custom CSS Custom HTML Custom <head>
Custom HTML Body_ Preview Chang
</i></a><a class="documentation-category" href="/help/contact-us">Contact Support</a></div></li>');
});
</script>
<script>
//Add Contact us link to top of table of contents, above Home link
$(function(){
$(".documentation-outer-list").prepend('<li data-type="category" class="category-container nav-header nav-
header-sub level-0"><div class="category-link-container "><a href="/help/contact-us"><i class="home-icon fa fa-
phone"></i></a><a class="documentation-category" href="/help/contact-us">Contact us</a></div></li>');
});
</script>
```

And here's how it displays in our table of contents:

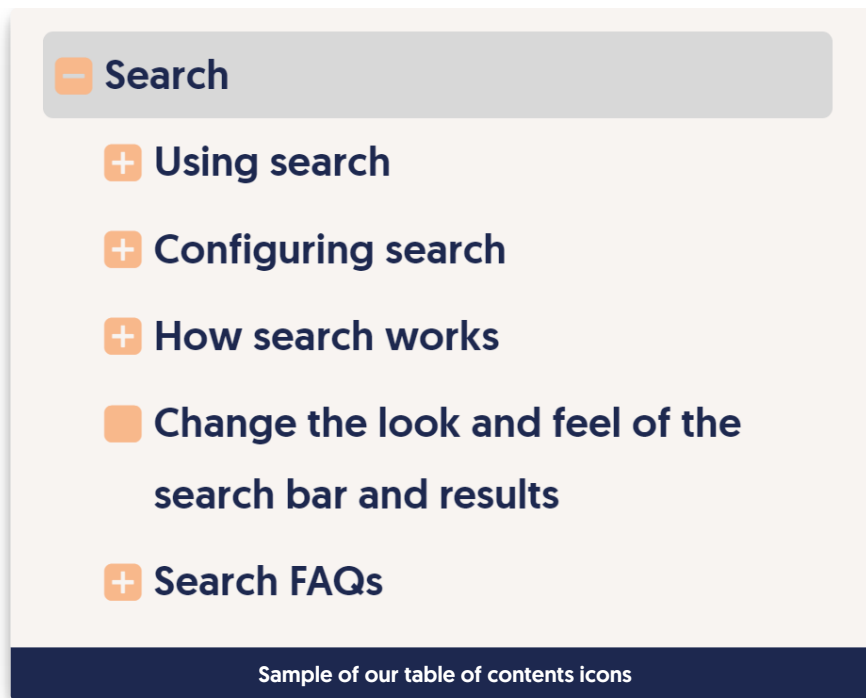


## Change the icons used in the table of contents

The default table of contents icons use right-pointing and down-pointing arrows to indicate category navigation.

If you take a look in our table of contents in this knowledge base, you'll see different icons:

- A plus + icon when a category can be expanded to view content
- A minus - icon to collapse a category
- And a solid square when a category contains no content



If you'd like to use a similar treatment in your own table of contents, here's how we did it.

The steps below should work in any of our default knowledge base [themes](#).

### Setup to change right/down chevrons to plus/minus icons:

To change the right and down chevrons/arrows to plus and minus icons:

1. Go to **Settings > Style**.
2. Below the Preview Pane, be sure **Custom CSS** is selected.
3. Copy the code below and paste it into your Custom CSS editor (at the bottom is fine). This code will replace the right-chevron with the plus-square and the down-chevron with the minus-square:

```
/* Adjust TOC icons, part one: */
/* Change TOC chevron-right to plus-square */
.documentation-categories .fa-chevron-right:before {
  content: "\f0fe" !important;
}
/* Change TOC chevron-down to minus-square */
.documentation-categories .fa-chevron-down:before {
  content: "\f146" !important;
}
```

4. You can **Preview Changes** to see the effect.
5. Be sure to **Save** your changes once you're done.

## Tweaks

The code above uses [free FontAwesome icons](#). You can update the code to use different icons.

To do so:

- In Step 3, replace the `content` values we used in rows 4 and 8 with the content values for other FontAwesome icons.
- You can see the content value if you open an icon in FontAwesome. Near the top, they'll list a Unicode value (they often begin with `f`). You can copy that Unicode value and replace the content values in rows 4 and 8. Be sure to keep the slash and the quotes, so your value should still have `"\fxxx"` in the format.
- For example, if we wanted to use the circle plus icon instead of the square plus:

We would use this code in row 4: `content: "\f055" !important;`

## Setup to change the "empty" category icon

To change the icon for "empty" categories so it's not the right-chevron:

1. Go to **Settings > Style**.
2. Below the Preview Pane, be sure **Custom HTML** is selected.
3. In the Custom HTML dropdown, be sure **Body** is selected.
4. Copy the code below and paste it into the bottom of your **Body Custom HTML** editor. This code will check to see if the category is empty; if it is empty, it will remove the `chevron-right` and add the plain square icon.

```
<script>
$(function(){
  //Adjust TOC icons, part 2: For Table of Contents items with no content, change chevron-right to plain square
  $('.nav-header-sub').each(function() {
    if($(this).find('ul').find('li').length < 1) {
      $(this).find('i:not(".fa-home,.fa-envelope-o,.fa-book")').removeClass("fa-chevron-right").addClass("fa-square");
    }
  });
});
</script>
```

5. You can **Preview Changes** to see your table of contents update.
6. Be sure to **Save** your changes once you're done.

## Tweaks

The code above uses [free FontAwesome icons](#). You can update the code to use an icon other than the plain square:

- In Step 6, replace the `fa-square` class being added at the end of row 6 with the class of the icon you'd like to use instead.



- To find the class of a FontAwesome icon, open the details for the icon and look at the HTML being used. For the `circle-plus` displayed above, the class is `fa-circle-plus`. So we could update row 6 of our script to be:

```
$(this).find('i:not(".fa-home,.fa-envelope-o,.fa-book")').removeClass("fa-chevron-right").addClass("fa-circle-plus");
```

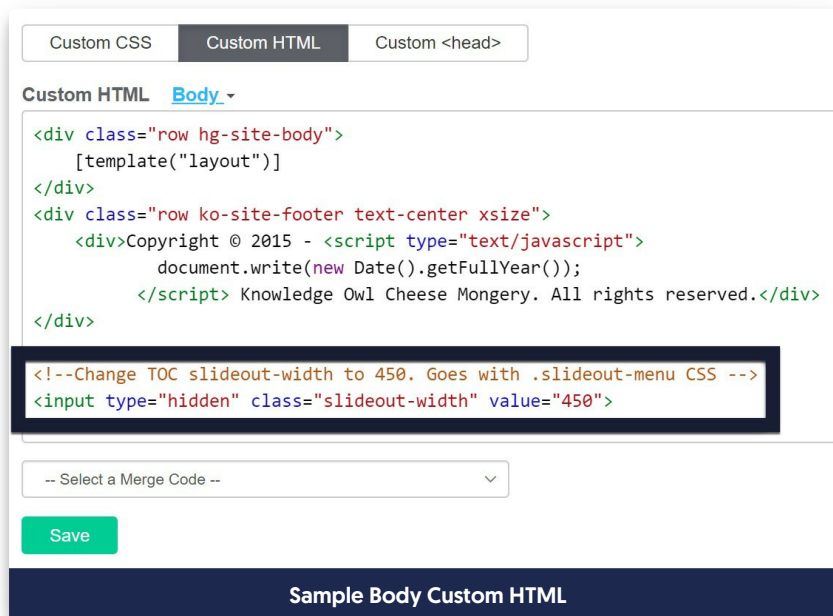
## Change the slideout Table of Contents' width (Minimalist Theme)

The Minimalist theme uses a slideout Table of Contents, which is set to 360px by default.

If you'd like to change the width of that Table of Contents:

1. Go to **Settings > Style**.
2. Below the preview pane, select **Custom HTML**.
3. In the Custom HTML dropdown, select **Body**.
4. Copy and paste the code below anywhere into your **Body Custom HTML**, changing the value="number" to be the pixel width you'd like to use (here, we use 450):

```
<input type="hidden" class="slideout-width" value="450">
```



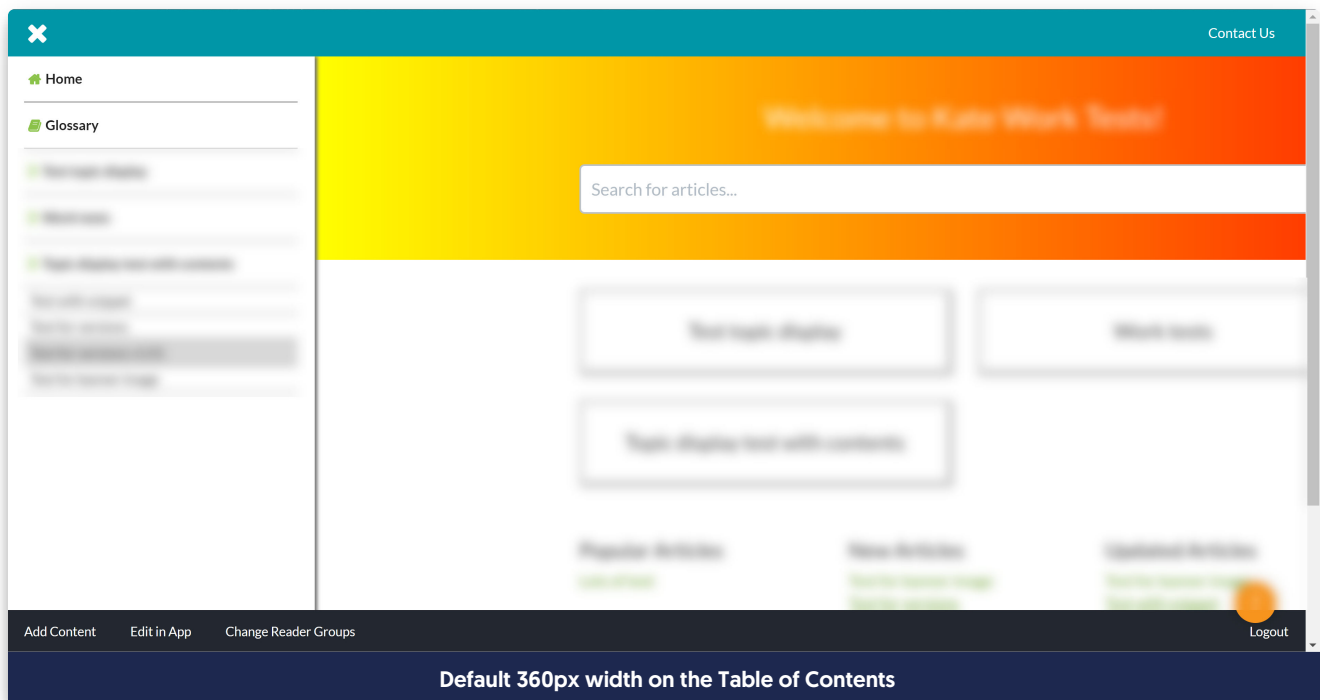
5. Now go to **Custom CSS**.
6. Copy and paste the code below into your **Custom CSS**, changing the width pixel number to match the width you used above (here, we're using 450 again):

```
.slideout-menu {  
  width: 450px;  
}
```

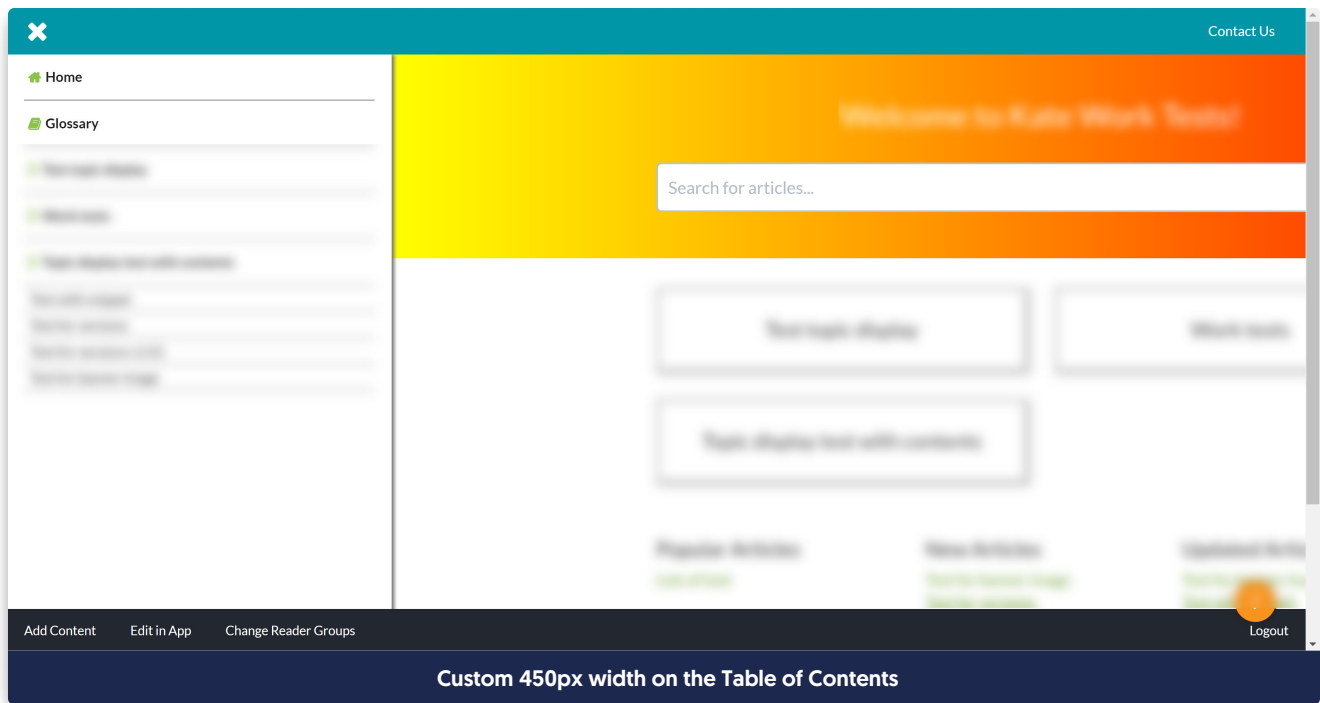


## 7. Save.

For comparison, here's what the knowledge base looked like before these changes, with the default 360px width:



And here's what it looked like after, with the custom 450px width:

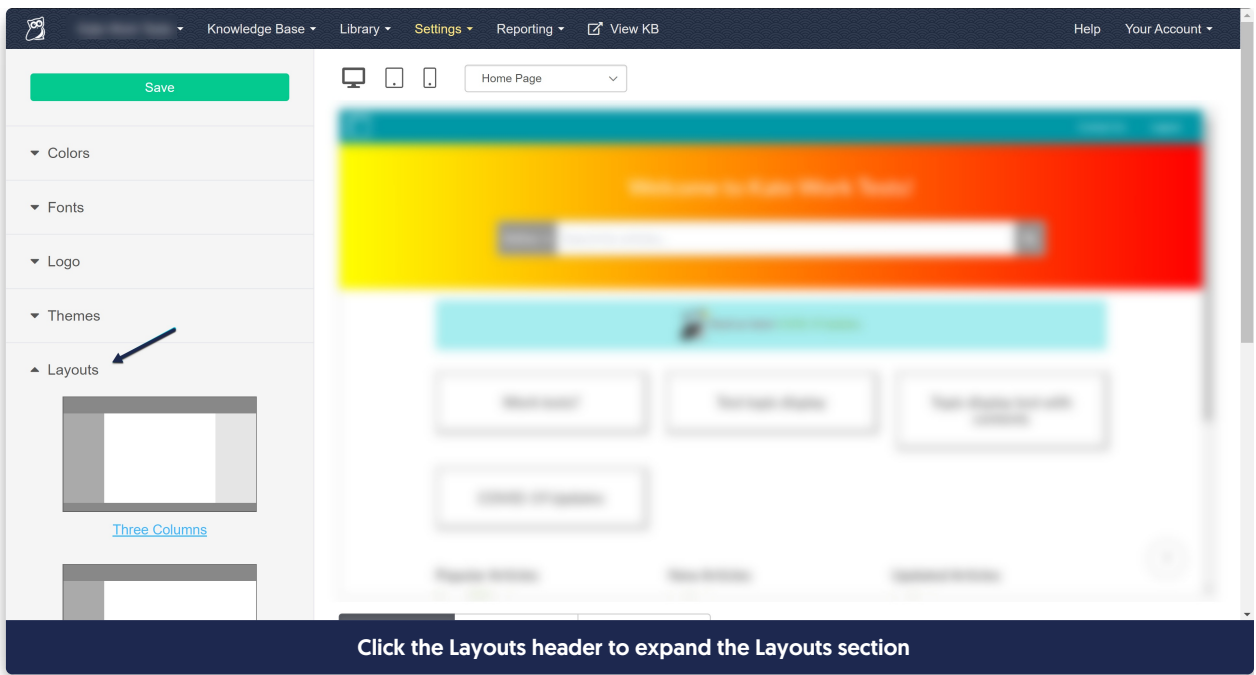


## Hide the table of contents

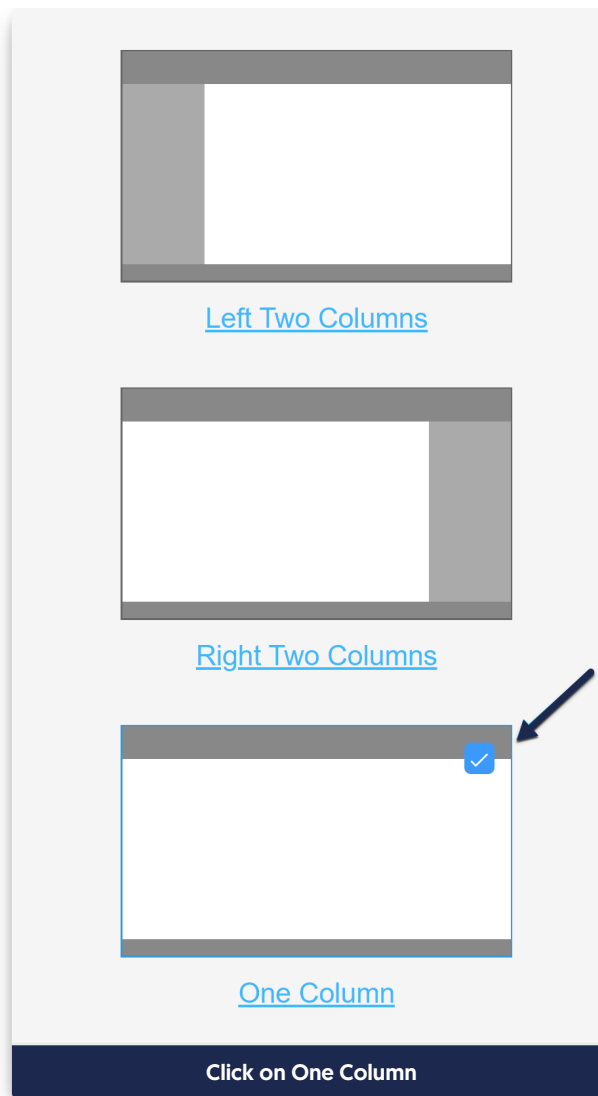
You might want to hide the table of contents completely in your knowledge base--maybe to save some screen real estate, or to force people to work through navigation, or simply because your knowledge base isn't complex enough to need a table of contents everywhere.

To do so, you'll need to use the Single Column layout:

1. Go to **Settings > Style**.
2. Expand the **Layouts** section.



3. Click on the One Column layout option.



4. The Preview pane should update. Click the **Save** button to save these changes.

Depending on the Theme you're using, you may see other changes in various pages. We recommend doing a quick review of a few pages to be sure the new layout looks good. If you find specific pages that seem to need adjustment, [contact us](#) for help making those changes.