Add the Required Reading flag to your article template

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There are two sections displayed in required articles:

1. **The required reading flag, usually displayed at the top of the article and/or in the Right Column:**

Sample required reading flag when a reader first views a required article

2. **The required reading acknowledgement section, usually displayed at the bottom of an article:**

☐ This article is required reading. Please click to confirm that you have read and understood it.

The required reading flag updates once a reader has checked the box to acknowledge that they've read it:

Sample required reading flag in an "Acknowledged" state

You choose where you'd like the flag to be placed by adding the Required Reading flag merge code into your Custom HTML in **Settings > Style.**

We recommend adding it in either:

- **Your Article template**
- **Your Right Column template** (if you're using a layout that displays a right column in articles!)

Here, we walk through adding the flag merge code to your article template:

1. **Go to Settings > Style.**

2. Below the Preview Pane, be sure **Custom HTML** is selected.

3. Select **Article** from the Custom HTML dropdown.

4. Copy the merge code below. (You can also find the merge code by clicking the **-- Select a Merge Code --** **dropdown,** go to the Article Merge Codes section, and select Required Reading Flag.)

   [article("required_reading_flag")]

5. Paste the merge code into the article template wherever you'd like this flag to appear. Here are some of the most popular placements:

   a. **Above the article title:**

   Home ≫ Welcome to KnowledgeOwl!

   👁️✓ This article is required to read

   # Orientation 📄 🖨️ ✉️ ☆

   Last Modified on 03/10/2023 10:55 am EDT

   Welcome to your new knowledge base! We're glad to have you here. 👋

   Sample required flag displayed above the article title

   You can achieve this look by adding an extra line between the article header div and the hg-article-title h1 and pasting the merge code in there:

Custom CSS	Custom HTML	Custom <head>

   Custom HTML   **Article** ▾

   ```
   <div class="hg-article">
       <div class="hg-article-header">
       [article("required_reading_flag")]
           <h1 class="hg-article-title">[article("title")][article("action_icons")]</h1>
           <div class="metadata">[translation("article:last-modified-on-label")] [article
       </div>
       <div class="hg-article-body">
           [article("body")]
   ```

   Flag merge code added between hg-article-header div and hg-article-title h1

   b. **Below the article title and above the "Last modified on..." statement:**

Orientation 📄🖨✉☆

> 👁✓ This article is required to read

Last Modified on 03/10/2023 10:55 am EDT

Welcome to your new knowledge base! We're glad to have you here. 👋

> **Sample required flag displayed between the article title and metadata**

You can achieve this look by adding an extra line between the h1 for the article title and the metadata div, and pasting the merge code in there:

Custom CSS	Custom HTML	Custom <head>

Custom HTML   **Article ▾**

```
<div class="hg-article">
    <div class="hg-article-header">
      <h1 class="hg-article-title">[article("title")][article("action_icons")]</h1>
      [article("required_reading_flag")]
        <div class="metadata">[translation("article:last-modified-on-label")] [articl
    </div>
    <div class="hg-article-body">
        [article("body")]
```

> **Flag merge code added between hg-article-title h1 and metadata div**

c. **In the same line as the "Last modified on..." statement:**

Orientation 📄 🖨 ✉ ☆

👁 This article is required to read   Last Modified on 03/10/2023 10:55 am EDT

Welcome to your new knowledge base! We're glad to have you here. 👋

Sample required flag displayed with the other article metadata

You can achieve this look by pasting your merge code as the first thing inside the metadata div:

| Custom CSS | **Custom HTML** | Custom <head> |

Custom HTML   Article ▾   Preview Chang

```
<div class="hg-article">
    <div class="hg-article-header">
        <h1 class="hg-article-title">[article("title")][article("action_icons")]</h1>
        <div class="metadata">[article("required_reading_flag")][translation("article:last-modified-on-label")]
[article("date_modified")]</div>
    </div>
    <div class="hg-article-body">
        [article("body")]
        [article("required_reading_acknowledgement")]
    </div>
    <div class="hg-article-footer">
        <div class="ko-related-articles text-center">
```
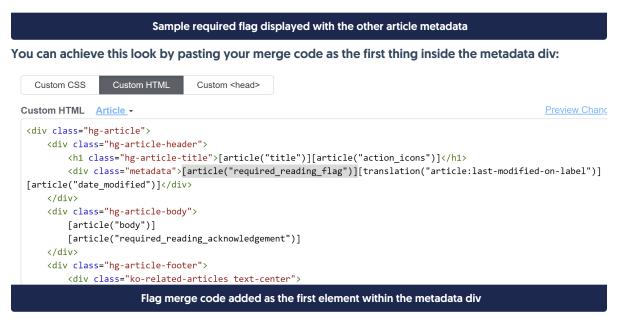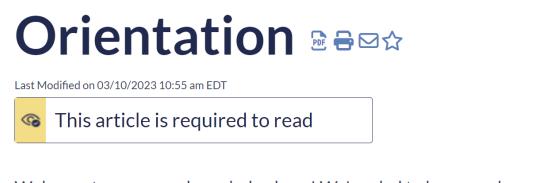
Flag merge code added as the first element within the metadata div

d. Below the "Last modified on..." statement, directly above the start of the content:

Home » Welcome to KnowledgeOwl!

Orientation 📄 🖨 ✉ ☆

Last Modified on 03/10/2023 10:55 am EDT

👁 This article is required to read

Welcome to your new knowledge base! We're glad to have you here. 👋

Sample required flag displayed below the article metadata

You can achieve this look by adding an extra line after the metadata div and before the closing </div> tag and pasting the merge code in there:

Custom CSS	Custom HTML	Custom <head>

Custom HTML   Article ▾

```
<div class="hg-article">
    <div class="hg-article-header">
      <h1 class="hg-article-title">[article("title")][article("action_icons")]</h1>
        <div class="metadata">[translation("article:last-modified-on-label")] [artic
        [article("required_reading_flag")]
    </div>
    <div class="hg-article-body">
        [article("body")]
        [article("required_reading_acknowledgement")]
    </div>
    <div class="hg-article-footer">
        <div class="ko-related-articles text-center">
```

Flag merge code added between metadata div and closing div tag of hg-article-header

6. Once you've made your changes, be sure to **Save.** (If you've already enabled Required Reading, you can **Preview** the changes to see how they look--just be sure you've selected Article from the dropdown above the Preview Pane!)