



Add the Acknowledgements section to your article template

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The Acknowledgements section provides a checkbox and a statement to certify that your reader has read and acknowledged reading a Required Reading article.

It looks like this initially:

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

And like this once a reader has checked the box to acknowledge they've read the article:

Thank you for reading the article and confirming that you completed it.

You can choose where in your article layout this statement goes.



We recommend only including this section at the bottom of the article body or in the article footer, to encourage people to actually read and scroll the entire page. **Don't put this section in your right column!**

To add the Acknowledgements section 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 Acknowledgement.]

```
[article("required_reading_acknowledgement")]
```

5. Paste the merge code into the article template wherever you'd like the acknowledgement section to appear.

Here are some of the most popular placements:

a. Below the article body but above the article footer:

We've created some content here to answer questions you might have and share some different configuration options:

- **Get Started:** This is an abbreviated version of our whole Getting Started Guide, which walks you through some of the settings and configurations you may want to tweak to test things out. This is a custom content category, so it's a category that behaves more like an article.
- **Get help:** Find all the ways you can request help during and after your trial. This is a blog style category.
- **Evaluation resources:** Check out reviews from other KnowledgeOwl users, learn how to connect with us outside of your trial, and learn how to delete all this content once you don't need it. This is a default category.
- **Trial FAQs:** Here, we provide answers to some of the questions we get asked most often by trial users. This is a topic display category using the accordion layout. You can ignore this category if you created this new knowledge base as part of an existing paid account!

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

Related Articles

Get started

Sample acknowledgements section after the article body. Note that the largest white space is between the acknowledgements and the footer

To achieve this placement, find the article("body") merge code, add a new line after it, and paste the merge code onto that line:

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")] [article("last-modified-on-label")]</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">
```

b. At the top of the footer, above Related Articles:

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

We've created some content here to answer questions you might have and share some different configuration options:

- **Get Started:** This is an abbreviated version of our whole Getting Started Guide, which walks you through some of the settings and configurations you may want to tweak to test things out. This is a custom content category, so it's a category that behaves more like an article.
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This article is required reading. Please click to confirm that you have read and understood it.

Related Articles

[Get started](#)

Sample acknowledgements section after the article body. Note that the largest white space is between the body and the acknowledgements

To achieve this placement, find the `hg-article-footer` div, add a new line after it, and paste the merge code onto that line:

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")] [arti
  </div>
  <div class="hg-article-body">
    [article("body")]
  </div>
  <div class="hg-article-footer">
    [article("required_reading_acknowledgement")]
    <div class="ko-related-articles text-center">
      <h3>Related Articles</h3>
```

6. If you've already enabled Required Reading, you can **Preview Changes** to see how they look (just be sure "Article" is selected from the Preview Pane dropdown!).

7. Once you're done making changes, be sure to **Save** them!
