Basics

Last Modified on 04/17/2026 12:41 pm PDT

Headers

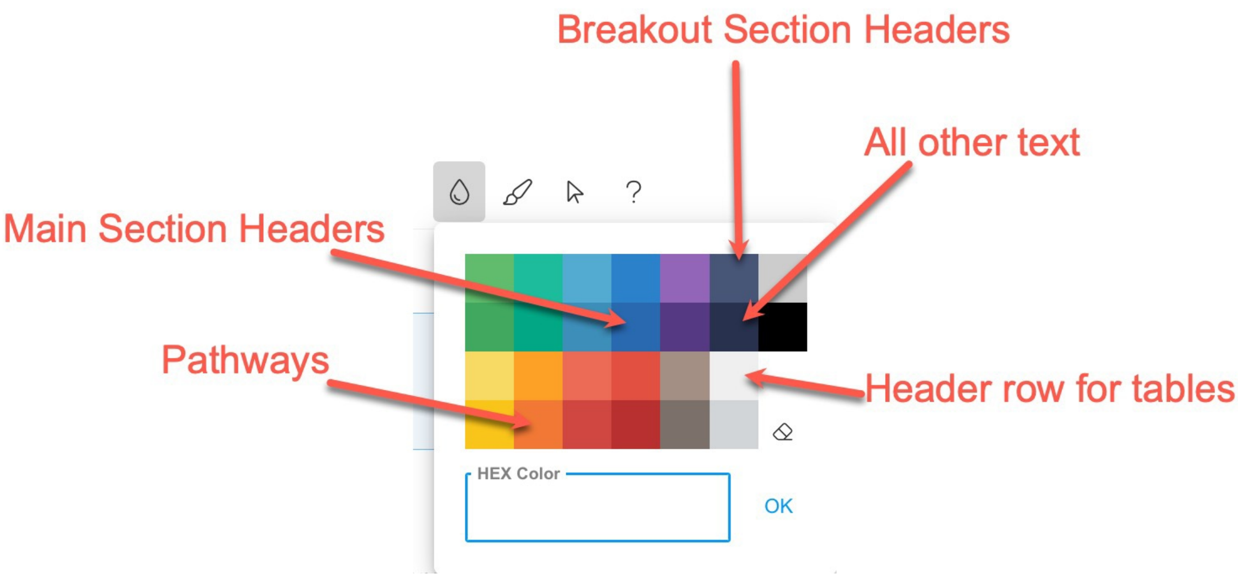
Main Header

- Use Heading 2 for each main section title.
- Color should be blue

Breakout Section Headers

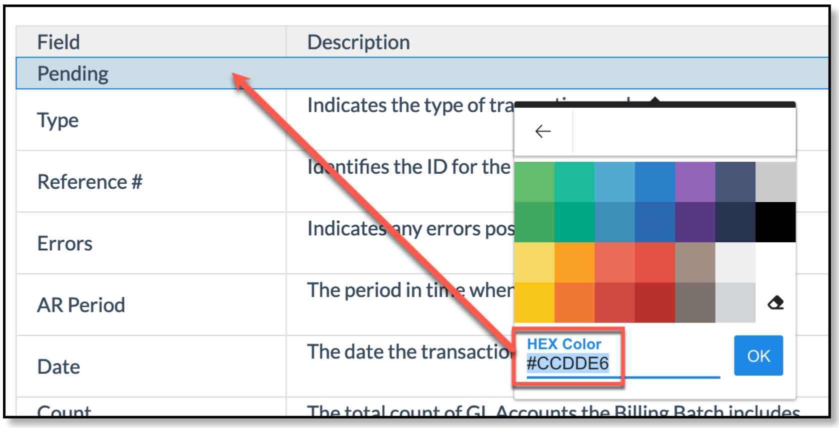
- Use Heading 3 or 4 for each child section of a main section.
- Refer to the Color Scheme below for the color

Color Scheme

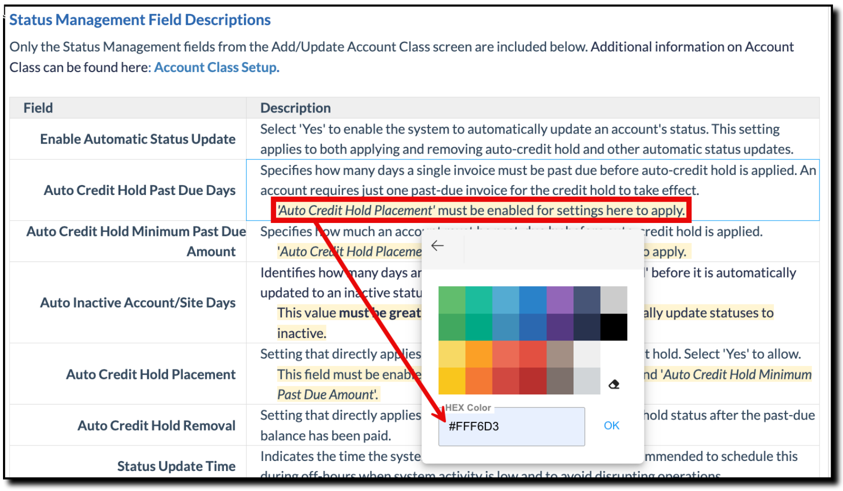


In some cases, like the one shown below, you will have to enter the HEX color code if it is not a preset color. Select the colors icon and enter it in the HEX Color text field.

HEX Code for table headers: #CCDDE6 - see image below



Hex Code for special notes/criteria in the Field Description tables: #FFF6D3 (Soft highlighter yellow)

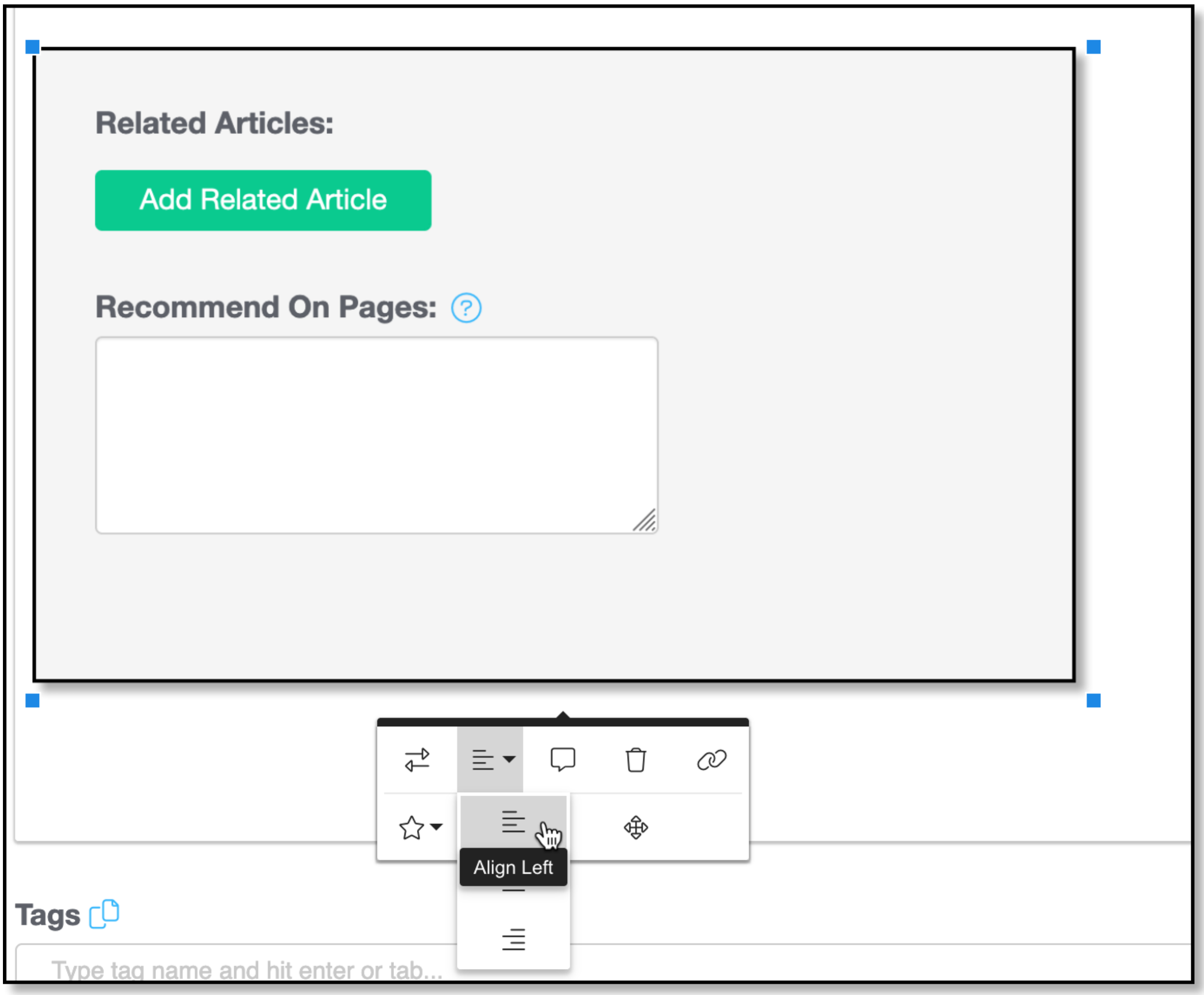


Images

Main Image

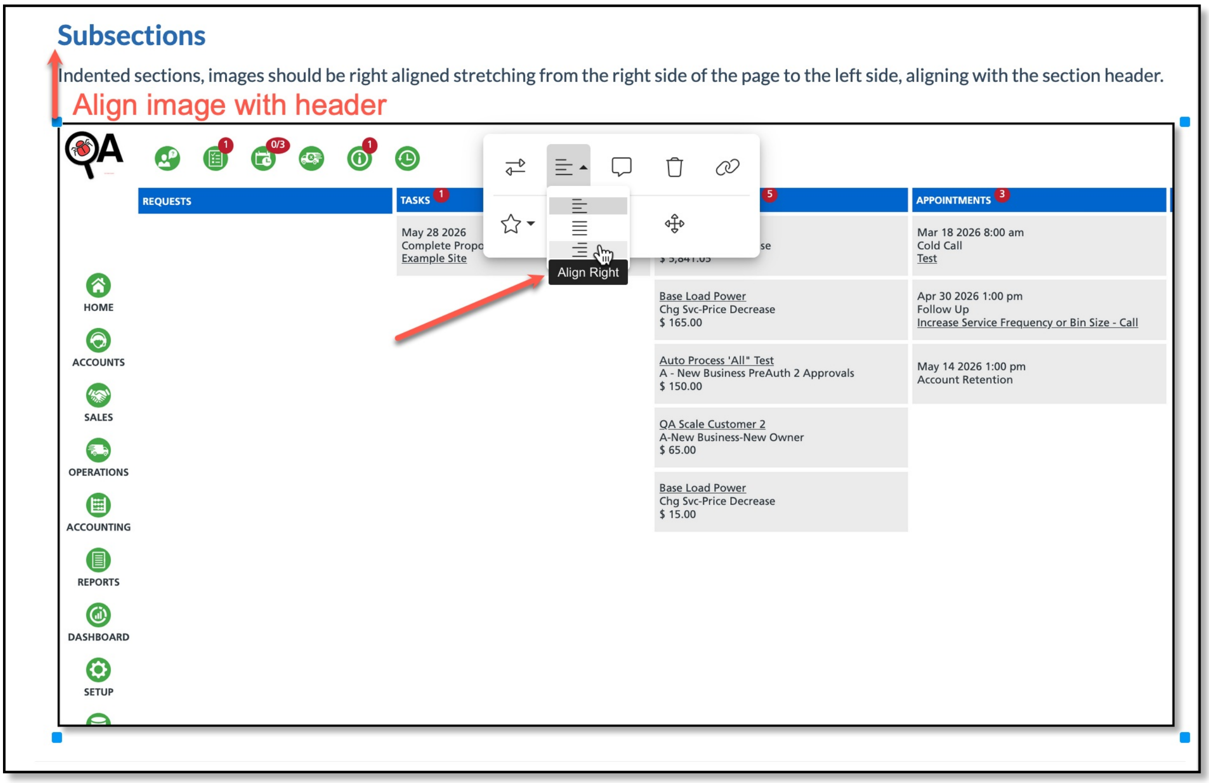
Main images should be Left aligned to the page. By default, they will upload as centered. To left align:

1. Click on the image
2. Select the Align drop down and select Align Left



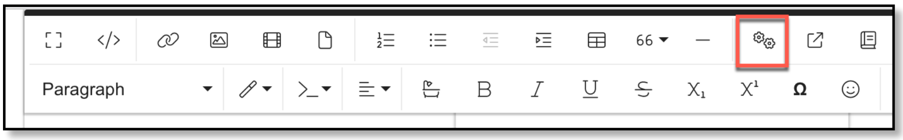
Subsections

Indented sections, images should be right aligned stretching from the right side of the page to the left side, aligning with the section header.



Snippets

Snippets are where you will find the Table of Contents and Expand/Collapse options.



Insert Table of contents:

- This will default to only include Heading 2
- Select the Snippet icon and enter 'TOC'. Select 'Article TOC' when it displays.
- The table of contents should be placed under the pathway if it is used.

Use Expand and Collapse

To expand/collapse a section:

1. Select Snippet and enter '**Expand Start**' before the section you would like to expand/collapse.
2. Select Snippet and enter '**Expand End**' after the section you would like to expand/collapse.
3. Select Save.

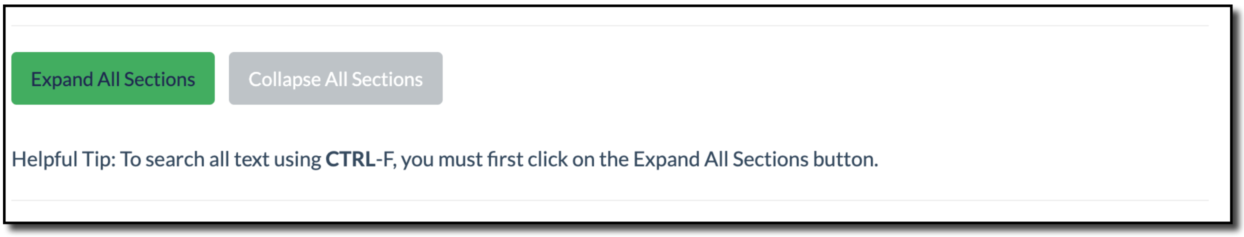
Example:
{{snippet.expandStart}}
all content you want to be hidden until expanded
{{snippet.expandEnd}}

Use Expand All / Collapse All

There are some articles that have many Expand / Collapse sections; while this is great for readability, it can hinder searching. The browser's **CTRL+F** functionality only searches visible text; it cannot "see" or find keywords hidden within collapsed sections. To solve this, you can add **Expand All / Close All** buttons to the top of your article. This enables users to see all content, making it significantly easier to find information when searching for text. There is a snippet that creates the buttons with some helpful texts and the divider lines.
To add the snippet:

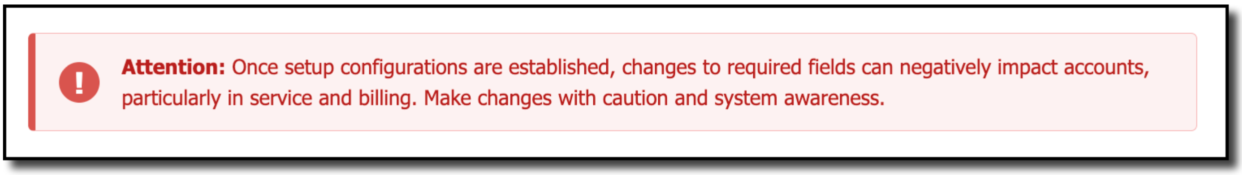
1. Select Snippet and enter '**Expand / Close All Sections**'
2. Select Save.

When to use: Use this for any article that has more than 3 or 4 "Read More" toggles.
Placement: Always place the buttons at the very top of the page so the user sees them before they start scrolling.
Consistency: Using these buttons creates a standard "Navusoft Manual" feel across our entire Knowledge Base.



Use Setup Alert

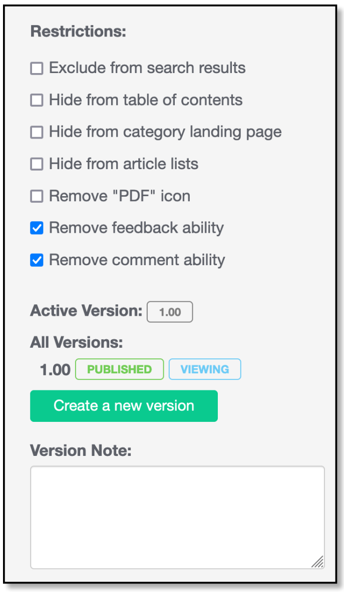
In Setup, there are some high-profile configurations. Once the setup item has been established, changes to the required fields should not be done for the most part. So, there is a red alert that can be added, as needed.
1. Select Snippet and enter '**SetupAlert**'
2. Select Save.



Restrictions

For each article the following restrictions should be selected:

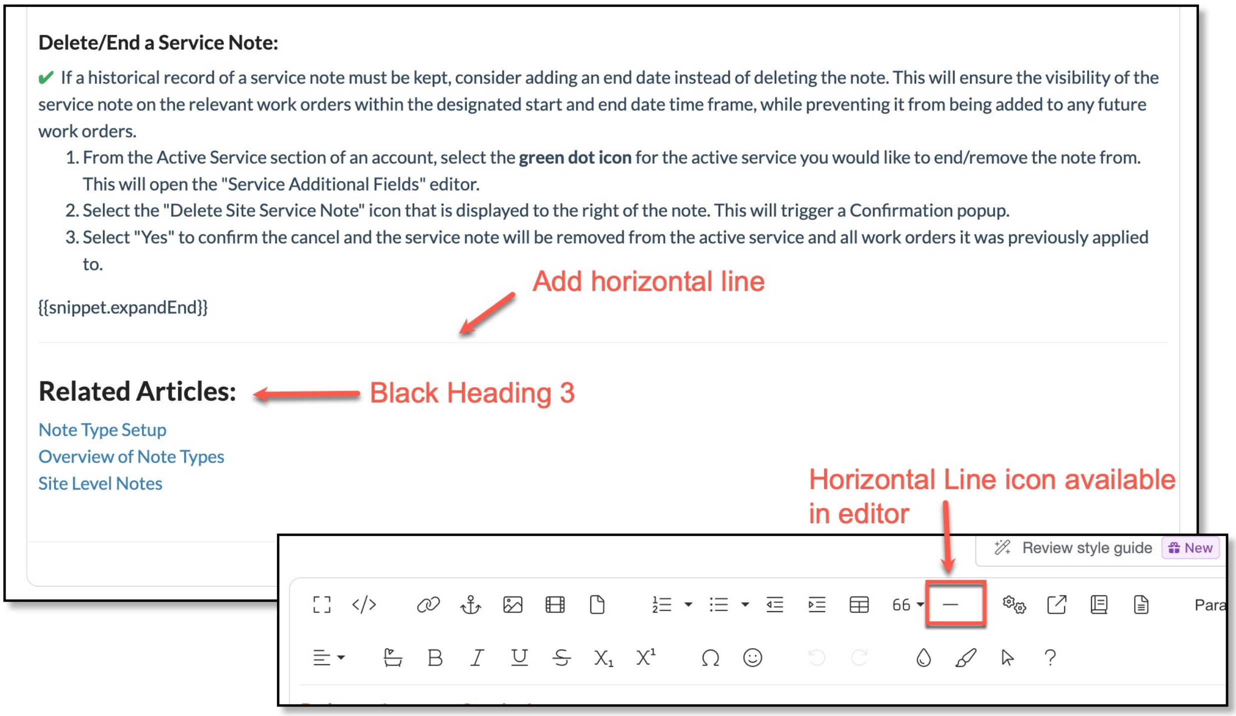
- Remove Feedback Ability
- Remove Comment Ability



Add Related Articles

Before publishing the article, manually search and add the related articles. If there aren't any you can leave it. Otherwise add what makes sense.

Create the Related Articles Section

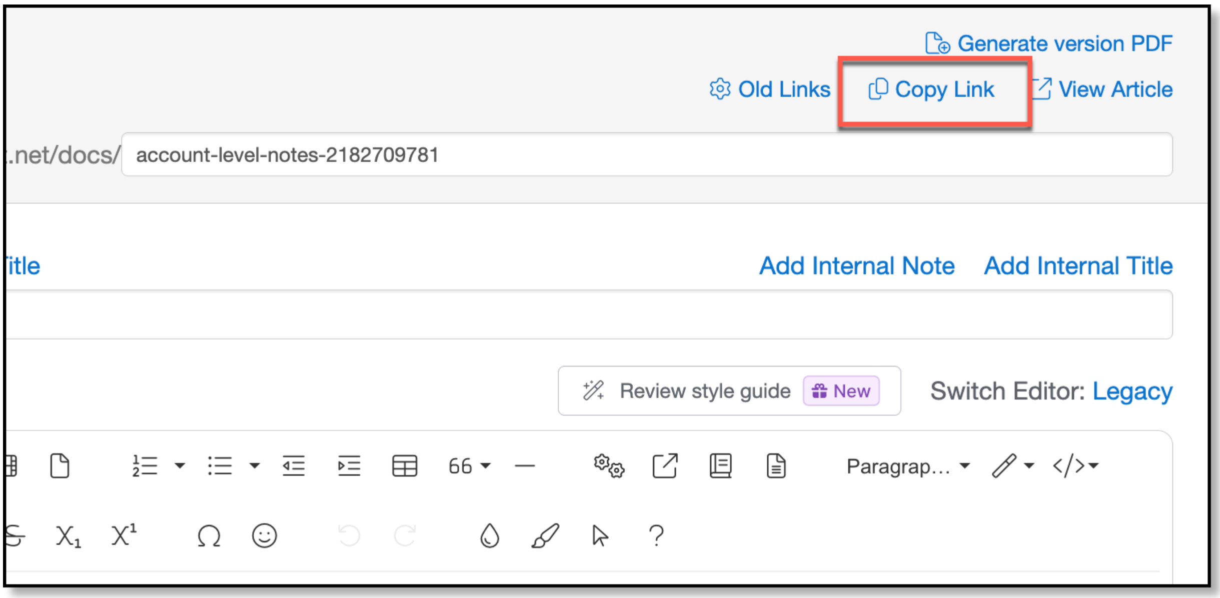


1. From the Editor toolbar at the top of the screen, select the **Horizontal Line** option.
    - This will insert a horizontal line where your curser is.
2. Enter the Names of each article you would like to link in list order.

Link Articles Pages

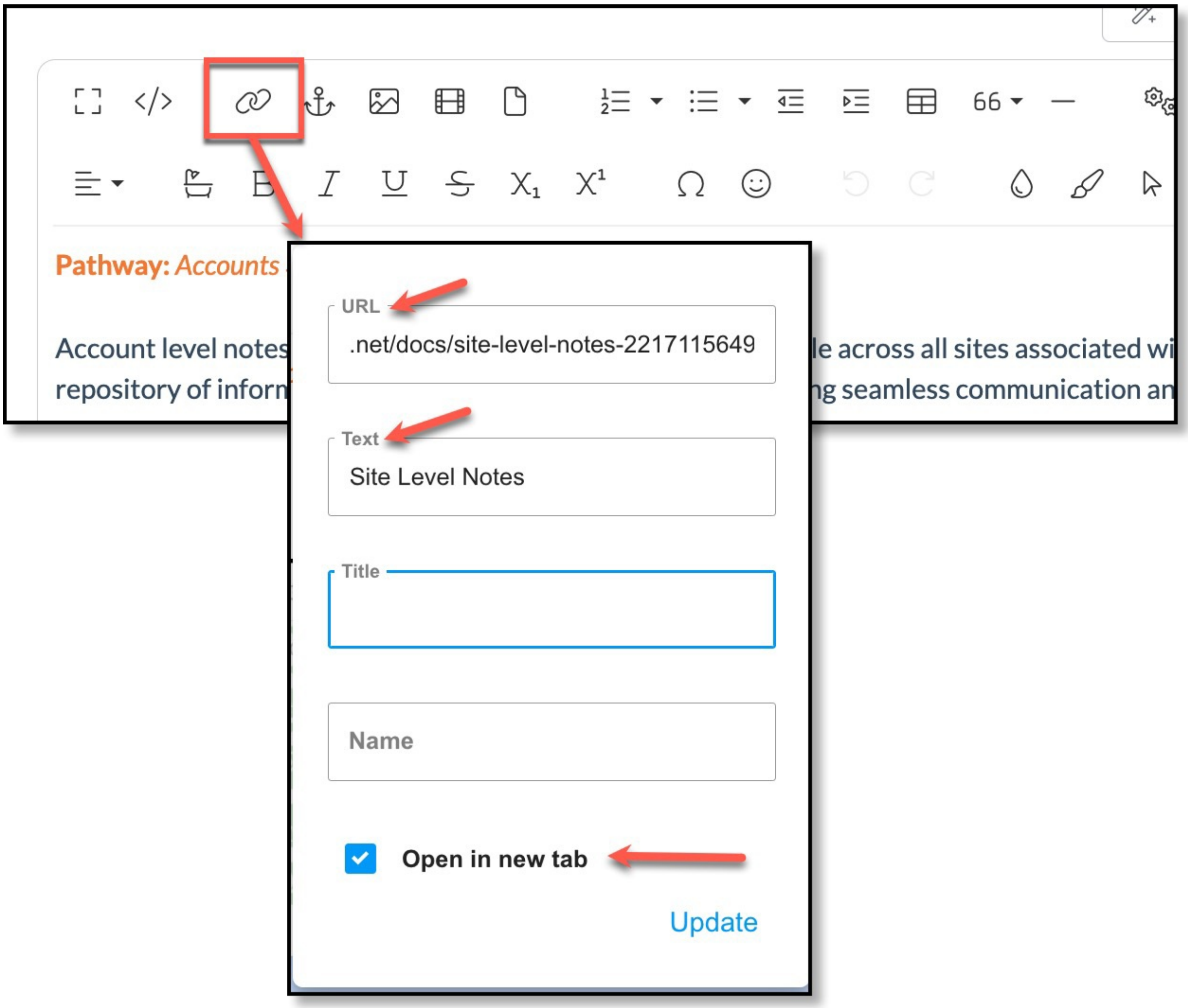
This part is a bit tedious as you will need to open the article you are linking in a separate window where you can copy its link from and paste it here.

1. Open the article you would like to link and select **Copy Link.**



2. Return to the article you are linking to (the one you are building the Related Articles section out for) and use your mouse to highlight the name of the article the link is for. With the article name highlighted, select the **link icon** from the editor, then:

- Paste the copied URL into the **URL field**
- Verify the **Text field** shows the highlighted text (the article name)
- Select the **Open in new tab** check box
- Click **Update** or **Insert** and the link is added



Related Articles

Versioning Existing Articles

Snagit

Build a New Article