

KNOWLEDGE CENTER SERVICE
Customization Guide



ISSUELAB

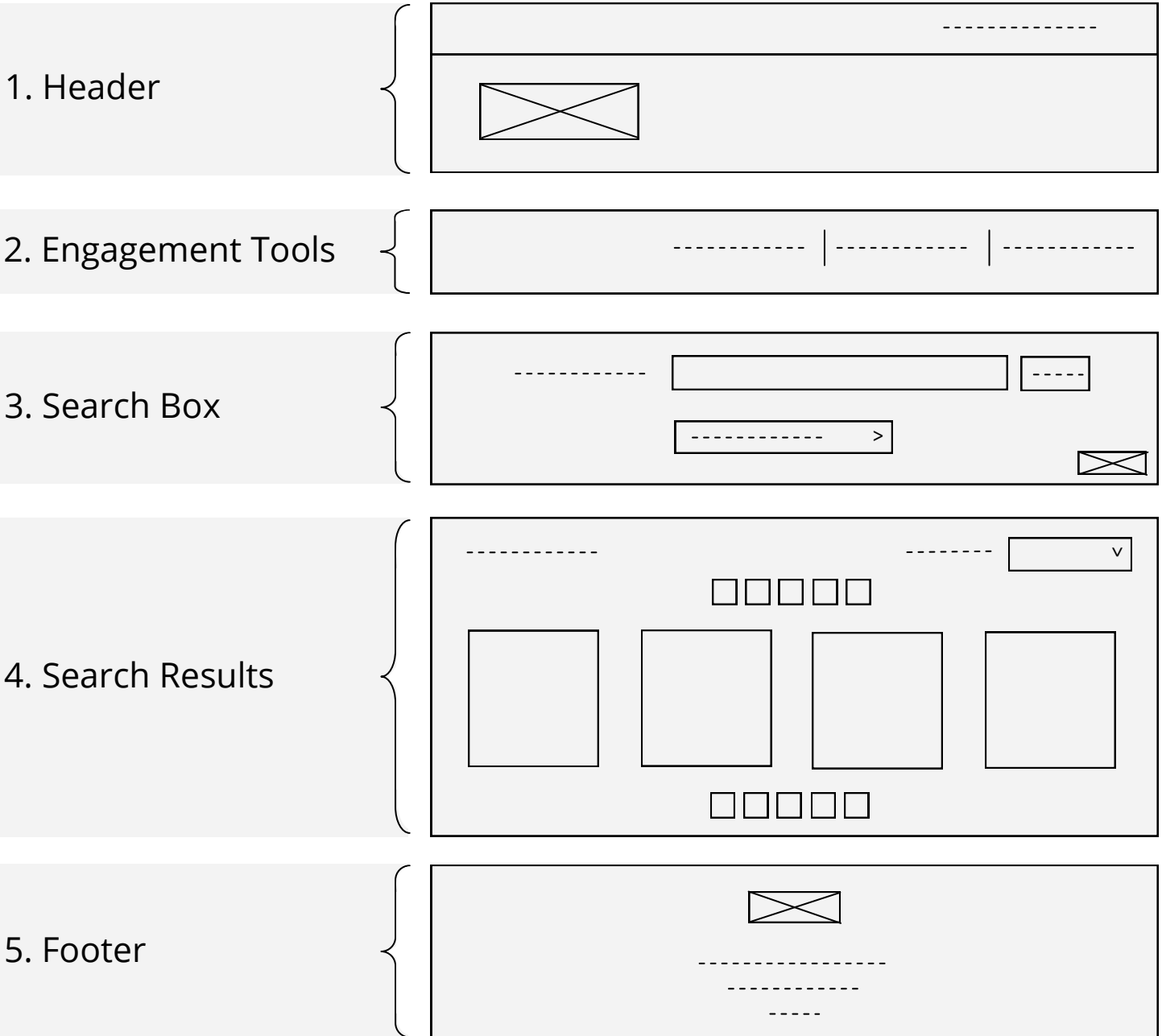
a service of Foundation Center

TABLE OF CONTENTS

	PAGE
Homepage Overview	1
Homepage Customization Options	
1. Header	3
2. Engagement Tools	5
3. Search Box	8
4. Search Results	13
5. Footer	20
Resource Page Overview	22
Resource Page Customization Options	
1. Title Area	23
2. Document Area	24
Overall Display Configuration	27
1. Page Width	
2. Page Background	
3. Fonts/Links	
4. Social Media	
Additional Content Options	28
1. Extra HTML Pages	
2. Downloadable Content	
Contact Us!	29

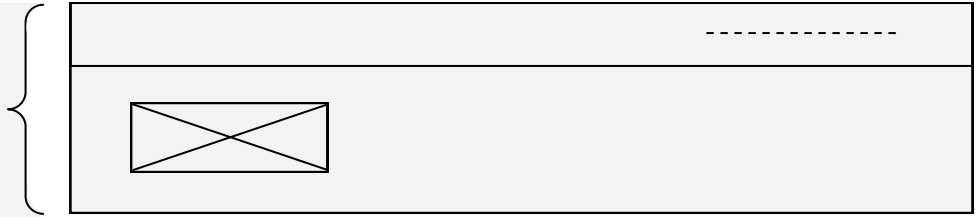
KNOWLEDGE CENTER SERVICE | Customization Guide

HOMEPAGE OVERVIEW



HOMEPAGE CUSTOMIZATION OPTIONS

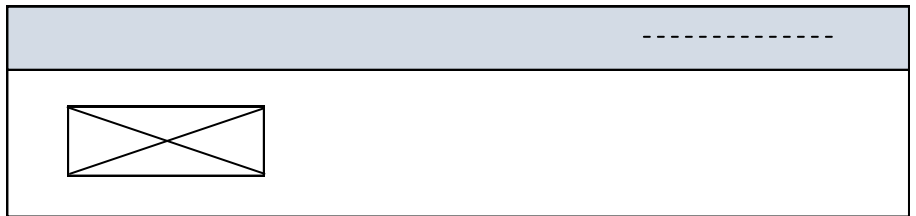
1. Header



COLOR BAR

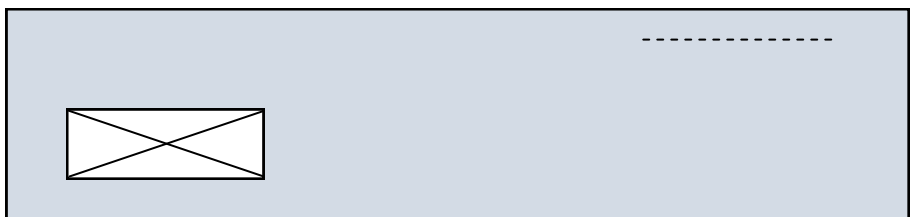
Partial fill

The color bar can be configured to display as a partial bar at the top of your Knowledge Center. In this case your logo will appear on a white background.



Full fill

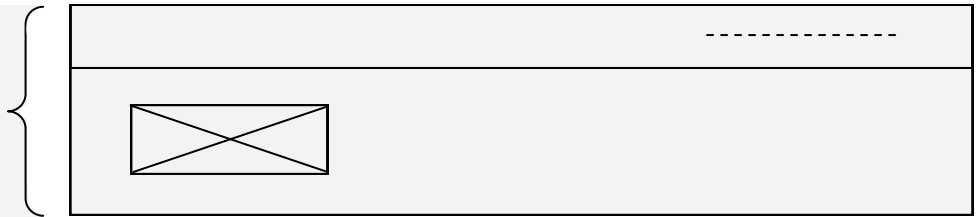
Or you can opt to fill the entire header section with color. In this case, your logo will appear surrounded by color. (A transparent logo graphic is recommended.)



Either way, the color that appears in the header section is up to you.

HOMEPAGE CUSTOMIZATION OPTIONS

1. Header

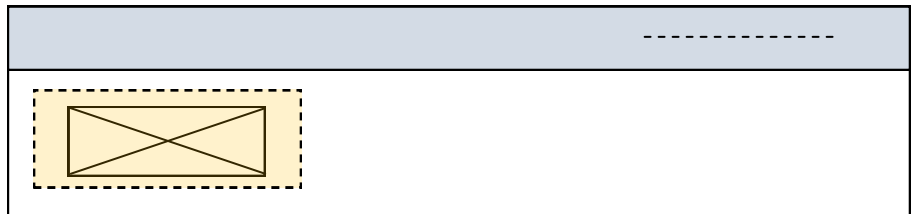


LOGO IMAGE

You can include the logo or graphic image of your choice in the header.

Recommended size: While any image size can be accommodated, the ideal size is approximately 300 pixels wide by 100 pixels high.

Recommended file types: .GIF, .JPG, .PNG.



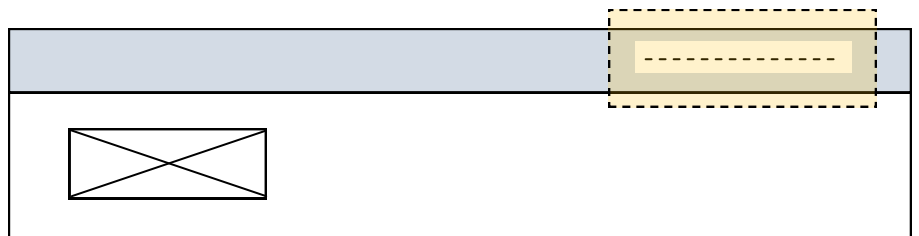
HOMEPAGE CUSTOMIZATION OPTIONS

1. Header



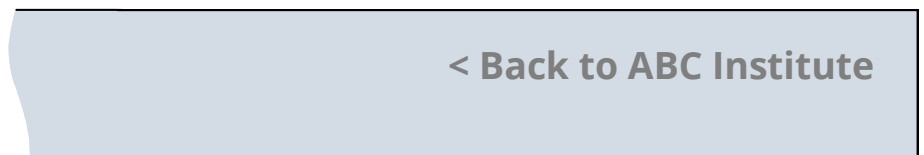
“BACK TO” LINK

The link that returns a visitor to your website displays in the top right corner of the header section.



By default the “back to” link will read: “Return to <name of organization>”. This can be changed to any text you prefer.

The font face and link color are customizable.



HOMEPAGE CUSTOMIZATION OPTIONS

2. Engagement Tools



EMBED COLLECTION

This integrated form makes it easy to share the contents of your Knowledge Center on external sites.

Visitors configure the widget to suit their needs. Configuration options include widget title, number of resources to display, whether or not to include a cover graphic, and more. Once configured, the visitor is presented with a brief code snippet that they can easily copy and paste into any Web page.

```
IssueLab's Embeddable Widget
Use this super simple form to customize and generate the code you need to display this content in your own environment - no program specific styles, like font face and font color, from your website.

Collection
IssueLab Demo

Resources Per Page
5

Widget Width
100 %

Text Size
Small

Widget Title
Related Research

Show Elements
[checked] Cover
[checked] Title
[checked] Publication Date
[unchecked] Publishers
[unchecked] Description

Your widget code
<script src="//demo.issuelab-dev.org/widget.js"></script>
<div id="issuelab" data-collection="demo" data-size="small" data-title="Related Research"></div>
```

HOMEPAGE CUSTOMIZATION OPTIONS

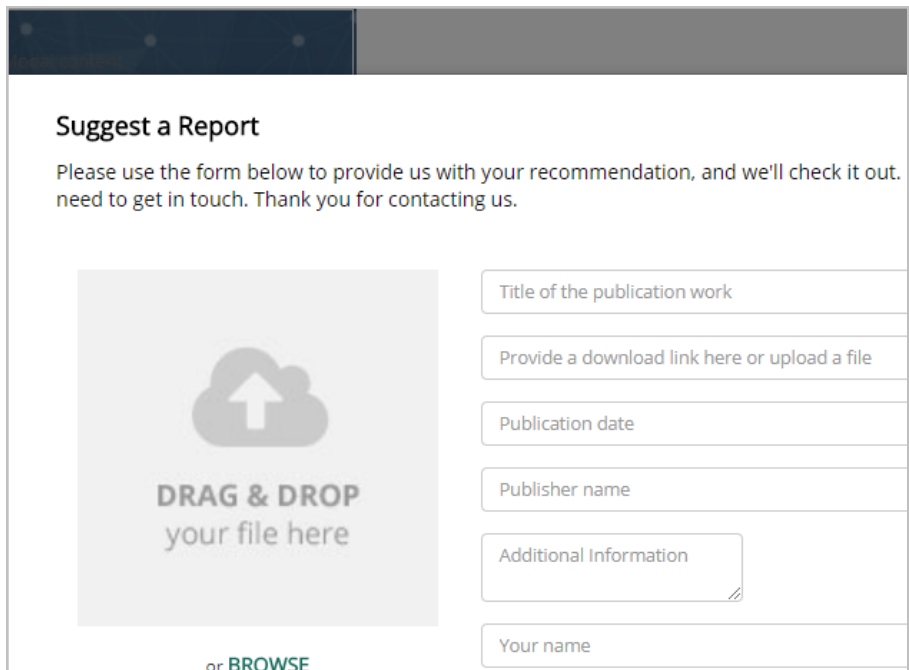
2. Engagement Tools { 

SUGGEST A REPORT

This integrated form provides an easy way to let your Knowledge Center visitors send you suggestions for additions to your Knowledge Center.

Turn on this option and your Knowledge Center will include a form that captures suggested content. Once submitted, you are sent an email alerting you that you have a new suggestion and all form input is saved to IssueLab's system for your access and review.

The name of the form and description can be modified to suit your needs.



HOMEPAGE CUSTOMIZATION OPTIONS

2. Engagement Tools { ----- | ----- | -----

DOWNLOADABLE BIBLIOGRAPHY

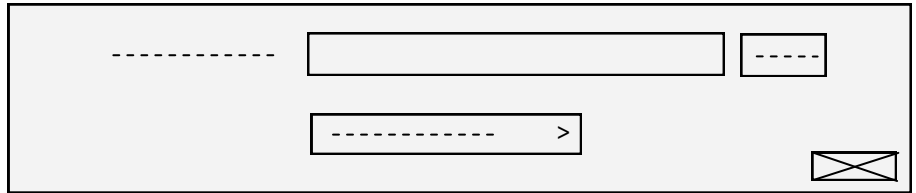
You can turn on access to a downloadable file that includes the title, publication year, publisher names, author names, and a link back to the title detail page in your Knowledge Center.

Title	Year	Publisher	Author	Link
Title 1	2017	Org Name		http://...
Title 2	2015	Org Name	Author Name	http://...
Title 3	2010	Org Name		http://...
Title 4	2014	Org Name	Author Name	http://...

The downloaded file contains comma-separated values (.csv) and can be opened with spreadsheet programs such as Microsoft Excel.

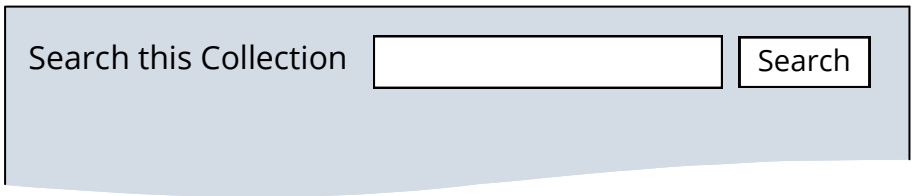
HOMEPAGE CUSTOMIZATION OPTIONS

3. Search Box



KEYWORD SEARCH INPUT BOX

The keyword search box label displays “Search this collection” by default. You can change this to whatever you like. The text box will resize automatically to an optimal width.



The text, text color, font face, and background color of the search button are also under your control.



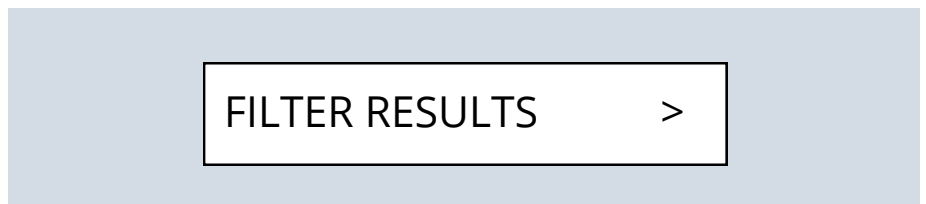
HOMEPAGE CUSTOMIZATION OPTIONS



FILTERING OPTIONS

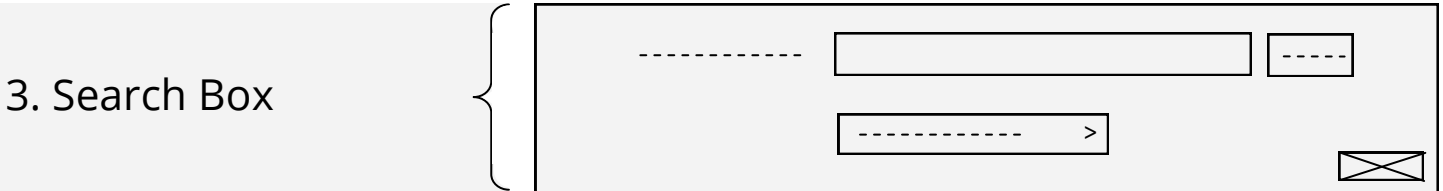
Search result filters are based on the metadata we collect.

You can opt to include no filters, some filters, or all filters.



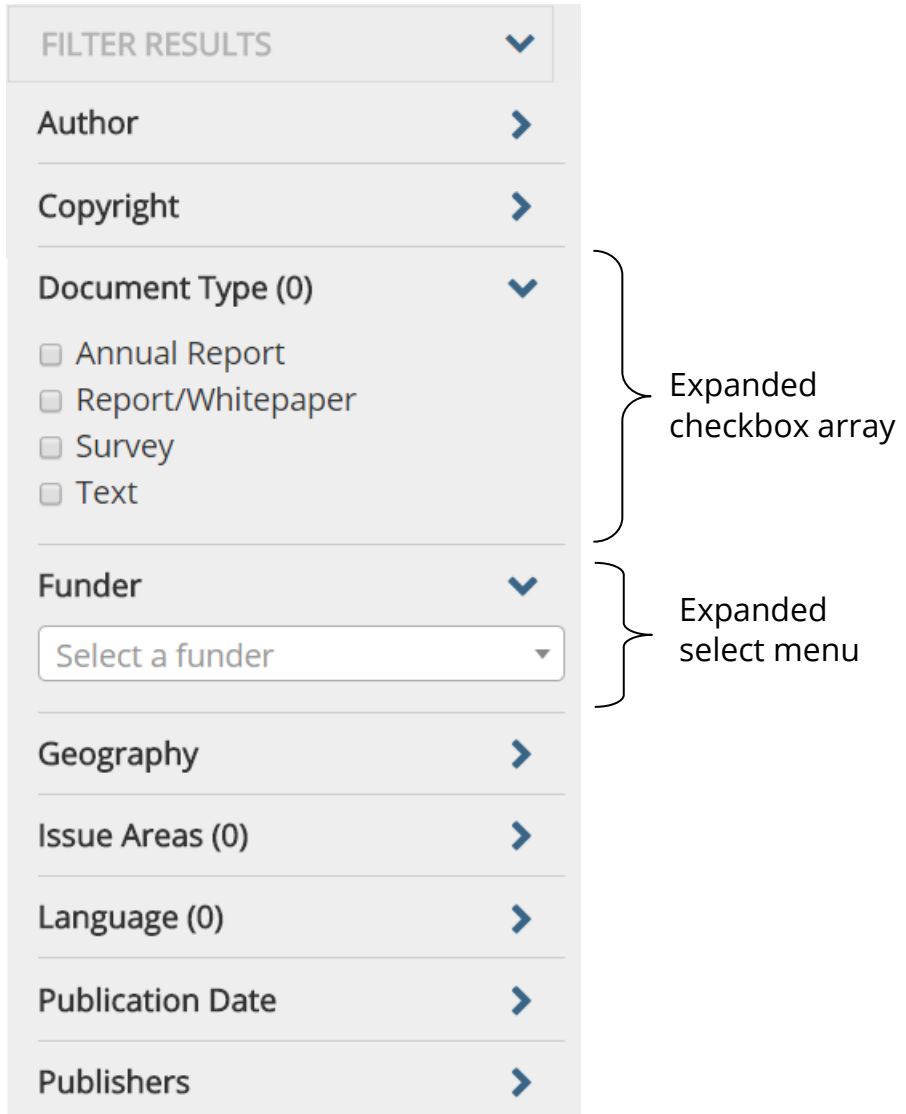
Available filters	
Select menus <ul style="list-style-type: none">• Authors• Funders• Geography• Publication Date• Publishers	Checkbox arrays <ul style="list-style-type: none">• Copyright• Document Type• Issue Areas• Language

HOMEPAGE CUSTOMIZATION OPTIONS



FILTERING OPTIONS (cont'd)

You can choose to display some or all filters in an expanded state so that a filter's options are shown when the filter box is opened.



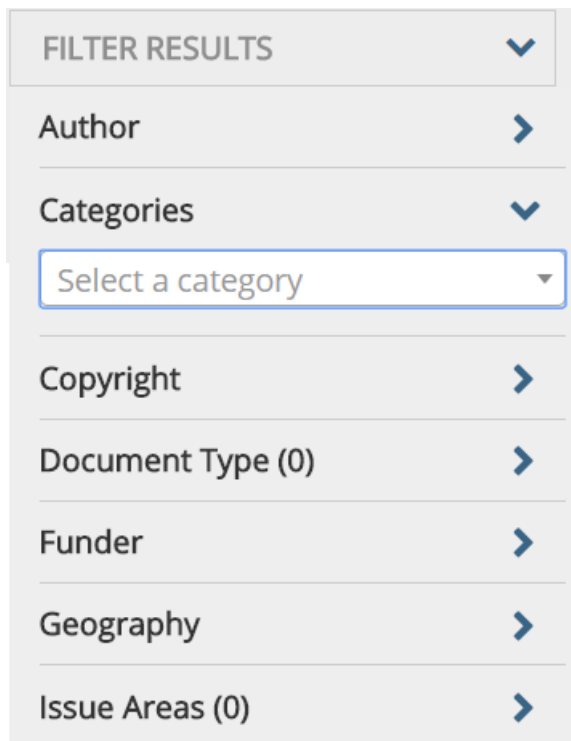
HOMEPAGE CUSTOMIZATION OPTIONS



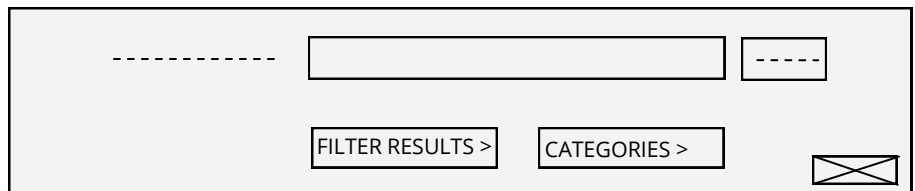
CUSTOM CATEGORY FILTERS

If you've created custom categories, these can also be used as a filter in the primary filter box.

You can choose to display your custom category filters as a select menu or as a checkbox array.

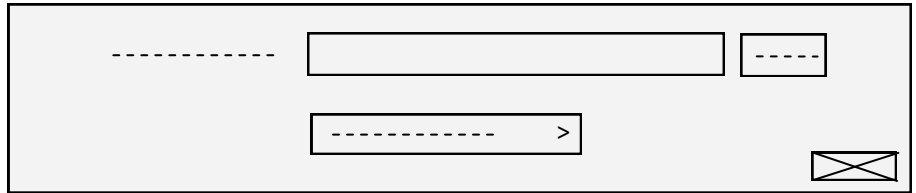


You can also choose to spotlight your category filter by displaying it outside of the primary filter box.



HOMEPAGE CUSTOMIZATION OPTIONS

3. Search Box



FILTER LABELS

By default the filter box displays with the label: “Filter Results”. And all of the filter options are automatically labeled with their metadata label. Eg., the filter for publisher metadata is labeled “Publishers”.

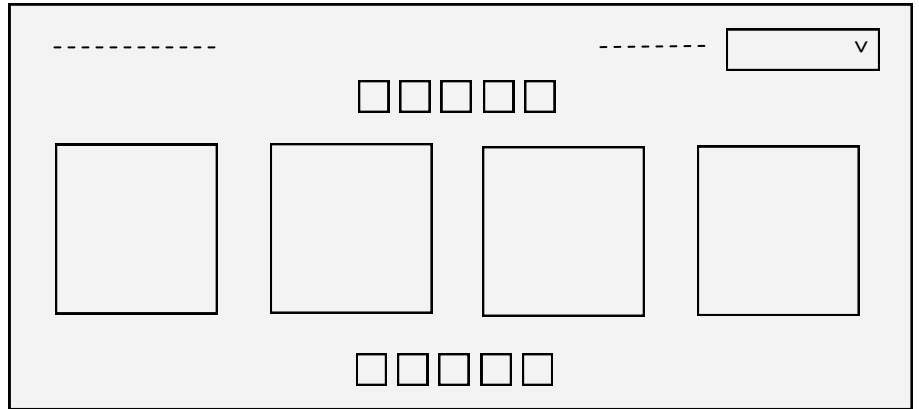
Any of these labels can be modified to suit your needs.

If you are using a custom categories filter, that label also can be modified.



HOMEPAGE CUSTOMIZATION OPTIONS

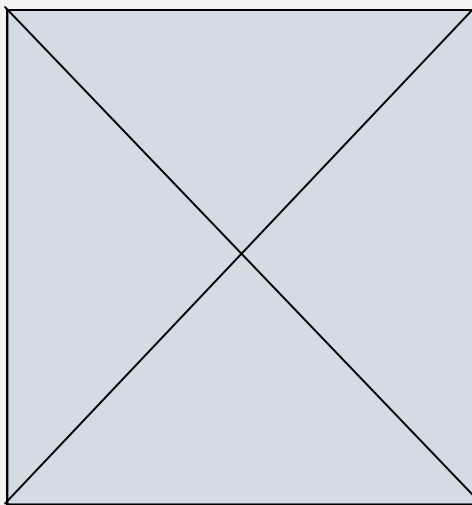
4. Search Results



GRID-VIEW

When grid-view is selected four columns of cover graphic images are displayed along with associated metadata.

You can set the number of results per page to any number you prefer. For example, if you choose to display 12 titles per page, the result set will appear as 3 rows containing 4 titles each.

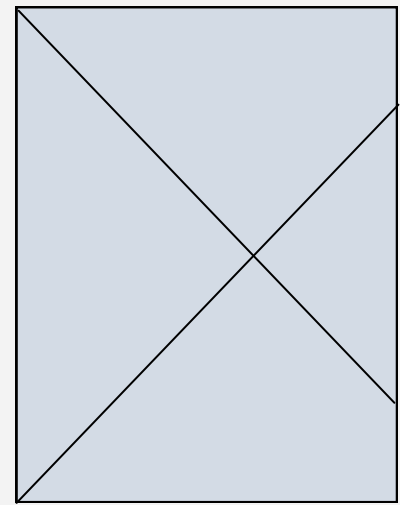


Title of Publication

Jun 1, 2017

Publisher No. 1; Publisher No. 2;
Publisher No. 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore dipiscing...



Title of Publication

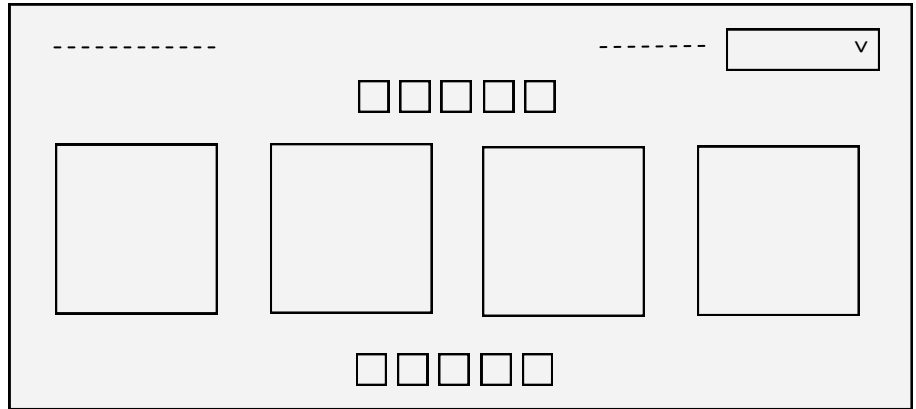
Jun 1, 2017

Publisher No. 1; Publisher N
Publisher No. 3

Lorem ipsum dolor sit consectetur adipiscing elit, sed do eiusmod tempor incididunt...

HOMEPAGE CUSTOMIZATION OPTIONS

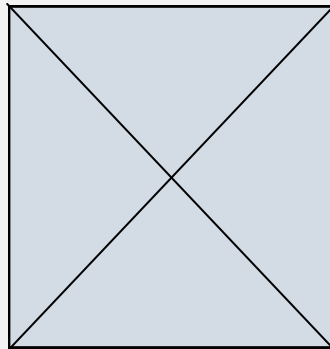
4. Search Results



LIST-VIEW

When list-view is selected, cover graphics and associated metadata will appear vertically.

You can set the number of results per page to any number you prefer.

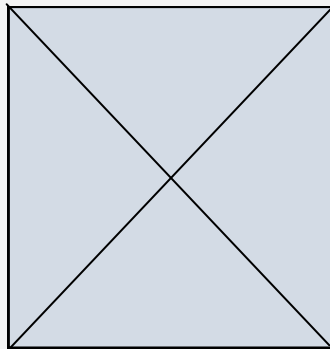


Title of Publication

Jun 1, 2017

Publisher No. 1; Publisher No. 2; Publisher No. 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...



Title of Publication

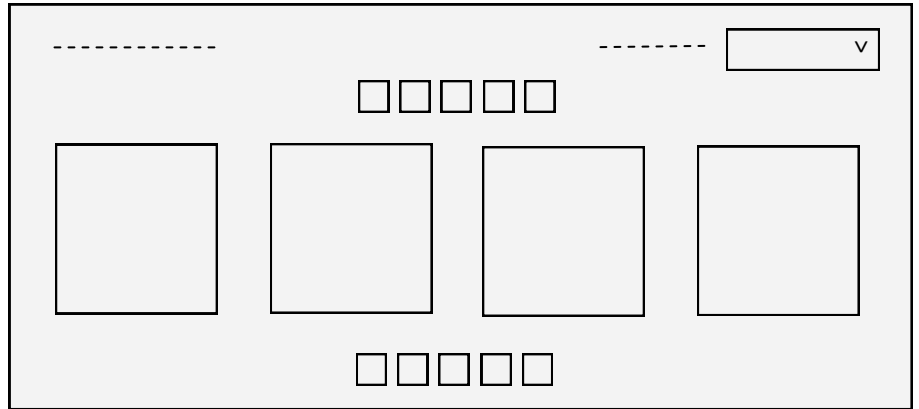
Jun 1, 2017

Publisher No. 1; Publisher No. 2; Publisher No. 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et...

HOMEPAGE CUSTOMIZATION OPTIONS

4. Search Results



FEATURED TITLES

In grid-view featured content is displayed with a “ribbon” across the top of the cover graphic.

The ribbon background color, border, and font color, weight, and case (eg., title-case, upper-case, etc.) can be set to your preferences.

FEATURED

Title of Publication

Jun 1, 2017

Publisher No. 1; Publisher No. 2;
Publisher No. 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore dipiscing...

Title of Publication

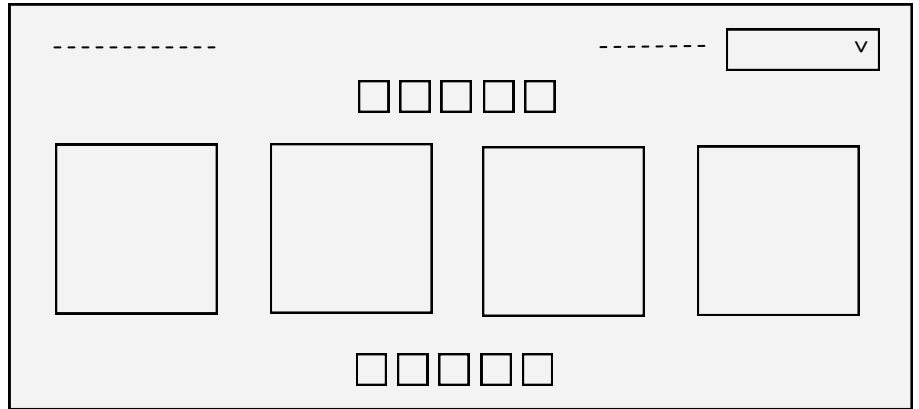
Jun 1, 2017

Publisher No. 1; Publisher N
Publisher No. 3

Lorem ipsum dolor sit consectetur adipiscing elit, sed do eiusmod tempor incididunt...

HOMEPAGE CUSTOMIZATION OPTIONS

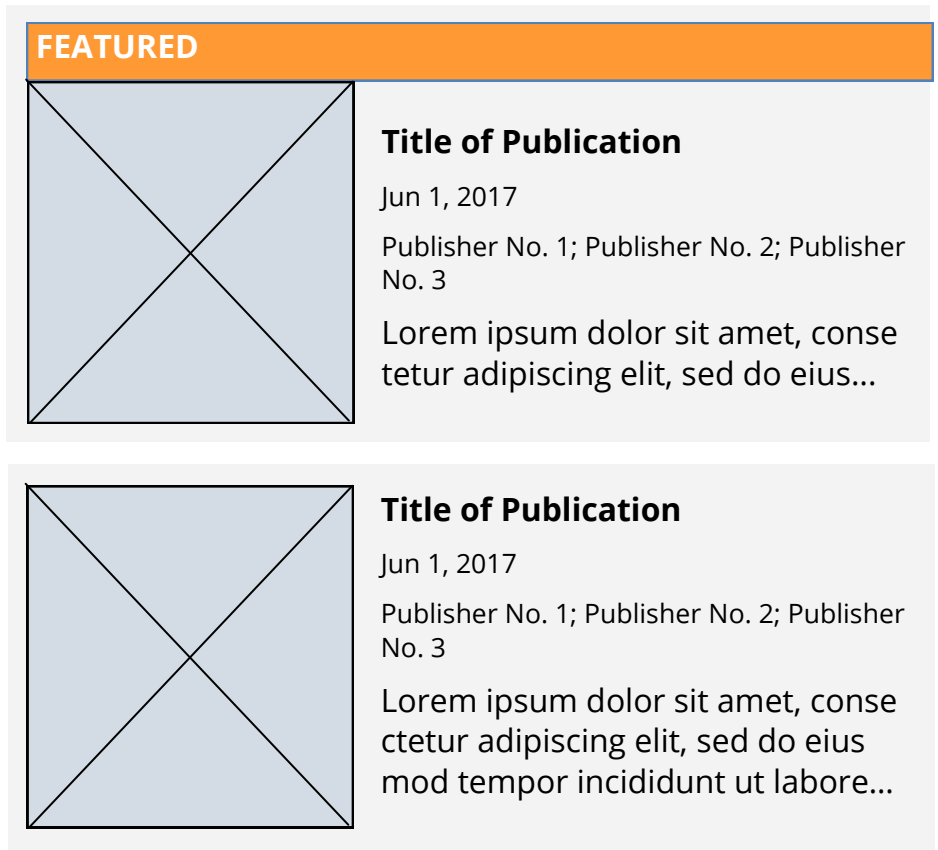
4. Search Results



FEATURED TITLES (cont'd)

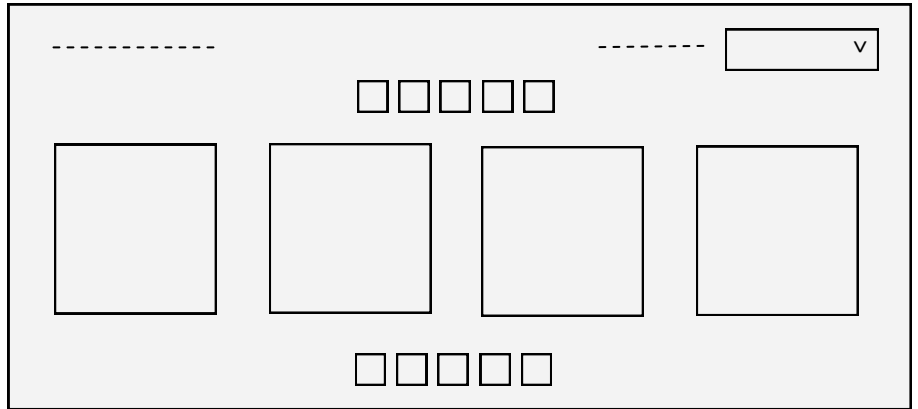
In list-view featured content is displayed with a “ribbon” across the top of the cover graphic and text area.

The ribbon background color, border, and font color, weight, and case (eg., title-case, upper-case, etc.) can be set to your preferences.



HOMEPAGE CUSTOMIZATION OPTIONS

4. Search Results

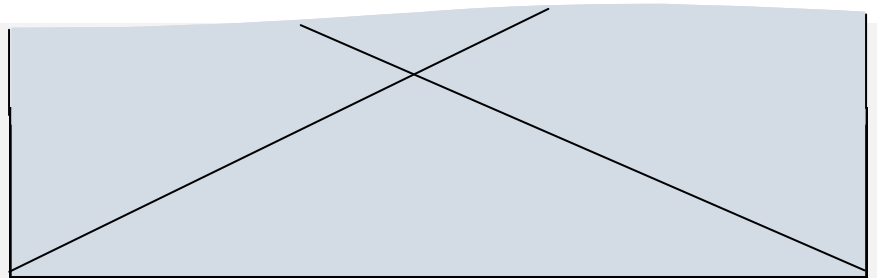


METADATA DISPLAY

Whether you choose grid- or list-view, you can choose which metadata to include in search result displays.

Optional metadata:

- cover graphic
- title
- publication date
- publisher names
- description



Title of Publication

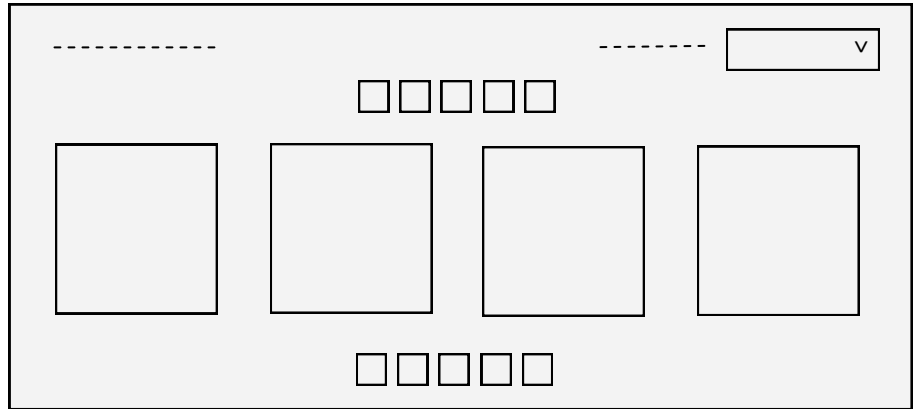
Jun 1, 2017

Publisher No. 1; Publisher No. 2; Publisher No. 3

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore dipiscing...

HOMEPAGE CUSTOMIZATION OPTIONS

4. Search Results



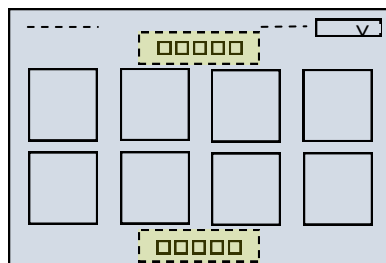
PAGINATION LINKS

You can define the background color, border color, and text link color of selected pagination links.

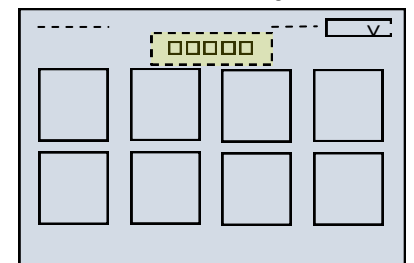


Pagination links can be shown above and below the search result list, only above, or only below—your choice.

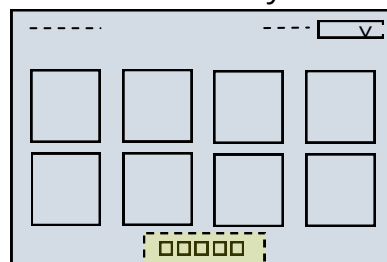
Above and below



Above only

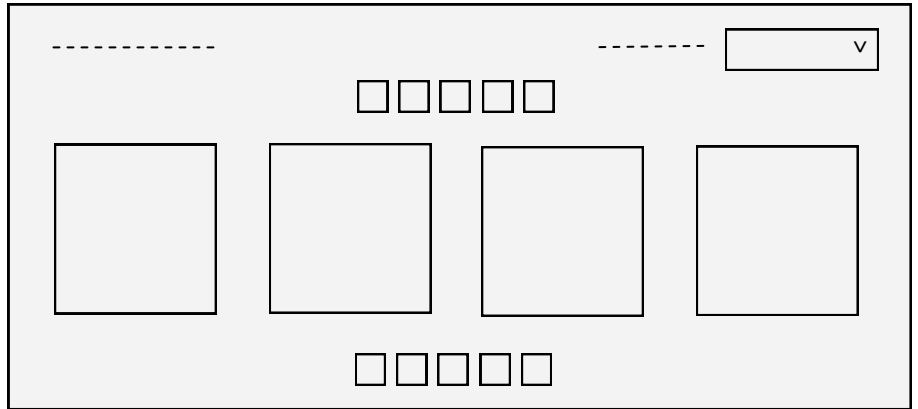


Below only



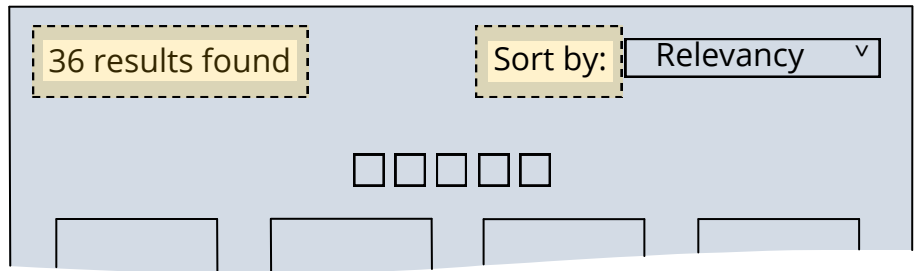
HOMEPAGE CUSTOMIZATION OPTIONS

4. Search Results



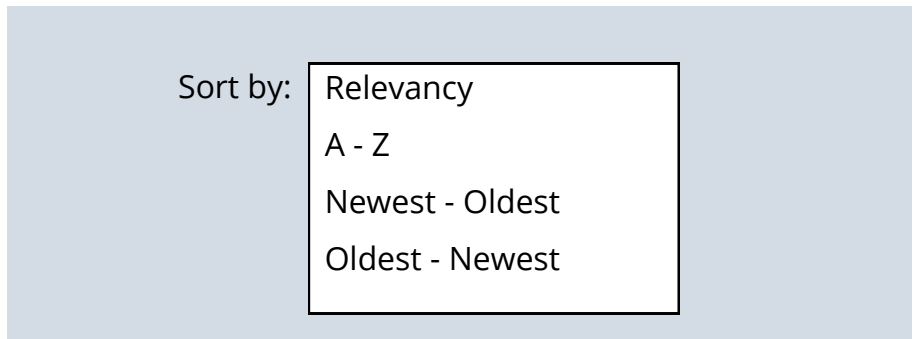
LABEL AND MENU TEXT

You have control over labels applied to the search result count and the sort menu.



By default, the search result count will display as, eg., "36 results founds". This can be changed to, eg., "36 documents found", or "36 titles returned", etc.

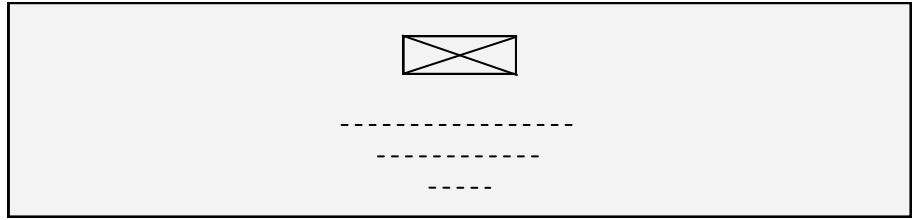
By default, the sorting menu is labeled "Sort by:". This can be changed to any label you like.



As well, every option in the sort menu can be renamed to reflect your preferences.

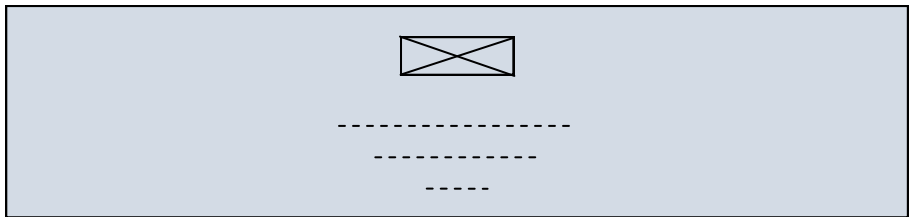
HOMEPAGE CUSTOMIZATION OPTIONS

5. Footer



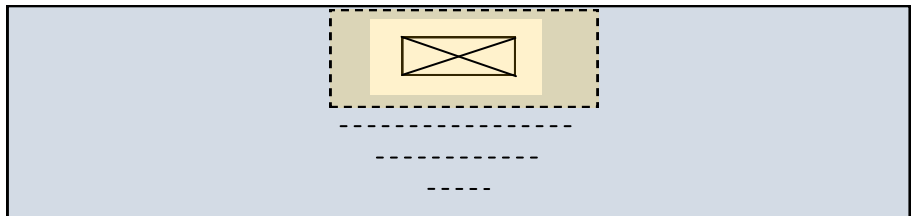
BACKGROUND COLOR

The footer section can display in any color you choose. It can match the header section color or display in an entirely different color – the choice is up to you.



LOGO IMAGE

You can display a logo image in the footer. If included, the logo will be centered at the top of the footer section. It can be linked to any destination you choose.

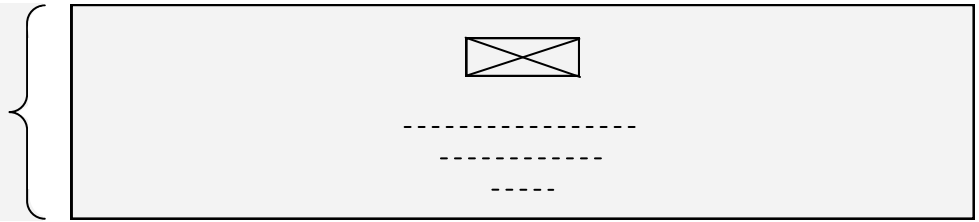


Recommended size: The ideal size is approximately 100 pixels wide by 50 pixels high.

Recommended file type: .GIF, .JPG, .PNG.

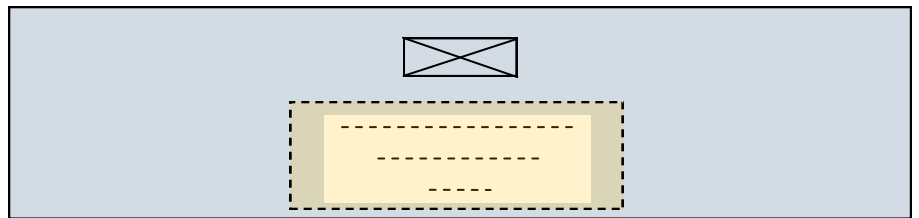
HOMEPAGE CUSTOMIZATION OPTIONS

5. Footer



TEXT AND LINKS

By default the footer will include a copyright, and a link back to your web site.



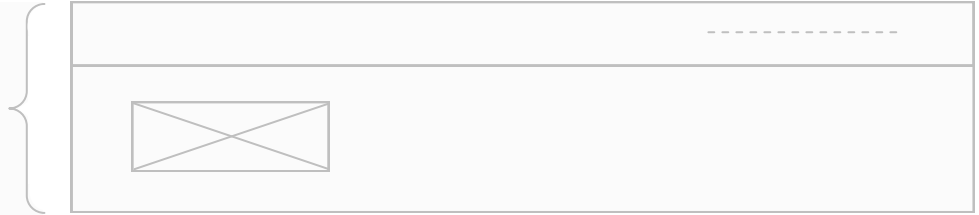
The footer can include any text you would like, and as much text as you need. Text links can be incorporated into the footer text as well.

The font face and link colors can be modified to suit your needs.



RESOURCE PAGE OVERVIEW

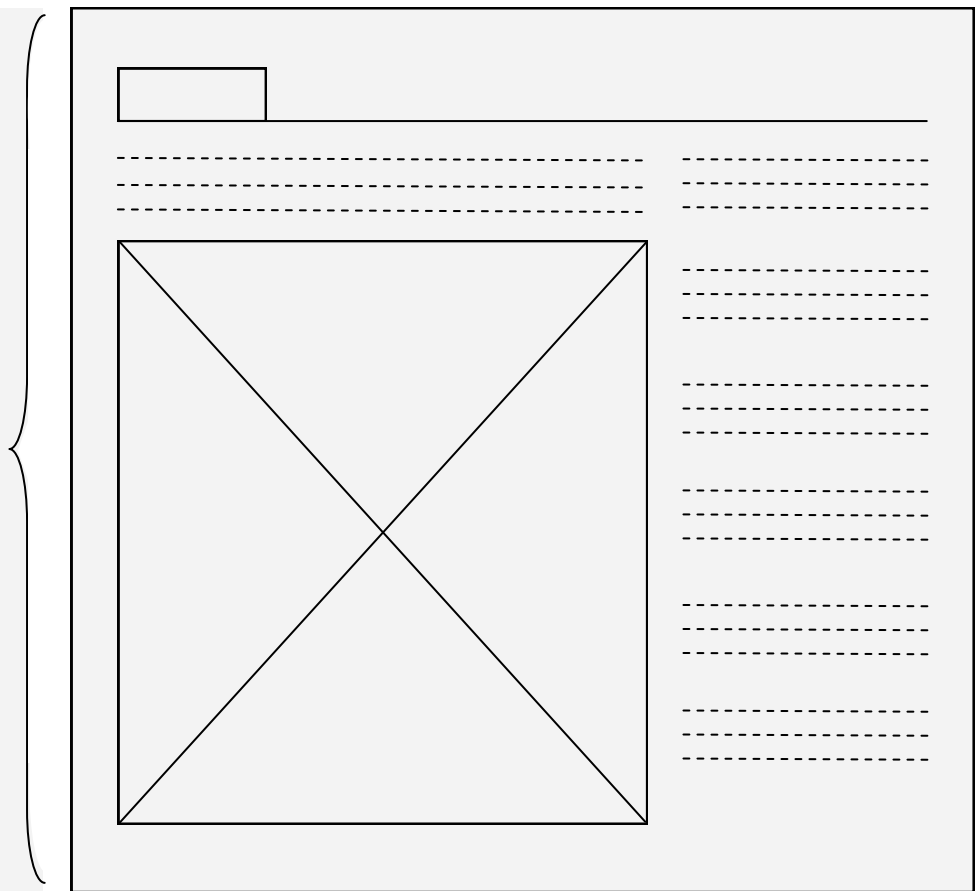
Header



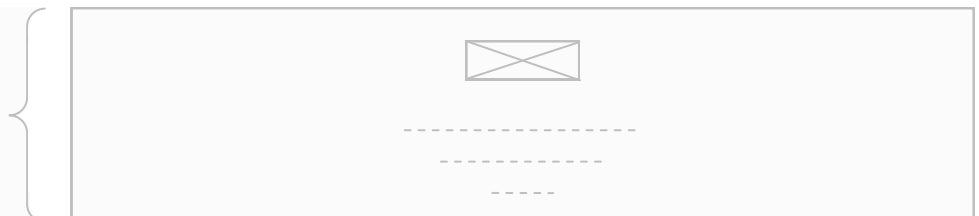
1. Title Area



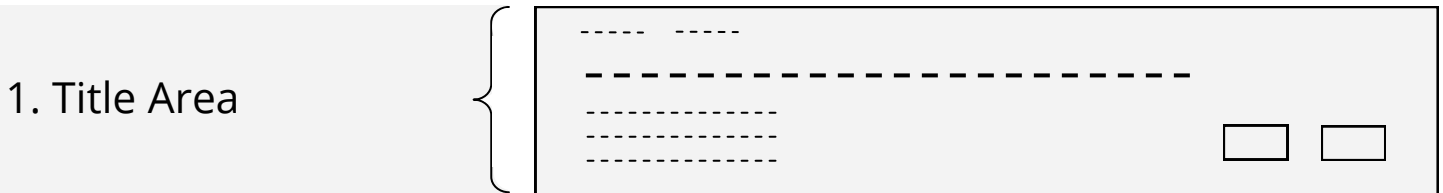
2. Document Area



Footer



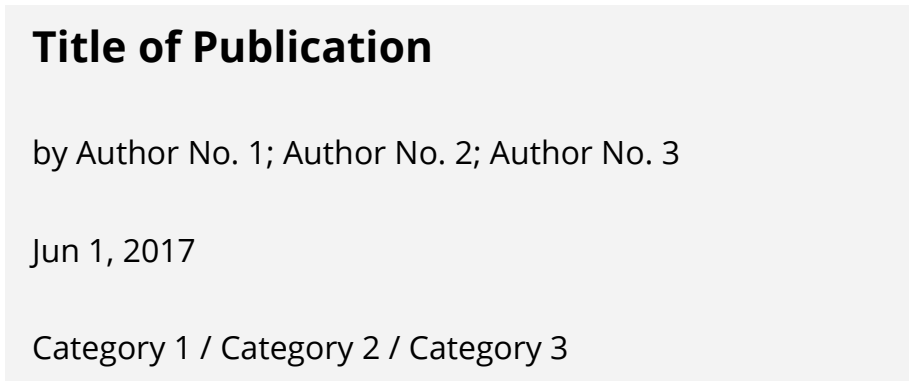
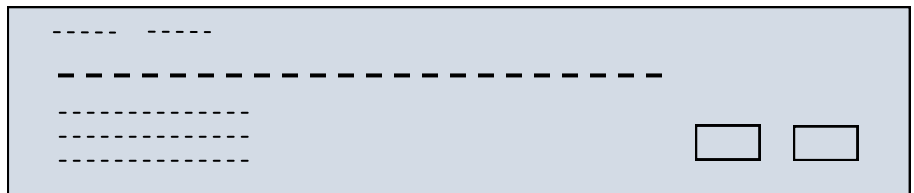
RESOURCE PAGE CUSTOMIZATION OPTIONS



TEXT, ICONS AND LINKS

By default, the following is included in the title area:

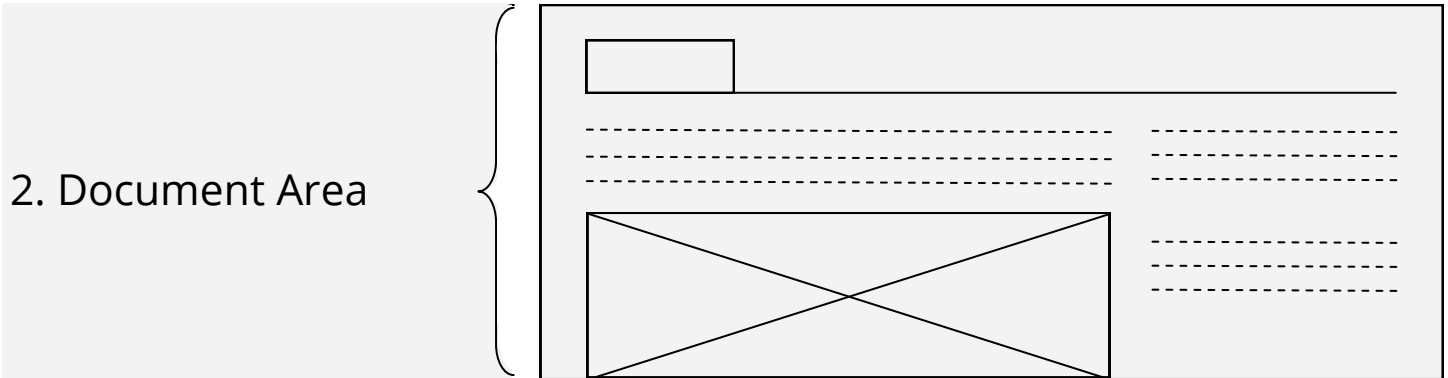
- title
- publication date
- authors (alpha order)
- custom categories (alpha order)
- a download icon
- a “ShareThis” icon
- a “back” link
- a link to homepage



The author, date, and category display are optional.

The font face, color, and size can be modified to suit.

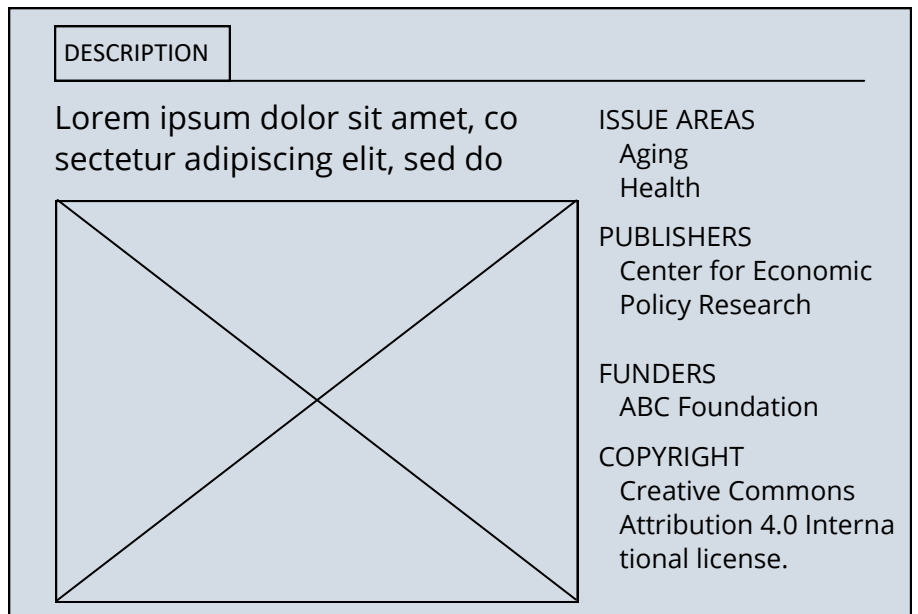
RESOURCE PAGE CUSTOMIZATION OPTIONS



METADATA

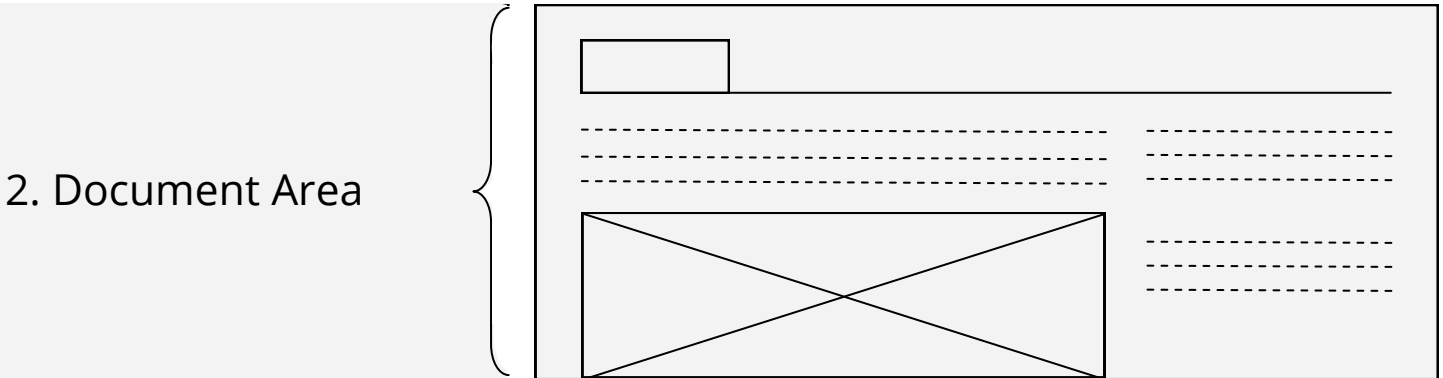
By default, the document area includes the following metadata (when content is available):

- abstract
- issue areas
- publishers
- funders
- document type
- language
- copyright
- geography
- embedded PDF viewer



You can opt to show all, a few, or no metadata fields.

RESOURCE PAGE CUSTOMIZATION OPTIONS



KEY FINDINGS

You can opt to display “key findings” on your resource detail pages.

When key findings have been indexed for a resource, the key findings tab will be available and key findings will be displayed in a bulleted list.

You can also opt to display “tweetable” key findings. In this case, each key finding will include a Twitter “tweet” icon.

Clicking the icon will open a new modal window that interfaces with Twitter’s service, enabling your visitors to craft and post a tweet based on the key finding.


DESCRIPTION	KEY FINDINGS
	<ul style="list-style-type: none">• Lorem ipsum dolor sit amet, consectetur adipiscing elit.• Tempor incididunt ut labore et dolore magna aliqua.• Ut enim ad minim veniam, quis nostrud exercitation.• Laboris nisi ut aliquip ex ea commodo consequat.

ISSUE AREAS
Aging
Health

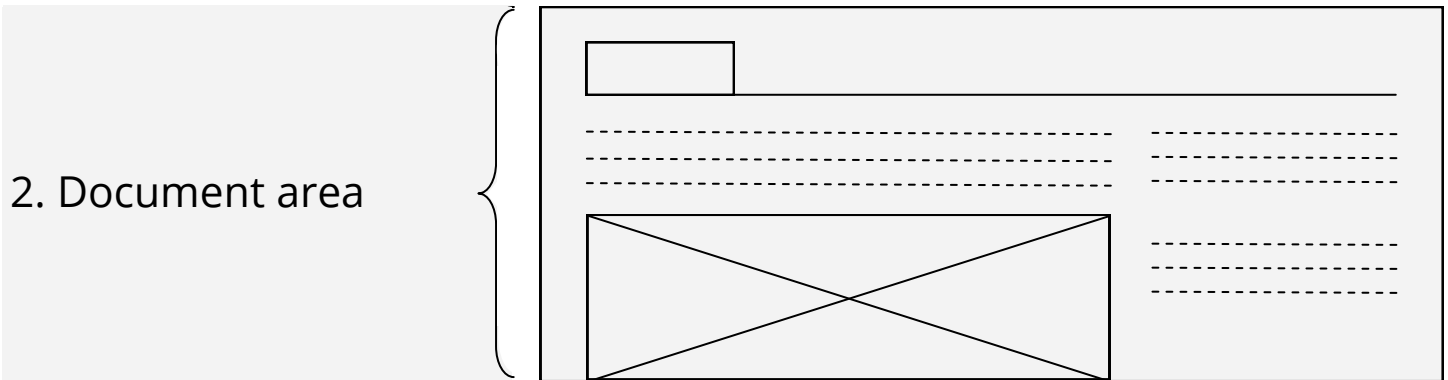
PUBLISHERS
Center for Economic Policy Research

FUNDERS
ABC Foundation

COPYRIGHT
Creative Commons Attribution 4.0 International license.

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.  [Tweet](#)

RESOURCE PAGE CUSTOMIZATION OPTIONS



METADATA LABELS

The text used to label metadata text blocks can be modified to suit your needs.

Example, if you prefer to display "Abstract" instead of "Description", or "Type of Document" instead of "Document Type", you can.

Default labels	
• Description	• Document Type
• Key Findings	• Geography
• Issue Areas	• Language
• Publishers	• Copyright
• Funders	

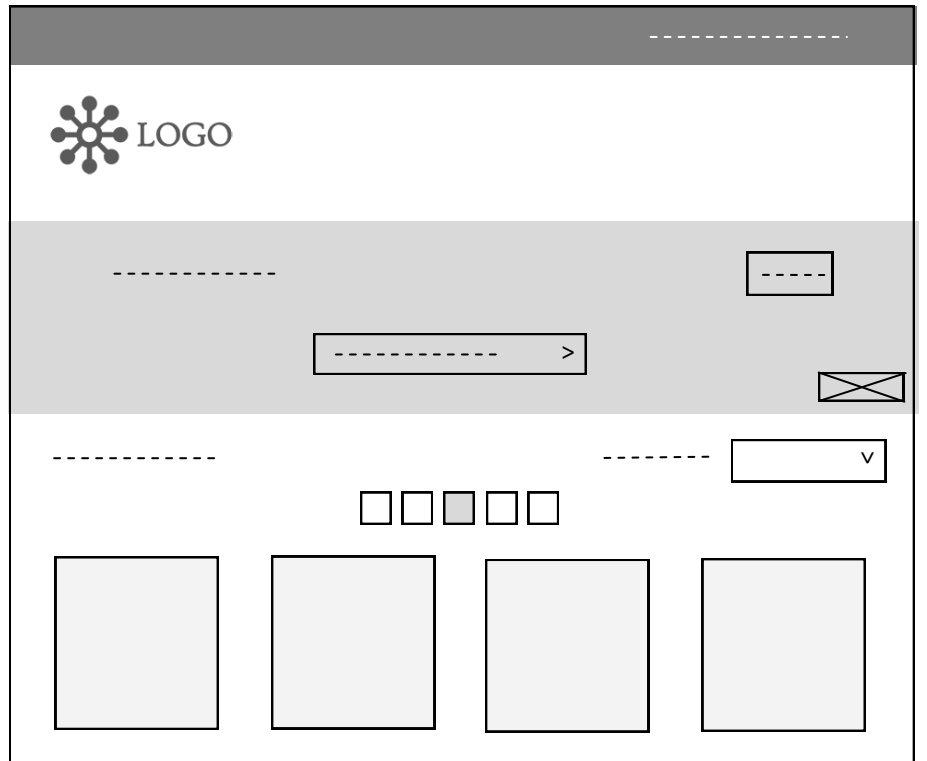
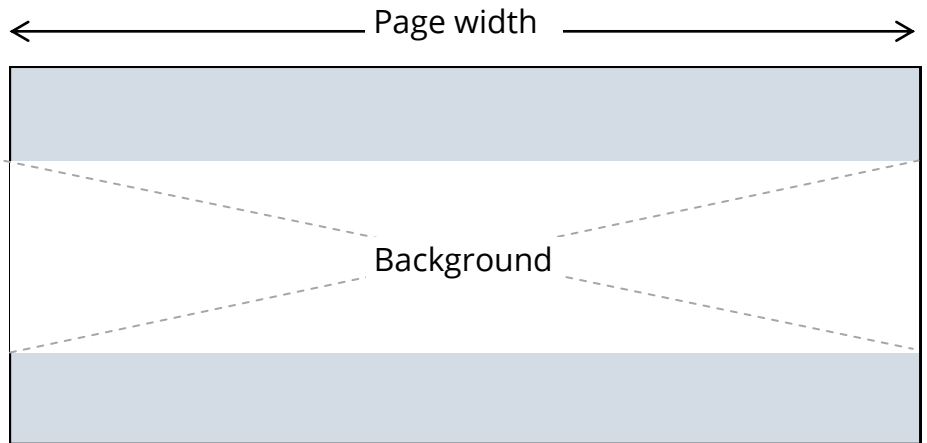
OVERALL DISPLAY CONFIGURATION

PAGE WIDTH - You can define the overall width of page displays. By default page width is set to 1280 pixels wide.

PAGE BACKGROUND - By default the area between the header and footer displays in white (#FFFFFF). While you can change this to a different color it is not recommended.

FONTS/LINKS - Font face, sizes and colors are customizable.

SOCIAL MEDIA - By default we generate and host a graphic (.PNG) of your homepage optimized for social media display. You can swap in any graphic you like.

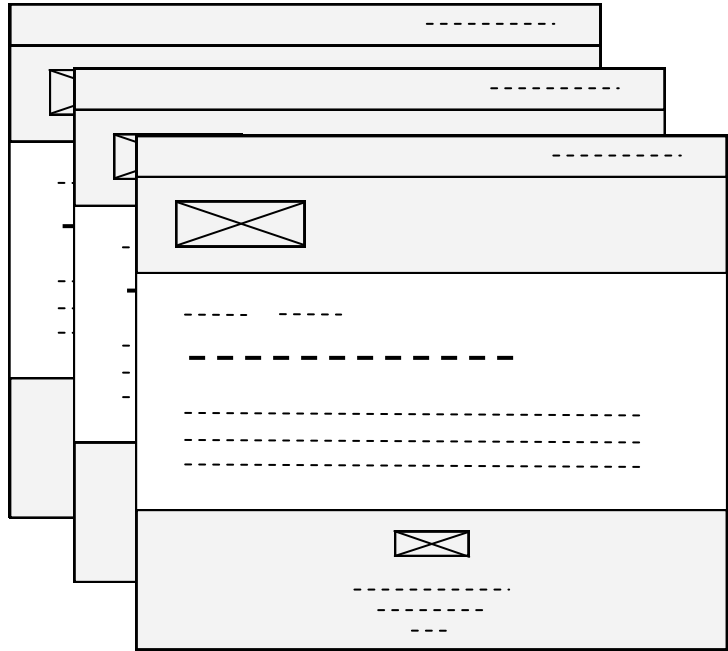


ADDITIONAL CONTENT OPTIONS

EXTRA HTML PAGES - You can add up to three HTML pages to your Knowledge Center.

Typical uses for extra HTML pages are to provide context about your collection, contact information, etc.

You can include text and images. Embeddable content (eg., a Vimeo video) will be considered.



DOWNLOADABLE CONTENT - You can include up to three downloadable files which can be linked to from your extra HTML pages. File size limit: 20 megabytes.

CONTACT INFO

Question? Comments? Visit:

<https://www.issuelab.org/knowledge-center-service>

for complete info including how to get in touch.