



Catalogs are sections of the portal that contain content posts, banners, pages and contact information. Catalogs may be managed from a hub portal or added and managed locally. Setup a catalog to customize its look and information.

Setting up a Catalog



Title

Titles appear right below the catalog logo and are always 1 or 2 words.



Keywords

Keywords become search words to help members find the catalog. Enter as many as needed and press return to add more.



Description

Create a short text description of the catalog to let viewers know what is inside. Descriptions appear when the viewer clicks a button on the catalog home page, in a catalog directory or when a viewer hovers over the catalog tile.



Logo & Image

Upload a graphics file to become the catalog logo. Add a graphics file to appear in the header as an image. Logos appear in catalog directories or the portal home page.



Background Color or Image

Select a solid color or upload an image to appear behind the catalog to create a more custom catalog look.