

## Using accordions

Accordions are a way to separate content. They can be opened and closed vertically to show and hide content. Accordions help reduce page length and scrolling.

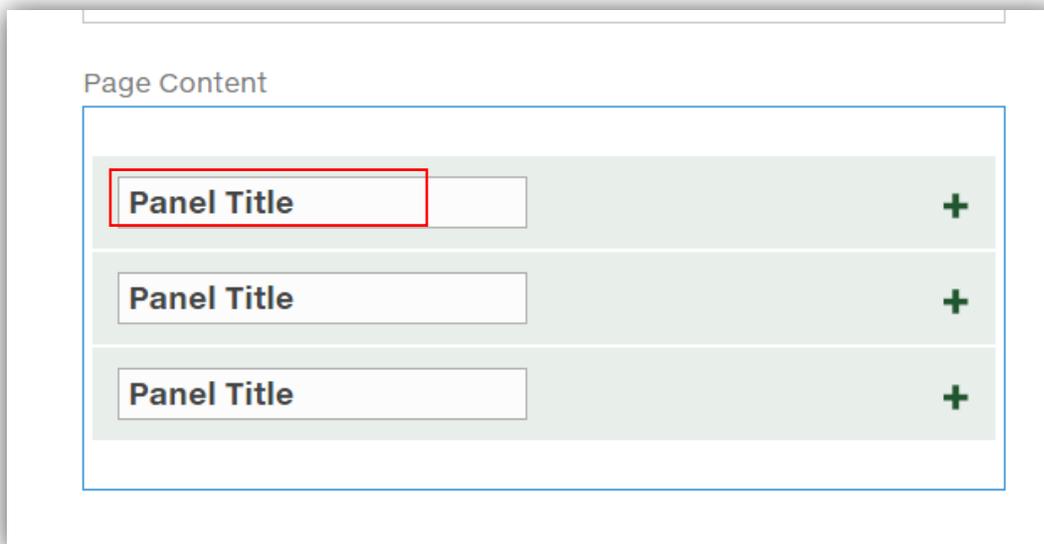
1. To add an accordion, position the cursor where you want the accordion to appear the main page area (either the page content area in a Basic template or the tab content area in a Basic Plus template).

**Note:** Be sparing with accordions; too many will make your page look too cluttered.

2. Click INSERT on the ribbon and select Add accordion.



3. A three-panel accordion will appear on your page.
4. Give the accordion panel a title. Click on "Panel Title".



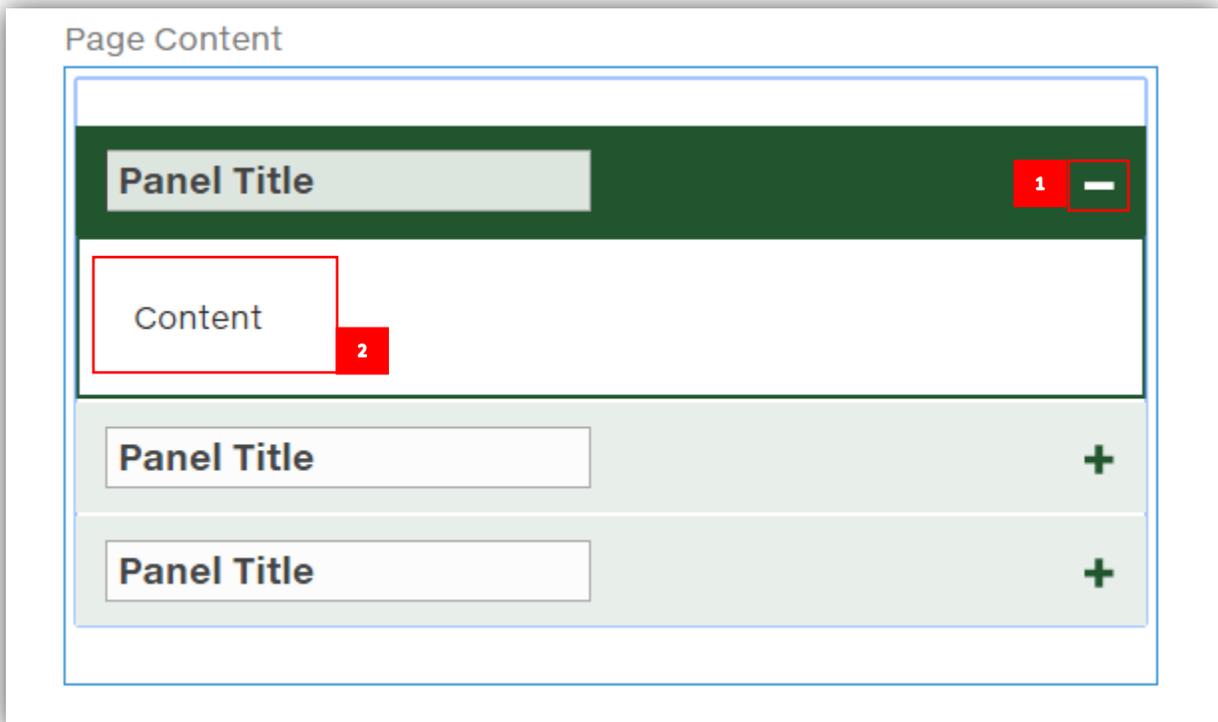
5. A Panel Title box will pop up. Type in the new title and click Save Changes. The new title will appear in the panel bar.



Panel Title:  **1**

**2**

6. After you have added the panel title, you can add content to the accordion. Click on the plus sign to open the panel. In the Content box, select “Content” and either type or paste in your content. Please do not add buttons, quotes or other accordions in the accordion content box.
7. After you have finished adding content to an accordion panel, close the panel by clicking the minus sign. If you don’t close the panel, it will save in the “open” view, which we don’t want. Save your page.



Page Content

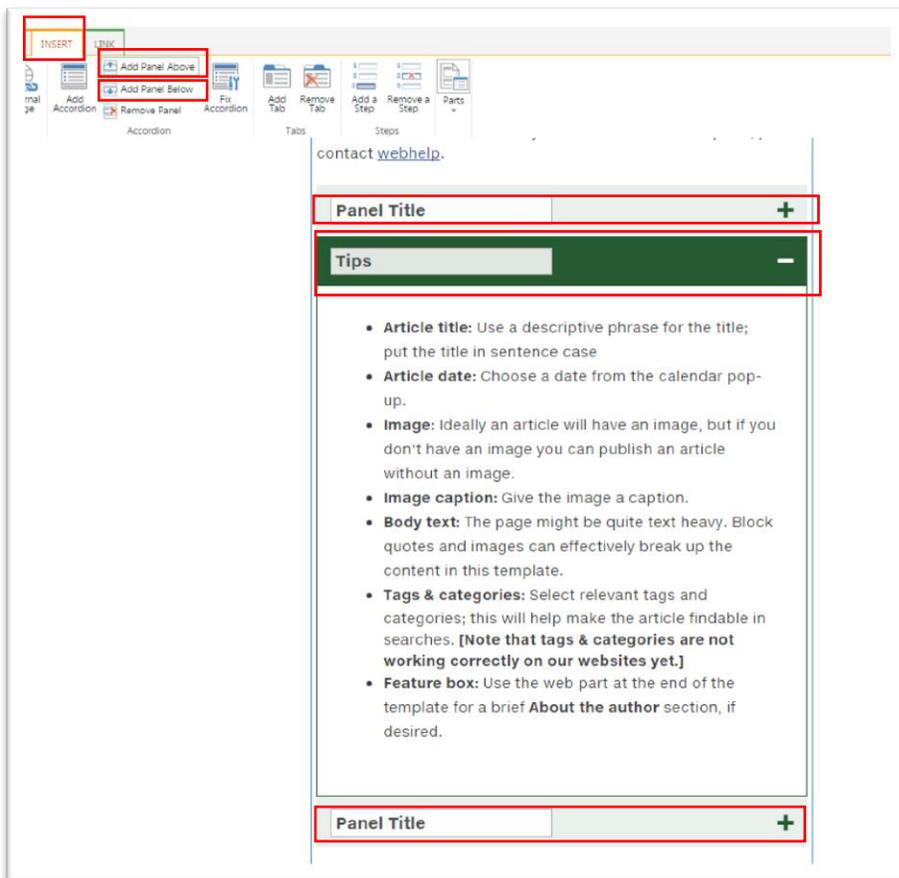
**Panel Title** **1**

**2**

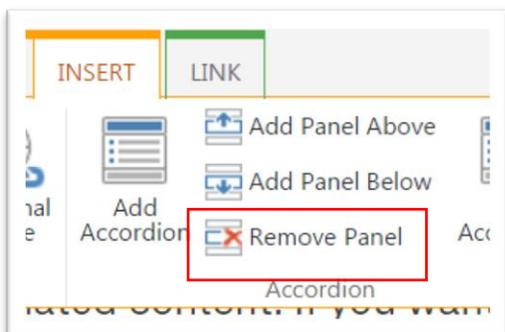
**Panel Title**  **Panel Title**

8. If you have more than three subtopics, you can add more accordion panels. To add an accordion panel above (or below) an accordion panel, put your cursor on the existing panel. The existing accordion panel will open, but you can ignore this.

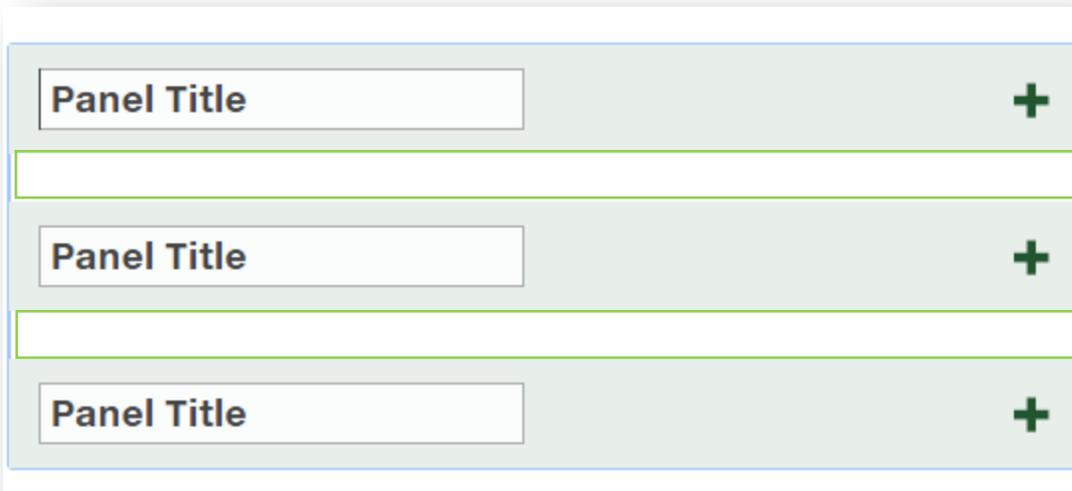
9. In the Insert tab, click Add Panel Above (or Add Panel Below). Another panel will be added. In this example, I added a panel above and below.



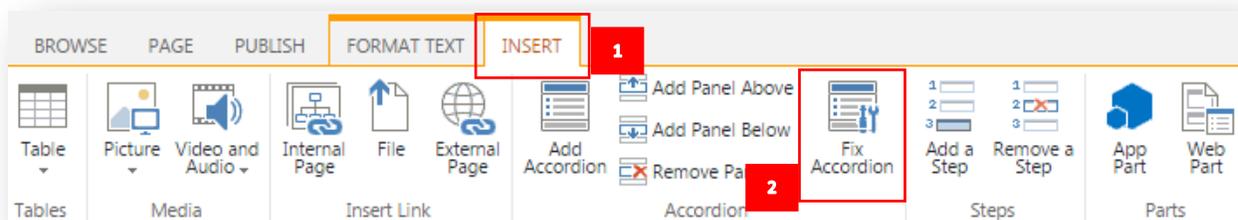
10. You can also delete unneeded panels. Put your cursor on the unneeded existing panel. The accordion will open, but you can ignore this. In the Insert tab, click Remove Panel. The panel will disappear.



11. Sometimes, when you add formatting to the content panels, the panels appear to separate and have a space between them.



12. To fix this issue, select the Fix accordion option on the INSERT tab.



**NOTE:** If the Fix accordion option does not fix your panels, or if you can't get your accordions to lay out the way you want them to on the page, please contact [webteam@phsa.ca](mailto:webteam@phsa.ca).