Using accordions on SharePoint Subscription

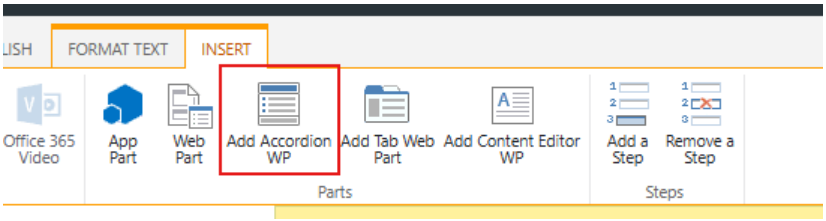
An accordion is a set of panels in the body text that a page visitor can open or close to show or hide content. See an example of an accordion.

There are two parts to accordions: The function of these parts will become clearer in the steps below.

1. The accordion web part: this tells the system to display upcoming content in an accordion.
2. The content editor web parts: in each webpart, you put the title of your accordion panel and the content for that panel.

How to create accordions

1. Place your cursor on the page where you want to add an accordion.
2. Click the **INSERT tab** in the editing ribbon and select **Add Accordion WP button.**

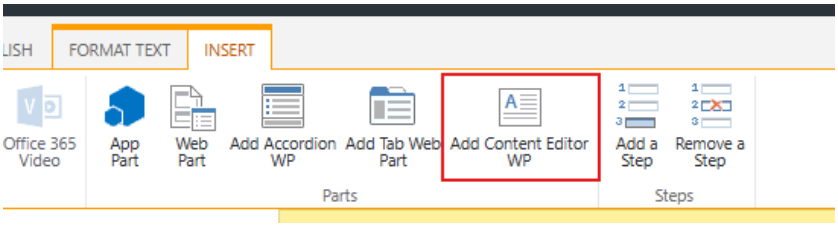


   a. This button will produce an accordion that will hold three panels. (You won't see the panels.)

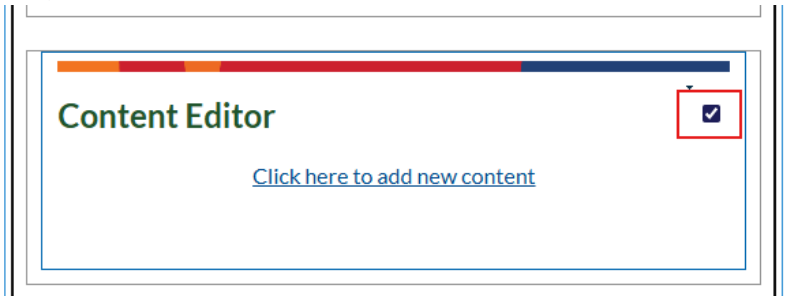
   b. If you want to change that number, click the *"open the tool panel"* link in the new accordion web part. A tool pane will open at the top of your page. Scroll up.

   c. In the **Custom section** of the tool pane, adjust the number up or down as needed. When done click **OK.**

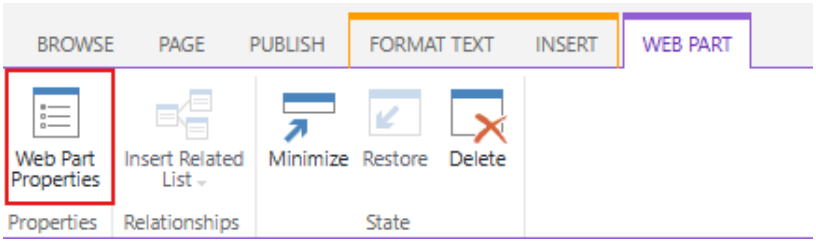
3. With the **Accordion web part** still selected, click the **INSERT tab** again and select the **Add Content Editor WP button**.



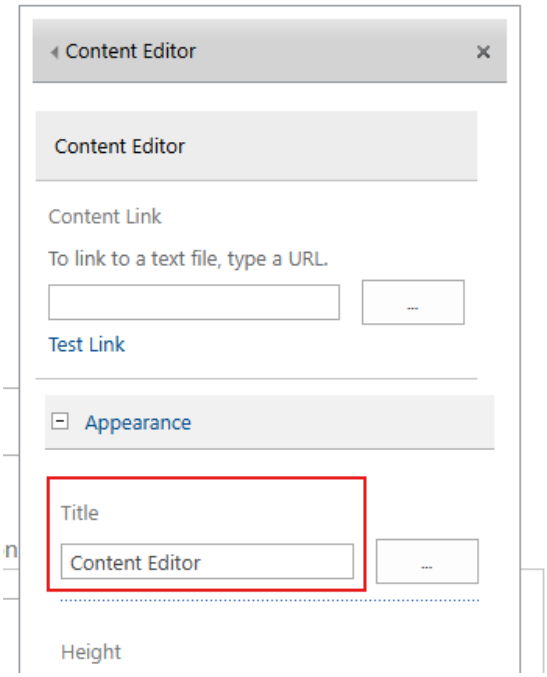
4. Click the small box on the Content Editor web part. You'll see it if you hover at the right side of the webpart.



5. At the top of the page, in the editing ribbon, click the **Web Part** menu item, then **Web Part Properties**.



(The **web part properties panel** appears way at the top right of the page.) Open the **Appearance** section and add the heading you want on your accordion panel in the **Title** field. Click **OK** to save.



6. Select the *"click here to add new content"* in your content editor webpart. Add or paste content (paste as plain text!) in this section.

7. Save your page. (So you don't lose your work if the session times out.)

How to insert more accordion panels

1. Make sure to change the number of panels you want in the **Custom section** of the **Accordion web part.** See instructions in 2b and 2c in "How to create accordions" above.
2. Select the **Content editor web part** where you want to insert the new panel below. You can select the web part by either clicking on the web part title or anywhere between the borders of the web part.
3. Click the **INSERT tab** again and select the **Add Content Editor WP button**.
4. Follow steps 5 and 6 in the **how to create accordions** section to add a title and content to your accordion
5. Save your page. (So you don't lose your work if the session times out.)

   Your accordion should look something like this when you save the page.

Caution about copying content into and out of accordions

Like all content that you paste into your web page, even if it's coming from another web age or the same page, you should right click your mouse and choose *Paste as plain text* (Ctrl + shift + V) before you paste it into your new place.

Copy and paste text without losing formatting:

1. Highlight your text.
2. Select the **Edit Source button** in the editing ribbon (under **Format Text**).
3. Copy the highlighted code from there. (Ctrl + C) Click **Ok**.
4. Place you cursor where you want to paste your text, go back to the **Format Text** menu in the editing ribbon, click **Edit Source button** and paste your text (code) there. Click **Ok.**

Why use an accordion

Use accordions to make your page shorter. They help your visitor scan the page quickly and reduce the need to scroll as much.

Consider the impact on your page visitor. Does your use of accordions make it easier for the user to scan and quickly get to the content they need? Is the extra click to open the accordion worth the effort for the visitor?

Some examples of content that work in accordions are:

- information that breaks into many different sections, for example, a set of sub-topics related to one subject or frequently asked questions
- questions and answers (could be used for quizzes)
- terms and definitions (such as a glossary)

Best practices

Content guidelines

- use short amounts of information, no more than a few paragraphs
- use headings (H3 or H4) to organize information within the accordions
- use sentence case in panel titles
- do not use photos, videos, block quotes, buttons or tables inside an accordion
- do not use an accordion for only one or two sentences of text
- do not put all your page content into accordions

Layout or placement guidelines

- Limit panel titles to 45 characters if possible
- Avoid a block of accordions - keep them to less than 10. Group them by subject, if possible, and break them up visually with headings
- Do not put an accordion within an accordion
- Do not put an accordion in the sidebar on the right
- Close the accordion before saving your page (otherwise it will stay open)