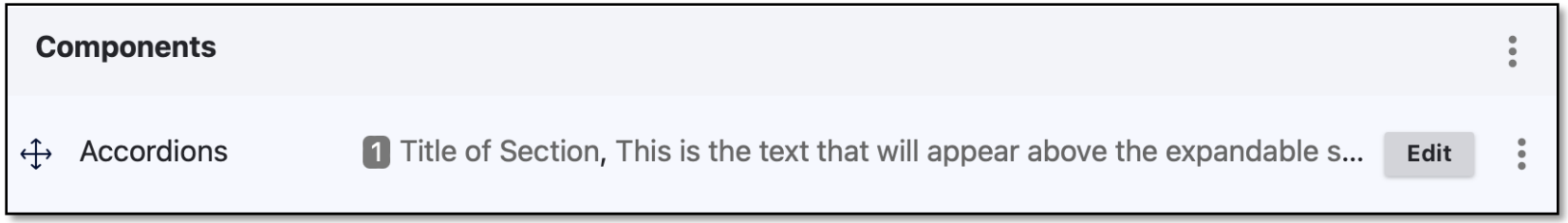
Adding and Editing an Accordion Component

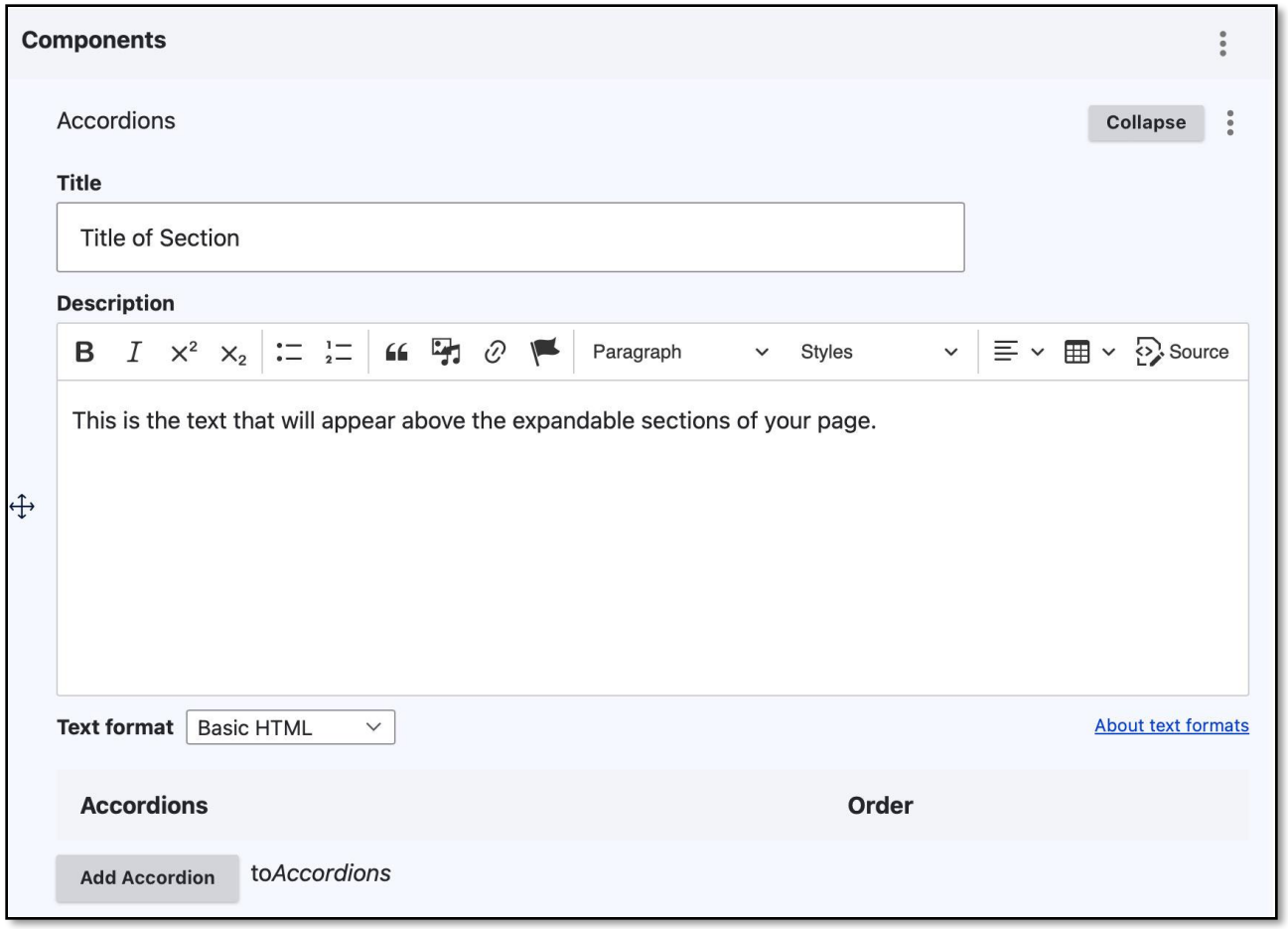
- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Accordions**.



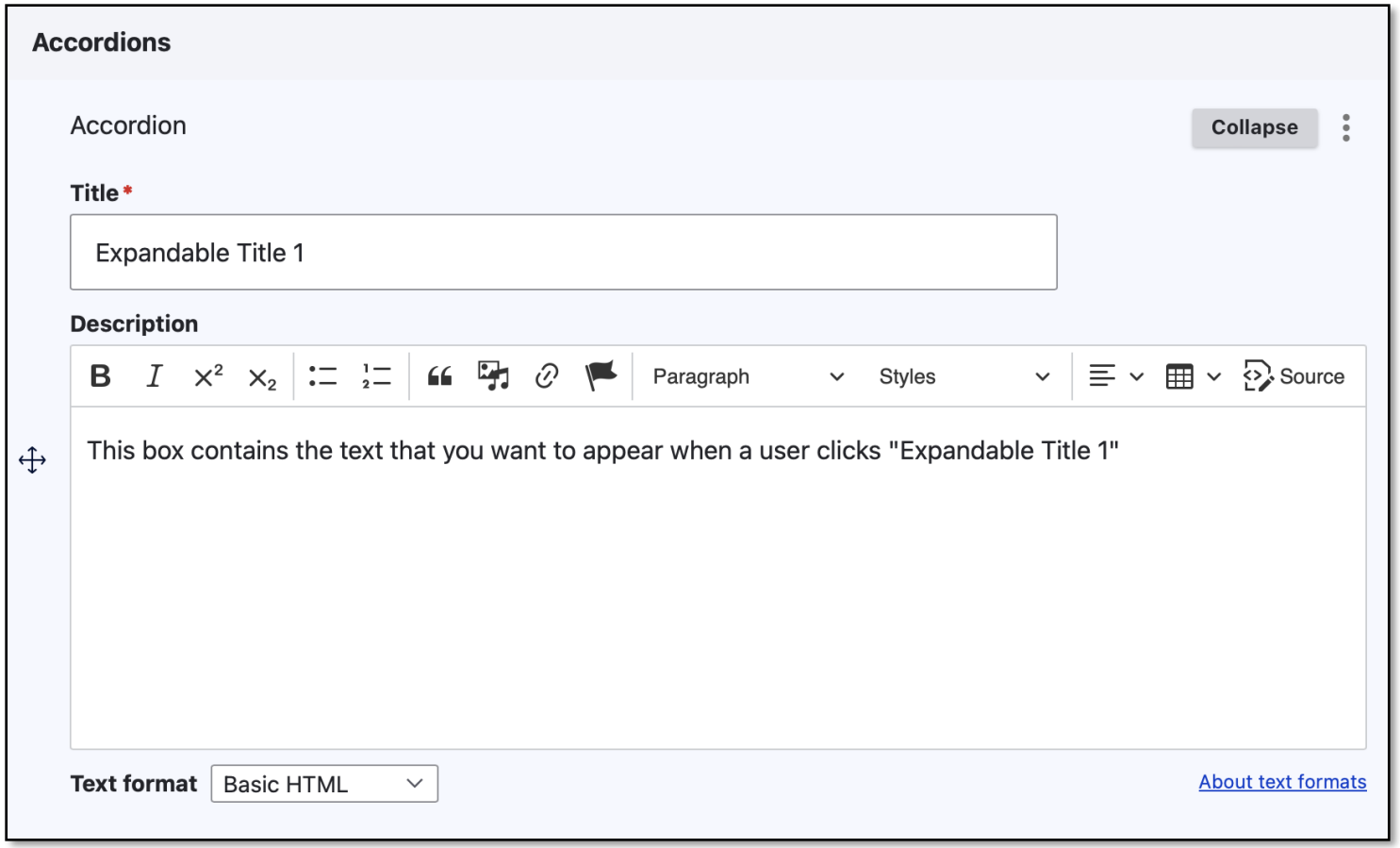
- Or, if you are editing an existing Accordions Component, Click the **Edit** button on the right.



- There are three fields you can use on an accordion
- **Title**, **Description**, and the **Add Accordion *toAccordions*** button.
- The **Add Accordion *toAccordions*** button will add an expandable text area to your page.



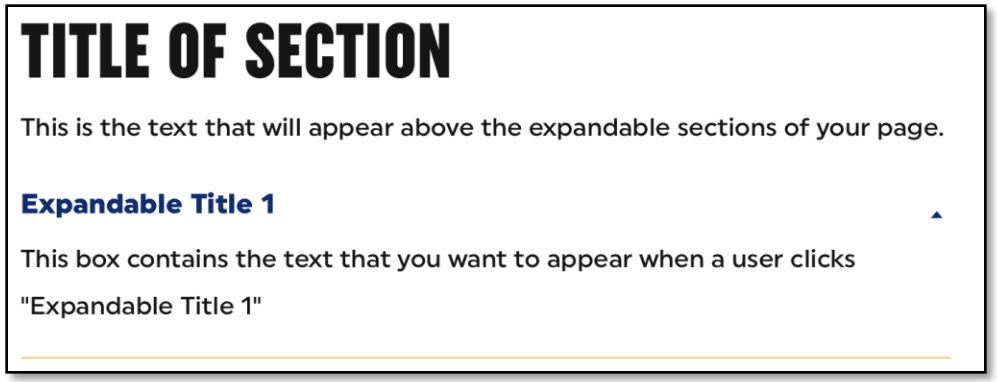
- After you have clicked the **Add Accordion *toAccordions***, button you will be presented with two new blank fields. **Title** and **Description**. **Title** is the title of the expandable section you are adding. **Description**, is the text that will appear in the expandable section after a user clicks it to open it up. (See next slide for reference)



- After saving your page, the fields on the previous two slides, would appear like this on your webpage.



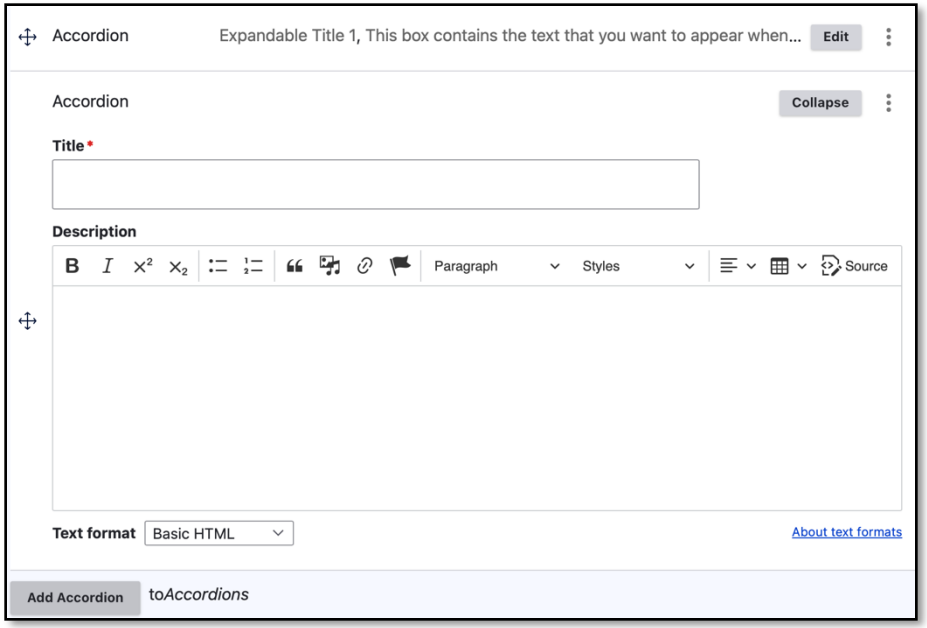
- If a user were to click **Expandable Title 1**, they would see the text that you added to your accordion.



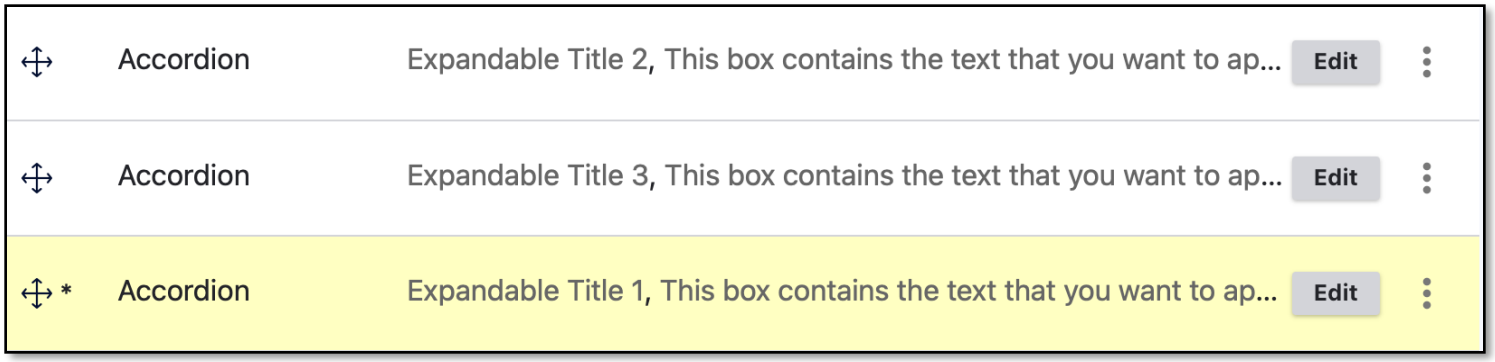
- If you would like to add more than one Accordion to your Accordions section, you can click the **Add Accordion toAccordions** button again.



- You will then be presented with another **Title** and **Description** field to add a new section to your Accordions underneath the first section you created.



- If you have multiple expandable accordions on a page, and you need to rearrange them, you can use the ✣ symbol to drag and drop your expandable sections into a different order.
- For instance, if you wanted **Expandable title 1**, to be your third item, just click and drag the ✣ into the position you want it and save your page. The yellow highlight will indicate that you have moved it successfully, and you can then save your page to see the new order.
- This works best when all of the items are in their collapsed state like in the screen grab below.



Accordion Guidelines

- Expandable accordions are not intended to house large quantities of text. The general rule, is that this text should be shorter, less important text than the text that is immediately visible on the page.
    - Avoid placing the really important information in an expandable accordion. We don't want to force users to dig in order to find what they are looking for.
- Accordions should not contain forms such as embedded forms from Qualtrics.
- A common mistake we see, is users add entire Accordion Components for each expandable section. So, rather than clicking the **Add Accordion *toAccordions*** button, users sometimes click the **Add Accordion** button and create an entirely new component. Please be aware that these are two distinct buttons with two distinct functions.
- Theoretically, you could add unlimited expandable accordions to a page, but please try to limit how much this component is used. Forcing users to click to find content isn't the ideal user experience on a website.