Accordion Component

Description of Component

The Accordion component allows you to create pages with vertically stacked content that with a click on a heading or down arrow, expands to show rolled up content. This can be used in a variety of ways, but if you are space conscious, you can use the Accordion to hide a lot of content and roll it up. Visitors then click to expand and see your content.

How to Use the Component

1. You can identify the Accordion component in the Web Author toolkit as follows:

   ![Accordion](Image)

2. Drag the component onto the page in the place where you want to use it. Be advised that the Accordion should not be used under the left navigation of the Everest template or in a small column width as it may be difficult then for visitors to see the content contained within the Accordion.

   ![Drag components or assets here](Image)

3. Or, right click and select New.

   ![Drag components or assets here](Image)

The component displays on the web page.

4. Click Edit to edit the Accordion. You can edit the title once the number of panels to display is decided.
5. By default the Options tab is displayed with pre-configured selections.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Collapsible Panels</td>
<td>The number defines how many panels headings will show on the page. Each panel heading contains its own content, hidden from view until expanded.</td>
</tr>
<tr>
<td>Panel to be opened by default</td>
<td>A panel heading can be designated to be open by default. Selecting “0” means no panels are open and user interaction is required to view content.</td>
</tr>
<tr>
<td>Header Color</td>
<td>Various heading colors are available to choose.</td>
</tr>
<tr>
<td>Toggle Button Style to expand content</td>
<td>Select how the right arrow used to expand the panel headings is displayed. “Right Arrow” is the default style.</td>
</tr>
<tr>
<td>Disable Accordion Behavior</td>
<td>Choose whether all panels are open at once by checking the box to disable the behavior. Or, leave unchecked and define the panel to be opened by default in the “Panel to be opened by default” section.</td>
</tr>
</tbody>
</table>
6. Enter selections for each field on the Options tab.
You can also select a header color by clicking the field and choosing a color.

7. The Advanced tab is for administrators and developers only. Do not enter any values as they will not be saved.
8. The Help tab offers an inline help video as well as link to the component help page.

9. Click OK to save the changes and to display on the web page.

You can also click on the Find Help button to view additional help related materials.
**Results**

You can now drag and drop components into the panel drop zone or right click to add a new component.

1. To add a title to the Accordion tab, highlight the area and right click to edit.

2. Enter tab text in the fields.
3. The following result then shows the tab heading and then allows for an author to place components in the drop zone. A Text Editor was added with content.
Web Author Training Resources

Panel 1

Open by settings

Heading 1

Sub topic

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Please enter a title in the dialog. Hover here and right click to edit.

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