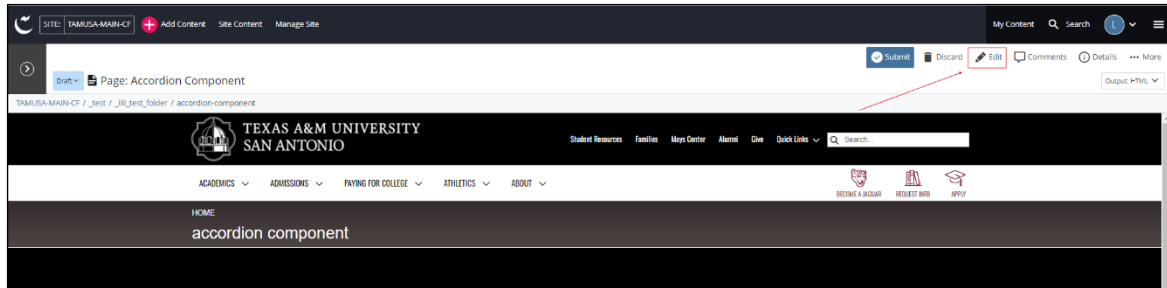


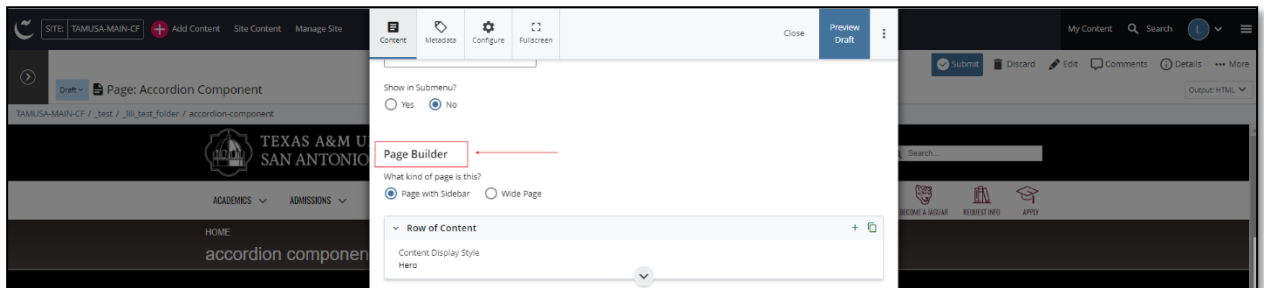
Accordion Component Script

This document will explain how to use the “**Accordion Component**”.

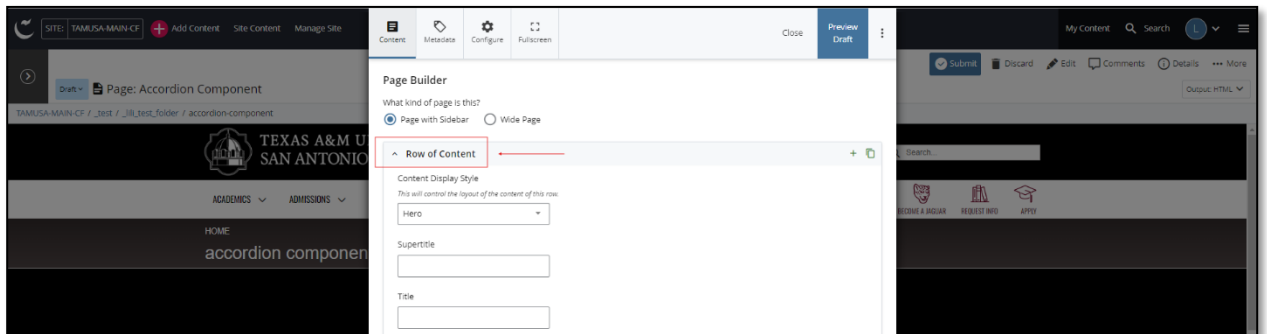
1. Click the “**Edit**” button, at the top right of the screen. (screenshot below)



2. Navigate to “**Page Builder**” section, under “**Show in submenu?**”. (screenshot below)

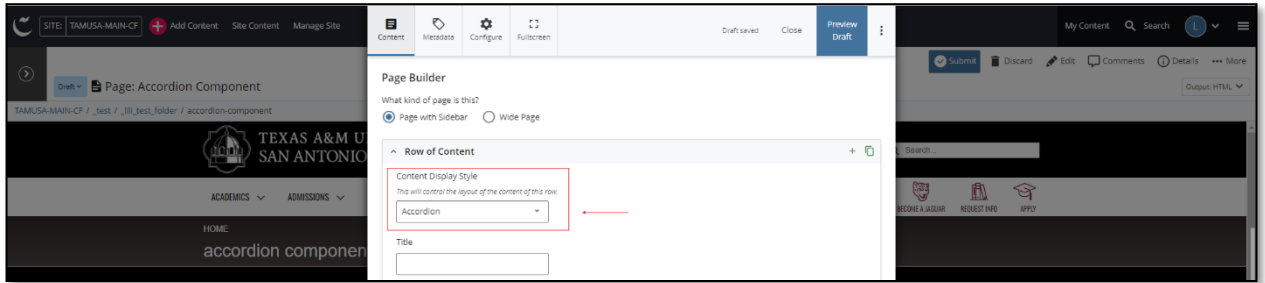


3. Open the “**Row of Content**” block by clicking the arrow to the left of the “**Row of Content**” title. (screenshot below)

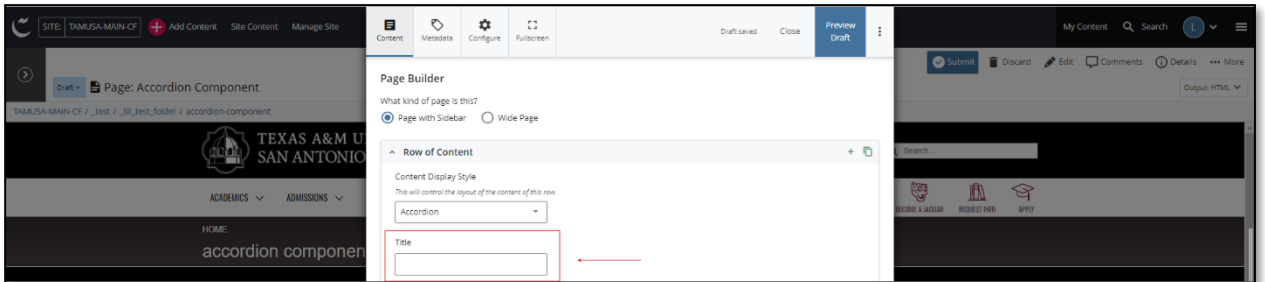


(Next Page)

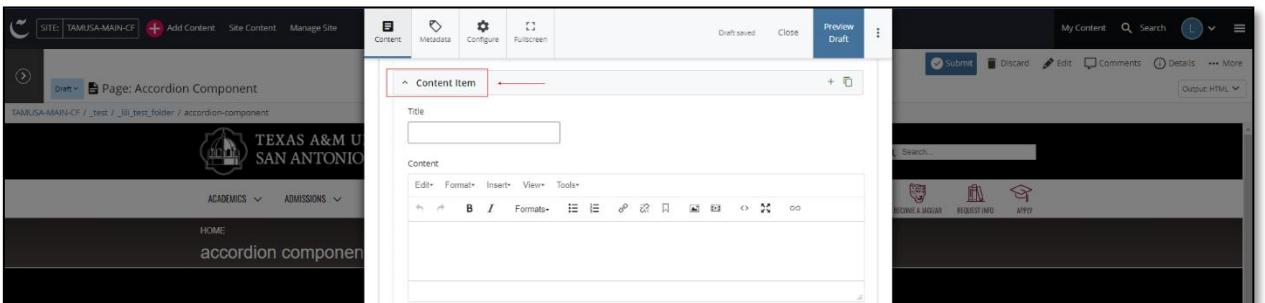
4. Open the **“Content Display Style”** dropdown menu and select the **“Accordion”** option. (screenshot below)



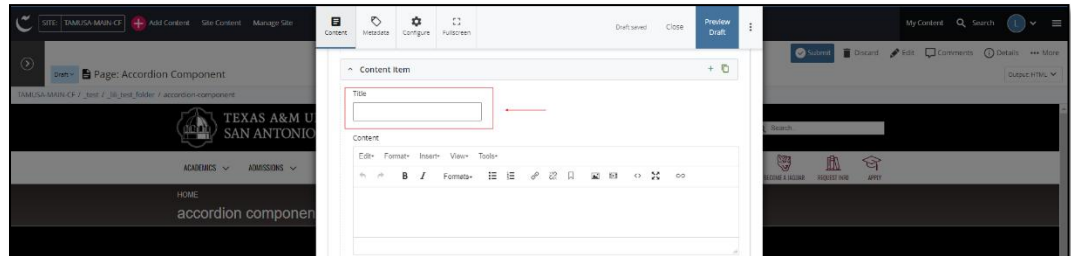
5. Fill out the **“Title”** entry under **“Content Display Style”**. (screenshot below)



6. Scroll down and expand the **“Content Item”** block. (screenshot below)

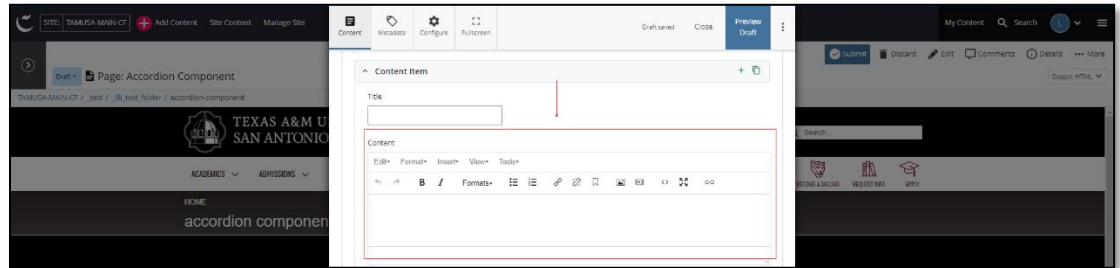


- a. Fill out the **“Title”** entry. (screenshot below)



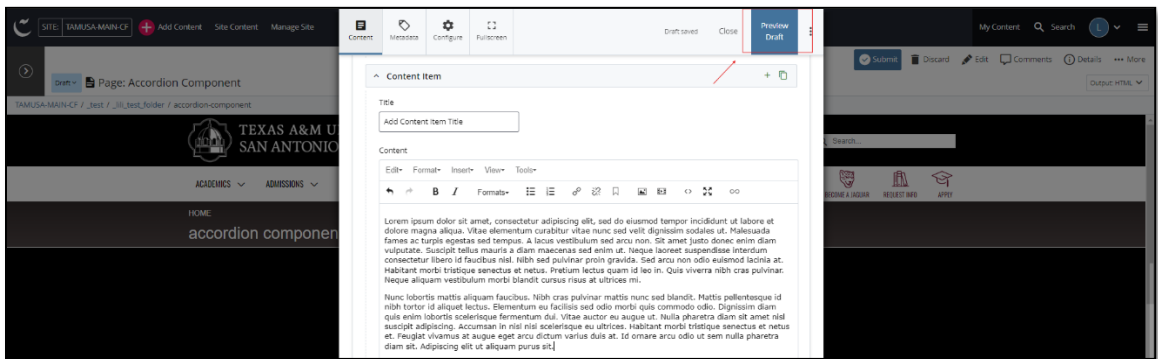
(Next Page)

b. Under the **“Title”** entry, fill out the **“Content”** entry. (screenshot below)

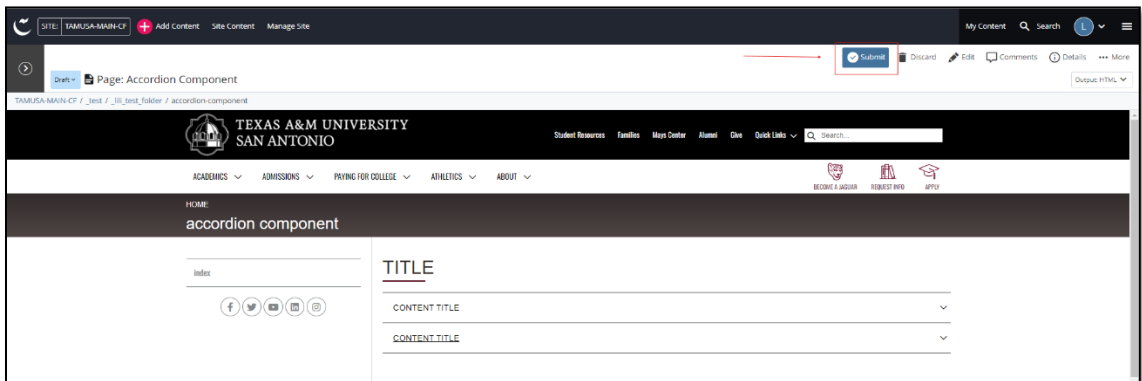


i. This block has a formatting tool (WYSIWYG) to edit the content in the **“Content”** entry. WYSIWYGs will be explained in another video.

7. Once you feel you’ve completed the **“Content Item”** block, click on the blue **“Preview Draft”** button located at the top right corner. (screenshot below)



8. Once satisfied, click on the blue **“Submit button”** otherwise click on the **“Edit”** button if you would like to continue making changes. (screenshot below)



(Next Page)

Practical Applications for Accordions

Accordions are a simple and easy way to organize and show information in a clear, space-saving format. For universities, they make it easier for students, staff, and visitors to find the information they need quickly. Below are some examples of how we can use accordions effectively.

- Course Descriptions
- Frequently Asked Questions
- Application Process Steps
- Program Information
- Event Schedules
- Housing and Dormitory Options
- Policies and Procedures
- Alumni and Giving Opportunities
- Department Staff Directories
- Research Projects and Initiatives
- Student Clubs and Organizations
- Registration and Scheduling
- Tuition and Fees
- Library Resources
- Support Services

Style Notes

- The title has a maroon underline under the first few characters.
- The accordion section has a border on the top and bottom of context section.
- The section is expandable by clicking on the right carrot dropdown arrow.
 - The title has a maroon underline under the first few characters.
 - The text is displayed under the title.