Create an Expand/Collapse widget

1 Navigate to **https://www.uakron.edu/c** Log in with your UA credentials. Navigate to your folder.

2 Double-click on the page where you want to add an Expand/Collapse Feature (replaces the accordion widget)

	Name	Menu	Status	
📄 important-archive		🔴⚪	🇺🇸 (en_US)	Important Page
📄 important		⚪🟢	🇺🇸 (en_US)	"New" Important page
📄 index.dot		⚪🟢	🇺🇸 (en_US)	YES Redesign Overview
📁 docs				
📄 general-page-with-left-nav		🔴⚪	🇺🇸 (en_US)	General Page with Left Nav
📄 general-page-full-width		🔴⚪	🇺🇸 (en_US)	General Page - Full Width
📄 landing-page		🔴⚪	🇺🇸 (en_US)	Landing Page
📁 images				

Left navigation:
- Home
- Website
  - Browser
  - Containers
  - Templates
  - Links
  - Vanity URLs
  - Publishing Queue
  - Pages
- Website Browser
- Content
- Forms & Polls
- Content Types
- CMS Admin

Browser folder tree:
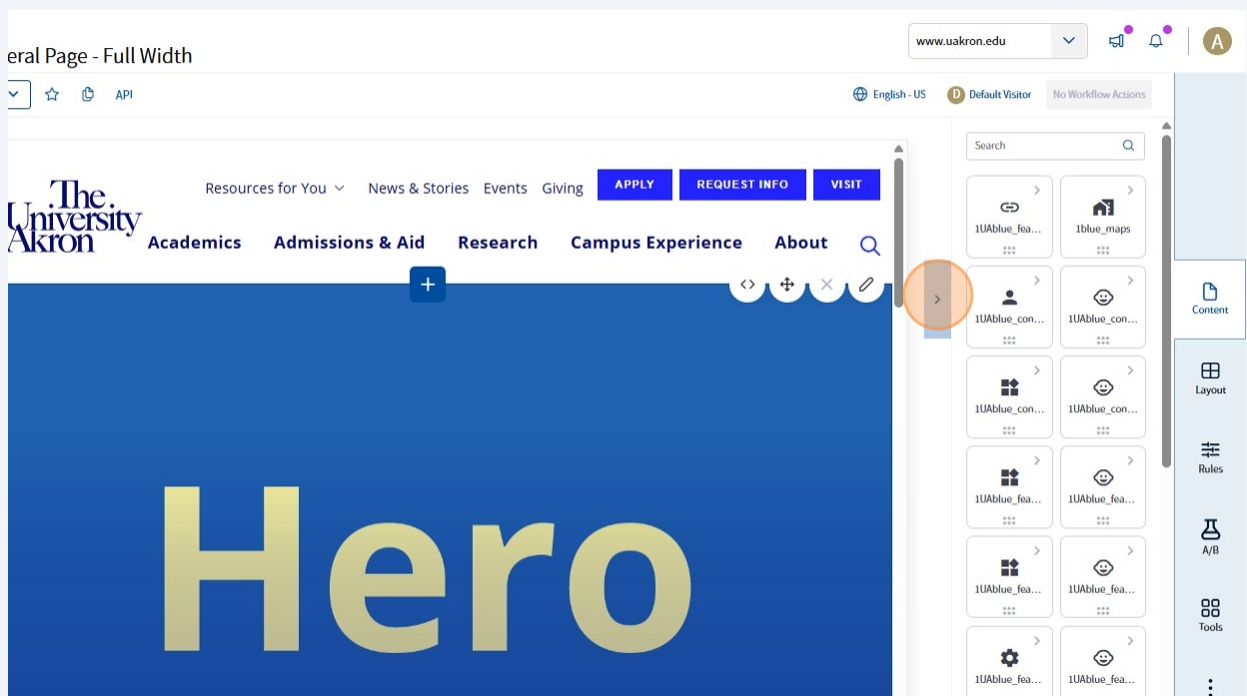transfer, transferstudents, treasurer, tutoring, uaaf, uabs, uapress, uarf, uawc, uc, uccc, uploaded_files, venture, veterans, virtual-tour, vision2020, vote, vpstudentaffairs, webaccess, webcape, webforms, webteam, docs, evergreen, fivex, fourx

English (US)   Show Archived

3 Click to close the Content Pallette

eral Page - Full Width

www.uakron.edu

English - US   Default Visitor   No Workflow Actions

Resources for You   News & Stories   Events   Giving   APPLY   REQUEST INFO   VISIT

The University of Akron   Academics   Admissions & Aid   Research   Campus Experience   About

Hero

Content Palette items: 1UABlue_fea, 1blue_maps, 1UABlue_con, 1UABlue_con, 1UABlue_con, 1UABlue_con, 1UABlue_fea, 1UABlue_fea, 1UABlue_fea, 1UABlue_fea, 1UABlue_fea, 1UABlue_fea

Content   Layout   Rules   A/B   Tools

4 Click the blue square with the plus sign.

CAREFULLY RAISED

This is what a hero looks like

VISIT THE UA HOMEPAGE

How about a...

...nice game of chess?

5 Click "Widget"

CAREFULLY RAISED

This is what a hero looks like

VISIT THE UA HOMEPAGE

How about a...

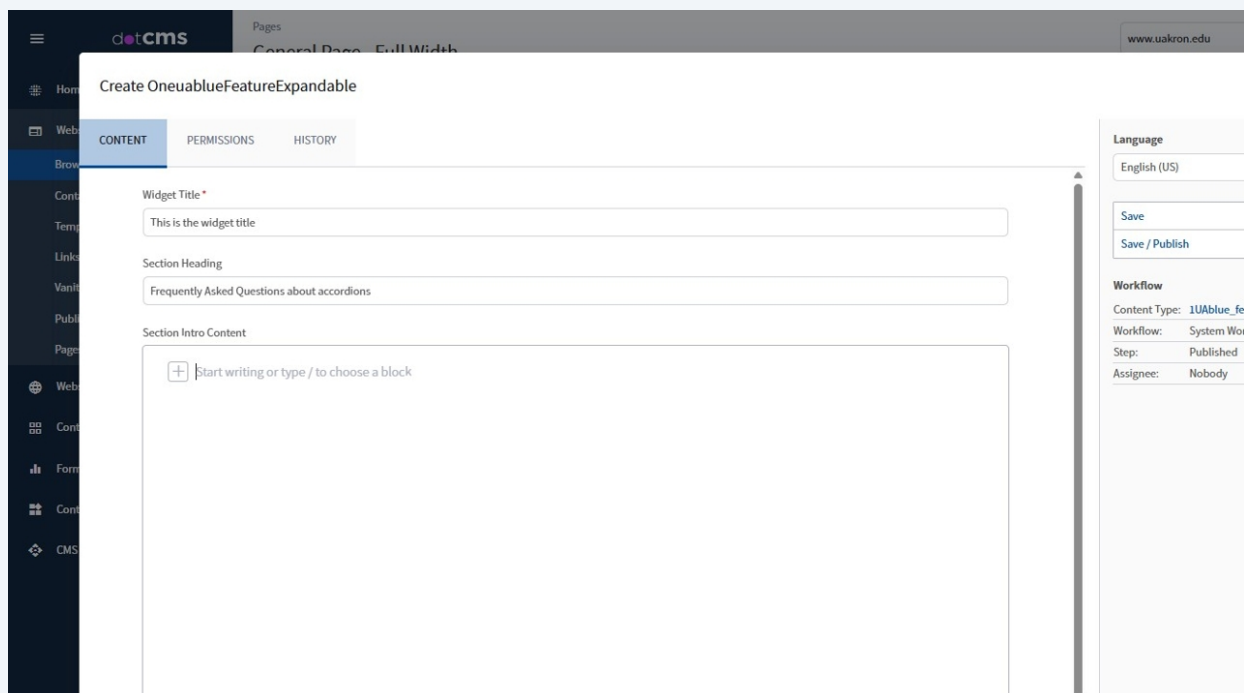...nice game of chess?
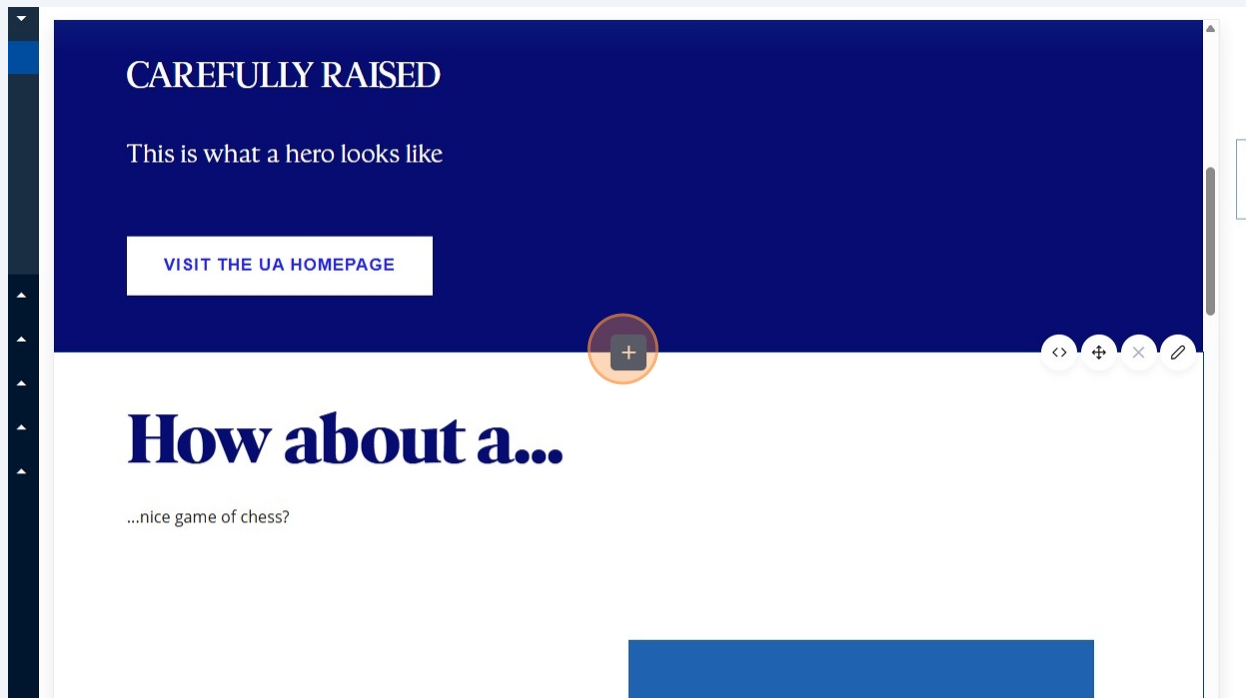
Content
Widget
Form
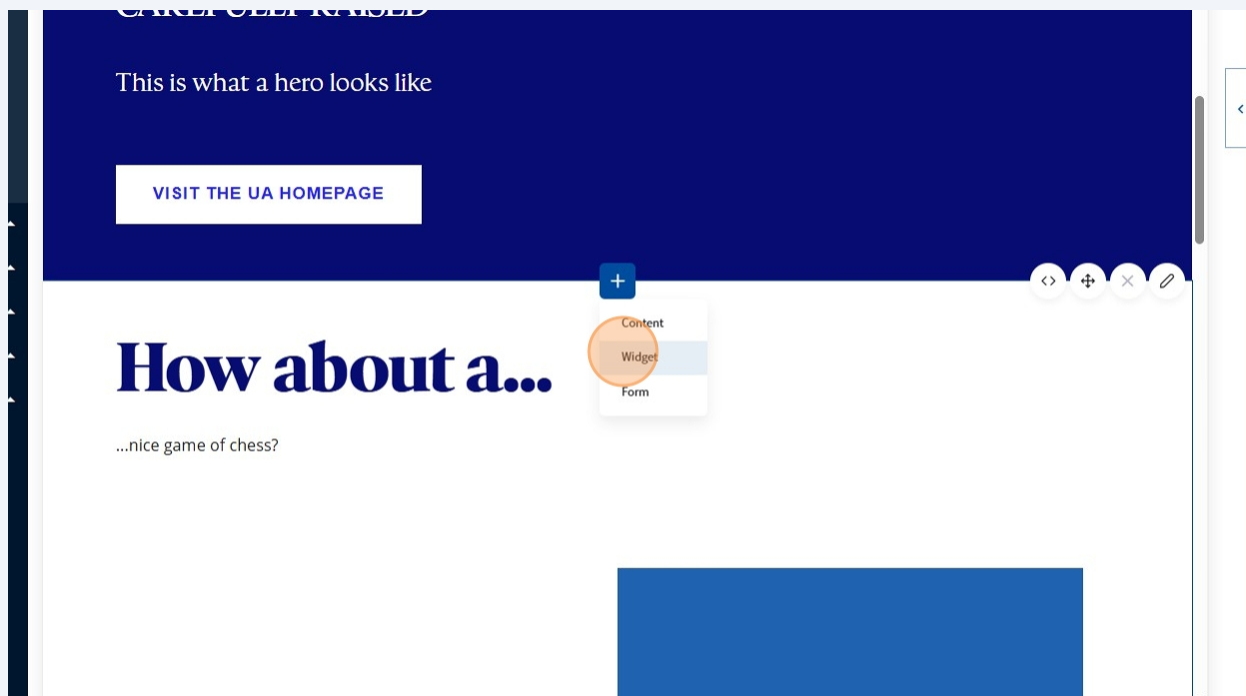
6 Click the plus circle with the plus sign, then select "1UAblue_feature_expandable"
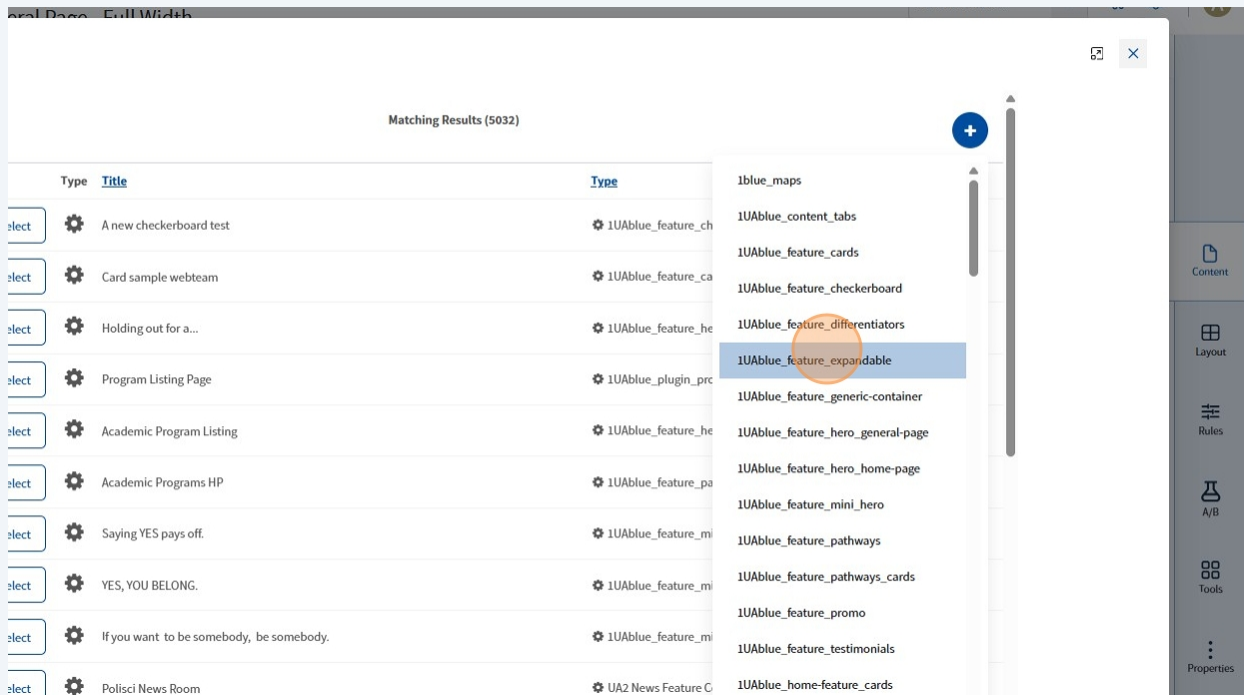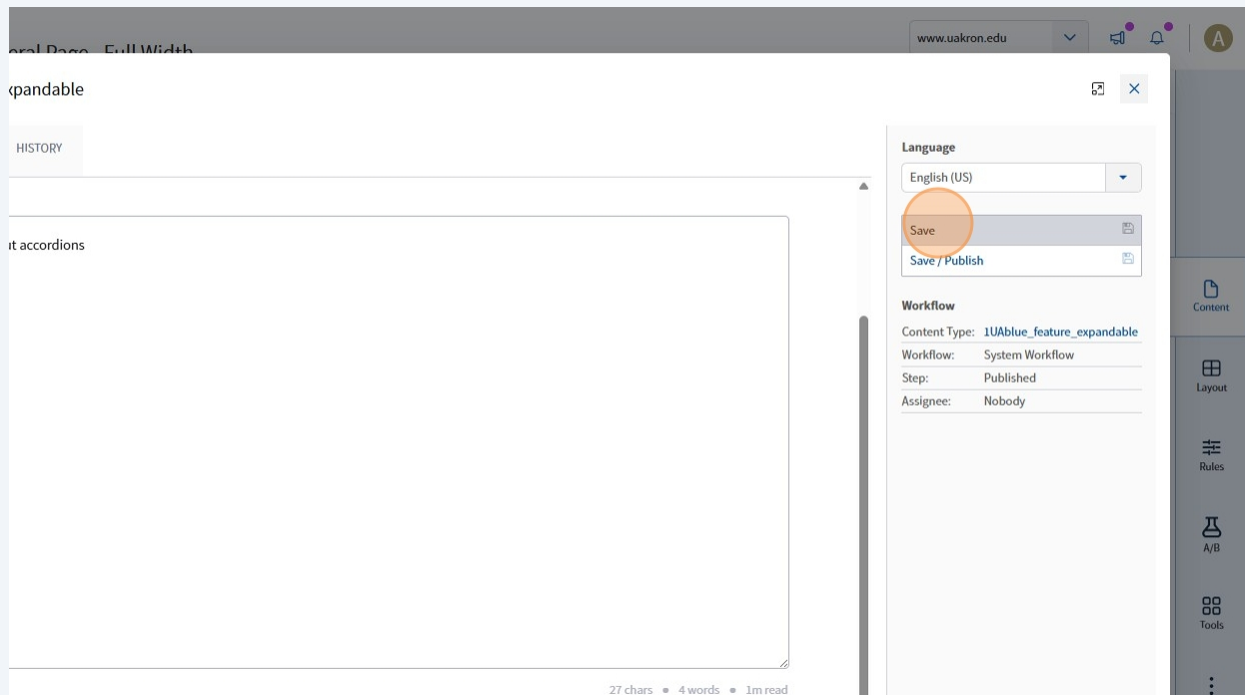
7 Fill in the Widget title, the Section heading, and the Section Intro content.
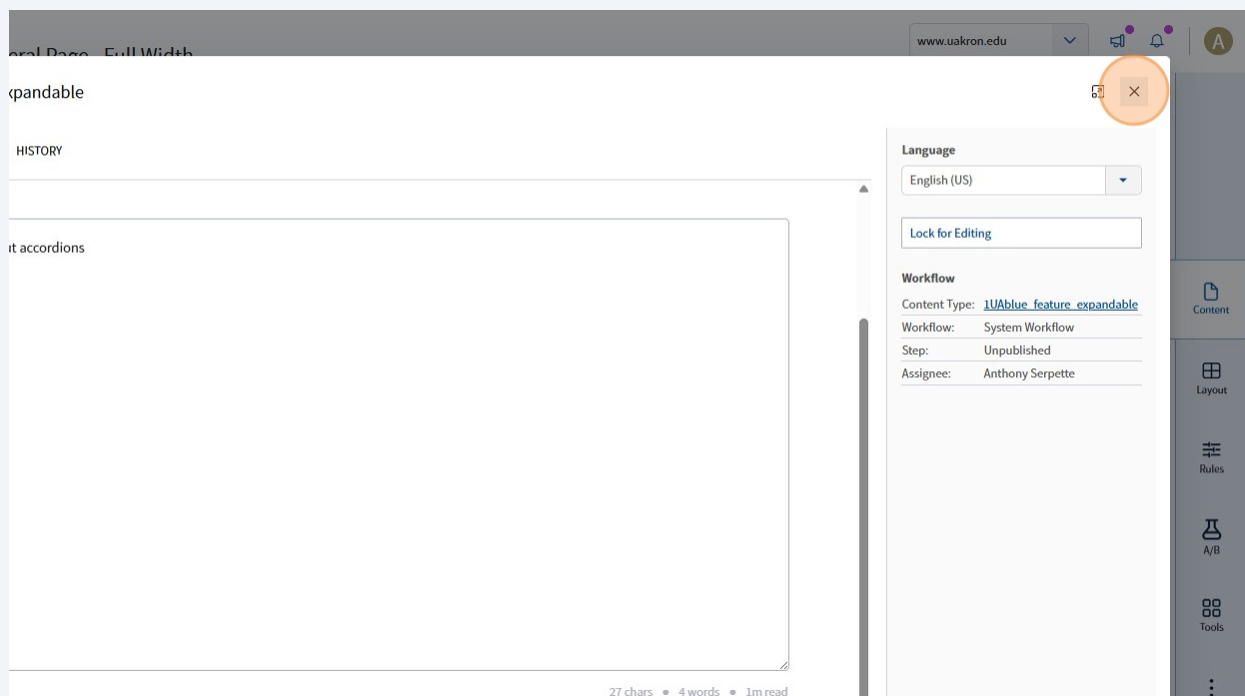
8 To add in the Expand/Collapse items, we'll need to save, exit, and return. Click "Save"
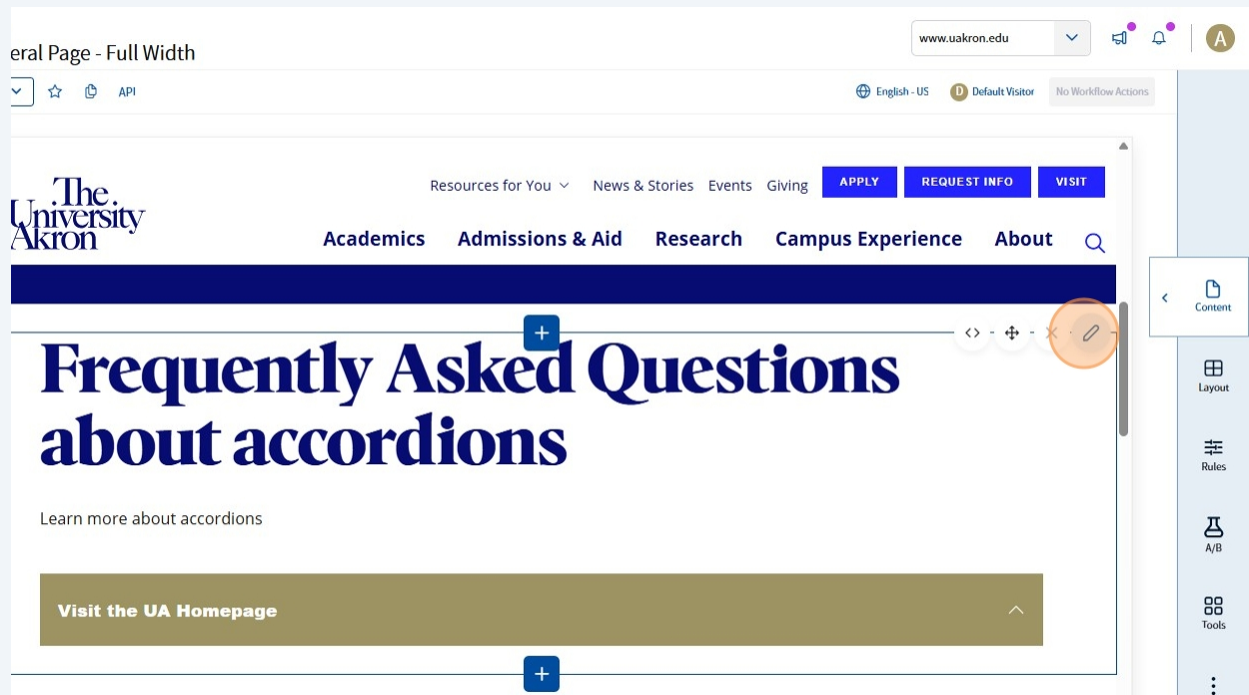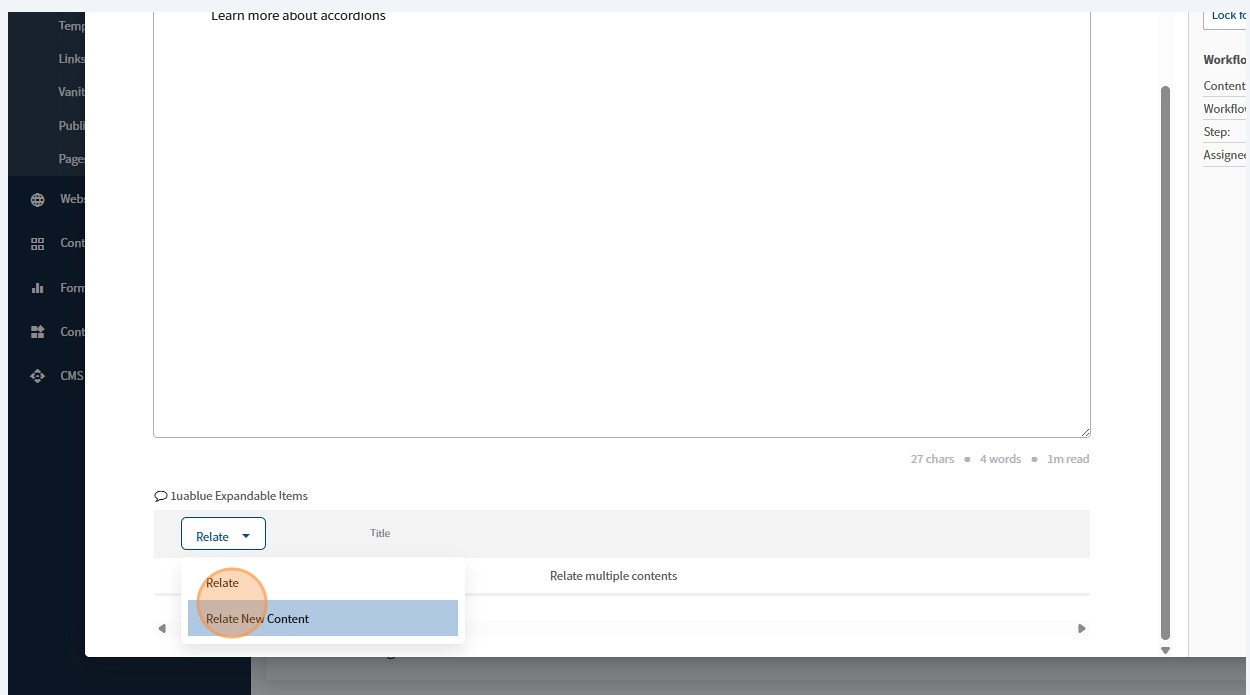

9 Click the "x" to close the Expand/Collapse feature

10   Click the pencil item to re-enter the Expand/Collapse feature.
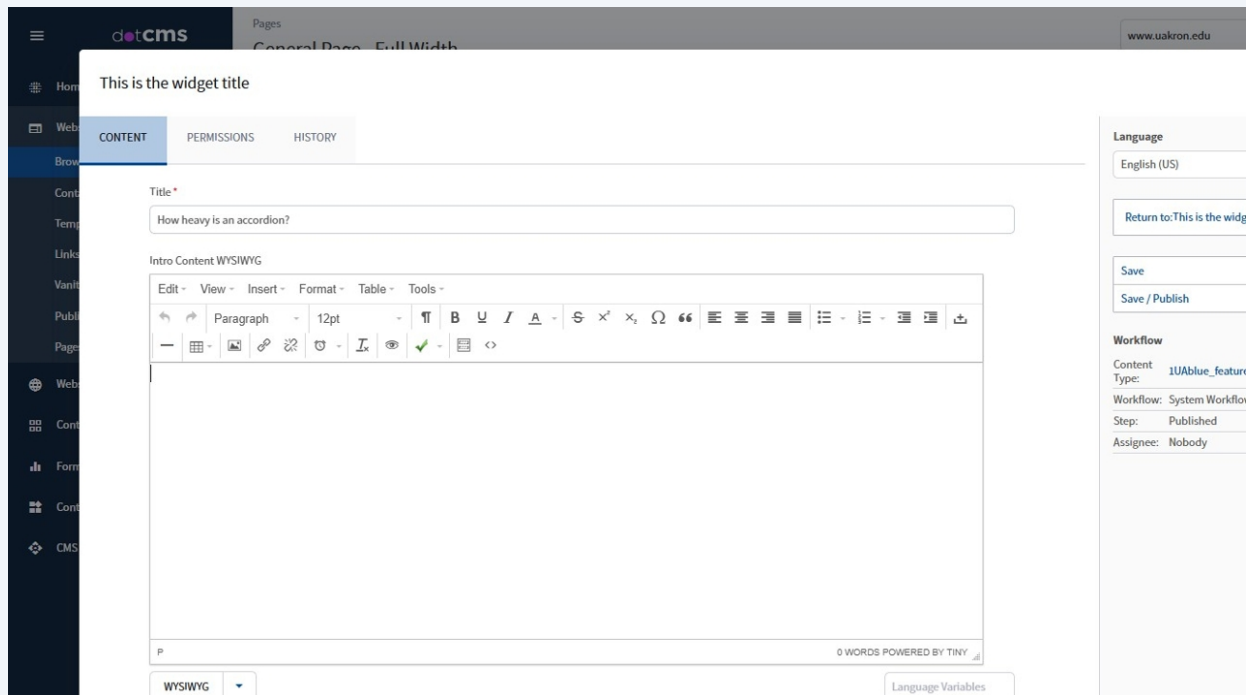

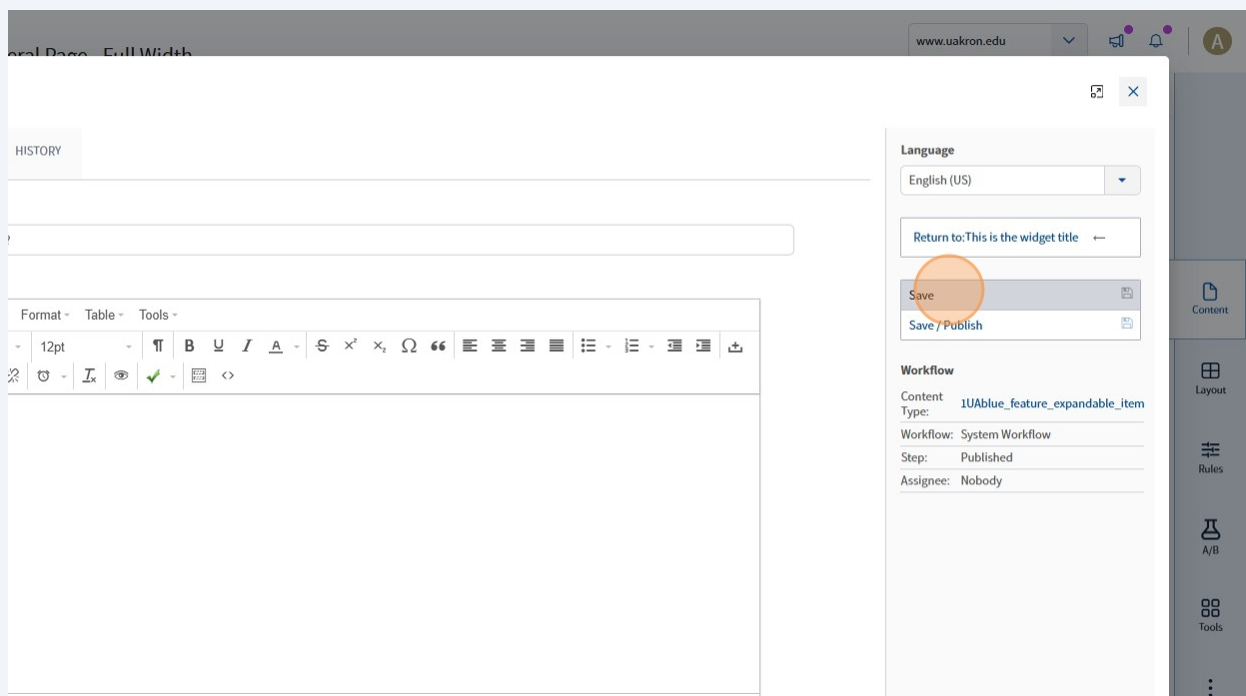**11**   To add the Expand/Collapse items, click "Relate" and "Relate New Content"

12 Fill in the intro text. For an FAQ, this would be the question. In the WYSIWYG box, fill in the detail. (For the FAQ, this would be the answer.)
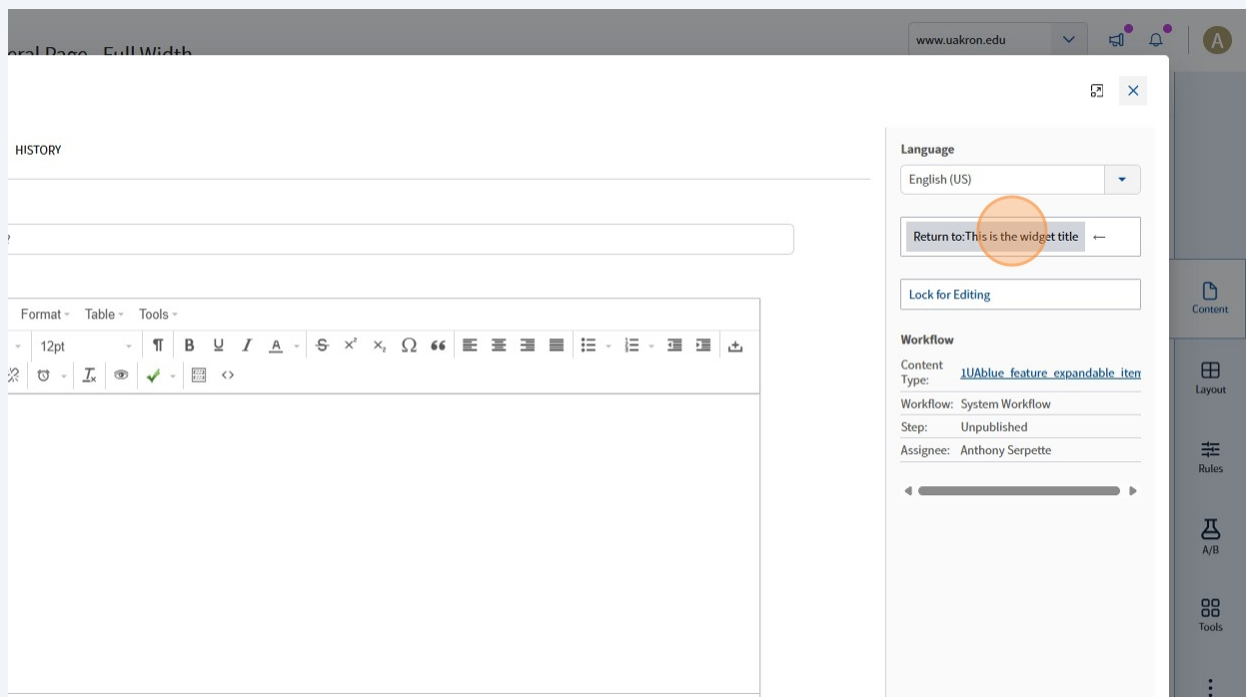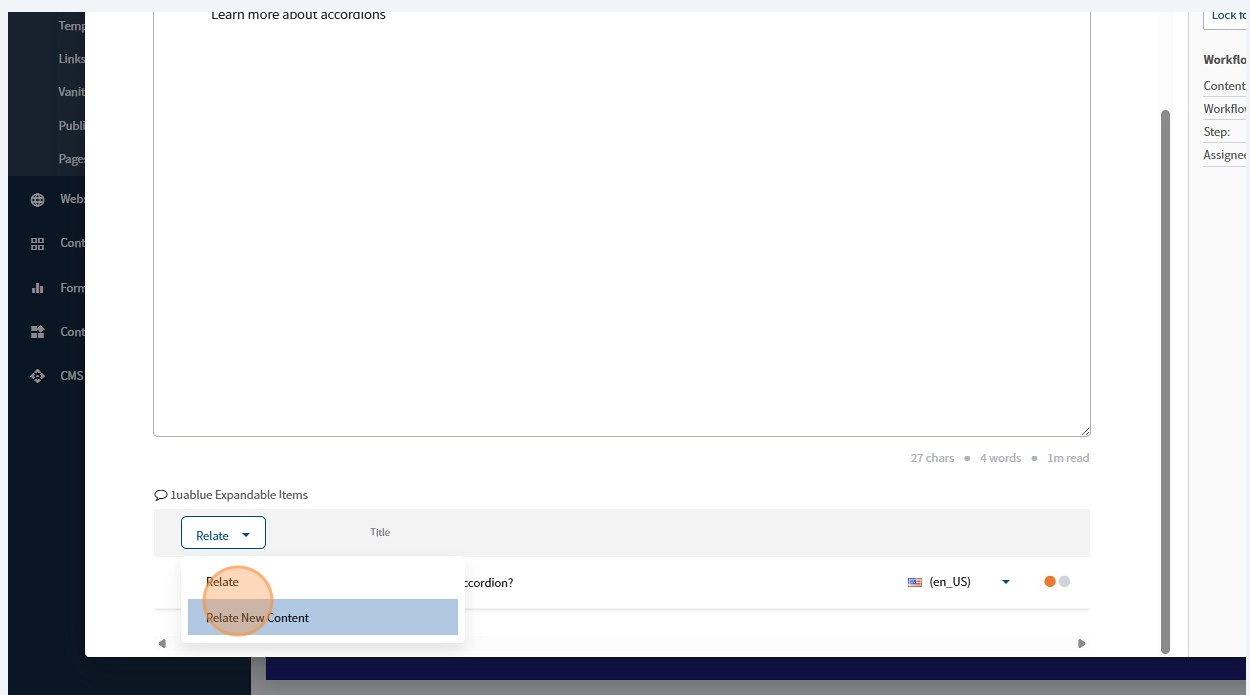

13 Click "Save"
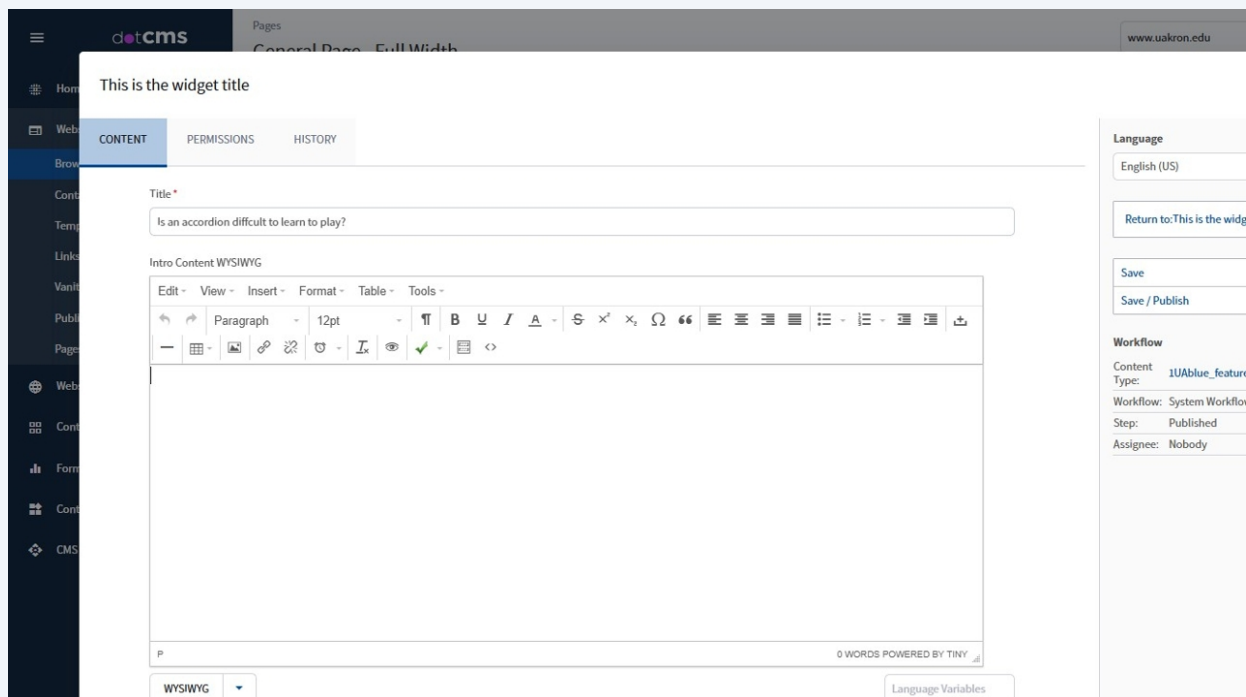
14 Click "Return to:..."

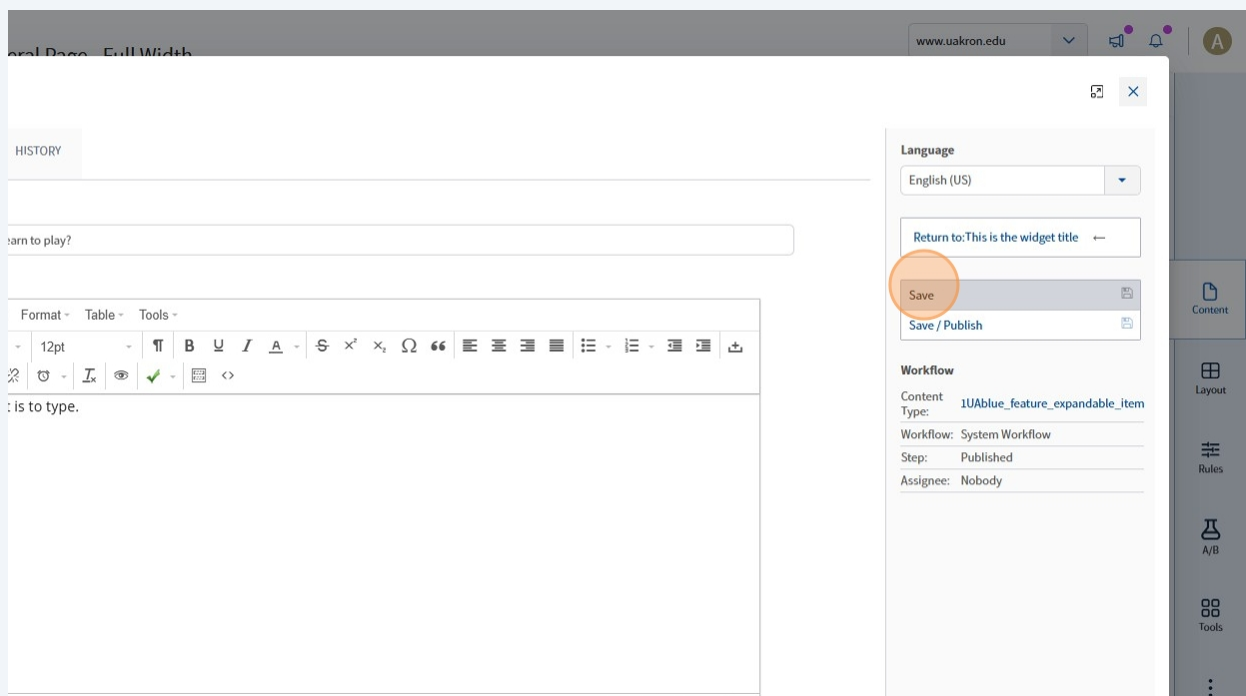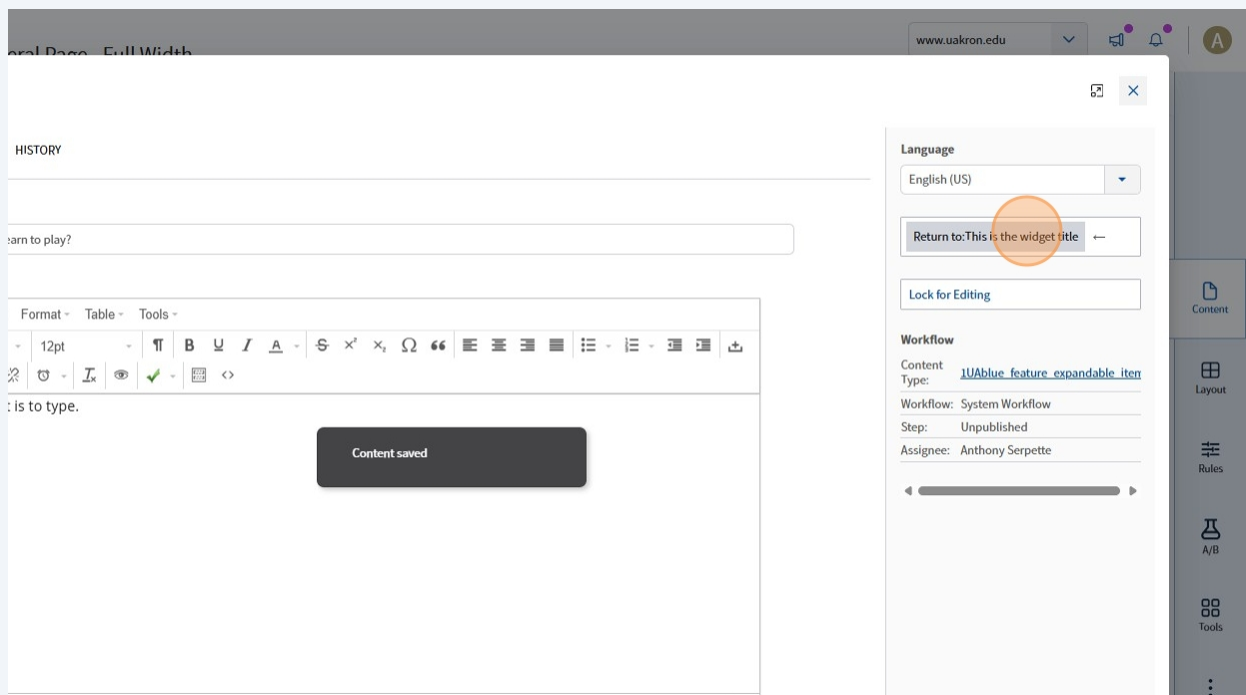**15** To add an additional Expand/Collapse item, click "Relate" and "Relate New Content"
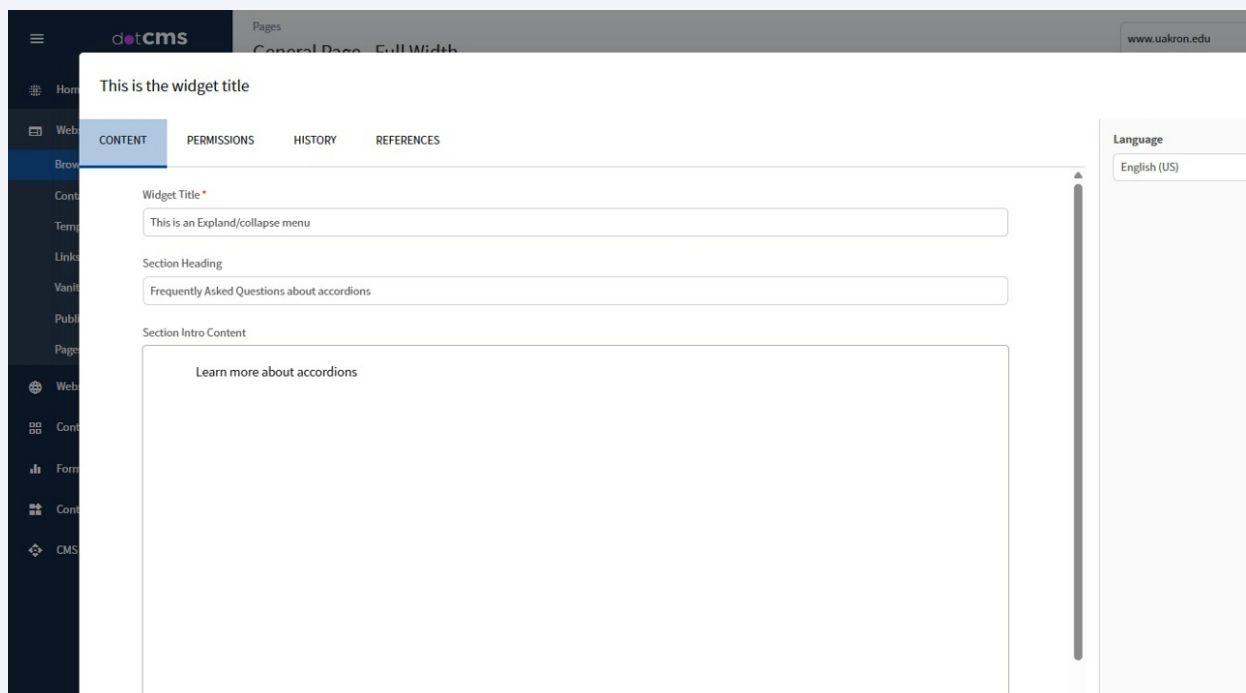
16 Fill in the title (question) and WYSIWYG (answer).
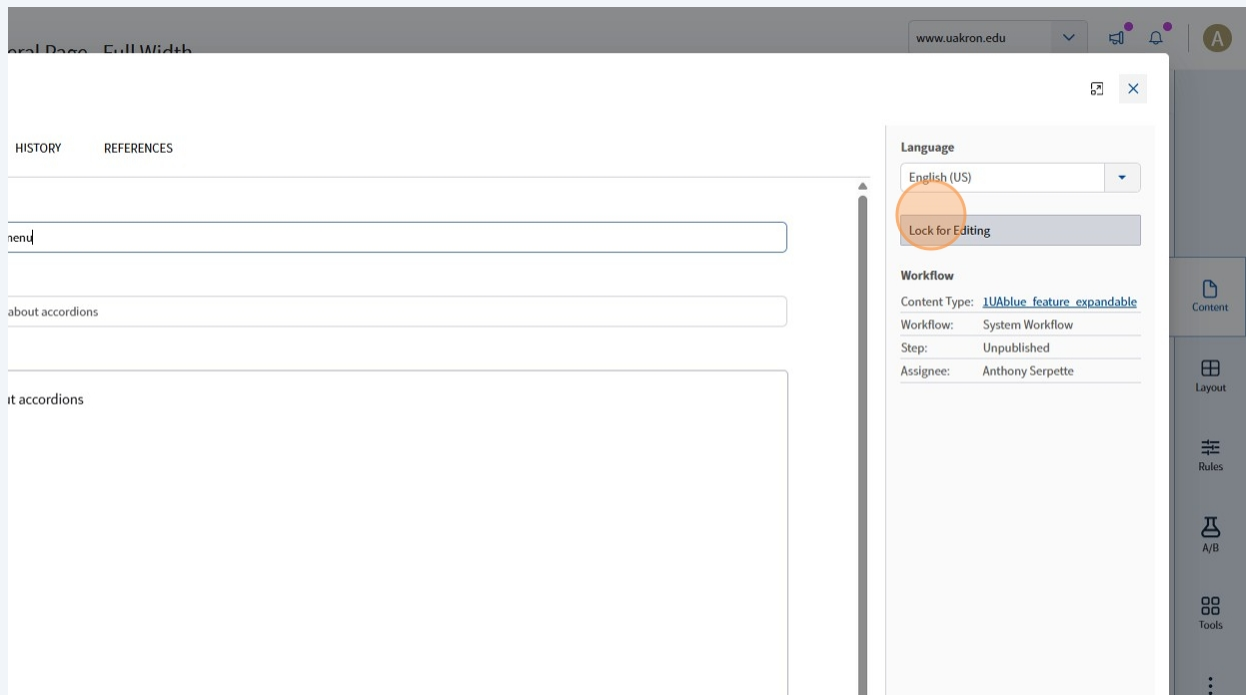

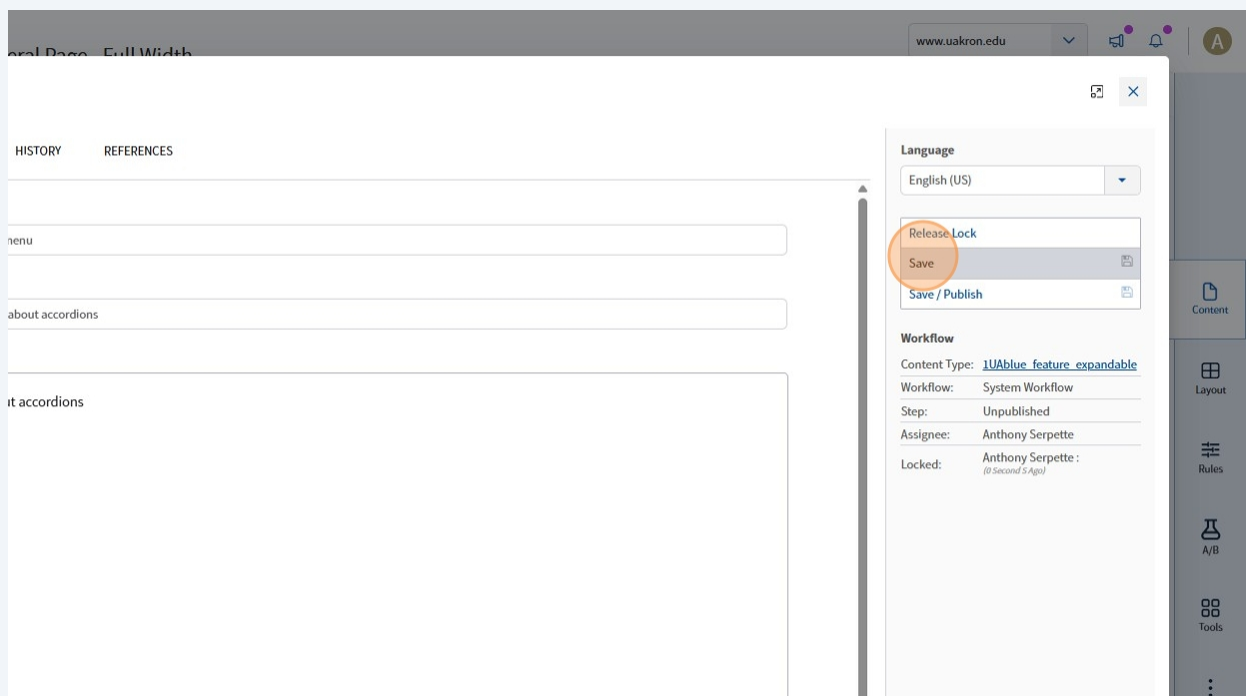**17** Click "Save"

18   Click "Return to:..."

19   (My title was...not great, but I didn't want to start over.) Edit the Expand/Collapse feature if needed.
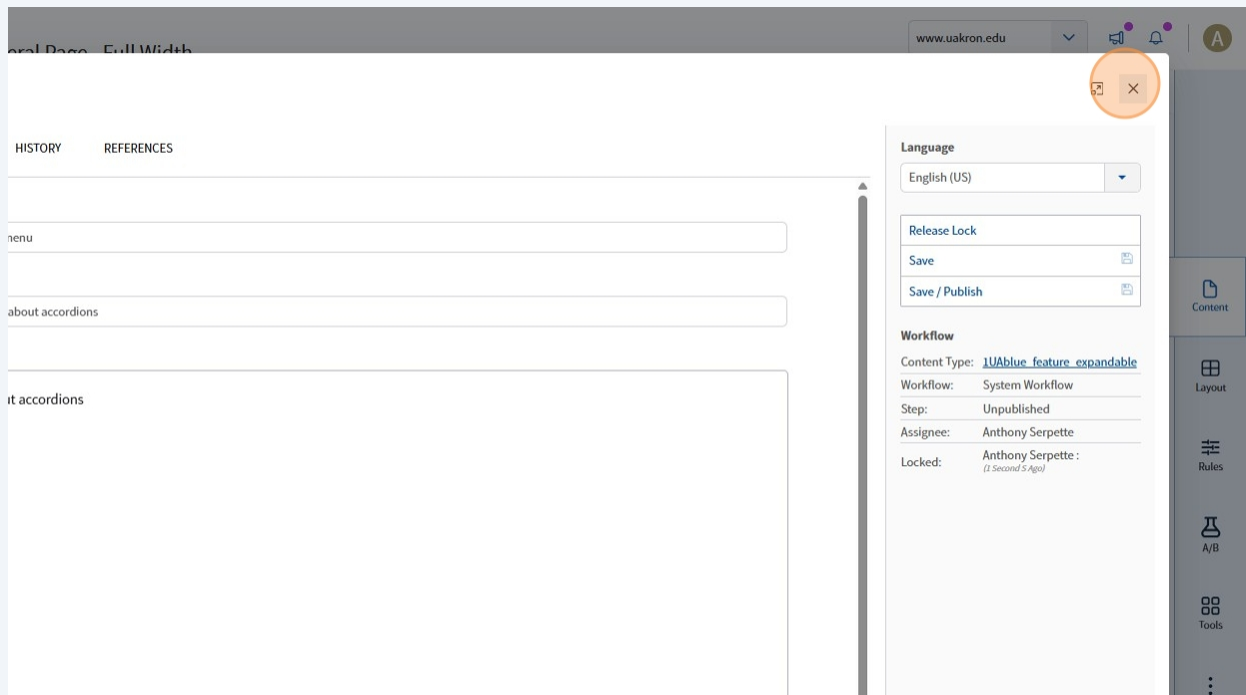
20   Click "Lock for Editing"

21   Click "Save"

22 Click the "x" to close the Expand/Collapse feature widget.

23 Clicking the Expand/Collapse items will open and close them.