

# Creating Accordions in OU Campus

An accordion is a design component that compresses content within a collapsible drop-down window. Because accordions hide page content they must be carefully considered before using. Remember to consider these best practices when using an accordion.

- Keep content short. Long passages of text hidden inside an accordion can frustrate users.
- Limit the text that displays to one line. (This would be the question, if you're using the accordion for an FAQ. Limit the answers to 2-3 sentences if possible.)
- Make sure the relationship between the title and the hidden content is clear.
- Only add text; don't add tables or photos.

Accordions should **ONLY** be used in the main content region. One possible use for an accordion is FAQ content:

## FREQUENTLY ASKED QUESTIONS ABOUT ACCORDIONS

— Should I list my questions in an ordered list?

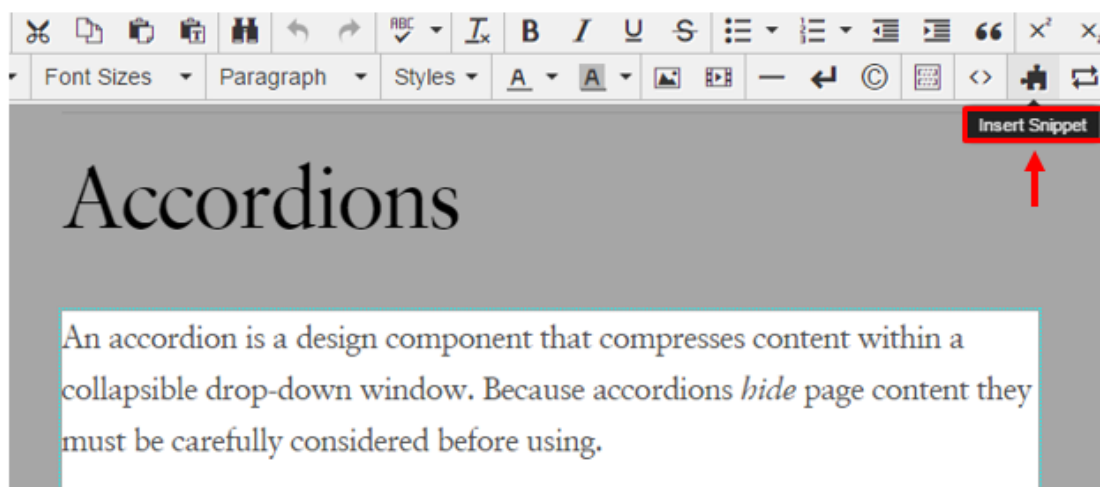
Listing questions in a numbered list, while optional, can be an effective way to organize an FAQ page.

— How can I differentiate between questions?

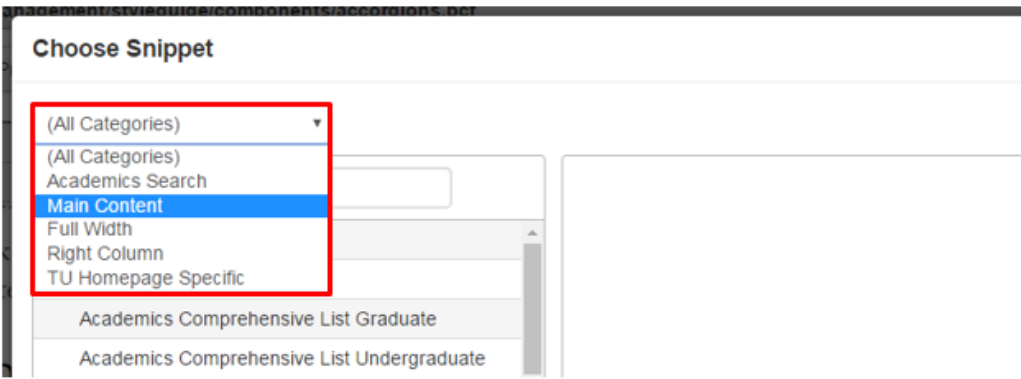
In addition to using numbers you can bold the questions and have answers in standard paragraph style.

Using the above example of an FAQ accordion, here's how you would create an accordion:

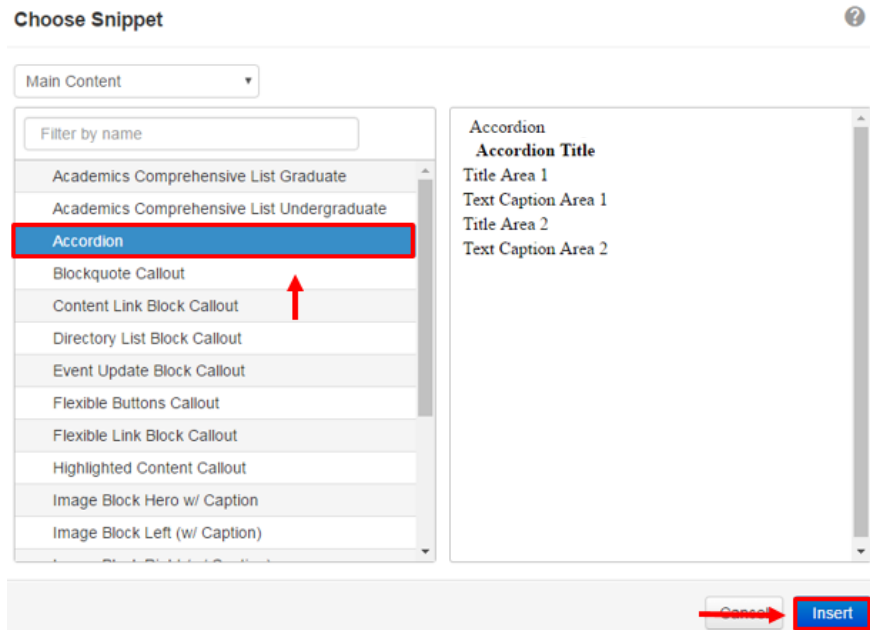
1. From within the edit window of the main content region, select “**Insert Snippet**” icon from the top tool bar.



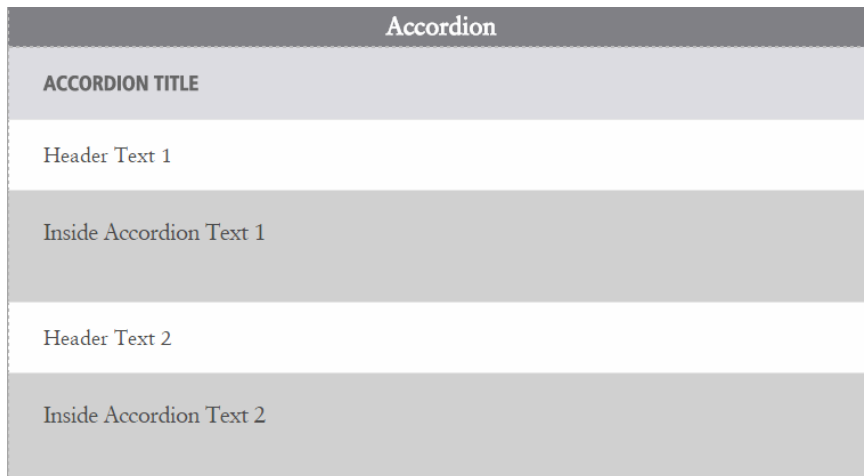
2. Use the “**Categories**” filter to select “**Main Content**”



3. Select the “**Accordion**” snippet and then click “**Insert.**”



4. You now have an Accordion snippet added to your page.



5. Give your accordion a title.
  1. **First** locate the “**Accordion Title**” field.
  2. **Next** type a title in this field.

**First . . .** **Accordion**

**1. ACCORDION TITLE**

Header Text 1

Inside Accordion Text 1

**Next . . .** **Accordion**

**2. FREQUENTLY ASKED QUESTIONS ABOUT ACCORDIONS**

Header Text 1

Inside Accordion Text 1

6. Each collapsible content area can be created by . . .
1. Typing in the “**Header Text**” (which, in this example, will be the question)
  2. And typing in the “**Inside Accordion Text**” (which will be the answer).

**Accordion**

**FREQUENTLY ASKED QUESTIONS ABOUT ACCORDIONS**

**1. Should I list my questions in an ordered list?**

**2. Listing questions in a numbered list, while optional, can be an effective way to organize an FAQ page.**

Header Text 2

Inside Accordion Text 2

7. The accordion snippet comes with two collapsible content areas. Add more content areas by inserting your cursor after the last word of text in the last caption area and hit tab twice. Doing this will add a new Header Text area and Inside Accordion Text area.

## Accordion

### FREQUENTLY ASKED QUESTIONS ABOUT ACCORDIONS

Should I list my questions in an ordered list?

Listing questions in a numbered list, while optional, can be an effective way to organize an FAQ page.

Header Text 2

Inside Accordion Text 2

