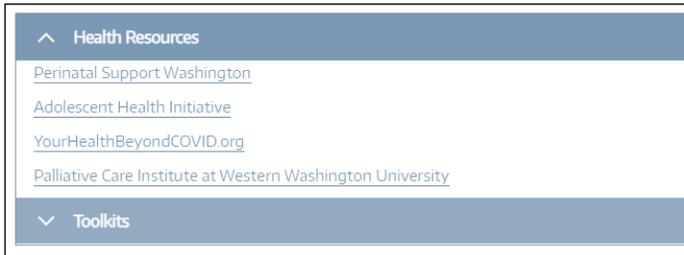
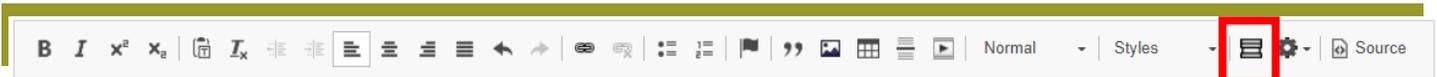


## How to place an accordion on your page

An accordion menu is a vertically stacked list of headers that can be clicked to reveal or hide content below the headers. Before using accordions on your webpage, [be sure to consider the pros and cons](#).



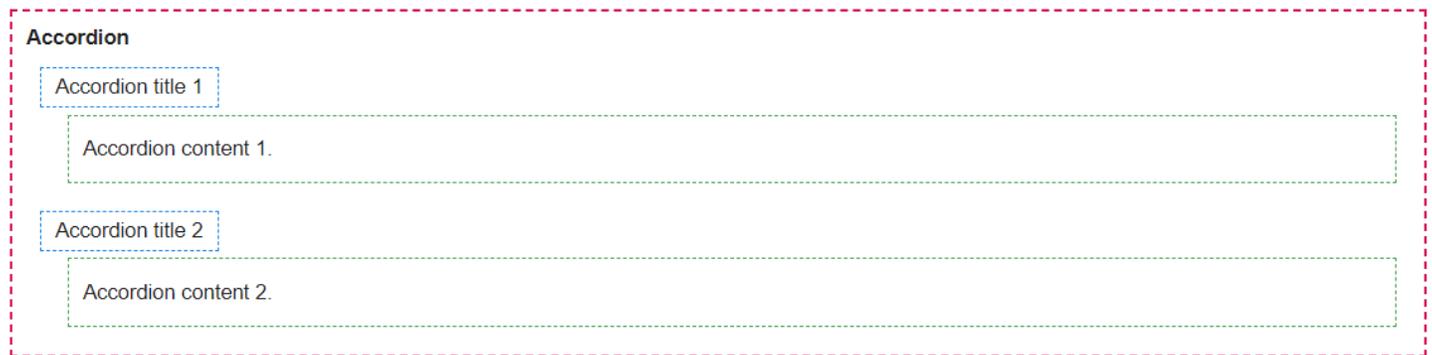
**Note:** The image of the edit ribbon below shows the order for icons, but the icons will shift depending on your browser and your view settings.



Click Edit on your webpage to access the edit ribbon. Place your cursor on your page where you want to begin the accordion and then click the accordion icon.



The accordion fields will appear on your page as shown below. The word “Accordion” and the dashes will not be visible when you save your page.



Insert your text or links in the blue or green fields. If you need more fields, right click within the accordion space to be given options to add more and to remove accordion sections.

### Notes:

- To create more space between accordions, look for a red line\* like this:



- Hover your cursor between the accordion boxes. The red line will flutter in and out of view. Click the red square to add a space.



**TIP:** Use this icon\* to insert a thin line between your accordions or to help visually separate the accordion from other content on your page.



**TIP:** Use column templates\* to place an accordion inside a space with an image.



\*Read more instructions about this in [the full guide for web page editing instructions](#).