

Create and Maintain Accordion Interactions

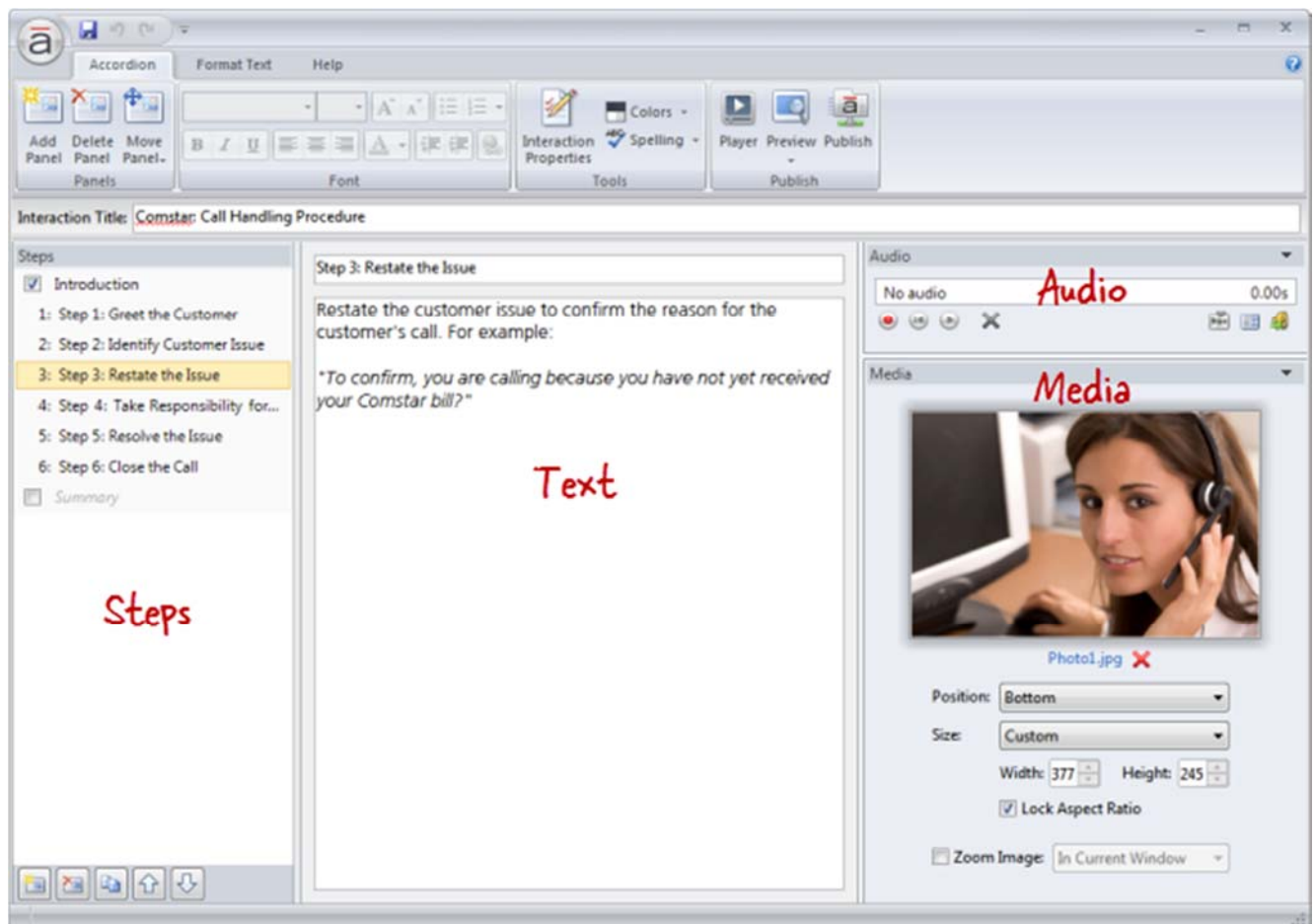
Exploring the Editor

The Accordion editor has three columns with the following panels:

- **Steps:** Located on the left side of the screen, this panel is used to manage panels for the Accordion.
- **Text:** Located in the middle of the screen, this panel is used to [add text](#) to each panel.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).

Here are some tips for working with the editor:

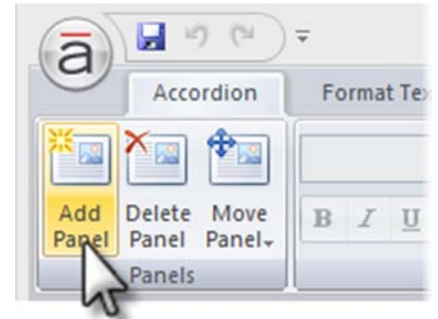
- Change the width of a column by dragging its boundary with your mouse.
- Click the triangle in the upper right corner of the **Audio** panel to collapse it if you need more room to work with the **Media** panel. Click it again to reopen the panel.



Adding Panels

Each step in an Accordion interaction is called a panel. To add a panel, do any of the following:

- Press **Ctrl+M**.



- Go to the **Accordion** tab on the ribbon, and click **Add Panel**.
- Click the **Create a new step** button in the lower left corner of the **Steps** panel.



- Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected



panel(s).

New panels get added just below the panel that's currently selected in the **Steps** panel—unless the summary is selected, in which case new panels get added above it.

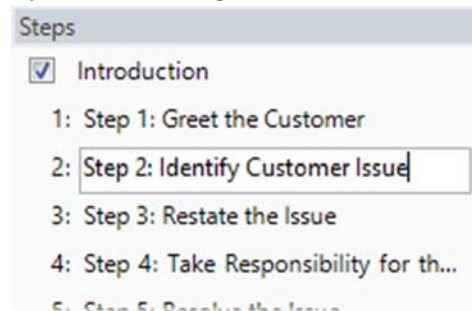
Tip: An Accordion interaction can have up to eight panels (not counting the introduction and summary).

Renaming Panels

To rename a panel, do either of the following:

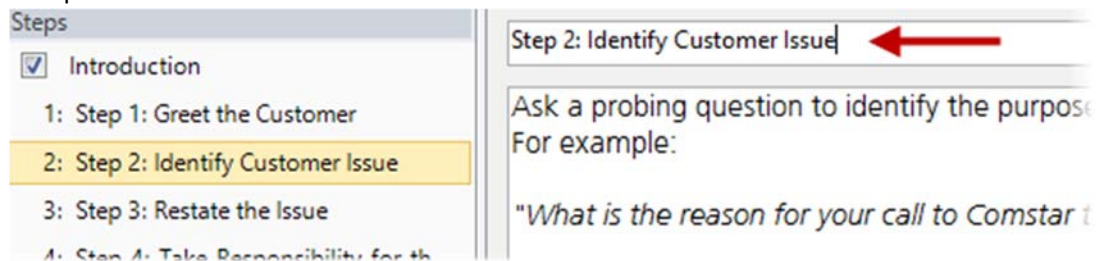
- Double-click the panel in the **Steps** panel to open it for editing. Enter the new name, and press

Double-click.
Type the new name.
Press Enter.



the **Enter** key.

- Select the panel in the **Steps** panel, and type the new name in the title field at the top of the text panel.

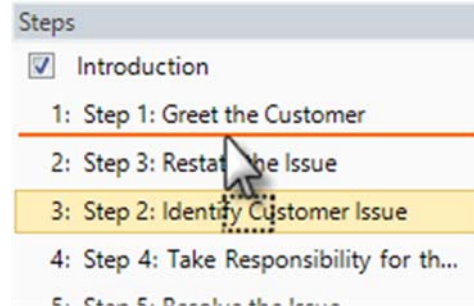


Tip: You can rename the introduction or summary in the same way.

Rearranging Panels

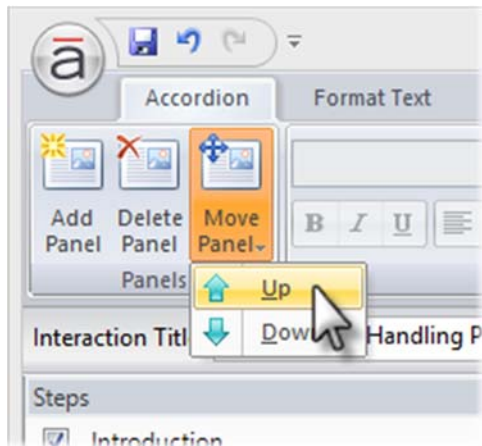
To change the order of panels, select one or more panels in the **Steps** panel, and do any of the following:

- Drag them to a new location. An orange line will move with your mouse to indicate where the



panels will be when your mouse is released.

- Go to the **Accordion** tab on the ribbon, click **Move Panel**, and select either **Up** or **Down**.



- Use the **Up** and **Down** arrows at the bottom of the **Steps** panel.

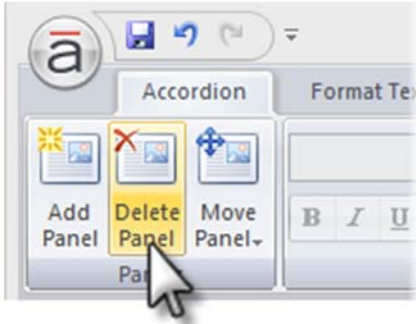


Note: The introduction and summary can't be moved.

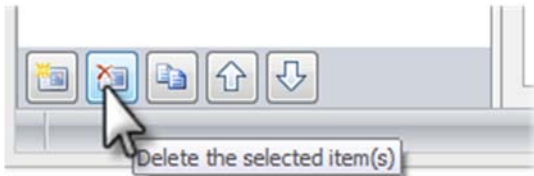
Deleting Panels

To delete a panel, select it in the **Steps** panel, and do any of the following:

- Press the Delete key on your keyboard.
- Go to the **Accordion** tab on the ribbon, and click **Delete Panel**.



- Click the **Delete** button at the bottom of the **Steps** panel.



Tip: You can't delete the introduction or summary, but you can [hide them](#).