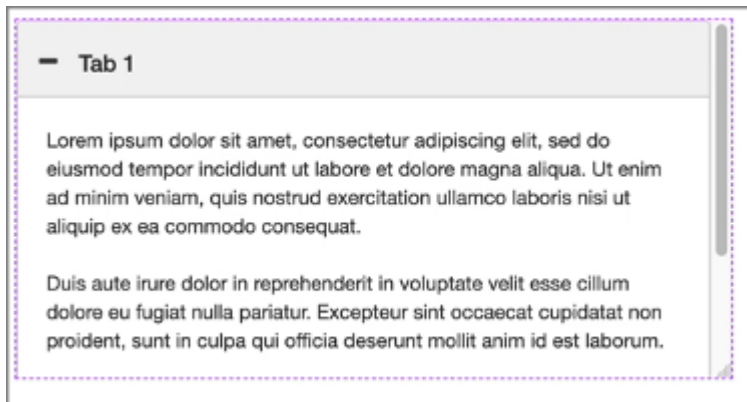

Edit an Accordion Component

Created On: July 27, 2021

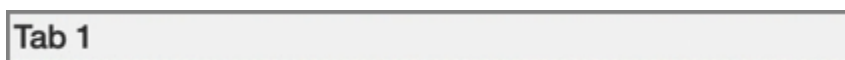
1. Select the Accordion Component on the page.



2. To edit the content within the Callout, select the Edit Icon in the Inline Toolbar, or double-click the Callout.

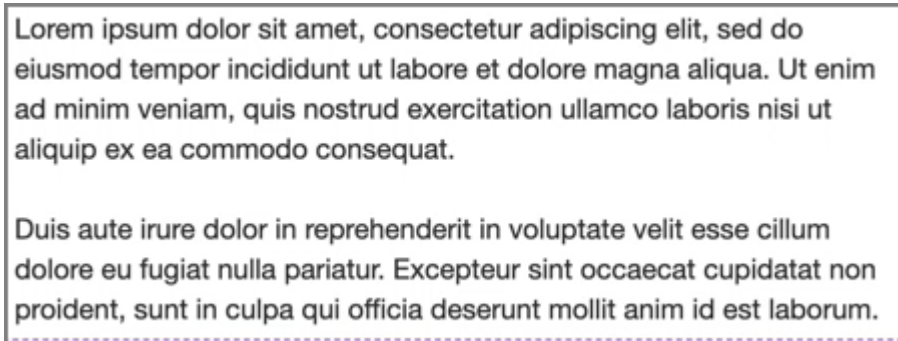


3. Select the Tab 1 Heading to edit it and we'll add text for you.

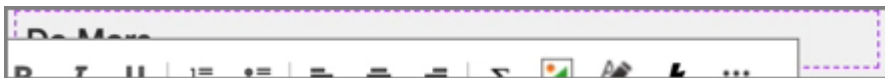


4. The new text is added.

Select the Content Text within Tab 1 to edit it and we'll add text for you.



5. Select the Do More heading and we'll add an icon.



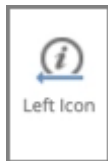
6. Select the three-dot menu.



7. Select Options to view the Tab Heading options.



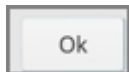
8. Select Left Icon.



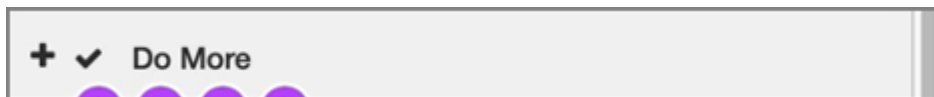
9. Select the Checkmark from the Pick an Icon popup.



10. Select Ok.



11. Select the Do More tab to open the contents.



12. Select the + icon at the bottom of the component to add more content layouts to the Tab.



13. Select the Single-Body Content option.



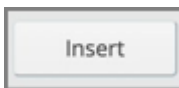
14. Within the Placeholder select the Image icon.



15. Select the courseObjectives_... image.



16. Select Insert.



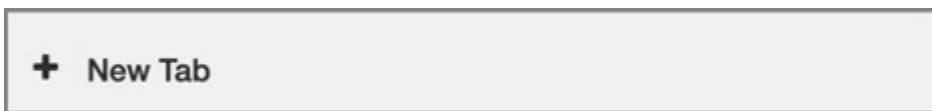
17. The Image is added.
Select the scrollbar to move down within the component.



18. To add a new tab, select the + Icon at the bottom of the component.



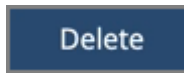
19. New Tab is added.
To delete a tab, Select the New Tab.



20. In the Select Control Bar, select Delete.



21. Select Delete in the popup.



22. The tab is deleted.

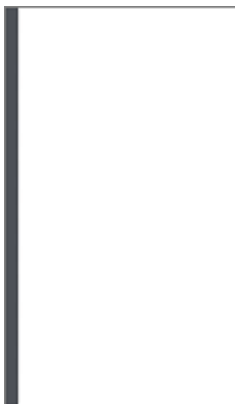
You can use the three-dot menu in the Inline Toolbar within the component to access the Options, Styles and FX tabs, Accessibility panel, and add a New Comment, or Delete the component.

In the Options tab, select Start Unopened.



23. Notice the Accordion Tabs are now closed.

Select the Page to return to the Page content.



24. Preview the Current Page to see how the Accordion will look and behave for your learners.



25. Steps completed
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