

14. Using Expanding Content

Expanding content can be used to have some content on a page hidden and then revealed when users click on a link. This can be useful for helping users to navigate through information and for pages such as FAQs.

An alternative would be to use the Accordion style for Tabbed content which has a similar appearance and is simpler to set up. See [Information Sheet 13](#) for more information.

Unexpanded content:

The screenshot shows the '1. Quality Assurance at Aberystwyth' page. The left-hand navigation menu lists various categories such as 'About the Academic Registry', 'Committees', 'Academic Quality Handbook', 'Applicants', 'Student Visa Compliance', 'Certification', 'Academic Partnerships', 'Learning and Teaching', 'Information for Staff', 'Students', and 'Timetabling'. The main content area displays a list of five sub-sections: '1.1 About the Handbook', '1.2 Quality Assurance Systems', '1.3 Academic Committees', '1.4 University Officers with responsibility for Quality Assurance', and '1.5 Levels of responsibility at University and Faculty level'. A link for 'Section 1 PDF' is also visible.

Expanded content (user has clicked on '1.1 About the Handbook'):

This screenshot shows the same page as above, but with the '1.1 About the Handbook' item expanded. The left-hand navigation menu now includes 'Published Quality Assurance Statements' at the bottom. The main content area for '1.1 About the Handbook' is now visible, containing the following text: '1. The Academic Quality Handbook (AQH) provides an accessible source of the policies, regulations and procedures which support the management of academic standards and quality at Aberystwyth University. It is for use by university staff, external examiners, external reviewers and collaborative partners. The Handbook is published online but its individual sections can also be downloaded as a pdf and printed. It also contains a link to the [University's Rules and Regulations and Examination Conventions](#).'

The page is made up of multiple pieces of content within a section.

You will need to make sure everything is using the right content template, and that the right tick boxes are ticked to make it work successfully. Expanding content can be used in bulleted lists of many items, or for a single item.

Creating an Expanding Content Page

1. Create a new section to hold your expanding content. Name it and give it an appropriate Output URI as usual.
2. Open your newly created main section and click on the Content tab.
3. Click the Add content button and choose the content template named "General Content".
4. Create a piece of General Content to include the main heading of your page (in the Title box) and any introductory text you will need at the top of the page before the expanding items.
5. When you have finished adding content, click on the Save changes button.
6. Now you will need to add the expanding items.
7. Click the Create content button and choose the content template named "Expanding Content".

Content type : Expanding Content

Name *

Link Text

Content

Edit - Insert - View - Format - Table - Tools

First List Item First list item

List Item List item

Last List Item Last List item

Paragraph Paragraph

Single List Item Single List item

Words: 0

Back Save changes

Note: If you don't see this content template in the list, you'll need to [contact Information Services](#) to ask them to enable the necessary template for Expanding Content.

8. Insert a name for your new content in the Name box.
9. In the Link Text box, type the text that you want to appear on the page – this will be the text that the user clicks on to reveal the text that is going to be in the Content box
10. In the Content box, add the content that you want to be revealed when the user clicks on the Link Text – this may be more bullet points or straight text depending on your needs.
11. You will now need to tick the appropriate tick boxes before you add this piece of content:
 - a. If this is the first item you are adding, and you will be adding more, you should tick the box named "First List Item".
 - b. If this is one of many items you are adding, but is not the first or last, you should tick the box named "List Item".

- c. If this is the last item you are adding, you should tick the box named "Last List Item".
 - d. If you are only adding one item, you should tick the box named "Single List Item".
 - e. If your expanding content is going to be made up of paragraphs rather than bulleted list items, or you want your bullet points to have larger gaps between them, you should tick the box named "Paragraph".
12. Click the Save changes button to save.
13. Repeat the process from point 7 to point 12 above until you have finished adding all your items, being careful to tick the appropriate tick box for each item.
14. If you later want to change the order that the items appear, you will need to change the order of the pieces of content within the section. Please see [Information Sheet 8.0](#) for more information on reordering content. Remember when you do this that you may need to change the tick boxes if you change which items come first or last in the list.
15. When you have finished creating your expanding content page and have checked it on the preview, remember to approve the content so that it will be published.
16. Repeat the process for the Welsh version of your page.