

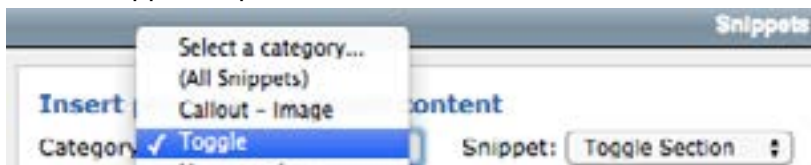
Inserting a Toggle Section on a Text Page

Toggles can be used to hide a piece of content until a line of text is clicked. Please follow each of these steps for adding toggle sections. Deviation from these instructions may break the responsive design of the templates.

1. Place the cursor within the WYSIWYG on an empty line where the section should go.
2. Click the **Snippet** icon in the toolbar.



3. Select "Toggle" from the Category drop down menu. Then select "Toggle Section" from the Snippet drop down menu.



4. Click **Insert**.



Note: The toggle section will appear in a table within the WYSIWYG Editor. This is for ease of editing and the table will not appear on your site. Please do not try to move or manipulate the table as the CMS will apply the correct styles when saved.

5. Enter the toggle text and the toggle content. The text is the main headline or question. The content is the text that appears when the section is expanded.
6. Repeat steps 2 - 5 for as many sections as are needed. Then click **Save** icon in WYSIWYG Editor.

On the preview screen, you will see the toggle text with a plus sign. Once that text is clicked, the symbol will change to a minus sign and the expanded text will appear underneath.

Closed

+ How Can I Request My Transcript?

Expanded

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7. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).