## Creating Collapsible Text Boxes

Collapsible text boxes are a great tool to shorten pages and condense content onto one page. Collapsible text boxes allow site visitors to see categories of the information on a page and expand the section(s) that are most relevant to them; make your text box titles brief but descriptive to help your users quickly locate content. Users can have multiple text boxes expanded at the same time.

Enter the edit screen for the page on which you want to add a collapsible text box and follow the directions below to add new text boxes to your Pacific Minisite. If you are editing an existing text box, proceed to step 3.

1. Place your curser where you want the text box to be placed. Click the collapsible text box button, as seen in the image below.
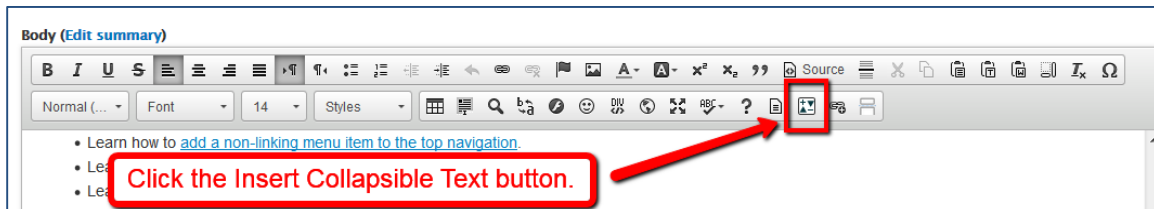

2. A dialog box will pop up when you click the text box button. Enter the text box title in the appropriate field (e.g., "2015 Town Board Minutes" or "Forms for Businesses") and add any content in the content area. Then click "OK."

   Note that you cannot format text in the dialog box. You will be able to format your content text in Step 3.
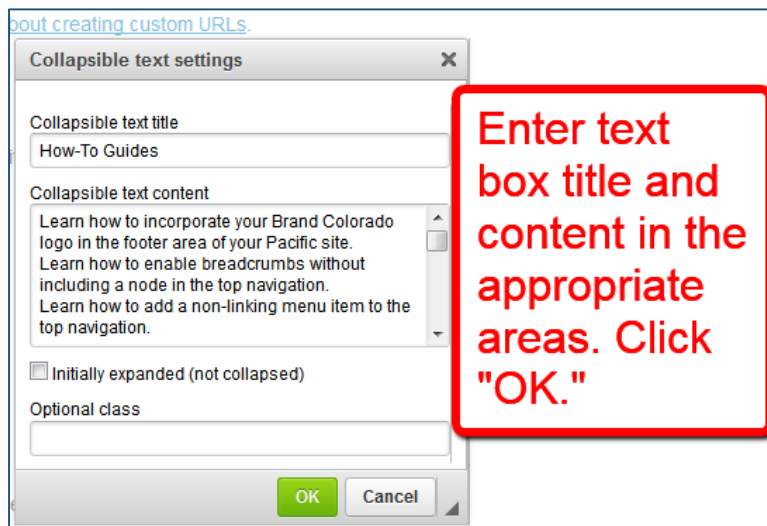
3. Use the WYSIWYG buttons to add bullets, make text bold, add links or images, and include any other formatting options the WYSIWYG supports. You can also add, remove, or edit any content within the text box.

   When editing content within a collapsible text box, underline always stay inside the two sets of brackets that say *[collapsed title="Title"]* and *[/collapsed]*.
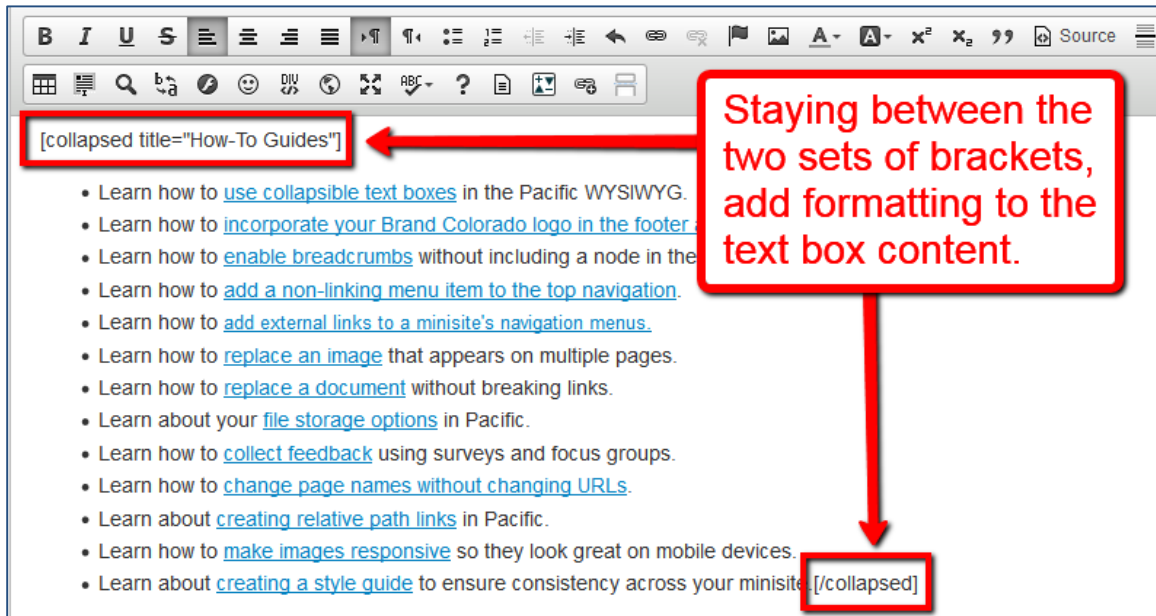
4. Click "Save" or "Publish" at the bottom of the screen. Double check that your content is displaying correctly.