Website Editing Guide: Accordion Pages

ACCORDION PAGE
(The screen shot below is uses a layout from the FamaMiller website)

DATA

The Fama-Miller Center is providing the institutional structure and resources necessary to push the boundaries of research in finance. We encourage and support top-quality research through advanced internal infrastructure as well as subscriptions to cutting-edge financial databases.

Below is a list of data funded by the center and available for academic use. Due to license agreements, the use of some data is restricted to the Booth community.

The Fama-Miller Center acquires and maintains data for academic research and cannot be used for commercial purposes. Access to certain data is provided only to those who are affiliated with Booth and the Fama-Miller Center. To gain access to the data, you will need a Booth user name and password. If you have any questions or concerns, please contact Marisa Milazzo.

Please acknowledge the Fama-Miller Center for Research in Finance on all written work for the usage of any data.

DATABASES AVAILABLE THROUGH FAMA-MILLER

BLOOMBERG PROFESSIONAL

The Bloomberg Professional stations seamlessly integrate historical information on about five million bonds, equities, commodities, currencies, and funds. Bloomberg's electronic library comprises data on almost every publicly traded company in the world and biographies of more than 1 million people. To gain access to the data, you will need a Booth user name and password.

Two Bloomberg Professional stations are in Harper Center Room 345 (Fama-Miller Center) for Booth faculty and students. If you are interested in making an appointment to use one of the stations, please contact Mary Ellen Krejci at 773.702.5530 or Marisa Milazzo at 773.702.0030. Two more Bloomberg stations are in the Harper Center and Gleacher Center computing labs.
MODIFYING THE ACCORDION PAGE

Expand the appropriate section on your site

Located under this page will be a folder labeled “content” expand this folder (The example below uses the FamaMiller site)

Click on the sub item you wish to modify.

The sub-itme for this example will be “Databases Available through Fama Miller” The information in this section will display as the “Category Title”
See example below if needing to modify Bloomberg Professional

Enter the title for the menu under the Question Field, and the content to display under the answer field using the WYSIWYG.

Repeat the above steps for other items.

**ADDING NEW ITEMS TO THE LIST**

Right click on “Category Title”, in this case >> “Databases Available through Fama Miller” and select insert >> FAQ

Enter a name for this new entry
Press **OK** to confirm

Once done, you should see your new entry in the content tree

Enter information for the question (displayed as the title) and the answer (displayed as the expandable content)

You may also reorder the display of an entry.

To do so, select the category you wish to move up or down

While selected, use the up and or down arrow located under the home tab to reposition this category

Check In

Submit for approval

Repeat the above steps to add other items