

Add questions and answers that open and close

Build a tidy FAQ where each question opens to show its answer, so visitors skip what they don't need and find what they came for.

An accordion lines up your questions or titles in a stack. A visitor clicks one and the answer opens underneath. It keeps a long FAQ short, and works for questions about parking, deposits, delivery, or what to bring.

Before you start

Write your questions and short answers first. Put the one people ask most at the top.

Steps

1. Log in to your site editor and open the page.
2. In the side panel, click **Add**, then click **Elements**.
3. Search for **Advanced Accordion**, then drag it to the spot you want on the page. If it doesn't come up, send us your questions and we'll build it for you.
4. Click the accordion. In the small menu that appears, click **Manage Accordion Content**.
5. Click **Add Item** for each question you need.
6. Next to an item, click the three dots icon and choose **Rename**, then type the question. If the question on the page doesn't change, send us your questions and we'll set them up.
7. Click the item on the page to open it. Drag a text widget into it and type the answer. You can drag in any other widget too, such as a photo or a button.
8. Repeat for each question.
9. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

To copy an item, click the three dots icon and choose **Duplicate**. The copy is titled "Copy", so rename it. To remove an item, choose **Delete**.

Choose how it opens

Click the accordion, then click **Edit Design** in the small menu. Two layout options matter most:

- **Show one expanded item at a time:** opening a question closes the one that was open.
- **Show first item expanded:** the first answer is open when the page loads, so visitors see how it works.

You can also change the question text style, the plus sign, and the space between items.

Tips

- Each item can hold different content, so one answer can have a photo and another a button.
- Keep your hours and address out of the closed boxes. Put what everyone needs on the page itself.
- Short questions in your customers' own words work best.
- Check the phone view to make sure each question fits on the screen. See [Check how your site looks on a phone](#).

Need a hand?

Email hello@zossoz.com with your business name, the page, and your questions and answers, and we'll build it for you. We reply within one business day. It counts as one of your small changes for the month. See [Request a change](#).

Related guides: [Add tabs to a page](#) · [Add a widget to a page](#) · [Make a list with pictures and links](#) · [Edit text on a page](#)

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