

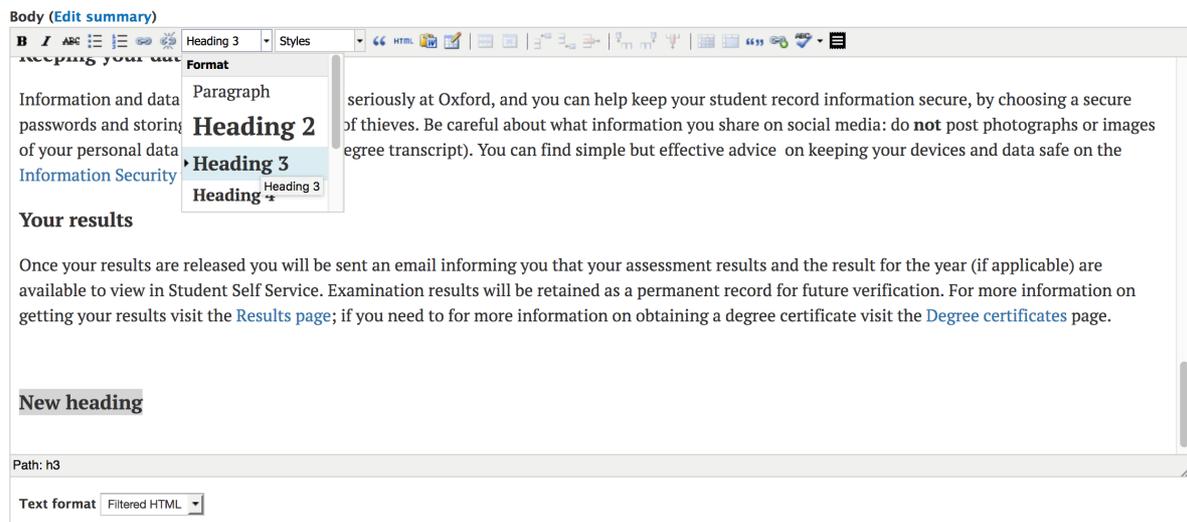
## More/less style

More/less works by having a third level heading in the style (class) 'more-less', and then all proceeding blocks of content that should be hidden (to be revealed) also being in the style (class) 'more-less'.

### Using the WYSIWYG editor

#### Creating a third level heading

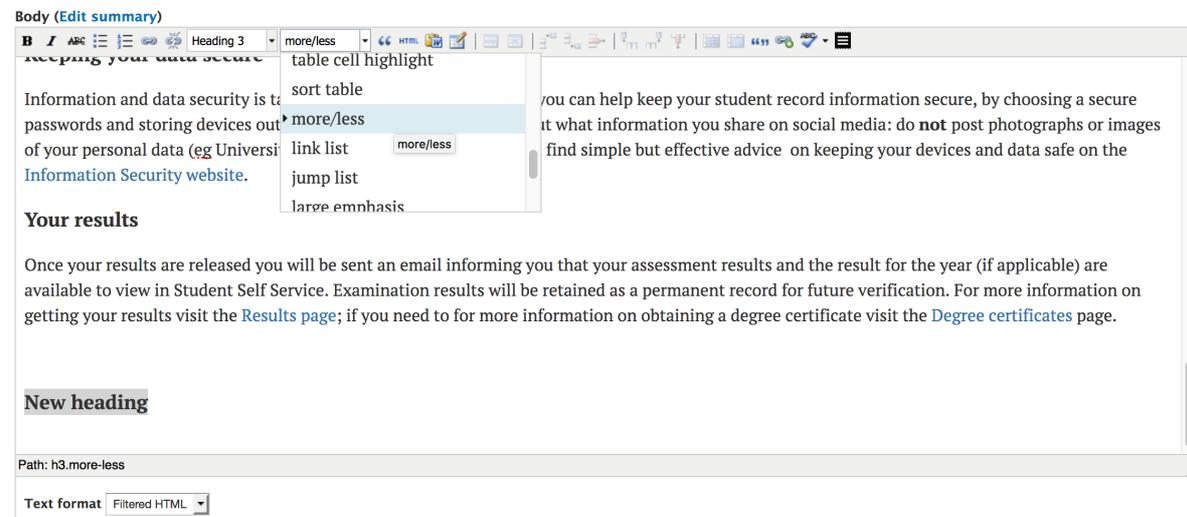
Add a new heading with the desired text. Highlight it, and use the "Format" drop-down to make it "Heading 3".



The screenshot shows a WYSIWYG editor interface. At the top, there's a toolbar with various icons. Below it, a 'Format' dropdown menu is open, showing options like Paragraph, Heading 2, Heading 3, and Heading 4. The 'Heading 3' option is selected. The main content area shows a paragraph of text about information security, followed by a section titled 'Your results' with a sub-heading 'New heading' highlighted in grey. The status bar at the bottom indicates 'Path: h3' and 'Text format: Filtered HTML'.

#### Making the third level heading more/less

With the new heading text still highlighted, select "more/less" from the "Styles" drop-down menu.



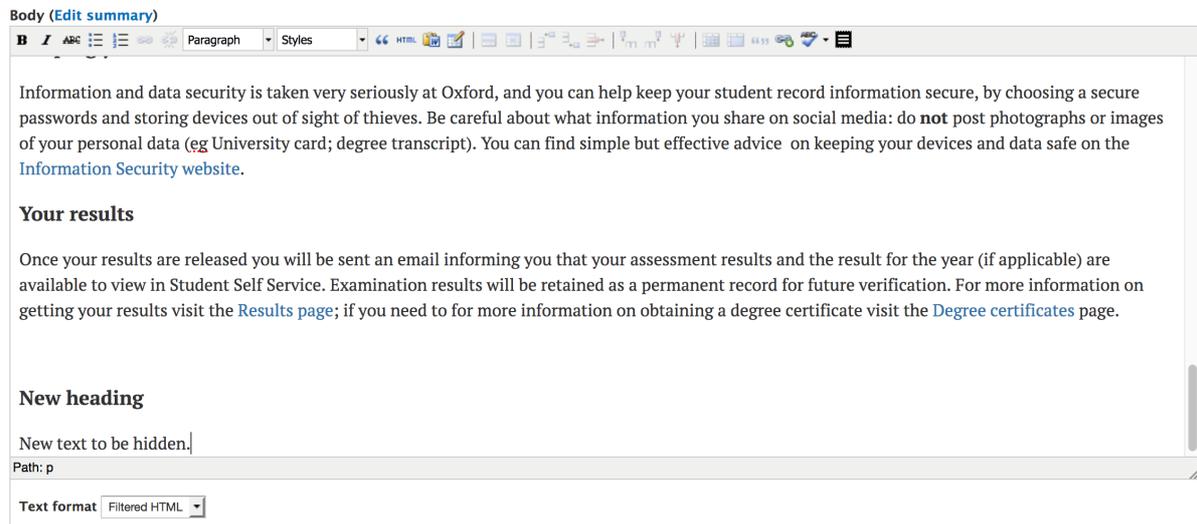
The screenshot shows the same WYSIWYG editor interface. The 'New heading' text is still highlighted. The 'Styles' dropdown menu is now open, showing various styles like 'table cell highlight', 'sort table', 'more/less', 'link list', 'jump list', and 'large emphasis'. The 'more/less' style is selected. The status bar at the bottom now indicates 'Path: h3.more-less' and 'Text format: Filtered HTML'.

This field is displayed as the main content on this page. On listings, a trimmed version is shown: you can specify a customized summary if you prefer.

Note, you can tell this has worked, because (at the bottom of the WYSIWYG editor window) the Path is now “h3.more-less”.

## Add the text to be hidden/revealed

Beneath your heading, add the new text that you wish to be hidden.



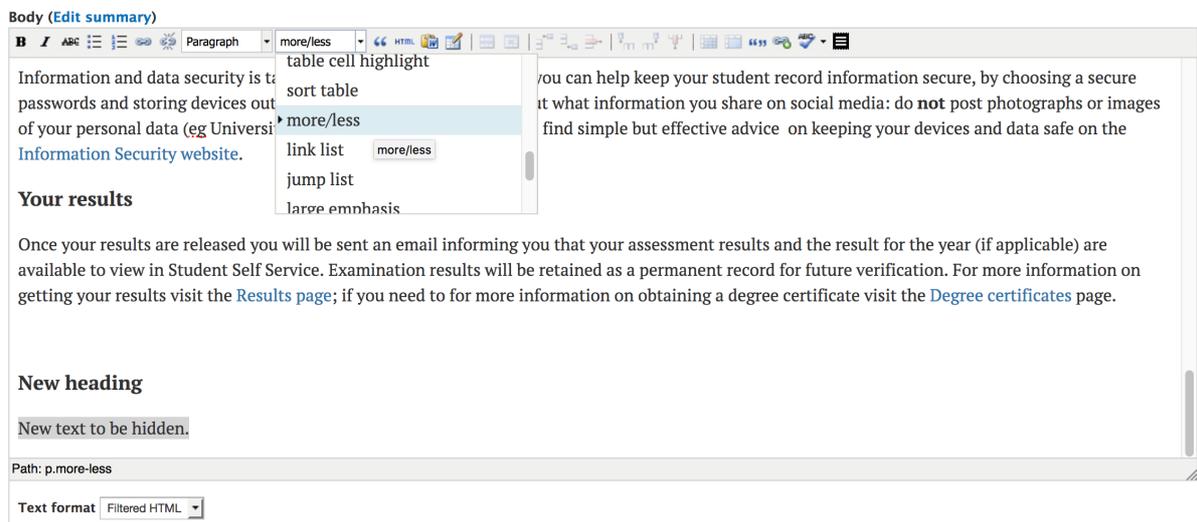
The screenshot shows a WYSIWYG editor window titled "Body (Edit summary)". The main content area contains a paragraph of text about data security at Oxford, followed by a heading "Your results" and another paragraph. Below that is a heading "New heading" followed by the text "New text to be hidden." The "Path" field at the bottom shows "p". The "Text format" dropdown is set to "Filtered HTML".

This field is displayed as the main content on this page. On listings, a trimmed version is shown: you can specify a customized summary if you prefer.

You'll see, in the Path, it is simply a paragraph (p). It is missing the more-less class.

## Making the text more-less

Highlight the new text and select “more/less” from the “Styles” drop-down.



The screenshot shows the same WYSIWYG editor window. The text "New text to be hidden." under the "New heading" is now highlighted. The "Styles" dropdown menu is open, and "more/less" is selected. The "Path" field at the bottom now shows "p.more-less".

This field is displayed as the main content on this page. On listings, a trimmed version is shown: you can specify a customized summary if you prefer.

Finally, we can see this has worked as the Path is now “p.more-less”.

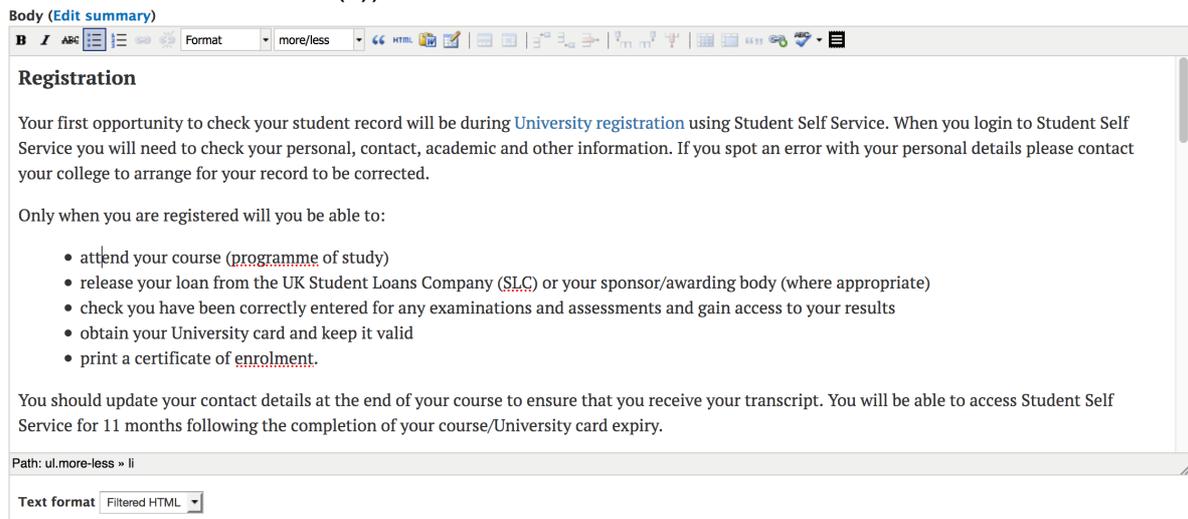
This can be saved and will work as more/less. To add more paragraphs, or bulleted lists, just repeat the steps above – add the new content, highlight and select “more/less”.

## When this doesn't work

Sometimes it becomes, for whatever reason, impossible to highlight the desired text to hide. In this instance, it is often possible to select it by clicking on the “p” after Path. This will select the desired block of text, and then you can apply the “more-less” style to it.

For text which is not a paragraph

Bullet points are known as unordered lists, and so will be indicated as “ul” in the path. It is that element which needs the more less class (rather than each individual item which is a list item (li)).



The screenshot shows a web editor interface. At the top, there's a toolbar with various icons and a 'Format' dropdown menu set to 'more/less'. Below the toolbar, the main content area displays a page titled 'Registration'. The text on the page reads: 'Your first opportunity to check your student record will be during University registration using Student Self Service. When you login to Student Self Service you will need to check your personal, contact, academic and other information. If you spot an error with your personal details please contact your college to arrange for your record to be corrected.' Below this, it says 'Only when you are registered will you be able to:' followed by a bulleted list: 'attend your course (programme of study)', 'release your loan from the UK Student Loans Company (SLC) or your sponsor/awarding body (where appropriate)', 'check you have been correctly entered for any examinations and assessments and gain access to your results', 'obtain your University card and keep it valid', and 'print a certificate of enrolment.' Below the list, it says 'You should update your contact details at the end of your course to ensure that you receive your transcript. You will be able to access Student Self Service for 11 months following the completion of your course/University card expiry.' At the bottom of the editor, the path is shown as 'Path: ul.more-less > li' and the text format is set to 'Filtered HTML'.

This field is displayed as the main content on this page. On listings, a trimmed version is shown: you can specify a customized summary if you prefer.

Again, that can be selected by clicking the “ul” after “Path”.

Numbered lists are similar but “ol” (for ordered list) instead of “ul”.

Links, images and video are just elements within a paragraph so, as long as the paragraph is of class more-less, they will be hidden and revealed with the paragraph.

It's best not to try and put snippets within more/less.

## When this still doesn't work

Sometimes the code becomes corrupted and the more/less stops working.

You can try removing the more/less style and reinstating it. Highlight the text and change the second dropdown to say 'style'. Save the page and then re-edit the text adding the more/less style.

If this doesn't work then you will need to fix it within the HTML. If you are not comfortable doing that, just ask DigiComms.