Add details/summary blocks into articles

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Use the **Details/summary block** in the article editor to create an expanding/collapsing section in your article, like this one:

▶
I dreamed a dream of easy to use interactive content blocks

Before you begin

To add a summary block like this to your article, you must be using the new article editor. If you see this callout at the top of the editor, you'll need to select **Try it out** to use this feature:



How to add a details/summary block

Once you're in the new article editor:

1. Open the article you want to add the details/summary block to for editing.
2. Place your cursor in the editor where you'd like to insert the block.
3. In the editor toolbar, select **Insert > Details/summary block**. You'll probably need to scroll the Insert menu to find it.
4. This inserts an empty block with placeholders into your content:
5. Enter the text you want displayed when the block is collapsed in the **Summary of content** portion next to the arrow. These summaries work best if they fit on a single line, like a heading. Use the Paragraph and text style controls to format it as a heading, bold or italicize it, or do any other formatting. (In our example, we used bold text for **I dreamed a dream of easy to use interactive content blocks.**)
6. Enter the text you want displayed when the section is expanded in the **Content** section. Use any of the editor controls here, including numbered and bullet point lists, images, and so on.
7. The content block will be closed and will only display the summary by default. If you'd prefer the section to be open by default instead, check the **Open by default** box.

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8. Be sure to **Save** your changes.

If you'd like to change the look and feel of your details/summary block, refer to the instructions in Style details/summary blocks.

How to move a details/summary block

There is no drag and drop functionality with details/summary blocks. Instead, the easiest way to move a details/summary block to a different location in your article is to copy the block and paste it in somewhere else, then to remove the original block:

1. Select the **Copy (two documents)** icon in the details/summary block you'd like to move:

   

2. Move your cursor to where you'd like to place the block.
3. Paste using your preferred method (such as right-click > Paste, Ctrl + V, or CMD + V).
4. Return to the original block and select the **Delete (trash can)** icon to remove it:

   

5. Be sure to **Save** your changes.

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