

## Blinds

Blinds are used to condense information into boxes with a plus sign that you can click to expand. The box (element title) can be a few words or an entire paragraph. Clicking the plus sign or the title reveals an additional text block element that contains more information.

To create blinds:

Click "Insert New Element."  
Choose "Miscellaneous > Blinds"

Click the gear (it's all you will see).  
Choose "New Data."

Enter the information that you want to show on the page in the "Title" area (the text that will be visible next to the plus sign).

If you want an open blind to close when you click a different blind, then give your blind a group name. You will use this same group name for each blind you create.

Save.

To add the information under the blind, click the gear or anywhere on the words in the title. This shows you another "Click to insert element." Click it and choose "Text Elements > Formatted text block without header."

Everything will disappear, so you need to click the blind title again to reveal the element below and the "Define text element." Enter your information.

Rinse and repeat.