

Confluence **Expanders** **Why** and **When** to Use Them



Silver
Marketplace Partner

Why Use Expanders?

Make Use of Space: Reduce overwhelming content by hiding large sections.

Enhance Navigation: Readers can expand only the sections they need.

Give Users Control: allow users to explore topics at their own pace, focusing on areas that are most relevant to them.



Expanders: When & (When Not) to Use

- ✓ Use expanders to provide references or extra context.
- ✓ Keep detailed info hidden, showing it only when needed to maintain focus.
- ✓ Embed long FAQ lists or troubleshooting steps, making navigation easier.
- ✗ For large volumes of text, consider tabs to organize content across multiple sections.
- ✗ For brief content, consider using Headings or simple formatting.
- ✗ If the information needs to be read in sequence, expanders may disrupt the flow.
- ✗ Key details that users must see shouldn't be hidden. Consider using Panels.

Best Practices for Using Confluence Expanders

- **Short, Informative Titles:** Keep expander Titles descriptive and concise.
- **Balance Usage:** Too many expanders can overwhelm users.
- **Consistent Style:** Keep a consistent style for all expanders on a page.

What should I bring on my first day? —

You'll need a valid ID for security and any paperwork requested by HR (like tax forms). Otherwise just bring yourself and any personal items you'd like for your workspace!

Who should I contact if I have technical issues? +

When will I receive access to all necessary tools and systems? +



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