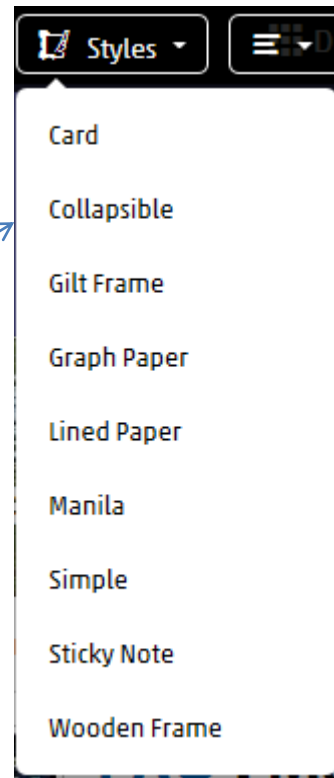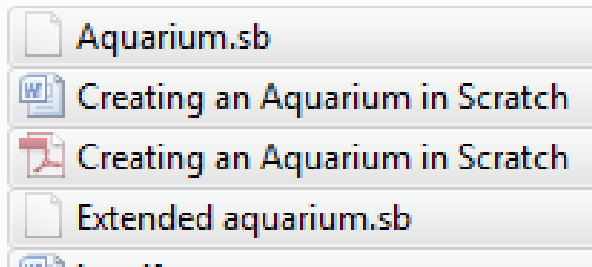Select your file list, and then go to the Styles option on the top tool bar.

Click Collapsible

In order to add a meaningful title click on the list again then on this icon and type in the name of your file list.