Using UAS Mosaic templates – content page accordion

1. Creating a page from a template

Go to manage content:

Click 'Add new content' from the 'Content' tab:
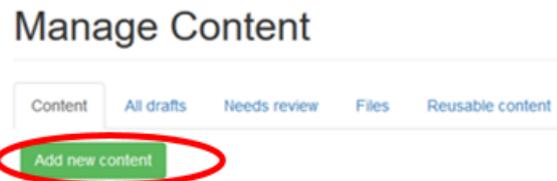
Click 'Content page – tabs' from the menu of template names:
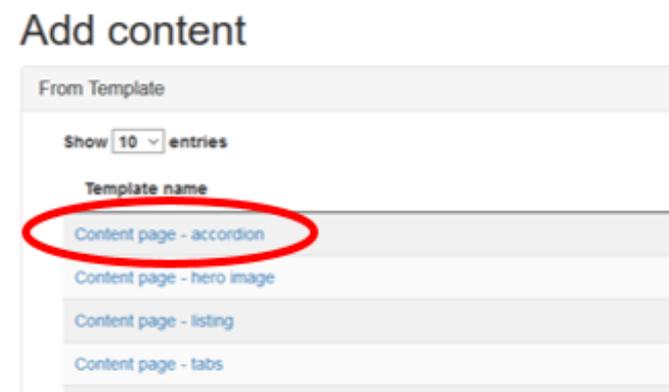
Give your new content a title and click OK. See the guidance on page naming.
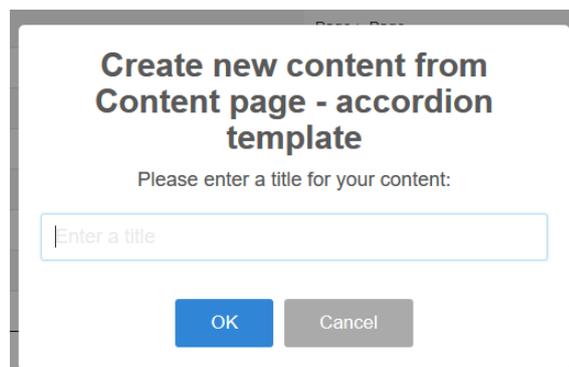
2. Editing the page

The basic structure of the content page tabs template page is the same as other templates (see below).

- A and B are contained within Details (see overleaf).
- In the main page, there are two active regions – Region 2 and Region 3. (Regions 1 & 4 are unused and therefore greyed out on the editing page and cannot be selected.)
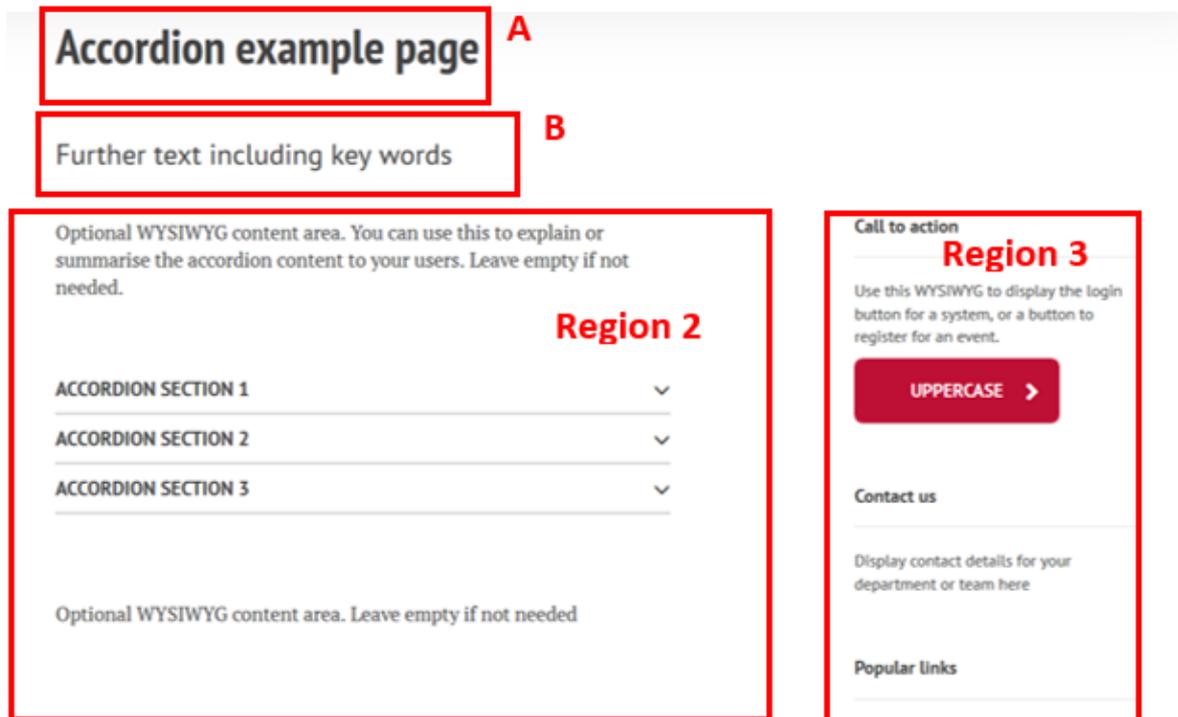
Details

A – Title. This is established when you started creating the page, but it can be edited in the details tab.

B – Subtitle. Should be edited via the details tab. All pages should have a subtitle (except homepages). Subtitles should not end with a full stop.

The title and subtitle should only be hidden on homepages.

In almost all situations the sidebar menu of the left of the page should only be used when you need to provide a link to level 4 content within this part of the site (only up to level 3 is displayed in the top menu), or from level 4 content back to higher level pages. This option should therefore be checked in most situations.

If you need to provide easy links to other pages, it is usually correct to put these in Region 3, rather than use a sidebar menu.
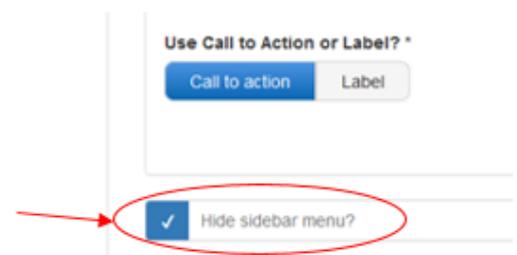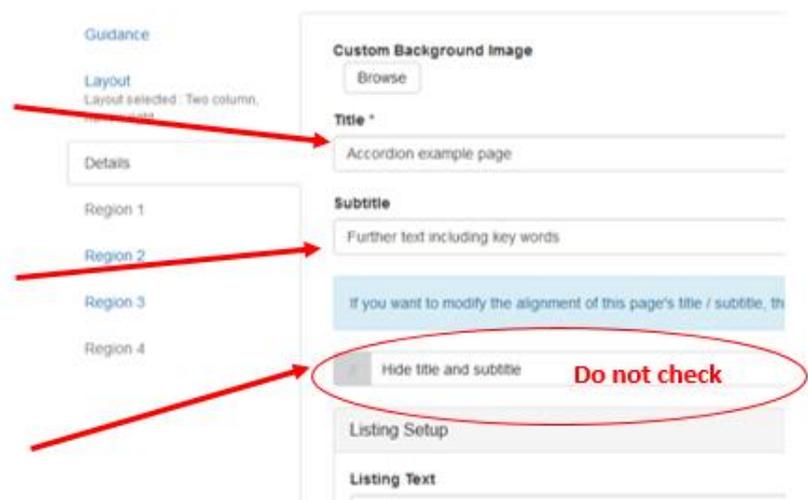
3. Region 2

Region 2 is constructed of three widgets.

WYSIWYG content area

Optional WYSIWYG content area. You can use this to explain or summarise the accordion content to your users. Leave empty if not needed.

Advanced accordion section

Accordion section 1 - This title must be case text

Accordion section 2 - This title must be case text

Accordion section 3 - This title must be case text

WYSIWYG content area

Optional WYSIWYG content area. Leave empty if not needed

- Widgets appear in your editing page in same order as they will appear on your webpage so the content page accordion template includes a WYSIWYG widget, followed by and advanced accordion widget and then another WYSIWYG widget.
- It can be confusing editing the advanced accordion widget because you need a widget within an accordion in order to add content to it. In the example below, there is a WYSIWYG widget (in green) within an accordion section (blue) within the advanced accordion widget (red).
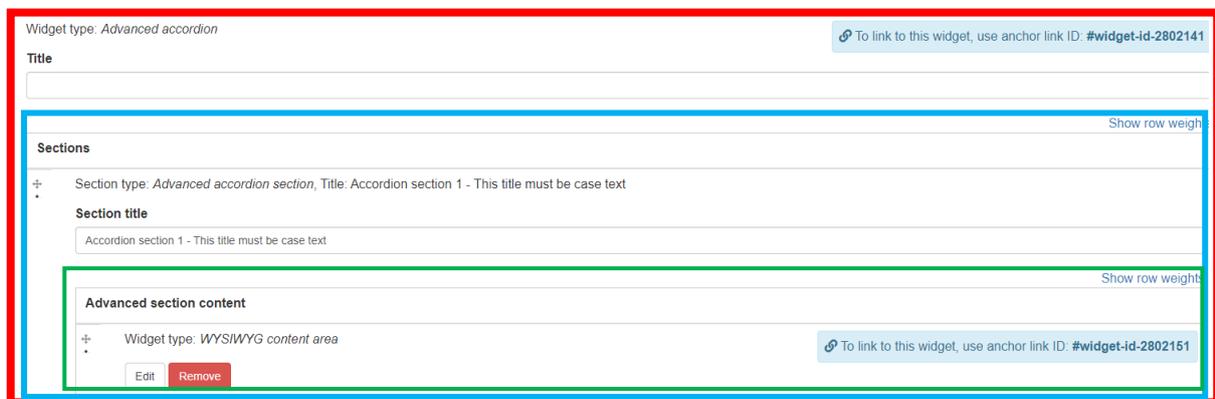
3a. Using the WYSIWYG areas above and below your accodions

- If you do not want to use the WYSIWYG widget above or below your accordions you should delete the place holder content within it, which will result in the widget not being displayed. The remaining page content will automatically reorganise to fill the gap left by the absent WYSIWYG widget. **Do not delete the WYSIWYG widget itself**.
- If you use the WYSIWYG widgets you should:
  - Leave the title blank.
  - Use the menu at the top to assist you in ensuring you present your information in a user-centric way. Paragraphs should not have more than 5 sentences.

- Consider use of formatting and styles, to create headings, and use lists. Different list styles are available by first selecting a numbered (B) or bulleted list (C). See UAS Mosaic Manual - overview and content page (text).
- If you copy and paste content from other sources it should be stripped of formatting either via the shortkey (ctrl+shift+v) or the button in the toolbar (labelled as D below)
- Refer to the UAS web style guide and 'Writing for UAS websites' guidance to ensure the style and content of your writing is consistent with UAS standards.
- DO NOT change the layout options at the bottom of the page.
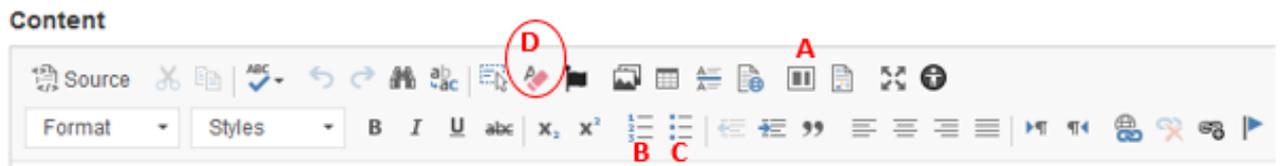
Content

A - Layouts – this enables you to divide the area in to columns of different widths.

B - Numbered lists

C - Bulleted lists
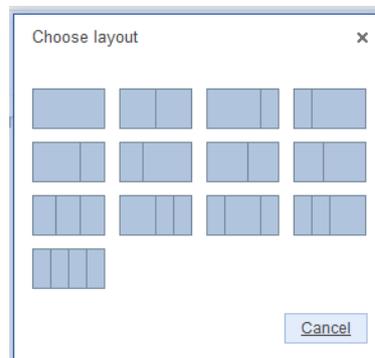
Content
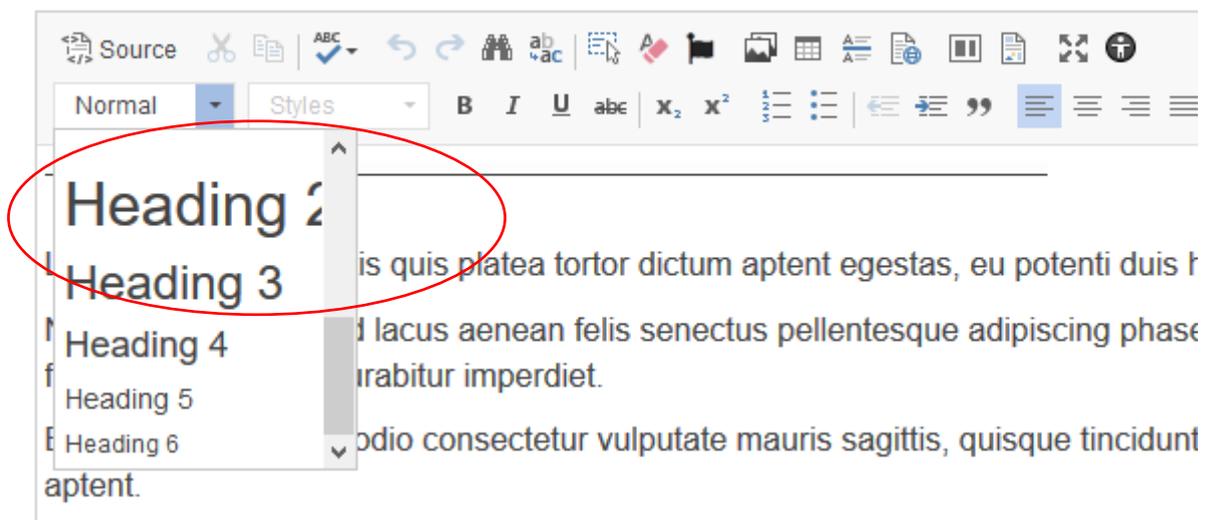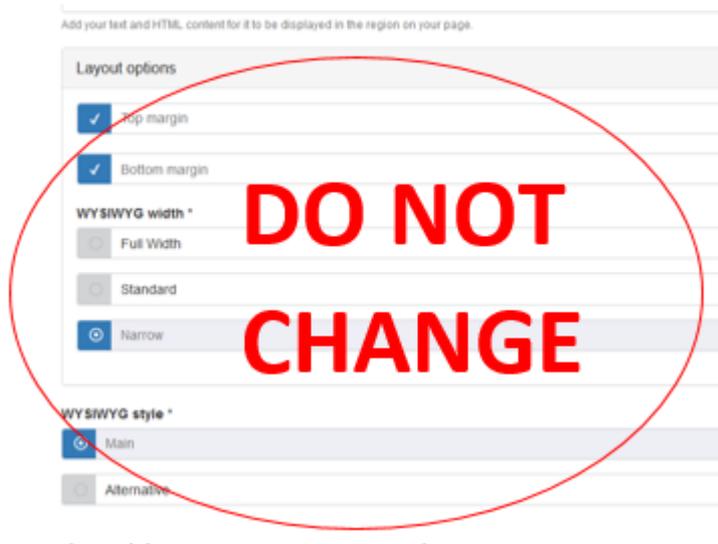
3b. Adding content to accordions

- You should usually leave the title box at the top of the advanced accordion content widget blank. Adding a title here may be confusing for site visitors – the title positioning is shown below:
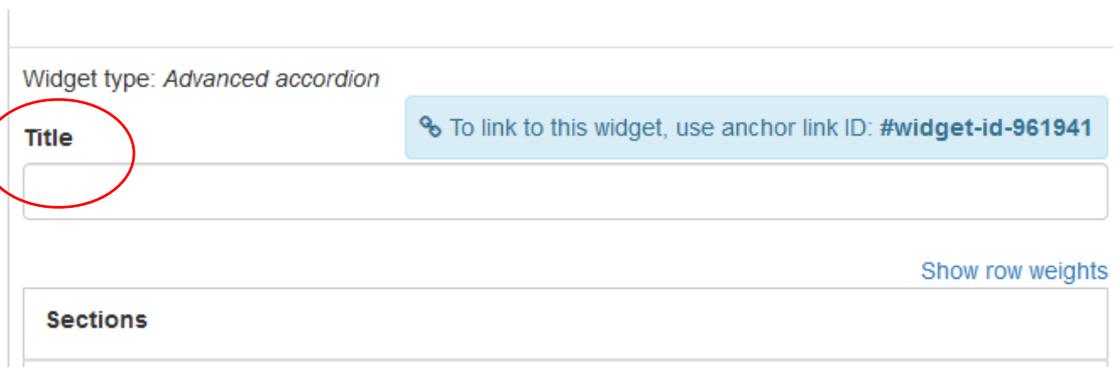
- Insert the title for your first accordion section into the first Section title field

In 'Section title', *Accordion Section 1* should be replaced with the title for the section. **Note: the section title should be CASE TEXT.**

Section type: *Advanced accordion section*

Section title

Accordion section 1 - This title must be case text

Advanced section content

- The template is set up with a WYSIWYG content widget within the accordion but you can change this, or add further widgets, if required.
- Leave the widget title blank. The content of the accordion is already titled via the accordion section title entered in the step above, so an additional title would be superfluous.

Sections

✛ Section type: *Advanced accordion section*, Title: Accordion section 1 - This title must be case text

Section title

Accordion section 1 - This title must be case text

Show row weights

Advanced section content

✛ Widget type: *WYSIWYG content area*

🔗 To link to this widget, use anchor link ID: **#widget-id-1996606**

Edit   Remove

- Do not change the Layout Options and WYSIWYG style options at the foot of the widget.
- Use 'collapse' to hide widgets you are not currently editing. This makes navigation around the editing page easier, and reduce the likelihood of editing the wrong area.
- The 'remove' button in this area is to remove the WYSIWYG widget from within your accordion section. Be careful not to click on this accidentally, thereby deleting content within your accordion.
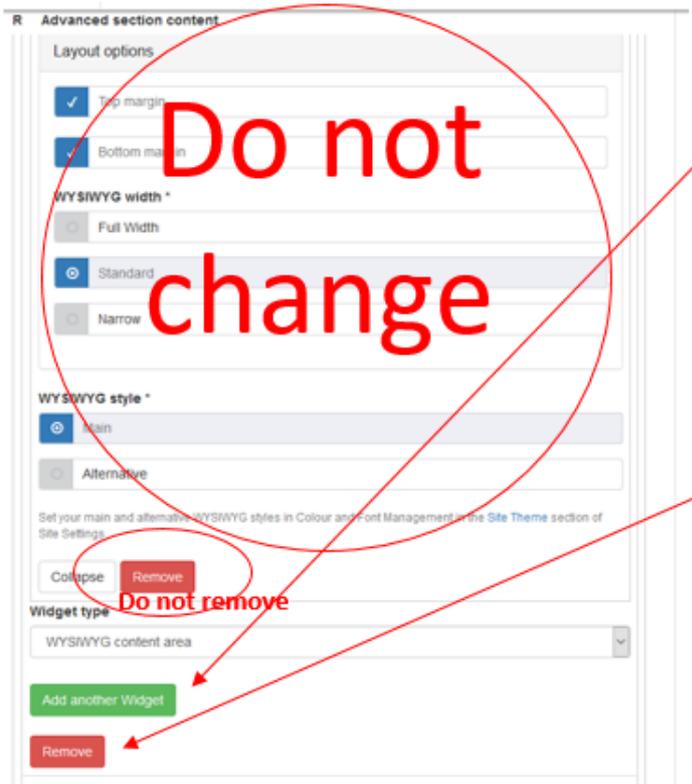
- You have the option to add further widgets to your accordion section. These can be WYSIWG or other widgets.
- The 'remove' button at the bottom of the section deletes the whole accordion section (not its contents). This may be necessary to do if you have created too many sections prior to adding content. Note that you can reorder the sections, so there is no need to delete the first one and recreate it at the end – it can be moved.

You can then move on to section 2, and repeat the steps above, and likewise for section 3:

3c. Adding more sections to the accordion

- The content page accordion template is set up with three accordion sections. If you need to add more sections, click 'Add another Section' which you can find between the final section and the layout options for the advanced accordion widget:
This adds a section at the bottom of the accordion, but you can change the order of the sections, so if you need to add one to the middle, insert it as

normal, and then reposition them once it is complete.
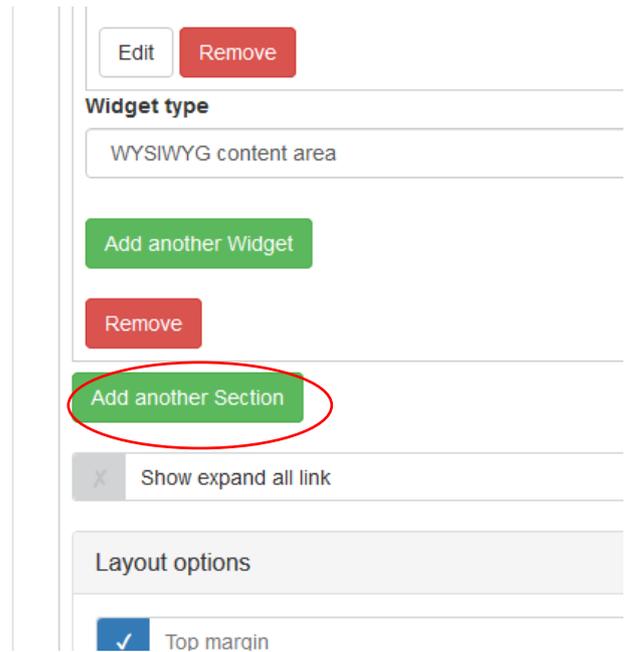
- Once you have added another section, and set up the section title, you will need to add a widget so that content can be included in that section. Choose the appropriate widget from the drop-down in the 'Widget type' menu, and click 'Add new widget':
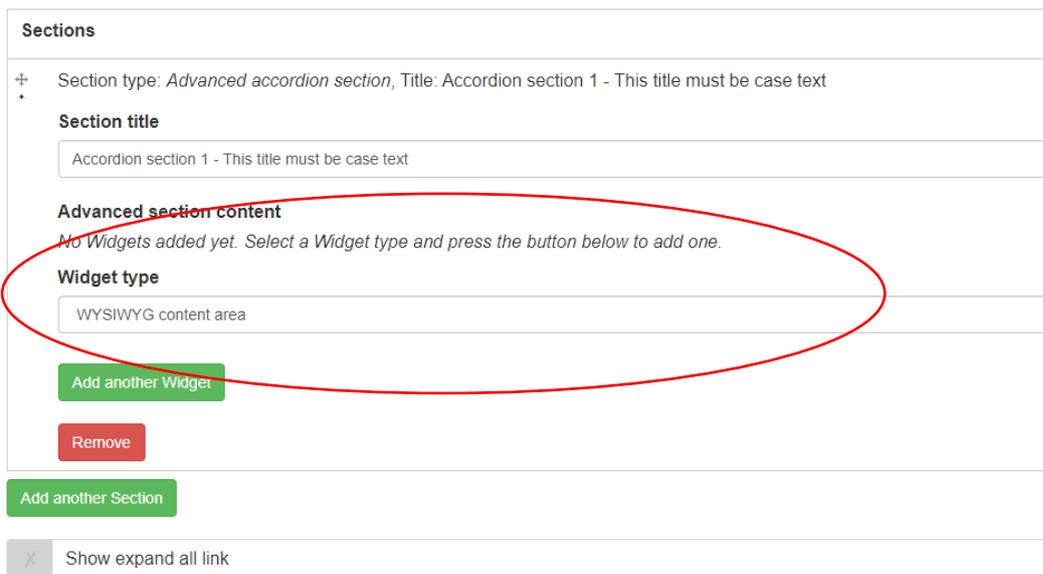
- Then complete the content as before.

- Ensure that the layout settings for the WYSIWYG widget are the same for all of your tabs – these should replicate the settings for the WYSIWYG widget in the previous three sections. The width should be standard (it is the accordion widget which is narrow, whereas the WYSIWYG within it is standard width). The UAS style is that **the top margin should be turned on**. Note that the Mosaic platform setting is that it is turned off by default, and therefore **you should check the box to turn it on**.
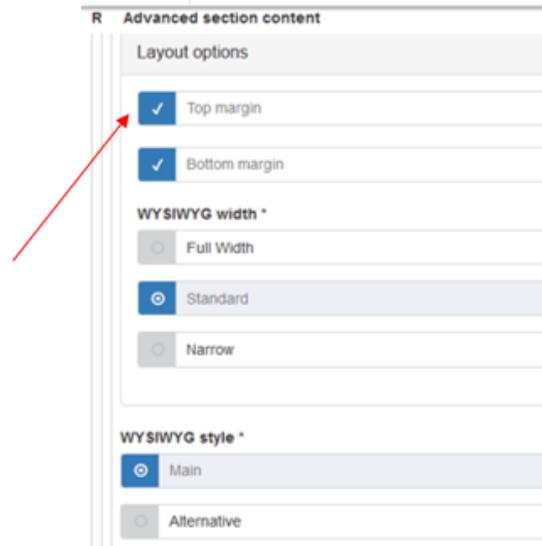
  There may be a situation where your layout dictates that the top (or bottom) margin not be used – in this situation ensure you are consistent and all sections have the same margins.

- Repeat, if needed, to add more sections.
- When building your content page with accordions, make sure you save your content regularly. Saving your work collapses completed accordions sections, thereby speeding up the process of adding additional sections and widgets.
- At the end of the accordion sections is an option which allows you to show an 'expand all' link. This will add a button to your site which, if clicked, will expand all of the accordion sections at once, rather than the user having to open each section individually. If checked then this will appear on the finished webpage as shown below. **It is recommended that this link be provided (unless you have an accordion with three or fewer three sections, in which case it is optional), so the box should be checked.**

Advanced section content

No Widgets added yet. Select a Widget type and press the button below to add one.

Widget type

WYSIWYG content area

Add new Widget

Remove

Add another Section

Show expand all link

Layout options

Accordion example page

Further text including key words

Optional WYSIWYG content area. You can use this to explain or summarise the accordion content to your users. Leave empty if not needed.

+ Expand All

Accordion section 1 - This title must be case text ⌄

Accordion section 2 - This title must be case text ⌄

Accordion section 3 - This title must be case text ⌄

- Do not change the layout options for the advanced accordion widget:
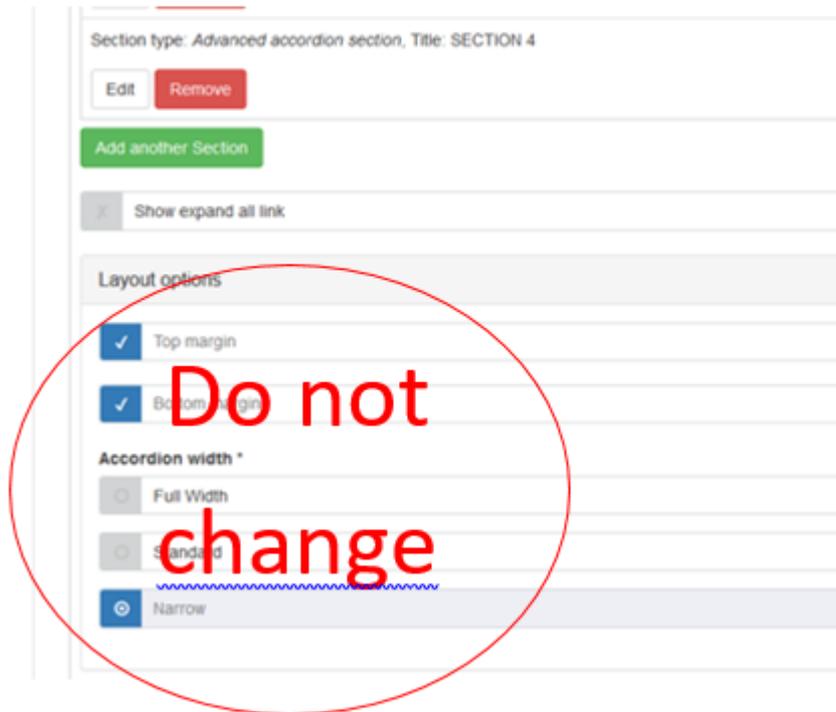
3d. Changing the order of the sections

- To change the order of the accordion sections click 'Show row weights'. At the top of the area for each section is a figure within a drop down menu. The smaller the number, the earlier in the list it will appear. Negative numbers are shown before zero. Be careful to distinguish between the order of the *accordion sections* on your page and the order of the *widgets* within those sections.
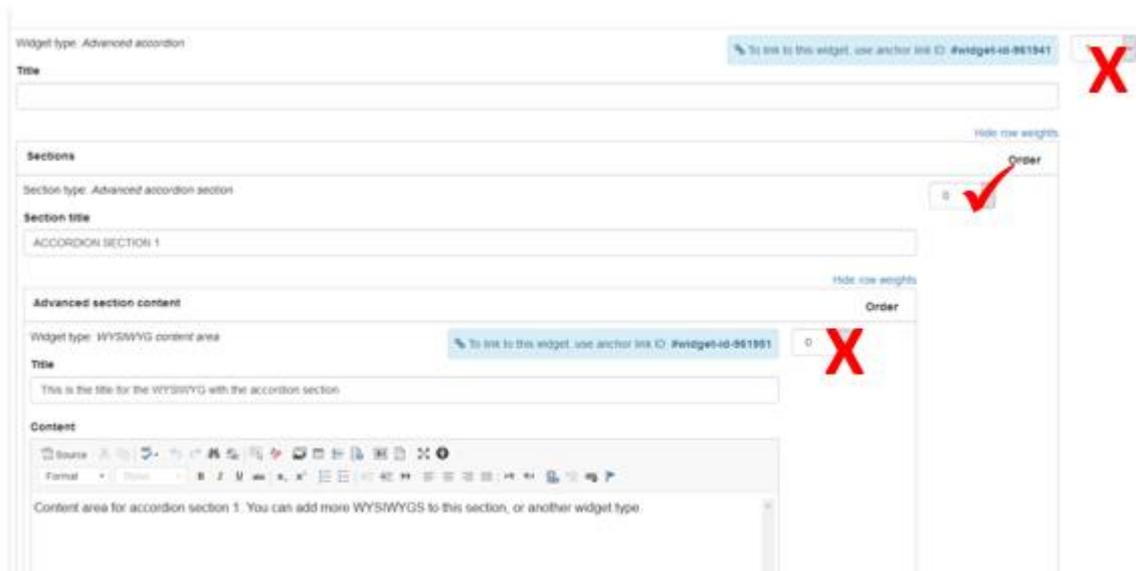
4. Region 3

Editing Region 3 is covered in the document on [editing the right hand column](#).