

13. Creating Tabbed or Accordion Pages

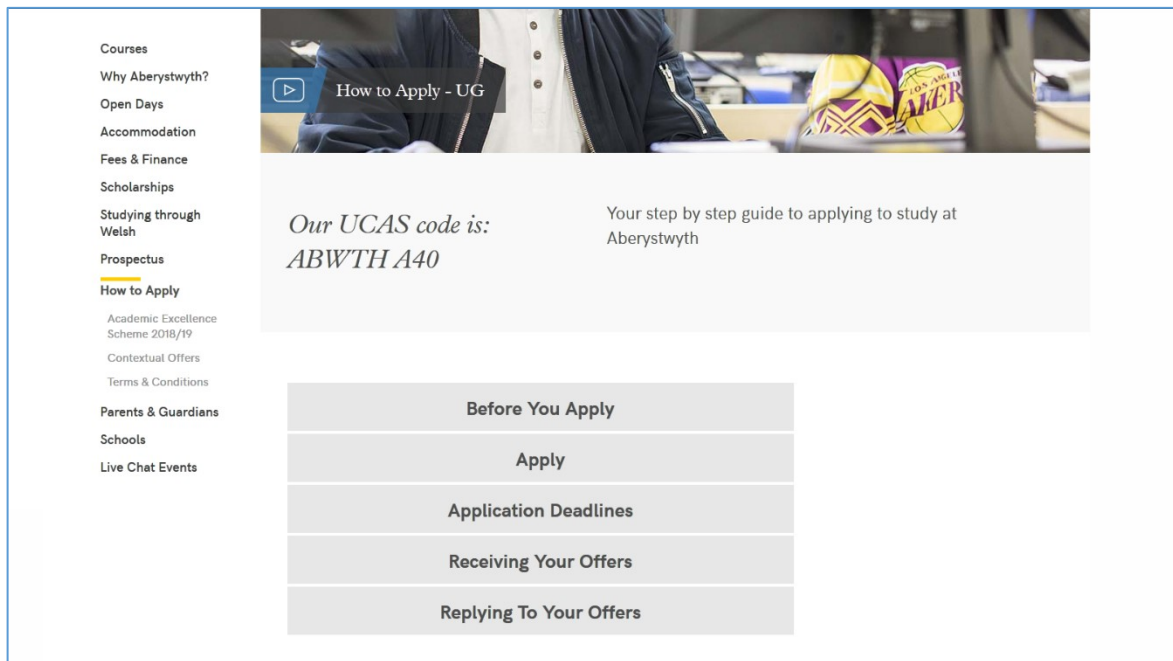
Tabbed pages and Accordion pages are used to allow multiple pieces of information to be available on the same page. They allow the user to swap between the tabs (or accordions) without moving off the main page.

Tabs:



The screenshot shows a website page for 'Cwrt Mawr Price Band 1'. On the left is a vertical navigation menu with items like 'Fferm Penglais Studio', 'Pentre Jane Morgan', 'Seafront Residences', etc. The main content area has a title 'Cwrt Mawr Price Band 1' and two buttons: 'APPLY ONLINE' and 'COMPARE RESIDENCES'. Below the title is a horizontal tabbed interface with tabs for 'Overview', 'Facilities and Services', 'What's in Your Room?', 'What's in your Shared Areas?', and 'Location'. Under 'Overview', there are sub-tabs for 'Gallery', 'Tour', and 'Fees'. The main text describes the location and recent refurbishment works.

Accordions:



The screenshot shows a website page for 'How to Apply'. On the left is a vertical navigation menu with items like 'Courses', 'Why Aberystwyth?', 'Open Days', 'Accommodation', 'Fees & Finance', 'Scholarships', 'Studying through Welsh', 'Prospectus', 'How to Apply', 'Academic Excellence Scheme 2018/19', 'Contextual Offers', 'Terms & Conditions', 'Parents & Guardians', 'Schools', and 'Live Chat Events'. The main content area features a video player titled 'How to Apply - UG'. Below the video, it displays 'Our UCAS code is: ABWTH A40' and 'Your step by step guide to applying to study at Aberystwyth'. At the bottom, there is an accordion menu with the following items: 'Before You Apply', 'Apply', 'Application Deadlines', 'Receiving Your Offers', and 'Replying To Your Offers'.

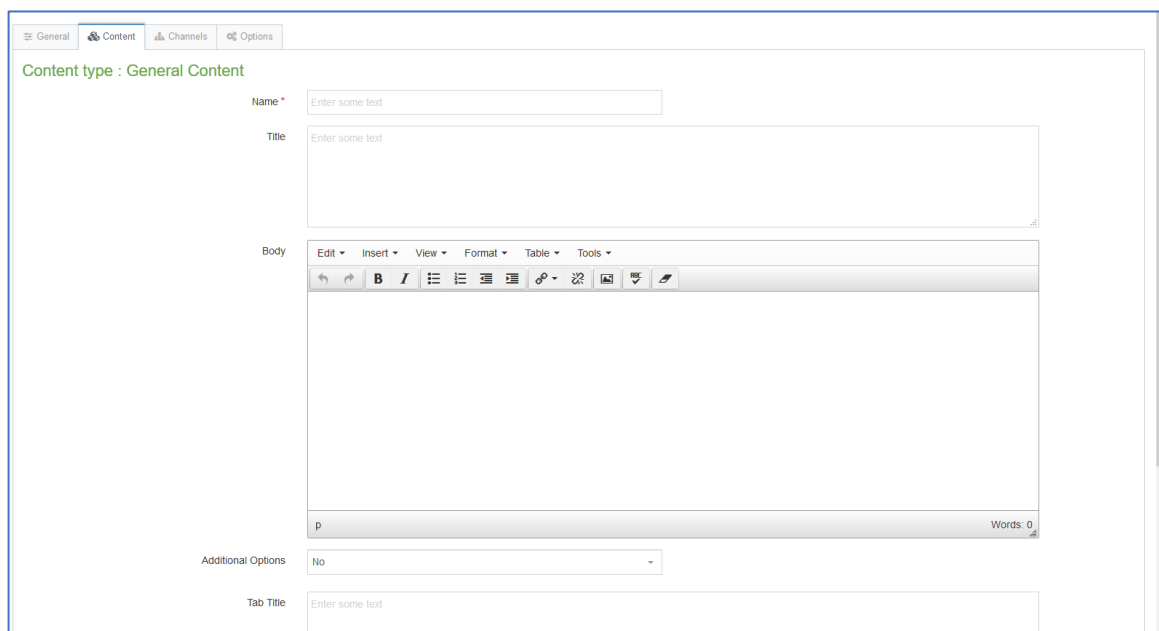
Creating a Tabbed or Accordion Page

Create Section

1. Create a new section to become your tabbed or accordion page. Name it and give it an appropriate Output URI as usual.

Add Title and Introductory Text

2. Open your newly created section and click on the Content tab.
3. Click the Create content button and choose the content template named "General Content".
4. The General Content editor will open:



The screenshot shows the 'General Content' editor interface. At the top, there are tabs for 'General', 'Content', 'Channels', and 'Options'. Below the tabs, it says 'Content type : General Content'. The main editing area is divided into several sections: 'Name' with a text input field containing 'Enter some text'; 'Title' with a larger text input field containing 'Enter some text'; 'Body' with a rich text editor toolbar (including Undo, Redo, Bold, Italic, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, and Undo) and a large text area; 'Additional Options' with a dropdown menu set to 'No'; and 'Tab Title' with a text input field containing 'Enter some text'. The bottom right corner of the body area shows 'Words: 0'.

5. Insert a name for your new content in the Name box. This isn't seen by people using the web site, but it is important that you choose something that will make sense to other CMS users.
6. Enter the title of the page in the "Title" box.
7. Enter the Introductory text in the "Body" box. This text will remain on the page all the time regardless of which tab the user is viewing below it.

8. When you have finished adding content click on the Save changes button.
9. You will be returned to the Content tab, where you can see your newly added content listed.

Creating the Tabs or Accordions

10. Now you will need to add the tabs/accordions that you wish to appear on the page. Until you do this, your page will look like an ordinary text page
11. Click the Create content button and choose the content template named "General Content" again.
12. Insert a name for your new content in the Name box. This isn't seen by people using the web site, but it is important that you choose something that will make sense to other CMS users.
13. **Don't fill in the Title box**– leave it blank.
14. Enter the content for the tab in the Body box.

Finishing Off

22. Preview your section to make sure that the tabs are appearing as you expect
23. Approve all the content and wait for the next publish to go through