

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 displays a website interface for 'Cwrt Mawr' residences. On the left, a vertical sidebar lists various accommodation options, with 'Cwrt Mawr Price Band 1' highlighted. The main content area features a large photograph of a modern, multi-story residential building. Below the image are three icons with labels: 'Virtual Tour', 'Apply Online', and 'Compare Residences'. A horizontal tabbed menu is positioned below the icons, with 'Overview' selected. Underneath the tabs, there is a 'Gallery' section and a text block stating: 'Cwrt Mawr is situated at the top of the Penglais Campus close to Trefloyne and Rosser halls of residences. Many of the rooms also embrace fine views of the town and the bay, which are just a ten minute walk away.'

Accordions:

The screenshot shows a website interface with an accordion-style list of steps. The left sidebar contains a navigation menu with items like 'Accommodation', 'Scholarships', 'Open Days', 'Before You Apply', 'During Your Application', 'Step-by-Step Guide', 'Contextual Offers', 'Personal Statements', 'Departmental Advice', 'Entry Requirements', 'English Requirements', 'After You've Applied', 'Online Resources Hub', 'Foundation Year', 'Virtual Tour', 'Fees & Finance', 'Why Aberystwyth?', 'Studying through the medium of Welsh', 'Student Recruitment and Widening Participation Team', and 'Live Chat Events'. The main content area displays a list of seven steps, with the first step expanded to show text: 'register. importantly the buzzword. If you're not attending a school or college, don't worry, you can self-register yourself. Below are the steps that you need to take when completing the online UCAS application form:'. The steps are: 1. Research, research and research again; 2. Start inputting your personal information now; 3. Student Finance (UK & EU applicants); 4. The Personal Statement; 5. Selecting five courses; 6. Review your application; 7. Ask for a reference and pay your fee.

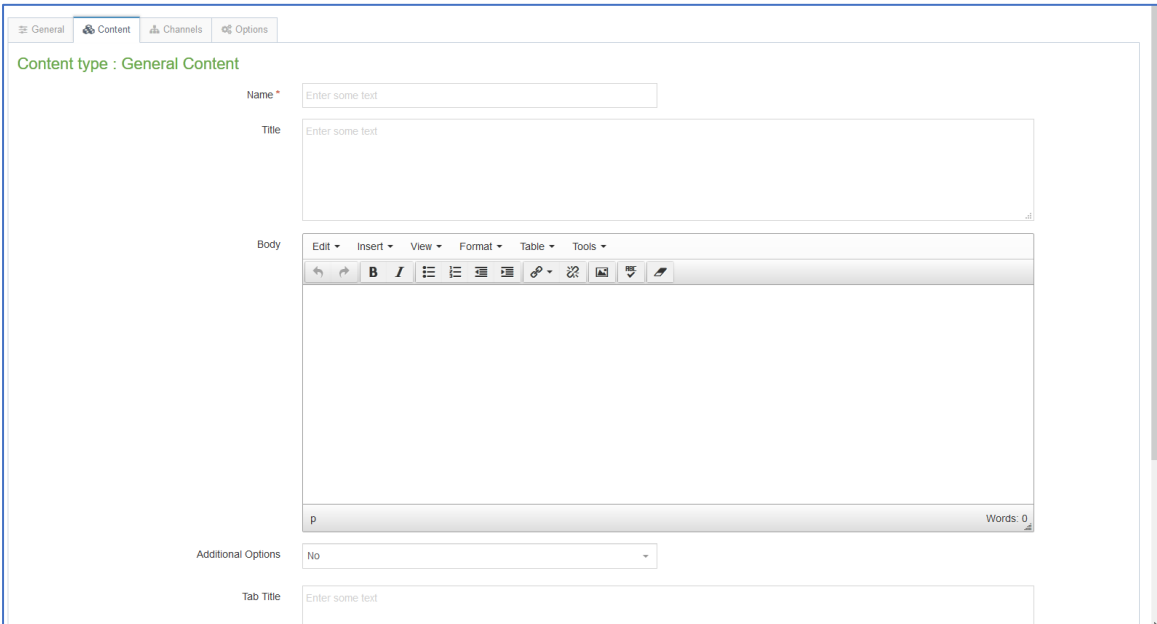
Creating a Tabbed or Accordion Page

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 Add 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' which contains a rich text editor with a menu (Edit, Insert, View, Format, Table, Tools) and a toolbar with icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, image, and a 'p' paragraph tag. At the bottom right of the body area, it says 'Words: 0'. Below the body area is an 'Additional Options' dropdown menu set to 'No'. At the very bottom, there is a 'Tab Title' text input field containing 'Enter some text'.

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.

15. Scroll down so that you can see the Additional Options drop-down menu and the Tab Title box at the bottom of the template:

The screenshot shows the 'General Content' template form in a CMS. At the top left, it says 'Content type : General Content'. The form has several fields: 'Name' with the value 'tab 1', 'Title' with the placeholder 'Enter some text', 'Body' with a rich text editor containing the text 'Lots of exciting information is revealed inside this tab.' and a 'Words: 8' counter, 'Additional Options' with a dropdown menu set to 'No', 'Tab Title' with the placeholder 'Enter some text', and 'Linkable' with a dropdown menu set to 'Yes'. At the bottom right, there are 'Back' and 'Save changes' buttons.

16. Choose 'Yes' in the Additional Options drop-down menu
17. You should now see the additional options of 'Accordion' or 'Tabbed' – pick the one you want to use.
18. Type the title of the tab in the Tab Title box.
19. If you would like the ability to link directly to a specific tab or accordion with the page, set the Linkable drop-down menu to Yes.
20. When you have finished, click on the Save changes button.
21. Repeat the process from points 11 to 20 above until you have finished adding all your tabs/accordions. Ensure that all headings have been set to the correct level, in accordance with [Digital Accessibility Guidance for Staff](#).

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