

Humanities T4 training: Creating an accordion item using the Accordion item (Hum-RWD) content type

In this document, we will show you how to create an accordion item using the 'Accordion item (Hum-RWD)' content type.

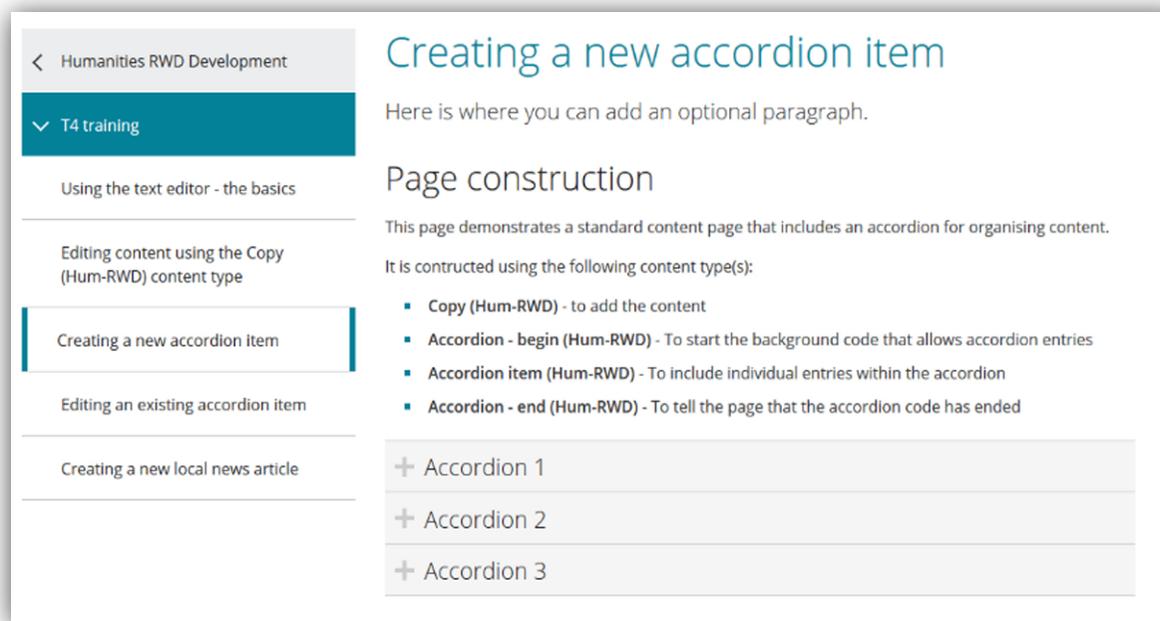
Please note that this document should be used as [an accompaniment to the video of the same name](#) which can be found on the Humanities staff intranet.

Please note that as a T4 contributor, you can only create an accordion item in a pre-existing accordion. If you need to create an accordion from scratch, please contact the Humanities Web Team, as we need to add other content types to make the accordion work as it should.

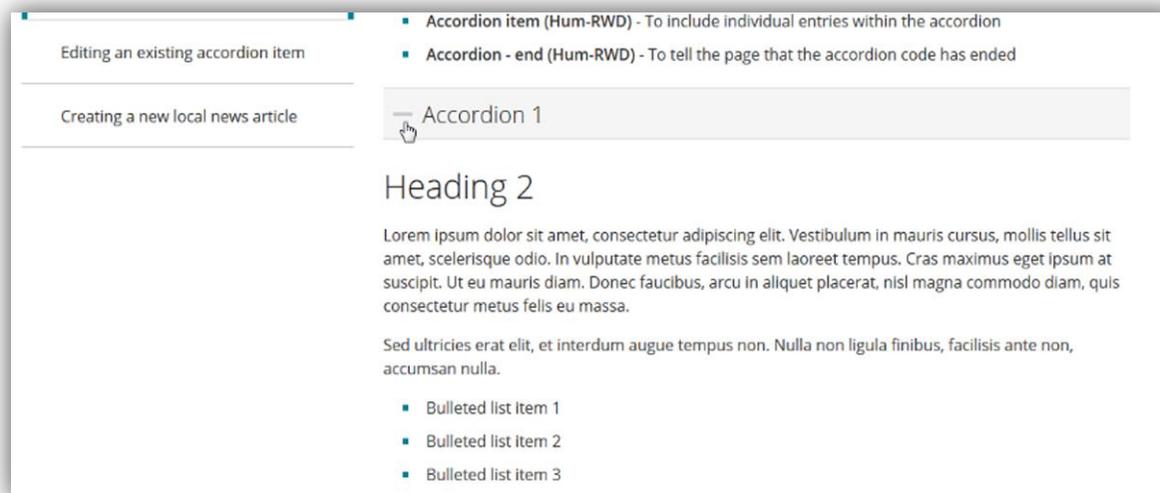
We use accordion items to show or hide lengthy content on a web page.

The default state of an accordion item is closed, allowing many accordion items to stack.

A plus and minus toggle icon opens and closes the accordion to reveal or hide the content as required.

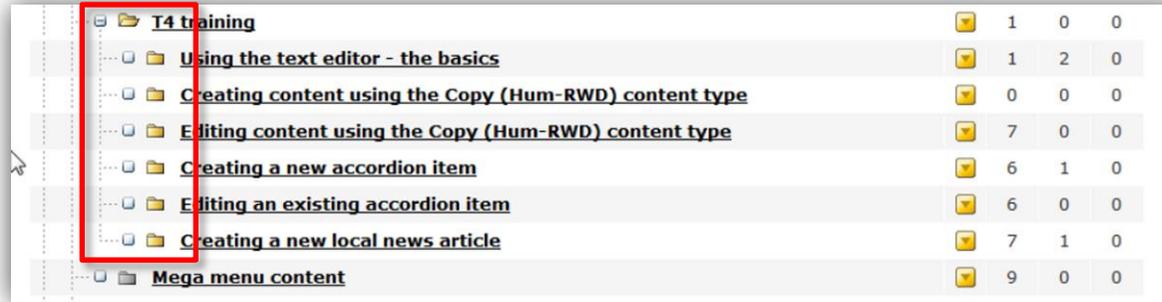


The screenshot shows a content editor interface. On the left is a navigation menu with the following items: 'Humanities RWD Development', 'T4 training' (expanded), 'Using the text editor - the basics', 'Editing content using the Copy (Hum-RWD) content type', 'Creating a new accordion item' (highlighted), 'Editing an existing accordion item', and 'Creating a new local news article'. The main content area is titled 'Creating a new accordion item' and contains the text 'Here is where you can add an optional paragraph.' followed by a section 'Page construction' which states 'This page demonstrates a standard content page that includes an accordion for organising content. It is constructed using the following content type(s):' and lists three content types: 'Copy (Hum-RWD) - to add the content', 'Accordion - begin (Hum-RWD) - To start the background code that allows accordion entries', and 'Accordion item (Hum-RWD) - To include individual entries within the accordion'. Below this is 'Accordion - end (Hum-RWD) - To tell the page that the accordion code has ended'. At the bottom, there are three accordion items, each with a plus icon and the label 'Accordion 1', 'Accordion 2', and 'Accordion 3' respectively.

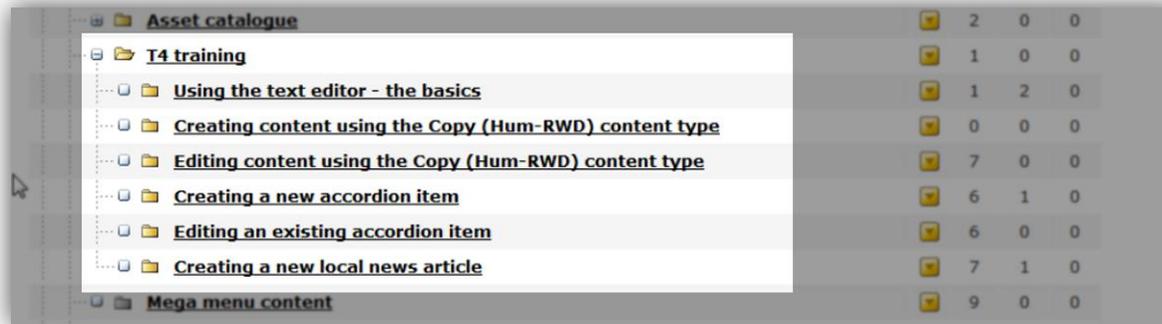


The screenshot shows the same content editor interface, but with the 'Editing an existing accordion item' option selected in the navigation menu. The main content area shows an accordion item labeled 'Accordion 1' which is expanded. A hand cursor is pointing at the minus icon on the left of the accordion header. Below the header is a 'Heading 2' followed by a paragraph of Lorem Ipsum text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum in mauris cursus, mollis tellus sit amet, scelerisque odio. In vulputate metus facilisis sem laoreet tempus. Cras maximus eget ipsum at suscipit. Ut eu mauris diam. Donec faucibus, arcu in aliquet placerat, nisl magna commodo diam, quis consectetur metus felis eu massa.' Below this is another paragraph: 'Sed ultricies erat elit, et interdum augue tempus non. Nulla non ligula finibus, facilisis ante non, accumsan nulla.' and a bulleted list with three items: 'Bulleted list item 1', 'Bulleted list item 2', and 'Bulleted list item 3'. The navigation menu on the left is the same as in the previous screenshot.

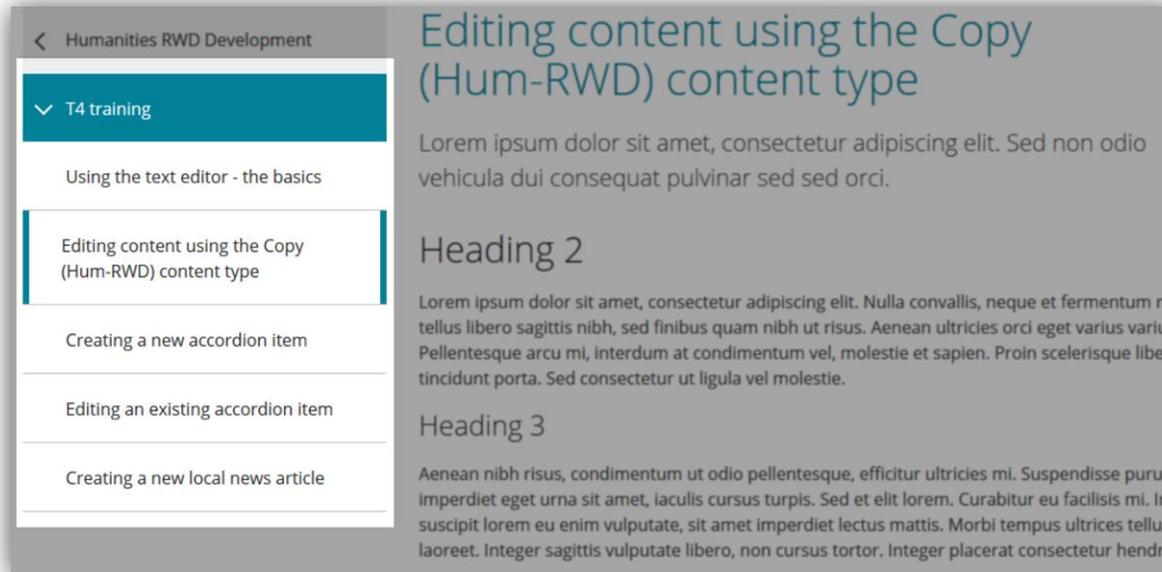
To create an accordion item, you first need to navigate to the relevant section in T4. Use the grey 'plus' icons to open up the folder structure and navigate to the section which you wish to add to.



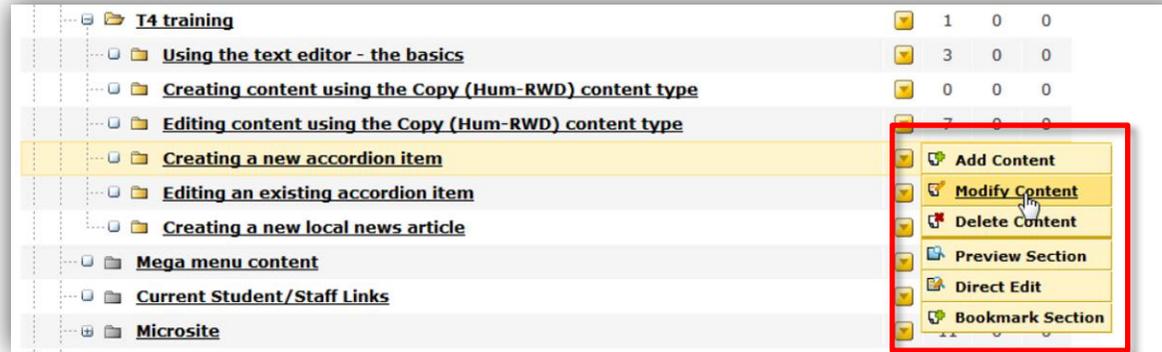
The folder structure within T4 mirrors the structure of the website that you are working on.



In this example, the 'Creating content using the Copy (Hum-RWD) content type' folder in T4 doesn't appear on the website's left hand navigation because there are no pieces of content in it - empty folders in T4 will never appear in your website's navigation.



Hover over the yellow arrow for the section that you would like to add the accordion item to. A drop down menu will appear with a number of options. Even though you want to add new content, for now, select 'Modify content'.



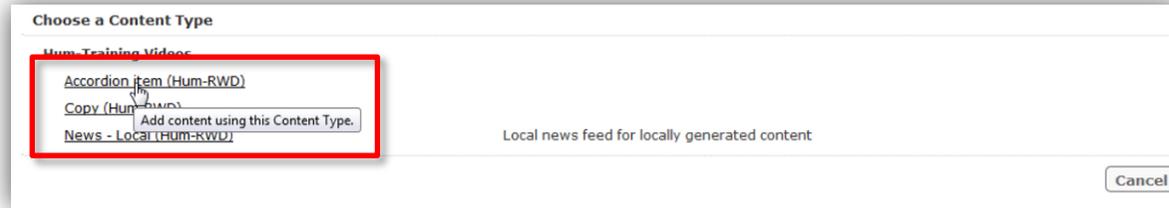
This allows you to see the other accordion items to which you will be adding the new accordion item – make a note of (or copy ready for pasting – as we have done in this example) the naming convention of the other accordion items so you can follow the same format.

Name	Version	Status	Last Modified	Move	Lock
humanities-t4training-creatingaccordions-content	1.0	Approved	01 Nov '17 10:33:53		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	Approved	01 Nov '17 10:35:12		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	Approved	01 Nov '17 10:35:52		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	Approved	01 Nov '17 10:36:21		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39		<input checked="" type="checkbox"/>

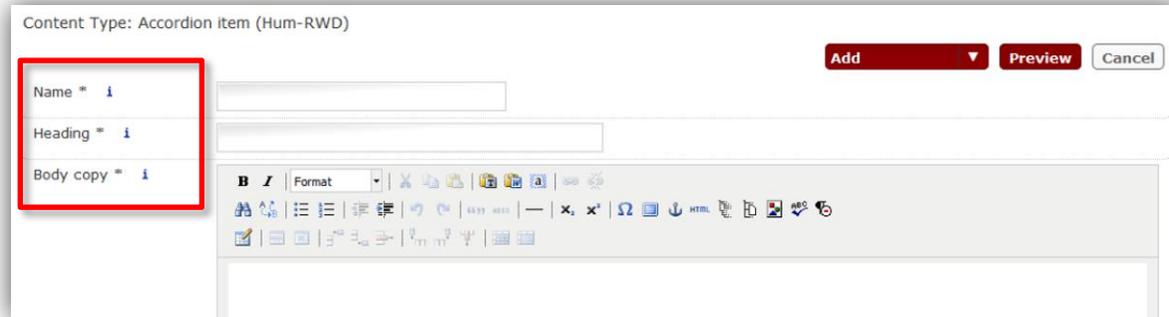
Click on the 'Add content' button.

Existing Content					
Name	Version	Status	Last Modified	Move	Lock
humanities-t4training-creatingaccordions-content	1.0	Approved	01 Nov '17 10:33:53		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	Approved	01 Nov '17 10:35:12		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	Approved	01 Nov '17 10:35:52		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	Approved	01 Nov '17 10:36:21		<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39		<input checked="" type="checkbox"/>

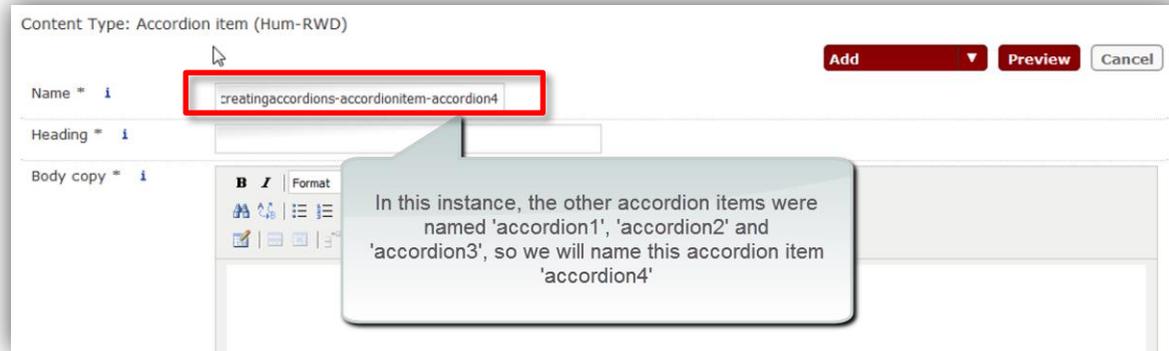
Select 'Accordion item (Hum-RWD)' from the 'Choose a Content Type' menu.



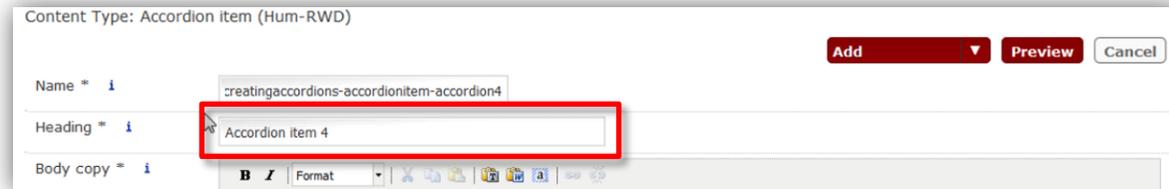
The 'Accordion item (Hum-RWD)' content type has three fields – 'Name', 'Heading' and 'Body copy'.



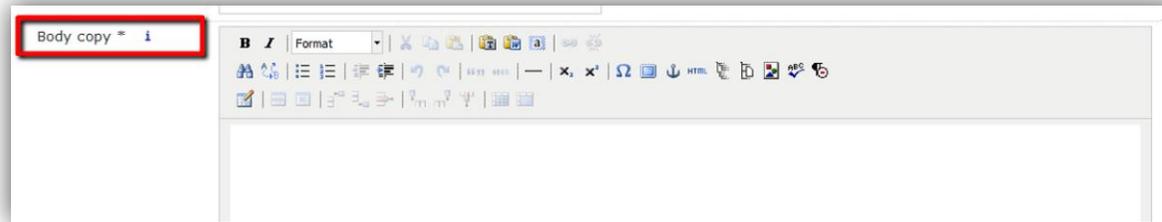
In the 'Name' field, follow the naming convention of the other accordion items, but remember to give your accordion item a unique name at the end of the field.



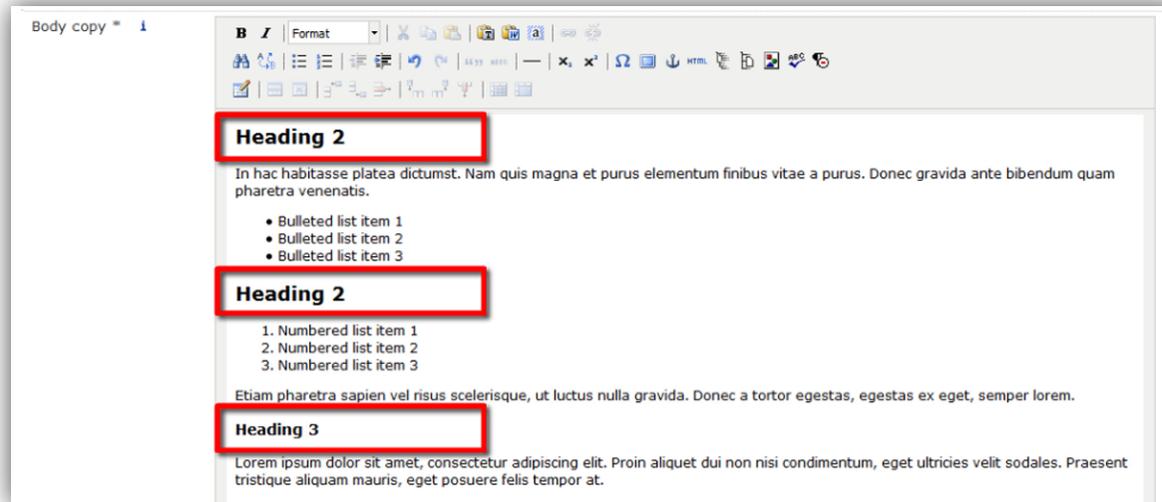
In the 'Heading' field, give your accordion item a suitable name, using other accordion items on the page as a guide – try to be consistent if appropriate.



In the 'Body copy' field, type and format your copy as you would like it to appear on your web page using the T4 text editor.



If you require further headings within the content, use Heading 2 and Heading 3 paragraph styles. Never use Heading 1 in an accordion.

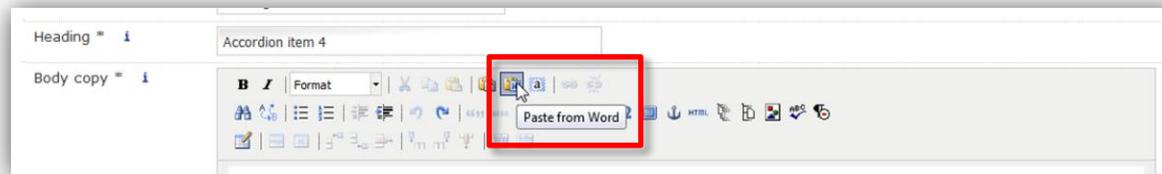


For more information about the functions of the T4 text editor, please refer to the '[Using the text editor – the basics](#)' training video.

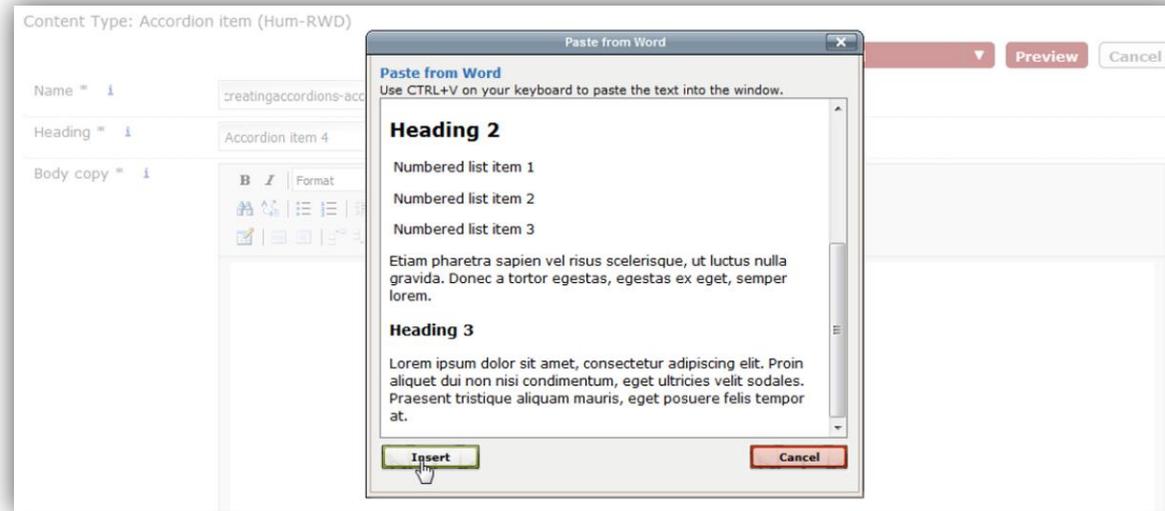
Please refer to the '[Writing for the web](#)' training video for some useful 'dos' and 'don'ts' to bear in mind when formatting your copy.

You can find all of our T4 training videos on the Humanities staff intranet.

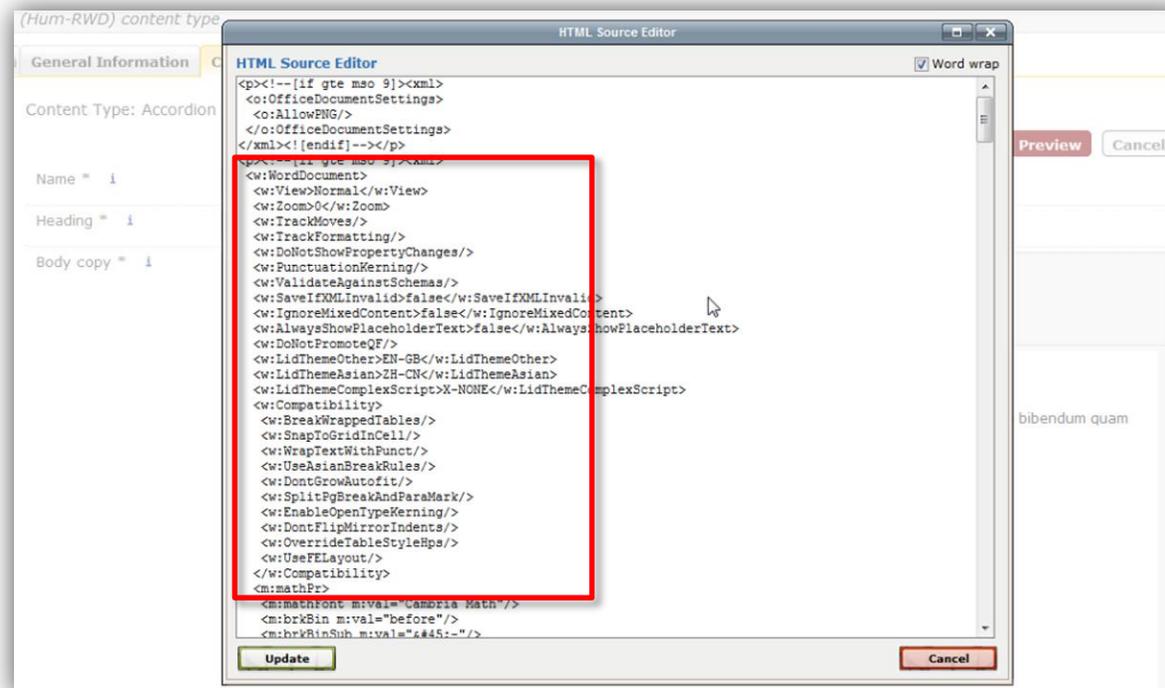
Please note that if you are copying and pasting content from Microsoft Word or other external sources, please first select the 'Paste from Word' icon in the text editor in T4.



Then paste the external content in the pop up box and click on 'Insert' rather than pasting directly into the 'Body copy:' field.



MS Word content pasted directly into T4 can carry a lot of hidden formatting which can affect the appearance of the text you wish to display – using the 'Paste from Word' option minimises the impact of this hidden formatting.



When you've finished adding your content, save the new accordion item as a draft – as your content isn't quite ready, you don't want to submit it to the Humanities web team for approval just yet.

Accordion items **must** sit between an 'Accordion begin (Hum-RWD)' and an 'Accordion end (Hum-RWD)' content type to function as an expandable accordion, therefore you need to put your content in the correct place.

You will see the accordion item you have just created at the bottom of the list of content types. Use the chevrons to move your new accordion item so that it sits wherever it needs to go within the other accordion items, and between 'accordion begin' and 'accordion end'.



Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> humanities-t4training-creatingaccordions-content	1.0	Approved	01 Nov '17 10:33:53		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	Approved	01 Nov '17 10:35:12		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	Approved	01 Nov '17 10:35:52		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	Approved	01 Nov '17 10:36:21		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39		<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					

Lock/UnLock All /

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> humanities-t4training-creatingaccordions-content	1.0	Approved	01 Nov '17 10:33:53		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	Approved	01 Nov '17 10:35:12		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	Approved	01 Nov '17 10:35:52		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	Approved	01 Nov '17 10:36:21		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39		<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion4	0.0.1	Draft	17 Jan '18 15:03:40		<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					

Lock/UnLock All /

The single chevrons (highlighted on the diagram on the right in a blue rectangle within the red rectangle) move your content one place up or down in the list of content types.

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> humanities-t4training-creatingaccordions-content	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:33:53	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:35:12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:35:52	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:36:21	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion4	<input type="checkbox"/> Draft	<input type="checkbox"/> Draft	17 Jun '18 15:03:40	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					<input type="checkbox"/>

The double chevrons (highlighted on the diagram on the right in the blue rectangles within the red rectangle) move the content either to the top or to the bottom of the list of content types.

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion4	<input type="checkbox"/> Draft	<input type="checkbox"/> Draft	17 Jun '18 15:03:40	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-content	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:33:53	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:34:50	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:35:12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:36:21	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	<input type="checkbox"/> Approved	01 Nov '17 10:35:52	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					<input type="checkbox"/>

Once you have moved your content into the correct place, click on 'Save Changes'.

Automatic Ordering
Enabled
Method: Alphabetical (A-Z)

Existing Content

Name	Version	Status	Last Modified	Move	Lock
------	---------	--------	---------------	------	------

A pop up box will appear in T4 if you forget to click on save changes and try to navigate away from this screen. If this happens, click on 'Stay on Page' and then click on 'Save Changes'.

Content currently in this section.

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page Stay on Page

You now need to go back into your accordion item to preview it and send it to the Humanities web team for approval.

Hover over the yellow down arrow and select 'Modify'.

Name	Version	Status	Last Modified	Move	Lock
<input type="checkbox"/> humanities-t4training-creatingaccordions-content	1.0	Approved	01 Nov '17 10:33:53	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionbegin	1.0	Approved	01 Nov '17 10:33:50	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion1	1.0	Approved	01 Nov '17 10:33:12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion3	1.0	Approved	01 Nov '17 10:33:21	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion2	1.0	Approved	01 Nov '17 10:33:52	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> humanities-t4training-creatingaccordions-accordionitem-accordion4	0.0.1	Approved	01 Nov '18 15:03:40	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
humanities-t4training-creatingaccordions-accordionend	1.0	Approved	01 Nov '17 10:36:39	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Select All					

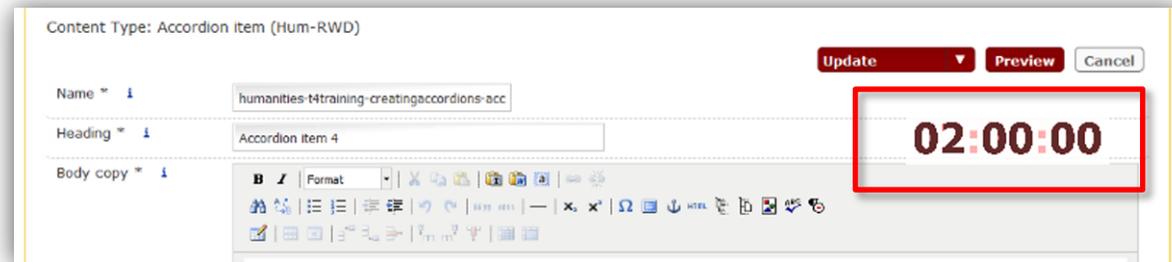
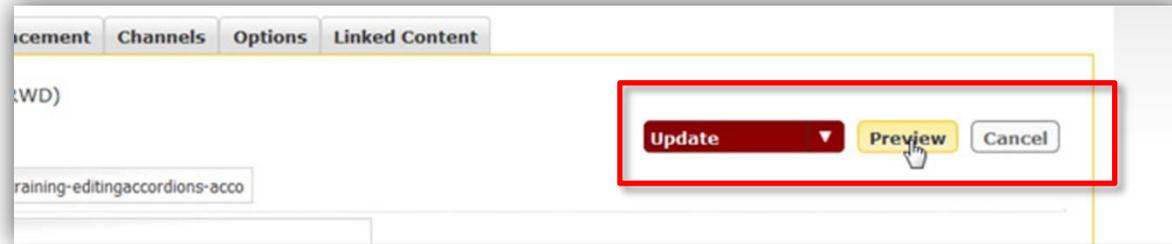
Lock/UnLock All

Use the preview button to see how your content will look on the live website. The preview will appear in a new tab in your browser and may take a few seconds to load.

When you are happy with your content, click on the 'Add' or 'Update' button. Your changes will be automatically submitted to the Humanities Web Team for approval.

You will receive an email notification when your changes have been approved, and updates will be live on your website following the next scheduled publish.

A publishing cycle runs on every Faculty website every two hours.



Please contact the Humanities web team for more information or advice about your website.



The slide features a dark background with a blurred image of a building. In the top left corner is the University of Manchester logo (MANCHESTER 1824 The University of Manchester). In the top right corner is the t4 TERMINALFOUR logo. The main title is 'Faculty of Humanities web team contact details'. Below this, the roles and names of team members are listed with their contact numbers.

MANCHESTER
1824
The University of Manchester

Faculty of Humanities web team contact details

t⁴
TERMINALFOUR

Web Content and Digital Marketing Manager
Philip Moores - 61630

Web Officers
Warren Gates - 61638
Claire Morris - 62188
Dermot Nuttall - 52020/54845
Tony Rickard - 61749
Tracy Timperley - 62656/7759414

Web Content Editors
Dominic Claeys-Jackson (SEED) - 51397/07876 845944
TBC (SoSS) - 53252/07876 845945
Dipika Mummery (SALC) - 61928
Phil Olsen (Law) - 61104/07876 845946

Please submit general website requests via the Support Centre:
<http://man.ac.uk/tYd70M>