

## Humanities T4 training: Editing an existing accordion item

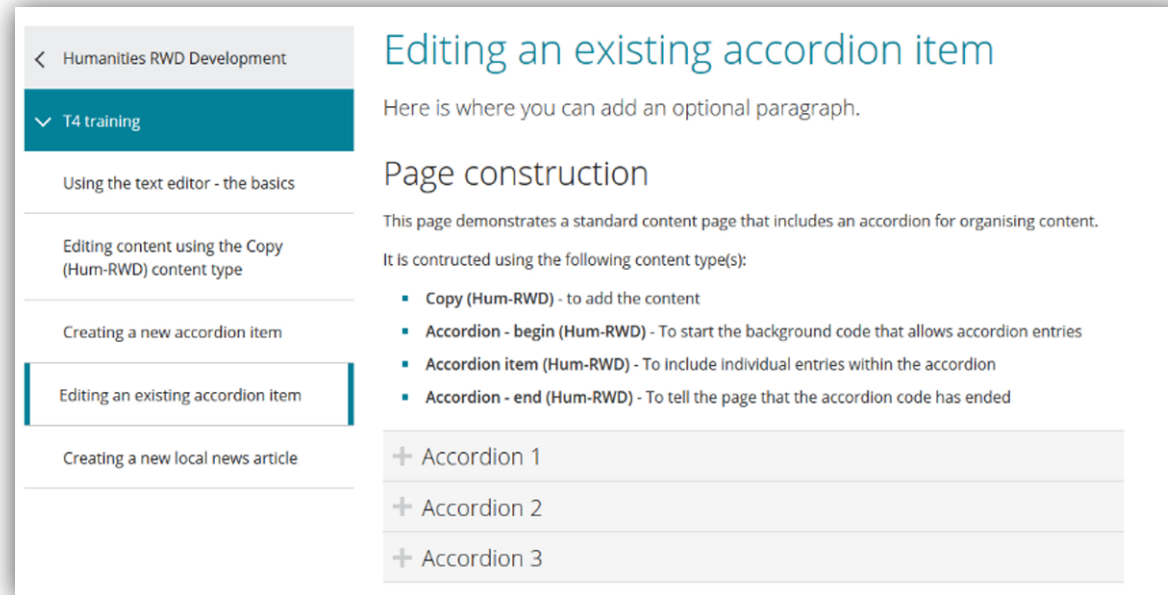
This video will show you how to edit the content in an existing accordion that has been created using the 'Accordion item (Hum-RWD)' content type.

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.

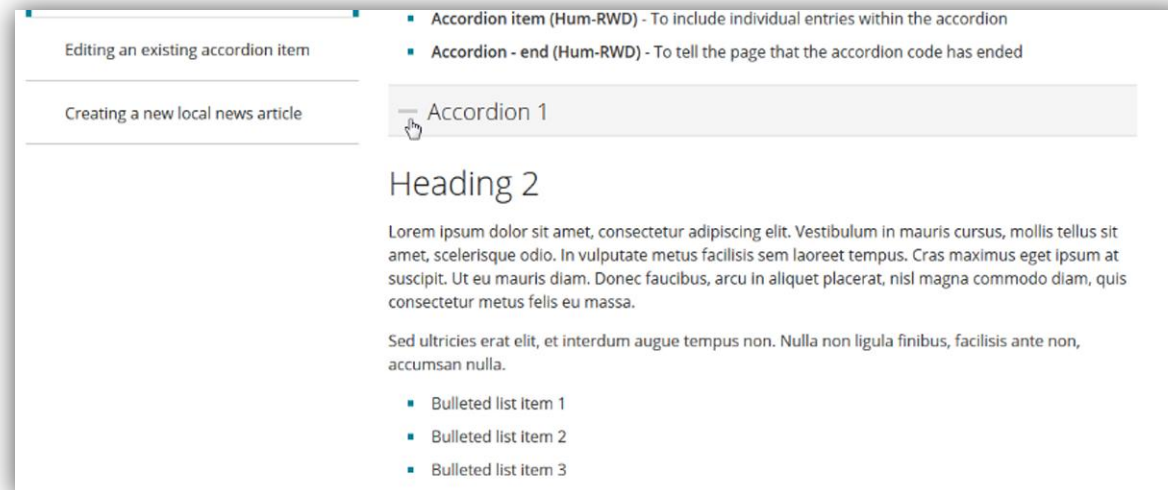
We use accordion items to show or hide lengthy content on a web page.

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 web page with a sidebar on the left and a main content area on the right. The sidebar has a breadcrumb trail: 'Humanities RWD Development' > 'T4 training'. Under 'T4 training', there are five menu items: 'Using the text editor - the basics', 'Editing content using the Copy (Hum-RWD) content type', 'Creating a new accordion item', 'Editing an existing accordion item' (which is highlighted with a blue bar), and 'Creating a new local news article'. The main content area has a title 'Editing an existing accordion item' and a subtitle 'Here is where you can add an optional paragraph.' Below this is a section 'Page construction' with a description: 'This page demonstrates a standard content page that includes an accordion for organising content. It is constructed using the following content type(s):'. A bulleted list follows: 'Copy (Hum-RWD) - to add the content', 'Accordion - begin (Hum-RWD) - To start the background code that allows accordion entries', 'Accordion item (Hum-RWD) - To include individual entries within the accordion', and 'Accordion - end (Hum-RWD) - To tell the page that the accordion code has ended'. At the bottom of the main content area, there are three accordion items, each with a plus sign icon and the text 'Accordion 1', 'Accordion 2', and 'Accordion 3' respectively.



The screenshot shows the same web page as above, but with the 'Editing an existing accordion item' menu item selected. The main content area now shows the 'Accordion 1' item expanded, with a minus sign icon and a hand cursor over it. Below the expanded accordion is a heading '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 the paragraph is another paragraph: 'Sed ultricies erat elit, et interdum augue tempus non. Nulla non ligula finibus, facilisis ante non, accumsan nulla.' At the bottom, there is a bulleted list with three items: 'Bulleted list item 1', 'Bulleted list item 2', and 'Bulleted list item 3'.

To edit an accordion, 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 update.

+	T4 training	1	0	0
+	Using the text editor - the basics	1	2	0
+	Creating content using the Copy (Hum-RWD) content type	0	0	0
+	Editing content using the Copy (Hum-RWD) content type	7	0	0
+	Creating a new accordion item	6	1	0
+	Editing an existing accordion item	6	0	0
+	Creating a new local news article	7	1	0
+	Mega menu content	9	0	0

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

+	Asset catalogue	2	0	0
+	T4 training	1	0	0
+	Using the text editor - the basics	1	2	0
+	Creating content using the Copy (Hum-RWD) content type	0	0	0
+	Editing content using the Copy (Hum-RWD) content type	7	0	0
+	Creating a new accordion item	6	1	0
+	Editing an existing accordion item	6	0	0
+	Creating a new local news article	7	1	0
+	Mega menu content	9	0	0

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.

Humanities RWD Development

- ✓ T4 training
  - Using the text editor - the basics
  - Editing content using the Copy (Hum-RWD) content type
  - Creating a new accordion item
  - Editing an existing accordion item
  - Creating a new local news article

## Editing content using the Copy (Hum-RWD) content type

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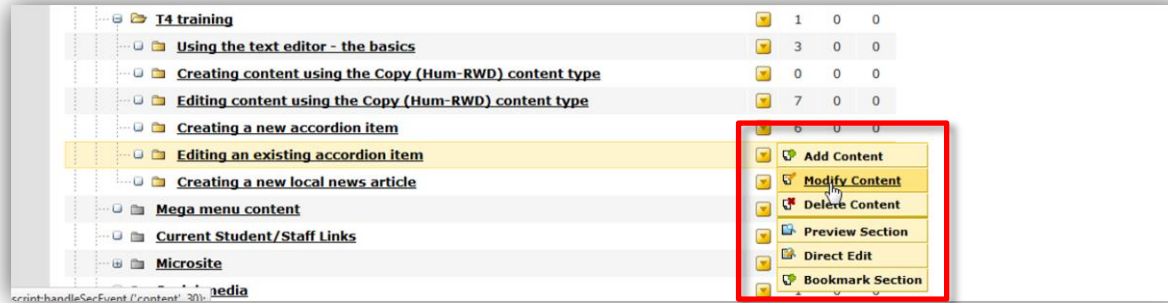
### Heading 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla convallis, neque et fermentum mo tellus libero sagittis nibh, sed finibus quam nibh ut risus. Aenean ultricies orci eget varius varius. Pellentesque arcu mi, interdum at condimentum vel, molestie et sapien. Proin scelerisque libero tincidunt porta. Sed consectetur ut ligula vel molestie.

### Heading 3

Aenean nibh risus, condimentum ut odio pellentesque, efficitur ultricies mi. Suspendisse purus v imperdiet eget urna sit amet, iaculis cursus turpis. Sed et elit lorem. Curabitur eu facilisis mi. Inte suscipit lorem eu enim vulputate, sit amet imperdiet lectus mattis. Morbi tempus ultrices tellus r laoreet. Integer sagittis vulputate libero, non cursus tortor. Integer placerat consectetur hendrer

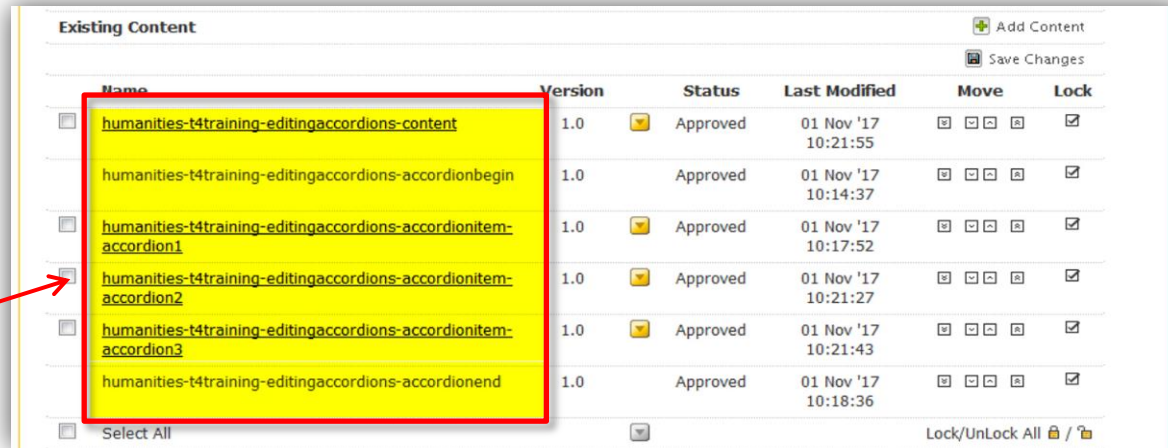
Hover over the yellow arrow for the section that you would like to update. A drop down menu will appear with a number of options. Select 'Modify content'.



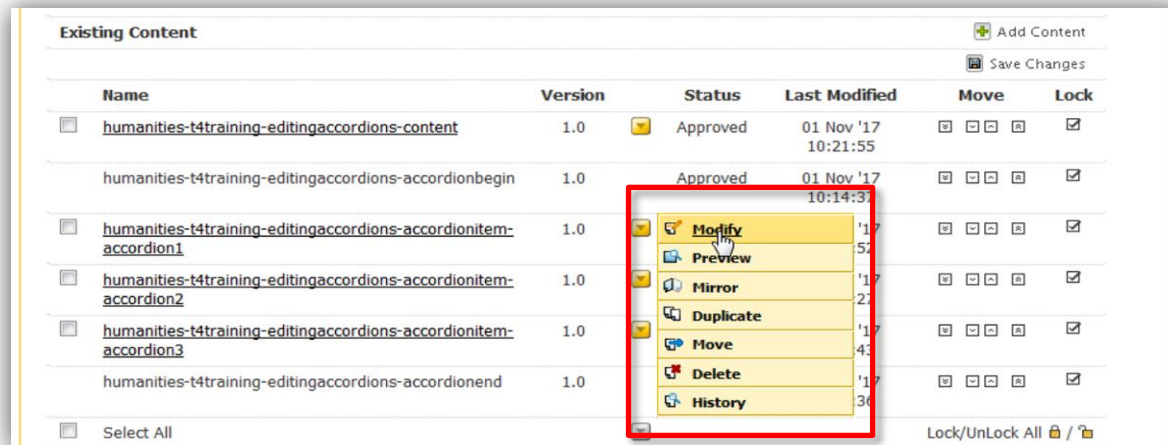
You will now be presented with a list of content types that make up the page you wish to update.

Each item in the list represents a separate piece of content and is labelled accordingly. The text description will indicate what the content is, and where it is located.

For example, you can see that on this page there is a piece of copy (content) and an accordion with several accordion items.



We would like to update a specific accordion item on this page – in this case 'accordion1' -so hover the cursor over the yellow arrow. When the drop down menu appears, select 'Modify content'.



There are three fields that make up the 'Accordion item (Hum-RWD)' content type – 'Name', 'Heading' and 'Body copy'.

As you are editing an existing accordion item, leave the 'Name' field as it is.

You can change the accordion item heading if you wish – just delete the text you no longer require and type in a new heading.

Content Type: Accordion item (Hum-RWD)

Name \*

Heading \*

Body copy \*

Update Preview Cancel

Content Type: Accordion item (Hum-RWD)

Name \*

Heading \*

Body copy \*

Update Preview Cancel

Content Type: Accordion item (Hum-RWD)

Name \*

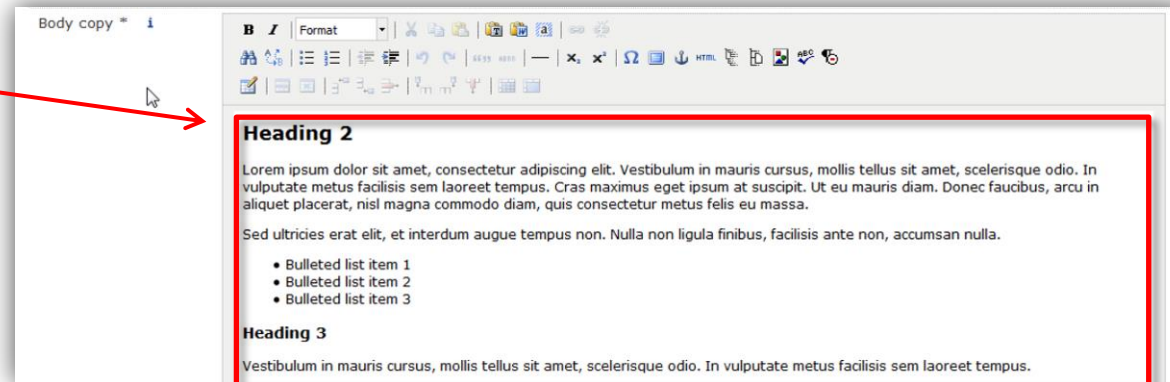
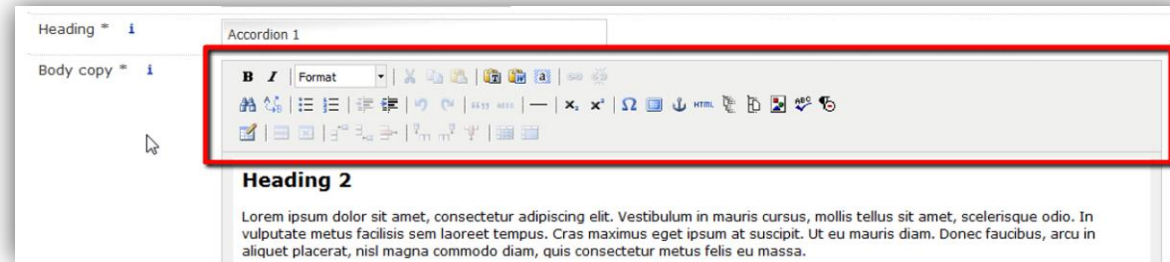
Heading \*

Body copy \*

Update Preview Cancel

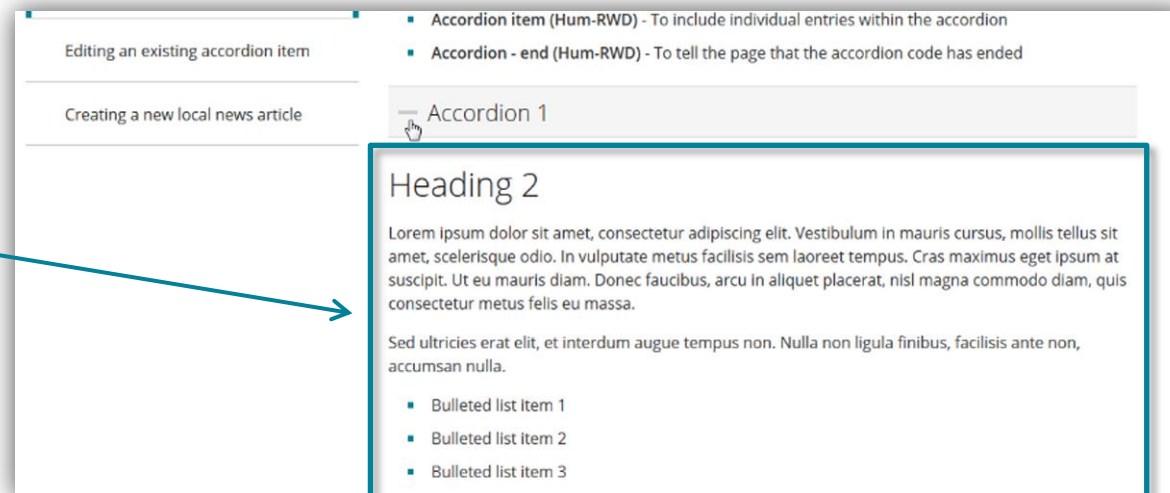
The main content of the accordion item can be found in the 'Body copy' field. This field contains its own WYSIWYG text editor, with similar icons and functions that you should be familiar with in MicroSoft Word and other similar software products.

Using the text editor, update the copy, changing any headings, text, bullets or links you require.



You should avoid adding extra line spacing between headings, paragraphs and bullet points, as the paragraph styles in T4 are already set up to provide adequate space between sections.

For more information about the functions of the T4 text editor, please refer to the '[Using the text editor – the basics](#)' training video which can be found on the Humanities staff intranet.

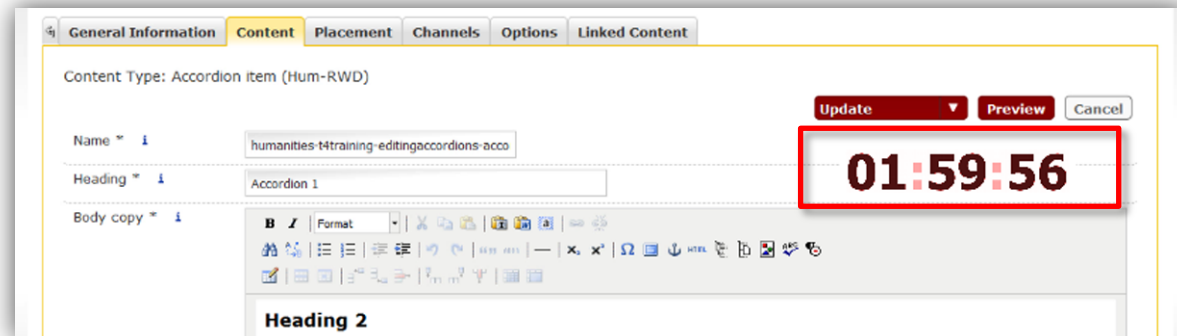
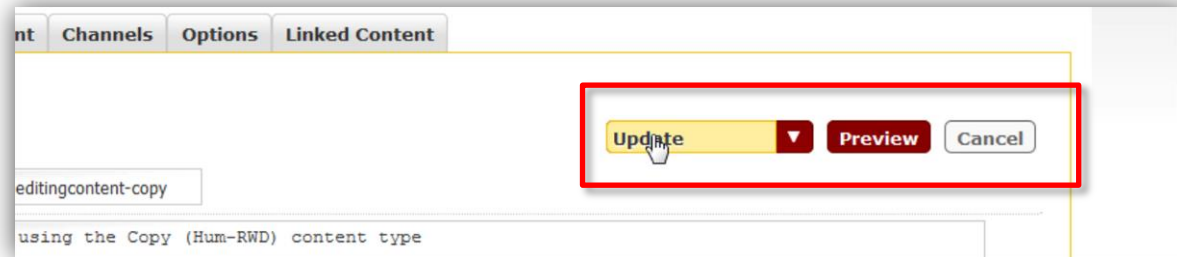
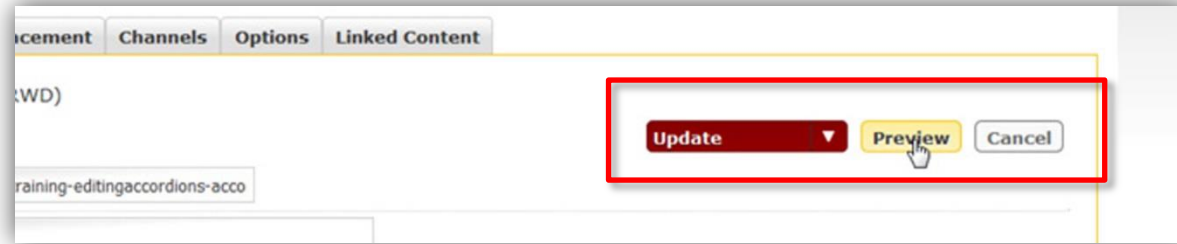


Use the preview button to see how your content will look on the live website. The preview will appear in a new tab in your browser and may take a few seconds to load.

When you are happy with your changes, click on the '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, and in the top right corner is the 't' 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**

**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

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<http://man.ac.uk/tYd70M>