

CONNECTICUT

Sitecore Training

How to Create an Accordion Component (Content Editor) Part 1.

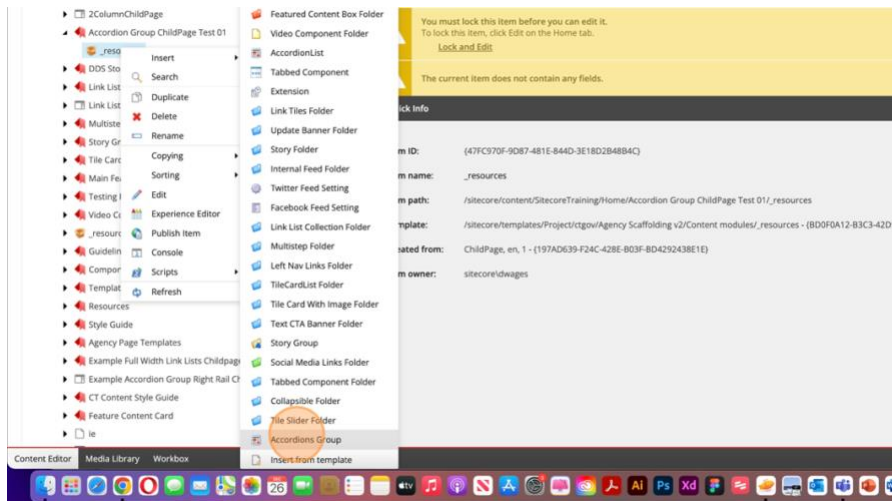
Introduction

The accordion component displays content and links that would otherwise make the page excessively long or difficult to read. However, using accordions is best when other content components don't work. Usually, the ideal route is to follow content best practices and focus on on-page content structure.

Generally, story group components, link lists, and headers work well for structuring content. Or, you can always separate content into different pages. As accordions consolidate space, they hide content from users. That said, not everyone will understand how they work. On the other hand, if you've tried alternative options and have a great deal of simple content and links, then accordions may be a good solution.

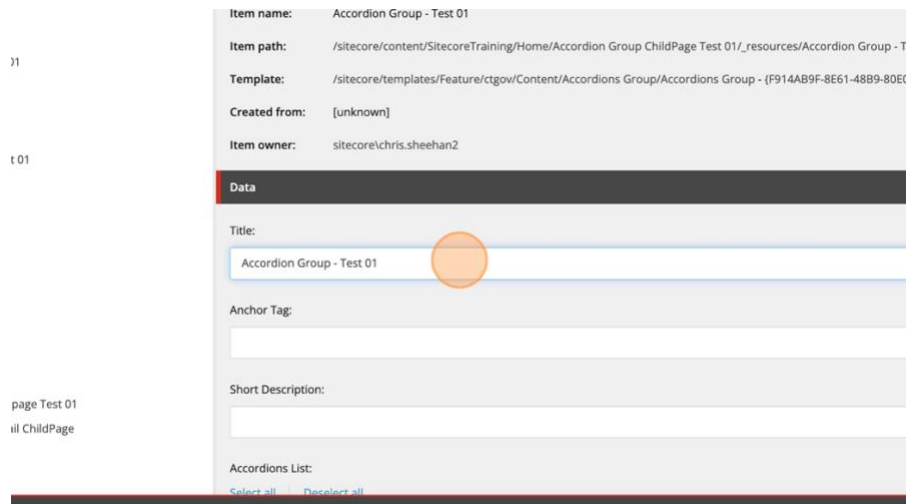
Step 1

Locate the "_resources" box and right click it. Click "Insert". Then click "Accordions Group". Give the Accordion Group a unique name and click "OK".



Step 2

Click on the "Accordion Group" component, and in the right panel, fill in the details. First, fill in the Title.



Step 3

Next, go to the "Short Description". Fill in the Description.

The screenshot shows the 'Data' tab in the Sitecore Content Editor. The 'Title' field contains 'Accordion Group - Test 01'. The 'Anchor Tag' field is empty. The 'Short Description' field contains the text 'Short description here for the Accordions Group component', with an orange circle highlighting the end of the text. Below this, the 'Accordions List' section shows 'Select all' and 'Deselect all' buttons, and a list of items under the 'All' column, with a 'Selected' column to the right.

Step 4

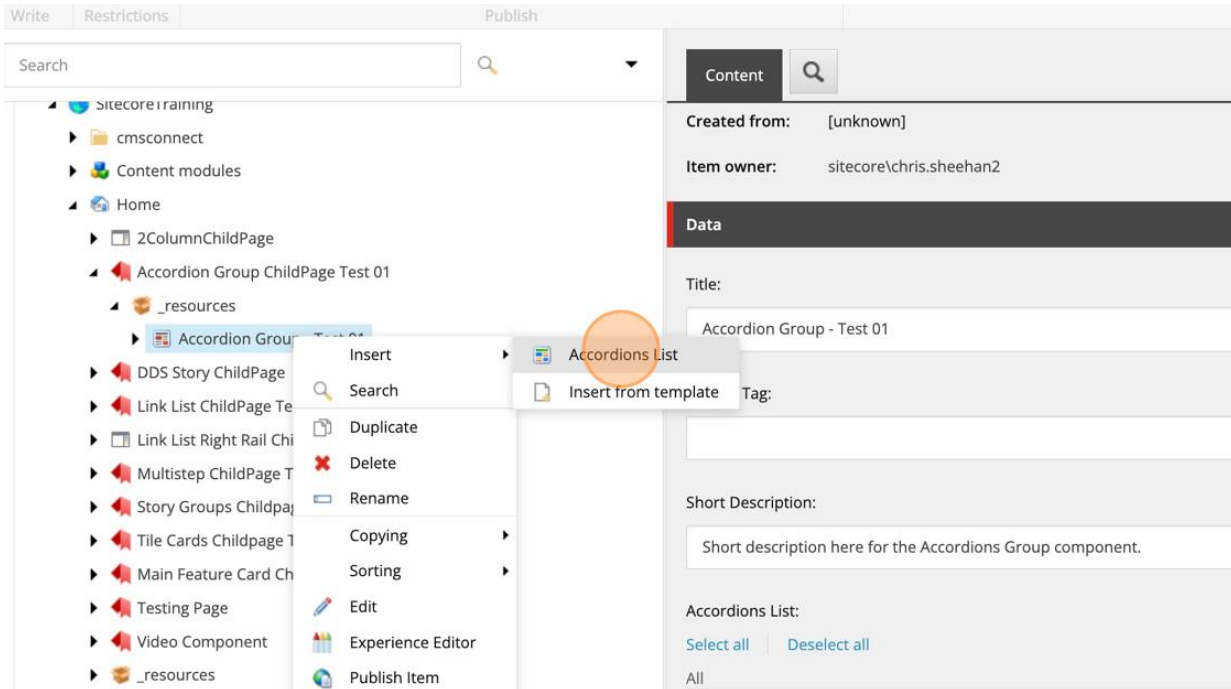
The parent Accordion Group is now complete. Immediately click on the "Save" button in the top left corner of the Sitecore Content Editor to SAVE YOUR WORK. In the Publish tab, click on "Publish Content".

The screenshot shows the Sitecore Content Editor interface. The browser address bar shows 'authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc_bw=1&sc_lang=en'. The top navigation bar includes 'HOME', 'NAVIGATE', 'PUBLISH', 'REVIEW', 'ANALYZE', 'VERSIONS', 'CONFIGURE', 'PRESENTATION', 'SECURITY', 'VIEW', and 'REPORTS'. The 'PUBLISH' tab is active, showing buttons for 'Save', 'Change', 'Publish Content', 'Publish', 'Experience Editor', 'Preview', 'Publishing Viewer', and 'Publishing Dashboard'. A search bar is visible, and a file explorer on the left shows a tree structure with folders like 'Sitecore Training', 'cmsconnect', 'Content modules', 'Home', and 'Accordion Group ChildPage Test 01'. A right-hand pane shows metadata for the selected item, including 'Created from: [unknown]' and 'Item owner: sitecore\chris.sheehan2'. The 'Data' tab is also visible at the bottom right.

Step 5

Now, it is time to add your Accordion List. For this example, we will insert 1 of them.

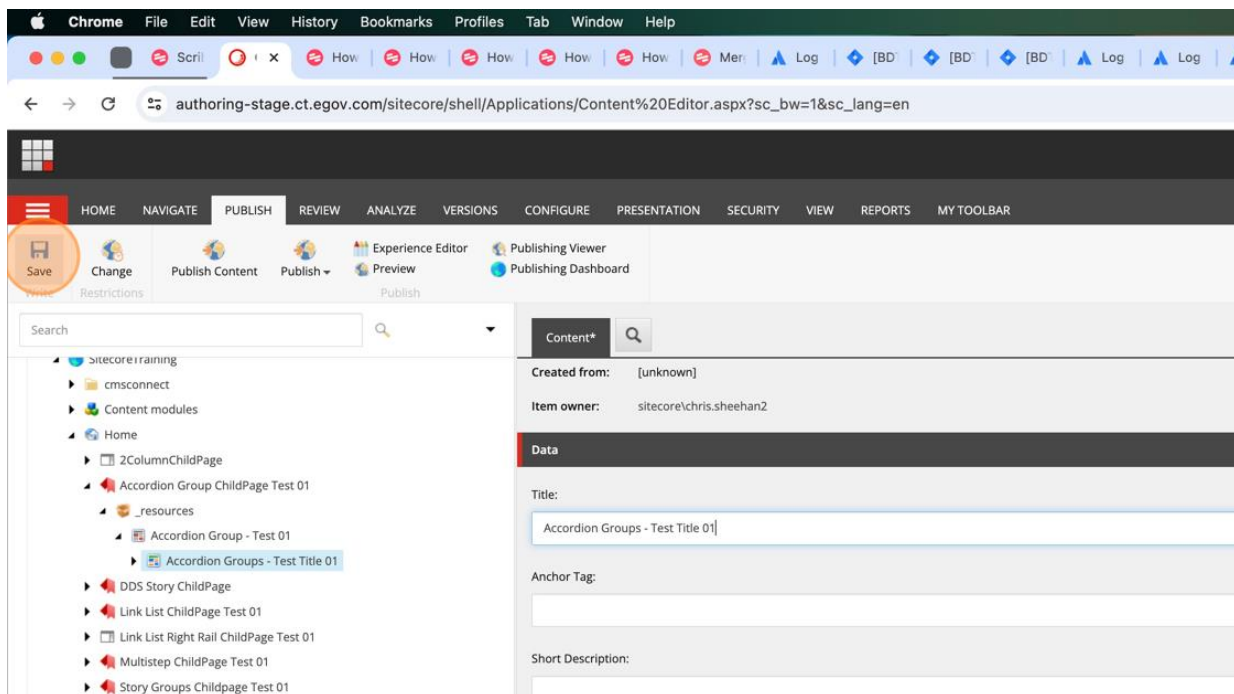
Next, right-click on the Accordion Group Folder and click "Insert". Click on the "Accordion List" option. Create a unique name for the "Accordion List", and then click "OK".



The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the folder structure under 'Home', with 'Accordion Group ChildPage Test 01' selected. A context menu is open over this folder, and the 'Insert' option is chosen. A sub-menu is visible, highlighting 'Accordions List'. The right-hand panel shows the 'Data' section of the 'Accordion List' component, with the 'Title' field populated with 'Accordion Group - Test 01'.

Step 6

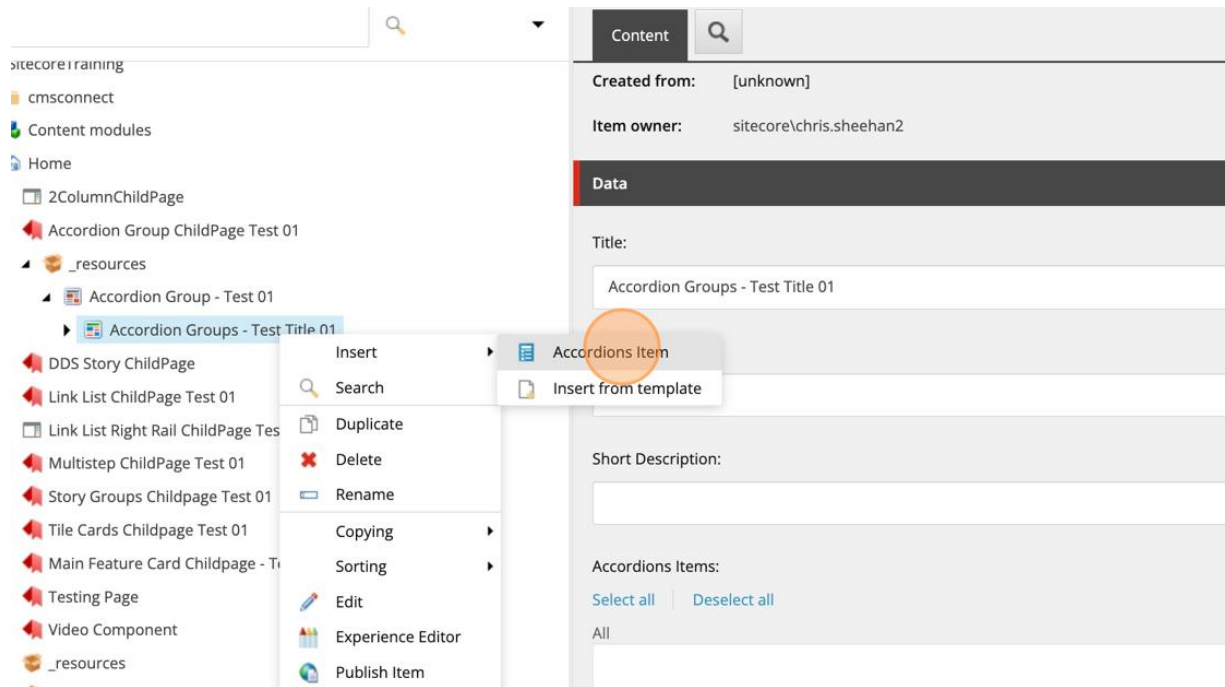
Next, go to the "Accordion List" right panel section and click in the "Title" field. Give the List a title. Immediately click on the "Save" button in the top left corner of the Sitecore Content Editor to SAVE YOUR WORK. In the Publish tab, click on "Publish Content".



The screenshot shows the Sitecore Content Editor interface. The top navigation bar includes 'HOME', 'NAVIGATE', 'PUBLISH', 'REVIEW', 'ANALYZE', 'VERSIONS', 'CONFIGURE', 'PRESENTATION', 'SECURITY', 'VIEW', 'REPORTS', and 'MY TOOLBAR'. The 'PUBLISH' tab is active. In the top left corner, the 'Save' button is highlighted with an orange circle. The right-hand panel shows the 'Data' section of the 'Accordion List' component, with the 'Title' field populated with 'Accordion Groups - Test Title 01'.

Step 7

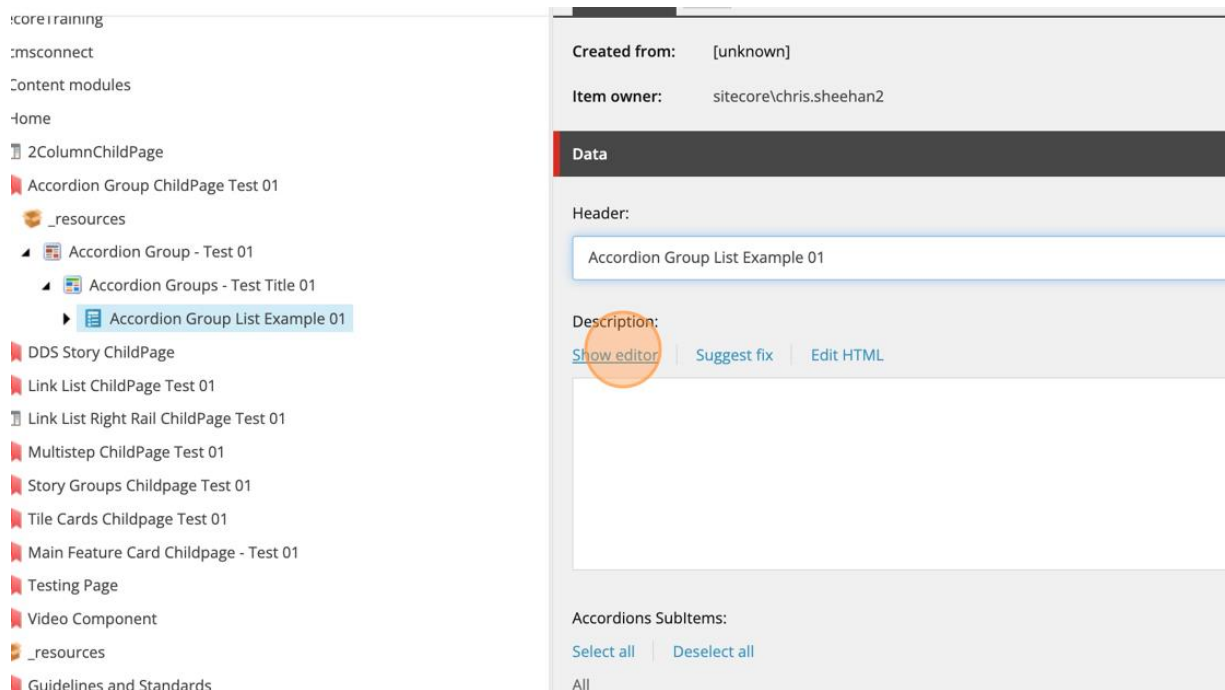
Now, it is time to add your Accordion List Items. Right-click on the Accordion List Group and click "Insert". Click on the "Accordion Item" option. Create a unique name for the "Accordion Item", and then click "OK".



The screenshot shows the SharePoint interface. On the left, the navigation pane is expanded to 'Accordion Groups - Test Title 01'. A context menu is open over this item, with the 'Insert' option selected. The 'Insert' sub-menu is also open, showing 'Accordions Item' as the selected option. The main content area shows the 'Data' section of the Accordion Group, with the 'Title' field containing the text 'Accordion Groups - Test Title 01'.

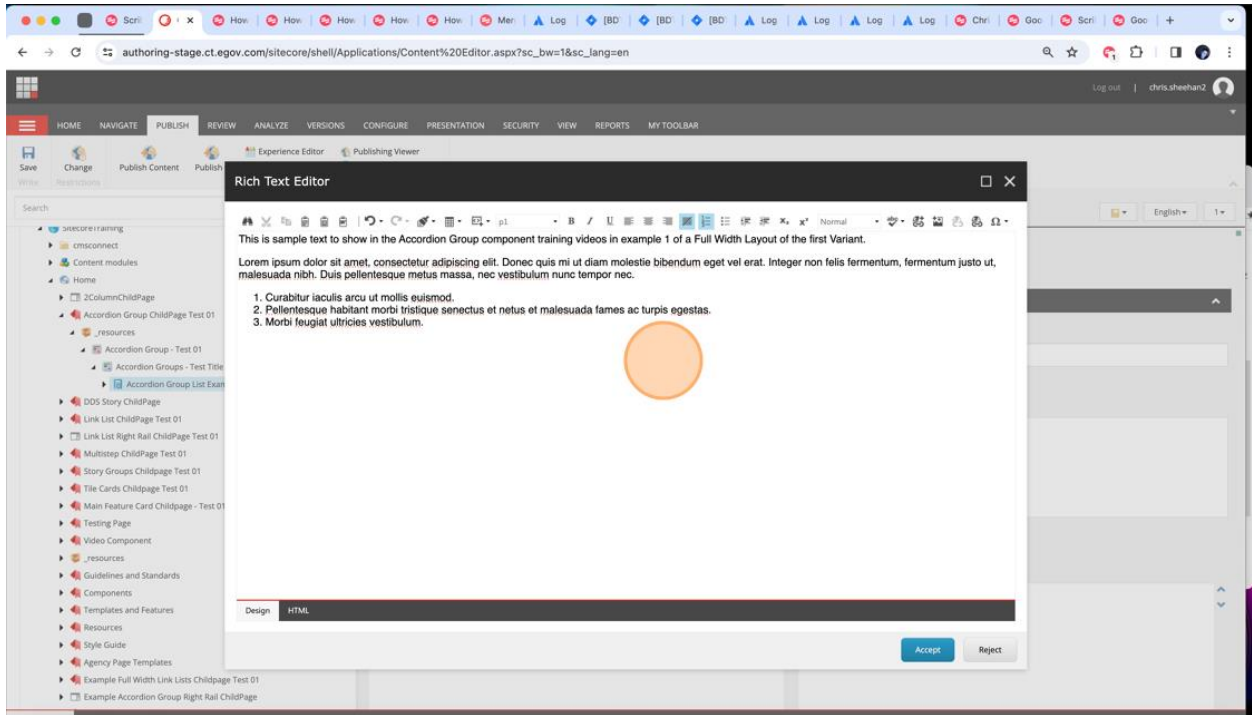
Step 8

Next, go to the "Header" field and give your item a new header if you want to. Follow-up by going to the "Description" section and click "Show Editor". Fill in the Description.



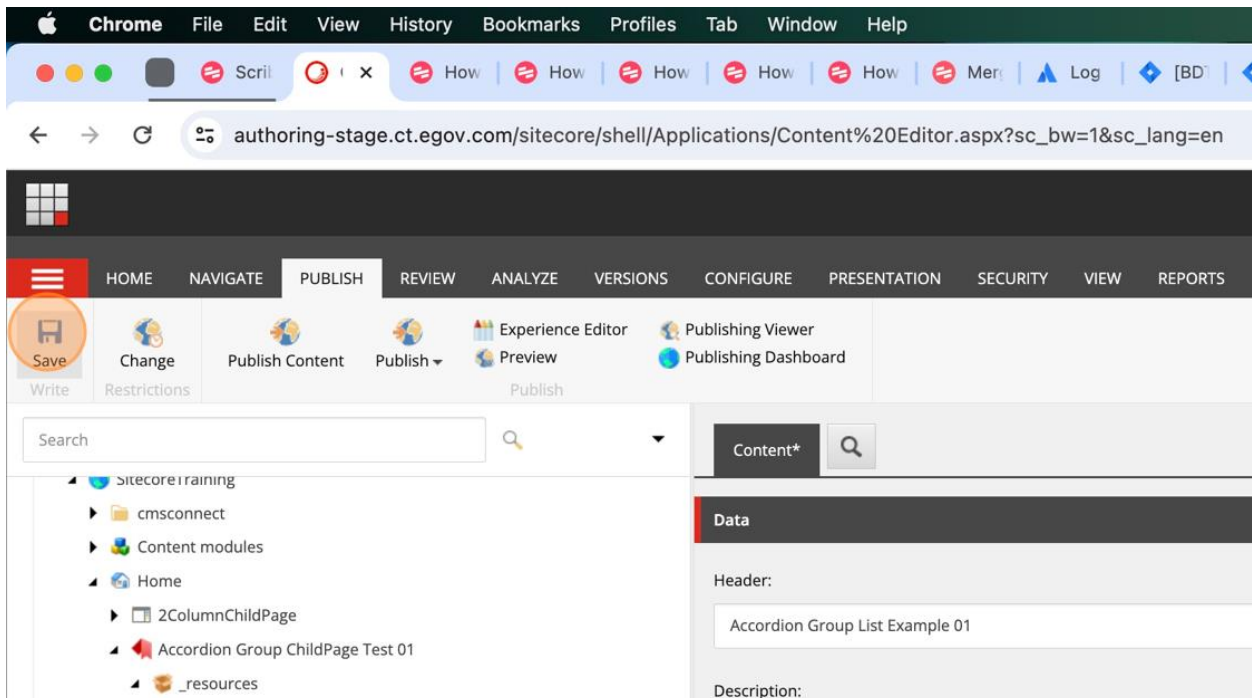
The screenshot shows the SharePoint interface. On the left, the navigation pane is expanded to 'Accordion Group List Example 01'. The main content area shows the 'Data' section of the Accordion Item. The 'Header' field contains the text 'Accordion Group List Example 01'. The 'Description' field is empty, and the 'Show editor' button is highlighted. The 'Accordions SubItems' section is also visible, showing 'Select all' and 'Deselect all' buttons.

Once inside the "Rich Text Editor", only use simple text that has NO formatting if you are copy/pasting from a file, only simple text is allowed. If you are not sure how to do this, click in the "Paste Plain Text" editor if you are pasting content from another file and want to REMOVE ALL FORMATTING from the content you are copying. When you are finished with this step, click "Accept" in the "Rich Text Editor".



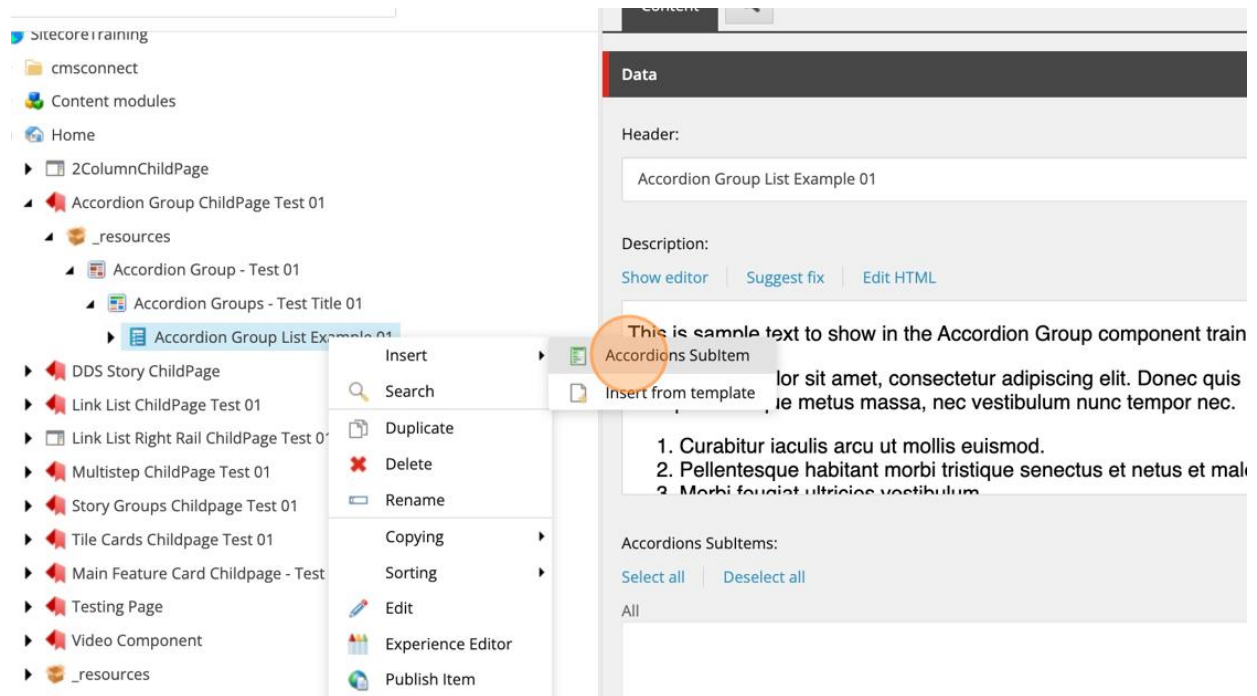
Step 9

Immediately click on the "Save" button in the top left corner of the Sitecore Content Editor to SAVE YOUR WORK. In the "Publish" tab, click on "Publish Content".



Step 10

What is needed now is to include Subitems into the "Accordion Item". Right-click "Accordion Item" and then click "Insert". Click on the "Accordions Subitem" option. Create a unique name for the "Accordion Item", and then click "OK".

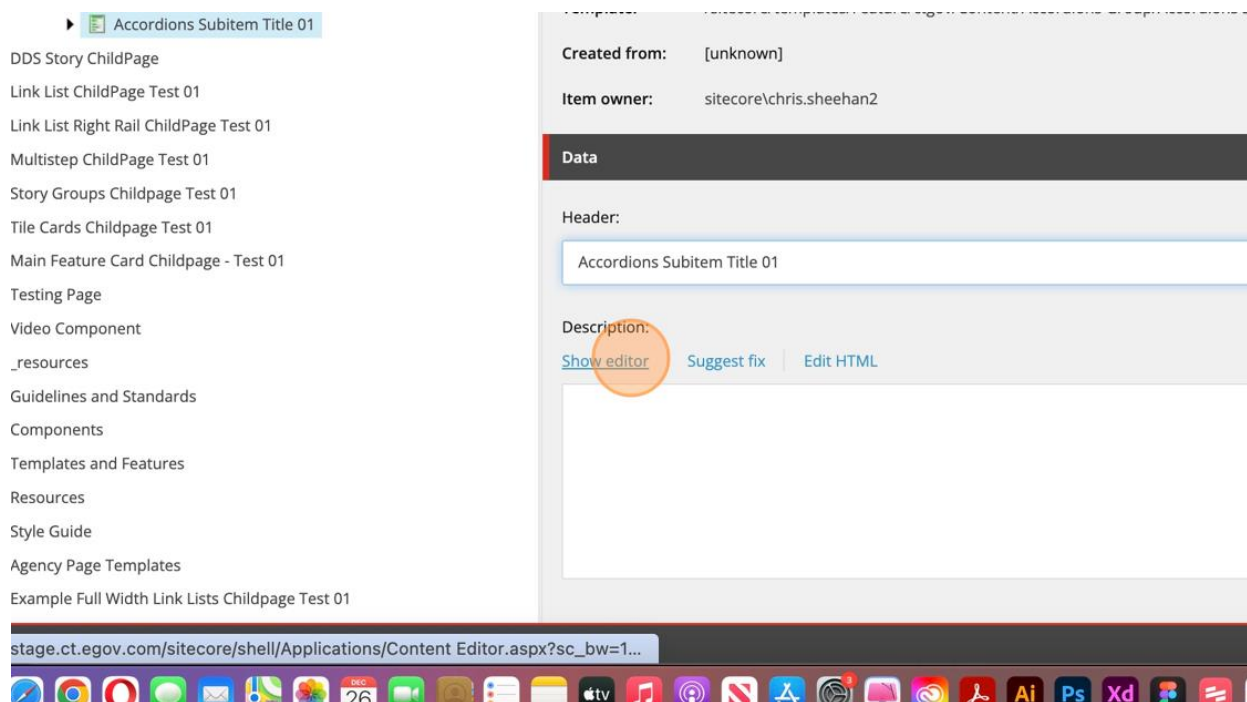


The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the site structure, with 'Accordion Group List Example 01' selected. A context menu is open over this item, with 'Insert' highlighted. The 'Insert' submenu is also open, showing 'Accordions Subitem' as the selected option. On the right, the 'Accordions Subitem' dialog box is displayed. It has a 'Header' field containing 'Accordion Group List Example 01' and a 'Description' field containing sample text: 'This is sample text to show in the Accordion Group component train...'. Below the description is a list of two numbered items: '1. Curabitur iaculis arcu ut mollis euismod.' and '2. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum tortor quam, feugiat vitae, ultricies molestiae neque ultricies vestibulum at est. Maecenas lacinia interdum lacinia.' The dialog also includes 'Show editor', 'Suggest fix', and 'Edit HTML' links.

Step 11

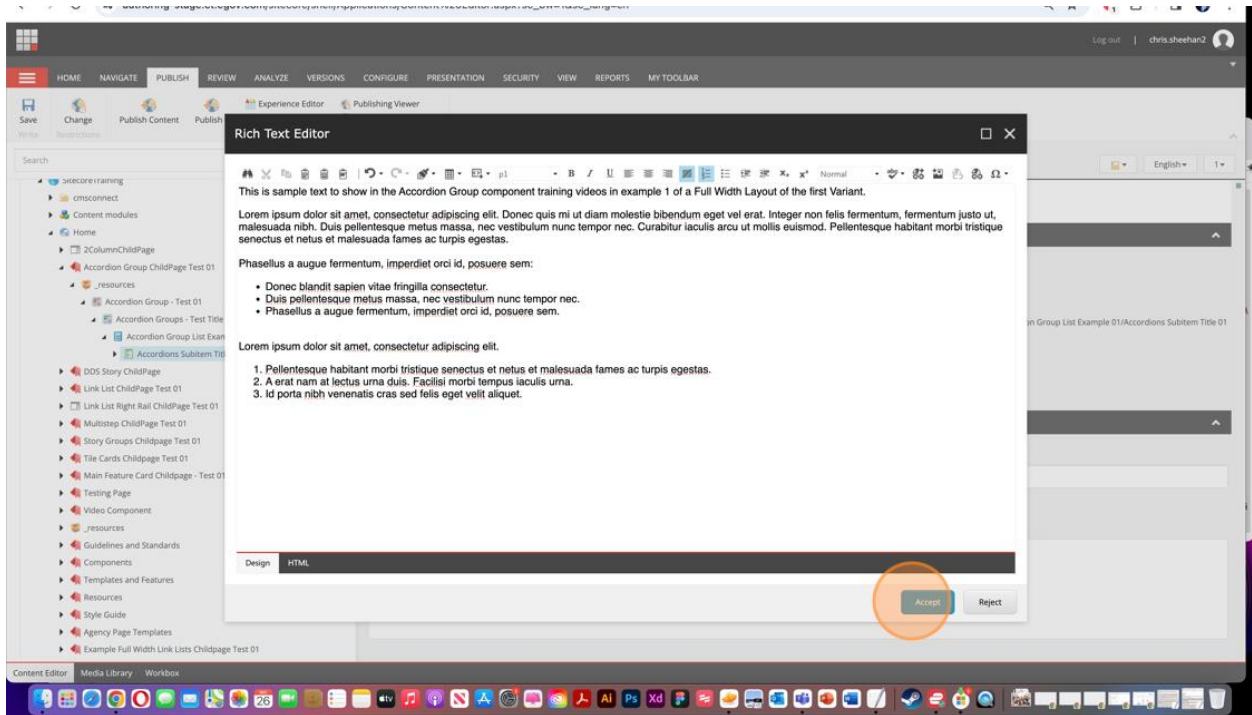
In the Header field, insert the name that you want the Header of the Accordion to display.

Once complete, go to the "Description" section and click on "Show Editor".



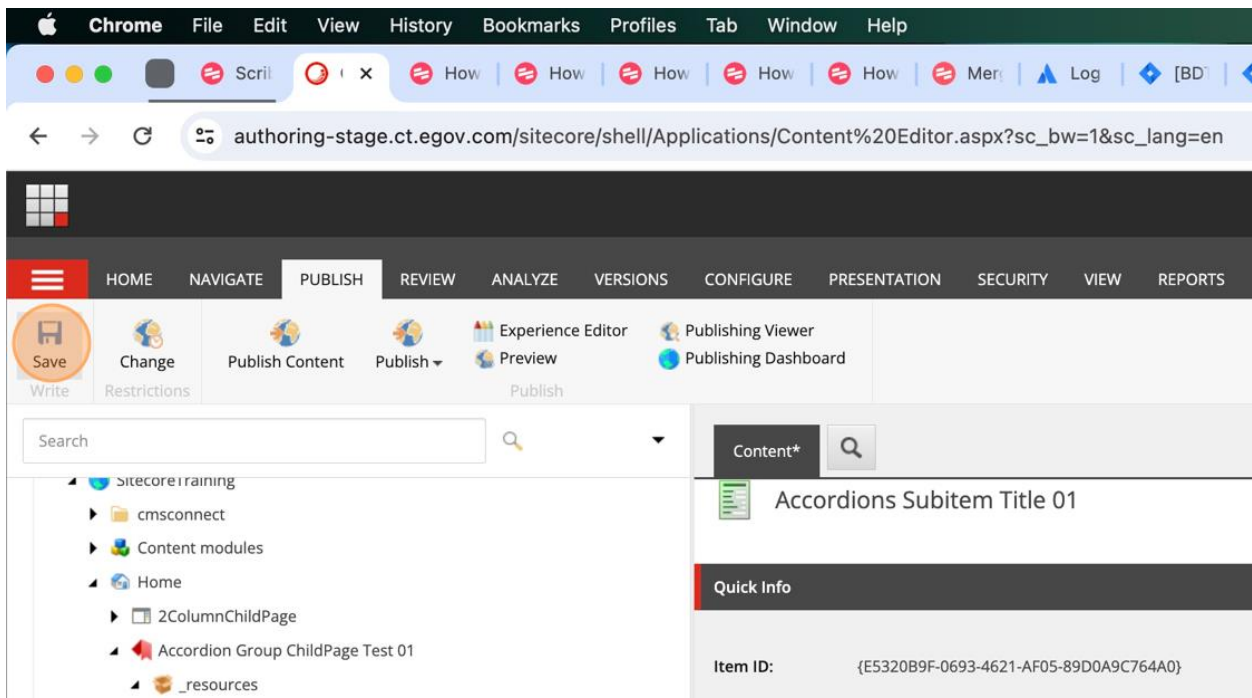
The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the site structure, with 'Accordions Subitem Title 01' selected. On the right, the 'Accordions Subitem' dialog box is displayed. The 'Header' field now contains 'Accordions Subitem Title 01'. The 'Description' field is empty. The 'Show editor' link in the 'Description' section is highlighted with an orange circle. The dialog also includes 'Suggest fix' and 'Edit HTML' links. At the bottom of the dialog, there are 'Select all' and 'Deselect all' links. The browser address bar shows 'stage.ct.egov.com/sitecore/shell/Applications/Content Editor.aspx?sc_bw=1...'. The Windows taskbar is visible at the bottom of the screen.

Once inside the "Rich Text Editor", only use simple text that has NO formatting if you are copy/pasting from a file, only simple text is allowed. To review how to paste content with no formatting, please review Step 8 of this lesson. Click "Accept".



Step 12

Click on the "Save" button in the top left corner to SAVE YOUR WORK. Then proceed to click on "Publish Content".



Step 13

Now that the first Accordion of the Group is complete, in this example, we are introducing two more Accordion Subitems into the group. To add additional Accordion Subitems follow Steps 10-12.

The screenshot shows the Sitecore Content Editor interface. On the left is a tree view of the content structure. The path is: Home > 2ColumnChildPage > Accordion Group ChildPage Test 01 > _resources > Accordion Group - Test 01 > Accordion Groups - Test Title 01 > Accordion Group List Example 01 > Accordions Subitem Title 03. The 'Accordions Subitem Title 03' item is selected and highlighted in blue. On the right is a panel for editing this item. It has a 'Content' tab and a search icon. The title is 'Accordions Subitem Title 03'. Below that is a 'Quick Info' section with the following details: Item ID: {85C64587-7AE9-40F0-846B-AD139AA1EAB7}, Item name: Accordions Subitem Title 03, Item path: /sitecore/content/SitecoreTraining/Home/Accordion G..., Template: /sitecore/templates/Feature/ctgov/Content/Accordions..., Created from: [unknown], Item owner: sitecore\chris.sheehan2. Below the 'Quick Info' is a 'Data' section with a 'Header' field containing the text 'Accordions Subitem Title 03'.

Step 14

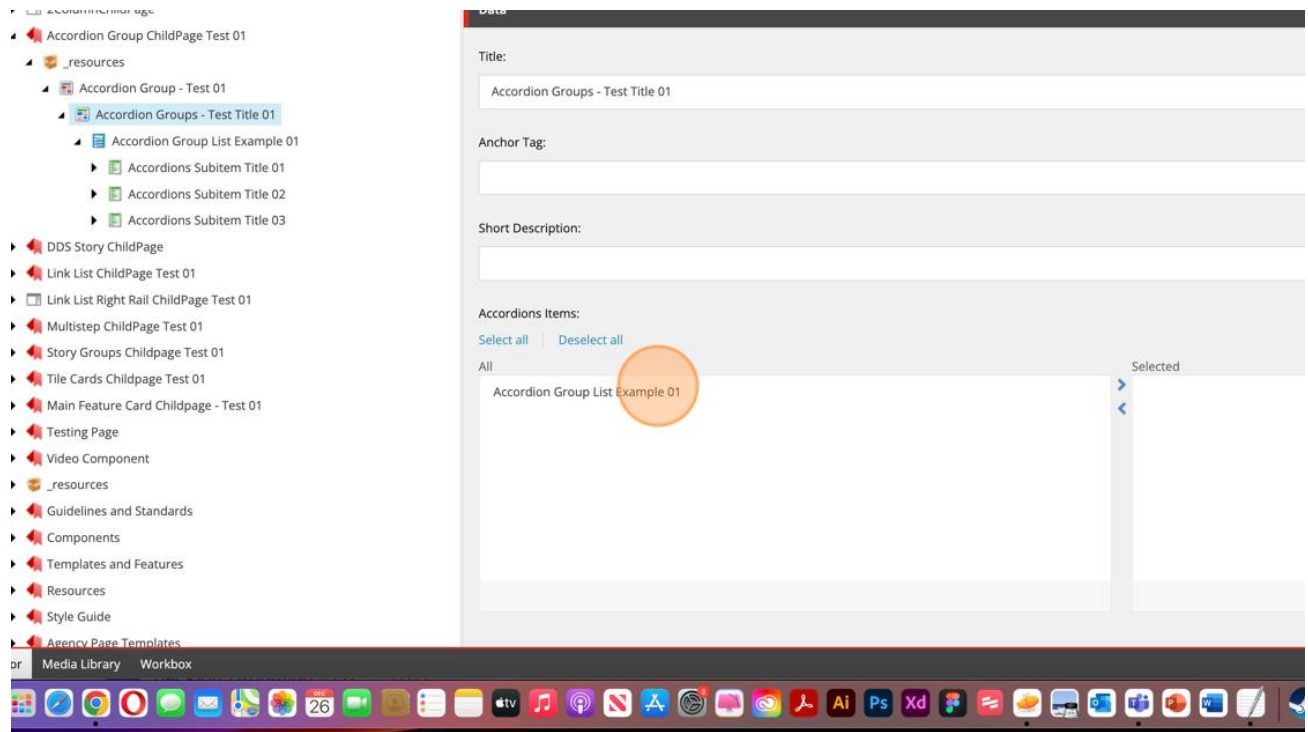
Once you have completed your Accordion Subitems, click once on the parent component "Accordion Group List". Go to the right panel and in the "Accordions Subitems" section, use the right arrow to add your links to the "Selected" section as demonstrated below.

Once this has been completed, click "Save" and then "Publish Content".

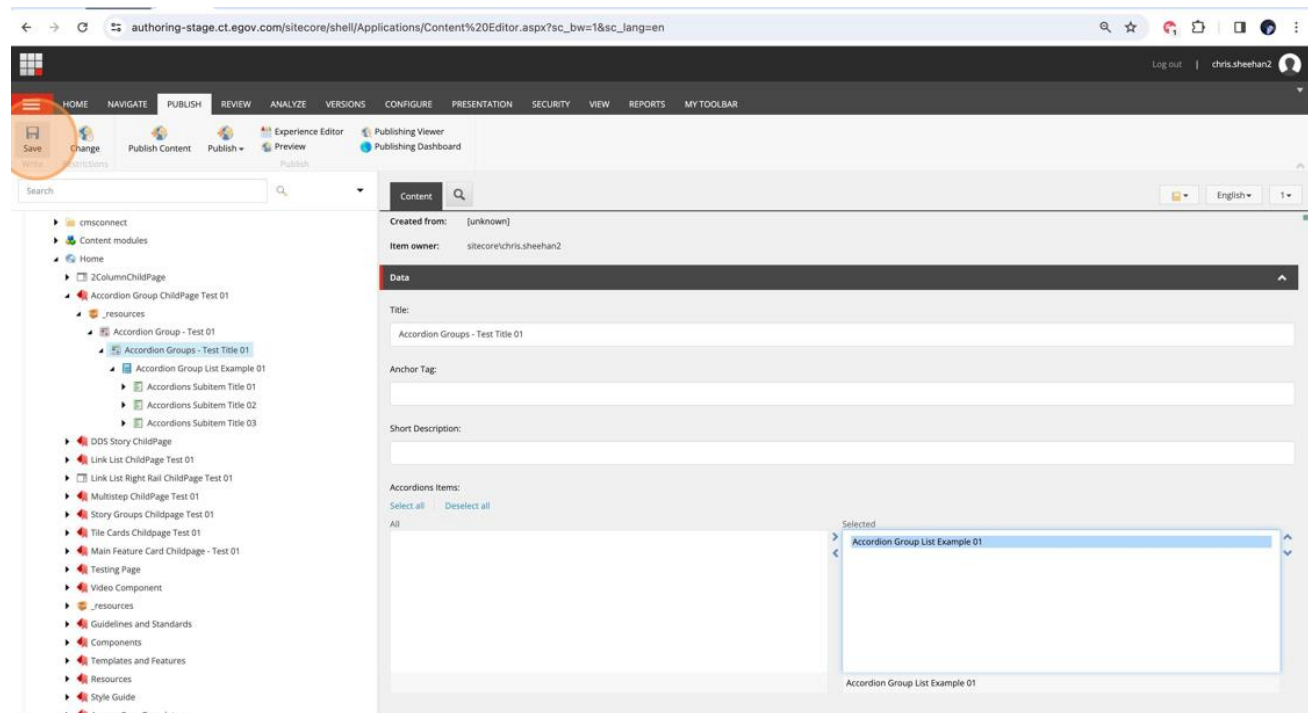
The screenshot shows the 'Data' section of the 'Accordion Group List Example 01' component. The 'Header' field contains the text 'Accordion Group List Example 01'. Below that is a 'Description' section with the text 'This is sample text to show in the Accordion Group component training videos in example 1 of a Full Width Layout of the first Variant.' and a paragraph of Lorem Ipsum text. Below the description is a list of three items: 1. Curabitur iaculis arcu ut mollis euismod., 2. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas., and 3. Malesuada fames ac turpis egestas. Below the list is the 'Accordions Subitems' section. It has 'Select all' and 'Deselect all' buttons. Below that is a table with two columns: 'All' and 'Selected'. The table contains three rows: 'Accordions Subitem Title 01', 'Accordions Subitem Title 02', and 'Accordions Subitem Title 03'. The first row is selected, and a blue arrow points from the 'All' column to the 'Selected' column. A red circle highlights the arrow and the 'Selected' column header.

Step 15

Next, you need to add your "Accordion Group List" into your "Accordion Group" component. Return to the component and go to the right panel as demonstrated below. In the "Accordions Items" section, use the right arrow to add your Accordion Group List to the Selected section.

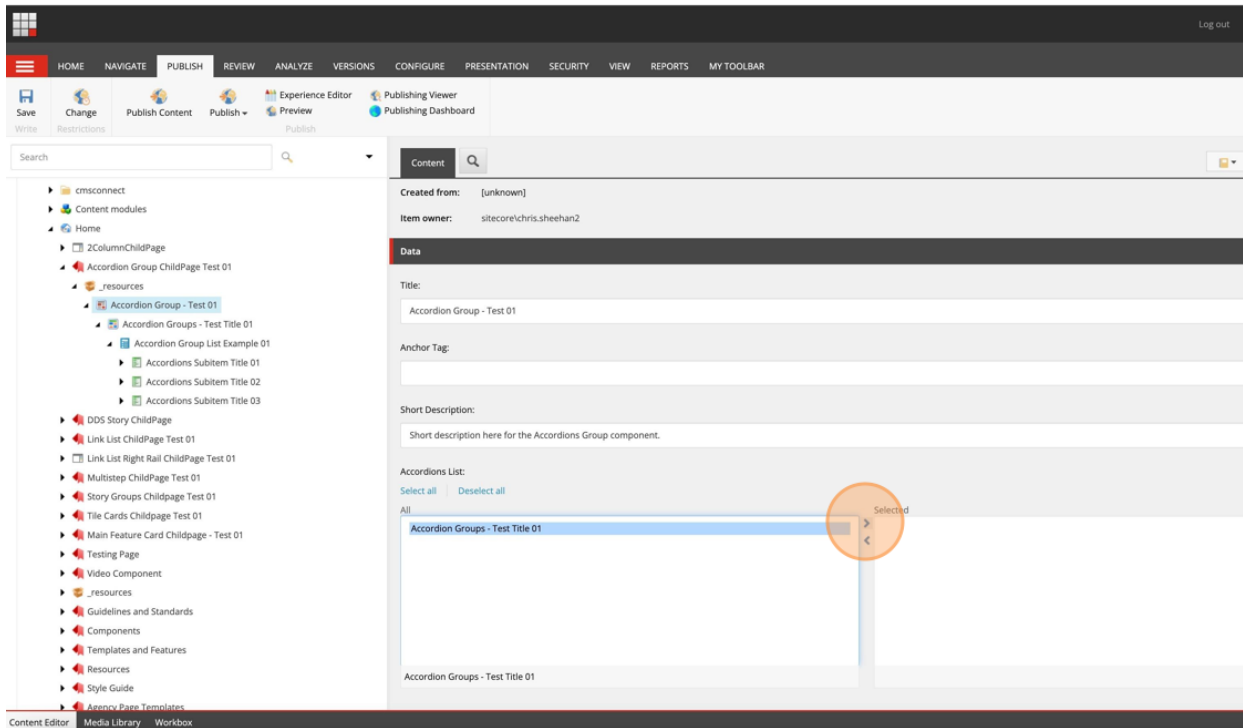


Once the Accordion Group List has been added, click "Save" and then "Publish Content".



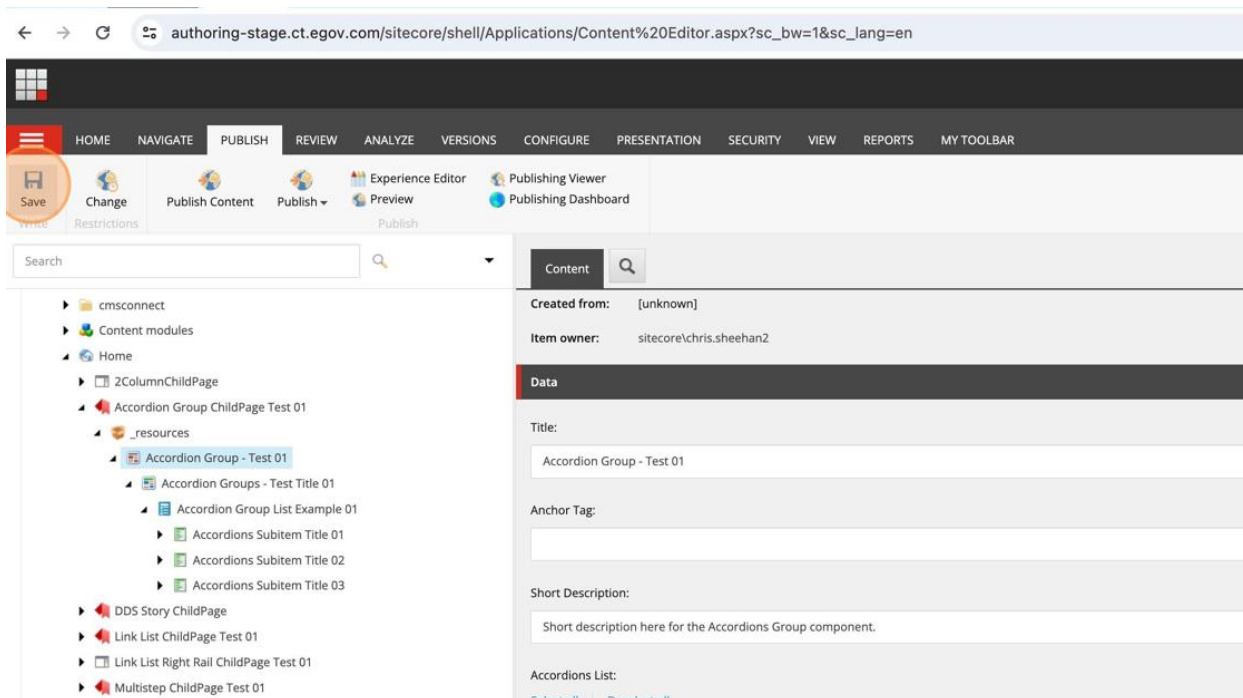
Step 16

Finally, you need to add your "Accordion Group" component into your "Accordion Group" parent component. Return to the parent component and go to the right panel as demonstrated below. In the "Accordions List" section, use the right arrow to add your Accordion Group to the Selected section.

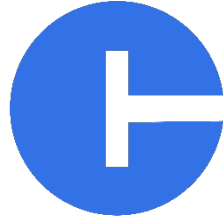


The screenshot shows the Content Editor interface. On the left is a tree view of content items. The right panel displays the 'Content' editor for 'Accordion Groups - Test Title 01'. The 'Data' section contains fields for Title, Anchor Tag, and Short Description. The 'Accordions List' section has two tabs: 'Select all' and 'Deselect all'. Below the tabs, the 'All' section lists 'Accordion Groups - Test Title 01'. A red circle highlights the right arrow button next to the item name, indicating the action to move it to the 'Selected' section.

Once the Accordion Group has been added, click "Save" and then "Publish Content". This step is to ensure that the entire component is saved in the latest version with all the updates we just included.



The screenshot shows the Content Editor interface. The 'Save' button in the top left toolbar is highlighted with a red circle. The right panel displays the 'Content' editor for 'Accordion Groups - Test Title 01'. The 'Accordions List' section has two tabs: 'Select all' and 'Deselect all'. Below the tabs, the 'Selected' section now contains 'Accordion Groups - Test Title 01'.



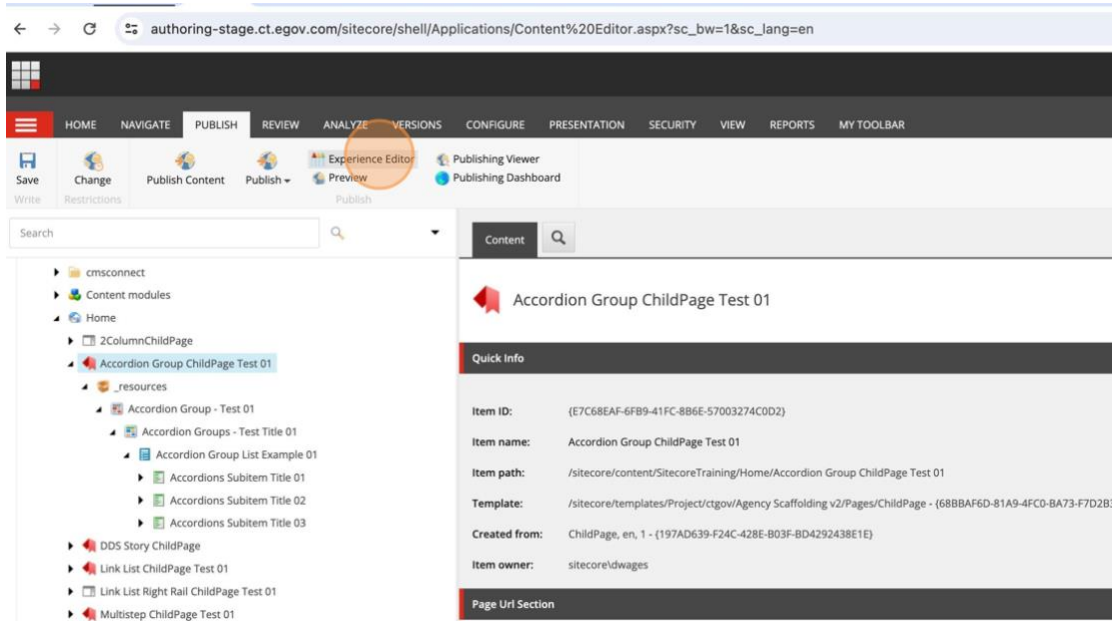
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How to Create an Accordion Component (Experience Editor) Part 2.

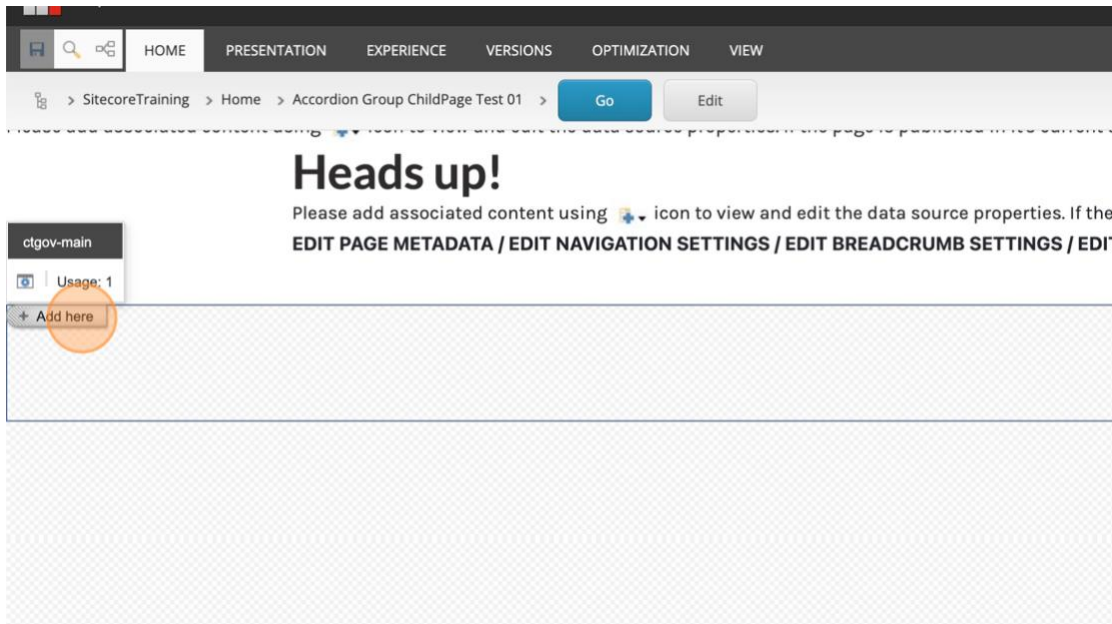
Step 1

Click the page you are working on in the Content Editor and inside the "Publish" tab open the "Experience Editor". Once the new browser tab has opened, wait for the Experience Editor page to load.



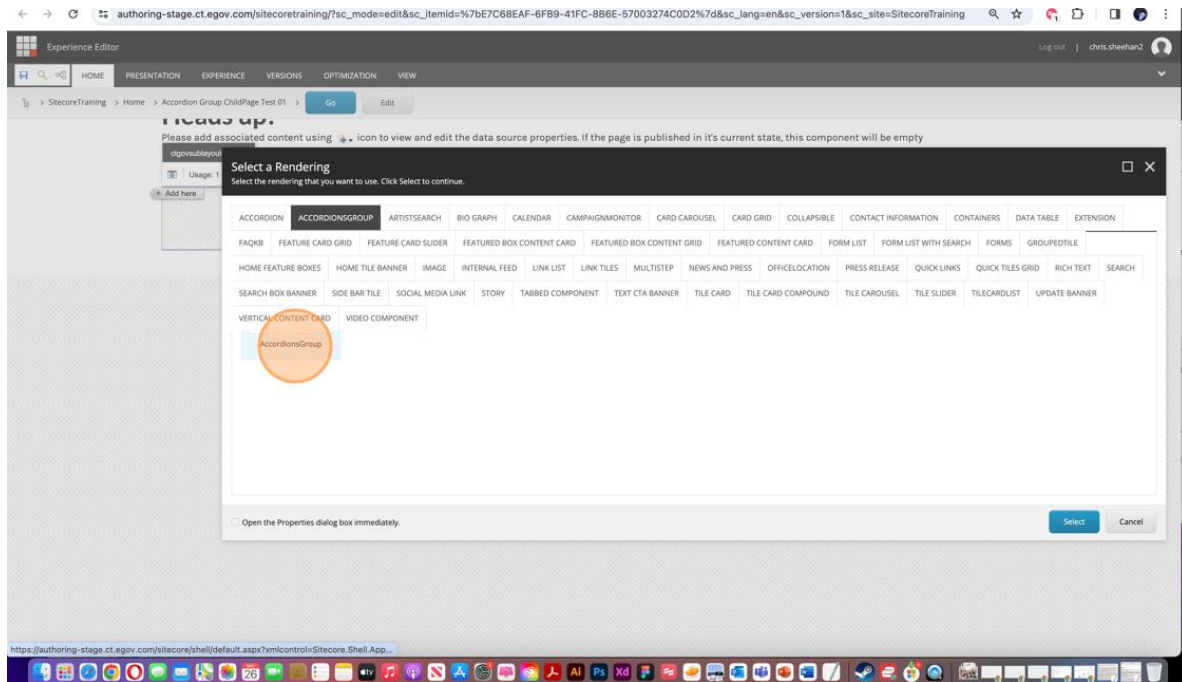
Step 2

Click in the empty box as shown and select "Full Width Sub-layout" in the pop-up that appears and click "Select". Click "Add here" as shown below.



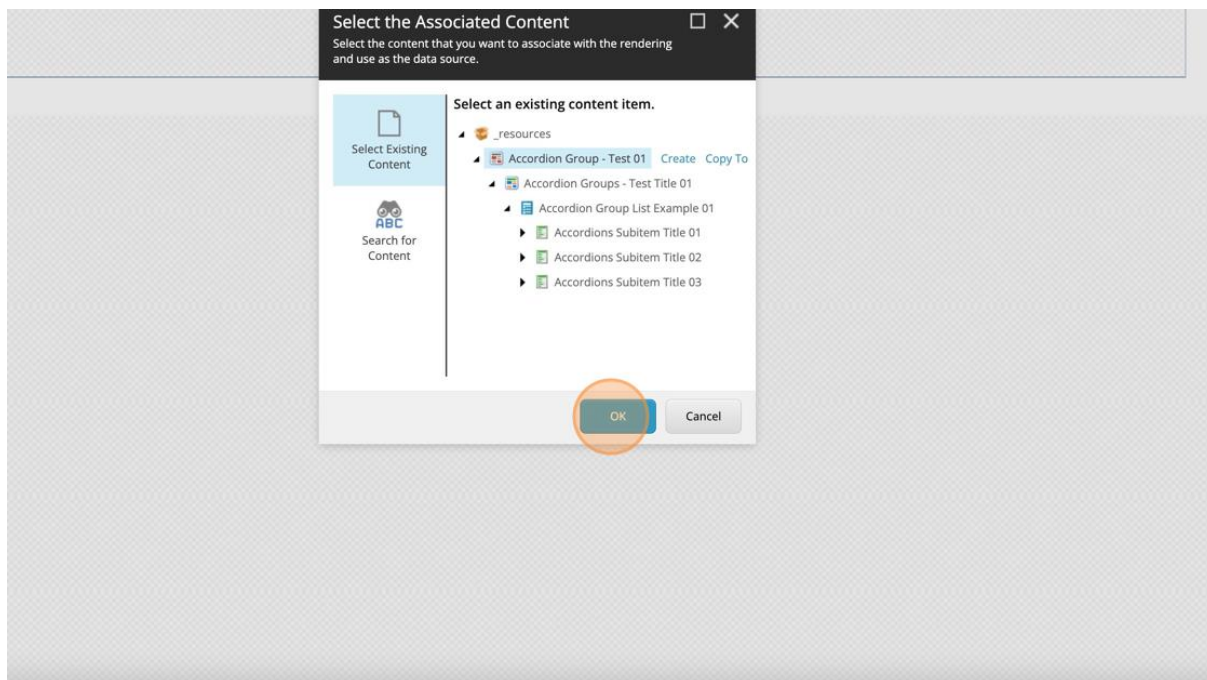
Step 3

Once you click inside the rectangle container placeholder. Select "Accordion Group" in the pop-up. Click on the "Accordion Group" image. Click "Select".



Step 4

In this new pop-up, expand the "Accordion Group" parent component you previously created in the Content Editor. Click the Accordion Group component within the structure and expand it. Your Accordion List Items should be visible and resemble the example shown below. Select the "Accordion Group" component and click "OK".



Step 5

Your Accordion component has just been imported to the “Experience Editor” view on your page.

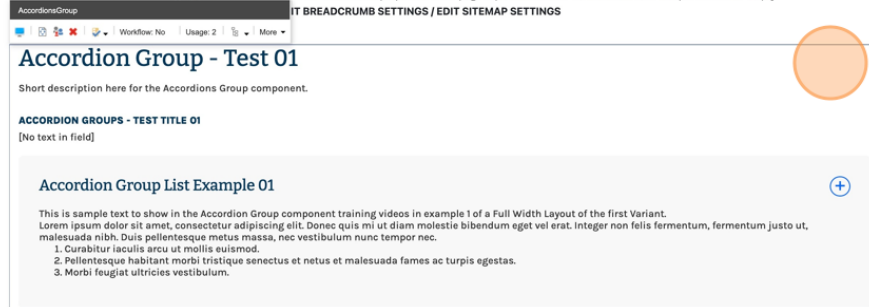


Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in it's current state, this component will be empty

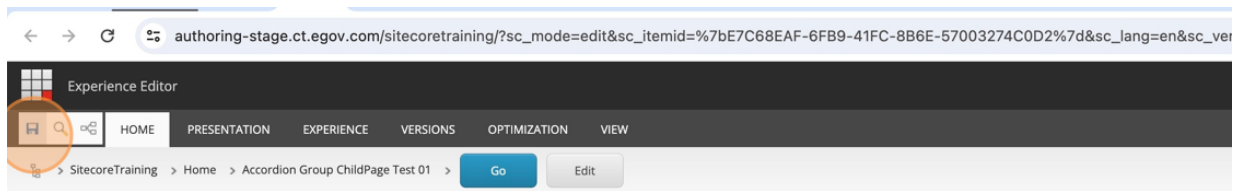
Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in it's current state, this component will be empty



Step 6

Immediately click the Disc icon to SAVE YOUR WORK in the Experience Editor. WAIT FOR THE PAGE TO RE-LOAD. Once the page has reloaded, it should resemble the image displayed below, and the SAVE icon image should be grayed out meaning that your save is in the latest version.

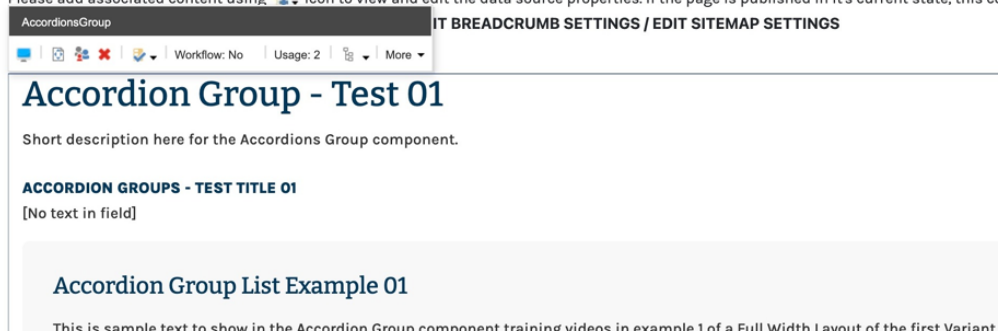


Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in it's current state, this component will be empty

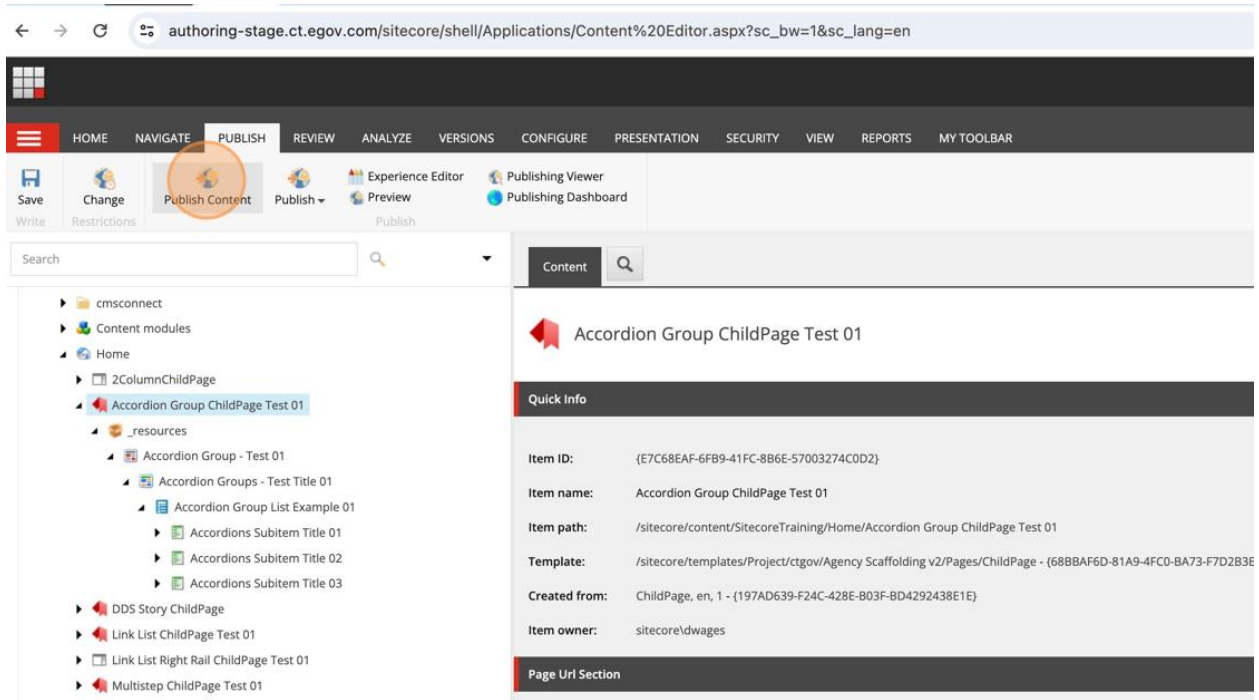
Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in it's current state, this c



Step 7

Once you have completed editing the "Experience Editor", you can now return to the "Content Editor" in Sitecore, most likely, in the previous browser tab. Upon returning to the "Content Editor", click once again on the Accordion Group Child page, and only then proceed to the "SAVE" icon in the "Content Editor". Finally click "Publish Content".



The screenshot displays the Sitecore Content Editor interface. The top navigation bar includes tabs for HOME, NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. The PUBLISH tab is active, and the 'Publish Content' button is highlighted with an orange circle. Below the navigation bar, there are icons for Save, Change, Publish Content, Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. The main content area shows a search bar and a tree view of content items. The selected item is 'Accordion Group ChildPage Test 01', which is expanded to show its sub-items: '_resources', 'Accordion Group - Test 01', 'Accordion Groups - Test Title 01', 'Accordion Group List Example 01', 'Accordions Subitem Title 01', 'Accordions Subitem Title 02', and 'Accordions Subitem Title 03'. The right-hand pane displays the 'Quick Info' section for the selected item, including Item ID, Item name, Item path, Template, Created from, and Item owner.

Quick Info	
Item ID:	(E7C68EAF-6FB9-41FC-8B6E-57003274COD2)
Item name:	Accordion Group ChildPage Test 01
Item path:	/sitecore/content/SitecoreTraining/Home/Accordion Group ChildPage Test 01
Template:	/sitecore/templates/Project/ctgov/Agency Scaffolding v2/Pages/ChildPage - (68BBAF6D-81A9-4FC0-BA73-F7D2B3E
Created from:	ChildPage, en, 1 - {197AD639-F24C-428E-B03F-BD4292438E1E}
Item owner:	sitecore\dwages

Page Url Section