

Sitecore Training

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

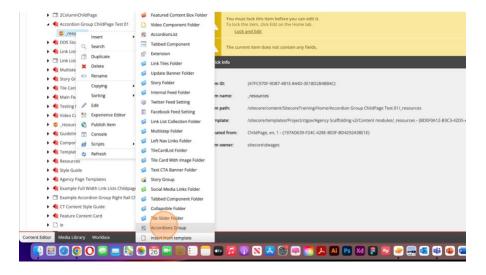
Introduction

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.

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

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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".

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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".

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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".

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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".

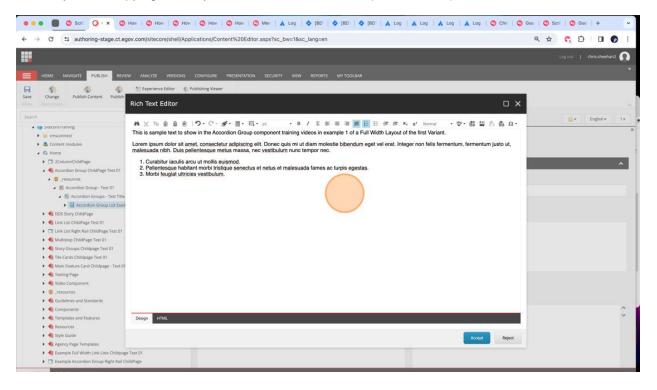
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Step 8

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.

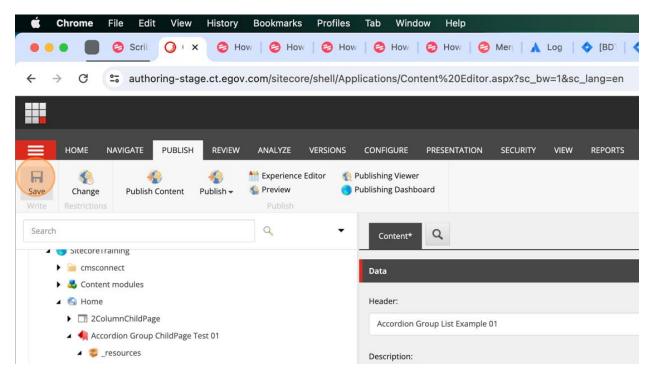
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Once inside the "Rich Text Editor", only use simple text that has NO formatting if you are copy/pasting from a file, only simple text is allowed. If you are not sure how to do this, click in the "Paste Plain Text" editor if you are pasting content 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".

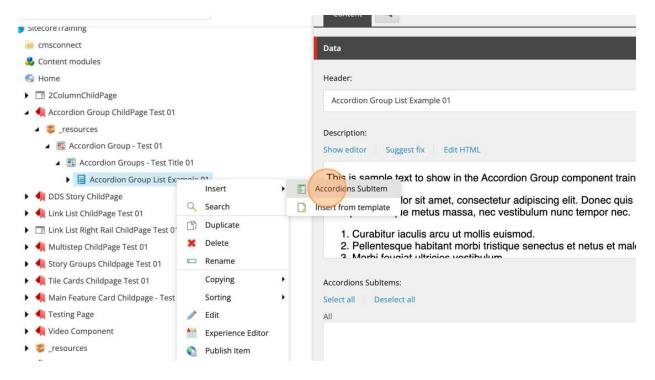


Step 9

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".



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".



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".

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Link List ChildPage Test 01	Item owner:	sitecore\chris.sheehan2
Link List Right Rail ChildPage Test 01		
Multistep ChildPage Test 01	Data	
Story Groups Childpage Test 01		
Tile Cards Childpage Test 01	Header:	
Main Feature Card Childpage - Test 01	Accordions Sub	item Title 01
Testing Page		
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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".

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Step 12

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

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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.

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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".

Data
Header:
Accordion Group List Example 01
Description: Show editor Suggest fix Edit HTML
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Accordions Subitem Title 03
Accordions Subitem Title 01

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.

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

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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.

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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.

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Sitecore Training

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

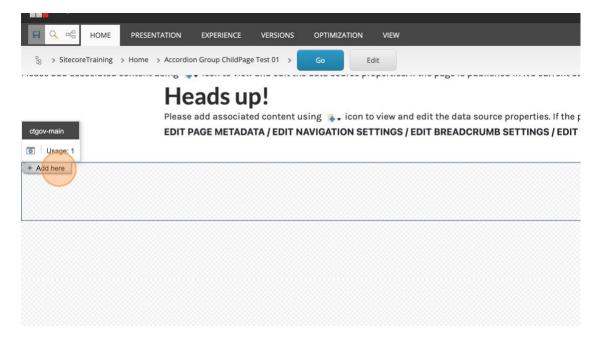
Step 1

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.

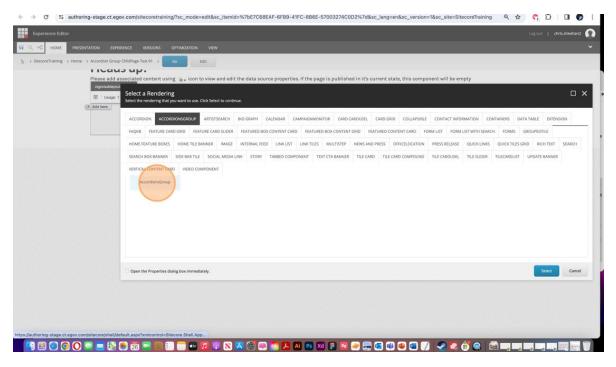
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Accordions Subitem Title 03 GDS Story ChildPage	Created from: ChildPage, en, 1 - (197AD639-F24C-428E-803F-8D4292438E1E) Item owner: sitecore\dwages
Ink List ChildPage Test 01 Ink List Right Rail ChildPage Test 01 Ink List Right Rail ChildPage Test 01	Page Url Section

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.

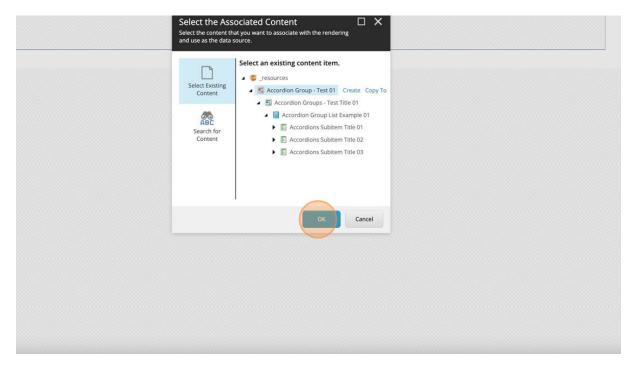


Once you click inside the rectangle container placeholder. Select "Accordion Group" in the pop-up. Click on the "Accordion Group" image. Click "Select".



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".



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

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Accordion Group - Test 01	
Short description here for the Accordions Group component.	
ACCORDION GROUPS - TEST TITLE 01 [No text in field]	
Accordion Group List Example 01 (+)	
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. Lorem i psum dolor sit annt, consecterur adjpiscing elit. Donec qui an li ut diam molestie bibendum eget vel eraL integer non feils fermentum, fermentum justo ut, en in the second se	

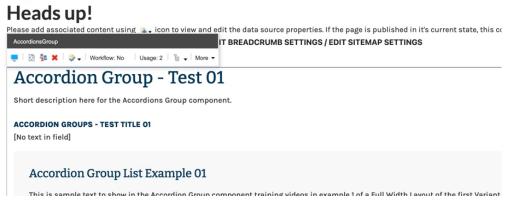
Step 6

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.

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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



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".

