

# How to create and add an Accordion Widget to a page

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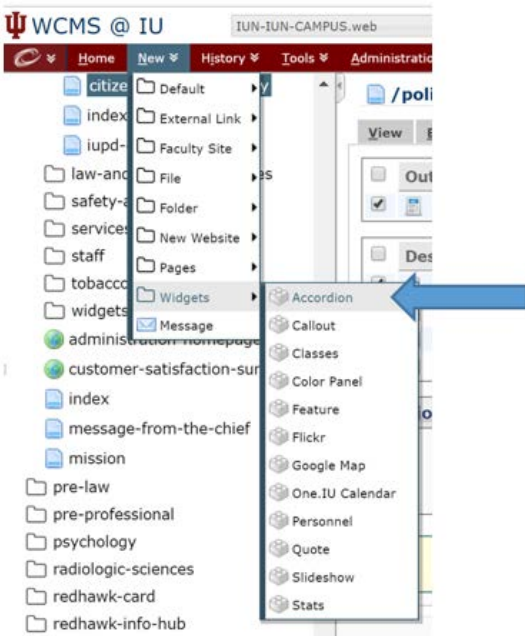
## How to create an Accordion Widget

In order to add an **accordion widget** to a page, you must first create the widget.

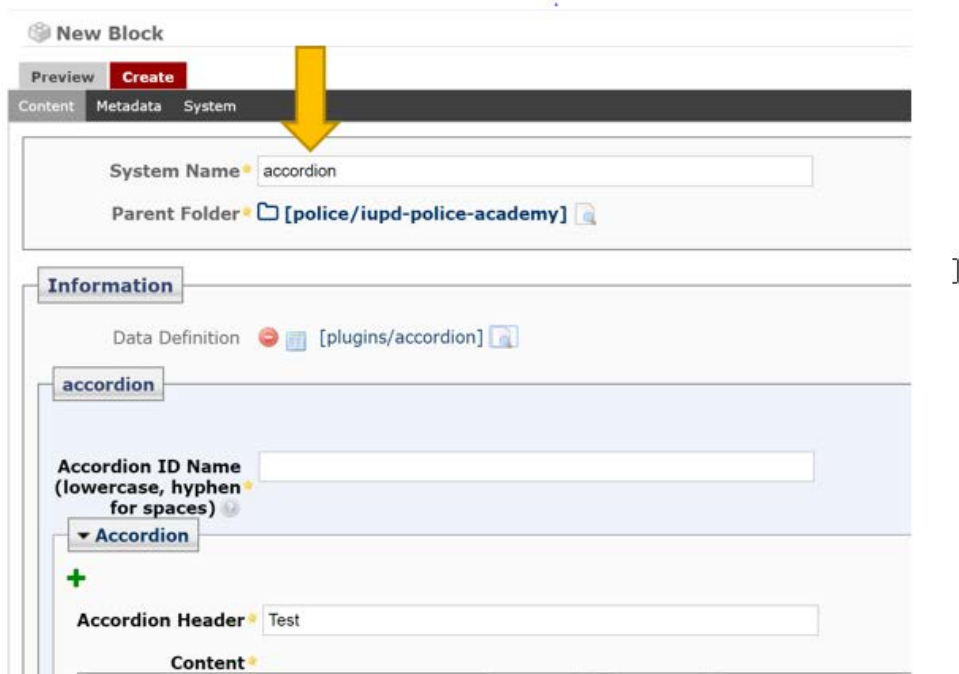
First, add an **accordion widget** to your department folder.

Select "**New**" from the top navigation menu at the top left of the screen, then select **Widgets** →

**Accordion**



The new widget window will appear



Enter a **System Name** for your Accordion. (Remember all lowercase letter and hyphens for spaces.)

It is best to have the word accordion in the name. This will help identify the widget in your widgets folder.

EX: homepage-accordion

The “Parent Folder” section, click on the link between the brackets [ ] to change the parent folder to your **Department’s Widget folder**.

## Information

(\*\*Below is the “Information” section Data definition block – **IGNORE --DO NOT TOUCH this block**)

## Accordion

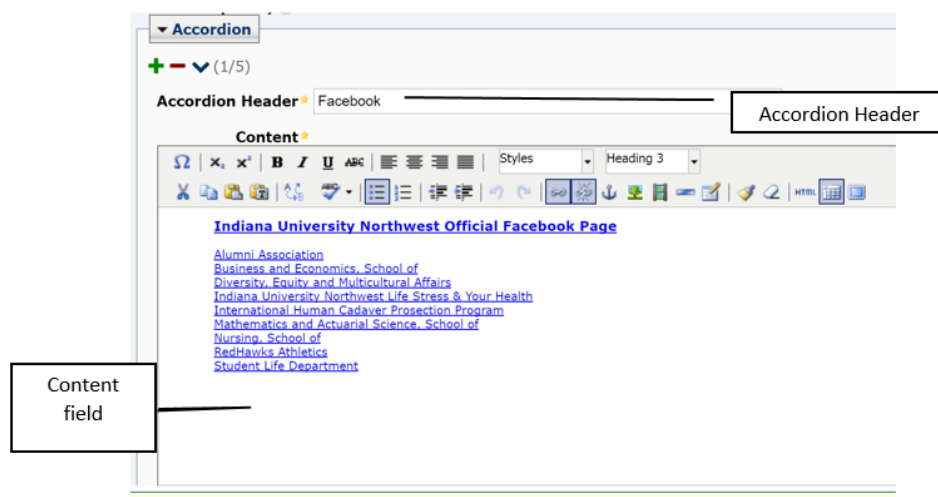
Below the Data Definition is the **Accordion ID Name**. This name must be lowercase letters and hyphens for any spaces.

EX ID Name: my-accordion

In this section you will add information to your widget.

All widgets must have the **Accordion Header** field completed.

In the **Accordion Header** text field, please put a clear descriptive subject title.



Below the Accordion Header field is a **Content** field where you can enter your text information.

Below the **Content** field is a checkbox option: **Default to Open**.

This means the tab will be open on the page.

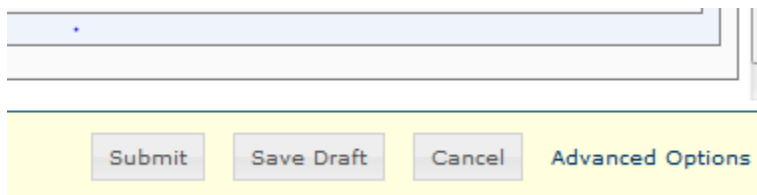
This is recommended when there is no other content on the page other than the widget.



**Note:** To add or remove an accordion tab, click on the plus or minus icons. To move an accordion tab up or down click on the arrows icons.



Once you have finished creating your tabs click the "Submit" at the bottom of the page



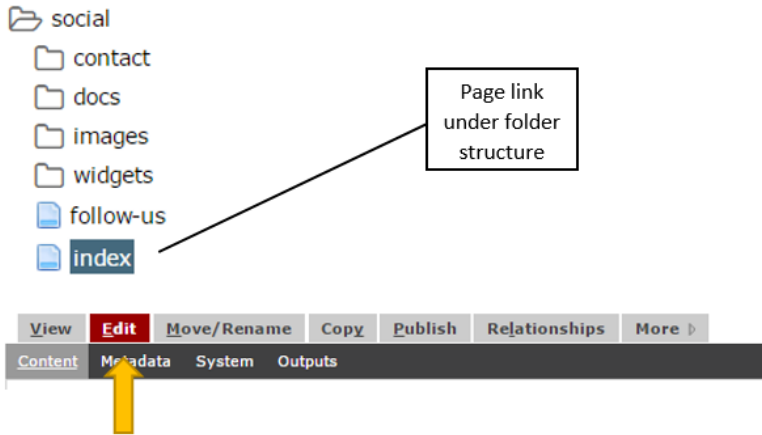
You have now created your Accordion widget.

## Adding the accordion widget to a page

To add a widget to a page, first select a page you want to put the widget on and then edit the page. You edit one of two ways:

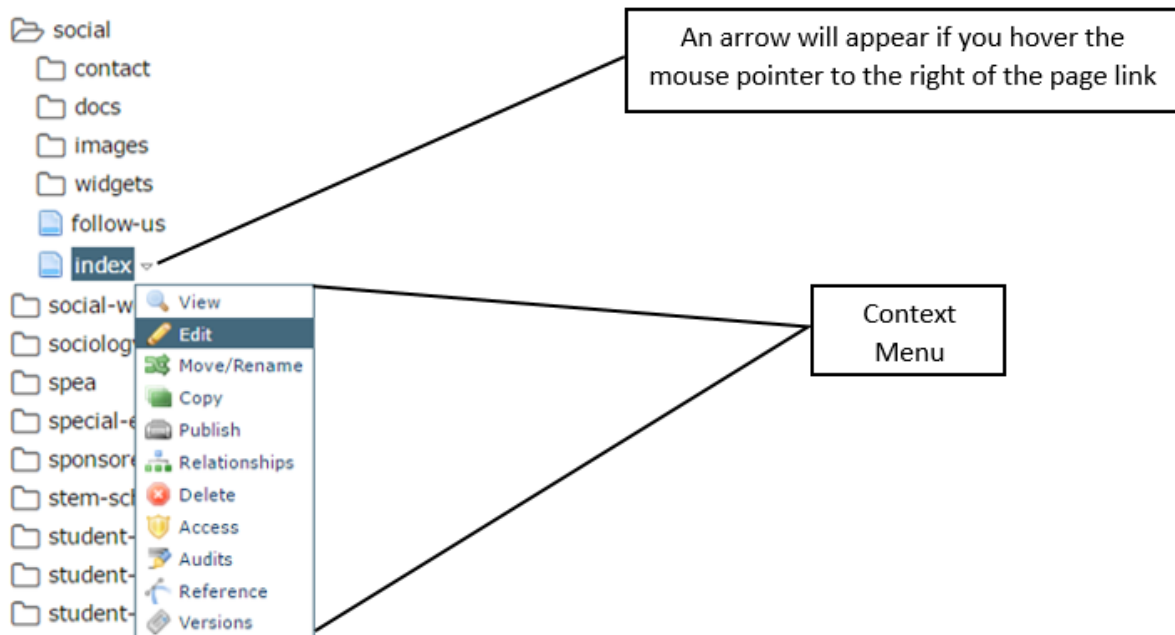
### Option 1:

- 1) You can either click on the page link, once the page opens, navigate to the top of the page and click edit.

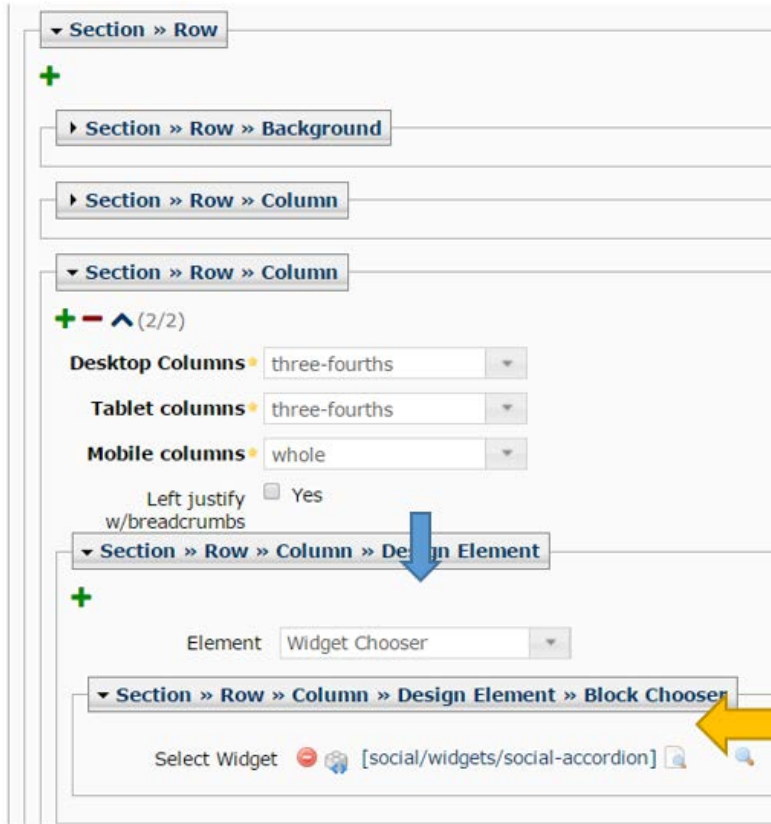


### Option 2:

You can also hover to the right of the page link and an arrow will appear, click on the arrow and a Context Menu will appear and then select “Edit”. In WCMS, all assets have a Context Menu available as a small arrow when hovered over with a mouse. When the small arrow is clicked the Context Menu appears and displays common functions available.



After you have selected “Edit”, navigate to the “Section >>Row>>Column>>Design Element”

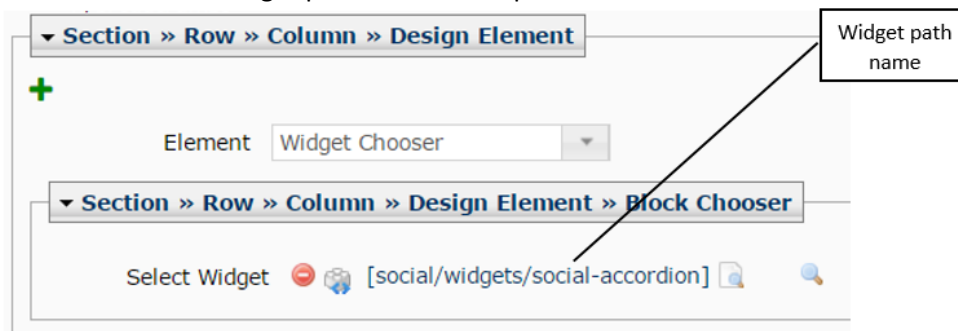


In the Element drop down select **“Widget Chooser”**

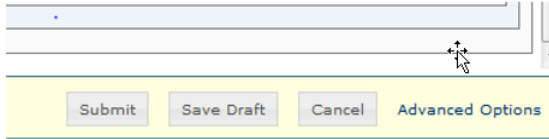
Once “Select Widget” appears, select your widget, click on the word **“[ Search ]”** a drop down menu will appear.

Next select **“Browse”** to locate your folder that contains your widget.

Once selected the widget path name will replace the word search.



Once you have added your widget to the page, click “submit” at the bottom of the page.



**In order for your changes to appear on the website, you must publish the page.**

**Note:** To remove a widget from the page, click on the minus button 