

SharePoint Training Manual – Accordion Content

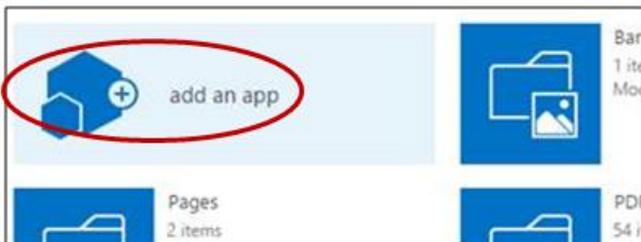
Accordion Content

Creating an Accordion Content List

1. Click on the Gear Button drop-down menu located at the top right hand side of the page.



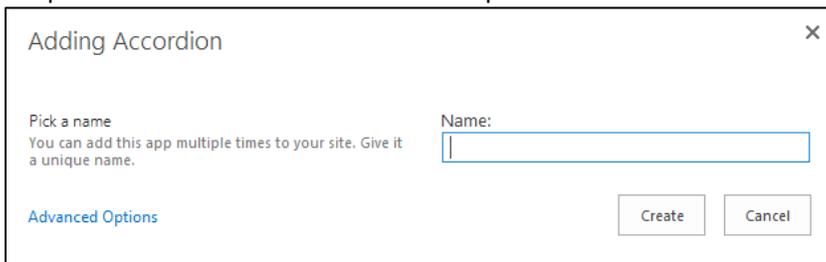
2. Select **Site contents** from the drop-down menu.
3. On the site contents page, click on **add an app** button.



4. The **Apps you can add** list appears. To create this list, click on the **Accordion** icon.

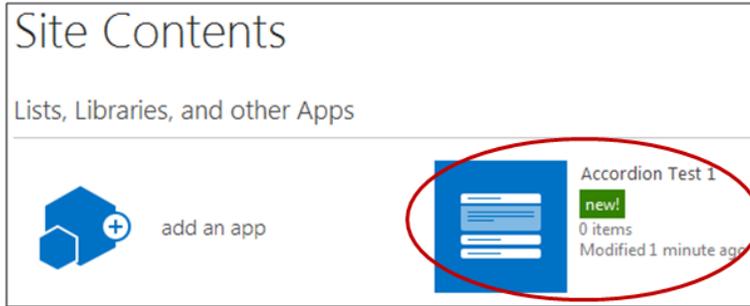


5. A dialog box will display. Enter the name that will identify this list and click **OK**. Keep in mind that the name could be helpful if it identifies what is stored in this list.



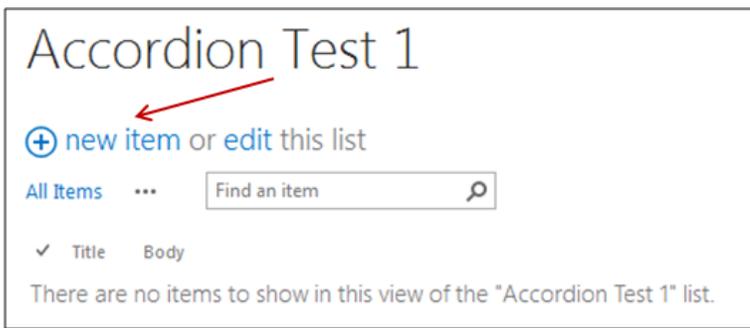
6. You will be redirected back to the Site Contents page with the new Accordion icon that displays **new!** below the title. Click on the newly created Accordion item.

SharePoint Training Manual – Accordion Content



7. The Accordion Settings page will reappear. Click on the **new item** link to create the items for this list. Add the Title and Body and click **Save**.

Repeat the process to create all list items needed.



Add Accordion Content List to a Page

1. Navigate to the page on which the Accordion list will be placed.
2. Edit the page by clicking **Edit** in the ribbon bar. Once the page is in edit mode, locate one web part zone where the Accordion list will be located. Within the zone, click **Add a Web Part**. A web part section will display at the top of the page.

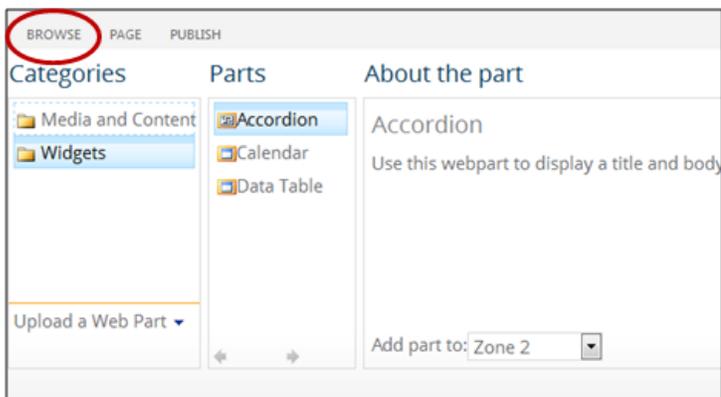


SharePoint Training Manual – Accordion Content

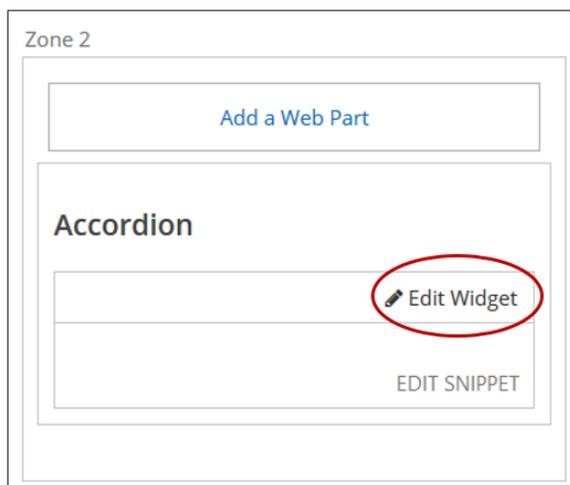
3. Click on the following and then click **Add** in the lower right hand corner of this display.
 - Categories: Widgets
 - Parts: Accordion



- Note: If the **Add** button is not visible, click on the **Browse** tab in the ribbon at the top left . The page will be refreshed and the Accordion list will be added to the page.

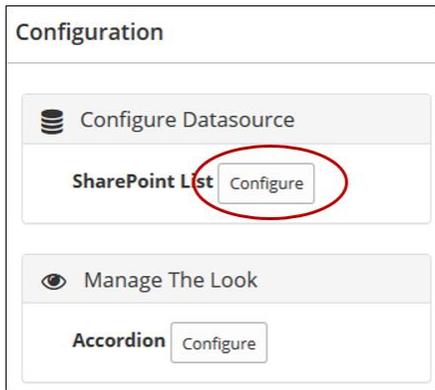


4. The page will then refresh and the new Accordion list will be visible within the zone.
5. It is now necessary to connect the web part to the Accordion list.
Be sure to be in Edit mode and click on the **Edit Widget** button in the toolbar of the new Accordion widget.

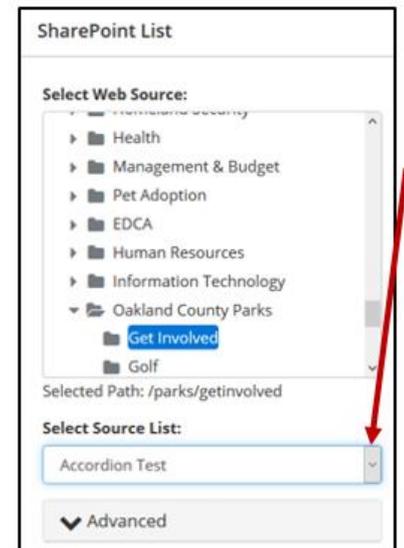
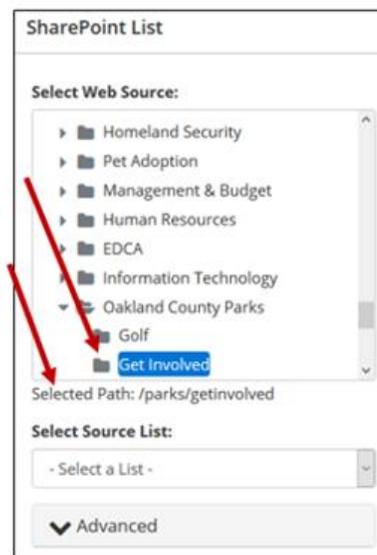


SharePoint Training Manual – Accordion Content

- This will open the Configuration properties panel. Click on the **Configure Datasource** - Configure button. The datasource panel will open for the Accordion list.



- Find the Accordion list and connect it to the widget:
 - Web Source selection: click the carat to expand the site list.
 - Select the site where the Accordion list is located and verify the Selected Path is correct.
 - Select Source List: click the dropdown to select the Accordion item.



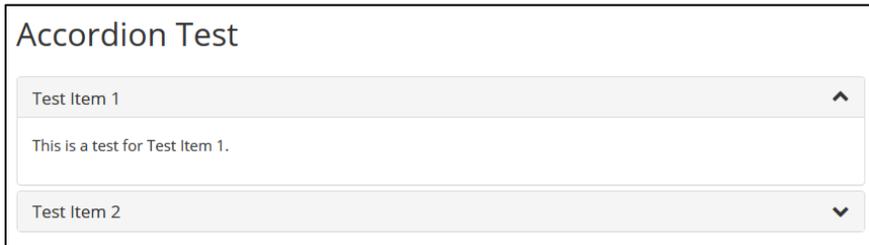
Click **OK** on this panel and **OK** on the Configuration properties panel.

- Save** the page to see the Accordion List appear on the page. If the connection has been completed, the Accordion items will display on the page. Clicking on the down arrow will expand the Accordion item to see the full content.

SharePoint Training Manual – Accordion Content

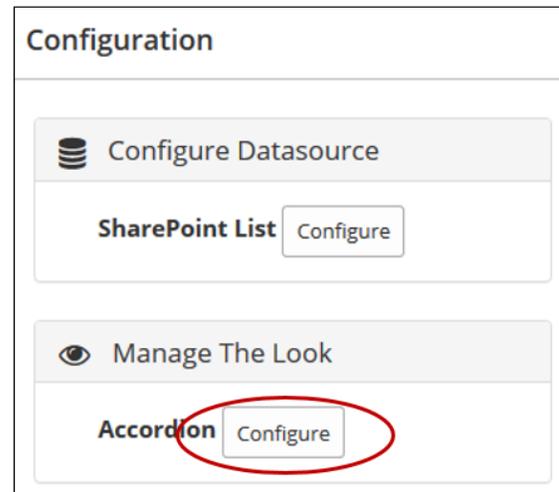
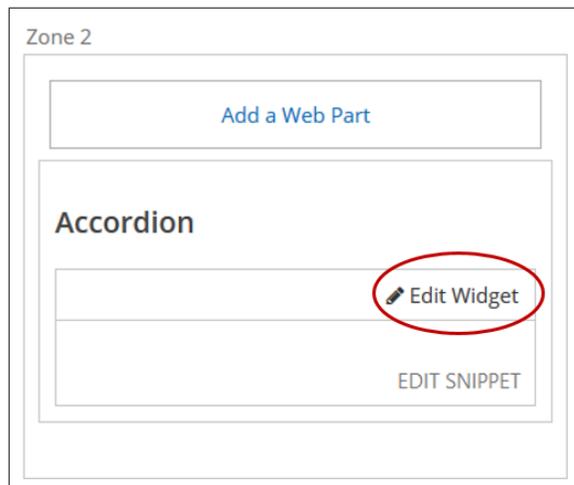


Item #1 expanded to view content:



Update the view of the Accordion List on a Page

1. Be sure to be in Edit mode and click on the Edit Widget button in the toolbar of the Accordion widget.



2. This will open the Configuration properties panel. Click on **Manage The Look** - Configure button. The Configuration panel will open for the Accordion list. To show expanded content when viewing the page, check one of the following:
 - a. Show the first item expanded.
 - b. Allow multiple items to be expanded at the same time.
- **Note:** 'Connections' is an advanced section that will configure data elements and should only be touched by the power user that has had advanced instruction.