SharePoint Foundation Widget

What is the Foundation Widget
The Foundation Widget is a customized web part that enables users to display content on their web pages using a variety of visual features. Currently, users can use the Foundation Widget to display content with the following features:

1. Tabs
2. Accordions

The widget provides a foundation in which other visual features can be built (a slideshow, for example); hence the name, Foundation Widget.

Why the Foundation Widget
SharePoint does not provide a way to display content using tabs or accordions. To fill the gap, University Web Services built a customized solution that provided tabs and accordion web parts for users. Although the original tabs/accordion web parts work, they were an HTML only solution, meaning only users who are comfortable manipulating HTML code can efficiently create and manage the web parts.

To ensure users of all knowledge levels can effectively use accordions and/or tabs on their web pages, and to cut down on the costs associated with supporting the HTML only tabs/accordions solution, University Web Services created the Foundation Widget, which includes a new Accordion-Tabs Web Part that relies on a SharePoint list for content. The new solution requires only basic knowledge of SharePoint lists, hence alleviating the need for users to learn and manipulate HTML code.
Accordions

**What is an accordion**
An accordion is a feature that offers multiple collapsible content areas. Using an accordion on your web page allows you to expand and collapse categories of content, enabling you to both save space on your page, and present your content in an organized, aesthetically pleasing way.

Do you have a lengthy Frequently Asked Questions page on your website? The accordion feature is perfect for your content. All your questions are shown, but the answers are in a collapsed state. When a user clicks the question, the answer is expanded.
What are tabs
Tabs are a feature that offers a way to display multiple categories of information in a tabular view. Using tabs on your web site allows you to display information specific to a content category, enabling you to both save space on your page, and present your content in an organized, aesthetically pleasing way.

Create an accordion
Creating an accordion on your web page is a 2-step process, including the following tasks:
1. Adding the accordion web part to a web page
2. Developing the accordion content
   a. Edit or hide accordion title
   b. Add content items

Add an accordion
The first step in creating an accordion is to add the Accordion web part to a page.

To add an accordion:
Navigate to the page in which you would like to add the accordion
1. In the Page tab, Edit group, click Edit
2. In the desired zone, click Add a Web Part
3. The Browse tab will open at the top of your window with web part options.
   Tip: You can also add an accordion to the Page Content zone. In the Editing Tools menu, Insert tab, click Web Part
4. In Categories, click the Widget folder
   Tip: You may need to scroll down to find the Widget folder
   Note: The Lists and Libraries folder is highlighted by default, so you will see any existing Accordion-Tabs lists in the Web Parts group. Do not select the list, scroll down to the Widget folder.
5. In Web Parts, click Accordion-Tabs

SharePoint Foundation Widget
6. In About the Web Part, ensure the desired zone is selected after Add Web Part to, and then click Add

7. The Accordion-Tabs web part is added to the desired zone on your web page. An accordion is displayed by default.

Note: SharePoint has also built a list in the back-end for your accordion, which is where you develop and manage the content for your accordion.

The second step in creating an accordion is to develop the content. You need to both add content to the accordion, and determine whether or not you want a title for the accordion on the web page.

To add content to an accordion:
An accordion pulls its content from a SharePoint list connected to it in the back end. Therefore, to develop content in an accordion, you need to develop the associated list.

1. Navigate to the page with the accordion
2. In Edit mode, at the bottom of the accordion web part, click Add/Edit Content
3. The Accordion list opens.
   Tip: Each content item in the accordion on the front end is a list item in the back end.
   Note: If you have a title for the Accordion-Tabs web part on the web page, and you are logged in, you can click directly on the title without being in edit mode and get to the list on the back-end. The list, however, opens in the same window, so you have to navigate back to the page in another tab if you want to have both windows open while you edit.
4. Click the title of an existing list item, and then click Edit Item in the ribbon
   The edit list item window opens in a new tab or window (depending on your browser settings)
5. In the edit list item window, complete the list item details
6. Title: add the text you want to appear when the item is collapsed in the accordion (for example, if the accordion is an FAQ, type the question in this field)
7. Display: check to display the item in the accordion on the web page
8. Order: type the order number in which you want this item to appear in the accordion
9. Body: add the text you want to appear when the item is expanded in the accordion (for example, if the accordion is an FAQ, type the answer in this field)
10. Repeat steps 3-4 until the existing default list items are used
11. If you do not have additional content items to add, go to step 9
12. If you do have additional content items to add, go to step 6
13. Under the existing list items, click +Add new item, or click New Item in the ribbon
14. The New Item window opens
15. Complete the list item details
   a. **Title**: add the text you want to appear when the item is collapsed in the accordion
      (for example, if the accordion is an FAQ, type the question in this field)
   b. **Display**: check to display the item in the accordion on the web page
   c. **Order**: type the order number in which you want this item to appear in the accordion
   d. **Body**: add the text you want to appear when the item is expanded in the accordion
      (for example, if the accordion is an FAQ, type the answer in this field)
   e. **Tip**: The body field is a full HTML field in which you can insert links, images, etc.

16. Repeat steps 14-15 until you have created list items for all the content you want to appear in the accordion

17. Navigate back to the page with the accordion, and then click Check In to see the changes
Edit the accordion title

By default, the title for the accordion web part, ACCORDION, is displayed on the page. You can either edit the title to more accurately reflect the content in the accordion, or you can hide the title altogether.

To edit the accordion title:
1. Navigate to the page with the accordion
2. In the Page tab, Edit group, click Edit
3. Hover over the right side of the blue box in the web part, click the down arrow, and then click Edit Web Part
4. Tip
5. The web part menu is always available via this drop-down menu, but the arrow is hidden. Whenever you want to edit a web part, you must hover over the upper, right side of the web part to make the arrow appear.
6. The web part properties display in a box at the upper right of your window.
7. Note
8. You may need to scroll over and up to see the web part properties.
9. Next to Appearance, click the + to open the menu

SharePoint Foundation Widget
10. In the Title field, type a title for the accordion
11. At the bottom of the web part properties window, click Apply
12. In the Page tab, click Check In to save your changes

Hide the accordion title

*To hide the accordion title:*
1. Navigate to the page with the accordion
2. In the Page tab, Edit group, click Edit
3. Hover over the right side of the blue box in the web part, click the down arrow, and then click Edit Web Part

4. Tip
5. The web part menu is always available via this drop-down menu, but the arrow is hidden. Whenever you want to edit a web part, you must hover over the upper, right side of the web part to make the arrow appear.
6. The web part properties display in a box at the upper right of your window.

7. Note
8. You may need to scroll over and up to see the web part properties.
9. Next to Appearance, click the + to open the menu

SharePoint Foundation Widget
10. In the Chrome Type category, click None from the drop-down menu, and then click OK
11. The blue box with the title ACCORDION is removed from your form page in the published view
12. Note
13. You still see the blue box in edit mode
14. At the bottom of the web part properties window, click Apply
15. In the Page tab, click Check In to save your changes
Tabs

Create tabs
Creating tabs on your web page is a 2-step process, including the following tasks:
  - Adding the tabs web part to a web page
  - Developing the tabs content
    - Edit or hide tabs title
    - Add content items

Add tabs
The first step in creating tabs is to add the tabs web part to a page.
To add tabs:
  1. Navigate to the page in which you would like to add the tabs
  2. In the Page tab, Edit group, click Edit
  3. In the desired zone, click Add a Web Part
  4. The Browse tab will open at the top of your window with web part options
  5. Tip: You can also add tabs to the Page Content zone. In the Editing Tools menu, Insert tab, click Web Part
  6. In Categories, click the Widget folder
  7. Tip: You may need to scroll down to find the Widget folder
  8. Note: The Lists and Libraries folder is highlighted by default, so you will see any existing Accordion-Tabs lists in the Web Parts group. Do not select the list, scroll down to the Widget folder.
  9. In Web Parts, click Accordion-Tabs
  10. In About the Web Part, ensure the desired zone is selected after Add Web Part to, and then click Add

SharePoint Foundation Widget
11. The Accordion-Tabs web part is added to the desired zone on your web page.
12. An accordion is displayed by default.
13. Hover over the right side of the blue box in the web part, click the down arrow, and then click Edit Web Part.

14. Tip: The web part menu is always available via this drop-down menu, but the arrow is hidden. Whenever you want to edit a web part, you must hover over the upper, right side of the web part to make the arrow appear.
15. The web part properties display in a box at the upper right of your window.
16. Note: You may need to scroll over and up to see the web part properties.
17. Next to Display Options, click the down arrow, and then click Tabs-Horizontal.
18. At the bottom of the web part properties window, click Apply.
19. The web part changes from an accordion to tabs.
Develop Tabs content
The second step in creating tabs is to develop the content. You need to both add content to the tabs, and determine whether or not you want a title for the tabs on the web page.

To add content to tabs:
1. Tabs pull content from a SharePoint list connected to the web part in the back end. Therefore, to develop content in tabs, you need to develop the associated list.
2. Navigate to the page with the tabs.
3. In Edit mode, at the bottom of the tabs web part, click Add/Edit Content.
4. The Tabs list opens.
5. Tip: Each tab on the front end is a list item in the back end.
6. Note: If you have a title for the Accordion-Tabs web part on the web page, and you are logged in, you can click directly on the title without being in edit mode and get to the list on the back-end. The list, however, opens in the same window, so you have to navigate back to the page in another tab if you want to have both windows open while you edit.
7. Click the title of an existing list item, and then click Edit Item in the ribbon.
8. The edit list item window opens in a new tab or window (depending on your browser settings).

9. Complete the list item details.
10. Title: add the text you want to appear as the tab title
    a. Display: check to display the item as a tab on the web page
    b. Order: type the order number in which you want this item to appear in the tabs.
c. Body: add the text you want to appear when the tab is selected

11. Repeat steps until the existing default list items are used
12. If you do not have additional content items to add, go to step 9
13. If you do have additional content items to add, go to step 6
14. Under the existing list items, click +Add new item, or click New Item in the ribbon
15. The New Item window opens

16. Complete the list item details
17. Title: add the text you want to appear as the tab title
18. Display: check to display the item as a tab on the web page
19. Order: type the order number in which you want this item to appear in the tabs
20. Body: add the text you want to appear when the tab is selected
21. Tip: The body field is a full HTML field in which you can insert links, images, etc.
22. Repeat steps until you have created list items for all the content you want to appear in the tabs
23. Navigate back to the page with the tabs, and then click Check In to see the changes

SharePoint Foundation Widget
Edit the tabs title
By default, the title for the Tabs web part, TABS-HORIZONTAL, is displayed on the page. You can either edit the title to more accurately reflect the content in the tabs, or you can hide the title altogether.

To edit the tabs title:
1. Navigate to the page with the tabs
2. In the Page tab, Edit group, click Edit
3. Hover over the right side of the blue box in the web part, click the down arrow, and then click Edit Web Part
4. Tip: The web part menu is always available via this drop-down menu, but the arrow is hidden. Whenever you want to edit a web part, you must hover over the upper, right side of the web part to make the arrow appear.
5. The web part properties display in a box at the upper right of your window.
6. Note: You may need to scroll over and up to see the web part properties.
7. Next to Appearance, click the + to open the menu
8. In the Title field, type a title for the tabs
9. At the bottom of the web part properties window, click Apply
10. In the Page tab, click Check In to save your changes

SharePoint Foundation Widget
Hide the tabs title

**To hide the tabs title:**
1. Navigate to the page with the tabs
2. In the Page tab, Edit group, click Edit
3. Hover over the right side of the blue box in the web part, click the down arrow, and then click Edit Web Part

4. Tip: The web part menu is always available via this drop-down menu, but the arrow is hidden. Whenever you want to edit a web part, you must hover over the upper, right side of the web part to make the arrow appear.
5. The web part properties display in a box at the upper right of your window.

6. Note: You may need to scroll over and up to see the web part properties.
7. Next to Appearance, click the + to open the menu
8. In the Chrome Type category, click None from the drop-down menu, and then click OK
9. The blue box with the title TABS-HORIZONTAL is removed from your form page in the published view
10. Note: You still see the blue box in edit mode
11. At the bottom of the web part properties window, click Apply
12. In the Page tab, click Check In to save your changes

SharePoint Foundation Widget
Additional notes & tips for using the Foundation Widget

- You do not need to publish your page every time you update/add/delete a list item. All changes you make to the list in the back end are automatically updated and displayed on the front end. You may need to check in or refresh your web page on the front end to see the changes, but you do not need to publish.
- You can easily toggle your content between tabs and accordions in the web part properties, Display Options.
- The Foundation Widget for tabs solution only replaces the tabs currently available via web part. The Tabs layout is not affected by the Foundation Widget.
- University Web Services has plans to convert all current tabs and accordions to the new Foundation Widget. The conversion will be a separate effort.
- Upon the implementation of the Foundation Widget – currently planned for March 2013, all users must use the Foundation Widget to create all accordions and tab web parts.
- If you accidentally delete your list, it cannot be restored. There is no recycle bin.
- Accordion-Tabs lists cannot be reused for another web part. There is a 1:1 relationship between web part and list.
- Do not insert reusable content into the body of your accordions/tabs, as it could break the web part.
- If you add tabs into smaller columns (navigation, for example), they behave like tabs, but look like accordions.
- If you want to add the Foundation Widget to a page that currently uses tabs and/or accordions using the previous solution, update the current instances to the new Foundation Widget to alleviate technical difficulties.
- Do not manage the Accordions-Tabs lists like you would other lists. For example, do not create views, or add/delete columns. The only action you should take in the Tabs-Accordions lists is to add/edit data.
- Tip: You can change the name of an Accordion-Tabs list in your site files.
  - Navigate to the list in Manage Content and Structure
  - Click the drop-down to the right of the list name, and then click Edit Properties
    - The List Settings window opens
  - In the General Setting section, click Title, description, and navigation
    - The edit General Settings window opens
  - In the Name and Description section, Name field, type the desired name for your list, and then click Save