

# Accordion Pages in Cascade – 2017 Template

Create an “accordion listing” block:

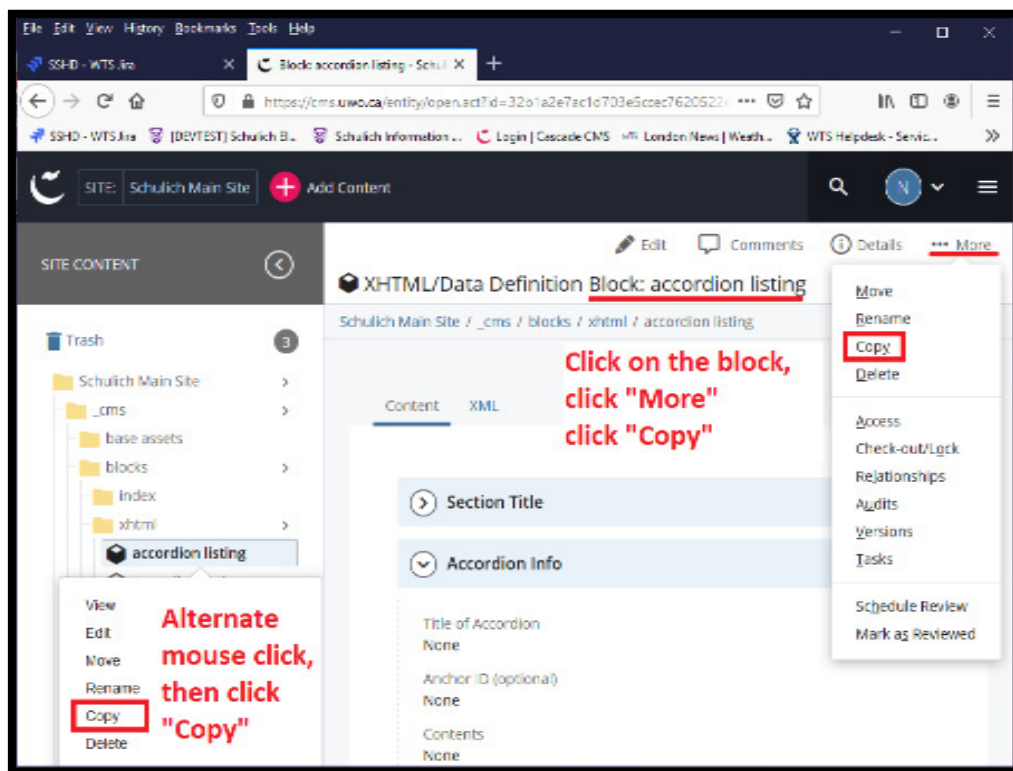
Go to `_cms > blocks > xhtml > accordion listing` and copy the “accordion listing” block

Make a copy of the “accordion listing” block in one of two ways:

You can alternate mouse click on the block and click “Copy”

OR

you can click on the block, click “More”, then click “Copy”.



**Edit the new block and add your content:**

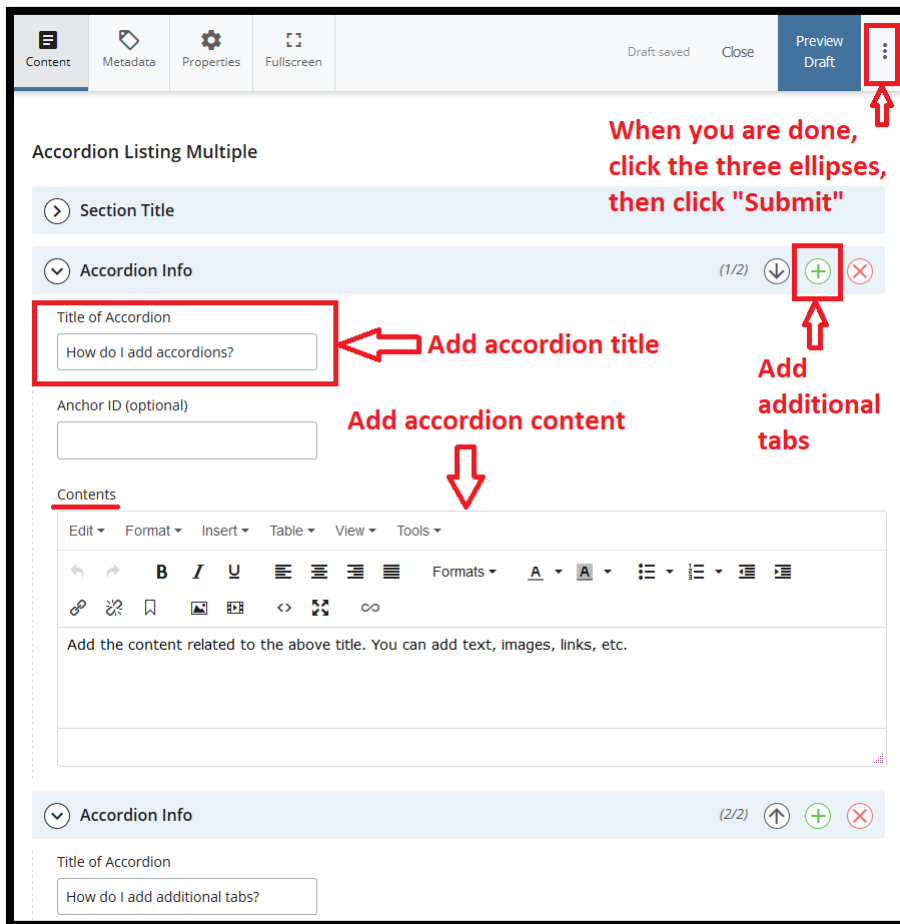
Edit the new block

Add the title in the "Title of Accordion" field

In the "Contents" editor, add the content related to the accordion title. You can add copy, formatting (e.g. bullets, headings, etc.), links, images, videos

Add additional tabs by clicking on the green plus + sign

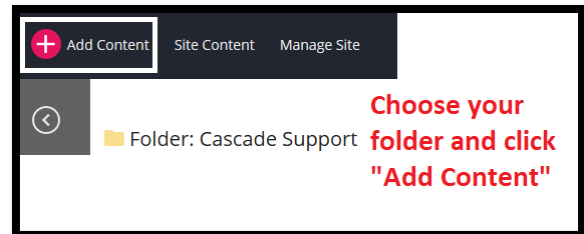
When you are done, click on the three ellipses and then click "Submit"



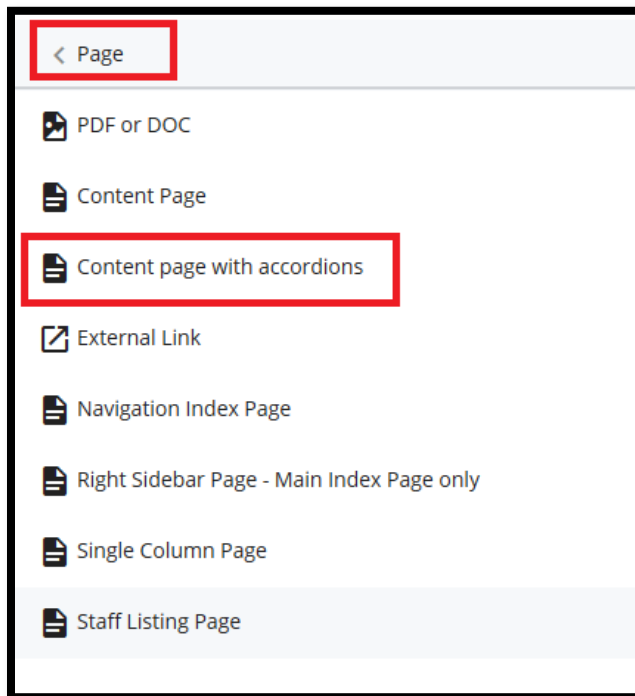
Create the “Content page with Accordion” and add the block:

Choose the folder where you want the new page to be

Click on “Add Content”



Click “Page”, “Content page with accordions”



Add the page "Title"

Add any content you want to appear above the accordion in the "Basic Page Content" editor

Scroll down to the first "Accordion Listing Information" tab and expand it by clicking on the arrow

In the "Accordion Listing Block" field click on "Choose Block"

Choose the appropriate block from either your "Recent" list or by browsing to "\_cms > blocks > html"

Click on "Choose"

Click on the three ellipses and click "Submit"

View your page to ensure everything is correct

When you are ready for the page to be live publish it

The screenshot shows a content management system interface with several red annotations and instructions:

- Title:** A red box highlights the "Title" input field with the instruction "Add the page Title".
- Navigation:** Red circles highlight the "Recent" and "Browse" buttons in the "Choose a block" panel, with the instruction: "Choose the new accordion listing block from your 'Recent' list or 'Browse' to '\_cms > blocks > xhtml' and choose the new accordion listing block from there, then click 'Choose'".
- Accordion Listing Information:** A red circle highlights the expand/collapse arrow for the "Accordion Listing Information" tab, with the instruction: "Expand the 'Accordion Listing Information' tab and click on 'Choose Block'".
- Accordion Listing Block:** A red box highlights the "Choose Block" button in the "Accordion Listing Block" field.
- Basic Page Content:** A red box highlights the content area above the accordion with the instruction: "Add any copy that you want to be on the page above the accordion block".
- Submit:** A red circle highlights the three vertical ellipses menu icon, with the instruction: "When you are done click on the three ellipses and then click 'Submit'".
- Review:** A red box highlights the "Choose" button in the top right corner, with the instruction: "Review your page to ensure everything is correct and publish it when you are ready for it to be live".