

Creating content using UAS Mosaic templates – A-Z pages

1. Overview

The A-Z pages are intended to provide a way to alphabetically group together links or content. It can be used, for example, for a glossary or as an index to documents or pages on your site.

Each letter is within a separate widget, allowing the user to link from the letters at the top of the page to the relevant section lower down the page. A link to return to the top of the page is also provided, so they can easily link again to other sections.

They are two styles of A-Z template

- a 'simple' list which uses only text and the whole page is immediately visible
- a page which uses an accordion, so the sections are initially hidden and then open when selected

In most instances the simple list is sufficient, though the accordion style can be best in instances where you have a lot of content, content in almost every letter, and the page would be very long and hard to navigate if all was displayed immediately.

The templates are not available as standard – if you require one please ask the Project Team who will build it on your site for you to use.

2. Editing the non-A-Z parts of the page

The page is created using a template in the same way as other pages.

All aspects of the details tab and Region 3 should be completed as per other pages.

On both the simple and accordion styles of A-Z, at the top of the page is a WYWISYG for introductory information. If it is not needed the place-holding text should be deleted and it should be left blank.

The above tasks are covered in other guidance documents:

[Overview and 'Content page - Text'](#) (PDF)

[The righthand column \(Region 3\)](#) (PDF)

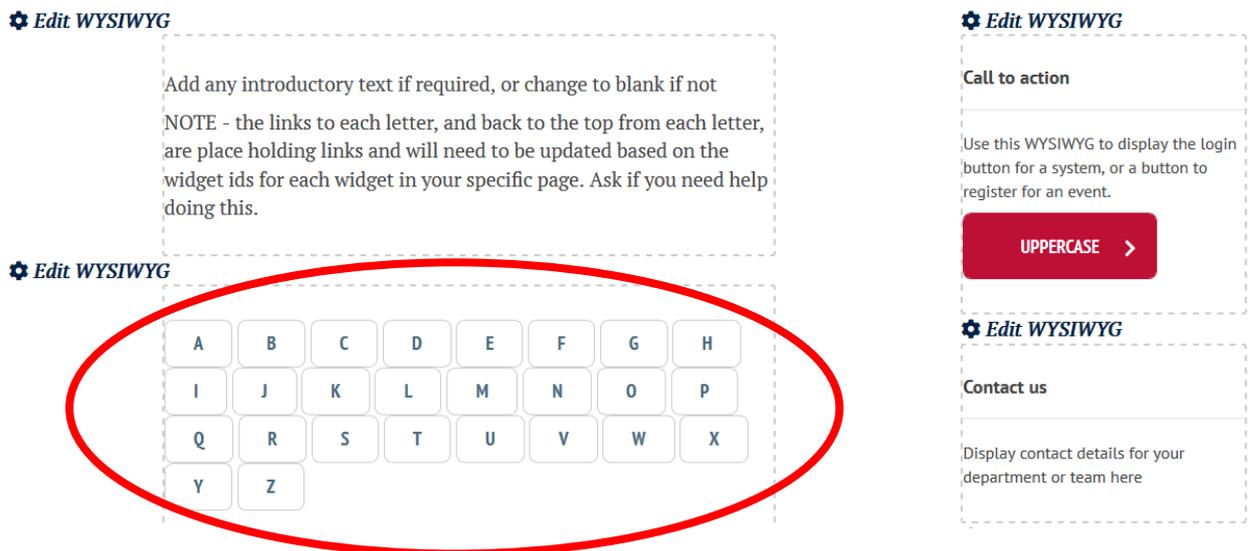
3. Building the A-Z parts of the page

The template has all the letters and sections in place – you have to put in the content and update the links.

Note – although the template includes links on the buttons and ‘back to the top’ text, these are place-holders and do not automatically update when you create the page. **You must update these links.**

3a. Editing the top level letters

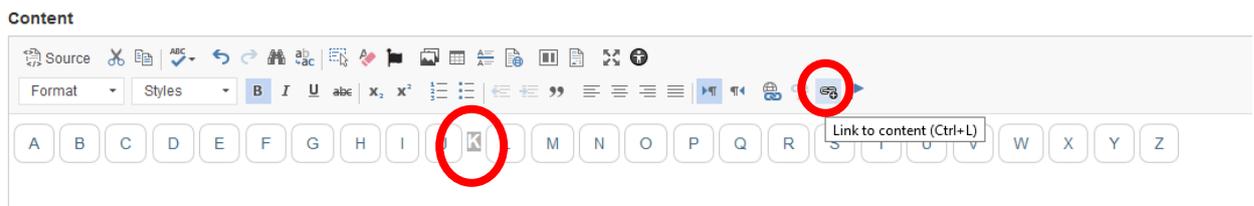
The letters are within a WYSIWYG widget – the second widget in Region 2.



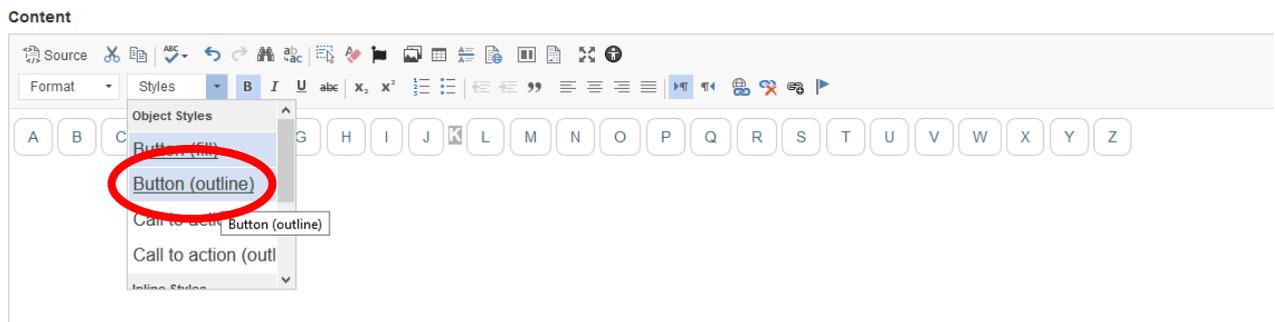
- If you do not have content relating to one of the letters it should be deleted – it may be confusing for the user to click a letter which leads to no content. By removing the letter you make it clear that there is meant to be no content.
- To remove the letter, click between the buttons to position your cursor there, and press the backspace button on your keyboard.



- If you need to add in a letter which you have removed:
 - click to position your cursor and type the letter (making sure there is a space either side).
 - The letter should be uppercase, and bold
 - Highlight the letter, and make it a link (either a placeholder, or to the correct section – see [‘Linking from the letter list’](#)) using the Link to content tool



- From the 'Styles' menu, select 'Button (Outline)'



3b. Editing the content

3b(i). 'Simple' template

In the 'simple' template each letter has its own WYSIWYG. Edit these as you would other WYSIWYG widgets (see [Overview and 'Content page - Text'](#)). Note the comment on '[style](#)' below.

- If you have no content for the letter
 - delete the place holding text (including the 'back to the top' link) and leave the field completely empty
 - delete the letter from the 'title' field
 - do not delete the widget (you may want to reinstate the letter at a later date)

The widget will not now appear on the page and the content below it will move up:

> Wycliffe Hall Library

[Back to top](#)



X and Y not showing as title letters deleted and WYSIWYG fields left empty

Z

> Zoology Research and Administration Building

[Back to top](#)

3b(ii). Accordion template

In this template each letter is within a separate section of an accordion. Each section is likely to be collapsed when the page is first opened, so you must click 'edit' to open the advanced accordion widget, and then 'edit' within the relevant section to open that letter.

Within each section is a WYSIWYG widget in to which you should put the content. Edit these as you would other WYSIWYG widgets (see [Overview and 'Content page - Text'](#)). Note the comment on '[style](#)' below.

- If you have no content for the letter
 - delete the place holding text but **not** the 'back to the top' link
 - **do not** delete the letter from the 'title' field
 - do not delete any widgets (you may want to reinstate the letter at a later date)

As accordion sections are still displayed when empty it is less confusing to the user to have a letter but no content in the WYSIWYG (excluding the 'Back to top' link), rather than lots of blank accordion sections.

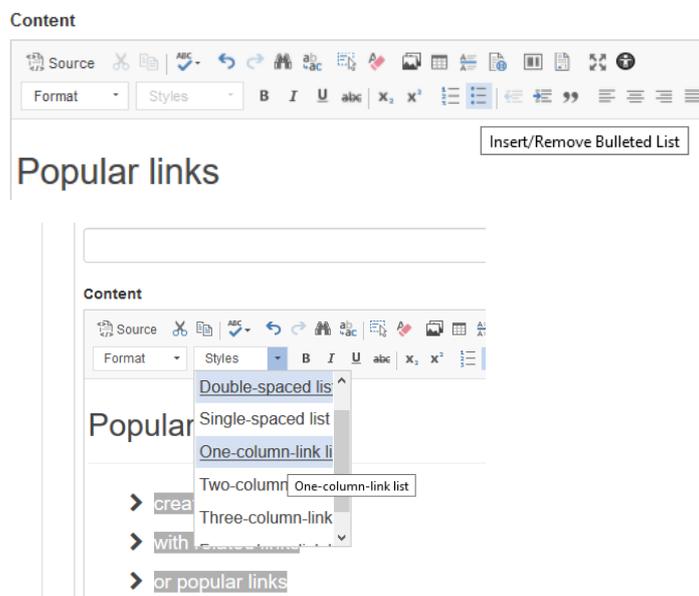
If you would have so many empty letters that it leads to a poor user experience then you are likely using the wrong template, and the 'simple' version would be more appropriate.

3b(iii). The style of your content

If you are creating a list it should use the 'link list' style which uses arrows, rather than bullet points.

To create this:

- > Click the 'insert/remove bulleted list' button
- > Create your list using bullet points
- > Highlight the text in the list, and from the styles list select 'one-column-link List'. This changes the bullet points to arrows

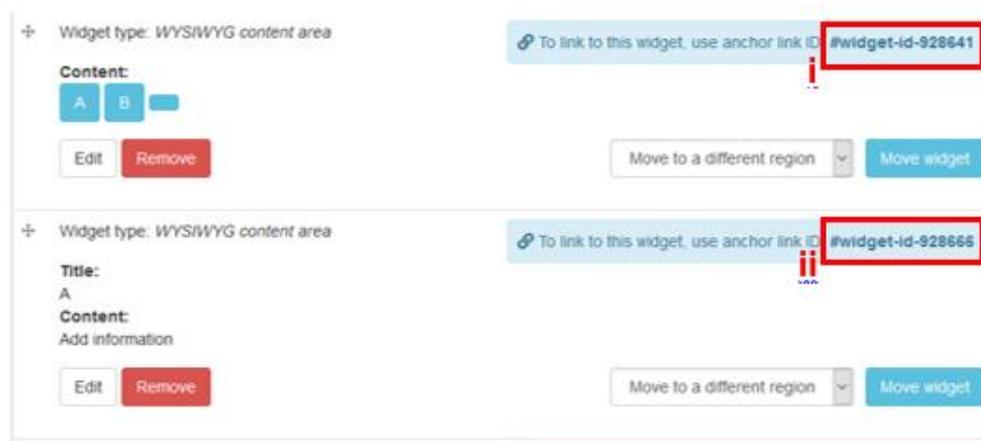


4. Linking between the parts of the page

To link between the different parts of the page you need to know the widget ID for each section.

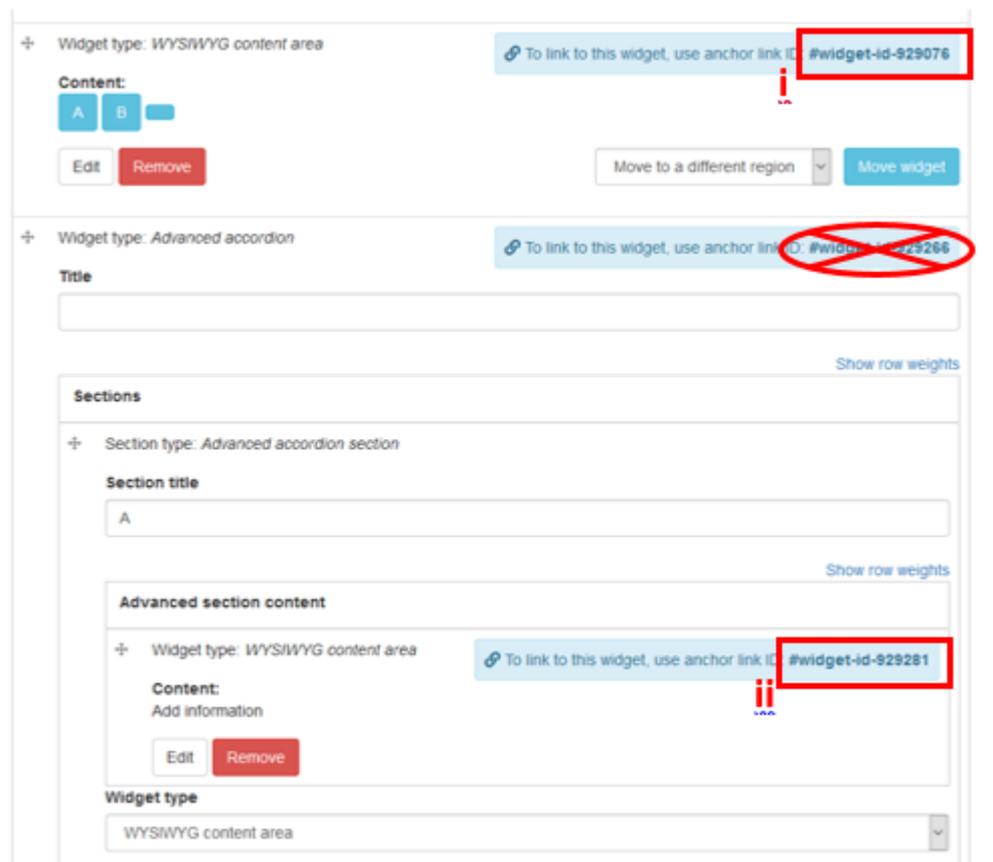
For the simple page you need:

- (i) the widget ID for the WYSIWYG in which you have the letter list; (ii) the widget ID for each WYSIWYG which holds content



For the accordion style you need:

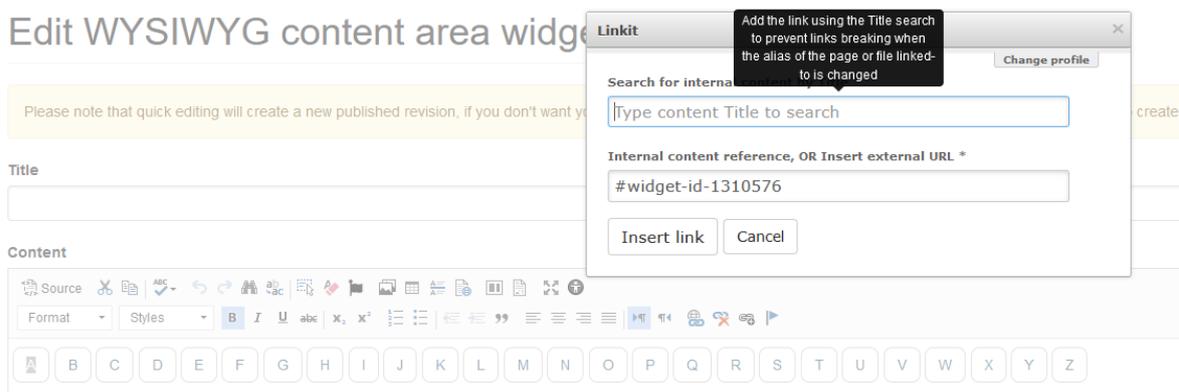
- (i) the widget ID for the WYSIWYG in which you have the letter list; (ii) the ID for the WYSIWYG widget within each accordion section



4a. Linking from the letter list

The link from each letter to the relevant section must be updated.

- Open the WYSIWYG widget which has the letter list.
- Double click the 'button' for the letter and the linkit box will appear (alternatively click the button once, and then right click and select 'link to content')
- Put in the bottom box the widget ID which corresponds with the WYSIWYG widget which holds the content for that letter – (ii) in both lists above. **Note** – you must include *#widget-id-* and not just the number.



- Click 'insert link'
- Repeat this for each letter using its unique widget ID

4b. Linking the 'Back to the top' text

The link which allows the user to return to the letter list must be updated in each section.

- Open the WYSIWYG for editing, and double click on the 'Back to top' link, (alternatively right-click and select 'link to content')
- Put in the bottom box the widget ID which corresponds with the WYSIWYG widgets which holds the letter list – (i) in both lists above. **Note** – you must include *#widget-id-* and not just the number.
- Click 'insert link'
- Repeat this for each letter – the widget ID will be the same each time as you are linking to same place

