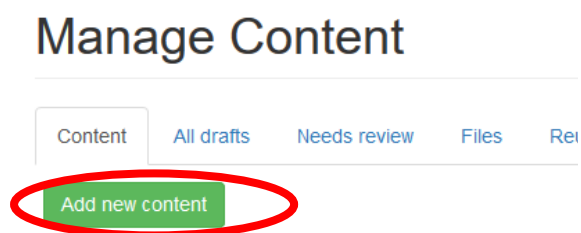# Using UAS Mosaic templates – content page tabs

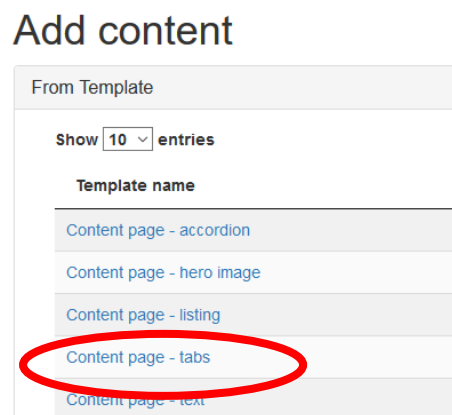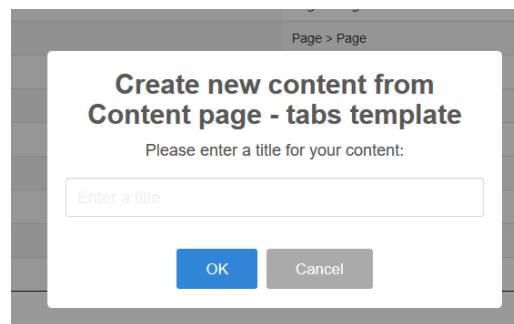## 1. Creating a page from a template

Go to manage content:

Click 'Add new content' from the 'Content' tab:

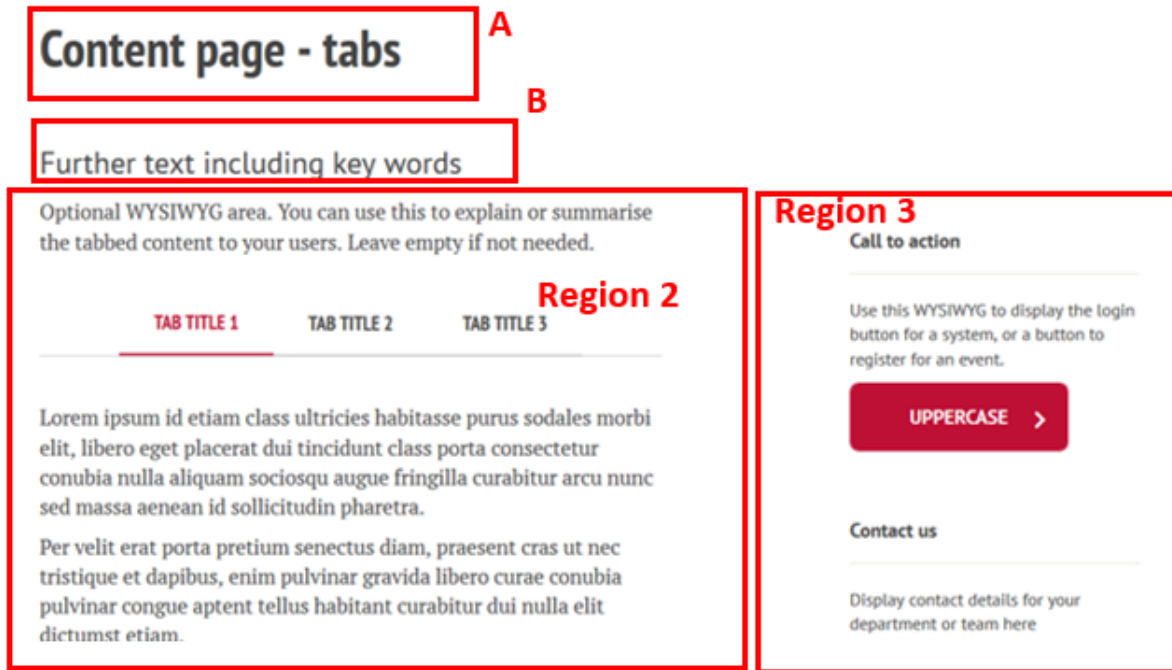Click 'Content page – tabs' from the menu of template names:

Give your new content a title and click OK. See the guidance on page naming.

2. Editing the page

The basic structure of the content page tabs template page is the same as other templates (see below).

- A and B are contained within Details (see overleaf).
- In the main page there are two active regions – Region 2 and Region 3. (Regions 1 & 4 are unused and therefore greyed out on the editing page and cannot be selected.)

Content page - tabs A

B

Further text including key words

Optional WYSIWYG area. You can use this to explain or summarise the tabbed content to your users. Leave empty if not needed.

Region 2

TAB TITLE 1   TAB TITLE 2   TAB TITLE 3

Lorem ipsum id etiam class ultricies habitasse purus sodales morbi elit, libero eget placerat dui tincidunt class porta consectetur conubia nulla aliquam sociosqu augue fringilla curabitur arcu nunc sed massa aenean id sollicitudin pharetra.

Per velit erat porta pretium senectus diam, praesent cras ut nec tristique et dapibus, enim pulvinar gravida libero curae conubia pulvinar congue aptent tellus habitant curabitur dui nulla elit dictumst etiam.

Region 3

Call to action

Use this WYSIWYG to display the login button for a system, or a button to register for an event.

UPPERCASE >

Contact us

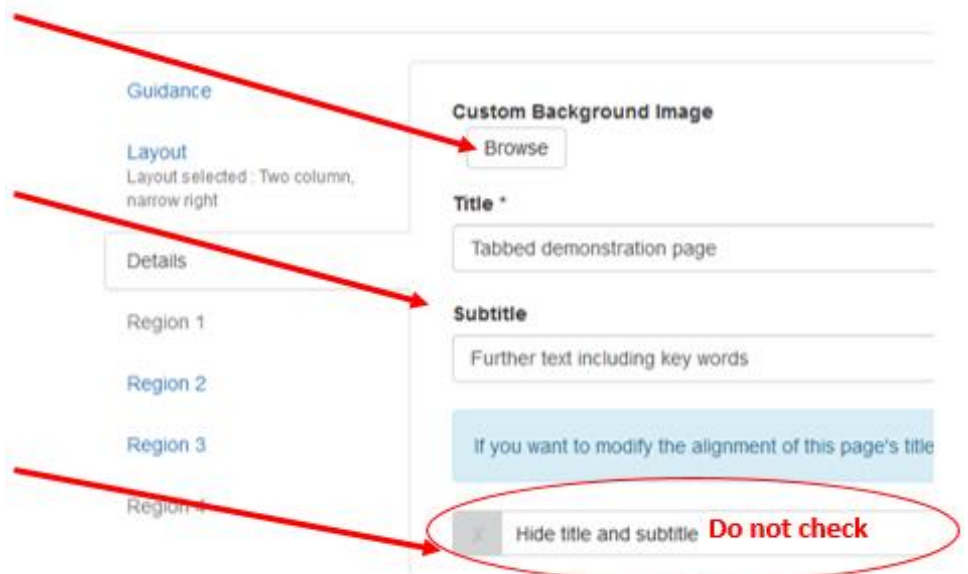Display contact details for your department or team here

Details

A – Title. This is established when you started creating the page, but can be edited in the details tab.
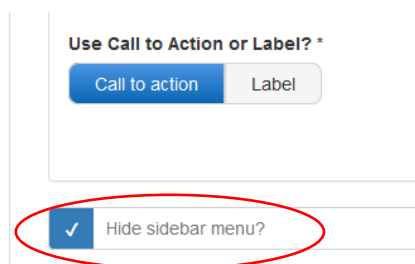
B – Subtitle. Should be edited via the details tab. All pages should have a subtitle (except homepages). Subtitles **should not** end with a full stop.

The title and subtitle should only be hidden on homepages.

Guidance

Layout
Layout selected : Two column, narrow right

Details

Region 1

Region 2

Region 3

Region 4

Custom Background Image

Browse

Title *

Tabbed demonstration page

Subtitle

Further text including key words

If you want to modify the alignment of this page's title
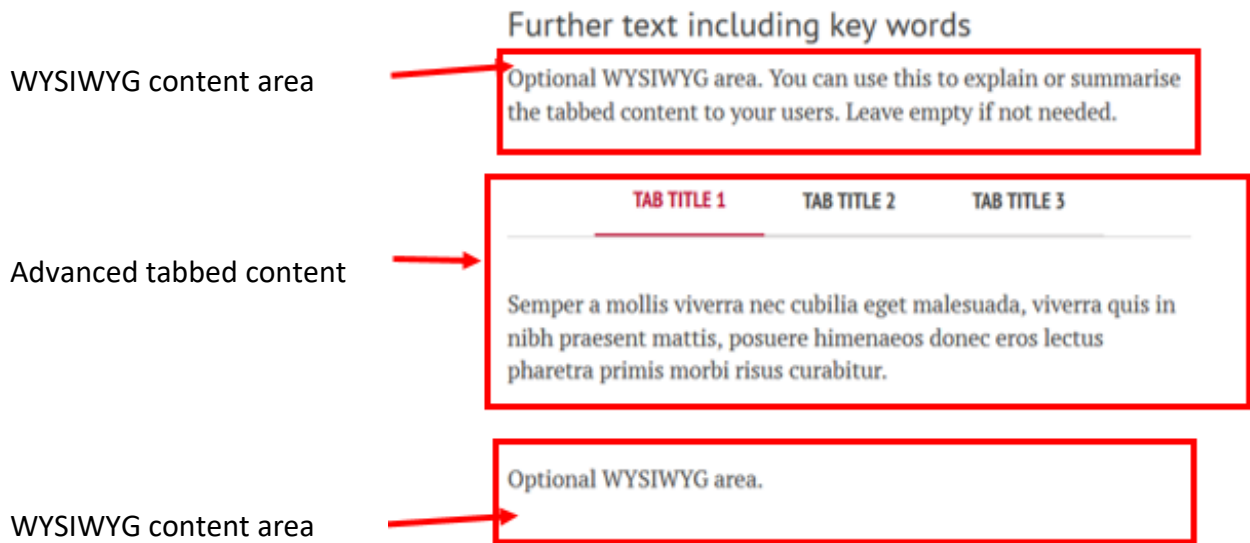
Hide title and subtitle **Do not check**

In almost all situations the sidebar menu of the left of the page should only be used when you need to provide a link to level 4 content within this part of the site (only up to level 3 is displayed in the top menu), or from level 4 content back to higher level pages. This option should therefore be checked in most situations.

If you need to provide easy links to other pages, it is usually correct to put these in Region 3, rather than use a sidebar menu.

Use Call to Action or Label? *

Call to action   Label

✓ Hide sidebar menu?

3. Region 2

Region 2 is constructed of 3 widgets.

WYSIWYG content area

Further text including key words

Optional WYSIWYG area. You can use this to explain or summarise the tabbed content to your users. Leave empty if not needed.

Advanced tabbed content

| TAB TITLE 1 | TAB TITLE 2 | TAB TITLE 3 |

Semper a mollis viverra nec cubilia eget malesuada, viverra quis in nibh praesent mattis, posuere himenaeos donec eros lectus pharetra primis morbi risus curabitur.

Optional WYSIWYG area.

WYSIWYG content area

- Widgets appear in your editing page in the same order as they will appear on your webpage so the content page tabs template includes a WYSIWYG widget, followed by an advanced tabbed content widget and then another WYSIWYG widget.
- It can be confusing editing the advanced tabbed widget because you need a widget within a tab in order to add content to it. In the example below, there is a WYSIWYG widget (in green) within a tab (blue) within the advanced tabbed content widget (red).

Widget type: *Advanced tabbed content*

Title

⚭ To link to this widget, use anchor link ID: **#widget-id-956021**

Show row weights

Tabs

Tab type: *Advanced tab*, Title: TAB TITLE 1

Font awesome class

Tab title

TAB TITLE 1

Show row weights

Tab content

Widget type: *WYSIWYG content area*

Content:
Content area for tab 1. You
⚭ To link to this widget, use anchor link ID: **#widget-id-956031**
can add more WYSIWYGS to this tab, or an accordion, to break up your content further.

Edit Remove

## 3a. Using the WYSIWYG areas above and below your tabs

- If you do not want to use the WYSIWYG widget above or below your tabs you should delete the place holder content within it, which will result in the widget not being displayed. The remaining page content will automatically reorganise to fill the gap left by the absent WYSIWYG widget. **Do not delete the WYSIWYG widget itself**.
- If you use the WYSIWYG widgets you should:
  - Leave the title blank.
  - Use the menu at the top to assist you in ensuring you present your information in a user-centric way. Paragraphs should not have more than 5 sentences.
  - Consider use of formatting and styles, to create headings, and use lists. Different list styles are available by first selecting a numbered (B) or bulleted list (C). See UAS Mosaic Manual - overview and content page (text).
  - If you copy and paste content from other sources it should be stripped of formatting either via the shortkey (ctrl+shift+v) or the button in the toolbar (labelled as D below)
  - Refer to the UAS web style guide and 'Writing for UAS websites' guidance to ensure the style and content of your writing is consistent with UAS standards
  - DO NOT change the layout options at the bottom of the page.
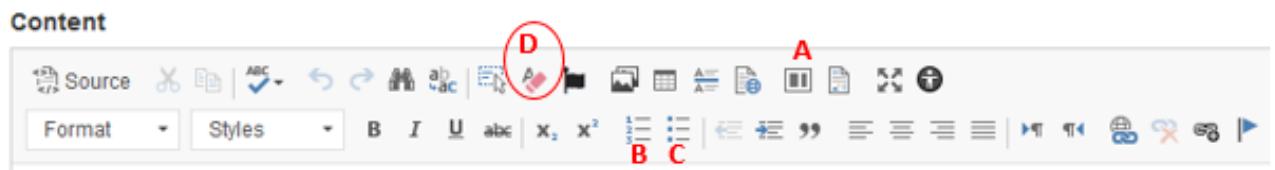
A - Layouts – this enables you to divide the area in to columns of different widths.
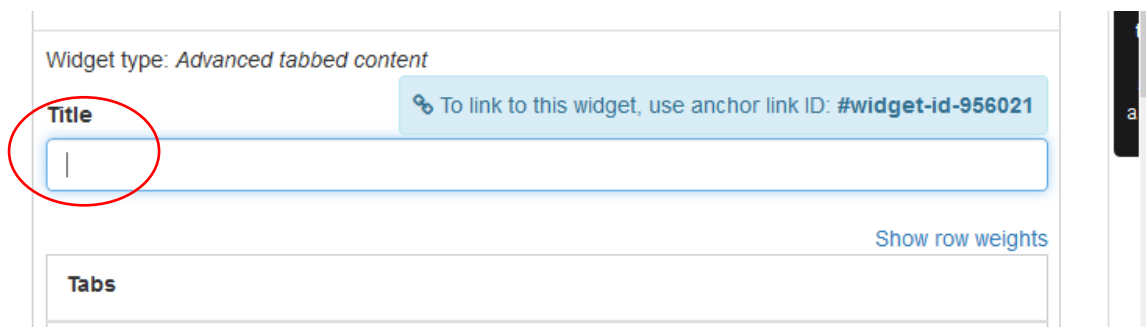
B - Numbered lists

C - Bulleted lists
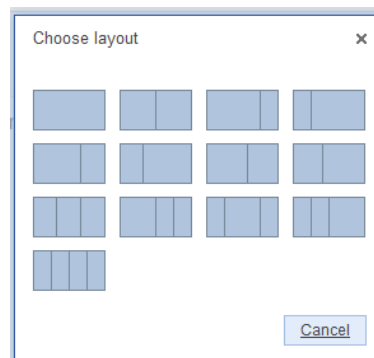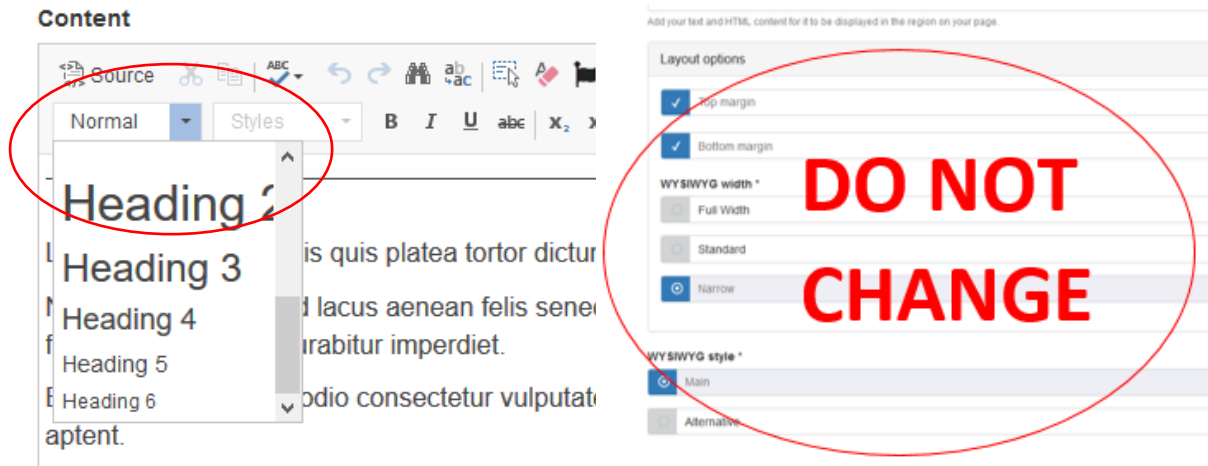
3b. Adding content to tabs

- Leave the title box at the top of the advanced tabbed content widget blank. Adding a title here may be confusing for site visitors – the title positioning is seen in A below:

- Insert the title for your first tab into the first Tab title field.

The 'Font awesome class' box should be left empty.

In 'Tab title', *TAB TITLE 1* should be replaced with the title for the tab. **Note: the tab title should be UPPER CASE.**

- The template is set up with a WYSIWYG content widget within the tab but you can change this, or add further widgets, if required.
- Leave the widget title blank. The content of the tab is already titled via the tab title entered in the step above, so an additional title would be superfluous.

- Do not change the Layout Options and WYSIWYG style options at the foot of the widget.
- Use 'collapse' to hide widgets you are not currently editing. This makes navigation around the editing page easier, and reduces the likelihood of you editing the wrong widget.
- The 'remove' button in this area is to remove the WYSIWYG widget from within your tab. Be careful not to click on this accidentally, thereby deleting content within your tab.
- You can add have the option to add additional widgets to your tab. These can by WYSIWGY or other widgets.
- The 'remove' button at the bottom deletes the **whole tab** (not its contents). This may be necessary to do if you have created too many tabs prior to adding content. Note that you can reorder the tabs, so there is no need to delete the first one and recreate it at the end – it can be moved.

You can then move on to Tab 2, and repeat the steps above, and likewise for Tab 3:

3c. Adding more tabs

- The content page tabs template is set up with three tabs. If you need to add more tabs, click 'Add another tab' which you can find between the final tab and the layout options for the advanced tabbed content widget:

- Once you have added another tab, and set up the tab title, you will need to add a widget so that content can be included in that tab. Choose the appropriate widget from the drop-down in the 'Widget type' menu, and click 'Add new widget':

- Then complete the add content as outlined above.

- Ensure that the layout settings for the WYSIWYG widget are the same for all of your tabs – these should replicate the settings for the WYSIWYG widget in the previous three tabs. **The top and bottom should be checked** and **the width should be standard** (it is the tab widget which is narrow, not the WYSIWYG within the tab).


- There is no limit to the number of tabs you can include on a page but a maximum of approximately 5 is recommended. You need to see how your information looks on the page.
- When building your content page with tabs, make sure you save your content regularly. Saving your work collapses completed tabs, thereby speeding up the process of adding additional tabs and widgets.

- Do not change the layout options for the advanced tabs widget.
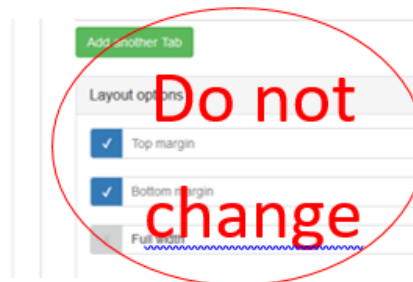
3d. Changing the order of the tabs

- To change the order of your tabs click 'Show row weights'. At the top of the area for each tab is a figure within a drop down menu. The smaller the number, the earlier in the list it will appear. Negative numbers are shown before zero. Be careful to distinguish between the order of the *tabs* on your page and the order of the *widgets* within those tabs.

4. Region 3

Editing Region 3 is covered in the document on editing the right hand column.