



# The Tip Jar

Best web practices to help you improve your online content

Issue 5

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## Issue 6: Tabs

### What are tabs?

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Like [Accordions](#), tabs offer you a way to get more information on one page, but reduce scrolling. They help you divide the page subject into two or three sections. See an [example of tabs](#) in use. Tabs are only available on our external websites.

### Why use tabs?

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If you want to divide your page topic into two or three subtopics, use tabs. Tabs reduce scrolling by layering the content.

Consider the impact on your page visitor. Does your use of tabs make it easier for the user to scan and quickly get to the content they need? Is the extra click to open the tab worth the effort for the visitor?

View your page on a mobile device. Tabs stack vertically on a cell phone and may cause confusion. We will be reviewing our mobile experience going forward and may have further recommendations in the future regarding tab use.

#### Some ways to use tabs:

- On a [clinic or service page](#), for subtopics such as: **About, Prepare, Follow-up**
- On a general health information page about a [disease](#) or condition, for subtopics such as: **The basics, Diagnosis, Treatment**
- On a [professional resources page](#) for health professionals about a particular disease, condition or service, for subtopics such as: **Our program, Practice guidelines, Our team**; or more specific subtopics like **What we do, Access interpreters, Tips & best practices**

#### How do tabs differ from accordions?

Tabs split the main page topic into major categories, while accordions are used for dividing a topic into multiple smaller pieces.

#### How to add tabs

- For instructions and a short video demo, visit the [tabs how-to page](#).

## Best practice

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- Use tabs only if you need to divide your content into two or three subtopics - don't use only one tab.
- Don't repeat the tab heading in the tab body, unless the tab heading is a short version of a longer heading.
- Don't use a tab if you need to divide your content into more than three sections. Use accordions instead.
- If you need to provide content about the whole topic, put this in the short page content box (which appears above the tabs) or under the first tab (so the content is visible when the page is opened).
- Make tab headings short and descriptive (one or two words only), and don't let tab headings go over two lines (all tabs together can be no more than 56 characters).
- Use sentence case in tab headings.
- Use headings (H2 to H4) to organize information inside the tab body content.
- You can use accordions within a tab, but you must have at least one paragraph before the accordions.

## Troubleshooting

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### Tabs & changing templates

If you switch a basic template to a basic plus template, SharePoint will move any content you have in the main page content to a field below the tabs and apply a grey background.

#### Tip:

1. Copy the content from the main page content area
2. Switch to a basic plus template
3. Paste the content into the first tab
4. Delete the grey-background text
5. Save the page

### Removing tabs

If you remove a tab, the third tab will disappear. However, the tab doesn't get deleted; if you then add a tab, the third tab will reappear (with your content on it).

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