Using tabs

Tabs are a way to separate the content on your page. The content in tabs is only visible one tab at a time.

Tabs are only available in certain templates. The most common templates used that have tabs are the Basic Plus and Clinic templates.

About tabs

1. If you are on a page template that does not use tabs and you want to use tabs, you first need to switch templates. See **How-Tos: Pages** for instructions.
2. When you select a template that uses tabs, you will see the basic 3-tab layout already embedded for you. By default, Tab 1 is the first tab selected. The darker background shows you the tab you are working in.
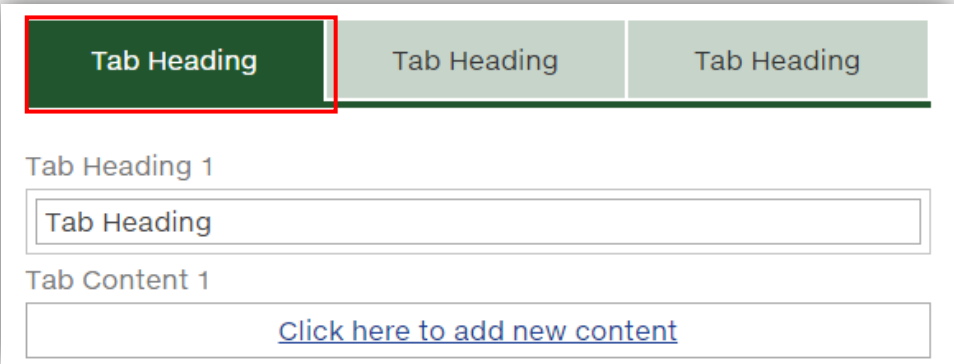

3. Each tab has two content areas: the Tab heading and the Tab content.
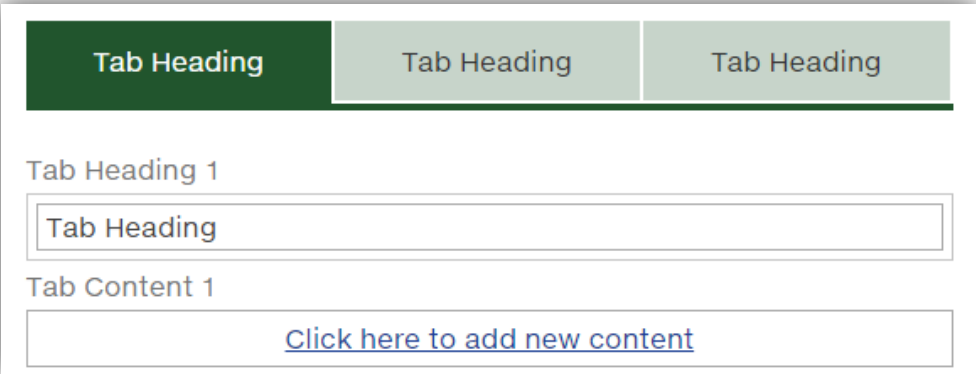
4. Editing tabs can be a bit tricky. Plan exactly how you want your three tab headings and their content to look ahead of time. You can toggle between tabs by putting your cursor on the tab heading of the tab you want to edit.

## Add a tab heading & tab content

1. Put your cursor on the first tab heading (the heading to the far left). Add a title for the topic of the whole tab. Tab headings must be short and descriptive. If your topic is long, select a keyword, use it for the heading, and put the full topic name in the Tab content area. **Note:** Tab headings are not allowed to go over two lines. (We recommend using 56 characters at the most, shared among the headings.)
2. Add content to the tab in the Tab Content box and "Click here to add new content". Add content specific to the first tab only.
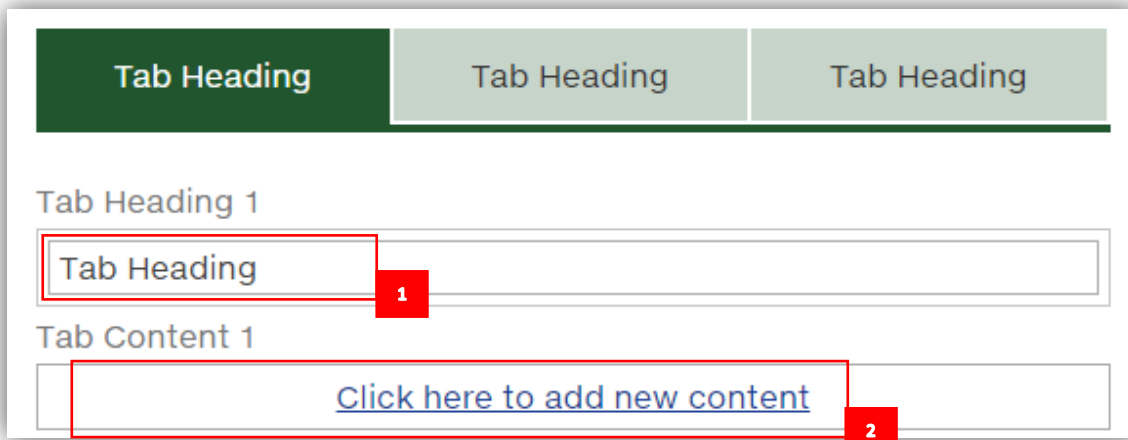
3. Continue adding headings and content to the remaining two tabs. By default you are given three tabs – this is the maximum number of tabs you can have on your page.

Remove a tab

1. If you do not need a tab, you can remove it. Click the INSERT tab on the editing ribbon and select Remove Tab. **Note:** The Remove tab option always remove tab 3. If you have already removed tab 3, it will remove tab 2. You cannot select tab 1 or 2 for deletion.
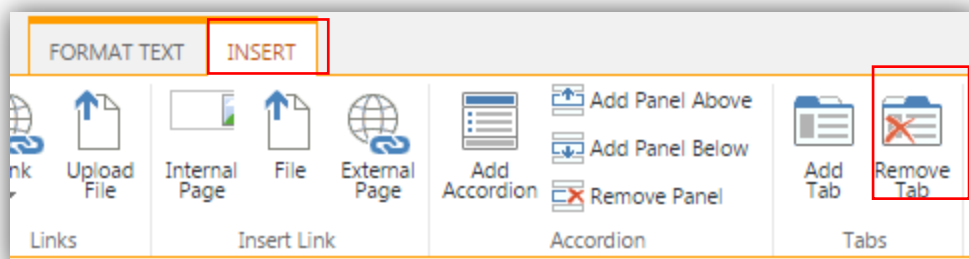
2. If you remove tab 3 but want to add it back in to your page, click the Insert tab on the ribbon and choose Add Tab. Tab 3 will reappear (with your content). **Note:** Do not remove tab 3 and 2, leaving only one tab. A page must have either two or three tabs.