



Creator+ Inserting Tabs

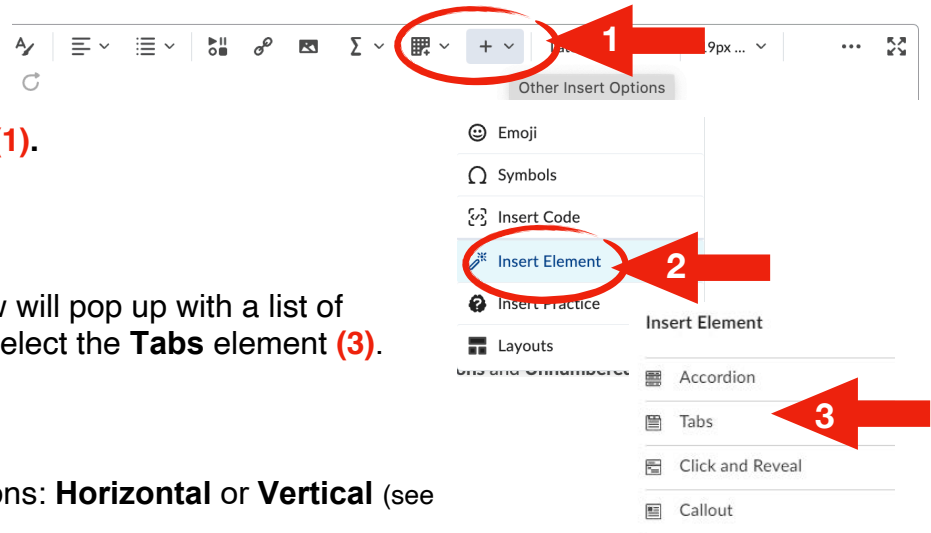
Tabs are useful for providing information that belongs in a series. Tabs are great for showcasing items one-by-one. There are two format options available **horizontal** and **vertical**.

To Insert a Tab:

In the page editing window, click on the **Other Insert Options** icon on the **Editor Ribbon** (1).

Select **Insert Element** (2).

The **Insert Element** window will pop up with a list of Elements to choose from. Select the **Tabs** element (3).



With Tabs, you have 2 options: **Horizontal** or **Vertical** (see below).

Insert Element

Tabs

Format Options*

Horizontal Vertical

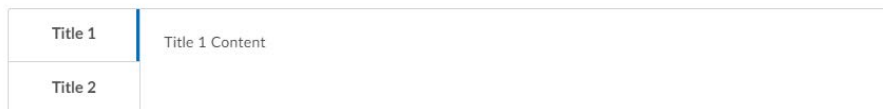
Horizontal

Horizontal



Vertical

Vertical



Select the appropriate option for your material. For this example, we are selecting the **Vertical** option.



Add in information in the **Learning Instructions(4)** and **Tab Title** and **Tab Content (5)** boxes. Click **Preview (6)** and review your **Tab**.

Insert Element

Tabs

Format Options *

Horizontal Vertical

Learner Instructions *

Title

Tab Labels and Related Content *

Tab 1 Title *

Tab 1

Tab 1 Content *

Tab 1 Content

Back Preview Cancel

If your **Tab** is to your liking , click **Insert (7)**. If not, click **Back** to continue editing.

Preview

Title

Tab 1	Tab 1 Content
Tab 2	

Back Insert Cancel



Once you have Inserted the Tab on your page, click **Save and Close (8)**.

Edit HTML File

Tab Page

Hide from Users

Paragraph **B** *I* U **A** undefined 19px ...

Title 1	Title 1 Content
Title 2	

/content/enforced/8428756-CorderSandbox/

Notify students that the content has changed

8

You can now view your completed Tab on the page.

Table of Contents > Example 1 > Tab Page

Tab Page

Vertical

Title 1	Title 1 Content
Title 2	