

# How the new TABS work

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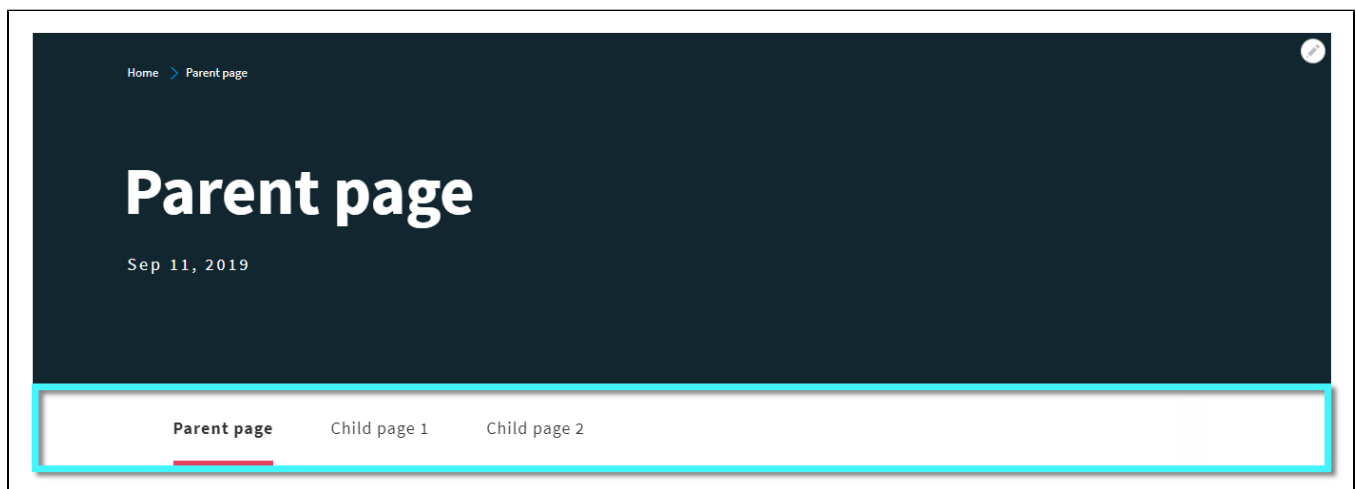
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*[FAST TRAINING] New way to use tabs in Drupal*

## What are tabs?

Tabs are located below the header of the first main page - this is what we call the Parent page.

All tabs that are added to this page, are called Child pages.



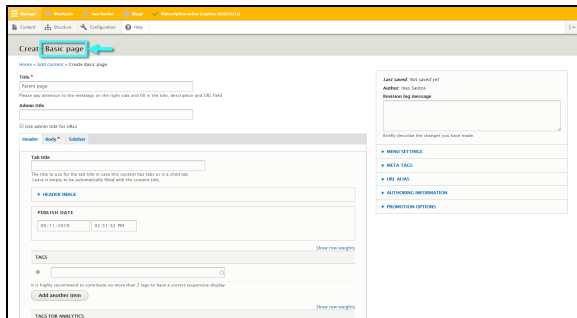
## What are the advantages of using tabs?

- Better content organization
- Clean page look
- Enables the user to jump quickly to desired information
- Reduces scroll usage

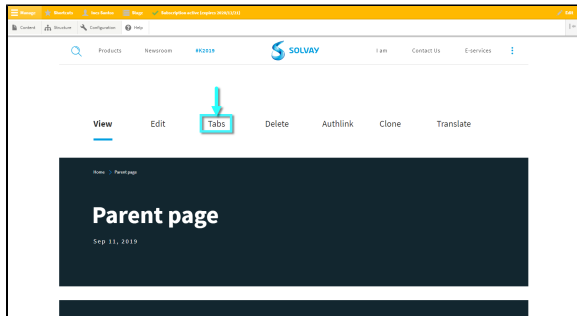
## What is the new way to create tabs?

1) Create a Basic page

 This is the Parent page for future tabs

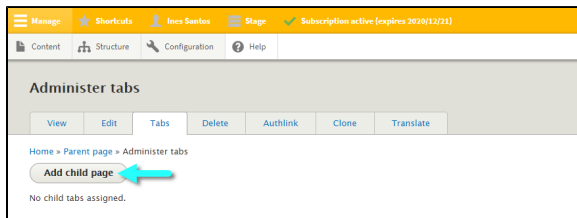


2) Click "Tabs" in the page menu

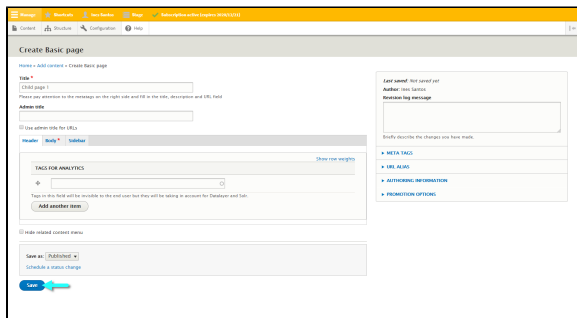


3) Click "Add child page"

**i** This is going to be the Child page of the initial page created (the Parent)

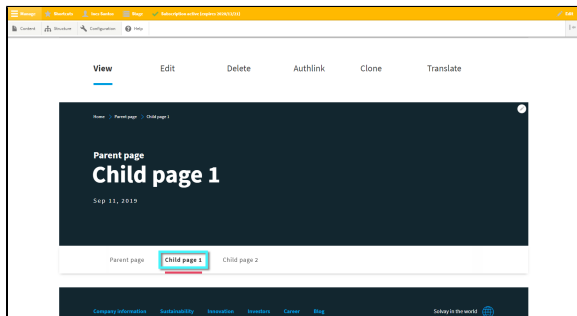


4) Fill information and once you're done, simply save your changes at the bottom of the page



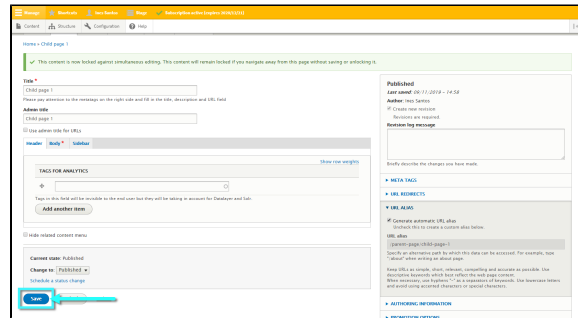
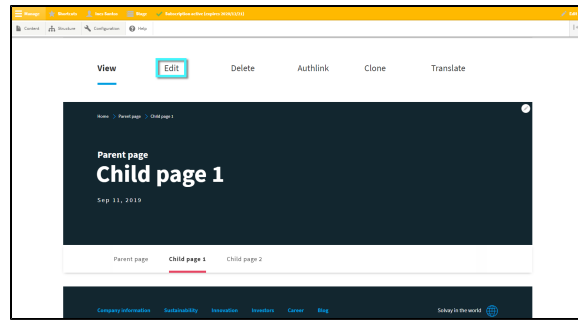
## How to edit a tab after creating it?

1) Click on the tab you want to make changes to



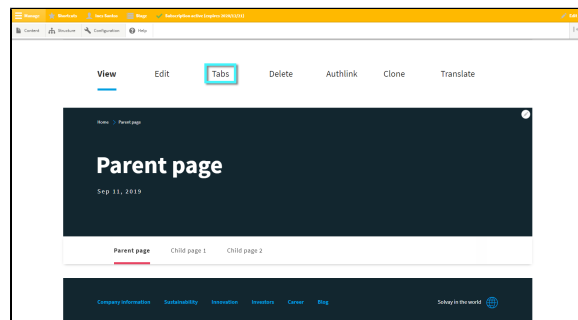
2) Click "Edit" in the menu

3) Complete your changes and once you're done, simply save your changes at the bottom of the page

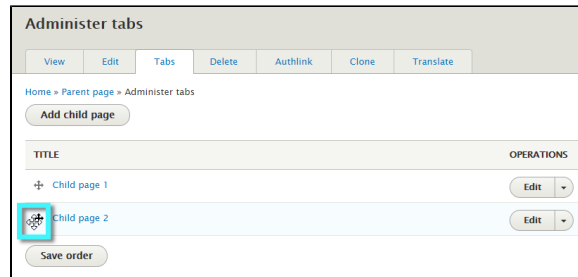


## How to change the order of the tabs?

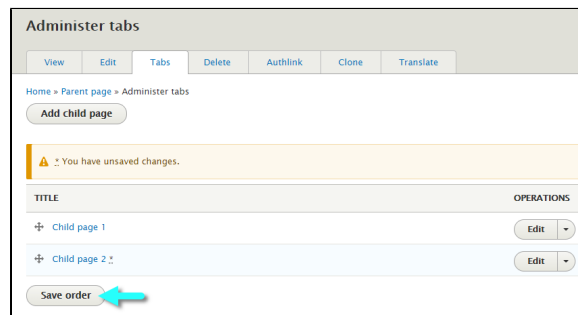
1) In your Parent page, click "Tabs" in the menu



2) With your cursor on the left icon of the tab, click and drag to the desired position



3) Once you're done, click "Save order" at the end



## Important information

- Child tabs are normal Basic pages, you need to fill them with different information from the Parent page - summary and meta tags
- This is the only way you can create tabs - if you have an existing page that you want to transform into another page's tab, you have to follow this procedure and then copy/paste the information
- Each tab has it's own node, so you can link to a tab instead of the main page
- There is common content migrated from the Parent page such as: header image, tags, subtitle, link
- If you delete a Parent page, the tabs become independent pages
- For the Parent page, if the tab title isn't provided it will assimilate the page's title