

How the new TABS work

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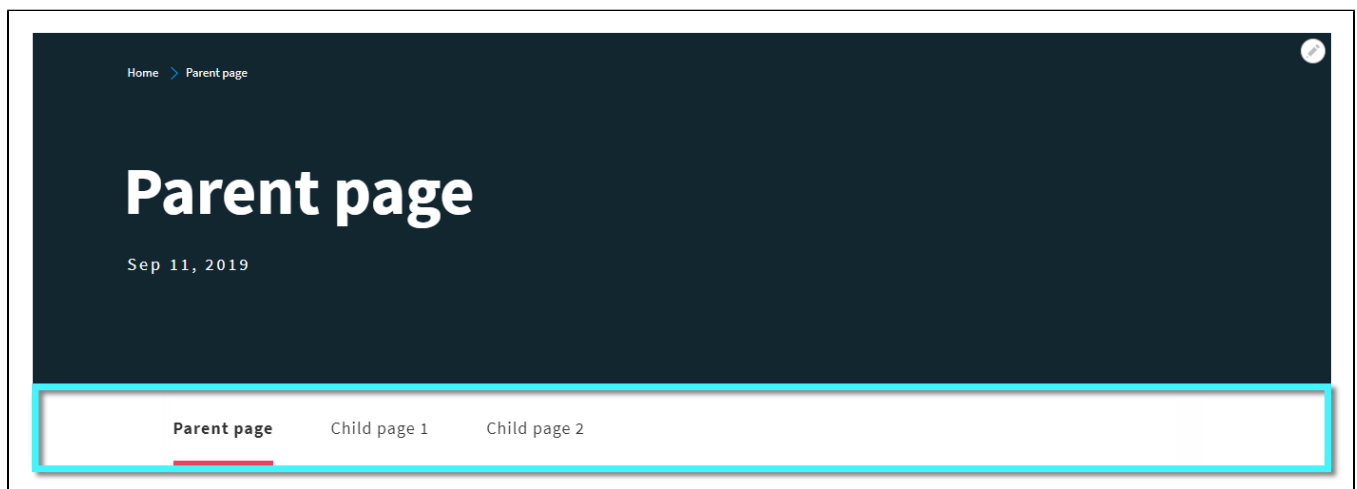
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[FAST TRAINING] New way to use tabs in Drupal

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

Create Basic page

Home > Add content > Create Basic page

Title *
Parent page
Please pay attention to the markings on the right side and fill in the title, description and URL field.

Admin title
Use admin title for URLs

Header **Body** **Footer**

Tab title
Use this to set for the tab title to use the content tab title as a child page. Used to create the tab structure. Please use the content title.

Header image

PUBLISH DATE
2017-11-20 10:00:00 2017-11-20 10:00:00

TAGS
It is highly recommended to contribute no more than 2 tags to have a correct responsive display.

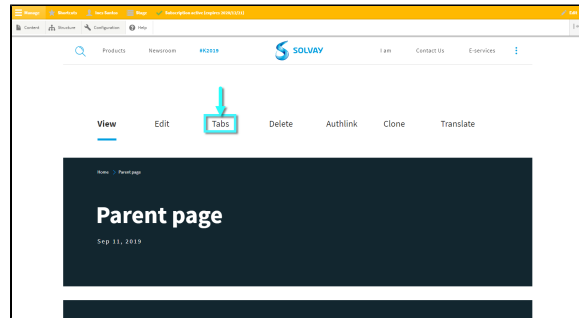
ADD ANOTHER ITEM

Left column: Not saved yet
Author: User Service
Publication log message

Right column: Not saved yet
Briefly describe the changes you have made.

Meta settings
+ META TAGS
+ TAB ALIAS
+ AUTHORIZING AND CONNECTION
+ PROMOTION OPTIONS

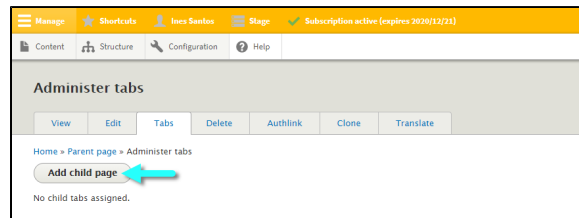
2) Click "Tabs" in the page menu



3) Click "Add child page"



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

Create Basic page

Home > Add content > Create Basic page

Title *
Child page 1
Please pay attention to the markings on the right side and fill in the title, description and URL field.

Admin title
Use admin title for URLs

Header **Body** **Footer**

Tab title
Use this to set for the tab title to use the content tab title as a child page. Used to create the tab structure. Please use the content title.

Header image

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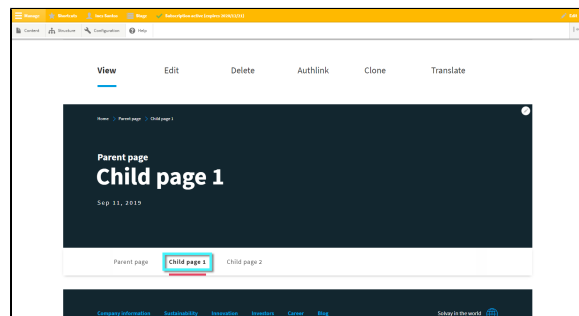
Meta settings
+ META TAGS
+ TAB ALIAS
+ AUTHORIZING AND CONNECTION
+ PROMOTION OPTIONS

Save as **PUBLISH**

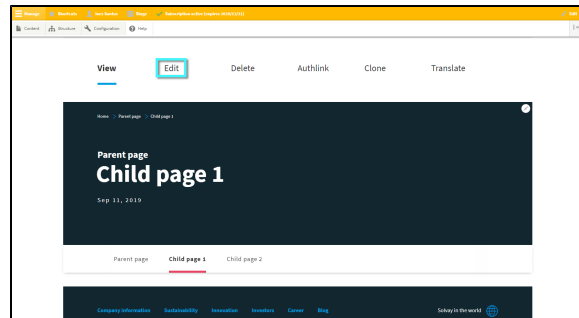
Save

How to edit a tab after creating it?

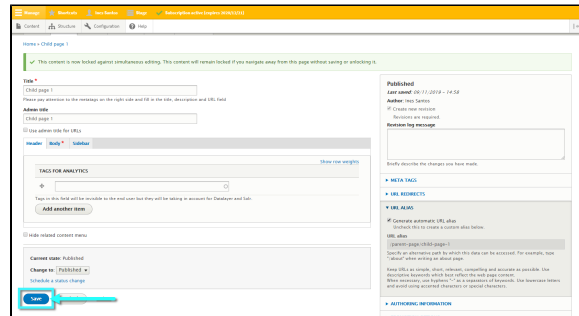
1) Click on the tab you want to make changes to



2) Click "Edit" in the menu

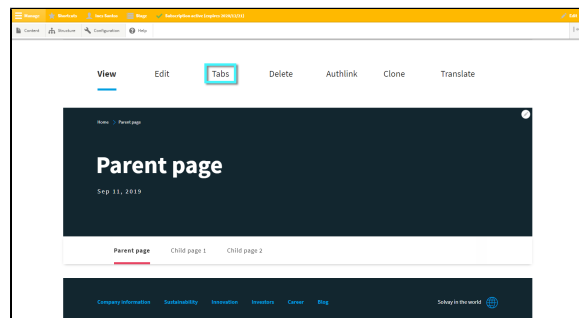


3) Complete your changes and once you're done, simply save your changes at the bottom of the page

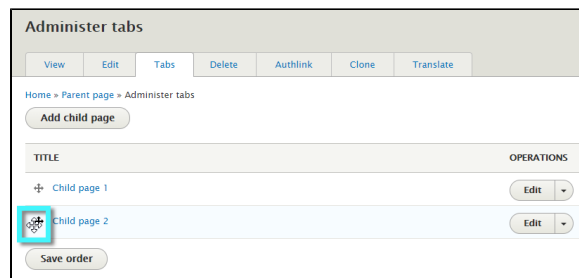


How to change the order of the tabs?

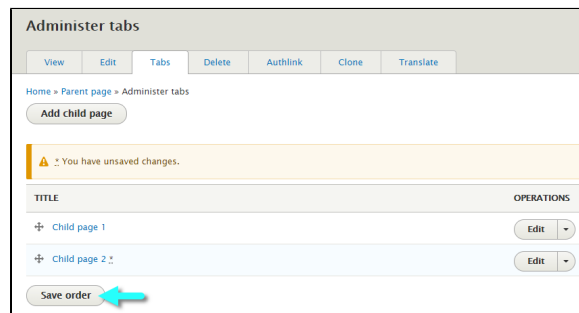
1) In your Parent page, click "Tabs" in the menu



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