Create and Edit Tab content

1 Navigate to **https://www.uakron.edu/c** Log-in with your UA credentials. Navigate to your folder.

2 Double-click on the page where you want to add a Tab feature
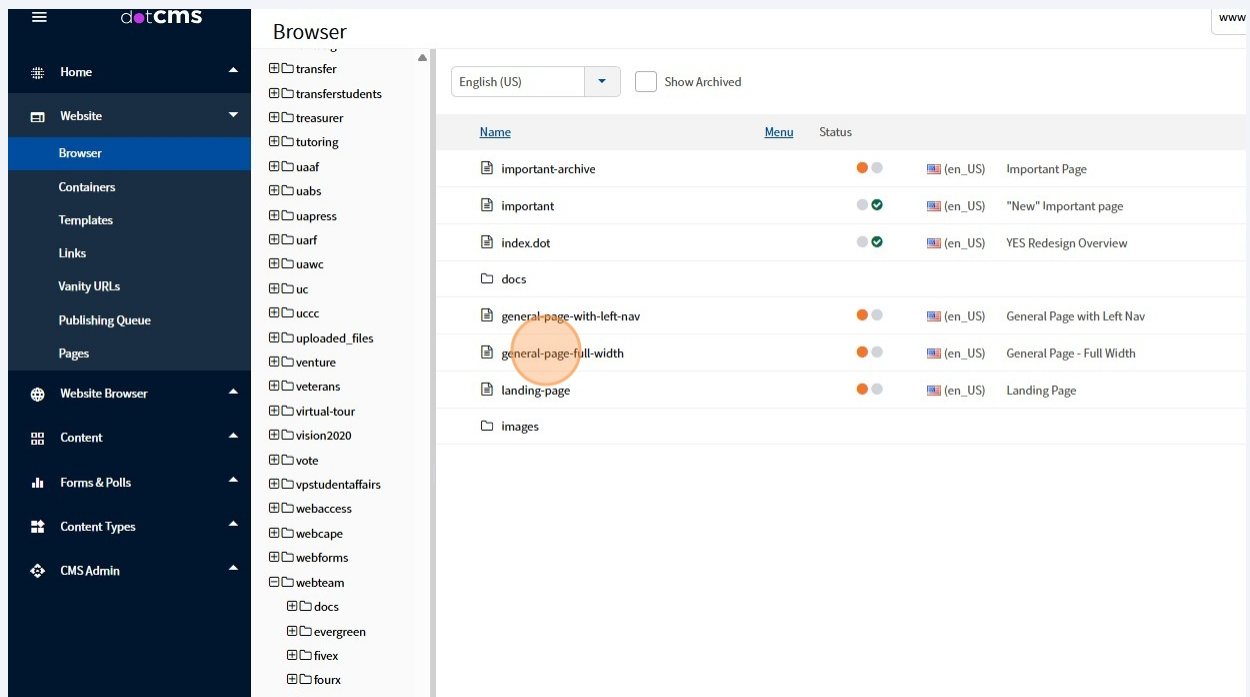
3 Click to close the Content Palette
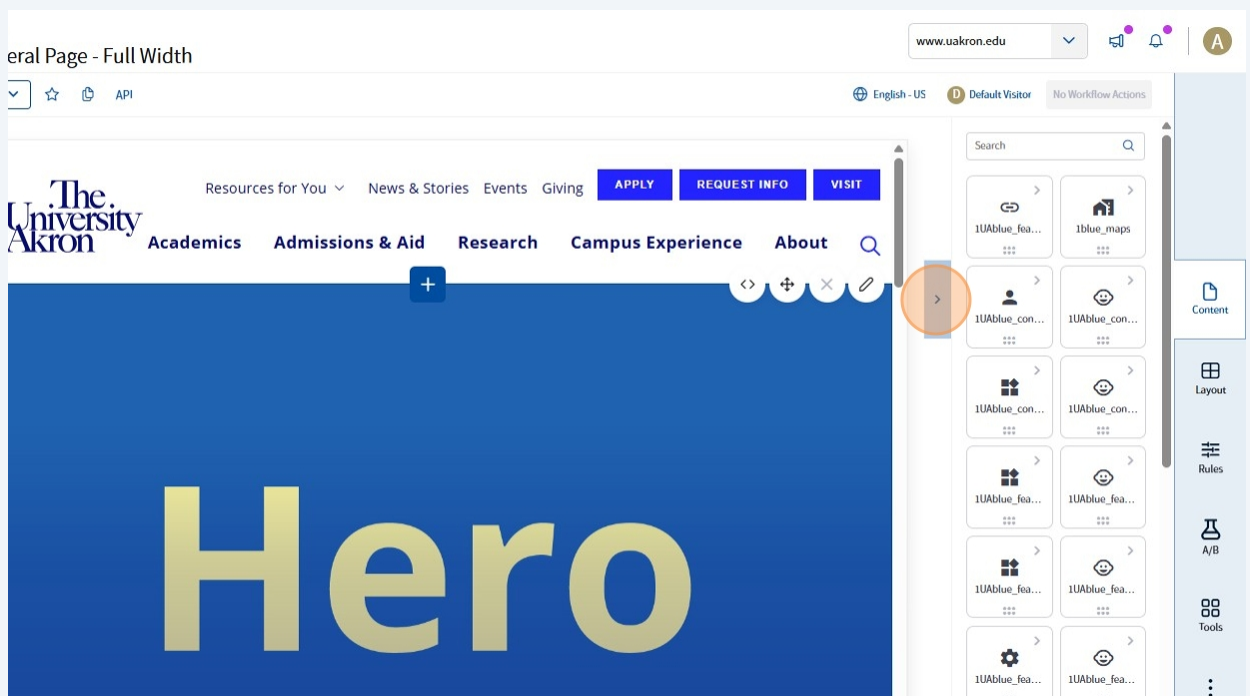
4   Click the blue square with the plus sign.
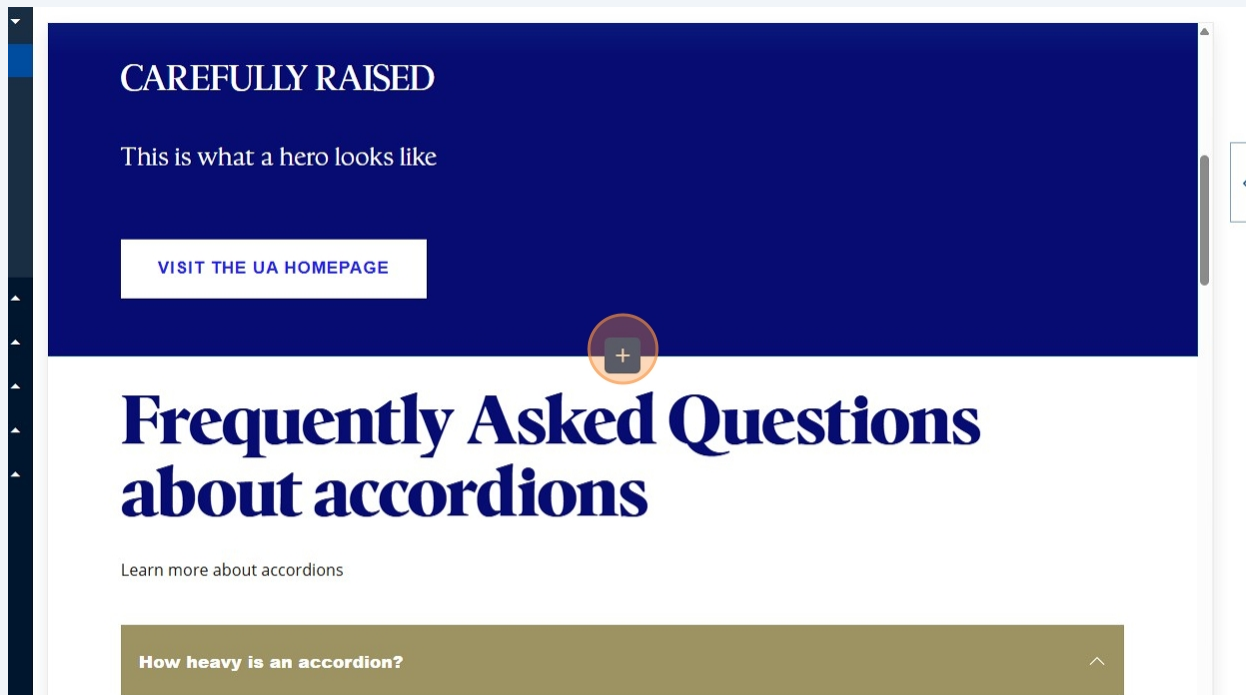
5   Click "Widget"
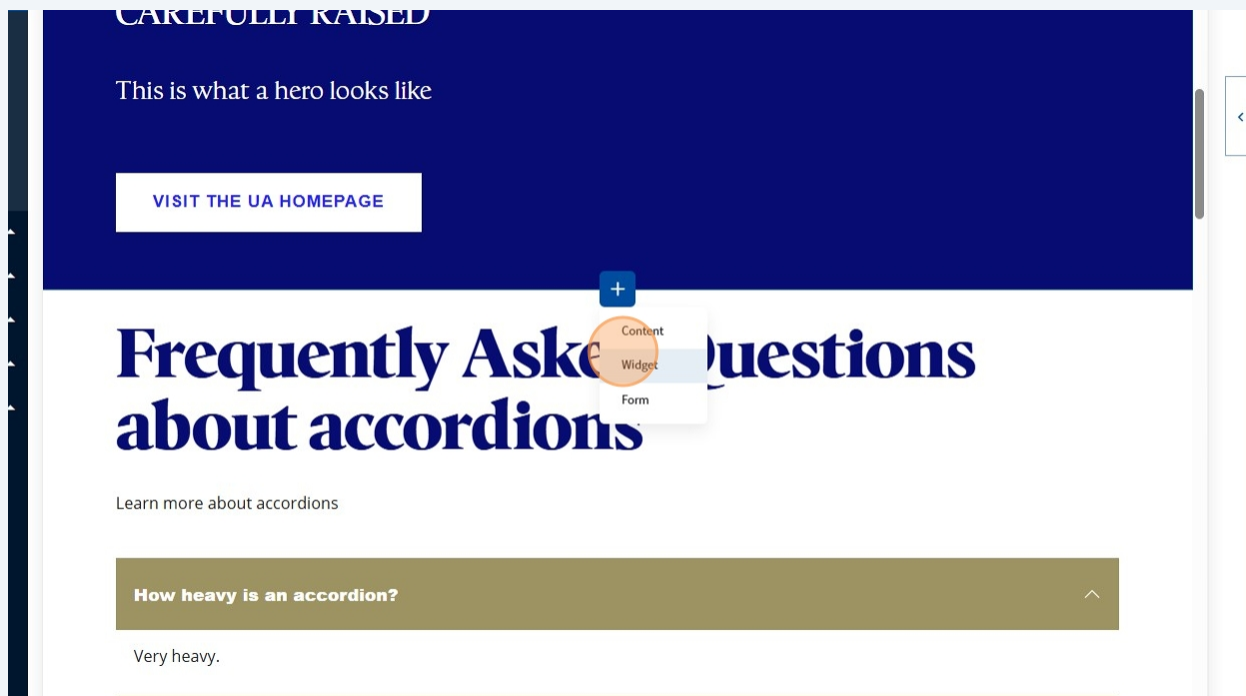
6 Click the blue cirle with the plus sign, then select "1UAblue_content_tabs"

7 Fill in the Widget title, the Section heading, and the Section intro content. To add in the Tab items, we'll need to save, exit, and return.

8   Click "Save"

9   Click the 'x' to close the Tab feature

10 Click the Pencil icon to re-enter the Tab feature.
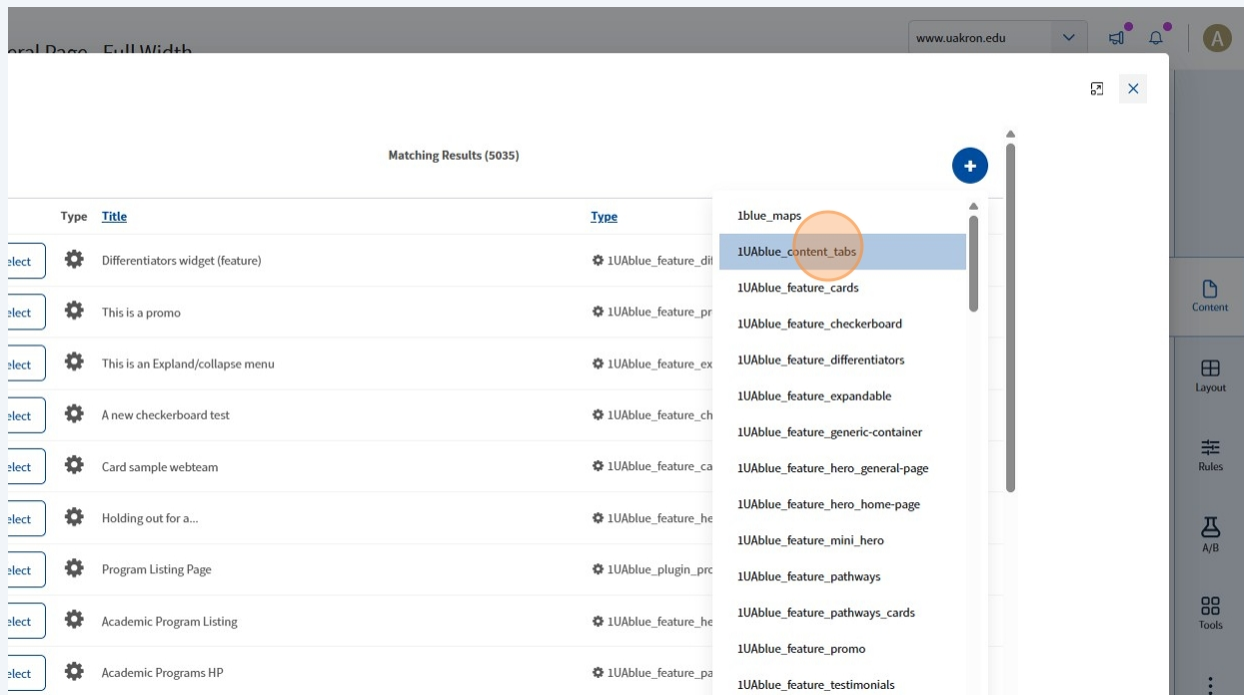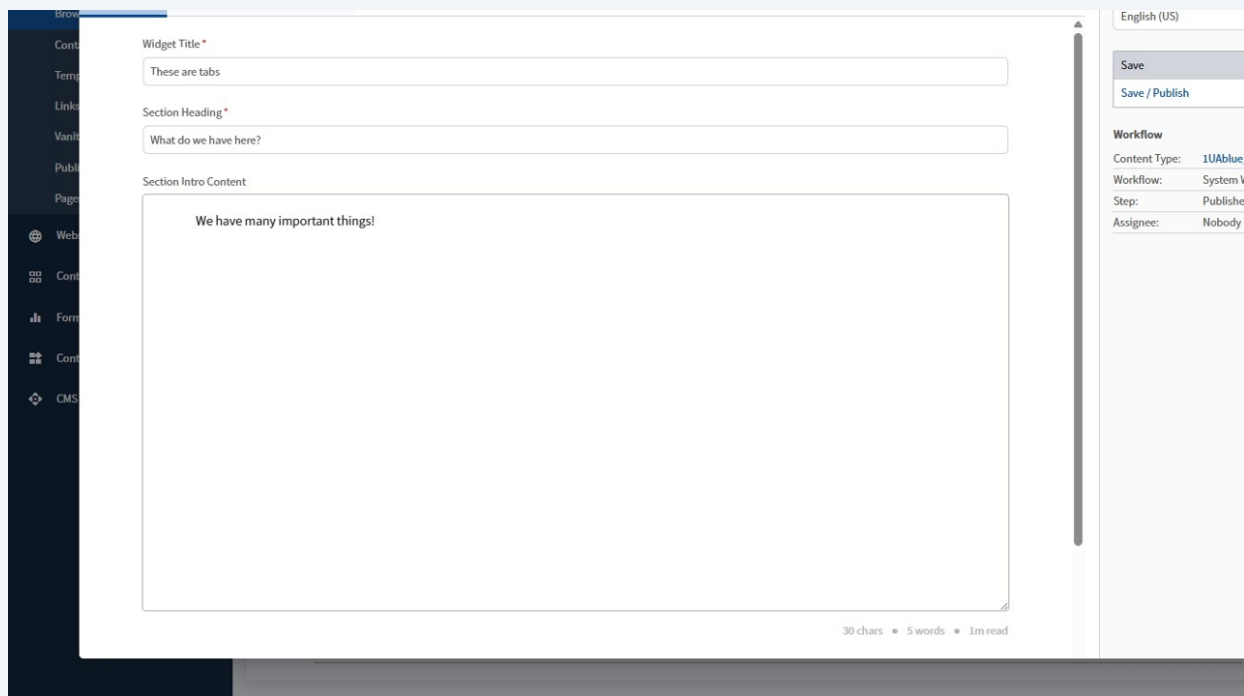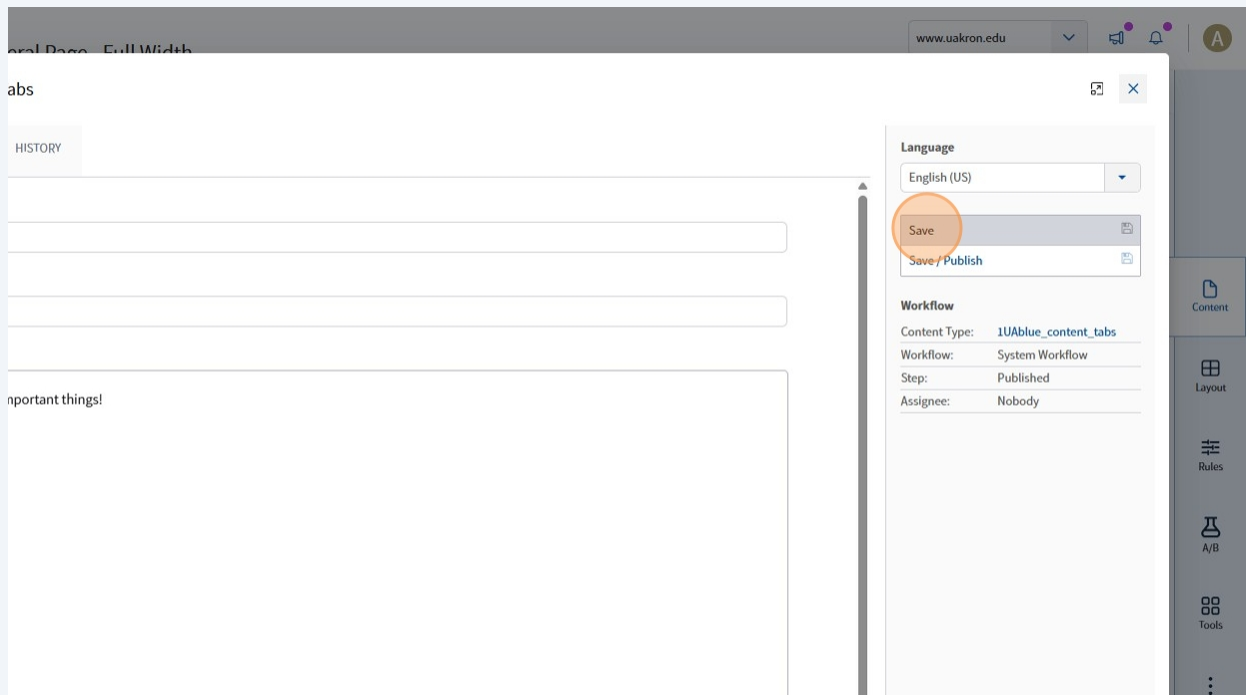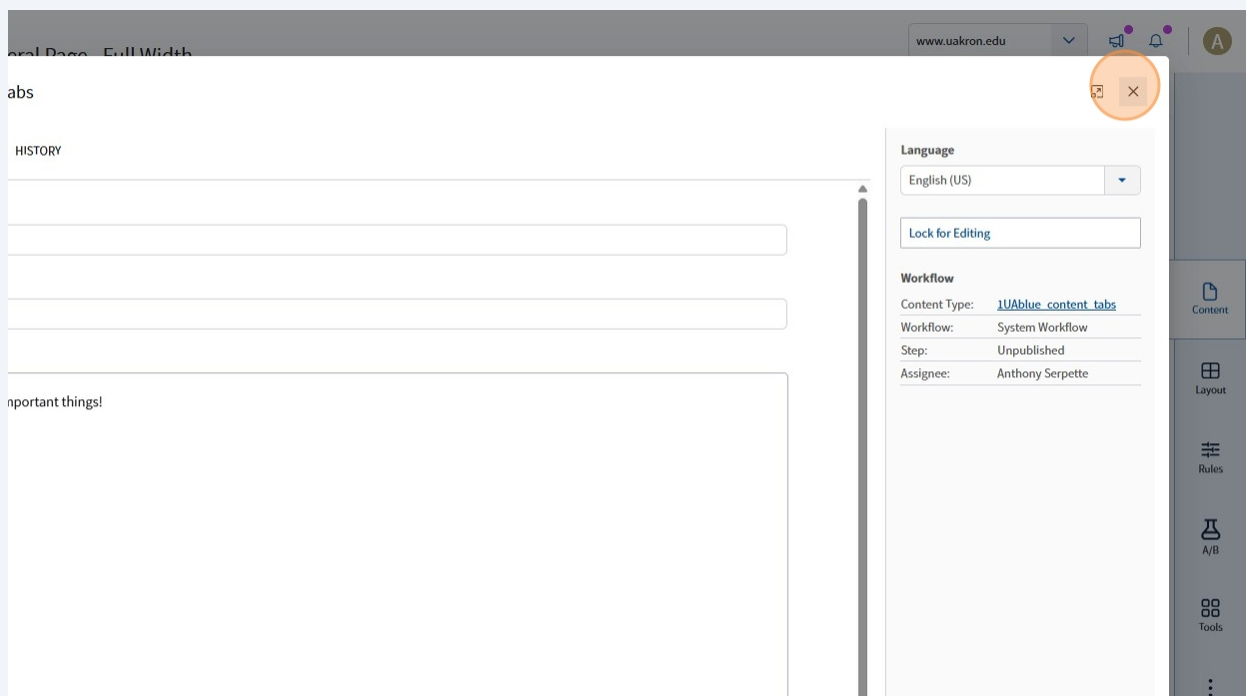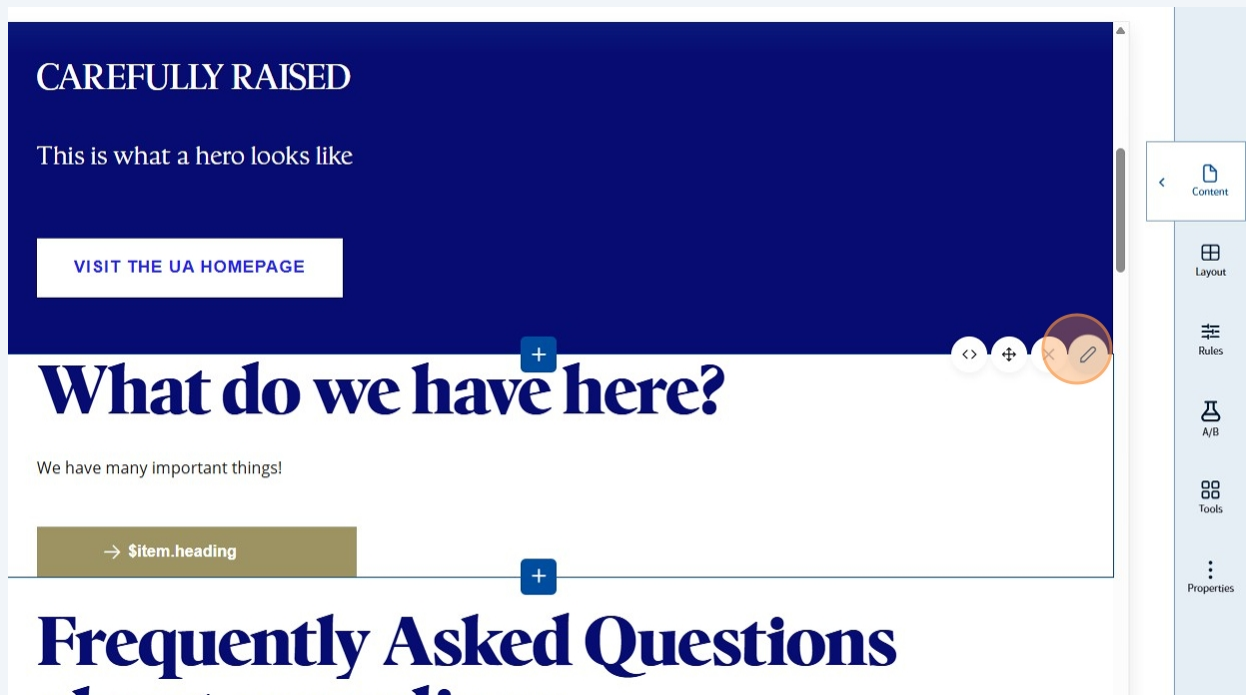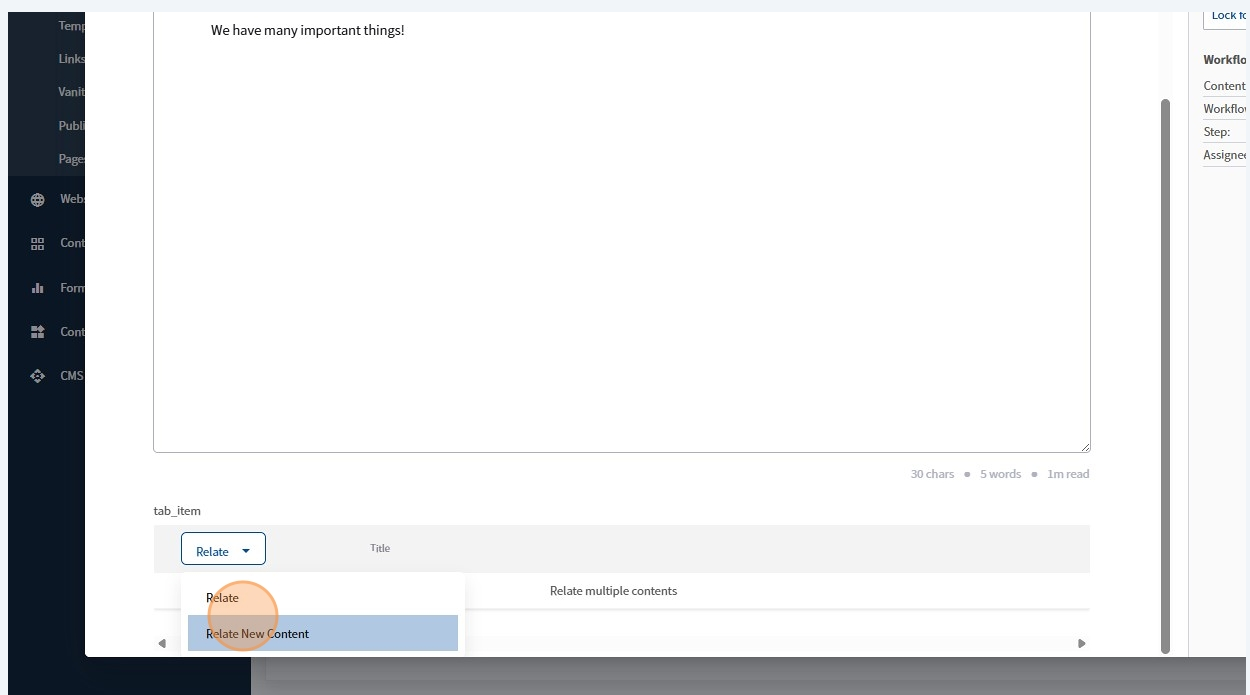
CAREFULLY RAISED

This is what a hero looks like

VISIT THE UA HOMEPAGE

What do we have here?

We have many important things!

→ $item.heading

Frequently Asked Questions

Content

Layout

Rules

A/B

Tools

Properties

11 To add Tab items, click "Relate' and "Relate New Content"

We have many important things!

30 chars • 5 words • 1m read

tab_item

Relate ▼   Title

Relate

Relate New Content   Relate multiple contents

Lock to

Workflo

Content

Workflo

Step:

Assigne

12   Fill in the Tab title, the Heading, and the detail for the Tab item

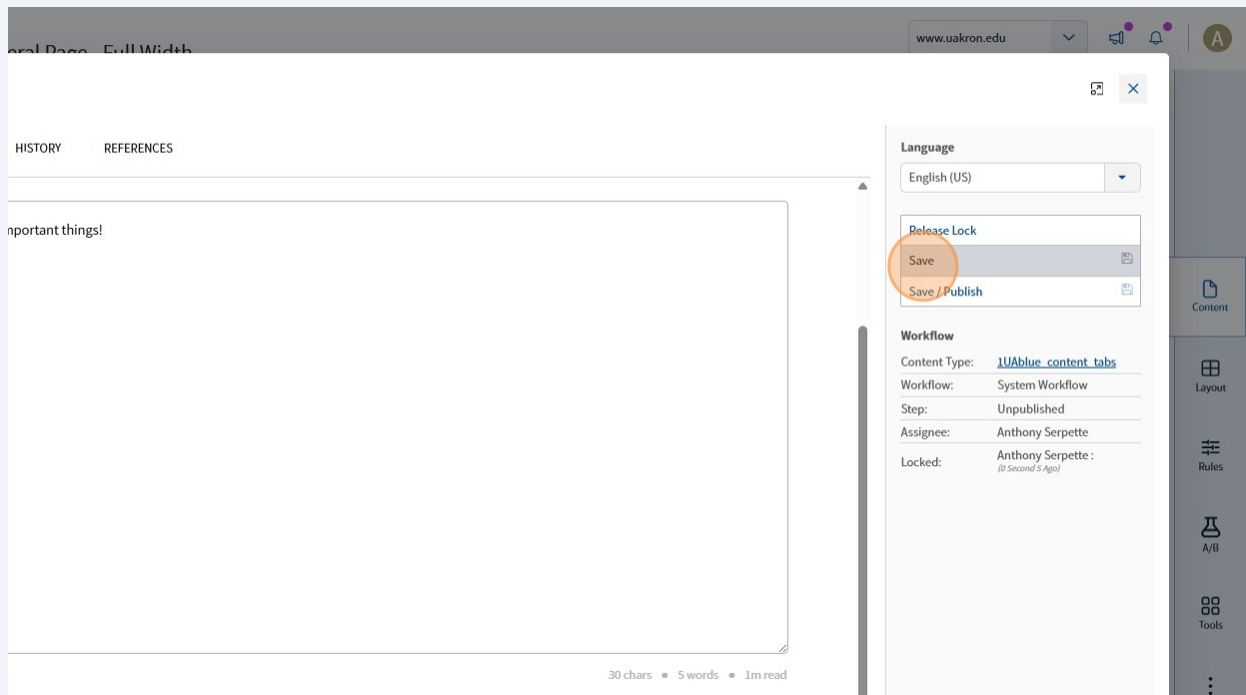**13**   Click "Save"

14 Click "Return to:..."

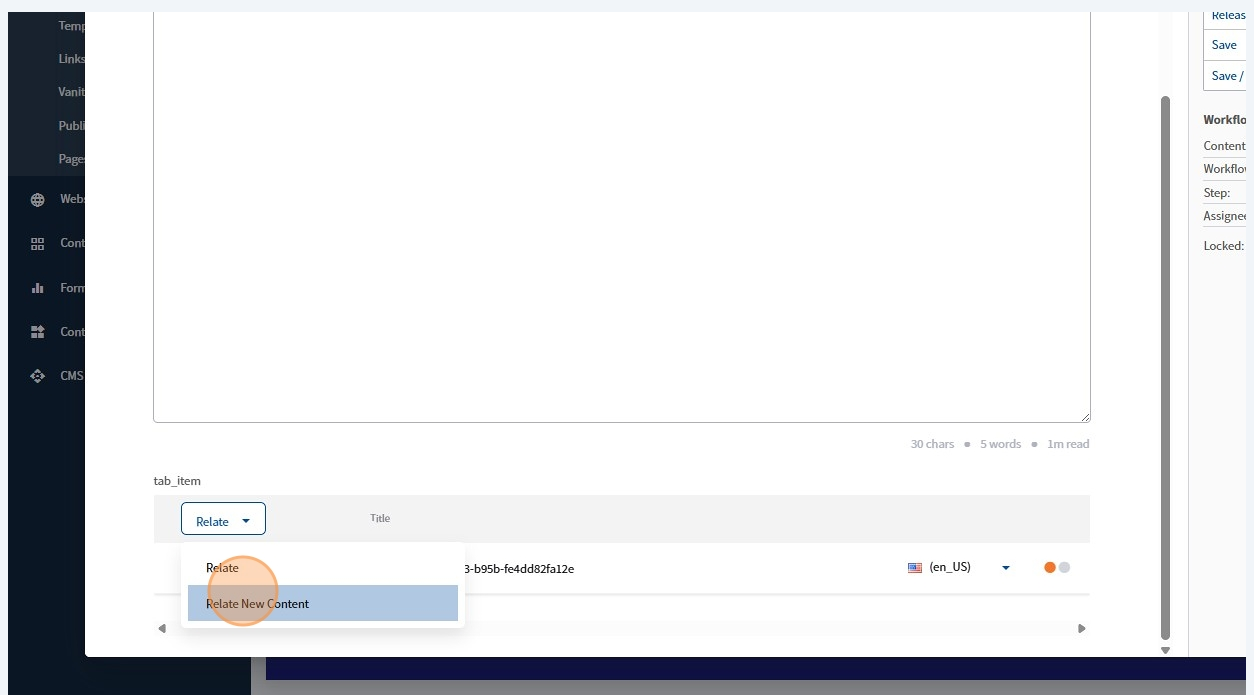**15** We need to Save the Tab feature before adding more Tab items. Click "Lock for Editing"
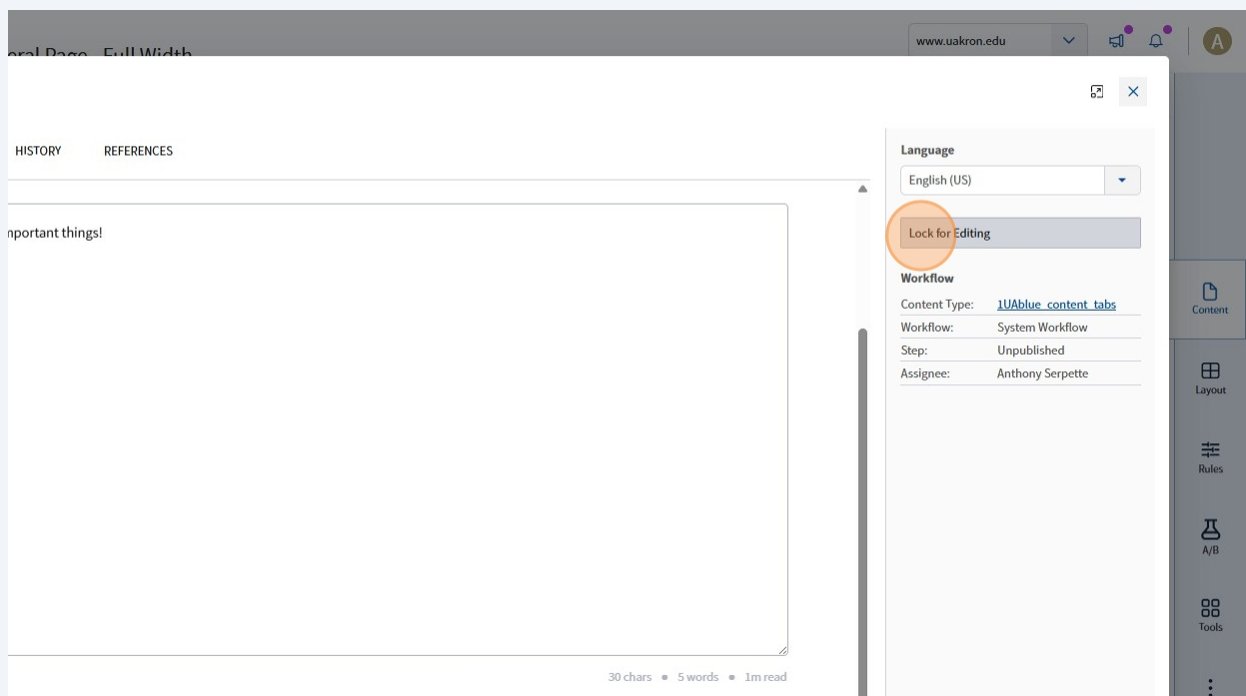
16 Click "Save"

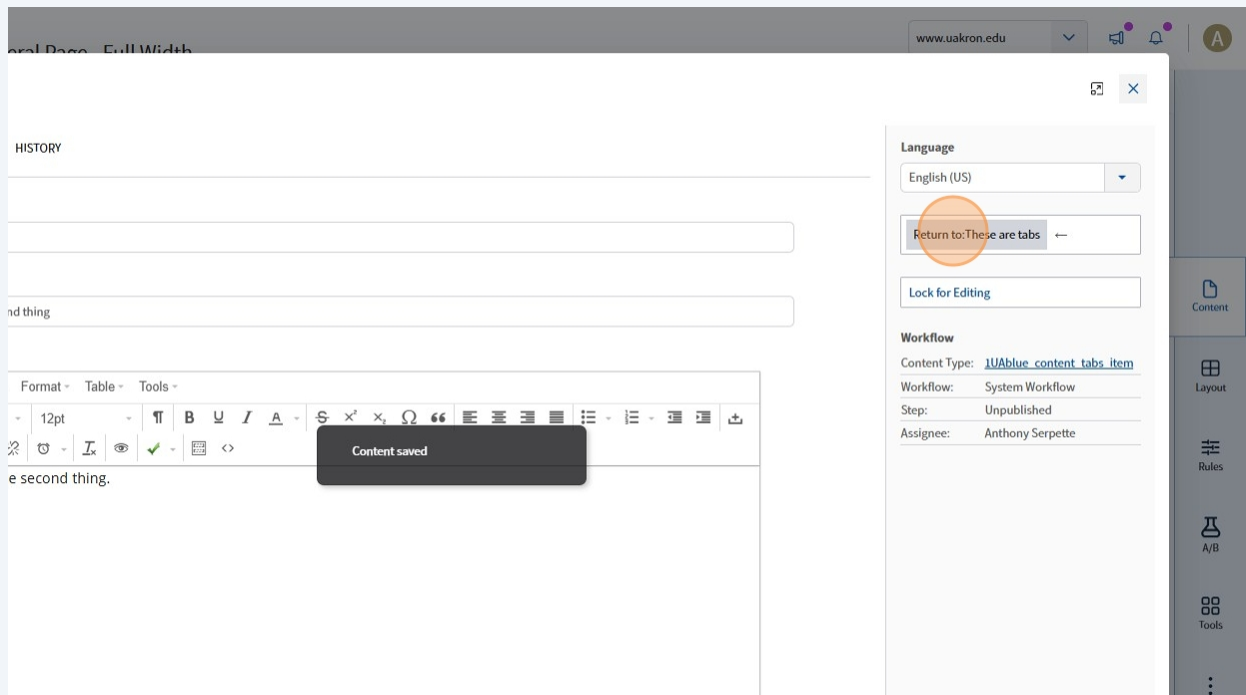**17** To add more Tab item, click "Relate" and "Relate New Content"

18   Fill in the Tab title, the Heading, and the detail for the second Tab item

19   Click "Save"

20 Click "Return to:..."

21 Click "Save" to save the Tab feature
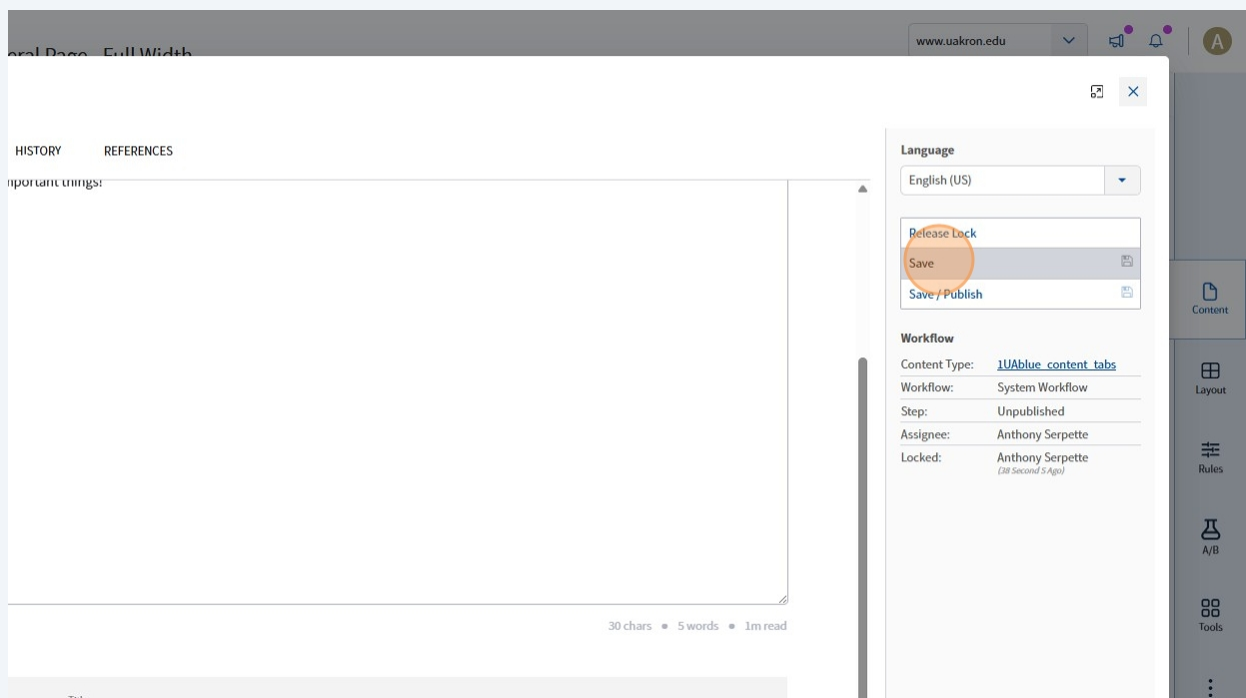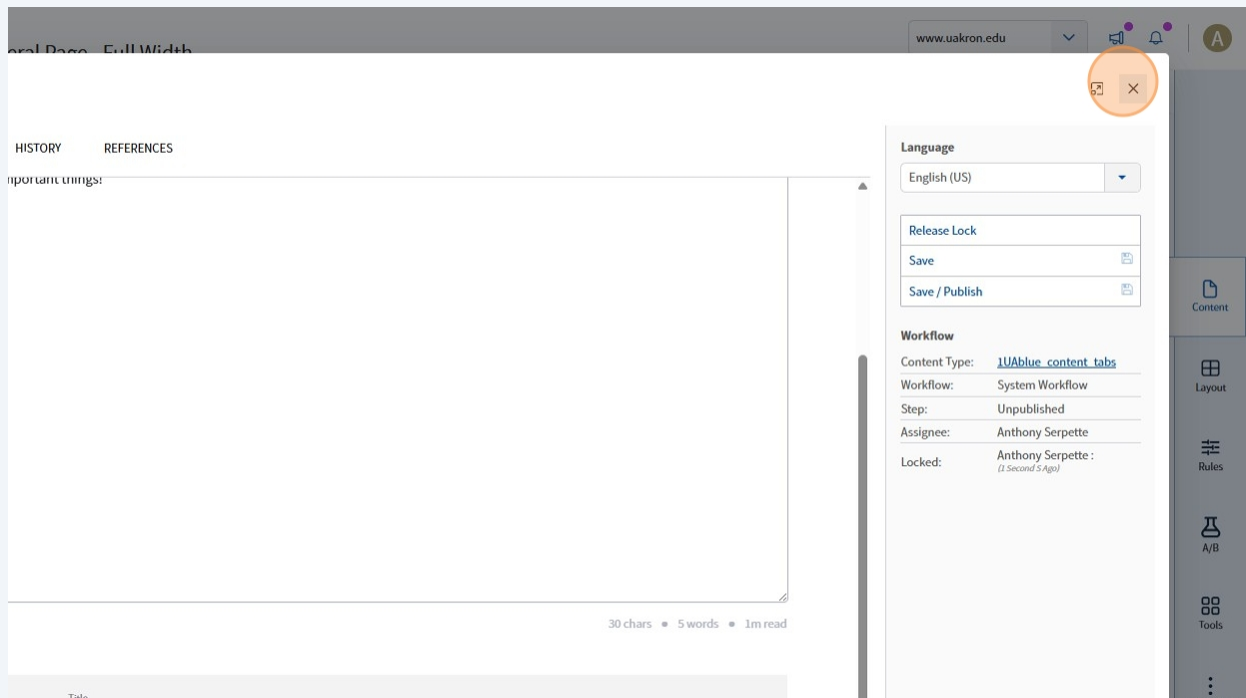
22 Click the "x" to close the Tab feature and return to the page.

23 We now have a Tab feature with two items. Clicking the items in the list will so the related detail.