Create and Maintain Tab Interactions

# Exploring the Editor

The Tabs editor has three columns with the following panels:

* **Steps**: Located on the left side of the screen, this panel is used to manage tabs for your interaction.
* **Text**: Located in the middle of the screen, this panel is used to [add text](https://community.articulate.com/tutorials/products/adding-and-formatting-text.aspx) to each tab.
* **Audio**: Located in the upper right corner of the editor, this panel is used to add and edit [audio](https://community.articulate.com/tutorials/products/adding-audio.aspx).
* **Media**: Located in the lower right corner, this panel is used to add [pictures](https://community.articulate.com/tutorials/products/adding-pictures-in-articulate-engage.aspx), [characters](https://community.articulate.com/tutorials/products/adding-characters-in-articulate-engage.aspx), [videos](https://community.articulate.com/tutorials/products/adding-videos-in-articulate-engage.aspx), and [Flash files](https://community.articulate.com/tutorials/products/adding-flash-files-in-articulate-engage.aspx).

Here are some tips for working with the editor:

* Change the width of a column by dragging its boundary with your mouse.
* Click the triangle in the upper right corner of the **Audio** panel to collapse it if you need more room to work with the **Media** panel. Click it again to reopen the panel.



# Adding Tabs

Each step in a Tabs interaction is called a tab. To add a tab, do any of the following:

* Press **Ctrl+M**.
* Go to the **Tabs** tab on the ribbon, and click **Add Tab**. 
* Click the **Create a new step** button in the lower left corner of the **Steps** panel. 
* Click the **Duplicate** button at the bottom of the **Steps** panel to copy the currently selected tab(s). 

New tabs get added just below the tab that's currently selected in the **Steps** panel—unless the summary is selected, in which case new tabs get added above it.

**Tip**: A Tabs interaction can have up to eight tabs (not counting the introduction and summary).

# Renaming Tabs

To rename a tab, do either of the following:

* Double-click the tab in the **Steps** panel to open it for editing. Enter the new name, and press the **Enter** key. 
* Select the tab in the **Steps** panel, and type the new name in the title field at the top of the text panel. 

**Tip**: You can rename the introduction or summary in the same way.

# Rearranging Tabs

To change the order of tabs, select one or more tabs in the **Steps** panel, and do any of the following:

* Drag them to a new location in the list. An orange line will move with your mouse to indicate where the tabs will be when your mouse is released. 
* Go to the **Tabs** tab on the ribbon, click **Move Tab**, and select either **Up** or **Down**. 
* Use the **Up** and **Down** arrows at the bottom of the **Steps** panel. 

**Note**: The introduction and summary can't be moved.

# Deleting Tabs

To delete a tab, select it in the **Steps** panel, and do any of the following:

* Press the **Delete** key on your keyboard.
* Go to the **Tabs** tab on the ribbon, and click **Delete Tab**. 