

Create and Maintain Tab Interactions

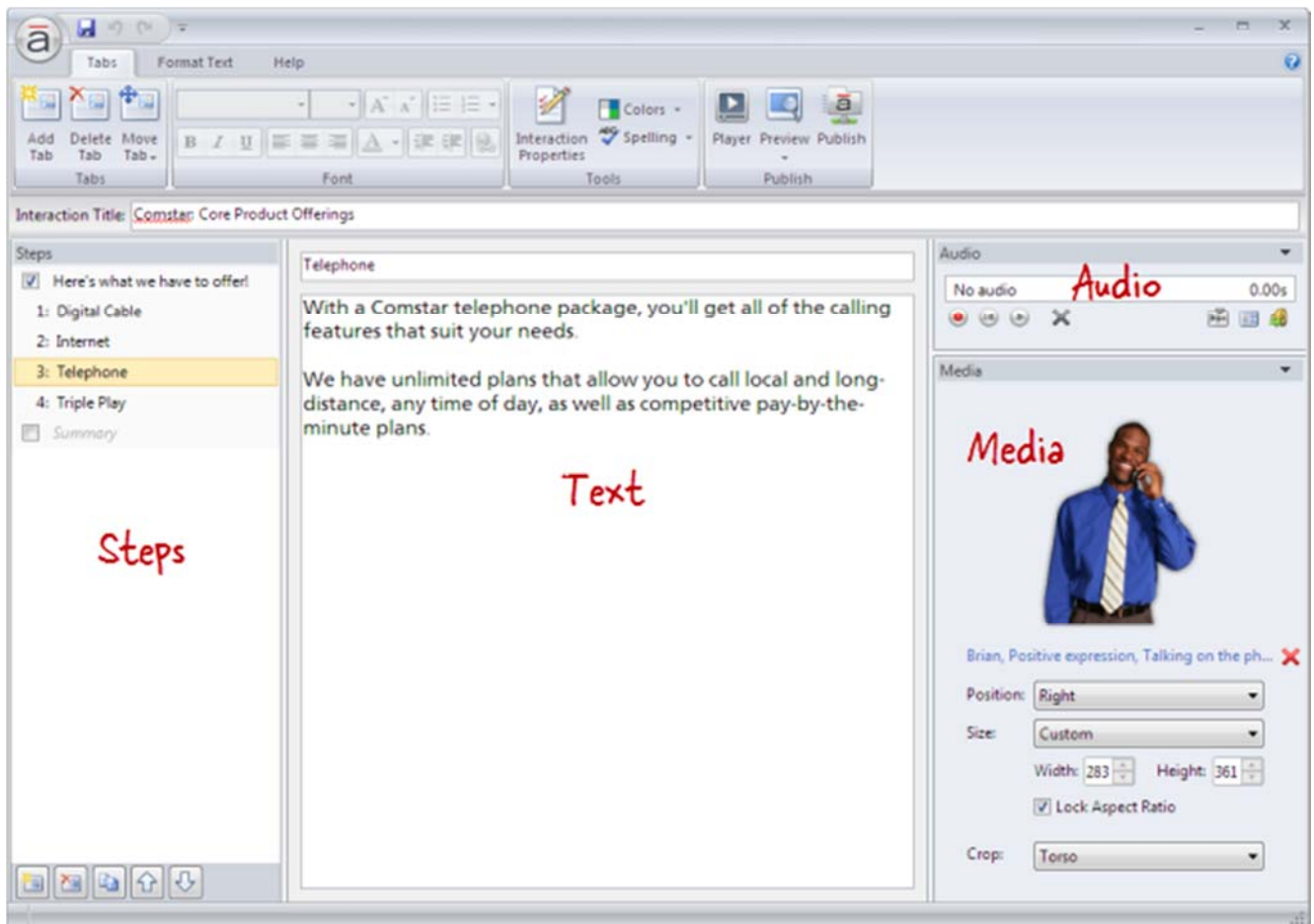
Exploring the Editor

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](#) to each tab.
- **Audio:** Located in the upper right corner of the editor, this panel is used to add and edit [audio](#).
- **Media:** Located in the lower right corner, this panel is used to add [pictures](#), [characters](#), [videos](#), and [Flash files](#).

Here are some tips for working with the editor:

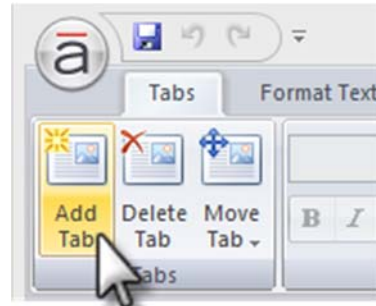
- Change the width of a column by dragging its boundary with your mouse.
- Click the triangle in the upper right corner of the **Audio** panel to collapse it if you need more room to work with the **Media** panel. Click it again to reopen the panel.



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.

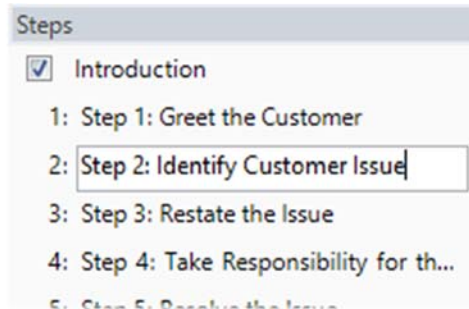
Tip: A Tabs interaction can have up to eight tabs (not counting the introduction and summary).

Renaming Tabs

To rename a tab, do either of the following:

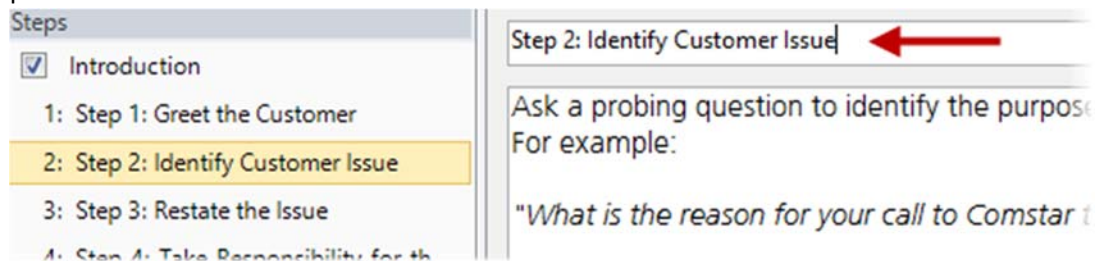
- Double-click the tab in the **Steps** panel to open it for editing. Enter the new name, and press the

Double-click.
Type the new name.
Press Enter.



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.

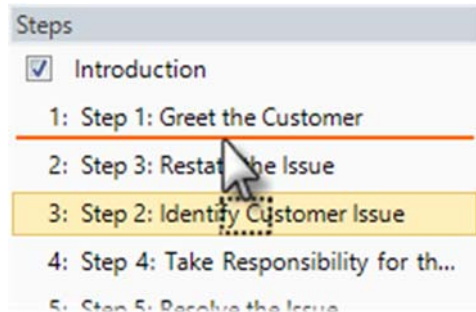


Tip: You can rename the introduction or summary in the same way.

Rearranging Tabs

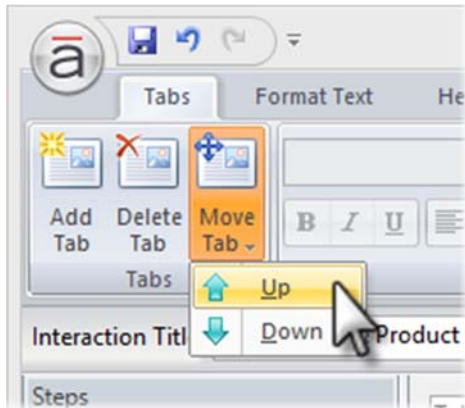
To change the order of tabs, select one or more tabs in the **Steps** panel, and do any of the following:

- 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.

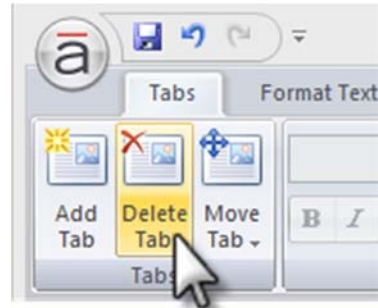


Note: The introduction and summary can't be moved.

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**.