How to use the tabs page layout in SharePoint 2010

The tabs page layout is no longer the best way to use tabs in SharePoint. Instead, use the Foundation Widget. If you have an existing tabs layout and are having trouble please open a support ticket or visit us at open lab.

1. When using the **Tabs Page Layout**, there are five tab titles available. Each tab title accepts a limited amount of text. Titles should be short, succinct and never wrap to two lines.

2. When you click your mouse in each tab title field, a corresponding content area will show beneath it on the edit page view. These content areas will be color coded and only one content area will show at a time. To show another tab content area, click in the desired tab title field.

3. To edit a tab title, click in the tab **Title** field and edit the text.

4. To edit tab content, click on the desired tab **Title** field and proceed to the matching content area and add or modify your tab content.
5. Select **Check In** from the ribbon once your changes are complete.
6. **Publish** the page when you are ready for the public to see your updates.
7. Check In the page to see the tabs as they will appear in the browser.