

How to create and edit tabs

Before you create a tab you should decide which page you want it to link to and copy the URL. You can either link it to a page within Digitalbrain or to an external website. It is usually best to link tabs to pages within Digitalbrain, because the link will open in the same browser window. You can create external links on a learning module page to open in a new browser window. For help with creating links see the help file called **Save a link to an internal/external web page**.

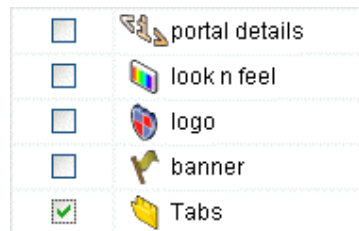
1. Log in with the portal administrator's username and password.
2. From the **View** menu, select **Folder listing**.



3. Click on Site Configuration



4. Then select the Tab collection.



N.B If you do not see a **Tab** collection in your **Site Configuration** folder you should click **New** and then choose **Tab Collection** (naming it tabcollection). Once you have done this you can continue from Step 4 (above).

5. To create a new tab click **New**. Name the tab and then click **Edit**.



6. **Link to**
In the **Link To** box, paste **CTRL V** in the URL you'd previously copied (for the page you want to link to).

Link To Where should this tab take you when clicked?

 Open the tab in a separate window.

7. Detect

The **Detect** box should be left empty unless you wish this tab to remain highlighted while you visit other pages within the same folder as the page you are linking to.

Detect Which URL shows that we're 'under' this tab?

8. Enforce

The **Enforce** button is used to enforce a tab on all sub-accounts. For example, you may be an LA who needs the tab you are creating to be visible on all school portals.

If you require this option, select the box, **Enforce - Should this tab be enforced on sub accounts?** (As shown below).

Enforce

Should this tab be enforced on sub-accounts?



9. Optional Image

You can add an image to a tab if you wish. (Please note that the image will be scaled to fit on the tab).

Click **Browse** to locate an appropriate image, and click **Open** to insert it.

Optional image

If you want an icon to be drawn in this tab, upload one here.

Tip: click [Save] to see how the new icon will look

10. Drop-Down Menu

You can also create a series of drop-down menus for each individual tab you create.

Click next to the **Drop-down menu** option.

Drop-down menu

Add Menu Item

Drop Down Menus require CSS 2 .0 Support, this means that some older browsers will not display drop down menus you create here.

The following browsers are known to correctly support CSS 2 .0:

- IE 6 .x and newer on Windows PC
- Netscape 7 .x and newer on Windows PC and Mac OS
- Safari 1 .0 .3 and newer on Mac OS X

Menu Item 1 Label

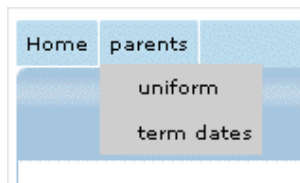
Link To

Delete

Open the tab in a separate window.

Save Save & Quit

- Type in the text you want to appear on the drop-down menu.
- Copy in the URL of the page you want the item to link to.
- If you want to create further drop-down menu items, click **Save** then click **Add Menu Item** again.
- Continue steps a to d until you have created all the drop-down menu items you require, then click **Save & Quit**.
- The drop-down menu will appear when the mouse is hovered over the main tab.



11. Editing a tab that has already been created

To edit a tab that has already been created, tick the tab and click **Edit**. (Then continue from Step 6).

12. Deleting an existing Tab

To delete a tab, tick the tab and click **Edit**.