

Horizontal vs Vertical Tabs: When to Use Each One



Silver
Marketplace Partner

But Why Tabs in the First Place?

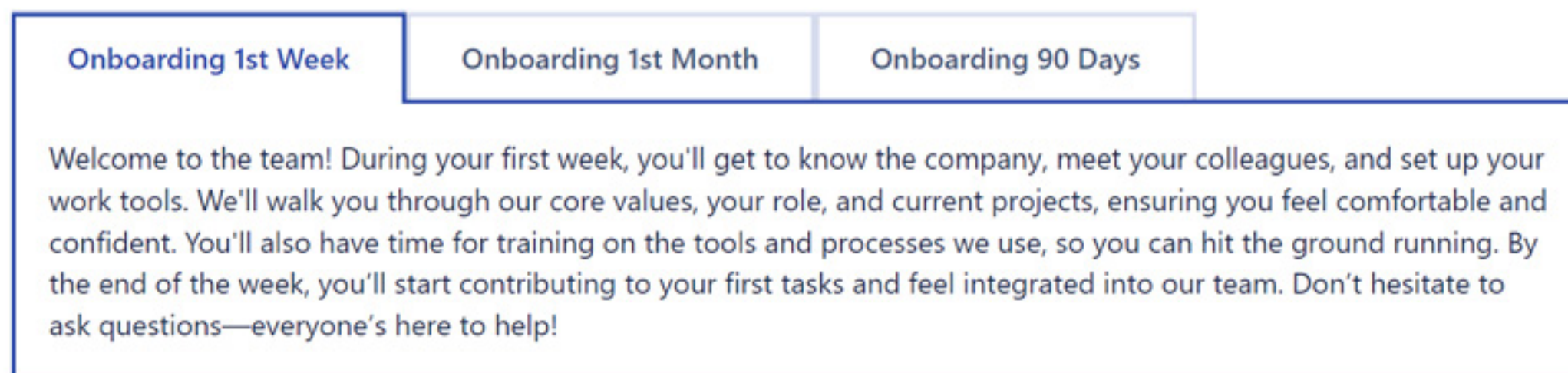
- **Organize content & Facilitate Navigation:** Tabs allow you to break large blocks of information into sections, making it easier for users to navigate through.
- **Optimize Space:** They allow you to present a lot of information without overwhelming the page, keeping your content clean and easy to navigate.



Use Horizontal Tabs

When

- You have a limited number of tabs (Maximum of 5)
- You want to portray categories and important sections.
Commonly used in customer facing Confluence pages like a support portal.
- Your Content flows in a logical order, like steps or timelines.
Ideal for onboarding steps for example.



Use Vertical Tabs

When

- You have multiple tabs (5 or more)
- Your sections are not necessarily linked and don't rely on each other.
- You want to maximize horizontal Space: Maximizes room for your main content.

Scrum
Kanban
Feature-Driven Development (FDD)
Lean Software Development (LSD)
Extreme Programming (XP)
Waterfall: The Traditional Approach

Overview: Kanban is another Agile methodology that focuses on continuous delivery and flow. Unlike Scrum, which uses fixed-length sprints, Kanban emphasizes the continuous flow of tasks through a visualized workflow.

How Kanban Works:

- **Kanban Board:** Work items are represented as cards on a board, moving through stages such as "To Do," "In Progress," and "Done."
- **WIP Limits:** Work in Progress (WIP) limits are imposed to prevent teams from taking on too many tasks at once, ensuring focus on completion rather than task switching.
- **Continuous Improvement:** Teams continuously evaluate their workflow to identify and address bottlenecks.

Pros:

- Highly flexible and adaptable to changing priorities.
- Focuses on delivering value incrementally.
- Allows for real-time tracking of progress.

Cons:

- May lack structure for teams that need more guidance.
- Not as prescriptive in terms of roles and ceremonies compared to Scrum.

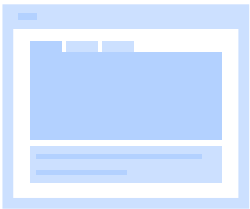
Pro Tips for Using Tabs



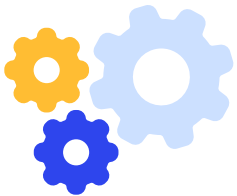
Choose clear and concise titles that accurately reflect your content



Avoid overcrowding your Confluence pages with tabs, and only use them when necessary.



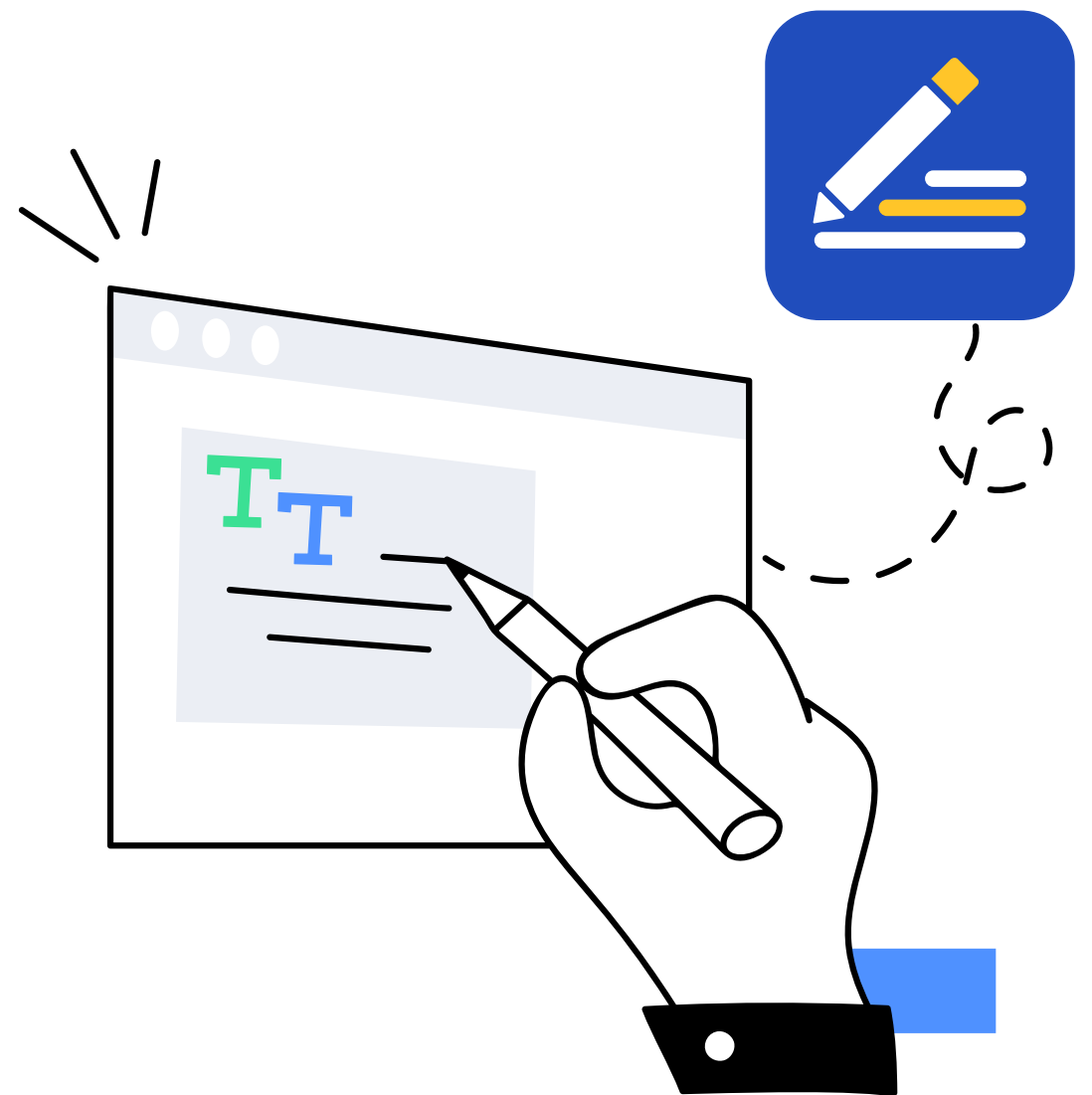
Ensure consistency in tab design and placement throughout your Confluence pages.



Leverage built-in and third party macros to enrich your tabs.

Ready to Better **Organize** Your Pages?

Start using horizontal and vertical tabs with
Content Formatting Toolkit for Confluence
Cloud.





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