PERSONALIZATIONS IN MYUFL: TAB ORDER

This instruction guide will walk you through the process of setting tab order in myUFL pages.

NAVIGATION

Navigate to the appropriate page in myUFL and select **Personalize Page.**
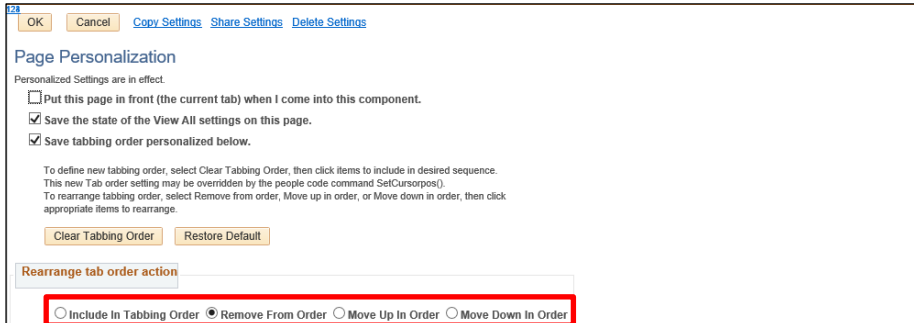

SET TAB ORDER

1. Select **Clear Tabbing Order**.
2. Check the **Save tabbing order personalized below** check box.
3. Click the underlined **X** to designate the order of the tab sequence.

4. Select **OK**.

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Adjust Existing Tab Order

1. Select **Remove From Order**, **Move Up In Order**, or **Move Down In Order**.

2. Click the underlined **X**'s to remove from order, move up in order, or move down in order.

3. Select **OK**.

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu