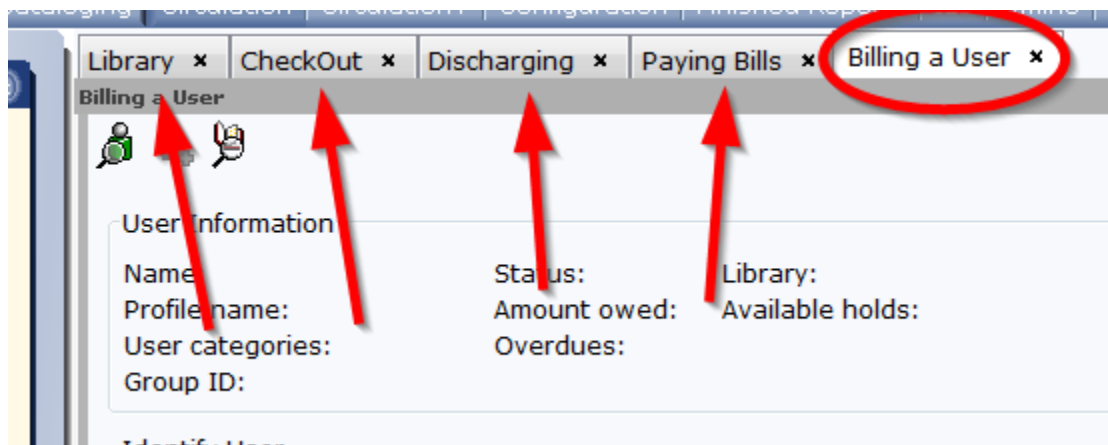**Turning on Tabbed Windows in WorkFlows Cheat Sheet**

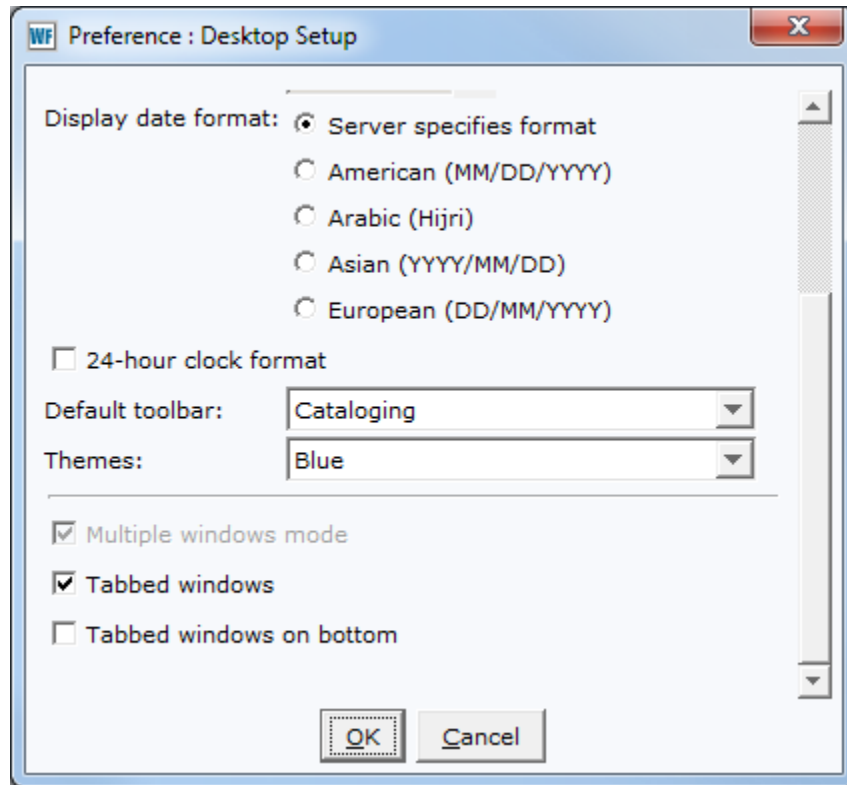**Last updated: October 24, 2024**

Turning on tabbed windows and multiple windows mode in WorkFlows will allow you to open multiple wizards and jump between open wizards by clicking on the tab for the wizard you want.

The screenshot below is an example of what you will see when both features are turned on. The active tab (circled below) is a lighter color. You can jump to another wizard by clicking on the appropriate tab.

1. Login to WorkFlows.
2. Go to the **Preference** Menu at the top.
3. Select **Desktop**, then click on the **Desktop Setup...**
4. On the pop-up box, scroll down to the bottom and check the boxes next to "**Multiple Windows Mode**" and "**Tabbed Windows**."
5. If you prefer your tabs at the bottom of the screen, you can click the "Tabbed windows on bottom" option.

Your Desktop Setup box should now look like this:

6. Click **OK** to close the Desktop Setup Box.

7. Exit and restart WorkFlows.