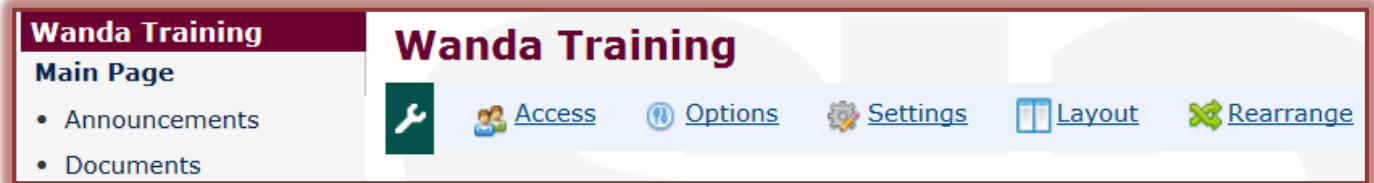


## Change Page Layout Rearrange Features

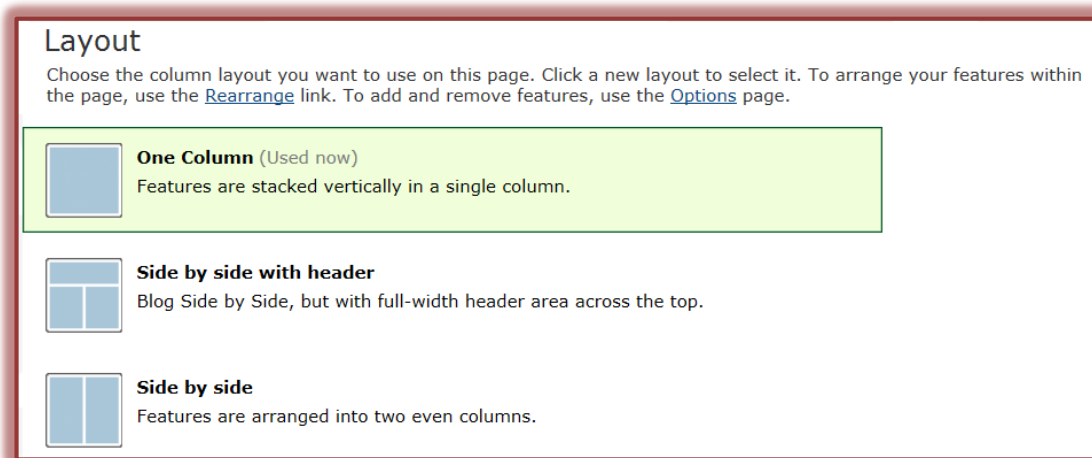
### CHANGE PAGE LAYOUT

Once the features have been added to a page, the layout of the page can be changed.

- ✚ Open the page for which the layout is to be changed.
- ✚ Click the **Layout** link (see illustration below).



- ✚ The **Layout** page will display (see illustration below).

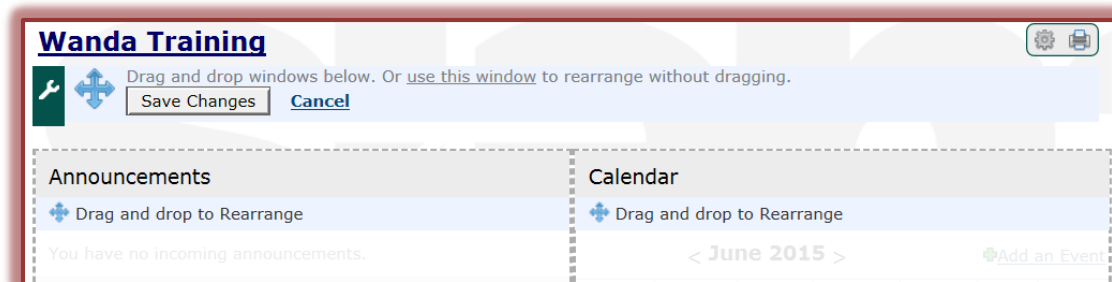


- ✚ The default **Layout** is **One Column**.
- ✚ Click on one of the **Layouts**, such as **Side by Side** to select it.
- ✚ The items will still be in the previous Layout.

**NOTE:** It is also possible to click the **Options** link and scroll down to **Main Page Layout** to change the layout of the page.

### REARRANGE FEATURES

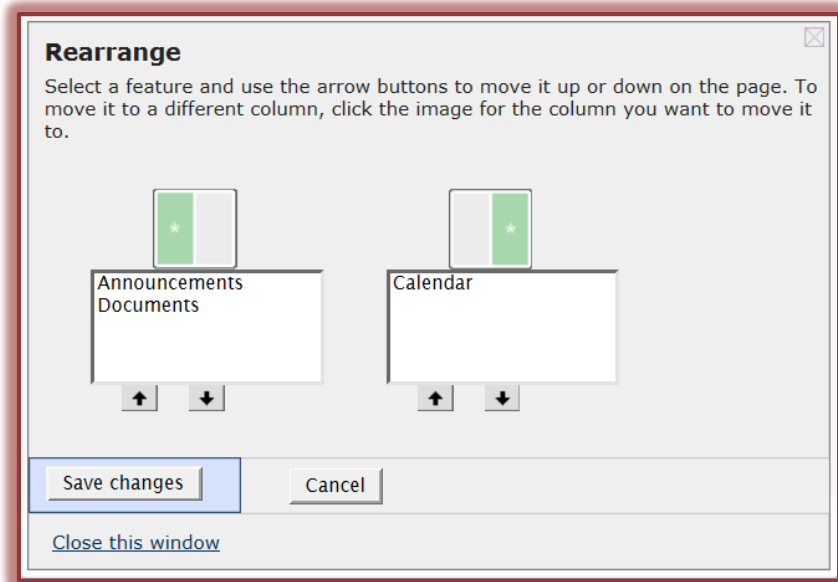
- ✚ Click the **Rearrange** link.
- ✚ Click and drag the **Features** to move them to the desired location.



- ✚ Click the **Save Changes** button.

**NOTE:** It is also possible to click the **Options** link and scroll down to **Main Page Layout** to change the layout of the page.

**NOTE:** Instead of using Drag and Drop, you can click the **Use this window** link to open the **Rearrange** window (see illustration below).



- ✦ Click the **Feature** that is to be moved.
- ✦ Click the **Green Box** at the top of the list into which the Feature is to be moved.
- ✦ Use the **Up** and **Down Arrows** to change the order of the items in the boxes.
- ✦ Click **Save Changes** once all the features have been moved.