

CREATE COLUMNS

Columns are created by dragging elements next to each other on the page. It is possible to create as many columns as needed. Once the columns are created, they can be resized and moved to a different location on the page. They can also be moved or copied to a different page in the site.

✦ Click the **Build** tab, if necessary.



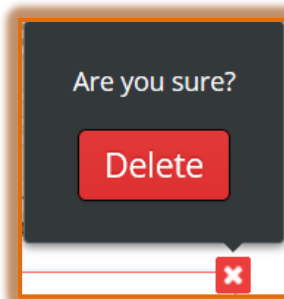
- ✦ Drag a **Text** or **Other Element** onto the page.
- ✦ Select another **Element** and drag it to the right or left side of the page.
 - 📄 A blue vertical line will appear as shown in the illustration at the right.
 - 📄 When the line appears, release the mouse button.
- ✦ A line will appear between the columns.
- ✦ Add information to each of the individual **Elements**.
- ✦ The material in the different **Elements** will display as shown in the illustration below.



- ✦ To change the **Width** of the **Columns**, drag the line between the **Columns** to the left or the right.
- ✦ To change the spacing between the **Columns**, click the line between the columns.
- ✦ To **Move** or **Copy** the **Columns**, click the arrow on the right side of the **Element**.



- ✦ To **Move** the **Columns** to another location on the page, click the middle box. Your mouse pointer should change to a four-headed arrow.
- ✦ To **Delete** the **Columns** and all the **Elements** in them, click the **X** on the right side.
- ✦ Click the **Delete** link.



- ✦ The **Element** will be removed from the page.