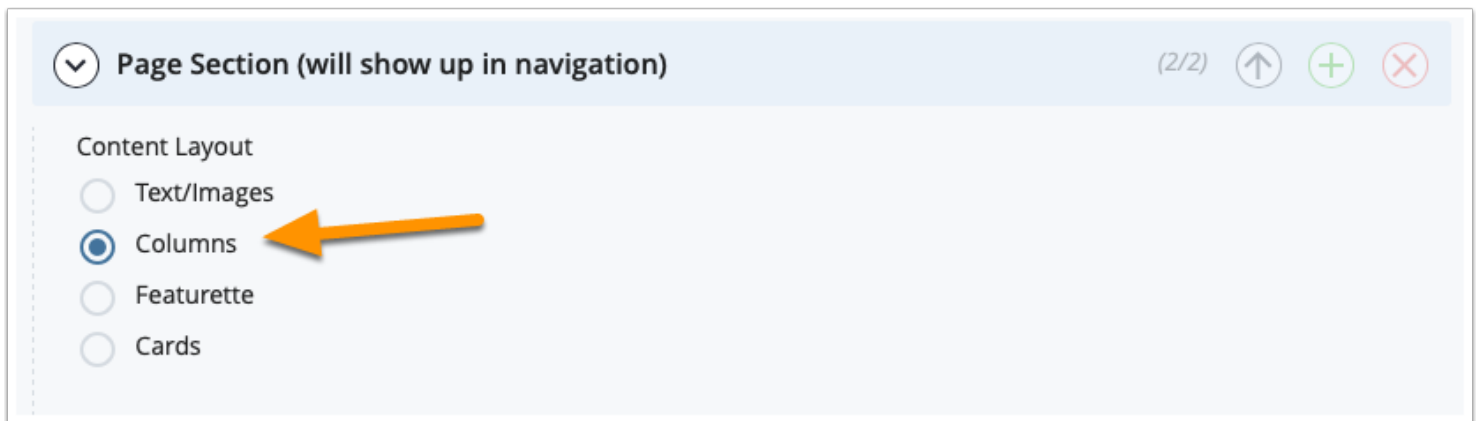


# Adding Columns

This will cover adding a section with Columns to your web page.

## Selecting Columns

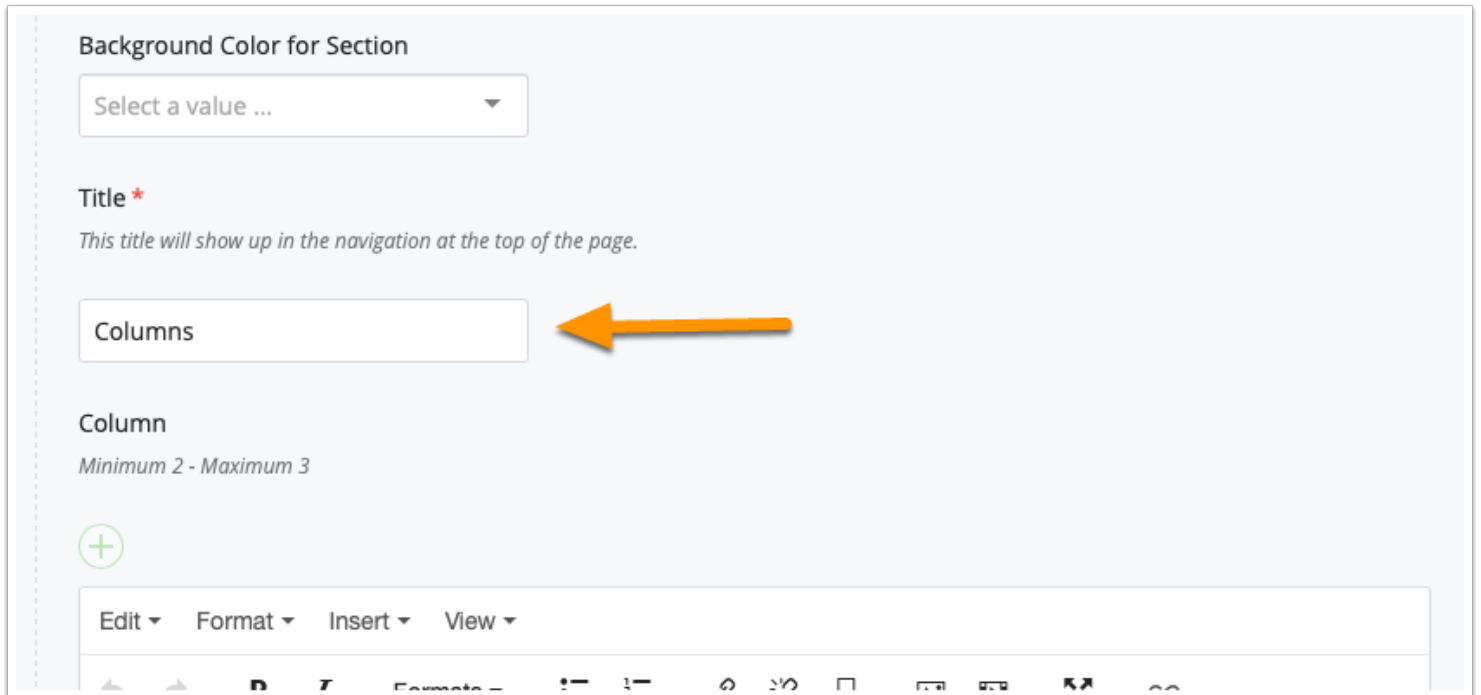
Select the columns radio button to start this content layout.



The screenshot shows a user interface for adding a page section. At the top, there is a dropdown menu labeled "Page Section (will show up in navigation)" with a downward arrow icon on the left and three icons on the right: a grey up arrow, a green plus sign, and a red X. Below this menu, under the heading "Content Layout", there are four radio button options: "Text/Images", "Columns", "Featurette", and "Cards". The "Columns" option is selected, indicated by a blue dot in the center of the radio button. A large orange arrow points from the right towards the "Columns" radio button.

## Title the Section

This is an important step. This is the title for the section that will show up in the navigation menu at the top of your web page.

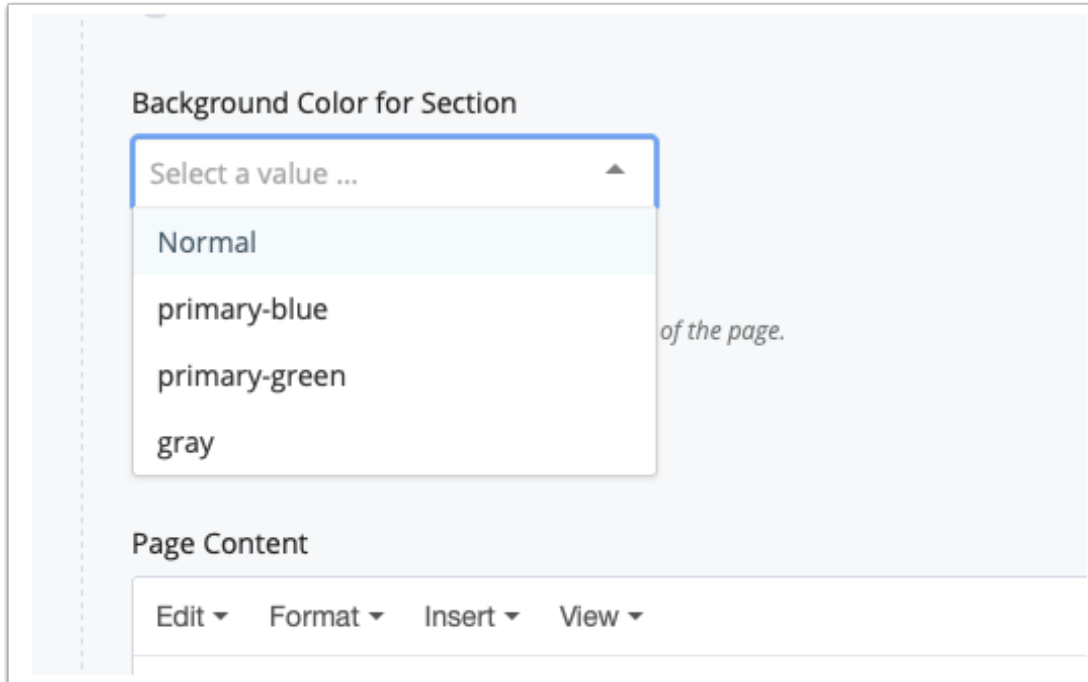


The screenshot shows a web editor interface with the following elements:

- Background Color for Section:** A dropdown menu with the text "Select a value ...".
- Title \*:** A text input field containing the word "Columns". An orange arrow points to this field from the right. Below the field is the text: "This title will show up in the navigation at the top of the page."
- Column:** A section with the text "Minimum 2 - Maximum 3" and a green plus sign icon.
- Editor Toolbar:** A horizontal toolbar at the bottom with menus for "Edit", "Format", "Insert", and "View", and various icons for text and image formatting.

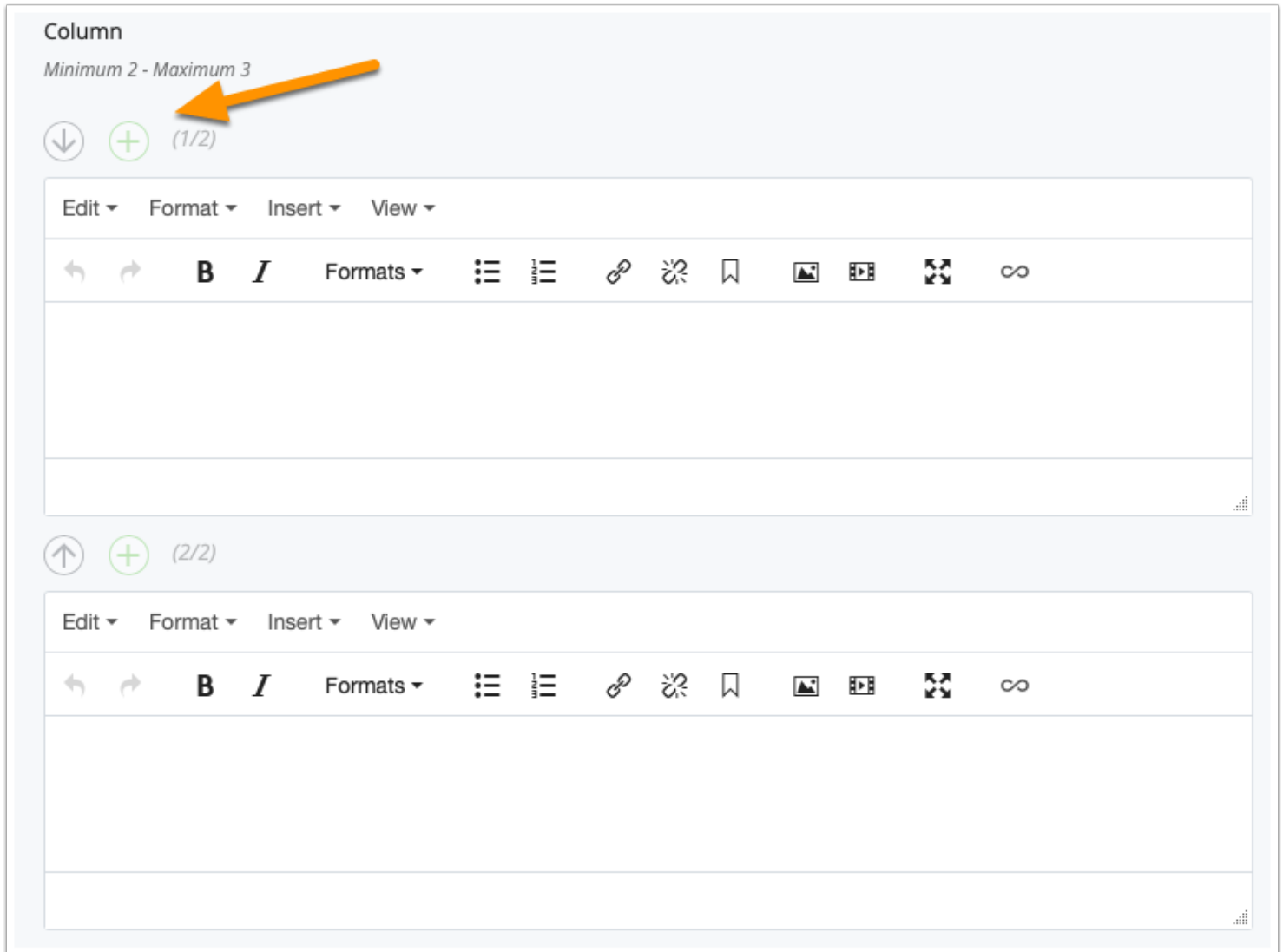
## Background Color

You are also able to choose from a list of background colors to add color to your site. This is an optional setting.



## How Many Columns

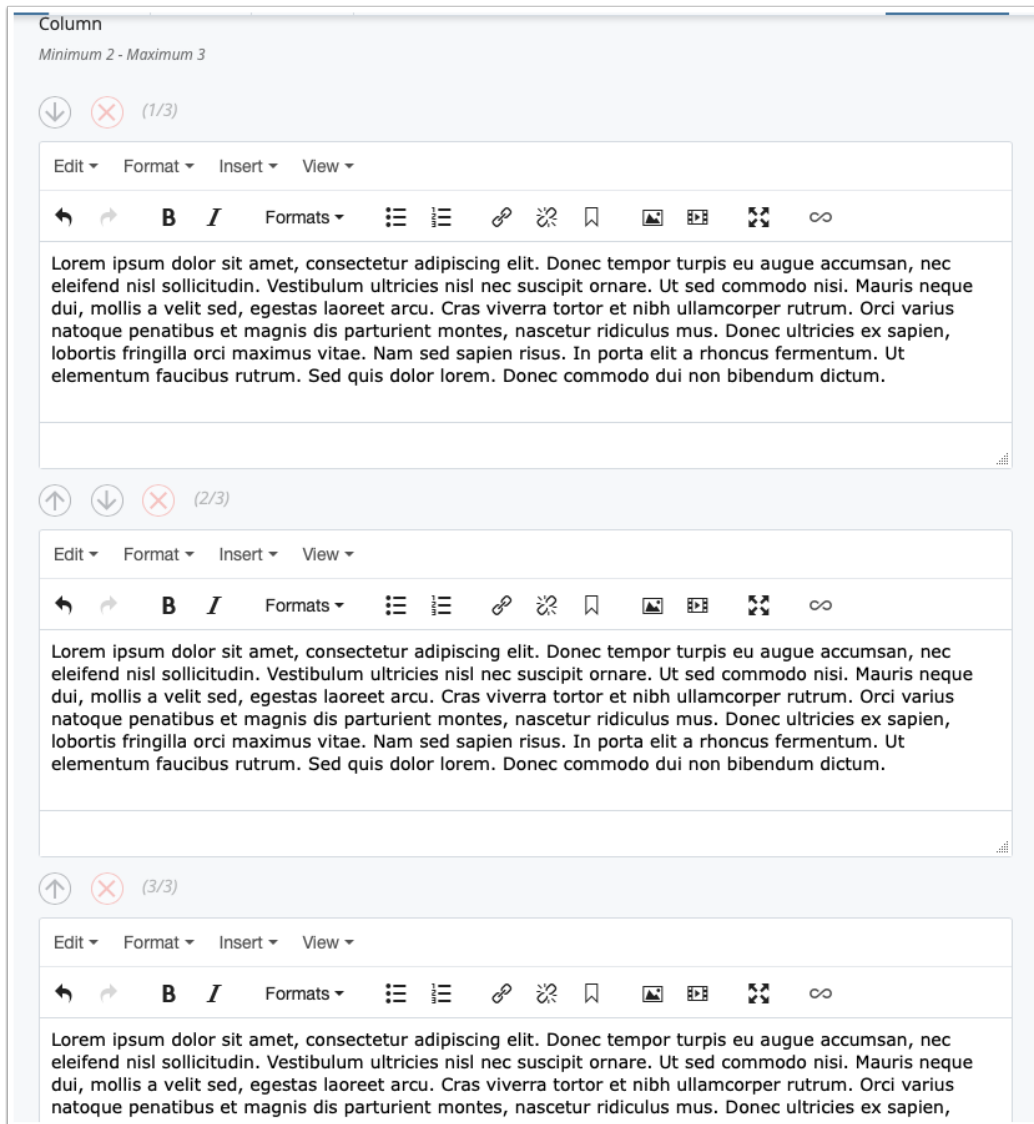
You have to have a minimum of 2 columns and a maximum of 3. To add another column click on the green plus button. You will see a count of how many columns you have.



The screenshot displays a document editor interface with two columns. The top column is titled "Column" and has a subtitle "Minimum 2 - Maximum 3". Below the subtitle, there is a green plus button (+) and a count "(1/2)". An orange arrow points to the plus button. The bottom column has a green plus button (+) and a count "(2/2)". Both columns have a rich text editor toolbar with options like Edit, Format, Insert, View, Bold (B), Italic (I), and various icons for text and image formatting.

## Editing the Text

For this example we have 3 columns. Notice the arrows and the red x. The arrows let you reorganize the columns if you want to move content around. The red x will remove that column and erase any content you have added. Just like with the text/image section, you can add images into the columns.



## Send to Workflow

When you are done editing you can start the workflow process to send the page to the test server.

## What it Looks Like Published

Below is what the published page looks like without and with a color background.

### Columns

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### Columns

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