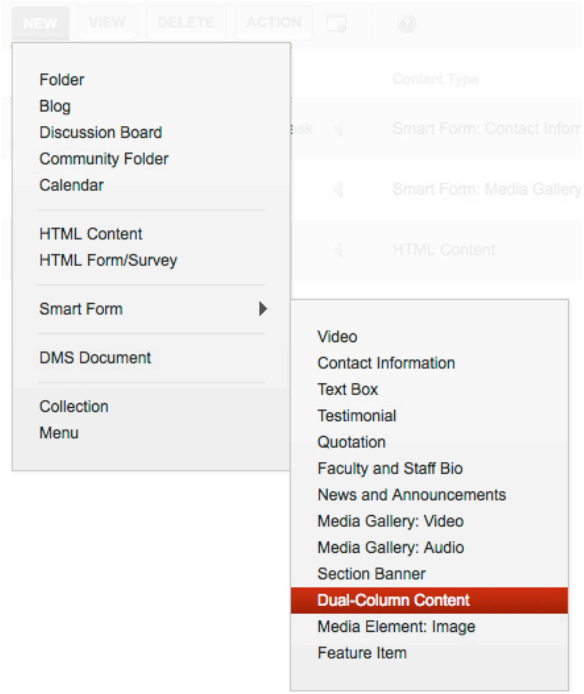
Dual-Column Content

When to use it

When you would like to add a dual column of content to your layout without using a table.

Instructions

1. First you must create your dual column content before adding it to your layout
2. Log into the CMS, select your folder
3. Select the content folder
4. Select the folder you would like to add the dual column content
5. In the right hand pane select new > smart form > Dual-Column Content

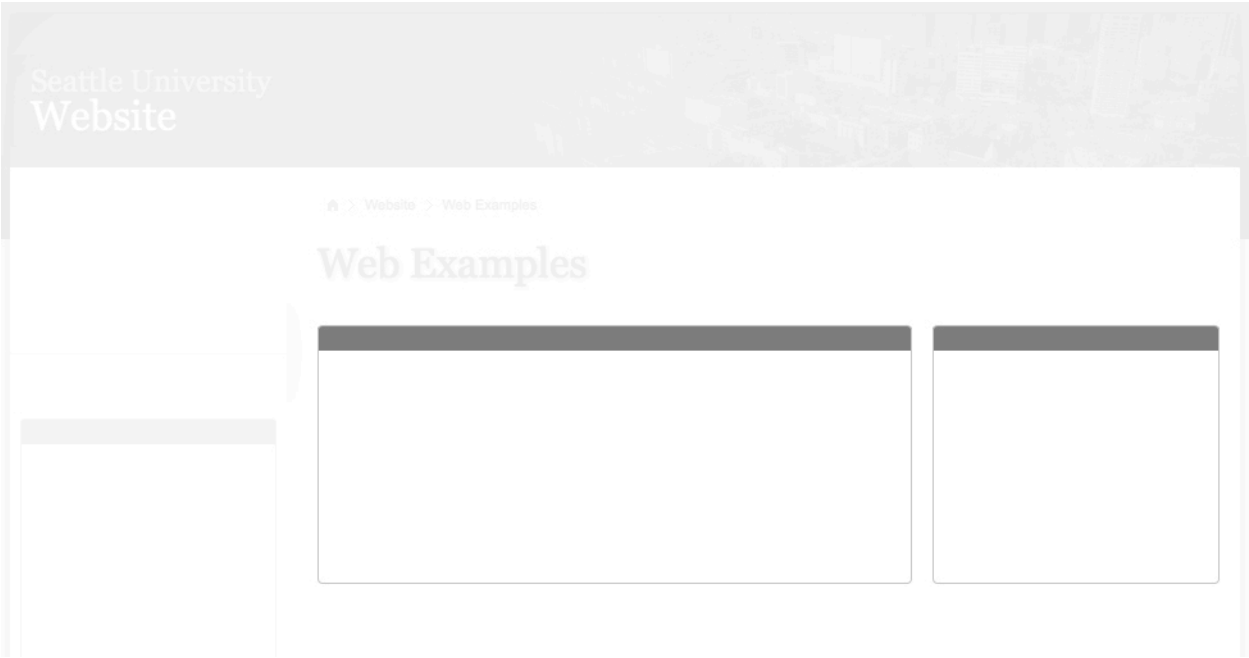


6. In the **Title** text box above the content editor, type the name of the dual column content prepended by "Dual Column Content:"
   *Example: "*Dual Column Content*: Amazing Title" (without quotes)*
7. Add your content
8. Select publish

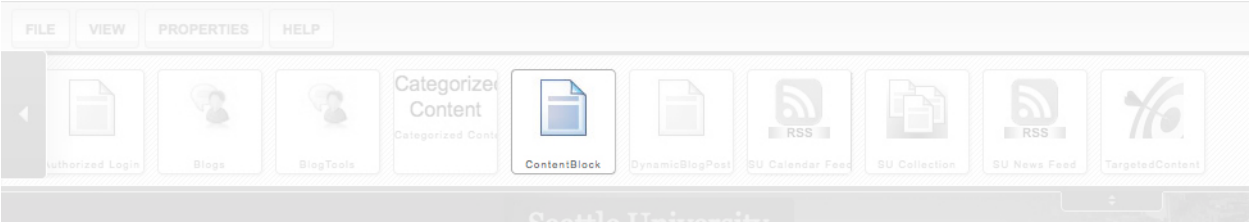
Add Your Dual-Column Content to Your Layout

1. In the CMS Navigation Pane, navigate to the Layouts folder.
2. Find the layout to which you want to add content.
3. Select the title of the layout.
4. Select "edit page layout"
5. Select the gray arrows to see available widgets.

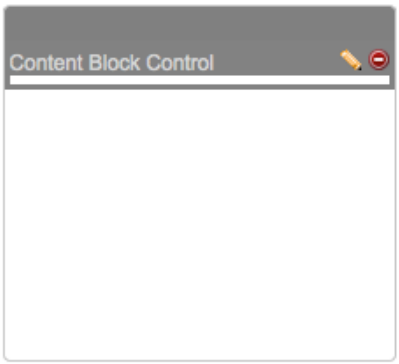
6. In the screen shot below the areas with gray boxes are called “drop zones,” and widgets can be added to those areas.



7. Select “Content Block” and drag it into your “drop zone.”

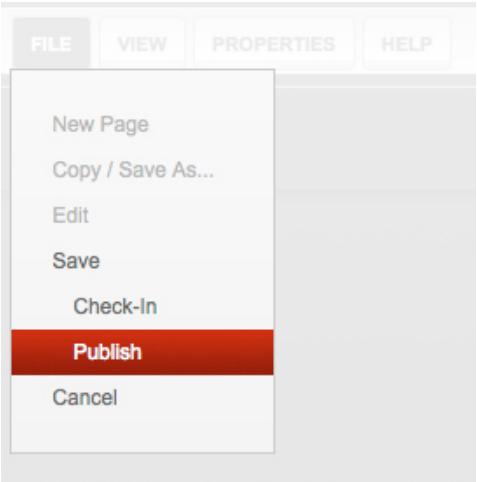


After you drag the content block widget into the column this is what it looks like:



1. Select in the upper right corner of the content block widget.

2. Navigate to the dual column content that you wish to add to the layout.
3. Double-click the title of the content. The content will automatically load into the zone.
4. When you have completed your updates and changes select file > publish from the top left hand side of the page.



Take a look at your content and make sure everything looks correct.