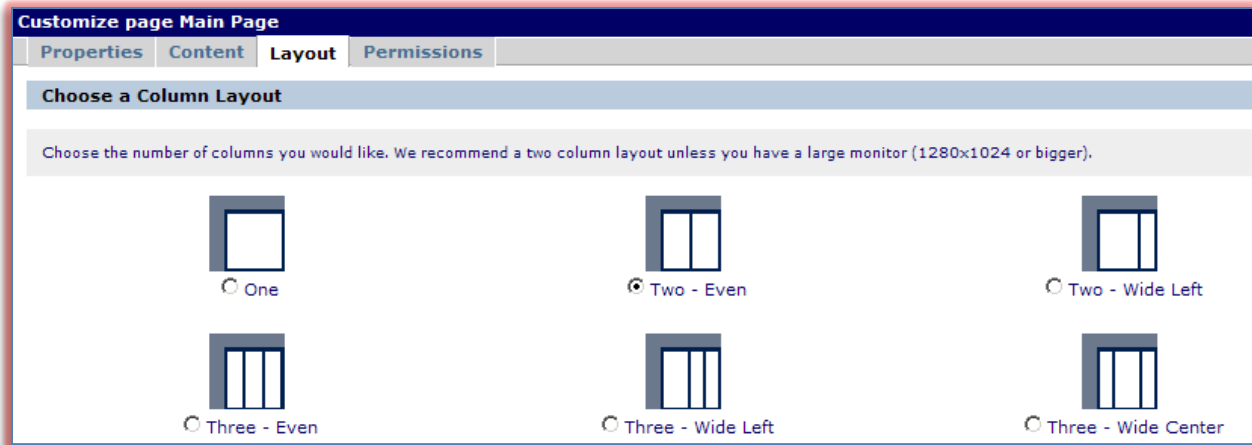


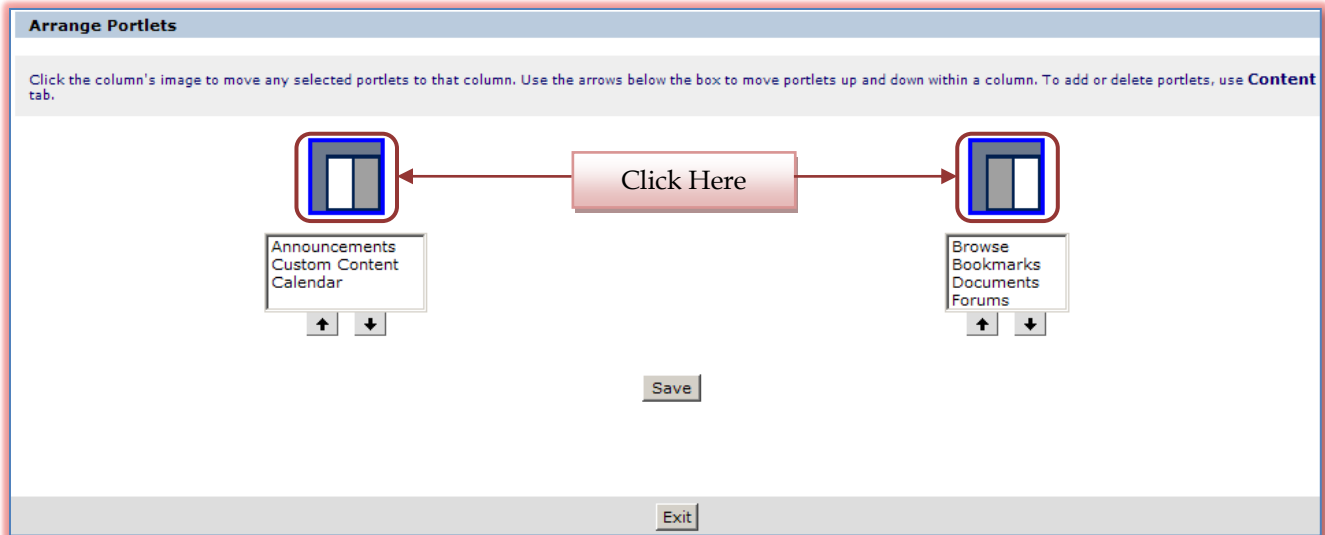
## Change Page Layout

Once the portlets 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 **Edit Page** link on the right side of the page.
- ✦ The **Customize Page** window will display.
- ✦ Click the **Layout** tab.
- ✦ The **Column Layout** window will display (see illustration below).



- ✦ Click one of the option buttons for the layout under **Choose a Column Layout**.
- ✦ Scroll down the page to the **Arrange Portlets** section (see illustration below).



- ✦ To rearrange the order of items in a column:
  - ✦ Click the portlet name in the boxes under each column layout.
  - ✦ Use the arrow keys to move the portlets up and down in the list.
- ✦ To move a portlet to a different column:
  - ✦ Click the portlet that is to be moved.
  - ✦ Click in the page image for the column as shown in the illustration above.
  - ✦ The portlet will appear in the list below the image.
- ✦ After all the changes have been made, click the **Save** button.
- ✦ Click the **Exit** button to return to the **Group** page.