

Step 8 – Add Columns

- **Column used to be an Element. Now, you add Columns by dragging and dropping Elements next to each other.**
- **I typically add two Columns on my websites.**
- **You can always add more Columns, which I will show you later.**
- **Once you practice, you can decide layout on your pages or move them back.**
- **First go to a page that you have typed in Text, like your TEST page. If not, the one you added Text. And make sure you are on the Build Tab.**
- **Next is to add an Element for Column.**

- **First Drag Title Element to the right of the Text.**
- **Next is what happens when you drop it.**

The screenshot displays the Weebly website builder interface. At the top, there is a navigation bar with options: 'Build', 'Pages', 'Theme', 'Store', 'Settings', 'Help', and a mobile device icon. On the right side of the navigation bar, there are 'Upgrade' and 'Publish' buttons. Below the navigation bar, a white header contains the menu items: 'HOME', 'ABOUT', 'CONTACT', and 'OTHER PAGES'. The main content area is a dark grey rectangle with a white dashed border. Inside this area, the text reads: **WELCOME TO OUR BUILD WEBSITE FREE COURSE**. Below this, there are two paragraphs of text. The first paragraph discusses the purpose of 'Build Website Free' and mentions 'The Villages Lifelong Learning College'. The second paragraph mentions 'The Villages Computer & Associated Technical Clubs web site'. On the left side of the interface, there is a 'BASIC' elements panel with icons for 'Text', 'Image', 'Gallery', 'Slideshow', 'Map', 'Contact Form', and 'Newsletter Form'. A blue tooltip with a white 'T' icon is positioned over the text in the main content area, indicating that the text element is being edited or moved.

Once you drop it, it creates a Column

- You can edit the Title like we did before to make it smaller, color, etc. Next is a sample.

WELCOME TO OUR BUILD WEBSITE FREE COURSE

The purpose of **Build Website Free** is to use Weebly.com. I will be Teaching at The Villages Lifelong Learning College. **Click Here** to see more details about the course. I use to work and teach computer software, but I am now retired. **Click Here** to learn more about me. **Links page** provides links to **Computer Basics Websites** and **The Villages Websites**. If you have any **Questions and/or Comments**, **Contact me**. Note - if something happens to me, this website

CLICK HERE TO EDIT.

- You see the new name, color and size.
- Next is how to change the Column.

WELCOME TO OUR BUILD WEBSITE FREE COURSE

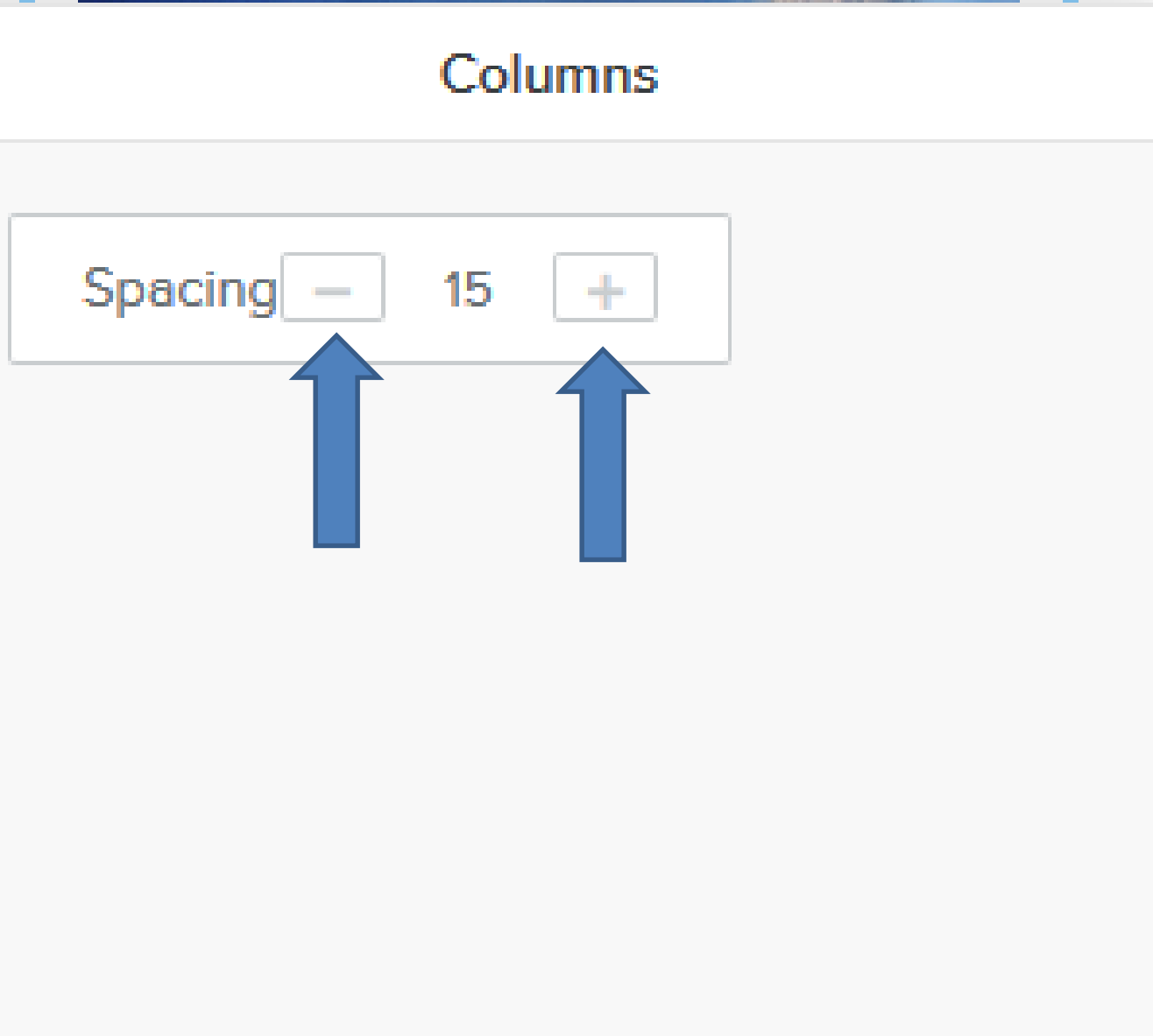
The purpose of Build Website Free is to use Weebly.com. I will be Teaching at The Villages Lifelong Learning College. [Click Here](#) to see more details about the course. I use to work and teach computer software, but I am now retired. [Click Here](#) to learn more about me. [Links page](#) provides links to Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website

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- When you hover over the text you see a line and then click on it and a new window opens.
- Next is to change Spacing.

The screenshot shows a Weebly website editor interface. At the top, there are navigation tabs for 'HOME' and 'PAGES'. The main content area features a text block with the following text: 'The purpose of Build Website Free is Weebly.com. I will be Teaching at The Learning College. Click Here to see m the course. I use to work and teach c software, but I am now retired. Click I more about me. Links page provides Computer Basics Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. Note - if something happens to me, this website will not be available. Hopefully, it will be a number of years.' A context menu titled 'Columns' is open over the text, displaying a 'Spacing' control with a minus button, the number '15', and a plus button. A red arrow points from the text 'this website' to the 'Spacing' field. The text block is bordered by a blue line with small blue arrows at the corners, indicating it is selected for editing.

You can click the – to reduce or + to increase the spacing



**Or,
highlight
the 15 and
type in
something
like 5. Next
is a sample.**

Here is a 5 space Sample

- You see space is small. You want to change it back to 15. The reason to make the space small is if you have 2 photos.
- Next is to add other Column.

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Links page provides links to Computer Websites and The Villages Websites. If you have any Questions and/or Comments, Contact me. If something happens to me, this website will not be available. Hopefully, it will be a number

Columns

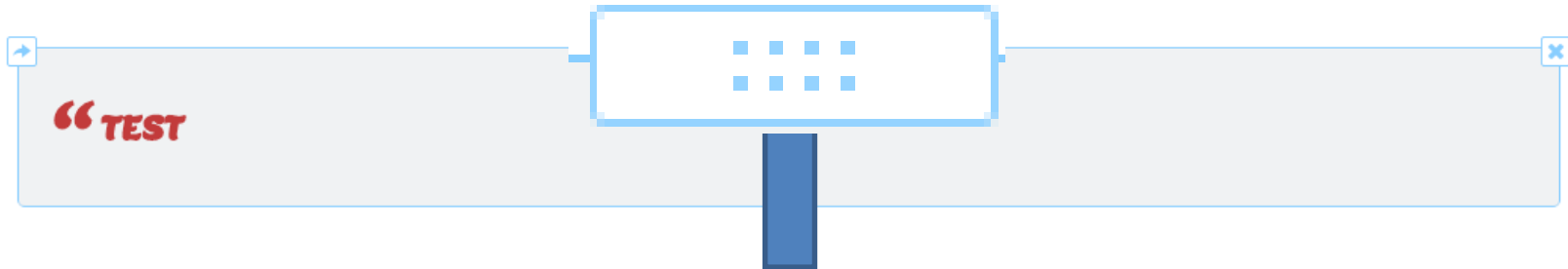
Spacing 5

A red arrow points from the text 'Click Here to see more details about the course' to the 'SPECIAL ANNOUNCEMENT' header.

- **You have 2 options to add another Column. One is follow the same process to drag and drop an element, like Text.**
- **The second option is to drag and drop an element that is already on the page, like Block Quote that we added.**
- **Next is the second option.**

- **First scroll down to the Block Quote we added and then hover over it and you see an icon in the middle.**
- **I will zoom in so you can see it.**
- **Next is how to drag it. First you click on the icon.**

web site has a list of Computer Clubs and a link to Tech Help. If you want to find more clubs and Recreation Center Activities, there is a great website called The Villages Activities that provides the information.



- You drag it up and you see a line in the Middle.
- Once you see the line drop it off, which is next.

be a number of years.

Villages Computer & Associated Technical Clubs
site has a list of Computer Clubs and a link to
Help. If you want to find more clubs and
recreation Center Activities, there is a great website
and The Villages Activities that provides the
information.

TEST



- Once you drop it off, scroll up and you see it in the Middle and you see 3 columns.
- You can also add more columns. Or, you can drag the Block Quote back to the bottom again, which I recommend you do that now.
- Next is to change the width of a Column.

[HOME](#)

[ABOUT](#)

[CONTACT](#)

[OTHER PAGES](#)

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“TEST

SPECIAL

ANNOUNCEMENT

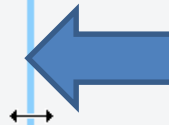


- **Note - I put the Block Quote on the bottom.**
- **To change width, hover over the middle of the column and see the line.**
- **Next is what to do.**

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- Left click and hold it down and drag it to the right. Note – you have to drag it quite a bit for it to move and sometimes two times.
- You then see the difference.
- This is the End of Step 8.

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