

CHANGING FROM THREE COLUMNS TO TWO COLUMNS

The myUFL portal allows you to customize your view of the pagelets. Use this instruction guide to learn how to change the number of columns on your home page for ease of use.

NAVIGATION

1. Click Layout

UF myUFL						≡	ø
Top Page Staff Page Custom Page							
				Personalize Content	Layout	1	P Help
	Staff News	0	0 -				
	No articles currently available						
	View All Articles and Sections						

2. Next to Basic Layout click the 2 columns option, then click the Save button

Personalize Home Page					
Personalize Layout: Staff Page					
Page Name Staff Page					
Basic Layout: 2 columns 3 columns					
Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.					
Add Pagelets: Go to Personalize Content					
# = Required - fixed position pagelet * = Required - moveable pagelet					
Left Column: Right Column:					
-No Pagelets Selected A Staff News					
Save Cancel					

3. Now your page appears in a two-column layout

FOR ADDITIONAL ASSISTANCE

Technical Issues The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

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