Columns can be used to arrange your homepage content or other simple list content on the inside pages on your website.

How to create columns:
The Office of Web Services has programmed complex code into your website that allows you to use a simple “shortcode” to create columns. This is how the code should be created and how it will look when you are editing your webpage in WordPress:

`${row}[col]`  
`[row]` opens the group of columns, and `[col]` opens the first column. Then you enter the first column’s content.

`[/col][col]`  
`[/col]` closes the first column. `[col]` opens the second column. Then you enter the second column’s content.

`[/col][/row]`  
`[/col]` closes the second column, and `[/row]` closes the group of columns.

Once your columns are created, choose the **Preview Changes** button in the **Publish** box at the top right of WordPress. Once you have checked that the columns look correct on your webpage, choose the **Update** button in WordPress to make your changes public.