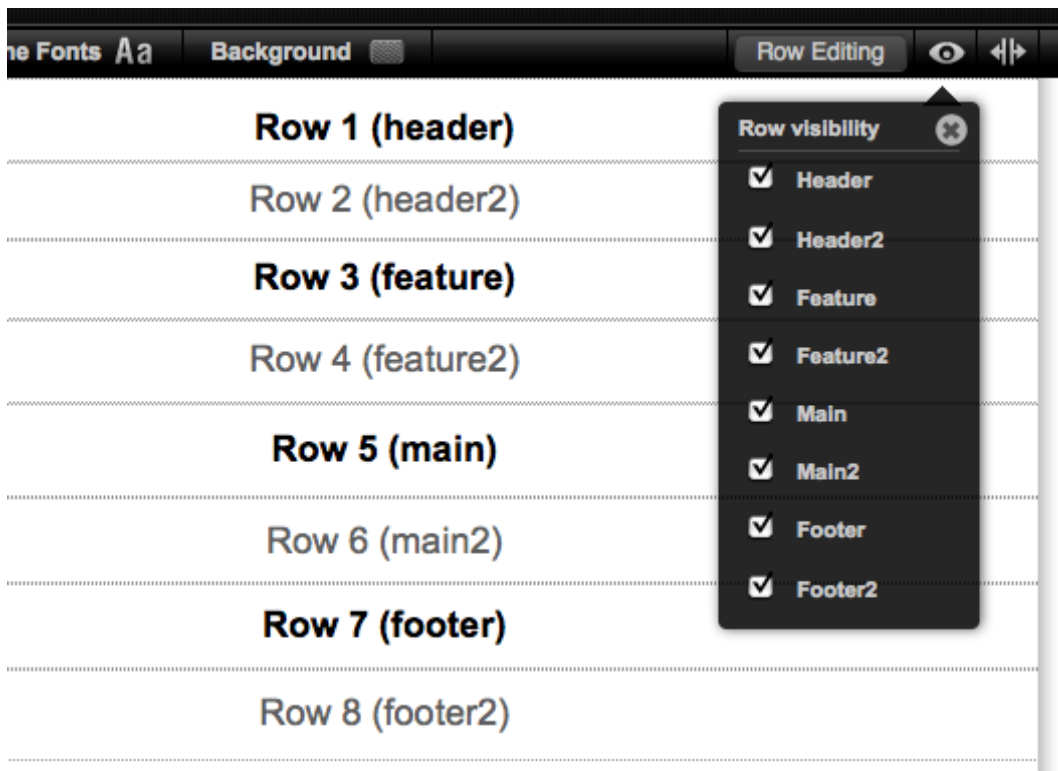# Page Structure

BEFORE YOU START: Page structure

A page is made of 8 rows. By default, 4 rows are visible (show in bold above) and another 4 are hidden. A page must always have at least one visible row.

Row: Inner and outer

Each row has two parts: an inner which contains content and an outer which always goes right across the browser window. The inner is in front of the outer.

You can ignore the outer unless your design requires a graphic effect, e.g. a shadow, that goes outside the content area.

Editing rows

Rows would be locked so no changes can be made to them. To unlock them click on the **Row Editing** button.

Splitting a row into columns

There are two ways to create columns:

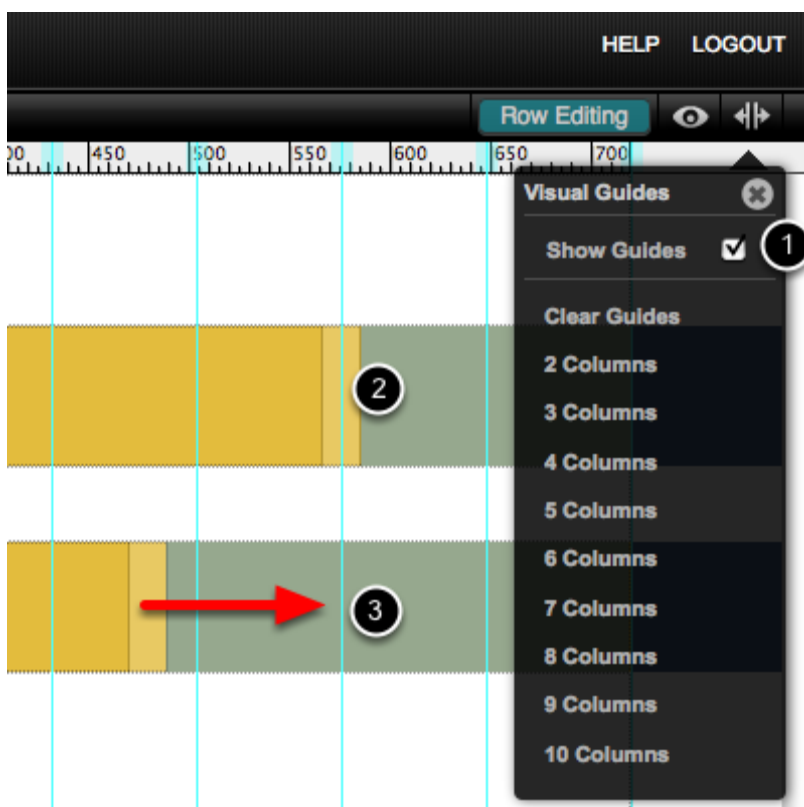1. Using the Row layout menu (1)
2. Using the Columns layout widget (2)

When you split a row into columns using the Row layout menu, you can apply a separate style to each column. See Changing the colour of row or column for more about this.

Columns created using the row layout menu way are called structural columns because they define a structure for other widgets to be placed in to. Rows can be divided into 2 - 6 structural columns.

When you create columns using using the columns widget tool, the columns are nonstructural.
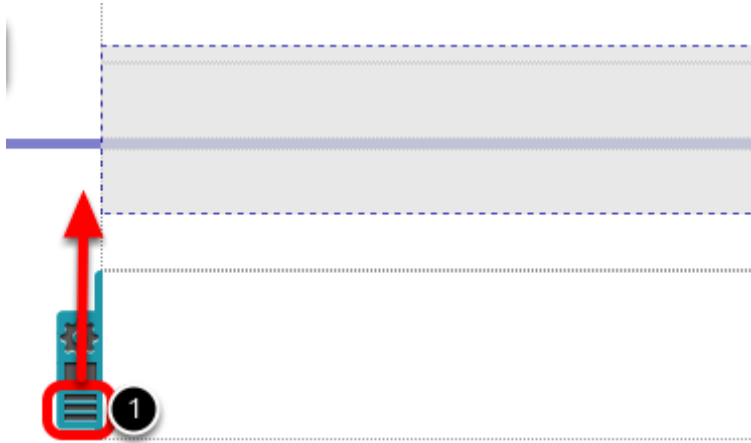You cannot apply a style to nonstructural columns.

Aligning columns using the column guides

If you need to align column in different rows, use the **visual guides (1).**
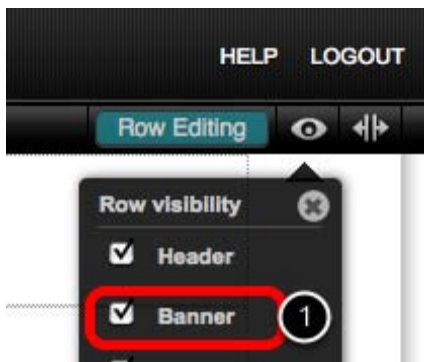
Drag a column guide to line up with a column (2) , then drag other columns to line up with the guides (3)

Re-ordering rows

Click on the row handle (1) and drag vertically to reposition the row.

Renaming rows

Click on the **row name (1)** in the row visibility menu to change the name.