[Enterprise Reporting – Change the Layout of a Page]

You can customize your portal by changing the layout of your pages. Follow these instructions to complete this task.

- Click the edit the layout button on the toolbar
- Type the name of the portal page to change it from the default New Page and click the number of columns to show on the page
- Under Content Arrangement, use the arrows to move the content frames between columns.
- If you want to change a column width, in the Column width box, type the percentage of the screen to use

  ▶️ **Note**: If you are using multiple columns, and one of the columns includes a report, we recommend that you set the width to at least 50% to minimize scrolling.

- Click OK

**Note**: You can click the edit button on the toolbar of each content frame to edit the properties

**HELP**
For further assistance, please contact the Help Desk at 392-HELP or helpdesk@ufl.edu