

# How do I merge columns and sections to one block on a Lessons page?

Sections and columns can be merged in two different ways.

## Go to Lessons.

Overview

Lessons

Calendar

Click on the Lessons tool in the Tool Menu to display the page.

*Note: The Lesson page must already contain content and one or more section breaks before you can combine sections.*

## Method 1: Click the Merge button.




Welcome to Lessons!



[Class Web Pages](#)

TEST 002 025 Spring 2020

- Lessons (1 file)
- Lessons (5 files)
- TEST 002 025 Spring 2020 (2 files)
-  download.gif
- rating-postem-test002025.csv



The **Merge** button looks like two arrows pointing in toward each other. It is located in the top left corner of each content block (either section or column).

Clicking on the **Merge** button will merge the selected content block with the block above it.

## Method 2: Click Reorder.

 LESSONS

 Print view

 Print all

 Index of pages

 Link

 Help



Add Content +

More Tools ▾

Reorder ⚙

## Click the red X to delete the column/section break.

 LESSONS







 Link

 Help



### Reorder Page Items

Please drag and drop the items below to reorder them. To delete, drag item to delete bin.

1	Section break; extra space in background color	
2	Welcome to Lessons!	
3	<a href="#">books-1163695_640.jpg</a>	
4	Column break; items below are displayed in a region to the right of those above	
5	<a href="#">Class Web Pages</a>	
6	Resources folder	

Drop items here to delete, or click the X. You may drag deleted items from here back onto the page.



[Add items from another page](#)

Save

Cancel

## Click Save.

Save

Cancel

# View merged columns/sections.

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Welcome to Lessons!

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➤ [Class Web Pages](#)

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The two sections or columns will be merged to be one big block with borders around them. All items will be displayed in order vertically inside the content block borders.