A component is a piece of content that is always viewed in the context of another page. Generally it contains content this is used in many places across a site. Components can appear in the Right Column, under the navigation in the Left Column or beneath the top Body Copy section.

The most common type of component appears in the Right Column. There are two types of Components that will appear in the right column on your page: Quicklinks (a list of links) and Right Column Promo (a Body Copy field capable of holding text and images.) If you would like to edit a component, here is how to do it.

If you have content in a component, you must first locate the component field on the Edit Form. It is under the Body Copy field. Once you locate the field, Click the button labeled Go To. You will be directed to the component.

If the Component has not been advanced to you, use the standard **Advance in Workflow** process to edit the Component.
Once the component is checked out to you, make any edits or additions you need.

If you would like to make a new entry on a Quick Links component, use the plus button on the right to add a new field or the minus button to get rid of a field. After all the changes have been made, use the standard Advance in Workflow process to Publish the component. Your changes will appear on every page that contains this component.