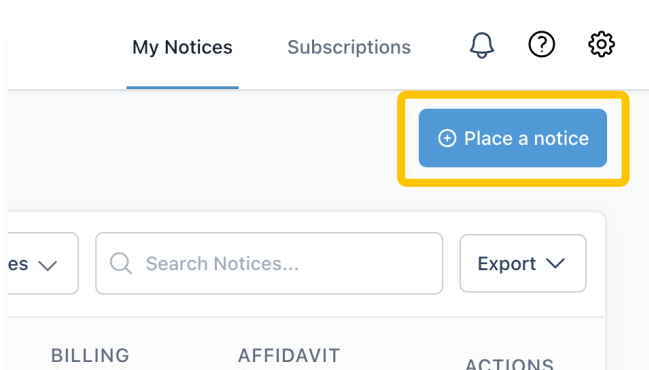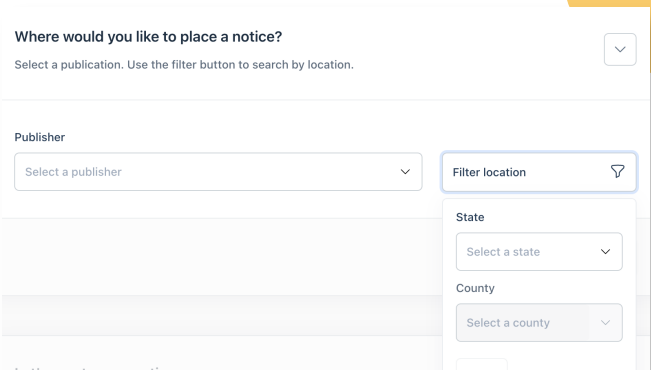# Column

How to Place a Notice in Our Paper with Column
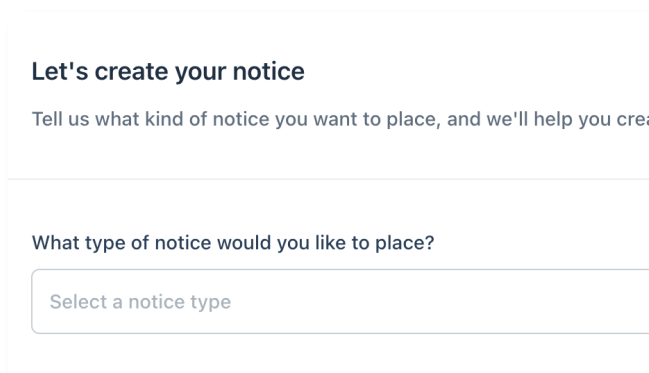
It takes less than five minutes to place a public notice in our newspaper using Column's self-serve platform. Here's how to get started.
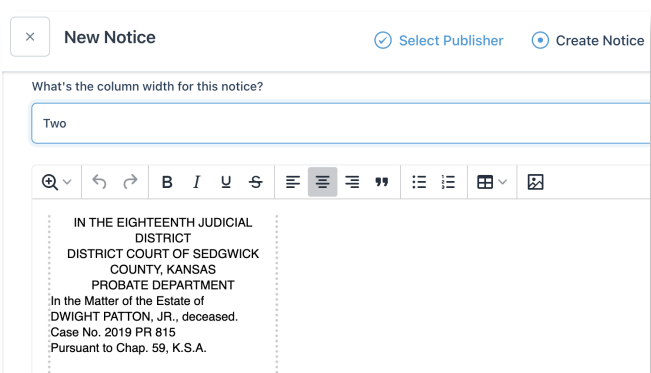
Step 1: Get Started. Click on the blue "Place a Notice" button in the top right corner.

Step 2: Select Publisher. Find our newspaper in the dropdown menu. You can also filter by location.
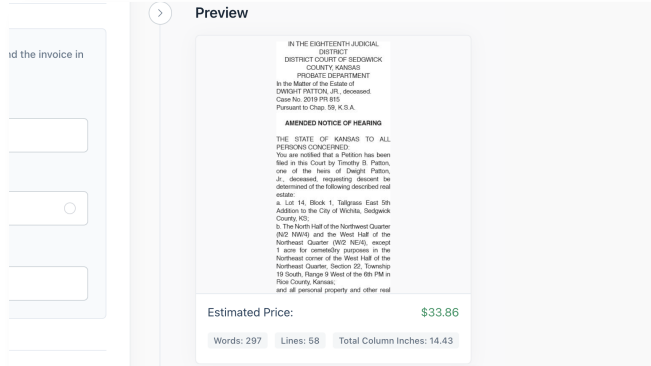
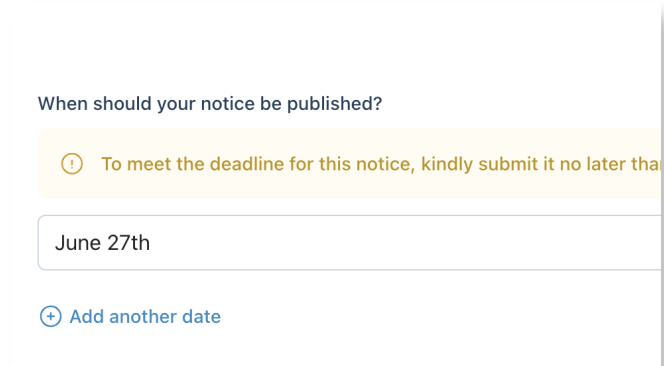**Step 3: Create Notice.** Select the type of notice that you're placing.

Step 4: Enter Your Notice Content. You can upload your notice, drag and drop the file, type it in, or copy & paste directly into the text editor.
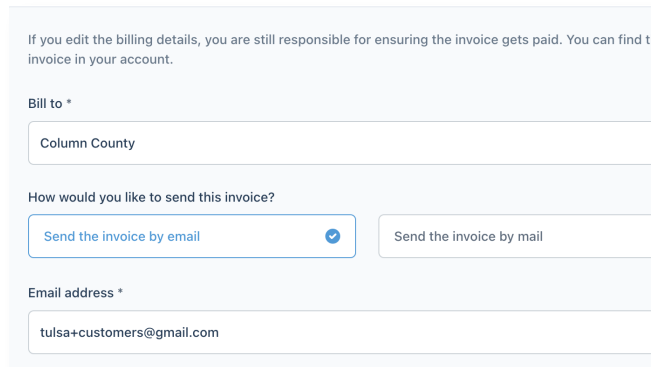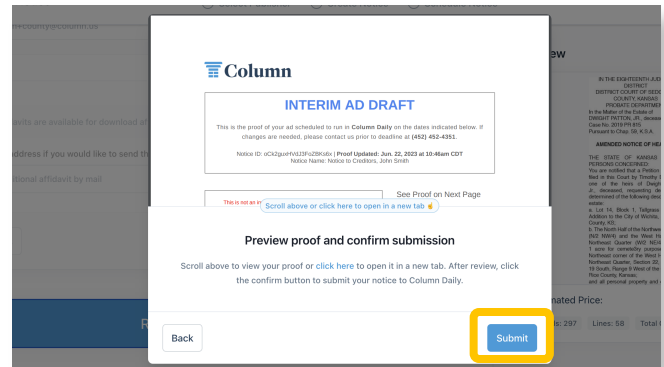
Placing a Notice in Column

Step 5: Preview Your Notice. Review the layout and estimated price on the righthand side of the screen.
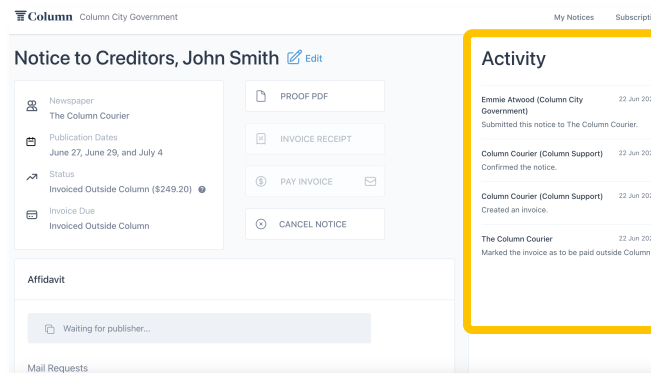

Step 6: Schedule Notice Publication. Select the date(s) for when the notice should be published.

Step 7: Enter Billing and Affidavit Details. Fill out your billing contact's information and select your affidavit delivery preferences.

Step 8: Review and Confirm. Click Review and Confirm to double check your proof. Then click Submit and you're all set!

Step 9: Check your activity log to track your notice. You'll receive email and in-app notifications at key steps in the process.

Contact Information:

Column Support
Email: help@column.us
Visit: help.column.us