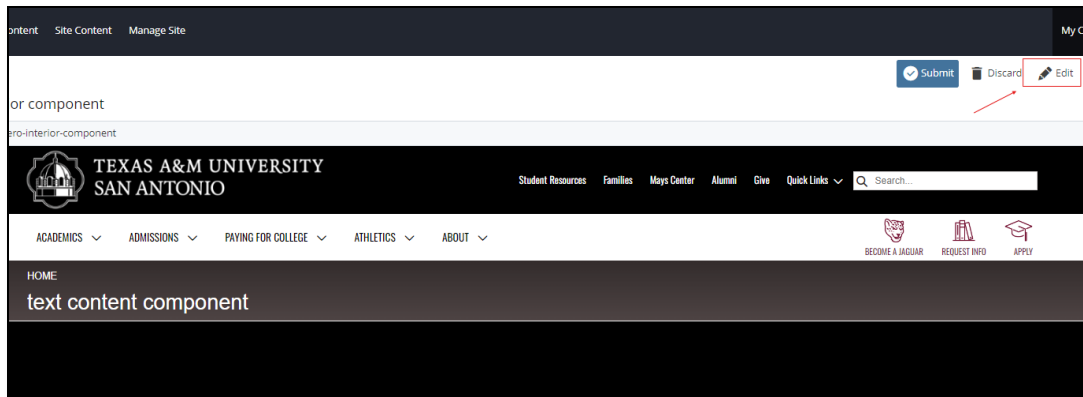


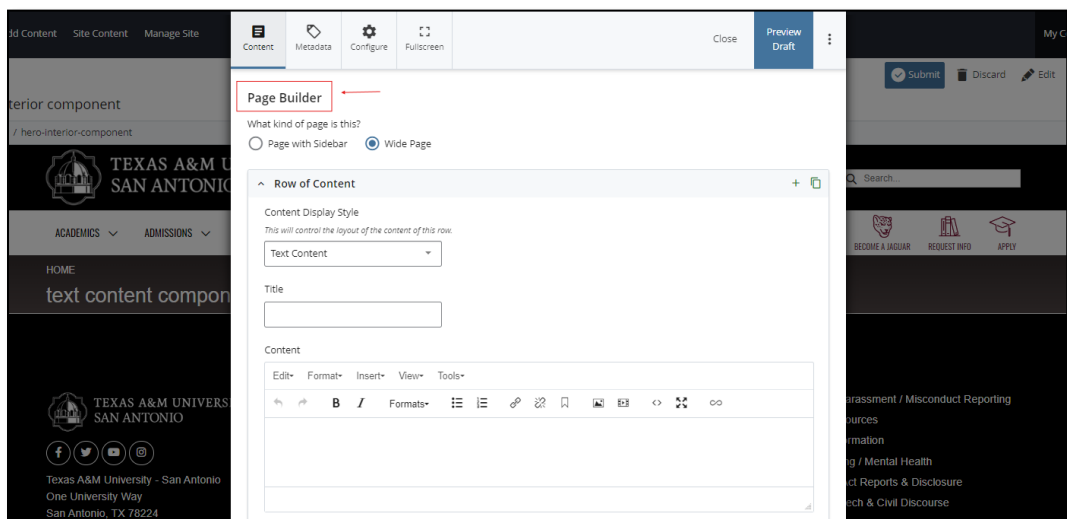
# Text Content Component

This document will explain how to use the “Text Content Component”.

1. Click the “Edit” button at the top right of the screen. (screenshot below)

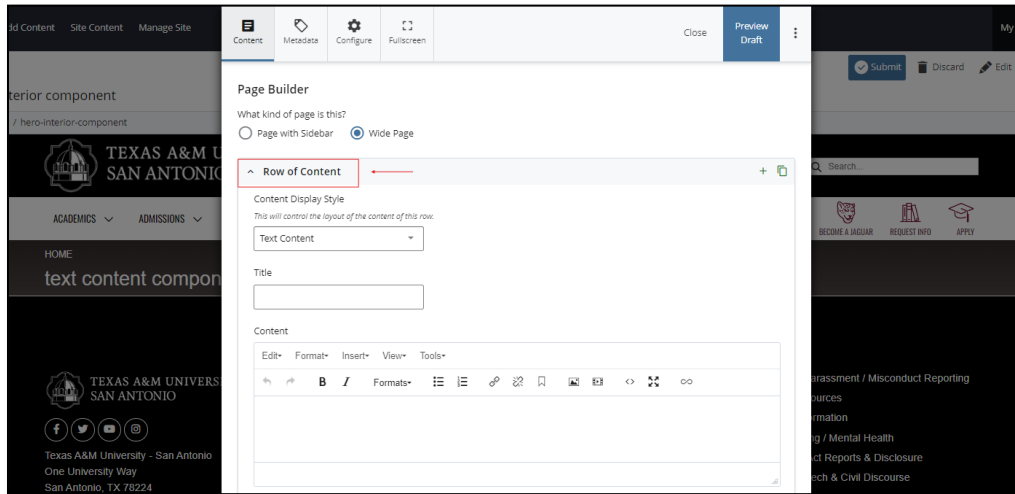


2. Navigate to “Page Builder” section, under “Show in submenu?”. (screenshot below)

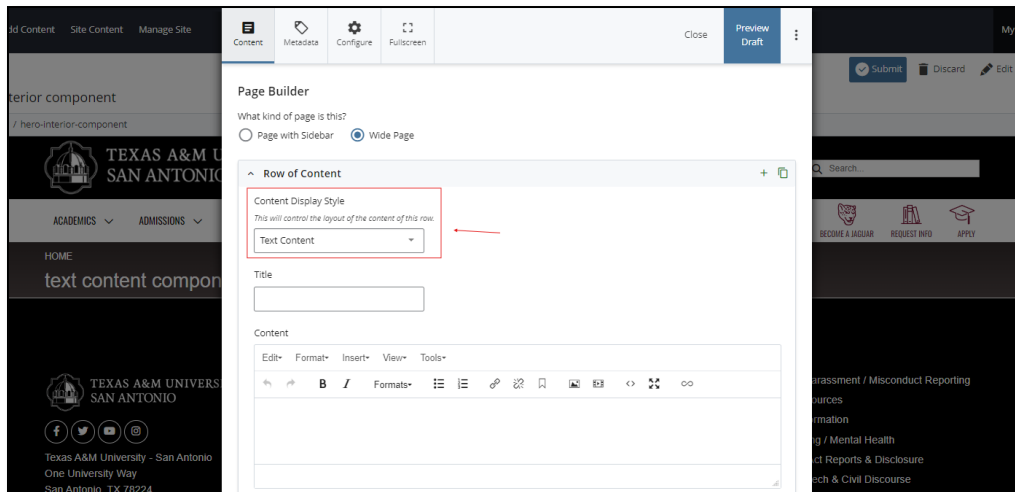


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3. Open the **“Row of Content”** block by clicking the arrow to the left of the **“Row of Content”** title. (screenshot below)

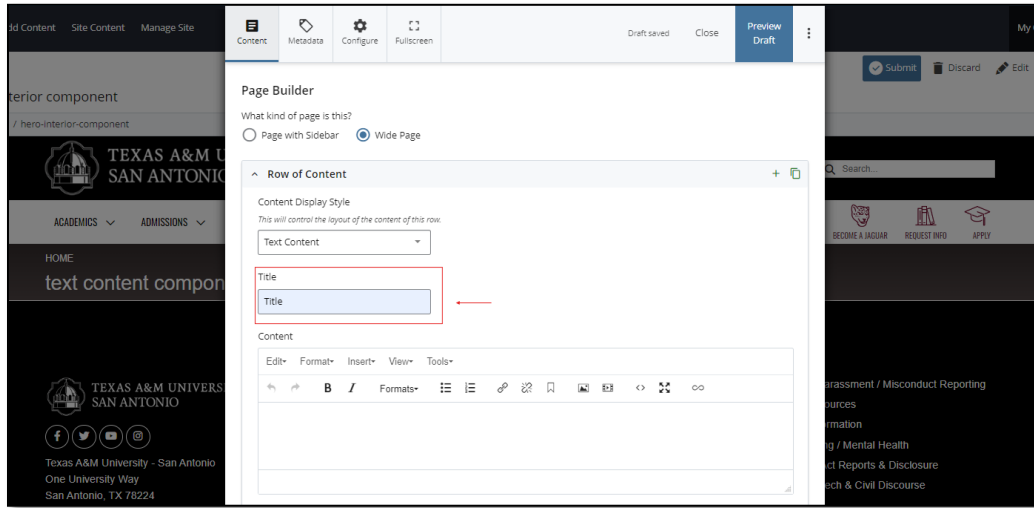


4. Open the **“Content Display Style”** dropdown menu and select the **“Text Content”** option. (screenshot below)

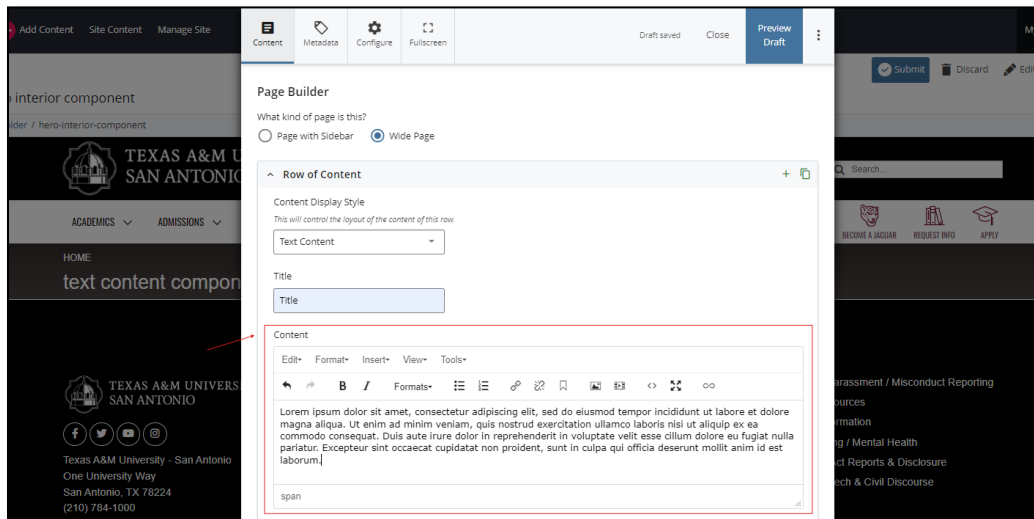


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5. Fill out the “Title” entry. (screenshot)



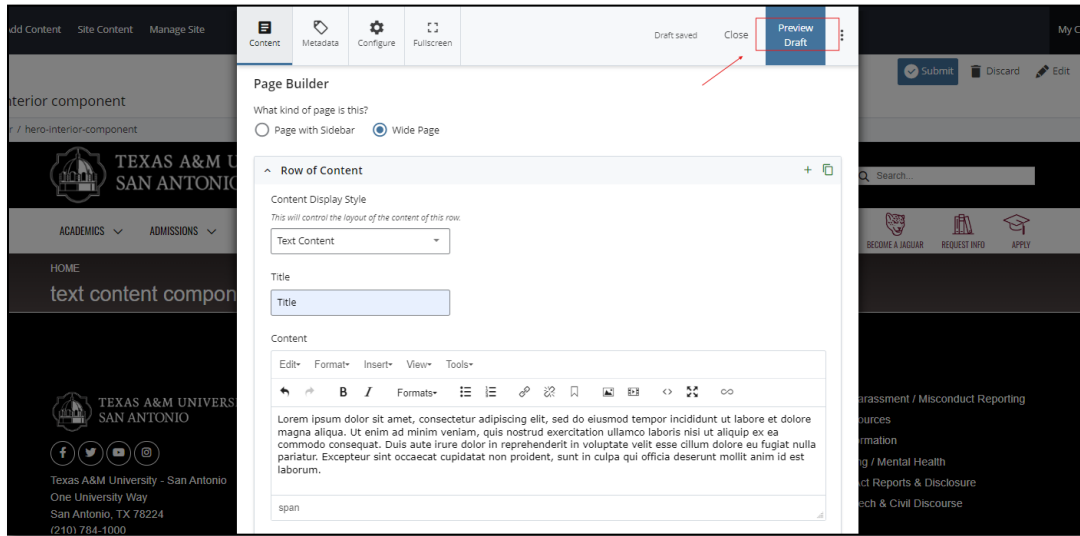
6. Fill out the “Content” entry. (screenshot below)



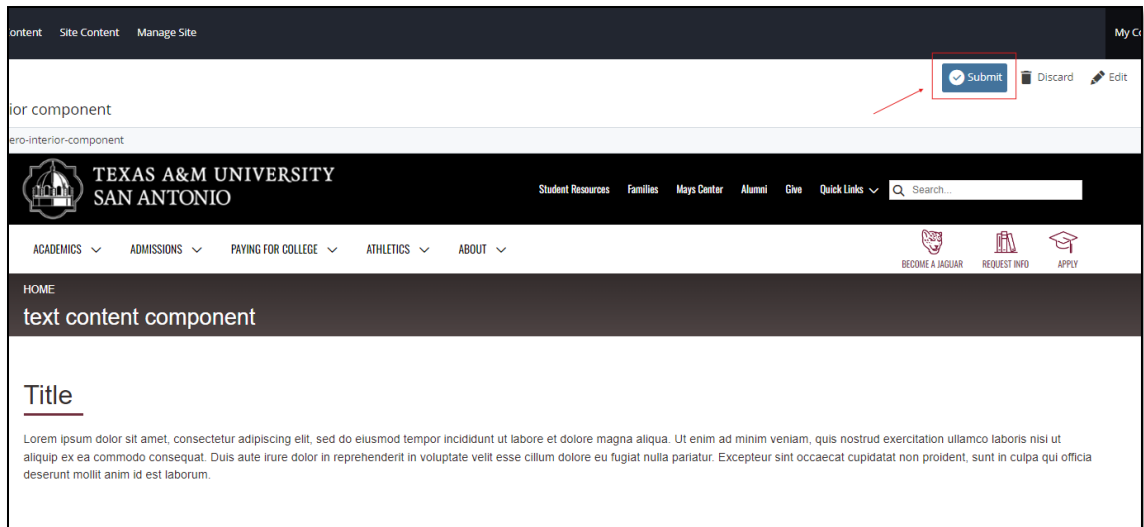
- a. This block has a formatting tool (WYSIWYG) to edit the content in the content block. WYSIWYGs will be explained in another video.

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7. After making edits, click on the blue **“Preview Draft”** button at the top right corner. (screenshot below)



8. Once you are satisfied, click on the blue **“Submit”** button, otherwise click on the **“Edit”** button if you would like to continue making changes. (screenshot below)



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## **Practical Applications for Text Content**

The text content component is a straightforward and versatile feature that universities can use to present key information in a clear and concise manner. It allows the inclusion of a title and descriptive text, making it ideal for introducing sections, explaining programs, or sharing announcements. Providing flexibility for delivering text-based content in an organized format, enhancing readability and ensuring that important messages are easily communicated to the audience. Its clean design makes it suitable for both standalone use and as a complement to other components on the webpage. Below is a list of examples we can use the text content component for.

- Introducing Academic Programs
- Explaining Admission Requirements
- Sharing Campus Updates
- Promoting Workshops and Events
- Providing Contact Information and FAQs