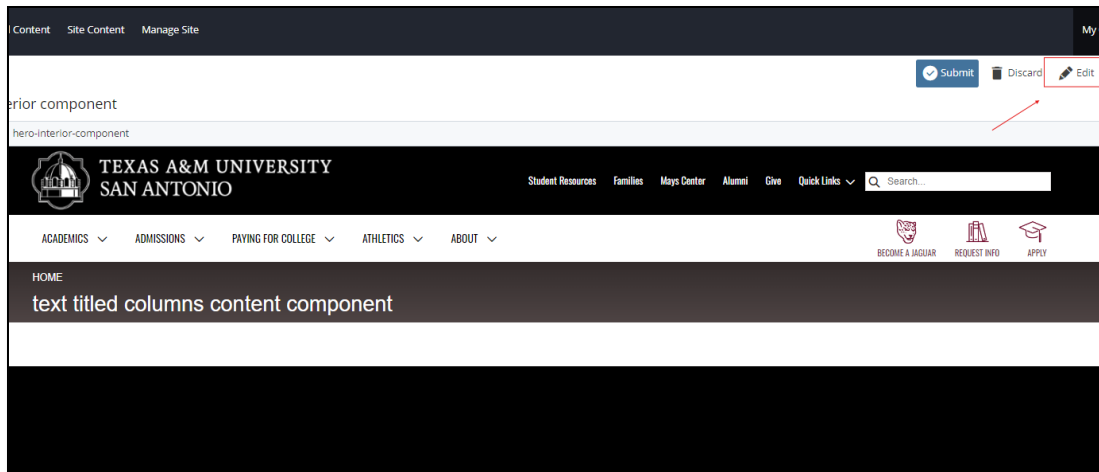


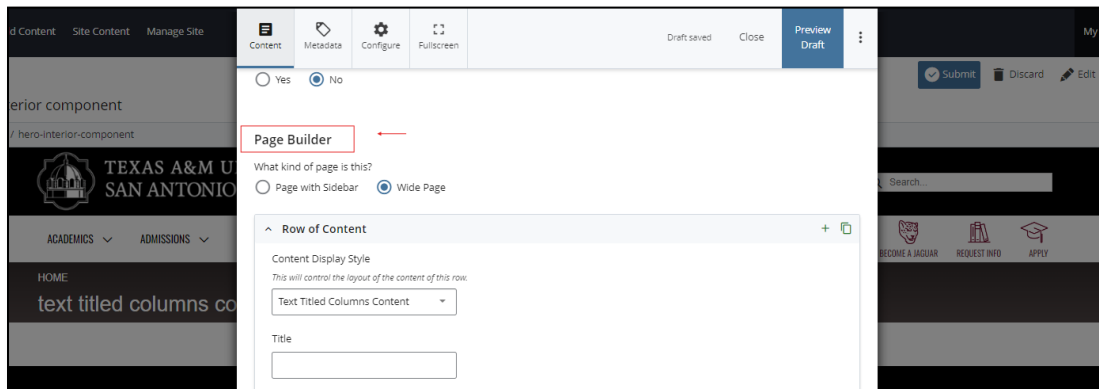
## Text Titled Columns Content Component

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

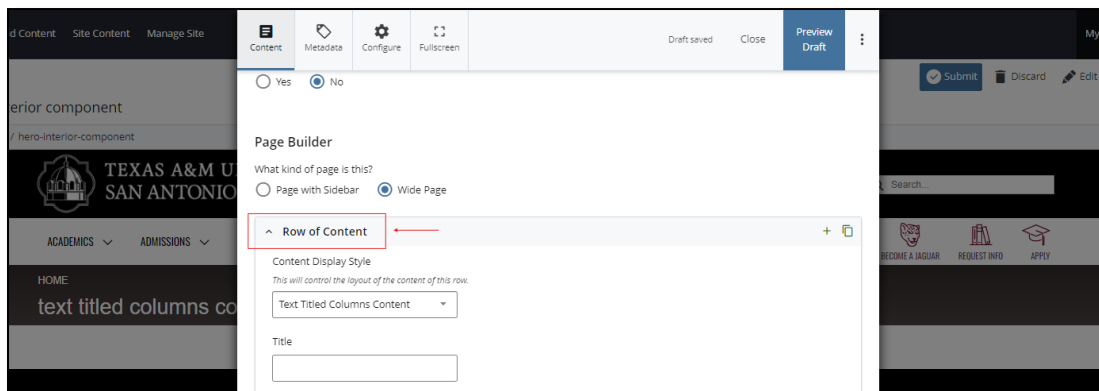
1. Click the “Edit” button at the top right of the screen. (screenshot below)



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

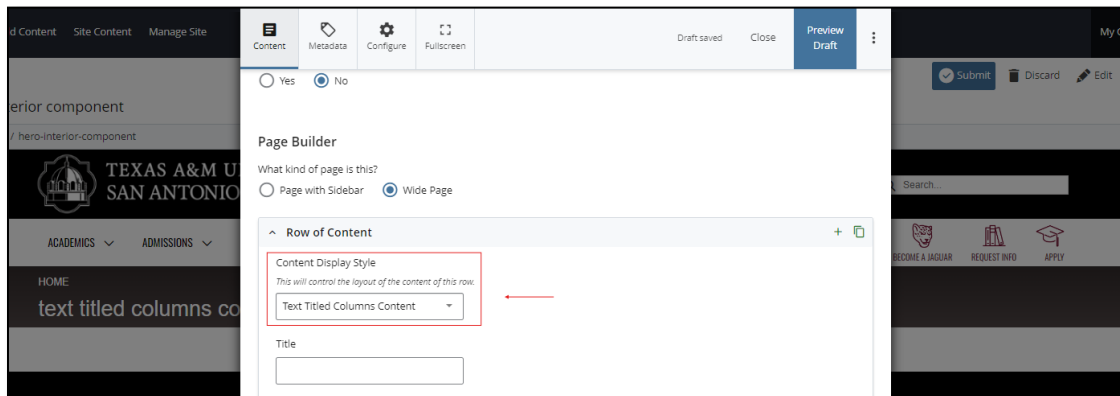


3. Open the “Row of Content” block by clicking the arrow to the left of the “Row of Content” title. (screenshot below)

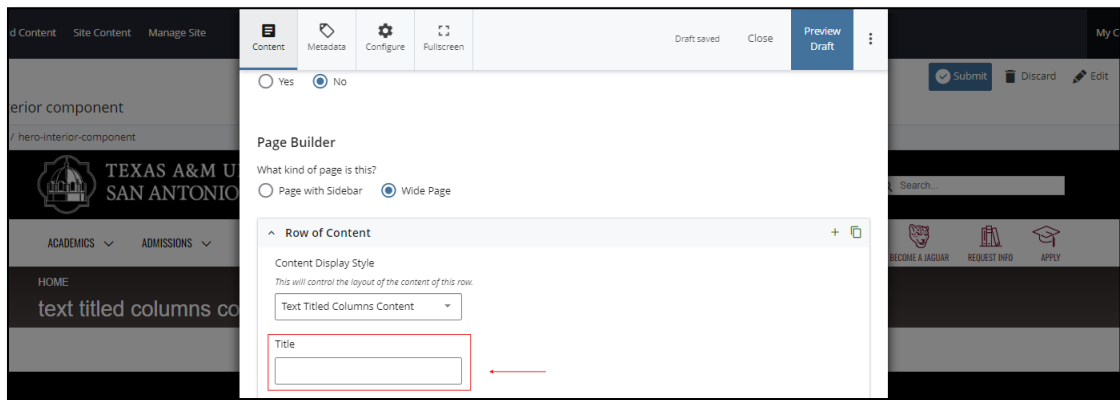


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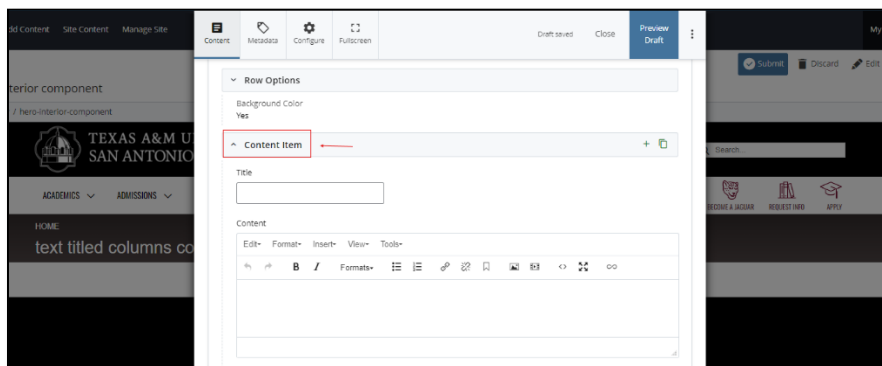
4. Open the “**Content Display Style**” dropdown menu and select the “**Text Titled Columns Content**” option. (screenshot below)



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

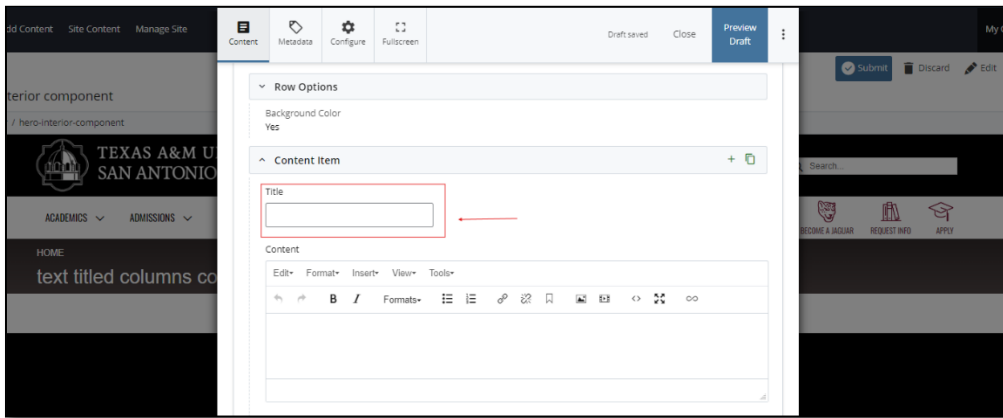


6. Scroll down and expand the “**Content Item**” block, by clicking *arrow* to the left of the “**Content Item**” title. (screenshot below)
- Adding one or more “**Content Item**” blocks will create a column-like layout. (See “10” for reference)
  - To keep the layout organized, avoid adding more than three “**Content Item**” blocks if they contain a lot of information. This component is not designed for handling large amounts of content.

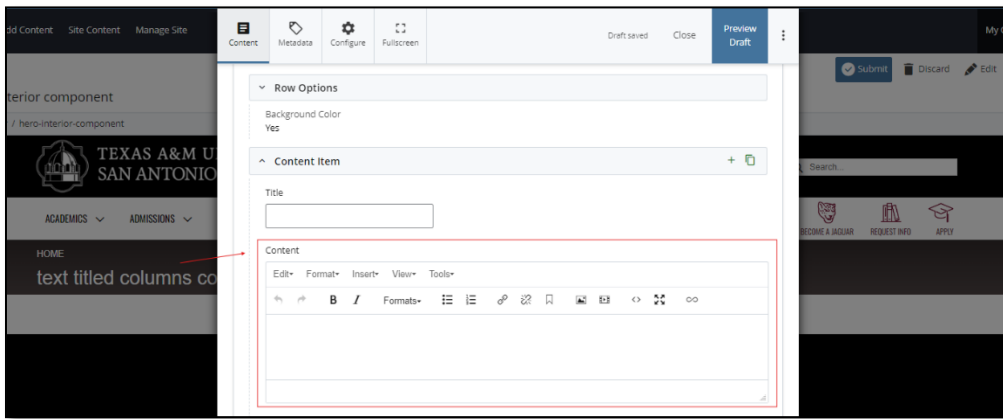


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7. Fill out the “Title” entry. (screenshot below)



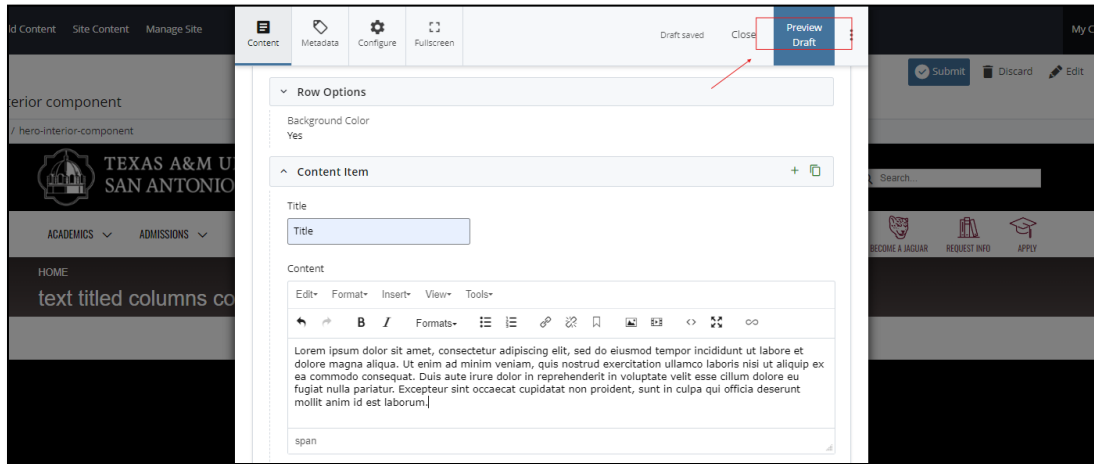
8. Fill out the “Content” entry. (screenshot below)



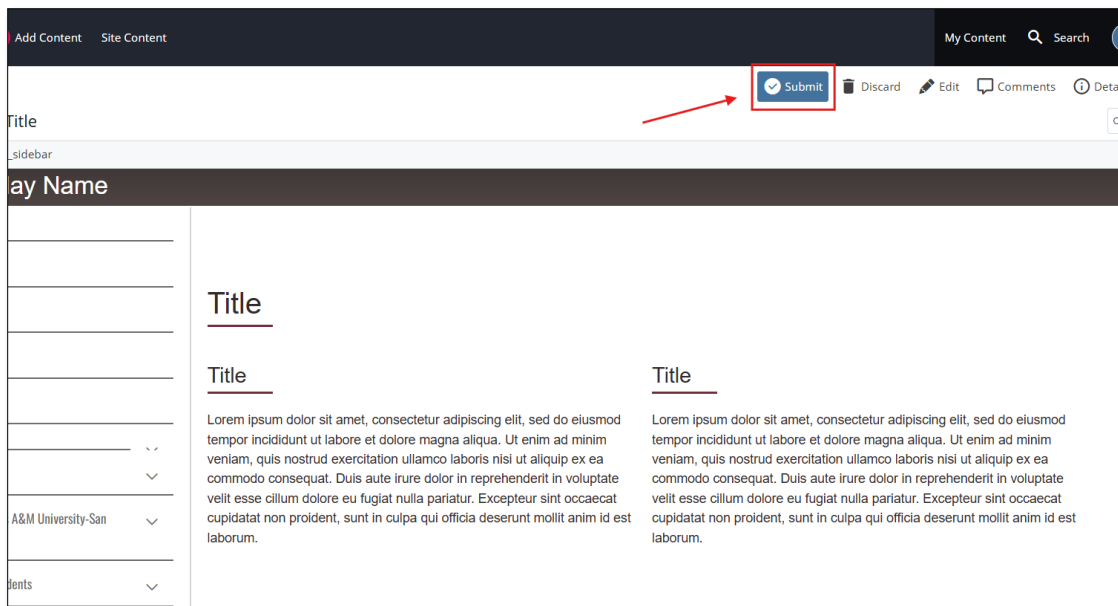
a. *This block has a formatting tool (WYSIWYG) to edit the content in the content block. WYSIWYGs will be explained in another video.*

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



10. 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 Titled Columns**

The text titled columns component is a structured feature that allows universities to display multiple sections of content side by side, each with its own title and descriptive text. This component is ideal for organizing and presenting related information in a compact and visually appealing layout. It works well for comparing program options, highlighting key benefits, or outlining steps in a process, making it easier for users to scan and absorb information quickly. The clean columnar format ensures clarity while enhancing the page's visual balance and usability. Below is a list of examples we can use the text titled columns for.

- Comparing Academic Programs
- Showcasing University Benefits
- Outlining Admission Steps
- Highlighting Campus Services
- Promoting Extracurricular Activities