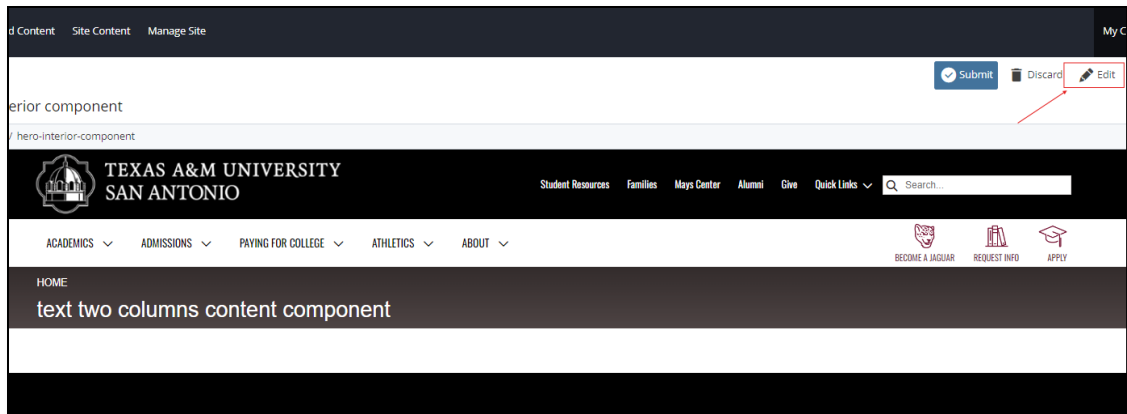


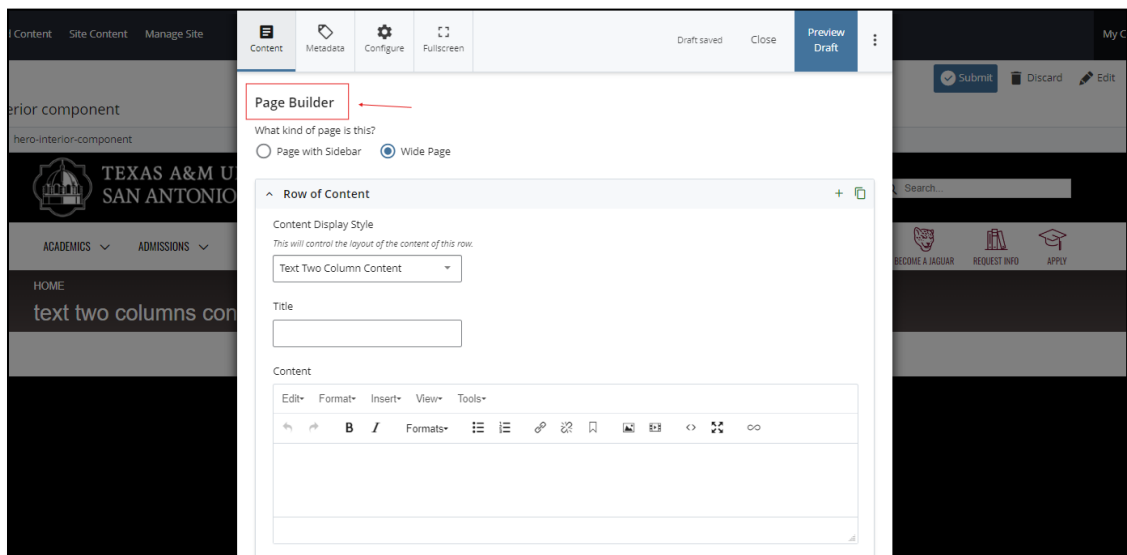
Text Two Column Content Component

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

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

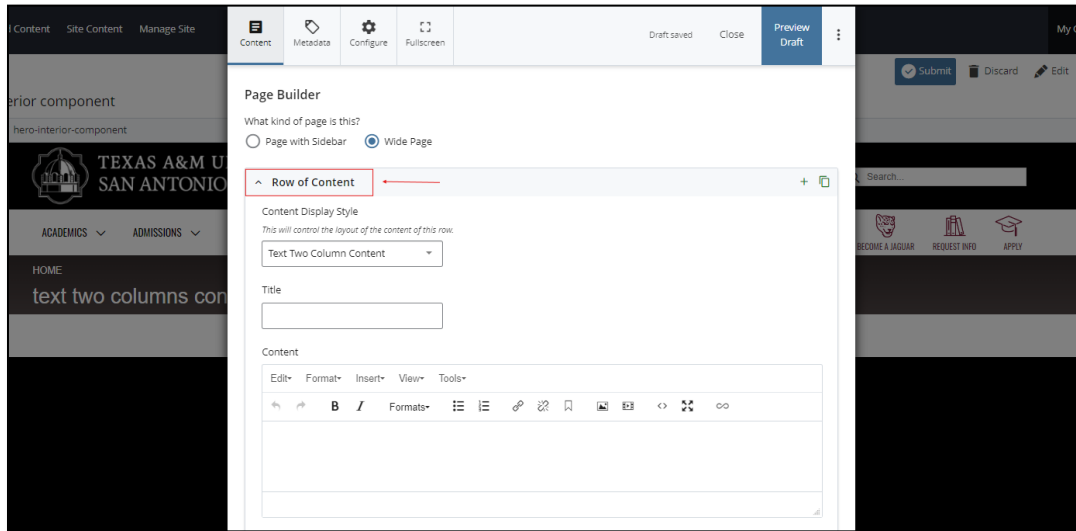


2. Navigate to “Page Builder” section, under “Show in submenu?”. (screenshot below)

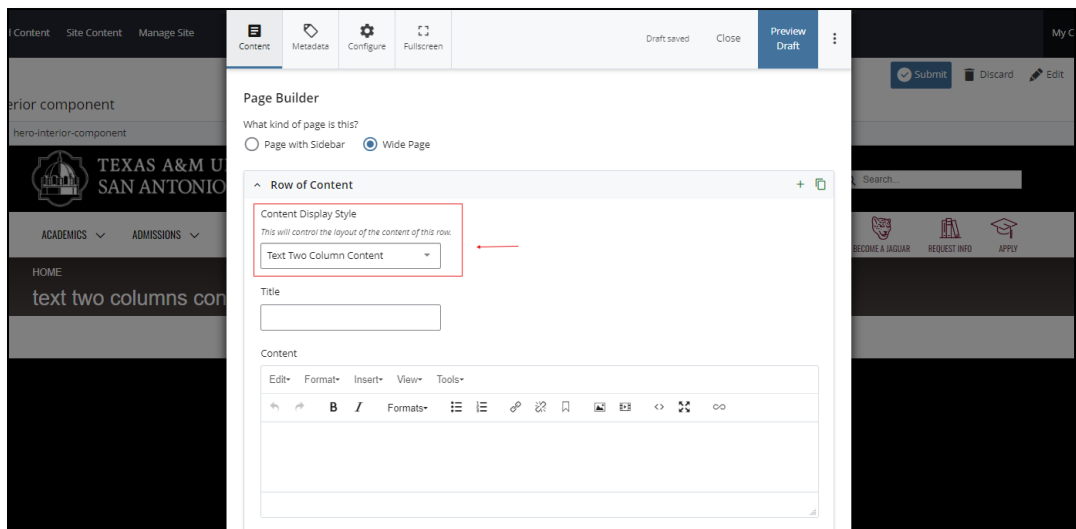


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3. Open the **“Row of Content”** block by clicking the arrow to the left of the **“Row of Content”** title. (screenshot below)

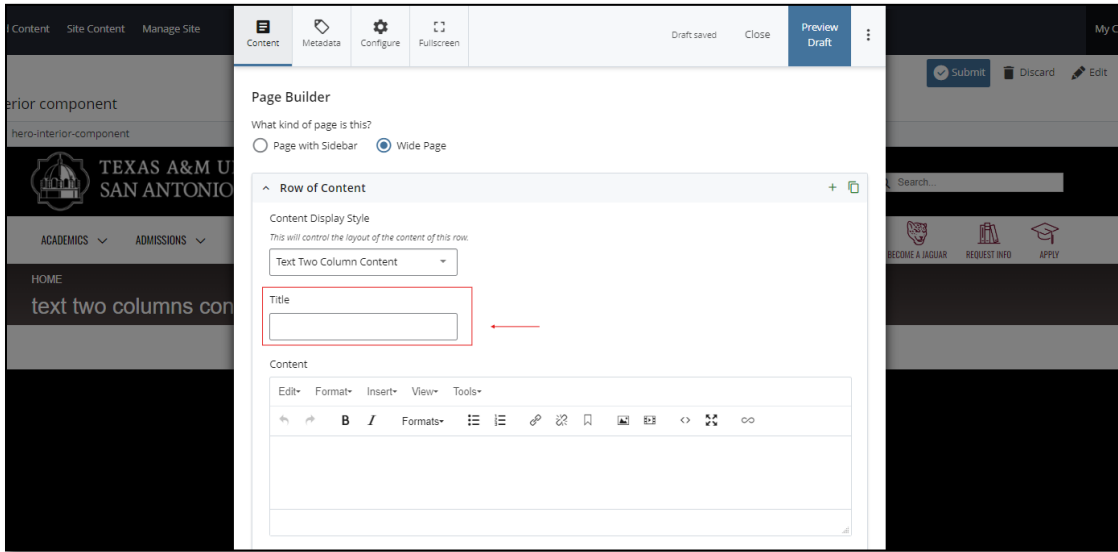


4. Open the **“Content Display Style”** dropdown menu and select the **“Text Two Column Content”** option. (screenshot below)

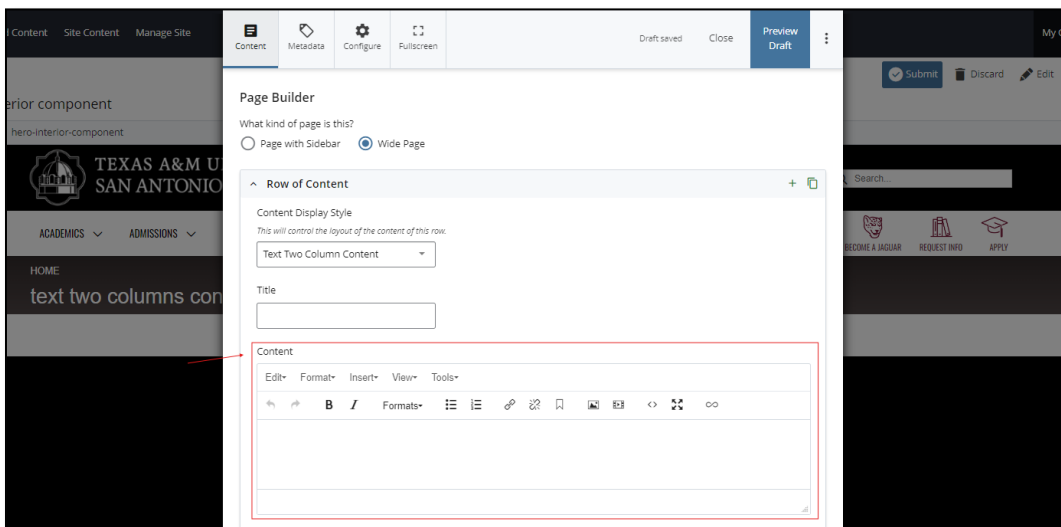


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5. Fill out the “Title” entry. (screenshot below)



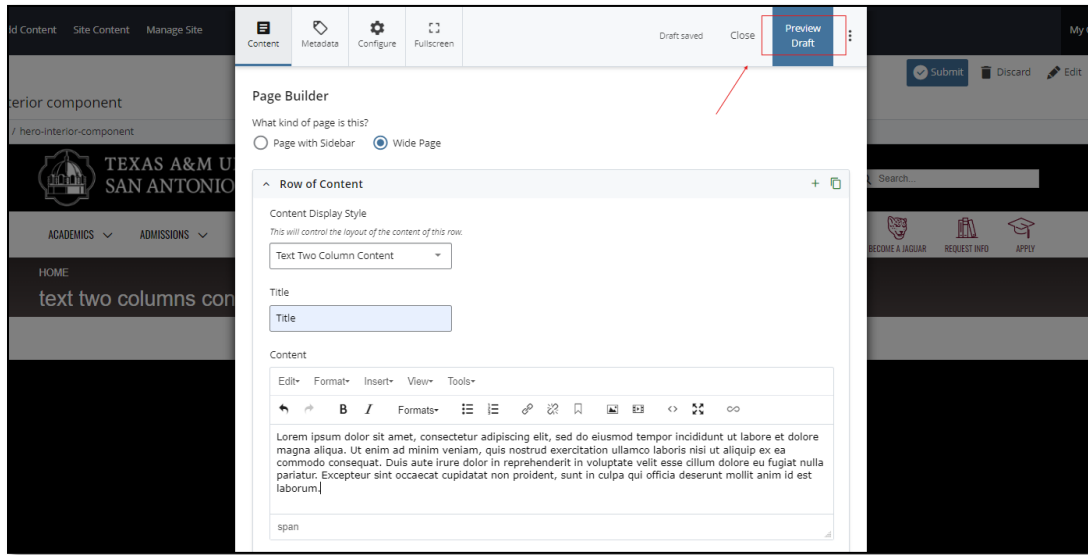
6. Fill out the “Content” entry. (screenshot below)



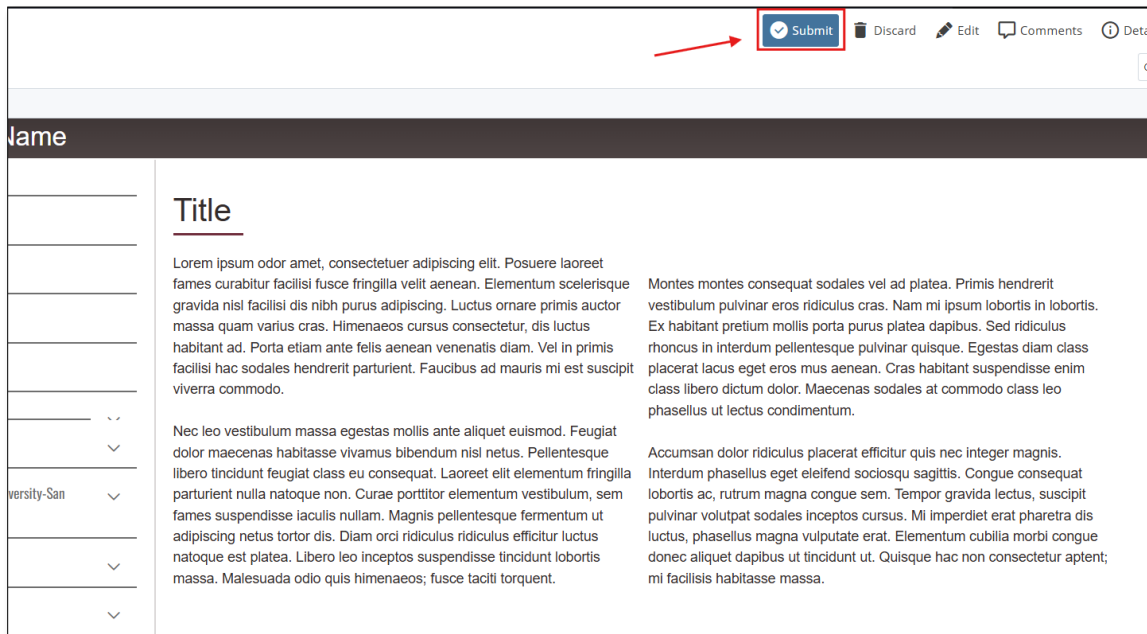
- a. This block has a formatting tool (WYSIWYG) to edit the content in the content block. WYSIWYGs will be explained in another video.

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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 Two Column Content

The text two column content component is a structured feature designed to present detailed information in a split-column format under a single title. This layout is ideal for longer text-based content, such as articles, or in-depth explanations, as it allows for an organized reader-friendly experience. Below is a list of examples we can use the text two column content for.

- Detailing Academic Program Information
- Explaining Policies and Procedures
- Comparing Admission Requirements and Deadlines
- Highlighting Student Support Services
- Breaking Down Event Agendas