WEB SERVICES
OFFICE OF COMMUNICATIONS

MCPS Content Management System (Episerver) Training

How to Create District Navigation Bar (District Site)

In this document:
    a. How to create a District Navigation Bar Block
    b. How to create a District Navigation Bar Link

Example: The District Navigation Bar is a horizontal menu with links and icons (optional).

POLICIES & REGULATIONS	$ BUDGET INFORMATION	LEGISLATIVE PLATFORM

a. How to Create a District Navigation Bar Block

1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.

2. Navigate to your folder in the navigation pane and select a page.

3. Select the button on the left for **On-Page Editing.** This display mode shows the page as it appears on the site, using the template's layout and styles.

4. Select an area where you would like your tabs to appear and click the **Create a New Block** link.

   Top Full Width Content

   You can drop content here, or create a new block

5. Select **District Navigation Bar Block** and enter a Name. *Example*: "homepage navbar"
   NOTE: Name will only show in the editor.

District Navigation Bar Block
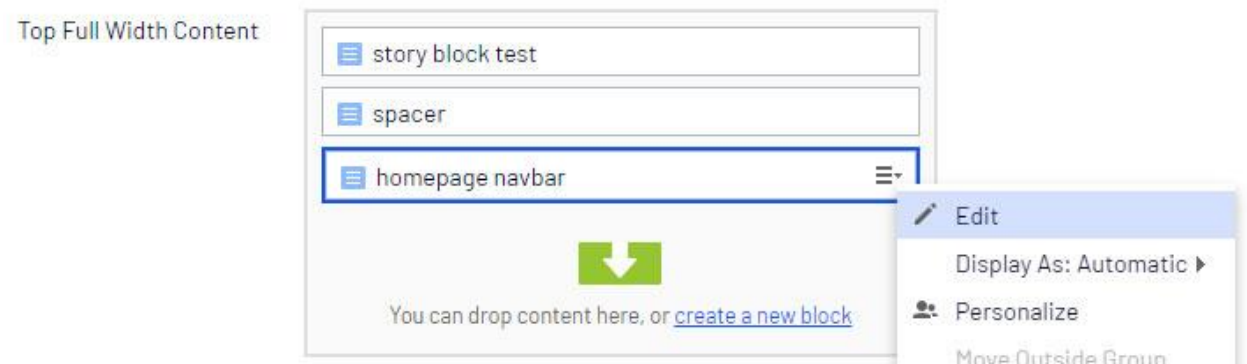Navigation bar with off-page links

6. Click **Create**. Note: You must first create the navigation bar block before you can start adding link blocks to the **Links** field.

b. How to Create Navigation Bar Link Blocks

7. You will be returned to the On-Page Editing view. Switch to the 'Properties' view in the top right corner.

8. Locate the navigation bar block you just created, click the menu icon and select Edit.

9. **Anchor Text**: If you want to include an anchor link to this section on the page, add the anchor ID text here. *Example*: homenavbar

10. Click the **create a new block** link in the **Links** field.

11. The District Navigation Bar Link window will open.

12. **Link Text**: Enter the text to display on the web page.

13. **Link URL:** Click the ellipsis icon to open the **Edit Link** window. See *How to Link* for more information.

14. **Link Icon**: Click on the drop-down list to select or type the Font Awesome icon class. The icon will display on the web page next to the link.
    Example: fa-flag

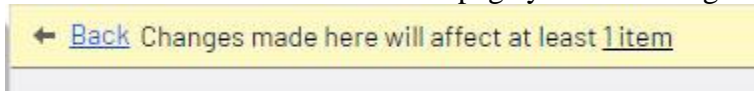15. Link Target: Select the Target for the link. Options: Same Window or New Window (for external sites)

16. Click **Create**.

17. Repeat steps 10 – 15 above to create additional links.

18. Click to **Publish** the changes you made to the District Navigation Bar block.

19. Click the Back link to return to the page you are editing.

← Back Changes made here will affect at least 1 item

20. Click **Publish**.