



MCPS Content Management System (Episerver) Training

How to Create an HTML Block (District Site)

In this document:

- a. How to Create an HTML Block

Example:

WEB SERVICES OVERVIEW

What is the MCPS Web?

The MCPS Web consists of servers at Carver Educational Services Center (CESC) in Rockville, Maryland, that host content for schools and offices. The servers are managed by the Web Services Team and the Office of the Chief Technology Officer.

The Web site is composed of many smaller sites representing schools and offices, most with their own webmasters. Principals and office administrators are responsible for content published to their sites.

What is the purpose of the MCPS Web?

The HTML Block:

- Is a basic content block with no preset styling
- Allows you to enter text, links and images using the rich text editor, or switch to code view to enter HTML
- Is often used in the Main Content field to appear to the right of a Quick Links menu in the sidebar

How to Create an HTML 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.



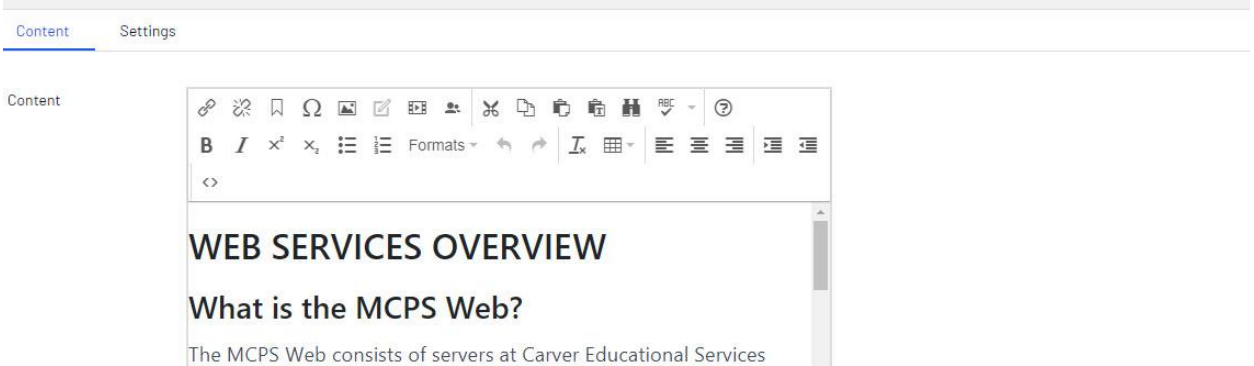
4. Select an area where you would like your Popup Block to appear (Example: “Main Content” area) and click the **Create a New Block** link.



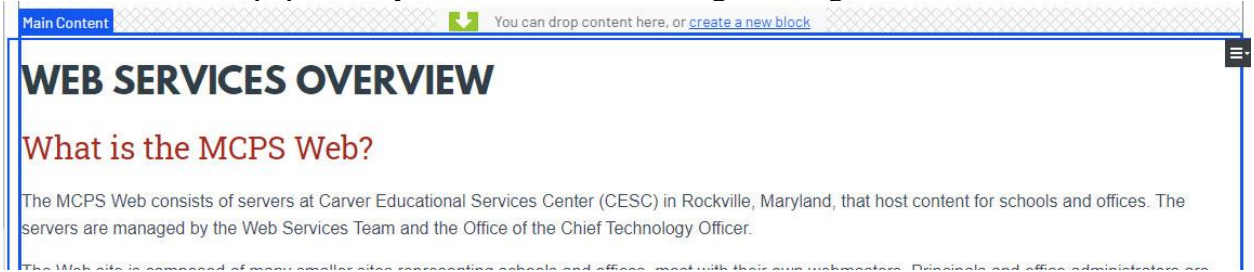
5. Select **HTML Block** and enter a Name. Example: “Overview”
NOTE: This will only show in the editor.



6. Enter your text, links and/or images in the **Content** field.



7. Click **Create**.
8. You will see the Popup Block you created in the On-Page Editing view.



9. If you want to add a Quick Links menu to the left of your HTML Block, switch to the ‘Properties View’.



10. Uncheck the box for **Hide Sidebar**. If your HTML Block is in the Main Content field, it will now appear with a sidebar on the left.
11. See *How to Create a 2-Column page with Left Menu* for more.
12. Click **Publish**.