# MCPS Content Management System (Episerver) Training
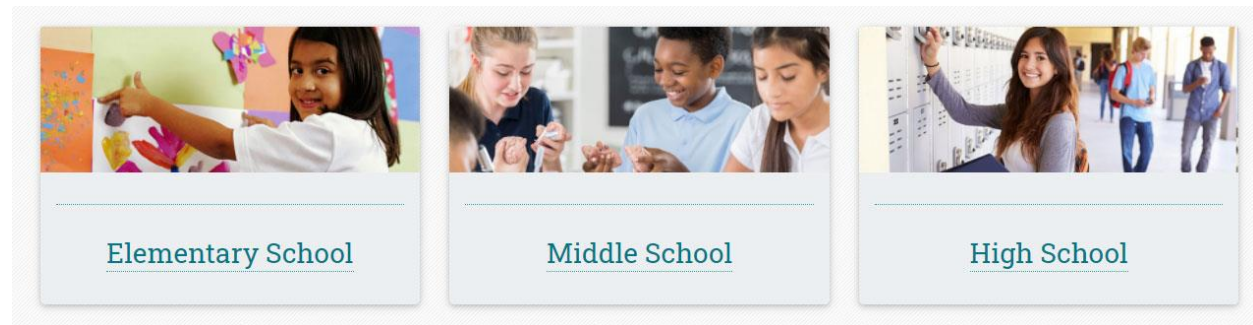
## *How to Create Layouts with Side-by-Side Content (District Site)*

### *In this document:*

a. How to Create Layouts with Side-by-Side content

You may want to create more advanced layouts with side-by-side content. Example:



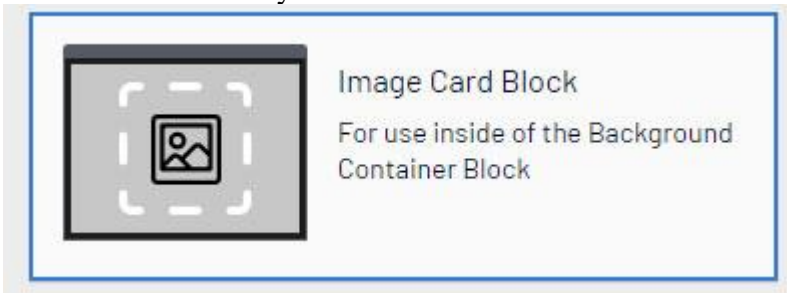### *How to Create Layouts with Side-by-Side content*

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. Plan your layout in advance. If you are creating image cards, the first step is to resize your images to the same dimensions and then upload them to the asset pane. See *How to Upload and Include Images on Web Pages*.

3. Navigate to your folder in the navigation pane and select a page to add the side-by-side content.

4. 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.
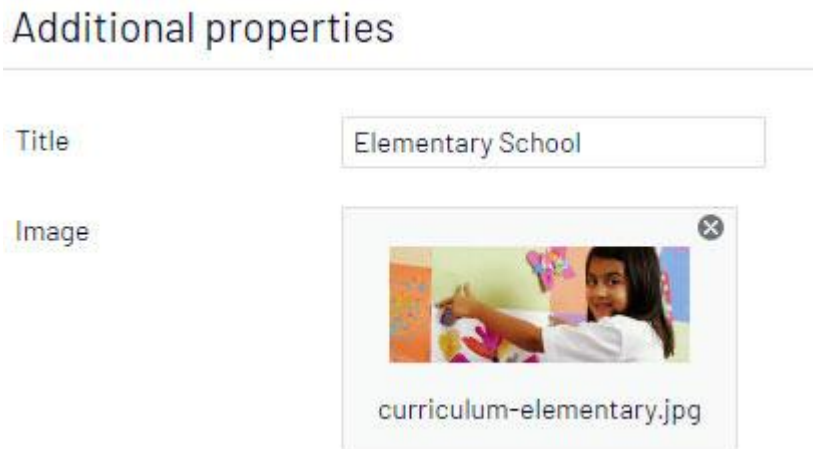


5. Select an area where you would like your slideshow to appear (Example: "Top Content" area) and click the **Create a New Block** link.

**Top Content**      You can drop content here, or create a new block

You can drop content here, or create a new block

6. Select **Image Card Block** and enter a Name. Example: "Academics left block"
   NOTE: This will only show in the editor.



Image Card Block

For use inside of the Background Container Block

7. Enter a heading in the **Title** field. This will appear below the image.

8. Drag the image you uploaded to the media tab in the assets pane to the **Image** field, or click to navigate to the image.

## Additional properties

Title      Elementary School

Image



curriculum-elementary.jpg

9. Enter your text in the **Description** field.

10. To link the card, click the ellipses button (…) next to the **Link** field.

11. The **Create Link** window will appear. Select a page, media file, or enter the URL for the external web page.
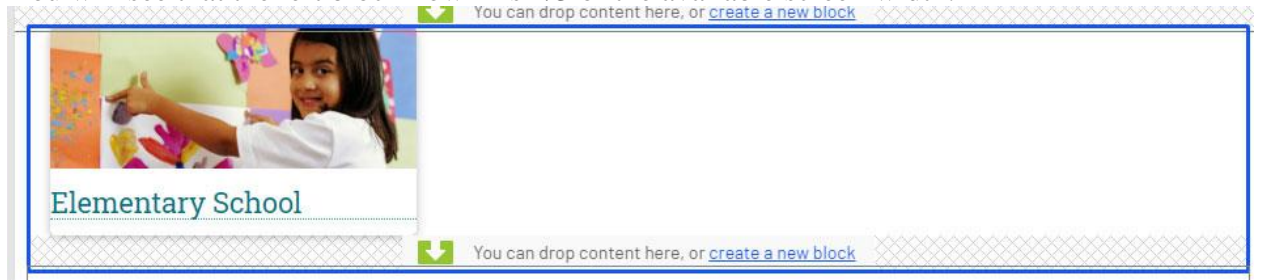
12. Click **Create**.

13. You will see the Image Block you created in the On-Page Editing view. Hover over the content area until it becomes outlined in blue and click the **menu** button in the top-right corner.



14. Select **Display As**: and click the radio button for **1/3 Width**.
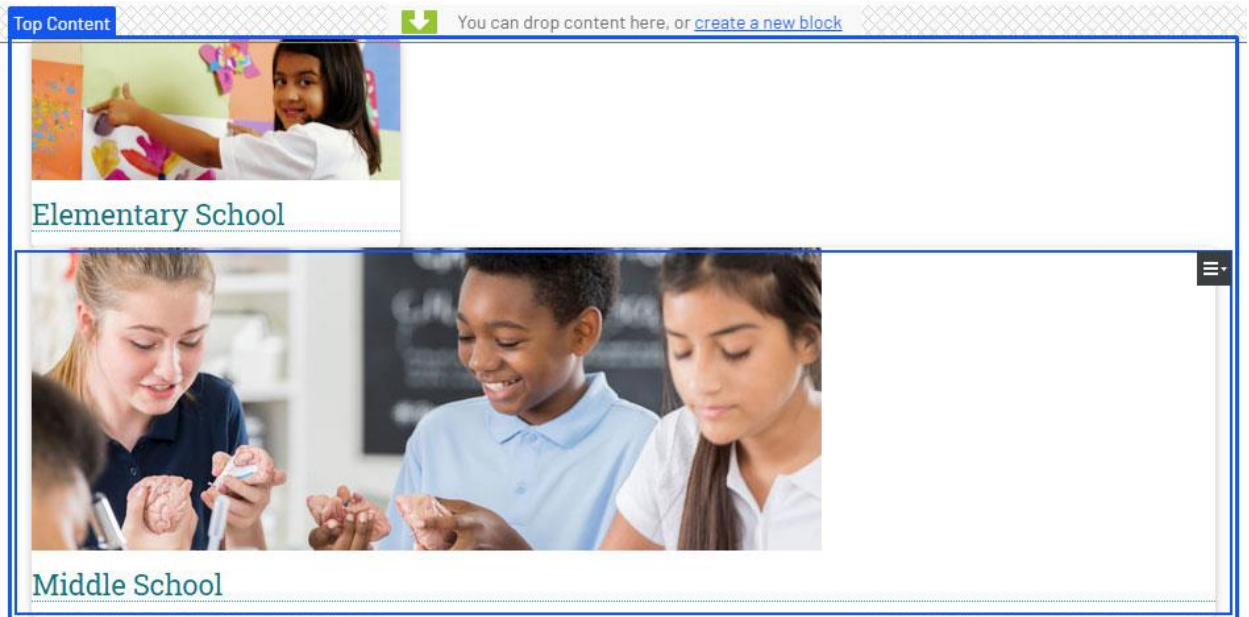
15. You will see that the left block now fills 1/3 of the available screen width.



16. To add the center block, click the **Create a New Block** link in the same area as where you created the left block.

17. Select **Image Card Block** and enter a Name. Example: "Academics center block"
    NOTE: This will only show in the editor.

18. Follow steps 7 – 11 above to enter a heading, image and link.

19. Click **Create**.

20. You will see the center Image Card Block you created in the On-Page Editing view below the left block.



21. Hover over the content area until it becomes outlined in blue and click the **menu** button in the top-right corner.

22. Select **Display As**: and click the radio button for **1/3 Width**.

23. Repeat steps 5 – 12 above to create the right block.

24. You should see the three Image Card Blocks you just created stacked one on top of the other in the On-Page Editing view.

25. Click **Publish** to save your changes.

26. You should now see the three HTML Blocks positioned side by side in both the On-Page Editing view and on the published page.