



MCPS Content Management System (Episerver) Training

How to Create an Icon Card Block (District Site)

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- a. How to Create an Icon Card Block

Example:



Note:

- This is an advanced block type which can only be included within a District Background Container for an optimal layout with automatic margins and section headings. See *How to Create a District Background Container*.
- The background, text and link color for the icon card will depend on the background color chosen for the District Background Container.

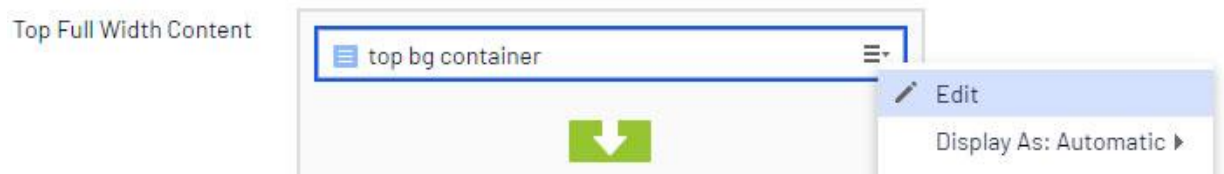
How to Create an Icon Card Block

1. Plan your layout in advance. If you are creating an Icon Card Block, the first step is to resize your icon image to the correct dimensions for your desired layout, and then upload it to the Media tab in the asset pane. See *How to Upload and Include Images on Web Pages*.
2. Navigate to your folder in the navigation pane and select a page.

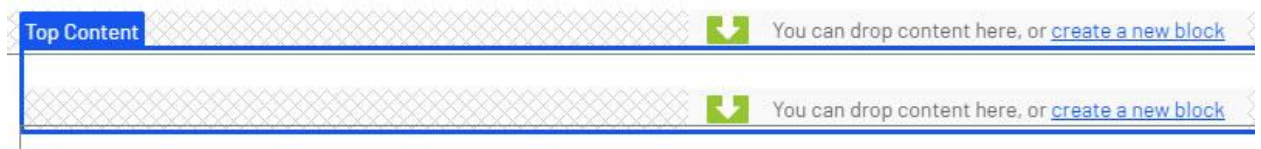
3. Select the button on the right for **Properties View**. This display mode shows all the blocks and properties on a page.



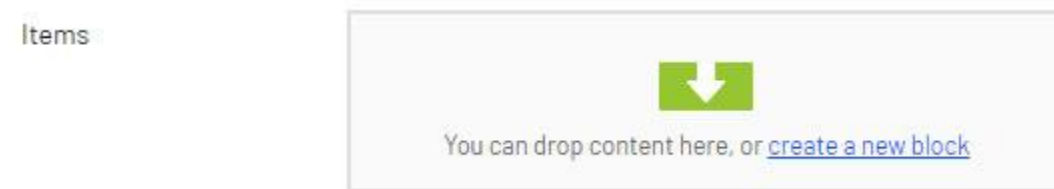
4. Select a District Background Container block to edit. For more on creating background containers, see *How to Create a District Background Container*.



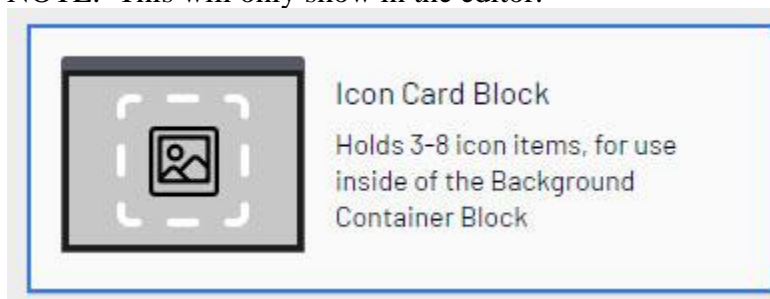
5. Click the **Create a New Block** link in the **Items** field
6. Select an area where you would like your Image Card Block to appear (Example: “Top Content” area) and click the **Create a New Block** link.



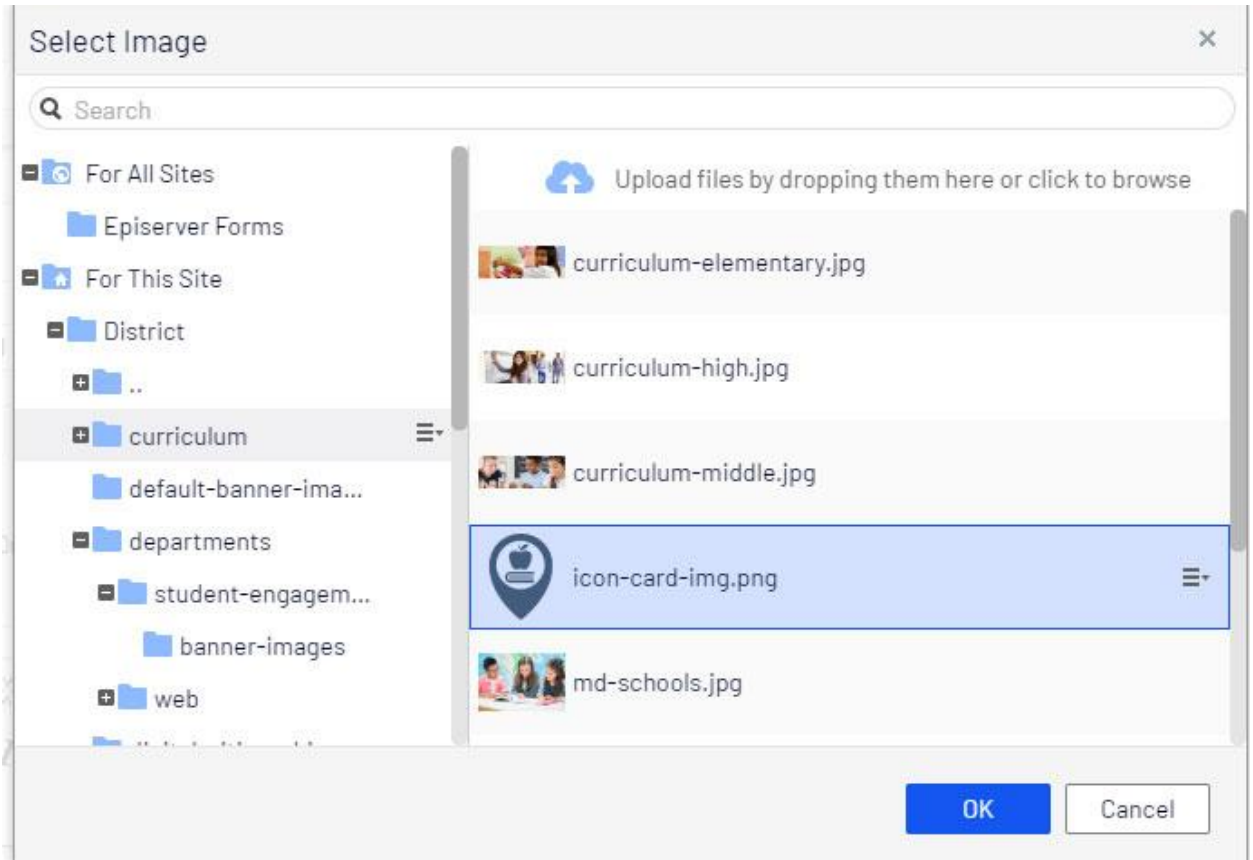
7. Or if you are using a District Background Container, select to edit the container and then click the **Create a New Block** link in the **Items** field.



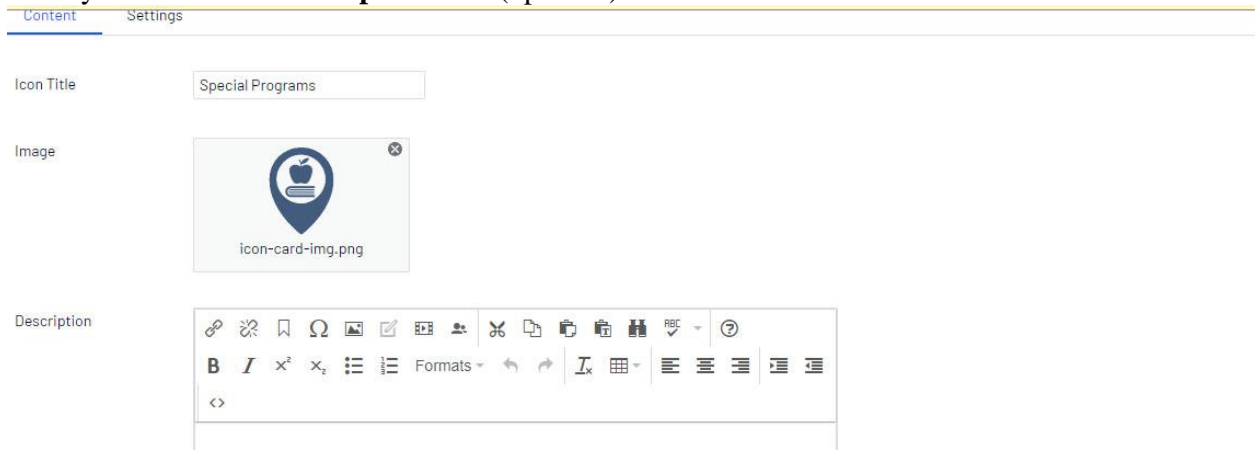
8. Select **Icon Card Block** and enter a Name. Example: “Special Programs”
NOTE: This will only show in the editor.



9. Enter a heading in the **Icon Title** field. This will appear in the card below the icon.
10. Drag the image you uploaded to the media tab in the assets pane to the **Image** field, or click to navigate to the image.



11. Enter your text in the **Description** field (optional).



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

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

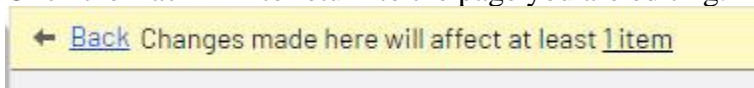
14. Click **Create**.

15. You will be returned to the District Background Container properties view. The Icon Card Block you created will appear in the Items field.

16. Click the **menu** option on the Icon Card Block. Select **Display As:** and click the radio button for the desired width. For example, if you want the rich text block to take up 1/3 of the available screen width, select **1/3 Width**.

17. Click to **Publish** the changes you made to the District Background Container block.

18. Click the **Back** link to return to the page you are editing.



19. If you switch to 'On-Page Editing' view, you will see the Icon Card Block you just created on the page.

20. To create layouts with side-by-side cards, see *How to Create Layouts with Side-by-Side Content*.

21. Click **Publish**.