



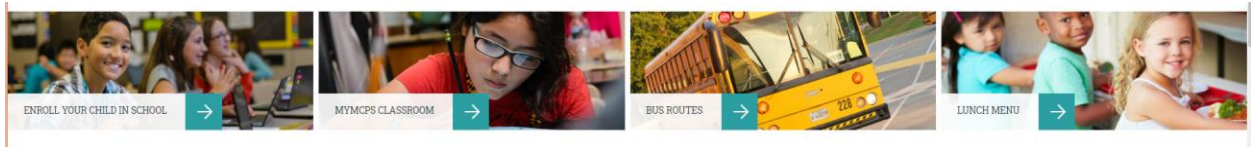
## MCPS Content Management System (Episerver) Training

### *How to Create Image Quick Nav Block (District Site)*

#### **In this document:**

- a. How to create an Image Quick Nav Block
- b. How to create Image Nave Item Blocks

Example: The Image Quick Nav is a horizontal menu with images and links.



#### **a. How to Create an Image Quick Nav Block**

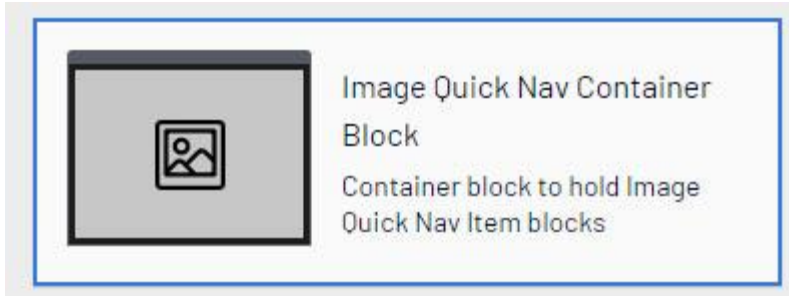
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Navigate to your folder in the navigation pane and select a page.
3. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the 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.



5. Select **Image Quick Nav Block** and enter a Name. *Example:* “homepage image nav”  
NOTE: Name will only show in the editor.



6. Click **Create**. Note: You must first create the quick nav container block before you can start adding link blocks to the **Items** field.

**b. How to Create Quick Nav Item Blocks**

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

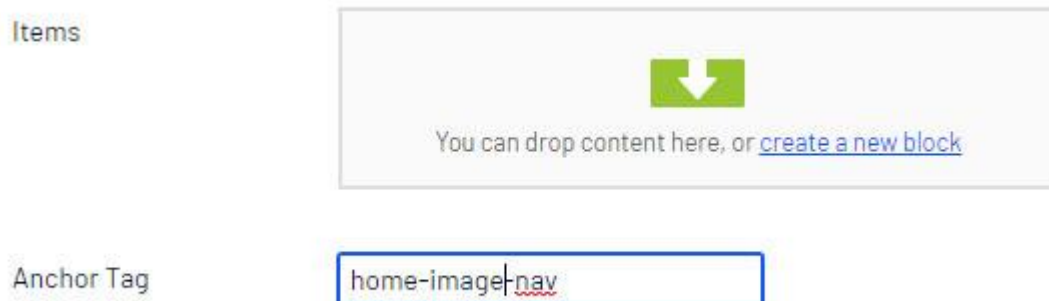


8. Locate the navigation bar block you just created, click the menu icon and select **Edit**.



9. **Anchor Tag:** If you want to include an anchor link to this section on the page, add the anchor ID text here. *Example:* home-image-nav

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



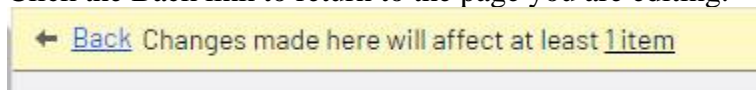
11. The Image Quick Nav Item window will open.
12. **Name:** Enter a name for the Image Quick Nav Item. This will only show in the editor.
13. **Image:** Drag an image from the media asset panel.  
*Note:* Images should be resized before uploading to media assets. When creating an image quick nav block, images for each item should be the same pixel width and height.
14. **Link Text:** Add text to display on the page
15. **Link URL:** Click the ellipsis icon to open the **Edit Link** window. See *How to Link* for more information.

Image 

Link Text

Link URL

16. Click **Create**.
17. Repeat steps 10 – 16 above to create additional Image Quick Nav Items.
18. Click to **Publish** the changes you made to the Image Quick Nav block.
19. Click the Back link to return to the page you are editing.



20. Click **Publish**.