



MCPS Content Management System (Episerver) Training

How to Create a Page Navigation Bar Block (District Site)

In this document:

- a. How to create a Navigation Bar Block
 - The Page Navigation Bar allows the webmaster to set up anchored links that take users to sections further down on the page.
 - The Page Navigation Bar block should be placed at the top of the 'Top Full Width' content area so it appears directly below the banner image.
 - Recommended number of links: 3-6.
 - The following block types include an 'Anchor Text' field which can be used with the Page Navigation Bar. The 'Anchor Text' in these block types must match the 'Link/Anchor Tag' entered in the Page Navigation block:
 - District Background Container
 - District Tab Container
 - Story Slider
 - Image Quick Nav Block
 - District Navigation Bar

Example:



a. How to Create a Page Navigation Bar Block

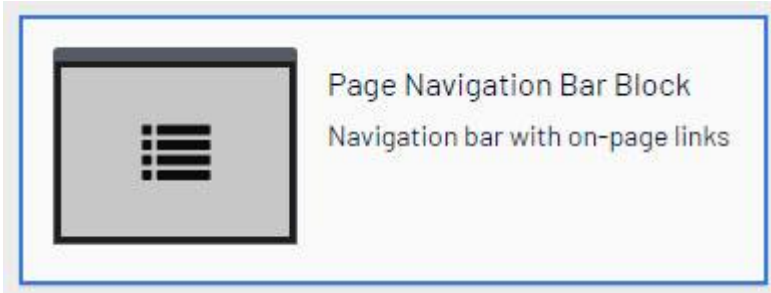
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Navigate to your folder in the navigation pane and select a page.
3. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the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



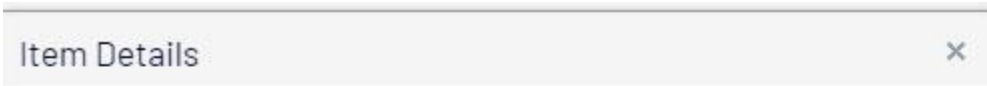
4. Go to the 'Top Full Width Content' area and click the **Create a New Block** link.



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



6. Click the plus sign (+).
 - a. A modal opens with two properties: Text and Link.
7. **Text:** Enter the text you want displayed on the page. *Example:* MCPS Highlights
8. **Link:** Enter the corresponding block's anchor tag. *Example:* news-block
Note: You must also enter 'news-block' in the **Anchor Link** field for the corresponding block.
9. Click the **Add** button.



Text

Link

10. Repeat steps 5 – 9 to add more links.
11. Click **Create**.
12. You should now see the Page Navigation Block you created on the page in the editor.
13. Click **Publish**.