

MCPS Content Management System (EpiServer) Training

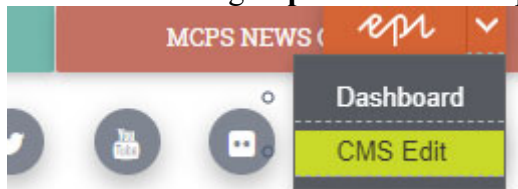
How to Edit an Existing Web Page (District Site)

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- b. Editing a Block
- c. Container Blocks
- d. Editing Content within a Container
- e. Publishing
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Opening the Editor from a web page

1. Once you are logged into EpiServer (see *How to Log In* tutorial), open your office's website in the web browser.
2. Click on the orange **Epi** button at the top-right corner of the page. Then click **CMS Edit**.



3. The page will open in EpiServer. Make sure **On-Page Editing** view is selected.



Editing a Block

4. The content on the page is made up of blocks. When you hover over the content you wish to edit, it will become highlighted in blue and you will see a menu button in the top right corner.

.IC SCHOOLS ATHLETICS

The overall mission of the school district to enhance problem solving, and social-emotional skills to support scholastic athletics is founded in our history established in July 2017.



Quick Links

- [COVID-19 Athletics Information](#)
- [R.A.I.S.E. Reimagined - Virtual Athletic Seasons Overview & Info.](#)

- Edit
- Quick Edit
- Display As: Auto
- Personalize
- Move Up
- Move Down
- Remove

5. Click **Edit**.
6. The content area will open in the properties view for the block.

Container Blocks

7. Sometimes, the content will be located within another block within a Container. Containers are used to apply styling and layouts to the content on the page.
8. To confirm whether you have opened a Container block, look at the **Type** at the top of the block's Properties view. A Container will have the type, "District Container Block."

For This Page >
mainbox Block

← [Back](#) Changes made here will affect at least **1** item

Name	mainbox Block	Visible to	Everyone
		Languages	en
		ID, Type	294106, District Container Block

Tools

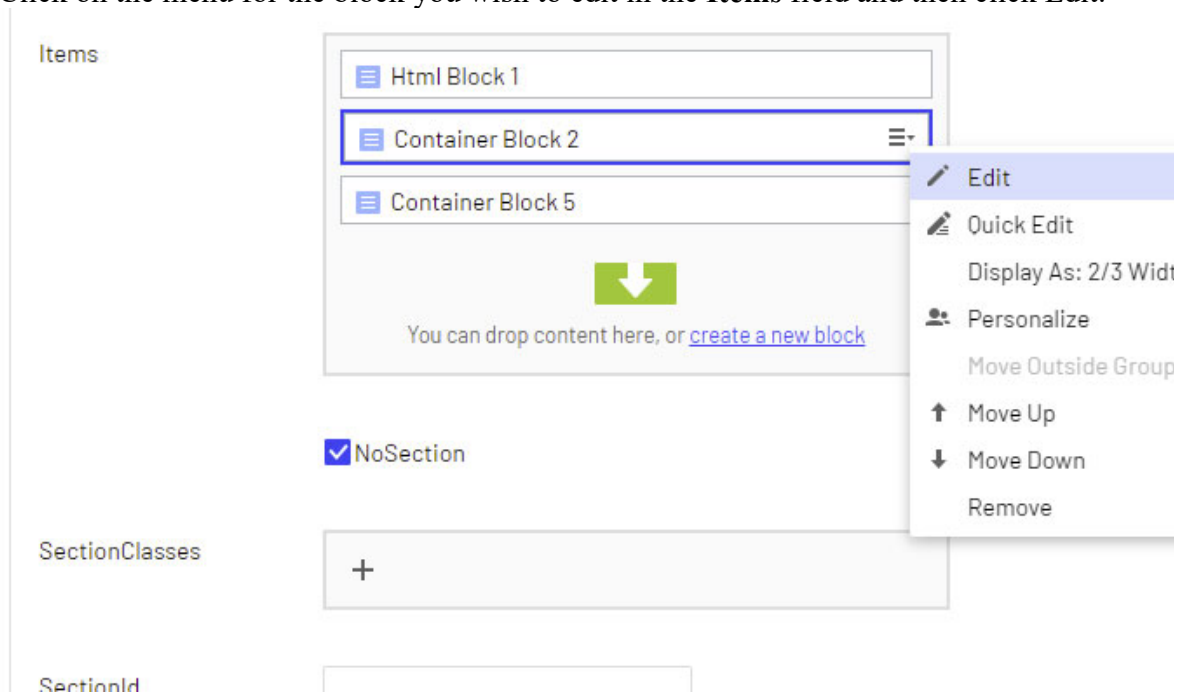
Content Settings

Category +

Heading

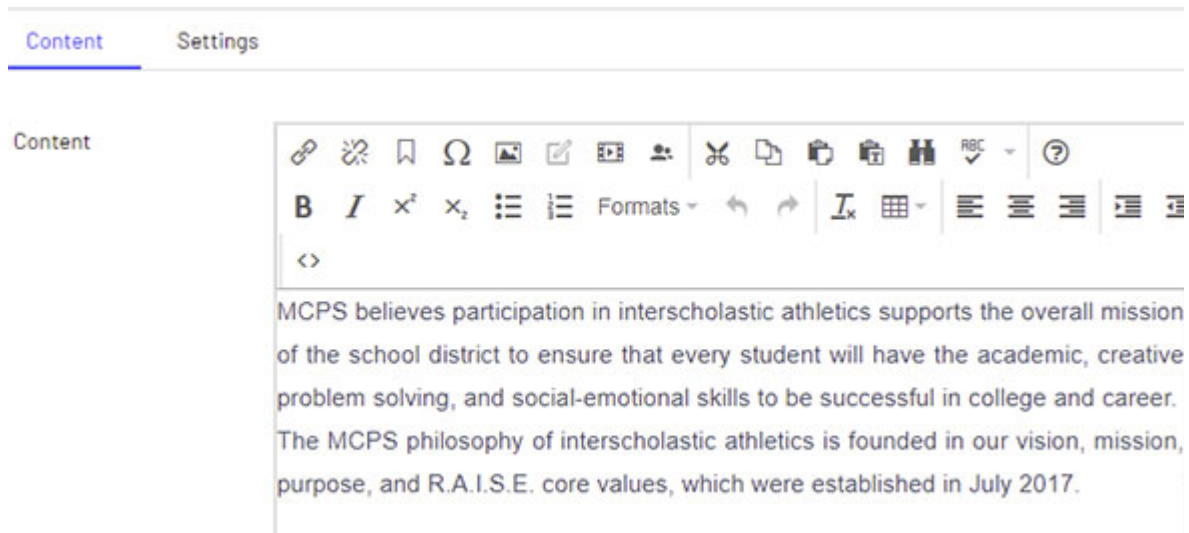
9. The content you see on the web page will be located in one of the blocks in the **Items** field within the Container. The blocks should have descriptive names.

10. Sometimes the Container will include another Container within the **Items** field. These are nested Containers, and are necessary for some of the more complicated page layouts.
11. Click on the menu for the block you wish to edit in the **Items** field and then click Edit.

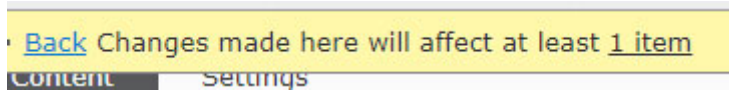


Editing Content within a Container Block

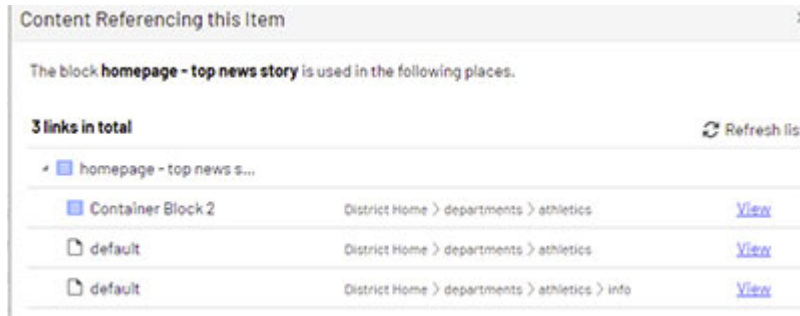
12. When opening blocks within Containers and Nested Containers, you will eventually find the block containing the content you wish to edit.



13. If you make a change to a block and it is used on more than one page, the change will be reflected on all pages.



14. A message will appear telling you how many items will be affected if you change the block. Click the # **item** link.



15. A pop-up window will display the pages on the site which share the block you are editing.
16. Click **View** if you want to see one of the pages that shares the block and the page will open in the content editor.
17. Click **Close** to return to the block you are editing.

Publishing

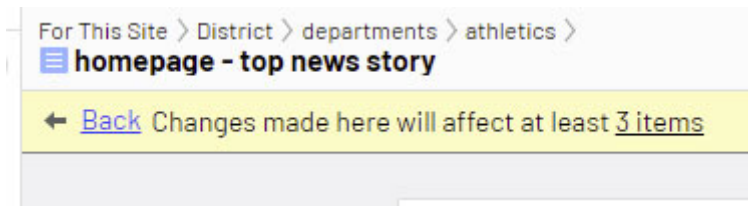
18. When you change content on the block, you will see a pen icon highlighted in blue next to the **Publish** button at the top right corner.



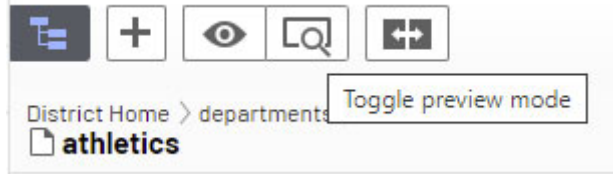
19. Click the **Publish** button and a drop-down will appear with information about the block. Click the **Publish Changes** button to make your edits live on the public website.

Viewing Your Changes

20. To get back to the original page you are editing, keep clicking the **Back** link at the top of the blocks until you reach the page.



21. To view your changes, you can click the **Preview** button at the top-left corner of the page.



22. Another way to view your changes is to click on **Options** at the top-right corner of the page and then click the **View on Website** link.

