MCPS Content Management System (Episerver) Training

### *How to Add and Edit Menu Links*

In this document:

a. How to Add a Link to Quick Links
b. How to Add a Link to Horizontal Main Menu
c. Creating a Menu Link to Another Page on Your Website
d. Creating a Menu Link to an External Website
e. Creating a Menu Link to a Document
f. How to Remove a Menu Link
g. How to Reorder Menu Links
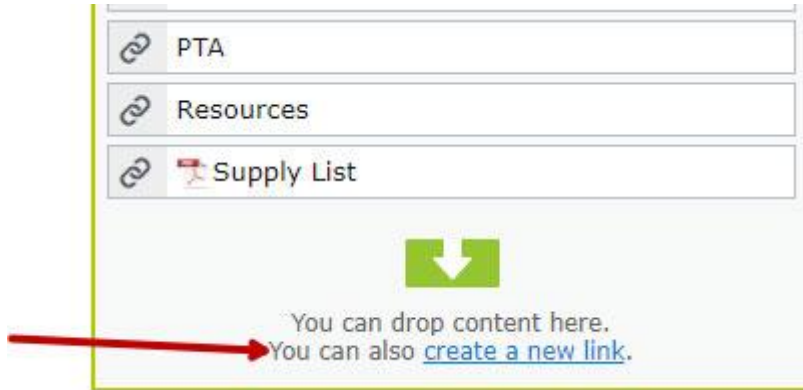
How to Add a Quick Links Menu Link

1. See *How to Log In and Set Up Your Work Area* for the basics for the basics on logging in and setting up your work area in Episerver.

2. Navigate to your school's folder and select a page to edit

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. Hover over a menu until it becomes outlined in green and the Menu button appears.
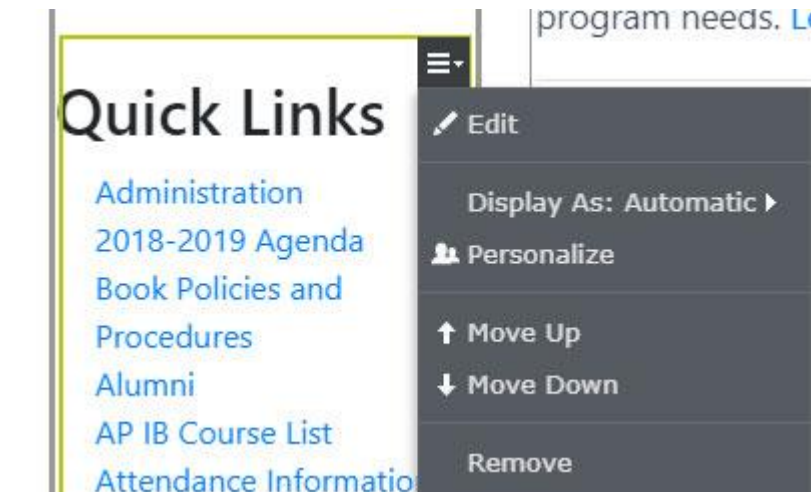
5. Click the Menu button and select **Edit**.

6. The Menu Block will open. Scroll down and click on the hyperlink to **create a new link**.

7. The 'Create Link' window will open. Enter the **Link name/text**. This will appear in the menu.
Example: About Us

Create link

Link name/text	About Us
Link title	
Open in	▼
Language	Automatic (default) ▼
◉ Page	about ⊗ ...
○ Media	...
○ E-mail	
○ External link	
Remaining Url	

OK   Delete   Cancel

8. **Link title:** Optional. Displays as descriptive text for the link, such as on mouse-over.

9. **Open in:** Optional. Lets you display the link in a new window and should only be used for links to external websites or when linking to documents.
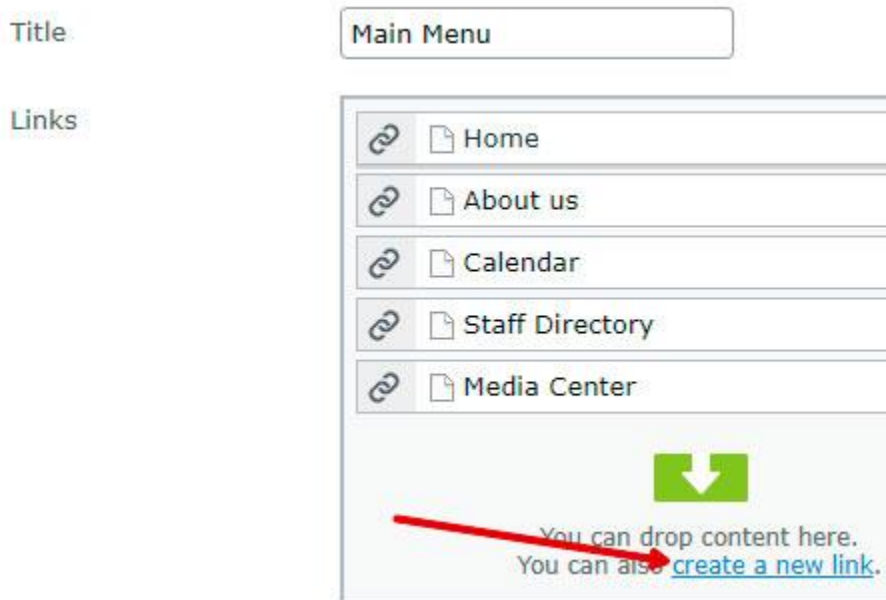
How to Add a Horizontal Main Menu Link

1. See *How to Log In and Set Up Your Work Area* for the basics for the basics on logging in and setting up your work area in Episerver.

2. Navigate to your school's folder and select a page to edit

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.

Options ∨ ▣ ☰

4. Click the **Edit Menu** button to the right of the links on the horizontal main menu.

5. The Menu Block will open. Scroll down and click on the hyperlink to **create a new link**.

6. The 'Create Link' window will open. Enter the **Link name/text**. This will appear in the menu.
   Example: About Us

Create link   ×

Link name/text	About Us
Link title	
Open in	▾
Language	Automatic (default) ▾
⦿ Page	about ⊗ [...]
○ Media	[...]
○ E-mail	
○ External link	
Remaining Url	

[**OK**] [Delete] [Cancel]

---

7. **Link title:** Optional. Displays as descriptive text for the link, such as on mouse-over.

8. **Open in:** Optional. Lets you display the link in a new window and should only be used for links to external websites or when linking to documents.

Creating a Menu Link to Another Page on your Website

9. To link to another page on your website, select the radio button for **Page** and click the (**…**) button to the right of the text field.

10. A 'Select Page' screen will appear with the site hierarchy. Select the page for your menu link and click **OK**.
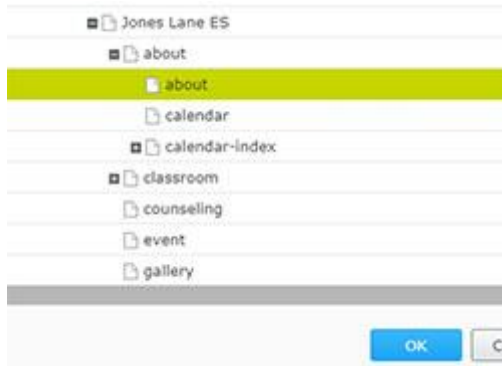
11. Click **OK** again to close the' Create Link' window.

12. Click **Publish**.

13. Select the **Back** link to return to the previous page you were editing.

14.

Creating a Menu Link to an External Website

1. If you are linking to a page outside the MCPS website, select the radio button for **External Link** and enter the URL. Be sure to include http:// or https:// at the beginning of the link.

2. Click **OK** again to close the' Create Link' window.

3. Click **Publish**.

4. Select the **Back** link to return to the previous page you were editing.
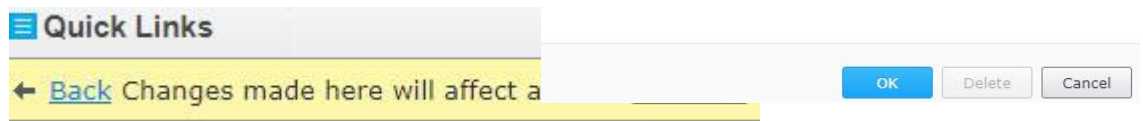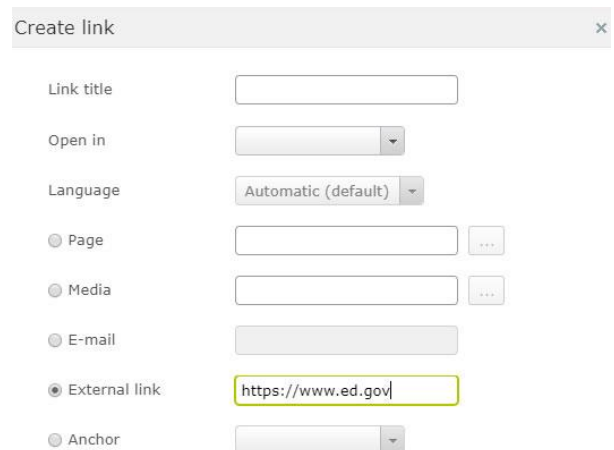
Creating a Menu Link to a Document

1. To link to a document, you must first upload the document to the Media tab in the Asset pane. See *How to Upload and Link to Documents* for instructions on uploading

documents.

2. Select the radio button for **Media** and click the (**…**) button to the right of the text field.

3. The Select Document window will open with the same folder structure as the asset pane.

4. Navigate to your School's folder. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES.** Select the file for your menu link and click **OK**.

5. Click **Publish**.

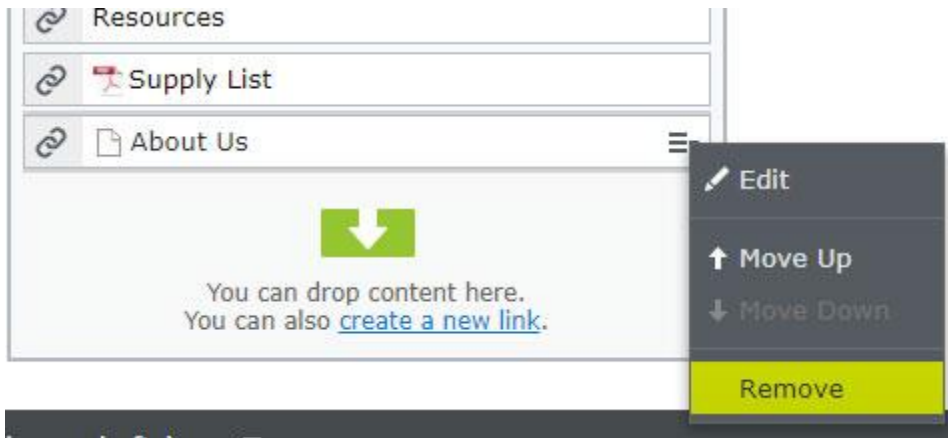6. Select the **Back** link to return to the previous page you were editing.
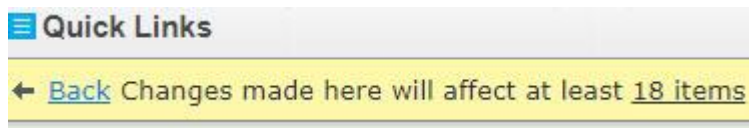
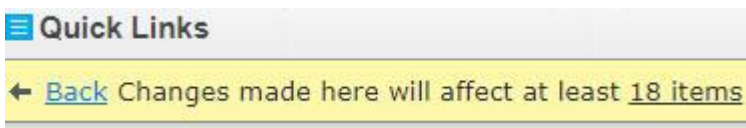## *How to Remove a Menu Link*

1. See steps 1 -4 above under *How to Create a Menu Link*.

2. Click the Menu button and select **Edit**.
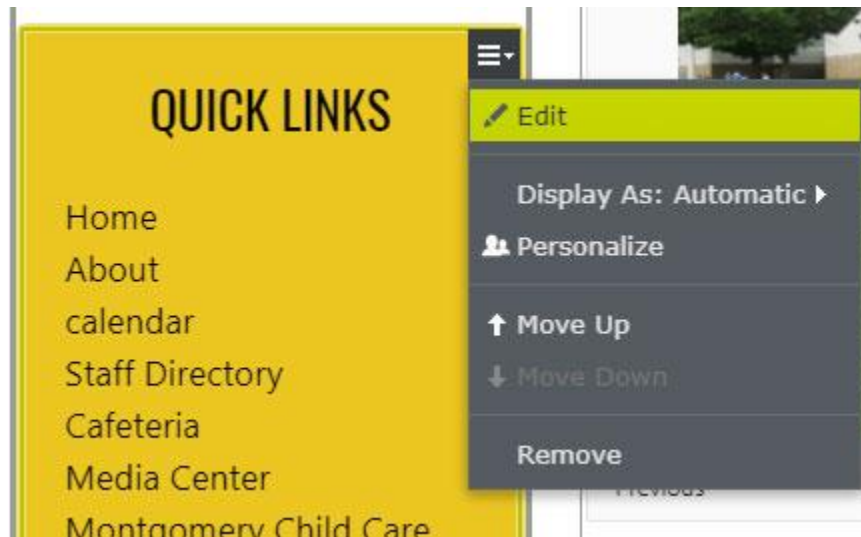
3. The Menu Block will open. Hover over the menu item you wish to remove and a menu button will appear for that item.

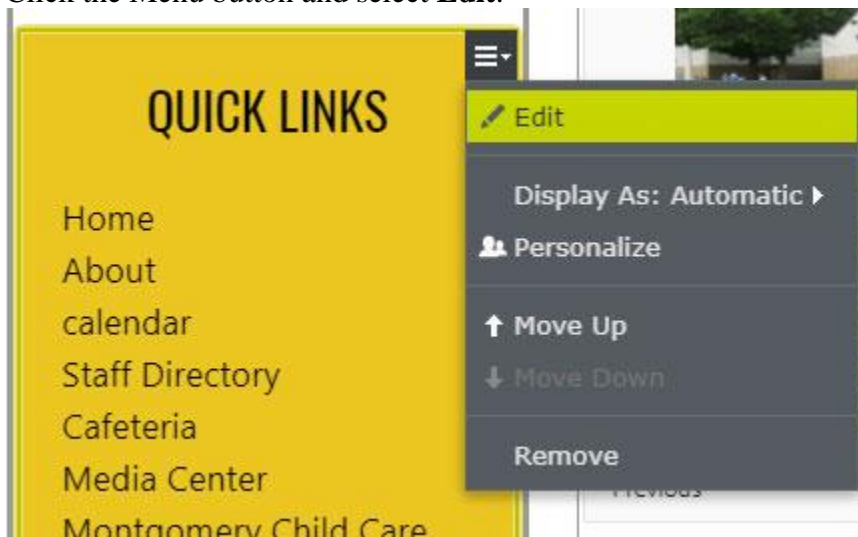4. Click the menu button and select **Remove**.

5. Click **Publish**.

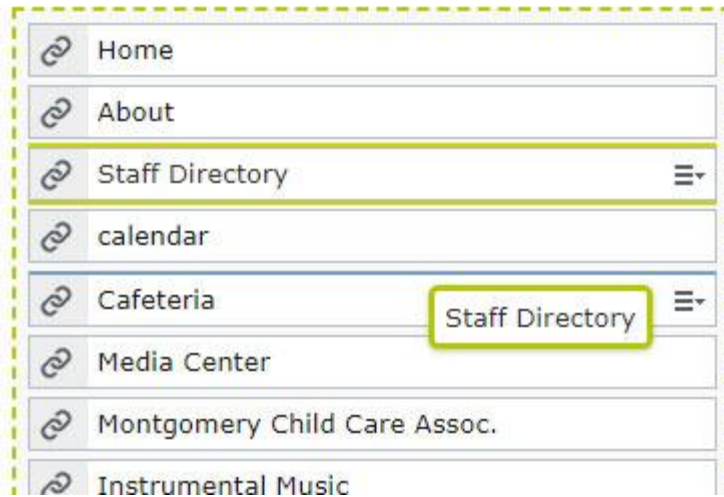6. Select the **Back** link to return to the previous page you were editing.

Reordering Menu Links

1. See steps 1 -4 above under *How to Create a Menu Link*.

2. Click the Menu button and select **Edit**.

3. The Menu Block will open. Select the menu item you wish to reorder and drag it above or below another menu item to change its order.

4. The menu will become outlined in yellow dots, and the menu item you are dragging will become highlighted in yellow. A blue line will appear to show you where you are placing it as you drag.

5. Click **Publish**.

6. Select the **Back** link to return to the previous page you were editing.