MCPS Content Management System (Episerver) Training

How to Create a 2-Column Layout with Left Menu (District Site)

In this document:
   a. How to Create a Page
   b. How to Add Left and Right Columns to Your Page
   c. How to Remove Left and Right Columns from Your Page

NOTE: In Episerver, 'container pages' are used instead of folders. A 'container page' has no view to it. So, if you navigate to it, you would see nothing there. But you can create other pages below it to structure your website's hierarchy.

How to Create a Page

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. In the content area, select the button on the right for **All Properties** view. This display mode shows the fields available for the page. Some fields are located at the top of the pages while others are within the tabs.
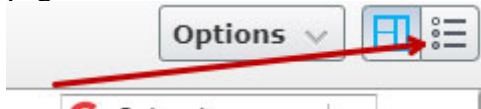

3. Open the left Navigation Pane.

4. Choose an existing page to be the parent of your new page. EXAMPLE: 'web' page under 'departments'
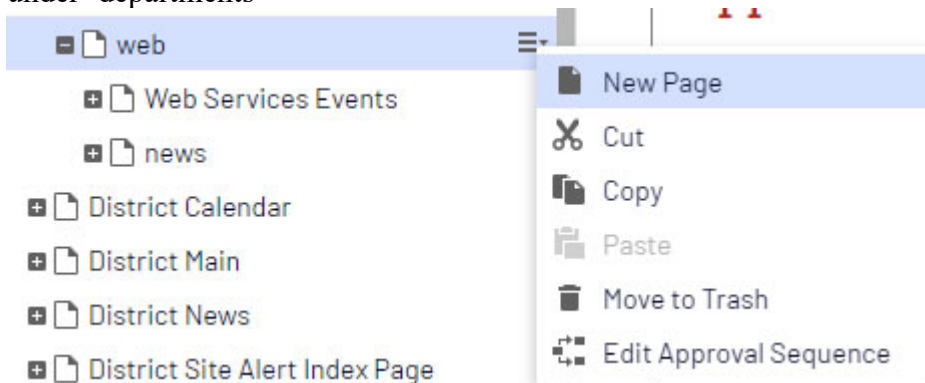
5. Click the menu button and select **New Page**.

6. Select **District General Page**.

7. Enter a **Name** for your page. EXAMPLE: about
NOTE: The **Name** will be used for the URL for your page. Spaces between words will be replaced with dashes. You may edit this part of the URL on the All Properties view.
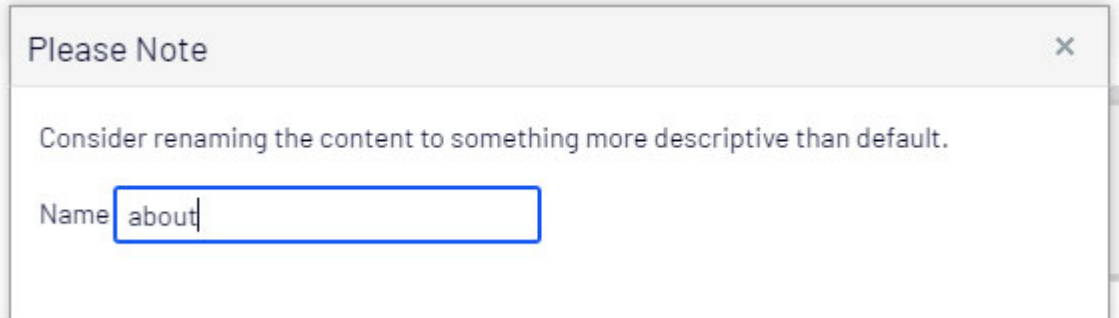
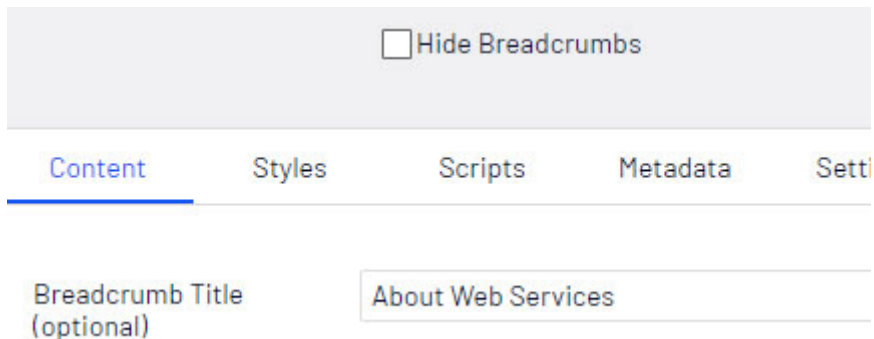8. When the page opens, make sure you are in 'All Properties' view.
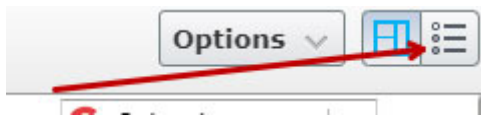
9. At the top you will see the URL that Episerver automatically created in the **Name in URL** field.
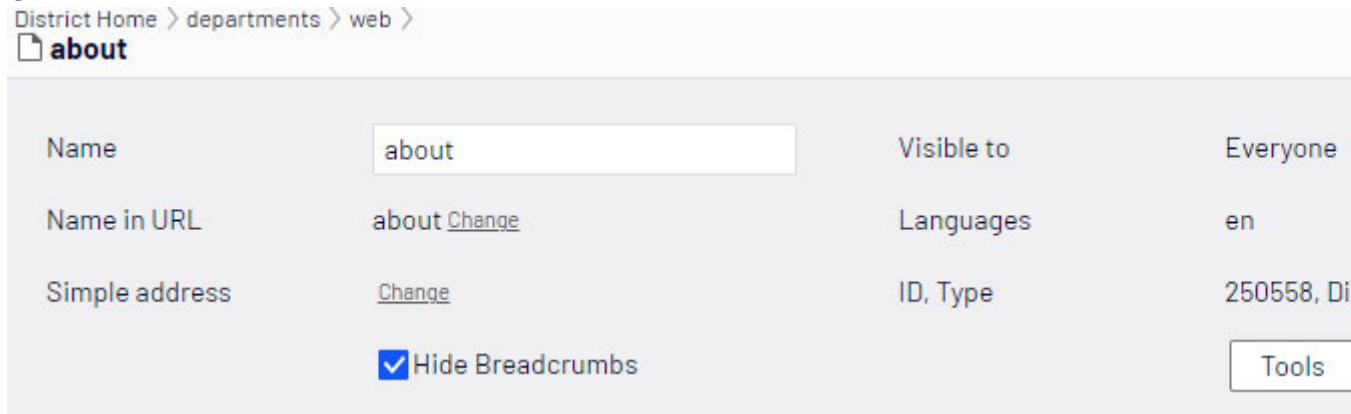
10. To change the URL, click 'change' next to the **Name in URL** field and enter text.

11. The **Name** field will appear in the navigation pane and the browser tab title. If you don't enter a **Meta Title** on the Metadata tab, the Name field will also appear in the search results listing.

12. The **Hide Breadcrumbs** box is checked by default. If you want breadcrumbs to appear at the top of the page, uncheck this box. The **Name** field will be used for the breadcrumb title by default unless you enter text in the **Breadcrumb Title** field.
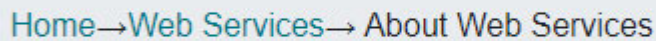

The breadcrumb will include links to the pages in your folder structure hierarchy:

13. The **Hide Banner** box is unchecked by default. If you don't want your page to display one of the large banner images that appear at the top of most district site pages, check this box.

14. The **Hide Sidebar** box is checked by default. To create a 2-column page with a Quick Links menu in the left column, uncheck this box.
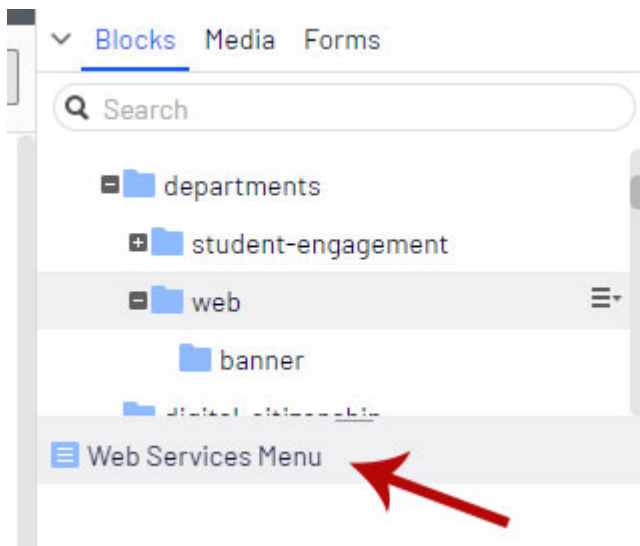

15. The **Sidebar Content** field is for the blocks that will appear in the left column of your page. You can either drag and drop a Quick Links block from the asset pane into this area or click 'create a new block'. See the 'Block Types' section on the Episerver Help Documentation page for specific instructions on creating a Quick Links block.
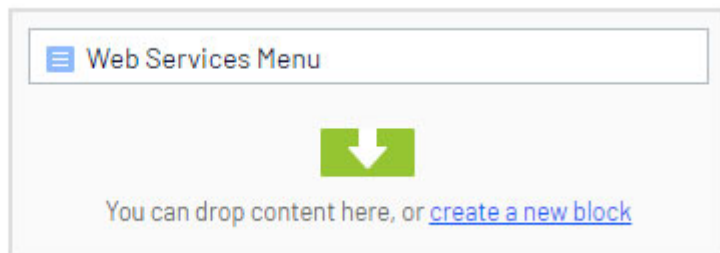
16. To find an existing Quick Links menu for your office site, open the asset pane and click on the Blocks tab. Then navigate to your folder. (example: District – departments – web)
NOTE: If you make a change to a block that is used on more than one page, the change will be reflected on every page that includes the block.

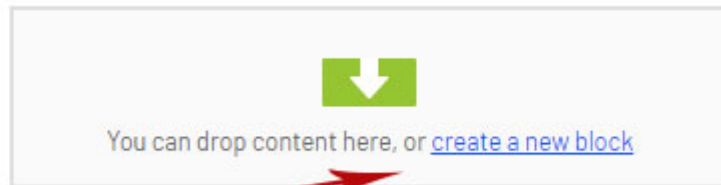17. Drag the Quick Links block to the **Sidebar Content** field.

18. You may also create other block types in the **Sidebar Content** area. You can drag blocks around in the area to reorder them.

19. The **Main Content** field is for the blocks that will appear to the right of the sidebar. Usually, you will create an **HTML Block** in this area.
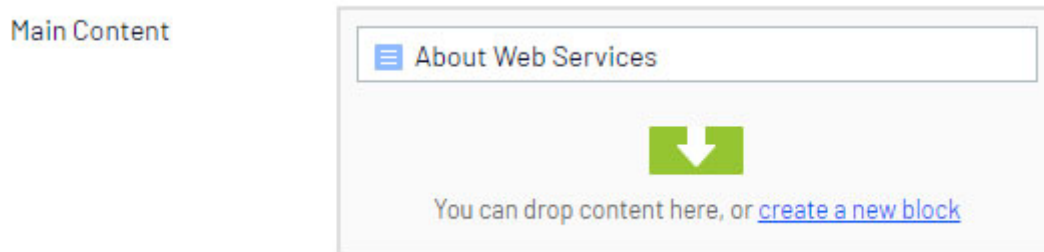
20. Click the 'create a new block' link.

21. Select **HTML Block**.

22. Enter a **Name** for the block. This will only appear in the editor and not on the published page.

23. Enter your content in the Content field. See *How to Edit Content and Format Text* for instructions on using the rich text editor.

24. Click **Create**.

25. You will see the HTML Block you just created in the Main Content field.
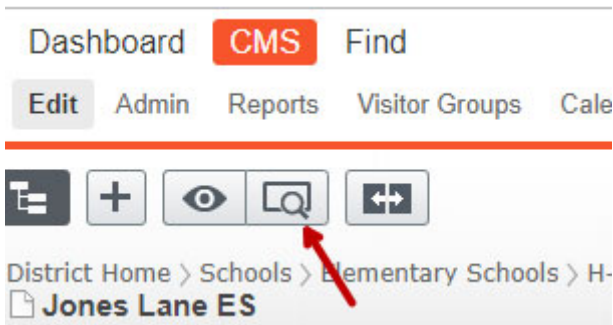

26. You may also create other block types in the **Main Content** area. You can drag blocks around in the area to reorder them.

27. Switch to the 'On-Page Editing' view to see the content you added.

28. To preview the page, click the **Toggle Preview Mode** button. You can toggle back and forth from preview mode to edit mode.

29. To edit how your page's listing will appear in the search results, click the **Metadata** tab from the **Properties** view.

30. The **Meta Title** field will appear as the link title for the page in the search results listing. If you don't enter a **Meta Title**, the **Name** field on the Content tab will be used for the link title in the search results.

31. The **Meta Description** is optional, and will appear below the link title on the search results listing.

32. If you want to display an image next to the search results listing for this page, click in the **Thumbnail Image** field and select the image you wish to use.

33. Click **Publish**.

34. Your page has been created, but now you must add a link to it so users can find it. Remember the name of your page and the folder/containing page where it resides.

35. See *How to Link to Other Web Pages* to add a link to a content block or *Quick Link Blocks* to add a link to a menu.