



MCPS Content Management System (Episerver) Training

How to Create a Page

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

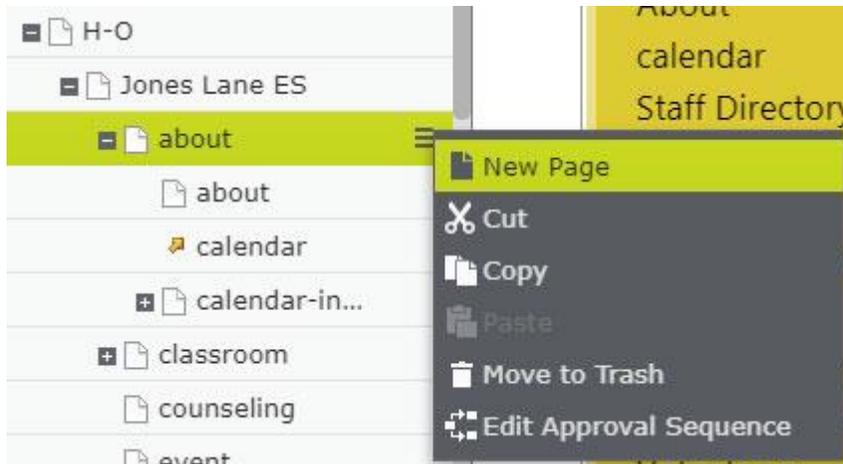
NOTE: In Episerver, ‘container pages’ are used instead of folders. A ‘container page’ has no view to it. So, if you navigate to it, you would see nothing there. But you can create other pages below it to structure your website’s hierarchy.

How to Create a Page

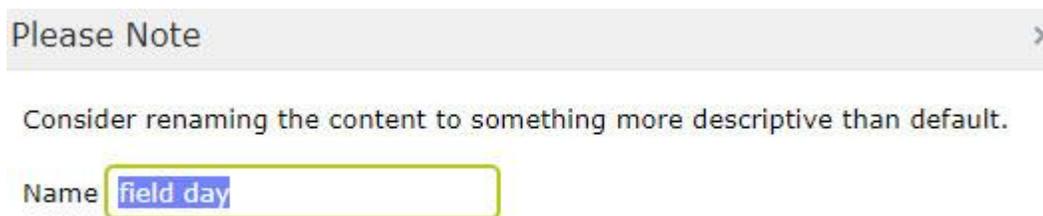
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. In the content area, select the button on the right for **All Properties** view. This display mode shows the fields available for the page. Some fields are located at the top of 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: ‘about’ container page under Jones Lane ES



5. Click the menu button and select **New Page**.
6. Enter a **Name** for your page. EXAMPLE: field day
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.



7. The new page will open in All Properties view. At the top you will see the URL that Episerver automatically created in the **Name in URL** field.



8. To change the URL, click Change and enter a new name.
9. On the Content tab, the Title field is optional. This will only appear in the editor and not on the published page.
10. On the Content tab, enter the **Main Body** text. This is a rich text field allowing you to stylize text and add links and images.

Content Left Column Right Column Top Bottom

Title
Field Day

Main Body

CALLING ALL FIELD DAY VOLUNTEERS

Especially Grades 3-5 Parents Needed!

Rachel Carson Elementary School is looking for parent volunteers to help during this year's field day activities. We need people to help run stations, direct the students to the correct locations, and come out to have some fun! Mr. Whitman and Mr. Saylor are working to improve and

11. Click **Publish**.
12. By default, your page will appear with the standard left column and the content you entered in the Main Body to the right of it.

QUICK LINKS

- Home
- About
- calendar
- Staff Directory
- Cafeteria
- Media Center
- Montgomery Child Care Assoc.
- Instrumental Music
- Online Training for

CALLING ALL FIELD DAY VOLUNTEERS

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Rachel Carson Elementary School is looking for parent volunteers to help du activities. We need people to help run stations, direct the students to the coi to have some fun! Mr. Whitman and Mr. Saylor are working to improve and need your help to make the fun possible! If you are interested, please fill out return it to your child's homeroom teacher, Mr. Whitman, or Mr. Saylor. You two, if you are a big field day fan! Thank you in advance for all of your help!

13. 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.

14. See *How to Add and Edit Menu Links* to add a link to a menu or *How to Link to Other Web Pages* to add a link to a content area.

How to Add Left and Right Columns to Your Page

1. The standard left column with the Quick Links menu has been added to your new page by default. (same left column that is on your homepage)

NOTE: If you make a change to the standard left column, the change will be reflected on every other page that includes the standard left column.

2. To add the standard right column, click the **Right Column** tab on the All Properties view.
3. Uncheck the box for **Hide Right Column**.



4. Click **Publish**.
5. The right column that appears on your homepage will now be added to your new page.

How to Remove Left and Right Columns from Your Page

1. The standard left column with the Quick Links menu has been added to your new page by default. (same left column that is on your homepage)
2. To remove the left column from the page and create a one-column layout, click the **Left Column** tab on the All Properties view.
3. Check the box for **Hide Left Column**.



4. Click **Publish**.