



MCPS Content Management System (Episerver) Training

How to Create a Page (District Site)

In this document:

- a. How to Create a Page

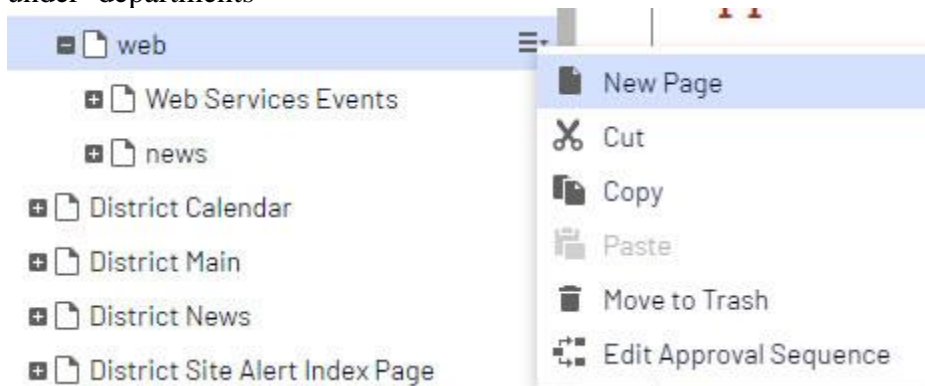
NOTE: In Episerver, ‘container pages’ are used instead of folders. A ‘container page’ has no view to it. So, if you navigate to it, you would see nothing there. But you can create other pages below it to structure your website’s hierarchy.

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 page while others are within the tabs.

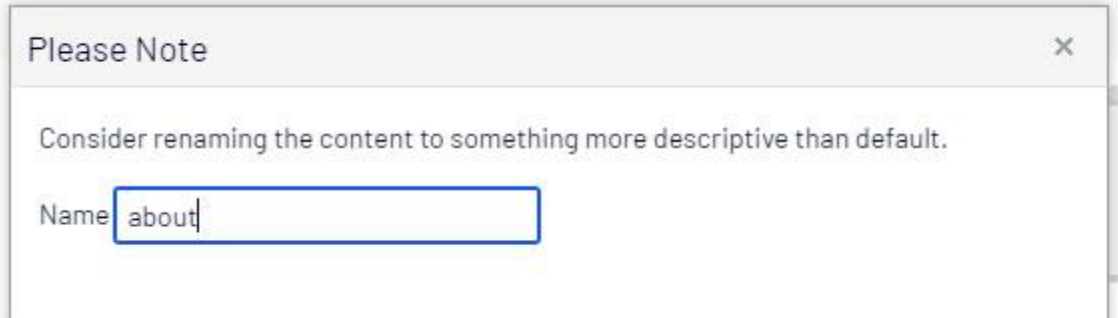


3. Open the left Navigation Pane.
4. Choose an existing page to be the parent of your new page. EXAMPLE: ‘web’ page under ‘departments’



5. Click the menu button and select **New Page**.

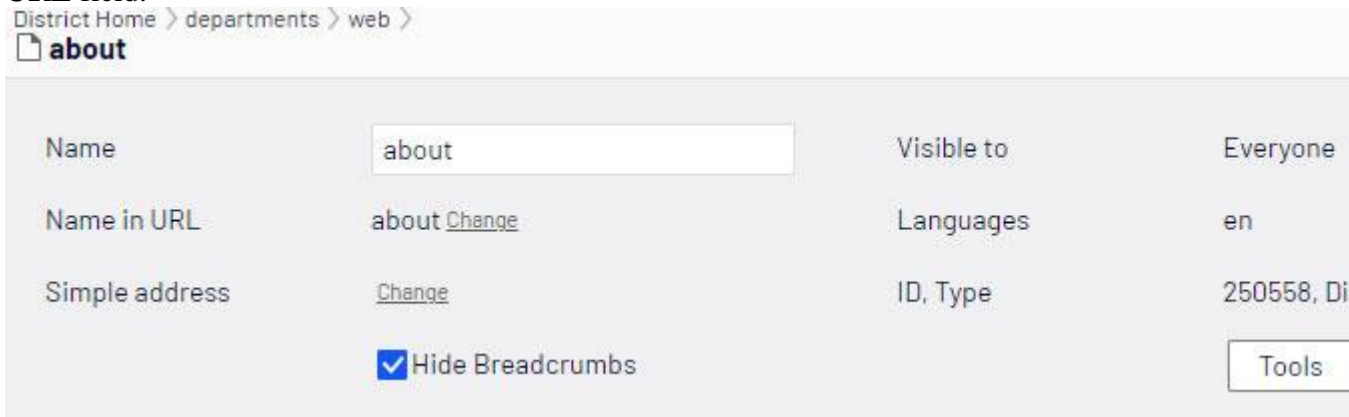
6. Select **District General Page**.
7. Enter a **Name** for your page. EXAMPLE: about
NOTE: The **Name** will be used for the URL for your page. Spaces between words will be replaced with dashes. You may edit this part of the URL on the All Properties view.



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

Hide Breadcrumbs

Content Styles Scripts Metadata Settings

Breadcrumb Title (optional)

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 default banner images that appear at the top of most district site pages, check this box.

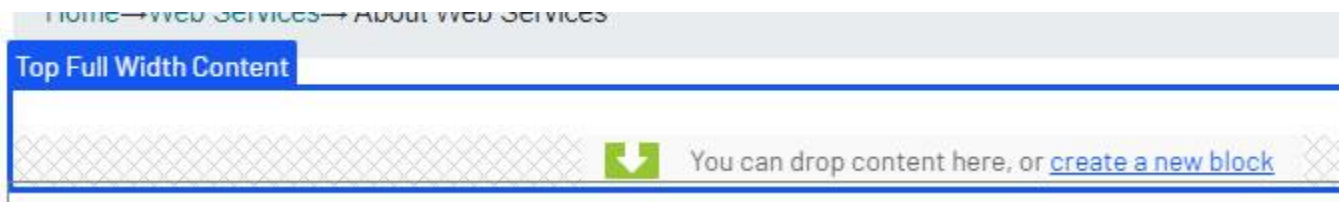
Hide Banner

14. The **Hide Sidebar** box is checked by default. Leave this box checked unless you want to create a 2-column page with a Quick Links menu on the left. See *How to Create a 2-Column Layout with Left Menu*.

15. Switch to 'On-Page Editing' view to start adding content to your page.



16. You should see 5 areas where you can drag and drop blocks or click the **create a new block** link. If you hover over one of the areas, it will become outlined in blue and display the area's name in the top right corner.



The 5 areas include:

- **Top Full Width Content** – Blocks in this area will take up the entire screen width. Full width layouts make it difficult to structure your content, so most

webmasters will only use this area when creating a **Background Container Block**.

- **Top Content** – Blocks in this area will appear within the preset container (left and right page margins). Content within the container will automatically adjust to the screen size of the device being used to view the page.
- **Main Content** – Blocks in this area will appear to the right of the sidebar in a 2-column layout when the **Hide Sidebar** box is unchecked. This area should be used when you have a left Quick Links menu on your page.
- **Bottom Content** - Blocks in this area will appear within the preset container (left and right page margins). Content within the container will automatically adjust to the screen size of the device being used to view the page.
- **Top Full Bottom Content** – Blocks in this area will take up the entire screen width. Full width layouts make it difficult to structure your content, so most webmasters will only use this area when creating a **Background Container Block**.

17. Once you have determined how you will layout your page, choose the appropriate area and click the **create a new block** link and start adding your content. See the 'Block Types' section on the *Episerver Help Documentation* page for specific instructions on each block type.
18. To edit how your page's listing will appear in the search results, click the **Metadata** tab from the **Properties** view.
19. 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.
20. The **Meta Description** is optional, and will appear below the link title on the search results listing.
21. 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.


 **about**

Name	<input type="text" value="about"/>	Visible to	Everyone
Name in URL	about Change	Languages	en
Simple address	Change	ID, Type	296788, District General Page
	<input checked="" type="checkbox"/> Hide Breadcrumbs		<input type="button" value="Tools"/> ▾

Content Metadata Settings

Meta Title

Meta Description

Thumbnail Image 

22. Click **Publish**.

23. 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 where it resides.

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