



MCPS Content Management System (Episerver) Training

How to Create an Image Card Block (District Site)

In this document:

- a. How to Create an Image Card Block

Example:



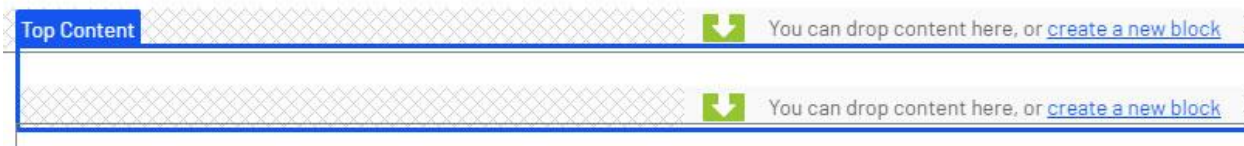
Note: This block type can be included within a District Background Container for an optimal layout with automatic margins and section headings. See *How to Create a District Background Container*.

How to Create an Image Card Block

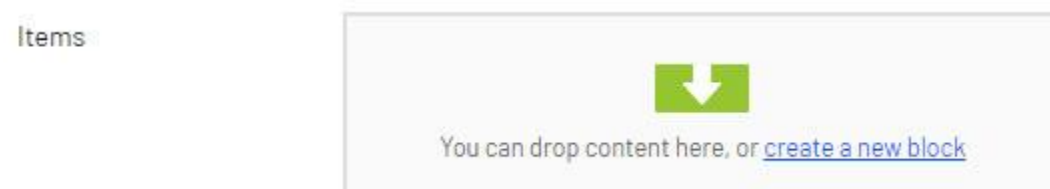
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Plan your layout in advance. If you are creating an image card, the first step is to resize your image to the correct dimensions for your desired layout, and then upload it to the Media tab in the asset pane. See *How to Upload and Include Images on Web Pages*.
3. Navigate to your folder in the navigation pane and select a page.
4. 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.



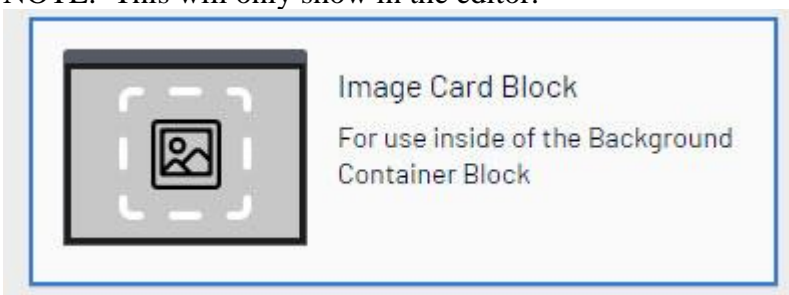
5. Select an area where you would like your Image Card Block to appear (Example: “Top Content” area) and click the **Create a New Block** link.



6. Or if you are using a District Background Container, select to edit the container and then click the **Create a New Block** link in the **Items** field.




7. Select **Image Card Block** and enter a Name. Example: “Be Well block”
NOTE: This will only show in the editor.



8. Enter a heading in the **Title** field. This will appear below the image.
9. Drag the image you uploaded to the media tab in the assets pane to the **Image** field, or click to navigate to the image.

Title

Image  curriculum-bg-es.jpg

Description

Rich text editor toolbar with icons for link, unlink, bookmark, link, image, link, video, user, cut, copy, paste, undo, redo, bold, italic, subscript, superscript, bulleted list, numbered list, Formats, link, unlink, table, text color, background color, indent, outdent, and help.

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10. Enter your text in the **Description** field.

11. To link the card, click the ellipses button (...) next to the **Link** field.

12. The **Create Link** window will appear. Select a page, media file, or enter the URL for the external web page.

Page ...

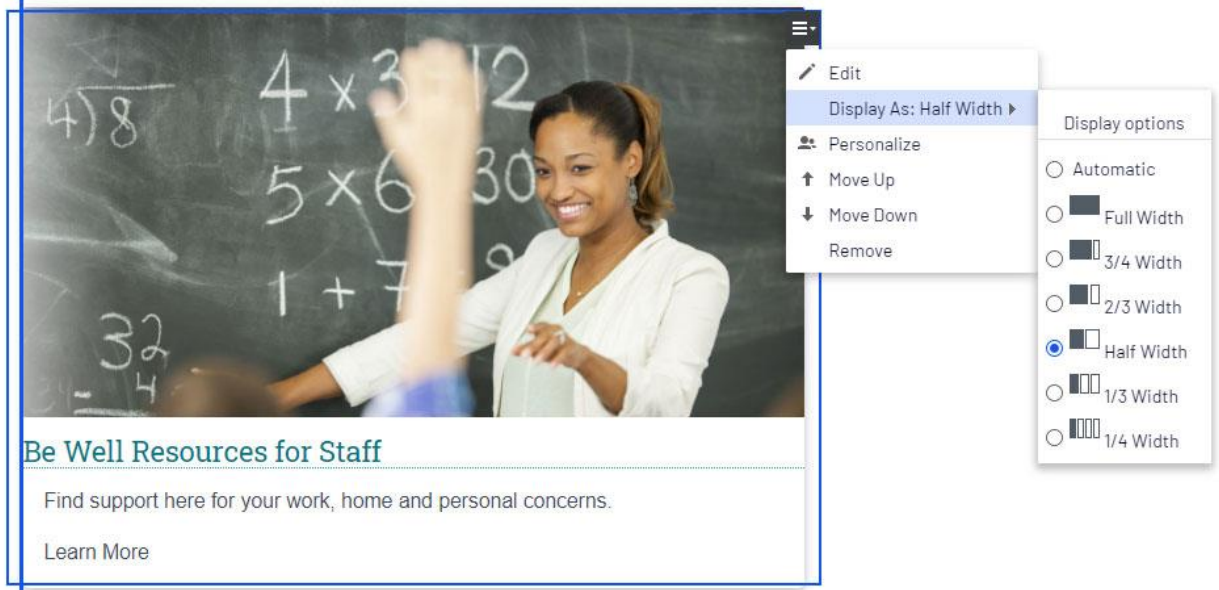
Media ...

E-mail

External link

13. Click **Create**. If you are within a District Background Container Block, then click **Publish**.

14. You will see the Image Block you created in the On-Page Editing view. Hover over the content area until it becomes outlined in blue and click the **menu** button in the top-right corner.



15. Select **Display As:** and click the radio button for **1/2 Width**.

16. You will see that the left block now fills 1/3 of the available screen width.



17. To create layouts with side-by-side cards, see *How to Create Layouts with Side-by-Side Content*.

18. You will see the center Image Card Block you created in the On-Page Editing view below the left block.

19. Click **Publish**.