



MCPS Content Management System (Episerver) Training

How to Create a Quick Links Menu (District Site)

In this document:

- a. How to create a Quick Links Menu Block
- b. How to insert a Quick Links Menu onto a Page

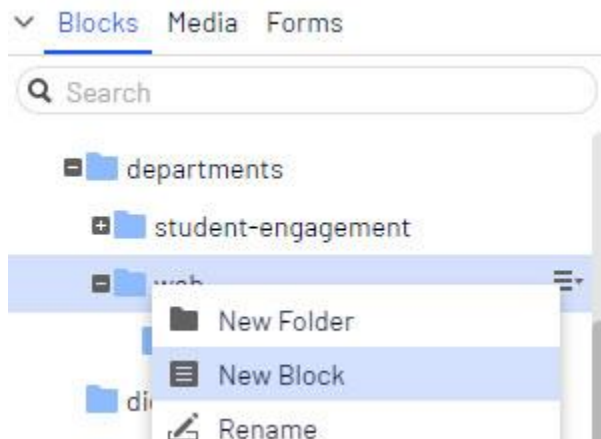
Example: The Quick Links Menu is a vertical list of links that usually goes in the left sidebar on a 2-column page.



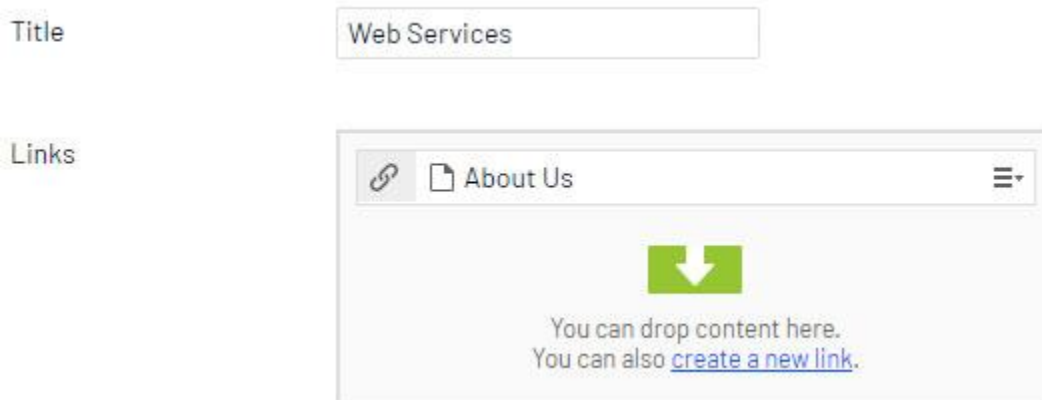
a. How to Create a Quick Links Menu

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. Open the 'Blocks' tab on the Media Assets pane and navigate to your office's folder structure. *Example:* District Home > departments > web

3. Click the menu on the selected folder and select **New Block**.



4. Select **Quick links Block** and enter a Name. *Example: “web services quick links”*
NOTE: Name will only show in the editor.
5. **Title:** Enter text. This will appear on the page as the menu heading.
6. **Links:** Click **Create a New Link** to start adding your menu links.

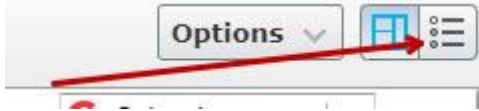


7. The **Create Link** window will pop up. See *How to Add and Edit Menu Links* for more.
8. Click **Publish**.
9. You will see the block you just created in the media assets pane. Remember where you put it, as you will use this same Quick Links block on every page on your site that requires a left menu.

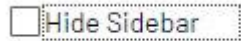
a. How to Insert a Quick Links Menu onto a Page

10. Open the left Navigation Pane and select the page to which you want to add the menu.

11. In the content area, select the button on the right for **All Properties** view. This display mode shows the fields available for the page.

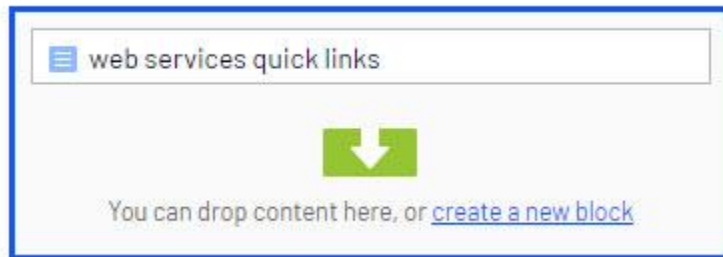


12. The **Hide Sidebar** box is checked by default. To add a Quick Links menu to the sidebar, uncheck this box.



13. Drag the Quick Links block from the asset pane to the **Sidebar Content** field.

Sidebar Content



14. Click **Publish**.