



MCPS Content Management System (EpiServer) Training

How to Edit Content and Format Text (District Site)

In this document:

Editing a Block

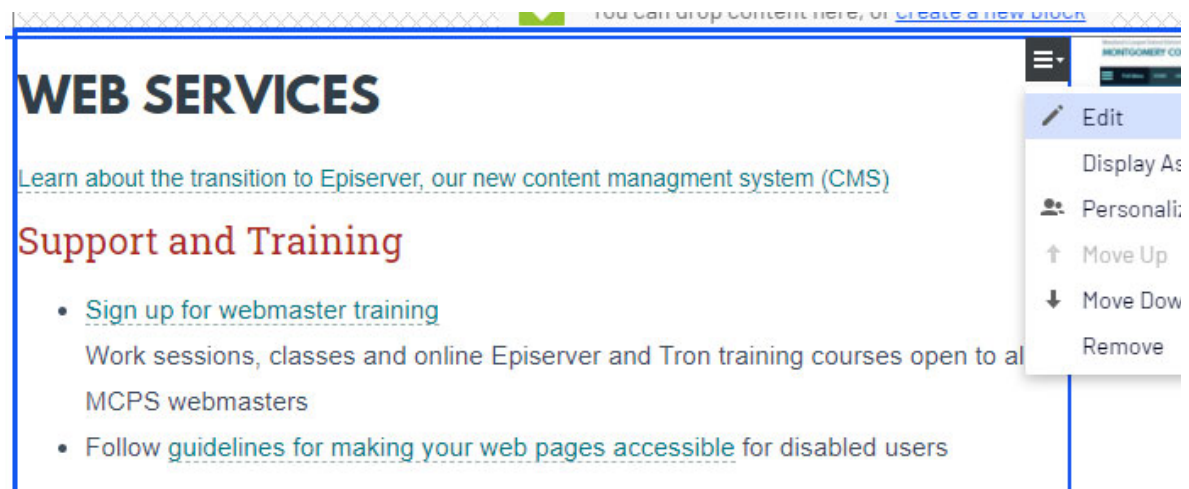
- a. The Text Editor
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- c. Buttons
- d. Publishing

Editing a Block

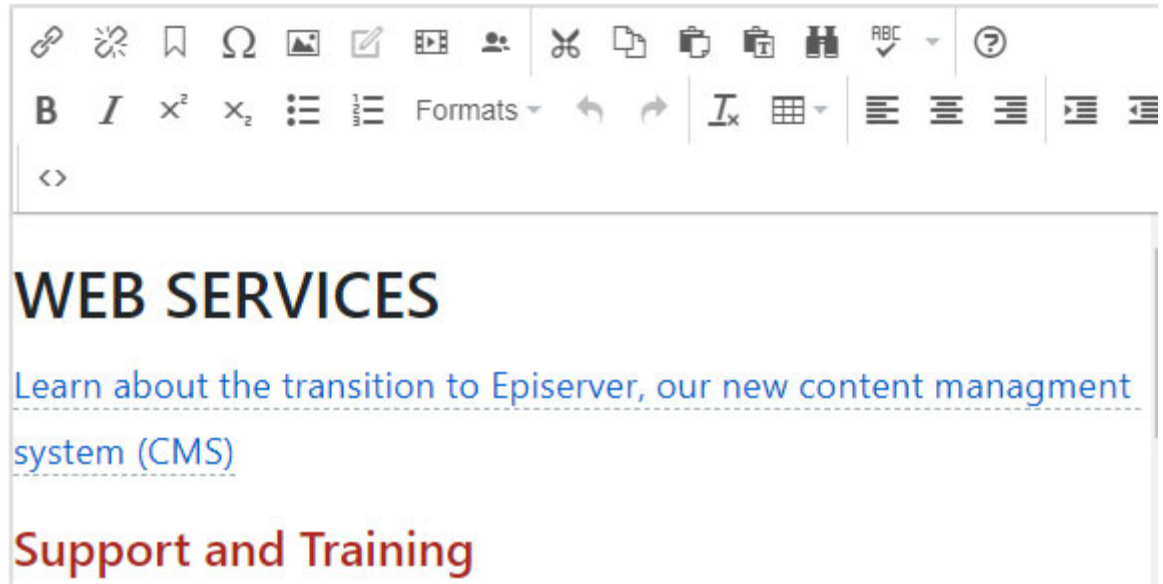
1. Navigate to your office's folder and select a page to edit
2. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.



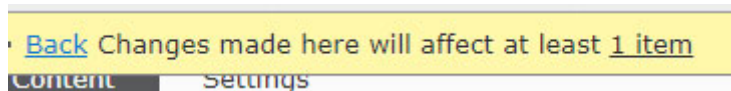
3. The content on the page is made up of blocks. When you hover over the content you wish to edit, it will become highlighted in blue and you will see a menu button in the top right corner.



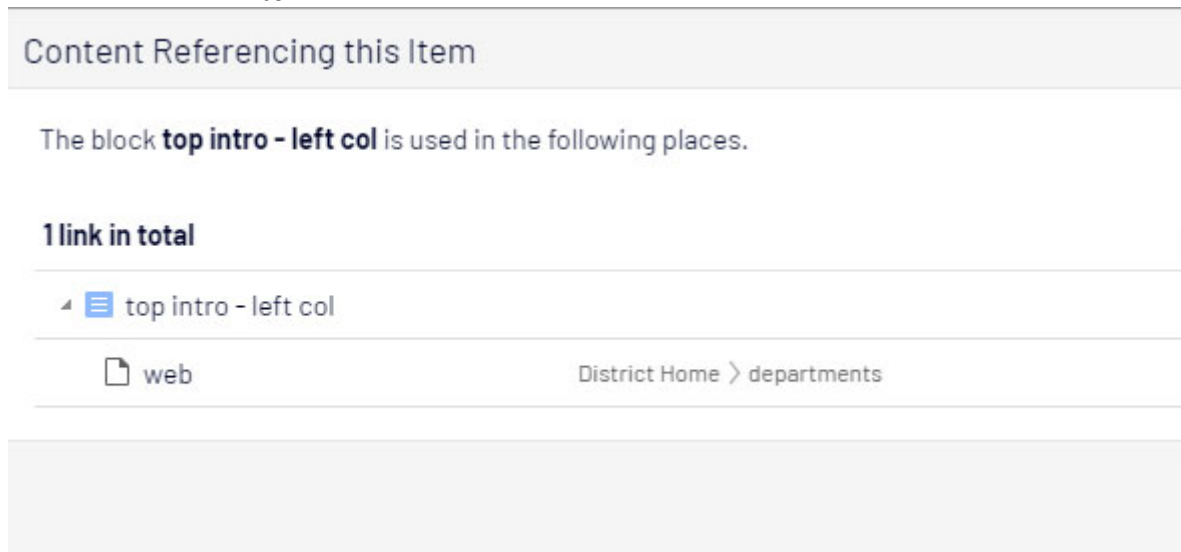
4. Click **Edit**.
5. The content area will open in the properties view for the block. For block types that include text, you can edit the content using the rich text editor.



6. If you make a change to a block and it is used on more than one page, the change will be reflected on all pages.



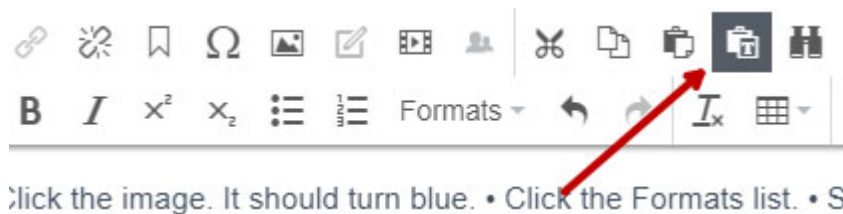
7. A message will appear telling you how many items will be affected if you change the block. Click the # **item** link.



8. A pop-up window will display the pages on the site which share the block you are editing.
9. Click **View** if you want to see one of the pages that shares the block and the page will open in the content editor.
10. Click **Close** to return to the block you are editing.

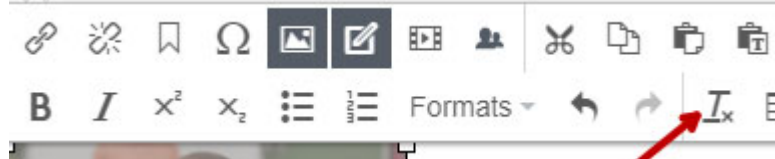
The Text Editor

11. When copying and pasting text into the rich text editor from another source, you must first click the Paste as Text button. This will remove formatting and styles from the other source so you can style your text in the editor. Once selected, the button will stay active unless you deselect it.



12. Click in the area where you want the copied text to appear and paste it.
13. Here is a list of some of the tools available in the standard rich text editor:
 - Add/Edit link
 - Add Anchor links
 - Add/Edit image
 - Insert embedded media
 - Apply basic text styles (bold, italic, etc.)
 - Add Bulleted or Numbered list
 - Use site specific styles
 - o Headings (H1-H6)
 - o Text Styles
 - o Image Styles
 - o Table Styles
 - o Button Styles

14. To change a style you have applied to text, you must first clear the previous style by selecting the text and clicking the **Clear Formatting** button.



- 15.

Headings

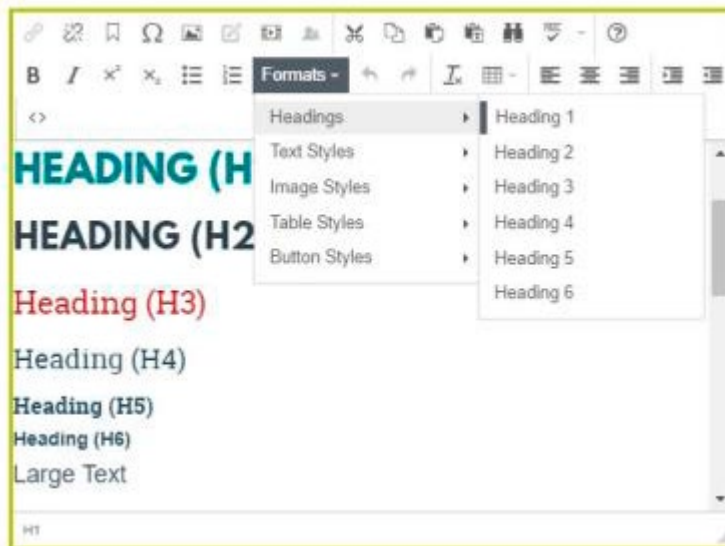


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16. To add a heading style, select a line of text.
17. Click the Formats drop-down list.
18. Select a heading style (H1-H6). Actual heading styles (fonts, sizes, and colors) are determined by the style sheet for your site.
19. Best practices: Do not use more than one H1 on a page. Use the headers to create a hierarchy within your content.



Buttons

20. To create a button, create a link and click anywhere in the link.
21. Click the Formats list.

22. Scroll down to Button Styles.

23. Select Primary, Default, Secondary, Success, Info, Warning, Danger, Light, or Dark.
Actual button styles (fonts, sizes, and colors) are determined by the style sheet for your site.




Publishing

24. When you change content on the page, you will see a pen icon highlighted in blue next to the **Publish** button at the top right corner.



25. Click the **Publish** button and a drop-down will appear with information about the page. Click the Publish Changes button to make your edits live on the public website. To view the published page, click the **View on website** link.

 **Publish?** ▾

Last changed by **you**,
2 minutes ago.

Publish Changes

Last published by
Installer, Apr 17, 6:17 PM
[View on website](#)

- ✓ Ready to Publish
- 🕒 Schedule for Publish
- ↺ Revert to Published