



MCPS Content Management System (Episerver) Training

How to Create a Basic District Background Container (District Site)

In this document:

- How to create a District Background Container

This is an example of District Background Container populated with two Rich Text Card Blocks. Each block is set to display at 1/2 Width.



How to Create a District Background Container

- 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.
- Navigate to your folder in the navigation pane and select a page.
- 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.

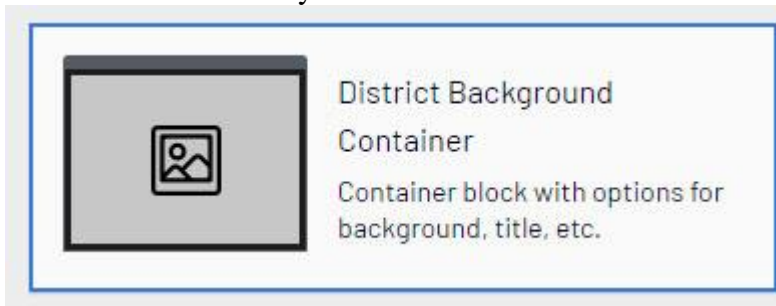


- Select an area where you would like your District Background Container to appear (background containers are meant to be used in **Full Width Content** areas) and click the **Create a New Block** link.



5. Select **District Background Container** and enter a Name. *Example:* “academics top intro block”

NOTE: Name will only show in the editor.



6. Enter a **Title** for the block (optional). *Example:* Information About
This will show at the top of the block in small, capitalized text.

[Content](#) [Settings](#)

Title

Subtitle

Background Color

Background Pattern

Animation

7. Enter a **Subtitle** for the block’s main heading. *Example:* Academics
This displays below the title in large, capitalized text.

8. Select a **Background Color:** None, White, Light Grey or Dark Grey

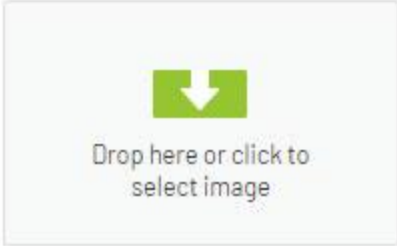
9. Select a **Background Pattern:** None, Light Box Pattern or Dark Box Pattern

10. Select an **Animation Type:** None, Fade In or Parallax.

NOTE: Parallax should be used sparingly, and is meant to be used with a full screen-width background image. Images must be resized prior to uploading. Here is an example of a Parallax with a rich text card block set to display at ½ width:



11. **Background Image:** Drag a background image into the box (optional).
12. **Background Image Alignment:** Select an alignment for the background image you entered in step 11. Options are: None, Center, Bottom Left, Top Left, Bottom Right, or Top Right.
13. **Anchor Tag:** Enter the text for the Anchor Text (optional). *Example:* academics-block
Note: This is the anchor tag used for the Page Navigation Bar Block. This will allow users to link to that section of the page.

Background Image 


Background Image Alignment

Anchor Tag

Container Classes

Row Classes

Items



You can drop content here, or [create a new block](#)

14. **Container Classes** and **Row Classes**. These fields are for developers only and require knowledge of the Bootstrap Framework and the custom CSS for the District Site. Webmasters should ignore these fields.

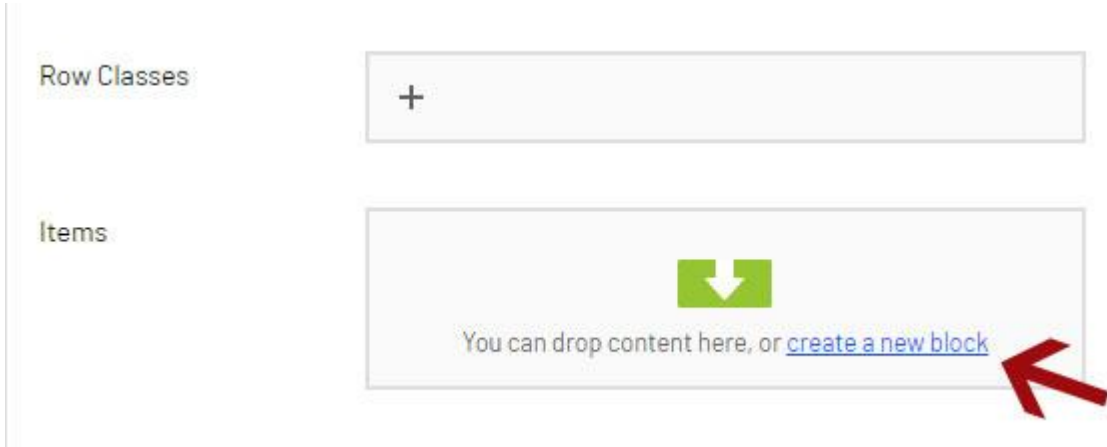
15. **Items:** You will need to create the district background container before you can start creating or dragging and dropping blocks here.

16. Click **Create**.

17. You will see the District Background Container you just created in the On-Page Editing view. Click on the Menu next to it and select **Edit**.



18. **Items:** Click **Create a New Block** or drag in one of the following allowed block types to this field.

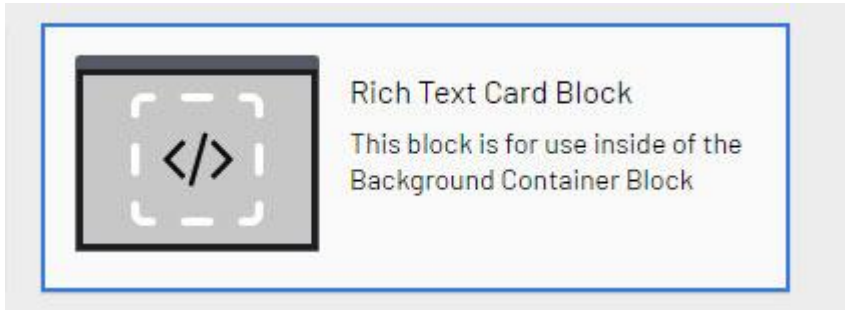


- HTML Block
- Popup Block
- Icon Card Block
- Image Card Block
- Rich Text Card Block

See instructions on how to create these *Block Types*.

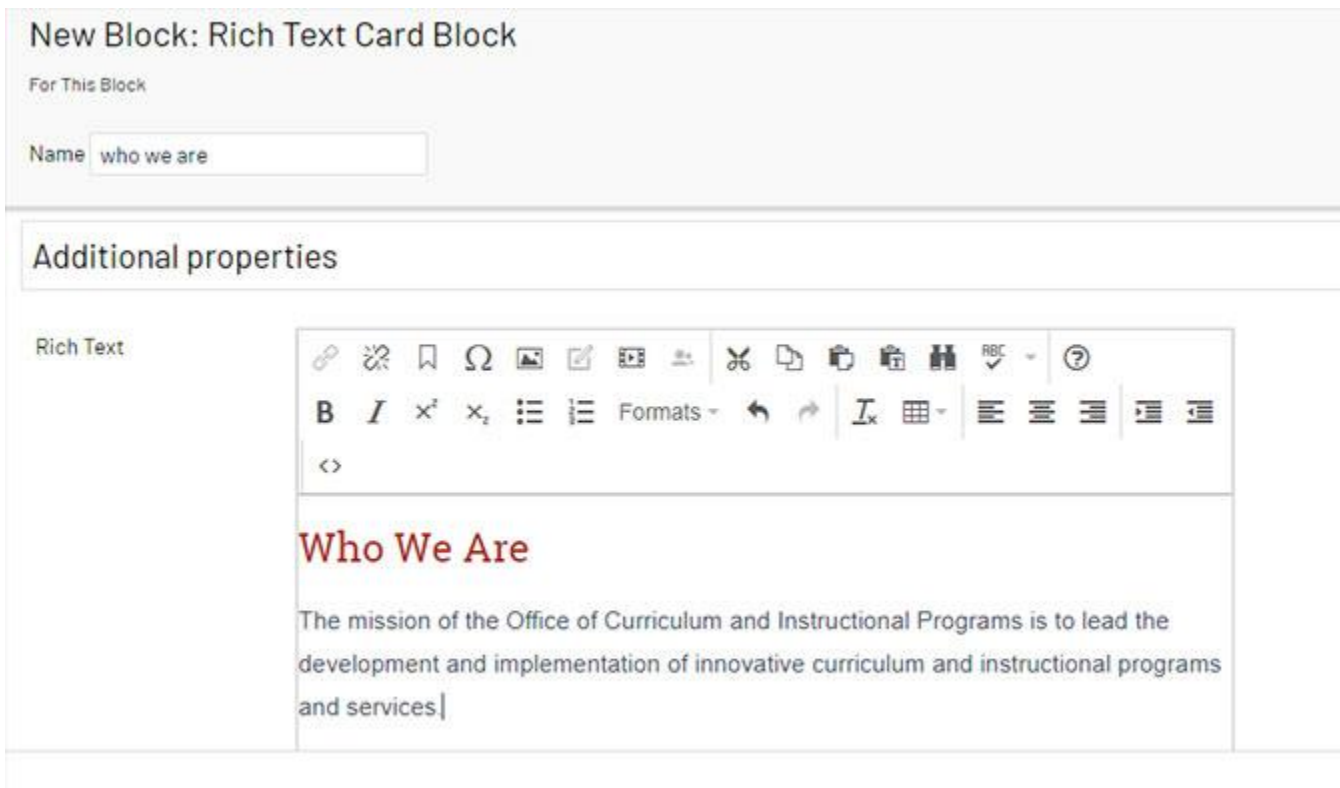
19. In this tutorial, we will create two side-by-side Rich Text Card blocks, each set at ½ screen width. First create the block which will appear on the left. Click **create a new block**.

20. Select **Rich Text Block**.



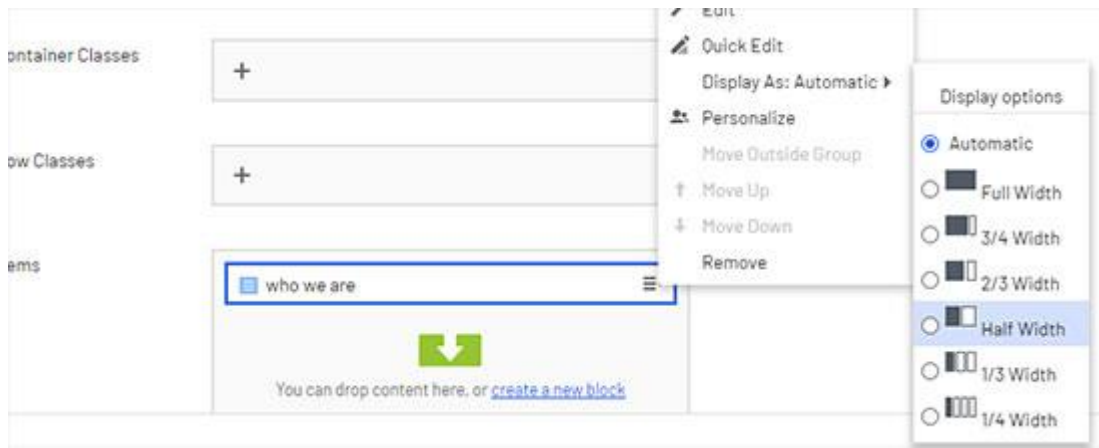
21. Enter a **Name**. This will only appear in the editor.

22. **Rich Text**: Enter the content which will appear in the block and add formatting.

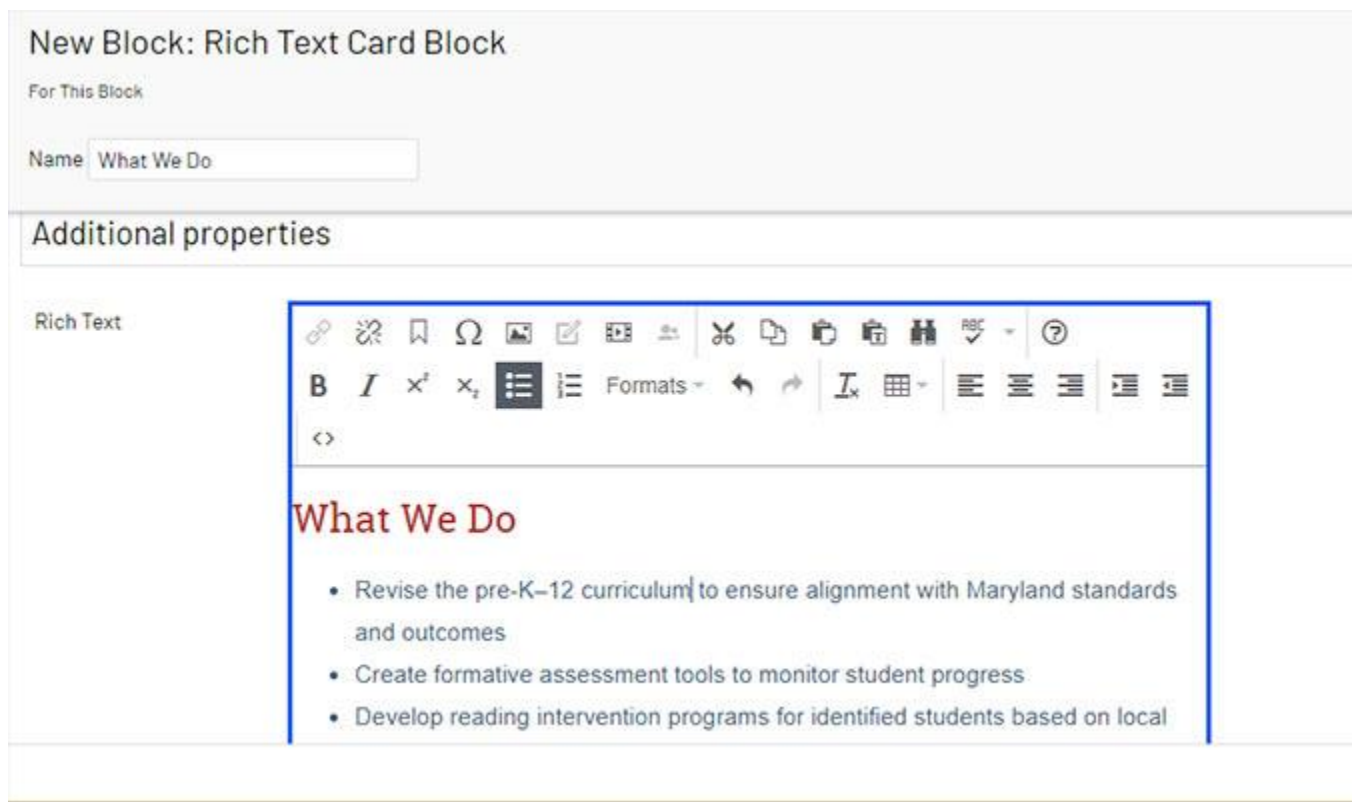


23. Click **Create**.

24. You will see the new block in the Items field on the District Background Container properties view. Click the **menu** option and select **Display As:** and then select **Half Width**.



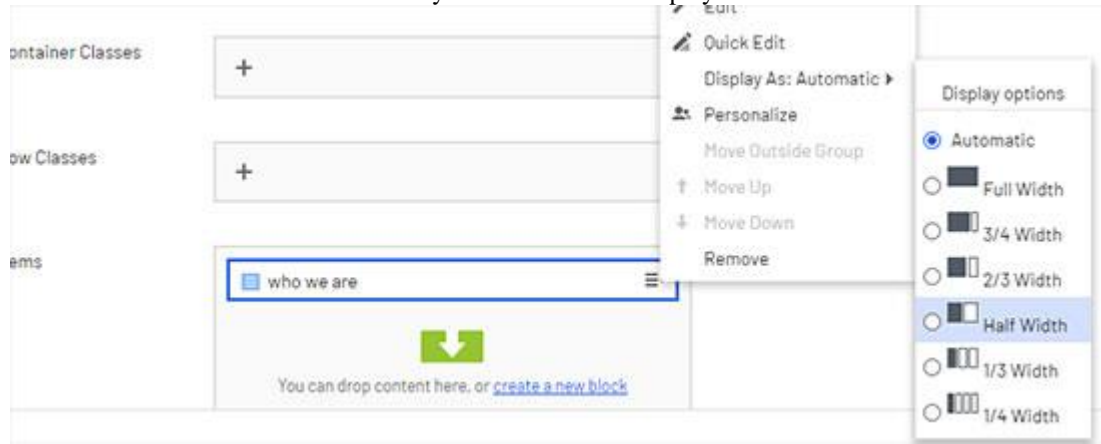
25. From the **Items** field, click **create a new block** to add the second rich text block which will go on the right.
26. Select **Rich Text Block**.
27. Enter a **Name**. This will only appear in the editor.
28. **Rich Text**: Enter the content which will appear in the block and add formatting.



29. Click **Create**.

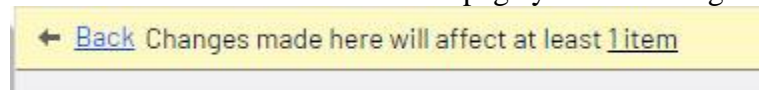
30. You will see the new block in the Items field below the first block you created. Click the **menu** option and select **Display As:** and then select **Half Width**.

NOTE: When setting a 'Display As' width, your block widths must always add up to one whole. For example, you could add three blocks and set them each to 1/3 width, or add four blocks and set them each to 1/4 width. The default is full width if you do not select a display width.

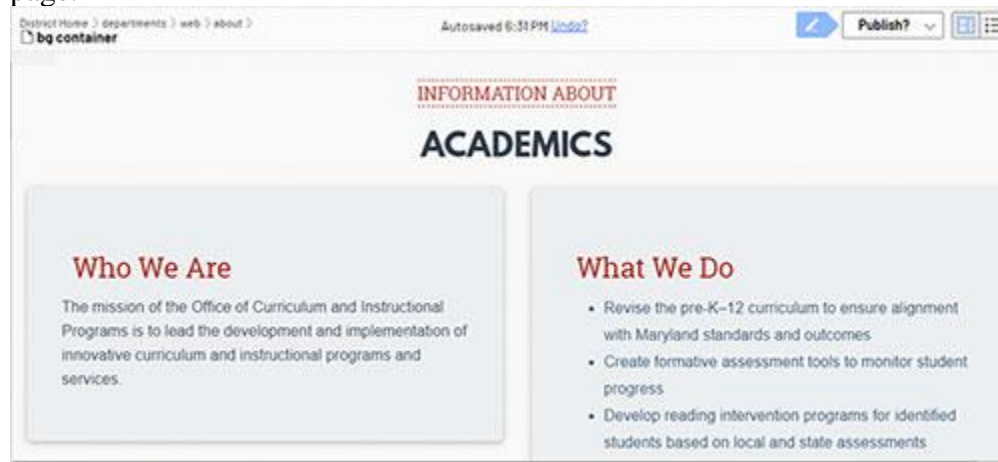


31. Click to **Publish** the changes you made to the District Background Container block.

32. Click the Back link to return to the page you are editing.



33. If you switch to 'On-Page Editing' view, you will see the blocks you just created on the page.



34. Click **Publish**.