



MCPS Content Management System (Episerver) Training

How to Create a Rich Text Card Block (District Site)

In this document:

- a. How to Create a Rich Text 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 a Rich Text Card Block

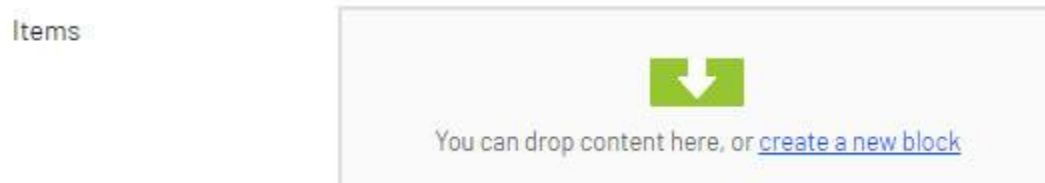
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Navigate to your folder in the navigation pane and select a page.
3. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.



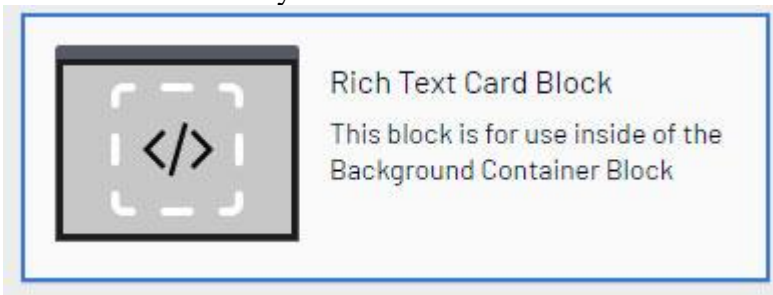
4. Select an area where you would like your Image Card Block to appear (Example: “Top Content” area) and click the **Create a New Block** link.



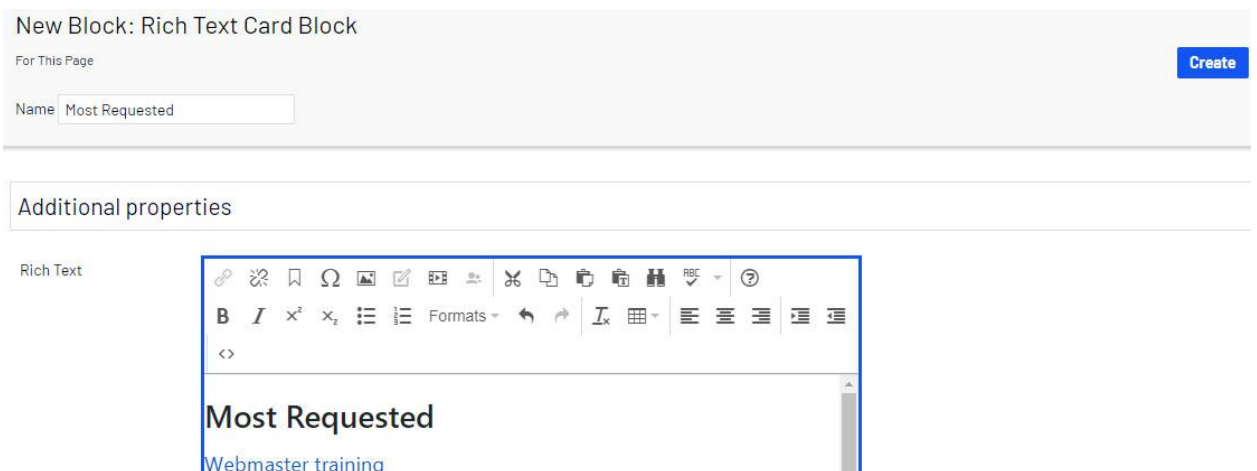
5. Or if you are using a District Background Container, select to edit the container and then click the **Create a New Block** link in the **Items** field.



6. Select **Rich Text Card Block** and enter a Name. Example: “Most Requested”
NOTE: This will only show in the editor.

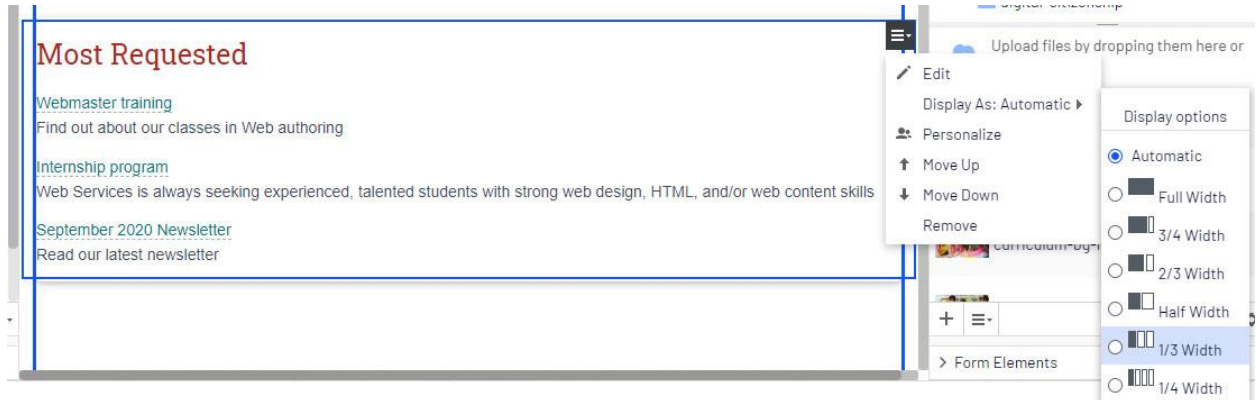


7. Enter your text, links and/or images in the **Rich Text** field.



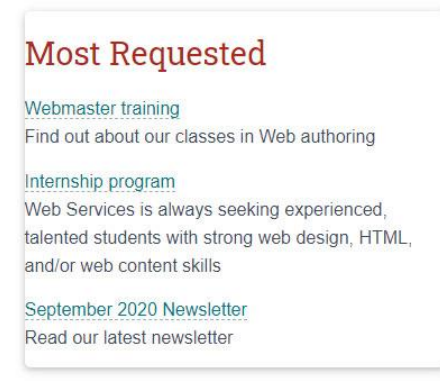
8. Click **Create**. If you are within a District Background Container Block, then click **Publish**.

9. 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.



10. Select **Display As:** and click the radio button for the desired width. For example, if you want the rich text block to take up 1/3 of the available screen width, select **1/3 Width**.

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



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

13. Click **Publish**.