



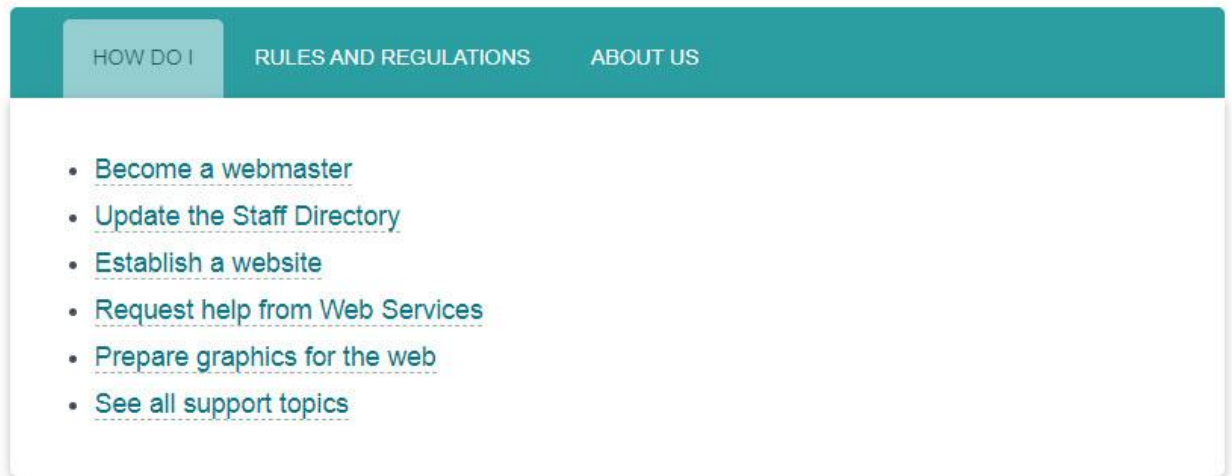
MCPS Content Management System (Episerver) Training

How to Create Tabs (District Site)

In this document:

- How to create a District Tab Container Block
- How to create Tab Item Blocks

Example:



a. How to Create a District Tab Container 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 tabs to appear (Top Content, Main Content or Bottom Content) and click the **Create a New Block** link.



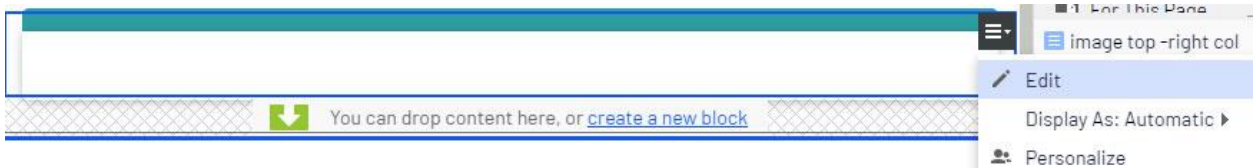
5. Select **District Tab Container** and enter a Name. *Example:* “web services tabs”
NOTE: Name will only show in the editor.



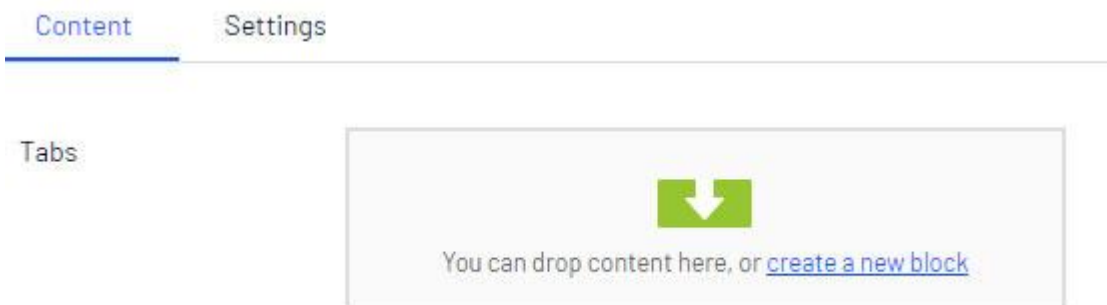
6. Click **Create**. Note: You must first create the tab container block before you can start adding blocks to the Tabs field.

b. How to Create Tab Item Blocks

7. You will now see the Tab Container in the On-Page Editing view. Click the menu icon next to it and select Edit.



8. Click the **create a new block** link in the **Tabs** field.



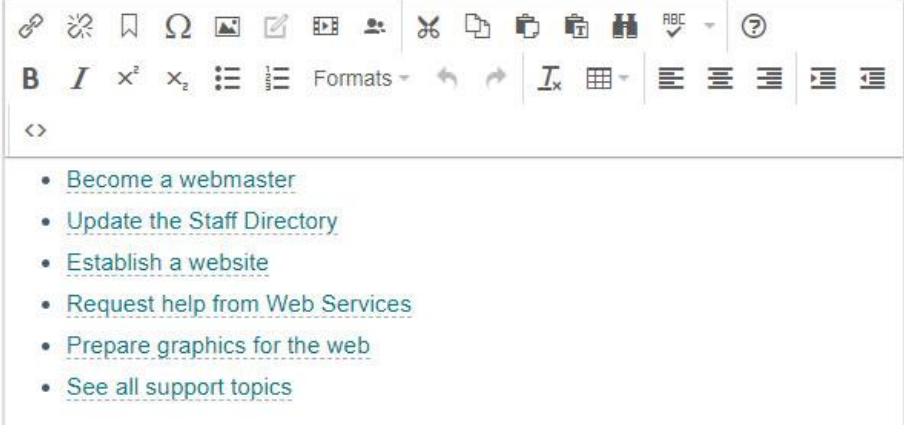
9. **Name:** Enter a name for the tab item. This will only show in the editor.
10. **Anchor Text:** If you want to include an anchor link to this section on the page, add the anchor ID text here. *Example:* webtab1
11. **Tab name:** Enter text for the tab name. *Example:* How Do I
This will appear as the clickable tab heading

12. **Content:** Add content for the tab. This is a rich text area allowing stylized text, links, images, and other content.

Anchor Text

Tab Name

Content



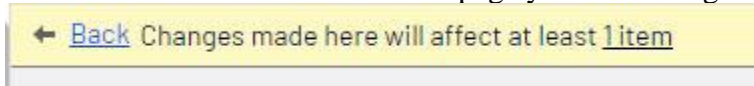
- [Become a webmaster](#)
- [Update the Staff Directory](#)
- [Establish a website](#)
- [Request help from Web Services](#)
- [Prepare graphics for the web](#)
- [See all support topics](#)

13. Click **Create**.

14. Repeat steps 8 – 12 above to create additional tabs.

15. Click to **Publish** the changes you made to the Tab Container block.

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



17. If you switch to ‘On-Page Editing’ view, you will see the Tab Item blocks you just created on the page.

18. Click **Publish**.