MCPS Content Management System (Episerver) Training

How to Create an Image Card Block (District Site)

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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 an Image 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. Plan your layout in advance. If you are creating an image card, the first step is to resize your image to the correct dimensions for your desired layout, and then upload it to the Media tab in the asset pane. See How to Upload and Include Images on Web Pages.

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

4. 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.
5. 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.

6. 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.

7. Select Image Card Block and enter a Name. Example: “Be Well block”
NOTE: This will only show in the editor.

8. Enter a heading in the Title field. This will appear below the image.

9. Drag the image you uploaded to the media tab in the assets pane to the Image field, or click to navigate to the image.
10. Enter your text in the **Description** field.

11. To link the card, click the ellipses button (…) next to the **Link** field.

12. The **Create Link** window will appear. Select a page, media file, or enter the URL for the external web page.

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

14. 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.
15. Select **Display As:** and click the radio button for **1/2 Width**.

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

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

18. You will see the center Image Card Block you created in the On-Page Editing view below the left block.

19. Click **Publish.**