MCPS Content Management System (Episerver) Training

How to Edit an Existing Web Page (District Site)

In this document:

a. Opening the Editor from a web page
b. Editing a Block
c. Container Blocks
d. Editing Content within a Container
e. Publishing
f. Viewing Changes

Opening the Editor from a web page

1. Once you are logged into Episerver (see How to Log In tutorial), open your office’s website in the web browser.

2. Click on the orange Epi button at the top-right corner of the page. Then click CMS Edit.

3. The page will open in Episerver. Make sure On-Page Editing view is selected.

Editing a Block

4. 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.
5. Click **Edit**.

6. The content area will open in the properties view for the block.

**Container Blocks**

7. Sometimes, the content will be located within another block within a Container. Containers are used to apply styling and layouts to the content on the page.

8. To confirm whether you have opened a Container block, look at the **Type** at the top of the block’s Properties view. A Container will have the type, “District Container Block.”

9. The content you see on the web page will be located in one of the blocks in the **Items** field within the Container. The blocks should have descriptive names.
10. Sometimes the Container will include another Container within the **Items** field. These are nested Containers, and are necessary for some of the more complicated page layouts.

11. Click on the menu for the block you wish to edit in the **Items** field and then click Edit.

**Editing Content within a Container Block**

12. When opening blocks within Containers and Nested Containers, you will eventually find the block containing the content you wish to edit.

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MCPS believes participation in interscholastic athletics supports the overall mission of the school district to ensure that every student will have the academic, creative problem solving, and social-emotional skills to be successful in college and career. The MCPS philosophy of interscholastic athletics is founded in our vision, mission, purpose, and R.A.I.S.E. core values, which were established in July 2017.
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13. 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.

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

15. A pop-up window will display the pages on the site which share the block you are editing.

16. Click View if you want to see one of the pages that shares the block and the page will open in the content editor.

17. Click Close to return to the block you are editing.

**Publishing**

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

19. Click the Publish button and a drop-down will appear with information about the block. Click the Publish Changes button to make your edits live on the public website.

**Viewing Your Changes**

20. To get back to the original page you are editing, keep clicking the Back link at the top of the blocks until you reach the page.
21. To view your changes, you can click the **Preview** button at the top-left corner of the page.

22. Another way to view your changes is to click on **Options** at the top-right corner of the page and then click the **View on Website** link.