



## MCPS Content Management System (Episerver) Training

### *How to Create Layouts with Side-by-Side Content*

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You may want to create more advanced layouts with side-by-side content. Example:

#### **Business Management & Finance**



The Academy of Finance connects high school students with the world of financial services and

#### **Project Lead the Way/Engineering**



PLTW Engineering empowers students to step into the role of an engineer and adopt a

#### **Hospitality Management**



The Program offers students opportunities to pursue interests in multiple aspects of the

#### **How to Create Layouts with Side-by-Side content**

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 school's folder and select the page to which you want to add the side-by-side content.
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 slideshow to appear (Example: "Main Top Content" area) and click the **Create a New Block** link.



5. Select **HTML Block** and enter a Name. Example: “Academies left block”  
NOTE: This will only show in the editor.



6. Enter your text, images, and/or links in the **Content** field.



7. Click **Create**.
8. You will see the HTML Block you created in the On-Page Editing view. Hover over the content area until it becomes outlined in gray and click the **menu** button in the top-right corner.



9. Select **Display As:** and click the radio button for **1/3 Width**.

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



11. To add the center block, click the **Create a New Block** link in the same area as where you created the left block.

12. Select **HTML Block** and enter a Name. Example: "Academies center block"  
NOTE: This will only show in the editor.

13. Enter your text, images, and/or links in the **Content** field.

14. Click **Create**.

15. You will see the center HTML block you created in the On-Page Editing view below the left block.



16. Hover over the content area until it becomes outlined in gray and click the **menu** button in the top-right corner.
17. Select **Display As:** and click the radio button for **1/3 Width**.
18. Repeat steps 11 – 17 above to create the right block.
19. You should see the three HTML Blocks you just created stacked one on top of the other in the On-Page Editing view.
20. Click **Publish** to save your changes.
21. You should now see the three HTML Blocks positioned side by side in both the On-Page Editing view and on the published page.

