



MCPS Content Management System (Episerver) Training

How to Upload and Link to Documents

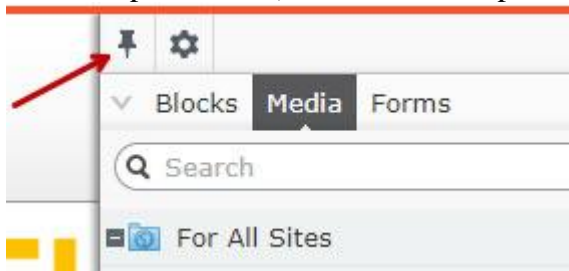
Step 1 - Upload a Document

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.

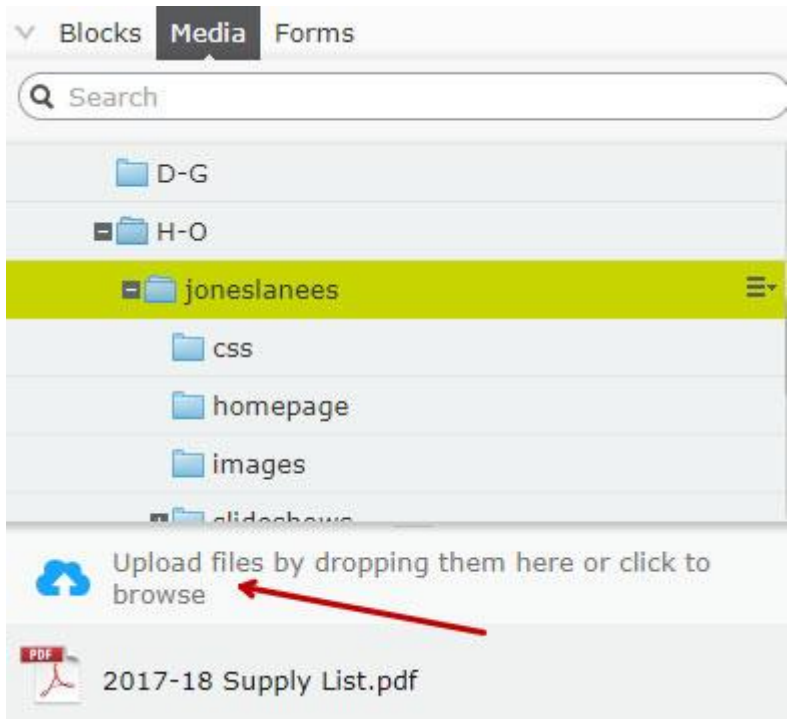
1. Click the folder button at the top right corner to open the content asset pane.
(The asset pane is for content blocks, media, files, images and forms.)



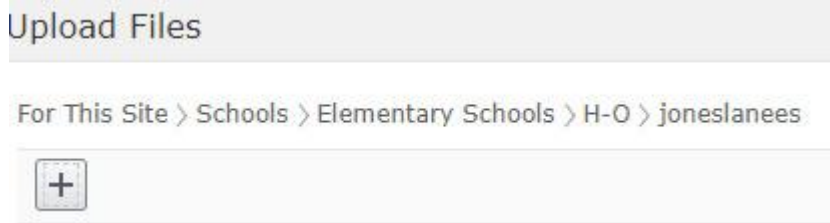
2. Click the pin button (visible when the pane is open) to lock the asset pane in an open position.



3. Select the Media tab from the Assets pane.
4. Navigate to your School's folder. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**
5. Click **Upload Files** to browse for the file you wish to upload, or you can drag and drop a file into this area.



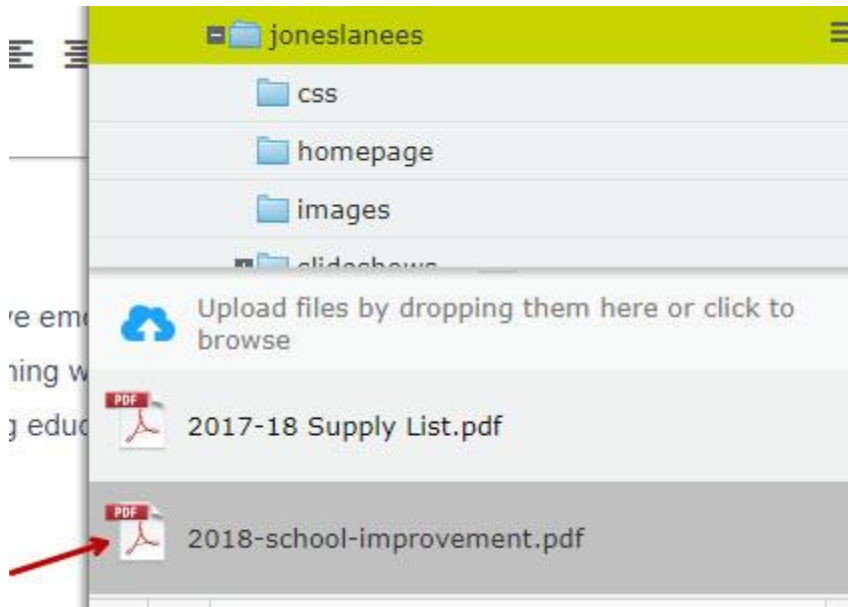
- When the Upload Files window appears, click the + (**plus**) button to browse your files.



- Select the file(s) you wish to upload. A green status bar will show you when your file(s) have completed uploading. Click **Close** to close the Upload Files window.



- You will see the file(s) you uploaded in the asset pane.

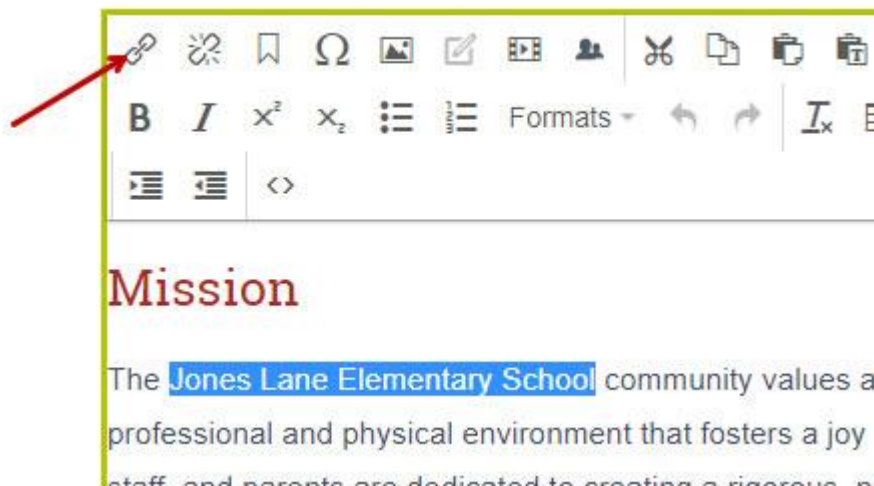


Step 2 - Link to an Uploaded Document

1. Navigate to your school’s folder in the Navigation pane and select a page to edit
2. 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.



3. Select an active area to edit (when you hover over an active area, the border will turn green), or select an HTML block and click Edit. The rich text editor will appear.
4. Select the text you want to link and click the **Insert/Edit** link button.



5. From the 'Create Link' window, select the radio button for Media and click the (...) button to the right of the text field.

Create link

Link title

Open in

Language Automatic (default)

Page

Media

E-mail

6.

6. A 'Select Content' screen will appear with the same folder structure as the asset pane. Select the file you uploaded in Step 1 and click **OK**.

Select Content

Search

H-O

joneslanees

css

homepage

images

slideshows

uploadedImages

index.htm

2017-18 Supply List.pdf

2018-school-improvement...

oaklandes

P-S

T-W

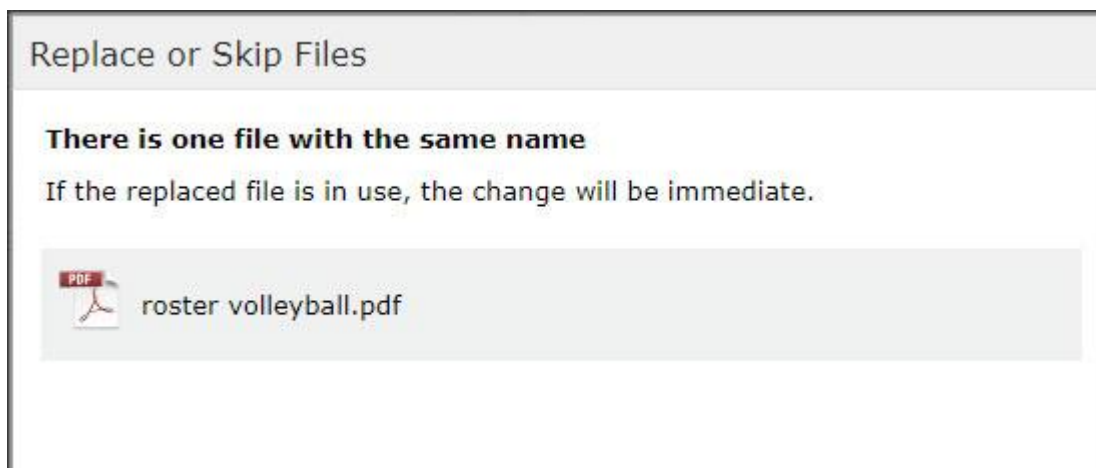
BOE.jpg

OK Cancel

7. You will be returned to the Create Link window with the Media field showing the file you selected. Click **OK** again.
8. You will see that the selected text is now hyperlinked to the document you uploaded to the assets pane.

How to Overwrite a Document

1. To replace an existing file with another, locate the file in the Assets Pane by selecting the Media tab and navigating to the containing folder.
2. Upload a new file with the exact same name to the same folder as the file you want to replace.
3. The Replace or Skip Files window will open. Click **Replace File**



4. A replaced media file is published immediately, affecting all places on the website where the file is used.
5. NOTE: When replacing media files, the changes may not be immediately visible due to website caching. Refresh the page to see the changes.