Bio Page: How To
If you have a Faculty page on your website, chances are that you have to create new Bio pages when new staff members are hired. This month’s Tips and Tricks focuses on how to create those pages and a few tips on how to add content.

Creating a Bio page
When you are creating a Bio page, you follow the usual process for creating a page in the CMS. If you need a refresher on how to do that, take a look at last month’s Tips and Tricks for the step-by-step process.

The only difference from last month’s tips is that you select Bio Page from the list of choices.

Once you do that, a Bio Page will be created under the page you had selected in the Site Tree on the left side of the CMS.

Remember, for a page to appear on the Roster Page that lists all your faculty or staff members, it must reside under the Roster Page for your department.

Adding Content to a Bio Page
Once the Bio Page has been created, you will need to fill in all of the required fields before it can be published. Here are the required fields:

- Title
- Abstract (Meta-Description)
- First Name
- Last Name
- Thumbnail (75 x 100)*

* Please note that one of the required fields is a thumbnail image that is 75 pixels x 100 pixels. This is the small image that it displayed on the Roster Page. Please be aware that the image must be exactly this size. If it isn’t the correct size, it will distort or become blurry as it is stretched or compressed to fit on the Roster Page. If you have any problems resizing images, please contact Joshua Motsinger for help.
Non-Required Fields on a Bio Page

Unlike a Section Front or a Detail Page, the Bio Page has many different fields one can use to display content on the page. While any of these field can be used, here are a few specific fields that deserve extra attention:

A. **Image (150 x 200)** – This is the larger image that will appear at the top of the right column on a Bio Page. Much like the thumbnail discussed earlier, this image needs to be exactly 150 pixels x 200 pixels. If you have any problems resizing images, please contact Joshua Motsinger for help.

B. **Position** – The content in this field is listed along with the person’s name and image on the Roster Page. It is also listed under the person’s name at the top of the Bio Page.

C. **Department** – The information in the Department field is listed under the person’s Position information at the top of the Bio Page.

D. **Education** - The listings in the Education field is listed under the person’s Department information at the top of the Bio Page.

E. **Bio Copy** – In this field, you will want to display the biography information about the person. This content will make up the bulk of the text listed on a Bio Page.

F. **Contact Information** – The content listed in this series of fields will be displayed in the Contact component that appears under the large image of the person in the right column.

That is the Tips & Tricks for this month. If you have any questions, please contact Joshua Motsinger.