

## Creating a new Bio

A Bio in dotCMS is a special structure that gathers and displays information about people in the UA community – faculty, staff, student, etc. These Bios are then displayed on pages in colleges and departments base on a Category.

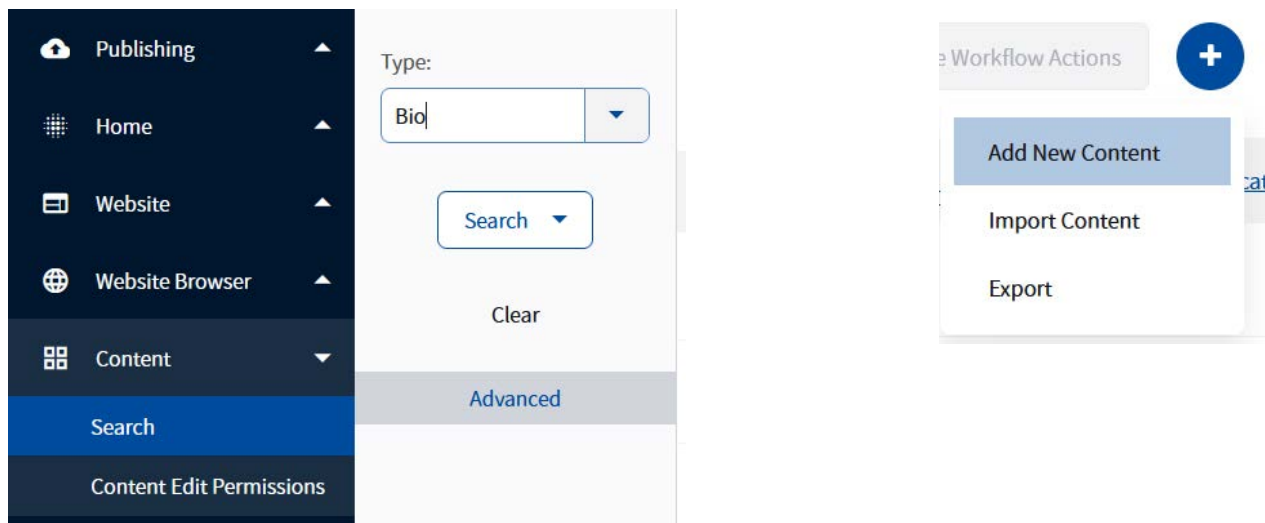
Quick notes:

1. For new bios in a department, it's usually helpful to know the Categories you'll need in advance. You can find these by editing an existing bio of a peer, then noting the Categories used there. See the Editing a Bio document for more info
2. Most Bios include a photo of the individual. A good size for these images is 240 px wide by 320 high. For faculty members, this might also include a CV – in PDF format. Having these uploaded first before doing the Bio will speed up the process.
3. If you need to organize your department with new categories, please contact the webteam for assistance.

Log in to dotCMS, then click on Content | Search

Change the Type to Bio using the dropdown arrow

On the far right-hand side of the screen, click on the gold circle menu with three dots – then select Add New Content



A Bio window will pop up with all the available fields. Any fields with a RED star are required before the Bio can be saved. Use the up/down arrow keys on your keyboard or the scroll wheel on your mouse to move through the window.

Bio		
CONTENT	RELATIONSHIPS	PERMISSIONS

Name \*

Any fields you leave *blank* will be skipped in the display of that bio.

Areas to note:

Staff Association – allows you to select the Categories that will organize this Bio into the correct organization. See Editing a Bio for details on how to add the Categories.

Image – allows you to select an image that will auto-size (to an extent) for the page. This should be in a portrait/headshot layout and can be selected as the Bio is created or added later.

CV – allows you to select a CV for a faculty member, PDF Is the preferred format.

When you are done adding info, you can choose to Save your work – or Save/Publish to save the Bio and publish this to the Live website.

Save	
Save / Publish	