Staff Page instruction from Start to Finish
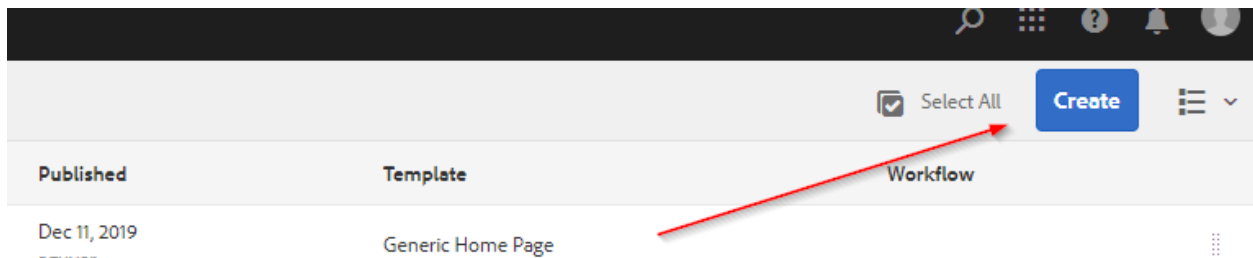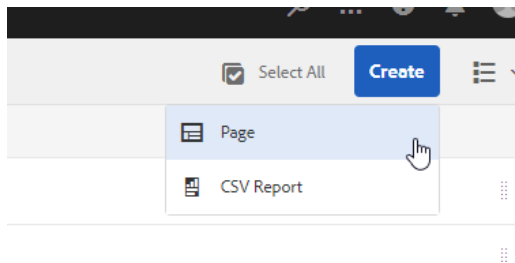
Contents

Creating Bio-page

Create page

When you are creating a Biography, page click on the Create button in the top right-hand corner
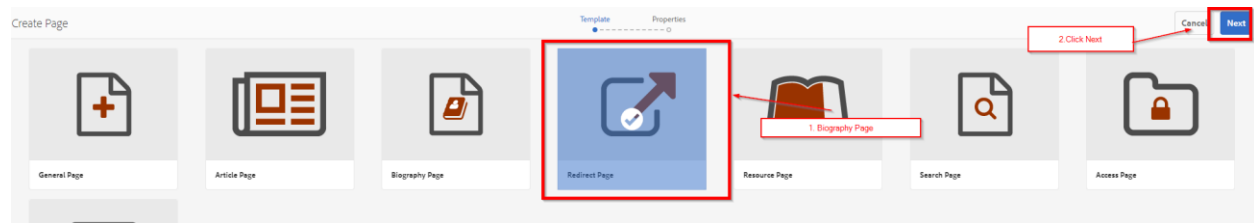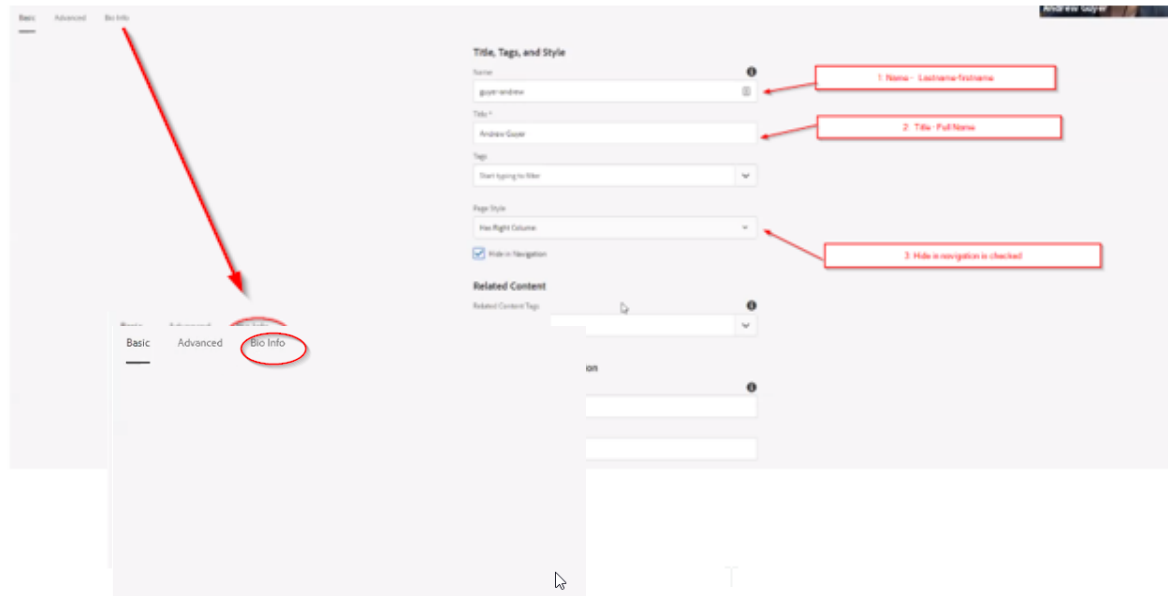

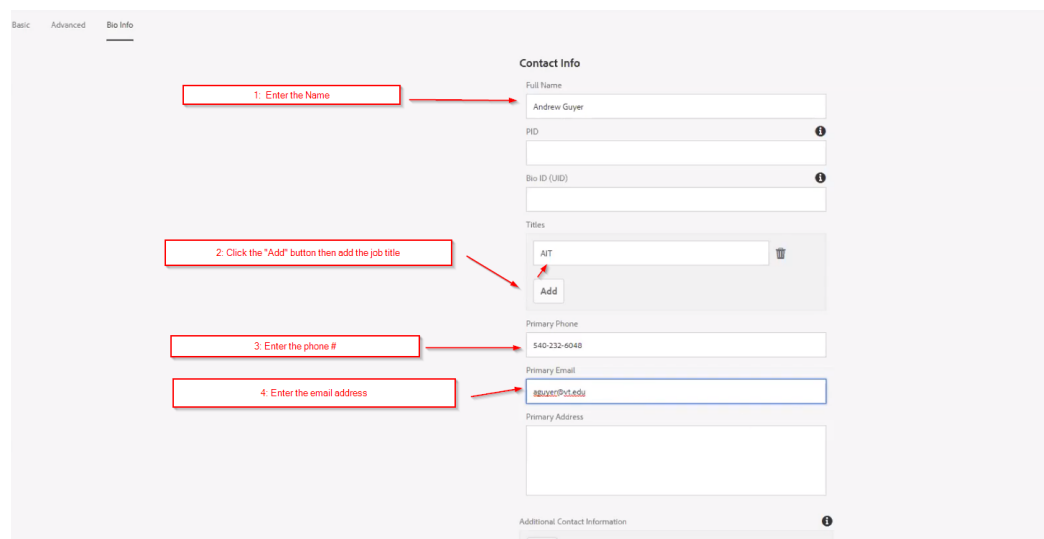Select "Page" from Dialog box

Biography Page

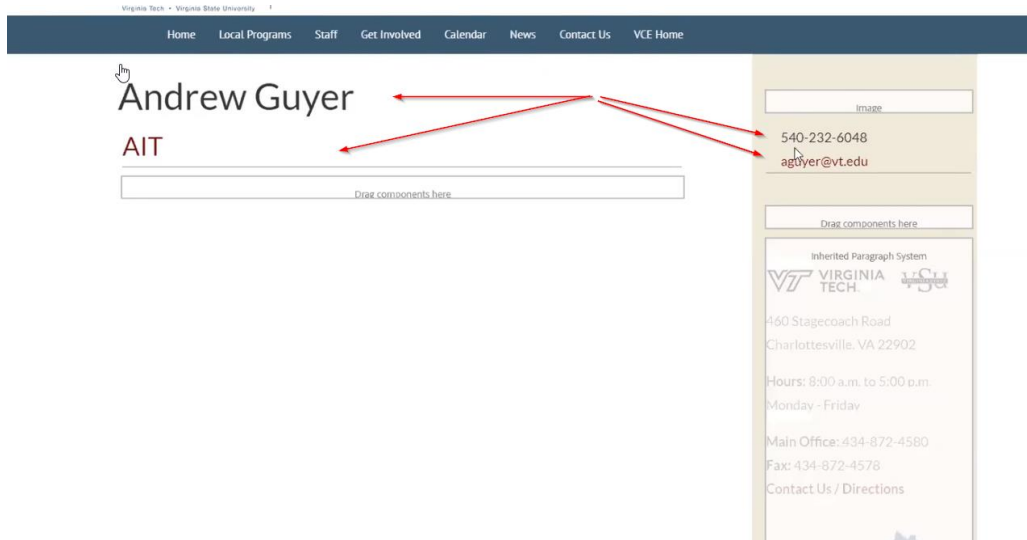Select the Biography Page and click Next

Fill out the Name, Title and click the "Hide in Navigation" check box, once you do that click the Bio Info tab

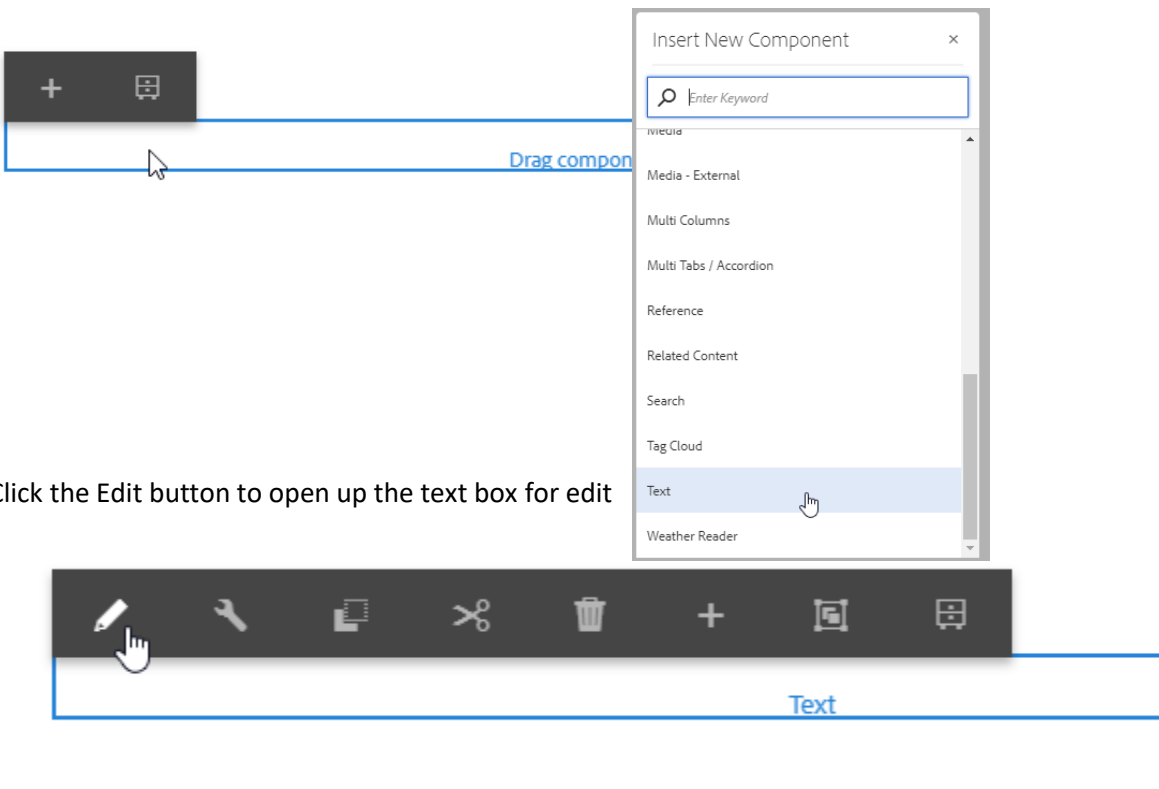Under the Bio Info tab Enter your Name, Click Add in the Title field and enter the job title, enter the phone number and the email address, click Create when finished

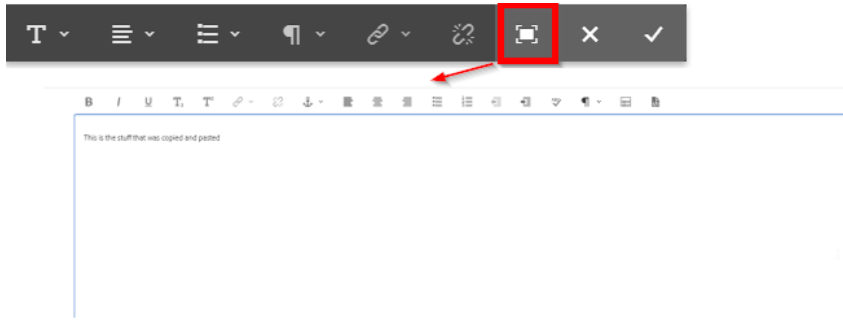Your page will now look like this after you click create.

Add a text field to the page and then you can copy your data from a word document or email

Click the Edit button to open up the text box for edit

Click the Expand button to provide the full edit tools

Then click the same button to minimize back to the main screen

This is the stuff that was copied and pasted
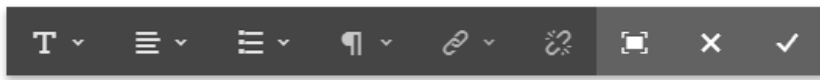
You should have already uploaded your picture to your MyAssets site. If not please do that first. If you need help with that here is the link for that procedure.

Then once the file has been loaded click on the "Toggle side Panel" button

Then click the Assets options

Then click on the Image Configuration Button
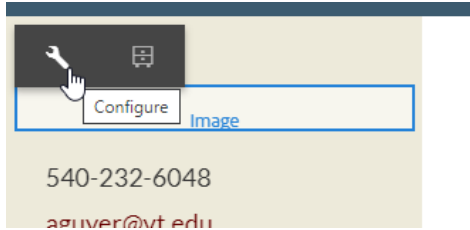
That will open the Image Dialog box, drag your picture and drop it into the Image Asset holder
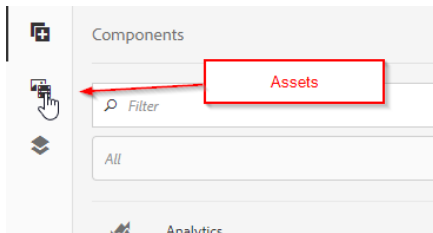

If you fill in your Title and Alternate text in the My Assets section it will automatically fill in the Title and Alternate Text under Accessibility tab, no formatting needs to happen on the Bio-page due to the image holder is confined in the sidebar
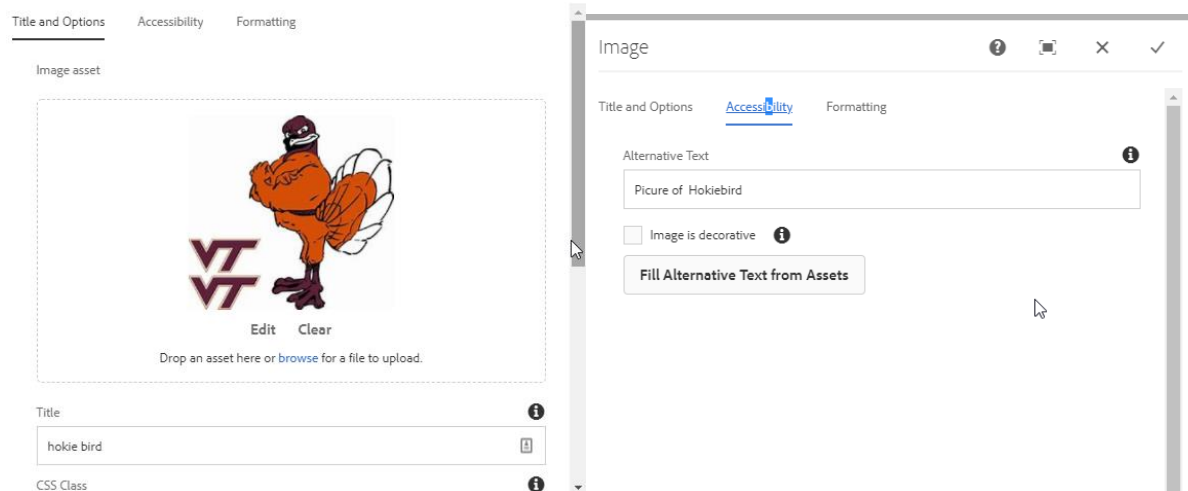
When you are finished you can click on the tab's X at the top to close the screen

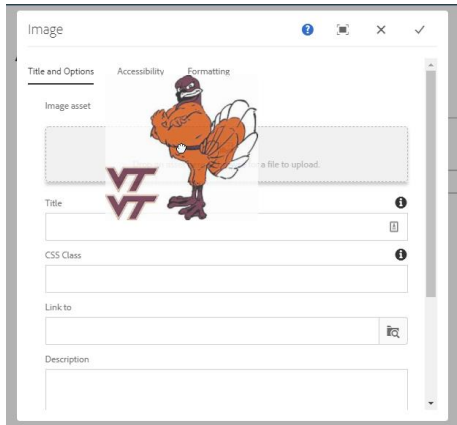Right now the page is not published, you will need to publish the page before linking the page so it will show up on the website when you do.

To publish the you will need to click on the icon next to the name then at the top you will select quick publish
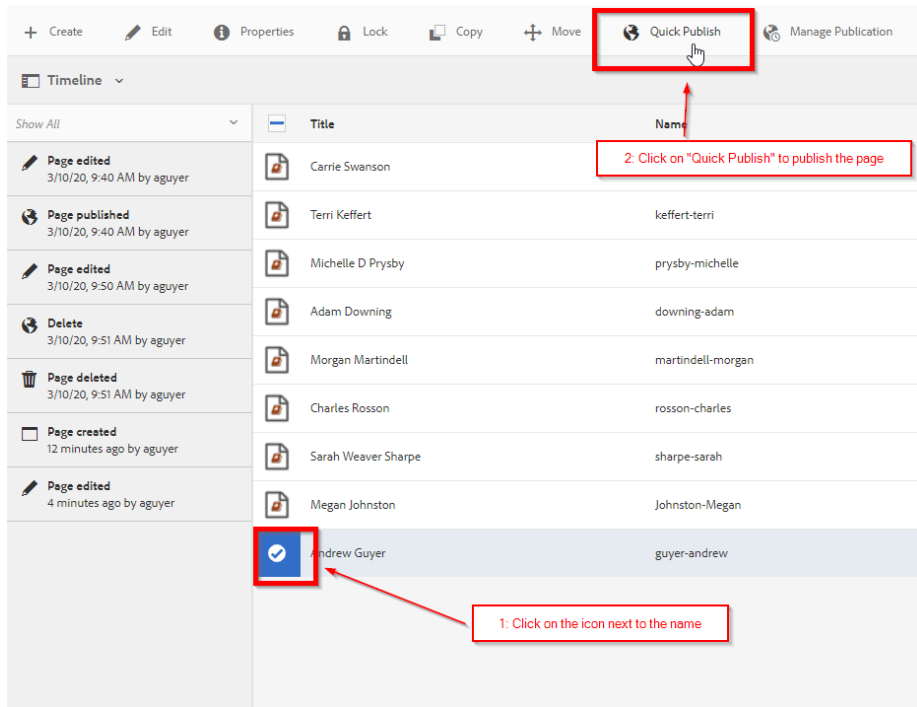
When you click the Quick Publish a dialog box will show up click Publish
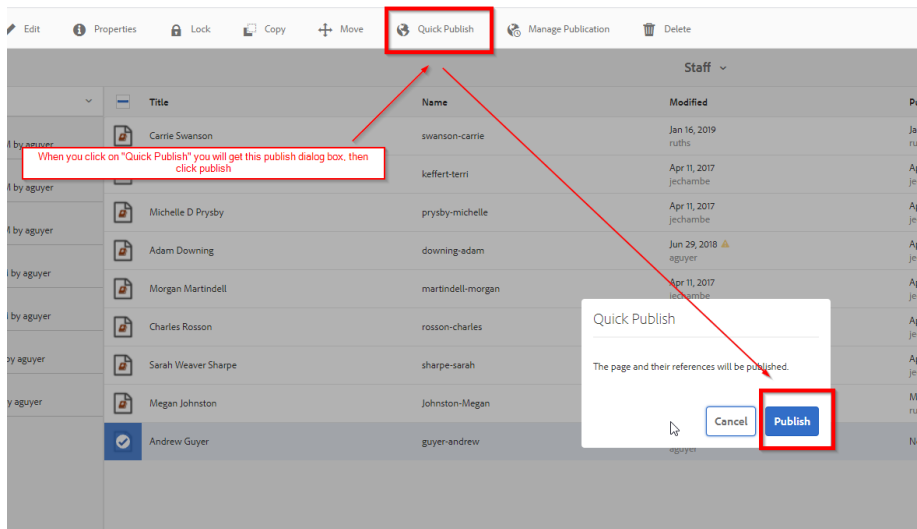
If you are in List view you can see when it is
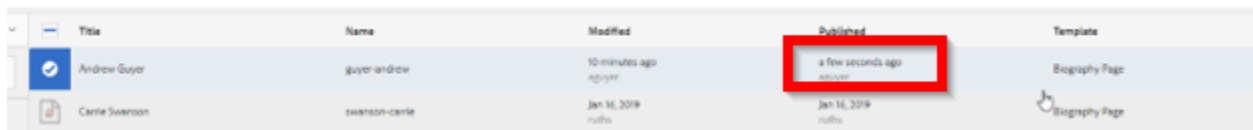
Then you will need to navigate back to the staff page level

Click on the icon next to the Staff page and click Edit

Once you are inside click on the staff text box and click the edit button

The click expand

	Position	Cor
Carrie Swanson	Extension Agent, Agriculture and Natural Resources	434... CSW

We are going to be adding a new row so we need to click on the table button

Melanie Feldman	Master Gardener Program Assistant	434-872-4582 fmelanie@vt.edu
Megan Johnston	Family Nutrition Program Youth Program Assistant, Family and Consumer Sciences	434-872-4588 megankj@vt.edu
Vacant	4-H Program Assistant. 4-H Youth Development	434-872-4580

Make sure your cursor is in the right place and we are going to add a row below by clicking the corresponding button

Melanie Feldman	Master Gardener Program Assistant	434-872-4582 fmelanie@vt.edu
Megan Johnston	Family Nutrition Program Youth Program Assistant, Family and Consumer Sciences	434-872-4588 megankj@vt.edu
Vacant	4-H Program Assistant, 4-H Youth Development	434-872-4580
Terri Keffert	Virginia Master Naturalist Volunteer Coordinator	434-872-4587 tkeffert@vt.edu
Kimberly Booker	Extension Agent, Family and Consumer Sciences	434-872-4579 kimberlyb@vt.edu
Michelle Prysby	Virginia Master Naturalist Program Director	434-872-4571 mprysby@vt.edu
Ruth Schrecongost	Unit Administrative Assistant	434-872-4580 ruths@vt.edu
Kimberly Buonomo	Extension Agent, 4-H Youth Development	434-872-4580 kimb209@vt.edu

Agents that serve Albemarle County / Charlottesville but are housed in another county/city

| Adam Downing | Extension Agent, Agriculture and Natural Resources | 540-948-6881 |

Enter your information into the line for name, position, and contact

		kimb209@vt.edu
Andrew Guyer	AIT	540-232-6048 aguyer@vt.edu

Agents that serve Albemarle County / Charlottesville but are housed in another county/city

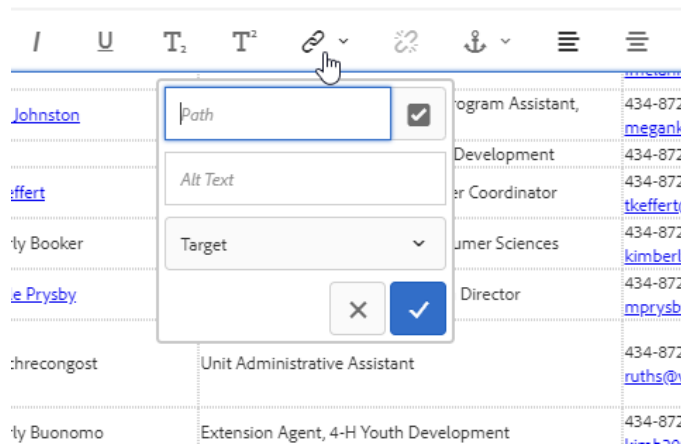| Adam Downing | Extension Agent, Agriculture and Natural Resources | 540-948-6881 |

Link to Bio page, Highlight the name, click the hyperlink button


When you click the hyperlink you will get this dialog box

Click on the checkmark next to the path and you will get a dialog box where you path to the location of the biography page you just created, select the icon next to the item you want and click select
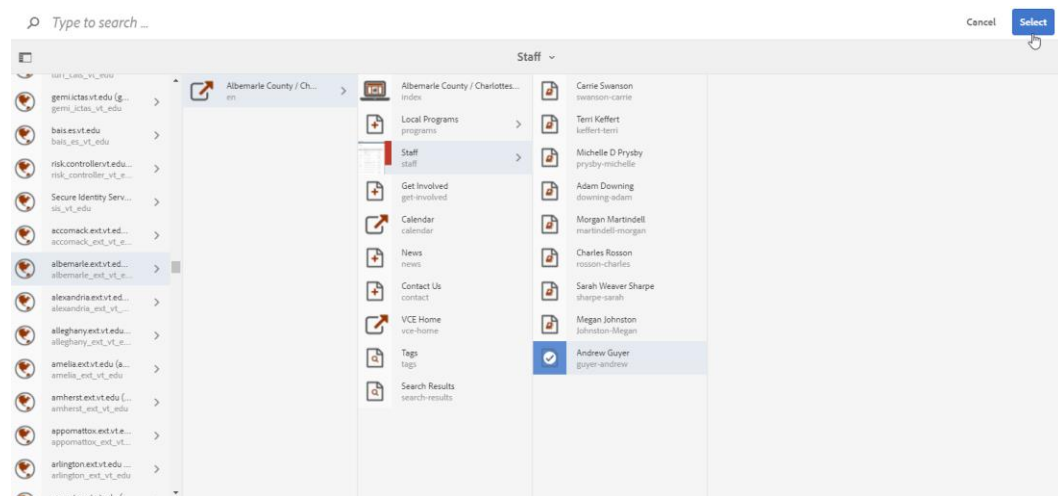
It will then fill in your path location into the path field, change your drop down to New Tab, then click the blue checkmark
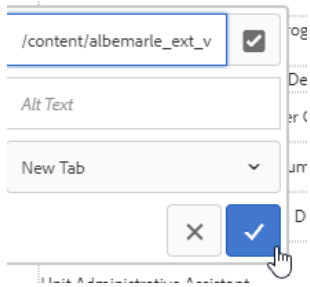
Once you click the blue check mark your name will be linked back to your Bio Page
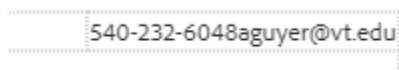
Andrew Guyer   AIT

Agents that serve Albemarle County / Charlottesville but are ho
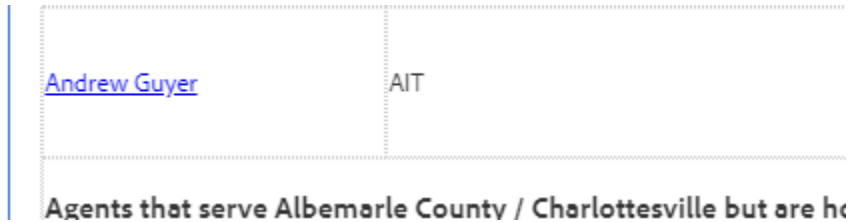
Double Space in Contact Info

Double spaces happen when you click enter

kimb209@vt.edu

540-232-6048

aguyer@vt.edu

housed in another county/city

To get rid of the double space back out the spaces

540-232-6048aguyer@vt.edu

The put your cursor between the number and email and hit CTRL + Shift to give you the single space

540-232-6048
aguyer@vt.edu
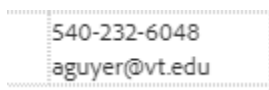
Adding an email link to your email address

Highlight your email address and click he hyperlink at the top of the screen

gent, 4-H Youth Development

434-872-4580
kimb209@vt.edu

540-232-6048
aguyer@vt.edu

/ Charlottesville but are housed in another county/city

In your path field type Mailto:(email address), change the drop down to be New Tab

mailto:aguyer@vt.edu

Alt Text

New Tab

× ✓

Your email should now be linked

kimb209@vt.edu

540-232-6048
aguyer@vt.edu

Position becomes vacant

When a person leaves, we remove their name from the staff page and replace it with the Vacant mark and removing their email address from the contact area

Vacant	4-H Program Assistant, 4-H Youth Development	434-872-4580

Deleting out an extra column

When you have an extra column in your Staff table you need to open up the table using the table button

Melanie Feldman	Master Gardener Program Assistant	434-072-4502 fmelanie@vt.edu
Megan Johnston	Family Nutrition Program Youth Program Assistant, Family and Consumer Sciences	434-872-4588 megankj@vt.edu
Vacant	4-H Program Assistant. 4-H Youth Development	434-872-4580

Then place your cursor in the column that you want to remove, then click on the icon for removing a column

Deleting out an extra row

When you have an extra row in your Staff table you need to open up the table using the table button

Melanie Feldman	Master Gardener Program Assistant	434-072-4502 fmelanie@vt.edu
Megan Johnston	Family Nutrition Program Youth Program Assistant, Family and Consumer Sciences	434-872-4588 megankj@vt.edu
Vacant	4-H Program Assistant. 4-H Youth Development	434-872-4580

Then place your cursor in the row that you want to remove, then click on the icon for removing a row

Megan Johnston	Family Nutrition Program Youth Program Assistant, Family and Consumer Sciences	
Vacant	4-H Program Assistant, 4-H Youth Development	
Terri Keffert	Virginia Master Naturalist Volunteer Coordinator	