UNIVERSITY OF WORCESTER CONTENSIS GUIDE
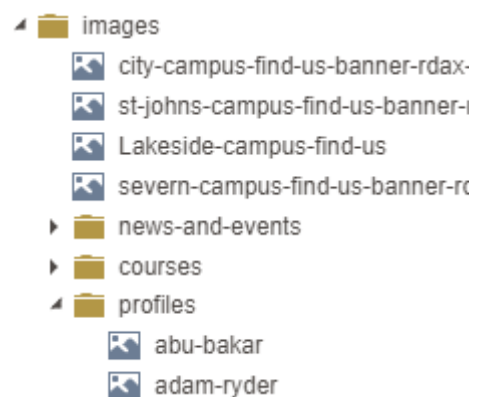
Staff profile pages

Profile images

Upload the image you want to include on the page. Add these to the folder 'images/profiles' >
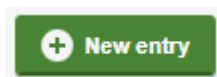
Before uploading we recommend resizing the images in Photoshop to:
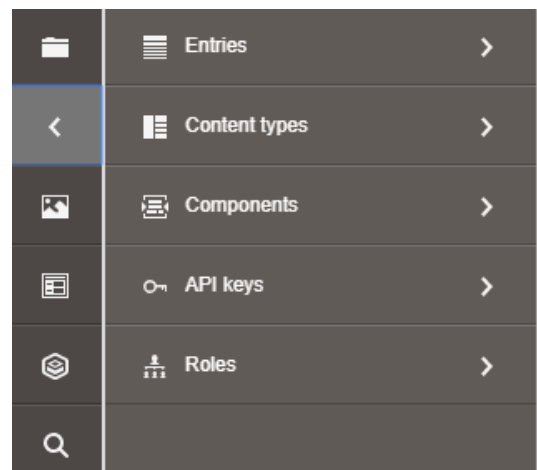
- 250px (W) x 300px (H)

Create profile entry

Navigate to Content Types & Entries and Entries.

Click New entry and select Profile.

Editing profiles

Populate all the fields including title, role, email and telephone.

Build up the Article Content using a mix of text areas, inline images and galleries.

Department

Choose the relevant School and sub-department. This is used to determine where the profile is listed on the School staff profiles page.

Bio

This text appears on the profile page below the phone number and above any tabs.

Short Bio

This text does not display on the profile page itself, instead it is used where staff are listed on a course page.
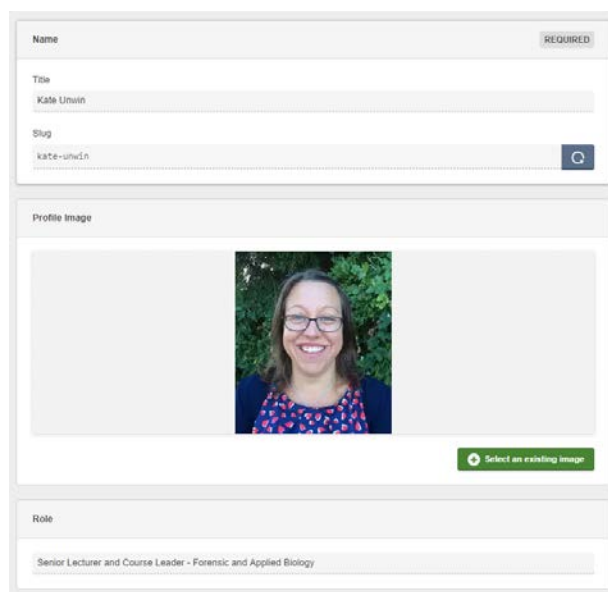
The short bio should be a friendly and informative introduction, over 1 or 2 short paragraphs. It should be written in the third person, for example: "Maggie is a cultural historian whose work covers…"

Tab Content

Add new tabs to the page by clicking 'add more'. Typical tab headings include:

- Teaching & Research
- Qualifications
- Publications
- Professional Bodies
- External Responsibilities

Once finished, save and preview your article. Submit the profile for approval once you are happy with the preview.

Publication

Once your profile have been approved it will be published at:
https://www.worcester.ac.uk/about/profiles/**slug**

It will also automatically pull in to the relevant School staff profiles page.

Creating links in Entries

URL linking is the only option currently available in Entries. You will therefore need to know the URL of the document, Contensis webpage or external webpage before creating the link.

The best way to do this is to find the page on the live site and copy the URL from the address bar at the top of the page.
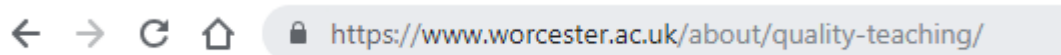
Once you know the URL you can highlight the text you want to hyperlink and click the chain icon in the toolbar. Type or paste in the web address in the URL field.

You can also find the URL within Contensis. To find the link for a content page navigate to that page in the Folders menu.
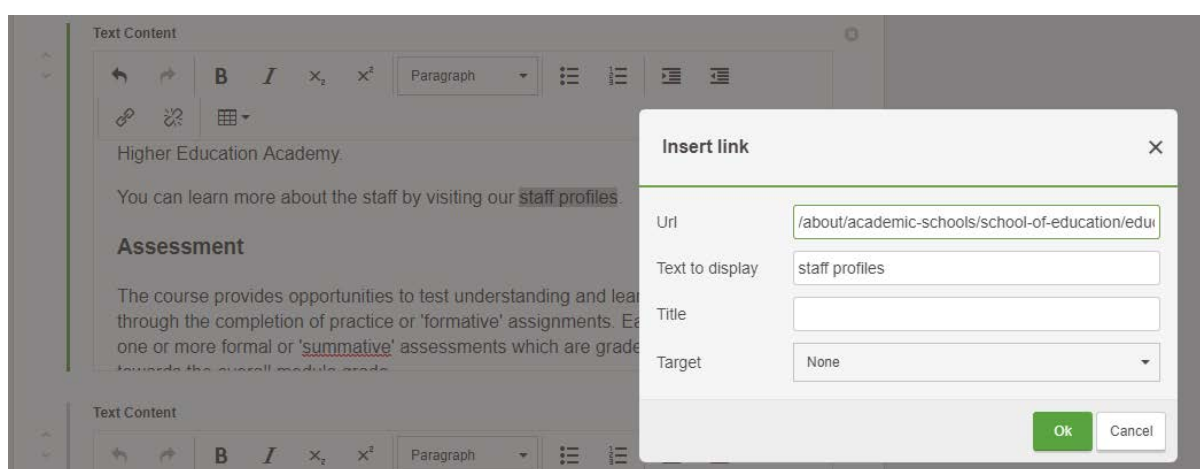
Right-click on the page and select Information at the bottom of the menu.

From this pop-up select and copy the information in the field:

Path	/about/academic-schools/school-of-education/education-research/social-psychology-of-education-research-interest-group.aspx

Don't worry that the domain (www.worcester.ac.uk) is missing. The link will still work with this URL.

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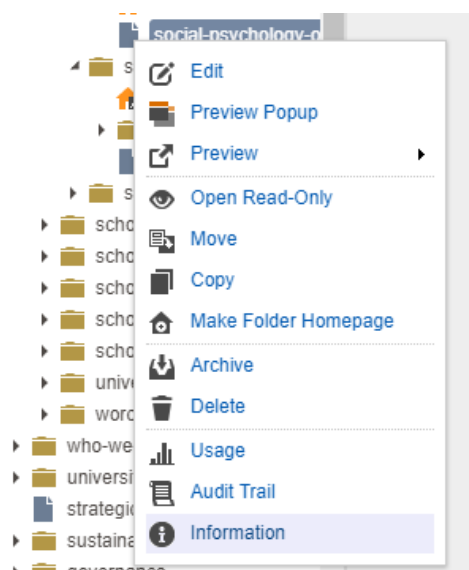
Adding images and documents

Uploading images

In the Folders menu navigate to images and select the image type you want to upload (banner, UI card, text area, gallery).

Right-click the relevant folder (eg. banner-images) and select New Content.

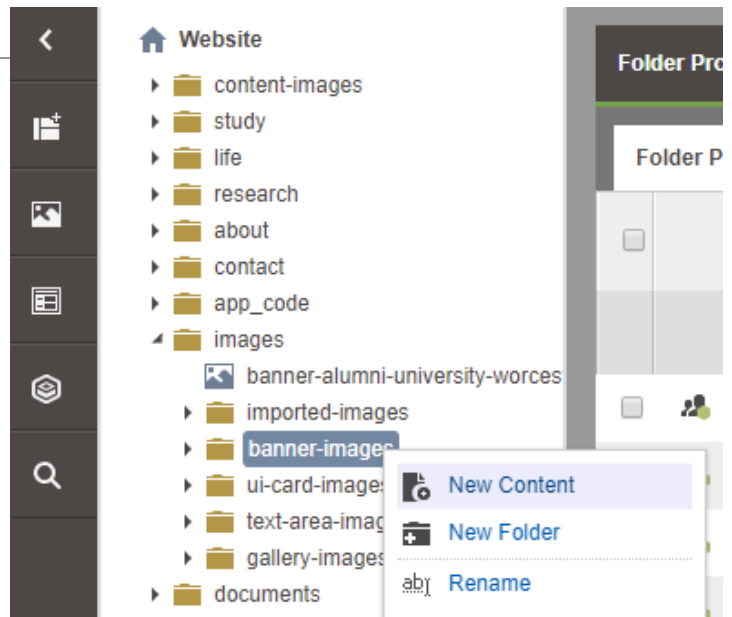You now have the option to import images by dragging and dropping or selecting files.

Image sizes

Please upload images at these file sizes.

Image type	Dimensions (pixels)
Banner image	1530 x 670
Text area image	500 wide
UI card image	310 x 270
Gallery image (portrait)	534 x 800
Gallery image (landscape)	1000 x 667
Key Features (course page)	750 x 750

Uploading documents

In the Folders menu navigate to documents, right-click the folder and select New Content.

You now have the option to import files by dragging and dropping or selecting files.

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