
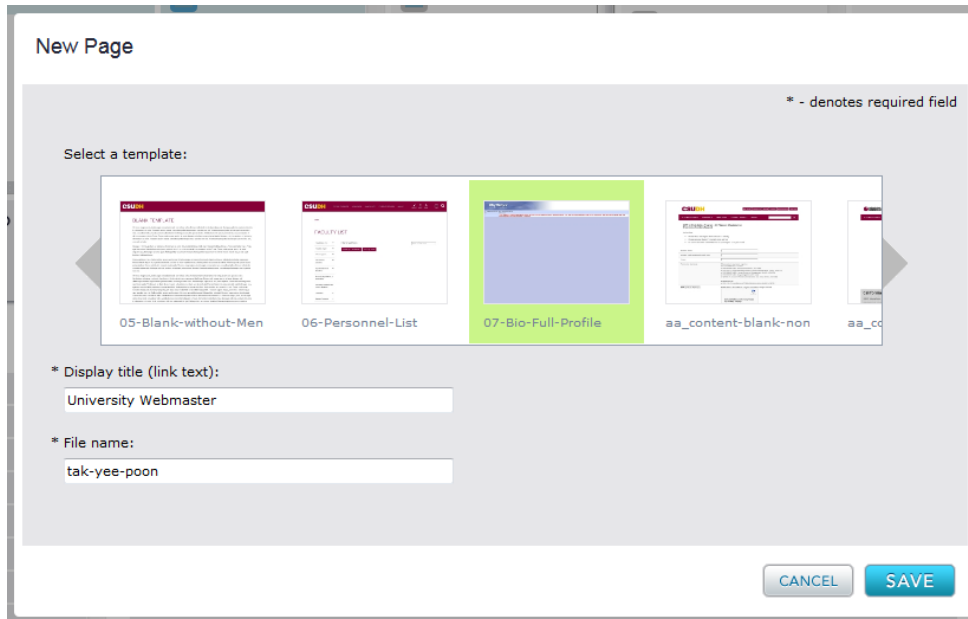


# Create Staff/Faculty Bio Page

Detail staff/faculty information can be created using 07-Bio-Full-Profile template.

1. Navigated to the folder where the staff /faculty bio pages will be stored under CM1.
2. Click the “Click to Create New Page” icon (  ) on the top right corner of the CM1 browser interface.
3. Scroll to the right under Select a template and single click on 07-Bio-Full-Profile. Enter values in Display title and File Name fields. Then click Save.



New Page

\* - denotes required field

Select a template:

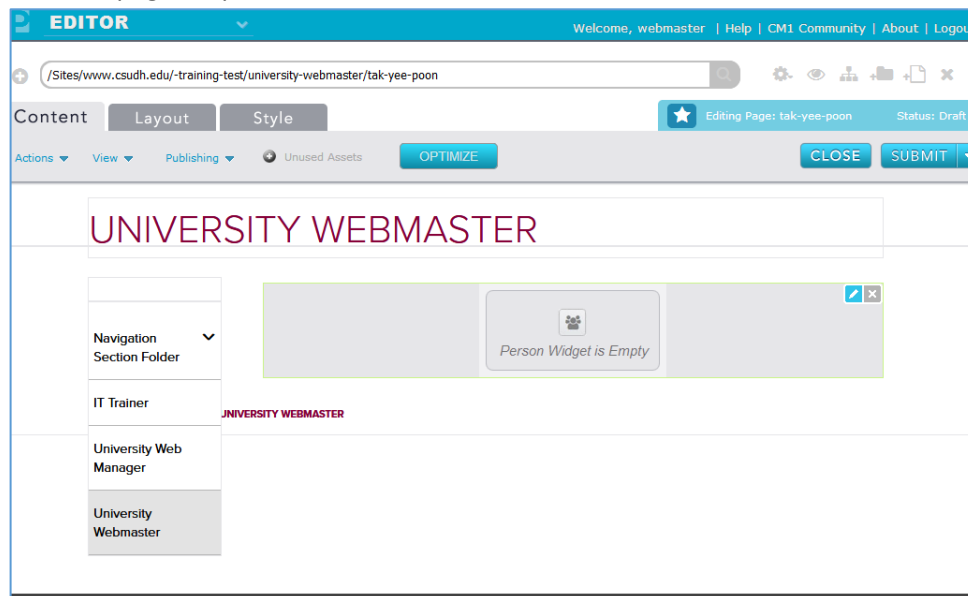
05-Blank-without-Men 06-Personnel-List 07-Bio-Full-Profile aa\_content-blank-non aa\_cc

\* Display title (link text):  
University Webmaster

\* File name:  
tak-yee-poon

CANCEL SAVE

4. The new page is opened for edit.



EDITOR Welcome, webmaster | Help | CM1 Community | About | Logout

/Sites/www.csudh.edu/-training-test/university-webmaster/tak-yee-poon

Content Layout Style Editing Page: tak-yee-poon Status: Draft

Actions View Publishing Unused Assets OPTIMIZE CLOSE SUBMIT

UNIVERSITY WEBMASTER

Navigation Section Folder

IT Trainer UNIVERSITY WEBMASTER

University Web Manager

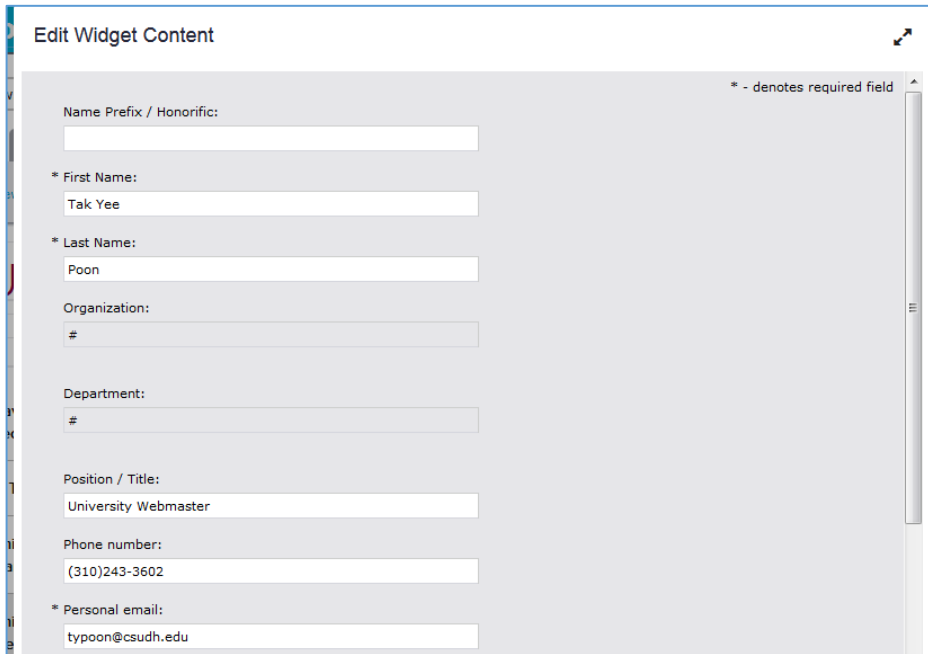
University Webmaster

Person Widget is Empty

# Create Staff/Faculty Bio Page

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5. Double-click on Person Widget is Empty area to open the widget.
6. Fill out the information in the widget.

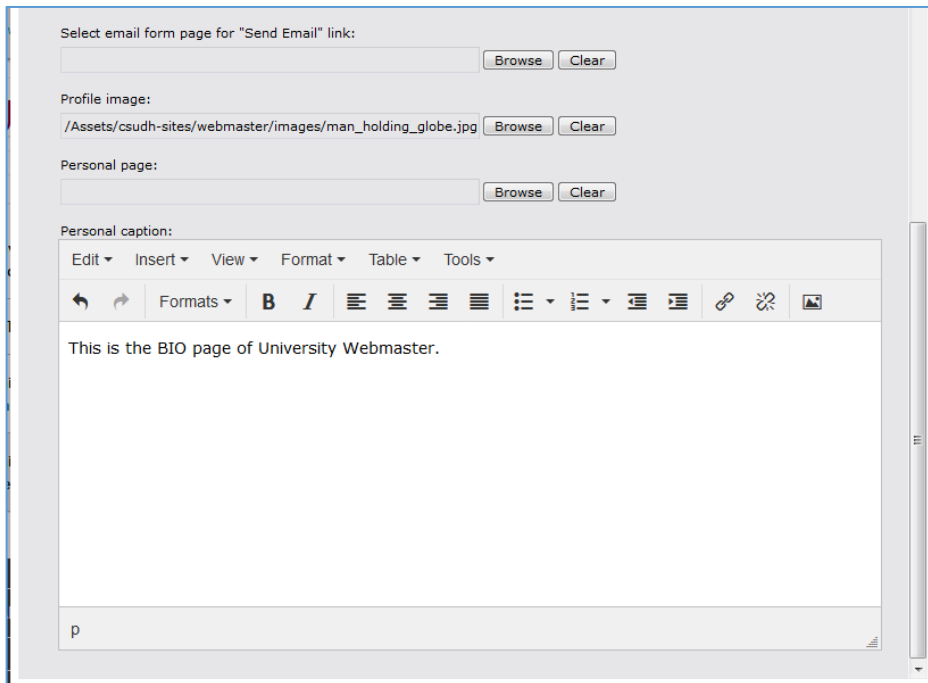


The screenshot shows a web-based form titled "Edit Widget Content". The form contains several input fields with the following labels and values:

- Name Prefix / Honorific: (empty)
- \* First Name: Tak Yee
- \* Last Name: Poon
- Organization: #
- Department: #
- Position / Title: University Webmaster
- Phone number: (310)243-3602
- \* Personal email: typhoon@csudh.edu

A legend in the top right corner indicates that an asterisk (\*) denotes a required field.

7. We do not use the send email feature in CM1, the Select email form page for Send Email link should leave blank.



The screenshot shows a form titled "Select email form page for 'Send Email' link:". The form contains several sections:

- Select email form page for "Send Email" link: (empty) with "Browse" and "Clear" buttons.
- Profile image: /Assets/csudh-sites/webmaster/images/man\_holding\_globe.jpg with "Browse" and "Clear" buttons.
- Personal page: (empty) with "Browse" and "Clear" buttons.
- Personal caption: A rich text editor with a menu (Edit, Insert, View, Format, Table, Tools) and a toolbar (undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image). The text area contains "This is the BIO page of University Webmaster."

8. Click Save when done.
9. Preview the page under CM1.