

People Content Type Documentation

The people content type is designed to help you display information about the members of your division in a clean and consistent manner without having to know any HTML. Visit the [Communications Staff page](#) to see an example.

Creating New People

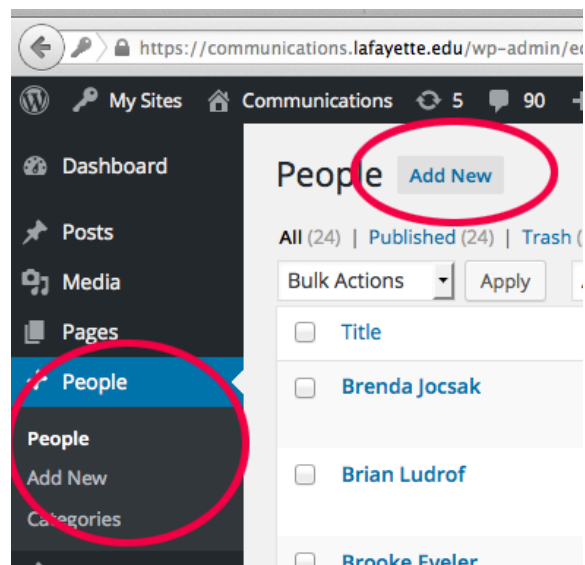
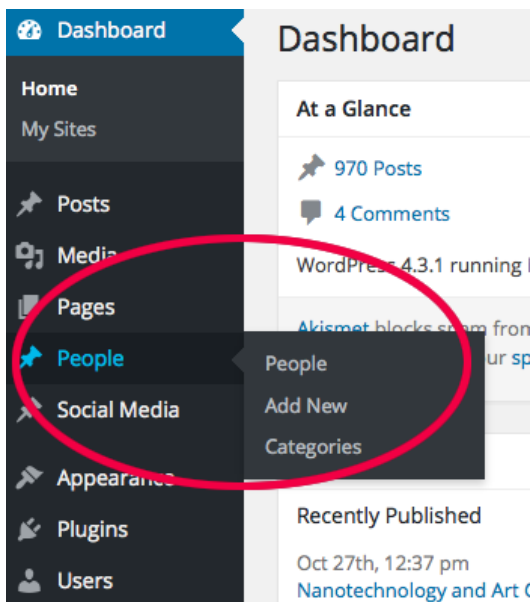
Before we can create a page to display the people in your department, we must first create the people. To begin this process you need to log in to your site. If you are new to WordPress and do not know how to log into your website you can refer to the following article on Lafayette's Help Site (<https://help.lafayette.edu/wordpress>)

To begin creating a Person, the first thing you need to do is click the "Add New" button. If you have ever created Page/Post before, the process is very similar. There are two options available to create new People. First you must locate the "People" link in the left hand navigation.

Option 1: If you hover over the link you will see a secondary navigation with an "Add New" link. (left image)

Option 2: If you click on the "People" link you be taken to the a page that shows you a list of all the People on your site. From this page, you will have two links available to you. The first will be in the left hand navigation, and the other will be at the top of the page next to the People title.

(right image)



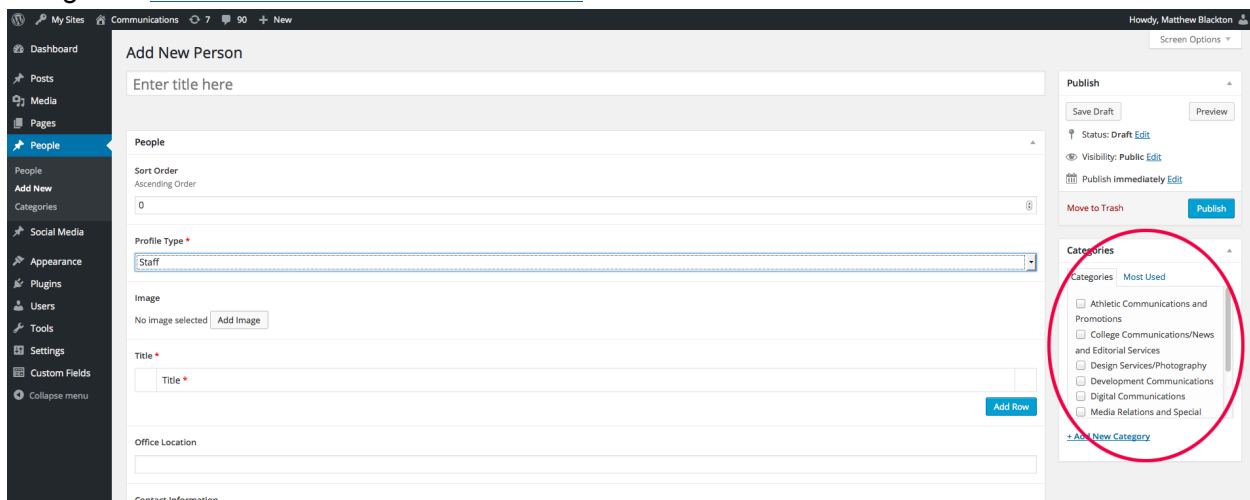
It is now time to begin entering the Person's information. The numbered list below will help describe what information should go into each field. The only fields that must be filled out to create a new person are the name and title fields.

1. **Title** - this field is where you will enter the person's name
2. **Sort Order** - This is the order in which the people will be displayed, they will be displayed in ascending order, meaning 0 is listed before than 10. Categories will also play a role in the display order of people, but categories will be discussed later in the documentation.
3. **Profile Type** - There are 3 profile types to choose from: Staff, Faculty, and Admissions.
 - a. Staff is the general type of person, most people will probably fall under this.
 - b. Faculty and Admissions are specialized profile types, these offer extra fields that are unnecessary for the majority of people.
 - c. Admissions will allow you add territories, while faculty will allow you add your degrees and your Curriculum Vitae.
4. **Image** - This field will allow you designate a photo to associate with the person. It will popup a window that will show the site's Media Library, allowing you to select an image already uploaded to the site or upload a new one. The image will display at a size of 150x150 pixels so make sure your image is at least this large. It is ok for the image to be larger, but it should be as close to a square as possible to prevent the image from being cropped in an undesired way.
5. **Title** - This is a repeatable field that will allow as many titles as needed. The first title should be the most important one associated with that person, this is the only title that will be shown on the people listing page. All other titles will only be displayed on that person's individual page. If you wish to change the order of the titles you may drag and drop to do so.
6. **Office Location** - This is usually a room and building number (i.e. 307 Feather House)
7. **Contact Information** - This is another repeatable field. Each entry will consist 2 fields: type and value. Depending on what type you choose will determine what information you put in the value field. There are 4 options to choose from:
 - a. **Phone**
 - b. **Fax**
 - c. **Email** - enter the person's email address just as you would if you were sending them an email. When this field gets displayed it will create it into a mailto link.
 - d. **Website** - if the person has a personal website they would like associated to them, then use this field. Make sure to enter in a full website address, <http://www.lafayette.edu> would be an example.
8. **Additional Information** - This is a repeatable field that will allow you to nicely group information about the person that you feel is more prominent than the rest, examples of this would be grants, publications, awards, etc. Each entry will have a title, content area, and a columns field.
 - a. **Title** - Title of the information you are displaying

- b. **Content Area** - The content area will be a WYSIWYG editor just like you would see in any post/page, it will give you the freedom to display the information as you see fit.
 - c. **Columns** - This field determines how the information will be displayed. Think of the area in which this will be displayed as having 2 columns. If you have 2 entries you wish to display side by side then you would set Columns to 1. Otherwise you can set it to 2 and have it use the entire space available.
9. **Degree** - This field is special to the “Faculty” profile type. It is a repeatable field that allows you list the faculty member’s degrees.
 10. **Curriculum Vitae** - Another field specific to the “Faculty” profile type. This field allows you to access the site’s Media Library to either select or upload a file, the must be a **PDF** in order to use it.
 11. **Territory** - This field is specific to the “Admissions” profile type. It a repeatable field used to list which areas an admissions officer covers.

Those are all the fields that are specific to the people content type. Below all of these you will notice a WYSIWYG editor, this is the standard content field that you would find on any post/page. Use this field for any additional information you feel does not fit into any of the above fields. The content in this field will display below all of the unique people content fields.

The final step to creating a person is to add them to a category. In order for a person to be listed on the People page you must assign them to a category. You will find categories on the right hand sidebar. Either select the category they belong to or create a brand new one. If you wish to create a new category “+ Add New Category” link, it will allow you to create one without being taken off the current page. See the image below if you are having trouble locating categories.



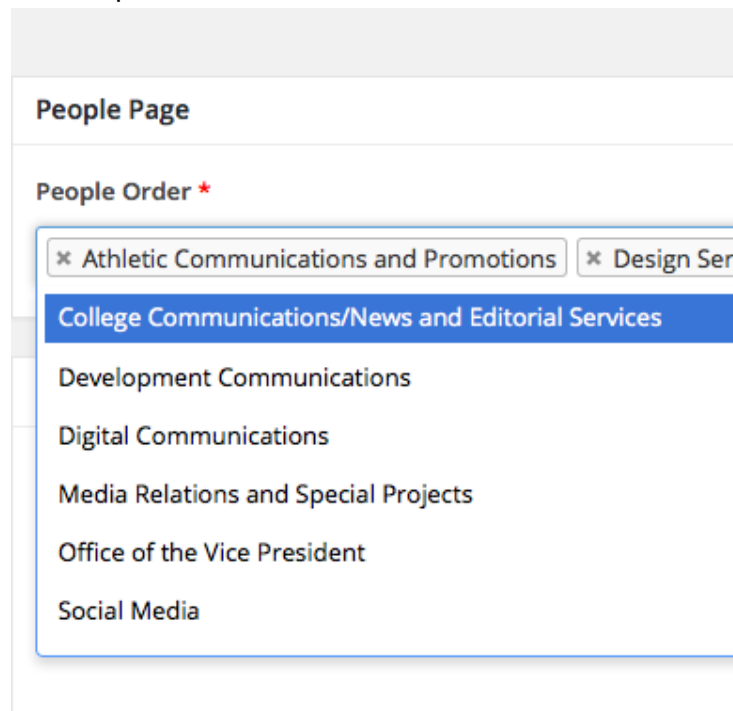
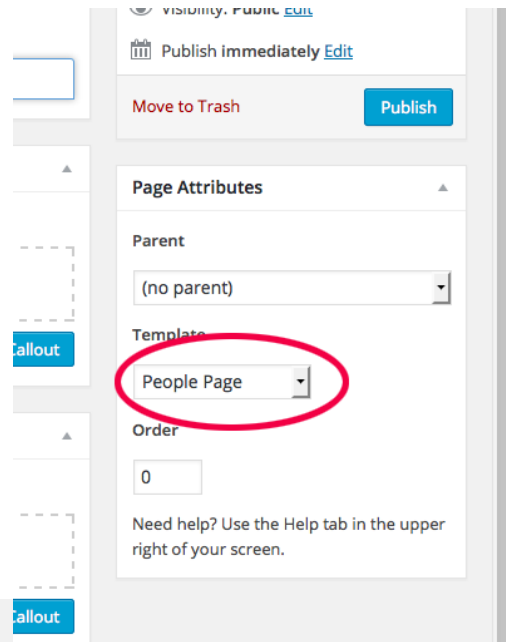
People Page

Now that you have created people, it is time to create a page to display them. To do this, start by creating a page just as you normally would. (For more information on creating a page, see the Lafayette Help site, <https://help.lafayette.edu/wordpress/editingcontent#addpage>)

On the right sidebar you will see a block called “Page Attributes”, within this block is the “Templates” field. In this field you want to choose “People Page”.

Once you select the template a new field be added to the top of the page called “People Order”.

By clicking in this field a drop down will appear that will display all the people categories you have created (pictured below). Selecting one will cause that category to now be listed in the field. Repeat this process as many times as needed. The categories will display in the order they are listed in the field, to change the order click and drag a category to the desired position in the field.



Once you have the categories selected you wish to display, you will just need to give the page a title if you have not already done so and publish the page. You have now successfully created a page to nicely display the members of your department.