Bios Guide Table of Contents

Bios

This option can provide biographical information for each of the SOCS Users for your site. If it is enabled, the byline becomes a link to the biographical information each time the person's name appears in the byline field. When the byline is selected, the viewer will see the bio information as well as a listing of the current articles written by the person.

Select **Extras**, **Bios** from the SOCS Toolbar.

1. Select the **Edit** icon next to the name of the individual you want to add the biographical information to.

Bios

Edit	Name	Email
	Alpha, Fiona	alpha@socs.org
	Beta, Carol	beta@socs.org
	Chi, Shen	chi@socs.org
	Delta, Arielle	delta@socs.org
	Epsilon, Daisy	epsilon@socs.org

2. Check the **Display Bio** box to display biographical information each time the selected name appears in the byline field. If **Display Bio** is not checked, no biographical information will appear.

3. Enter the **Title**.

4. Enter the **Bio Description**.

5. **Browse** to upload an image (this is an optional field).

6. Select **Update Bio** to finish.

Edit Bio

Name: SOCS Support

Display Bio: ☑

Title: SOCS Support Manager

Bio Description: This is where I would enter in information about myself. I may include my education, other employment, hobbies and interests. And much more!

Only inline HTML tags like <strong>, <em>, <span> and <a> may be used. Line breaks are inserted automatically.

Upload Image: [Browse…]

Current Image:

Remove Image: ☐

[Cancel] [Update Bio]

Public View

When the byline is selected, the viewer will see the bio information as well as a listing of the current articles written by the person.

Fiona Alpha

alpha@socs.org

This is where I would enter in information about myself. I may include my education, other employment, hobbies, and interests. And much more!

Recent Articles by Fiona Alpha

- New! Video Feature

Close