

# How to Use the Biography Content Type in the UIW Community Site

1. Log in to your Cascade user account at [UIW.cascadecms.com](http://UIW.cascadecms.com) or through [Cardinal Apps](#)
2. Click the “Go to a Site” field at the top left corner or the appropriate site in the “My Sites” widget to be taken to the site to which you wish to add the biography.
3. Left click on the main folder of your site to reveal the complete site structure.
4. Click down through the file structure to find the page to which you wish to add the Biography content type and click on its name to bring it up in the draft panel.
5. Once the page appears in the draft panel, click the “Edit” button in the top right to bring up the back-end edit screen.
6. Scroll down to the content rows and click the “+” icon in the right corner of one of the existing content rows to create a new content row.
  - If this is the first row of content on a new page ignore Step 6 and go directly to Step 7
7. When the new row appears use the Content Display Style dropdown to select “Biography”.
8. Once you select Biography as the content display style, a field called “Row Title”, a WYSIWYG called “Content” and a content item will appear.

- Any text put in the “Row Title” field will appear on your page as an H2 above your biography listings.
- Any text or images put in the “Content” WYSIWYG will appear between the row title H2 and the first biography you enter into the content item.
  - **NOTE:** While the “Row Title” is not technically a required field, leaving it blank will create a styling irregularity on your page so we **HIGHLY** recommend that you use this field for some kind of division or department name.
  - The “Content” WYSIWYG is optional and may be left blank if not needed.

9. Once you have determined what content should be placed in the “Row Title” and “Content”, scroll down to the content item and click on the words “Content Item” to reveal the fields used to create the biography entry itself.

10. The available fields for each biography content item are: “Name”, “Title or Main Text”, “Content”, “Internal Image” and “Image Alt Text or Video Title”.

- In the “Name field” you will enter the name of the person the biography refers to.
- The “Title or Main Text” field is an ideal place to put their position within the department.
- The “Content” WYSIWYG is set aside for any other biographical or contact info you need to include. All editing rules that normally apply adding content to WYSIWYG apply and will be enforced here. For more

information on editing standards, please see the [Community Site Editing Standards](#) page.

- The “Internal Image Field” allows you to select an image of the biography’s subject. This is something you should have already added to the system.
  - For help with the process of adding an image to the system please see the “[Add an Image to Cascade](#)” reference doc.
  - All biography images should be sized to 250x300 prior to being uploaded into Cascade.
  - If no image is available, leave the field blank and a placeholder will be added by default.
- The “Image Alt or Video Title” serves as the alt text field for the image you added above. To make your bios compliant with our accessibility standards, put the name of the person the bio represents in that field. If you are using the default placeholder, use the person’s name followed by /placeholder (e.g.- John Doe/Placeholder).

11. Once you have filled out the fields necessary to complete your first biography content item and are ready to add another, hit the “+” in the top right of the biography content item you were working on and a new biography content item will appear. At this point, repeat steps 8-10 as many times as you need to complete the biography section of your page.

12. Once you have completed your biography page, click the “Preview Draft” button in the top right of the Cascade edit panel to view a draft of your work.
13. If the draft isn’t quite what you hoped for, click the “Edit” button in the top right corner of your draft and make whatever changes you need.
14. Once your draft is as you would like it to be, click the “Submit” button to begin the workflow process. For more information on the submission, workflows and publication, please see the [Publishing Content in Cascade](#) reference doc.