About the Person Content Type

The Person content type is used to display details about an individual person in biography format. It can be used to present basic information or a detailed biography, and can also be automatically displayed in an A-Z listing.

This guide provides...
A step-by-step walkthrough on how to create Person Content as well as tips on various elements.
Select the **Sub-type** that best fits this person. Sub-types include: Alumni, Donor, Faculty, Friend, Media, Parent, Resident, Staff, and Student.

The **Title** will only be visible inside GW Drupal, but usually includes the person's full name. The full name used for display purposes is entered in the First, Middle, and Last Name fields (see page 3).

Although the **Summary** is not a required field, it is recommended if this content will be pulled into views elsewhere on the site. If a 1-2 line Summary is not included, then a portion of the first paragraph of the Body will be used instead. This is not optimal since it may get cut off mid-sentence and won’t serve to concisely summarize the article. The Summary also appears as the synopsis for a video.

Text entered into the **Body** field will appear under the "Background" section (see screenshot). Use the WYSIWYG (What You See Is What You Get) editor to format your text and add inline links and images. When copying your content from Word, you may want to use Paste as Plain Text, Paste From Word or Remove Format buttons. Otherwise, unintended formatting may be applied, causing page content to become inconsistent.

The **Main Image** will display at the top of your Person page and also be pulled into views if this page is referenced elsewhere in your site. Adding a Main Image can be done in two ways: 1) You can use the **Upload** approach and select an image from your computer, or 2) You can select an existing image using the **File browser**. The ideal image dimensions are 460x220 or 220x220. **Alternate Text** is required for compliance and SEO (Search Engine Optimization) purposes, while the **Caption** and **Title** are optional.
Enter in the biographical details of your person as they apply. Although only the First Name and Last Name fields are required, you may include a Prefix and Suffix as applicable. The Official Title is the professional title of the person. If it is known, it should be entered. Faculty Type will display in plain text beneath the person's Title.

Include the location details of your person if desired. GW Drupal has a preset list of Building names. You can free-type the Office name as well as the Street Address, Zip, Province, and Country.

Phone, Mobile, Fax, and Email information can also be included with the person.

You can also include a Website Title and URL for the person. If the link is offsite, make sure the Open URL in a New Window box is checked.
Complete the Education and other relevant fields to bolster your person's impact.

The image shows an example of a Person page with an image and the Title, Official Title, Office, Address, Phone, Fax, Website, Body, Education, and Generic Section fields completed.

There are series of WYSIWYG text areas in which you can add additional content. These are Distinctions, Areas of Expertise, Current Research, Education, Classes Taught, and Publications.
Complete the fields as they are appropriate to your person.

**Final Person**

**Person Entry Page**

**Person Creation Steps**

The **Generic Section Body** allows you to create a unique section for the person. You can give that section a name using the **Generic Section Label**.

An example of a Person page with an image and the Title, Official Title, Office, Address, Phone, Fax, Website, Body, Education, and Generic Section fields completed.
provides an opportunity to add or extend the value of the Person profile and connect users to other sections of your site. Start typing the name of the related content into the field and the titles of matching content will appear. Select the desired content and it will appear in the appropriate sidebar once the Person page is published.

Choose the Site Placement value(s) that best fit this content. Select from the list and hold down Control (Command if you are on a Mac) to select multiple values. For more on Site Placement, see the GW Drupal Foundation: Site Placement reference guide.

For guidance on the remaining fields in this content type, refer to the Universal Fields training documentation.

An example of a Person page with an image and the Title, Official Title, Office, Address, Phone, Fax, Website, Body, Education, and Generic Section fields completed.