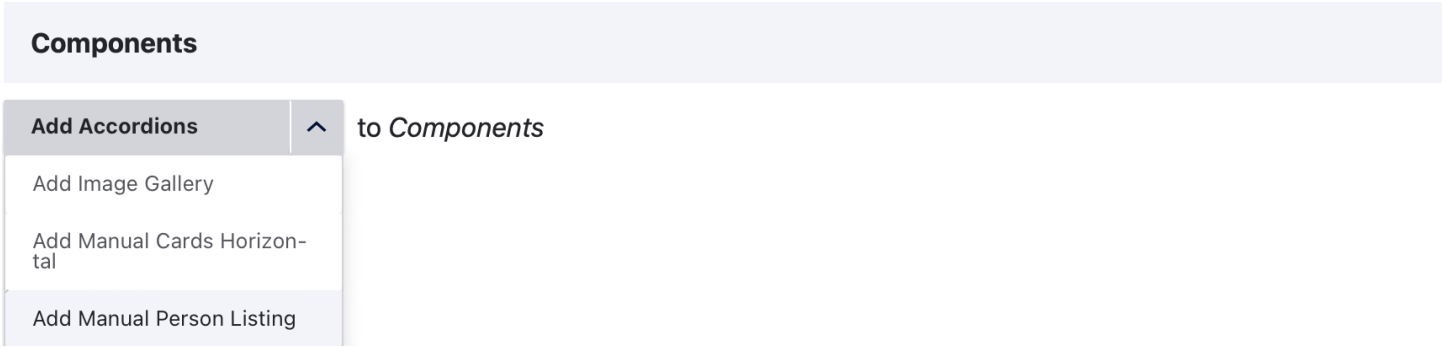
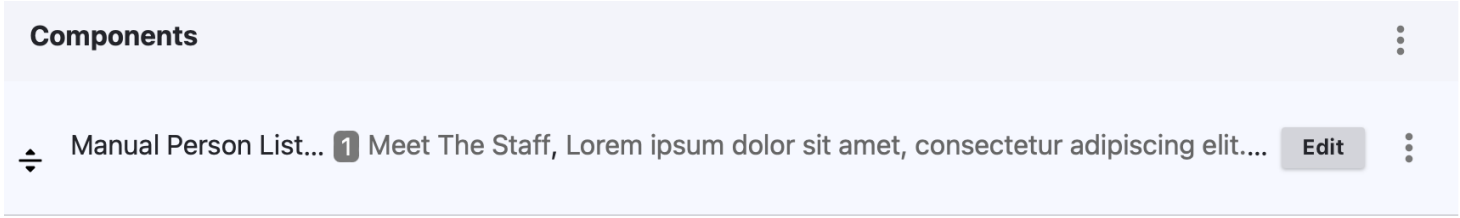
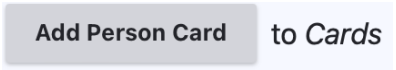
Adding and Editing a Manual Person Listing Component

- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Manual Person Listing**.

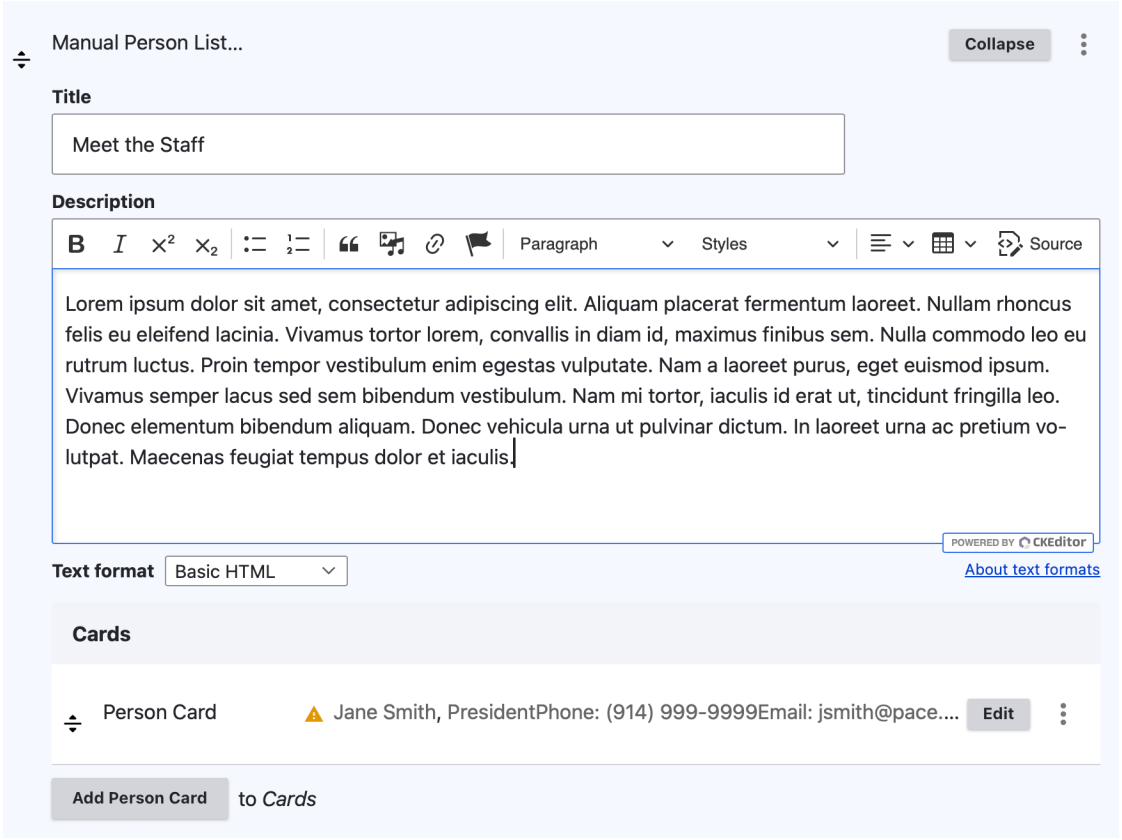


- Or, if you are editing an existing Manual Person Listing Component, Click the **Edit** button

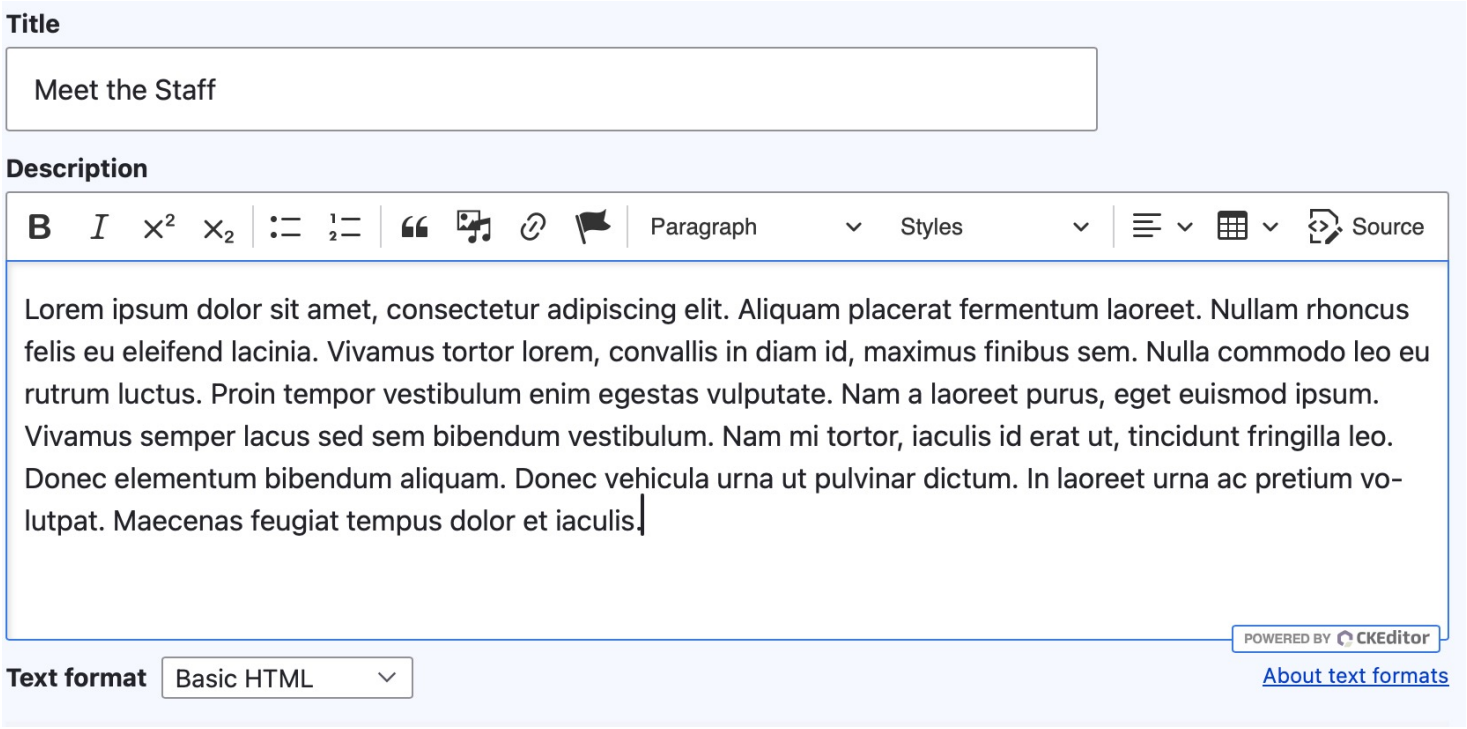


- There are three fields to start when you add a Manual Person Listing component.
- **Title**, **Description**, and the **Add Person Card to *Cards*** button. 

- By default, a Manual Person Cards component will start with one empty Person Card.



- The **Title** and **Description** above the cards are not mandatory fields, but you can add content here if needed. The **Title** and **Description** will appear above your Person Cards as a Heading and a blurb. For example, see the next slide of this presentation



- The text entered on the previous screen will display above your cards like the image below..
  - Meet the Staff is your title field, and the blurb you entered in the Description field will appear below.
- To create cards, see the next slide

MEET THE STAFF

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam placerat fermentum laoreet. Nullam rhoncus felis eu eleifend lacinia. Vivamus tortor lorem, convallis in diam id, maximus finibus sem. Nulla commodo leo eu rutrum luctus. Proin tempor vestibulum enim egestas vulputate. Nam a laoreet purus, eget euismod ipsum. Vivamus semper lacus sed sem bibendum vestibulum. Nam mi tortor, iaculis id erat ut, tincidunt fringilla leo. Donec elementum bibendum aliquam. Donec vehicula urna ut pulvinar dictum. In laoreet urna ac pretium volutpat. Maecenas feugiat tempus dolor et iaculis.

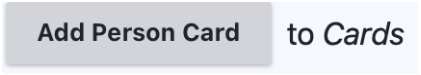
JANE SMITH

President

Phone: (914) 999-9999

Email: jsmith@pace.edu



- To create your person cards, either click Edit next to the first auto-generated card, or add a new card using the **Add Person Card to *Cards*** button 

- Enter a **Title**, a **Description**, a **Link**, and an **Image**
  - The Title should be the person's name
  - The description should be the person's Position at the School (Italicized)
  - The phone number should be in university style - Phone: (999) 999-9999
  - The Email address should be in university style – Email: jsmith@pace.edu
  - The link should link to this person's profile page on the site (If they have one) Please see these instructions on how to link to a Pace.edu page..
- Upload an image for this Person Card. See Image guidelines on last slide.
- See next slide for how this would look on your screen.

Title *

Jane Smith

Description

Paragraph | Styles | Source

President
Phone: (914) 999-9999
Email: jsmith@pace.edu

Text format Basic HTML

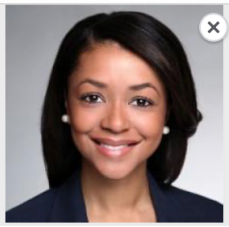
About text formats

Link

Jane Smith (19496)

Start typing the title of a piece of content to select it. You can also enter an internal path such as */node/add* or an external URL such as *https://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link text only. Enter *<button>* to display keyboard-accessible link text only.

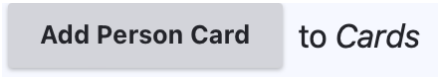
Image



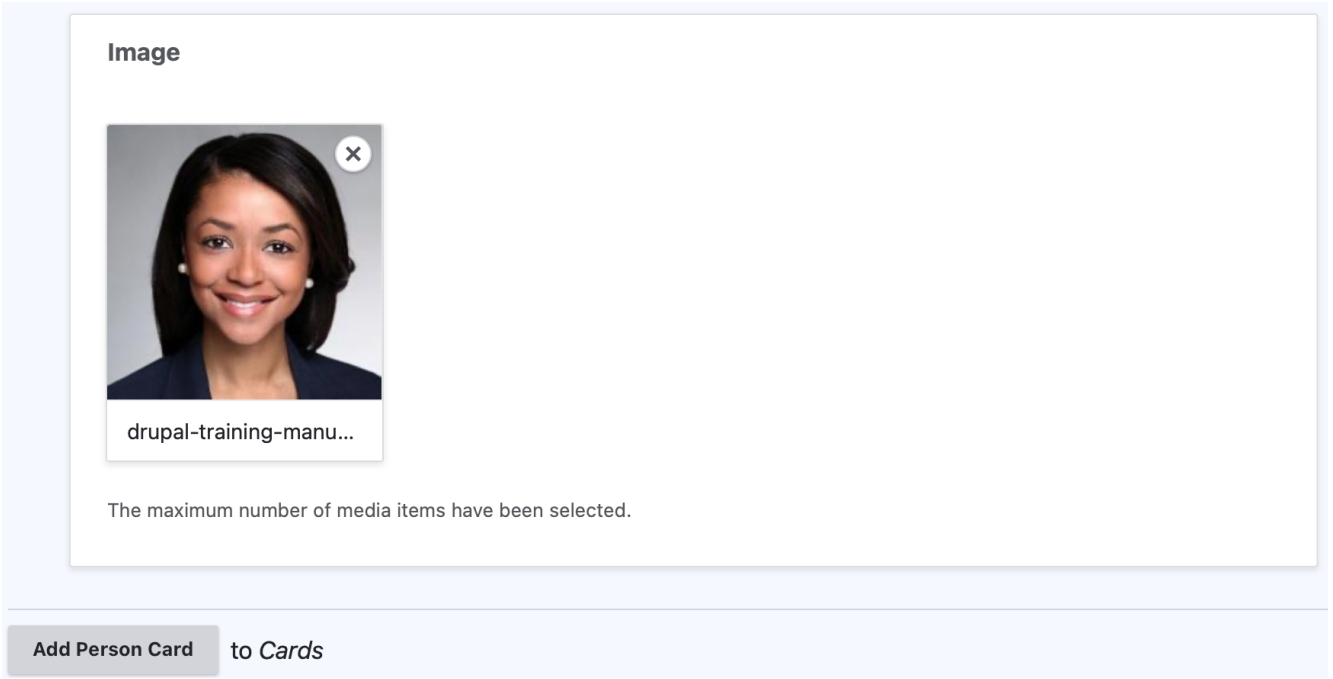
drupal-training-manual-...

The maximum number of media items have been selected.

- To add another card, simply click **Add Person Card to *Cards*** underneath the image field.



- You will be presented with a new set of empty fields for your next card.



- The sample below has 3 cards, which will look like this on your page.
- If you have added a link for each card, the name and photo of each card will link to the designated page.

JANE SMITH

President

Phone: (914) 999-9999

Email: jsmith@pace.edu



JOHN SMITH

Vice-President

Phone: (914) 999-9990

Email: jsmith2@pace.edu



JANE DOE

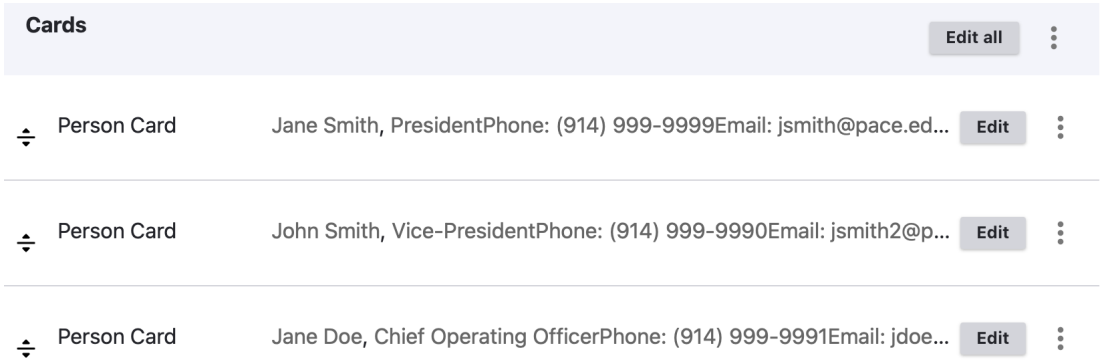
Chief Operating Officer

Phone: (914) 999-9991

Email: jdoe@pace.edu



- You can change the order of your cards by using the **Change Order icon** ⇕ to the left of the card



- For instance, if you wanted Card 3 to appear in the second slot, you can drag and drop it below Card 1



- To apply this change, **click save** at the bottom of your edit page.

Manual Person Listing Guidelines

- Manual Person Listings are not intended to house large quantities of text. The general rule, is that this text should include the person's Name, Position at the School, Phone Number, and Email Address.
- Images for this component must be cropped to 400x400 pixels
- Images for this component must named using using the correct naming convention (all lowercase)
  - [department-or-school]-manual-person-listing-[name-of-person].jpg
  - Using this naming convention, if you were creating a Manual Person Listing image for the someone named Jane Smith who worked in the Financial Aid department, the name of the image file would be **financial-aid-manual-person-listing-jane-smith.jpg**