Faculty Bio Page  Website Editing Guide

Description:
Each faculty member has a bio page located on the external-facing website during academic years in which they are teaching at least one quarter.

URL:
Individual subpages under http://www.chicagobooth.edu/faculty/directory

Additional Resources:
Faculty Services: Leigh Hartley leigh.hartley@ChicagoBooth.edu

Overview of Editable Areas:

- **Biography tab, photo, Working Papers tab** (from SSRN), and **UChicago library link**: Faculty Services maintains these through Digital Measures. Contact Leigh Hartley to update these sections or hide the Working Papers tab or the UChicago library link. This data is synched at 6 a.m., noon, 6 p.m., and midnight each day.
- The “Capital Ideas” modules in the sidebar come from the Capital Ideas magazine. If you would have questions or concerns, contact WebHelp.
• **Personal Website link**: Enter full URL; it will appear on the page as the maroon button shown above.

• **Additional Information links**: Up to 7 links of the faculty member’s choice, such as “Curriculum Vitae”. To insert the link:
  1. Click “Insert External Link” above the field.
  2. Enter the link text in “Link description” and set “Target window” to “New browser”.
  3. (Optional) To require a Booth login to see the content, enter the word `secure` in “Style class”. This will also add a lock icon next to the link.

• **Social Media links**: Available for Facebook, Twitter and LinkedIn. These can be used only for the specific social media site in the field name as the respective site icon will automatically be added next to the link.

• **Publications tab**: By default, the Publications tab will have a link at the bottom to the UChicago library listing page. Contact Leigh Hartley to remove it. There are three options for the editable section on this tab:
  1. Manually manage list. Include up to 5 selected publications, formatted like the example above.
  2. Link to publications page on personal website. example: “To view selected publications, visit John Doe’s personal website.”
  3. Hide this tab. Remove all text from the editable area; the tab will not appear on the webpage.
**Faculty Bio Page Website Editing Guide, cont’d.**

<table>
<thead>
<tr>
<th>Other Interests</th>
<th>field: Other Interests (WYSIWYG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>My kids and cooking.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Research Activities</th>
<th>field: Research Activities (WYSIWYG)</th>
</tr>
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<tbody>
<tr>
<td>Banking, strategic default; the effect of trust and culture on investments; financial decisions and individual characteristics.</td>
<td></td>
</tr>
</tbody>
</table>

- **Other Interests** and **Research Activities**: Enter a short list for these fields.