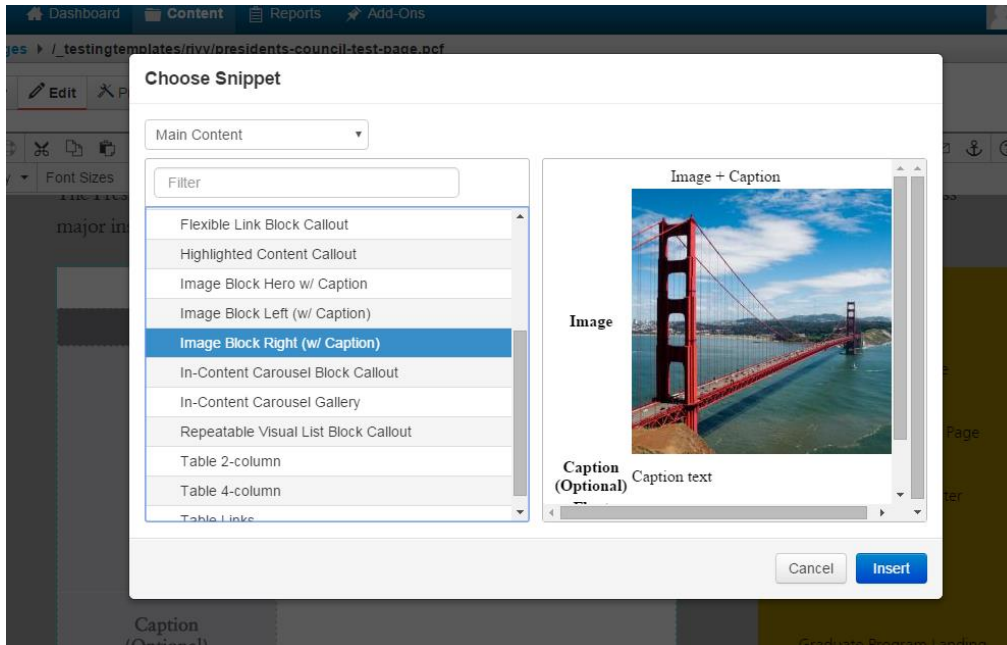


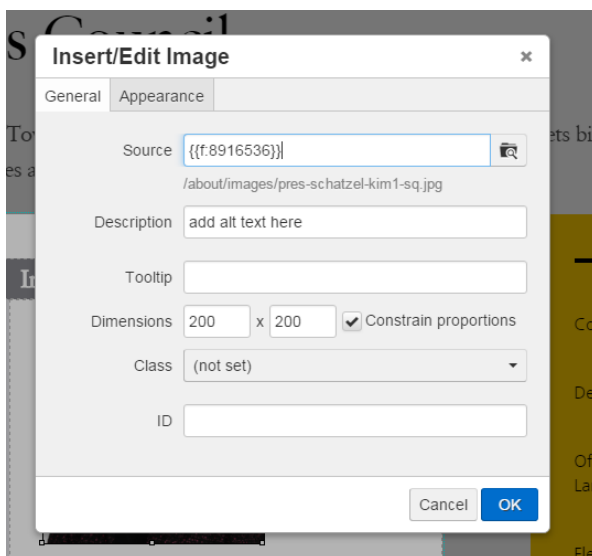
Formatting Content for a Staff Listing Page

Pages that require a staff photo and text content for name, title and an email address can use the following content instructions.

1. Select Image Block Here (Right) w/caption




2. When inserting an image you will need to set specific size parameters. Set the dimensions to 200 x 200:



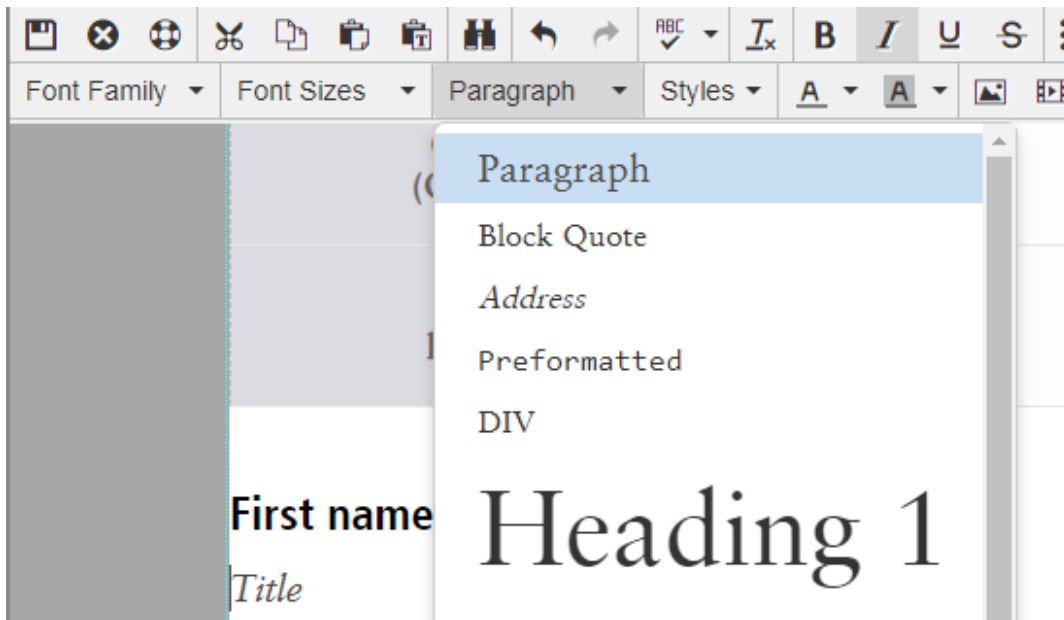
3. Add name text directly below the snippet using the following styling:



For name use an H3 header and then hit enter.

Image	
Caption (Optional)	
Float left/right	right

First name Last name

Add the staff members' title using paragraph styling and italics. Then add a soft return (shift + enter):



Font Family ▾ Font Sizes ▾ Paragraph ▾ Styles ▾ A ▾ A ▾  

Paragraph
Block Quote
Address
Preformatted
DIV

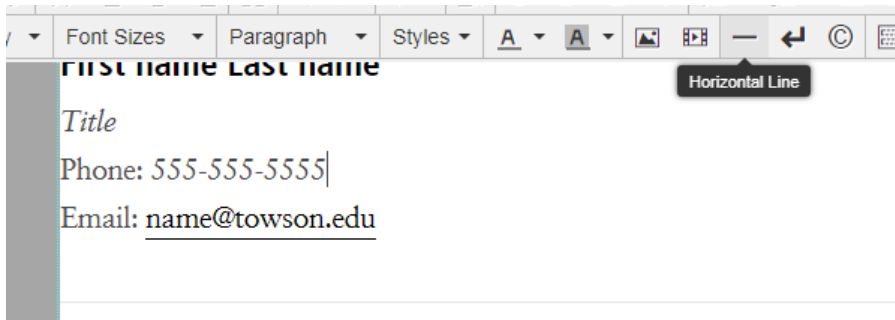
First name
Title

Heading 1

On the line below the title, use paragraph styling and no italics and add the text “Phone:” and then add the phone number. Then add another soft return (shift + enter) and add the text “Email” and then add the email address. NOTE: To make the email address a functional link just the spacebar after you finish typing the email address.

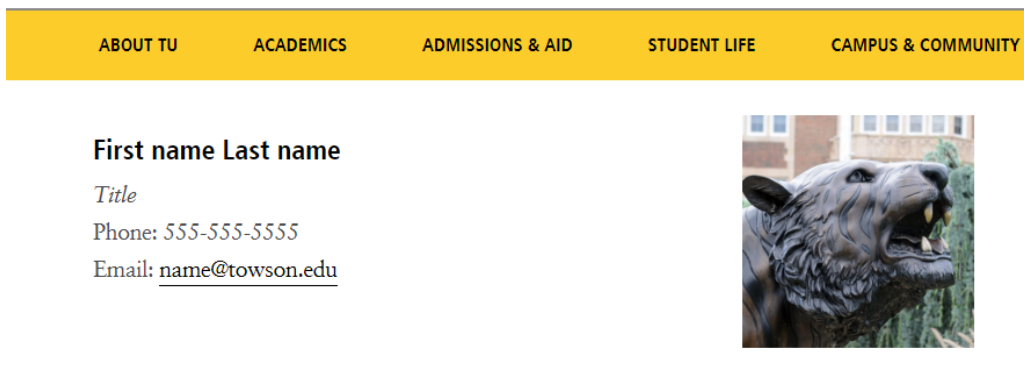
First name Last name
Title
Phone: 555-555-5555
Email: name@towson.edu

4. Below the text for each entry add a hard return and then add a “horizontal line.”



The screenshot shows a rich text editor interface. The text from the previous block is present: **First name Last name**, *Title*, Phone: 555-555-5555, and Email: name@towson.edu. A horizontal line is being inserted below the text. A tooltip labeled "Horizontal Line" is visible over the line icon in the toolbar.

After adding you're the horizontal line this is how the staff listing will display:



The final display shows a yellow navigation bar with the following links: ABOUT TU, ACADEMICS, ADMISSIONS & AID, STUDENT LIFE, and CAMPUS & COMMUNITY. Below the navigation bar is the staff listing entry: **First name Last name**, *Title*, Phone: 555-555-5555, and Email: name@towson.edu. To the right of the text is a photograph of a tiger's head.

