

UNIVERSITY OF WORCESTER CONTENSIS GUIDE

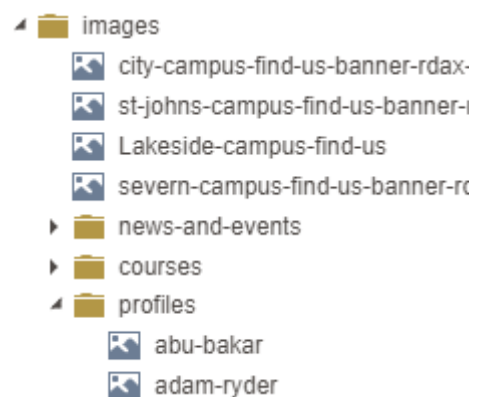
Staff profile pages

Profile images

[Upload the image](#) you want to include on the page.
Add these to the folder 'images/profiles' >

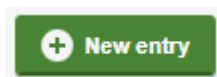
Before uploading we recommend resizing the images in Photoshop to:

- 250px (W) x 300px (H)

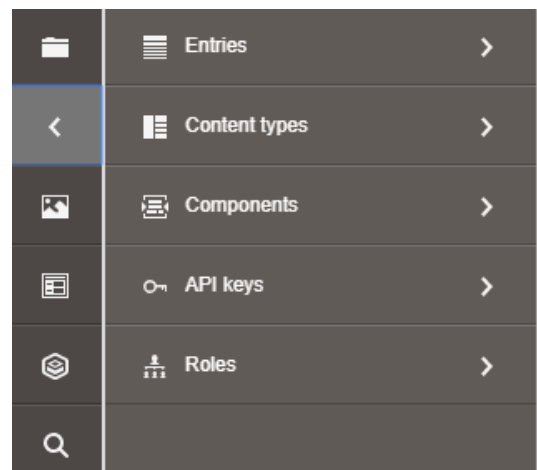


Create profile entry

Navigate to Content Types & Entries and Entries.



Click New entry and select Profile.



Editing profiles

Populate all the fields including title, role, email and telephone.

Build up the Article Content using a mix of text areas, inline images and galleries.

Department

Choose the relevant School and sub-department. This is used to determine where the profile is listed on the [School staff profiles page](#).

Bio

This text appears on the profile page below the phone number and above any tabs.

Short Bio

This text does not display on the profile page itself, instead it is used where staff are listed on a [course page](#).

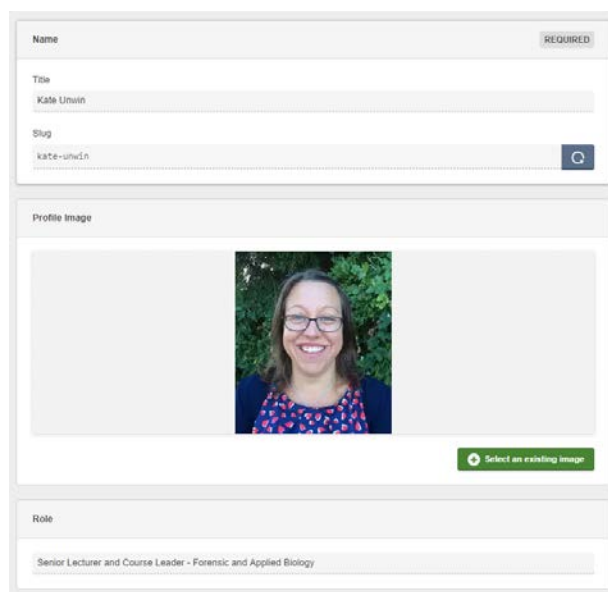
The short bio should be a friendly and informative introduction, over 1 or 2 short paragraphs. It should be written in the third person, for example: “Maggie is a cultural historian whose work covers...”

Tab Content

Add new tabs to the page by clicking ‘add more’. Typical tab headings include:

- Teaching & Research
- Qualifications
- Publications
- Professional Bodies
- External Responsibilities

Once finished, save and preview your article. Submit the profile for approval once you are happy with the preview.





The screenshot shows a web form for editing a profile. It has several sections: 'Name' with a 'REQUIRED' label, 'Title' (containing 'Kate Umwin'), 'Slug' (containing 'kate-umwin' and a refresh icon), 'Profile image' (with a photo of a woman and a 'Select an existing image' button), and 'Role' (containing 'Senior Lecturer and Course Leader - Forensic and Applied Biology').

Publication

Once your profile have been approved it will be published at:
<https://www.worcester.ac.uk/about/profiles/slug>

It will also automatically pull in to the relevant School staff profiles page.


SEARCH COURSES OPEN DAYS STUDY LIFE ABOUT RESEARCH CONTACT 

About
Quality teaching
Academic schools
News
Events
Job opportunities
Partner Institutions
Community collaboration
Access and Inclusion
University information
Sustainability

Professor Darren Oldridge

Professor of Early Modern History

History, Politics and Sociology



Contact Details

email: d.olderidge@worc.ac.uk
tel: 01905 85 5302

Darren Oldridge is a specialist in sixteenth and seventeenth-century religious history. His interests include witchcraft and the Devil, the supernatural, and the religious context of the English Civil Wars. A recurring theme of his work is the rationality underpinning apparently strange beliefs: this is reflected, most recently, in the new edition of *Strange Histories* (Routledge: 2017). More broadly, he is interested in the relationship between poetry and film and the past.

At Worcester Darren teaches modules that reflect these interests, including The Early Modern World and Witchcraft and the Devil. At present he is editing the third edition of *The Witchcraft Reader*, to be published by Routledge in 2018.

Qualifications

- BA (Hons), History, University of Nottingham
- PhD, History, University of Warwick
- Fellow of the Higher Education Academy

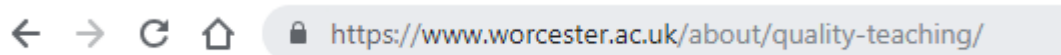
Teaching & Research Professional Bodies Publications External Responsibilities

Teaching & Research

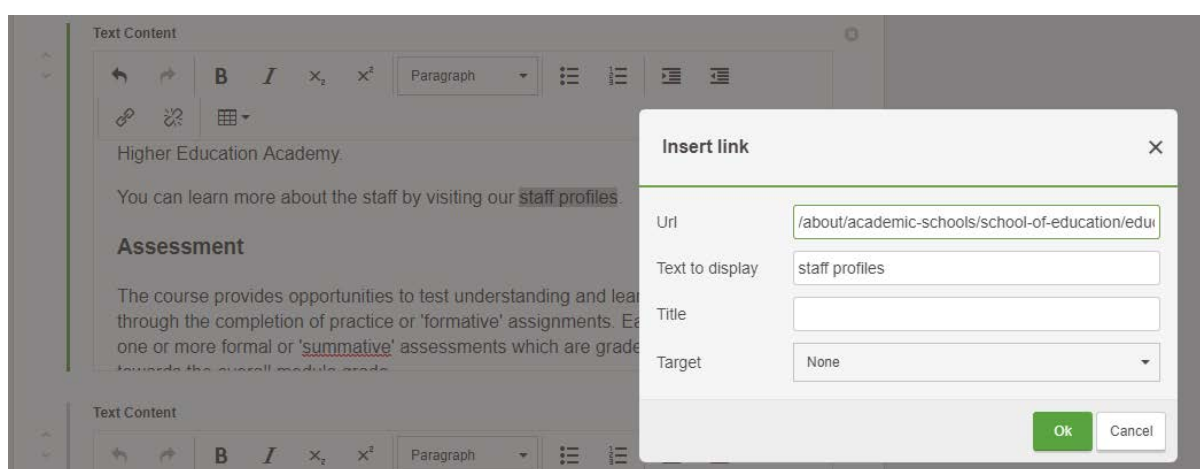
Creating links in Entries

URL linking is the only option currently available in Entries. You will therefore need to know the URL of the document, Contensis webpage or external webpage before creating the link.

The best way to do this is to find the page on the live site and copy the URL from the address bar at the top of the page.



Once you know the URL you can highlight the text you want to hyperlink and click the chain icon in the toolbar. Type or paste in the web address in the URL field.



You can also find the URL within Contensis.

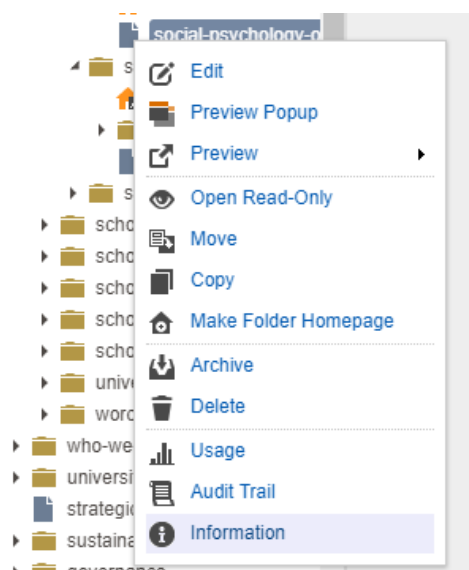
To find the link for a content page navigate to that page in the Folders menu.

Right-click on the page and select Information at the bottom of the menu.

From this pop-up select and copy the information in the field:

Path	/about/academic-schools/school-of-education/education-research/social-psychology-of-education-research-interest-group.aspx
------	--

Don't worry that the domain (www.worcester.ac.uk) is missing. The link will still work with this URL.



Adding images and documents

Uploading images

In the Folders menu navigate to images and select the image type you want to upload (banner, UI card, text area, gallery).

Right-click the relevant folder (eg. banner-images) and select New Content.

You now have the option to import images by dragging and dropping or selecting files.

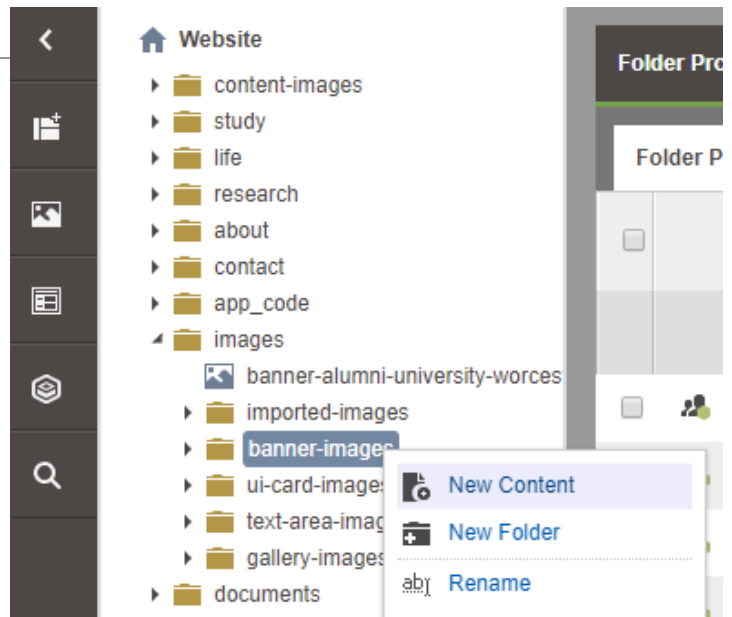


Image sizes

Please upload images at these file sizes.

Image type	Dimensions (pixels)
Banner image	1530 x 670
Text area image	500 wide
UI card image	310 x 270
Gallery image (portrait)	534 x 800
Gallery image (landscape)	1000 x 667
Key Features (course page)	750 x 750

Uploading documents

In the Folders menu navigate to documents, right-click the folder and select New Content.

You now have the option to import files by dragging and dropping or selecting files.

