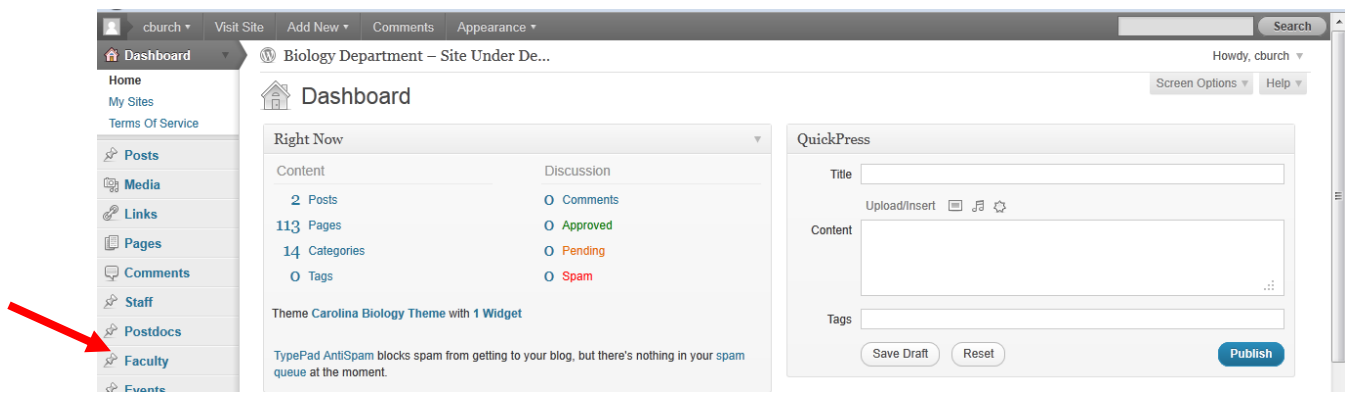
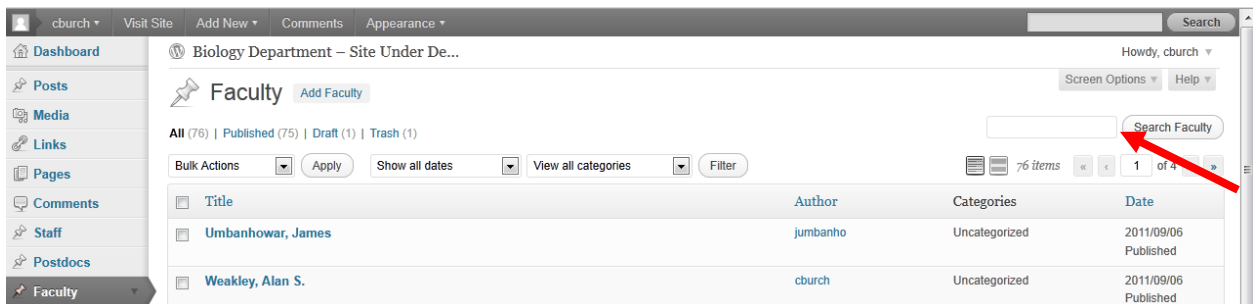


Edit your faculty directory listing:

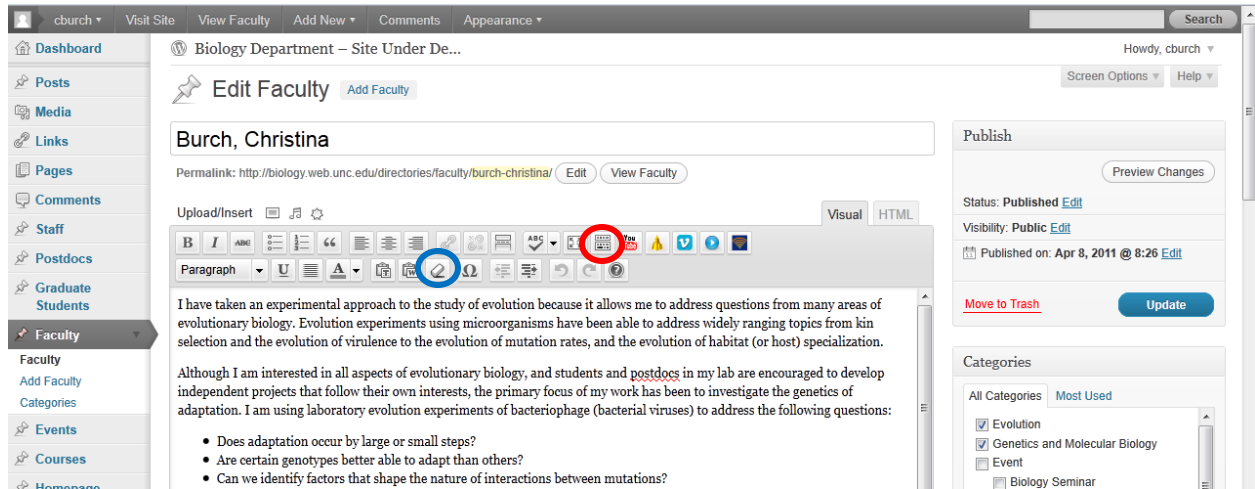
1. Start at the homepage: <http://bio.unc.edu>. Scroll to the bottom and click the small grey text 'Manage this site' link at the bottom right. This takes you to a page with a link to login to the Content Management System as well as links to download these and other instructions.
2. Click '[Log In to the WordPress Content Management System](#)'.
3. Login using your onyen and password. The first time you log in, you may have to agree to some Terms of Use.
4. Now you should be inside the Wordpress Content Management System, at a screen that looks like the screenshot below. Click the Faculty tab marked with the red arrow.



5. You can either search for your name by eye in the directory list or use the search box at the top right to search for your name. (Note that there are TWO search boxes at the top right, you want the one that says 'Search Faculty'. Click on your name once you find it.



6. Now you should be viewing the content contained in your individual directory listing. The top of the page shows the main page content and looks like this:



7. Before you read further, please notice the blue Update button at the upper right. Be sure you click this button to save any changes you make to this page.

In addition to the **Page Content** area, this page also contains a list of **Categories**, and of **Custom Fields**. PLEASE follow the instructions on the next page for editing each of these items.

Page Content

Edit this area just as you would a Word document, making use of the following hints.

1. The first time you log in, the content editor probably displays only the top row of tools. Click the 'Kitchen Sink' icon, indicated with the red circle, to make it display the second row of tools.
2. Pasting directly from Word, or from many of our current web pages, will bring along a lot of Microsoft formatting tags that you do NOT want. If pasted material shows odd formatting either here or on your live page, you can highlight that material and click the Eraser tool, indicated with a blue circle, to remove the Microsoft formatting.

Categories

Faculty are categorized into a series of Research Strengths in a separate area of the website: <http://biology.web.unc.edu/research/>. On the right hand side of the page, you'll find a place to add checks to all of the Categories in which you want to be included. The current list of categories is:

- [Behavior](#)
- [Cell Biology](#)
- [Developmental Biology](#)
- [Ecology](#)
- [Evolution](#)
- [Genetics and Molecular Biology](#)
- [Organismal Biology](#)
- [Plant Biology](#)

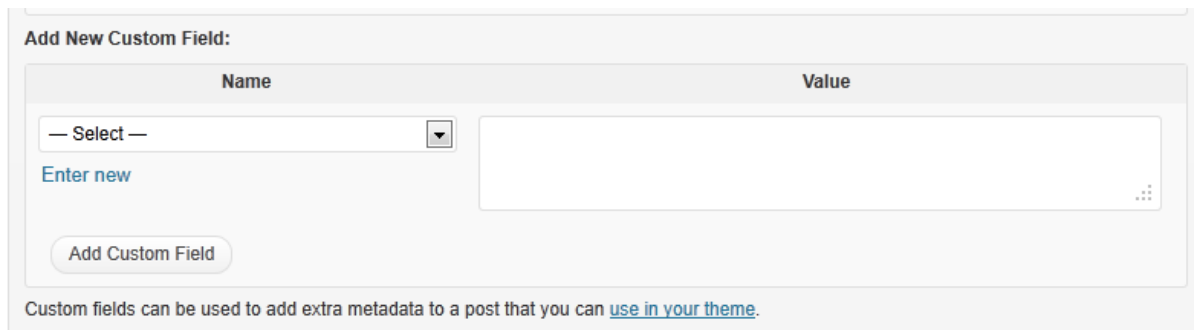
PLEASE DO NOT ADD CATEGORIES.

Custom Fields

Your page should show most, if not all, of the following custom fields. I give formatting examples and/or instructions for how to enter text into those fields if you need to make changes.

1. **Affiliations** – Department of Marine Sciences; Curriculum in Genetics and Molecular Biology.
Use a semicolon to delimit multiple affiliations.
2. **Email** – cburch@bio.unc.edu
3. **Job Title** – Associate Professor
4. **Lab Phone** – (919) 843-2559
5. **Lab Website** – <http://www.unc.edu/~cburch/lab>
6. **Office** – 235 Wilson Hall
7. **Office Phone** – (919) 843-2691
8. **Specific Research Interest** – Experimental Evolution of Viruses
Keep it short.

If you are missing an individual field, we probably didn't have the information on hand to include. Follow these instructions to add the field:



Add New Custom Field:

Name	Value
<input type="text" value="-- Select --"/> <input type="button" value="Enter new"/>	<input type="text"/>

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

1. At the bottom of the custom fields you should see a box titled Add New Custom Field like the one pictured. Use the drop down menu where it says – **Select** – to choose the Custom Field you want to add.
2. In the **Value** box, type your information for that field.
3. Click the **Add Custom Field** button.

WHEN YOU FINISH EDITING, BE SURE TO CLICK THE BLUE '**UPDATE**' BUTTON AT THE TOP RIGHT TO SAVE YOUR CHANGES!