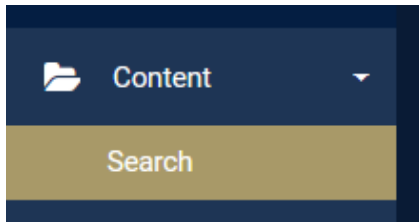# Editing Bios

A Bio is a specialized piece of content containing Biographical and Contact information for an individual. Using Categories, these bios can be pulled together and organized by department or college.
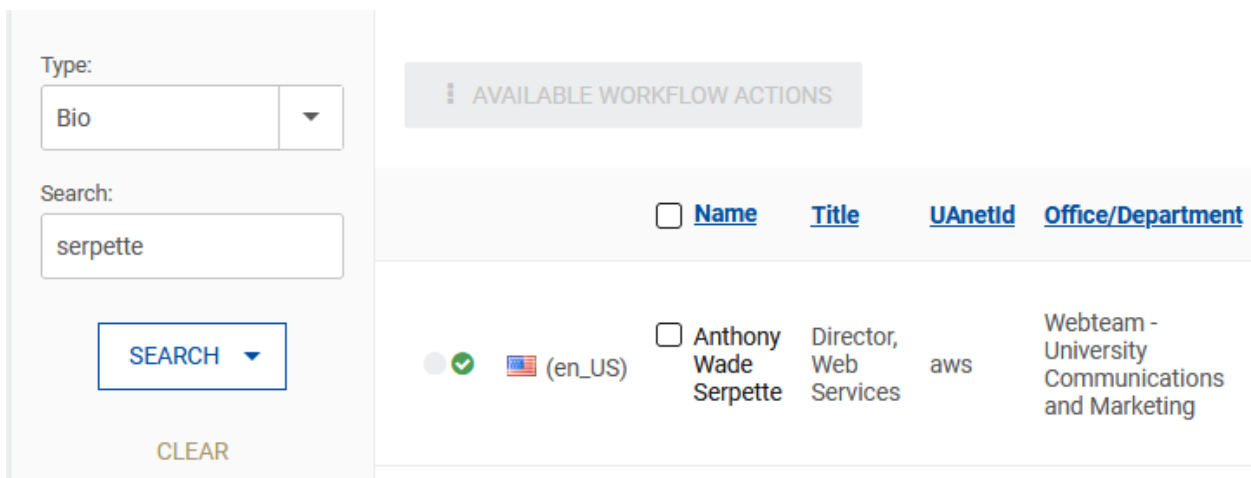
To Edit a bio, log into dotCMS and click Content, then Search:

You will see the general search for the 10,000+ items in dotCMS. To narrow this down, click the dropdown for All and select Bio. (Or click in the All box and type Bio to jump to that type.)
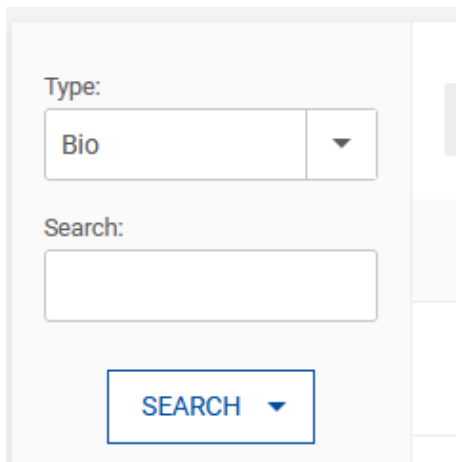
Next, type in the last name of the individual bio you want to edit:

You will see all the matches for that search listed to the right. Verify the bio you want to edit, then click that individual's name to begin.

Start by clicking on Lock for Editing on the right-hand side of the screen:

Lock for Editing

The Bio content contains many fields to share information about the individual – though not all of these will be used for each bio. Anything section skipped will be omitted in the display of the bio.   For example, the Research section does not apply to all the UA employees. A few fields – indicated in red – are required to Save the bio:

Last Name:

Serpette

Title:

Director, Web Services

💬 **UAnetId:**

aws

Office/Department:

Webteam - University Communications and Marketing

You can update any of the text, replace the photo, and change contact info and email addresses as needed. One field – the **Staff Association** – is special and allows you to adjust where the bio will appear on the website based on a Category.

Staff Association:
Click here to select Categories

❌ Webteam

To remove a category – and remove an individual bio from a list related to the department or group – click the red X next to that category.

To add a new category, click on "Click here to select Categories"

A new window will pop up:

Clicking the name of the category will add it to the list for that individual.

Clicking the + sign will show you the sub-categories:

You can select multiple categories, use the search to look through the larger lists, and use the trashcan icon to remove individual categories. When you are done making your selections click the X in the upper right corner of the window to return to the Bio and see your changes.

Staff Association:
Click here to select Categories

✖ Webteam   ✖ Law

When you are done working on the Bio, you use the controls on the right side of the screen to exit.

Release Lock	
Save	💾
Save / Publish	💾

If you Save/Publish, your changes go into effect immediately on the live website. Otherwise, Saving your content will let you work on this at a later time.

Need help with a bio or would like to reorganize the listing of employees in your department? Contact the UA webteam for assistance.