

How to Make a Student or Alumni Profile Pop-up Page:

Person Profile in Sitecore

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Department of
Architecture & Interior Design

University of Idaho

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With UI Since
2004

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Master of Architecture, University of Oregon, 1998

Bachelor of Architecture, University of Notre Dame, 1989

Matthew Brehm first studied architecture at the University of Notre Dame, which included a year spent in Rome, Italy. After graduating with a Bachelor of Architecture degree in 1989, Matt spent five years working in the District of Columbia for the award-winning design firms **STUDIOS Architecture** and **Spector Knapp & Baughman, Ltd.** It was also during this time that he spent two summers teaching architectural design at The Catholic University of America. In 1993, he began the Option I Master of Architecture degree program at the University of Oregon and worked for a few Eugene design firms while completing his degree, including **TBG Architects and Planners**. Matt also taught design studios and graphics courses at the University of Oregon from 2000 until joining the University of Idaho faculty in 2004. His research and teaching is focused primarily on design communication, design process, and architectural graphics, and in 2007 Matt initiated a new **study abroad program for Idaho architecture students to go to Rome, Italy**, for two months each summer.

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Research / Focus Areas

- Design communication
- Architectural graphics
- Design process & pedagogy
- Roman/Italian art & architecture
- Representational sketching

Academic Programs

- Architecture, B.S.
- Architecture, Master of
- Architecture, M.S.

My Courses

At this time, Degree Finder can only house two students and two alumni for each degree profile. Other individuals can be used on the program sites. Profiles will rotate to feature new people in the future.

1. **Edit** the Questionnaire and **bold** 3 – 5 Q's of their best answers to use online.
2. At the top of the page under the date they filled it out, put these three headings and create:
 - Quote: (in quotation marks)**
 - Tag:**
 - Promo: (Short Description (20 words or less))**
3. Make sure you have exact degree title
4. Make sure you have 1 – 4 photos from people as email attachments, not embedded in their Q&A page. Ask for original photos uncropped, unedited (the larger the better). Label them, size, and upload to the Media Library, ready to put into the profile page.

Open Sitecore in **Explorer** (Firefox doesn't work well for these): If it asks if both secure and nonsecure items are OK, choose "Yes." (If you get a glitch while working, check "blocked pop-up" bar @ top of page to be sure a window you should see isn't being blocked.)

Person Profile template (portrait icon) is created under the proper department (office chair icon). The person profile template can create three separate objects on the live site. It can create:

1. Pop-up Profiles
2. Faculty Profiles
3. Promos for each of the above

It simply varies based on which fields you populate in Sitecore.

Ideally, only put 2 profiles to a degree page. (Absolute max is 4; cluttered if too many.)

To make a Pop-up Profile in Sitecore:

Anne Marshall



College of Art & Architecture

Home Town
New Orleans, Louisiana
USA

Campus Locations
Moscow

Start Date
1996

Anne Lawrason Marshall is an Associate Professor in the Department of Architecture and Interior Design at the University of Idaho. She is a registered architect who has practiced...

» [See my full profile](#)

Close Window

1. Go to their College / Degree Finder program (office chair icon) > highlight the program and right click; choose Insert > Person Profile from the drop-down menus.
2. Window opens, and paste in person's name. And hit enter.
 - a. **NOTE:** This is the page's title. In order to create the URL without spaces, complete Step #2. Then go to the toolbar and click "Rename." Something resembling the previous window should appear again, complete with the name. Make sure you don't have spaces at the beginning or end; symbols are also not allowed. Click "ok." You should now see the URL title next to the page title at the top of your template. "Display Name," under "Rename", is to change the actual page title and can have spaces and symbols.)
3. Basic Person Info
 - a. Fill in name
 - b. For alumni, also fill in Organization, Company

4. Contact Info
 - a. Ignore for pop-ups; used for faculty
5. Person Popup Data
 - a. Paste in quote complete with the quotation marks
6. Q&A > click Show Editor: pop-up screen > copy from Q&A document, but use right click to choose "Paste Plain Text" into the screen. [If the right click choices don't all show to Paste Plain Text, pull the lower edge of the window down further.] Paste all Q&As in, and then format > bold only the Q's. No blank line space between the Q and the A. The A's do not have quotation marks here. Skip a line between the answer and the next Q.
 - a. **NOTE:** Delete the portions of the Q's that are in parentheses [example: "(I.e. hobbies, awards, etc...)"]. That part should not be online; they were just notes for the respondent.
7. Tag line
 - a. Fact that shows next to their photo (like a subtitle, their title or degree, or like: "Junior from Kent, Washington"). Not a quote. Can create one from their degree or answers (used or not in the Q&A). Regular "ctrl V" paste works for the line items.
8. YouTube
 - a. Ignore for now. Can be used for at a later date
9. Slide show
 - a. Use if they have enough photos. Label photos: "Name_DegreeSS_1 of 3," "Name_DegreeSS_2 of 3," etc.
- 10. VERY IMPORTANT: Uncheck > Show Link to Full Profile. Be sure it's **unchecked!****
11. Promo data
 - a. Short description; a little more creative but fewer than 200 characters on word count.
12. Basic UI status
 - a. Check student or alumni (or both, in some cases)
 - b. Ignore Start Date – used for faculty
 - c. Graduation date: Sitecore requires: month (2 digits)/ day (2 digits)/ year (4 digits), but only the year will show. Use calendar or type in.
 - d. For Graduate students, put where they got their undergrad degree.
 - e. Fill in Home Town, State and Country
13. Person Profile Page
 - a. Ignore:
 - i. Bio (faculty)
 - ii. Research Pub (faculty)
 - iii. Research and Courses (faculty)
 - b. Profile Image: Will appear on the landing tab and QA tab. Size selected image to 196x208. Upload to proper folder in Media Library (Images>Content Pages>Inline>196x103 and 196x208>College). Back in Content Editor, click Browse above the photo field (where Show Editor is for text). Media Library will open. Go to folder, select image and click OK. (Not Upload, that's for a file.)
 - c. Related Academic Programs > find their Degree Program(s) in the window on left, highlight, and arrow the Degree Profiles (paper with red seal icon) over to the right, linking the applicable degrees to them.
 - d. Degree List: put in exact degree(s); separate with semicolons; do not show minors. Begin with highest level attained.
14. Mailing Address: ignore (faculty)
15. Promo Information
 - a. Promo Image: Size selected image to 116x89. Upload to proper folder in Media Library. (Images>Promo>116x89>College)
16. Save: Profile is created, but there's more to do.

To Create Slideshow and Add to Profile:

17. Highlight Person Profile object in the tree. Right click>Insert>Small Flash Feature Slideshow. Title slideshow accordingly, and click ok.
18. Immediately, make sure the slideshow is highlighted and right click>insert>Small Flash Feature Slide. Repeat for each image to be in your slideshow. Title in numerical order. For example: Name 1 for the first slide, Name 2 for second and so on.
19. Slideshow Image: Select appropriate images for your slideshow. Size all to 394x244. Upload each to Media Library in proper folder. Back in the Content Editor, select the proper image using the Browse button. Click ok.
 - a. **IMPORTANT NOTE:** If they give you an image with multiple individuals and it's even slightly questionable as to whether it's not a public place, we need to have a signed photo release form for each person in the photo. It's usually preferable if they only send us an image containing only them, but if you do have a group, we can use it. Just have to take the extra steps. Recommend asking the profiled individual to have the others sign the photo release forms in order to save you from having to contact them all, explain and collect the forms.
20. Description: Less than 200 characters. Caption to go with the photos.
21. DON'T link to anything. We're just going for a static slideshow here.
22. Save the Slide.
23. Go back to the Small Flash Feature Slideshow. Click Edit to lock it.
24. Find your slides in the Right Column. Add them to the left using the arrow button. **Note:** The slides will render in the order you put them in the left column of the slideshow object, not in the order they are in the tree.
25. Click Save.
26. Go back to the Person Profile object. Click Edit to lock it.
27. In the Person Popup Data section, select the down arrow in the Slideshow field. Find your Slideshow and select.
 - a. **NOTE:** Sitecore can be a bit obnoxious when using this down arrow feature. Sometimes the drop down will simply flash and then disappear. If this happens, simply click the down arrow again. Also, make sure you click the + sign directly each time. If you miss for whatever reason, the drop down will once again disappear, and you will be starting over.

Adding the Pop-up to the Degree Profile:

28. Open their actual degree (paper with red seal icon) in the tree (again, make sure which one is correct. (Be sure to check first to make sure it's the right degree, B.S. or M.S. or Ph.D. before clicking it over. Different degrees have the same icons – paper with a red seal – and the lower degree is not always listed before or above the higher degree in the tree).
29. Lock for editing, and go down to section:
 - 2.3 "Current Students" under "What it Takes" (for students), or
 - 3.3 "Graduates" under "What People Do" (for alumni)
30. Find the new person profile in the tree in the left window, and pop them over, linking them to the degree.
31. Save and unlock
32. Under Publish: Preview.
 - a. **NOTE:** These are rather tricky to preview. If you try to preview the pop-up in the degree profile, the object will only spin when you try to open it. Going to the degree profile, however, will allow you to preview the promo image and text.
 - b. **To preview the pop-up:** Return to the person's object in the tree. Copy their "Item Path" from the Quick Info section. Open a new browser, and paste the path into the URL field. Replace the "/sitecore/content/University of Idaho/" with "sitecore.uidaho.edu/" leaving the trailing text in both instances. **IMPORTANT:** In order to see the pop-up in the proper format, you also need to add "?popup=1" to the end of your pre-production URL.
33. If it all looks good, it's ready to send as a Sitecore link (**see "to preview the pop-up section"**) to the person to approve. After they approve it, Publish and it's live.

Final Steps:

34. **VERY IMPORTANT:** Update your spreadsheet on all three tabs. "Profiles – Summary" is the status of each name we've received. "Status by Degree" tab shows how many we have for each degree. "Master Status by College" shows how many profiles we've received by college.
35. Upload spreadsheet to the Degree Finder project in Basecamp.
36. Put edited profiles and photos into proper folder of the shared drive, finished. The "originals" folder has the original Q&A and the original unedited photos (not all of which may be used). The sized and used photos and your edited Questionnaire are the only ones that go in the "finished" folder.
 - a. NOTE: Create a new folder along with the Finished and Original folders titled "Photo Release Forms." Place the photo releases in this folder for now. Creative Services is still working on how to manage photo release forms.

Troubleshooting & Helpful Hints:

- All of the received profiles are currently in the Web Team folder of the Shared drive.
- Recommend sizing all images to various sizes and then uploading to Sitecore at the same time prior to beginning creation of Person Profile. Major timesaver.
- Another glitch is that URLs isn't formatting automatically without the Rename and OK mentioned above. AKA make sure Kiya Knight (page title) is also kiyaknight (URL title).
- FYI: You can use (on upper bar) Navigate to find what the links on the page relate to.
- Various portions of the template aren't actually working at the moment but will in the future. **Recommend not skipping steps.** It will just be more work in the end.
 - Slideshows – currently broken in this context (7/8/09)
 - Quotes – currently broken (7/8/09)

Make sure you 1) have a photo release form for the people in the image and 2) the permission of the person who took the image