How to Add an Author

1. In the Management bar, select "Manage" (this may already have been done for you) and then "Content".
2. On the "Content" page, click the "Add content" button near the top.
3. Select "People" for the type of the new content.
4. On the "Create People" page, fill in "Title" with the author's full name and the "First Name" and "Last Name" fields with their first and last names. You can add either a dummy picture (I recommend the Center for Environmental Studies logo) or the author's picture for the "Image" field.
5. Click "Save" to publish the author's information.