How to update a website author profile

Author profiles display reporters' contact information on their articles. Readers also can view additional information, including latest stories, by clicking the reporter's name on article pages.

Author profiles also help ensure consistent analytics tracking and assist content recommendation engines.

Please remember, an author profile also appears as the byline when attached to an article, so be sure only actual author(s) are listed with an article.

How to check your profile

Log in to https://admin.townnews.com.From the top right menu, go to your login, click it and select Profile
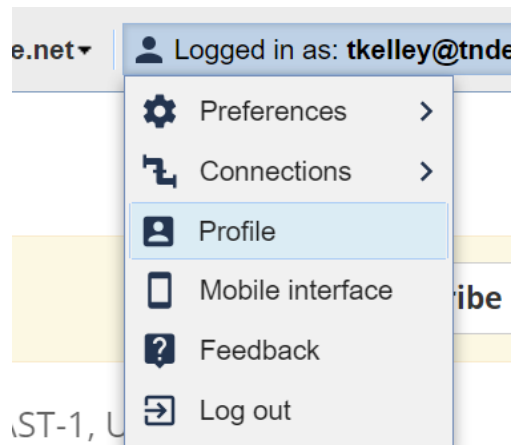
This loads a new window with a series of panels.

How to edit the profile

Under Identity be sure your screen name is your real name, and also fill in your first/last name. The email will be prefilled with your Blox admin login.

Job title can be useful for managers listed on website contact pages.

Under Profile, include a one-line "about the author" bio.

Under Social, list the pages for your Facebook, LinkedIn and/or Twitter accounts.

Don't have your own account for a platform? Substitute the newspaper's "official" page.

Under Content, two additional fields allow a custom content override for your byline, and an optional tagline.

Under avatar, upload a photo of yourself.

Bonus tip: Set a Default Author

Reporters can automatically add their profiles to select themselves as default author. From the login, follow the cascading selections > Default Author > Yes or No.
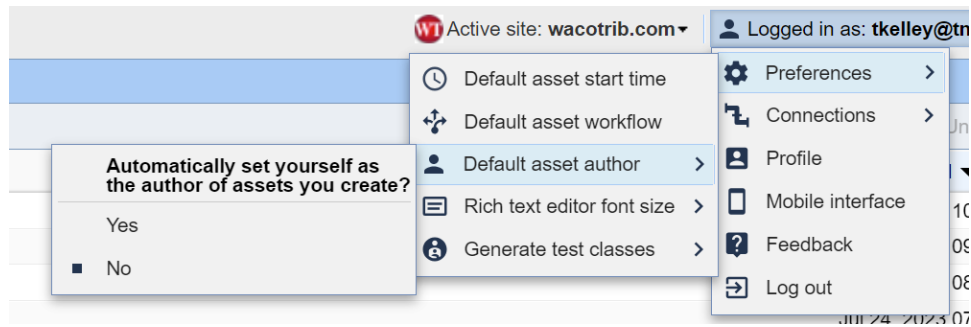
This automatically adds you as author when you create a new asset.

Managers and editors who frequently create new assets for other authors should set the Default to No to avoid inadvertently tagging others' content with their own credit. Author tags always can be added manually to an asset later.

And if you upload images, be sure to remove yourself as author of those assets unless you shot the photos yourself.