Profiles (Research Networking Software)

Edit a Profile

Top Navigation Bar

Click Edit This Profile to edit a profile.

Edit Menu: Basic Components

- Hide or Show each of these sections by clicking on Hide or Show.
- To select a section to be edited, click on your topic of choice.
- Name, degree, address and email information is drawn from campus source system. Please contact the UMMS Help Desk @ 508-856-8643 or umwhelpdesk@umassmed.edu if revisions are required. The visibility of contact information can be adjusted.
• **Photos** should be square to avoid distortion and less than 256 kb.

  This photo will show at the top of the Profile page with the basic components. Visibility of the photo can also be modified.

• **Awards and honors** are entered using the Year(s), Name(required), and Institution.

  Multiple awards can be added.

• **Narrative:** An **HTML Editor** will appear for the Narrative section after clicking the **Add Narrative button**.

  If you are updating the Narrative section you will see your narrative information with an edit button located along the side in the action
Basic Functionality of the HTML Editor

(Cut, Copy, Paste, Paste as plain text, Paste from Word, Undo and Redo)

(Find, Replace, Select All, Check Spelling, and Check Spelling as You Type)

(Form, Check Box, Radio Button, Text Field, Text Area, Selection Field, Button, Image Button and Hidden Field)

(Bold, Italic, Underline, Strikethrough, Subscript, Superscript and Remove Format)

(Insert Numbered List, Bulleted List, Decrease Indent, Increase Indent, Block Quote, Create/Divide Container, Alignment Options and Text Direction)

(Link, Unlink and Add an Anchor)

(Text Color and Text Background)

(Maximize, Show Blocks and About)

(Table, Horizontal line, Smiley, Special Character, Break and iFrame)
• **Adding a picture to the narrative section** In order to add an image to the narrative section the image must first be uploaded. At the bottom of your Narrative Edit Screen you will see the following:

1. Select Choose File to upload your image. Your image will appear with a URL used to place the image into the narrative.
2. Copy the URL and return to your narrative section.
3. Click the insert image button and Paste the URL for the image you intend to use.
4. Adjust the Alignment, Width and Height as needed.
5. Click OK to save.

• **Rotation Project & Post Docs**: An HTML Editor will appear for the Rotation and Post Doc sections after clicking the Add Rotation Project or Add Post Doc button. Add your rotation project or Post Doc information using the HTML Editor.

• **Select Publications**: When you review your publication list, there may be some missing citations. This occurs because Profiles is designed to be conservative so that it does not assign publications incorrectly. Consequently, you may need to add missing pubs. However, once added, Profiles will have learned more about the researcher and will be better able to find other publications. Similarly, you can remove any publications that were incorrectly added and they will not be added again.
Add-ons

Hide or Show each of these sections by clicking on Hide or Show. Showing the section will add a tab to your Profile page. This tab will show the list of websites, videos, presentations and tweets you choose to show.

- **Websites**: Add URLs for websites you would like visitors to see as part of the profile.

- **Featured Videos**: These videos must come from YouTube; a URL is required.

- **Featured Presentations**: This section requires you to create a SlideShare account. Once an account is created you can attach your SlideShares to your Profile as well.

- **Tweets**: You need a Twitter account to use the gadget. Enter your Twitter username in the gadget, and it displays your latest tweets.