

## Edit a Profile

Navigate to the profile page you wish to edit. You will need to be logged into Profiles to make edits.



### A Top Menu Navigation Bar

From the top menu, click on **Edit My Profile** to edit a profile.

NOTE: If you are a proxy or admin, click on **Edit This Profile**.

### B Edit Menu: Basic Components

Category: Address	Items	Privacy
mailing address	1	Public
email address	1	No Search
photo	1	Public

Category: Affiliation	Items	Privacy
groups	0	Public

- To select a section to be edited, click on your topic of choice.
  - NOTE:** Items with a lock icon cannot be edited in Profiles, ex: Name, degree, address and email information. Please contact the UMMS Help Desk @ 508-856-8643 or [umwhelpdesk@umassmed.edu](mailto:umwhelpdesk@umassmed.edu) if revisions are required.
  - The visibility of the locked items information can be adjusted:

Edit Menu > mailing address

▼ Edit Visibility (Public)

<input type="radio"/>	Owner	Only Carruthers, Anthony and special authorized users who manage this website.
<input type="radio"/>	Users	Limited to people who have logged into website.
<input type="radio"/>	No Search	Open to the general public, but blocked to certain (but not all) search engines such as Google.
<input checked="" type="radio"/>	Public	Open to the general public and may be indexed by search engines.

- 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.



Title Professor

Institution University of Massachusetts Medical School

Department Biochemistry and Molecular Pharmacology

Address University of Massachusetts Medical School  
55 Lake Avenue North, S1-824  
Worcester MA 01655

Phone

Email @UMassmed.edu

Edit Menu > photo

▶ Edit Visibility (Public)

▶ Add/Edit Custom Photo

No photo found.

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

Multiple awards can be added.

Edit Menu > awards and honors

Add Award(s)

Enter the year(s), name and institution.  
For Award Year(s), enter both fields only if awarded for consecutive years.

**Award Year(s)**      **Name (required)**      **Institution**

[Dropdown] - [Input]    [Input]    [Input]

Save | Save and add another | Cancel

- **Summary:** A summary will display at the top of the Overview section.

After selecting Summary from the edit menu, select the pencil (edit) icon to open a text area to add your summary.

Edit Menu > Summary

Edit Visibility (Public)

Summary	Actions

- **Overview:** Allows for formatting of text and images within a WYSIWYG editor.

After selecting Overview from the edit menu, and if you have not yet provided an overview, click the Add Overview and a WYSIWYG editor will appear

Edit Menu > overview

Edit Visibility (Public)

Add overview

Formats    **B**    *I*    U    [List icons]

[Link icon] [Image icon] [Table icon] [Code icon]

Save and Close | Close

No items have been added.

If you already have an overview, click the pencil icon to edit your overview

[Edit Visibility \(Public\)](#)



When editing, you will also see action icons for Move to Top, Move to Bottom, and Delete



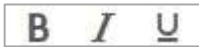
### Basic Functionality of the HTML Editor

To Cut, Copy, Paste, Undo and Redo - use keyboard commands

- Copy: Ctrl+c
- Cut: Ctrl+x
- Paste: Ctrl+v



(Undo, Redo)



(Bold, Italic, Underline)



(Left Align, Center, Right Align, Justify, Decrease Indent, Increase Indent, Bulleted List, Numbered)



(Insert Link, Image, Media)

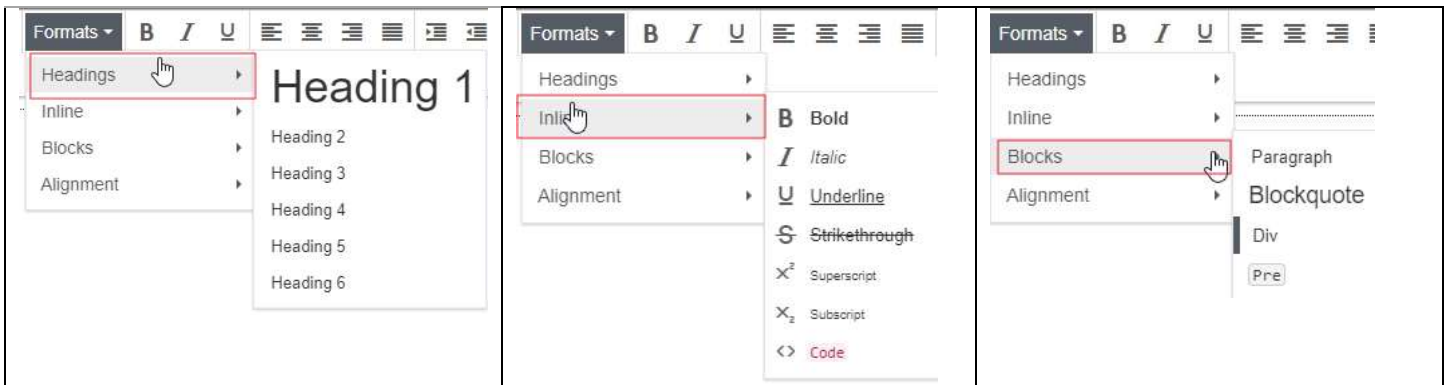


(Print, Preview)



(Insert Table, HTML source)

Click to expand the Formats dropdown for more options



- **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. Once added, Profiles will have learned more about the researcher and will be better able to find other publications. You can remove any publications that were incorrectly added and they will not be added again.

Edit Menu > selected publications

- ▣ Edit Visibility (Public)
- ▣ Add PubMed (Search PubMed and add multiple articles.)
- ▣ Add by ID (Add one or more articles using codes, e.g., PubMed ID.)
- ▣ Add Custom Publication (Enter your own publication using an online form.)
- ▣ Configure Automatic Import (Automatically adding publications to my profile.)
- ▣ Delete Publication(s) (Remove multiple publications from your profile.)

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selected publications

1. Carroll JE, Smith JK, Simons JP, Murphy MM, Ng SC, Shah SA, Zhou Z, Tseng JF. Redefining mortality after pancreatic cancer resection. *J Gastrointest Surg.* 2010 Nov; 14(11):1701-8.
2. Carroll JE, Hurwitz ZM, Simons JP, McPhee JT, Ng SC, Shah SA, Al-Rafaie WB, Tseng JF. In-hospital mortality after resection of biliary tract cancer in the United States. *HPB (Oxford).* 2010 Feb; 12(1):62-7.



## Featured Content

Category: Featured Content
Featured Presentations
Featured Videos
Twitter

If set, these items will display under Featured Content

- **Featured Videos:** These videos must come from YouTube; a URL is required.
- **Tweets:** You need a Twitter account to use the gadget. Enter your Twitter username in the gadget, and it displays your latest tweets.
- **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.

Featured Content

Twitter

Tweets by @UMassChan

UMass Chan Medical School Retweeted

University of Massachusetts @UMass

It's #NativeAmericanHeritageMonth! We

Featured Presentations This section is HIDDEN Hide | Show

**SlideShare: A great way to share presentations**

If you already have a SlideShare account and have uploaded presentations, simply follow these steps:

1. Enter your SlideShare Username below and click Save/Preview. Any public presentations that you've uploaded to SlideShare will be shown in the preview below.
2. Make sure these presentations are the ones you want to share on your profile.
3. Click the "Show" link (above, upper right) to make the presentations publicly available within your profile.
4. To remove the presentations, delete your SlideShare Username and click Save/Preview. Make sure to "Hide" your presentations from the public if you delete your SlideShare Username.

SlideShare Username:  [Save/Preview](#)

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