Profiles (Research Networking Software)

Edit a Profile

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

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.

Edit Menu: Basic Components

<table>
<thead>
<tr>
<th>Category: Address</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>mailing address</td>
<td>1</td>
<td>Public</td>
</tr>
<tr>
<td>email address</td>
<td>1</td>
<td>No Search</td>
</tr>
<tr>
<td>photo</td>
<td>1</td>
<td>Public</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Affiliation</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>groups</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>

- 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 if revisions are required.
  - The visibility of the locked items information can be adjusted:

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Only Caruthers, Anthony and special authorized users who manage this website.</td>
</tr>
<tr>
<td>Users</td>
<td>Limited to people who have logged into website.</td>
</tr>
<tr>
<td>No Search</td>
<td>Open to the general public, but blocked to certain (but not all) search engines such as Google.</td>
</tr>
<tr>
<td>Public</td>
<td>Open to the general public and may be indexed by search engines.</td>
</tr>
</tbody>
</table>

- **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.

![Awards and honors input field]

- **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.

![Summary text editor]

- **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.

![Overview WYSIWYG editor]
If you already have an overview, click the pencil icon to edit your overview.

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](image)

- **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).**

![Selected Publications](image)


**Featured Content**

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.