

How to edit your profile (last update: 10/04/16)

Your personal profile on the departmental web site is easily updated and the more up-to-date it is the more useful it will be to everyone. All such editing is done within a web browser window - no need for editing files on your computer and then uploading them.

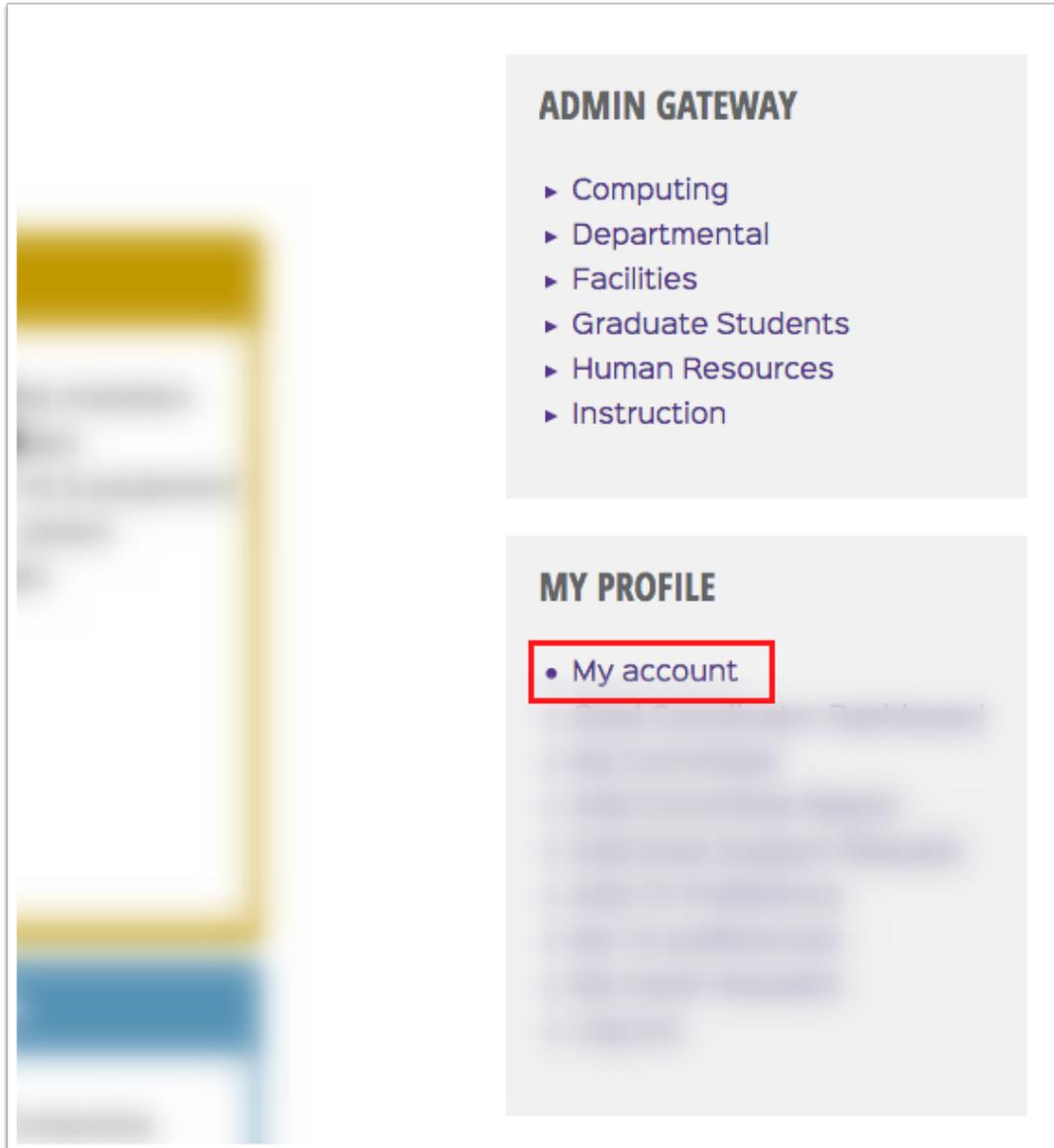
Here is a brief guide to editing your profile. It is similar to how profiles were edited in the previous version of the web site, but there are notable differences. Even if you are comfortable editing your profile, review this document so you will know what has changed.

If you have any questions, please email Dave Hurley at dhurl@uw.edu.

How to edit your profile (last update: 10/04/16)

Your account (last updated: 10/04/16)

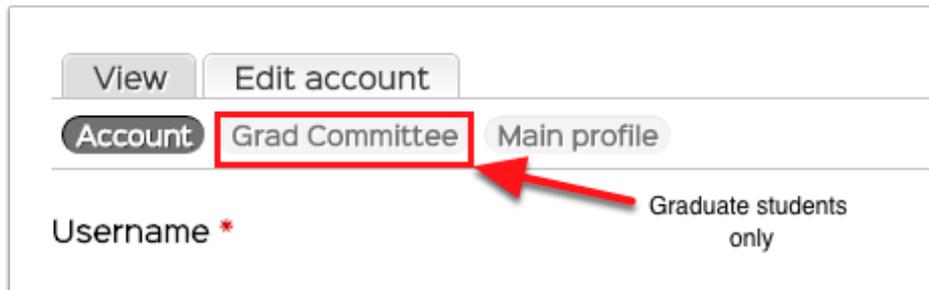
After logging in, you will be on the Admin Gateway page. There is a link to your profile in the right sidebar. To view it, click on My account.



How to edit your profile (last update: 10/04/16)

Click on "Edit account"

Your information is composed of an "account" - your login name and password - and your profile. Everyone has a "main" profile and graduate students also have a "Grad Committee" profile.



How to edit your profile (last update: 10/04/16)

Main profile

Information in your main profile will be publicly visible on your profile page only if the "private" checkbox is not checked. Public information consists of:

Name, email, phone, office location, fields of interest.

Below that, grouped in tabs are: biography, research interests, publications, courses and related news stories.

All other information, such as emergency contacts and phone numbers, are only accessible to administrative staff.

Accepting new graduate students

Office information

Building
Kincaid Hall

Room
A042G

Phone

Lab information

Building
- None -

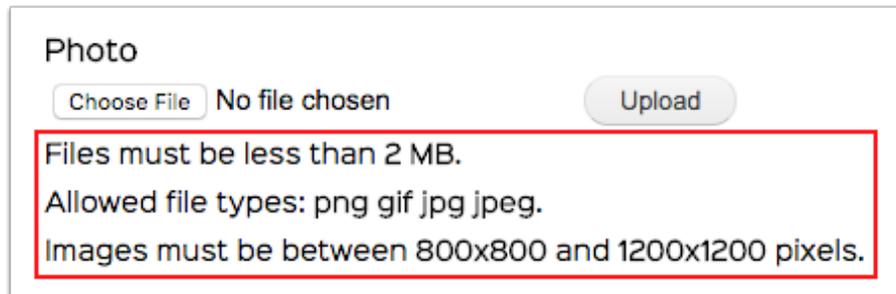
Room

Phone

How to edit your profile (last update: 10/04/16)

Most fields have explanatory text below the field

If you aren't sure about what you should enter in a field or how it should be formatted, please email Dave Hurley (dhurl@iuw.edu).



The image shows a screenshot of a web form for uploading a profile photo. The form is titled "Photo" and contains a "Choose File" button, the text "No file chosen", and an "Upload" button. Below these elements, a red rectangular box highlights three lines of explanatory text: "Files must be less than 2 MB.", "Allowed file types: png gif jpg jpeg.", and "Images must be between 800x800 and 1200x1200 pixels."

How to edit your profile (last update: 10/04/16)

Your photo

Your photo not only identifies you to the public but it is also valuable to administrative staff in emergencies, so please make sure the photo you use for your portrait fulfills these criteria:

1. taken within the past TWO years
2. shoulders up
3. nothing covering your face (no sunglasses)



How to edit your profile (last update: 10/04/16)

Fields of interest

You can choose up to 3 fields of interest. This groups people, publications, news stories, events and seminars according to areas of research that may be of interest to viewers.

Fields of interest

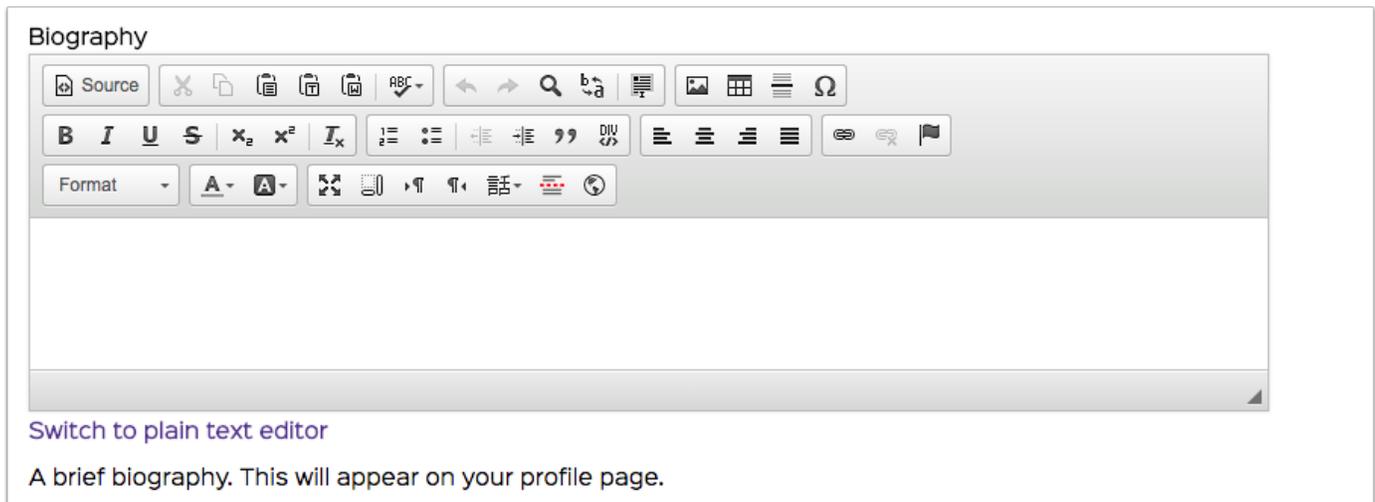
- Behavior
- Biology Education
- Cell and Molecular Biology
- Conservation Biology
- Development
- Ecology
- Evolution
- Genetics and Genomics
- Marine Biology
- Mathematical & Computational Biology
- Mathematical Biology
- Natural History
- Neurobiology
- Paleobiology
- Phylogenetics & Systematics
- Physiology
- Plant Biology
- Synthetic Biology

How to edit your profile (last update: 10/04/16)

Rich text fields

Some fields will allow rich text - including formatting, images, links and other HTML markup. You don't need to know HTML to edit these fields - just use the rich text editor to add formatting or other markup as you would in Microsoft Word. If you click on "Switch to plain text editor" you will see what the markup looks like.

To see what a button does, just move the cursor over it and wait for a "tooltip" to appear.

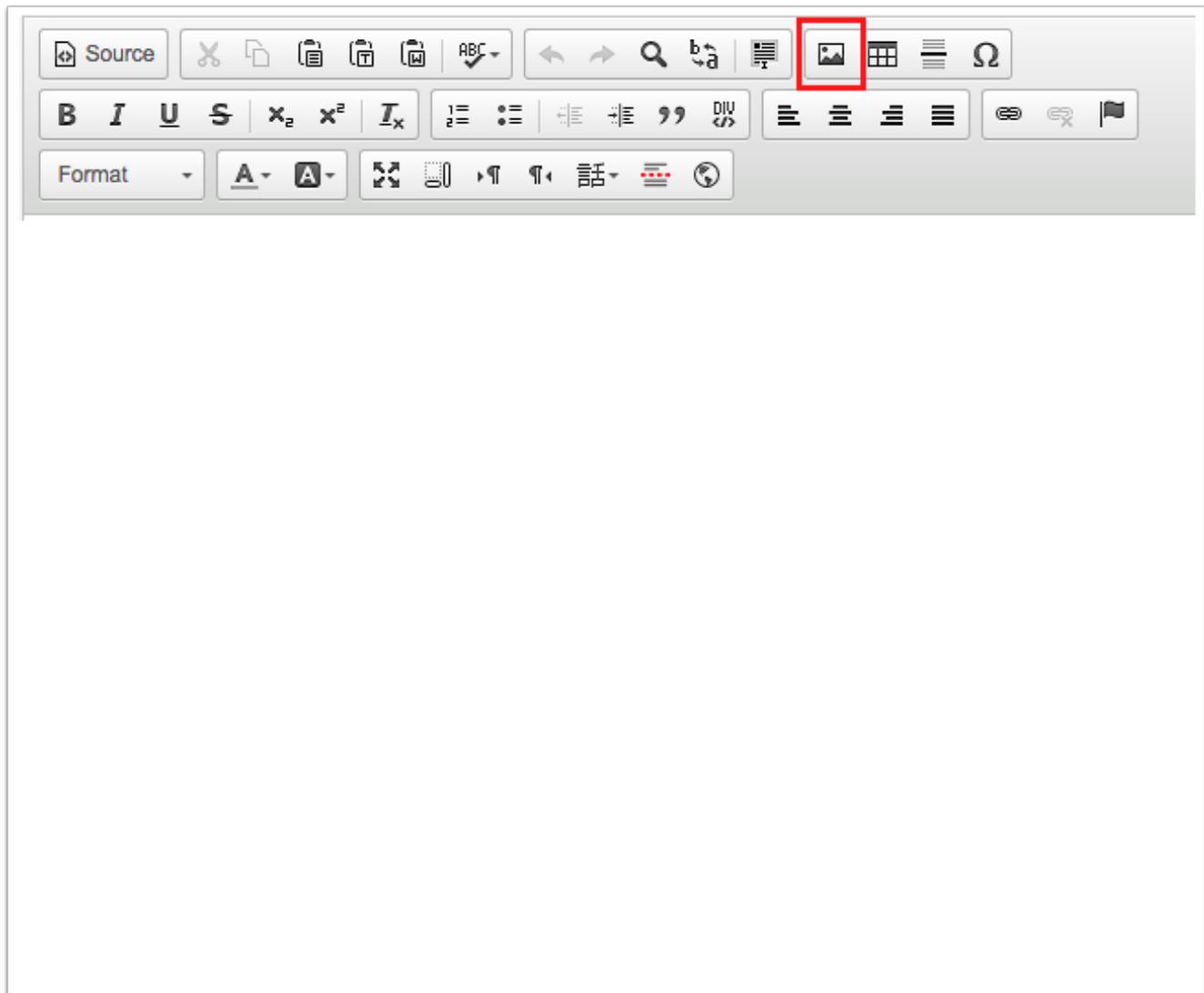


The screenshot shows a rich text editor interface for editing a biography. At the top, the word "Biography" is displayed. Below it is a toolbar with various icons for editing, including Source, Cut, Copy, Paste, Undo, Redo, Find, and Insert. The main editing area is a large, empty text box. Below the text box, there is a link that says "Switch to plain text editor" and a brief description: "A brief biography. This will appear on your profile page."

How to edit your profile (last update: 10/04/16)

Adding images

To add inline images to a page, click on the image button in the rich text editor.



How to edit your profile (last update: 10/04/16)

Selecting images

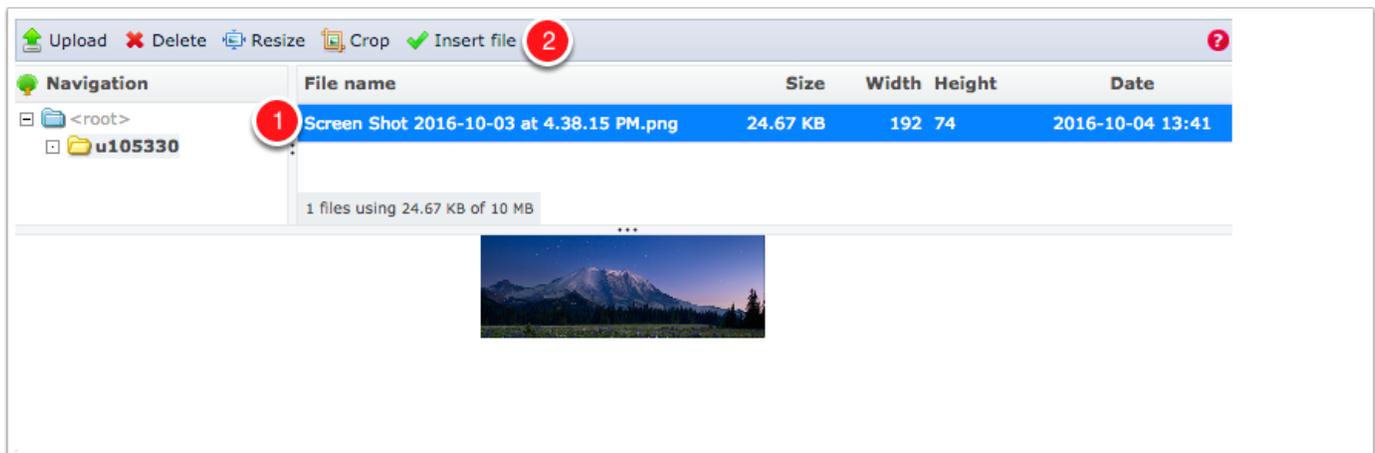
When you click on the Browse Server button in the Image Properties window you will see a list of files in your account folder on the server - not just image files.

To select an existing image, click once on a file name (1) and then click on "Insert file (2)."

Note that images will be scaled, possibly with unexpected results, if they are wider than 800 pixels.

While you can use the cropping and resizing tools in the image browser, the most reliable results will be achieved using an image editor such as Photoshop or

Pixlr (<https://pixlr.com/editor/> - requires Flash).



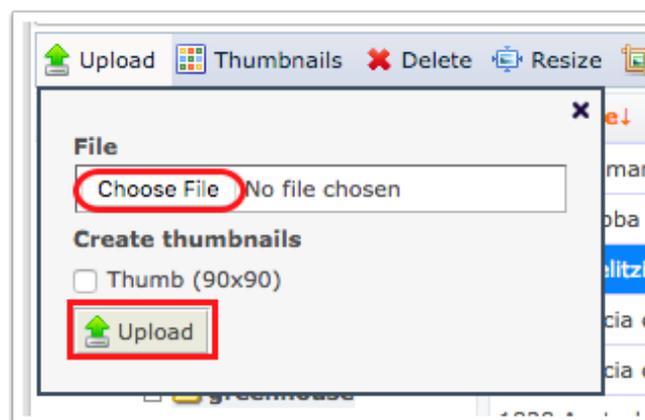
How to edit your profile (last update: 10/04/16)

Uploading images

To upload a new image (or other type of file), click on Upload.

Navigate to a file on your computer.

Click on "Upload."



How to edit your profile (last update: 10/04/16)

Privacy

By default, information in your main profile will be publicly visible on your profile page. Public information consists of:

Name, email, phone, office location, fields of interest, biography, research interests, publications, courses and related news stories.

If you do not want your name to be searchable or your profile to be publicly visible, check the "Private" checkbox at the bottom of the main profile form. Only departmental users who are logged in will be able to see your information.

Other profile information, such as emergency contact information, is only ever visible to administrative staff.

Private
Checking this box will hide your profile from public view. It will still be visible to logged-in users within the department.

How to edit your profile (last update: 10/04/16)

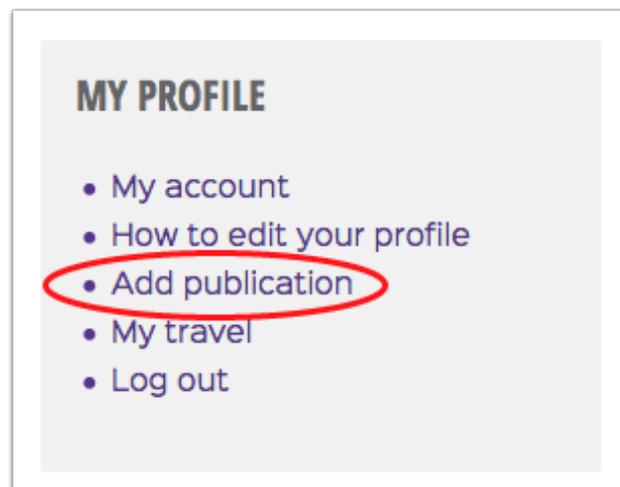
Saving changes

Be sure to click on the "Save" button at the bottom of the page or your changes will not be retained.

Private
Checking this box will hide your profile from public view. It will department.


Adding publications

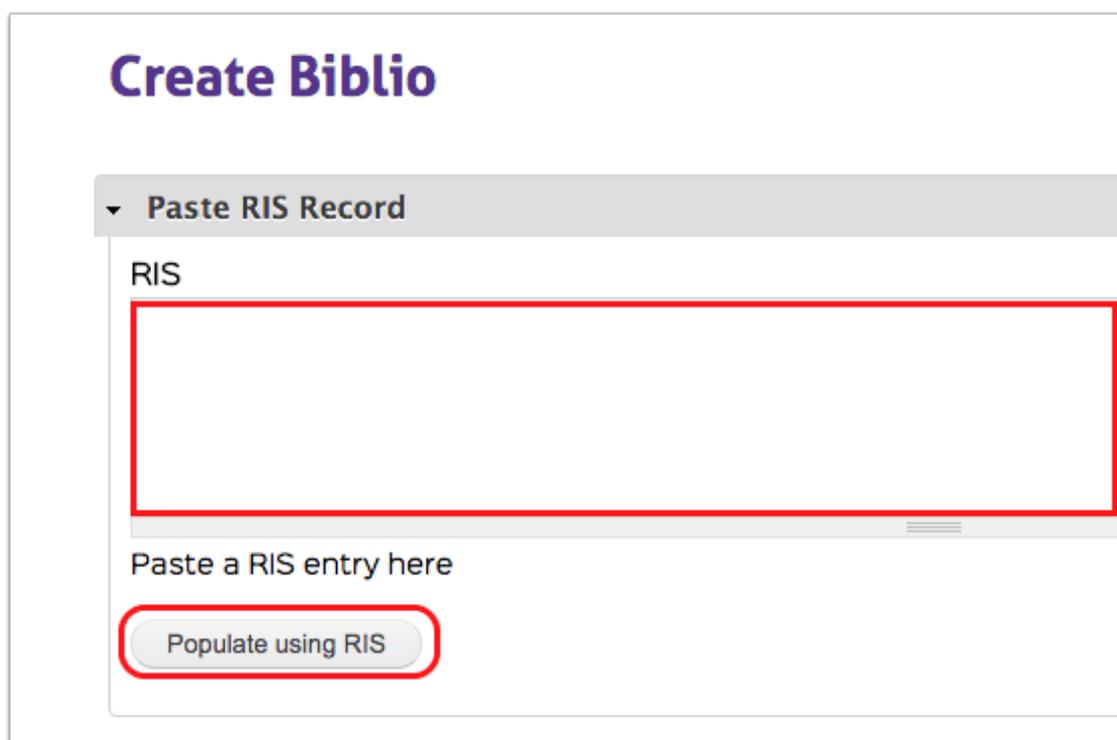
After logging in, click "Add publication" under My Profile.



How to edit your profile (last update: 10/04/16)

Import via RIS

1. Paste a citation in RIS format. This is a common reference manager interchange format. If you can export as "RIS" or "Reference Manager" you can paste the result in the RIS field and click "Populate using RIS."



The screenshot shows a web interface titled "Create Biblio". Underneath, there is a section labeled "Paste RIS Record" with a dropdown arrow. Below this is a text input field with the label "RIS" above it. The input field is empty and has a red border. Below the input field is the text "Paste a RIS entry here". At the bottom of this section is a button labeled "Populate using RIS" with a red border.

How to edit your profile (last update: 10/04/16)

PubMed lookup

If your publication has a PubMed ID, enter or paste it in the PubMed ID field and click "Populate using PubMed."



The screenshot shows a web form titled "Create Biblio". At the top, there is a greyed-out text input field. Below it is a section titled "PubMed Lookup" with a dropdown arrow. Inside this section, there is a label "PubMed ID" above a red-outlined text input field. Below the input field is the text "Enter a PubMed ID". At the bottom of the section is a red-outlined button labeled "Populate using PubMed".

How to edit your profile (last update: 10/04/16)

Import BibTeX record

If you can export your citation in BibTeX format, which is compatible with LaTeX, paste it into the BibTeX field and click "Populate using BibTeX."



Create Biblio

▶ [Blurred field]

▶ [Blurred field]

▼ **Paste BibTeX Record**

BibTeX

[Red box around the text area]

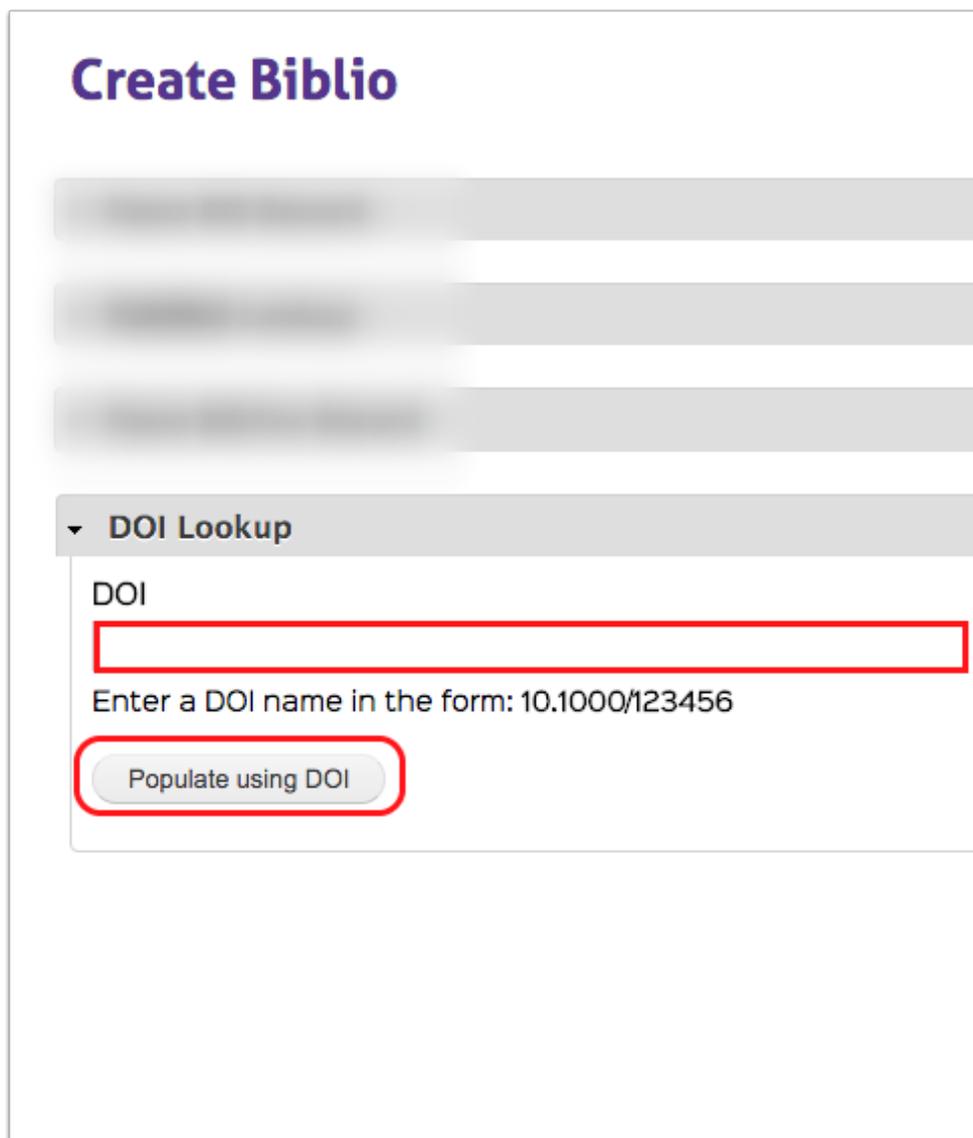
Paste a BibTeX entry here

Populate using BibTeX

How to edit your profile (last update: 10/04/16)

DOI lookup

If your publication has a DOI number, enter or paste it in the DOI field and click "Populate using DOI."



The screenshot shows a web form titled "Create Biblio". It contains three blurred input fields at the top. Below them is a section titled "DOI Lookup" with a dropdown arrow. Inside this section, there is a label "DOI" above a red-outlined text input field. Below the input field is the instruction "Enter a DOI name in the form: 10.1000/123456". At the bottom of the section is a red-outlined button labeled "Populate using DOI".

How to edit your profile (last update: 10/04/16)

Manual creation

If you aren't able to import RIS or BibTex records or you don't have a PubMed ID or DOI, you can create a new citation by first choosing the publication type. The most common type is "Journal Article."

Once you have selected a publication type, the appropriate fields will appear. Enter whatever information you wish to retain and click "Save."

How to edit your profile (last update: 10/04/16)

Create Biblio

- ▶ Paste RIS Record
- ▶ PubMed Lookup
- ▶ Paste BibTex Record
- ▶ DOI Lookup

Publication Type *

- ✓ Select Type...
- Artwork
- Audiovisual
- Bill
- Book
- Book Chapter
- Broadcast
- Case
- Chart
- Classical
- Conference Paper
- Conference Proceedings
- Database
- Film
- Government Report
- Hearing
- Journal
- Journal Article**
- Legal Briefing

Journal article fields and fields of interest

Click on a field group name on the left and enter information in fields on the right as needed.

How to edit your profile (last update: 10/04/16)

To make your citation appear in subject-specific searches, check 1- 3 fields of interest that relate to this publication.

Be sure to click "Save" before the you leave this page or your changes will not take effect.

Publication Type *
Journal Article

Authors
Abstract
Full text
Publication
Identifiers
Locators
Keywords
Alternate Titles
Other

Enter a single name per line using a format such as "Smith, John K" or "John K Smith" or "J.K. Smith"

Show row weights

	Name	Category	Role
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author

More contributors

Fields of interest

<input type="checkbox"/> Behavior	<input type="checkbox"/> Biology Education	<input type="checkbox"/> Biomechanics
<input type="checkbox"/> Cell and Molecular Biology	<input type="checkbox"/> Conservation Biology	<input type="checkbox"/> Development
<input type="checkbox"/> Ecology	<input type="checkbox"/> Evolution & Systematics	<input type="checkbox"/> Genetics and Genomics
<input type="checkbox"/> Marine Biology	<input type="checkbox"/> Mathematical & Computations...	<input type="checkbox"/> Natural History
<input type="checkbox"/> Neurobiology	<input type="checkbox"/> Paleobiology	<input type="checkbox"/> Phylogenetics
<input type="checkbox"/> Physiology	<input type="checkbox"/> Plant Biology	<input type="checkbox"/> Synthetic Biology

Check up to 3 fields to enable this content to be grouped with people and content in this area.

Save Preview

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Editing existing publications

After logging in, click on My Profile > My account. Then click on the "Relevant publications" tab.



Research **Biography** **Related news** **Relevant publications**

[Women learn more from local than global examples of the biological impacts of climate change](#)
. *Frontiers in Ecology and the Environment*. 2015;13(3):132-137.

[Global change and local solutions: Tapping the unrealized potential of citizen science for biodiversity research](#)
. *Biological Conservation*. 2015;181:236-244.

[Keeping Pace with Climate Change: Stage-Structured Moving-Habitat Models](#)
. *The American Naturalist*. 2014;184(1):25-37.

[A Mechanistic Study of Plant and Microbial Controls over R* for Nitrogen in an Annual Grassland](#)
. *PLoS ONE*. 2014;9(8):e106059.

How to edit your profile (last update: 10/04/16)

Select a publication to edit

Click on a publication title to go to its page. Then click on the "Edit" tab.

Make whatever changes you wish and click "Save" to preserve your changes.

Edit Biblio Global change and local solutions: Tapping the unrealized potential of citizen science for biodiversity research

View **Edit**

Title *
Global change and local solutions: Tapping the unrealized potential of citizen science for biodiversity research

Publication Type *
Journal Article

Authors

Abstract

Full text

Publication

Identifiers

Locators

Keywords

Alternate Titles

Other

Enter a single name per line using a format such as "Smith, John K" or "John K Smith" or "J.K. Smith"

Show row weights

	Name	Category	Role
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author
+	<input type="text"/>	Primary	Author

More contributors

Fields of interest

- Behavior
- Cell and Molecular Biology
- Ecology
- Marine Biology
- Neurobiology
- Physiology
- Biology Education
- Conservation Biology
- Evolution & Systematics
- Mathematical & Computations...
- Paleobiology
- Plant Biology
- Biomechanics
- Development
- Genetics and Genomics
- Natural History
- Phylogenetics
- Synthetic Biology

Check up to 3 fields to enable this content to be grouped with people and content in this area.

Save Preview Delete