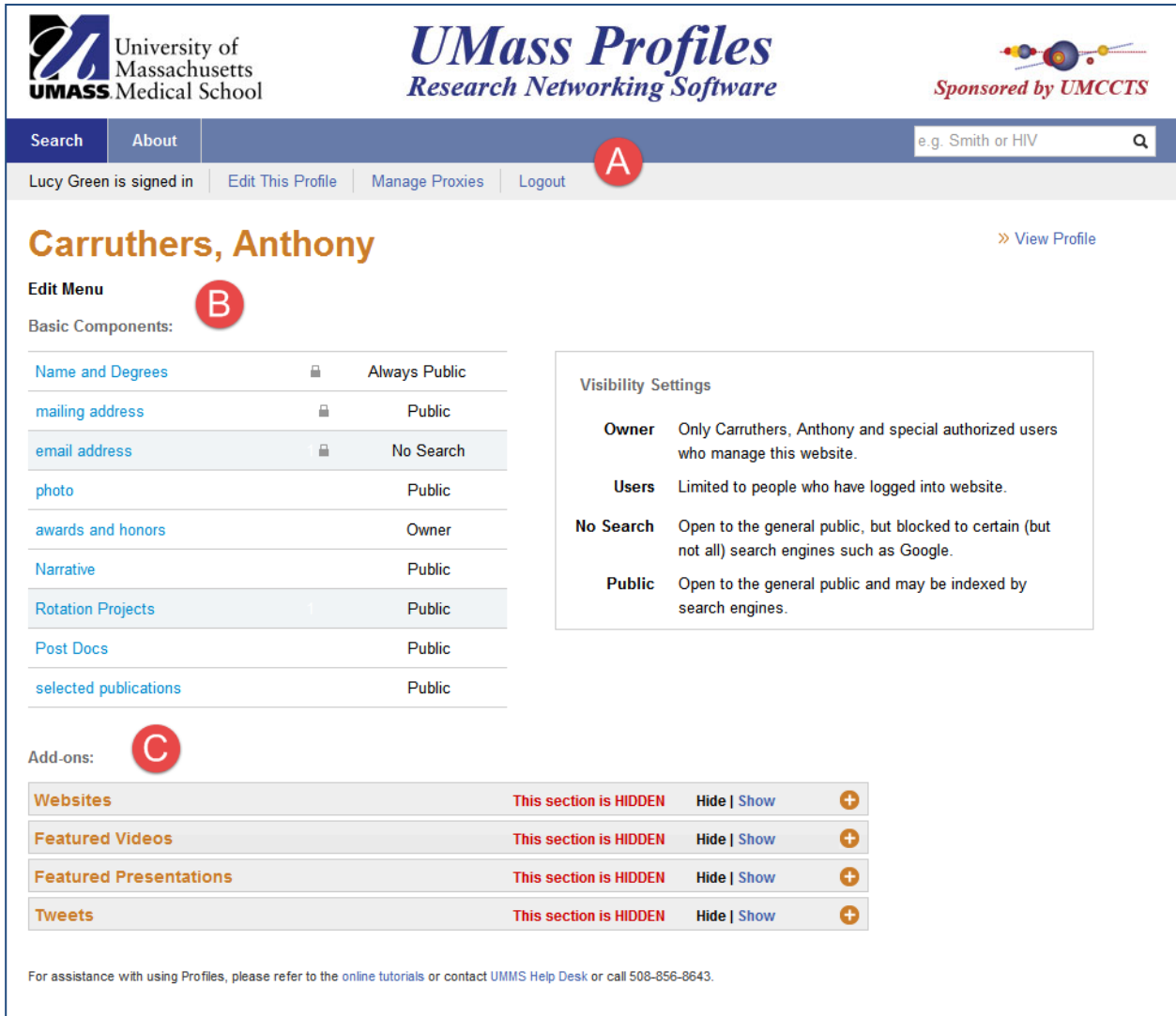


Profiles (Research Networking Software)

Edit a Profile



The screenshot shows the UMass Profiles Research Networking Software interface. At the top, there is a navigation bar with 'Search' and 'About' tabs, and a search box containing 'e.g. Smith or HIV'. Below the navigation bar, it indicates 'Lucy Green is signed in' and provides links for 'Edit This Profile', 'Manage Proxies', and 'Logout'. The main content area displays the profile for 'Carruthers, Anthony' with a 'View Profile' link. The 'Edit Menu' section is divided into 'Basic Components' and 'Add-ons'. The 'Basic Components' table lists various profile fields and their visibility settings. The 'Add-ons' section lists 'Websites', 'Featured Videos', 'Featured Presentations', and 'Tweets', all of which are currently hidden. A 'Visibility Settings' box provides details for 'Owner', 'Users', 'No Search', and 'Public' settings. At the bottom, there is a footer with contact information for assistance.

Basic Component	Visibility Setting
Name and Degrees	Always Public
mailing address	Public
email address	No Search
photo	Public
awards and honors	Owner
Narrative	Public
Rotation Projects	Public
Post Docs	Public
selected publications	Public

Add-on	Visibility	Control
Websites	This section is HIDDEN	Hide Show +
Featured Videos	This section is HIDDEN	Hide Show +
Featured Presentations	This section is HIDDEN	Hide Show +
Tweets	This section is HIDDEN	Hide Show +

For assistance with using Profiles, please refer to the [online tutorials](#) or contact [UMMS Help Desk](#) or call 508-856-8643.

A Top Navigation Bar

Click **Edit This Profile** to edit a profile.

B 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.

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

Picture Here

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

Multiple awards can be added.

» Add award(s)

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

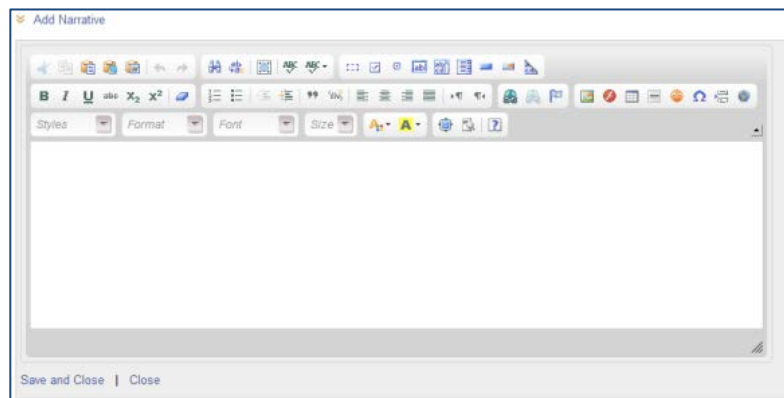
Award Year(s) **Name (required)** **Institution**

-

Save and add another | Save and Close | Close

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

Add Narrative



Save and Close | Close

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

column.  (Move to Top, Move to Bottom, Edit and Delete)

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:

Images:

Allowed File type: .bmp, .jpg, .gif, .tif, .png
 Maximum File Size: 4MB (Best practice is to compress your images so they are less than 100 K)
 Only one image may be loaded at a time
 Select image to upload
 No file chosen

Image	Action
	

Copy following entire link and paste in image url in editor to insert this image in your narrative :
 ../profile/Modules/CustomViewPersonGeneralInfo/ImageHandler.ashx?NodeID=132655&photoNum=1

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 need.
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.

Image Properties

Image Info Link Advanced

URL

Alternative Text

Width

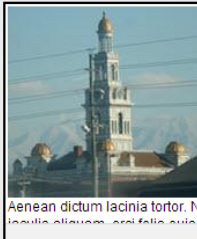
Height

Border

HSpace

VSpace

Alignment

Preview
 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non faucibus, eros. Sed.

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 (Enter your own publication using an online form.)
- » Delete (Remove multiple publications from your profile.)

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-Refaie WB, Tseng JF. In-hospital mortality after resection of biliary tract cancer in the United States. HPB (Oxford). 2010 Feb; 12(1):62-7.	



Add-ons

Add-ons:

Websites	This section is HIDDEN	Hide Show	+
Featured Videos	This section is HIDDEN	Hide Show	+
Featured Presentations	This section is HIDDEN	Hide Show	+
Tweets	This section is HIDDEN	Hide Show	+

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.

Selected Publications | Video/Tweet/Site/Slide

Websites -

- IT Home Page
- UMass Internet Worcester

- **Websites:** Add URLs for websites you would like visitors to see as part of the profile.
- **Featured Videos:** These videos must come from You Tube; 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.

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](#)

Don't have a SlideShare account yet? Go to [SlideShare](#) now to create an account and upload presentations.