User Guide to Editing Your Professional-Track Profile on the English Department Website

SECTIONS OF THIS DOCUMENT

A) Your profile address
B) Logging in and editing your profile
   B1) Profile fields
C) Adding information to your profile
D) Uploading your profile image
E) Pasting text into rich-text fields
F) Inserting links
G) Notes about fields

FOR ADDITIONAL ASSISTANCE

The English Department Web team is available for one-on-one training sessions.

Contacts:

Lauren Friedman
Assistant Director, Instructional & Information Technology
2105 Tawes Hall
lfriedm1@umd.edu
301-405-3747

Kevin R. Nesline
Director of Instructional & Information Technology
2119 Tawes Hall
remmell@umd.edu
301-405-3808

SUGGESTIONS

Is there something you wish your profile, or the website, could do and it currently does not? Submit your suggestion online at:

http://www.english.umd.edu/administration/faculty-staff/web-changes

All suggestions are taken seriously, but it may not be feasible to implement all suggestions.
A) YOUR PROFILE ADDRESS

Your individual profile can be viewed at the following address:

http://www.english.umd.edu/profiles/directoryID

Where “directoryID” is replaced with your own University of Maryland Directory ID.

B) LOGGING IN AND EDITING YOUR PROFILE

1. Open an Internet browser and navigate to http://www.english.umd.edu

2. In the lower right-hand corner of the homepage, click on “Staff/Faculty Login”

3. Enter your University of Maryland Directory ID and Directory Password.

4. Once into the site, you’ll land on your user page. Above your existing profile, click on “Edit.”
B1) PROFILE FIELDS

Your Professional-Track Faculty profile contains the following fields, which appear in the order below in editing mode:

1. First Name
2. Last Name
3. Image
4. Office Location
5. Office Hours
6. E-mail Address
7. Telephone
8. Biography
9. Education

The fields with a T are plain-text only fields. This means you cannot apply any text styling to the fields.

C) ADDING INFORMATION TO YOUR PROFILE

For all fields, you should write your text off-line in a Word processing document. Save the document to your computer, and then cut-and-paste the text into your profile. This ensures you will not lose any information if your computer crashes.

Plain-text Fields

Office Hours is an example of a plain-text field. Text entered/pasted into this field will take on the standard site font and font size.

To paste text, select the text in your document using CTRL-C, and paste it into the field using CTRL-V.

Rich-Text Fields

Biography is an example of a rich-text field. Within biography, you can create links to other sites and easily paste text from other sources. Pasting text into rich-text toolbar is further explained in section D.
D) UPLOADING YOUR PROFILE IMAGE

Your profile includes a field for uploading an image of yourself. This image will show in the directory, on your individual profile, and on area group pages.

1. Choose an image where you are centrally and prominently featured. Images that include others or complicated backgrounds do not work well.

   The sample below shows the type of image that works best for your profile.

   The image file must be less than 8MB, and in png, gif, or jpg/jpeg format. It should be large enough to be resized larger (400x400 pixels or better). If you’re unsure about the image or if you are experiencing problems, e-mail the image to englweb@umd.edu.

2. After selecting your photo, choose “browse” under image and navigate to your image on your hard drive.

3. Select the image and then click “open.” The link to the place where the image is located on your hard drive will appear as below.

4. After selecting the image, click “upload.” A preview of your image should appear, as below.

5. If the image does not appear correctly or if you’d like to choose another image, you can click “remove.” This will reset the image field.

   The same process for removing the image is used when you’d like to update your image at a later date.
E) PASTING TEXT INTO RICH-TEXT FIELDS

1. In your original document, copy the text using CRTLC or right-click with your mouse and choose copy.

2. Select one of the pasting options:
   a. Paste from Word
   b. Paste as Plain Text

3. A box, as shown below, will open for either Paste from Word or Paste as Plain Text.

4. Click inside of the text box, and use CTRL-V or right-click and choose paste to place the text into the box.
5. After inserting text, you may find that there are extra line or paragraph breaks, as pictured below. These line breaks will appear in your text after saving. To eliminate them, click on the extra line and hit “Delete” on your keyboard.

6. For text on the web, hitting enter on your keyboard will produce a paragraph break, rather than a line break. An example of a paragraph break is below.

7. To create a single line break instead of a paragraph break, simultaneously hit SHIFT and ENTER on your keyboard. An example of a single line break with the same text is below.

**F) INSERTING LINKS**

1. To insert a link, first type the text to link into the rich-text box.
2. Next, select the text, and then select the link button.

3. After selecting the link button, the insert/edit link dialogue box will appear, as pictured below.

4. Enter the link URL.

5. Click “OK.” The text you selected should now be an active link. You’ll need to submit your profile before you’re able to test the link.
6. If you’d like to change or remove a link, first select the text with the link. The create and remove link buttons should illuminate, as shown below. Select the unlink button to remove the link, or the link button to change the link.

G) NOTES ABOUT FIELDS

1. Only the first paragraph of your **biography** will show on your profile. If the description is longer than one paragraph, the rest will be viewed with through a “read more” link.

2. Your **office location** should be in the format of “XXXX Tawes Hall.”

3. Your **e-mail address** must be your University of Maryland e-mail address that ends in @umd.edu.

4. Your **phone number** should be in the format 301-405-1234.