


Editing Your Faculty Profile Page(s)

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Bowser to use:

- Use **Internet Explorer (IE)**  to edit your profile page. Even though Firefox works as well, you will not get the easy-to-use editing interface that IE provides and you will need to know HTML code to make edits.

Your URL (the short version):

- To get to your faculty profile page, go to your department's faculty page and select your name from the list on the left.

List of current sites w/ faculty profile pages:

- www.as.uky.edu/Biology/Faculty
- www.as.uky.edu/English/Faculty
- www.as.uky.edu/GWS/Faculty
- www.as.uky.edu/HS/Faculty or www.as.uky.edu/HispanicStudies/Faculty
- www.as.uky.edu/History/Faculty
- www.as.uky.edu/PoliSci/Faculty
- www.as.uky.edu/Psychology/Faculty
- www.as.uky.edu/Sociology/Faculty

Note: some sites do not have faculty profile pages, instead they have a list of faculty (or affiliated faculty...etc.) with a brief description (Ex: International Studies at www.as.uky.edu/IS). If this is the case with your profile, please contact your department's webmaster (usually a designated staff member) to update your information.

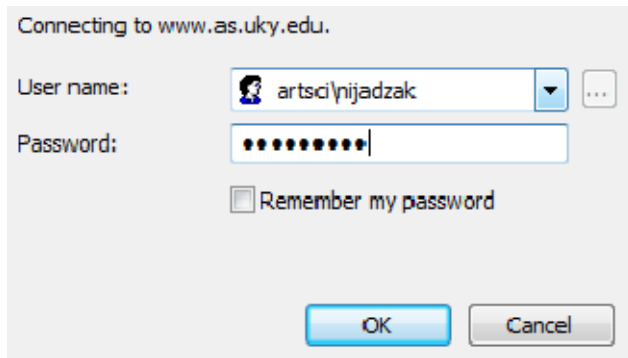
- If you want to create a link to your profile page on a class syllabus or on any other document or web page, use your department's faculty link (from the list above) followed by your name as it appears on your profile page's URL. Examples (use the "Short version"):
 - http://www.as.uky.edu/academics/departments_programs/Biology/Biology/faculty_research/faculty/cbaskin/Pages/default.aspx
 - **Short version:** www.as.uky.edu/Biology/Faculty/cbaskin
 - http://www.as.uky.edu/academics/departments_programs/History/History/FacultyResearch/Faculty/JamesAlbisetti/Pages/default.aspx
 - **Short version:** www.as.uky.edu/History/Faculty/JamesAlbisetti
 - http://www.as.uky.edu/academics/departments_programs/HispanicStudies/HispanicStudies/FacultyResearch/Faculty/Biglieri/Pages/default.aspx
 - **Short version:** www.as.uky.edu/HS/Faculty/Biglieri

Editing content:

- 1- Go to your URL
- 2- Scroll to the bottom of the page. On the bottom-left, you will see a sign in link, click it




- 3- If you get a pop-up asking for authentication, log in using your A&S account (notice the “artsci\”)



- 4- Scroll to the bottom of the page. You will see the following toolbar




Note: if you **only** see “Site Actions” and “Welcome *your name*”, without the middle section, click on “Site Actions” and select “Show Page Editing Toolbar”.

- 5- Click on “Edit Page”  to enter ‘edit mode’
(Note: it takes a couple of seconds for the page to refresh/reload)

IMPORTANT: Once in ‘edit mode’, your profile page becomes exclusively checked out to you. Whether you make edits or decide not to (after you have already clicked “Edit Page”), you must “Publish” your page.

Once you are done with editing your page, publish your changes by clicking on “Publish”

 at the bottom of the page (Note: it takes a few seconds to refresh/reload the page)

- 6- At the top of the page, you will see your current profile page, and if you scroll down, you will see several editable fields. The fields are:

- 

**** Ignore this field ****

- 

Example: Assistant Professor

- 

Example: Ph.D. University of Kentucky, 1999

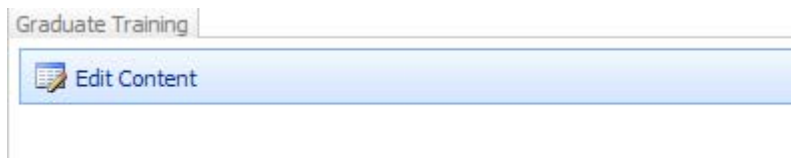
WorkEmail:

- 

- 

Note: “WorkEmail” is automatically generated. If you would like to change your email address, please [submit a help request](#).

- Make sure your “Work phone” and “Office” are up-to-date

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If you would like to add your graduate training, click on “Edit Content”. A textbox will appear with options very similar to Microsoft Word. This field appears next to your picture under “Office”. (see page 7 for a description of the options on the toolbar)

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Click on “Edit Content”. A textbox will appear with options similar to Microsoft Word. (see page 7 for a description of the options on the toolbar)



- Click on "Edit Content". A textbox will appear with options similar to Microsoft Word. (see page 7 for a description of the options on the toolbar)



- **** Ignore this field ****



- This field is limited to only 200 characters. This will display under your image, before "Research".



- This is used to upload your picture. In order to maintain uniformity throughout the sites, and in order to make sure that the technical specs are met when uploading images, if you have a new picture you would like to display, please [submit a help request](#) or email the new picture (with the location) to Nijad Zakharia at nijad@uky.edu

SPS-Dotted-line

SPS-Responsibility

SPS-Skills

SPS-PastProjects

SPS-Interests

SPS-Birthday

SPS-MasterAccountName:

Assistant


-

**** Ignore ALL these fields ****

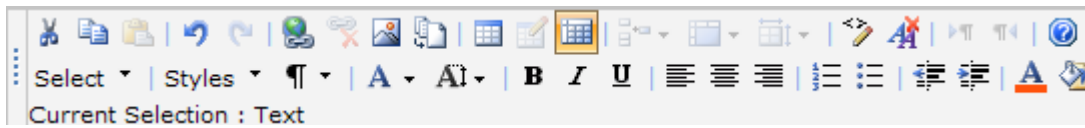
-

Your name as you would like it to appear on your profile page.

IMPORTANT: Once in 'edit mode', your profile page becomes exclusively checked out to you. Whether you make edits or decide not to (after you have already clicked "Edit Page"), you must "Publish" your page.

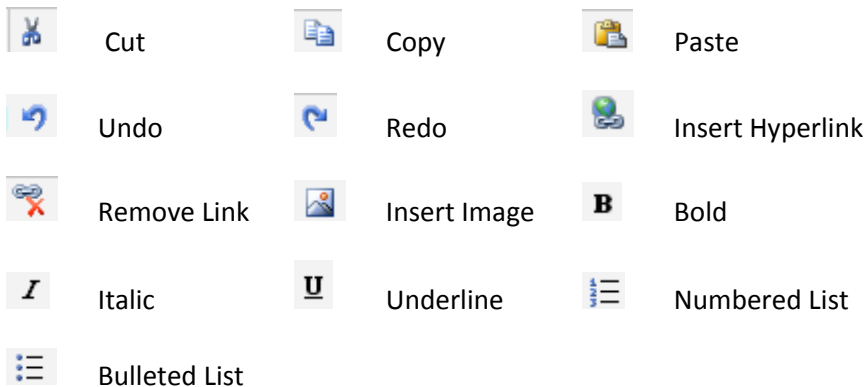
Once you are done with editing your page, publish your changes by clicking on "Publish"  at the bottom of the page (Note: it takes a few seconds to refresh/reload the page)

The editing toolbar:



Most of the buttons are self explanatory, or you have already seen in Microsoft Word. Also, if you move your mouse cursor on top of one of the buttons you will see text explaining what the button does.

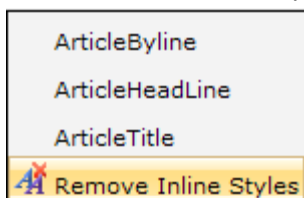
Here's a list of the most commonly used tools:



Editing tricks:

If you copy text from another source (a webpage, a word file...etc.) then paste it into the textbox in your profile page, there is a good chance it will not look right when you publish. What you need to do is:

- Select/highlight all the pasted text, click on "Styles" **Styles** (from the editing toolbar) then select "Remove Inline Styles"




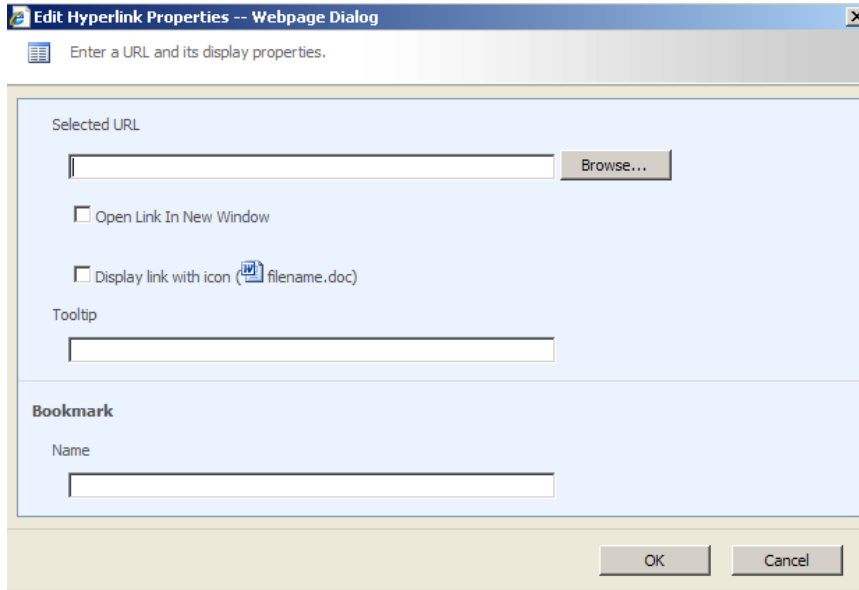
When working with single and double spacing in a textbox:

- "Enter" creates a double-space
- "Shift" + "Enter" creates a single-space

Getting the spacing right can be a bit tricky at first. It becomes pretty simple after you've made a couple of edits. Please [submit a help request](#) or email Nijad at nijad@uky.edu for assistance.

When inserting a hyperlink:

- 1- Highlight the text you want to hyperlink
- 2- Click on the Hyperlink icon 
- 3- You will get the following pop-up box:

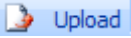



- 4- Enter the URL you want to link to (make sure you include http://) or click on “Browse...” if you are linking an internal page (a page within the A&S site)
- 5- If you are linking an external site, make sure you check “Open Link In New Window”
- 6- Click “OK”

If you want to link to a document:

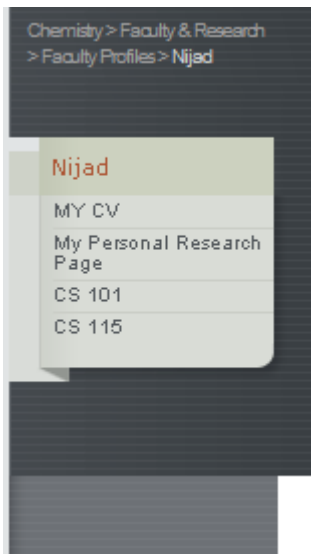
- 1- Follow Steps 1, 2, and 3 above
- 2- Click on “Browse...”
- 3- In the new window that pops up, click on “**Current Site: Documents**” on the left-hand side:



- 4- In the top navigation bar, click on “Upload” 
- 5- In the new window, click on “Browse...”, select your file (preferably a pdf), click “OK”, then “OK” again.
- 6- A new window will pop up showing you the file you uploaded. Close this window.
- 7- In the previous window (the one with “Current Site: Documents”), click on the “Refresh” icon 
- 8- You will see your document in this window. Select it and click “OK”, then “OK” again. If you linked to a PDF, make sure you check “Open Link In New Window”.

Creating sub-pages:

Your profile page is more than just contact information, research, and publications. You have the option of adding additional links and pages to a customized right-hand side navigation. Ex:



These links can be documents that open in a new page (ex: "My CV"), they can be links to other web pages (Ex: your lab's website), or they can be additional pages that you can add content to (Ex: a class page that you would like to add PowerPoint slides, class notes, and a syllabus to).

If you would like to create additional pages or links to the right-hand side navigation, please [submit a help request](#) or email Nijad at nijad@uky.edu.

If you have any design or technical questions, or if you would like to give feedback and/or suggestions on this document or on the A&S website, please [submit a help request](#) or send an email to Nijad Zakharia (A&S Web Service Administrator) at nijad@uky.edu.