

Faculty instructions for departmental site
3/23/17

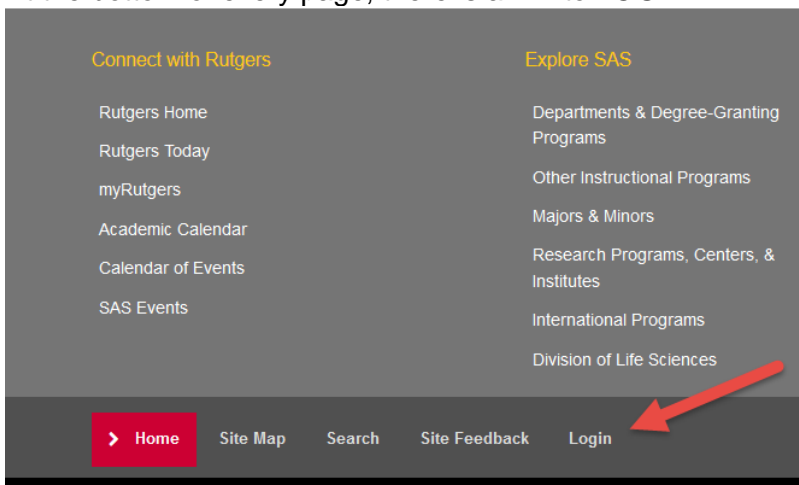
Click on table of contents row to take you to desired page

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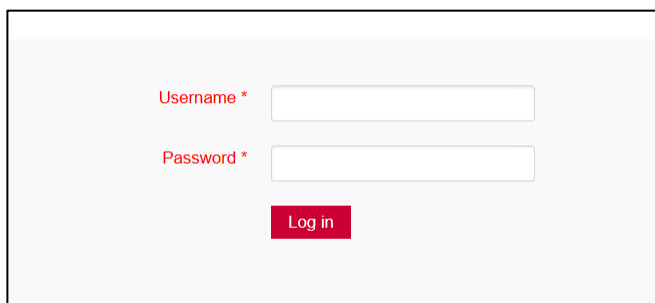
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To log into the system:

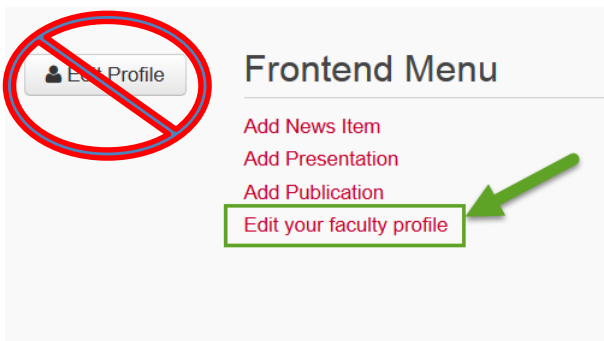
1. At the bottom of every page, there is a link to LOGIN



2. After clicking on that link, you will see the login page.
3. If you have one, enter your **RUTGERS username and password (not dls)**.

A screenshot of the login page. It features two input fields: "Username *" and "Password *". Below the fields is a red "Log in" button.

4. After you login, you can choose from the items from within the FRONTEND MENU (add a News Item, Presentation, Publication, or Edit your faculty profile). **NOTE: do NOT click on Edit Profile button.**
See next pages for specifics of each.



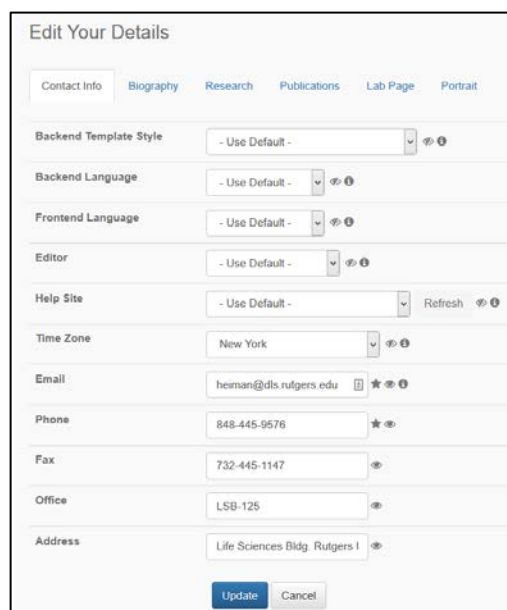
Logout

When done editing, choose logout. **The logout link is at the bottom of each page.**

To change your faculty page profile:

After logging in, click on “**Edit your faculty profile.**” You can then choose the tab you want to fix (Contact Info, Biography, Research, Publications, Lab Page, or Protrait)

NOTE: If you leave any tab blank, it will not show up on the site. For example, you may not want to include a biography.



Research tab maximum length (4000 characters)

Profile image:

To upload a profile image, click on the dropdown menu and follow directions for uploading new profile photo.

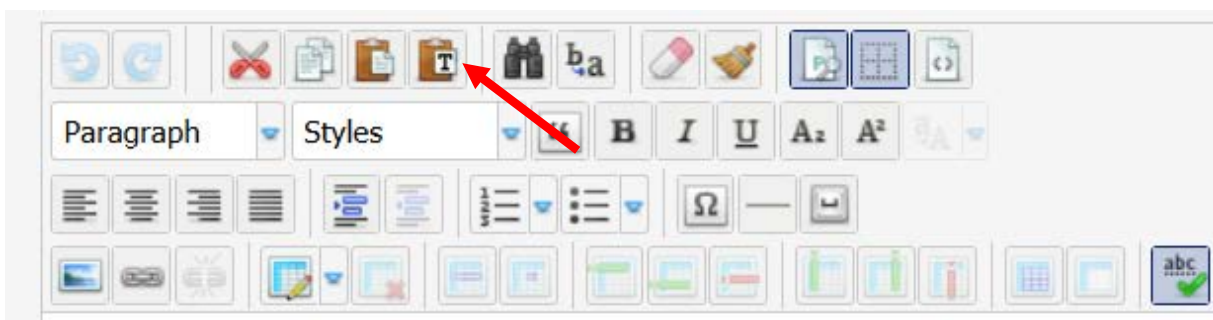
RECOMMENDED PHOTO RESOLUTION AND DIMENSIONS:

- Width: 1000 pixels**
- Height: 1000 pixels but this can vary somewhat**
- Resolution: 300 pixels per inch**
- KEEP PICTURE UNDER 2 mg!!**

Entering text

To change text within one of the tabs (e.g. publications), click on that tab and begin adding text.

After you enter the text, you can use the editor menu to format the text as you want. By placing the mouse over a button, it will tell you what that button does. For example, to paste as plain text, use the clipboard button with a “T” (see arrow on below picture). **IMPORTANT:** if you copy **DIRECTLY** from a word processing program (e.g., MS Word), you will get extra formatting codes that may conflict with this system. To avoid that, you can paste as plain text or first copying to a text editor and then into the field.

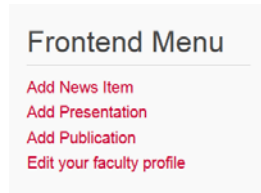


This system allows for bulleted or numbered lists so you can paste references without the numbers. Once they are entered, select the text and click bullets/numbering button.

To add a NEWS item (presentation, publication, or other news)

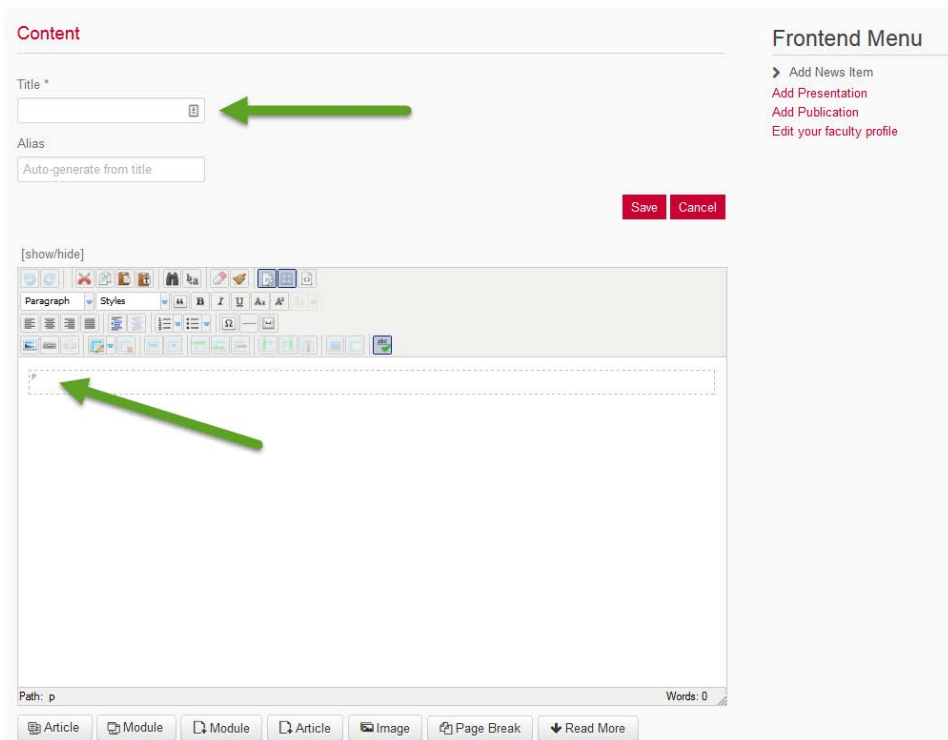
NOTE: News items are the responsibility of the individual faculty. *Once you enter a news item, the departmental administrator will receive an automatic email to approve the news item.*

From the frontend menu, choose “Add News Item”, Add Presentation, or “Add Publication” and you will be taken to the editor to add the desired item



You only need to add the title and description (see green arrows on picture)

Title: Title of news item (restricted to 70 characters)

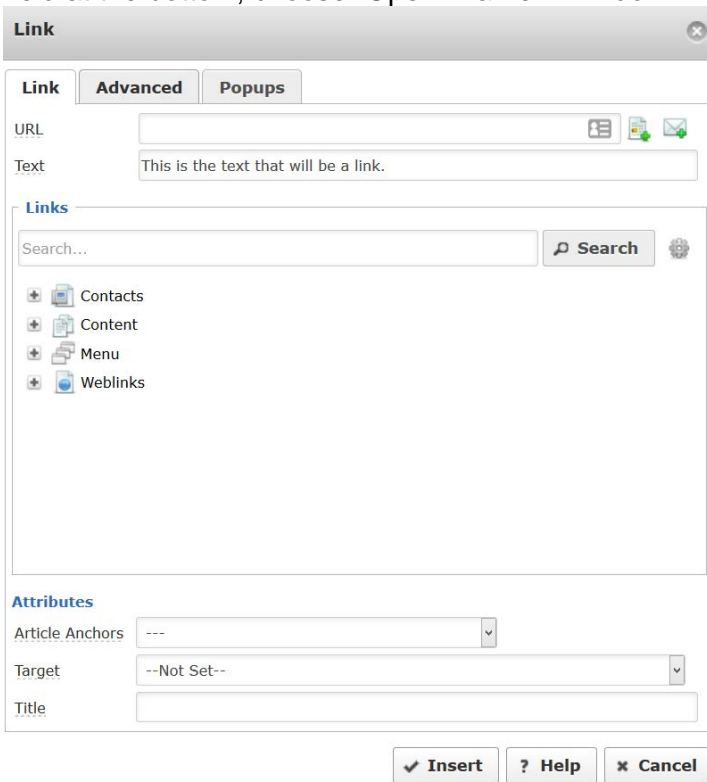


To add a link to some other site

In the description section, you can add a link. First, type the text that you want to be a link. Then, highlight the text and click on the link button (see red box below)



You will get the following link window. In the URL field, paste the URL of the site. Then, in the “target” field at the bottom, choose “Open in a new Window”



When done, click “Save” at the top.