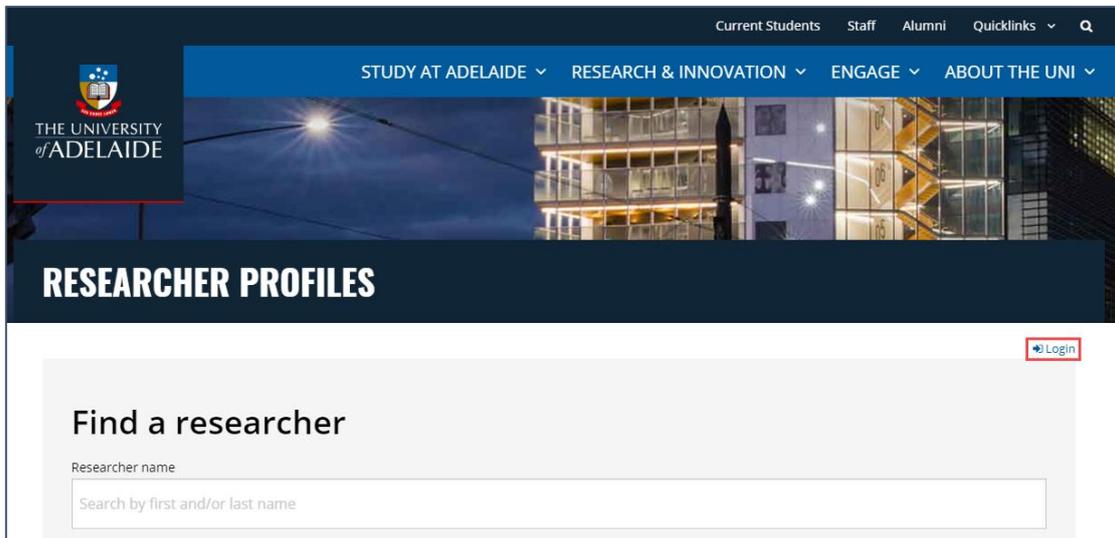


Quick Reference Guide to Editing Research Information (Researcher Profile)

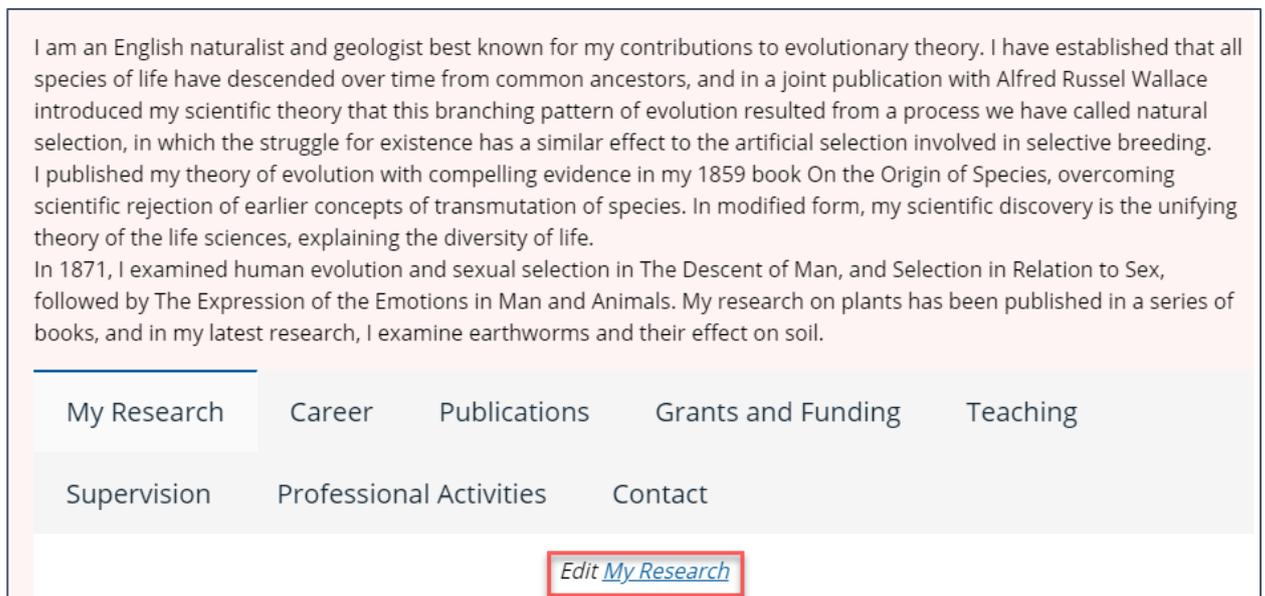
Editing your Research information	2
Adding an image to My Research.....	5
Adding an online video to My Research	7
Text Editor icons explained.....	10

Editing your Research information

1. To add and / or edit a description of your Research, firstly login to your profile.

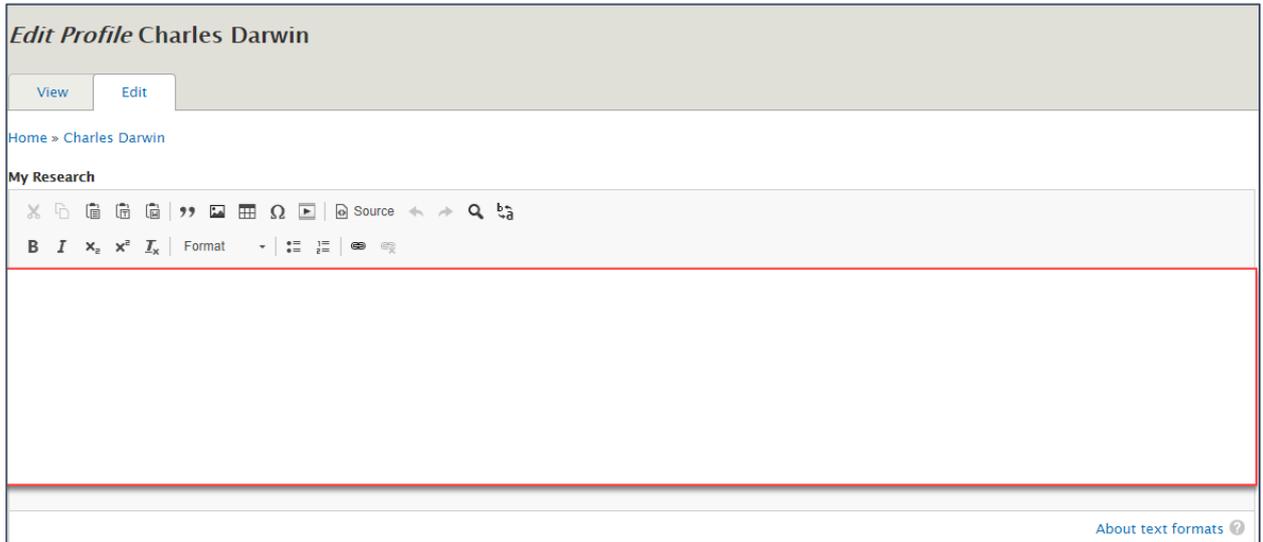


2. Select the **My Research** tab from the Home Page (Mostly, it will be selected by default as the first tab). Click the **My Research** link to edit.



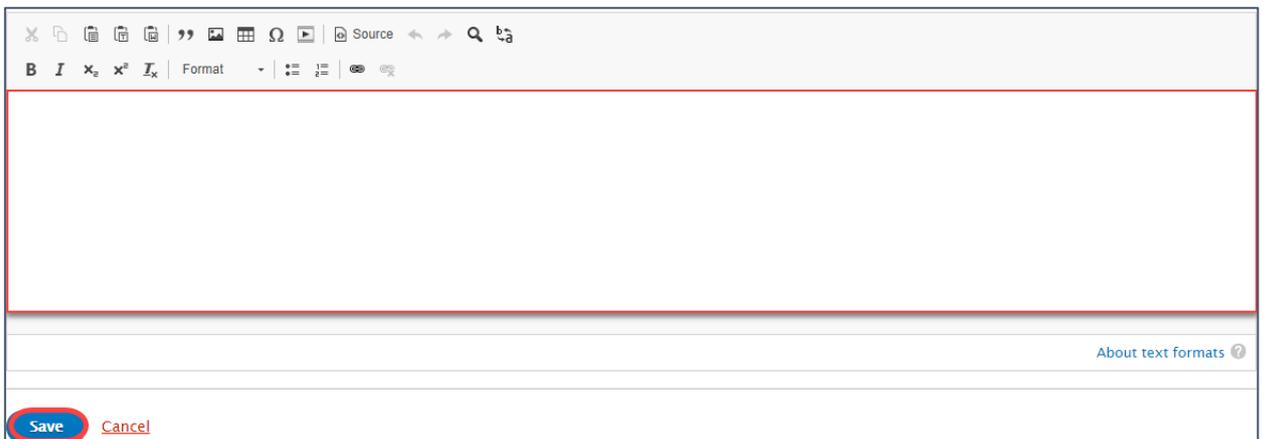
3. The Edit Profile page will open on the Edit window. Enter your data manually or copy paste data from other sources in the **My Research** text editor.

Note: The Edit page can also be used to edit other fields of Grants and Funding, Teaching and Supervision.



4. Once you have completed your entry, scroll to the bottom of the edit page and select **Save**.

Note: The **Cancel** option will close the Edit window without saving changes.



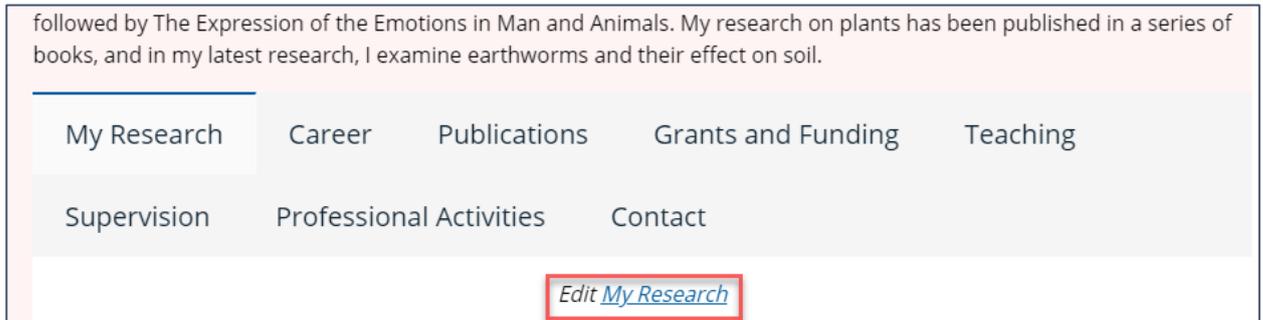
5. The **My Research** area will now appear updated on the Home Page with a Status message confirming.



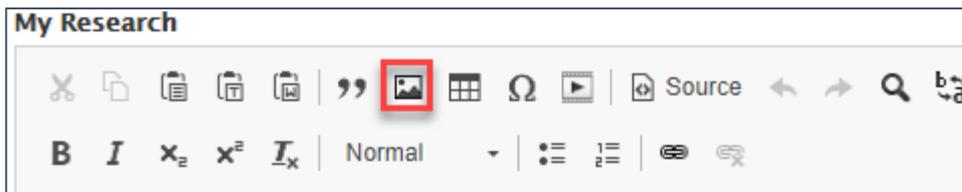
To make any subsequent updates or changes, simply repeat the process as described above.

Adding an image to My Research

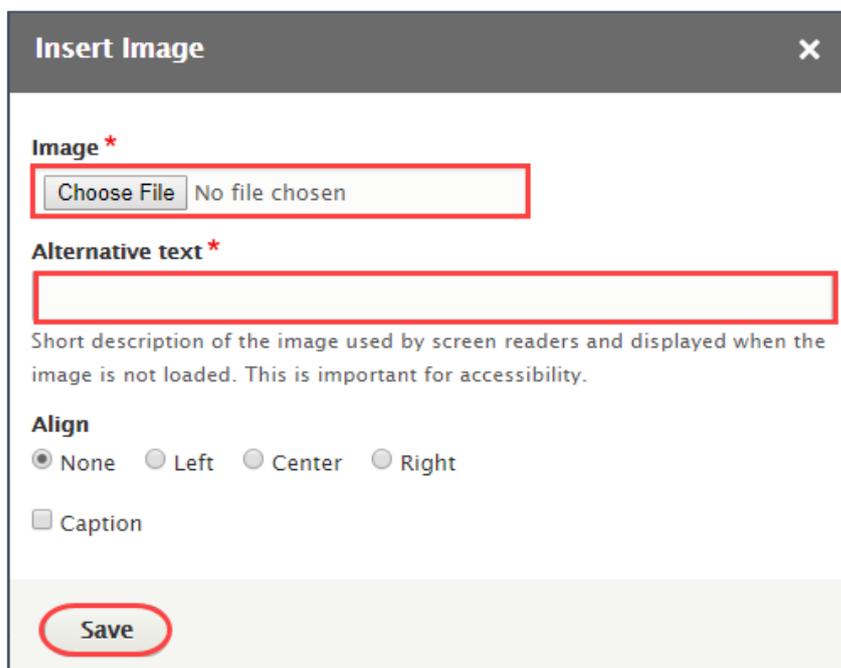
1. Select the **My Research** tab from the Home Page (Mostly, it will be selected by default as the first tab). Click the **My Research** link to edit.



2. In the My Research Text Editor Menu bar, Select the **Image** icon.



3. The following window will pop up. Click Choose File to Browse and upload your image. A short description can be entered in **Alternative Text** and alignment can be changed if required. Select **Save** once you're uploaded your image.



4. This is how it will appear in the Editing window



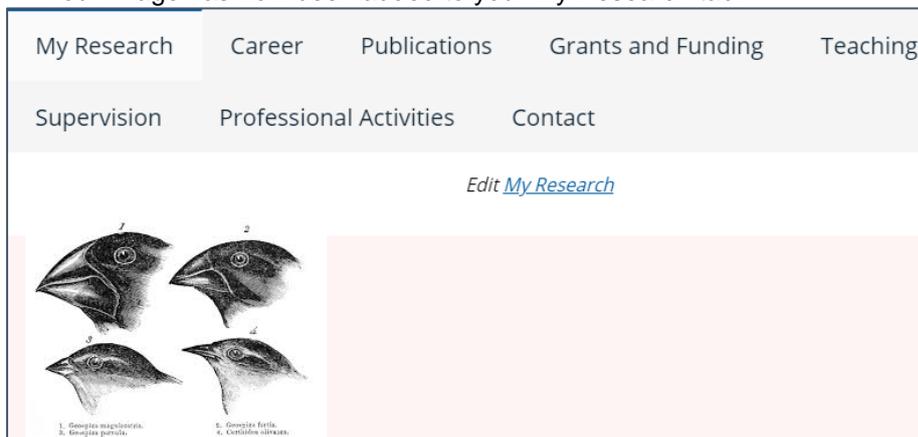
5. Scroll to the bottom of the page and select **Save**.



6. A confirmation will appear on your Researcher Profile landing page

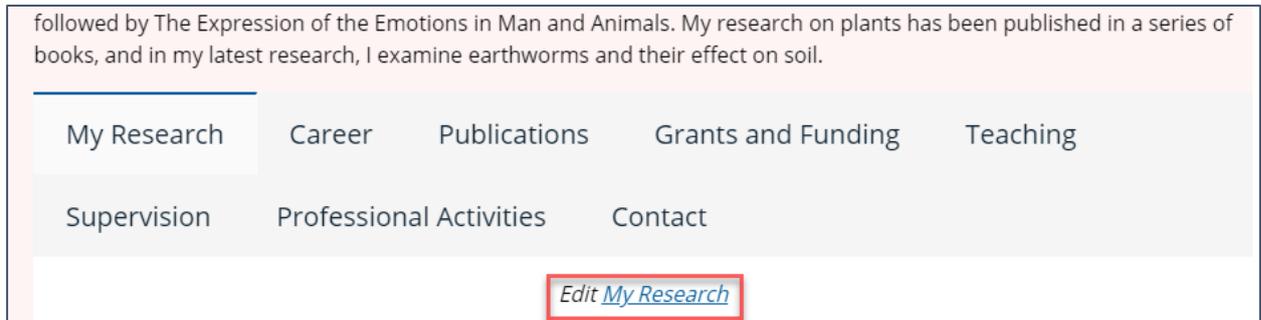


7. Your image has now been added to your My Research tab.

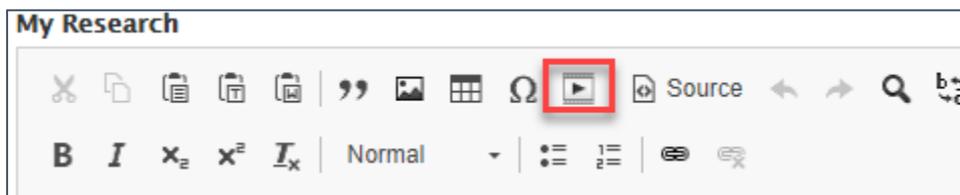


Adding an online video to My Research

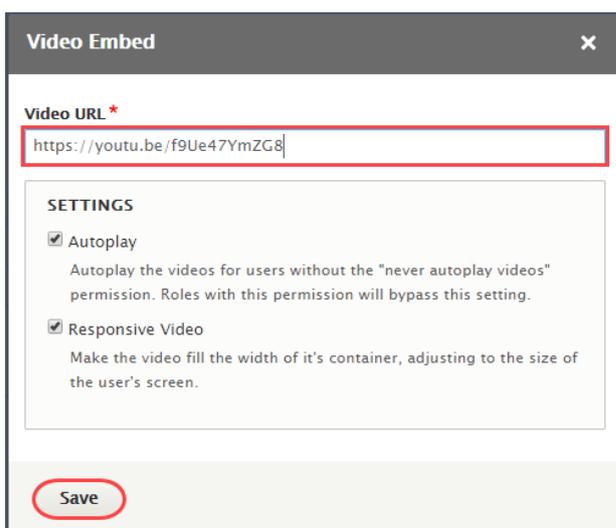
1. Select the **My Research** tab from the Home Page (Mostly, it will be selected by default as the first tab). Click the **My Research** link to edit.



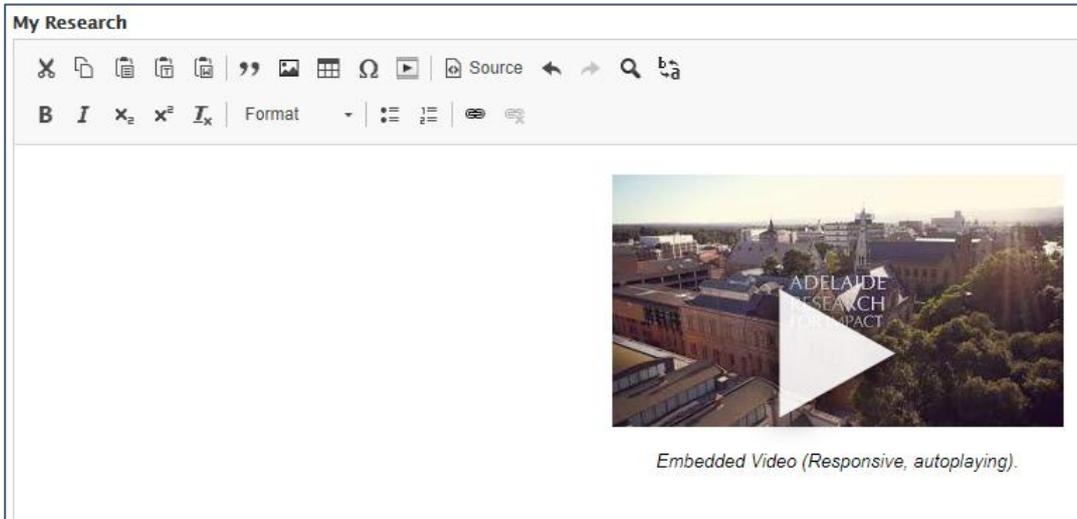
2. Select the **'Play'** icon



3. The following window will pop up. This window also allows your online video URL to be added and the default settings to be adapted for your video if you wish. Enter your URL into the **Video URL** field and **Save**.



4. This is how it will appear in the Editing window



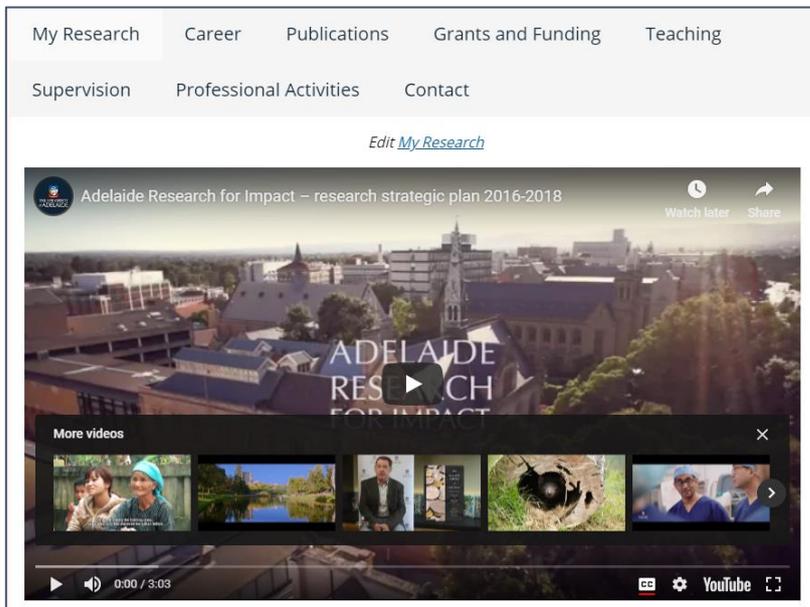
5. Now scroll to the bottom of the page and select **Save**.



6. A confirmation will appear on your Researcher Profile landing page



7. Your video has now been added to your My Research tab.

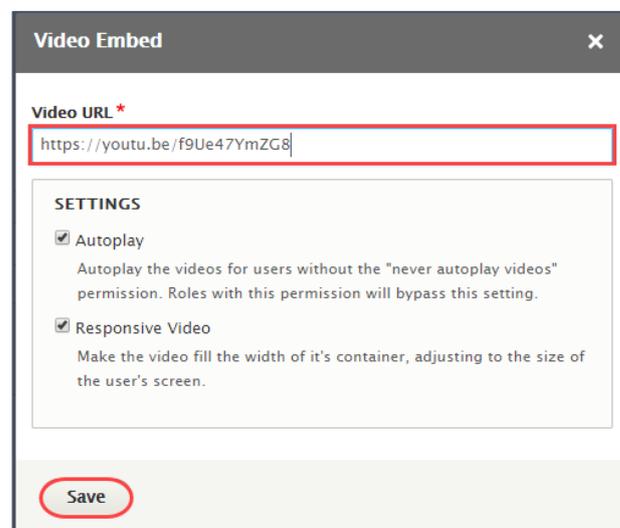


8. To delete the video, go back into your window editor, click on the image of the video and use the Delete key on your keyboard

Note:

The Video Embed window has **Autoplay** set by default. This can be deselected if required.

Similarly, the Video Embed window also has **Responsive Video** set by default which allows the video to adapt to the size of the screen used by the audience. This too can be deselected if required.



Text Editor icons explained

The Edit page allows the addition of free text to your profile. It provides a rich text edit environment with the following toolbars enabling formatting and presentation of text as required.

