HOW TO ADD/EDIT
FACULTY PROFILE MODULES

Version 1.02
April 7, 2015

College of Liberal Arts and Sciences
Marketing and Communications
313-577-4343
clas@wayne.edu
Contents
LOGGING IN .................................................................................................................................................. 1
CHANGING YOUR PASSWORD ......................................................................................................................... 2
EDITING YOUR CONTACT INFORMATION ....................................................................................................... 3
  My Profile Screen ....................................................................................................................................... 3
  Updating your Contact Information ............................................................................................................... 3
  Updating your Title and Research Area ....................................................................................................... 5
EDITING YOUR FACULTY BIO ....................................................................................................................... 7
  My Bio Screen .......................................................................................................................................... 7
  The Toolbar ............................................................................................................................................. 8
  Inserting an Image ................................................................................................................................. 9
  Inserting a Link to a Webpage ................................................................................................................. 11
  Inserting a Link to an Email Address ..................................................................................................... 13
  Inserting a Link to a Document .............................................................................................................. 14
  Removing a Link ..................................................................................................................................... 16
1. Open a web browser
2. Go to clas.wayne.edu/login
3. Your username is your access id. Your password is the one for the CLAS Web Editing System – not your WSU password unless you make them the same

4. "Click Log In".

5. After you log in, a screen like the one shown below will appear. Click "My Profile" on either the left-hand side or the top of the screen.
CHANGING YOUR PASSWORD

1. Open a web browser
2. Go to clas.wayne.edu/login
3. Enter your access id and password
4. On the left click "My Profile"
5. Click the link "click here to set password".
6. Type your new password in both boxes and click "Save". If they do not match you will be told to try again.
EDITING YOUR CONTACT INFORMATION

After you log in, a screen like the one shown below will appear. Click "My Profile" on either the left-hand side or the top of the screen.

Click in a field and edit its contents to update it. Fields that are blank do not show on your web page.

There are buttons labelled "Save Changes" at the top of and bottom of the screen. Use these when you make changes – **never leave a screen open for more than 15 minutes without clicking save.**

**Updating your Contact Information**

**LEFT HAND SIDE OF SCREEN**

Last name – a required field.
First Name – a required field.
Middle Name – optional.

Email address – your Wayne State email address

Title and Research Area – clicking this opens a box where you can change your title and research areas – see page 5.

Website – your website starts with a / and is followed by the text in your email address before the '@' sign. If you are using an email address alias that has a '.' in it, the '.' must be changed to a '-.' in the web address.

Examples:
Email address an8828@wayne.edu, web address is /an8828
Email address trevor-richards@wayne.edu, web address /trevor-richards
Email address trevor.richards@wayne.edu, web address /trevor-richards

Office street – there are 2 fields for this – room and building and street address

Example:

2155 Old Main
4841 Cass Avenue

Office city – optional, does not show on output even if filled in.

Office State, Zip – optional, does not show on output even if filled in.

Country Zip – optional, does not show on output even if filled in.

Office Phone – just enter the digits – the system adds formatting

Example – type 3135774343 and it becomes (313) 577-4343 automatically

Cell phone – just enter the digits – the system adds formatting. The data does not show on the website – just in the editor.

Fax – just enter the digits – the system adds formatting

Example – type 3135774343 and it becomes (313) 577-4343 automatically

Language – type the languages you are fluent in – optional field.

Custom – click the down arrow to review additional fields some units ask for. Currently there is only one such field – Office Hours.

RIGHT HAND SIDE OF SCREEN

Password – click the link to change your password. If you forget it ask your unit’s web administrator to have it emailed to you.

Photo – click it to upload a new one (must be a jpg file – jpeg, gif, or png will not work).


Updating your Title and Research Area

There are two parts to your research area entry. The first part is a broad category established by your department or program – this is called the Research Area in the web editor.

**Do not change this without consulting your unit’s web team.**

The second part is a text box where you can enter a very brief description of your research associated with the broad category – this is called the Label in the web editor.

**The label text can be no more than 100 characters. If you enter more than 100 characters you will get an error message.**

The categories appear on your unit’s web directory on the left hand side of the screen and people can use them to display only people doing research in a given area.

The contents of the text box appear on your faculty profile page on the upper right.

Currently the text in the box will be the same as that of the category.

To change this text:

1. Open a web browser
2. Go to clas.wayne.edu/login
3. Enter your access id and password
4. On the left click "My Profile"
5. To the right of the text "Title and Research Area" click the link "click here".
6. This displays a box with an entry for each unit you are in.

Click the link for the name of the unit you wish to change your title or research area for.
Ignore the Video field and the three tick boxes under it.

7. In the text box called "Label" type the text for your research area. In the example above, the Research Area Category is German and the Label is also German. The user could change the contents of the Label field to something like "German folk tales and literature".

8. Click "Save Changes". This box will close.

9. Click "Close" (upper right).

10. Go to your unit's directory and click your name to see if the research area changed.
EDITING YOUR FACULTY BIO

On the "My Profile" page click the "My Bio" tab at the top of the screen.

There are buttons labelled "Save changes" at the top and bottom of the screen. Use these frequently. We suggest you make changes, save them, and view them on the live website. Then either tweak the change you made, or continue on. When done, click "Save & Exit" to exit the page.

After 30 minutes without clicking save, when you do so you will be asked to login again - on very rare occasions your changes may be lost. Save often. If you have a lot of content to type from scratch, you may wish to type in Notepad and then copy it from there.

In Windows 7 Notepad is found by clicking the Start button and going to Programs and Accessories.

**NEVER PASTE FROM MS-WORD OR ANY OTHER WORD PROCESSOR.**

This will cause formatting issues. If you have content in a MS-Word file, copy it to Notepad (Textedit on a Mac) and then copy from Notepad to the web editor. You will need to re-format your content.
The Toolbar

Hover over an icon to see it what it does.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Cut" /></td>
<td>Cut</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy</td>
</tr>
<tr>
<td><img src="image" alt="Paste" /></td>
<td>Paste</td>
</tr>
<tr>
<td><img src="image" alt="Paste as text" /></td>
<td>Paste as text</td>
</tr>
<tr>
<td><img src="image" alt="Paste from MS-Word" /></td>
<td>Paste from MS-Word</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
</tr>
<tr>
<td><img src="image" alt="Spell check" /></td>
<td>Spell check</td>
</tr>
<tr>
<td><img src="image" alt="Undo" /></td>
<td>Undo</td>
</tr>
<tr>
<td><img src="image" alt="Redo" /></td>
<td>Redo</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search</td>
</tr>
<tr>
<td><img src="image" alt="Replace" /></td>
<td>Replace</td>
</tr>
<tr>
<td><img src="image" alt="View / edit HTML code" /></td>
<td>View / edit HTML code</td>
</tr>
<tr>
<td><img src="image" alt="Maximize the editor size" /></td>
<td>Maximize the editor size</td>
</tr>
<tr>
<td><img src="image" alt="Insert / remove numbered list" /></td>
<td>Insert / remove numbered list</td>
</tr>
<tr>
<td><img src="image" alt="Insert / remove bulleted list" /></td>
<td>Insert / remove bulleted list</td>
</tr>
<tr>
<td><img src="image" alt="Decrease indent" /></td>
<td>Decrease indent</td>
</tr>
<tr>
<td><img src="image" alt="Increase indent" /></td>
<td>Increase indent</td>
</tr>
<tr>
<td><img src="image" alt="Center justify" /></td>
<td>Center justify</td>
</tr>
<tr>
<td><img src="image" alt="Right justify" /></td>
<td>Right justify</td>
</tr>
<tr>
<td><img src="image" alt="Block justify" /></td>
<td>Block justify</td>
</tr>
<tr>
<td><img src="image" alt="Internal link – not used currently" /></td>
<td>Internal link – not used currently</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit link" /></td>
<td>Insert / edit link</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit anchor" /></td>
<td>Insert / edit anchor</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit image" /></td>
<td>Insert / edit image</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit flash" /></td>
<td>Insert / edit flash</td>
</tr>
<tr>
<td><img src="image" alt="Insert / edit table" /></td>
<td>Insert / edit table</td>
</tr>
<tr>
<td><img src="image" alt="Insert horizontal line" /></td>
<td>Insert horizontal line</td>
</tr>
<tr>
<td><img src="image" alt="Insert special character" /></td>
<td>Insert special character</td>
</tr>
<tr>
<td><img src="image" alt="Bold" /></td>
<td>Bold</td>
</tr>
<tr>
<td><img src="image" alt="Italic" /></td>
<td>Italic</td>
</tr>
<tr>
<td><img src="image" alt="Strike through" /></td>
<td>Strike through</td>
</tr>
<tr>
<td><img src="image" alt="Subscript" /></td>
<td>Subscript</td>
</tr>
<tr>
<td><img src="image" alt="Superscript" /></td>
<td>Superscript</td>
</tr>
<tr>
<td><img src="image" alt="Text color" /></td>
<td>Text color</td>
</tr>
</tbody>
</table>

Used to format text as a heading, to remove a heading tag by setting the format to Normal, or to format text as a mailing address.

Heading sizes range from H1 to H6 with h1 being the largest and H6 the smallest.
Inserting an Image

You can upload the following image file types: jpg (not jpeg), png, and gif. Large images should be resized before being inserted into your webpage. If you do not have image editing software, try a free, web-based program pixlr.com. While you can resize an image in the web editor, this does not change its file size. Files must be smaller than 4MB – large files slow down the loading of a webpage in a web browser.

1. Position your cursor where you want to insert an image.
2. Click the image icon . The window below will appear. Click "Browse Server".

A window will appear showing all the images you have uploaded in the past. See below.

3. In the box below click "Browse" to select a file from your computer.

Double-click one of these images to insert it and proceed to step 7, or to upload a new image click the + sign on the faculty folder to open it, then click the folder with your last name on it, and then click "Upload".
4. Find the image you want to upload, select it, and click "Open".

5. Click "Upload Selected File".

6. The image will now show in your list of images on the web server – double-click it.
7. Use the fields on the box below to format the image.

Alternative text – enter a very brief description of the contents of the image – this is used by screen reading software for people with visual impairments.

Width and Height – use these to resize the image.

Border – type a number here to put a border around the entire image – the larger the number, the larger the border.

HSpace and VSpace are used to pad the image and text that is wrapped around it – usually a value of 5 works well.

Align – used to control how text wraps around an image. Select either Left or Right – the other choices are not very useful. If you select left, the image will be on the left of the screen and text will wrap on the right of the image. If you select Right, the image will appear on the right of the screen and text will wrap on the left of the image.

Click OK.

Editing an Existing Image

To change the properties of an image you have inserted onto your webpage, click the image to select it and then click the image icon (or in some browsers you can right-click the image and click Image properties).

To delete an image select it and click the Delete key on the keyboard (this does not delete the image from the web server).

Inserting a Link to a Webpage

You can insert a link to a webpage by:
1. Highlight the text that will be clickable when the link is inserted.

2. Click the link tool.

3. In the URL box field type / paste the web page address.

4. Click "OK".

*Editing a Link to a Webpage*

Highlight the text for the link, click the link tool, change the URL and click OK.
Inserting a Link to an Email Address

You can insert a link to an email address by:

1. Highlight the text that will be clickable when the link is inserted.
2. Click the link tool.
3. Change the Link Type to "Email".
4. Type / paste the email address on the "E-mail Address" field.
5. If you want, you can specify the subject of the email by typing it on the "Message Subject" field.
6. Click "OK".
Inserting a Link to a Document

You can create a link that will open a Word, Excel, PowerPoint, or PDF file. There is a 4MB file size limit.

1. Highlight the text that will be clickable when the link is inserted.

2. Click the link tool and then click "Browse Server"

3. All the files already put on the web server are displayed. Double-click the file you want and go to step 10, OR upload a new one.

4. Click the + in front of the Files folder to open it.
5. Click the + in front of the Faculty folder to open it. Then click the folder with your last name on it.

Click Upload.

6. To select a file to upload, click Browse

7. Select a file from your computer and click Open
8. Click "Upload Selected File"

9. The file appears in your list of files – double-click it.

10. Click "OK".

11. Save your bio
    Open a new web tab and view your page (open your unit's website, under Faculty & Staff click Directory, find your name and click it)
    Test the link

Removing a Link
To remove a link single-click anywhere in the text for the link and click the Remove link icon