

Six steps to edit your personal page

What is a personal page?

All NanoLundians within Lund University are presented with a "personal page" on the NanoLund website. Your personal page displays your contact information from LUCAT, your publications from Lund University Research Portal, and some information filled in by the Webmaster.

We would like you to add a personal profile picture, and some information about you and your roles within NanoLund, your research and/or education.

If you already have a personal page somewhere else, we would still appreciate a very short description in which you may include a link to your existing webpage.

If you would like to have additional pages to present your research activities please send an email to webmaster@nano.lu.se.

The screenshot shows a personal page layout with several red arrows pointing to specific elements:

- Personal information:** Points to the top section containing social media icons (LinkedIn, Facebook, Twitter, YouTube) and the title "För- och Efternamn".
- Profile picture:** Points to the "Profilbild" section on the right side.
- From LU Research Portal:** Points to the "Publications" section, which lists research articles from 2013 and 2012.
- From Lucat:** Points to the contact information section, including fields for "För- och efternamn", "Forskare", "Centrum för öst- och sydöstatienstudier", "Telephone: 046-XXX XX XX", "E-mail: fornamn.efternamn@lu.se", "Room Nr: 1234", and "Internal post code: 12".
- Page fact:** Points to the "FAKTARUTA 1" section at the bottom right, which contains text about the fact sheet's purpose.

Before you start!

Just a few words about Accessibility

All websites need to follow legal requirements concerning accessibility for all users, regardless of disabilities. This is good, not only for people using screen readers and other assistive technologies, but also for mobile phone users and search engines.

To make your page accessible follow these simple rules:

Text: Write in a structured style: (1) most important information first (2) use headings and paragraphs to structure your content.

Pictures need to have: (1) high contrast/sharpness and (2) always an alternative text that describes what is seen.

Hyperlinks need to be understandable out of context. The reason is that screen readers often pull up a list with all links on that page. Then the link text needs to make sense. An example of a good hyperlink text is:

[Read more about Engineering Nanoscience \(link to site in Swedish\)](#)

How to edit your page?

Follow the six steps as indicated below

When you join NanoLund the Webmaster creates a personal page for you and enters available information about your roles and research. If you discover that the information indicated in Step 2 needs updating, please do not change it yourself! Instead, send an email to Webmaster and we will update it for you - at the same time the information will be included in the registers of NanoLund. Thank you!

Please note:

- 1) You can update your Lucat-information from the LU Staff pages, if needed.
- 2) NanoLund research output is set to Publications by default. Please do not change this. Changes to your publication list can be done from LUCRIS.
- 3) If you would like to link to your personal page elsewhere, please include the link in the field "Brödtext". Do not use the field "Link to personal page"!

Follow the six steps as indicated below. If you have questions or need help, just send an Email to webmaster@nano.lu.se and we will help out!

1a

Användarkonto

Användarnamn *

Lösenord *

Log in using CAS **A**

Logga in

Användarkonto

You will be redirected to the secure CAS login page.

Logga in **B**

Enter your NetID and Password

NetID:
komm-jio

Password:
.....

LOGIN clear **C**

1. To edit your personal page you need to log in to the web page through CAS.

Go to the log in page: <https://nano.lu.se/user>

A. Click on the link "Log in using CAS"

B. Click the button "Logga in".

C. Enter your **lucat-ID**.

Finish by clicking "Logga in" / "LOGIN"

1b

Visa Redigera Sektioner Broken links

komm-jio

Edit personal page

Historik

Medlem i
16 timmar 13 minuter

2. Now you are on the page where you edit your personal page.

Follow the link "Edit personal page".

2 Edit Personal page Joakim Ottosson

Home » Joakim Ottosson

Titel *
Joakim Ottosson

Lucat user *
komm-jio (Joakim Ottosson)

3. Please check "Titel", "Underrubrik" and "Categories".

This information has been entered by the Webmaster based on our knowledge about you and your research.

If the information about you needs to be updated, please send an email to: webmaster@nano.lu.se

Please, do not update the information yourself!

The Categories refers to the search function under Contact & People and it is very easy to make a mistake while editing which causes new categories to appear...

3a

Redigera Personal page Joakim Ottosson

Hem » Joakim Ottosson

Titel *

Joakim Ottosson

Lucat user *

komm-jio (Joakim Ottosson)

Image

Välj

4. Add a profile picture by clicking the button "Välj" under "Image".

3b

Select a file

Upload a new file *

Choose File no file selected

Ladda upp

You should only upload images of the types: JPG, JPEG, PNG, GIF. Filer måste vara mindre än 50 MB.

Nästa

Avbryt

5. Under "Upload a new file" click the button "Choose file / Bläddra" to choose a picture from your computer that will be uploaded to the server.

Click the button "Nästa" to get to the next step.

The size of the published picture will be max 224px wide, (free height).

Pictures wider than 224px will be cropped automatically.

3c

Select a file

Caption

Category

- Ingen -

Fritexttaggning

Choose some options

Alt-text *

Föregående

Spara

Avbryt

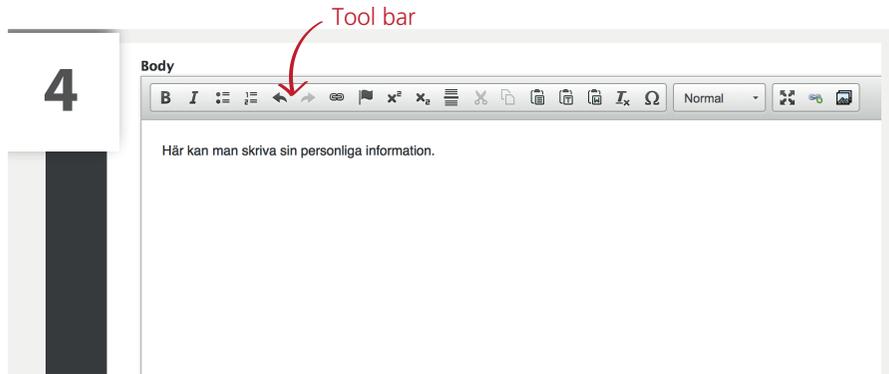
6. "Caption/Bildtext": Is not mandatory. If you add text a caption will be published below the picture.

"Fritexttaggning": Is not mandatory. You can enter key words to your picture.

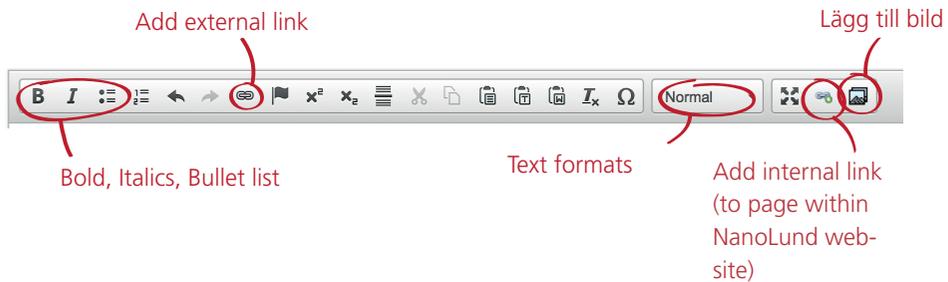
"Alt-text" is mandatory: You need to write a short sentence describing the picture.

If the picture is a profile picture of you, your name is sufficient.

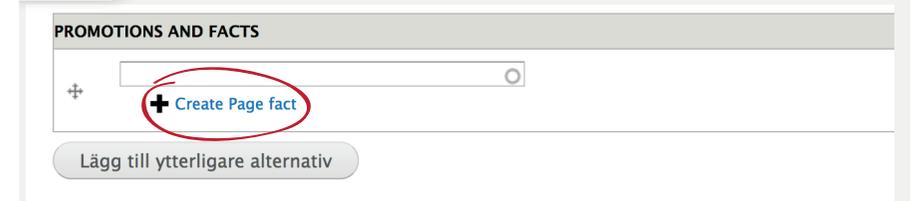
Save the picture by clicking the button "Spara".



7. In the text box “Brödtext” you add text presenting yourself, your role in Nano-Lund, and/or your research/education. Use the “tool bar” to format text, add pictures or links. If you already have a personal web page we recommend you to include the link here.



5a



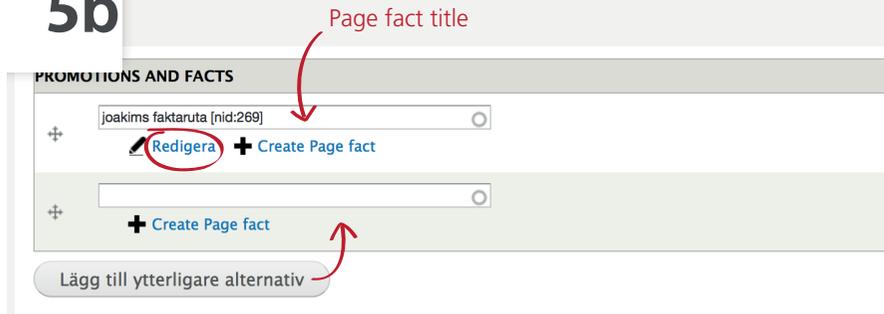
8. A Page fact (Faktaruta) is a small area that will appear on the right hand side of your personal page, below the information from Lucat. It can be used for additional information such as text, pictures or links. For example, additional contact information or links to project pages.

To add a Page fact, click “Skapa faktaruta” under “PUFFAR OCH FAKTARUTOR”. Page facts are optional.

Add title and text using the toolbar.

Save the Page fact by clicking the button “Spara” on the bottom of the editor.

5b



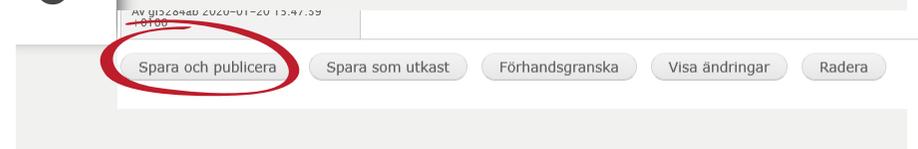
9. When you have saved your Page fact it will show up in the text box.

Would you like to add more Page facts you click the button **“Lägg till ytterligare alternativ”**. A new text box will appear, click the link **“Create Page Fact”** to create a new Page fact.

To edit the Page fact, click the link **“Redigera”**.

To remove Page fact simply erase the title for the Page fact in the text box.

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11. Finish by saving your personal page by clicking the button **“Spara och publicera”**.

If you would like to continue editing click the link **“Redigera”** which is available on your personal page while you are logged in.



Do you have questions?

Please contact:

webmaster@nano.lu.se