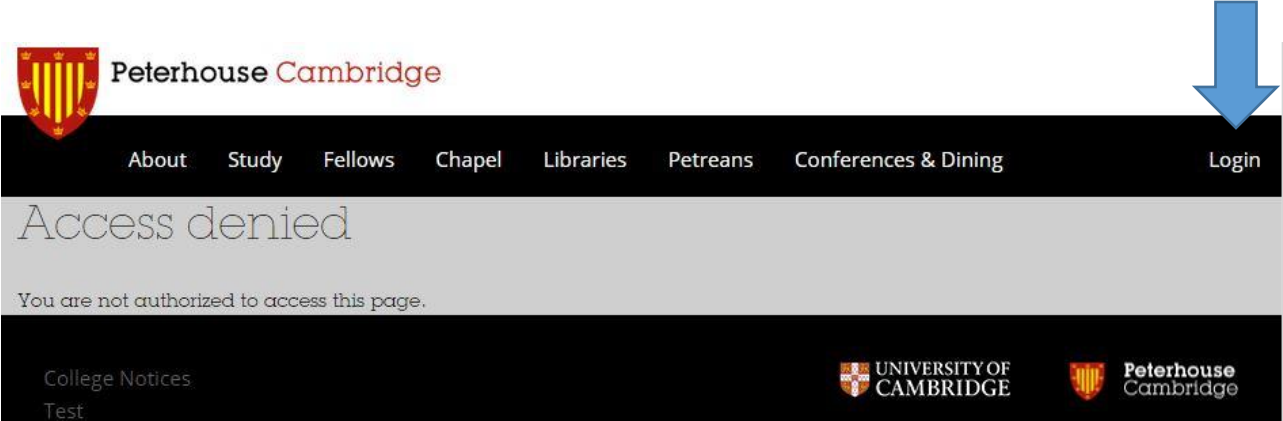


Editing your Web Page

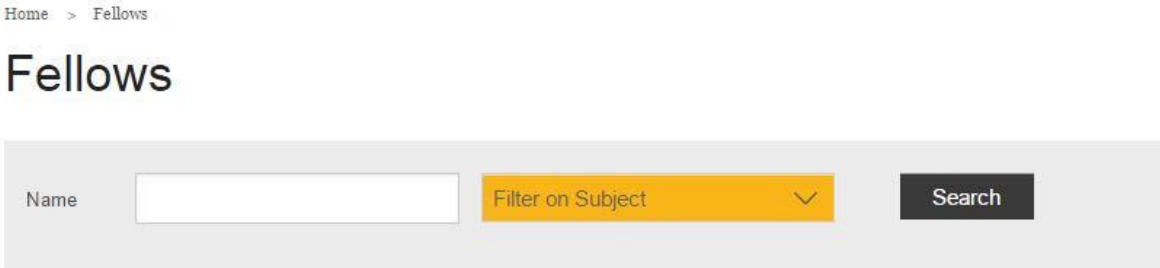
Logging in to the site.

In order to edit your page you must first be logged in to the website as an editor. In the top right hand corner of the page you will see a Log in link which when you click on it will take you to a Raven login page. Once you have entered your raven details you will be returned to the site and you will now be able to edit your page.




Accessing your page

On the main [fellows listing](#) there is a search directory at the top. If you search on your name a link will appear to your page.



Once on your page you can then use the edit button (Top of the main column), to get to the edit screen.



Peterhouse Cambridge

About Study Fellows Chapel Libraries Petreans Conferences & Dining

Fellows

Senior Members

Fellows by Seniority

Contact Directory

View Edit Revisions

Home > Fellows > Dr David Tourigny

Dr David Tourigny

Edit your Details

The First section of the page deals with your basic information, such as Display name, (How your name will appear on the page, Distinctions, Portrait Image, Subject and Year of election.

Home » Fellows

Edit Person Dr Charlie Laderman

Display Name *

Distinctions

Potrait Image

Browse

Subject specialism

Year of election

Uploading your Picture

Click on the browse button to browse to the location of your image. The image name will appear next to the choose file button and then click upload to upload the image.



Upload a new file *

Choose File

No file chosen

Upload

Files must be less than 25 MB.

Allowed file types: **png gif jpg jpeg**.

Next

The Click **Next** to continue with the upload process.

Upload a new file *



david essex.jpg

Remove

Files must be less than 25 MB.

Allowed file types: **png gif jpg jpeg**.

Next

Fill in the details about the picture. Alt Txt is important as it is used by screen reader to read out the name of the picture. So, when a partially sighted person visits your page the reader will read out this text as the name of the image so, for example "Picture of David Essex".

Name *

david essex.jpg

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easie

Previous

Save

Once you have clicked save your image will appear on the page.

Display Name *

Professor Adrian Dixon

Distinctions

FRCR, FRCP, FRCS, FMedSci

Potrait Image



Remove

Short Biography

Short Biography

Rich text editor toolbar with icons for Source, Undo, Redo, Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Quote, Link, Unlink, and Help. Below the toolbar is a large empty text area for writing the biography.

[Switch to plain text editor](#)

You may Copy and paste into this section from a Word document or type text directly into the text editor.

If you copy and paste from word then copy and then click the paste from Word icon. This will ensure that your text is laid out correctly.



Contact Details

Click on the Contact details heading to open out the section. Contact details to enter are your email address, telephone numbers and there is also a place to put a link to your department or other webpage.

Any additional contact information, such as times you are available to be contacted etc. can be put in the Additional contact information section.

Biography and Details

In this section there are different sections to enter the following:

College Roles For example: Director of studies

A longer Biography to provide more information about yourself

Research Interests

Roles and Committees

Publications

Again, you may copy and paste from a Word document but please use the paste from word Button to enter the text

