Faculty User Manual

for the

Plant Pathology Website

Last Update: 1/3/2012
Contents
Icons Used in This Manual................................................................................................................. 4
Overview.................................................................................................................................................. 4
What This Means to You ......................................................................................................................... 4
Accessing the System ............................................................................................................................. 4
Logging In................................................................................................................................................ 4
Logging Out............................................................................................................................................ 6
Changing Your Password ...................................................................................................................... 6
System Timeout..................................................................................................................................... 7
Save Your Work on a Regular Basis ....................................................................................................... 7
Navigating the System ........................................................................................................................... 7
My Menu ................................................................................................................................................ 7
Creating and Editing Content ................................................................................................................ 8
Working with the Editor .......................................................................................................................... 8
How to Find Out What a Button Does.................................................................................................. 8
Edit with Two Browser Windows Open - One to Edit, and Another to Proof ...................................... 9
To Check the Results of Your Editing: .................................................................................................. 9
Where did my formatting go? ................................................................................................................ 9
Two Known Issues with the Editor ......................................................................................................... 9
Some Buttons Launch Popup Screens ................................................................................................ 9
Be Patient with the Popups or You Could Crash the Browser ............................................................ 10
HTML is Not Word - Why Pasting from Word can be Problematic ..................................................... 10
HTML is Primitive................................................................................................................................. 10
Do Not Paste Your CV in an Edit Box .................................................................................................... 10
If You Really Do Need to do Tabs or a Multi-Column List .................................................................. 10
Spacing is Variable on the Web............................................................................................................. 10
Uploading Files and Photos to Your Faculty Profile Webpage ............................................................ 10
Photo Guidelines .................................................................................................................................. 11
Viewing Your Content .......................................................................................................................... 11
Sorting the Content List ....................................................................................................................... 12
Editing your Faculty Profile .................................................................................................................. 13
A Single Entry Screen Produces Two Webpages ........................................................................................................ 13
Step-by-Step .......................................................................................................................................................... 14
Why Not Use the Preview Button at the Bottom of the Screen? ......................................................................... 15
The “Latest” Box on the Homepage ...................................................................................................................... 16
News Items .......................................................................................................................................................... 17
Creating a News Item ........................................................................................................................................ 17
Editing a News Item ........................................................................................................................................... 17
Events ................................................................................................................................................................. 18
Creating a New Event ........................................................................................................................................ 18
Editing an Existing Event .................................................................................................................................... 19
Getting Help........................................................................................................................................................ 20
Types of Help Available ...................................................................................................................................... 20
Updates to the System/Tips ................................................................................................................................... 20
Training............................................................................................................................................................... 20
Answering Questions........................................................................................................................................ 20
Appendix A - Editor Toolbar Buttons................................................................................................................ 21
Appendix B -Where the Current Faculty Profile Information Appears on the Plant Pathology Website .............. 23
Icons Used in This Manual

The dynamite icon indicates important information. Ignoring this information could have negative consequences.

The checkmark icon indicates helpful information to make things go more smoothly.

Overview

October 3rd, 2011, Plant Pathology launched a new website.

The new website uses a technology called a Content Management System, or CMS. This allows approved users to easily update webpage content without needing to learn HTML or Dreamweaver.

What This Means to You

After October 3rd, 2011, if you want content changed on the Plant Pathology website, you have three options:

- contact Laurie Ballentine and have her make the changes
- learn to use the new system and make the changes yourself
- designate a student to do the work and send them to Russell Labs Computing for authorization and training on the new system

Accessing the System

Logging In

1. Open a web browser (Firefox, Chrome, or Safari - NOT Internet Explorer).

2. Go to this webpage:

   http://www.plantpath.wisc.edu

   The screen changes to show the website homepage:
3. In the lower right corner, in the green footer, find and click Log in.

The login screen appears:

![Login Screen]

4. Enter your username and password for this system. Click Login.

The screen changes slightly to show you’re logged in:

A. A menu block appears on the left side called My Menu:
B.  At the top of the screen, a black menu bar appears with a Logout link at the far left followed by your username:

Logging Out
1. In the upper right corner of the black menu (see above) locate the Log out link.
2. Click the Log out link.

Changing Your Password
1. From My Menu, click Edit my Account. Your Account screen appears:

   2. Click in the Password box. Enter a new password, 8 characters or longer, including upper and lower case letters and at least one number.
3. Click in the Confirm password box. Enter the password again.
4. Scroll down and click Save.

*If you need your email, first name or last name changed on the website, don’t try to make the changes from this page.*

The account screen contains fields for your email address, your first name and last name. However, the information stored from the account screen is used only inside Drupal. To change the email or names that appear on the website, you need to do it from the Current Faculty Profile edit screen.

**System Timeout**

- Please log out of the system at the end of each day.
- The system will not automatically “kick you out” during the workday and force you to login again. However, we may take the system down during the workday for emergency maintenance.

**Save Your Work on a Regular Basis**

You may login to the system and begin editing a page, only to be interrupted by a visitor, a phone call, or a more urgent task. The system does not have a “document recovery” system like Microsoft Office if your web browser crashes or your laptop battery charge runs out. Make a habit of saving the screen you’re editing.

**Navigating the System**

**My Menu**

The My Menu link at the left side of the screen gives you direct links to create and edit content:

- **Edit my account** - use this to change your password and to change the email address that your password notices are sent to. It is important that this email be up-to-date; if you lose your password, Drupal sends the information to retrieve it to the email address listed on the account page.
  
  Note: do not change the first name and last name info on the account page. They do not affect your profile pages on the website.

- **View my profile** - shows you a preview of your Current Faculty Profile page.
• **Edit my profile** - use this link to go to the page to update your Current Faculty Profile. This page controls the information the two screens shown above - the Faculty Summary page and the Current Faculty Profile page.

• **Edit my content** - this link shows you all the content you’ve created (including Events and News Items) and lets you edit the content.

• **Create new content - Events** - use this link to create new Events. Events are tied to a time period. It can run one day or multiple days, and must have a start time. Today’s events will appear on the website homepage in the “Latest” box on the right side of the page.

• **Create new content - News Items** - use this link to create News Items. News items are items you would include in a print or email newsletter. The last two News Items created will appear on the website homepage in the “Latest box” on the right side of the page.

### Creating and Editing Content

#### Working with the Editor

Edit screens are used throughout the Plant Pathology website to create and edit content.

Multi-line information is entered using a multi-line text box:

![Multi-line text box]

The multi-line boxes come with an editing toolbar. Many of the buttons on the editor toolbar resemble those in Microsoft Word:

![Editor toolbar]

#### How to Find Out What a Button Does

If you hover your cursor over one of the buttons on the editing toolbar, a popup window will appear telling you what the button does:

![Popup window]
Edit with Two Browser Windows Open - One to Edit, and Another to Proof

Always check the results of your editing; what your editor box shows may not be identical to the finished version the website visitors see.

To Check the Results of Your Editing:

- Save your changes.
- Bring up another web browser, e.g. if you edit with Firefox, bring up a window in Internet Explorer.
- In the second web browser, use the website menu (Home, About Us, Graduate Study, etc.) to find the page you just edited.
- Click the Refresh button to see the latest changes.

Where did my formatting go?

When you view the final page, if a block of text appears to run together and you don’t see the formatting you applied, you may need to adjust the input format on the text box:

- Switch to plain text editor
- Input format

Click the tiny triangle next to Input format and a box expands:

Make sure Full HTML and not Filtered HTML is selected, then save the page.

Two Known Issues with the Editor

Some Buttons Launch Popup Screens
Some of the buttons on the editing toolbar launch popup screens - (Paste from Word, Find, Image, Table, Link).

Internet Explorer can’t cope with the popup screens. Without the popup, you can’t use the button. So stick to Firefox, Chrome, or Safari for your website editing.
Be Patient with the Popups or You Could Crash the Browser
If the system is busy, response time may slow down. When you click one of the buttons that launch popup screens), the popup screen may not launch instantly; it may take a few seconds.

Please be patient and do not click the button a second time-- you may lockup your web browser and wind up losing your edits.

HTML is Not Word - Why Pasting from Word can be Problematic

HTML is Primitive
An important point to understand is that while Word can do very sophisticated formatting such as tabs and multi-column lists, HTML can’t.

The editor comes with a special Paste from Word button:

...that helps smooth the formatting out so the webpage can understand it. Using the Paste from Word button will reduce the cleanup you have to do on pasted text.

Do Not Paste Your CV in an Edit Box
Please do not paste your CV into one of the edit boxes on the Current Faculty Profile screen. The formatting in a CV is too complex for the editor. Create an Adobe Acrobat PDF of your resume and send it to Dixie. She’ll upload the file to the webserver and link it to the CV tab of your Current Faculty Profile.

If You Really Do Need to do Tabs or a Multi-Column List
In a pinch, you can use tables to mimic tabs or a multi-column lists. Contact Dixie for more information.

Spacing is Variable on the Web
Exact spacing is not possible with HTML. If you view the exact same page with the exact same HTML on different display devices (e.g. a monitor, a PDA, a tablet) the spacing will change. The spacing may also change between web browsers (e.g. Internet Explorer vs. Firefox), or within version of the same web browser. HTML is designed to allow text to reflow when the screen size or text size changes.

Uploading Files and Photos to Your Faculty Profile Webpage
If you’d like to include photos or linked files like PDFs, Word Docs, or PowerPoint files in your webpage, you will need to see one of these people:

- Dixie Lang
- Laurie Ballentine

They can upload the photo(s) or file(s) to the webserver, then give you the link to add to your webpage. Once photos are uploaded to the webserver, you can use the Image button on the toolbar to add them to your page.
Photo Guidelines

Keep these points in mind when choosing photos for your website:

- Photos for the Web should be 72 dpi (dots per inch), not 300 dpi or more (used for printing photos).
- Dixie can do some photo editing such as:
  - cropping
  - lightening dark photos
  - deepening colors

The following items are beyond the services we offer:
- rescuing blurry photos (use an appropriate lens for the distance to your subject)
- darkening a photo that is too washed out (the photo lacks detail in the shadows)
- removing backgrounds
- Portrait photos should be portrait (tall) not landscape (wide) and should be of the head and shoulders, not distance shots. The Summary page automatically shrinks your photo, and if the photo is a distance shot the face shrinks so small it’s difficult to recognize. Keep the background simple, and watch out for items behind you that may appear to be “growing” out of your head.

Viewing Your Content

1. On My Menu, locate and click Edit my content. The Content List screen appears, showing the content you’ve created:

2. Click the Title of the content you want to edit. The content appears in View mode:
3. Click the Edit button. The content changes to Edit mode:

![Edit Mode View]

You can tell you’re in Edit mode when you see boxes, the editing toolbars, and a Save button at the bottom of the screen.

**Sorting the Content List**

To sort the content list, click the column label at the top of the column, e.g. to sort alphabetically by Title, click the Title link:

<table>
<thead>
<tr>
<th>Title</th>
<th>Kind</th>
<th>Node Type</th>
<th>Status</th>
<th>Time</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Caitlyn - Current Faculty Profile</td>
<td></td>
<td>Current Faculty Profile</td>
<td>published</td>
<td>07/11/2011 - 12:52</td>
<td>Neutral</td>
</tr>
</tbody>
</table>
Editing your Faculty Profile

A Single Entry Screen Produces Two Webpages

The faculty profile has a single long entry screen:
The system takes this saved information and displays it on the Plant Pathology website in two different ways using templates:

### The Faculty Summary page:

![Current Faculty]

**Paul Ahlquist**
Title: Professor  
Phone: 608-253-5916  
E-mail: ahlquist@wisc.edu  
Expertise: Virology, RNA-based pathways under viruses, a major class of viruses in humans, animals and plants.

**Caitlyn Allen**
Title: Professor and Chair  
Phone: (608) 262-9578  
E-mail: caaln@wisc.edu  
Expertise: Biology of plant pathogenic bacteria

### The Current Faculty Profile page (or Detail page):

![Faculty]

**Paul Ahlquist**  
Professor  
Phone: 908-253-5915  
Fax:  
E-mail: ahlquist@wisc.edu

841 R. M. Boe Lab  
1525 Linden Dr  
Madison, WI 53706

Websites:

- CV  
- Research  
- Courses Taught  
- Publications

Education:

Ph.D.: University of Wisconsin-Madison in Biophysics

Link to CV:

✔️ To learn more about how the information on the Current Profile screen splits out into the tabs on the page the website visitors view, see Appendix B - Where the Current Faculty Profile Information Appears on the Plant Pathology Website. This will help you learn to proof your Profile.

### Step-by-Step

1. On My Menu, locate and click Edit my profile (Faculty Only). The Current Faculty Profile screen appears:

![Current Faculty Profile]

2. Make desired changes.
Two Title fields appear on the Current Faculty Profile entry screen:

- A UW Title screen, which appears after Last Name and before Phone:

  ![UW Title Screen](image)

- A Title field between Office and Education:

  ![Title Field](image)

The information entered in the UW Title field appears on the Faculty Summary screen and the Current Faculty Profile webpage.

The information entered in the Title field only appears inside Drupal on the Content List screen:

![Content List Screen](image)

3. Click Save.

4. In another web browser window,* check your Current Faculty Profile.

   - If your Profile looks as you wish, you’re done.
   - If you want to change your Profile further, go back to web browser screen with the edit screen and click the Edit button.

* See [Edit with Two Browser Windows Open](#).

**Why Not Use the Preview Button at the Bottom of the Screen?**

The problem with the Preview button at the bottom of the Current Faculty Profile page is that it does not show the profile with tabs - you can only see the content properly placed in tabs by viewing the page the same way visitors see it - choose People..Faculty on the website menu, then click your name to go to your Current Faculty Profile page.
The “Latest” Box on the Homepage

The homepage page of the website contains a “Latest” box on the left side:

The “Latest” box displays:

- The last 5 News items created
- The last 3 Events created
- Any seminars scheduled for today

If the box contains 5 News items, the next News item entered will bump the oldest News item off the “Latest” list.

If the box contains 3 Events, the next Event entered will bump the oldest Event off the “Latest” lists.

Visitors can still see the older News items and Events in another location. To see the full list of:

- News items, click the “View full list...” link in the News section of the “Latest” box
- Events, click the “View full list...” link in the News section of the “Events” box
- Seminars, click Seminars on the menu. The seminars are listed by category - Fall 2011, Spring 2012, and Fridays @ 4

Faculty can create News items and Events. Faculty on the Seminars Committee can create and edit Seminars.

Only IT staff can delete News items, Events, and Seminars. If you create a News item or Event in error, please contact Dixie.

The entry screens for News items, Events, and the Current Faculty Profile have required fields. This means you must enter information in them in order to save the form. Required fields have a red asterisk after their label:
Please enter information in the correct fields. If you are unsure of where to enter information, contact Dixie. If you enter information in a field where it doesn’t belong, e.g. enter an Event speaker name in the Event Title field to “stick something in there for now,” problems can happen. The programming that drives the website depends on information being categorized correctly. The problems that result may appear on the homepage for all to see.

**News Items**

News items are items you would include in a print or email newsletter. Examples include short articles about alumni, current students, the department, faculty, staff, or job notices.

**Creating a News Item**

1. On My Menu, locate and click Create new content..News Items.

   The Create News Items screen appears:

   ![Create News Items Screen](image)

2. Enter a Title for the news item. This title will appear in both the “Latest” box and the full list of news items.

3. In the News Type box, click to select a news type.

4. Click in the Enter Content Here box and enter the article text.

   If you use formatting in the Content box, make sure to click the Input format link below the box and change “Filtered HTML” to “Full HTML.”

5. Click Save. The screen changes to show a preview of what the News Item will look like.

6. In another web browser window,* check the “Latest” box on homepage.

   - If the News Item looks as you wish, you’re done.
   - If you want to change the News Item further, go back to web browser screen with the edit screen and click the Edit button.

   * See *Edit with Two Browser Windows Open.*

**Editing a News Item**

1. On My Menu, locate and click Edit my content. A list of all the content you have created appears.
2. Click the Title of the News Item you want to edit. The News Item appears in View mode.

3. Click the Edit button. The News Item changes to Edit mode.

4. Make desired changes.

5. Click Save.

6. In another web browser window,* check the “Latest” box on homepage.
   - If the News Item looks as you wish, you’re done.
   - If you want to change the News Item further, go back to web browser screen with the edit screen and click the Edit button.

   * See Edit with Two Browser Windows Open.

**Events**

Events are tied to a time period. The time period can be an hour, several days, or several weeks.

**Creating a New Event**

1. On My Menu, locate and click Create new content..Event.

   The Create Event screen appears:

   ![Create Event Screen](image)

2. In the Title box, enter a description of the Event.

   ![Checkmark](image) Website visitors will **not** see this description; it is displayed inside Drupal on your content list.

3. In the Event Title box, enter the name of the Event. Remember the “Latest” box is not very wide, so long Titles will wrap, possibly on multiple lines.

4. Enter the date and time for the Event.
You must enter both a begin date and an end date, but they can be the same date, if the Event is for a single day.

You must enter a start time, but you do not have to enter an end time.

5. Enter the names of any Event speakers.

6. Enter the Event location.

7. Enter a description for the Event.

If you use formatting in the Content box, make sure to click the Input format link below the box and change “Filtered HTML” to “Full HTML.”

8. Enter a “for more information” website for the Event.

9. Click Save. The screen changes to show a preview of what the Event will look like.

10. In another web browser window,* check the “Latest” box on homepage.

   • If the Event looks as you wish, you’re done.
   • If you want to change the Event further, go back to web browser screen with the edit screen and click the Edit button.

   * See Edit with Two Browser Windows Open.

Editing an Existing Event

1. On My Menu, locate and click Edit my content. A list of all the content you have created appears.

2. Click the Title of the Event you want to edit. The Event appears in View mode.

3. Click the Edit button. The News Item changes to Edit mode.

4. Make desired changes.

5. Click Save.

6. In another web browser window,* check the “Latest” box on homepage.

   • If the Event looks as you wish, you’re done.
   • If you want to change the Event further, go back to web browser screen with the edit screen and click the Edit button.

   * See Edit with Two Browser Windows Open.
Getting Help

Types of Help Available

Updates to the System/Tips
We will send information about updates to the system and tips by email.

Training
We will offer classroom training on how to use the system at the beginning of the semester.

If you would like personalized one-on-one training, please contact Dixie to set up an appointment.

Answering Questions
You can send questions to webeditor@russell.wisc.edu.

The following staff can answer questions on the system:

- Dixie Lang, Russell Labs Web Developer
- Laurie Ballentine
# Appendix A - Editor Toolbar Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Description/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Cut]</td>
<td>Cut</td>
<td></td>
</tr>
<tr>
<td>![Copy]</td>
<td>Copy</td>
<td></td>
</tr>
<tr>
<td>![Paste]</td>
<td>Paste</td>
<td></td>
</tr>
<tr>
<td>![Paste from Word]</td>
<td>Paste from Word</td>
<td>Moving text from Word to the Web through copy and paste can be a headache. The text doesn't always come across the way you want it to. The Paste from Word is a “smarter” paste, and can smooth the transition of the text from Word to the Web.</td>
</tr>
<tr>
<td>![ABC]</td>
<td>Check spelling</td>
<td></td>
</tr>
<tr>
<td>![Undo]</td>
<td>Undo</td>
<td>Undo the last action</td>
</tr>
<tr>
<td>![Redo]</td>
<td>Redo</td>
<td>Reverse the last undo command</td>
</tr>
<tr>
<td>![Find]</td>
<td>Find</td>
<td>Search for text</td>
</tr>
<tr>
<td>![Replace]</td>
<td>Replace</td>
<td>Search for text and replace it with other text</td>
</tr>
<tr>
<td>![Image]</td>
<td>Image</td>
<td>Insert a link to a photo already uploaded to the webserver</td>
</tr>
<tr>
<td>![Table]</td>
<td>Table</td>
<td>Insert a table</td>
</tr>
<tr>
<td>![Horizontal rule]</td>
<td>Horizontal rule</td>
<td>Insert a gray horizontal rule</td>
</tr>
<tr>
<td>![Symbol]</td>
<td>Symbol</td>
<td>Insert a symbol</td>
</tr>
<tr>
<td>![Bold]</td>
<td>Bold</td>
<td>Bold selected text</td>
</tr>
<tr>
<td>![Italics]</td>
<td>Italics</td>
<td>Italicize selected text. Keep in mind italicized text can be hard to read on a webpage, particularly on mobile devices.</td>
</tr>
<tr>
<td>![Underline]</td>
<td>Underline</td>
<td>Please use this sparingly, if at all. When visitors see underlined text on a webpage, they think it’s a link and click the text. When nothing happens, they get frustrated and may leave the site.</td>
</tr>
<tr>
<td>![Subscript]</td>
<td>Subscript</td>
<td></td>
</tr>
<tr>
<td>![Superscript]</td>
<td>Superscript</td>
<td></td>
</tr>
<tr>
<td>![Numbered list]</td>
<td>Numbered list</td>
<td></td>
</tr>
<tr>
<td>![Bulleted list]</td>
<td>Bulleted list</td>
<td></td>
</tr>
<tr>
<td>![Decrease indent]</td>
<td>Decrease indent</td>
<td></td>
</tr>
<tr>
<td>![Increase indent]</td>
<td>Increase indent</td>
<td></td>
</tr>
<tr>
<td>![Insert block quote]</td>
<td>Insert block quote</td>
<td></td>
</tr>
<tr>
<td>![Align left]</td>
<td>Align left</td>
<td></td>
</tr>
<tr>
<td>![Align center]</td>
<td>Align center</td>
<td></td>
</tr>
<tr>
<td>![Align right]</td>
<td>Align right</td>
<td></td>
</tr>
<tr>
<td>![Justify]</td>
<td>Justify</td>
<td>Why no button for justify? Don’t try to justify text on the web. The web was designed from the ground up to reflow text, partly for people with</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description/Notes</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------------</td>
</tr>
<tr>
<td><img src="image" alt="Link" /></td>
<td>Link</td>
<td>Add a link to a file, a webpage, or an email address.</td>
</tr>
<tr>
<td><img src="image" alt="Unlink" /></td>
<td>Unlink</td>
<td>Break an existing link.</td>
</tr>
<tr>
<td><img src="image" alt="Anchor" /></td>
<td>Anchor</td>
<td>Adds an anchor - a named point on the page. Once you have an anchor, you can create a link above it that goes to the anchor on that page. This is how the “back to top” links work on long webpages.</td>
</tr>
<tr>
<td><img src="image" alt="Normal" /></td>
<td>Paragraph style</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Size" /></td>
<td>Font size</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Text color" /></td>
<td>Text color</td>
<td>Please use this sparingly if at all. We carefully designed the colors of the website. Further, some colors have cultural connotations you may not be aware of. The Plant Path website is available globally.</td>
</tr>
<tr>
<td><img src="image" alt="Background color" /></td>
<td>Background color</td>
<td>Please use this sparingly if at all. Too much background color can cause some visitors to long for sunglasses as they view the site.</td>
</tr>
</tbody>
</table>
## Appendix B - Where the Current Faculty Profile Information Appears on the Plant Pathology Website

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Location on the Current Faculty Profile Page the Visitors See</th>
<th>Does this Info Appear on the Faculty Summary Page the Visitors See?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo</td>
<td>Header above tabs</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Header above tabs</td>
<td>Yes</td>
</tr>
<tr>
<td>UW Title</td>
<td>Header above tabs</td>
<td>Yes</td>
</tr>
<tr>
<td>Phone</td>
<td>Header above tabs</td>
<td>Yes</td>
</tr>
<tr>
<td>Fax</td>
<td>Header above tabs</td>
<td>No</td>
</tr>
<tr>
<td>Email</td>
<td>Header above tabs</td>
<td>Yes</td>
</tr>
<tr>
<td>Websites</td>
<td>Header above tabs</td>
<td>No</td>
</tr>
<tr>
<td>Office</td>
<td>Header above tabs</td>
<td>No</td>
</tr>
<tr>
<td>Title</td>
<td>Does not appear - this only appears inside Drupal - it’s used on the</td>
<td>Does not appear - this only appears inside Drupal - it’s used on the content screen as a description of the page.</td>
</tr>
<tr>
<td></td>
<td>content screen as a description of the page.</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>Profile Tab</td>
<td>No</td>
</tr>
<tr>
<td>Link to CV</td>
<td>Profile Tab</td>
<td>No</td>
</tr>
<tr>
<td>Expertise for Summary Field</td>
<td>Does not appear</td>
<td>Yes</td>
</tr>
<tr>
<td>Research Interests</td>
<td>Research Tab</td>
<td>No</td>
</tr>
<tr>
<td>Courses Taught</td>
<td>Courses Taught tab</td>
<td>No</td>
</tr>
<tr>
<td>Awards</td>
<td>Profile Tab</td>
<td>No</td>
</tr>
<tr>
<td>Affiliations</td>
<td>Profile Tab</td>
<td>No</td>
</tr>
<tr>
<td>Publications</td>
<td>Publications Tab</td>
<td>No</td>
</tr>
<tr>
<td>Books Edited</td>
<td>Publications Tab</td>
<td>No</td>
</tr>
</tbody>
</table>

A Title field also appears on the Current Faculty Profile entry screen between Office and Education:

![Title Field](image)

The information in this field is used only inside Drupal; it appears on your content screen as the title of the information.