

Plant Pathology Website

Faculty "Cheat Sheet"

11/10/2011

Find the System	http://www.plantpath.wisc.edu/index.php
Which Login Do I Use?	You have a special login just for this system. Email webeditor@russell.wisc.edu and tell us you need your login info for the Plant Pathology website.
Login	Scroll to the bottom of the homepage to the footer. Look in the right bottom corner. Click Login.
Log Out	Look in the top-right corner of the screen on the black menu bar. Click Log out.
Change Password	Click Edit My Account on the My Menu block.
My Menu	Menu block you see on the left side once you login.
Update my Faculty Page	Click Edit My Profile (Faculty only) on the My Menu block.
Add Photos to a Page	Email the photo(s) to webeditor@russell.wisc.edu . We'll upload them and email you back a link to insert.
Create a News Item	Click Create New Content..News Item on the My Menu block.
Create an Event	Click Create New Content..Events Item on the My Menu block.

Important Tips to Avoid Headaches:



Be Patient After You Click a Button on the Editor Toolbar—Click Once, Not Twice.

If the web server is busy, it may take a few seconds after you click for the popup window to appear. If you click again while the server is still thinking, ***it will freeze the page and delete your edits.***

- **The Editor Doesn't Display Some Formatting - Check the Page in a Web Browser.**

The Editor box on your Faculty Profile does not display all formatting you apply. You'll need to save your changes then check the page in a browser to see all the formatting. For more information, see our tutorial video "Part 2 - Important Information About Using the Editor" at www.russell.wisc.edu/Computing/How-To-Instructions

- **Do Not Paste Your Entire CV Directly from Word into an Edit Box.**

The Editor is primitive in what it can handle compared to Word. The average CV created in Word contains a lot of hidden formatting codes that will choke the editor.

Instead, create a PDF from your CV and email it to webeditor@russell.wisc.edu - we'll upload it to the web server and link the file to the CV tab.

- **Do Not Try to Edit Your Faculty Info Using Internet Explorer.**

Some of the buttons on the Editor toolbar launch popup windows that Internet Explorer can't handle. Use Firefox, Chrome, and Safari instead to edit your faculty info.