

# How to edit your personal webpage

1. Load the webpage that you would like to edit in your browser, e.g. please start here:

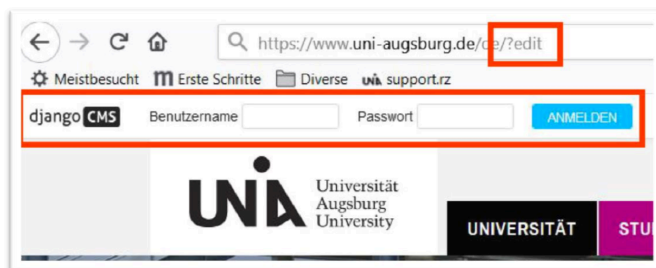
<https://webrelaunch.uni-augsburg.de/de/fak/fai/geo/prof/>

You need to be logged into the university system, either by being there physically using an Ethernet cable or by using a VPN connection.

2. Navigate to your own research unit and from there to your own website.

*Please note that the English webpage of the research unit may not yet be functional, so you need to go to the personal German webpage first.*

3. Add **?edit** to the end of the browser address and hit return. The webpage will show a login window in the upper left corner (see figure below)



Enter your RZ-user name and password and hit “Anmelden”.

You will be shown a pre-configured webpage with the following sections

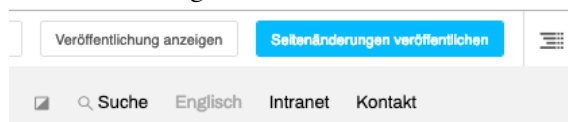
- Description of person
- Additional information (text)
- CV
- Research foci
- Publications
- Courses (this is a plugin that needs to be configured with your Digicampus name)

4. A double click with the mouse (in form of a pen) will allow you to change the content of a section.

**Option A:** You may choose to enter only the most necessary information in German and otherwise direct the reader to the English webpage.

**Option B:** You may enter here everything in English, change the German section titles to English ones and then copy your page to the English webpage – see further down.

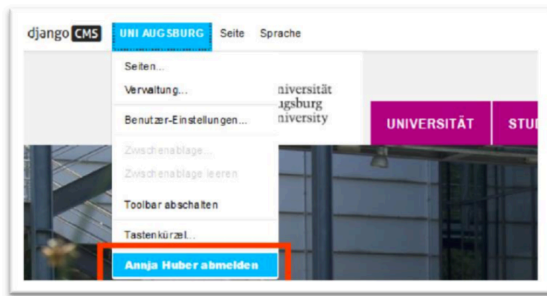
5. The next step is to publish your changes, which is done by clicking on the blue button in the upper right corner called “Seitenänderungen veröffentlichen” (see figure). This button only appears if you have made changes.



## Caution

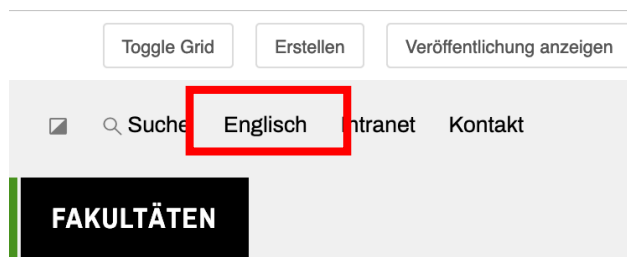
*If you made changes and then switch to another webpage, your changes will not be save and they will also not be visible once you log out. Always click on the blue button before leaving a page!*

- If you are done now, please do not forget to log out by opening the menu under “Uni Augsburg” and clicking on the last option (see figure):



### Option A: Minimum info on German webpage, direct reader to English webpage

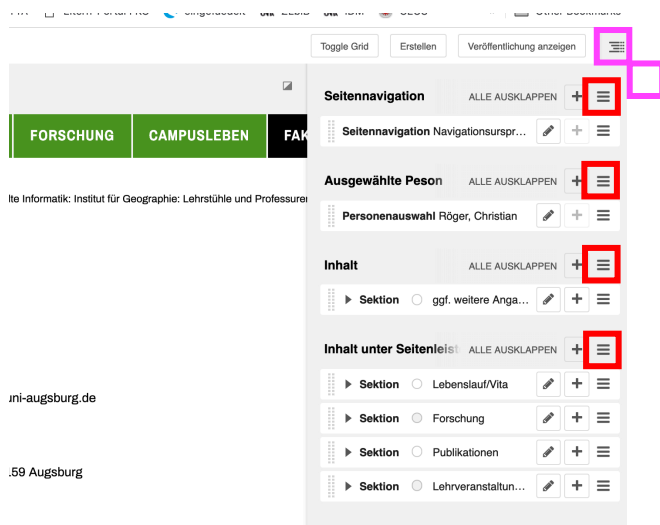
- You may switch to the English version of your webpage by clicking on “Englisch” in the upper right part of the webpage (see figure below)



- Change content (see 4 above), publish (5 above) and logout (6 above).

### Option B: Full info on German webpage, copy to English webpage

- Once you published the information on the German webpage, switch to the English version of your webpage by clicking on “Englisch”.
- Open the structure pane by clicking on the symbol in the upper right of the webpage (see magenta square in figure below)



For each section (Seitennavigation, ...Inhalt...) click on the symbol next to the + (red squares in figure) and select “Kopieren von Deutsch”

Publish (5 above) and  
Logout (6 above)

## Important: Pictures

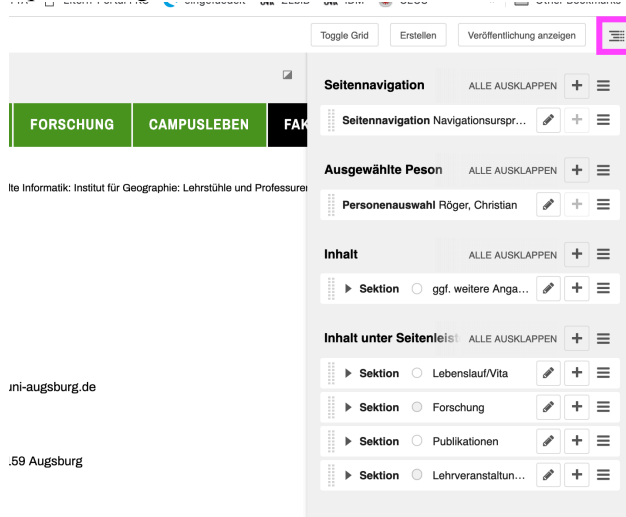
Pictures need to be prepared in a specific fashion in order to be useful for the webpages. Specifically they need to have a certain size and ratio for different uses (more information may be found in the official documentation).

In addition, pictures need to be uploaded into a specific directory and usage rights added before you may place them on a webpage. We also need to declare licensing of the pictures (personal property, usable for all, cc BY or something else).

This process is currently a bit more complicated, so we ask you to refrain from adding pictures at this point in time. You may, however, put in a text in UpperCase saying that there should be a picture here and we can organize getting it done after the beginning of April (when the WebTeam has had a bit more experience with the system).

# How to edit the structure of your personal webpage – only for adventurous spirits

1. Open the structure pane of your webpage by clicking on the symbol in the upper right (see magenta square in figure below)



2. Using the + symbol you may add more so called plugins to your website. Go ahead and try out what may be added where. You can always delete a plugin or section again. More information may be found in the plugin documentation (which currently unfortunately only exists in German) that was sent to you along with this document.
3. Please do not forget to *publish* (blue button) and to *logout*. Once you hit publish, you will be out of the editing mode, but you may enter this mode anytime again by adding ?edit at the end of the webpage address in the browser.