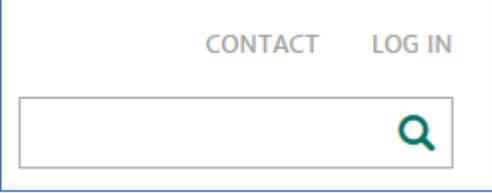


## Log in and edit

<p>Go to <a href="https://www.mpi.nl">https://www.mpi.nl</a>, at the right top. Click <b>LOG IN</b>.</p>	
<p>Login with your MPI username and password, click <b>Log in</b></p>	
<p>Go to your personal page to edit it. (<a href="https://www.mpi.nl/user">https://www.mpi.nl/user</a>) On the right side you will find your user menu:</p>	

## Social media

Click Edit Social Media.

Here you can add your social media links (Twitter and LinkedIn). Fill the appropriate fields and click **Save**.

### CREATE SOCIAL MEDIA

Twitter

This must be an external URL such as *http://example.com*.

LinkedIn

This must be an external URL such as *http://example.com*.

**Save**

## Biography

Click Edit Biography.

In the biography you can add a small introduction about yourself you want to share with the world. You can add self-named paragraphs f.e. Research, CV, Teaching, Press etc. The editor is explained on page 4.

## CREATE BIOGRAPHY

### Biography

Format ▾ | **B** *I* |   |   |     |  |  Source

[About text formats ?](#)

Text format Limited HTML ▾

Save

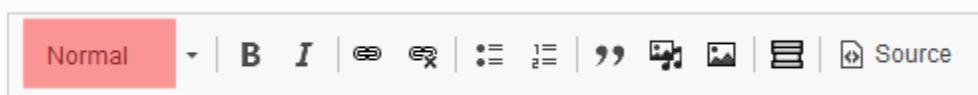
## The editor

This chapter describes the so-called CKeditor, the editor of the website. The buttons that are discussed in the sections are highlighted in red.



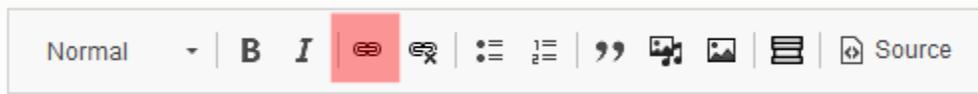
Text can be added and changed in: bold, italic, unordered list (= a list with bullet points), ordered list (= a numbered list).

### Heading



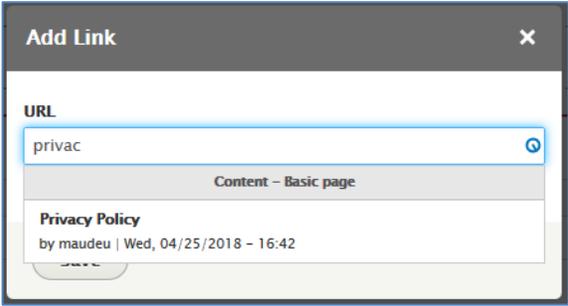
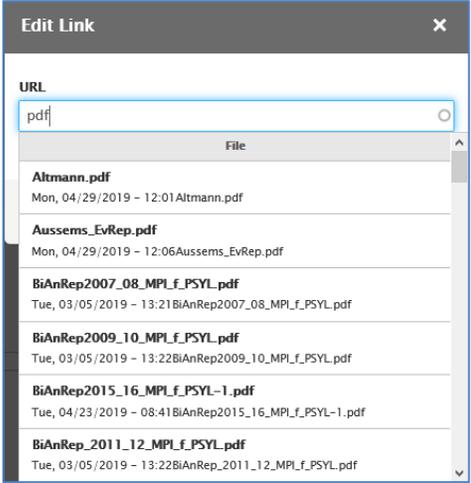
For heading use: **Heading 3**, this will print a smaller bold font and colored.

### Links

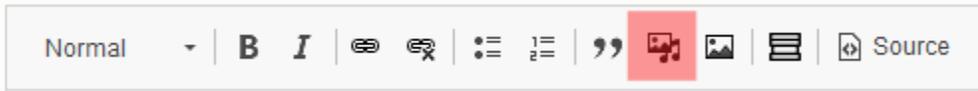


When you type a http/https or a mail address, the website will transform this into a valid link. Parts of text can also be transformed into a link.

<p>Select the part you want to transform in a link and press the link button.</p>	
<p>Add the link. This can be an external link (http/https) or an internal link or a document. Here you can start typing to find the content of the internal page you want to add. Click <b>Save</b>.</p>	

	
<p>Click on link icon and a new window appears. Here you type the name of your previously added document of just pdf (it is sorted alphabetically). Select your file.</p>	
<p>Your link is available now.</p>	
<p>To unlink, select the whole link text and press the unlink button.</p>	

## Image



Globally a page is divided in three columns. For Events, Vacancies and Basic pages the first two columns are used:

**IMAGES**



*Image A: 1 column, aligned left*

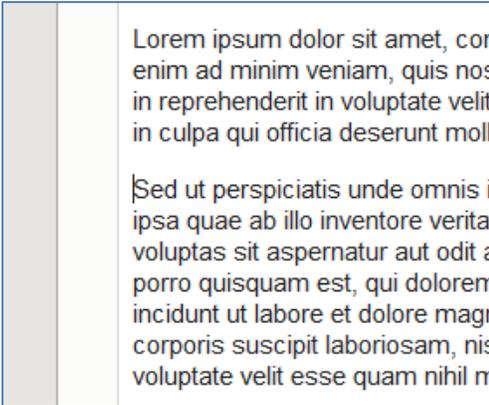
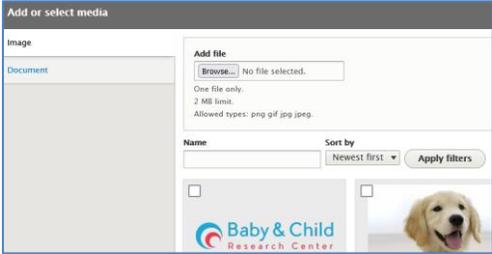
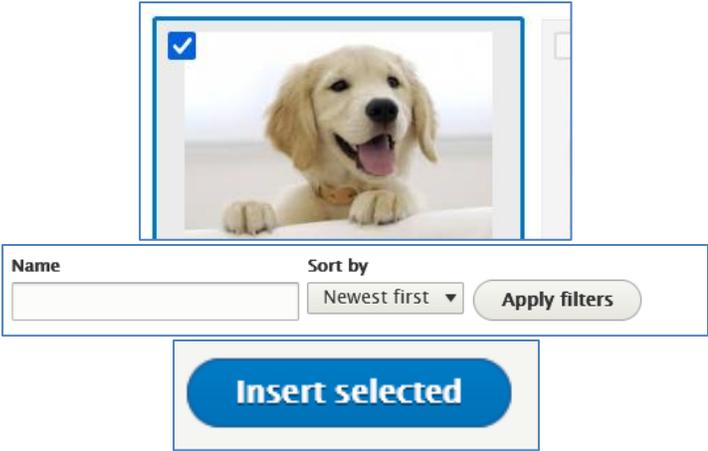


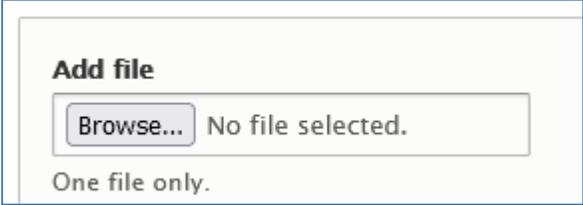
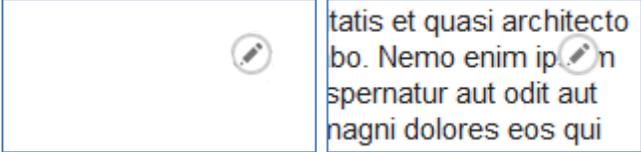
*Image B: 2 columns*

The complex block is enclosed in a blue border. It starts with the word 'IMAGES' in green. Below it are two images. The first image is a small, square photograph of a historic building with a large staircase leading to the entrance. To its right is the caption 'Image A: 1 column, aligned left'. The second image is a larger, wider photograph of the same building, showing more of the street and sky. Below it is the caption 'Image B: 2 columns'.

**!!! Always start with your text. When this is done you can add the images.**

The editor is not WYSIWYG (= What you see is what you get).

<p>Put the cursor at the position where the image will come. Normally at the beginning of a paragraph (Here at "Sed").</p>	
<p>Click on the add image button:</p>  <p>An image browser appears. Select an existing image or add a new image.</p>	
<p><b>Select an existing image</b> (use the filter option to narrow the results):</p> <p>Check the checkbox .</p> <p>Click <b>Insert selected</b>.</p>	

<p><b>Upload a new image</b></p> <p>Click <b>Browse</b>.  <i>The allowed image types are: png, gif, jpg, jpeg. The maximum file size is currently 12 Mb.</i></p> <p>When the image is too small it will look pixelated. An image that is too small will not show in a 2 or 3 column.          A width must be at least 260px.</p>	
<p>Give the image a <b>Media name</b> (that makes sense) and an <b>Alternative text</b>.</p> <p>Click <b>Save</b>.</p>	
<p>When the image is inserted in the text, there is a pencil at the far right. With this the image placement can be changed. Sometimes the pencil is hidden in the text.</p> <p>Click on this pencil.</p>	

Change the appearance of the image within the page.

**Align:** Where is the image?

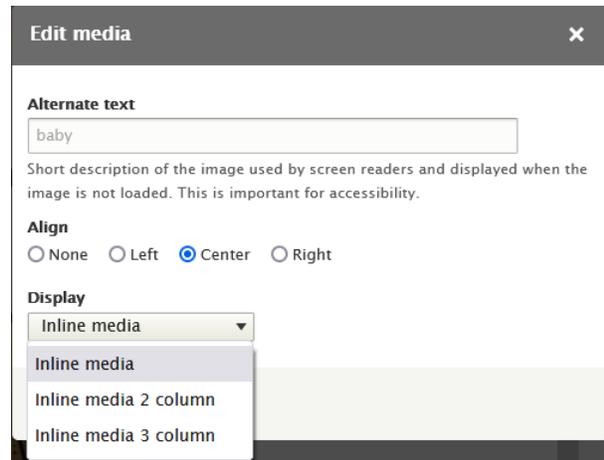
- *Left:* on the left
- *Right:* on the right
- *None/Center:* Image at the left, no text to the right or left

Try to align the image to the right, within the text this looks better (and also on mobile devices).

**Display:** How large will the image be?

- *Inline media:*  
1/3 of the visible part
- *Inline media 2 column:*  
2/3 of the visible part  
(for Events, Vacancies and Basic pages this is the full with)
- *Inline media 3 column:*  
Full width

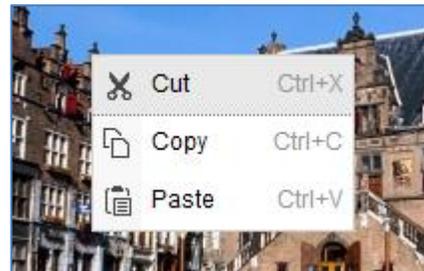
Click **Save**.



*Editor view (above), website view (below)*

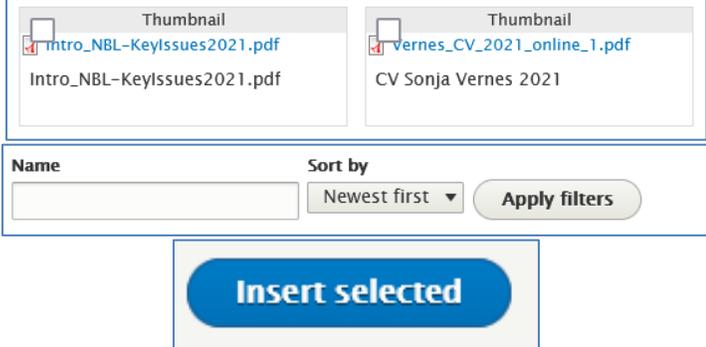
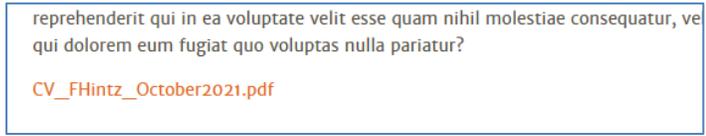


To remove an image. Right click the image and select **Cut**.

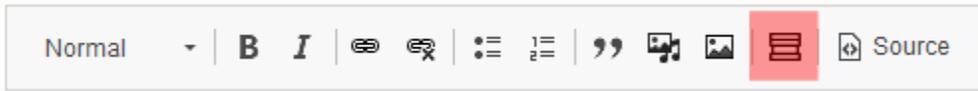


## Document

This method is only meant for adding documents at the bottom of page.

<p>Go to the bottom of the page. Click on the add image button:</p>  <p>Go to the tab Document.</p>	
<p><b>Select an existing document</b> ( use the filter option to narrow the results):</p> <p>Check the checkbox.</p> <p>Click <b>Insert selected</b>.</p>	
<p>When this is done the link to the document is there (you can change the alignment with the little pencil (see page 8)).</p>	

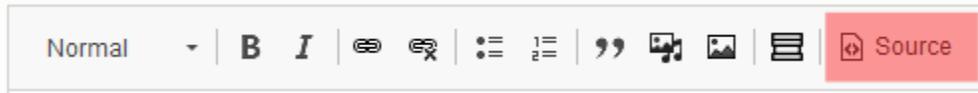
## Accordion



To make a proper section within your person page, we recommend you use the accordion feature to make a heading. The default accordion has two paragraphs, with a title section and a content section. You can add, delete paragraphs when needed.

<p>When you press the accordion button some pre-defined content will appear. Here you can put your text.</p>	<p>A screenshot of the accordion editor interface. It shows a container labeled 'Accordion' with two sections. Each section has a title field (e.g., 'Accordion title 1') and a content area (e.g., 'Accordion content 1.').</p>
<p>(After publishing this on the website it will look like the picture below, where you can fold and unfold the content.)</p>	<p>A screenshot of the published accordion on a website. It shows two sections: 'Accordion title 1' with an upward arrow and 'Accordion content 1.', followed by 'Accordion title 2' with a downward arrow.</p>
<p><b>Delete/add an accordion paragraph</b></p> <p>Put your cursor (in the editor) where you want to add/delete an accordion. Press your right mouse button, a menu will appear with three options (add before/add after/remove). This adds/removes an accordion: title + content.</p>	<p>A screenshot of a right-click context menu. The menu items are: 'Paste' (with a keyboard shortcut 'Ctrl+V'), 'Add accordion tab before', 'Add accordion tab after', and 'Remove accordion tab'. Each item is accompanied by a small accordion icon.</p>

## Source



If you have experience with the HTML code, you can edit your HTML code. Although not all tags are allowed. When you are done editing, save your page.

## Useful tips!

- For heading within a page use the **Heading 3** format in your editor.
- The copy/paste of a Word document is not always nice, because Word uses its own fonts, colors etc. Use CTRL + SHIFT + V to paste a Word document as plain text.
- Always test your links and page setup when you are finished editing.