

Last updated: 26 October 2011

Create a personal CV

Use the CV module within Pure to create several CVs, each targeted towards a different objective (e.g. a specific project or funding application).

A CV can contain a range of sections, each listing a different type of content – for example: profile information; lists of research output, activities and projects; or sections with additional headings, text fields and periodical lists. Lists can be filtered, sorted and displayed in the formats native to Pure.

You can set your CV to automatically update as new research output is added to Pure (*dynamic*) or you can choose to update it manually (*static*). See **Appendix** on page 5.

Create CV

- Login to Pure
- Click on the **My Profile** tab.
Note: If you are an Editor/Administrator, click on the **Personal** tab first.

- Click on the **+ Create new CV** button

+ Create new CV

- A new dialog opens allowing you to choose the type of CV you wish to create:

- **Private** – CV only available and visible to you and Pure administrators.

OR

- **Public** – CV will be shown on the public research portal. (Select **Published** when finished creating your CV to display your research highlights on the portal.)

AND

- **Draft** OR **Published**, then click on the **Create** button.

- Another dialog opens displaying the type of information you can choose to add to your CV, based on *your* content within Pure. In addition to personal information, options include research output, projects, and activities.

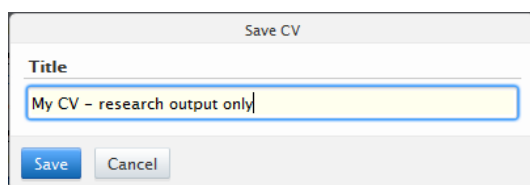
- Tick the checkboxes next to the content you wish to add to your CV, and click on the

Create button.

- Your newly created CV opens in a new window. The information you selected in the previous window is displayed listed in sections.

- If you are happy with the information displayed, click on the **Save** button.

- In the **Save CV** dialog, enter an appropriate **Title** and click on **Save** again.





- You will be returned to the main **My CVs** page with Pure.
 - All the CVs you create will be listed on this page. If you wish to edit a CV at any time, click on its name once to open it in a new window.

Edit CV

- Login to Pure and click on the **My Profile** tab to view your CVs.
Note: If you are an Editor/Administrator, click on the **Personal** tab first.
- Click once on the name of the CV you want to edit to open it in a new window.

Notice the menu bar options at the top of the editing window:



- **Download as PDF:** Open and/or Save CV as a PDF.
- **Download to Word:** Open and/or Save CV as Word file – this option allows you to format the CV, i.e. fonts, styles, colours, etc.
- **Save:** Whenever you make any changes to your CV, you must **Save** before closing.
- **Copy:** Creates a copy of the open CV. 
- **Delete:** Deletes the open CV from Pure. 

- As you move your cursor over sections of the CV, the editable areas are highlighted by a dashed grey line and a list of editing options is displayed in the left margin.
 - From left to right, the editing options are: move up, move down, drag, delete, and edit.



Move section or heading

- Move your cursor over a section or heading until you see the dashed line.
- Click on the up/down arrows or the move icon to move the section to a new location on the page. Don't forget to save any changes!

Note: Section headings are moved independently from section content.

Delete section or heading

- Move your cursor over a section or heading until you see the dashed line.
- Click on the cross icon to remove the section heading. Don't forget to save any changes!

Edit section heading

- Move your cursor over a heading until you see the dashed line then click on **Edit**.
- Type in your new heading, then move your cursor to the left margin and click on **Edit** again to complete. Don't forget to save any changes!



Edit section content

- Move your cursor over the section content until you see the dashed line.
- Click on **Edit**.
- The **Settings for list** dialog opens allowing you to filter, sort and display the list of section content as you wish. Select options as appropriate then click **OK**.

Don't forget to save any changes!

A screenshot of a dialog box titled 'Settings for list'. It contains several settings: 'Ordering' set to 'Title', 'Format' set to 'Short', 'Maximum count' set to 'All', and 'Start year' with 'Beginning' and 'End' buttons. There are checkboxes for 'Types' (Types for projects > Contract project, Types for projects > Grant project). A section titled 'Dynamic / static list' has a yellow box stating 'This list dynamically filled with content. You can make it static in order to freely change the content and its order.' with a 'Make static' button. At the bottom are 'OK' and 'Cancel' buttons.

What is Dynamic/static list?

By default, all CV content is dynamically generated. This means that when you submit new research output to Pure, your CVs are updated automatically.

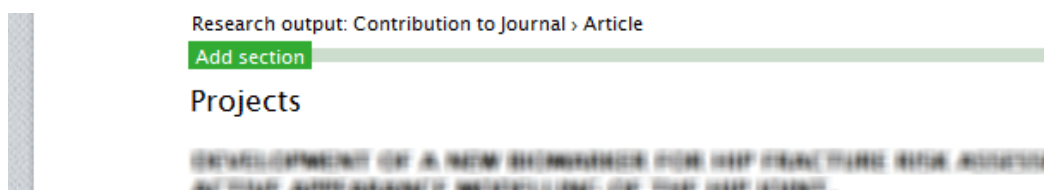
However, if you wish to edit the order of a section list, or remove an entry from it, you must first make the list **static**.

For more about dynamic and static lists, see **Appendix** on page 5.

Add section

This feature is particularly useful if you want to add additional sections from your Profile such as research interests, keywords, etc. as these are not added automatically by Pure.

- As you move your cursor between sections, the option to add a section pops up.



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- Click **Add section**.
 - From the **Add section** dialog, select the type of information you wish to add. For example:
 - if you want to add a new section for Research Papers, select **List of your research output**
 - if you want to add a new section about your Research interests or Professional Qualifications, select **Profile information**
 - if you want to add free text, select **Text section**
 - In the **Settings for the new section** dialog, type in a **Header** for the new section, then use any sort and filter options as appropriate before clicking on **Add**.

The screenshot shows a dialog box titled "Add section". It is divided into three main categories, each with a blue header: "Personal information", "Lists of your content from Pure", and "Text". Under "Personal information", there are two options: "Your personal profile from Pure" and "Profile information". Under "Lists of your content from Pure", there are two options: "List of your research output (29)" and "List of your projects (2)". Under "Text", there are three options: "Heading", "Text section", and "Periodic list". At the bottom of the dialog, there is a "Cancel" button.

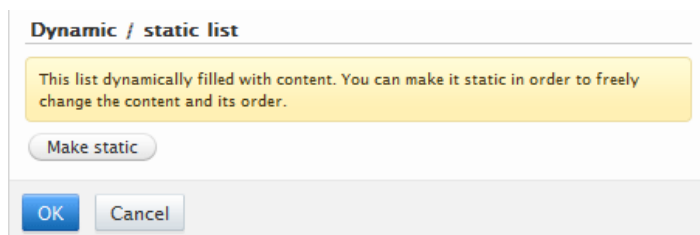
Don't forget to save any changes!

Appendix: dynamic and static lists

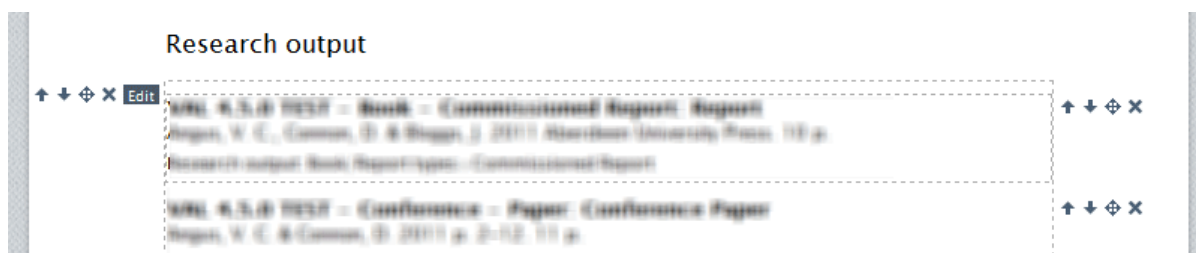
By default, all CV content is **dynamically** generated. This means that when you submit new research output to Pure, your CVs are updated automatically. However, you will be unable to move or delete individual entries from a list.

If you wish to edit the order of a section list, or remove an entry from it, you must first make the list **static**, via the **Edit** option.

- Highlight the section you wish to edit and click on **Edit**.
- Click on the **Make static** button.



- Once the section list is static, new editing options will be displayed in the right margin alongside each list entry. Use these to manually rearrange or delete individual entries.



- You can also add content manually. Hover your cursor between list items, click on **Add project** and search for the content.

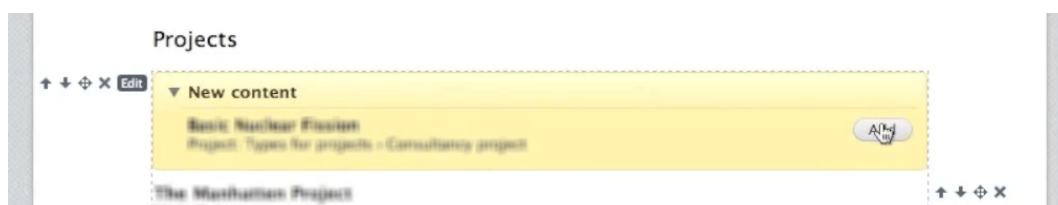


- Don't forget to save any changes!

Caveats

- When you make a list static, new content submitted to Pure will not be added to the list automatically.

However, Pure will prompt you if new content has been submitted since you last updated your CV and allow you to add the new content manually.



- If you switch a static list back to dynamic, any changes you made manually will be discarded.