

## Research Highlights: A User's Guide

This guide describes how to add new research highlights to the web page, and how to edit existing highlights.

### Adding a new research highlight

Start by selecting the Create content -> Research Highlight menu item (**click on any image to view it full size**):



Enter a title, an image caption, and some descriptive text in the body. To add an image, select the Browse.. button and browse to an image (jpeg, png, or gif) on your computer. All of the required information has been entered here:



### Splitting the description

If you have a long description, it is best to split it so that only part of it appears on the front page. To do this, put the text cursor at the end of the summary (which will appear on the front page) and click the "Split summary at cursor" button. The body will be split, the "Split summary at cursor" button will be replaced with a "Join summary" button, and a new checkbox, labeled "Show summary in full view" will appear.



If you change your mind about where the summary should be split, the simplest method to fix it is to click "Join summary", then move the cursor to where you want it to appear, then click "Split summary at cursor" again.

The "Show summary in full view" checkbox allows you to repeat the summary text in the full-page view (if selected). If you would like the summary text to differ from the full text, just un-select the checkbox.

### Saving your new highlight

When you are ready to create the highlight, scroll down to the bottom of the page and select the "Save" button (do NOT select the Preview button - more about that below!). You will then see the full-page version of your new research highlight:



If you need to change anything, just select the Edit tab under the title.

### Previewing your highlight

You can preview your changes to highlight text before saving it. This is most useful if you have split the summary and wish to see the version that will appear on the front page as well as the full version. **CAUTION:** Preview does not work well when uploading new images. If you are changing your image, be sure to click the Save button first to upload the new image. Changes to text do not have this limitation, so feel free to change the title, caption, and body text and click the Preview button. Remember, however, that you will need to click Save when you are happy with your changes.

Here is a screenshot of the test highlight in preview mode:



### Revisions



Near the bottom of the edit page is a space for revision information. This allows you to save your changes as a new revision, offering several advantages:

#### Notes

You can (optionally) enter notes describing why you made some changes, which makes it far easier to understand the changes in the future

#### Multiple Users

If more than one person edits a research highlight, the user associated with each revision is recorded so that everyone can track and better understand changes.

#### Reversible changes

If changes are made to a highlight which you later decide were not what you wanted, you can easily revert back to an earlier revision (using the Revisions tab next to the View, Edit tabs)

If you make minor (or frequent) changes, you may uncheck the Create a new revision checkbox. You will then overwrite the current revision.

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