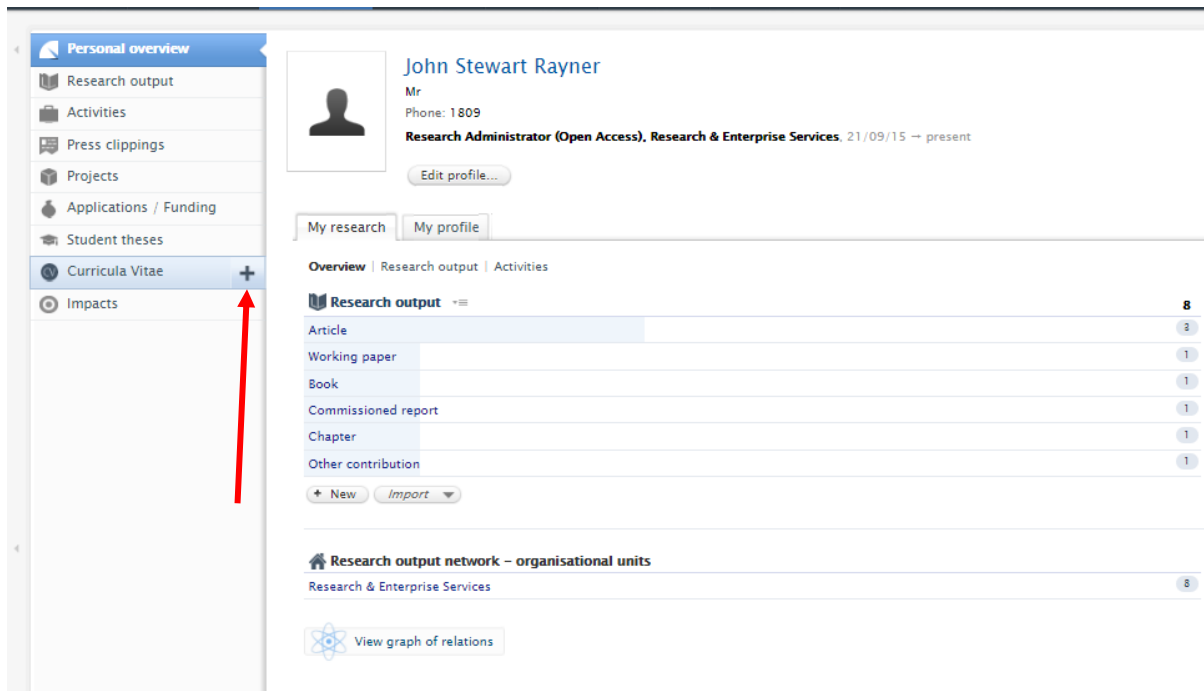


Customise your publications list using a Highlighted Content CV

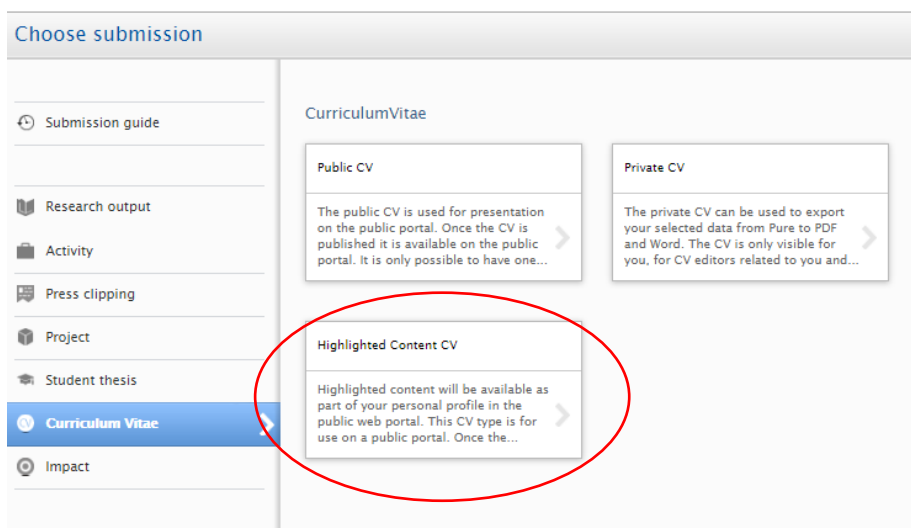
The 'Highlighted Content CV' function in PURE allows you to control the order and appearance of your publications on your UEA webpage.

1. Log in to PURE and go to the 'Personal Overview' section. In the left-hand menu, navigate to the area labelled 'Curricula Vitae', and click the '+' symbol.



The screenshot shows the 'Personal overview' page for John Stewart Rayner. The left-hand menu includes 'Research output', 'Activities', 'Press clippings', 'Projects', 'Applications / Funding', 'Student theses', 'Curricula Vitae' (highlighted in blue with a red arrow pointing to a '+' symbol), and 'Impacts'. The main content area displays the user's profile, including a photo, name, title, and contact information. Below the profile, there are tabs for 'My research' and 'My profile'. The 'Overview' section shows a list of research outputs with a total count of 8. The list includes Article (3), Working paper (1), Book (1), Commissioned report (1), Chapter (1), and Other contribution (1). There are buttons for '+ New' and 'Import'. Below the list, there is a section for 'Research output network - organisational units' showing 'Research & Enterprise Services' with a count of 8. A 'View graph of relations' button is also present.

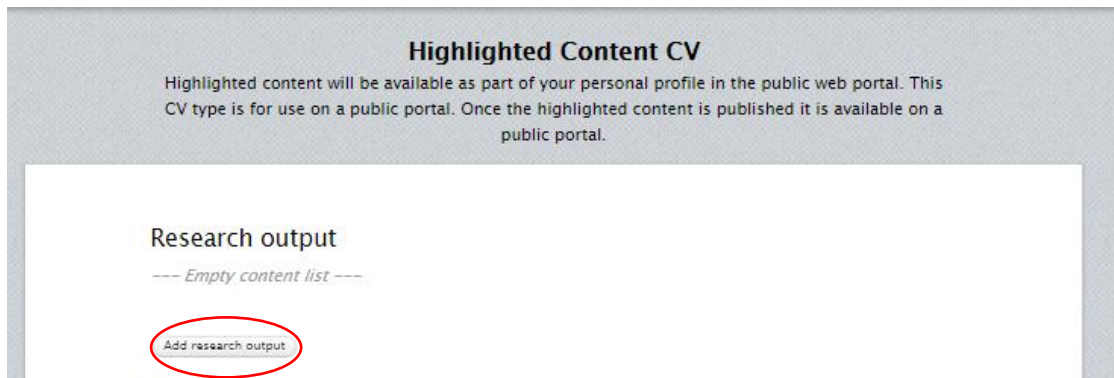
2. From the new window which appears, select 'Highlighted Content CV'.



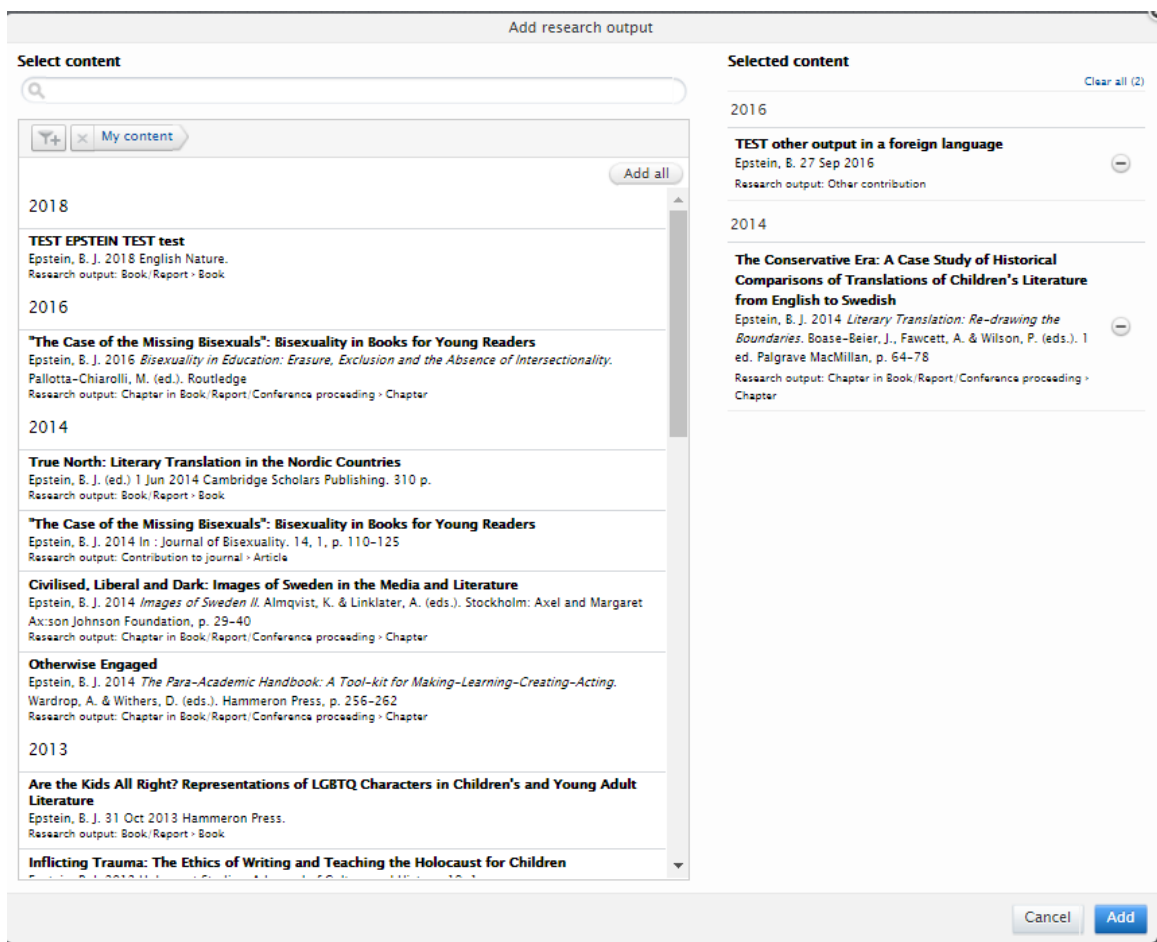
The screenshot shows the 'Choose submission' dialog box. The left-hand menu includes 'Submission guide', 'Research output', 'Activity', 'Press clipping', 'Project', 'Student thesis', 'Curriculum Vitae' (highlighted in blue), and 'Impact'. The main content area shows three options for 'Curriculum Vitae': 'Public CV', 'Private CV', and 'Highlighted Content CV'. The 'Highlighted Content CV' option is circled in red. The descriptions for each option are as follows:

- Public CV:** The public CV is used for presentation on the public portal. Once the CV is published it is available on the public portal. It is only possible to have one...
- Private CV:** The private CV can be used to export your selected data from Pure to PDF and Word. The CV is only visible for you, for CV editors related to you and...
- Highlighted Content CV:** Highlighted content will be available as part of your personal profile in the public web portal. This CV type is for use on a public portal. Once the...

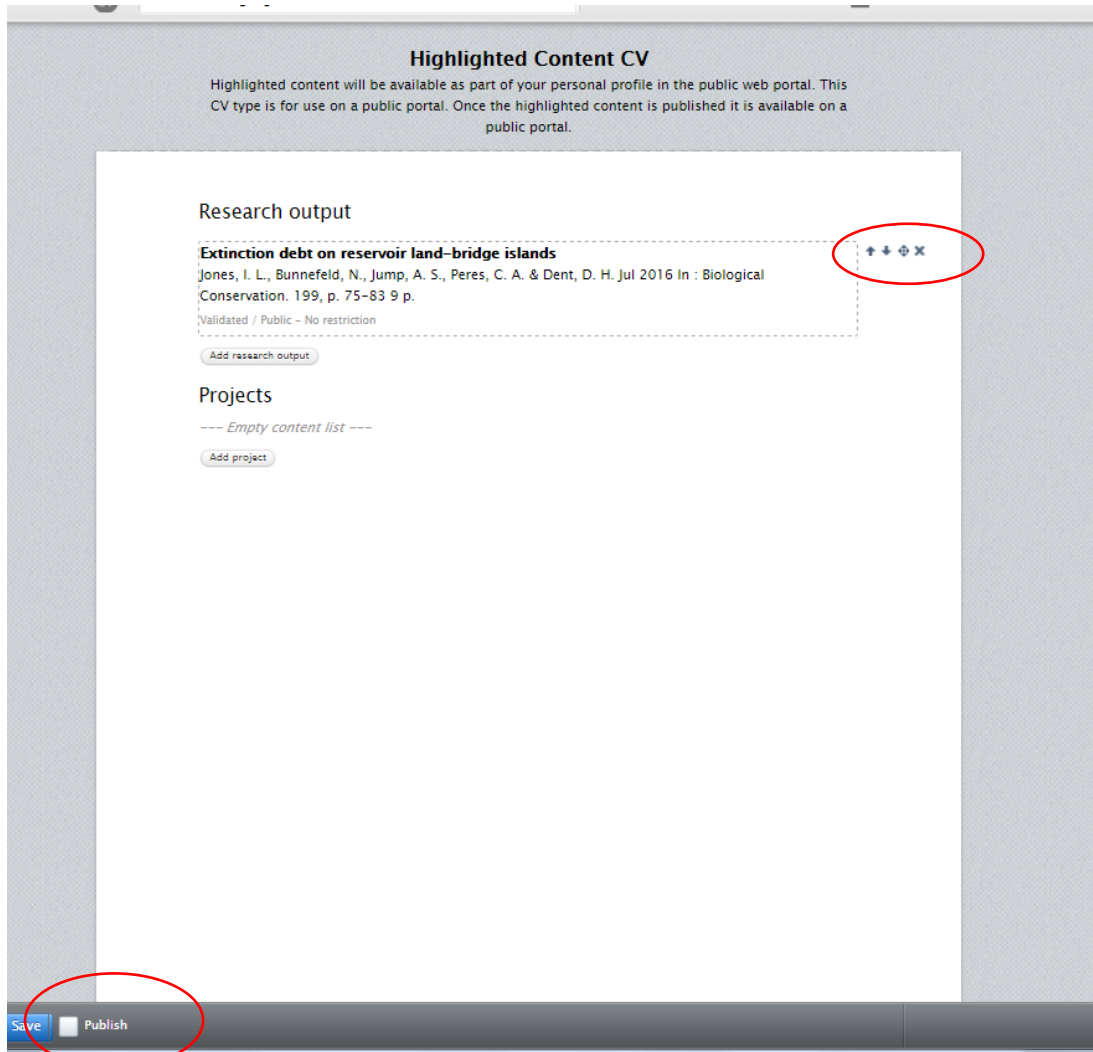
- This will bring up a landing screen where you can select which type of content your list will contain. Click on 'Add Research Output'. (Note that although you can add projects, activities and impacts, these are not currently configured to feed to the webpages.)



- This will open a new window in which you can locate the item(s) you wish to add to the list. You can do this either by selecting from the list or by typing the title into the search bar. If you begin to type the title of the output you wish to add, PURE will find it for you. When you have selected all of the content you want to add, click 'Add' (in the bottom right corner).



5. Use the arrows/cursor on the right hand side to change the order of items (note that the order in which they appear here is the same order in which they will appear on the webpage). Use the 'x' to remove any items which you wish to remove from display (this removes items from this list only, not from PURE!). When finished, tick the box marked 'Publish' (in the bottom left corner), and click 'Save'.



6. Your webpage will now update overnight, and your customised publications list will appear on your 'Publications' tab.