

Selected Works: Editing the “About” Section

- 1 Make sure you are on the About Tab in your Selected Works Profile
- 2 Add or edit content by moving your mouse over the area you would like to edit and clicking the pencil icon or equivalent that appears.
- 3 Type in the information you would like to appear
- 4 Click Save.

Notes:

- **Head Shot:** Your picture can be a professional headshot or it can be an action shot from your research (preferably with you in it).
- Your bio can be as long as you want, but people will have to click “Read More” if it is longer than a few sentences.
- Make sure to remove any personal information from your CV if you wish to upload a copy.
- Research Interests are what help people find you in the Experts Database! Make sure to include these in your profile.
- Contact the Grants office before uploading Grant information. Some of your grants may have confidentiality clauses.



Link to Video: <http://lib.nova.edu/1734>

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