New: Personal Homepage en

Log in
Log in to the PIK-Website (www.pik-potsdam.de) with your user name and password.

Your Member Folder
When you first log in a folder will be created, where you can provide your personal homepage. You can find it in the dropdown list at the top right ("My Folder").

Add content
Use the 'Add new' menu and select 'Homepage'.

A form with several fields will open, please contact your RD science coordinator or head of unit in case of any questions about these fields.

Some more Information:
When the form is saved, a copy will be created automatically for the German version of the homepage (named 'homepage-de'). You can switch between the versions with the language selector. There are some language independent fields, which will be transferred to the translation. Editing one of these fields will change the content in both translations automatically:
• Titel
• Position
• Location
• Room No.
• Phone
• E-Mail
• Portrait: Please note how to prepare your images for the web

Edit text fields

**Internal link** - to set a link to any content in the web portal, mark some text and click on this icon. Then navigate to the targeted content. Click ‘OK’ to close the window.

**external link** - Mark the text which describes the link, then click on the icon and enter any URL to an external website (e.g.: Plone Website).

There are some more Fields in the 'Details' section of the edit form, like **Research Interests** and **Publications**:

Filling out these fields will create tabs below the 'Contact' section of your homepage. There is also one ‘free choice’ tab, for which you can content of your own choice (eg. 'Lectures', 'Education'...).

Publish your homepage to the www

All content added to the PIK website has the initial state 'private', which means that only you can see this content.

**Publish your homepage step by step:**
Change the state from 'private' to 'intranet' (content in the state intranet can be viewed by all PIK members):
Please note: this action will send out an email to your research coordinator (for RD members) or head of unit. The email contains a link to your homepage so that it can be reviewed.

Next, you can publish your homepage:

Please note, that you also have to publish your (german) translation ("homepage-de").

Access control

Please control that the correct content is visible for anonymous visitors! To do this, visit your page not logged in.

Link to the PIK staff list

To get a link to your homepage on the PIK-Stafflist, send a short notice to Kerstin Duckstein and the responsible person in your research domain.

More detailed information

- Weblink to 'howto add content': https://www.pik-potsdam.de/intranet/help/homepage/new-personal-homepage
- "howto manage content (cut & paste, reorder items):" http://plone.org/documentation/manual/plone-4-user-manual/managing-content