

NOTE: if some steps do NOT work in EDGE or IE, use IE compatibly mode (in the main menu on the top right, select the settings button, select "compatibility view" and add "vub.ac.be")

Dear EXTO/KLEP member or website manager,

You can now visit the website at www.vub.ac.be/EXTO or www.vub.ac.be/KLEP. Anyone can edit and add pages. But please do this for the pages that concern you only!!

Contact: Frank Van Overwalle (Frank.VanOverwalle@vub.ac.be)

Log in

Log in via the menu at the bottom left.

HOME ZOEK TELEFOONBOEK ORGANOGRAM WEBMASTER ENGLISH

Vrije Universiteit Brussel Psychologie en Educatiewetenschappen PE

EXTO

■ Experimentele en TOegepaste psychologie

De raderen van het denken en samen-werken in moderne tijden.

Het EXTO Team.

RESEARCH LABS

Cognitive
Clinical-Experimental
Sleep
Social & Affective Neuro

FACULTEIT PE

Faculteit PE
Vakgroepen in PE

VOOR INTERNEN

Vakgroep Team Login/out

As you can see, the menu now shows a number of new entries:

VOOR INTERNEN

Vakgroep Team Login/out
> New PERSON page
> Person Template (COPY!)
> New RESRCH UNIT page

DO NOT FORGET TO LOG OFF AT THE END, or your page is blocked (contact me in case it is).

Add and Edit your "personal" page (QUICK WAY).

(You can ask your group webmaster to execute steps 1-4 for you; then start from step 5)

1 - Place a link to your personal page. For instance, in the group "Social Psychology", you might want to add yourself as the new research assistant "Jeroen".

To do so, go to the group page "Sociale Psychologie / Social Psychology" and click the  edit button on top. Now you can edit your group page:

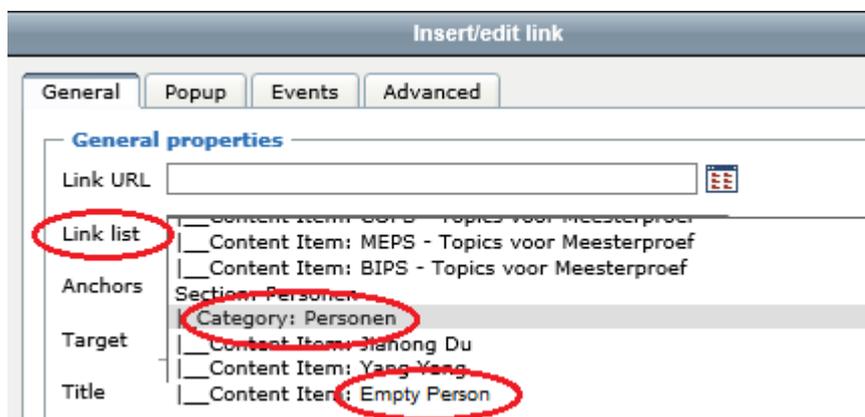
■ SOPS - Sociale Psychologie / Social Psychology

De Sociale Psychologie houdt zich bezig met het leven van alledag tuss
zoals jij en ik. Hoe vormen we relaties met andere mensen en groepen?
andere mensen, en hoe begrijpen we hun intenties? Welke gevoelens ga

2 - At the correct position (e.g., underneath "Elien"), type the name "Jeroen". Select the whole name and click the  link button.



3 - This opens the link dialog. Select from the "Link list" in the "Category: Personen" the following item: "Empty Person".



4 - Save the group page by pressing the  save button on top.

5 - Now go to your "Empty Person" page by clicking on the link of your page (e.g., "Jeroen") on your group page. This shows a page with is already filled to some degree. This template gives a structure to your page that you MUST follow.

■ Empty Person (Public)

Vrije Universiteit Brussel
Department of Psychology
Pleinlaan 2
B - 1050 Brussel
Belgium
phone: + 32-2-629 xx xx
fax: + 32-2-629 xx xx
email: xxx@vub.ac.be



6 - Now click on the  edit button on top of your "Empty Person" page
Enter the following information:

1. **Title:** Your name (some groups use conventions such as Prof. Dr. Name)
2. In the First Main window ("**Intro Text**"), you can edit the information as much as you want
3. **Save** your page regularly by pressing the  save button on top.

■ Personen / Edit Content [Info] 3 

Title: **1**

Category:

Intro Text (Required): **2**

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, etc.

<p>Vrije Universiteit Brussel Department of Psychology Pleinlaan 2 B - 1050 Brussel Belgium phone: + 32-2-629 xx xx fax: + 32-2-629 xx xx email: xxx@vub.ac.be</p>	<p>Edit here the information</p> 
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7 – To add your photo where the mosaic is now, look below at the entry "Add figures and files"

Style

If you want to paste a text but want to avoid code problems that conflict with the Website's default font, first copy your text in a "flat" text editor like notepad which eliminates all hidden codes and lay-out characteristics. Then copy the "flat" text in your editor.

Apart from the style imposed by the editor and person-template, please also note the following:

- Names of teaching staff members are preceded by "Prof. Dr." (in the page title)
- Names of former members are preceded by °, e.g., °Frank (in the page title)

Contact: Frank Van Overwalle (Frank.VanOverwalle@vub.ac.be)

Add and Edit your “personal” page (LONG WAY - ALL ON YOUR OWN).

- 1 - Make a copy of the template by clicking the menu-item (left below “Person – Template”)
 - This template gives the structure of your page that you MUST follow.
 - Now click on the  edit button on top, select the whole content of the template in the window, and copy it. **DO NOT WRITE ON IT UNDER NO CIRCUMSTANCES!!**

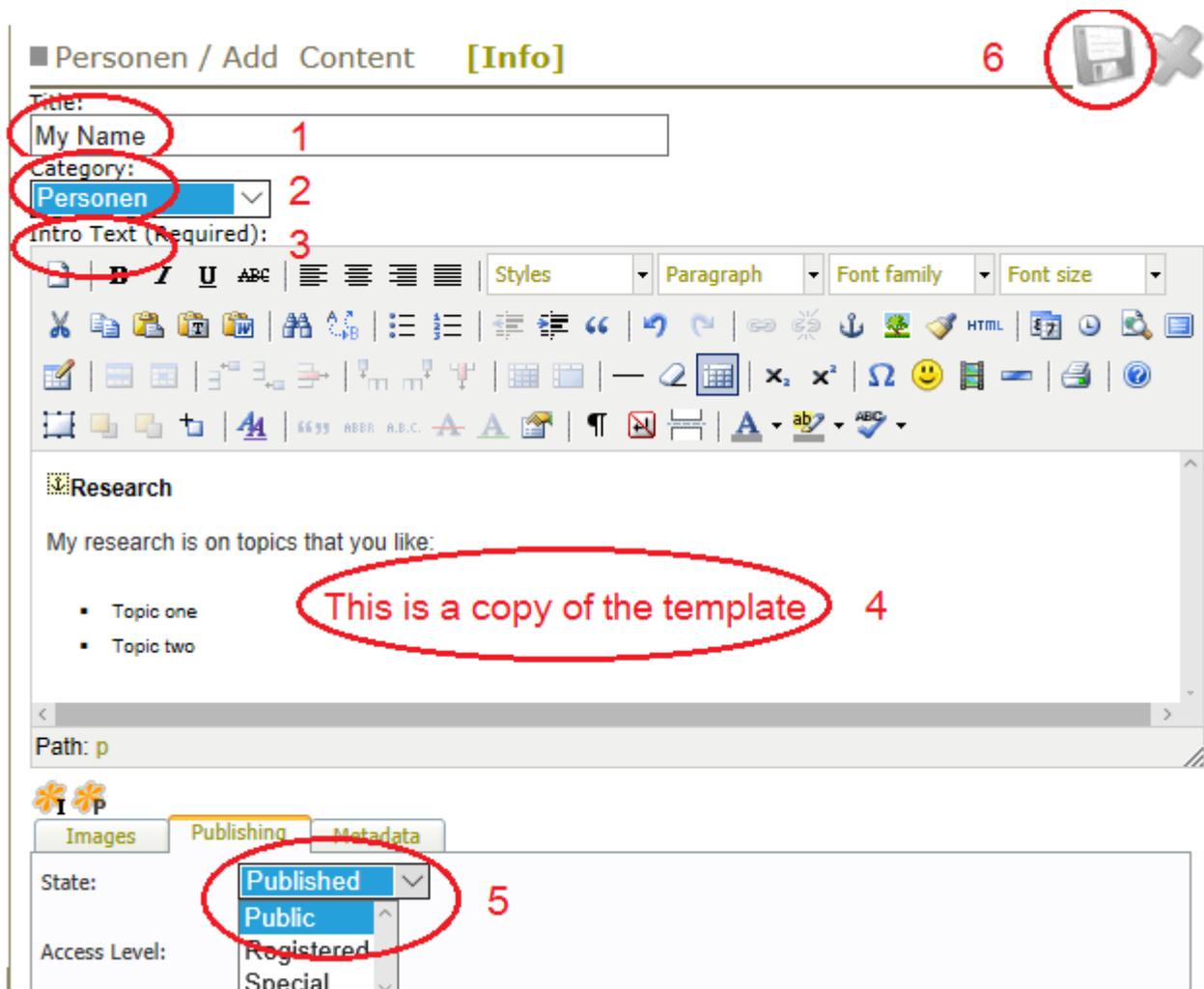


■ Persoon - Voorbeeld  Public)

Vrije Universiteit Brussel
Department of Psychology
Pleinlaan 2
B - 1050 Brussel
Belgium
phone : + 32-2-629 xx xx
fax : + 32-2-629 xx xx
email : xxx@vub.ac.be



- 2 - Make your own new page by clicking the menu item (left below) "New PERSON page".
Enter the following information on the blank page:
 1. Title: Your name (some groups use conventions such as Prof. Dr. Name)
 2. Category: select “Personen”
 3. Enter the First Main window (“Intro Text”)
 4. Intro Text: paste what you copied from the template here
 5. Publishing (bottom): indicate that the page must be “Published” and “Public”. If you forget this, nobody but you can see the page!
 6. Save your page by pressing the  save button on top.



■ Personen / Add Content [Info] 6 

Title:
My Name 1

Category:
Personen 2

Intro Text (Required): 3

My research is on topics that you like:

- Topic one
- Topic two

This is a copy of the template 4

Path: p

Images Publishing Metadata

State:
Published 5
Public

Access Level:
Registered
Special

You can now edit your personal information as much as you want using the editor menu on top, or by right clicking the mouse. Do not forget to save your page regularly while editing.

Style

If something is not working properly in the editor, you can click the “HTML” icon so that you can clean up / work in the code.

Most problems arise because of the ** code**. Simply delete all `` code (that is, everything between “**<span**” and the next “**>**”; be careful not to delete anything else). Most often, this resolves all conflicts with the built-in style of the website.

To avoid `<span...>` code problems and the like, first copy your text in a “flat” text editor like notepad which eliminates all underlying codes and lay-out characteristics. Then copy the “flat” text in your editor.

Apart from the style imposed by the editor and person-template, please also note the following:

- Names of teaching staff members are preceded by “Prof. Dr.” (in the page title)
- Names of former members are preceded by °, e.g., °Frank (in the page title)

Place a link to your personal page (or to other pages)

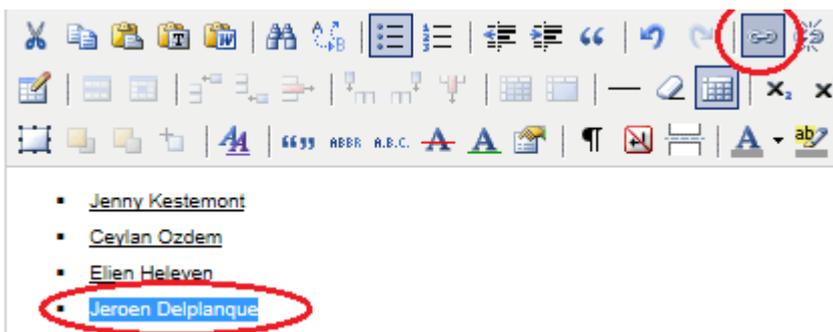
Now that you created a novel page, you (or your group webmaster) need to place a link to this page to make it accessible for the reader. For instance, in the group “Social Psychology”, you might want to add the new research assistant “Jeroen”.

1 - Go to the group page “Sociale Psychologie / Social Psychology” and click the  edit button. Now you can edit your group page:



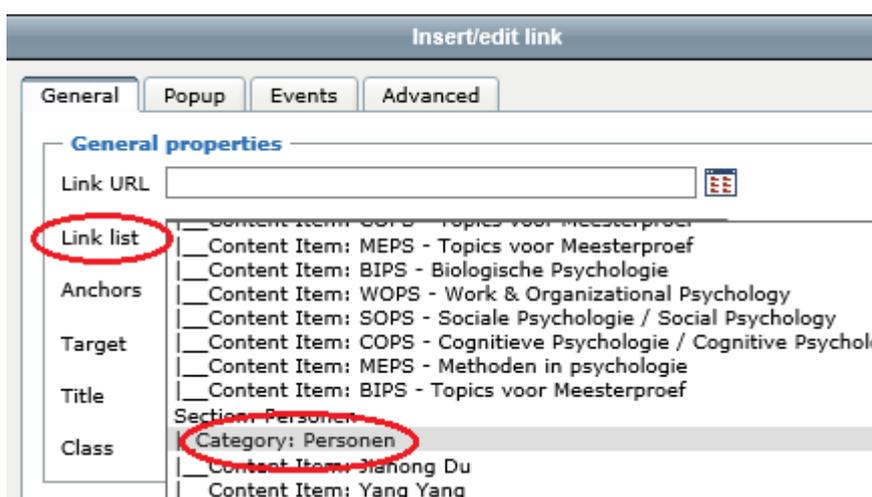
The screenshot shows a web page with a sidebar on the left and a main content area on the right. The sidebar is titled "RESEARCH UNITS" and lists several categories: Biologische Psychologie, Sociale Psychologie, Cognitieve Psychologie, Klinisch-Experimentele Werk en Organisatie. The main content area is titled "Onderwijzend personeel / Teaching Staff" and lists "Frank Van Overwalle" under "Assistenten / Teaching and Research Assistants".

2 - At the correct position (e.g., underneath “Elien”), type the name “Jeroen”. Select the whole name and click the  link button.



The screenshot shows the same web page editor as before, but with a new name "Jeroen Delplanque" added to the list of teaching assistants. The name is highlighted in blue, and the link icon in the toolbar is circled in red.

3 - This opens the link dialog. Select from the “Link list” the correct item from the “Category: Personen”



The screenshot shows the "Insert/edit link" dialog box. The "Link list" section is highlighted in red, and the "Category: Personen" item is selected. The "Link URL" field is empty, and the "Link list" section contains a list of content items.

4 - Now save the group page by pressing the  save button on top.

Add figures and files

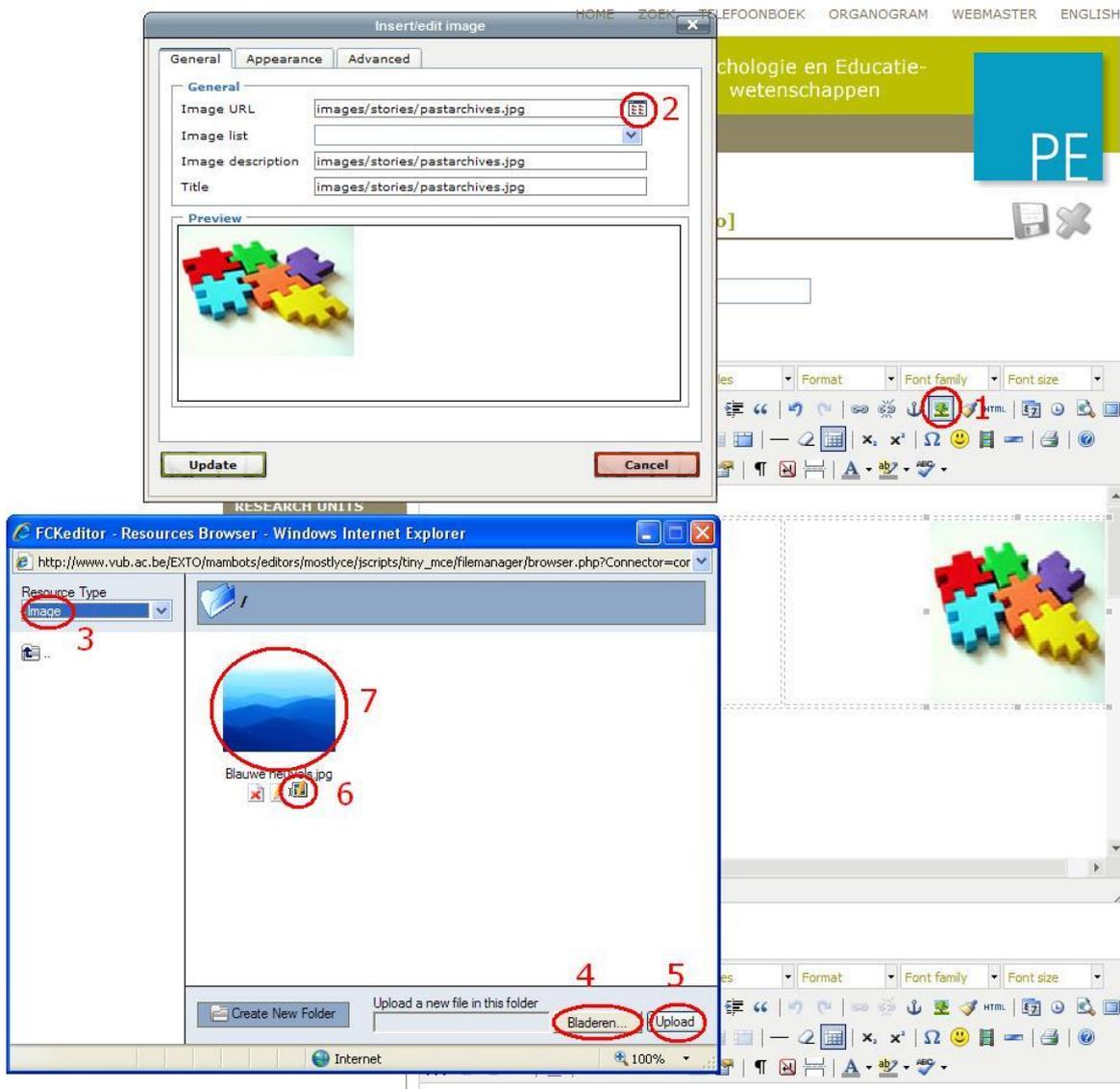
Figures and documents can also be added during editing using the image editor and image / file manager. You can add your photo instead of the mosaic as you can see on top of the template. To do so, select the mosaic and take the following steps (see figure below):

NOTE: this only works in IE when "vub.ac.be" is added in compatibility view (see IE settings)

- 1 - Click on the image editor (tree icon)
- 2 - Click on the browser icon of the Image URL
- 3 - Choose the Resource Type: Image
- 4 - Click on browse / browse and select your image on your PC
- 5 - Click on upload
- 6 - Edit any figure (e.g., smaller.)
- 7 - Click on the figure, which will appear automatically in the editor

Now click OK / Insert / Update in the image editor, and the figure appears on the website.

Try adding in all the figures in this way, then everything is logically put together.



The previous procedure also works for documents. In step 3, select Resource Type: File (not "Image") and everything else is the same.

You can also add pages dedicated to you research unit by clicking on the menu-item (left bottom) "New RESRCH UNIT page". Please identify your group by adding it as first item in the title, e.g.: "WOPS - internships", "BIPS - courses" etc...