

## Short manual for using the new Memphys website:

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## 1. Log in

### Log-in and reset password

When you are registered as a user you'll get this e-mail:

*A site administrator at Memphys has created an account for you. You may now log in by clicking this link or copying and pasting it to your browser:*

[http://memphys.dk/drupal/user/reset/50/1334396557/3fDHPffGGPf\\_D\\_eNCiexAlc4w73mEt7Q4T-uJ\\_VFC5c](http://memphys.dk/drupal/user/reset/50/1334396557/3fDHPffGGPf_D_eNCiexAlc4w73mEt7Q4T-uJ_VFC5c)

*This link can only be used once to log in and will lead you to a page where you can set your password.*

*After setting your password, you will be able to log in at <http://memphys.dk/user> in the future using:*

*username: xxxxxxxx*

*password: Your password*

*-- Memphys team*

When you click the link in the letter you get this page:

Memphys  
Center for Biomembrane Physics

Home News People Research Publications Outreach Memphys Tube Links Internal Theses Facilities Graduate School Test

Search

Home >

## Reset password

This is a one-time login for *hr testes* and will expire on *Sun, 04/15/2012 - 11:42*.

Click on this button to log in to the site and change your password.

This login can be used only once.

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When you log in the first time please create a new password (everybody gets the same default password, so if you do not change it everyone will know your password).

 You have just used your one-time login link. It is no longer ne password.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address to receive certain news or notifications by e-mail.

**Password**

Password strength:

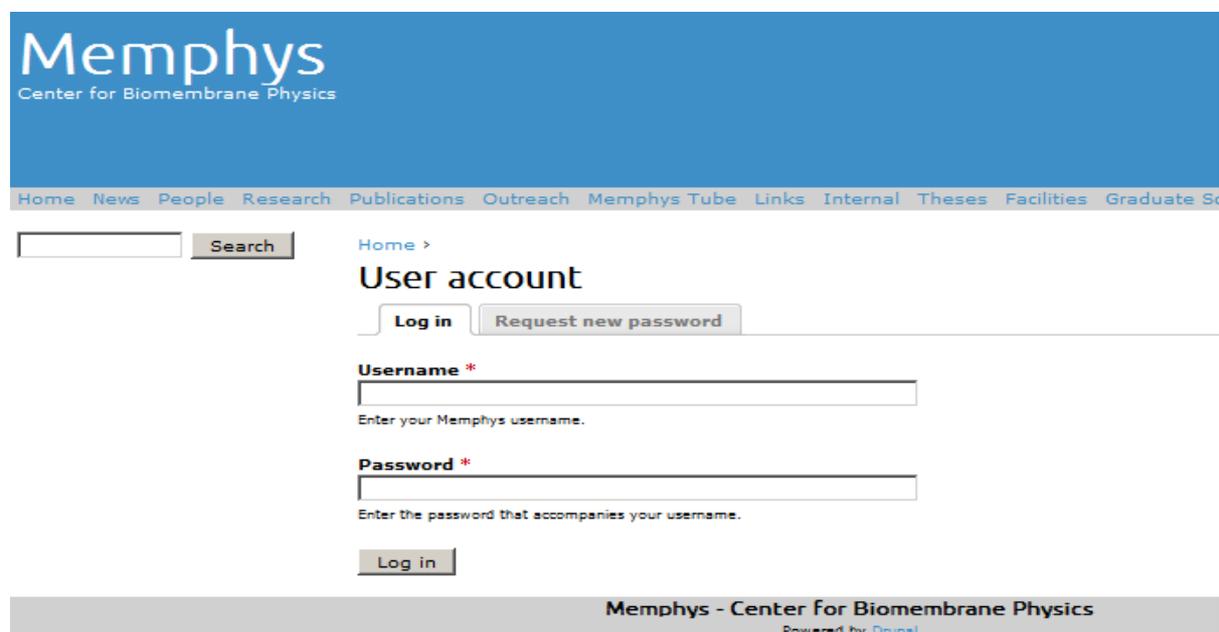
**Confirm password**

To change the current user password, enter the new password in both fields.

Picture

You are also welcome to change your username, but it's not necessary for security reasons. When you want to log-in (to edit your staffpage or submit an article) you can do it from this adress:

<http://memphys.dk/user>



**Memphys**  
Center for Biomembrane Physics

Home News People Research Publications Outreach Memphys Tube Links Internal Theses Facilities Graduate S

Home >

### User account

**Username \***  
  
Enter your Memphys username.

**Password \***  
  
Enter the password that accompanies your username.

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Please be aware that this is a temporary adress. When the website is finished you'll be noticed well in time before the new procedure will air.

## Editing your staffpage

- log in:

# Memphys

Center for Biomembrane Physics

[Home](#) [News](#) [People](#) [Research](#) [Publications](#) [Outreach](#) [Memphys Tube](#) [Theses](#) [Facilities](#) [G](#)

[Home](#) >

## Lars Onslev

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### History

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**Member for**  
3 weeks 4 days

### User menu

- [My account](#)
- [Log out](#)

**Memphys - Center for Biomembrane Ph**

Click the menu point 'people', then you get this site:

[Home](#) [News](#) [People](#) [Research](#) [Publications](#) [Outreach](#) [Memphys Tube](#) [Theses](#) [Facilities](#) [Graduate School](#) [Pres](#)

[Home](#) >

## People

### User menu

- [My account](#)
- [Log out](#)

		Phone	Email
<a href="#">Adam Cohen Simonsen</a>	Associate professor	+45 65 503 527	<a href="mailto:adam@memphys.org">adam@memphys.org</a>
<a href="#">Ahmad Aroui</a>	Research assistant professor	+45 65 503 686	<a href="mailto:arouri@memphys.org">arouri@memphys.org</a>
<a href="#">Bastien Loubet</a>	Research assistant professor	+45 65 502 541	<a href="mailto:bastien@memphys.org">bastien@memphys.org</a>
<a href="#">Beate Klösger</a>	Associate professor	+45 65 502 561	<a href="mailto:kloesger@memphys.org">kloesger@memphys.org</a>
<a href="#">Christoffer Lagerholm</a>	Associate professor	+45 65 503 505	<a href="mailto:lagerholm@memphys.org">lagerholm@memphys.org</a>
<a href="#">Eva Arnsjang Christensen</a>	Academic assistant	+45 65 502 541	<a href="mailto:arnsjang@memphys.org">arnsjang@memphys.org</a>
<a href="#">Gerhard Besold</a>	Associate center members		
<a href="#">Hélène Bouvrais</a>	Research assistant professor	+45 65 504 041	<a href="mailto:helene@memphys.org">helene@memphys.org</a>
<a href="#">Himanshu Khandelia</a>	Research assistant professor	+45 65 503 510	<a href="mailto:hkhandel@memphys.org">hkhandel@memphys.org</a>
<a href="#">Ilpo Vattulainen</a>	Associate center members		
<a href="#">Jes Dreier</a>	Research assistant professor	+45 65 504 042	<a href="mailto:jdreier@memphys.org">jdreier@memphys.org</a>
<a href="#">John H. Ipsen</a>	Associate professor	+45 65 502 560	<a href="mailto:ipsen@memphys.org">ipsen@memphys.org</a>
<a href="#">Jonathan Brewer</a>	Academic assistant	+45 65 503 505	<a href="mailto:brewer@memphys.org">brewer@memphys.org</a>
<a href="#">Lars Duelund</a>	Research assistant professor	+45 65 502 588	<a href="mailto:lad@memphys.org">lad@memphys.org</a>
<a href="#">Lars Onslev</a>	Academic assistant	+45 30 201 438	<a href="mailto:onslev@sdu.dk">onslev@sdu.dk</a>
<a href="#">Luis Bagatolli</a>	Professor	+45 65 503 476	<a href="mailto:bagatolli@memphys.org">bagatolli@memphys.org</a>
<a href="#">Maria Bloksgaard Mølgaard</a>	Research assistant professor	+45 65 502 541	<a href="mailto:mbloksgaar@memphys.org">mbloksgaar@memphys.org</a>
<a href="#">Martin J. Zuckermann</a>	Associate center members		

Click your name and you get this site: (hopefully with your own name though)

The screenshot shows a website header with a blue bar and a navigation menu containing links for Home, News, People, Research, Publications, Outreach, Memphys Tube, Theses, and Facilities. Below the header, there is a search bar with a 'Search' button. To the left, a 'User menu' is displayed with links for 'My account' and 'Log out'. On the right, the profile for 'Lars Onslev' is shown, including a 'Home >' link, 'View' and 'Edit' buttons, and contact information: 'Academic assistant', 'Phone: +45 30 201 438', 'Email: onslev@sdu.dk', and 'Info:'.

Push the edit-button and you are ready to edit your staffpage. You'll have use the editor: see below for a brief introduction.

## 2. A brief introduction to the editor

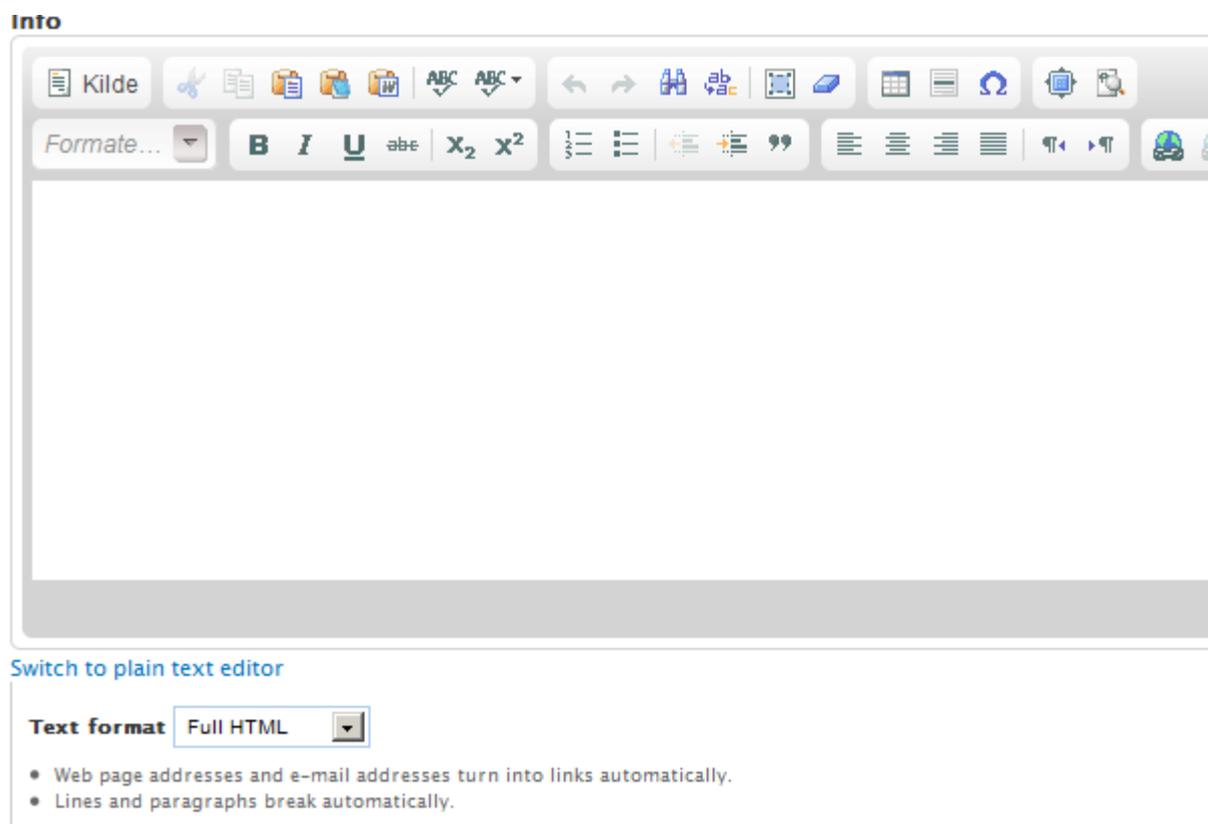
The editor has the same basic features you probably already know from your daily text editor. We will not go through it in full here, just point to some important features.

Yes you are right! It is also missing some of the most common features from a normal text editor, fonttypes and stuff like that. To keep the site from getting messy, ugly and hard to read we have made a stylesheet, that decides the main design of the site.

Before we start: Remember to save your work!



Your editor should look something like this:



If it does not, remember to set the Text format to "Full HTML" as in the above picture.

### Fullscreen editing

If you want a bigger editing-field, push the below button:



This one is nice to know. On your staff-page the editorfield is relatively small, and its hard to get a

proper overview.

## How to make external links (outside memphys.dk)

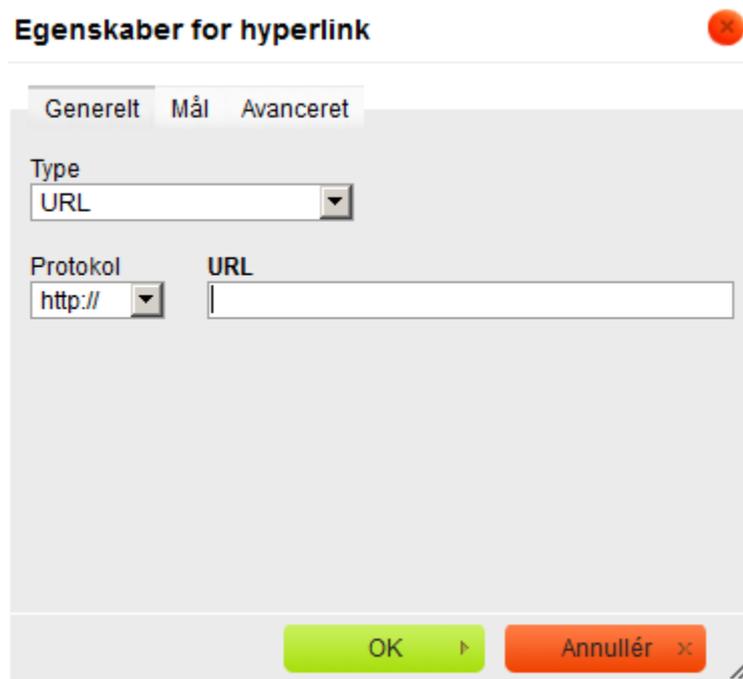
Highlight the words you want to link:



Then push the button below:



Then you will get the below screen popping up:



Simply write your link, fx [www.sdu.dk](http://www.sdu.dk) in the URL-field and push the OK-button.

## How to make internal links (inside memphys.dk)

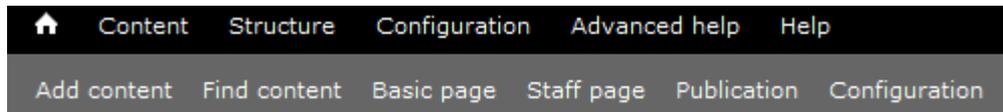
The mechanism is basically the same as with external links. You just place the internal link in the URL-field.

## How to make subpages on your staffpage (multi-level pages)

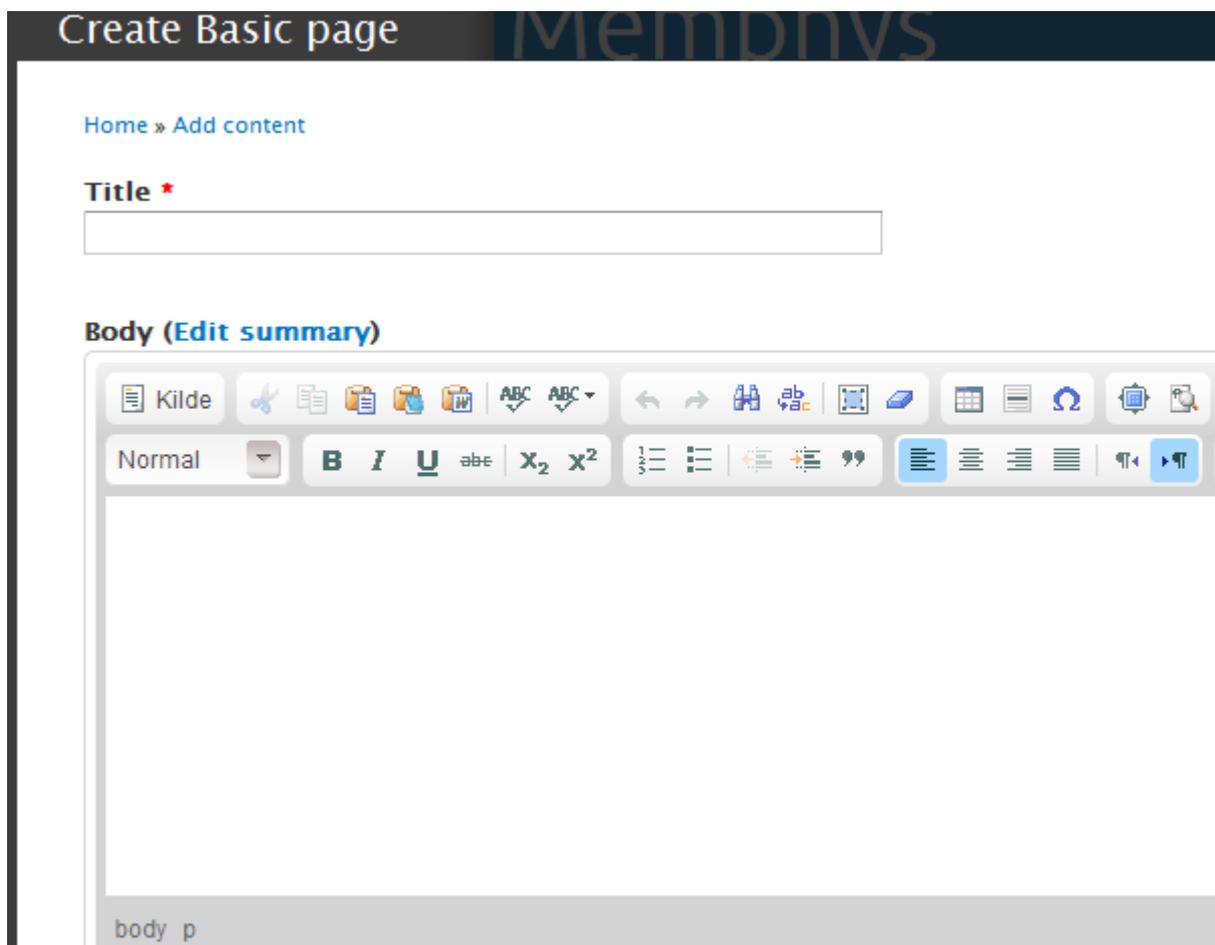
We have worked hard and really tried to make subpages a part of the navigationsystem, however it's not possible. Of course you can make subpages, but you have to make links to navigate on your page.

Here is how it works:

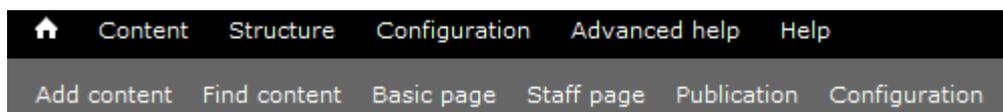
Click on 'basic page' in the upper left corner:



Then you get this page:



Give the page a title and make your subpage. When you are finished push the 'find content' button in the upper left corner:



Find your page in the list and copy the url and insert it as a link on your front-staffpage

## How to insert images

Click the button "gennemse" or "insert"

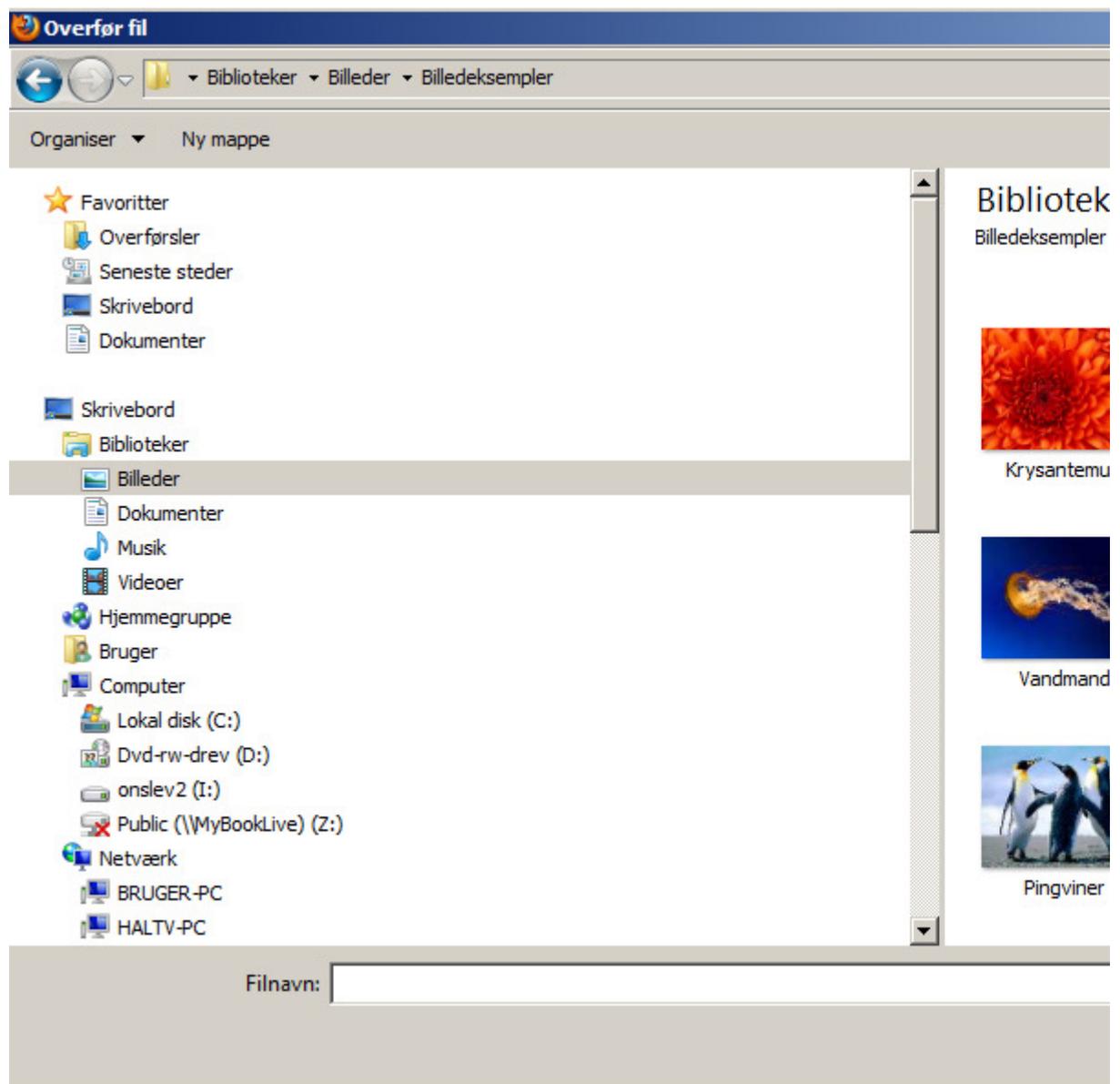
### INLINE IMAGES

#### Add a new file

Files must be less than **10 MB**.  
Allowed file types: **png gif jpg jpeg**

This gives you access to your harddrive. Find the folder containing your image and doubleclick it.



Push the button "upload", and you will find your image in a list.

### INLINE IMAGES

FILE INFORMATION

  Koala.jpg (762.53 KB)

Style: full-page

You can choose different "styles" (sizes) for you picture in the drop-down-menu. Make yourself comfortable with those design-choices. by trying them out.

If you want to insert the picture on a page, simply place the cursor in the editor field where you want the picture to be and push the button "insert". You can move the image around by using the cursor.

Edit Staff page Lars Onslev | Memphys

Kilde                             



### How to insert pdf-files

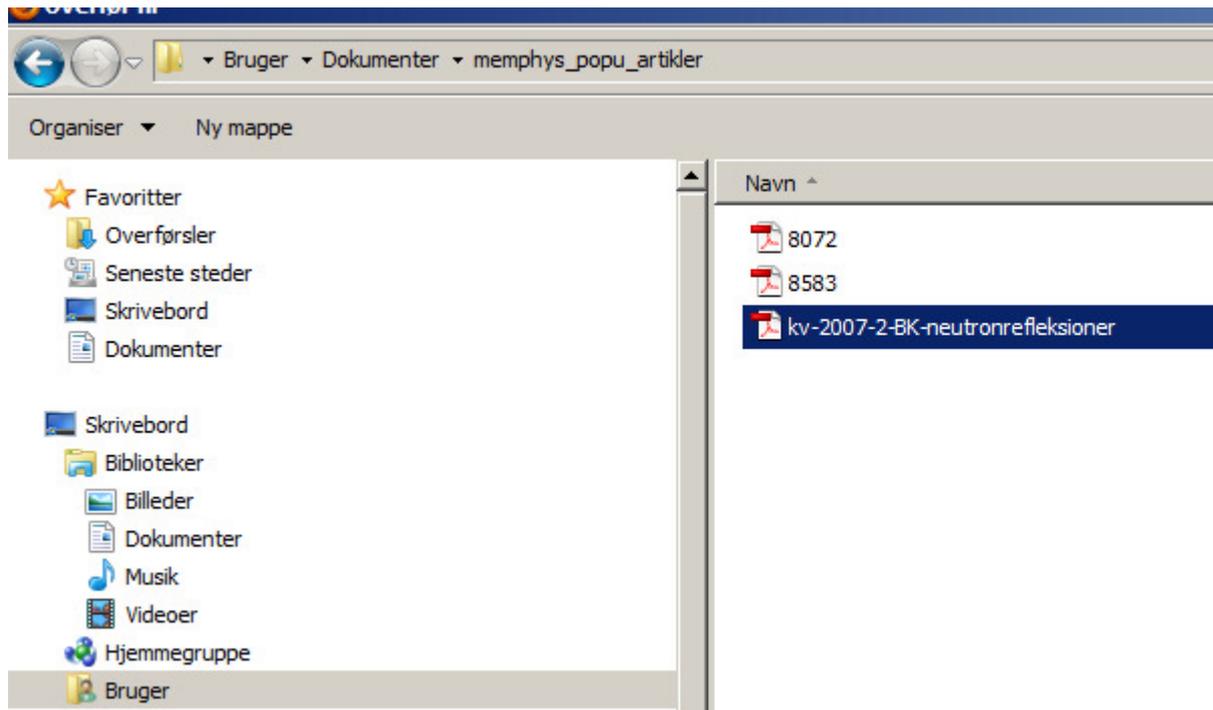
Click the button "gennemse" or "insert"

## INLINE FILES

### Add a new file

Files must be less than **100 MB**.  
Allowed file types: **txt doc docx pdf**.

This gives you access to your harddrive. Find the folder containing your PDF and doubleclick it.



Click upload and you will find your PDF in the below list.

## INLINE FILES

**FILE INFORMATION**  
 kv-2007-2-BK-neutronrefleksioner.pdf (470.27 KB)

### Add a new file

Files must be less than **100 MB**.  
Allowed file types: **txt doc docx pdf**.

Place the cursor where you want the link to the PDF-file to appear and push the button 'insert'. You can rename the pdf-file in the text if you need to.

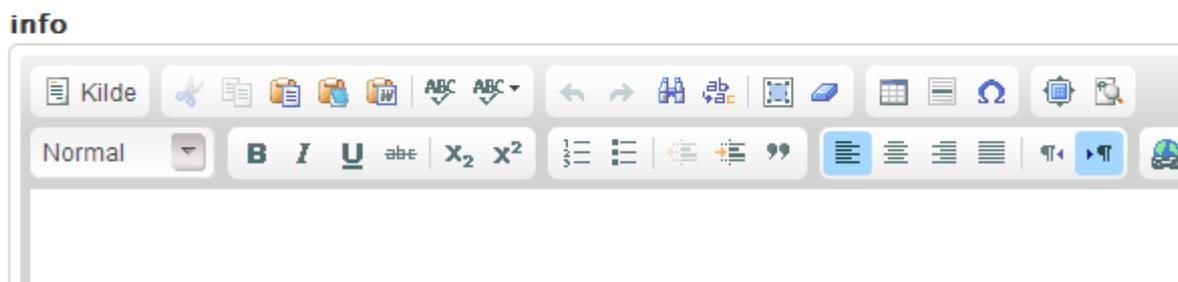
### 3. How to submit articles to your own personal page and the frontpage

Click the button 'publication' (upper left corner)



Insert title and eventually some info

**Title \***



Check your name(s) in the list below:

#### Memphys Authors

- Adam Cohen Simonsen
- Ahmad Arouri
- Bastien Loubet
- Beate Klösgen

Set the actual year and eventually upload the file (if you have one) as described in the previous chapter:

**YEAR**

**Year \***

2012 ▼

**File**

Gennemse\_ Upload

Files must be less than **100 MB**.  
Allowed file types: **txt doc docx pdf**.

Push the button 'publishing options':

**Menu settings**  
Not in menu  Provide a menu link

**Revision information**  
No revision

**URL path settings**  
No alias

**Authoring information**  
By Lars Onslev

**Publishing options**  
Published, Promoted to front page

Save Preview

and check the options 'published' and 'promoted to frontpage':

<b>Menu settings</b> Not in menu	<input checked="" type="checkbox"/> Published
<b>Revision information</b> No revision	<input checked="" type="checkbox"/> Promoted to front page
<b>URL path settings</b> No alias	<input type="checkbox"/> Sticky at top of lists
<b>Authoring information</b> By Lars Onslev	
<b>Publishing options</b> Published, Promoted to front page	

If you have any questions or need help, you are of course welcome to contact me.

Lars Onslev, 23.4. 2012