

# A tutorial on how to use the ERG website

Prepared by Jay Piggott

For site support email [erg.otago@gmail.com](mailto:erg.otago@gmail.com)

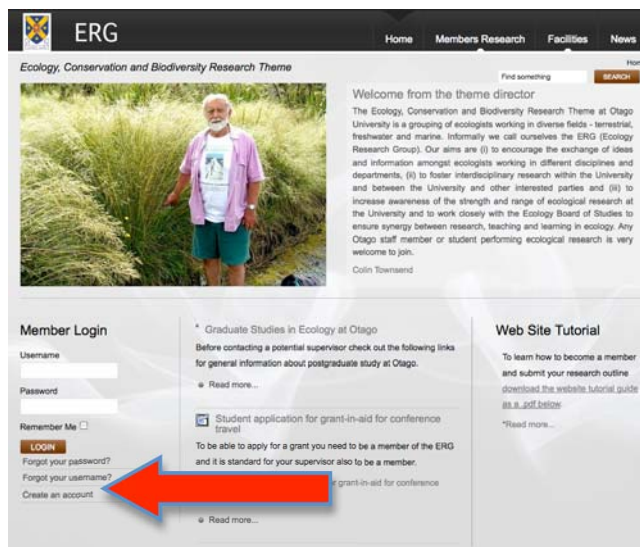
## Table of Contents

<b><u>A tutorial on how to use the ERG website</u></b> .....	<b>1</b>
<i>Creating a member account and logging in</i> .....	<b>1</b>
<i>How to submit an article on your research</i> .....	<b>3</b>
<i>How to upload an image from your computer</i> .....	<b>4</b>
<i>How to edit or delete your articles</i> .....	<b>5</b>

## Creating a member account and logging in

→Go to [www.erg.otago.ac.nz](http://www.erg.otago.ac.nz)

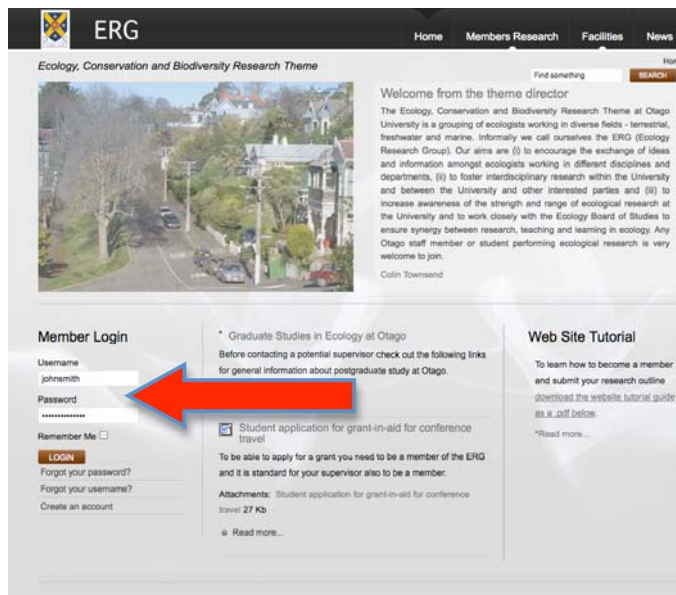
→Click on “Create an account” in the bottom left hand corner (see below)



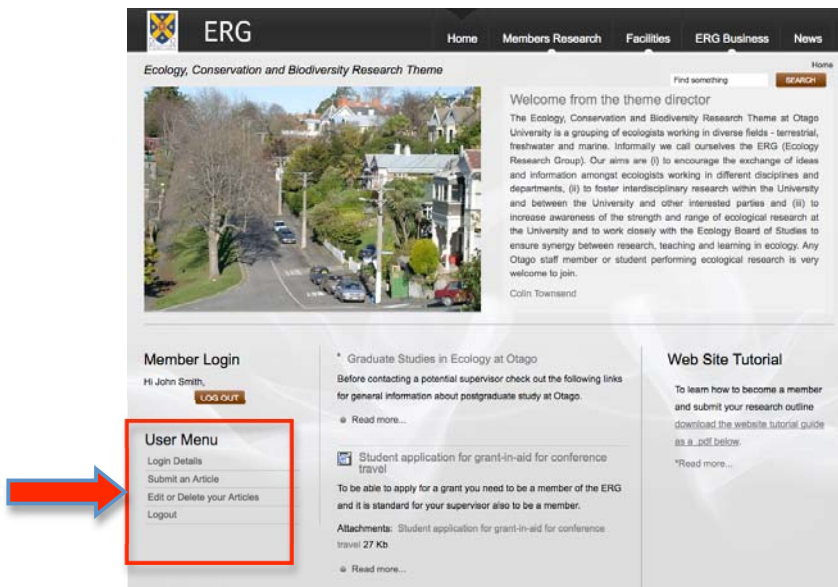
→Enter your registration details and click “REGISTER” (see below).

- Enter your name as you would like it to appear on the website
- Your username can be whatever you like
- Your email will be used to verify your account and must be valid
- Your password should be 6 of more digits and can contain letters and/or numbers

→ You will receive a system-generated email that will ask you to activate your account. Once activated you can then login on the home page (see below).



→ Once you have logged in you will see a “User Menu” appear in the bottom left hand corner (see below). This is where you can view and change you login details, submit an article, view and edit existing articles and logout.



## How to submit an article on your research

→ Once you have logged in, select “Submit an article” from the “User Menu.”

The screenshot shows the 'Submit an Article' form on the ERG website. The form includes a title field, a rich text editor, and various publishing options. Red callout boxes provide instructions for the title, the rich text editor (including a detailed paragraph requirement and a font format instruction), and the start/finish publishing dates. Blue callout boxes provide instructions for the 'Section' and 'Category' dropdowns, the 'Show on Front Page' radio buttons, the 'Access Level' dropdown, and the 'Metadata' and 'Description/Keywords' fields.

**User Menu**

- Login Details
- Submit an Article
- Edit or Delete your Articles
- Logout

**Submit an Article**

Editor

Title:

[show/hide]

Styles - Font size - Font family - Format

Please provide a single paragraph describing your research (150 words), a striking research photo, and finish with your name and email address. Postdocs and students should also provide the name(s) of their research host or supervisor(s). You are also welcome to add an attachment (e.g. a poster) or a link to a personal research-relevant webpage.

**Format text as Arial size 10 font in the paragraph format**

Path:

Add attachment

Publishing

Section:

Category:

Show on Front Page:  No  Yes

Author Alias:

Start Publishing:

Finish Publishing:

Access Level:

Ordering: New Article defaults to the first position. Ordering can be changed after this Article has been saved.

Metadata


Description:

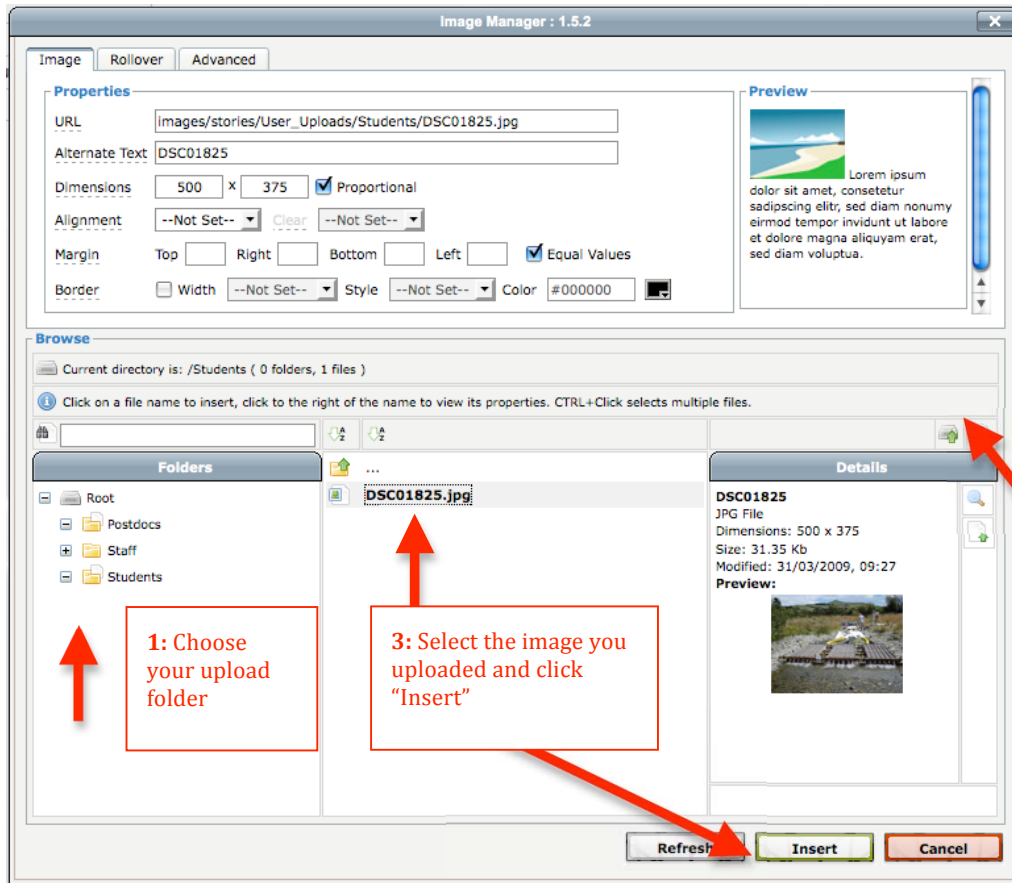
Keywords:


[ Site Map ] [ Site Support ]

University of Otago




## How to upload an image from your computer

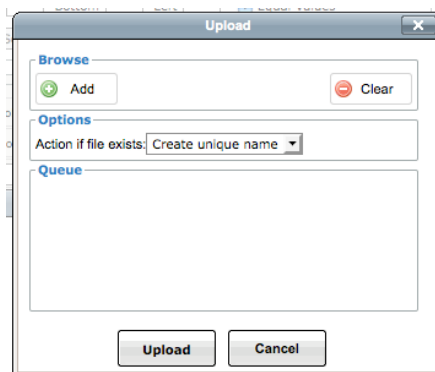
→ From the “Submit an article” editor screen click the  icon on the right hand side of the editor window to launch the Image Manager (pictured below).



2: Use this  icon to select the image to upload from your computer (see below)

Max image size is 100k (.jpg or .png)

→ 2: When you click the upload  icon you will be prompted with an upload window (below) where you can browse  images on your local hard drive and click . Uploaded images will appear in the Queue box with a green tick. You can then close the Upload window and move to step 3 to insert your image (see 3: above).



## How to edit or delete your articles

→ From the logged in “User Menu” select “Edit or Delete your Articles”

ERG  
Ecology, Conservation and Biodiversity Research Theme

Home Edit or Delete your Articles

Find something SEARCH

User Menu

- Login Details
- Submit an Article
- Edit or Delete your Articles
- Logout

Title	Created	Published	User	Section/Category	More
Graduate Studies in Ecology at Otago	2009-03-18 22:34:50	Yes		ERG General Other	Edit <input type="checkbox"/> Delete <input type="checkbox"/>
About ERG Research	2009-03-19 05:44:02	Yes		ERG General Other	Edit <input type="checkbox"/> Delete <input type="checkbox"/>

With Selected:  Go



Display Num  Go

Filter:  Go Reset

Help V 2.2

[ Site Map ] [ Site Support ]

Click on “Edit” or “Delete”

→ Once logged in to the site, you can also edit articles created by you by navigating to the selected article and clicking the  icon at the top of article. You may also add/delete attachments (e.g. word document, PDF) by clicking the  **Add attachment** tab at the bottom of the article

ERG  
Ecology, Conservation and Biodiversity Research Theme

Home Browse Staff Research Dept of Zoology Population and evolutionary genetics

Find something SEARCH

User Menu


- Login Details
- Submit an Article
- Edit or Delete your Articles
- Logout


Members Research

- About
- Staff Research
- Post Doctoral Research
- Student Research

Staff Research


- Browse Staff Research
- List by Department/Staff

 Population and evolutionary genetics



Hamish's research covers a wide range of evolutionary biology, from theoretical population genetics and phenotypic plasticity to the phylogenetics of birds and the biogeography of molluscs, as well as aspects of the history of genetics. Recent field-based work, much done in collaboration with Jon Waters, includes biogeography in the Pacific and Southern Oceans, using bull kelp, intertidal gastropods and landsnails as model organisms. Other recent research is more theoretical, constructing and analyzing mathematical models of frequency-dependent selection and spatially varying selection pressures. In conjunction with Peter Whigham, Hamish has examined computer models of genetic drift on spatially explicit structures. Finally, Hamish has worked on models for the evolution of phenotypic plasticity, some of which have important implications for human medicine.

Professor Hamish Spencer

 Add attachment