

## Your CVs

*This guide is for personal users*

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- You can use your profile and content in Pure to generate CVs.
- Pure lets you choose the order of items on your CV, and even add custom text for information that is not held in Pure. This means **you can lay out the CV to suit your needs** e.g. the [EHU CV template](#).

Always click Save or Create or Update where you see them before you close a window or section, or your changes will not be saved.

### View/edit your saved CVs

- From your [personal user overview screen](#), click on *Curricula vitae*, next to your profile photo.
- Select the CV you wish to view/edit.



## Staff Test

[My public profile](#)

CV Curricula vitae (1)

## Create a new Public CV or Private CV

- Select **Add new content**, then *Curriculum Vitae*, and then choose the *Public CV* or *Private CV* template.
- Public and private CVs are essentially the same. The only differences between the two types are:
  - **Public CV** – there can be only one. If you choose to publish it, anyone can download it as a PDF from your public portal profile.
  - **Private CV** – you can have multiple CVs, each for different purposes. They cannot be published to the portal so are not publicly available.
- Once you select the template, you are given a section picker containing checkboxes to choose which sections to include.
  - You can add/remove sections later if you change your mind.

Add one or more sections to your CV

Personal information

- Your personal profile from Pure
- Profile information
- List of your employments (1)

Lists of your content from Pure

- Research outputs (8)
- Activities (2)
- Awards (6)
- Projects (4)
- Impacts (1)
- Datasets (1)

Text

- Heading
- Text section
- Periodic list





Create

- The bottom three checkboxes (*Heading*; *Text section*; *Periodic list*) are used to create [custom sections](#).
- After you have selected your content sections your CV will be generated and you can edit the layout/content.


### Editing the layout

- When you hover over a section, note the line of icons to its left.




- These let you amend the layout of your CV:
  -  let you move the whole section up or down one section at a time.
  -  lets you drag the whole section to a new location on the page.
  -  deletes the whole section.
  -  gives you options to edit how information is displayed in that section. The options vary depending on the section in question so we cannot go into detail in this guide. But they can include:
    - How many records to show
    - The types of records to show
    - The date range of the records shown
    - If the information should be detailed or brief
  - **Dynamic list** means your CV is **automatically updated** as you add or change your content elsewhere in Pure e.g. as you add new outputs to Pure, they appear in your saved CV.
  - Alternatively, changing it to **Static list** means new or changed content does **not automatically update** the section in the CV.
    - Pure will inform you when content is available to add to it but you will need to take action to include it.


### Your personal profile from Pure

- This section pulls your name, current post(s) and the contact details on that current affiliation from your Pure person profile.
- Your Pure profile photo is included by default (if you have one). To remove it,  that section, then untick *Show profile image*.

### Profile information

- The *Profile information* section pulls the information from the *Profile information* section of [your person profile](#) into the CV e.g. biography, research interests.
  - If you do not have any profile information in your profile, this section will not appear on your CV, even if selected.
- When you first add profile information to the CV, **it will default to *Biography***.
- You can replace this with one of the other types (e.g. *Research interests*).
  - Click  next to the section and select a different type from the drop-down menu.
- You can add more *Profile information* sections to the CV.

### Adding new sections


- You can add new sections using information from Pure or custom text.
- Hover between existing sections where you want to insert the new one and click  .

- Or click **Add section** at the bottom of the page to add a new section to the very end.
- You have a section picker like the one you used to create the CV. Click on a section to add it to the CV.



### Add custom sections

- If you need to include information not stored elsewhere in Pure (at all or not in a suitable format for your CV).
- Custom sections apply only to the CV to which you add them.
- Combine the final three sections from the section picker:
  - **Heading** is your custom section heading
  - **Text section** lets you write custom text for the section.
    - You can apply formatting to the text you add.
  - **Periodic list** lets you add custom text in list format.
    - It defaults to years, but you can overwrite this and the placeholder text.
    - You can add/remove lines in your list and move them up or down it.
- If you leave a heading or text section empty, you will see the words *Empty heading section* or *Empty text section* in your CV.
  - If you have an empty custom heading field, you cannot save the CV.
  - If you have any empty lines in a periodic list, you cannot save the CV.
  - You **can** save the CV with an empty text section, so beware.

## Saving and exporting

- Once you are happy with your CV, remember to  if you want to re-use this CV without having to recreate it.
- You can also export it to PDF or Word using the options in the footer of the CV window.

## Create a copy


- Private CVs only.
- Click  in the footer of the CV window and an exact copy will automatically open.
- For example, if you need adapt the existing CV for a different purpose.
- You will know you are looking at the copy because it will not include .
- You can save the copy or close the window without saving it.
- If you want to save any changes to the original CV, make sure you do that.

## Make your Public CV public

- A Public CV is not automatically publicly visible: when ready, you need to click *Publish* at the foot of the page and then save the changes.
- A link to a PDF copy of your public CV will appear below your profile photo on your public Pure profile.

Remember: public CVs are accessible to, and downloadable by, **anyone** who visits your portal profile. You cannot control what they do with that PDF. The only way to avoid this is to not tick *Publish* on the CV.

## Create a new Europass CV

- Select , then *Curriculum Vitae*, and then choose the *Europass CV* template.
  - You can save several Europass CVs.
- The template allows you to assemble a CV with your Pure content to meet the specific requirements of the Europass system.
- You can select specific content records, but you cannot add custom sections to this template.
- You can export the CV to then manually upload it to Europass.
- Remember to save the CV template in Pure if you need it for the future.

## Content visibility

- If [visibility](#) of an item of content you include in your public CV is not set to public that item will not appear on the downloadable CV on your public profile.
- For example, awards are always confidential so, if you include an awards section, there will be an *Awards* heading but an empty section.

- For private CVs, you can click on the section (e.g. Awards) and change the setting for *Include confidential content* between *No* and *Yes*.
- The CV template shows you the workflow state and visibility setting of each listed item before you save.