

Downloading a 'content list' eg Research Outputs, Awards etc

Step 1 – Content List

From your PURE Profile Overview Screen click on the area you wish to download content from eg **Research Outputs**

Your content will appear as a **content list** in the centre panel



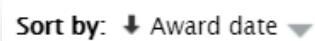
Research Outputs (240)	Activities (2)	Prizes (2)	Outputs (2)
240	179	63	1

Step 2 – Sorting the content

You can **Sort** the content list by various context-dependent criteria

Click the downward arrow on the **Sort by** list, this is found directly beneath the search function at the top of the content list. This opens a drop-down menu with possible sorting criterion

Click one of the criteria and the search results are refreshed in the new order



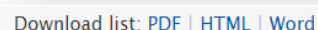
Sort by: ↓ Award date ▼

Note: Choose a sorting order with the upward arrow to sort in ascending order and with the downward arrow to sort in descending order. To switch directions, select the same criterion again



Step 3 - Downloading Content

To download the content list click on your preferred report format from the **Download list** at the bottom of the screen.

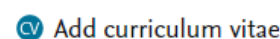


Download list: PDF | HTML | Word

Downloading all content using the CV function

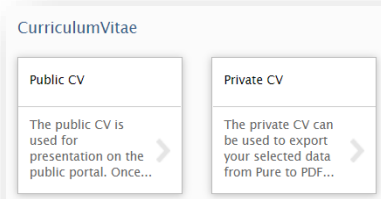
Step 1 – Starting your CV

From your PURE Profile Overview screen click **'Add curriculum vitae'**



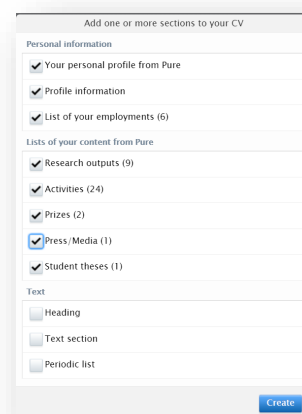
Step 2 – Choosing your CV

- **Public CV** – when this option is chosen a link to your CV will be created under your photo in your PURE Portal profile. You can also download it as a Word or PDF document
- **Private CV** – when this option is chosen only the download option is available



Step 3 – Adding content to your CV

- Tick all the boxes where you have content in PURE.
- If there is information you do not wish to be listed on your CV leave that option blank.
- Click **'Create'**



Step 4 – Downloading and publishing your CV

Choose one of the download formats at the bottom of the screen and tick **'Publish'** if you have chosen the **Public CV**.
Click **'Save'**.

