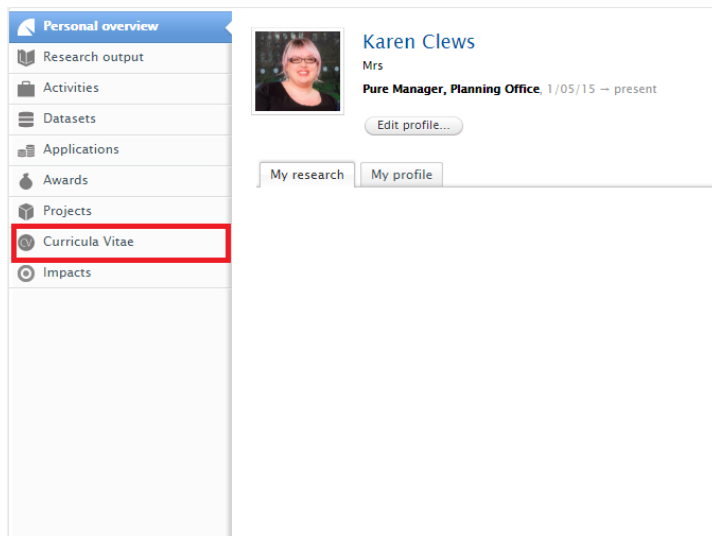


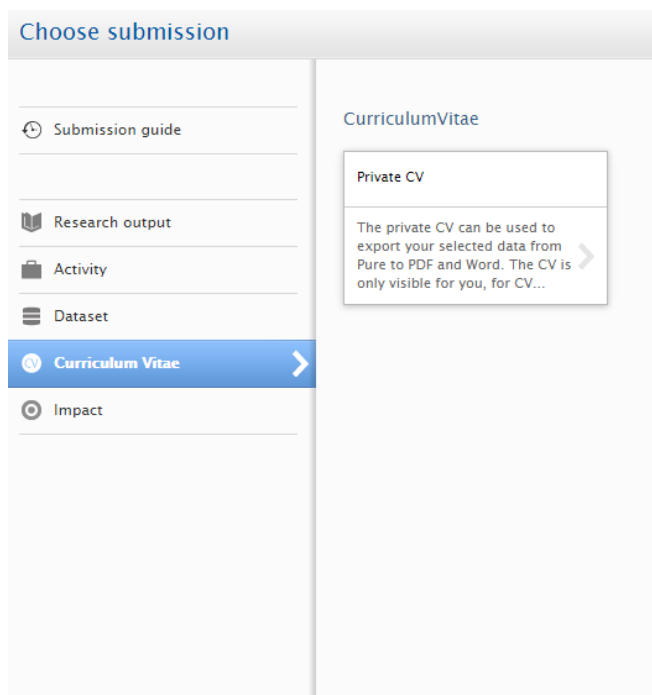
Pure Profile: Creating a CV

Once you have entered all of your research information in to Pure, you can produce a CV directly from the system.

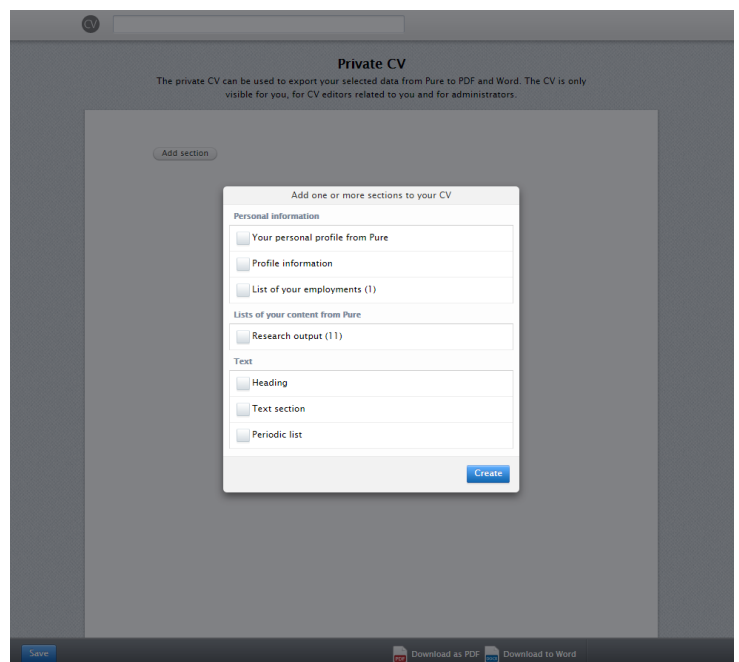


Step 1: Hover over **Curricula Vitae** in the left hand menu and select the + sign.

Step 2: Select **Private CV**.



Step 3: Tick which CV elements you wish to include and click **Create**. You may now download this as either a PDF or Word Document.



To edit your CV, click the **Edit** button on the left side of the section you wish to change.

To alter an individual piece of information, click **Edit** and **Make Static**. The function buttons on the right can now be used to move or delete individual pieces of information. You may also add text boxes and new sections by clicking **Add Section**.

Remember to save the record! Your CV will now appear in the CV tab on your Personal Overview.