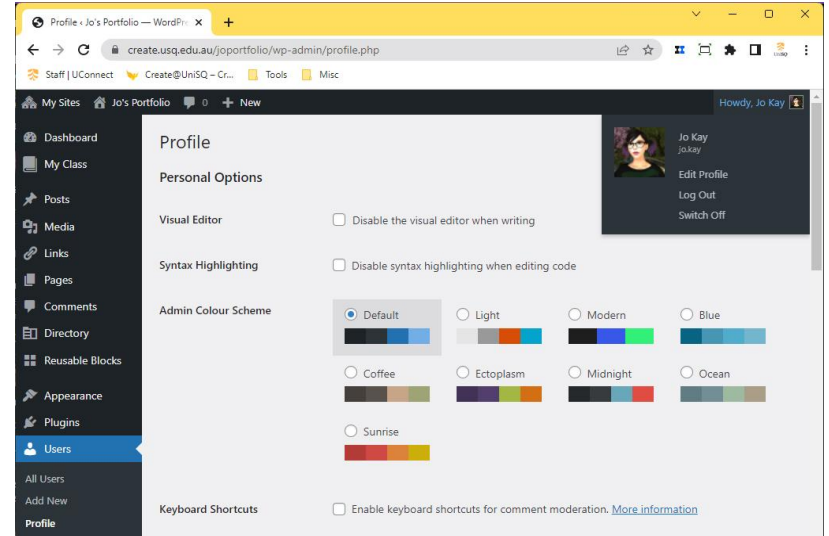


Create Your Avatar and Edit Your Profile

Create@USQ User Guide
Last Updated: March 2023





Your Avatar

Your avatar is an online representation of you.

It displays in places where you leave comments and next to posts you publish on some themes, and is even used by some plugins and widgets.



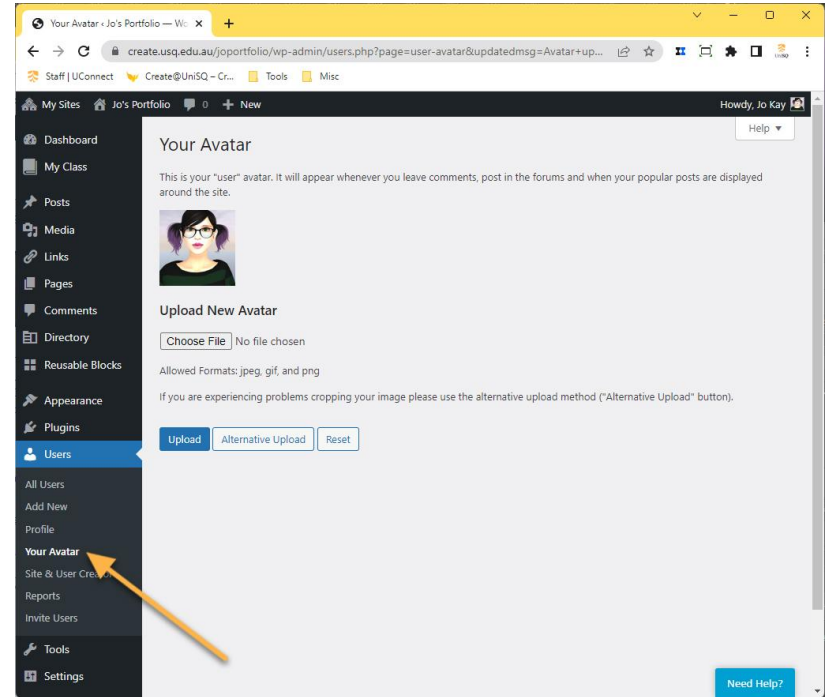
Your Avatar

To upload an image to use as your avatar:

1. Go to **Users > Your Avatar** in the **Dashboard Menu**.
2. Click on **Choose File**, select the image file you want to upload and then click on **Open**.

Please note:

- Allowed image formats for your avatar are jpg, gif, and png. For best results use jpg.
- It is recommended that you edit your avatar or photo to 200 pixels wide by 200 pixels high.

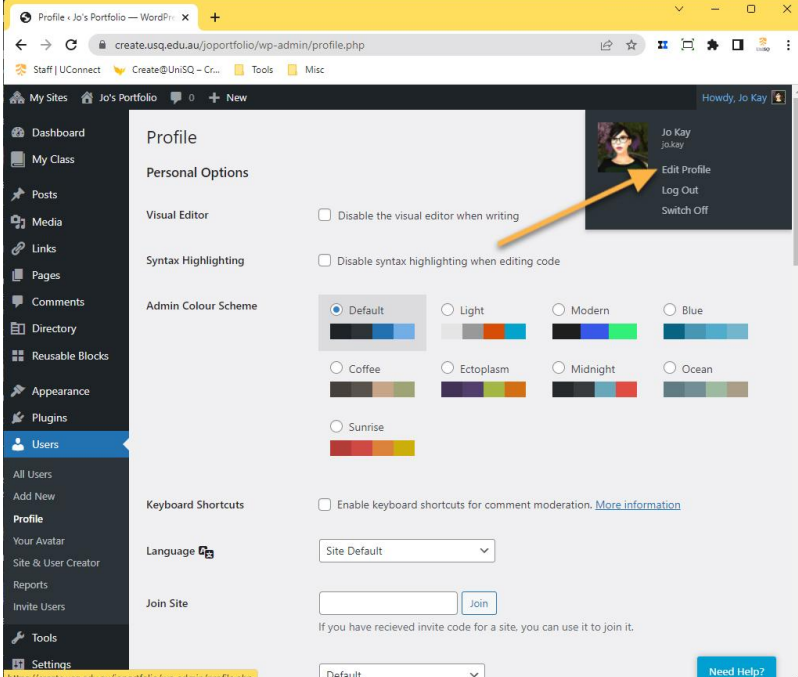


Your Profile Settings

You can customise global settings for your username in the **Your Profile** screen.

Any changes to these settings apply to all sites associated with that username.

To access your Profile click on the username in the top right hand corner of your screen and choose **'Edit Profile'**



The screenshot shows the WordPress Profile Settings page for user Jo Kay. The page is titled "Profile" and contains several sections for customization:

- Personal Options:** Includes checkboxes for "Disable the visual editor when writing" and "Disable syntax highlighting when editing code".
- Admin Colour Scheme:** Offers radio button options for Default, Light, Modern, Blue, Coffee, Ectoplasm, Midnight, Ocean, and Sunrise, each with a corresponding color palette.
- Keyboard Shortcuts:** Includes a checkbox for "Enable keyboard shortcuts for comment moderation" with a link to [More information](#).
- Language:** A dropdown menu currently set to "Site Default".
- Join Site:** A text input field and a "Join" button, with a note: "If you have received invite code for a site, you can use it to join it."

The user's profile information is visible in the top right corner, showing the name "Jo Kay", the username "jo.kay", and a profile picture. A yellow arrow points to the "Edit Profile" link in this menu. The left sidebar shows the "Users" menu item is active. The browser address bar shows the URL "https://create.usq.edu.au/joportfolio/wp-admin/profile.php".



Your Profile Settings

Admin colour scheme

This option changes the colours in your Dashboard. You have a choice of eight colour schemes.

Add your first name and last name.

Click on the drop down arrow to select your preferred publicly displayed name.

Your Display Name will appear in various places, including on comments you leave on Create@UniSQ Sites, and posts you've published.

