

EDITING YOUR OUTPUTS

Only authors and editors are allowed to edit work deposited in FURR.

There are two ways to edit your work.

- 1 Click 'Manage Deposits' in the grey task bar. All your outputs should be listed, now find the output that you wish to edit. In the far right hand column there will be three icons: click the paper and pencil icon. If you are unsure then you can hover your mouse over the icon and it will show 'edit item'.

You will be taken to the 'data type' page but you can skip to a different page by clicking the relevant grey button below the output title. Alternatively you can click the black 'next' button to skip to the next page.

Find the data that you wish to edit and amend as necessary.

If you decide not to edit your output you can click 'Cancel', this will take you back to the preview screen for your output.

Once your editing is complete you can click 'Save and Return' to save your changes.

- 2 Find and view the item you want to edit in the repository.

If you are not logged in then you will be unable to edit. Please log in with your Falmouth University login before attempting to edit your work.

At the bottom left of the screen there will be an icon saying 'View Item (login required)'. This will take you to the preview page. Click the 'detail' tab and this will allow you to select a section to edit. You can still edit any section of the output but this way will allow you to skip directly to the field you wish to edit.