CCR Web Content Management Training

2017

The Basics

- Your Responsibilities
- Content Areas:
  - Staff & Lab/Branch
- Login/Logout
- "My Dashboard"
- Required Tabs/Pages
- Optional Tabs/Pages

- Editing content
- Adding *optional* pages
- Delete Means DELETE!
- Working with Files
  - Section 508
  - Working with Images
- Questions?

Content Manager Responsibilities

- Ensure Web content is current and complete.
- Assist your PIs and other staff in updating their profiles.
- Contact us re: team updates.
  - New Hires
  - Departures
  - Transfers

Lead Content Managers:

- Organize your team.
- Contact us re: new content managers.
- Train new content managers, as needed.
- Review/update web content periodically.

Staff Web Profiles: What you can edit/add

Tom Misteli, Ph.D.

Senior Investigator

Laboratory of Receptor Biology and Gene Expression

Head, Cell Biology of Genomes Group

Senior Deputy Director for Research, CCR

Tom Misteli is an internationally renowned cell biologist who pioneered the use of imaging approaches to study genomes and gene expression. His laboratory uses cell biological, molecular, biochemical and imaging approaches to uncover fundamental principles of genome architecture and to apply this knowledge to the development of novel diagnostic and therapeutic strategies for cancer and aging.

Areas of Expertise

1) chromosomes, 2) chromatin, 3) cell nucleus, 4) nuclear architecture, 5) imaging, 6) epigenetics

CONTACT INFO

Tom Misteli, Ph.D.
Center for Cancer Research
National Cancer Institute
Building 41, Room B610
Bethesda, MD 20892
Ph: 301-402-3959
mistelit@mail.nih.gov
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Research | Publications | Biography | Team | Alumni | Resources

Cell Biology of Genomes

My laboratory studies the cell biology of genomes. We use molecular techniques in conjunction with live-cell microscopy to understand how genomes are organized in intact cells and how the spatial organization of

Staff Web Profiles: What you cannot edit/add

Steven A. Rosenberg, M.D., Ph.D.

Chief
Surgery Branch
Senior Investigator
Head, Tumor Immunology Section

Dr. Rosenberg pioneered the development of effective immunotherapies and gene therapies for patients with advanced cancers. His studies of the adoptive transfer of genetically modified lymphocytes have resulted in the regression of metastatic cancer in patients with melanoma, sarcomas and lymphomas.

His current research is aimed at defining the host immune response of patients to their cancers. These studies emphasize the ability of human lymphocytes to recognize unique cancer antigens and the identification of anti-tumor T cell receptors that can be exploited to develop new cell transfer immunotherapies for the treatment of cancer patients.

As Chief, Dr. Rosenberg also oversees the Branch's extensive clinical program aimed at translating scientific advances into effective immunotherapies for patients with cancer

Areas of Expertise

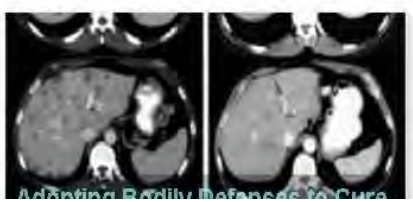
1) cancer immunotherapy 2) tumor-infiltrating lymphocytes 3) cancer antigens 4) T cell receptors 5) metastatic melanoma 6) gene therapy

CONTACT INFO

Steven A. Rosenberg, M.D., Ph.D.
Center for Cancer Research
National Cancer Institute
Building 10 - Hatfield CRC, Room 3-3940
Bethesda, MD 20892-1201
Ph: 301-496-4164
SAR@nih.gov
PERMALINK

Clinical Trials | Research | Publications | Biography | Positions | Team

A Prospective Randomized andPhase 2 Trial for Metastatic Melanoma using Cell Transfer Therapy with Tumor Infiltrating Lymphocytes Plus IL-2 either alone or following the

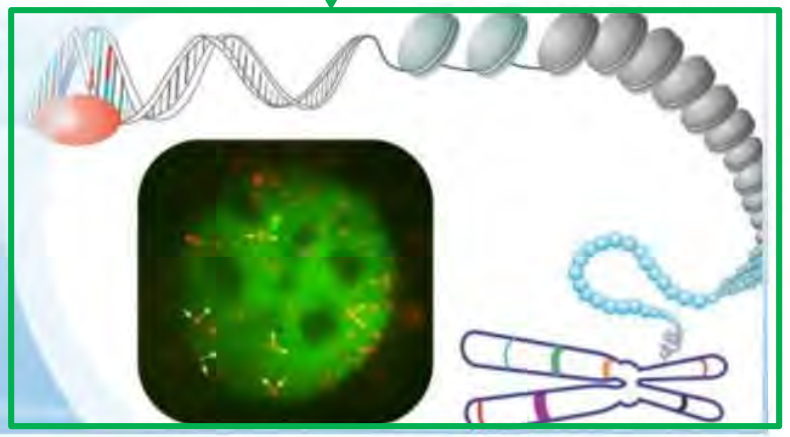


Labs/Branches: What you can edit/add

Home » Laboratory of Receptor Biology and Gene Expression

Laboratory of Receptor Biology and Gene Expression

Chief
Gordon L. Hager, Ph.D.



About | PI & Key Staff | Positions

The research program in the Laboratory of Receptor Biology and Gene Expression concerns the elucidation of mechanisms involved in the regulation of genetic expression in eukaryotic cells, and the identification of genes and regulatory processes involved in modulated states of expression during oncogenesis. Particular consideration is given to the study of the steroid/thyroid/RAR superfamily of nuclear receptors (Hormone Action and Oncogenesis Section [HAO], Signal Transduction Group). A special emphasis is placed on the function of these hormone-dependent regulators in the context of chromatin and higher-order nuclear structure.

The laboratory has made major contributions to the general hypothesis that the modification of chromatin structure is an important component of gene regulation by steroid receptors and other transactivators. The laboratory is expanding into the general area of nuclear structure and gene function. A major recent advance was the development of fluorescent chimeric receptor proteins that allow study of nuclear receptor subcellular trafficking and gene target-

CONTACT INFO

Laboratory of Receptor Biology and Gene Expression
Center for Cancer Research
National Cancer Institute
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ADMINISTRATIVE ASSISTANT (CONTR)

Rachael Stitely
301-402-9655

ADMINISTRATIVE LAB MANAGER

Labs/Branches: What you cannot edit/add

Home » Surgery Branch

Surgery Branch

Chief
Steven A. Rosenberg, M.D., Ph.D.

About | Clinical Trials | PI & Key Staff | Positions

The Surgery Branch of the National Cancer Institute is a combined laboratory and clinical research unit devoted to the development of innovative cancer immunotherapies and their translation to the treatment of patients with cancer. Efforts run the gamut from basic studies of cancer immunology to the conduct of clinical immunotherapy trials for patients with metastatic cancer. The Surgery Branch was responsible for the development of interleukin-2 (IL-2), the first effective immunotherapy in humans, the development of cell transfer immunotherapies for melanoma and other solid cancers, the first insertion of foreign genes into humans and the first development of effective human cancer immunotherapies based on the genetic engineering of autologous lymphocytes with genes encoding anti-tumor T cell receptors or chimeric antigen receptors.

Examples of current laboratory research involve the identification of the optimal properties of lymphocytes capable of mediating anti-tumor effects in experimental models and in the human and the development of immunotherapies based on the identification of unique exomic mutations expressed by cancers that can be targeted by cell transfer therapy. Extensive programs are in place for the genetic modification of lymphocytes to target cancer-testes antigens. The Surgery Branch offers postdoctoral fellowships in cancer immunology and immunotherapy. Clinical fellowships are available to surgical residents who have completed at least two years of residency and are interested in a combined program of laboratory and clinical research in immunotherapy.

CONTACT INFO

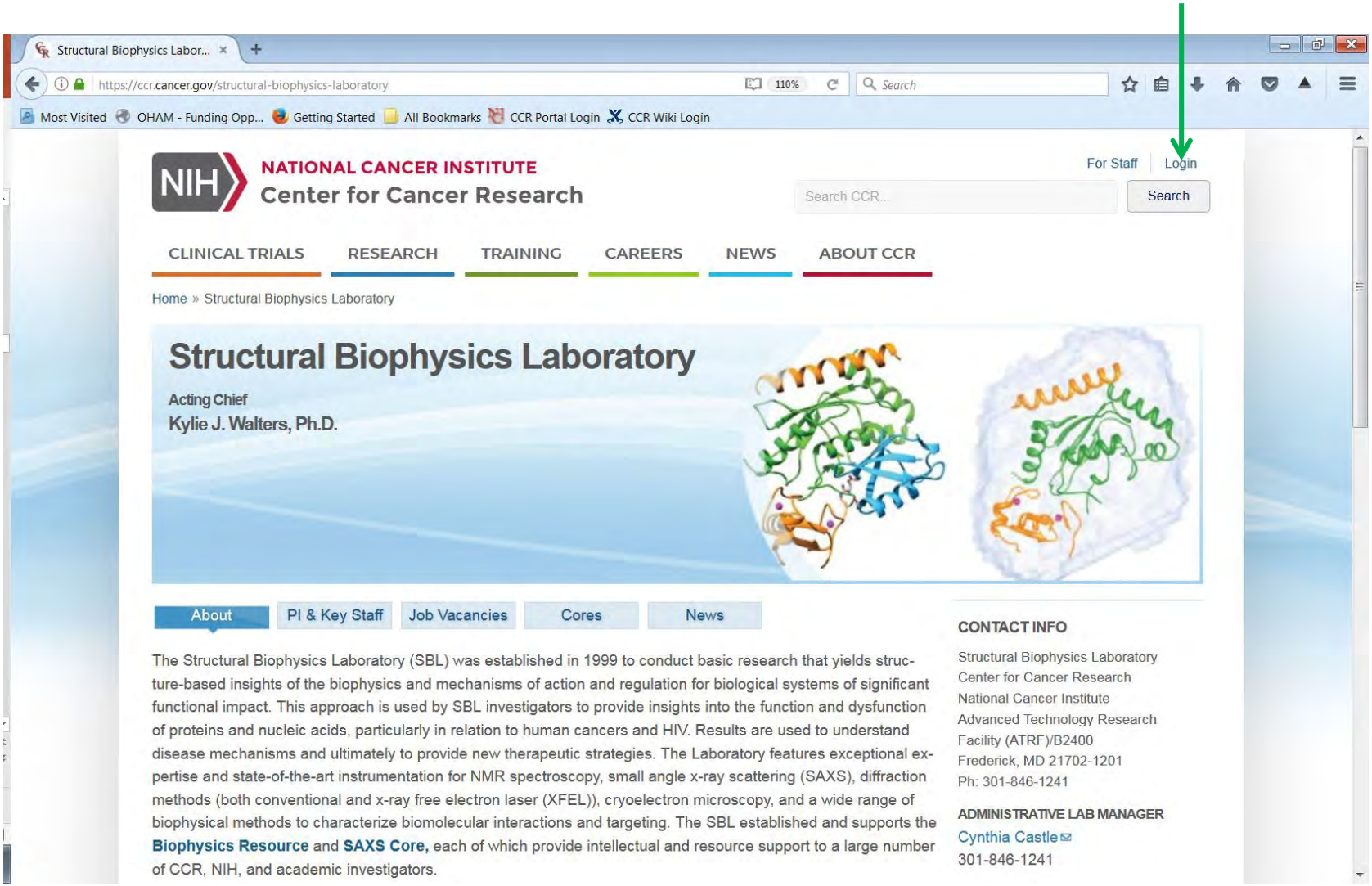
Surgery Branch
Center for Cancer Research
National Cancer Institute
Building 10, Room 3-3940
Bethesda, MD 20892-1201
Ph: 301-496-4164

PROGRAM SPECIALIST
Michelle Gaye
301-496-4164

SECRETARY
Etta Owens
301-496-4164

SECRETARY
Linda Shell
301-496-4164

How to Login


Structural Biophysics Labor...
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CAREERS
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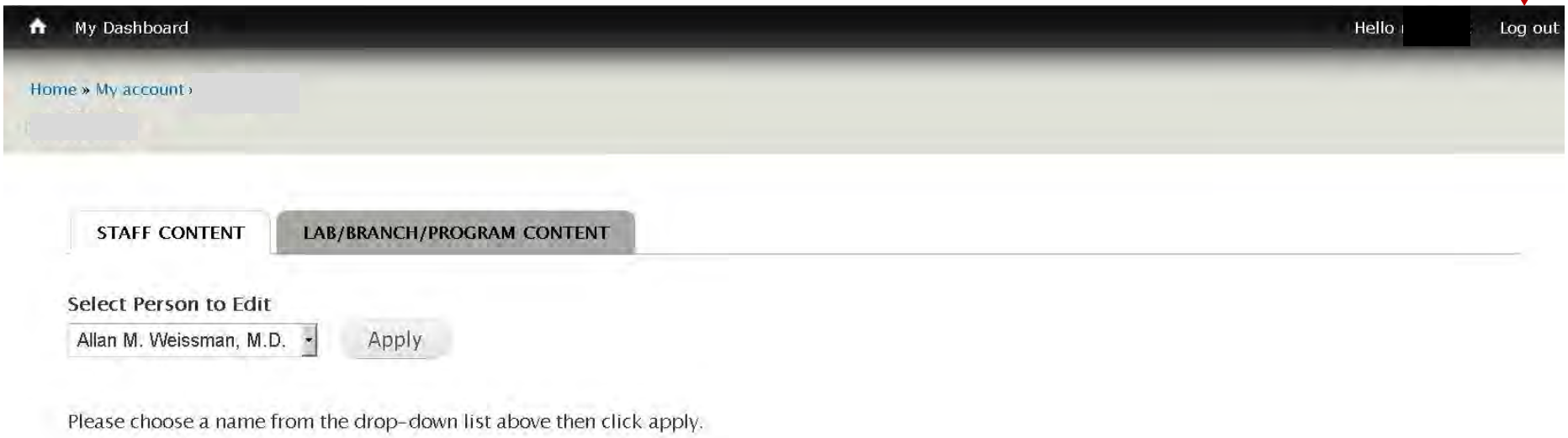
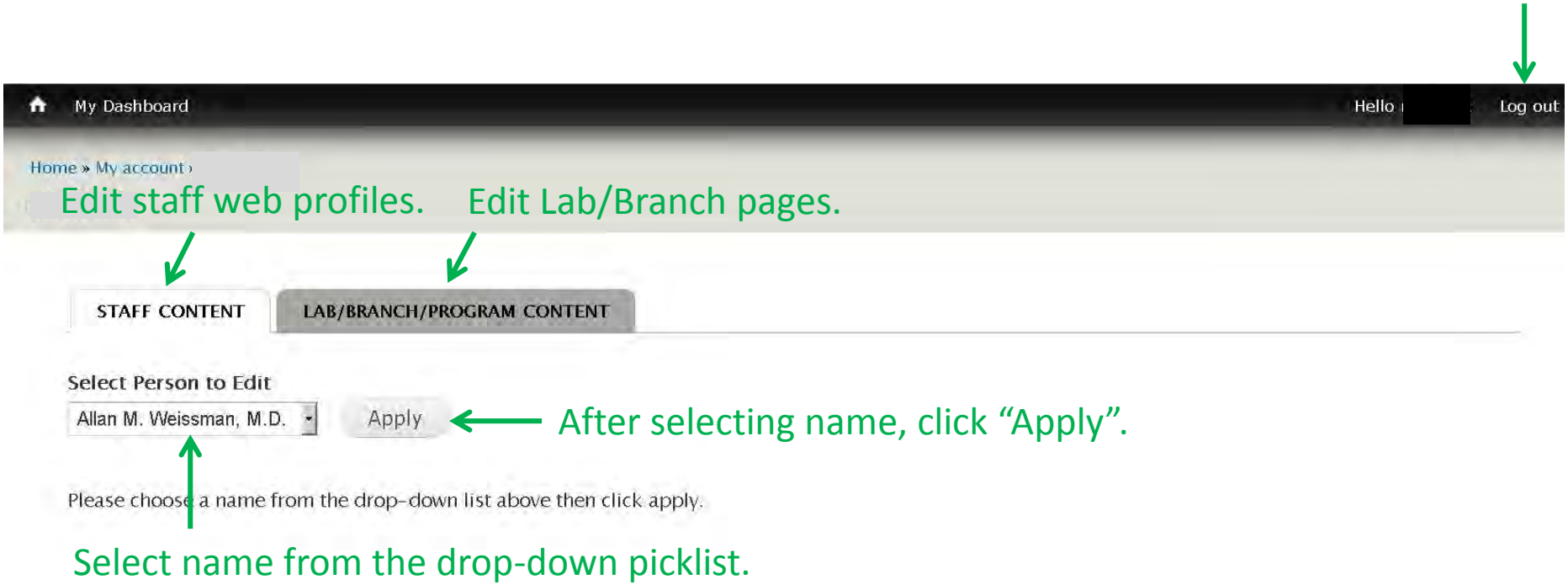
Home » Structural Biophysics Laboratory
Structural Biophysics Laboratory
Acting Chief
Kylie J. Walters, Ph.D.
About
PI & Key Staff
Job Vacancies
Cores
News
The Structural Biophysics Laboratory (SBL) was established in 1999 to conduct basic research that yields structure-based insights of the biophysics and mechanisms of action and regulation for biological systems of significant functional impact. This approach is used by SBL investigators to provide insights into the function and dysfunction of proteins and nucleic acids, particularly in relation to human cancers and HIV. Results are used to understand disease mechanisms and ultimately to provide new therapeutic strategies. The Laboratory features exceptional expertise and state-of-the-art instrumentation for NMR spectroscopy, small angle x-ray scattering (SAXS), diffraction methods (both conventional and x-ray free electron laser (XFEL)), cryoelectron microscopy, and a wide range of biophysical methods to characterize biomolecular interactions and targeting. The SBL established and supports the Biophysics Resource and SAXS Core, each of which provide intellectual and resource support to a large number of CCR, NIH, and academic investigators.
CONTACT INFO
Structural Biophysics Laboratory
Center for Cancer Research
National Cancer Institute
Advanced Technology Research
Facility (ATRF)/B2400
Frederick, MD 21702-1201
Ph: 301-846-1241
ADMINISTRATIVE LAB MANAGER
Cynthia Castle
301-846-1241

How to Logout

Always Logout!



Your Dashboard



Staff Web Profiles: Required Pages

1. **Summary Statement and 6 Areas of Expertise**
2. **Research**
3. **5 Selected Publications**
4. **Biography**

This content is required for all:

- **Senior Investigators/Tenure-Track Investigators**
- **Assistant Clinical Investigators**
- **Senior Clinicians/Senior Scientists**
- **Staff Clinicians/Staff Scientists**

Labs/Branches: Required Pages

1. **About**
2. **PI & Key Staff**

Staff Web Profiles: *Optional* Pages

If applicable, these other pages may be displayed:

- Clinical Trials (iRIS)
- Team (Ave/Sue)
- Positions (Ave/Sue)

- Alumni
- Journal Cover Gallery
- Lab Life Gallery
- Links
- News
- Poster Gallery
- Resources
- Science Image Gallery
- Seminars
- Software
- Tools

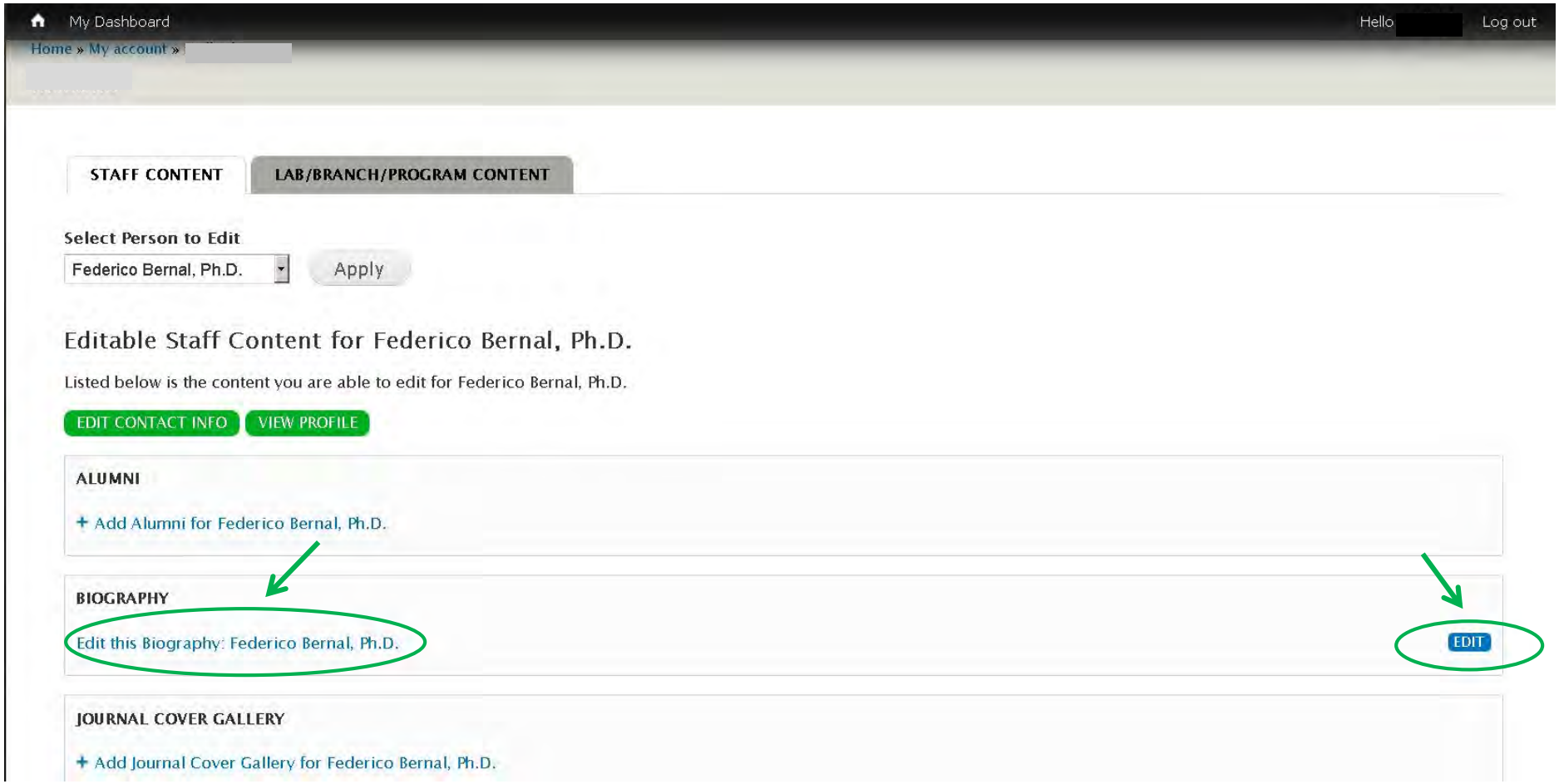
Labs/Branches: *Optional* Pages

If applicable, these other areas may be displayed:

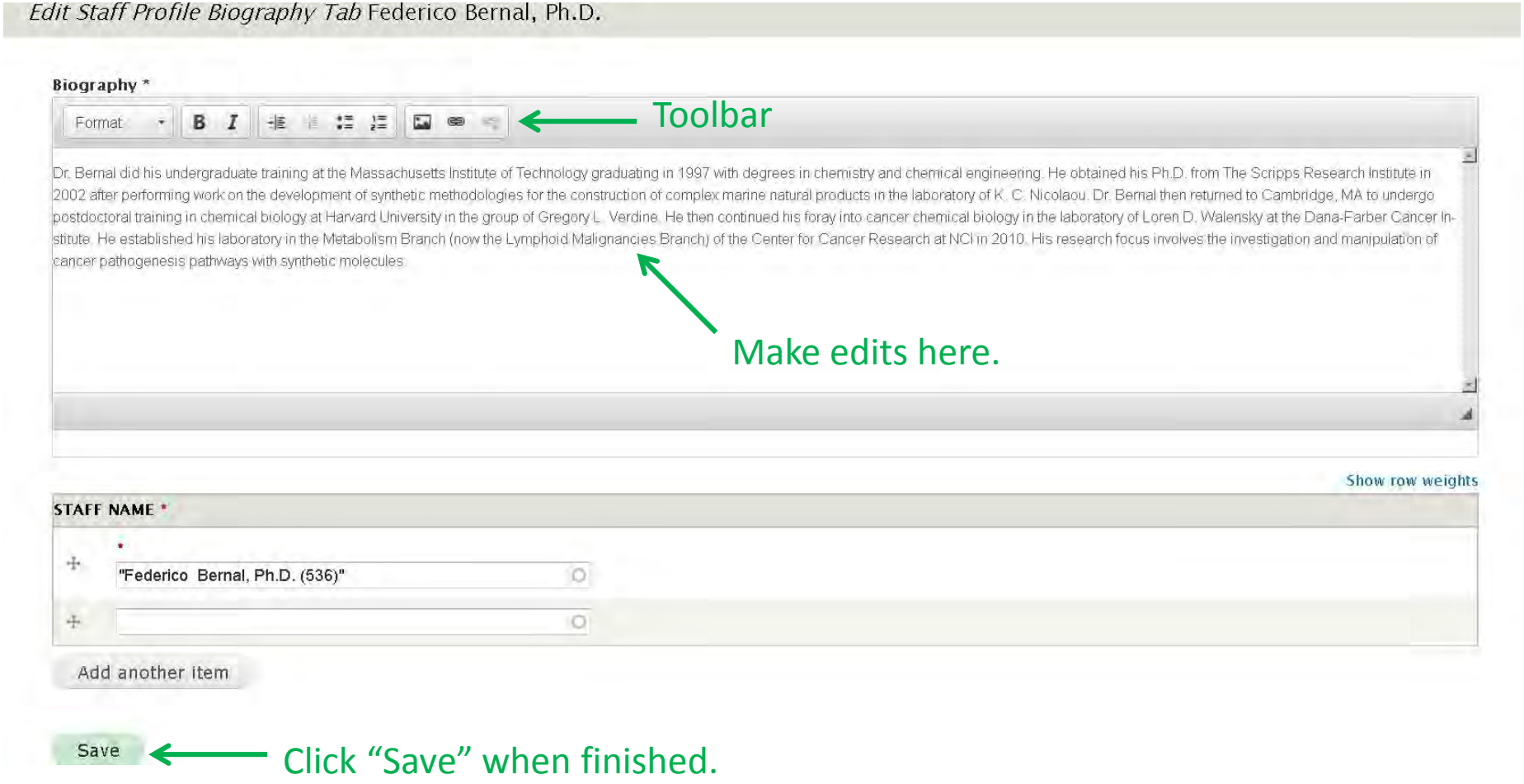
- Clinical Trials
- Positions

- Alumni
- Cores
- Facilities
- Links
- News
- Resources
- Seminars
- Software
- Tools
- Training Opportunities

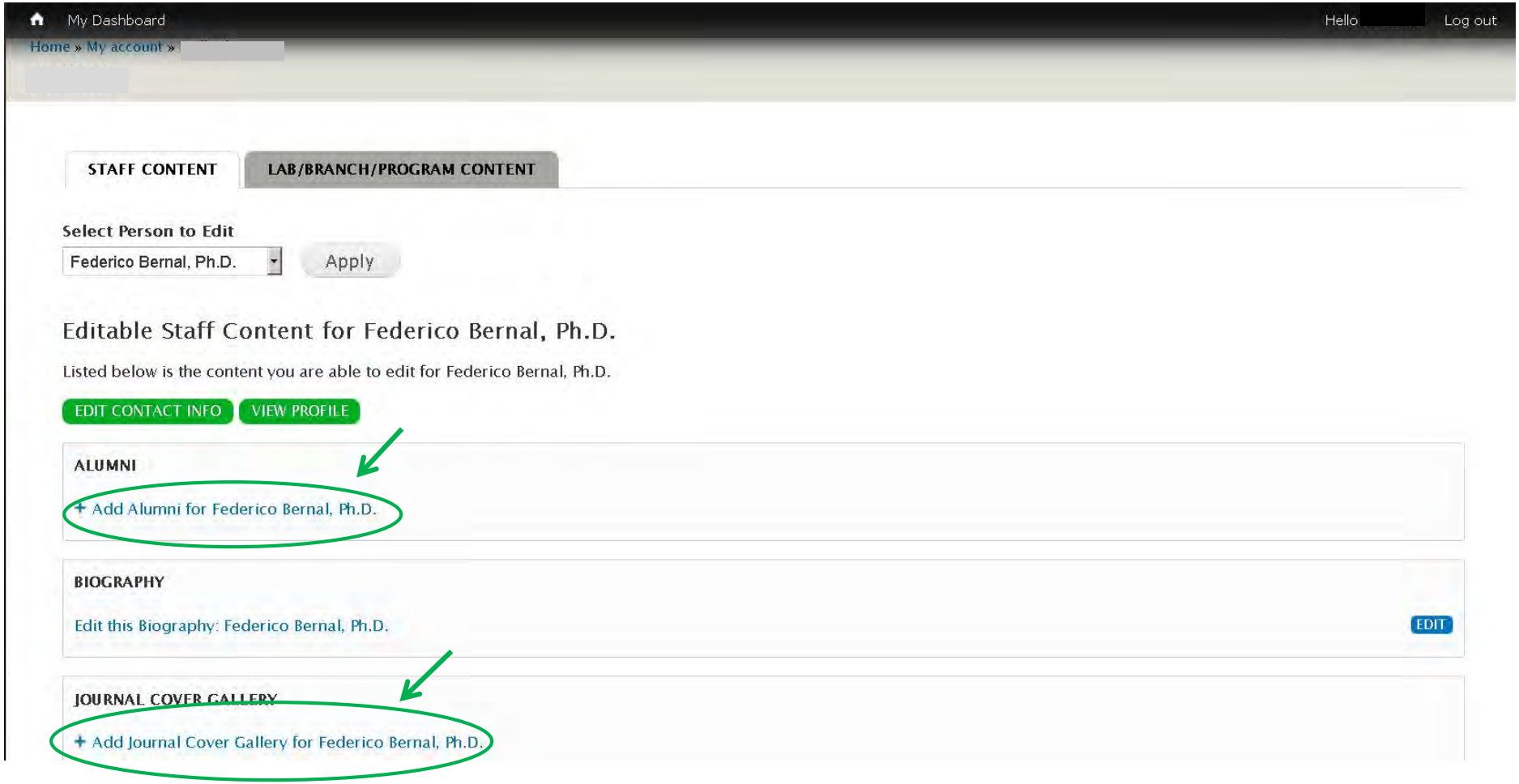
Editing Page Content



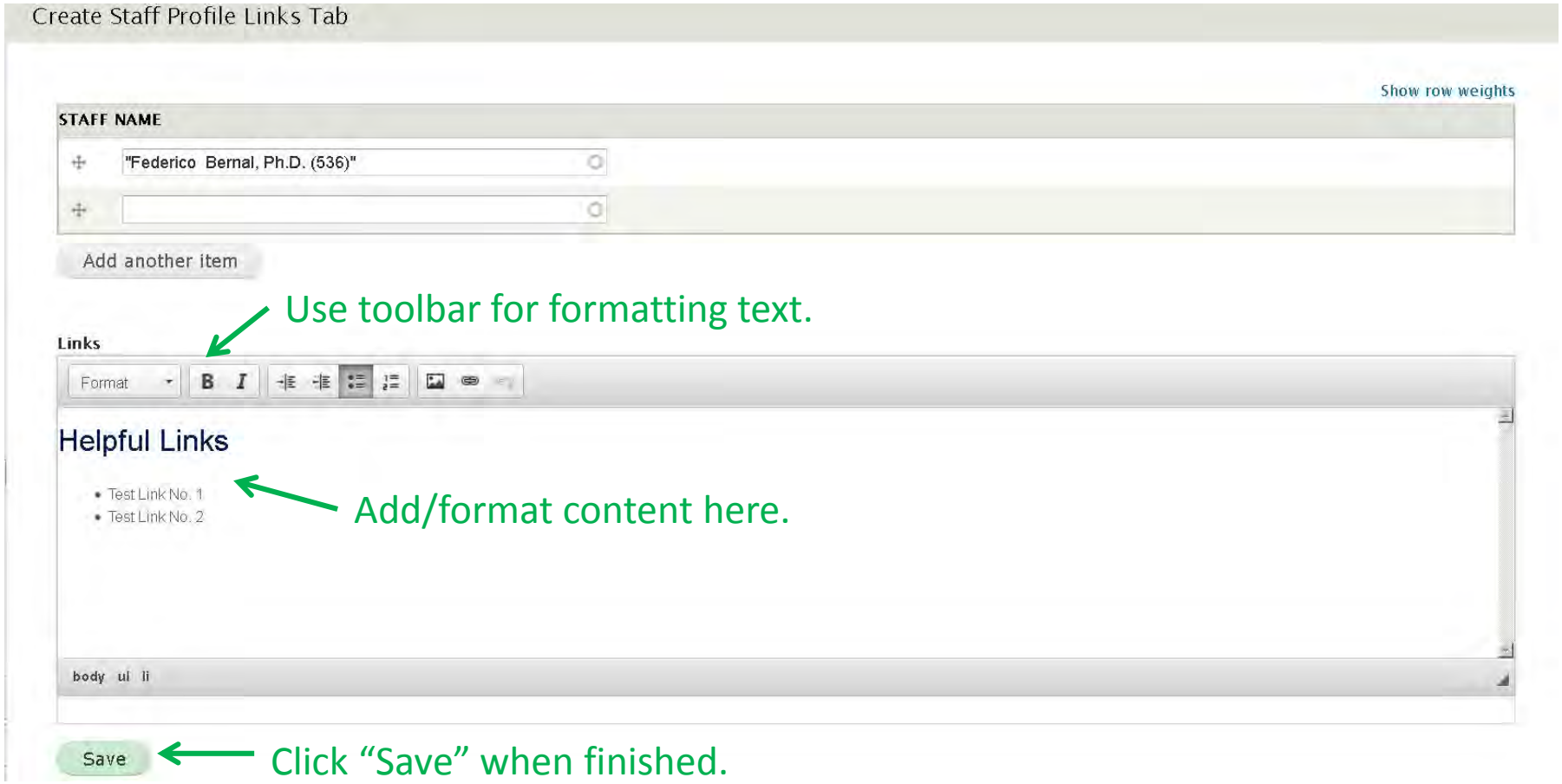
Editing Page Content: An Example



Adding an *Optional* Page



Adding an *Optional* Page: An Example



Delete Means DELETE!

Don’t click the Delete button unless:

- You want to remove the entire tab/page.

  Example:

  – You added a **Lab Life** page for a PI a while ago.

  – The PI no longer wants a **Lab Life** page.

  – You go back into **Lab Life** and click **Delete**.

  – This will delete the **Lab Life page** (i.e., all content)

Working with Files

What are Files?

- Word
- PDF
- Excel
- PowerPoint
- Images
- Videos

All Files Must Be 508 Compliant Before Posting

Section 508 requires that all website content be accessible to people with disabilities. This applies to:

- Web applications
- Web pages
- All attached **files** on the internet, as well as the intranet.

Checking and Remediating Files

There is a 508 review service for files:

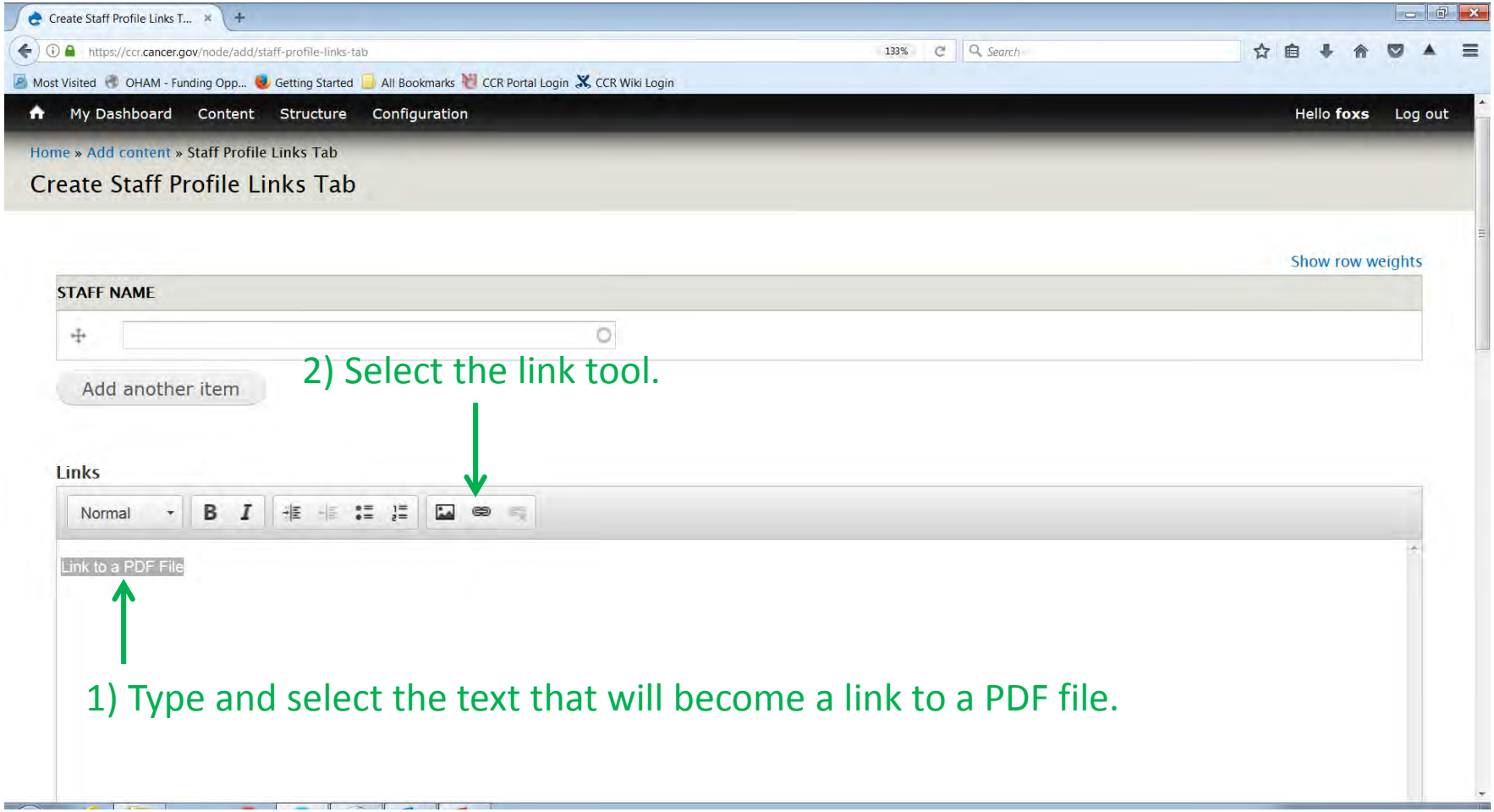
- Send the file to the 508 review team:

  css508@mail.nih.gov
- The 508 review team will check it.
- After review, you will receive an e-mail report from the team listing all the issues and “how to” fix them.

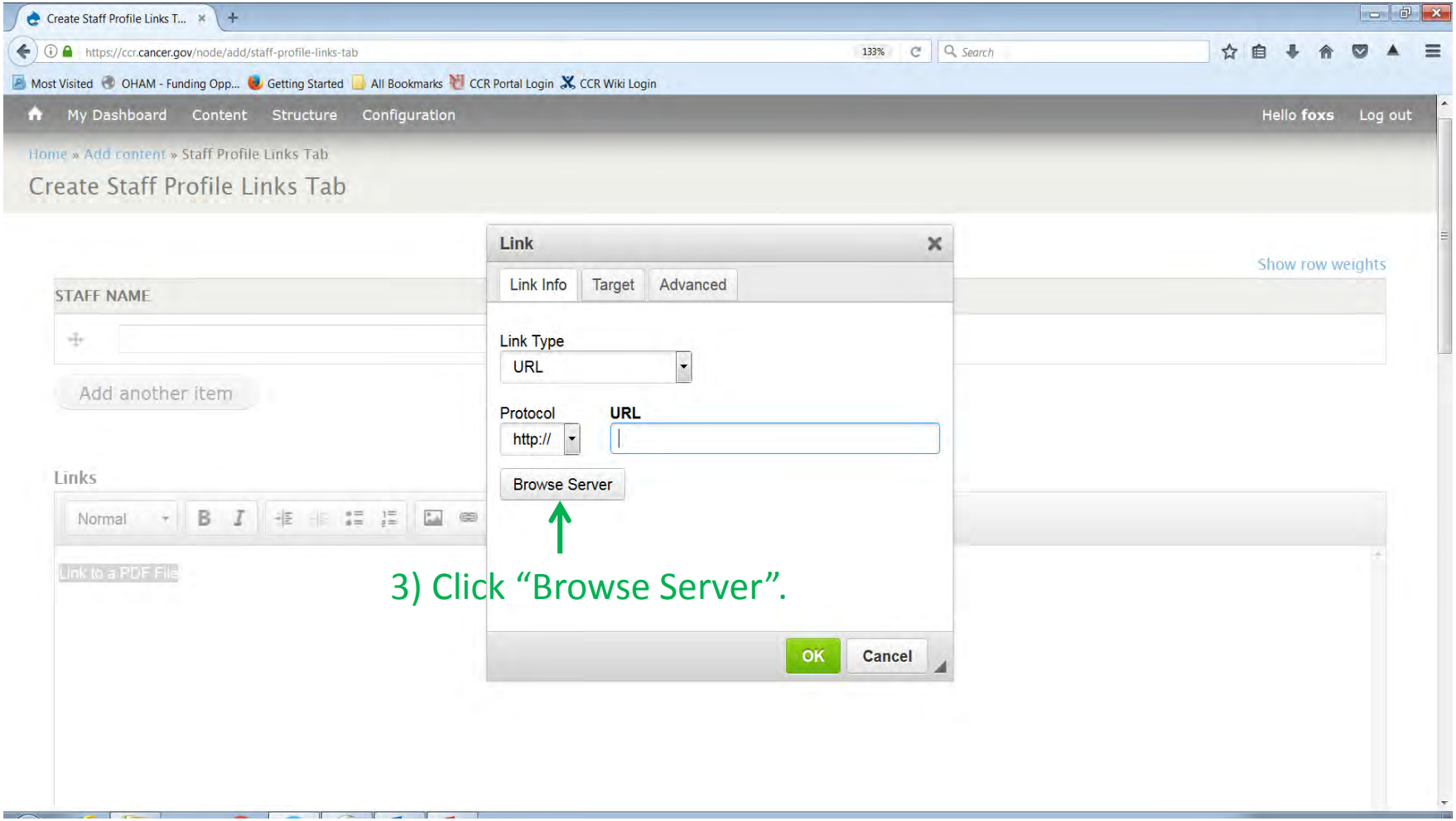
Checking and Remediating Files (Cont'd)

- **Word 2016**
  - File → Info → Check for Issues → Check Accessibility
- **Excel 2016**
  - File → Info → Check for Issues → Check Accessibility
- **PowerPoint 2016**
  - File → Info → Check for Issues → Check Accessibility
  - PowerPoints can be difficult to remediate.
  - "Save as" a PDF and send file to the review team for a final check.
- **PDFs**
  - Send file to the review team: css508@mail.nih.gov

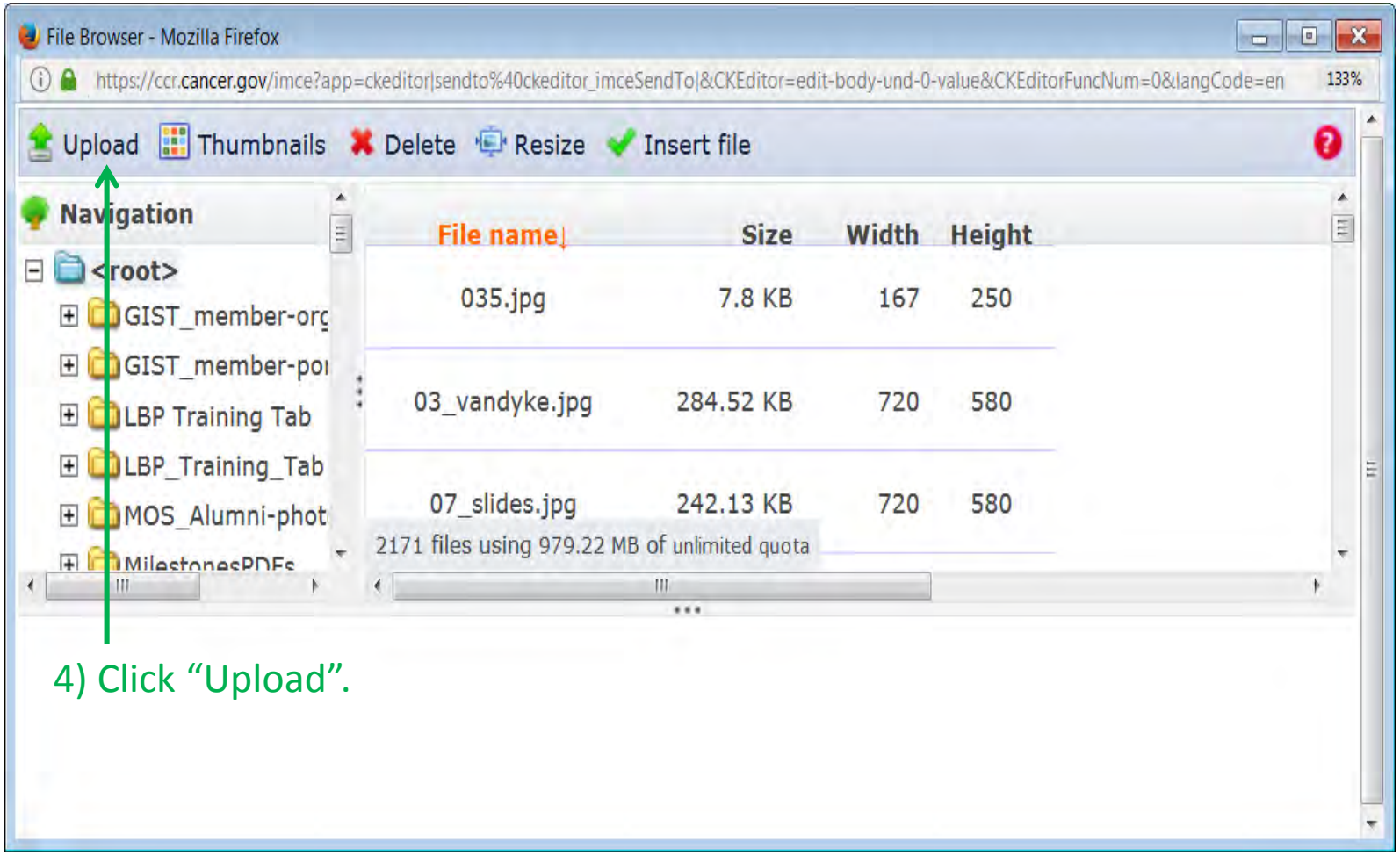
Posting a 508-Compliant File



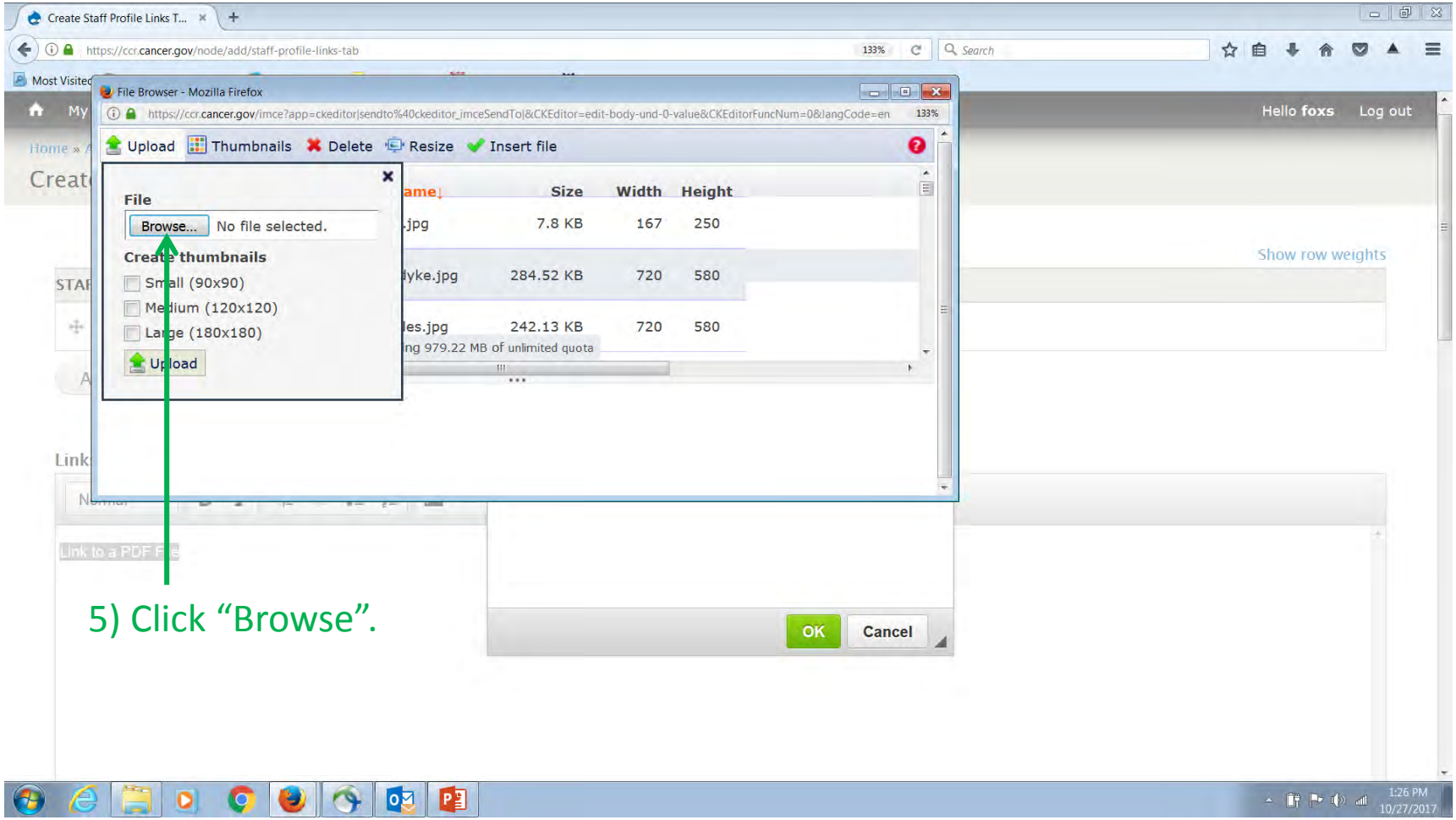
Posting a 508-Compliant File (Cont'd)



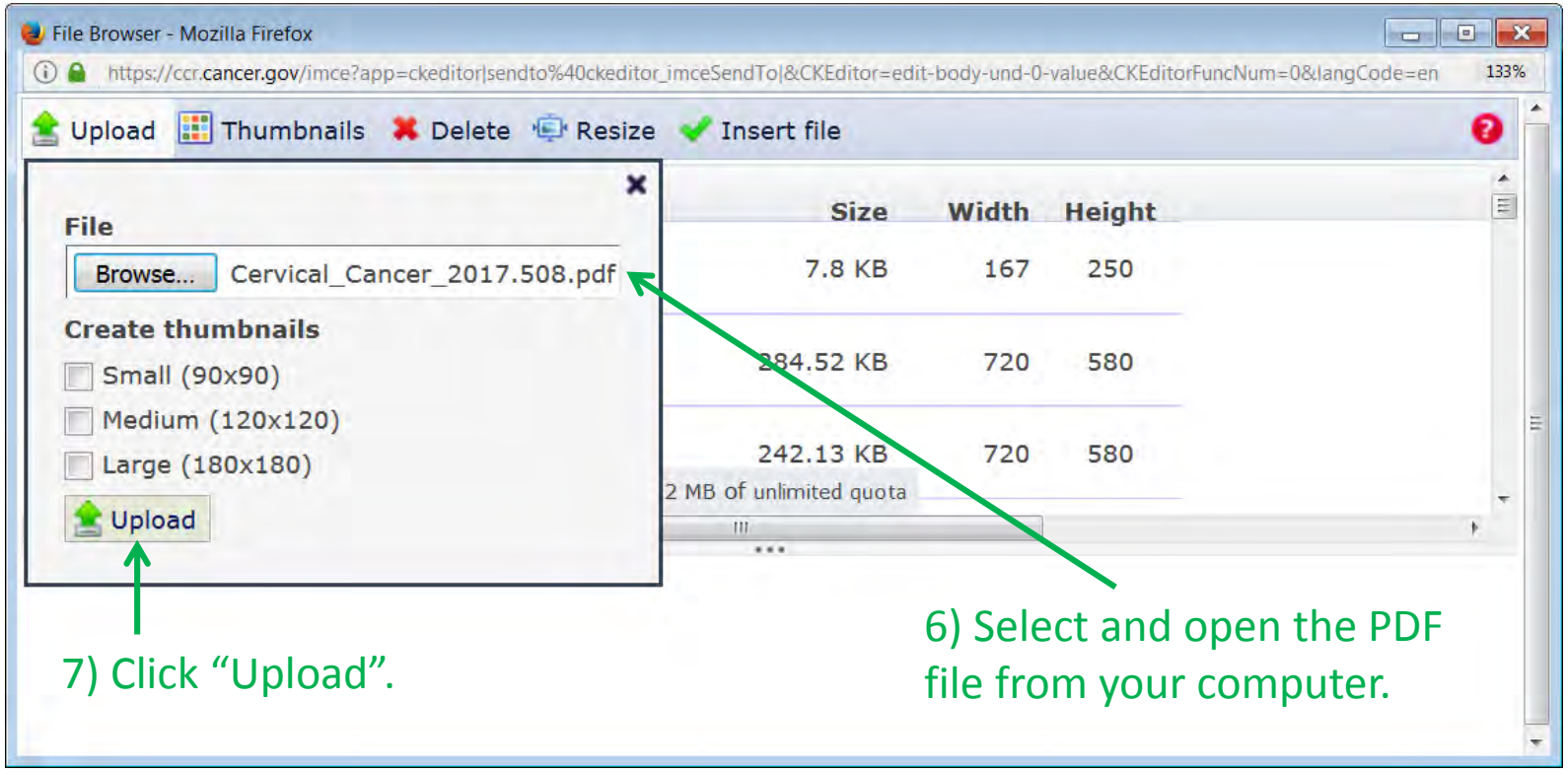
Posting a 508-Compliant File (Cont'd)



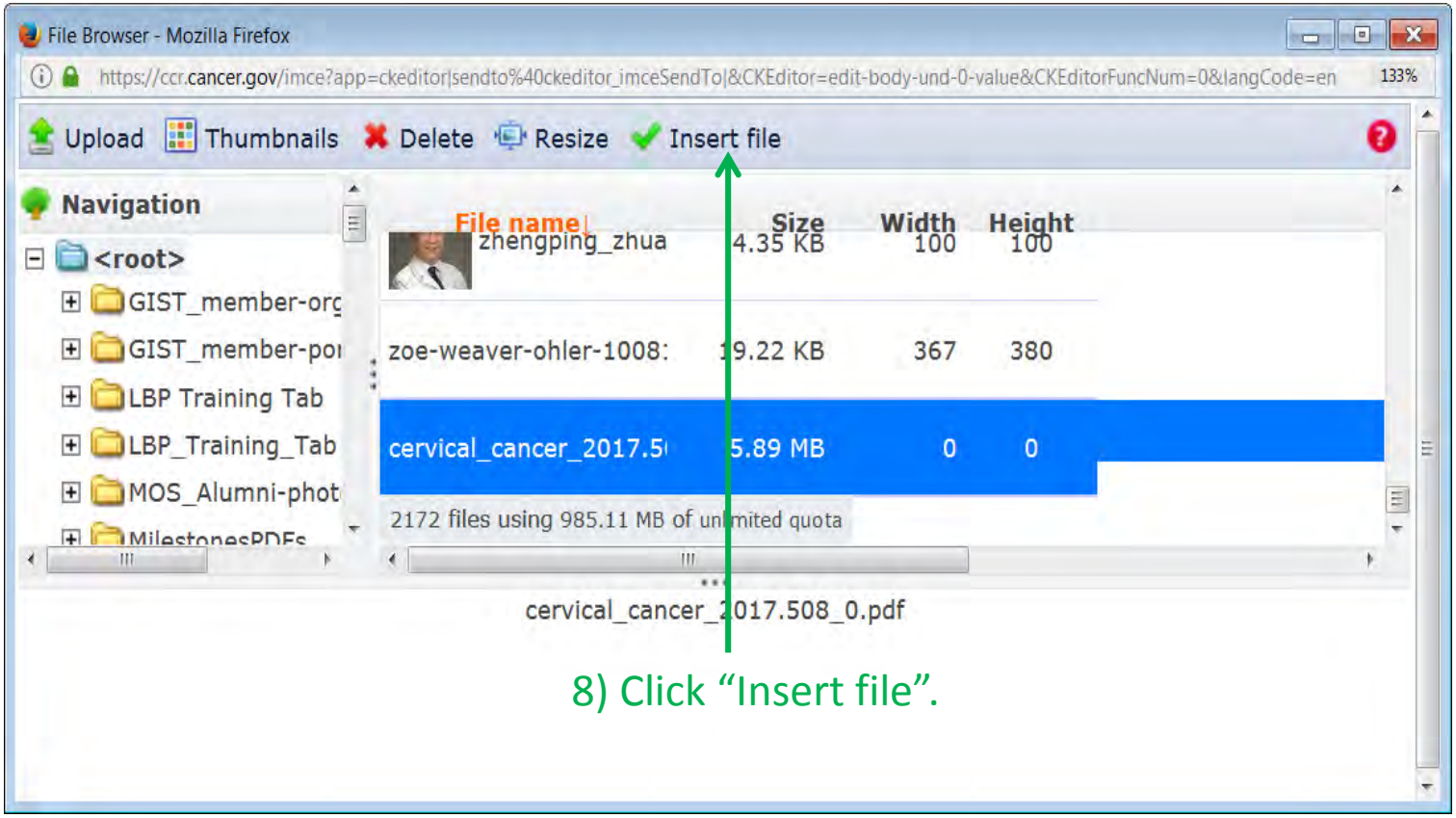
Posting a 508-Compliant File (Cont'd)



Posting a 508-Compliant File (Cont'd)

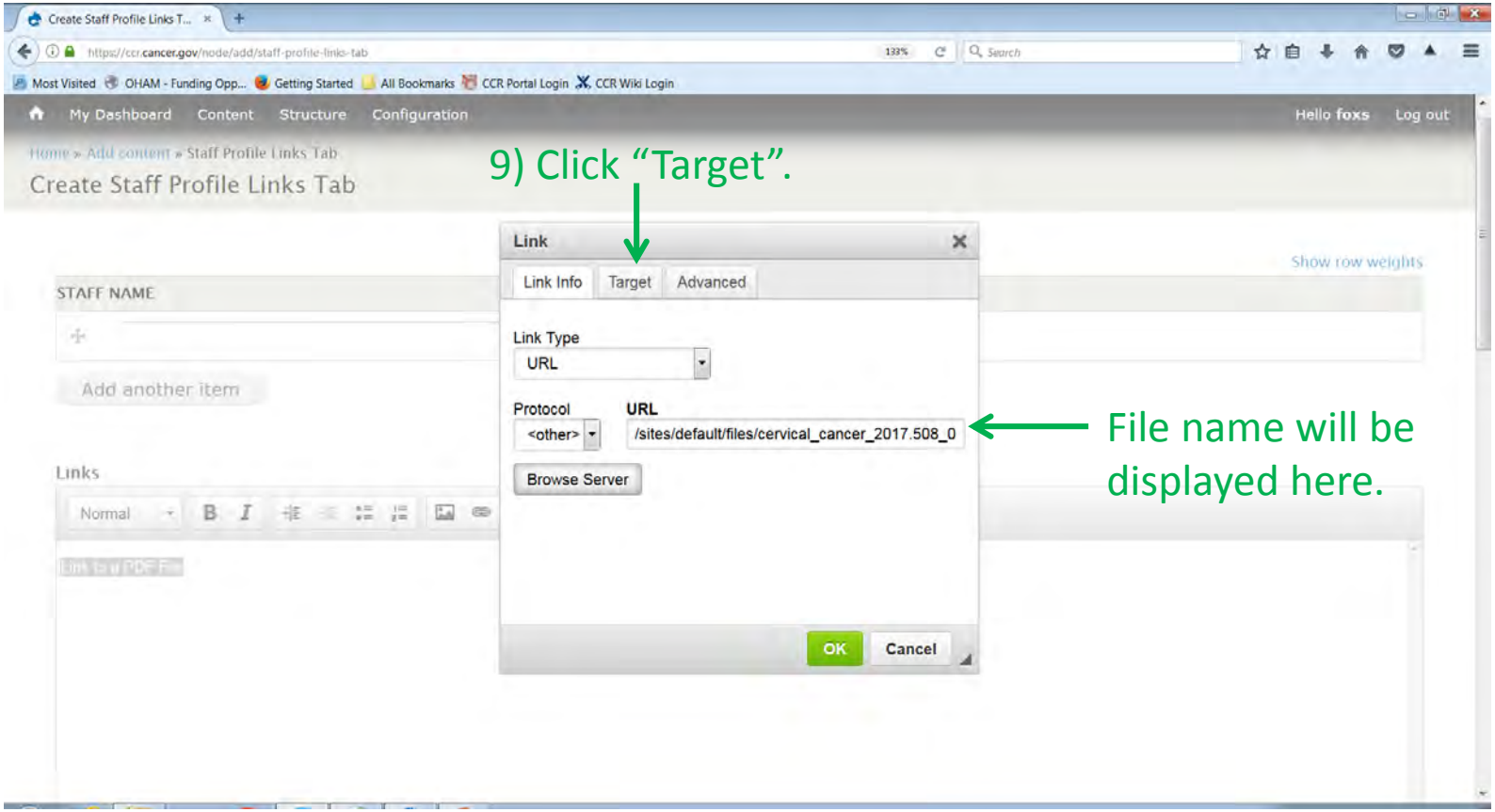


Posting a 508-Compliant File (Cont'd)



8) Click "Insert file".

Posting a 508-Compliant File (Cont'd)



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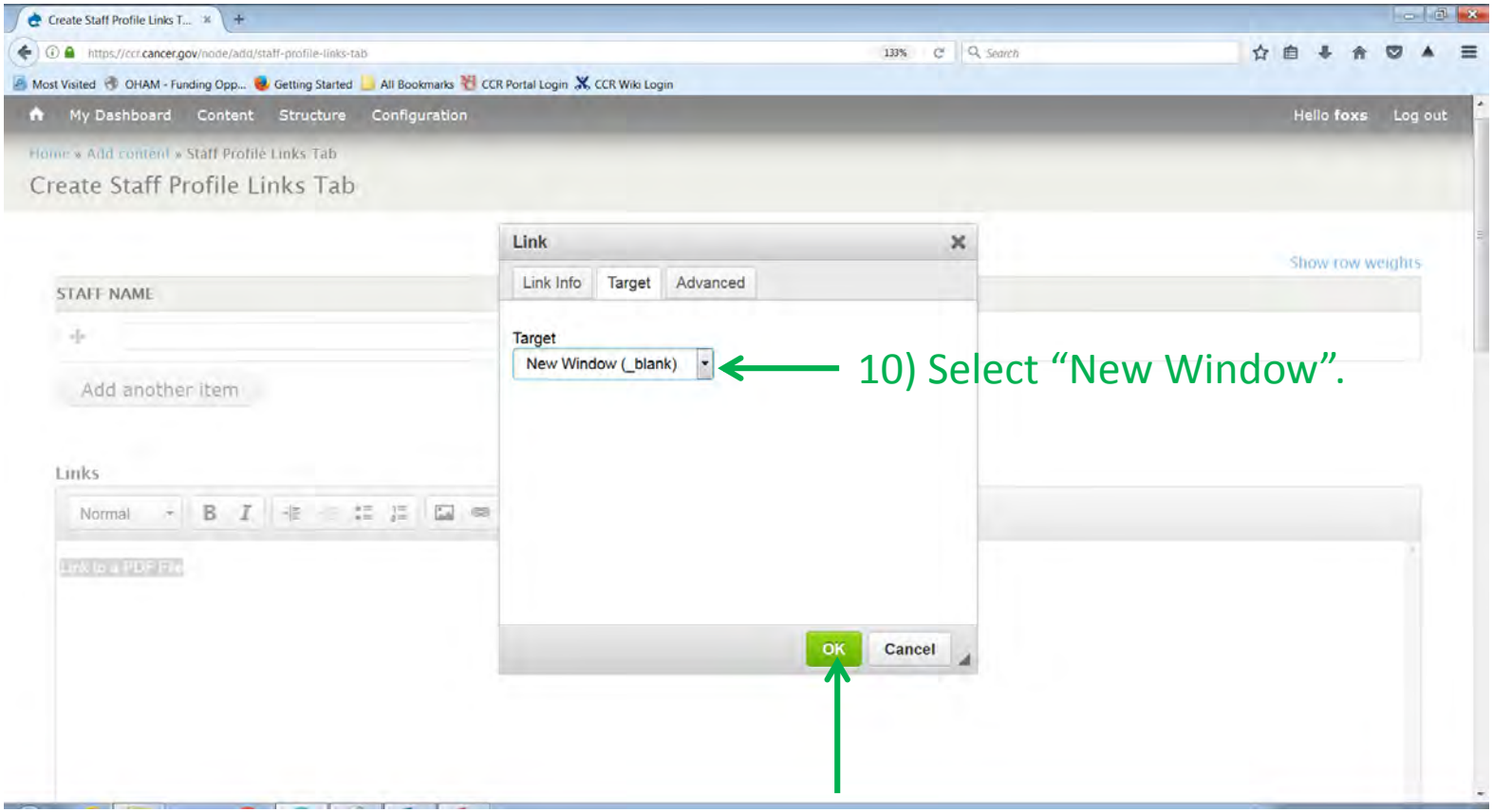
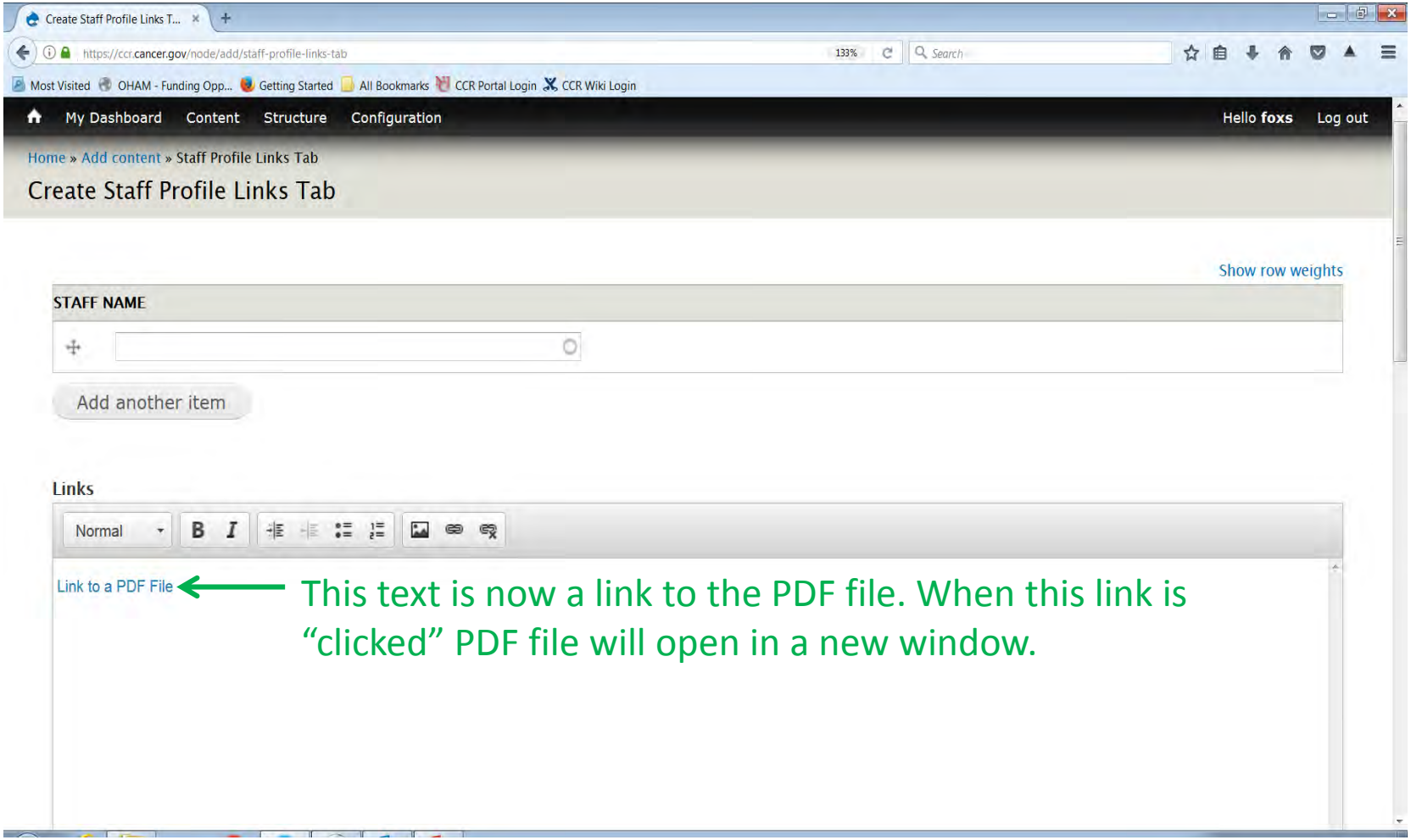


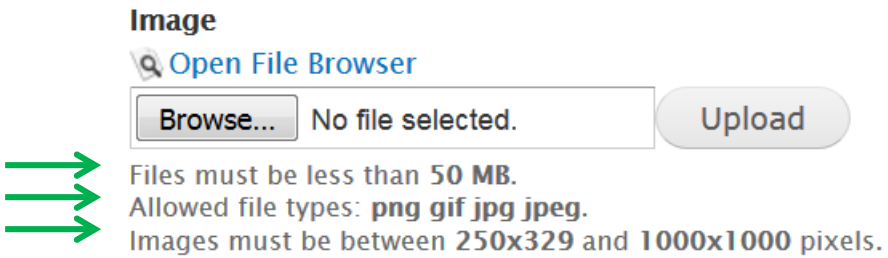
Posting a 508-Compliant File (Concluded)



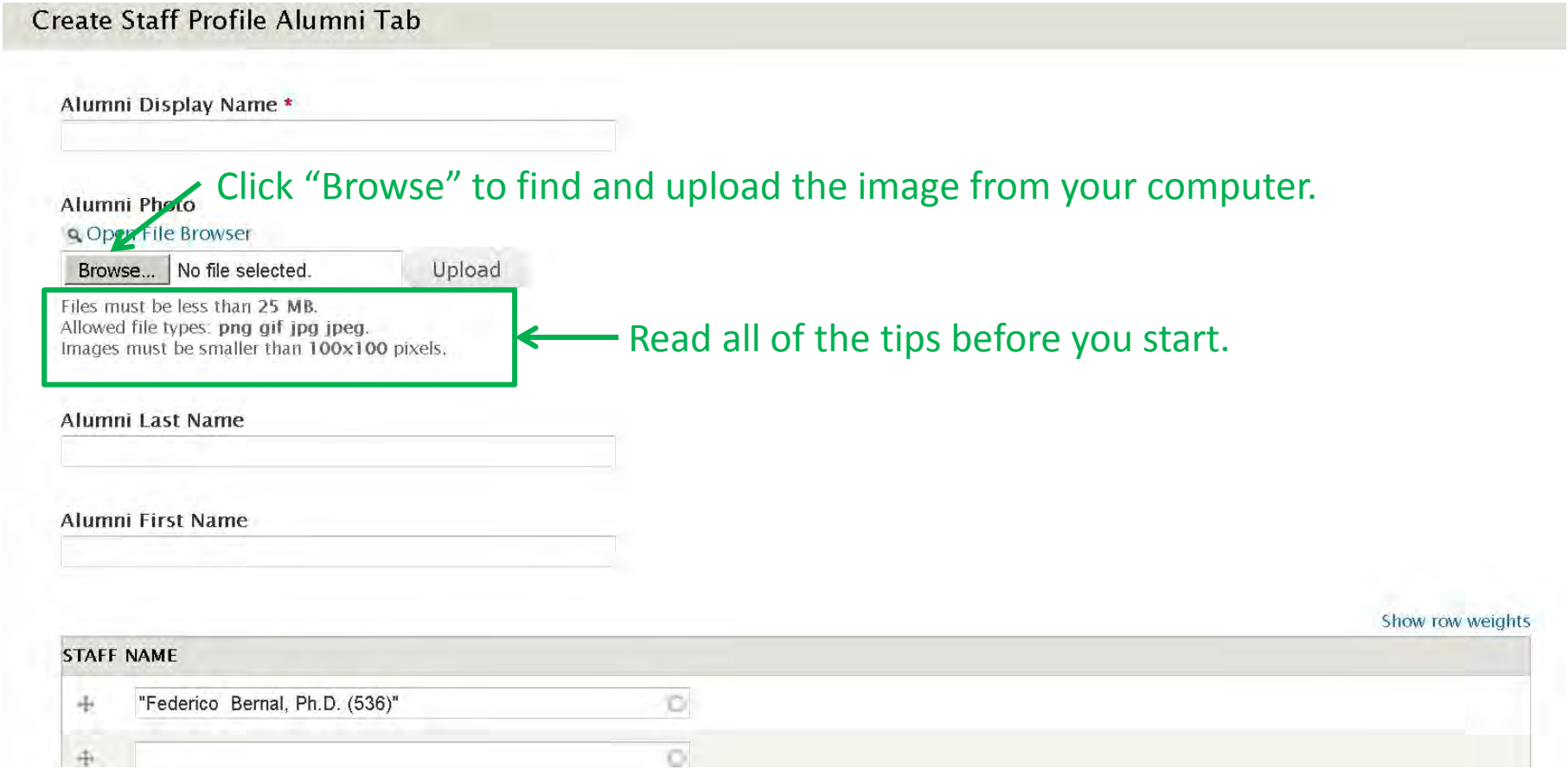
Working with Image Files

Before you begin, each image file must:

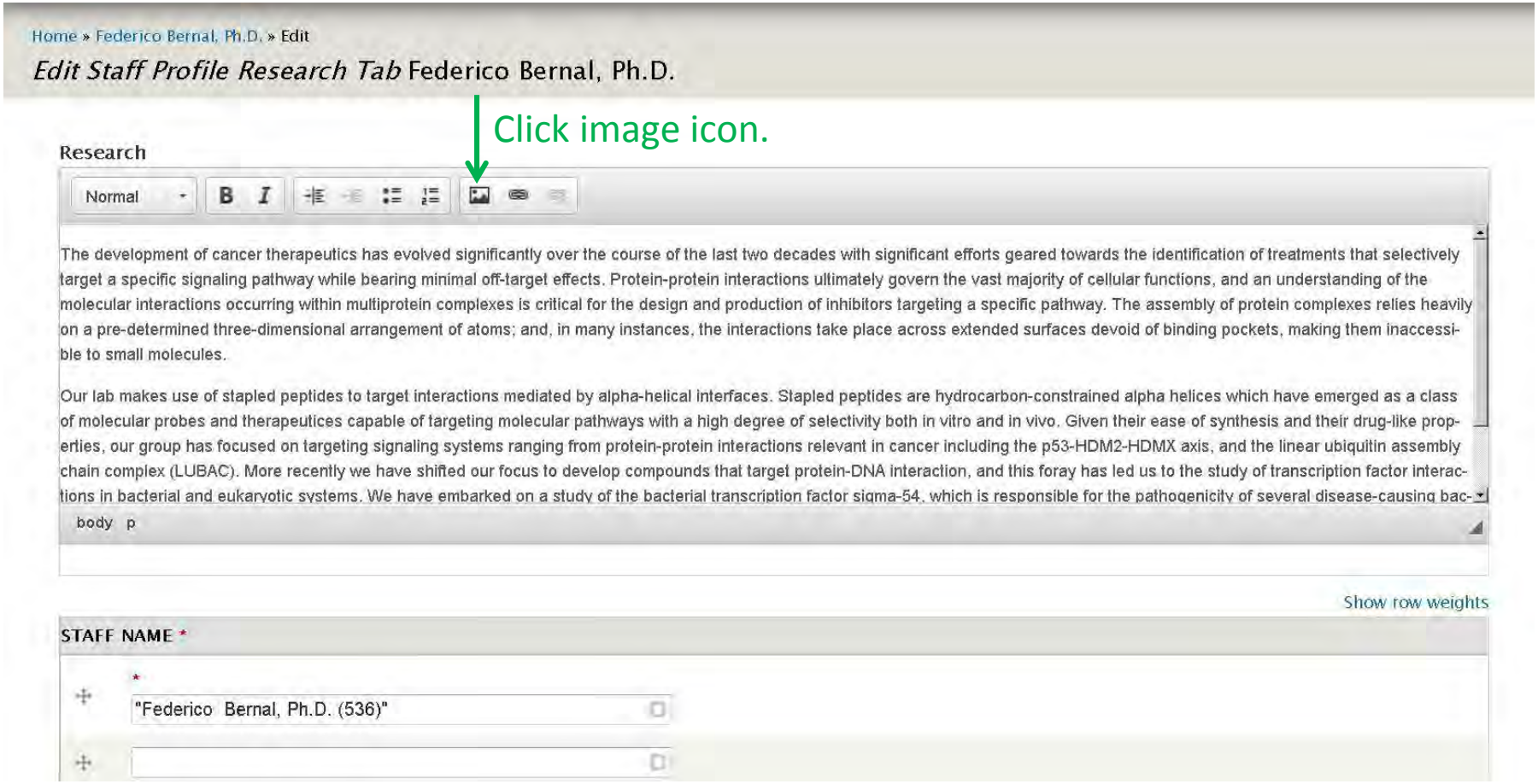
- Be stored somewhere on your computer.
- Be sized correctly.
- Read the tips first. Tips are located below each image upload area:



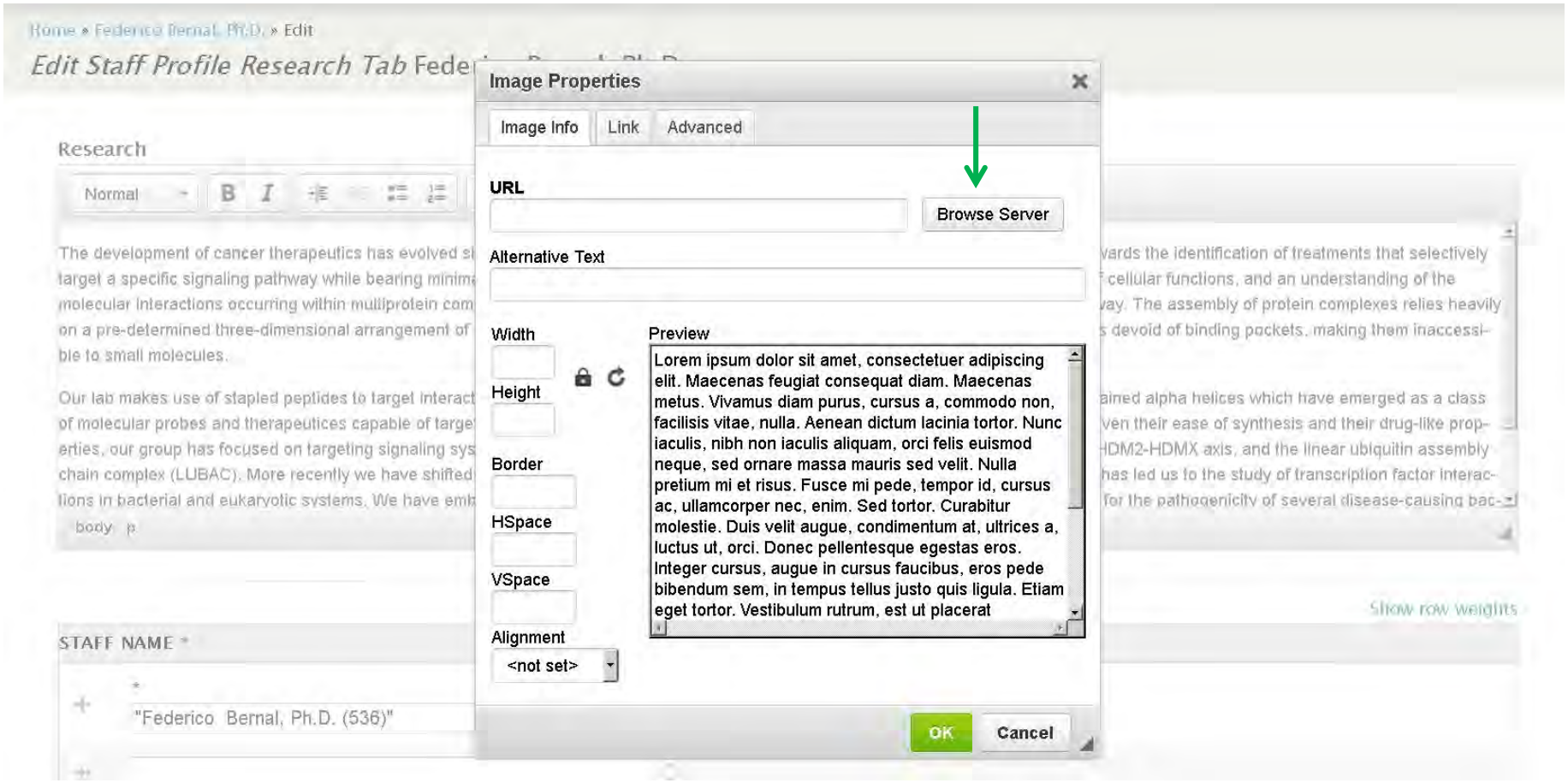
Working with Image Files: Example 1



Working with Image Files: Example 2



Working with Images: Example 2 (Cont'd)



Questions?