

## **Guide to deleting Fingerprints and adding keywords**

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### **1. Importance of Fingerprints & keywords**

Fingerprints and keywords make your personal profile page and research easier to find by:

- internet search engines like Google;
- the VU research portal's search engine.

Fingerprints also provide an indication of which other researchers at VU are working on a given topic. When you click on a Fingerprint, a list of VU researchers and research departments working on that topic (comparable profiles) will be displayed, along with their research output.

### **2. How are Fingerprints generated?**

Fingerprints are generated via an automated process that links research terms from various scientific thesauri to people in PURE. PURE mines publication abstracts, personal profile texts and other data (such as honours and awards) for related English scientific terms. For each term, it weighs the contextual relevance in relation to information registered about that researcher. If a Fingerprint weighting is above a certain threshold, it is added to your profile page.

The number of Fingerprints displayed on your profile page is maximised, meaning that if you delete a Fingerprint, a new one may appear, provided it achieves the threshold value.

If Fingerprints are not consistent with your desired profile, you can delete them. As an alternative, you can also add English and/or Dutch keywords.

### **3. Why add Dutch and/or English keywords?**

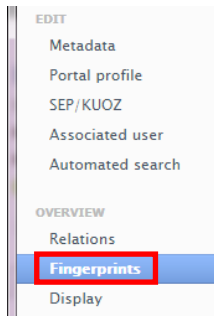
The Fingerprints engine only searches texts published in English. If you publish mainly in Dutch, then the Fingerprints probably will not provide an accurate reflection of your work. You can solve this by deleting Fingerprints and adding Dutch keywords.

If you want your personal profile page and research to show up in online searches using Dutch search terms, you will need to add Dutch keywords. Dutch journalists, for instance, often search on Dutch search terms.

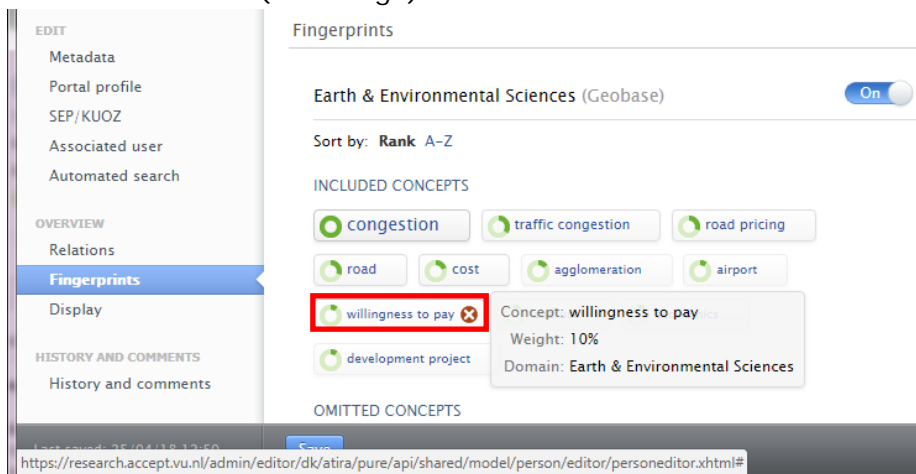
You can also add English and/or Dutch keywords if the Fingerprints displayed are not consistent with your desired profile.

#### 4.a. Remove Fingerprint

1. Log into Pure.
2. Click on 'Edit profile'.
3. Click on tab 'Fingerprints' (see image).



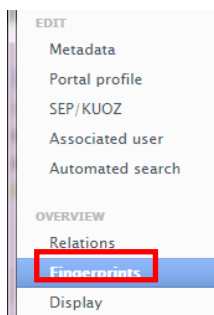
4. Move your mouse on the fingerprint you wish to remove and click on the red dot with a white cross (see image).



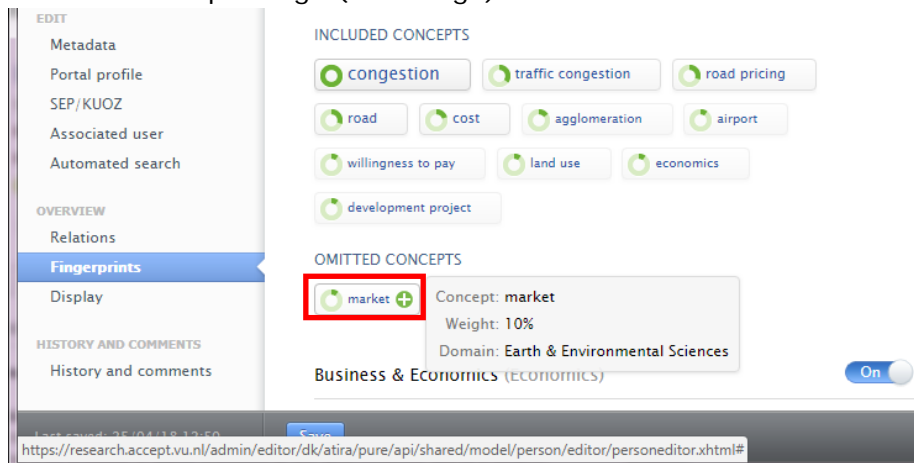
5. Repeat step 4 until all the unwanted fingerprints have been removed.
6. Click 'Save' to finalize your alterations.

#### 4.b Undo Fingerprint removal

1. Log into Pure.
2. Click on 'Edit profile'.
3. Click on tab 'Fingerprints' (see image).



4. Move your mouse on the Fingerprint you wish to add and click on the green dot with the white plus sign (see image).

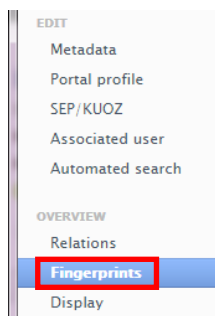


5. Repeat step 4 until all the preferred fingerprints have been added.
6. Click 'Save' to finalize your alterations.

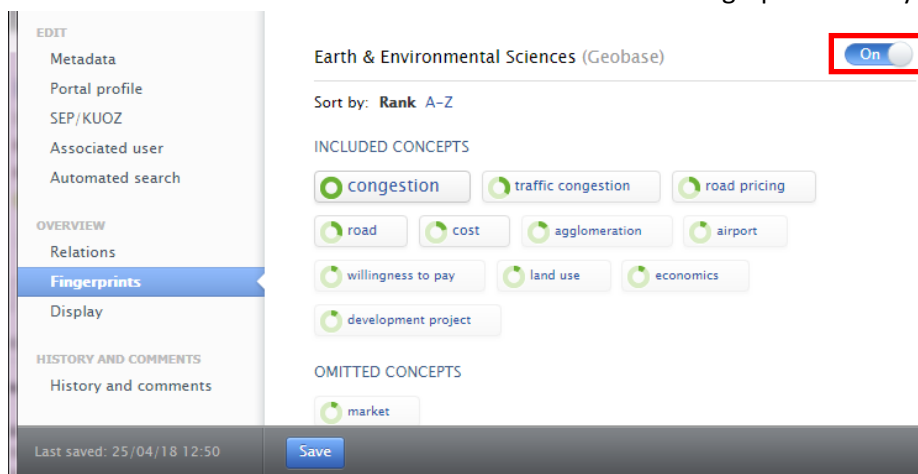
#### 4.c. Fingerprint Thesaurus verwijderen

If a thesaurus and all the related Fingerprints do not correctly represent your research activities, then you can remove the thesaurus from your profile page. This can be done in the following manner:

1. Log into Pure.
2. Click on 'Edit profile'.
3. Click on tab 'Fingerprints' (see image).



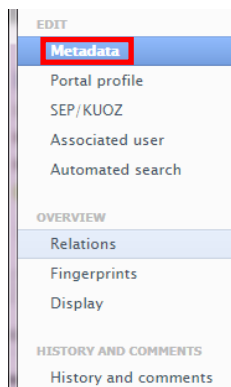
4. Click on the blue slide to remove the thesauri and all its fingerprints from your profile page.



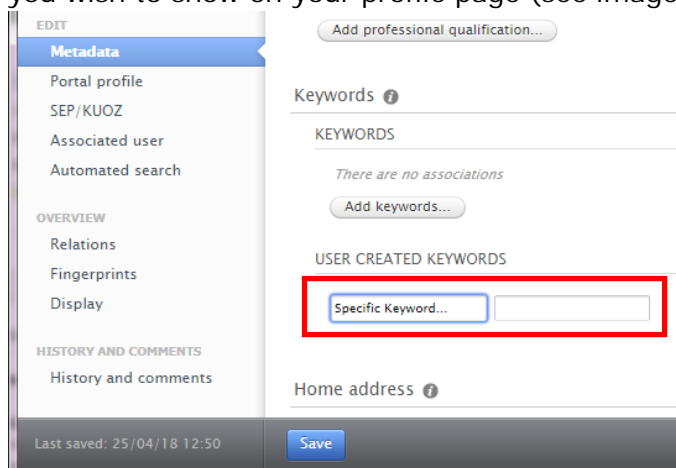
5. Repeat step 4 until all the unwanted thesauri have been removed.
6. Click 'Save' to finalize your alterations.

### 5.a. Create Keyword(s)

1. Log into Pure.
2. Click on 'Edit profile'.
3. Click on tab 'Metadata' (see image).



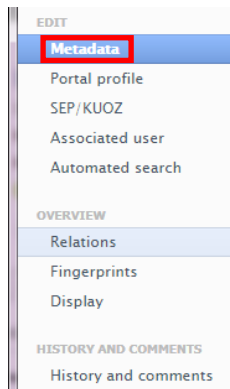
4. Scroll down to 'Keywords' > 'USER CREATED KEYWORDS' and enter the keyword you wish to show on your profile page (see image).



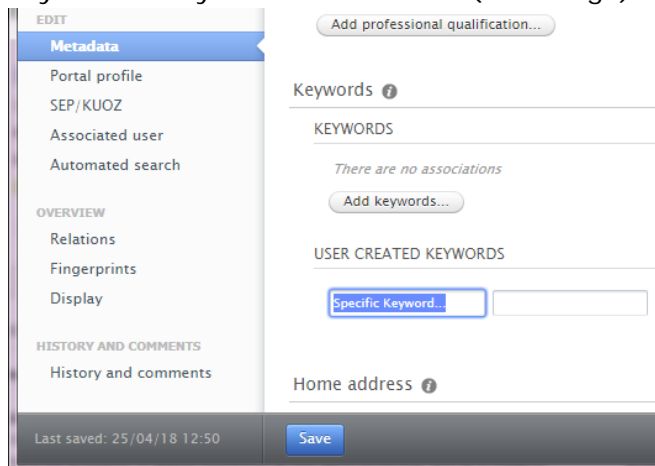
5. To add more keywords use the new input fields which appear after you have entered a text in a previous input field (see red bar in image above).
6. Click 'Save' to store the added keywords.

### 5.b. Remove Keyword(s)

1. Log into Pure.
2. Click on 'Edit profile'.
3. Click on tab 'Metadata' (see image).



4. Scroll down to 'Keywords' > 'USER CREATED KEYWORDS' and click on the keyword field you wish to remove (see image).



5. Select the whole word and click 'Delete' or 'Backspace' button on your keyboard to remove it.
6. Repeat steps 4-5 until all unwanted keywords are removed.
7. Click 'Save' to store your changes.