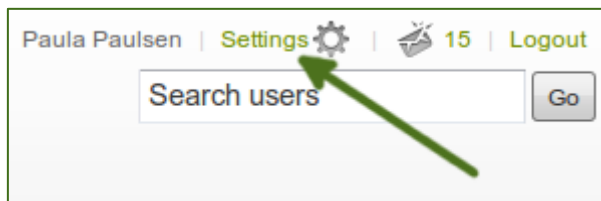


# 7. Settings

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## 7.1. Account settings

The account settings of a user can be accessed via the **Settings** page. It is located in the top right-hand corner next to **Inbox** and **Logout** in a standard Mahara instance.



*Link to the **Settings** page*

### 7.1.1. Change profile URL

### Change profile URL

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**Profile URL**

http://  /user/

A personalised URL for your profile page. This field must be 3-30 characters long. Only lowercase letters from a-z, numbers and - are allowed.

*Change profile URL*

If you see this option, you can choose an identifier for your profile page. Per default, your username is chosen. Your identifier must be 3-30 characters long. You can only use lowercase letters from a-z, numbers and - (hyphen).

Your profile page is then accessible via the URL <http://url-to-your-mahara-site/user/your-chosen-name>.

*Though you can change the URL to your page at any point, you shouldn't do that because people who already know the URL to your page will not be able to access it anymore after you have changed it.*

### 7.1.2. General account options

The general account options are visible to all users no matter whether you can change your username and password or not.

## General account options

Friends control

1

☐ Nobody may add me as a friend

☒ New friends require my authorisation

☐ New friends are automatically authorised 

i

HTML editor

2

☒

i

Default license \*

Creative Commons Attribution Share Alike 3.0

3

i

The default license for your content.

Disable email

4

☐

i

Messages from other users

☐ Do not allow anyone to send me messages

☐ Allow people on my friends list to send me messages 

5

☒ Allow anyone to send me messages 

i

Language

Site default (English)

6

i

Theme

Default

7

i

Show controls to add and remove columns when editing a page

8

☐

i

Multiple journals

9

☒

By default, you have one journal. If you would like to keep more than one journal, check this option.

Maximum tags in cloud

20

10

Maximum number of tags to display in your tag cloud

Hide real name

11

☐

Check this box if you have set a display name and do not want other users to be able to find you by your real name in user searches.

Homepage information

12

☒

i

Display information about how to use Mahara on the homepage.

Mobile upload token

13

[+]

i

Resize large images on upload

14

☐

If checked, the option "Automatic resizing of images" will be enabled by default, and images larger than the maximum dimensions will be resized when they are uploaded. You can disable this default setting for each image upload individually.

Device detection

15

☒

Enable mobile device detection when browsing this site.

16

Save

*View and change your general account options*

1. **Friends control:** Choose whether other users may add you to their friends list. If you are added to a friends list, the owner of that list is added to your list as well. When you remove someone from your friends list, you are also removed from their list. Your settings options are:
  - **Nobody may add me as a friend:** Other users do not see the option to add you as a friend.
  - **New friends require my authorisation:** Before someone can add you to their friends list, you must give your approval.
  - **New friends are automatically authorised:** You accept all friend requests automatically.
2. **HTML editor:** An HTML editor is available for use in some sections of the site. This is known as a 'What you see is what you get' (WYSIWYG) editor. It allows you to apply formatting to your text like in a word processor. If the editor is turned off, you can only enter plain text without any formatting like making text bold or colourise your text. If you do not have this option, the site administrator may have disabled it.
3. **Default license:** When the site administrator enabled **License metadata** in the general site settings, you can select your default license for your content that you create or upload. The default setting is "None selected", which means that you reserve all copyright.

You can choose any license from the drop-down menu that suits most of your content best. If you upload an artefact by another person that was published under a different license, you can choose that particular license on the artefact's settings.

4. **Disable email:** Use this setting to stop the site from sending you emails. It is advised that you generally regulate what is sent via email and what is not in the notifications.
5. **Messages from other users:** Use this setting to choose who you wish to receive messages from. Use the notifications area to decide how you will receive these messages. Your options are:
  - **Do not allow anyone to send me messages:** Other users are not able to send you any messages.
  - **Allow people on my friends list to send me messages:** Only your friends can contact you in the system and send you a message.
  - **Allow anyone to send me messages:** Any user, no matter whether they are your friends or not, can contact you.

*These restrictions do not apply to users with 'administrator' or 'staff' access.*

6. **Language:** If your Mahara instance is offered in multiple languages, you see this option and can choose in which language you want to navigate the site. The menu items and the contextual help appear in the language you have chosen. However, the content of portfolios or groups does not switch to that language automatically.
7. **Theme:**
  - If you belong to multiple institutions, you can choose the institution theme with which you wish to browse the site. Other users will see your pages in their own theme as this setting is not for choosing page themes.
8. **Show controls to add and remove columns when editing a page:** You can add the **Add** and **Remove** buttons in the page editor to change the number of columns in a portfolio page quickly, see edit layout.
9. **Multiple journals:** By default, you have one journal. If you check this box, you will be able to create more journals. Once you have chosen this option, it will disappear from your accounts settings page unless you only have one journal again.

*If you are using Moodle to export data to Mahara, you should enable multiple journals as content that is transferred using the Leap2A option is often placed into a new journal.*

10. **Maximum tags in cloud:** Decide how many tags you wish to display in your personal tag cloud in the sidebar in **Content** and **Portfolio**.
11. **Hide real name:** If you tick it, others can only search for you using your display name.
12. **Homepage information:** Choose this option if you want to display the quick links on your dashboard.
13. **Mobile upload token:** Enter a token, e.g. a word, here and on your Android phone or iPhone to enable uploads from MaharaDroid and PortfolioUp. Your token changes automatically after each upload. You can enter multiple mobile upload tokens allowing you to use all your mobile devices to upload to one Mahara site.
14. **Resize large images on upload:** If you enable this option, all large images will be resized to the maximum dimensions per default. You can disable this setting for the upload of individual images.
15. **Device detection:** If you enable this option and browse the site via a smartphone or tablet, you will only see functionality that can be handled comfortably on a mobile device. If you do not enable this option, you will see the site as it is on a mobile device. On small devices, the menu will change to a mobile-friendly one though.
16. Click the **Save** button when you have finished making your changes.