

## How to Prepare for the next LinkedIn Profile Update

In September 2016, LinkedIn announced a redesign of its desktop (non-app) user interface. The announcement noted, “This is the largest redesign since LinkedIn’s inception.” The design update is expected to bring the desktop experience closer to what users of the LinkedIn mobile app are used to seeing.

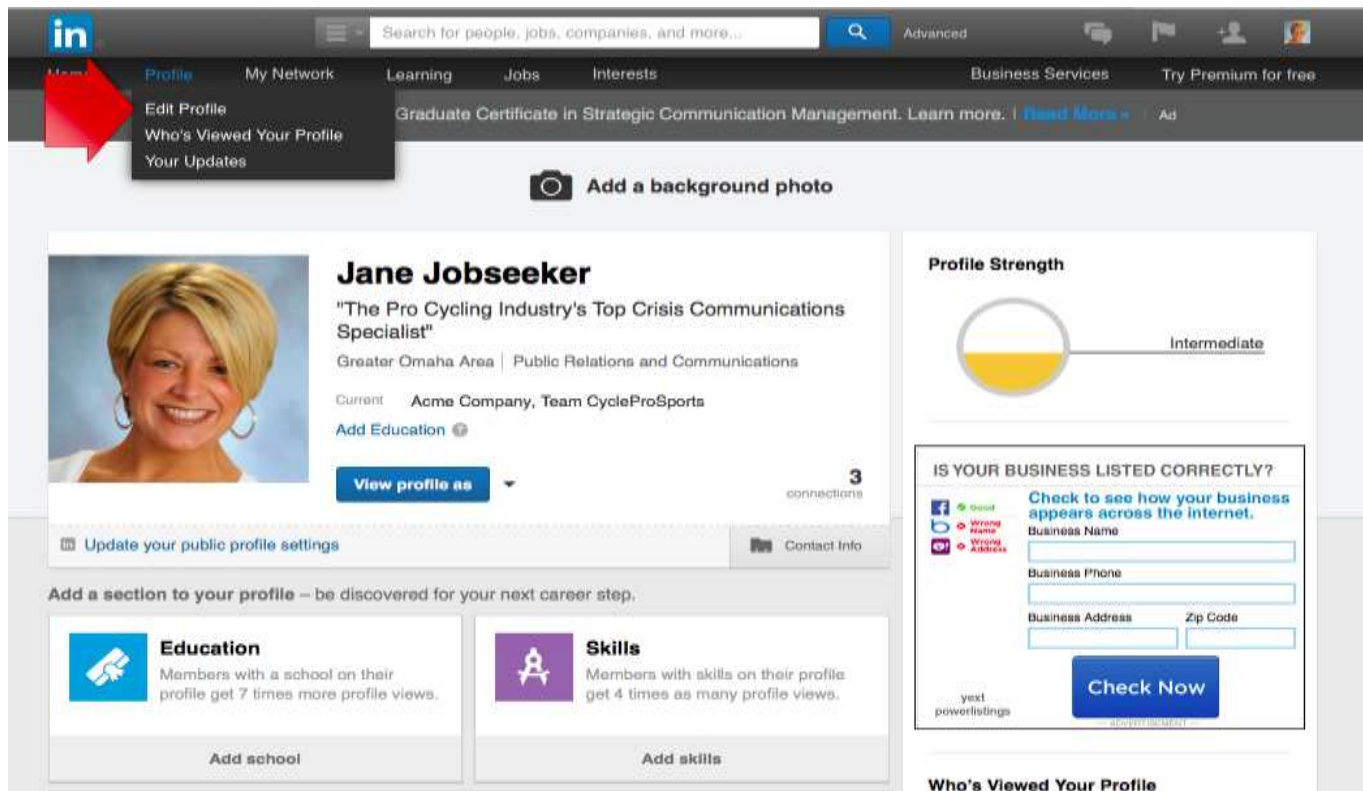
More important than how LinkedIn will look once the redesign is rolled out is what features will — or won’t — still be included.

In the past, when LinkedIn has refreshed its user interface, it has removed features. In anticipation that this may happen with the forthcoming redesign, you should consider backing up your LinkedIn profile right now, so you don’t lose any data. This exercise will take you 5-10 minutes at most.

### There are two things to do:

The first is to save a PDF of your profile. This will save the content in your profile only (no photos or graphics).

Log into your account and click on “Edit Profile” under the “Profile” menu.



The screenshot shows the LinkedIn profile of Jane Jobseeker. The top navigation bar includes 'Home', 'Profile', 'My Network', 'Learning', 'Jobs', 'Interests', 'Business Services', and 'Try Premium for free'. A red arrow points to the 'Edit Profile' option under the 'Profile' menu. The profile header includes a profile picture, the name 'Jane Jobseeker', and the headline '"The Pro Cycling Industry's Top Crisis Communications Specialist"'. The current company is listed as 'Acme Company, Team CycleProSports'. There are 3 connections shown. Below the profile header are sections for 'Education' and 'Skills'. A 'View profile as' button is visible. On the right side, there is a 'Profile Strength' gauge showing 'Intermediate' and a 'Check Now' button for business listing verification.

Next, click on the blue “View profile as” button and it will show the dropdown menu.

**Jane Jobseeker**  
"The Pro Cycling Industry's Top Crisis Communications Specialist"  
Greater Omaha Area | Public Relations and Communications  
Current Acme Company, Team CycleProSports  
Add Education ⓘ  
**View profile as** ▼ **3** connections  
Update your public profile settings Contact Info

Choose "Save to PDF" and it will immediately save a PDF of your LinkedIn profile to the default download location on your computer.

**Jane Jobseeker** ✎  
"The Pro Cycling Industry's Top Crisis Communications Specialist" ✎  
Greater Omaha Area | Public Relations and Communications ✎  
Current Acme Company, Team CycleProSports ✎  
Add Education ⓘ  
**View profile as** **View recent activity** **3** connections  
Ask to be recommended  
Create profile in another language  
**Save to PDF**  
Manage public profile settings  
Change photo  
Update your public profile settings  
Add a section to your profile – be discovered for your  
**Education**  
Members with a school on their profile get 7 times more profile views.  
Add school  
**Skills**  
Members with skills on their profile get 4 times as many profile views.  
Add skills  
View More

You'll be able to open the PDF and view your content.

# Jane Jobseeker

"The Pro Cycling Industry's Top Crisis Communications Specialist"

jancy.jobseeker@gmail.com

---

## Summary

In the competitive world of professional cycling, the competition isn't limited to the athletes in the peloton. The teams themselves are also competing -- for sponsors, fan attention, media coverage, race invitations, and social media status.

In my current role as Team CycleProSports' National PR Rep, I grew the team's social media presence by more than 25% in one year, and facilitated more than 12 million fan engagement opportunities online. I also secured stories in all the major cycling industry trade outlets and consumer-facing publications, including "ProCycling Monthly," "Biking News," "Two-Wheeler," and "ProVelo."

I also handled crisis communications for the team, including the controversial finish of the Tour of Africa, and media relations after the bankruptcy of one of the team's major sponsors. The team's owner recognized this effort with a handwritten letter praising my "responsiveness, tact, and diplomacy in effectively handling what could have been a disaster" for the team.

I am currently pursuing offers for the 2013-14 season. (As an independent contractor through Acme Company, I work exclusively with one team each year on a contract basis.) If your professional cycling team is looking to increase your team's profile in the media, with fans, and online, I would love to talk with you about what I can do for you. Click on the "Acme Company Website" link in my profile for full contact information.

I am also interested in connecting with you on LinkedIn if you are a journalist or blogger who covers professional cycling, a race organization official or sponsor, or UCI- or USA Cycling- accredited official.

---

## Experience

### **Public Relations Specialist at Acme Company**

#### **National Public Relations Representative at Team CycleProSports**

November 2011 - Present (5 years 2 months)

Developed the team's social media presence on Facebook, Twitter, and Instagram. Set up profiles for team, riders, and executives on platforms, established social media policies and procedures, and conducted social media training. Grew team's Facebook presence from fewer than 500 fans to 6,000 fans (2013). Engaged with more than 12 million fans online during tenure with team.

The second step is to archive your LinkedIn data.

This will create spreadsheet files (in .csv format) of your LinkedIn account — your connections, contacts, email inbox, positions, and profile. It will also include a “Rich Media” folder with images included on your profile.

In contrast to the PDF of your LinkedIn profile, the spreadsheet files will allow you to copy-and-paste your data into your LinkedIn profile, should you ever need to. In addition, if LinkedIn removes sections with the user interface redesign, you will be able to add this information back into your profile, if you want to.

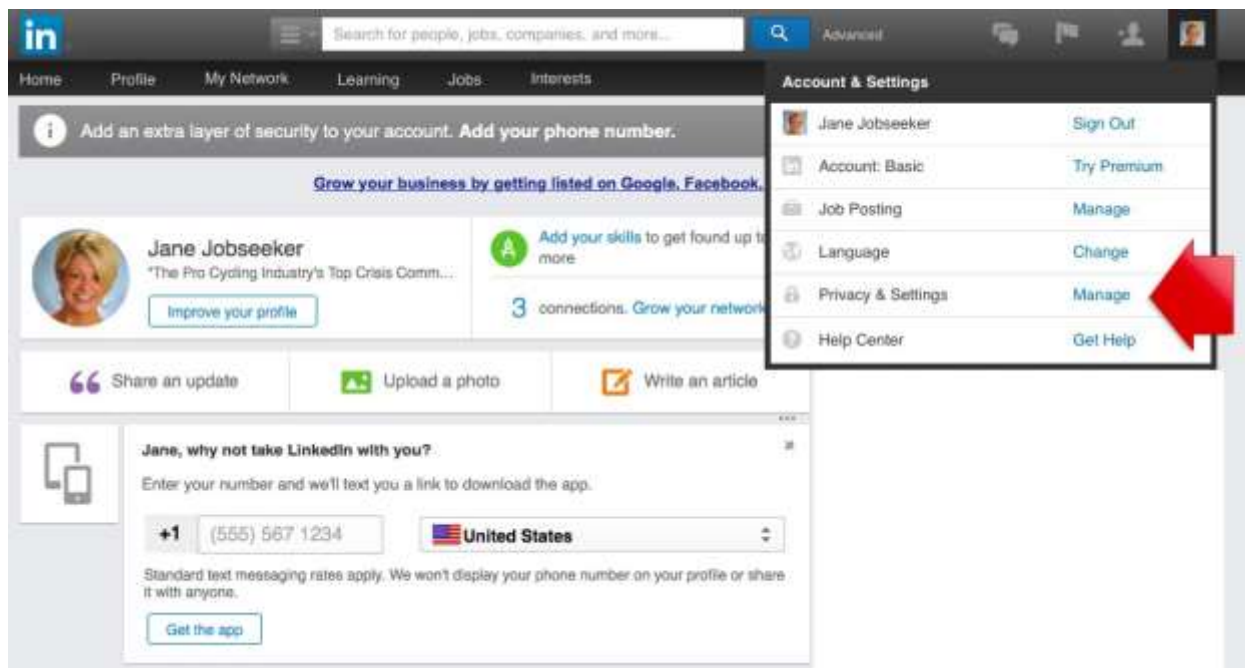
You can find the full listing of what is included in the data archives:

<https://www.linkedin.com/help/linkedin/answer/50191/accessing-your-account-data?lang=en>

Here’s how to get your data archive.

*Note: This feature is only available using the desktop version of LinkedIn, not using the mobile app. Also, because your backup may contain private information, do not download your data using a public computer.*

Click on your profile photo in the upper right hand corner of your LinkedIn profile. On the drop-down menu, click on the blue “Manage” button next to “Privacy & Settings.”



Once on the “Privacy & Settings” page, scroll down to “Getting an archive of your data.” Click on that link.

The screenshot shows the LinkedIn account settings page. The top navigation bar includes the LinkedIn logo, a search bar, and links for Home, Profile, My Network, Learning, Jobs, Interests, Business Services, and Try Premium for free. Below the navigation bar are three tabs: Account (selected), Privacy, and Communications. On the left side, there is a sidebar with 'Basics' selected, and sub-items for 'Third parties' and 'Subscriptions'. The main content area is titled 'Basics' and lists several settings with 'Change' links:

- Email addresses:** Add or remove email addresses on your account. 2 email addresses.
- Phone numbers:** Add a phone number in case you have trouble signing in. 0 phone numbers.
- Change password:** Choose a unique password to protect your account. Last changed: December 2, 2018.
- Language:** Select the language you use on LinkedIn. English.
- Name, location, and industry:** Choose how your name and other profile fields appear to other members.
- Where you're signed in:** See your active sessions, and sign out if you'd like. 2 active sessions.
- Autoplay videos:** Choose if you want videos in your feed to autoplay. Yes.
- Showing profile photos:** Choose whether to show or hide profile photos of other members. Everyone.
- Getting an archive of your data:** Download an archive of your account data, posts, connections, and more.

A red arrow points to the 'Change' link for 'Getting an archive of your data'.

That will open a drop-down menu.

You will be able to choose whether you want a “fast file,” which includes selected information from your account or the “fast file with other data,” which includes account activity and history.

Choose the option you want and click the blue “Request archive” button.

## Getting an archive of your data

Close

Download an archive of your account data, posts, connections, and more

Your LinkedIn data belongs to you, and you can download an archive any time.

We provide your archive in two bundles: "fast file", which includes selected categories of account data, like your profile information, connections, and messages (ready in approximately 10 minutes), and a second bundle that includes your detailed account information, including account activity and history (ready in 24 hours). You can learn more by [visiting our Help Center](#).

Choose the format you prefer.

- Fast file only:** This file includes connections, contacts, recommendations, messages, and profile information such as experience, education, and projects. You'll receive a link to download.
- Fast file plus other data:** You'll receive the data in two bundles over approximately 24 hours.

[Request archive](#)

Once you've made your choice, you will be prompted to enter your password. Once you've done that, click the blue "Done" button.

Choose the format you prefer.

- Fast file only:** This file includes connections, contacts, recommendations, messages, and profile information such as experience, education, and projects. You'll receive a link to download.
- Fast file plus other data:** You'll receive the data in two bundles over approximately 24 hours.

[Request archive](#)

For your security, enter your password to make this change

Password

[Done](#) [Forgot password](#)



You will receive confirmation that your request has been received.

## Getting an archive of your data

Close

Download an archive of your account data, posts, connections, and more

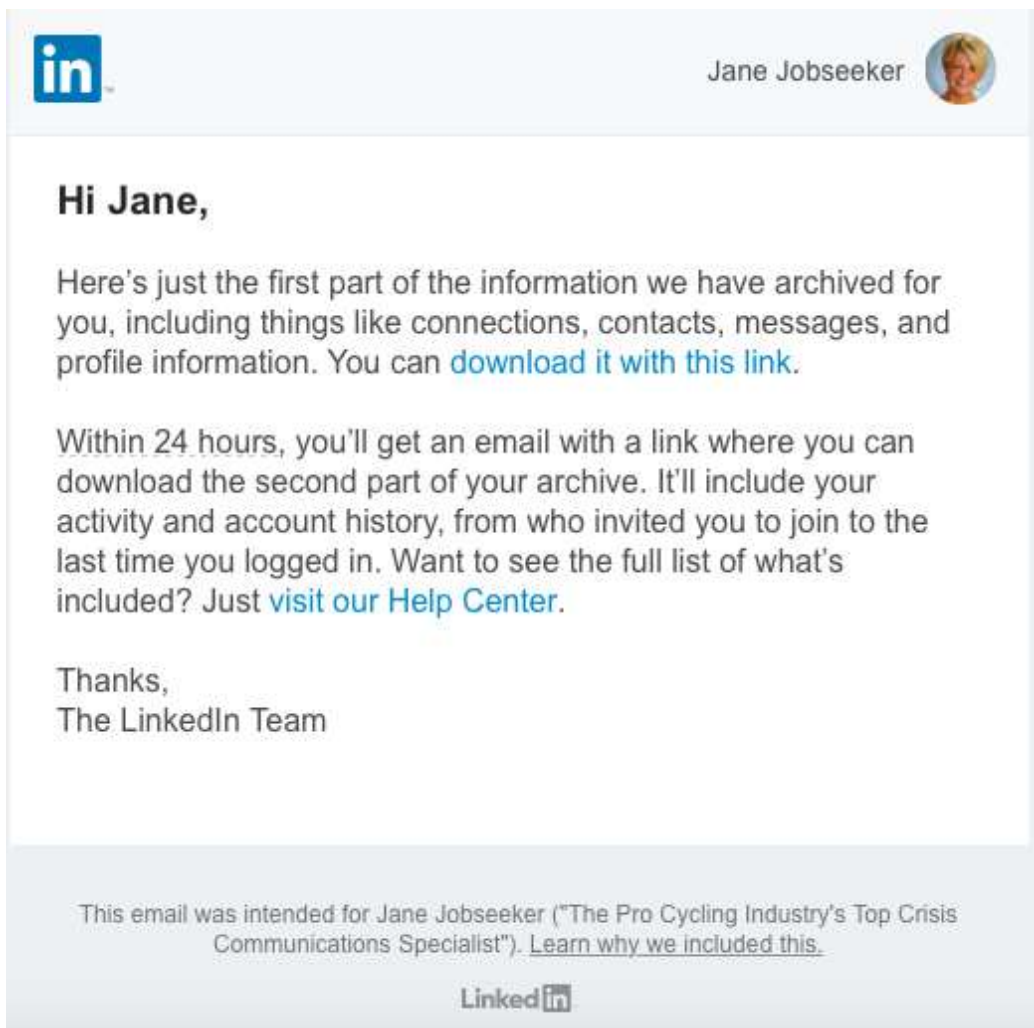
We're preparing your data for download. You'll receive an email from us with a link.

You've requested: Fast file, delivery in approximately 10 minutes, and full data archive, available in 24 hours.

You can learn more by [visiting our Help Center](#).

Request pending

You'll receive a notification email with a download link.



When you click the download link in your email, you will be taken back to your LinkedIn profile, where you will find a blue "Download" link. You have 72 hours to download the file. LinkedIn will send a second email when the rest of the data file is ready (within 24 hours).

## Getting an archive of your data

Close

Download an archive of your account data, posts, connections, and more

First part of your data archive is ready.

Use the button below to download your file any time during the next 3 days.  
You'll receive another email when the second part of your archive is ready.

You can learn more by [visiting our Help Center](#).

[Download](#)

Clicking the “Download” button will create a zip folder. Once you unzip it, you will see the .csv files with your connections, contacts, inbox, positions, profile, and registration information, plus a folder containing your Rich Media.

Name	Date Modified	Size	Kind
Connections.csv	Tomorrow, 3:02 AM	353 bytes	CSV Document
Contacts.csv	Tomorrow, 3:02 AM	1 KB	CSV Document
Inbox.csv	Tomorrow, 3:02 AM	2 KB	CSV Document
Positions.csv	Tomorrow, 3:02 AM	829 bytes	CSV Document
Profile.csv	Tomorrow, 3:02 AM	2 KB	CSV Document
Registration Info.csv	Tomorrow, 3:02 AM	130 bytes	CSV Document
Rich Media	Today, 9:14 PM	--	Folder

For your first-level connections, you'll receive a file that contains First Name, Last Name, Email Address, Current Company, Current Position, and Tags.

First Name	Last Name	Email Address	Current Company	Current Position	Tags
------------	-----------	---------------	-----------------	------------------	------

If you get an error when trying to request your data archive, try it again using a different Internet browser, or try it again later.

If you use a premium LinkedIn Sales Navigator account, export your notes and tags to Sales Navigator. It is rumored that the notes and tags feature is going away with the user interface update.

Log into your Sales Navigator account. Move your cursor over your photo in the top right corner of the Sales Navigator home page and select “Settings.”

Under “Import LinkedIn.com,” click “Import to Sales Navigator” next to “Notes & Tags.”

Now that you've seen how easy this is to do, make it a habit to export your data — once a quarter is probably sufficient if you don't add a lot of new connections regularly, or once a month if you do.

Kara Varner, MAOM, CPRW

President/CEO A Platinum Resume • Certified Professional Resume Writer • **\*\*Resume Branding Expert\*\***

Member: PARW/CC, NRWA, CDI, CTL, MSBA / Colorado Springs Better Business Bureau

Website: <https://www.APlatinumResume.com>

Email: [info@aplatinumresume.net](mailto:info@aplatinumresume.net)

Phone: 719-339-2659

Connect at: [LinkedIn.com/in/karavarner](https://www.linkedin.com/in/karavarner)

Our personalized service makes the difference!

*Edited and published with permission from Bridget Weide Brooks.*