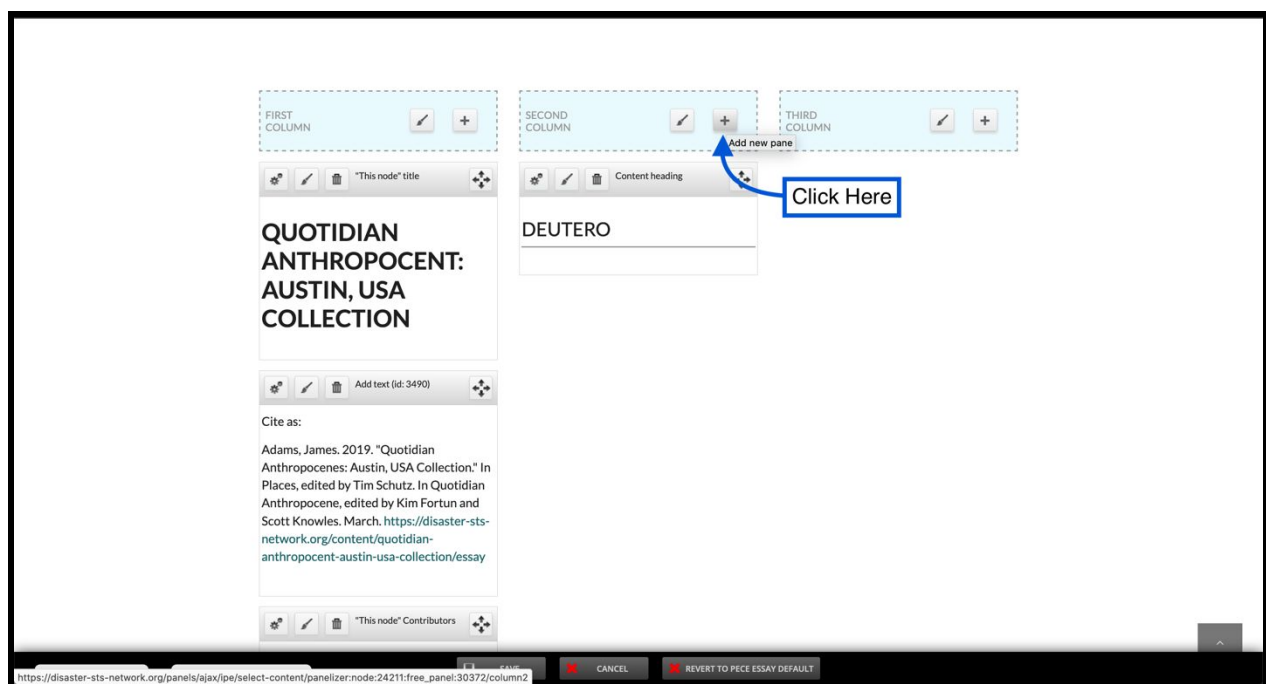


PECE Essay Instructions

Adding an Existing Artifact or Essay

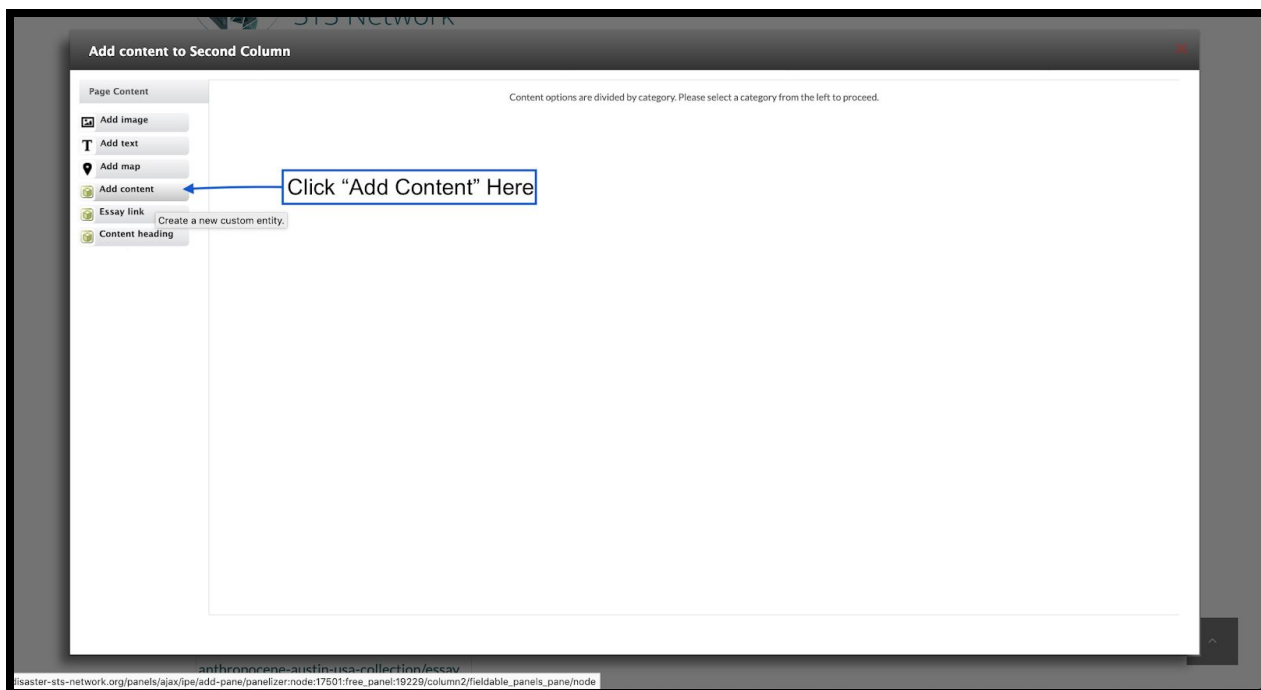
Next, we will add new content that pertains to our new Content Heading. For this example, I will be adding a PDF Artifact, but the process is the same for adding any other type of Artifact (website, audio, image, etc.) or for embedding another PECE Essay, Timeline or Photo Essay. Just be sure to type in the correct name of the content you would like to add and make sure that the correct content shows up in the Preview Window (See below, Steps 2 and 3).

1. To begin, we will once again click the “Plus Sign” in order to view the Add Content Window. This time, however, we will be selecting the Plus Sign at the top of the Column 2, above our new Content Heading.

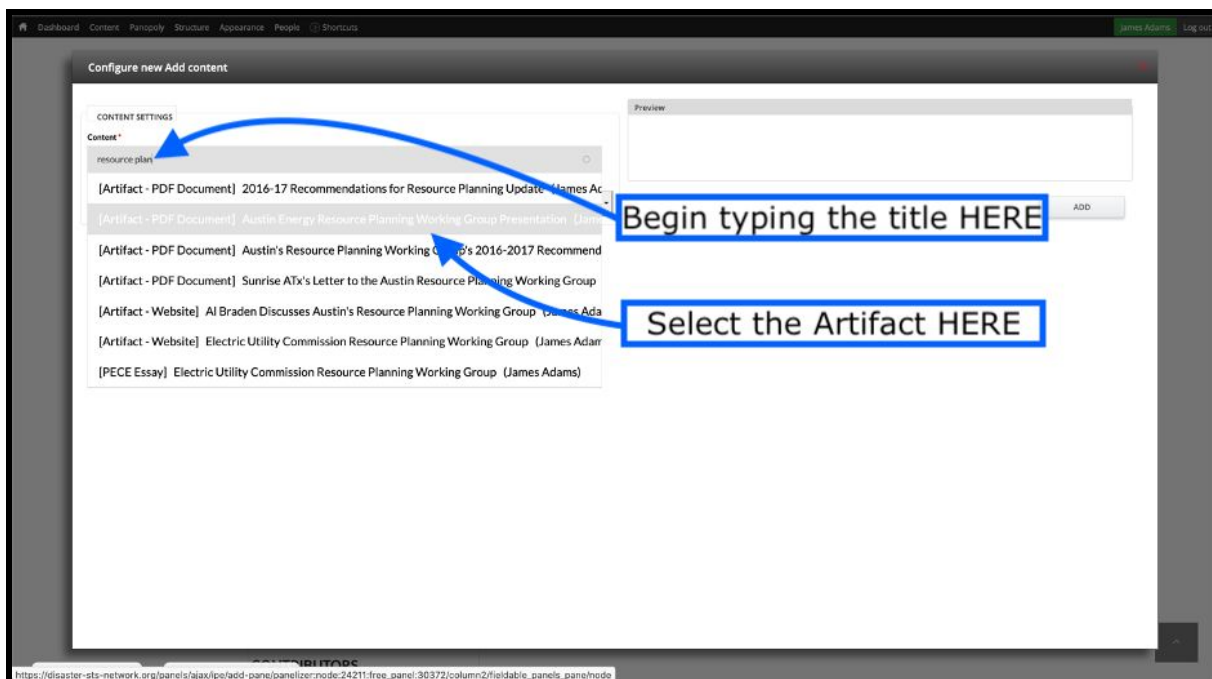


PECE Essay Instructions

- This will once again bring up our “Add Content” window. This time around, as we are adding already existing content, we will select the “Add Content” option.

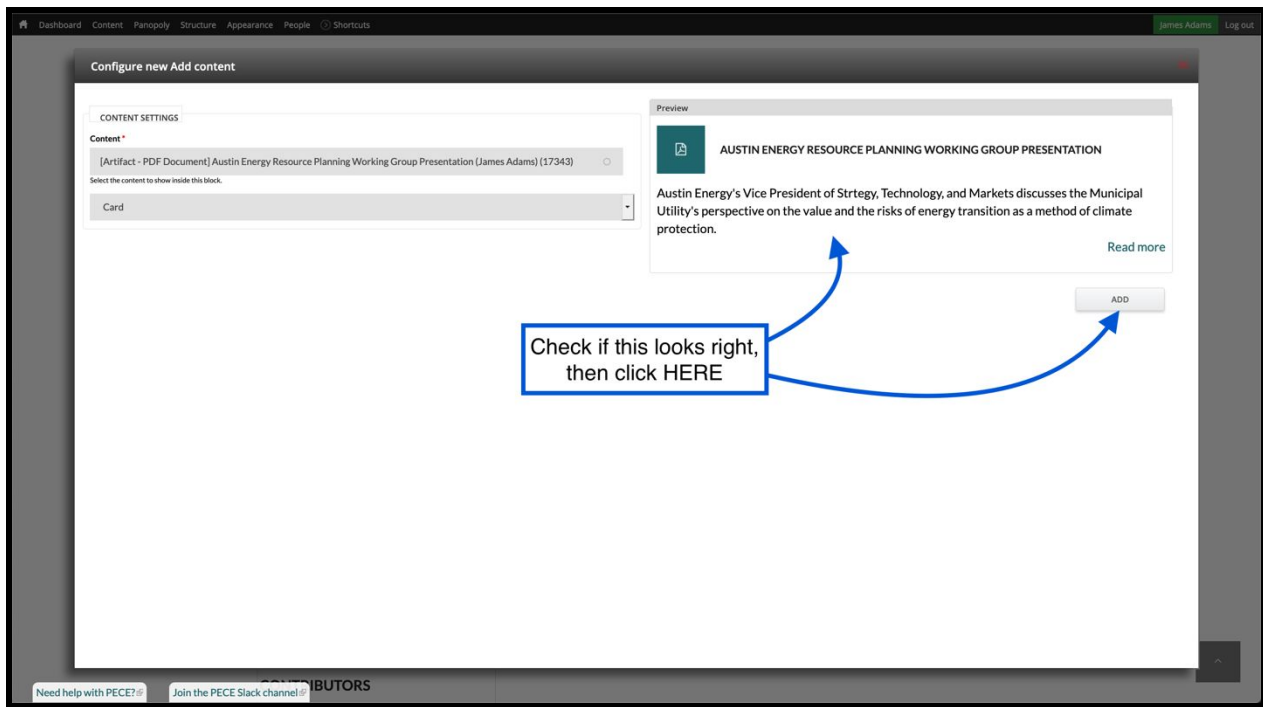


- You should now see the “Configure new Add content” screen. Begin typing the name of the Artifact or Essay that you would like to add. The correct Artifact/Essay should then pop up in the content suggestion window below. Click the title of your desired artifact/Essay.



PECE Essay Instructions

4. Your Artifact/Essay will then show up in the Preview window. Check to make sure you have selected the desired Artifact/Essay, and then click the “ADD” button.



- Note that the Artifact or Essay must already exist before you are able to add it to your PECE Essay. In other words, you cannot create a new Artifact within the PECE Essay editor. If you would like to add an Artifact or Essay that you have not yet created, you might want to open up a new browser tab or window in order to create and publish this Artifact/Essay before returning here (for instructions on creating artifacts, see [this tutorial](#)).

PECE Essay Instructions

5. You should now see the Artifact/Essay at the top of Column 2 of your PECE Essay. Click the “grey bar” at the top of the Content Heading to reposition it above your new Artifact/Essay (See more details on this step above at Step 5 of “Adding a Text Box”).

The screenshot displays the PECE Essay editor interface. It features three columns: 'FIRST COLUMN', 'SECOND COLUMN', and 'THIRD COLUMN'. The 'SECOND COLUMN' contains a content heading 'AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION' and a text box. A yellow bar is highlighted at the top of the content heading, with a blue arrow pointing to it from a 'Drag Here' box. Another blue arrow points to a grey bar at the top of the text box from a 'Click Here' box. The 'FIRST COLUMN' contains a title 'QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION' and a citation. The bottom of the screen has a navigation bar with buttons for 'Need help with PECE?', 'Join the PECE Slack channel!', 'SAVE', 'CANCEL', and 'REVERT TO PECE ESSAY DEFAULT'.

Congratulations! Your Artifact/Essay should now be added and in the correct position!