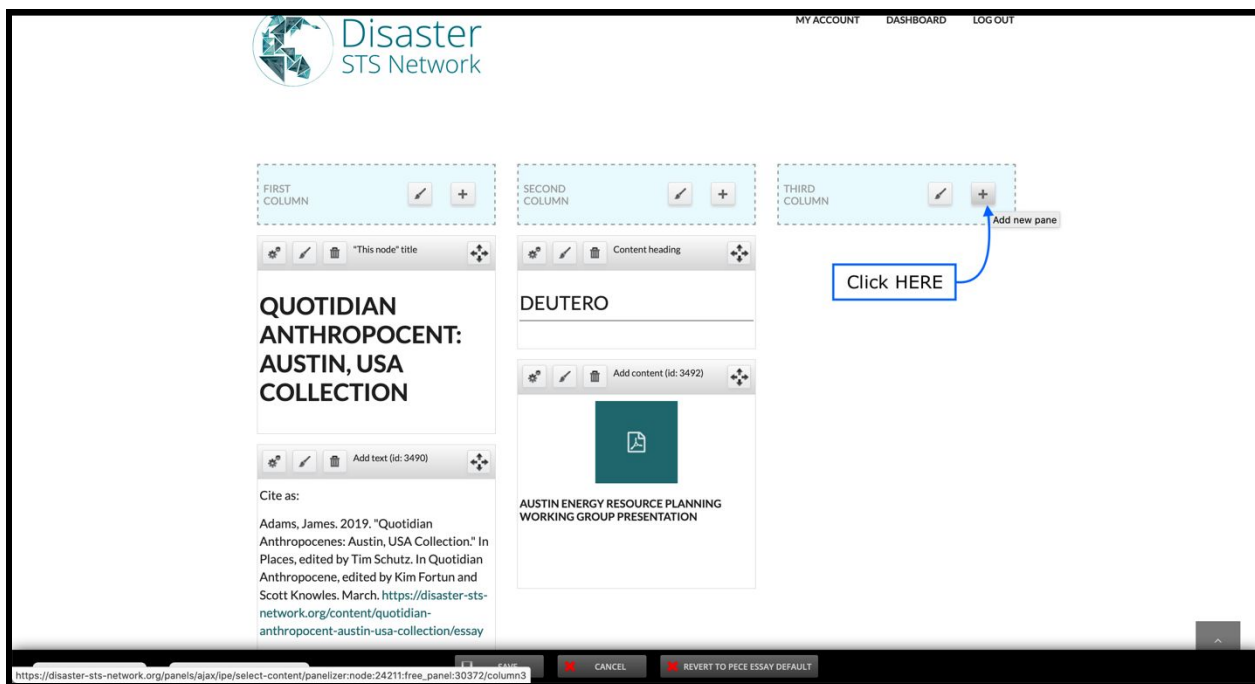# PECE Essay Instructions

Adding a Freestanding Image

The first point to realize when electing to add a Freestanding Image to your PECE essay is that this is **not** the same thing as adding an Image Artifact. Freestanding Images do not enable you to re-embed the image in other essays or record the same level of detailed metadata and critical commentary. Furthermore, you cannot annotate a Freestanding Image in the same way that you can annotate an Image Artifact (find more on how to annotate HERE). Thus, if you plan to embed this image in multiple PECE Essays or Photo Essays, or if you would like the ability to annotate this image, you might decide to go through the process of creating an image artifact (see another tutorial on artifact HERE).

That being said, there are also many good reasons why you would like to add a Freestanding Image to your PECE Essay. They can add interest and spruce up the look of an otherwise text heavy essay. Freestanding Images can also serve as aesthetically pleasing links out to other PECE or non-PECE content.

In this section, we will be creating an image with a link that will enable us to forgo the process of embedding a PECE Essay and also skip over the essay's Metadata Page to link directly to the essay's Content Page.

1. To add a Freestanding Image into a PECE Essay, first select the Plus Sign at the top of the desired Column. Let's choose Column 3 this time.


2. This will bring us to the "Add Content Window" which will display a list of Page Content options down the left side. We will select the "Add Image" option.

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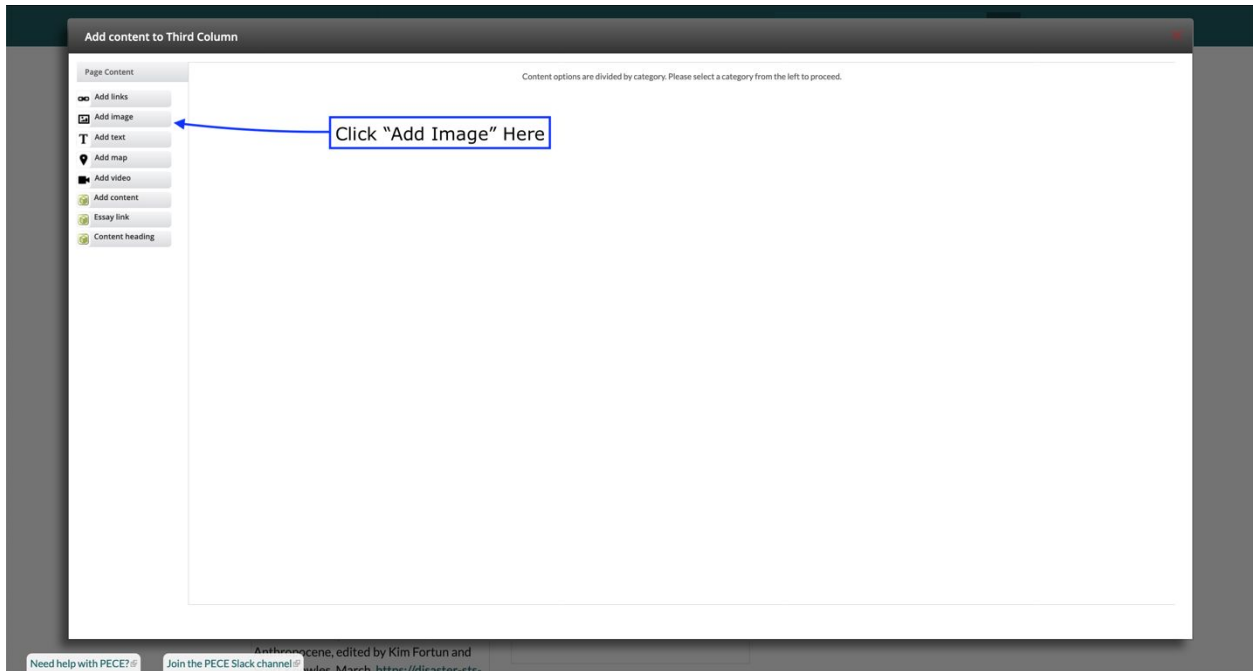
You will then arrive at the "Configure new Add Image" window. Here you will be able to select and upload your image and add a number of other options including a Title, Caption, Alternative Text, and a link to other PECE or non-PECE content.
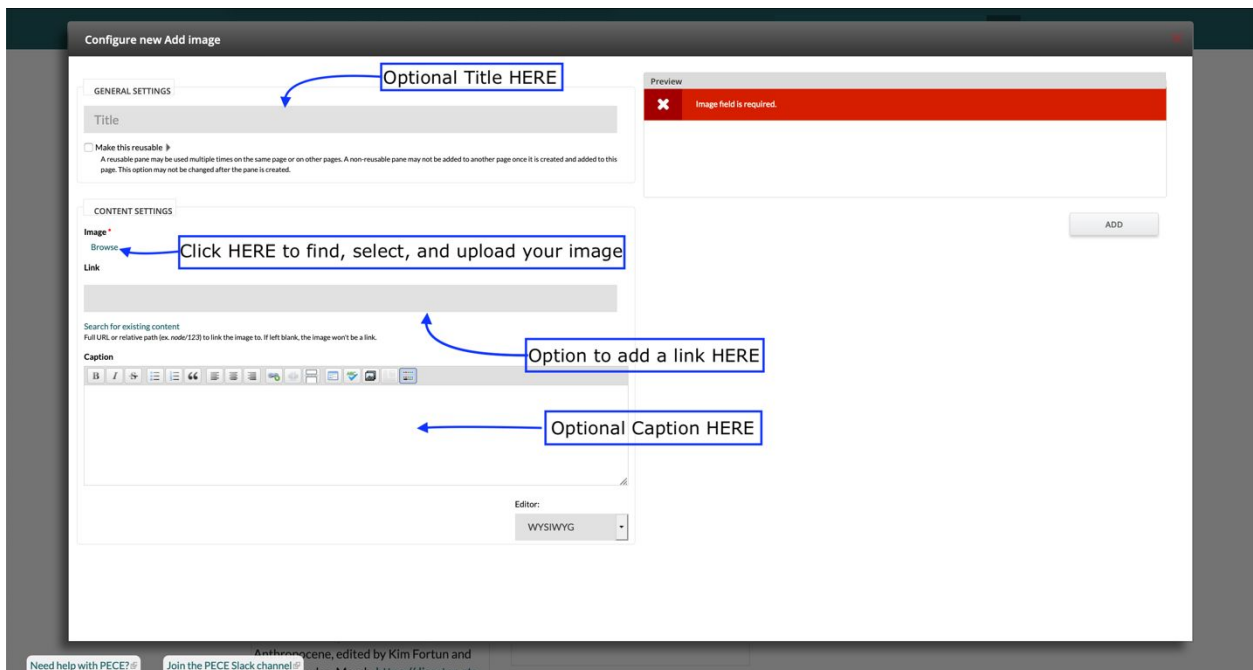

For this example, I will be inserting the image below and linking it to the Quotidian Anthropocene project page, which is the larger, encompassing project to which the Austin PECE Essay belongs.
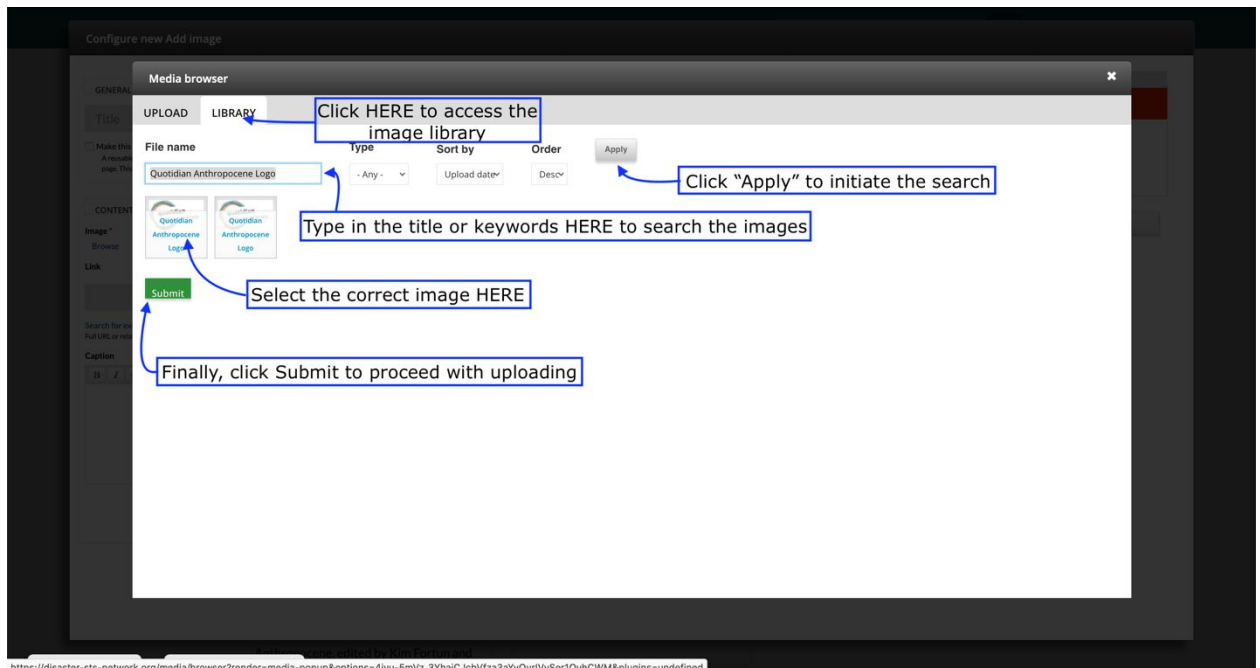
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3. Once you are in the Configure Add new Image window, first click the "Browse" link to open the Media Browser window. Here, you will have two options on how to proceed.
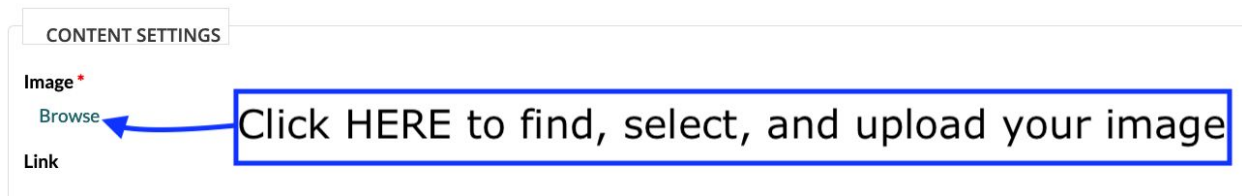

4. If the image has already been uploaded and saved to the platform library, you can click the library tab at the top of the page. Type in the title or keywords of the image in the search engine and click apply. Once the correct image shows up, click the image to select it and then click "Submit." (If this is your option, skip Steps 5-7 and pick up at Step 8).

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5. Alternatively, if the image you are looking for is on your computer, click "Browse" under where it says "Upload a new file." This will bring up your computer's file browser which you can use to search for your image. Once you have found the desired image from your files and click "Open."
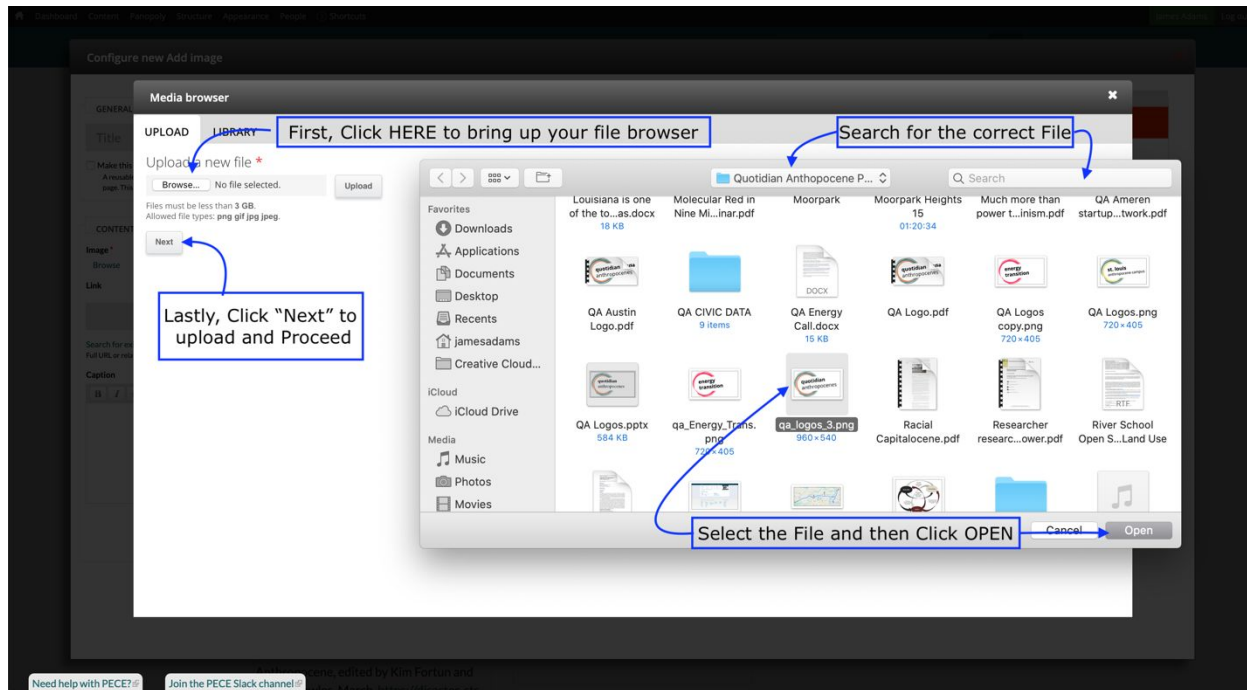
6. Next, choose whether you would like the files to be public on the webserver or private on Drupal. This is set to "private files served by Drupal" by default for a reason; don't think about it and just click "next."

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7. You will then be given the chance to rename the image, provide alternate text (to make the images more accessible), and/or title text. Click Save to Proceed.

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8. Once you have either saved your upload or selected your image from the Library, you will be redirected back to the Configure new Add Image window. You should now see a preview of your image in the Preview Window at top right. Here, you will have the opportunity to add a title, specify Alternative Text, embed a link in the image, or add an image caption. As my image is just the title of the essay, I will leave the title blank to avoid redundancy. I will, however, add Alternate Text to improve my PECE Essay's accessibility. I will also take advantage of the Link feature to link to the Quotidian Anthropocene's Project Page.

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9. Once you have all of your specifications filled the way you want them, click "ADD" to save your work and add your Freestanding Image into your PECE Essay.
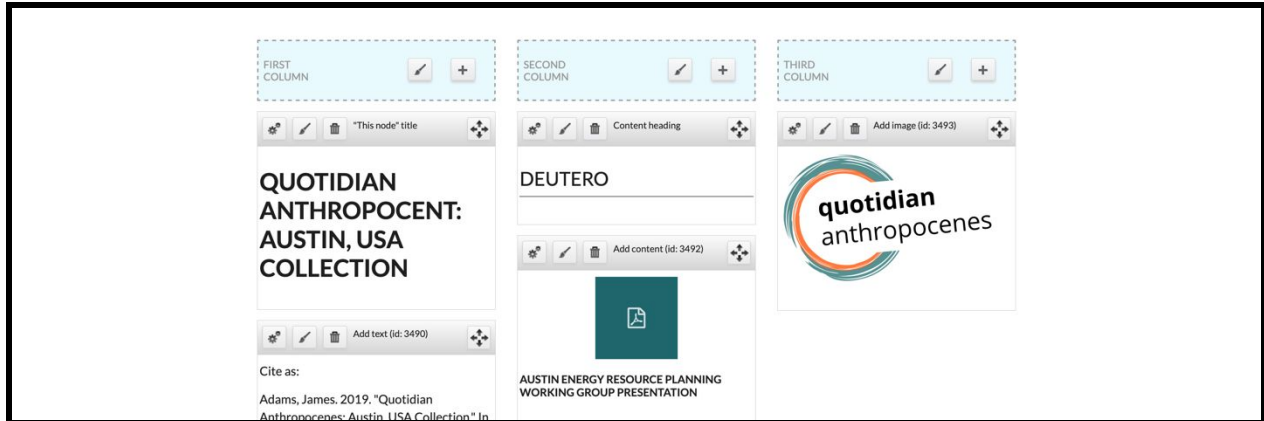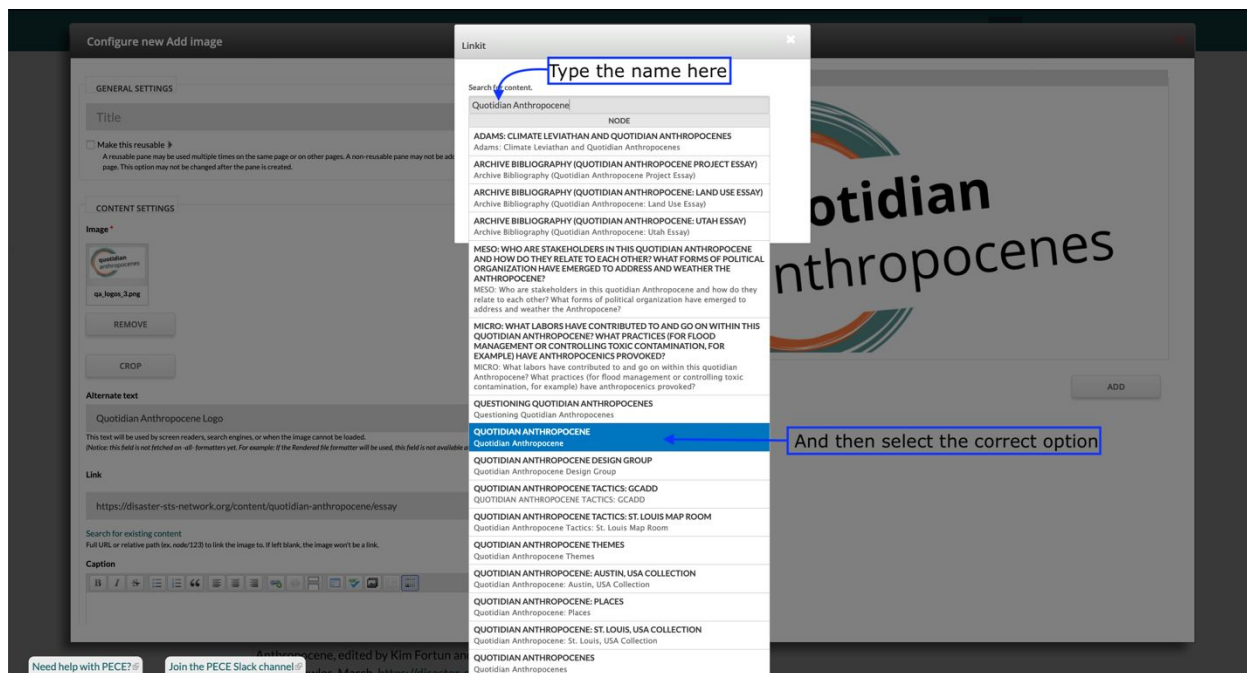

10. It is worth noting that the Configure Add Image page also has a different option to link to other PECE content through the "Search for existing content" feature.
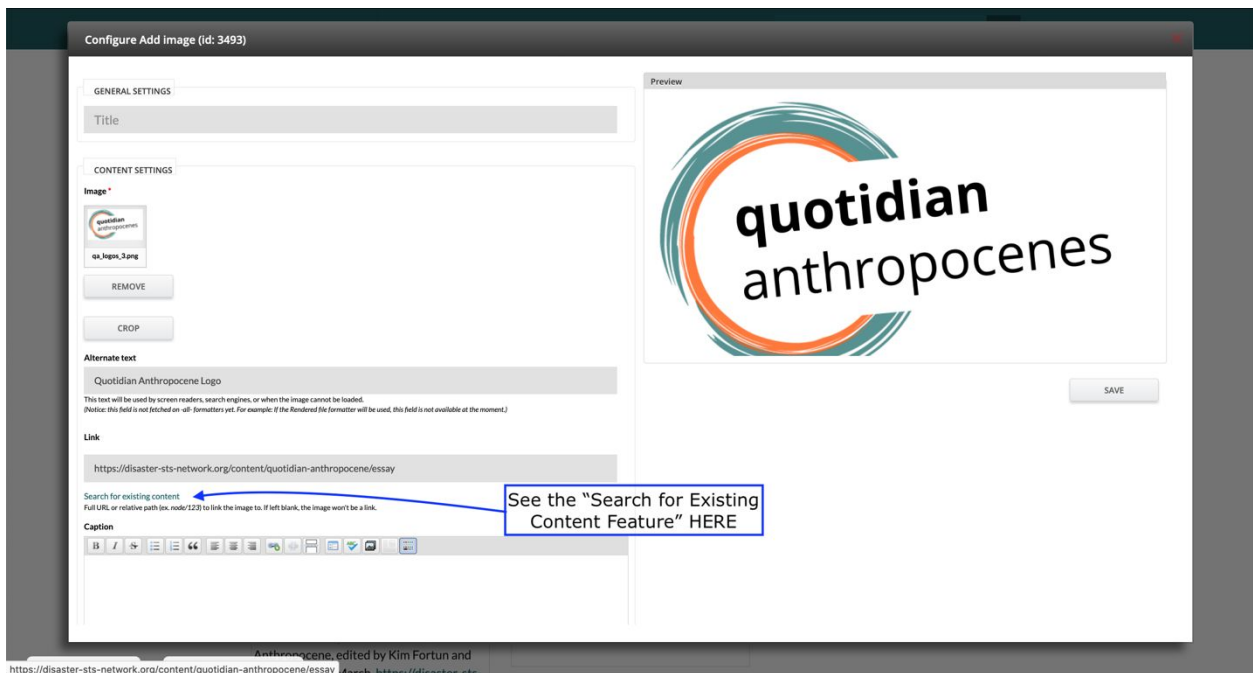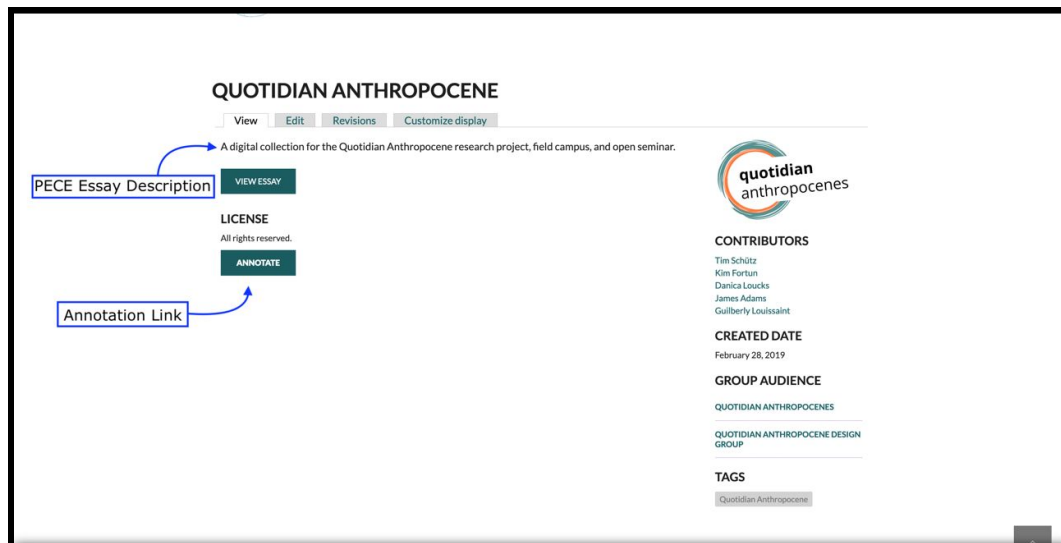
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Clicking this link will open up a search window for PECE content. Use this feature by typing in and then selecting the name of the Essay or Artifact to which you would like to link.

The difference between this option and the first is that, much like adding existing Essays or Artifacts to a PECE essay (See the section above), using the "Search for existing content" feature will always link to an Essay's Metadata page.

This might be desirable, for instance, if you have important information in the Essay's Description that you want the reader to see. You may also want to link to the Metadata page if you are using the link to direct users to an essay that you are asking them to Annotate (see this tutorial on annotations), as the Metadata page also holds the annotation link.

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However, in this case, we are using this link to show a connection between our PECE essay on the Quotidian Anthropocene in Austin and its overarching project on Quotidian Anthropocenes that focuses on many different locales. Thus, we should choose to copy and paste the link to the essay's Content Page into the link window (shown in the image above under Step 8). This way, the viewer is taken directly to a page which has much more information about the QA project. Note that viewers can still access the metadata page by the link on the left-hand side under the "Navigation" heading.