

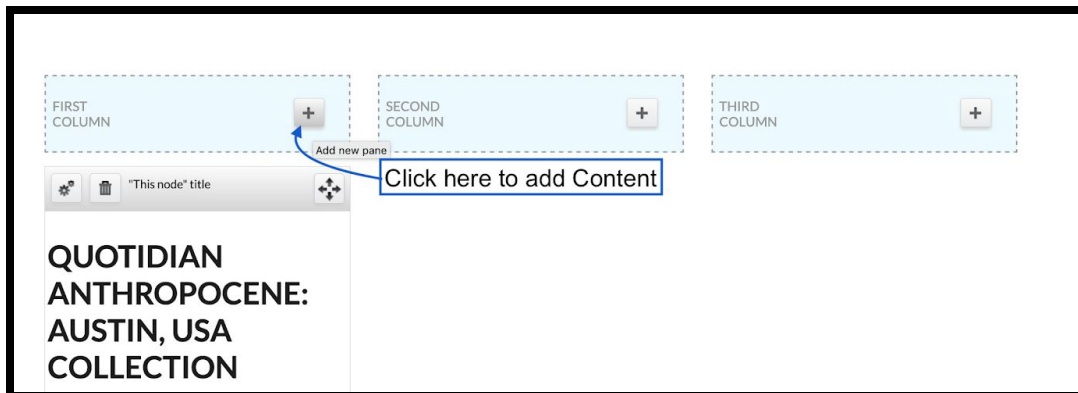
PECE Essay Instructions

Adding a Freestanding Text Box

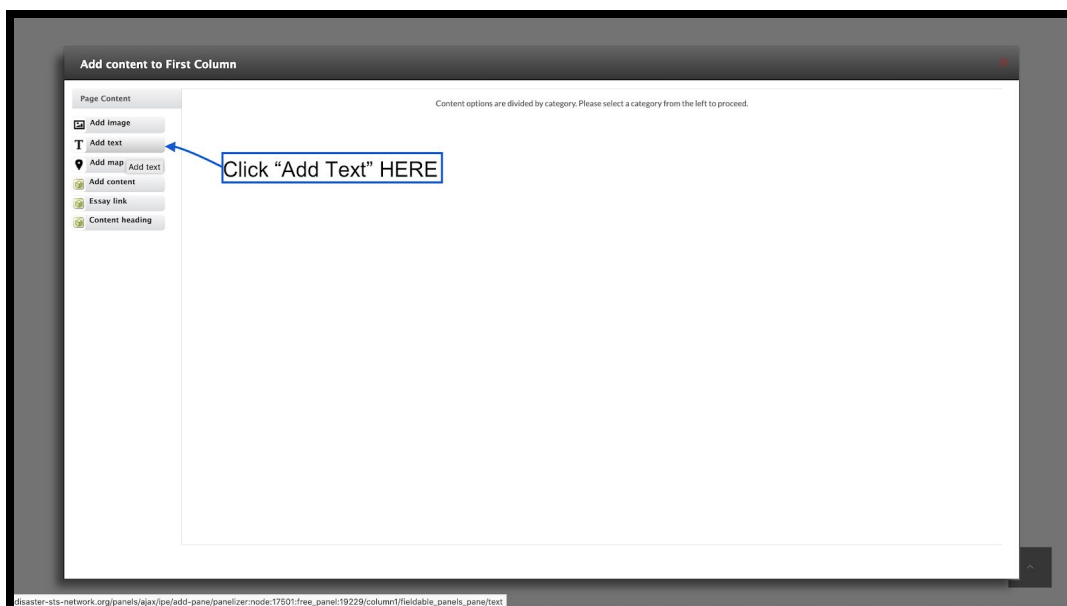
The first type of content we will add is a suggested citation, which we will add to Column 1.

We could go about adding our suggested citation in (at least) two ways. We could navigate back to our dashboard and create this citation as a *Text Artifact* and then embed this artifact as content (For instructions on creating artifacts, see [this tutorial](#)). Creating the citation as an artifact would enable us to embed the same Text Artifact in multiple essays. However, because each citation will be particular to its corresponding essay, there is no need to create an artifact. So, instead, we will simply add the citation as a freestanding Text Box in the essay.

1. To add a Text Box to a desired column, first click the “Plus Sign” at the top of the column, in the blue box.



2. This will bring up the “Add Content Window,” which lists a number of options of possible content types you can add to your essay. For our Suggested Citation, will click “Add Text.”



PECE Essay Instructions

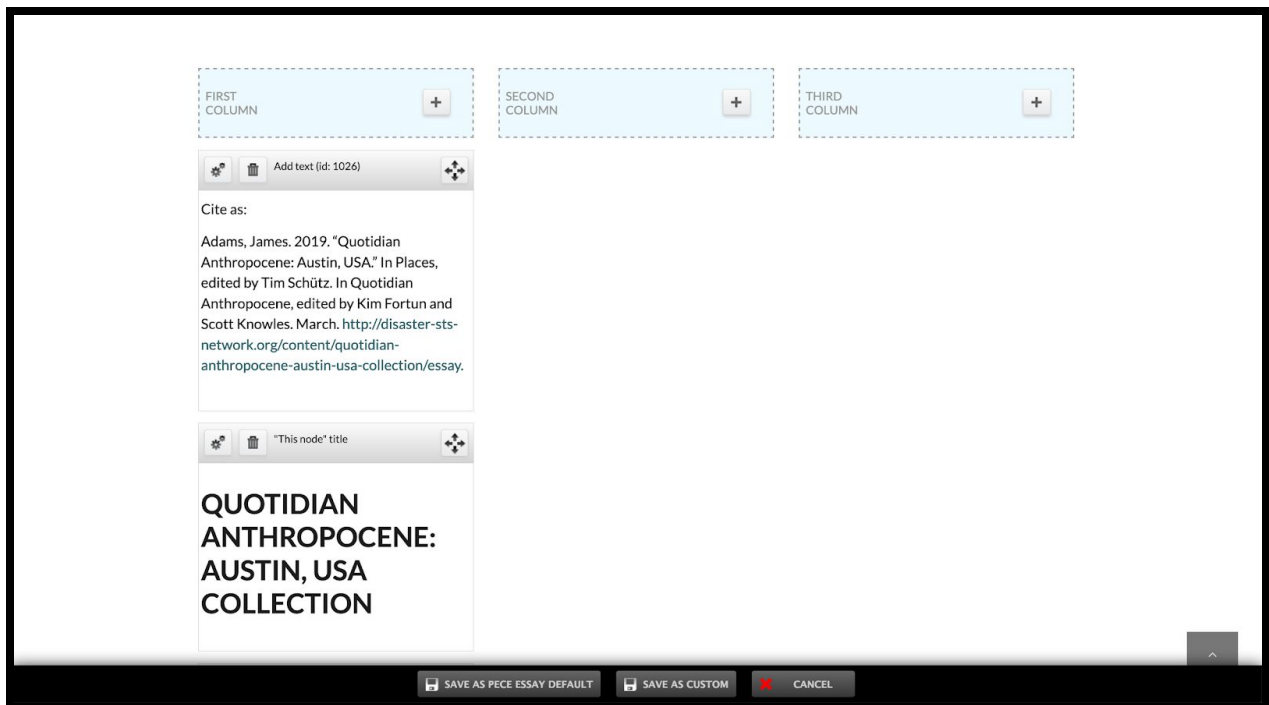
- The Text box will have the *option* of adding a title, but this is not necessary for our purposes. So we will leave the Title Pane blank.

Instead, click within the “Text” pane and type your Suggested Citation, according to the instructions given in your Project Style Guide. In the top right corner, the “Preview” window will show you what your Text Box will look like in your essay, once it has been created. If you like how your Text Box looks, click “Add” to finalize it.

The screenshot shows the 'Configure new Add text' dialog box. It is divided into two main sections: 'GENERAL SETTINGS' and 'CONTENT SETTINGS'. In the 'GENERAL SETTINGS' section, there is a 'Title' field with a callout box pointing to it that says 'OPTIONAL Title HERE'. Below this is a checkbox for 'Make this reusable'. The 'CONTENT SETTINGS' section contains a rich text editor with a toolbar and a 'Cite as:' label. The text in the editor is: 'Adams, James. 2019. "Quotidian Anthropocene: Austin, USA." In Places, edited by Tim Schütz. In Quotidian Anthropocene, edited by Kim Fortun and Scott Knowles. March. <http://disaster-sts-network.org/content/quotidian->'. A callout box points to this text area with the instruction 'Type Your Desired Text HERE'. To the right of the editor is a 'Preview' window showing the same text as it would appear in the essay. A callout box points to this preview with the instruction 'Preview Your Text Box HERE'. Below the preview is an 'ADD' button, with a callout box pointing to it that says 'Then Click HERE to Finalize It'. The dialog box also has an 'Editor:' dropdown menu set to 'WYSIWYG'.

PECE Essay Instructions

- This will take you back to the Customization Page of your PECE Essay. As you can see, our new Text Box is automatically placed at the top of the column, above our essay Title.



- We can fix this by selecting the Title Pane--clicking the grey/silver rectangle at the top of the pane--and dragging it above the "Cite as" Text Box. Immediately after selecting the Title Pane, you will see a yellow rectangle indicating where the new position of the title pane will be. Once the yellow rectangle is at the top of the column, release the mouse.

