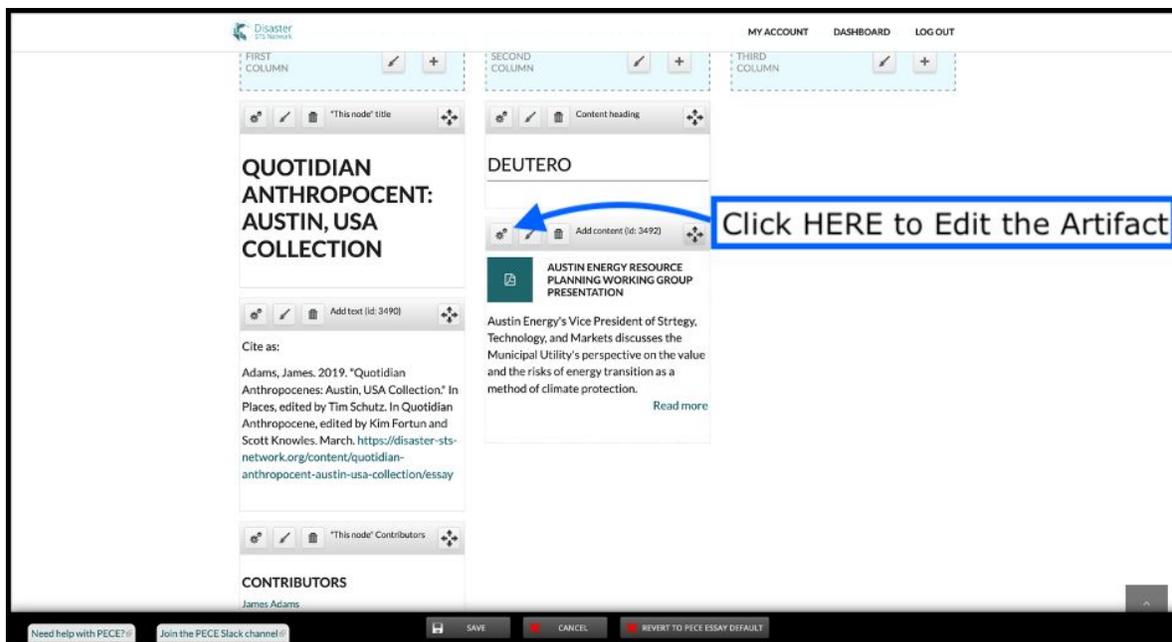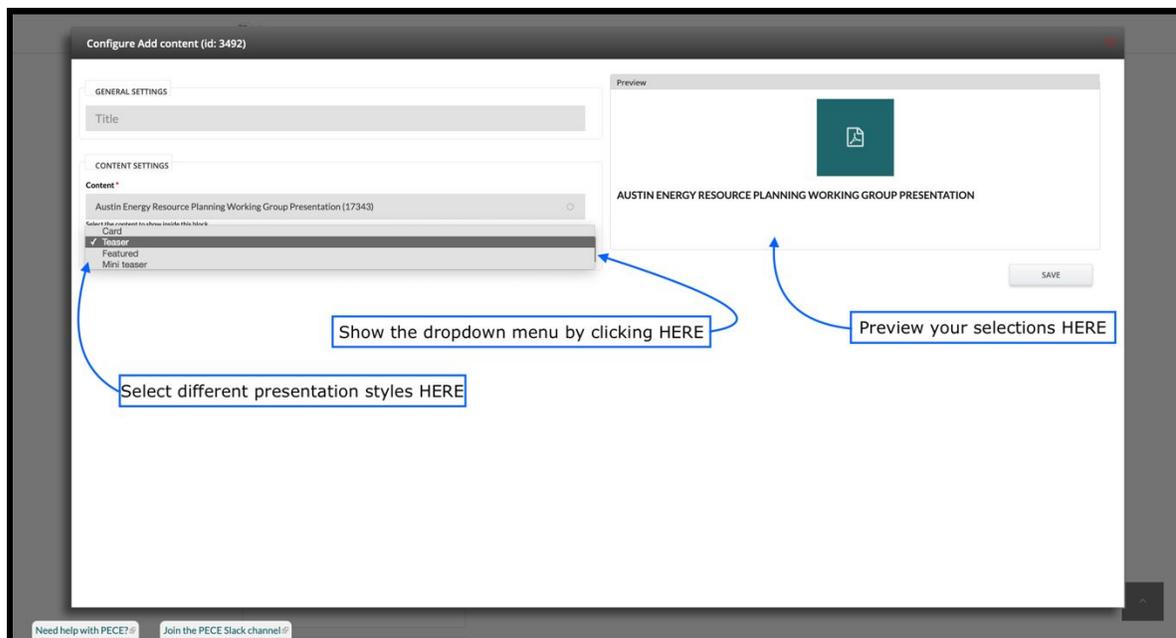# PECE Essay Instructions

## Editing the Presentation Style of an Artifact/Essay

Now let's say you are unhappy with the look of the Artifact/Essay. Perhaps you want it to take up less room and/or you do not want to be able to see its Critical Commentary. We can edit the presentation of this artifact by returning to the "Configure Add Content Window."

1. Begin by clicking the "Interlocking Gears" inside the artifact's Title Pane--the grey/silver rectangle at the top of the pane.



2. This will once again bring up the "Configure Add Content" window. Next, locate the dropdown menu for different presentation styles. This dropdown menu will show the word "Card." Card is the default style for newly added artifacts as it presents the most information about the artifact. However, you can select any option and preview what it will look like in the "Preview Window" at the top right.
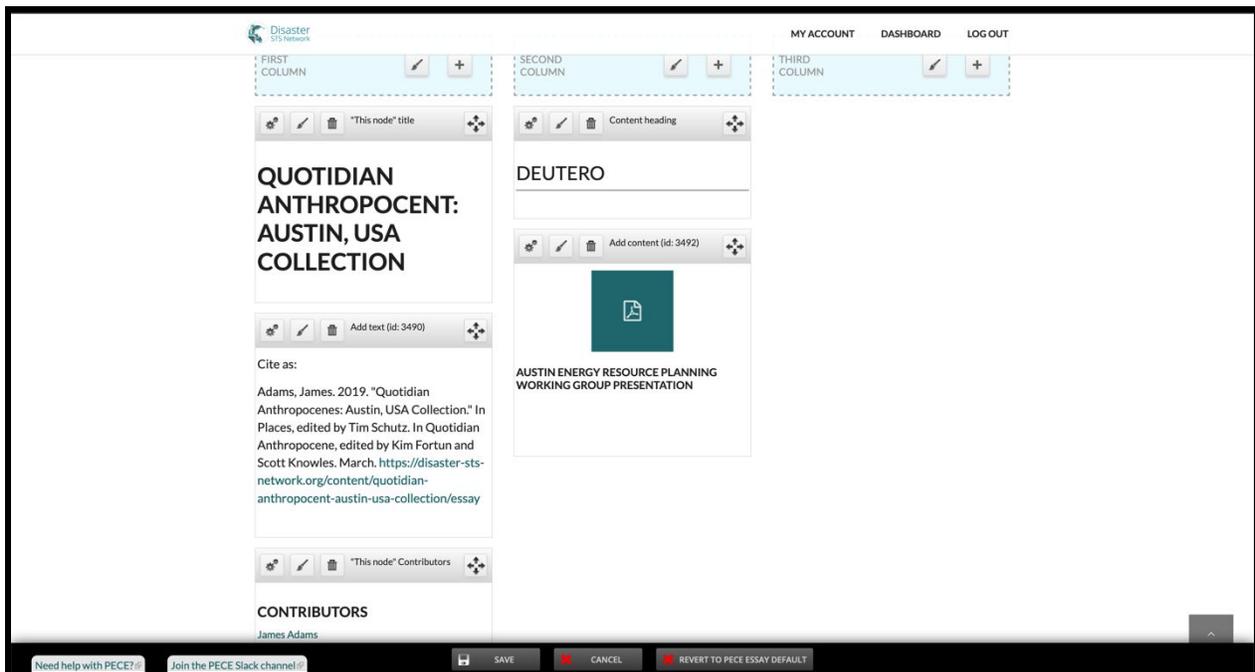
# PECE Essay Instructions

3. If you approve of your new presentation style Click Save. Or, if you do not like the new changes and want to return the artifact to the way it was before, you can exit the editing window without saving your work by clicking the Small Red "X" at the top right corner of the window.

# PECE Essay Instructions

Clicking save will return you to the Customize Essay Screen where you will see that you have now successfully edited the presentation of your artifact.



However, let's say that you are still dissatisfied with the look. Perhaps you would like to add an essay but get rid of the Essay Title and Link completely in exchange for an linked Image? Next, we will cover just that in the "Add a Freestanding Image" section.