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## Creating Your PECE Essay Metadata Page

1. Begin by logging into the PECE platform and navigating to your Dashboard.



#### 2. Click "PECE Essay"

Disaster STS Network						MY ACCOUNT DASHBOARD	LOGOUT
DASHE	BOARD						
GROUPS	ARTIFACTS	ANNOTATED ARTIFACTS	ANALYTICS	BIBLIO	PECE ESSAYS	ADD CONTENT	
*	Austin, USA	Anthropocenes				Analytic ▶ Artifacts Fieldsite Group	
쓭	Civic Infrast	ructure				Memo <u>PECE Essay</u> Photo Essay	-Click Here
*	Energy Tran	sition				Project Substantive Logic Timeline Essay	
**	Haiti Anthro	opcenes				Zotero Feed	
**	Minneapolis	s, USA Anthropocene					
**	New Orlean	is Anthropocene Campus					^
disaster-sts-network.org/node/add/pece-essay	Quotidian A	nthropocenes					

- 3. You should now have access to all of the fields you will need to fill out in order to create a new PECE Essay. (If relevant, please consult your Project Style Guide on how to title and source your Essay and write your Description.)
  - First, type the title of your PECE Essay in the "Title" pane.
  - Next, write out a description of your PECE Essay in the "Description" section.

Disaster STS Network	MY ACCOUNT	DASHBOARD	LOGOUT	
CREATE PECE ESSAY Type Your Title Here Quotidian Anthropocene: Austin, USA Collection	SAVE	PREVIEW		
Description are motivated anoinented by dilerent kinds of data and knowledge claims, leading to divergent conceptions of the insks, affordances, and proper sociotechnical means of transitioning to carbon-free energy. While diverse communities in Austin are becoming increasingly resistes and vocal about the exigency of energy transition, Austin's publicly owned utility continually emphasizes the unpredictability of energy markets and the technical difficulties associated with stochastic renewable energy. Furthermore, the state government holds the threat of privatizing Austin's utilities as political leverage, should the city senvironmental goals become "fiscally excessive". This collection will curate and discuss artifacts that capture how the quotidian Anthropocene is being enacted in Austin through inter-collective struggles to understand and resolve these tensions between the urgency of climate change mitigation and the political, economic, and technological challenges of rapid energy transition.	Type Your	<sup>-</sup> Descriptio	on Here	
Editor: WYSIWYG -				^

- 4. Next Choose a "thumbnail" image to represent your Essay.
  - For an initial image, we suggest creating a "Title Slide" in Power Point (using the title of your Essay) and exporting the slide as a JPEG/PNG file
- PowerPoint File Edit View Insert Format Arrange Tools Slide Show Window Help New Presentation 第N New from Template... 企業P Insert С Open. ₩O imations Slide Show Review View A Share Comments Open Recent • X Cut ľ Close жw Copy ~ S Format Save жs Save As... 0°#S anthropu Save as Template. Export... mississippi riv Share anthropocene minneapolis fi Always Open Read-Only Restrict Permissions Passwords... utah, usa Compress Pictures... austin, usa anthropo Page Setup... Print... ЖP 11 anthropocene Properties austin, usa anthropocene new orleans, usa anthropocene carbondale, usa anthropocene new orleans opocene campus Click to add notes English (United States ≜ Notes ■ Comments 🔲 📰 📼 - ----- + 156% 🗄
- You can edit this image later

After exporting your slide as a PNG file, return to the PECE window and click the "Browse" link under the Thumbnail.

	Editor:	WYSIWYG	•
Thumbnail Browse Click "Browse" Here			
▼ GROUP SETTINGS			

Next, select your image by browsing your files from within the Media Browser.

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ledia browse O Downloads	Today	Date Modified	Size	Kind
Applications	QA Austin_USA.png	Today at 7:04 PM	79 KB	PNG image
AD LIE Desktop	QA Logos.pptx	Today at 7:02 PM	532 KB	PowerP(.pptx)
Recents	Previous 30 Days			
	Deborah Danowski, EdWorld-Polity (2016).pdf	Feb 2, 2019 at 3:57 PM	6.9 MB	PDF Document
ad a fiew creative cloud	Helmreich - 2009 - Alieyages in microbial .pdf	Feb 8, 2019 at 9:14 AM	15.2 MB	PDF Document
owse No 👔 jamesadams	mdp.39015008301510-1522556928.pdf	Mar 31, 2018 at 9:29 PM	38.9 MB	PDF Document
must be less tha iCloud	2018			
d file types: pn 🚯 Documents	Galaxy Books) G. W. FPress, USA (1979).pdf	Dec 12, 2018 at 10:09 PM	34 MB	PDF Document
Deskten	(History of Anthropologonsin Press (1996).pdf	Dec 10, 2018 at 7:51 PM	29.7 MB	PDF Document
xt Desktop	Eduardo_Kohn]_How_Fnthro(BookZZ.org).pdf	Dec 14, 2017 at 12:56 AM	15.9 MB	PDF Document
iCloud Drive ()	🚡 Abramsky - Sparking aevolution Social St.pdf	Nov 21, 2018 at 7:07 PM	9.5 MB	PDF Document
Locations	🛃 Asif Agha-Language anf Language) (2006).pdf	Jul 5, 2018 at 4:51 PM	3.1 MB	PDF Document
	Bill Maurer-Mutual life,versity Press (2005).pdf	Jul 5, 2018 at 3:05 PM	1.4 MB	PDF Document
Media	Durham and Kellner - 2al studies kevworks.pdf	Jul 10. 2018 at 8:07 PM	4.5 MB	PDF Document
J Music	Cloud Drive 7 D Documents 7 a QA Austin_03A.prig			
			Cance	l Open
		0		

Click "Open" to upload the image. Type in Alt Text and/or Title Text as desired (these can be used to describe the image contents to address accessibility issues), and click save.

Disaster Sis Newyork			MY ACCOUNT DASI	HBOARD LOG OUT	
economic, and technological browser	nological challenges of rapid energy transition.				
Name *	ARY			_	
qa_austin_usa.png				_	
Alt Text	e logo	Describe the In	nage Content He	re	
Alternative text is used b	с сово by screen readers, search engines, and when the image cannol	be loaded. By adding alt text you improve acce	essibility and search engine optimization	on.	
Title Text					
Title text is used in the to	tool tip when a user hovers their mouse over the image. Adding	g title text makes it easier to understand the co	ntext of an image and improves usabil	ity.	
Сгор	Click Save Here				
Previous	ie -				

- 5. Select the appropriate Group Audience according to your Project Style Guide.
  - Select "Public" to make it accessible to all viewers
  - Select "Private" to limit visibility to Group Members
  - Selecting "Default" means that the essay's visibility will be determined by whether the selected Group's visibility and content settings are public or private.

Groups audience		
- None - Quotidian Anthropocenes Austin, USA Anthropocenes Utah, USA		
Group content visibility *		
<ul> <li>✓ Use group defaults</li> <li>Public - accessible to all site users</li> <li>Private - accessible only to group members</li> </ul>		
	Groups audience  - None - Quotidian Anthropocenes Austin, USA Anthropocenes Utah, USA Utah, USA Utah, USA Utah, USA Utabit Anthropocenes Coroup content visibility*  Vuse group defaults Public - accessible to all site users Private - accessible only to group members	Groups audience - None - Quotidian Anthropocenes Austin, USA Utah, USA Laiti Anthropocenes Group content visibility  V Use group defaults Public - accessible to all site users Private - accessible only to group members

- 6. For the license, we encourage you to leave it as Attribution, Share Alike CC BY-SA, but you can choose any of the other Copyright settings as you see fit.
  - See <u>this short video</u> on Creative Commons license elements

License *	
<ul> <li>All Rights Reserved</li> <li>CCO</li> <li>Public Domain</li> <li>Attribution CC BY</li> <li>Attribution, Share Alike CC BY-SA</li> <li>Attribution, No Derivative Works CC BY-ND</li> <li>Attribution, Non-Commercial CC BY-NC</li> <li>Attribution, Non-Commercial, Share Alike CC BY-NC-SA</li> <li>Attribution, Non-Commercial, No Derivative Works CC BY-NC-ND</li> </ul>	Show row weights

7. Next, add yourself as a contributor by typing the first few letters of your name into the "contributor" field. Your screen name should pop up. Select your name. If you would like to collaborate with other PECEniks on your essay, click "Add Another Item" and then repeat this process with the names of any other group members whom you would like to grant access to editing the essay.

CONTR	
	IBUTORS
÷‡+	Begin Typing Your Name HERE
	jame O
ADD AN	James Adams (jradams1)
Tags	
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	Show row weigh
CONTRI	BUTORS *
÷	•
÷	*
÷÷	James Adams (6729)
÷	James Adams (6729) Type Your Collaborator's Name HERE
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+ ADD ANC	James Adams (6729) Tim S Tim Schütz (tschuetz) Click Their Name HERE

8. Tag the Essay according to the instructions in your Project Style Guide. Also, feel free to include any other tag that you find appropriate.

- Begin typing the tag in the grey Tags Box.
- If the tag already exists, it will show up as an option to select.
- Click the desired tag.

Tags			
quotations B	egin Typing the Tag HERE		
quote			
quotes Quotidian Anthropocene	Select the Existing Tag HERE		
<b>Revision information</b> New revision	Revision log message		
	Dravida an avalanation of the changes you are making. This will hale other author author	ore	

• To add multiple tags, separate each tag by comma

Tags	
Quotidian Anthropocene, Au	
audiences Separate Each Tag With a Comma	
Australia	
Austria	
author	
author-industry	
author-news	

9. If the essay is not ready to be made public, you can alter its permissions.

- Selecting "Private" limits visibility to you and you alone.
- Selecting "Restricted" limits visibility to users of PECE designated as "Researchers" (this mostly matters to instances of PECE subject to IRB protections)
- Selecting "Open" will make the essay visible to all internet users.

Restricted         Open         Revision information         New revision	Permissions *	
Open     Revision information     New revision	Restricted	
Revision information     Revision log message       New revision     Image: Comparison of the second secon	Open	
	<b>Revision information</b> New revision	Revision log message

10. Finally, scroll back up to the top of the page and click "Save" to save your work.

STS Network		
Click "Save" HEF	RE	
Quotidian Anthropocene: Austin, USA Collection	SAVE PREVIEW	
In light of the unprecedented frequency and intensity of recent heatwaves, droughts, wildfires, and flash floods, Austin, Texas has joined a growing list of cities across the US committing to energy transition as a means of climate change mitigation. Yet, even after establishing that an energy transition away from carbon fuels is both necessary and urgent, challenges remain. In this collection, I will gather and analyze planning documents, news articles, blog posts, and transcripts of interviews and public hearings to discuss how local, conflicting discourses of responsibility influence the character of urban environmental governance in the Anthropocene. Different collectives of Austin's clean-energy actors are motivated and oriented by different kinds of data and knowledge claims, leading to divergent conceptions of the risks,	s,	

Congratulations! You have created your PECE Essay and are now ready to add your content!

# Creating Your PECE Essay Content Page

1. To begin adding content, click "View Essay" to navigate to the content view.



 You should now see the title of your essay, your contributors, and a link to the metadata page on the left. At the very bottom of the page, you should see a "Customize this page" link. Click this link.



Note: you should be able to see this "Customize this page" link at the bottom of every PECE Essay that you have permission to edit. If you do not see this link, it is either because you are not logged in or because you do not have permission to edit the essay.

You should now be able to see three distinct columns that will enable you to add and organize your content.

FIRST COLUMN	F SECOND COLUMN	+	THIRD COLUMN	+
* This node" title	*			
QUOTIDIAN ANTHROPOCENE: AUSTIN, USA COLLECTION				
CONTRIBUTORS James Adams	*			
🇬 🏦 Essay link	*			
RETURN TO PECE ESSAY METADATA				

Each column will have a "Plus Sign" button at the top. This button will bring up the "Add Content" window.

You can now add all sorts of content to your PECE Essay, including all types of Artifacts (Image, Audio, PDF, Text, Website, etc.), Essays (Photo Essays, Timeline Essays, and PECE Essays), as well as freestanding Text Boxes, Images, Headings, Analytics, and Maps.

Depending on the nature of your PECE work, you may have a Project Style Guide that contains instructions on how to structure and arrange your essay. This guide will also likely contain suggested content types that you might like to experiment with. However, in the end, your essay content and arrangement are up to you and should reflect your research questions and methods, as well as the data you wish to collect, analyze, and publish.

The remainder of this tutorial will consist of adding a small variety of content including Content Headings, Artifacts, Essays, and freestanding Text and Images.

#### 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 <u>this tutorial</u>). 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.

FIRST COLUMN	SECOND COLUMN w pare	+ Tt	HIRD OLUMN	÷
QUOTIDIAN ANTHROPOCENE: AUSTIN, USA COLLECTION	Click here to a	add Content		

 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."

NYT" LEDE	
	xt" HERE

3. 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.

GENERAL SETTINGS OPTIONAL TITLE HE	ERE
Title	Cite as:
Acke this reusable A reusable pane may be used multiple times on the same page or on other pages. A non-reusable pane may not be added to anoth created and added to this page. This option may not be changed after the pane is created.	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-anthropocene-austin-
CONTENT SETTINGS	usa-collection/essay.
Text *	400
	Preview Your Text Box HERE
Alterna James 2010 "Operativities Anthroposterio Activities USA " to D	
edited by Tim Schütz. In Quotidian Anthropocene; Austin, USA. In P edited by Tim Schütz. In Quotidian Anthropocene, edited by Kim F Scott Knowles. March. <u>http://disaster-sts-network.org/content/qu</u>	Then Click HERE to Finalize It
Editor:	k.
W15W	
Type Your De	sired Text HERE

4. 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.

FIRST COLUMN	+	SECOND COLUMN	+	THIRD COLUMN	•
Add text (id: 1026) Cite as: Adams, James. 2019. "Quotidian Anthropocene: Austin, USA." In Place edited by Tim Schütz. In Quotidian Anthropocene, edited by Kim Fortu Scott Knowles. March. http://disast network.org/content/quotidian- anthropocene-austin-usa-collection	ees, n and er-sts- n/essay.				
COLLECTION	* E:				
	SAVE AS	PECE ESSAY DEFAULT	том	CANCEL	

5. 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.

FIRST COLUMN	SECOND THIRD COLUMN
Add text (id: 1026) Cite as: Adams, James, 2019, "Quotidian Anthropocene, Austin, USA" in Places, effect of Tim Schütz in Quotidian Anthropocene, edited by Kim Fortun and Scott Knowles, March, Hith/Heaster-sts- COTOTIOIAN Idian-	Click HERE and drag to the desired position
ANTHROPOCENE: Say. AUSTIN, USA COLLECTION	This Yellow Box Indicates the selected Pane's position
CONTRIBUTORS James Adams	

### Adding a Content Heading

1. Now that we have our Suggested Citation in the desired location, let's add a Content Heading to the Second Column. To do this, click the "Plus Sign" at the top of the second Column, and then select "Content Heading" option in the Add Content Window.

STS Network		
FIRST COLUMN	SECOND COLUMN + THIRD COLUMN + dd new ane	
This node' title	Click HERE	
QUOTIDIAN ANTHROPOCENE: AUSTIN, USA COLLECTION		
Add text (id: 1026)		
Cite as: 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 ors/content/auotidian-	As proce Essay default 🕞 save as custom 🔀 Cancel	

Page Content	Content options are divided by category. Please select a category from the left to proceed.
Add image	
T Add text	
Add map	
Add content	
Essay link     Create a new custom entity.	
Content heading	
Click "Conten	nt Heading" HERE
-	

2. Consult your Project Style Guide and Type in an appropriate Content Heading for your project. In this example, I am using "Deutero" as my Content Heading, which corresponds with one of the <u>12 Shared Questions</u> of the Quotidian Anthropocene Project.

STS Network		
Configure Content heading		ų
Node		
This node	•	
Heading		
Type in an appropriate "Content Heading" Here	Then Click Finish HERE	
anthropocene-austin-usa-collection/essay.		ĥ

3. You should now see your Content Heading at the top of Column 2.

FIRST COLUMN +	SECOND COLUMN Z + THIRD COLUMN Z +
🛷 🖌 🏛 "This node" title	e* Content heading
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION	DEUTERO
🛷 🖌 💼 Add text (id: 3490)	
Cite as: Adams, James. 2019. "Quotidian Anthropocenes: Austin, USA Collection." In Places, edited by Tim Schutz. In Quotidian Anthropocene, edited by Kim Fortun and Scott Knowles. March. https://disaster-sts- network.org/content/quotidian- anthropocent-austin-usa-collection/essay	
🔶 🔨 💼 "This node" Contributors	

#### 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).

 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.

FIRST COLUMN +	SECOND COLUMN Add new pane
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION	DEUTERO
Cite as: Adams, James. 2019. "Quotidian Anthropocenes: Austin, USA Collection." In Places, edited by Tim Schutz. In Quotidian Anthropocene, edited by Kim Fortun and Scott Knowles. March. https://disaster-sts- network.org/content/Quotidian- anthropocent-austin-usa-collection/essay	
https://disaster-sts-network.org/panels/ajax/ipe/select-content/panelizer.node:24211-free_panel:30372/colu	And CANCEL KEVERT TO FECE ESSAY DEFAULT

2. 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.



3. 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.

Configure new Add content		
CONTENT SETTINGS	Preview	
Content* resource plan	0	
[Artifact - PDF Document] 2016-17 Recommendations for Resource Plannin	ng Update - stames Ac	
[Artifact - PDF Document] Austin Energy Resource Planning Working Group	Begin typing the title HERE	ADD
[Artifact - PDF Document] Austin's Resource Planning Working	6-2017 Recommend	
[Artifact - PDF Document] Sunrise ATx's Letter to the Austin Resource Plane	ang Working Group	
[Artifact - Website] Al Braden Discusses Austin's Resource Planning Working	<sup>g Group</sup> Damas Ada Select the Artifact HERE	
[Artifact - Website] Electric Utility Commission Resource Planning Working (	Group (James Adam	
[PECE Essay] Electric Utility Commission Resource Planning Working Group	(James Adams)	

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.

Dashbaard Content Panopoly Structure Appearance People      Shortcuts     Configure new Add content	_	james Adams	Log out
Contrast Strinkes Content * [Artifact - PDF Document] Austin Energy Resource Planning Working Group Presentation (James A Sector contents above inside the block. Card	dams)(17343) ہے۔ Check if this then clic	Preview          JUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION         Austin Energy's Vice President of Strtegy, Technology, and Markets discusses the Municipal Utility's perspective on the value and the risks of energy transition as a method of climate protection.         Read more         Application         Application	
Need help with PECE?			

 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).

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").

FIRST COLUMN I	SECOND COLUMN + THIRD +
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION	Addrontent (d: 3491) AUSTIN ENERGY RESOURCE PLANNING WORKING CROUP PRISOURCE OFFENDENCE AUSTIN Energy - Vice President of Streey, Technology, an DEUTERO Municipal Util (y) personation on the value
Image: Control of the second secon	and the risks of energy transition as a method of climate protection. Read more
Need help with PECE26 Join the PECE Slack channel 6 St	NE CANCEL REVERT TO PECE ESSAY DEFAULT

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

#### 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.

		Preview	
GENERAL SETTINGS			
Title		L.	
CONTENT SETTINGS			
Austin Energy Resource Dianning Working Group Present	tation (17343)	AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTA	TION
Select the renterity readed contracting the king of out the sene	(attor(1) 040)		
✓ Teaser		<b>→</b>	
Mini teaser		A CONTRACTOR	5 M /
			SAVE
	Show the dropdown menu h	by clicking HERE Preview yo	ur selections HERE
Select different presenta	ation styles HERE		

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.

GENERAL SETTINGS	Preview
Title	B
CONTENT SETTINGS	
Content*	AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION
Austin Energy Resource Planning Working Group Presentation (17343)	
Select the content to show inside this block.	
	Click HERE to Save
	Click HERE to exit without saving
	Click HERE to exit without saving
	Click HERE to exit without saving
	Click HERE to exit without saving
	Click HERE to exit without saving
	Click HERE to exit without saving
	Click HERE to exit without saving

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.

C Disaster SIS Network		MY ACCOUNT DASHBOARD	LOG OUT
RRST COLUMN + +	COLUMN + +		*
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION	DEUTERO		
Add text (id: 3490) Cite as: Adams, James. 2019. "Quotidian Anthropocenes: Austin, USA Collection." In Places, edited by Tim Schutz. In Quotidian Anthropocene, edited by Kim Fortun and Scott Knowles. March. https://disaster-sts-	AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION		
network.org/content/quotidian- anthropocent-austin-usa-collection/essay			

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.

#### 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 <u>HERE</u>). 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 <u>HERE</u>).

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.

Add content to Third Column	*
Page Content	Content options are divided by category. Please select a category from the left to proceed.
T Add Image T Add text S Add map	Click "Add Image" Here
<ul> <li>Add video</li> <li>Add content</li> <li>Essay link</li> </ul>	
Content heading	
Need help with PECE?	Anthrongcene, edited by Kim Fortun and

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.

	Optional Title HERE	Preview	
GENERAL SETTINGS		X Image field is required.	
Title			
Make this reusable A reusable pane may be used multiple times on the same page or on oth page. This option may not be changed after the pane is created.	r pages. A non-reusable pane may not be added to another page once it is created and added t	o this	
CONTENT SETTINGS			
	nd coloct and unload your ima		ADD
	nu, select, and upload your ima	ge	
Search for existing content	•		
Full URL or relative path (ex. node/123) to link the image to. If left blank, the in Caption	uge won't be a link. Option t	o add a link HERE	
B / S Ξ Ξ 44 ■ ■ ■ ●			
	Optio	nal Caption HERE	
	Editory	h.	
	WYSIWYG	•	
L			

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.



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.

CONTENT SETTINGS									
Image *									
Browse	Click	HERE	to	find,	select,	and	upload	your	image
Link									

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).



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."

Media browser		_	_			_	_	×
Title UPLOAD	First, Click H	ERE to bring up y	our file brov	vser	Sea	irch for the	correct File	h
Areastic Areastic Days, The Browse No fi	file * ile selected. Upload			Cuotid	dian Anthopocene P	. ¢ Q	Search	-
Files must be less than Allowed file types: png	3 GB. gif jpg jpeg.	Favorites O Downloads	Louisiana is one of the toas.docx 18 KB	Molecular Red in Nine Miinar.pdf	Moorpark	Moorpark Heights 15 01:20:34	Much more than power tinism.pdf	QA Ameren startuptwork.p
rowse k		Applications	Carrier an			Contrapocerite	every sandform	(a.bush
Lastly, C	Click "Next" to and Proceed	Desktop     Recents     iamesadams	QA Austin Logo.pdf	QA CIVIC DATA 9 items	QA Energy Call.docx 15 KB	QA Logo.pdf	QA Logos copy.png 720×405	QA Logos.png 720×405
URL or rela ation		Creative Cloud	<b>G</b> -	uxalion	Concision Anticoncerers			
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		Music			Lord A	<b>(</b>		л
			(	Select t	he File and	then Click	OPEN Can	cel 🔶 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."

UPLOAD	LIBRARY
Destinati	ion *
🔿 Public lo	ocal files served by the webserver.
• Private	local files served by Drupal.
Previous	Next

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.

Media browser	
UPLOAD LIB	RARY
Name *	
qa_logos_3.png	
Alt Text	
Quotidian Anthrop	ocene Logo
Alternative text is used	by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.
Title Text	
Title text is used in the	tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.
Crop	
Previous Sa	ve

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.

Configure new Add image	
Title Option HERE	Preview
ITTEE  ITTEE  CONTENT SETTINGS  Image*  Iteration  Ite	quotidian anthropocenes
REMOVE CROP Alternate text	Preview your image HERE
Quotidian Anthropocene Logo	
Netice this field is not fetched on rel-formattery yet. For example: if the Rendered file formatter will be used, this field is not available at the moment.)  Link  https://disaster-sts-network.org/content/quotidian-anthropocene/essay	d a link HERE Lastly, Click ADD to Save your Image and return to the Essay Customization Page
Search for existing content Full URL or relative path (ac. node/223) to link the image to. If left blank, the image world be a link. Caption	o Caption your image HERE
Authorspecene, edited by Kim Fortun and	

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.

COLUMN  +	SECOND	THIRD COLUMN   +
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION	DEUTERO	<b>quotidian</b> anthropocenes
Add text (id: 3490)       Cite as:       Adams, James. 2019. "Quotidian       Anthropogenes: Austin, USA Collection" In	AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION	

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.

GENERAL SETTINGS	Preview
Title	
CONTENT SETTINGS	
Image *	- stidian
Guidian	auoliulan
qa, legos, 3.pre	" ubranocenes
REMOVE	anthropocches
CROP	
Alternate text	
Quotatian Anthropocene Logo This test will be used by screen readers, search engines, or when the image cannot be loaded.	SAVE
protect this peak is not pechad on -an-pormatters yet, nor example, if the kendered pie formatter will be used, this peak is not available at the moment.)	
nttps://disaster-sts-network.org/content/quotidian-anthropocene/essay	
See the state of t	Search for Existing

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 <u>annotations</u>), as the Metadata page also holds the annotation link.

QUOTIDIAN ANTHROPOCENE	
View Edit Revisions Customize display	
A digital collection for the Quotidian Anthropocene research project, field campus, and open seminar. PECE Essay Description UKEVESSAV LICENSE	quotidian anthropocenes
All rights reserved.	CONTRIBUTORS
	Tim Schütz Kim Fortun Danica Loucks James Adams Guilber/P Louissaint
	CREATED DATE
	February 28, 2019
	GROUP AUDIENCE
	QUOTIDIAN ANTHROPOCENES
	QUOTIDIAN ANTHROPOCENE DESIGN GROUP
	TAGS
	Quotidian Anthropocene

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.



# Saving and Editing your PECE Essay

Now that we have made some headway into creating our essay, it is time to save our work.

1. To do so, make sure you are viewing the Essay Customization Page. Then simply click "Save" at the bottom of the page.

💅 🖌 💼 Add text (id: 3490)	
Cite as: Adams, James. 2019. "Quotidian Anthropocenes: Austin, USA Collection." In	AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION
Places, edited by Tim Schutz, In Quotidian	
Need help with PECE?	SAVE CANCEL REVERT TO PECE ESSAY DEFAULT

This will save your content page and change your view to the public viewing perspective. In doing so, I have noticed a typo in the title of our PECE Essay. We could fix this error, superficially, by clicking "Customize this page," deleting this title, and replacing it with a corrected title.

However, this would only change the title of the essay on the Content Page. The Metadata would still be incorrect, making the essay hard to find.



Instead, what we need to do is return to the metadata page and click "Edit."

WY ACCOUNT       DASHBOARD       LOG OUT         OUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION         View       Edit       Revisions         Click HERE to edit the essay's Metadata       Locontributors         LICENSE       CREATED DATE	VACCOUNT     DASHBOARD     DGOUT       OUTOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION       View     Edit     Revisions       View     Edit     Revisions       Click HERE to edit the essay's Metadata     CONTRIBUTORS       License     License     Lines Adams       Mights reserved.     Disposition     Lines Adams	Home Abo	ut Collaborate	Analyze	Discover	Enter terms then hit Search	۹
QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION         View       Edit         Revisions         Click HERE to edit the essay's Metadata         LICENSE         CREATED DATE	View       Edit       Revisions         View Edit       Revisions       CONTRIBUTORS         License       License       James Adams         All rights reserved.       CREATED DATE       Jaily 21, 2020		)isaster <sup>TS Network</sup>			MY ACCOUNT DASHBC	ARD LOG OUT
All rights received	July 21, 2020	QUOTIDIA View Edit Viewessav License	Revisions	POCEN	T: AUS	TIN, USA COLLECTION /'s Metadata CONTRIBUT James Adams CREATED D/	ORS

From the Metadata Page you can fix the typo in both the title and the link to the Essay. Once these have been corrected click "SAVE."

#### **QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION**

View Edit Revisions	Title HERE Click SAVE to finish
Quotidian Anthropocene: Austin, USA Collection	MENU OPTIONS
Permalink: https://disaster-sts-network.org/ content/quotidian-anthropocenel-au	stin-usa-collection
	Show row weights SAVE UNPUBLISH
CONTRIBUTORS	PREVIEW VIEW CHANGES
++ James Adams (6729)	0
+	O
ADD ANOTHER ITEM	

Congratulations! You have created your PECE Essay!