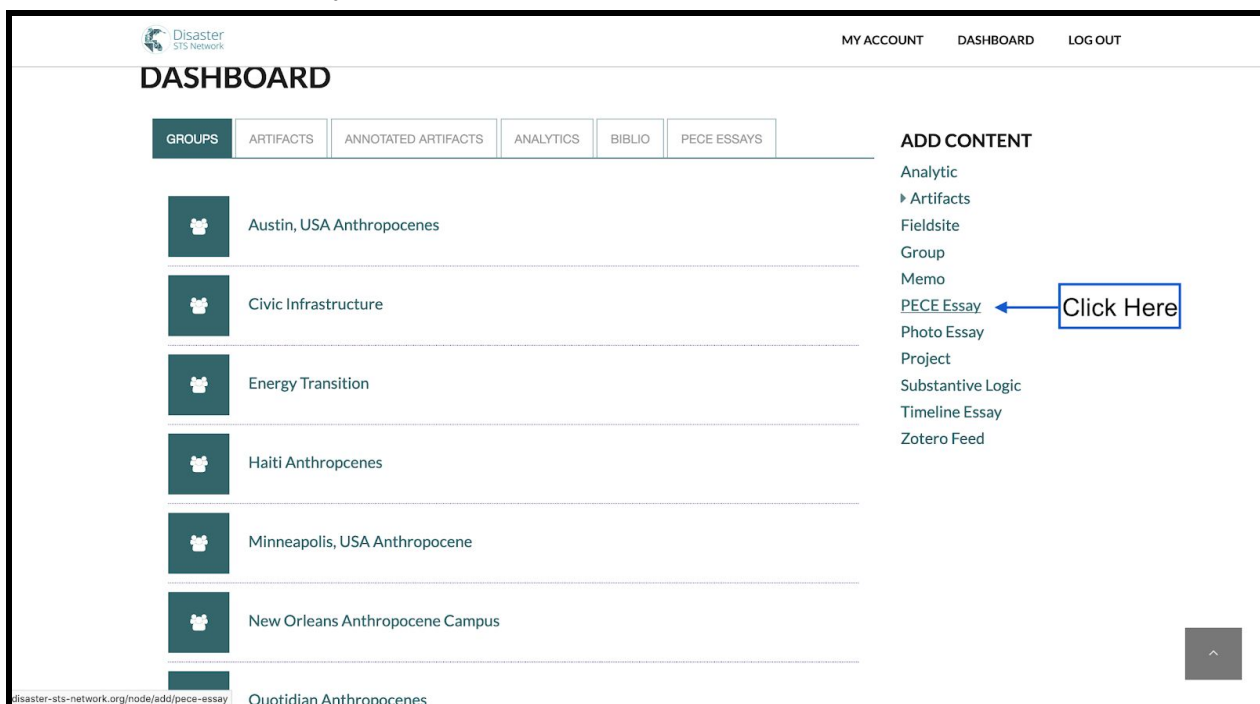# PECE Essay Instructions

PECE Essay Instructions

Creating Your PECE Essay Metadata Page

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

2. Click "PECE Essay"

PECE Essay Instructions

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.

PECE Essay Instructions

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
   ○ You can edit this image later

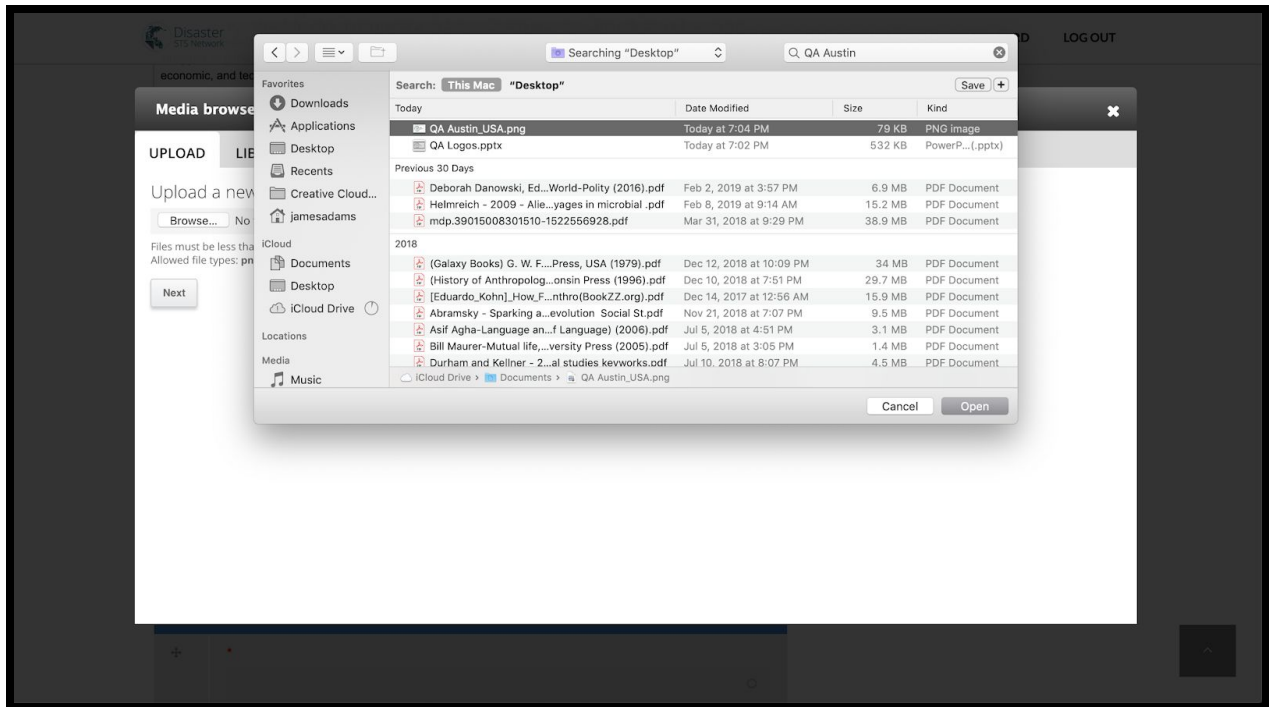After exporting your slide as a PNG file, return to the PECE window and click the "Browse" link under the Thumbnail.
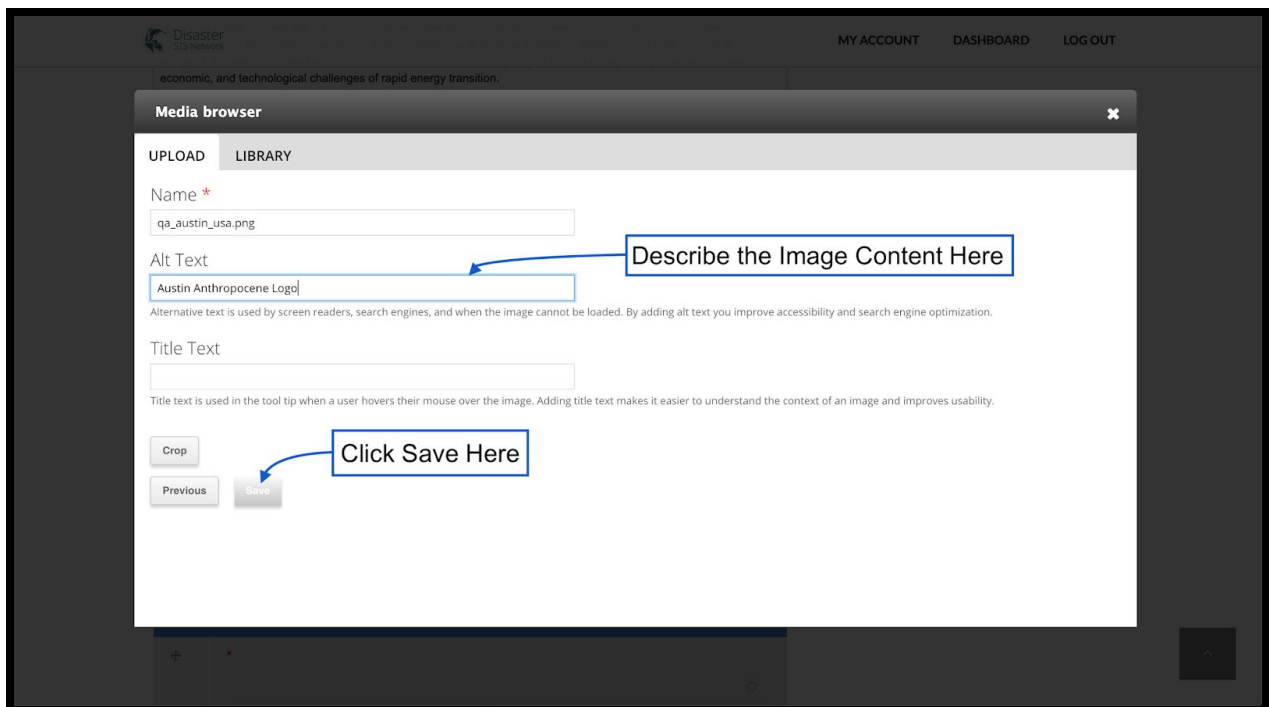
PECE Essay Instructions

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

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.
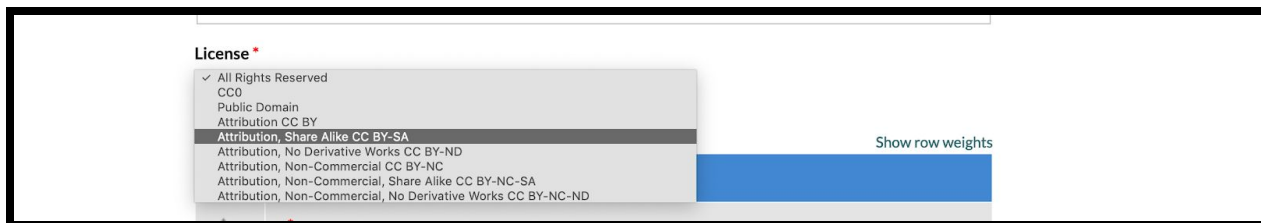
PECE Essay Instructions

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.
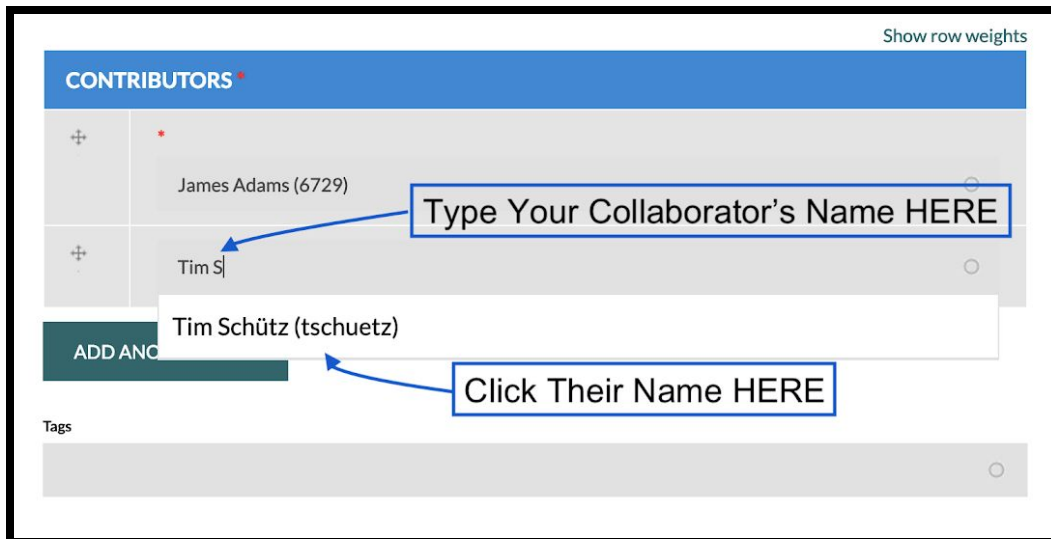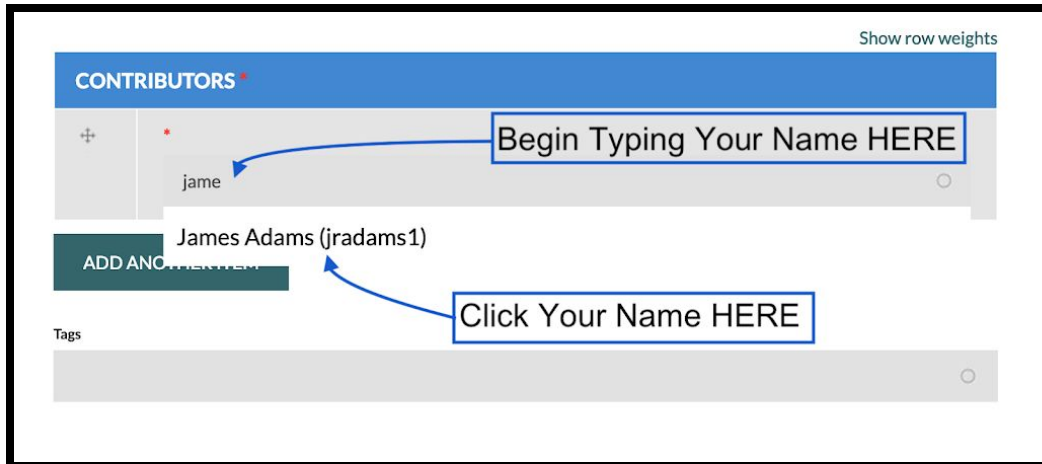

6. For the license, we encourage you to leave it as Attribution, Share Alike CC BY-SA, but you can choose any of the other Copyright settings as you see fit.
    ○ See this short video on Creative Commons license elements
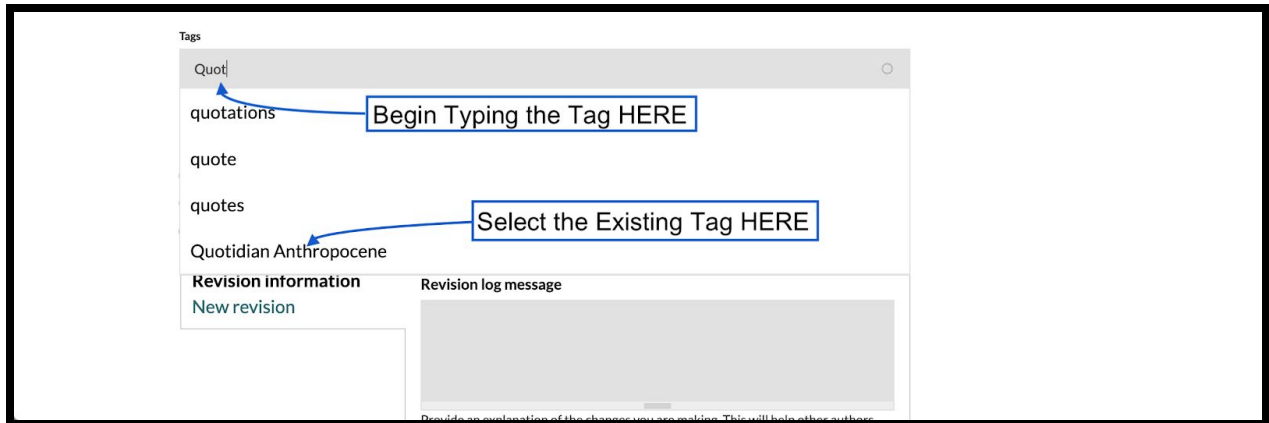
PECE Essay Instructions

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.

Show row weights

CONTRIBUTORS *

Begin Typing Your Name HERE

jame

James Adams (jradams1)

ADD ANOTHER ITEM

Click Your Name HERE

Tags

Show row weights

CONTRIBUTORS *

James Adams (6729)

Type Your Collaborator's Name HERE

Tim S

Tim Schütz (tschuetz)
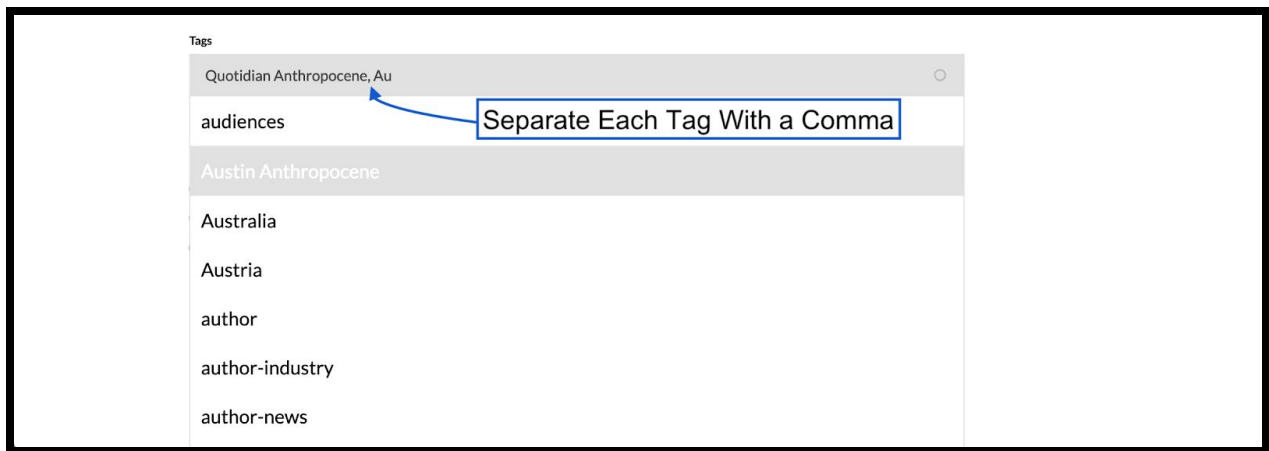
ADD ANO

Click Their Name HERE

Tags

PECE Essay Instructions

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.
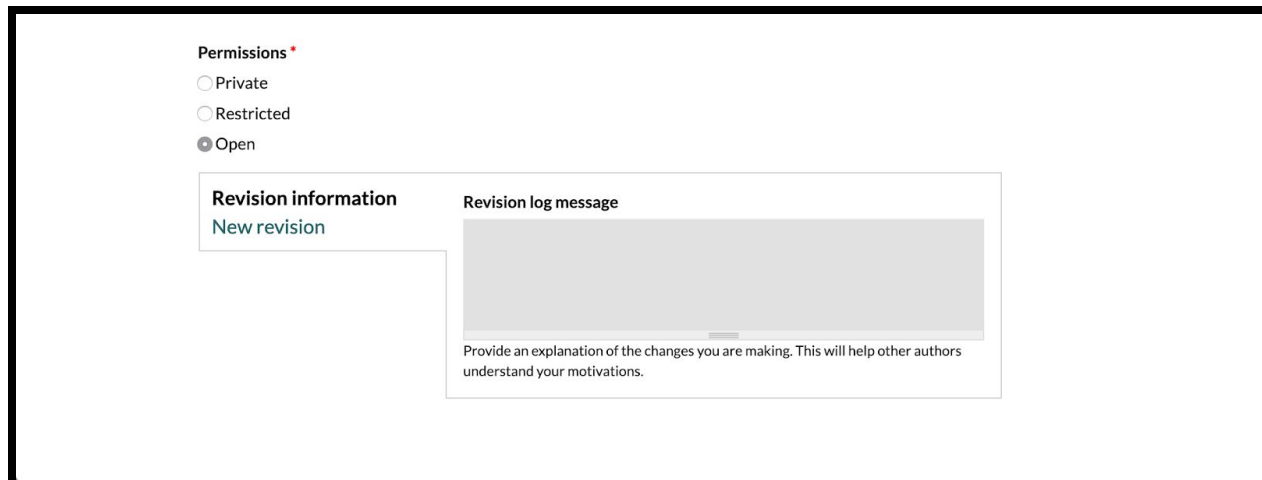- Click the desired tag.

Tags

Quot

quotations — Begin Typing the Tag HERE

quote

quotes — Select the Existing Tag HERE

Quotidian Anthropocene

Revision information
New revision

Revision log message

- To add multiple tags, separate each tag by comma

Tags

Quotidian Anthropocene, Au

audiences — Separate Each Tag With a Comma

Austin Anthropocene

Australia

Austria

author

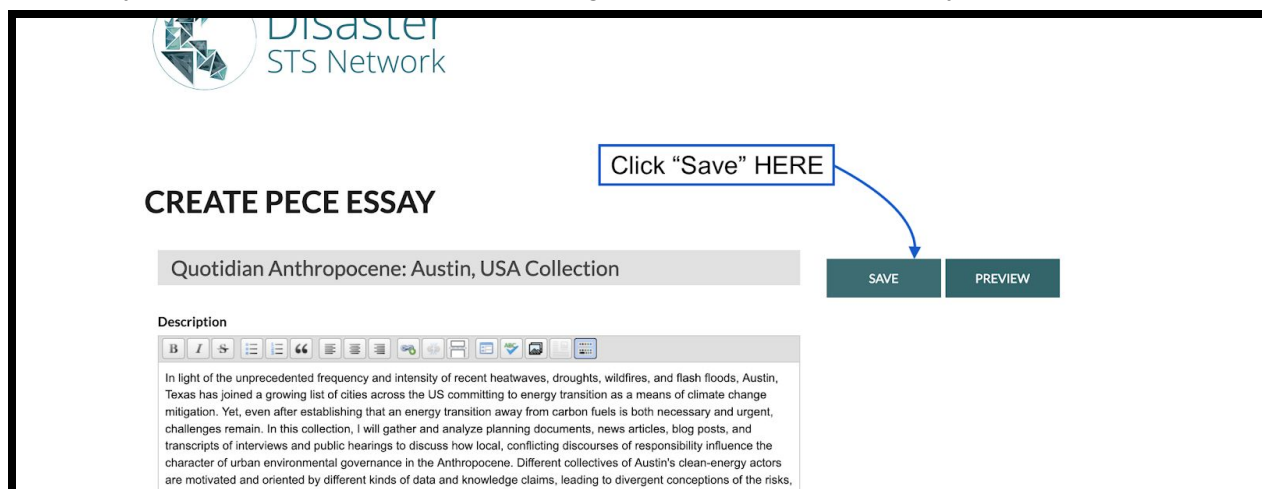author-industry

author-news

PECE Essay Instructions

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.

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

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

PECE Essay Instructions

Creating Your PECE Essay Content Page

1. To begin adding content, click "View Essay" to navigate to the content view.
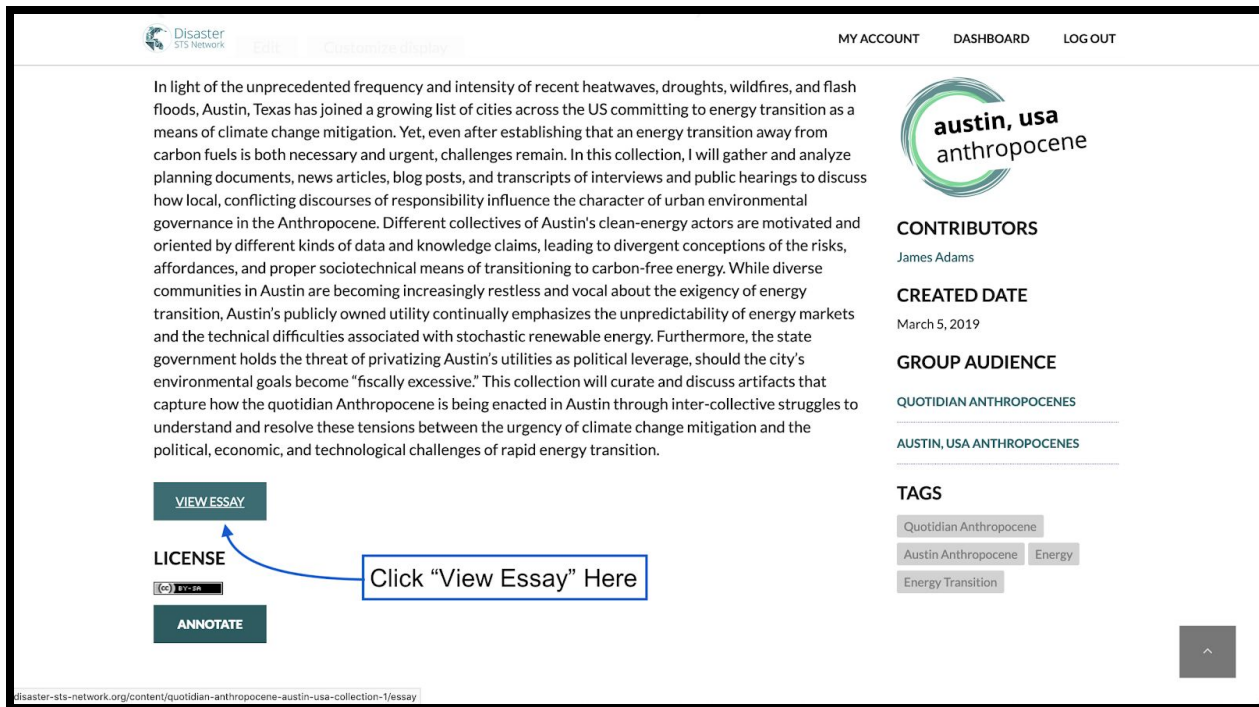
2. You should now see the title of your essay, your contributors, and a link to the metadata page on the left. At the very bottom of the page, you should see a "Customize this page" link. Click this link.

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.

PECE Essay Instructions

You should now be able to see three distinct columns that will enable you to add and organize your content.
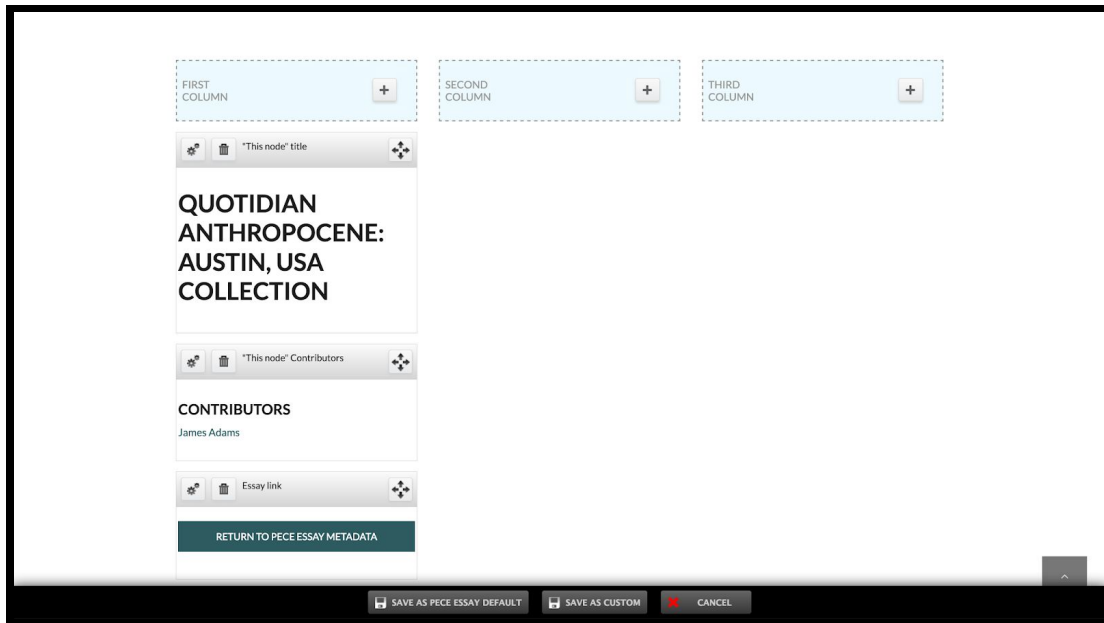
Each column will have a "Plus Sign" button at the top. This button will bring up the "Add Content" window.

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.
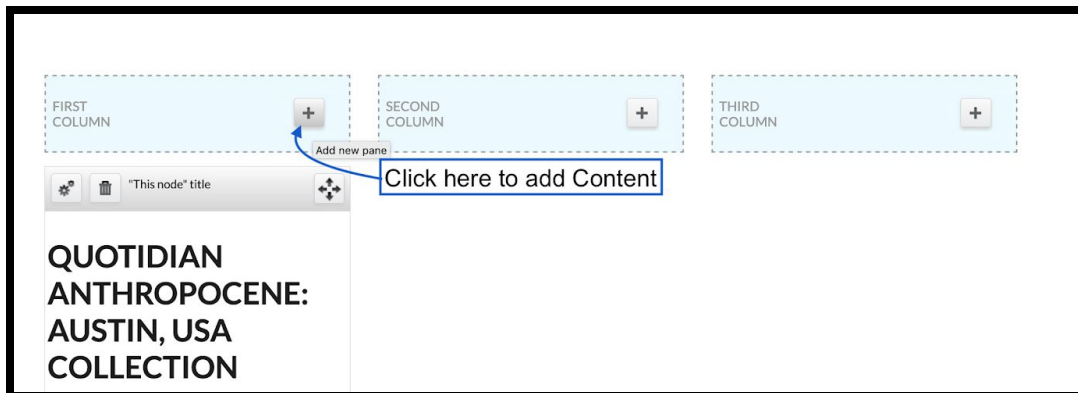
PECE Essay Instructions

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."
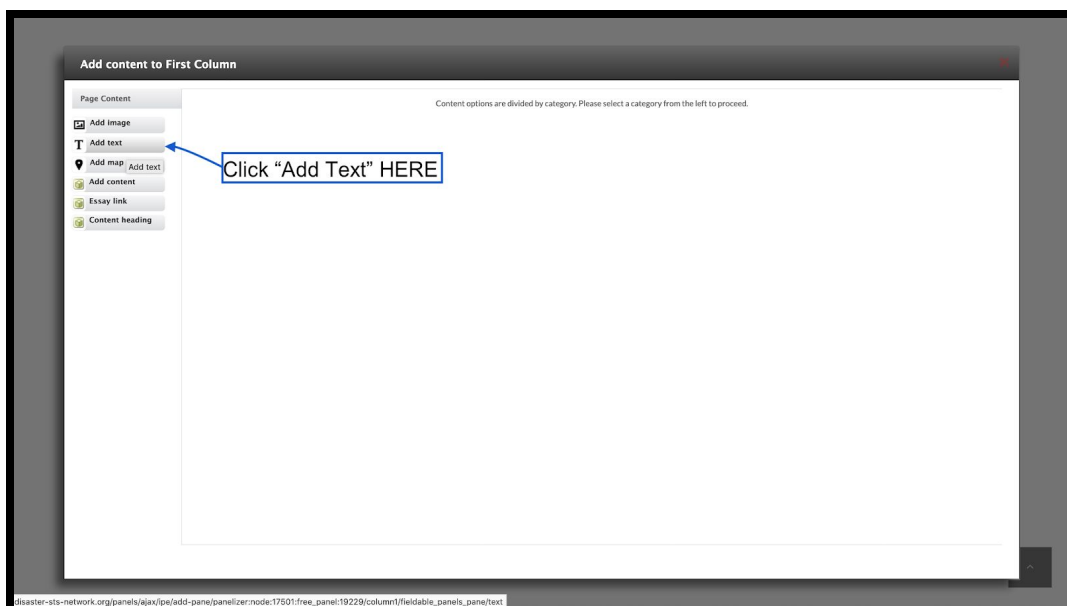
PECE Essay Instructions

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.
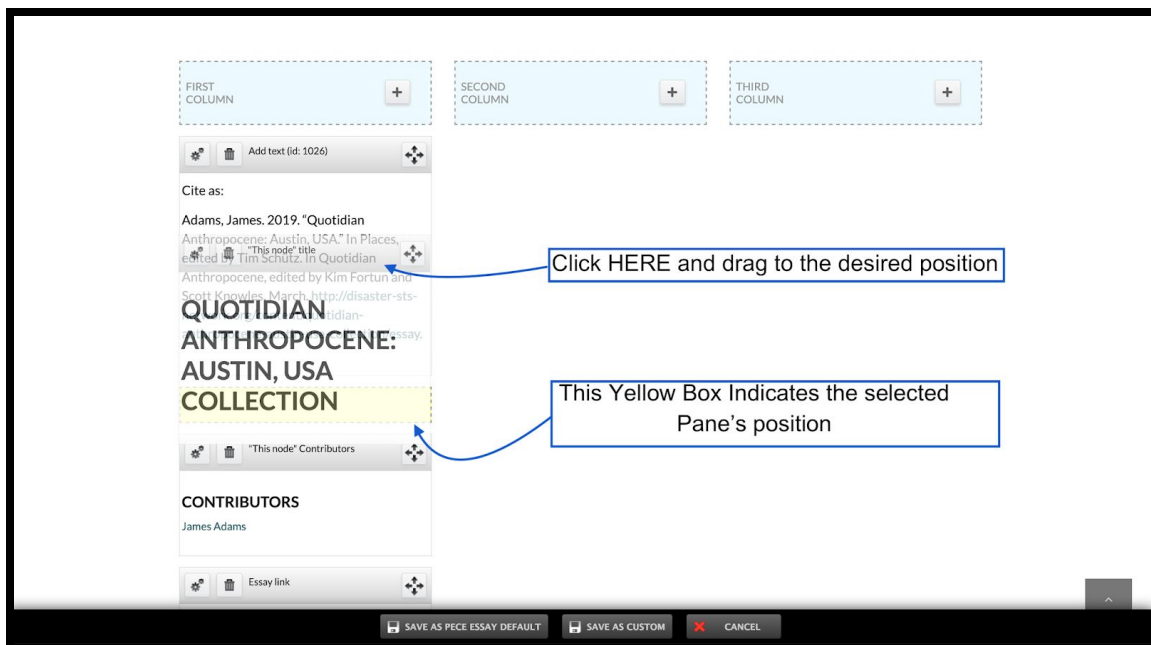
PECE Essay Instructions

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.
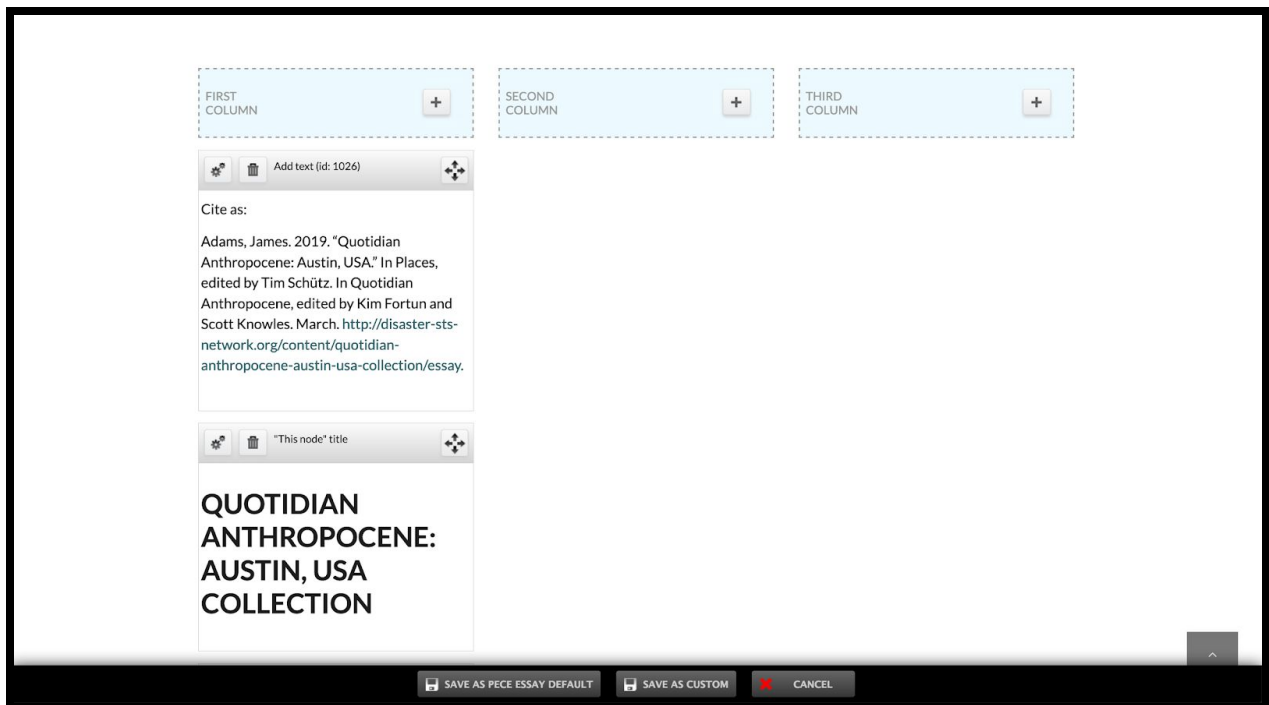

5. We can fix this by selecting the Title Pane--clicking the grey/silver rectangle at the top of the pane--and dragging it above the "Cite as" Text Box. Immediately after selecting the Title Pane, you will see a yellow rectangle indicating where the new position of the title pane will be. Once the yellow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

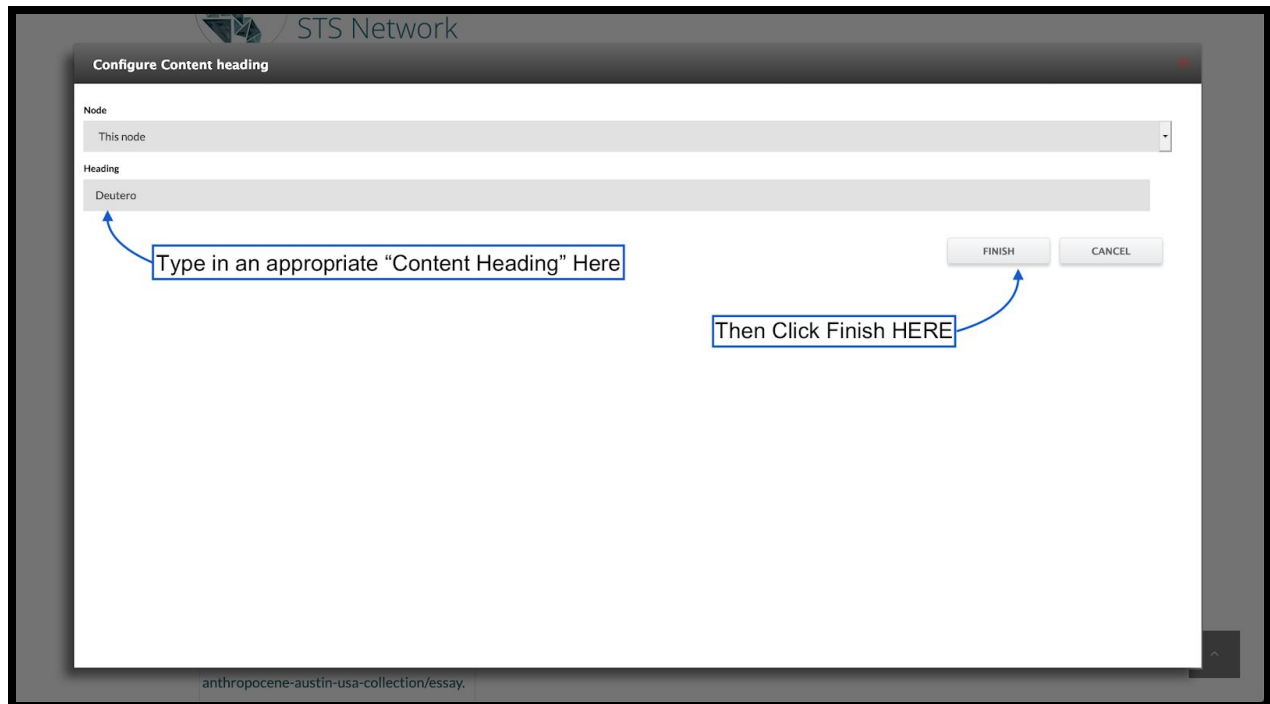# PECE Essay Instructions

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.
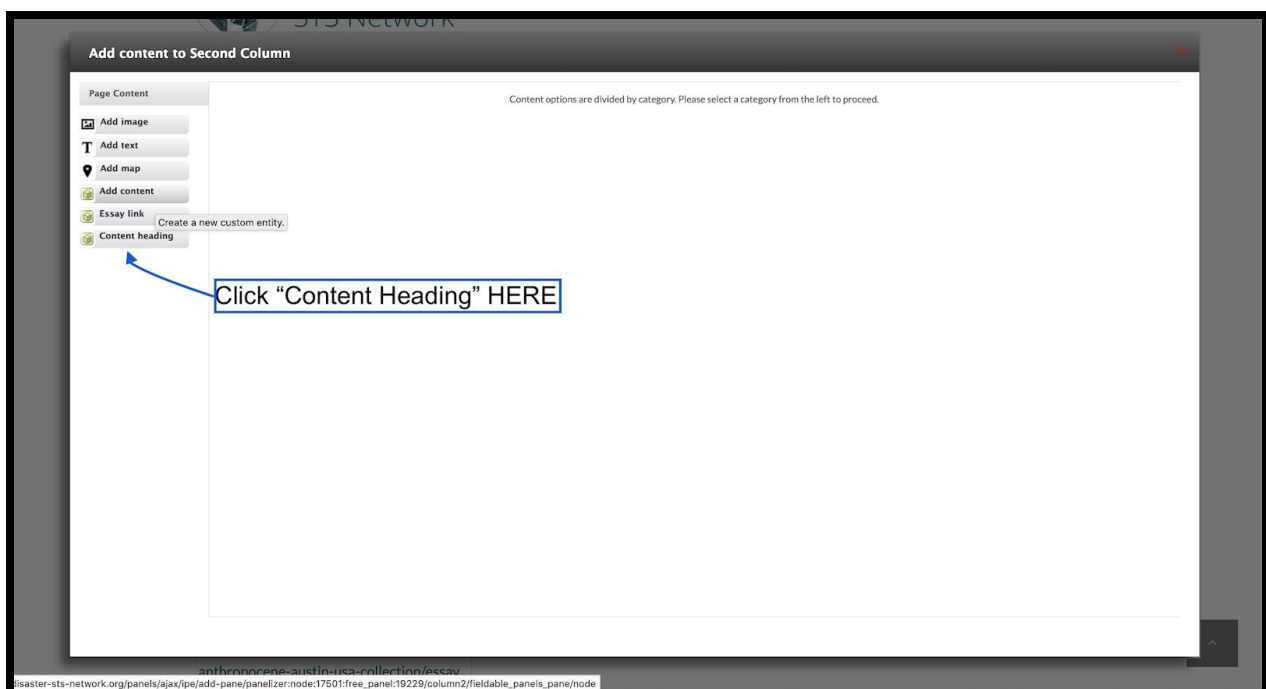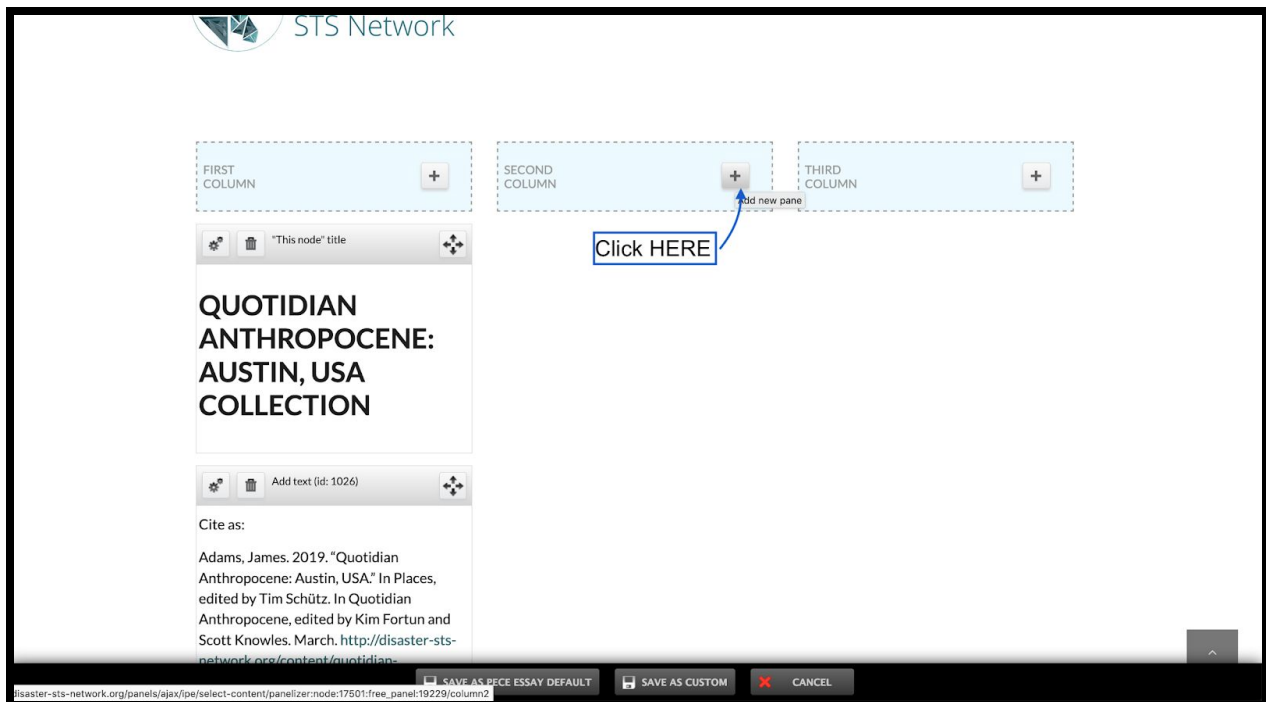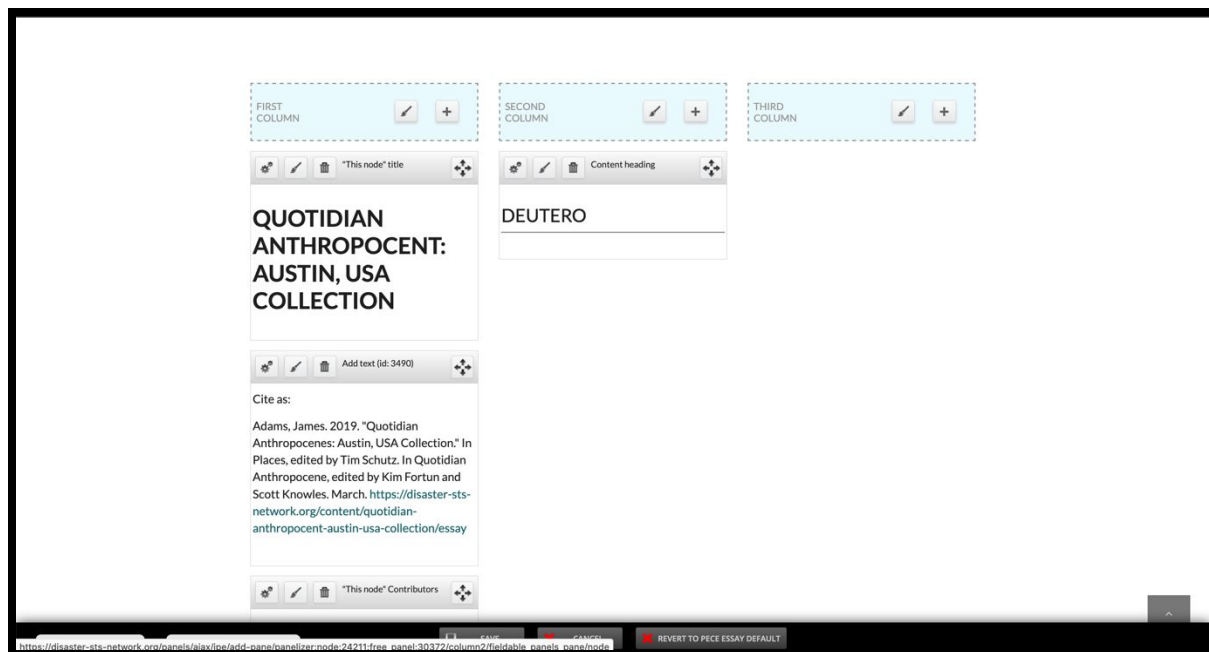
PECE Essay Instructions

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 12 Shared Questions of the Quotidian Anthropocene Project.

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

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.
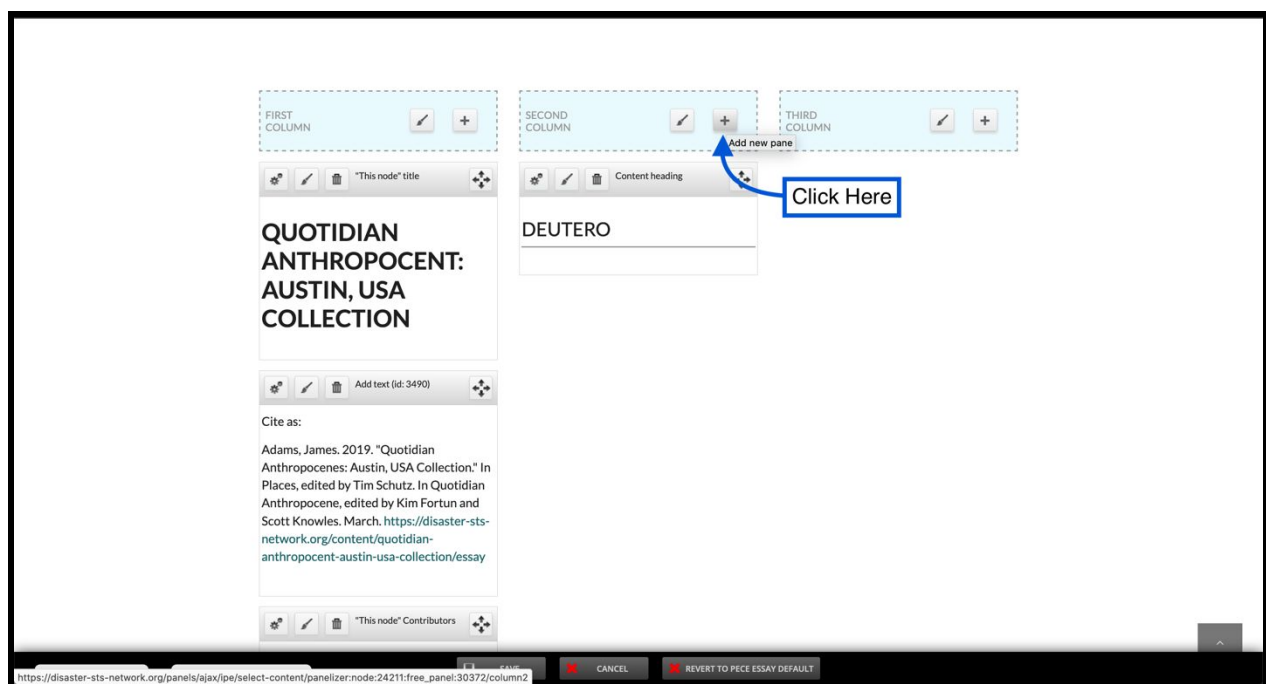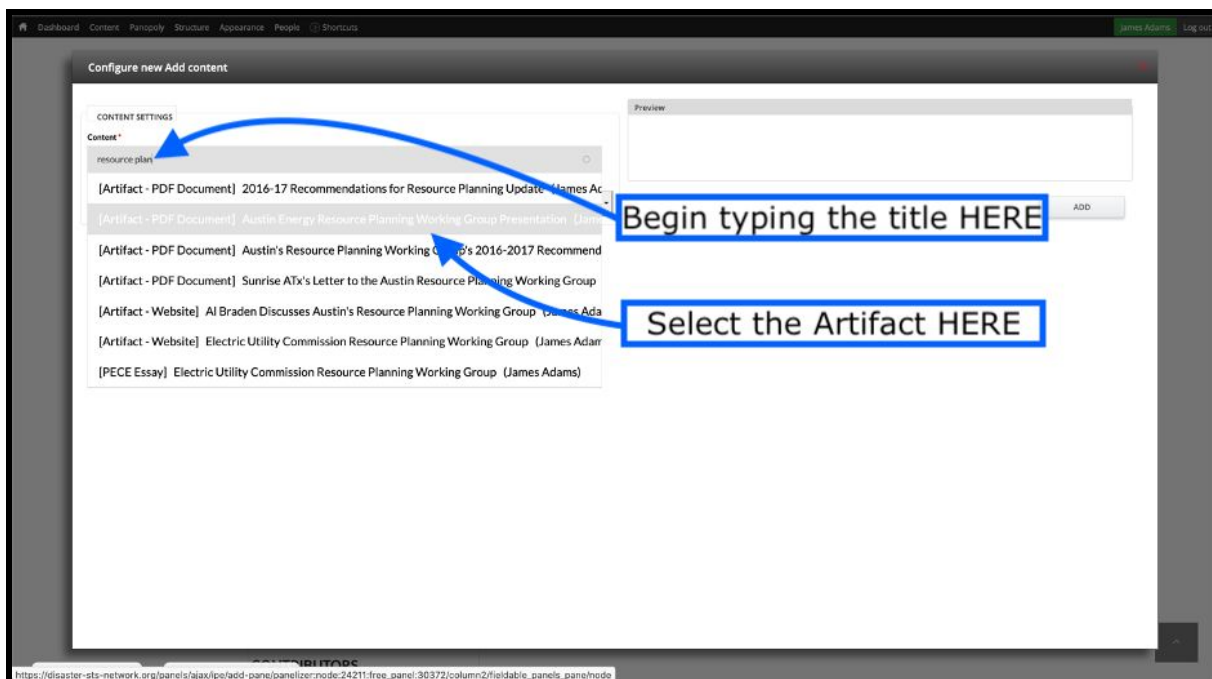
PECE Essay Instructions

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.
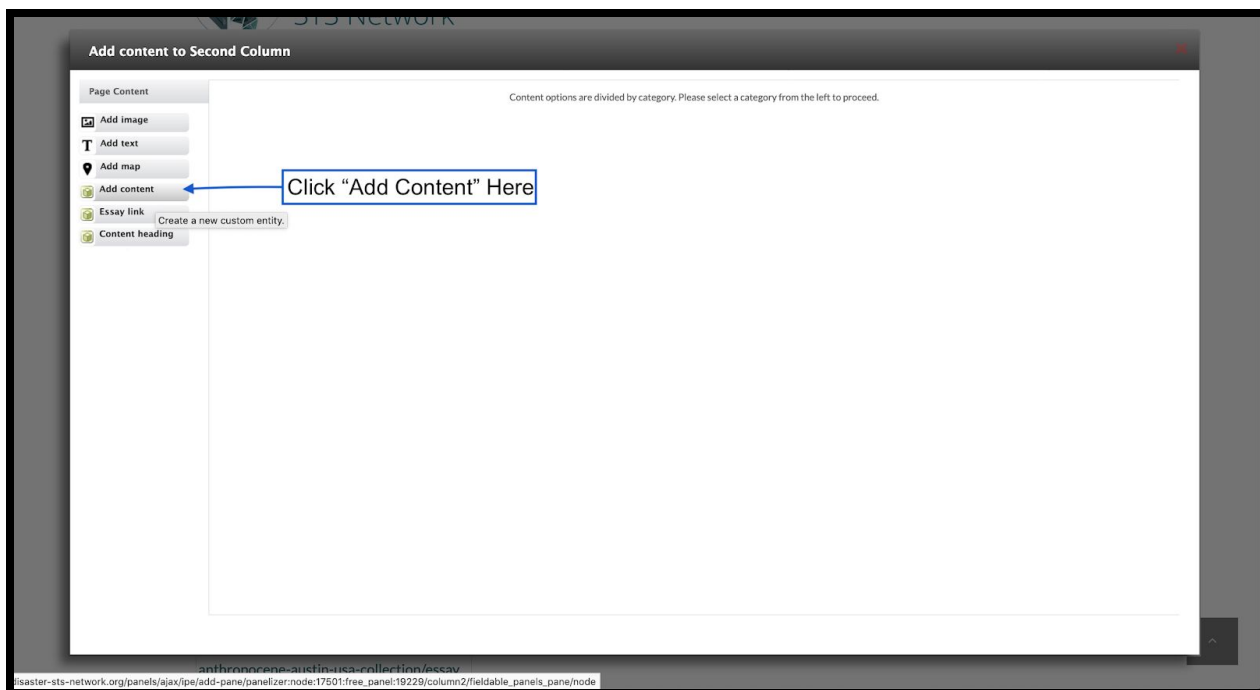

3. You should now see the "Configure new Add content" screen. Begin typing the name of the Artifact or Essay that you would like to add. The correct Artifact/Essay should then pop up in the content suggestion window below. Click the title of your desired artifact/Essay.

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.
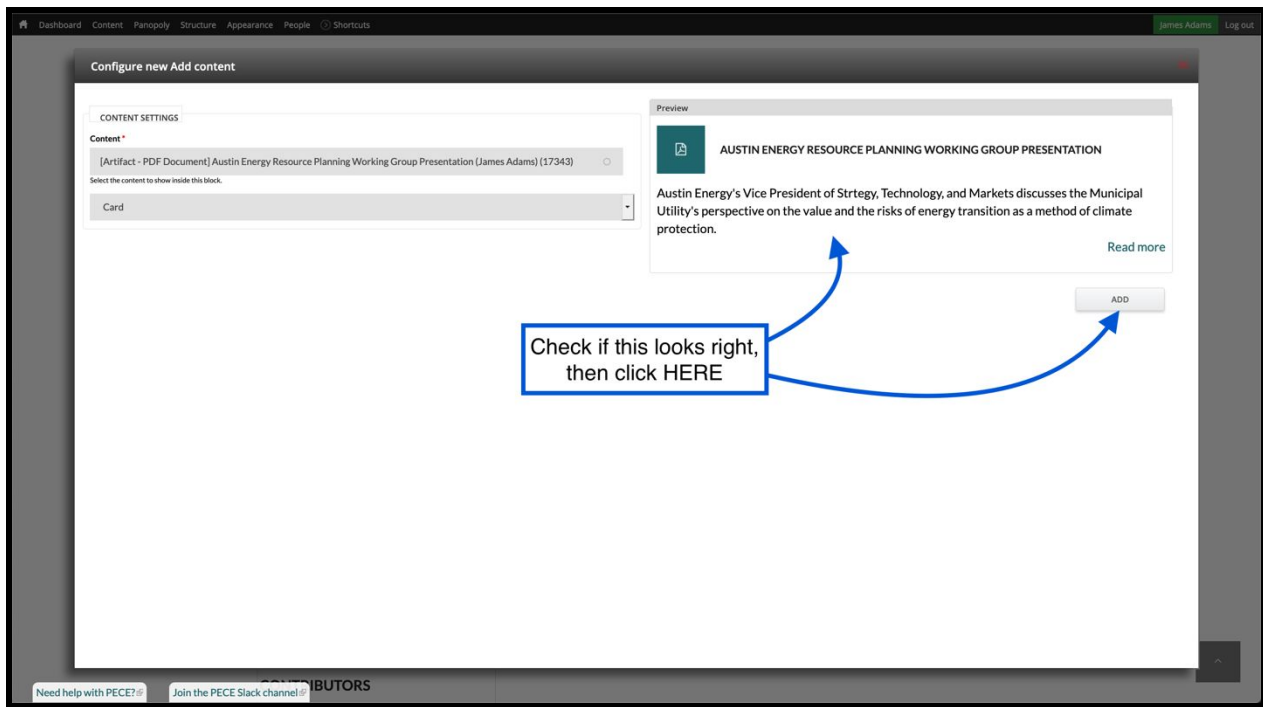
- Note that the Artifact or Essay must already exist before you are able to add it to your PECE Essay. In other words, you cannot create a new Artifact within the PECE Essay editor. If you would like to add an Artifact or Essay that you have not yet created, you might want to open up a new browser tab 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").


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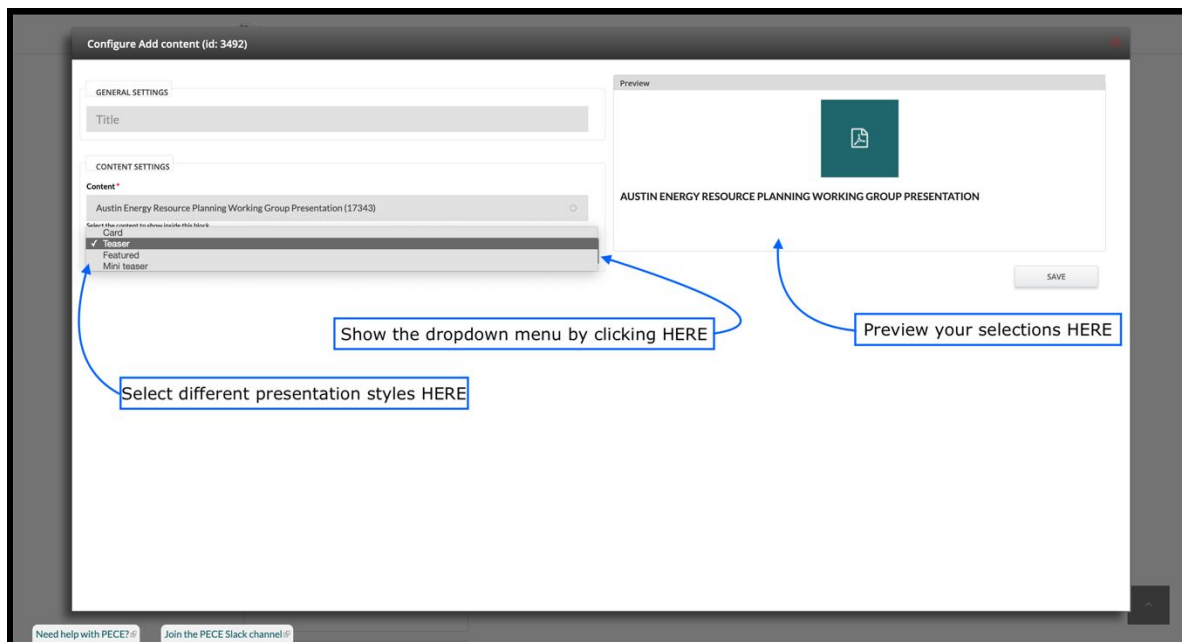
PECE Essay Instructions

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.
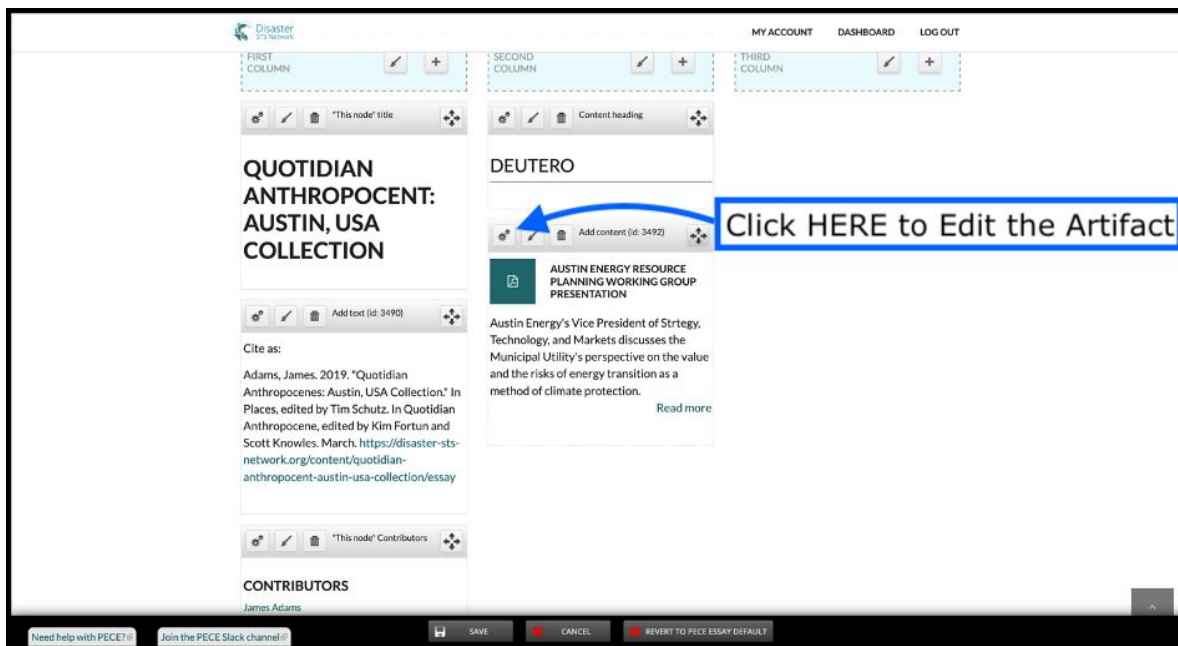

2. This will once again bring up the "Configure Add Content" window. Next, locate the dropdown menu for different presentation styles. This dropdown menu will show the word "Card." Card is the default style for newly added artifacts as it presents the most information about the artifact. However, you 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.
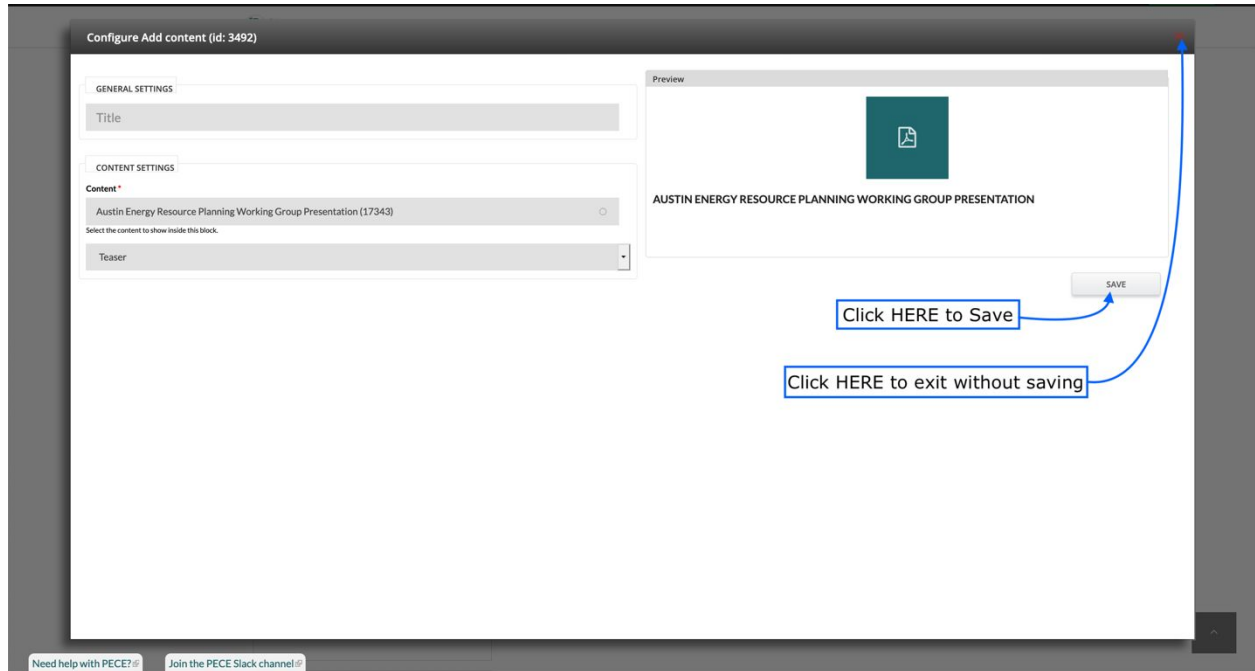
PECE Essay Instructions

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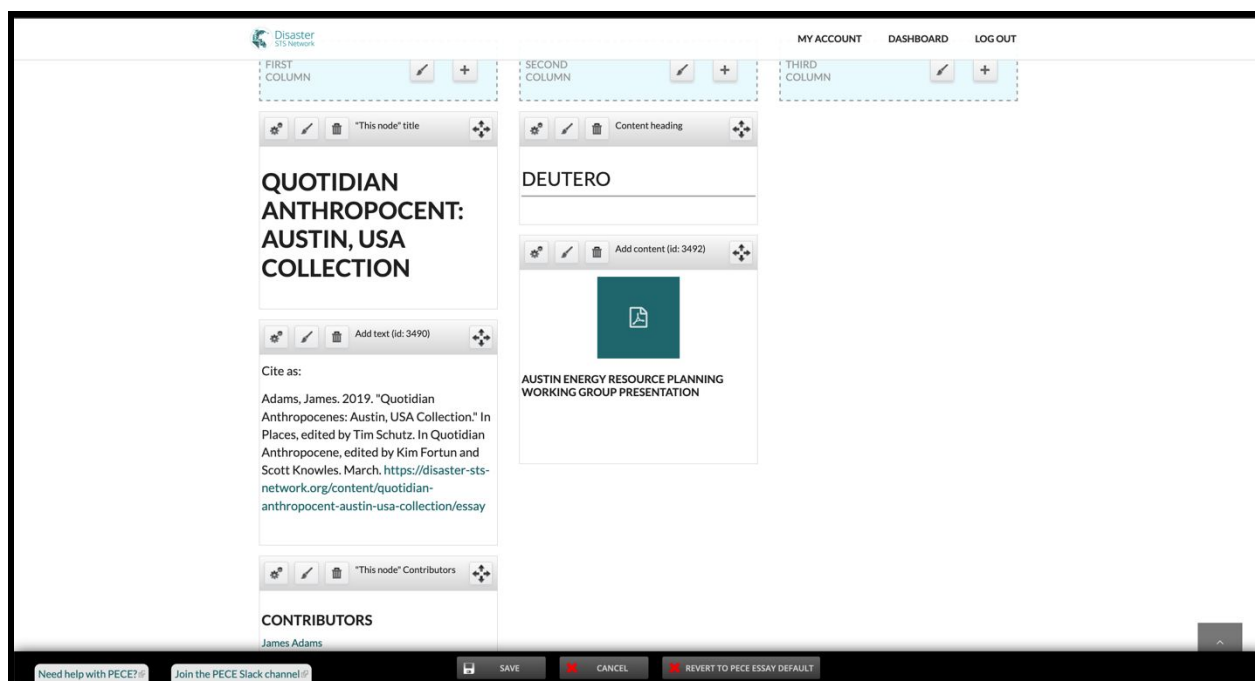
However, let's say that you are still dissatisfied with the look. Perhaps you would like to add an essay but get rid of the Essay Title and Link completely in exchange for an linked Image? Next, we will cover just that in the "Add a Freestanding Image" section.
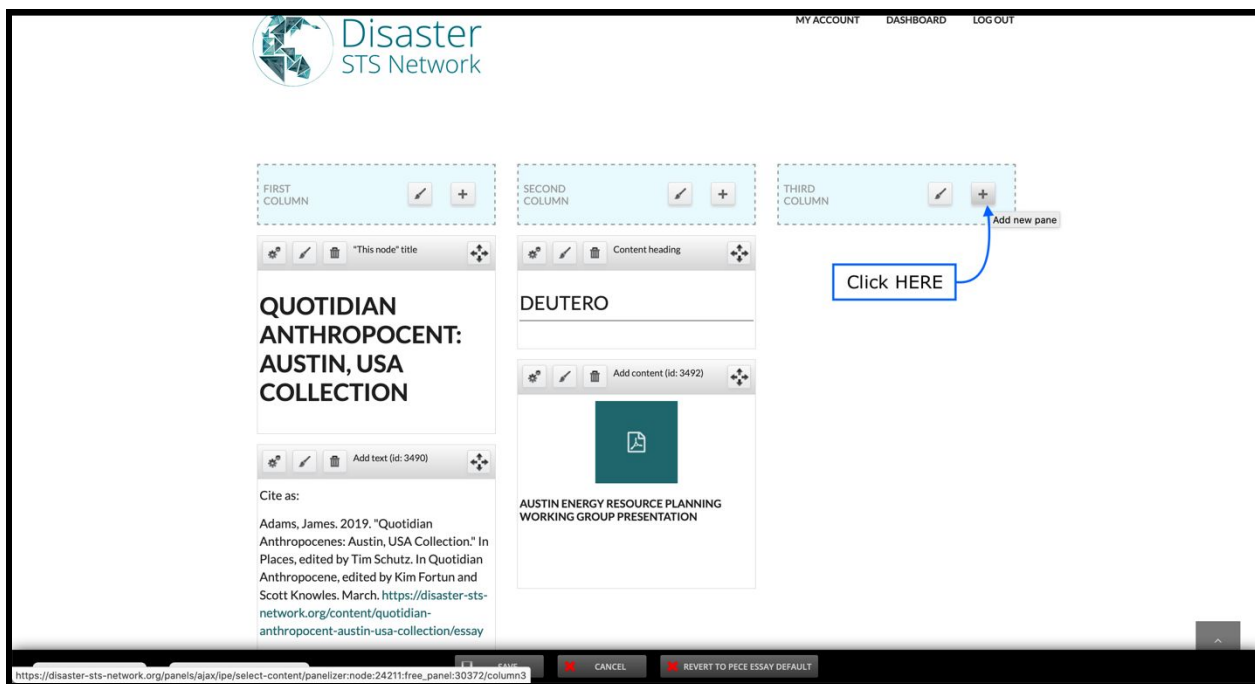
PECE Essay Instructions

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.

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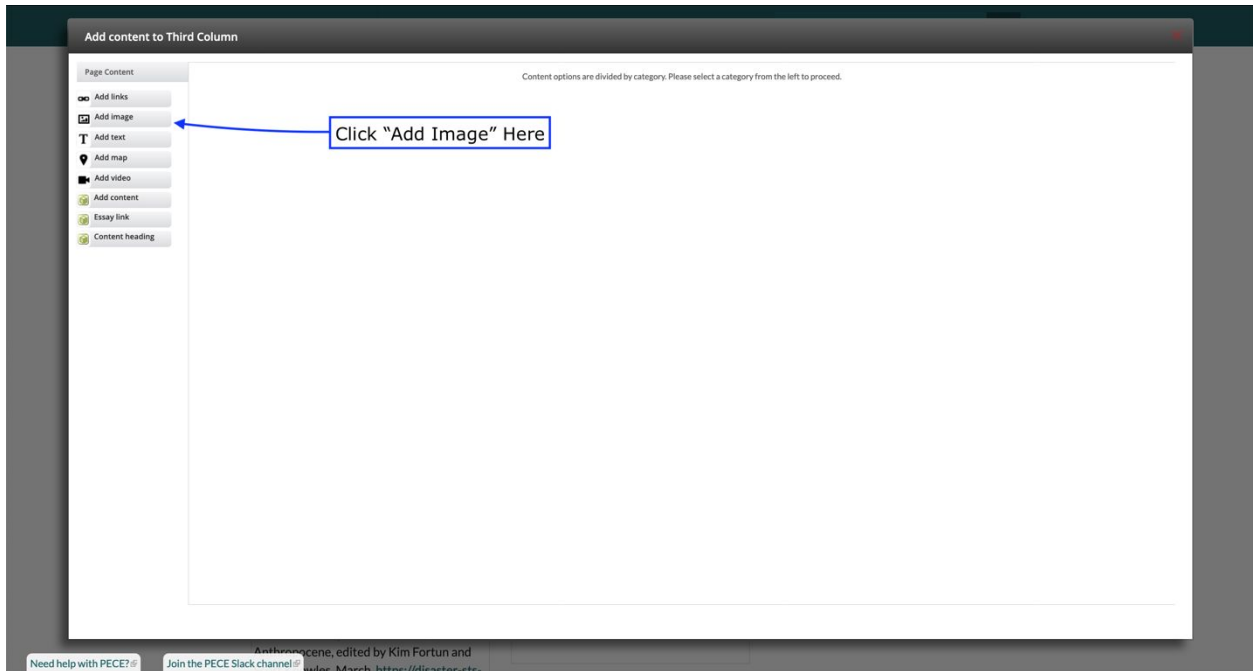
You will then arrive at the "Configure new Add Image" window. Here you will be able to select and upload your image and add a number of other options including a Title, Caption, Alternative Text, and a link to other PECE or non-PECE content.
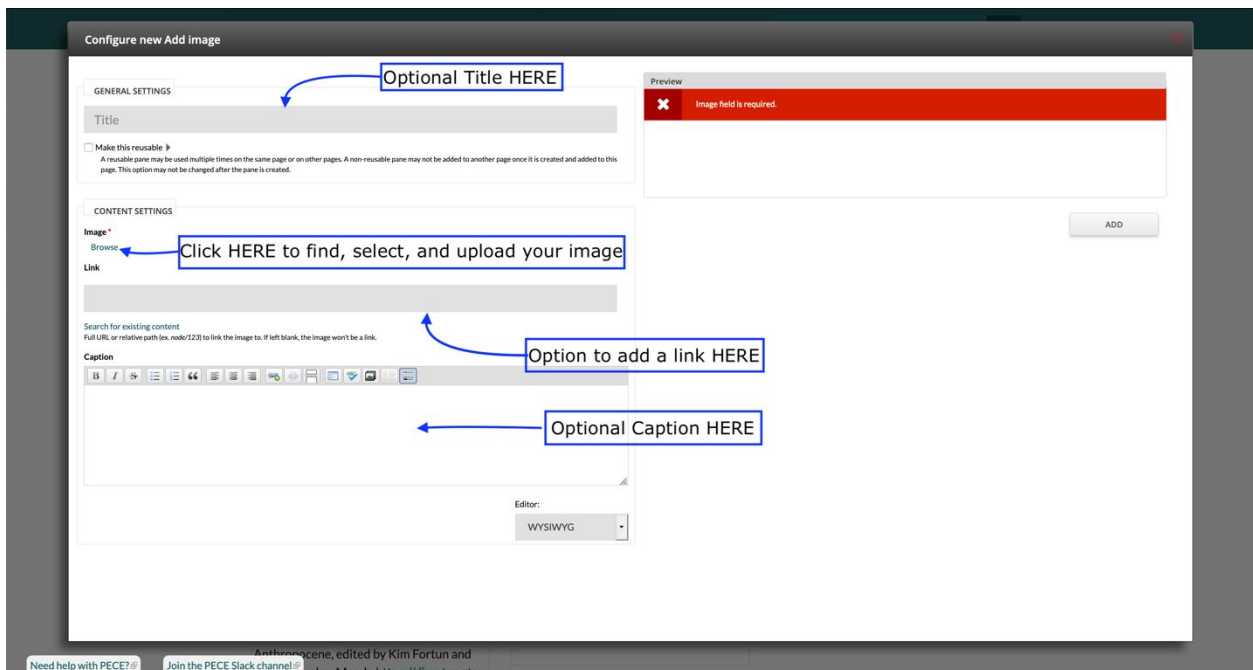

For this example, I will be inserting the image below and linking it to the Quotidian Anthropocene project page, which is the larger, encompassing project to which the Austin PECE Essay belongs.
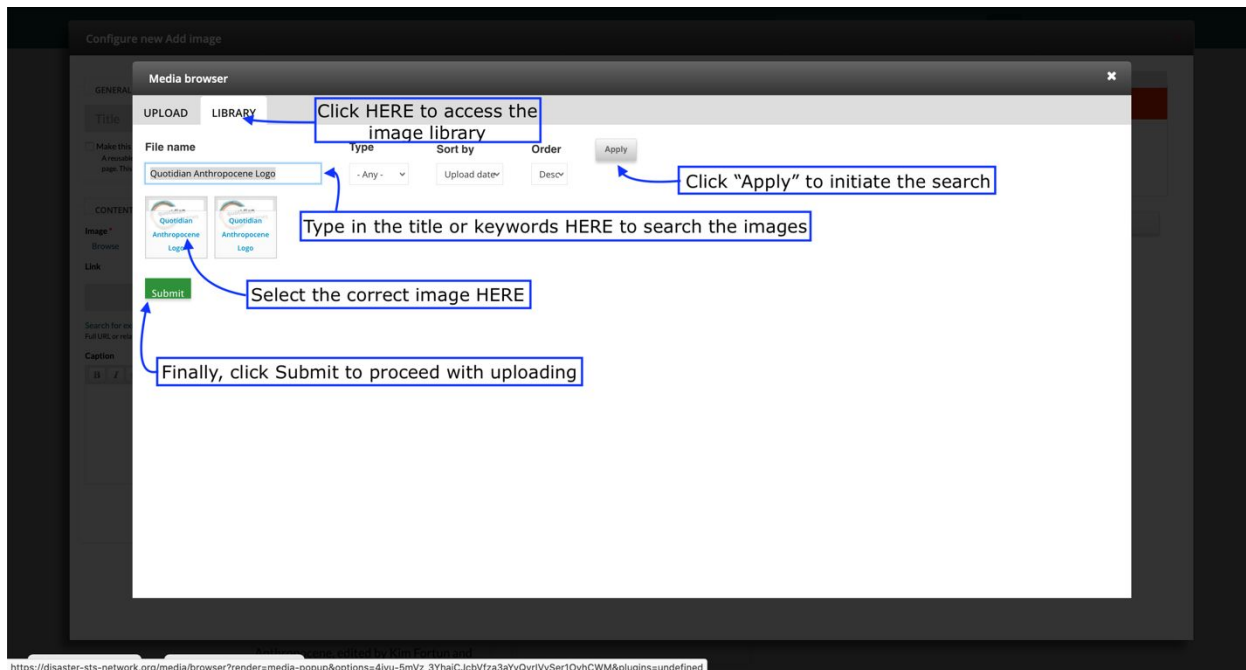
PECE Essay Instructions

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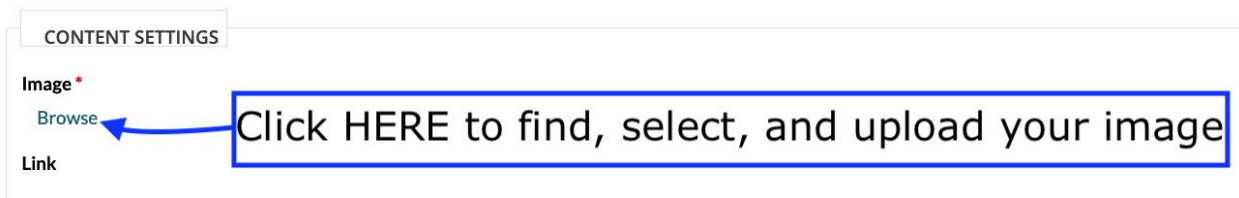
4. If the image has already been uploaded and saved to the platform library, you can click the library tab at the top of the page. Type in the title or keywords of the image in the search engine and click apply. Once the correct image shows up, click the image to select it and then click "Submit." (If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

PECE Essay Instructions

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."
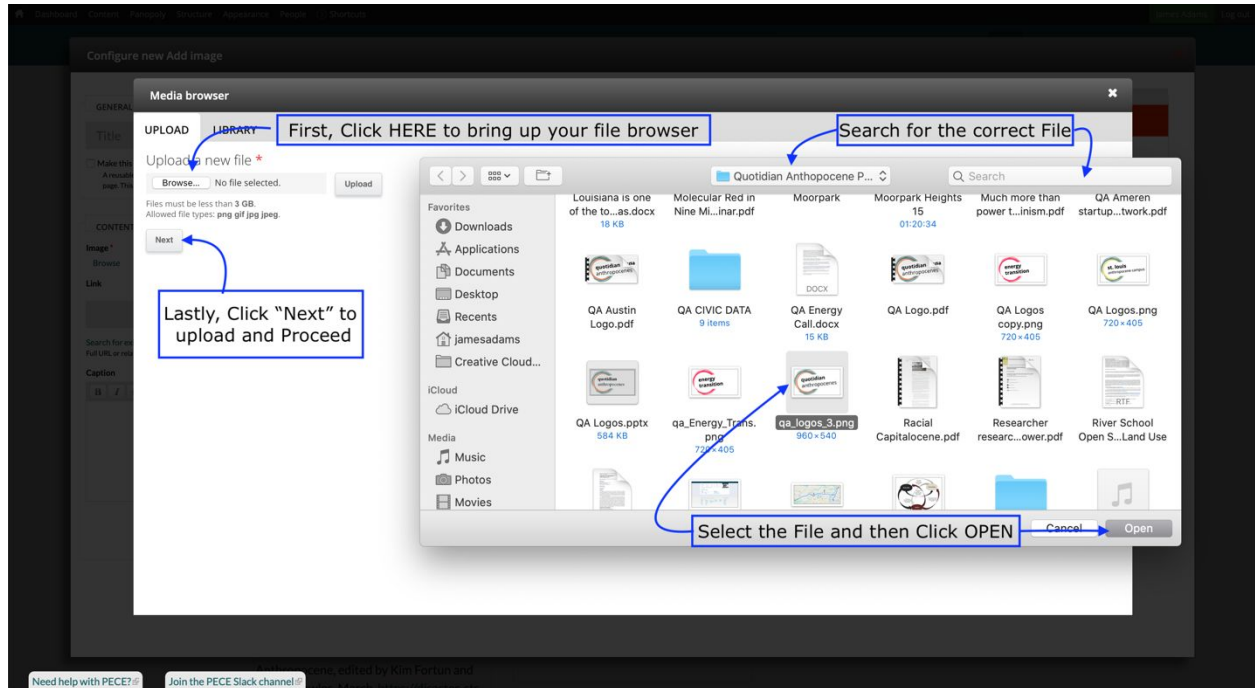
6. Next, choose whether you would like the files to be public on the webserver or private on Drupal. This is set to "private files served by Drupal" by default for a reason; don't think about it and just click "next."

PECE Essay Instructions

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.

PECE Essay Instructions

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.

PECE Essay Instructions

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.
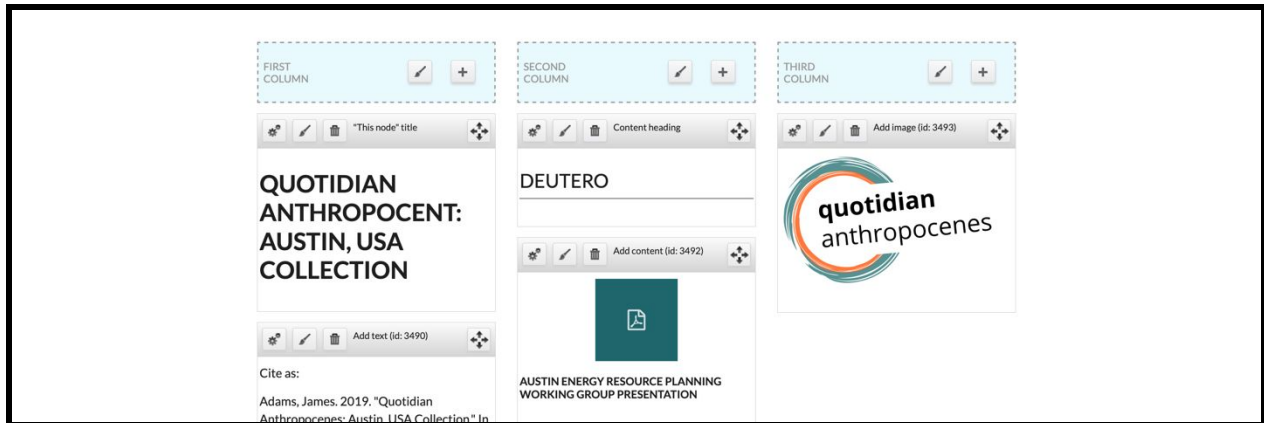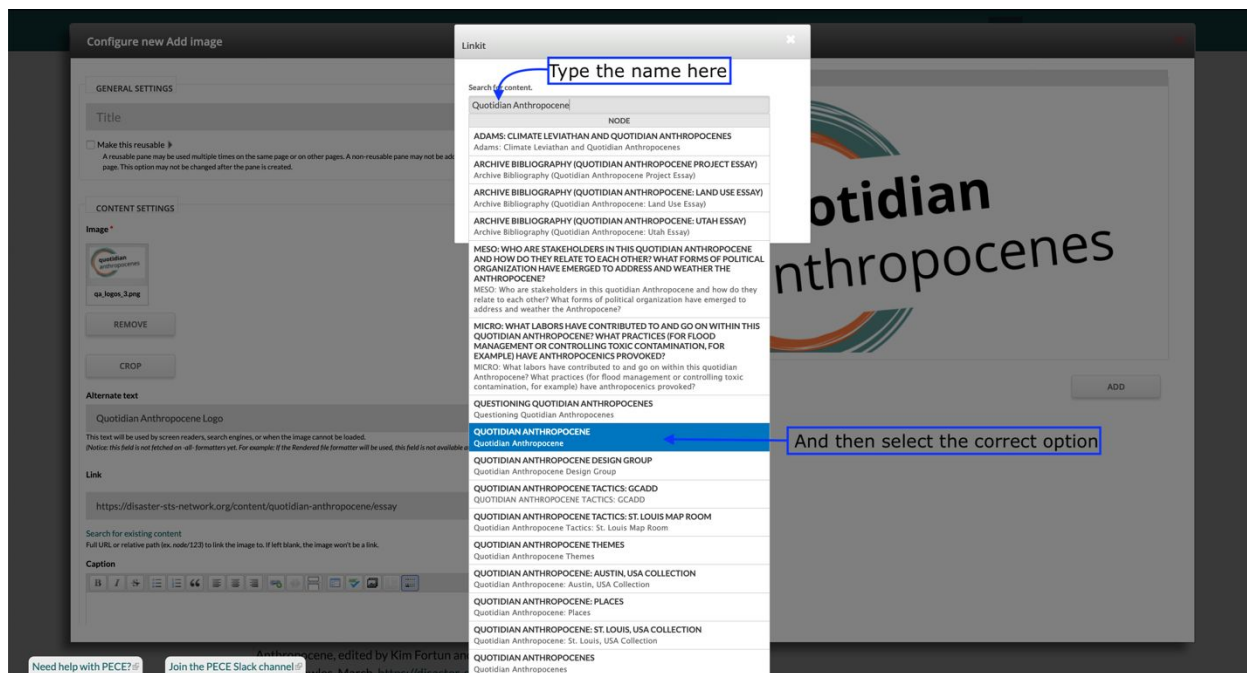

10. It is worth noting that the Configure Add Image page also has a different option to link to other PECE content through the "Search for existing content" feature.
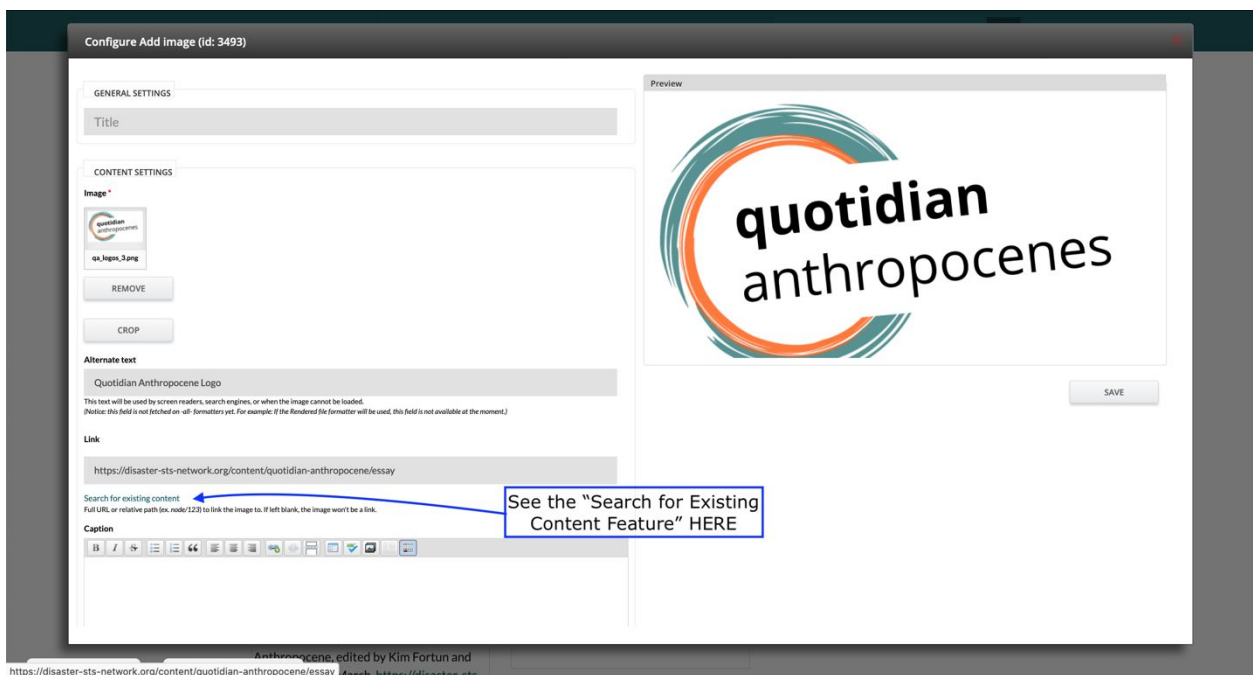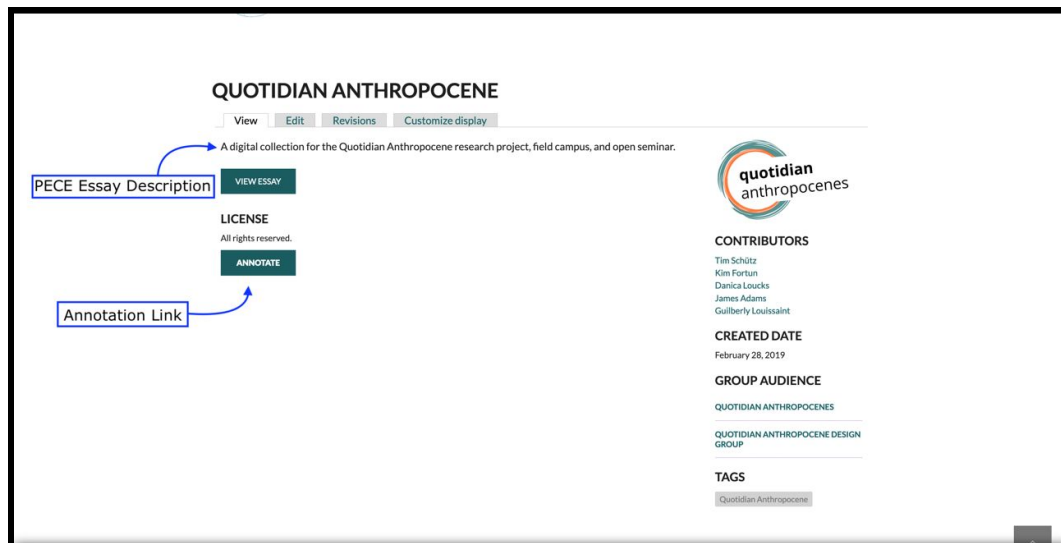
PECE Essay Instructions

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.

PECE Essay Instructions

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.
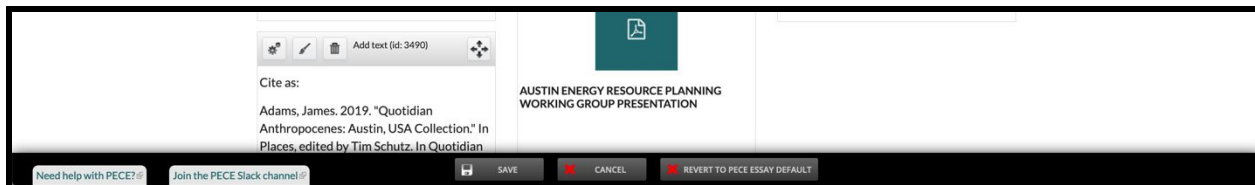
PECE Essay Instructions

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.


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.
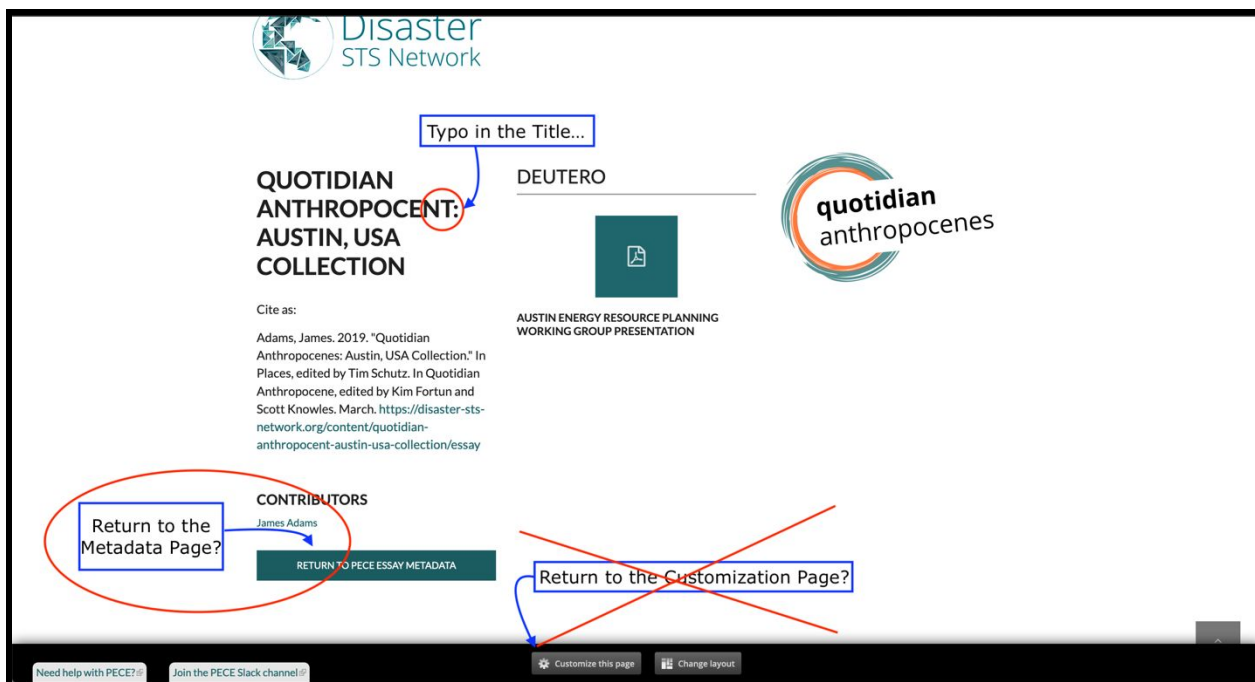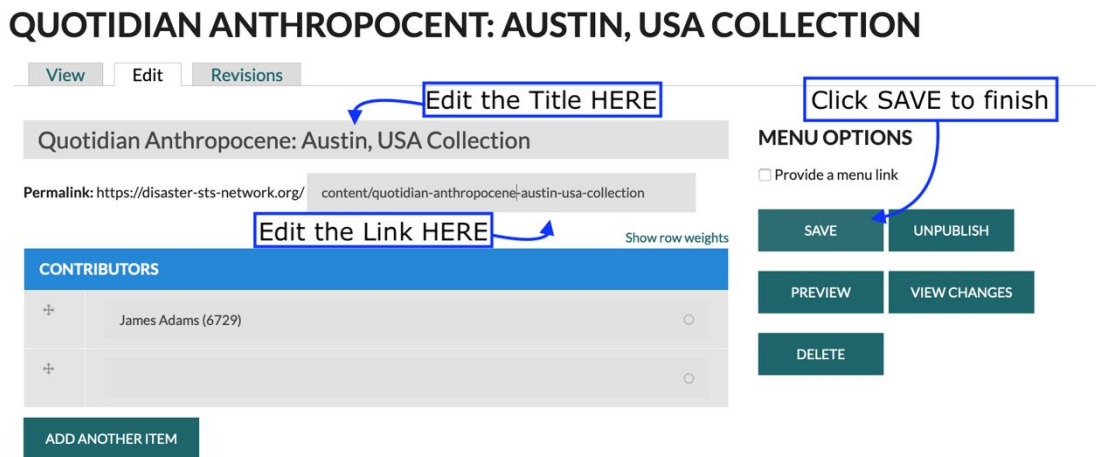
PECE Essay Instructions

Instead, what we need to do is return to the metadata page and click "Edit."
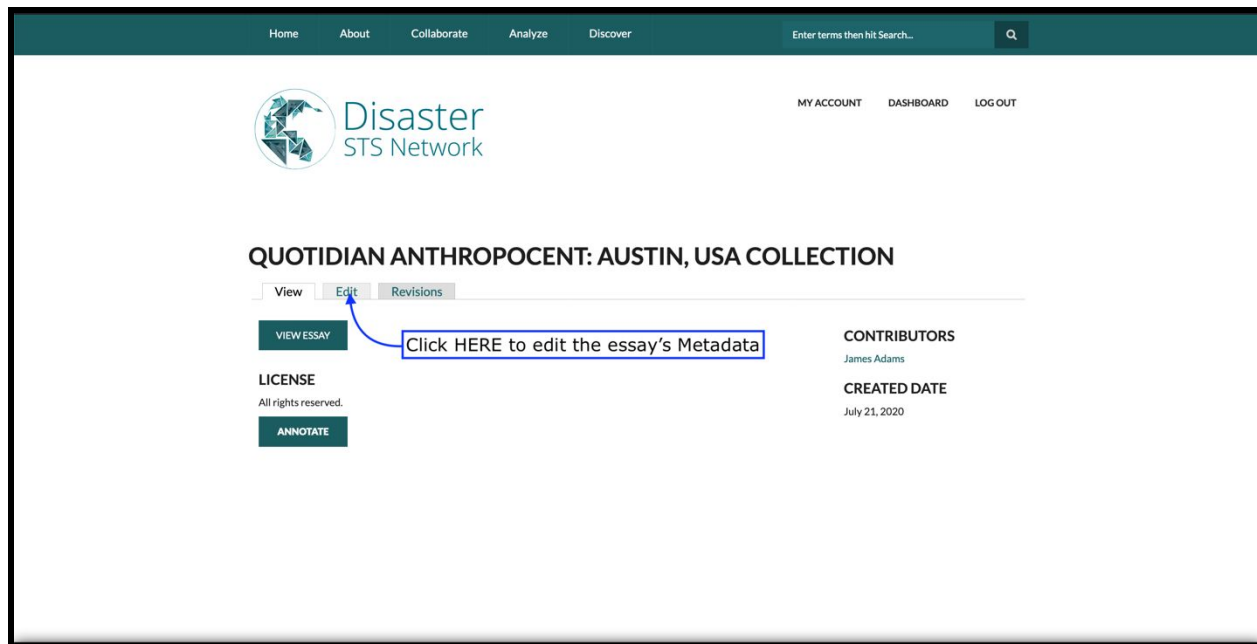
From the Metadata Page you can fix the typo in both the title and the link to the Essay. Once these have been corrected click "SAVE."

Congratulations! You have created your PECE Essay!