

PECE Essay Instructions

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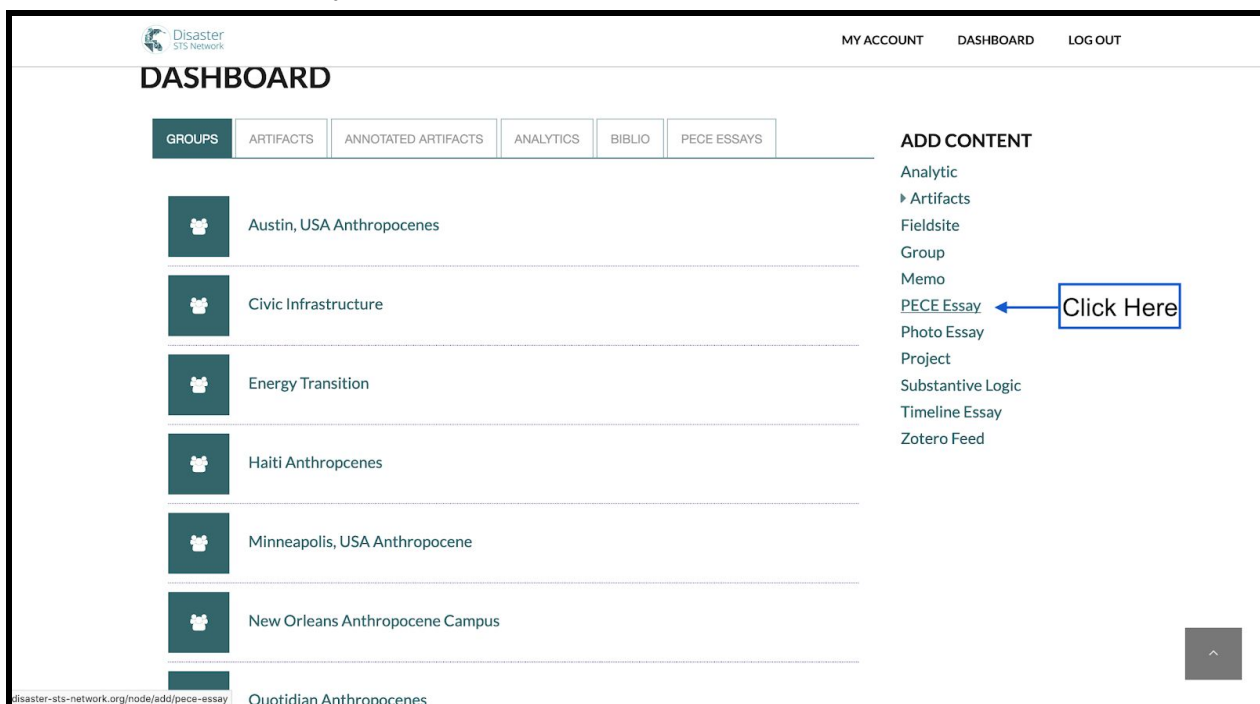
PECE Essay Instructions

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.

Disaster STS Network MY ACCOUNT DASHBOARD LOG OUT

CREATE PECE ESSAY

Type Your Title Here

Quotidian Anthropocene: Austin, USA Collection

SAVE PREVIEW

Description

are motivated and oriented by different kinds of data and knowledge claims, leading to divergent conceptions of the risks, affordances, and proper sociotechnical means of transitioning to carbon-free energy. While diverse communities in Austin are becoming increasingly restless 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's environmental 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.

Editor: WYSIWYG

Thumbnail

PECE Essay Instructions

- 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

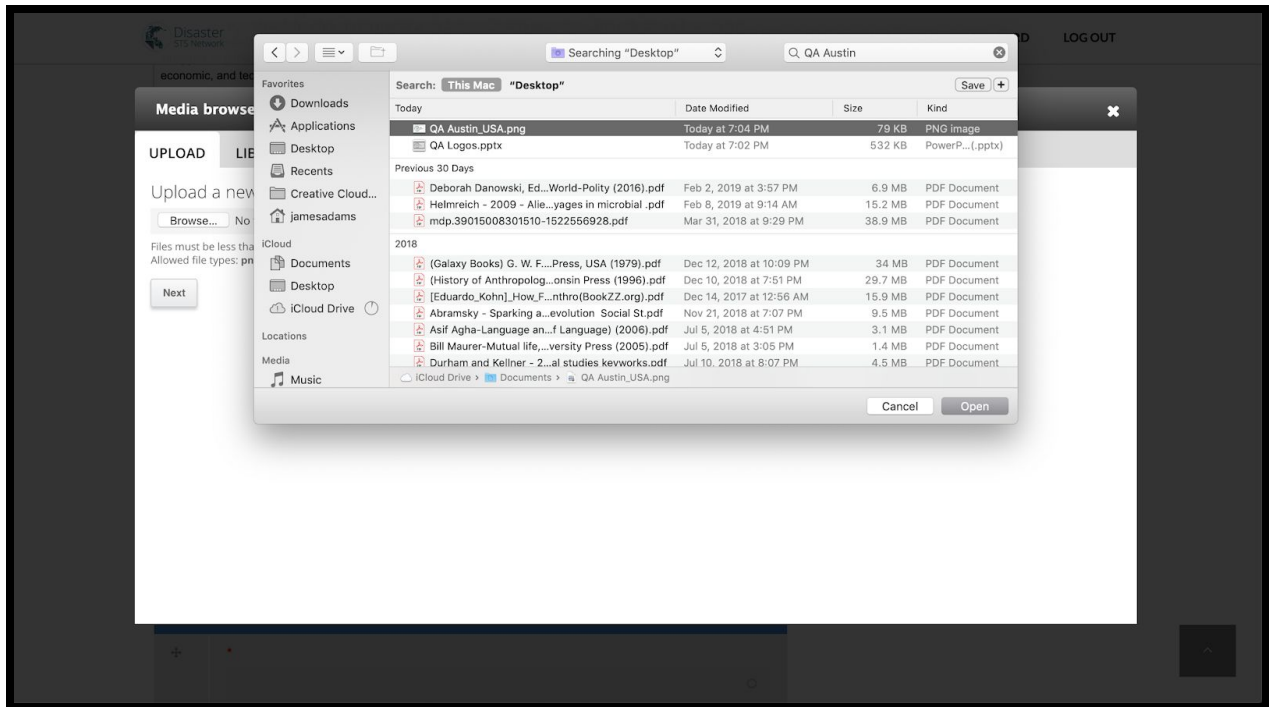


After exporting your slide as a PNG file, return to the PECE window and click the “Browse” link under the Thumbnail.

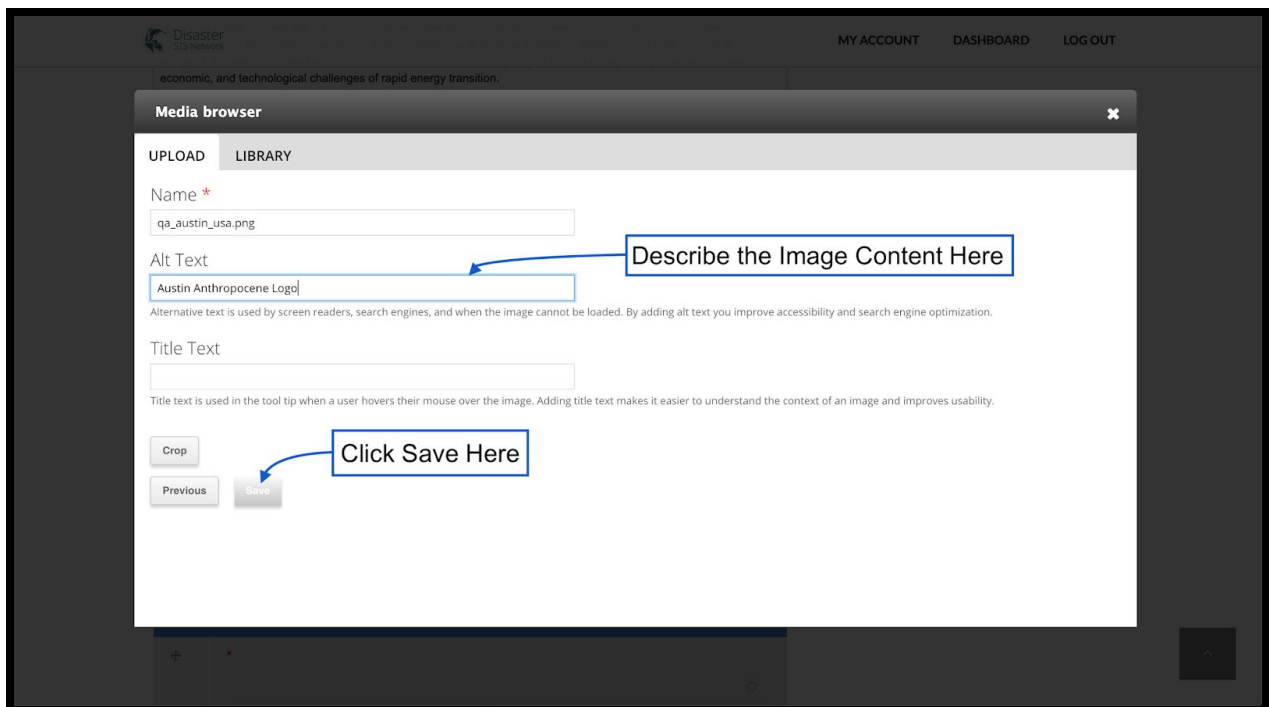


PECE Essay Instructions

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.

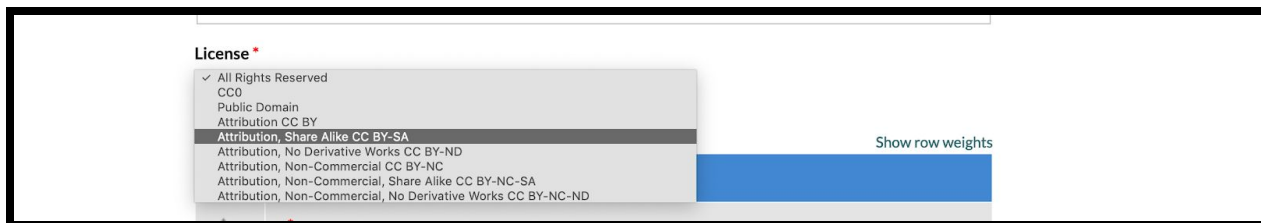


PECE Essay Instructions

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.

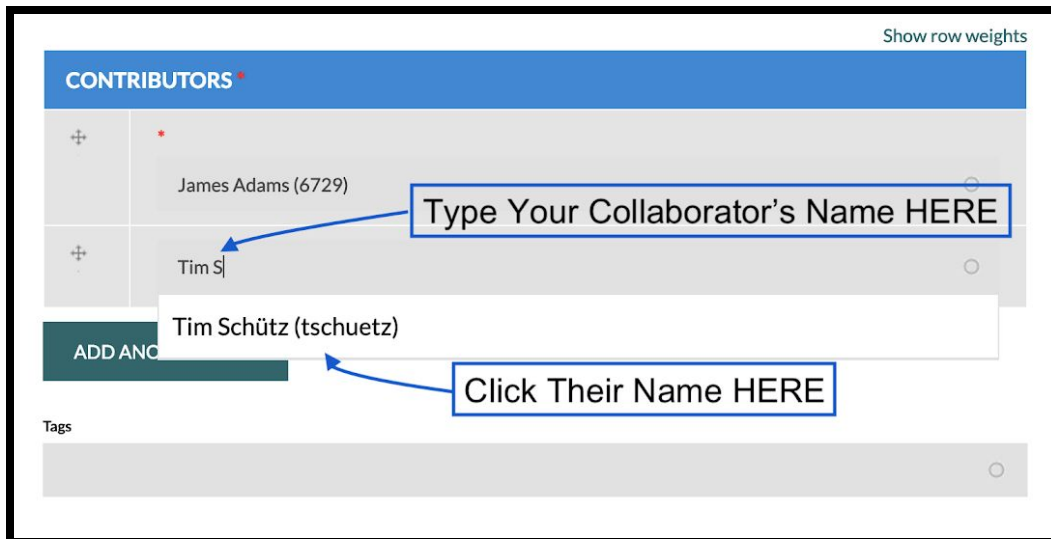
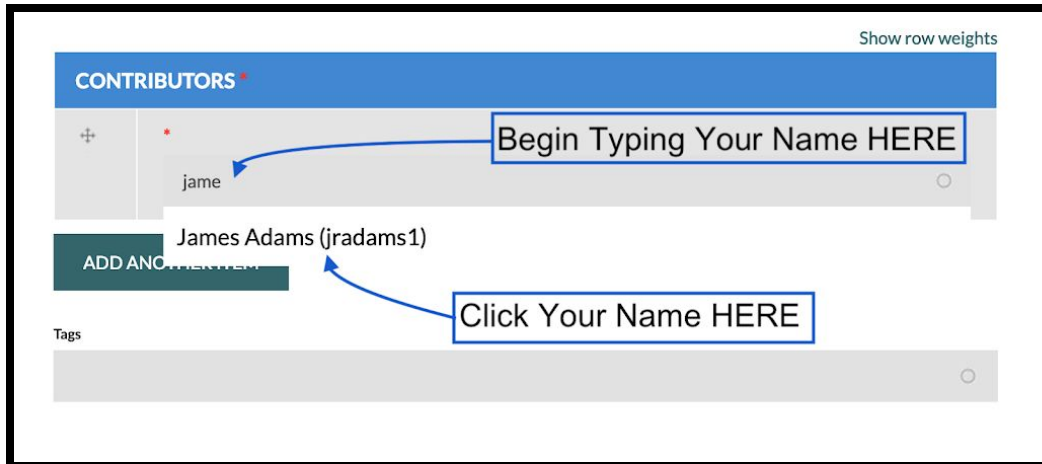


6. For the license, we encourage you to leave it as Attribution, Share Alike CC BY-SA, but you can choose any of the other Copyright settings as you see fit.
 - See [this short video](#) on Creative Commons license elements



PECE Essay Instructions

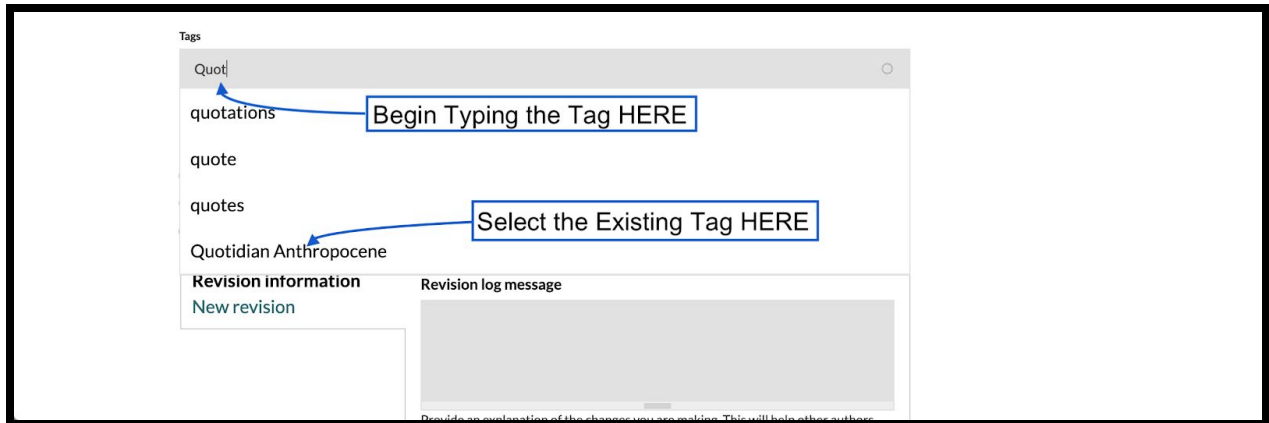
- Next, add yourself as a contributor by typing the first few letters of your name into the “contributor” field. Your screen name should pop up. Select your name. If you would like to collaborate with other PECEniks on your essay, click “Add Another Item” and then repeat this process with the names of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



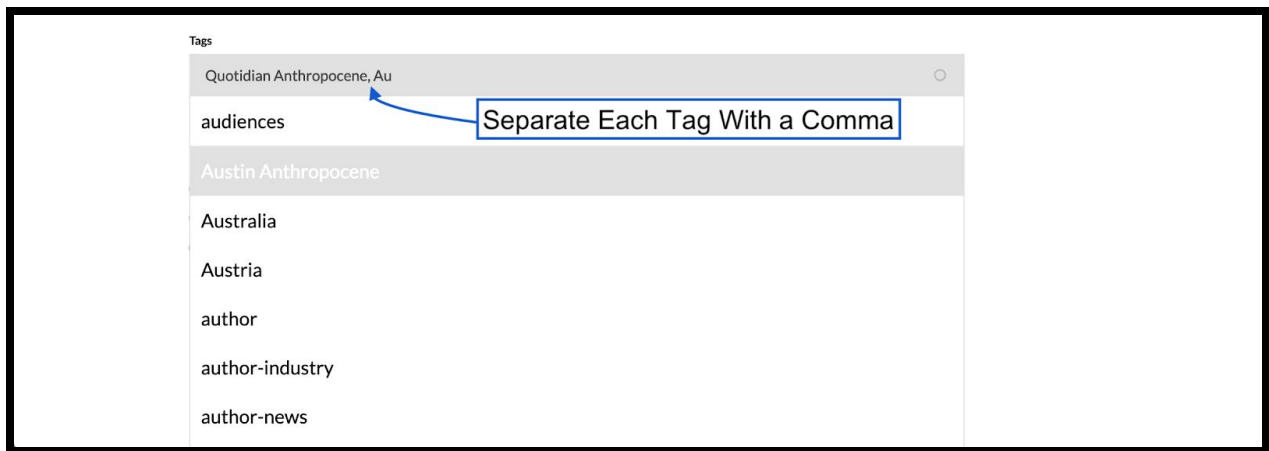
PECE Essay Instructions

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.



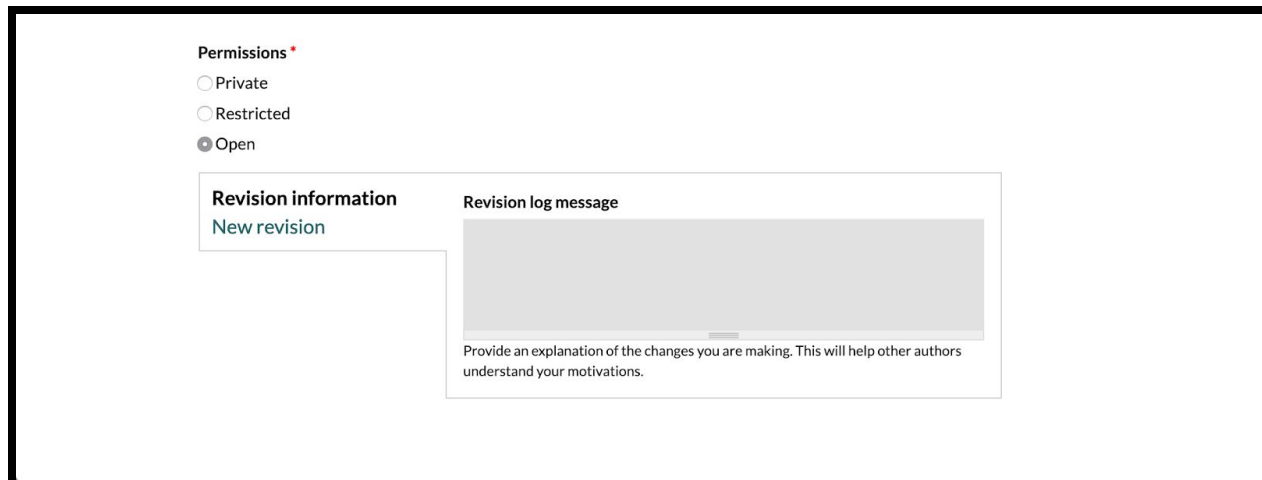
- To add multiple tags, separate each tag by comma



PECE Essay Instructions

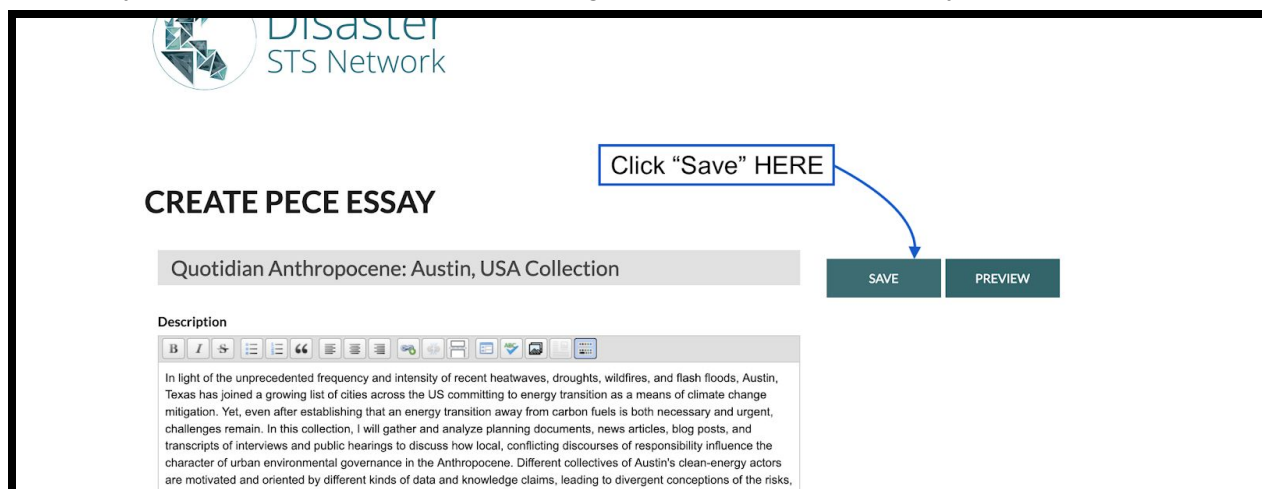
9. If the essay is not ready to be made public, you can alter its permissions.

- 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.



The screenshot shows a 'Permissions' section with three radio button options: 'Private', 'Restricted', and 'Open'. The 'Open' option is selected. Below this is a 'Revision information' section with a 'New revision' label. To the right is a 'Revision log message' section with a large text input area. Below the input area is a note: 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.'

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



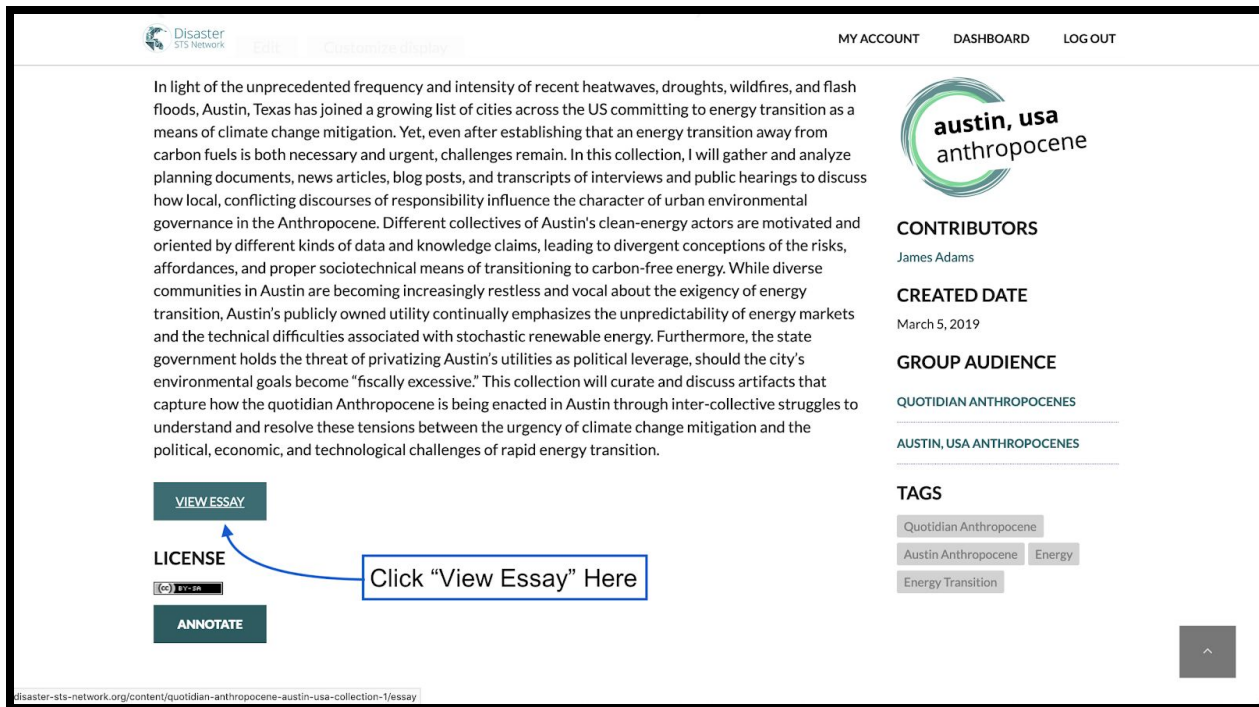
The screenshot shows the 'CREATE PECE ESSAY' page. At the top left is the 'Disaster STS Network' logo. The main title is 'CREATE PECE ESSAY'. Below it is a text input field containing 'Quotidian Anthropocene: Austin, USA Collection'. To the right of this field are two buttons: 'SAVE' and 'PREVIEW'. A blue box with the text 'Click “Save” HERE' has a blue arrow pointing to the 'SAVE' button. Below the text input field is a 'Description' section with a rich text editor toolbar and a text area containing the following text: '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.'

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.



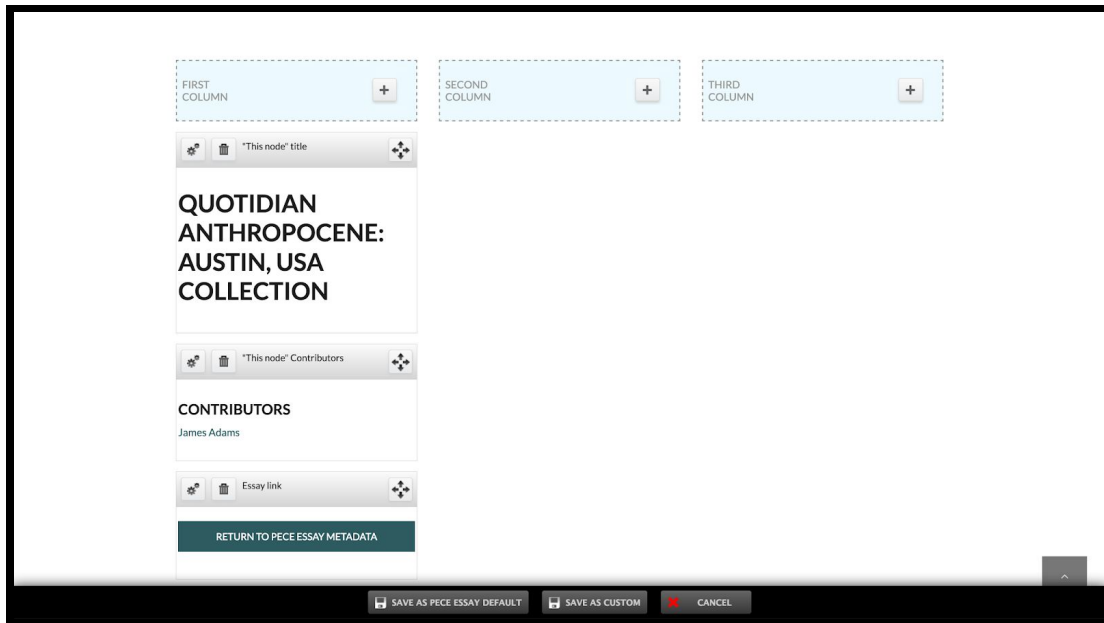
2. You should now see the title of your essay, your contributors, and a link to the metadata page on the left. At the very bottom of the page, you should see a “Customize this page” link. Click this link.



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.

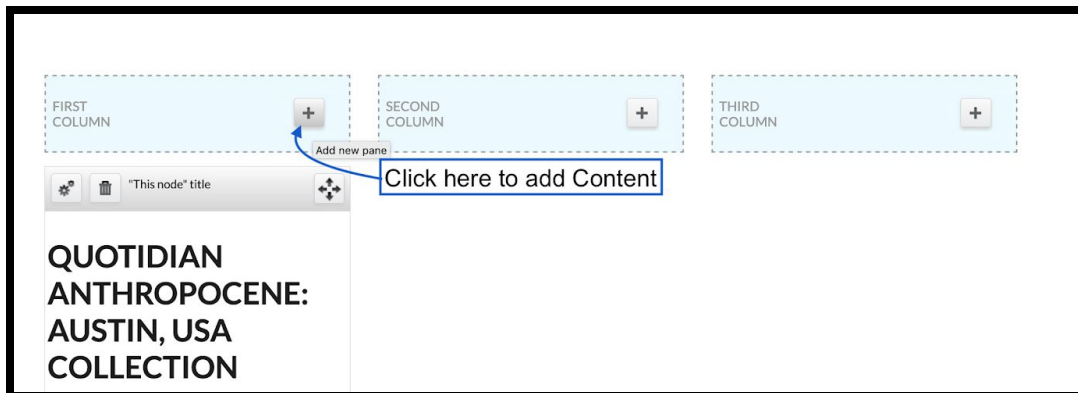
PECE Essay Instructions

Adding a Freestanding Text Box

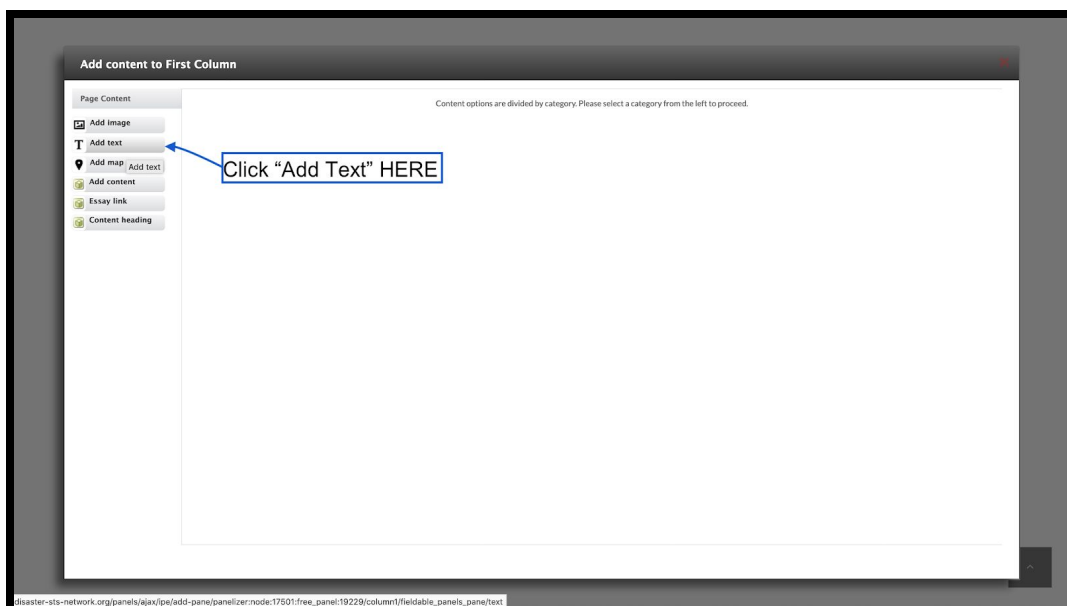
The first type of content we will add is a suggested citation, which we will add to Column 1.

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

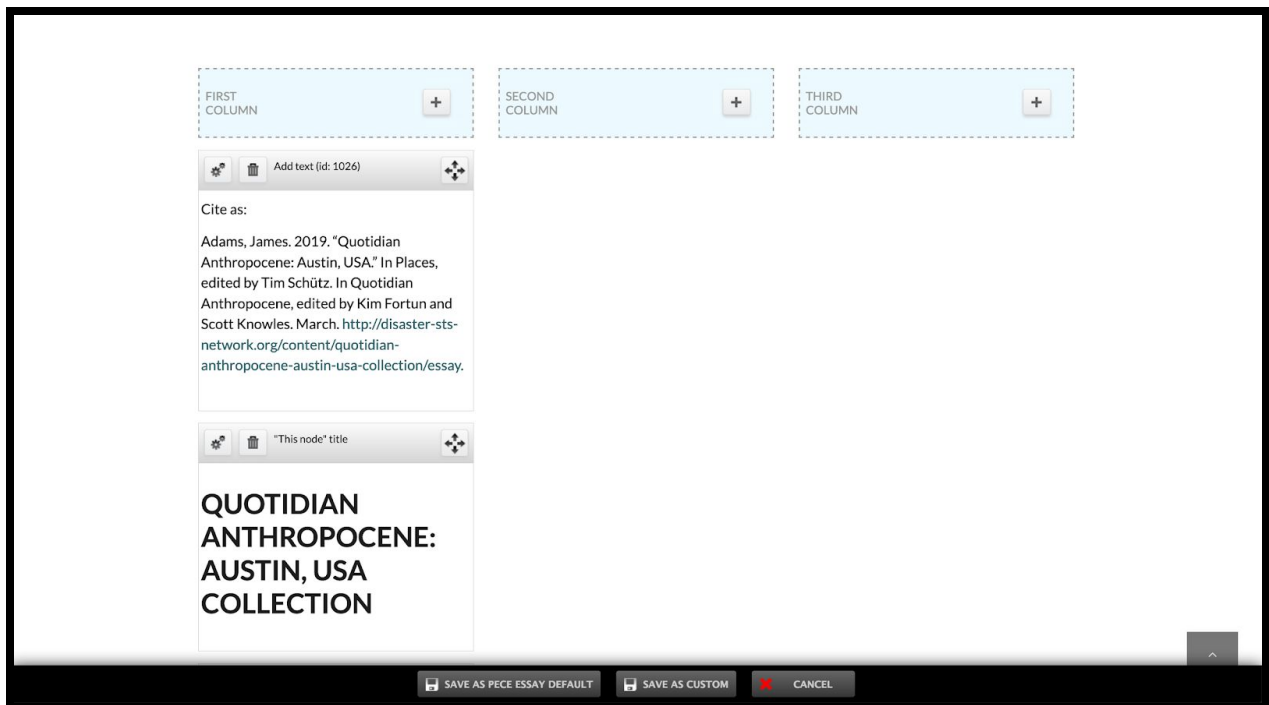
- The Text box will have the *option* of adding a title, but this is not necessary for our purposes. So we will leave the Title Pane blank.

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.

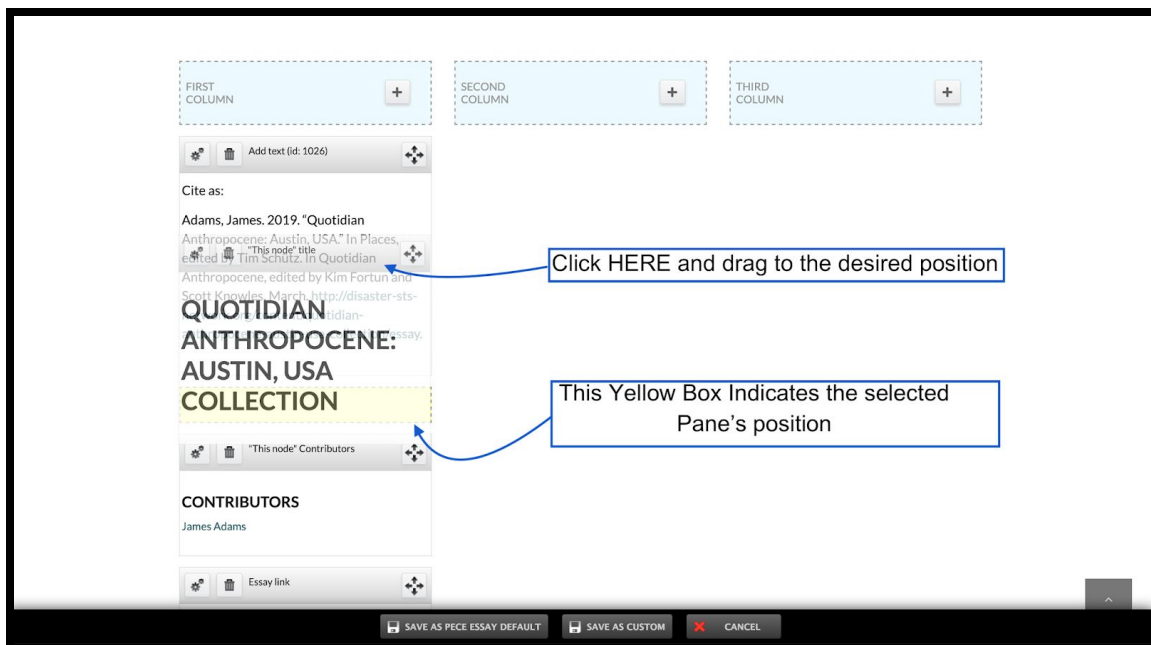
The screenshot shows the 'Configure new Add text' dialog box. It is divided into two main sections: 'GENERAL SETTINGS' and 'CONTENT SETTINGS'. In the 'GENERAL SETTINGS' section, there is a 'Title' field with a blue box around it containing the text 'OPTIONAL Title HERE'. Below it is a checkbox for 'Make this reusable'. The 'CONTENT SETTINGS' section contains a rich text editor with a toolbar and a 'Cite as:' field. The 'Cite as:' field contains a sample citation: '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-usa-collection/essay>.'. Below the citation is an 'Editor' dropdown menu set to 'WYSIWYG'. To the right of the main editor is a 'Preview' window showing the same citation as it would appear in the essay. Below the preview is an 'ADD' button. Three blue callout boxes with arrows point to these elements: 'OPTIONAL Title HERE' points to the title field; 'Type Your Desired Text HERE' points to the main text editor; 'Preview Your Text Box HERE' points to the preview window; and 'Then Click HERE to Finalize It' points to the 'ADD' button.

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.



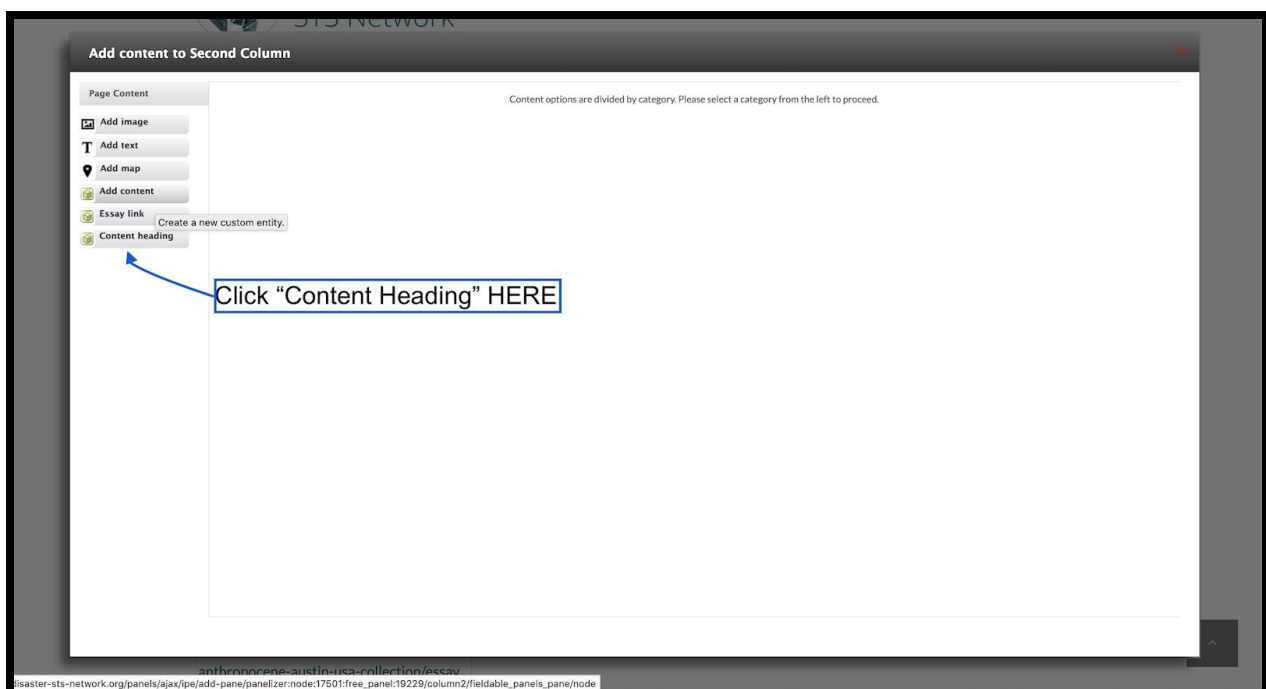
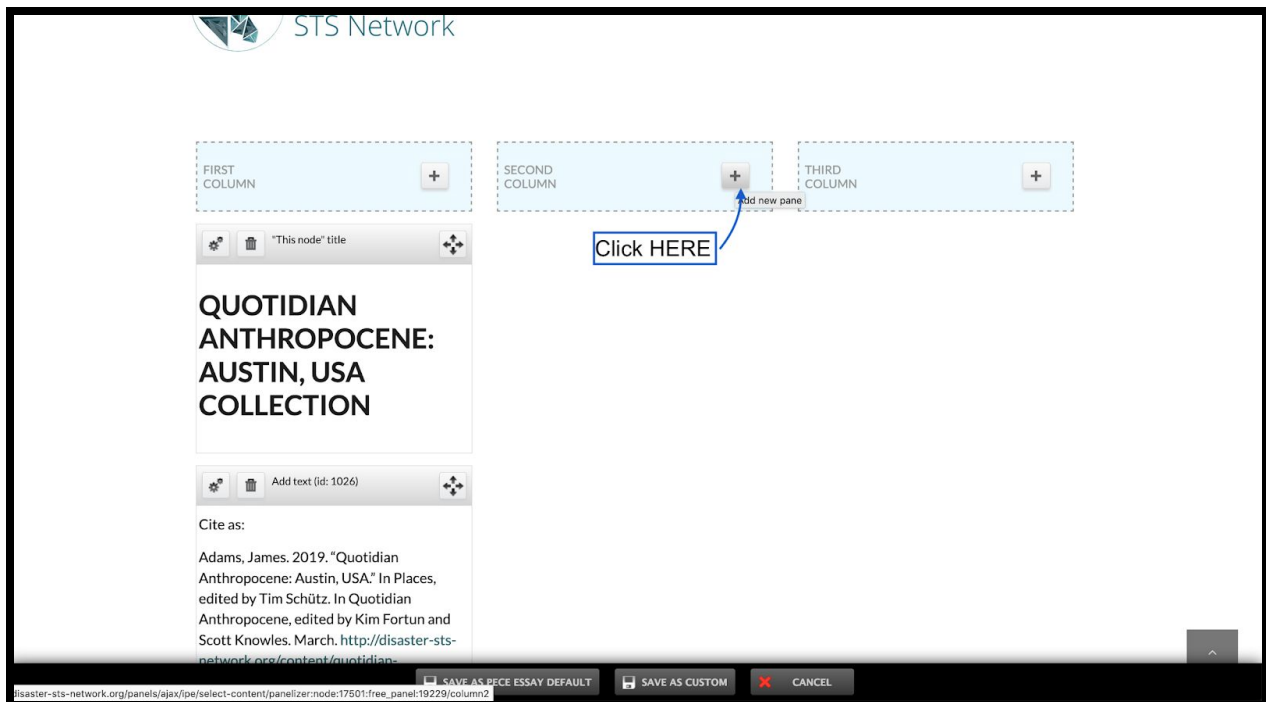
- We can fix this by selecting the Title Pane--clicking the grey/silver rectangle at the top of the pane--and dragging it above the "Cite as" Text Box. Immediately after selecting the Title Pane, you will see a yellow rectangle indicating where the new position of the title pane will be. Once the yellow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



PECE Essay Instructions

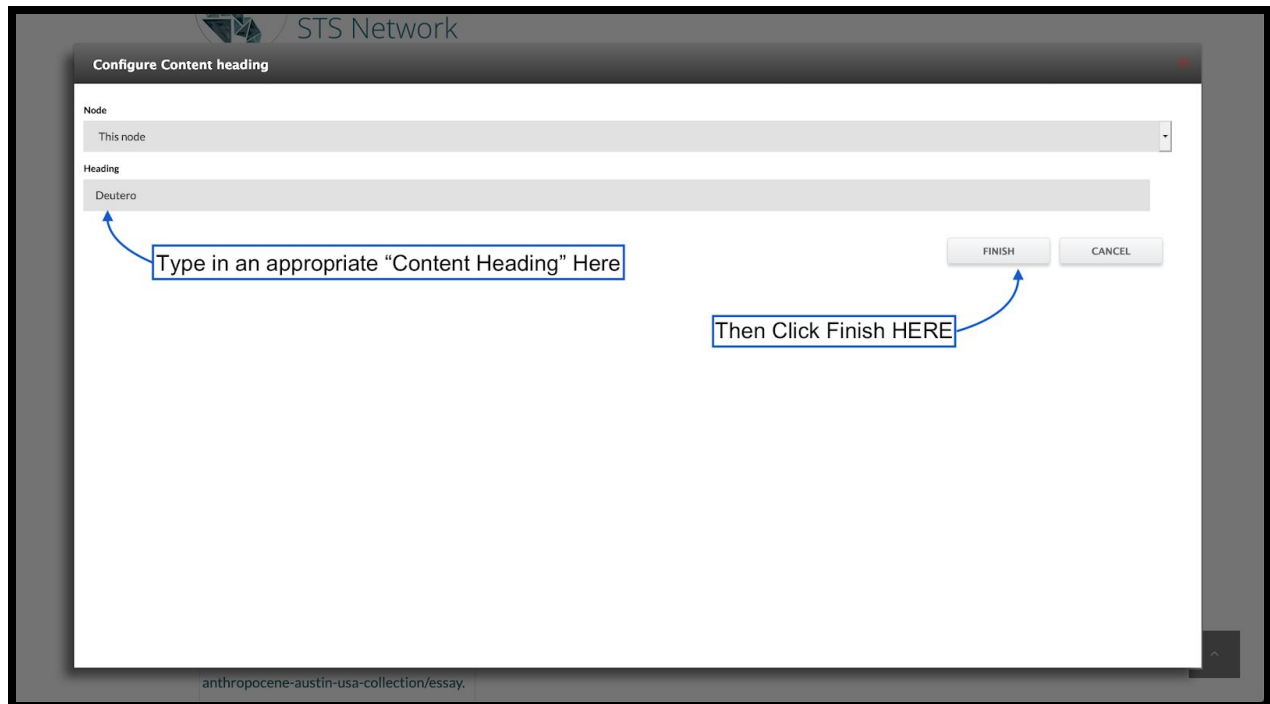
Adding a Content Heading

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.

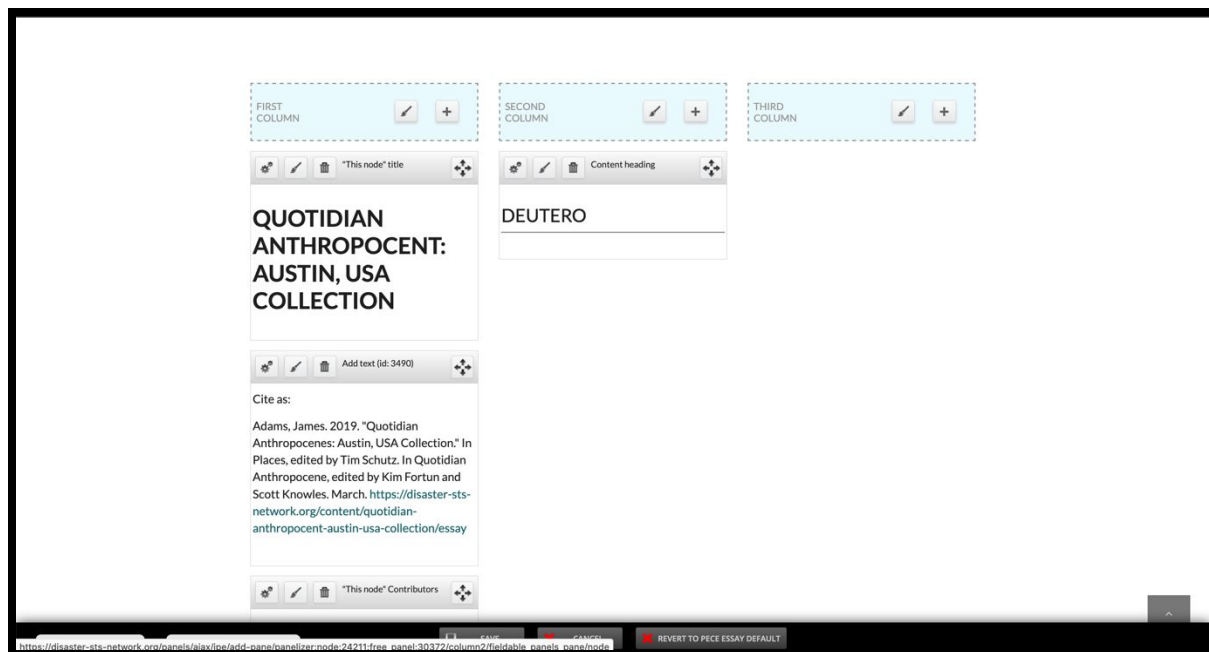


PECE Essay Instructions

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.

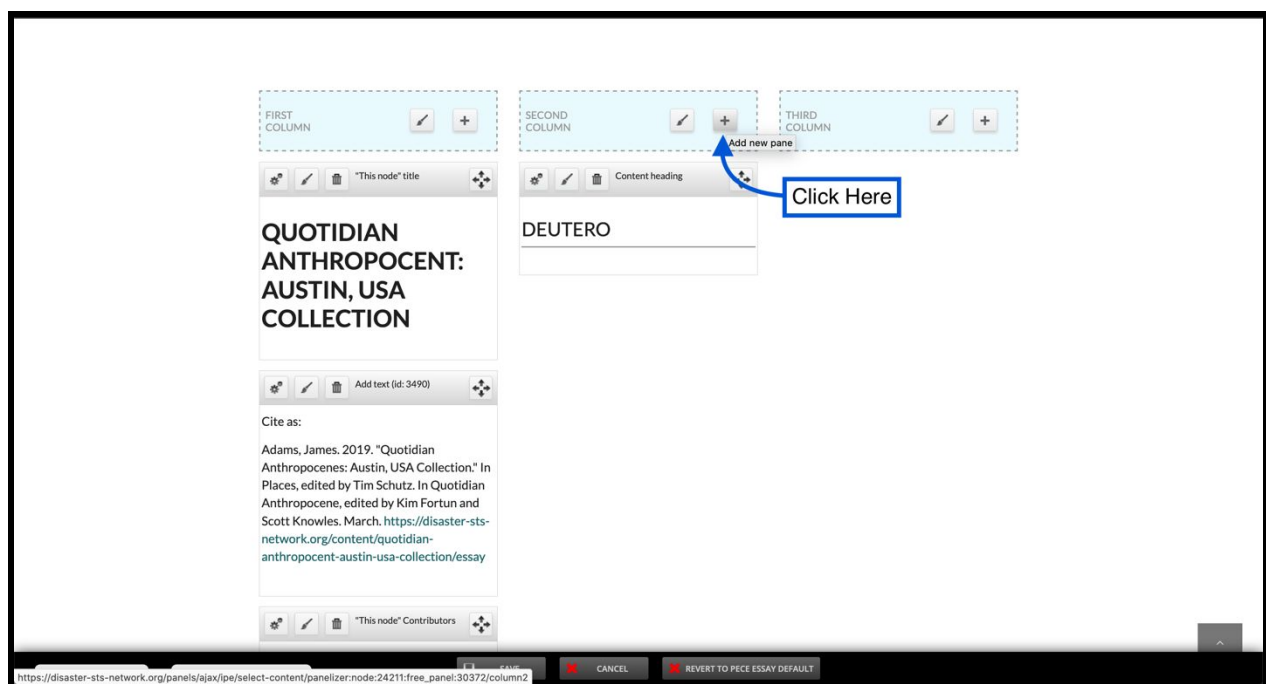


PECE Essay Instructions

Adding an Existing Artifact or Essay

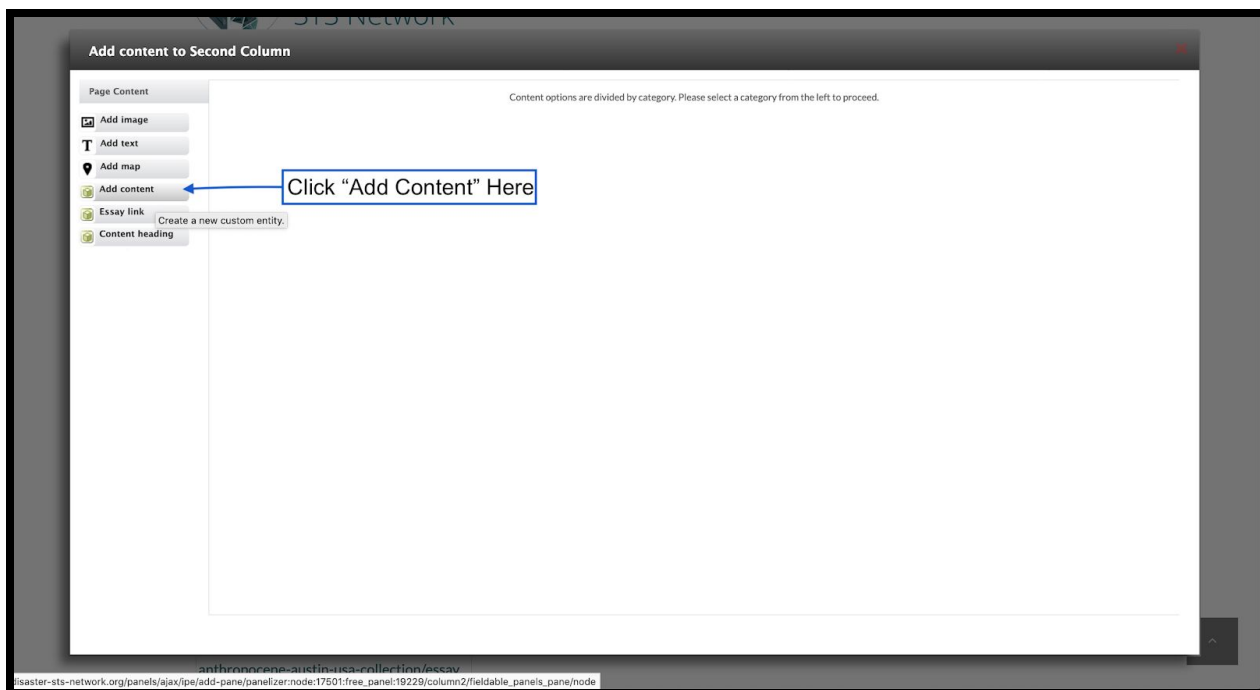
Next, we will add new content that pertains to our new Content Heading. For this example, I will be adding a PDF Artifact, but the process is the same for adding any other type of Artifact (website, audio, image, etc.) or for embedding another PECE Essay, Timeline or Photo Essay. Just be sure to type 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.

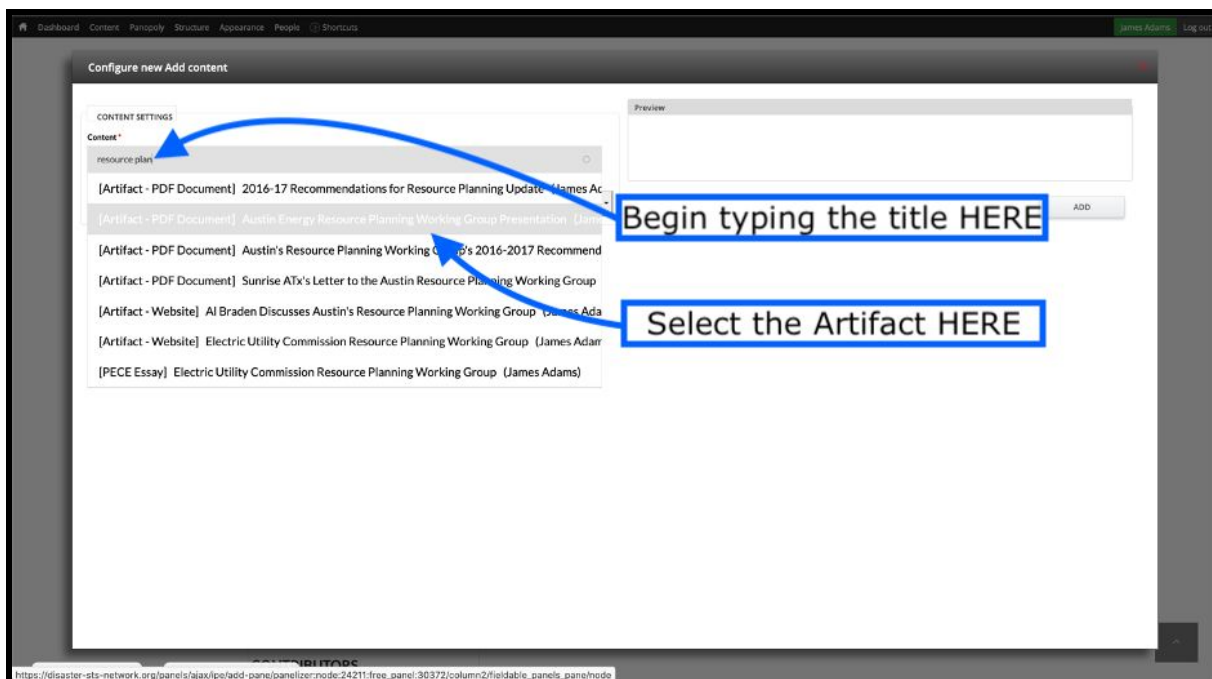


PECE Essay Instructions

- 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.

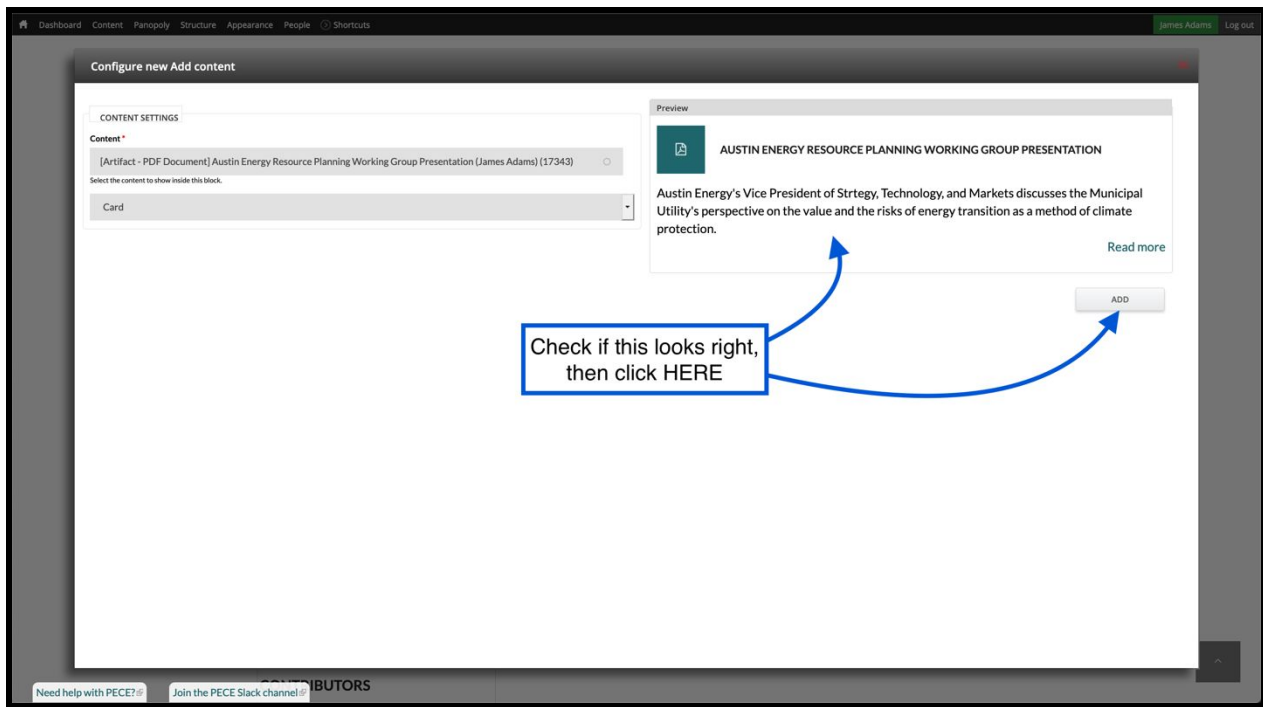


- You should now see the “Configure new Add content” screen. Begin typing the name of the Artifact or Essay that you would like to add. The correct Artifact/Essay should then pop up in the content suggestion window below. Click the title of your desired artifact/Essay.



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”).

The screenshot displays the PECE Essay editor interface. It features three columns: 'FIRST COLUMN', 'SECOND COLUMN', and 'THIRD COLUMN'. The 'SECOND COLUMN' contains a content heading 'AUSTIN ENERGY RESOURCE PLANNING WORKING GROUP PRESENTATION' and a text box. A yellow bar is highlighted at the top of the content heading, with a blue arrow pointing to it from a 'Drag Here' box. Another blue arrow points to a grey bar at the top of the text box from a 'Click Here' box. The 'FIRST COLUMN' contains a title 'QUOTIDIAN ANTHROPOCENT: AUSTIN, USA COLLECTION' and a citation. The bottom of the screen has a navigation bar with buttons for 'Need help with PECE?', 'Join the PECE Slack channel', 'SAVE', 'CANCEL', and 'REVERT TO PECE ESSAY DEFAULT'.

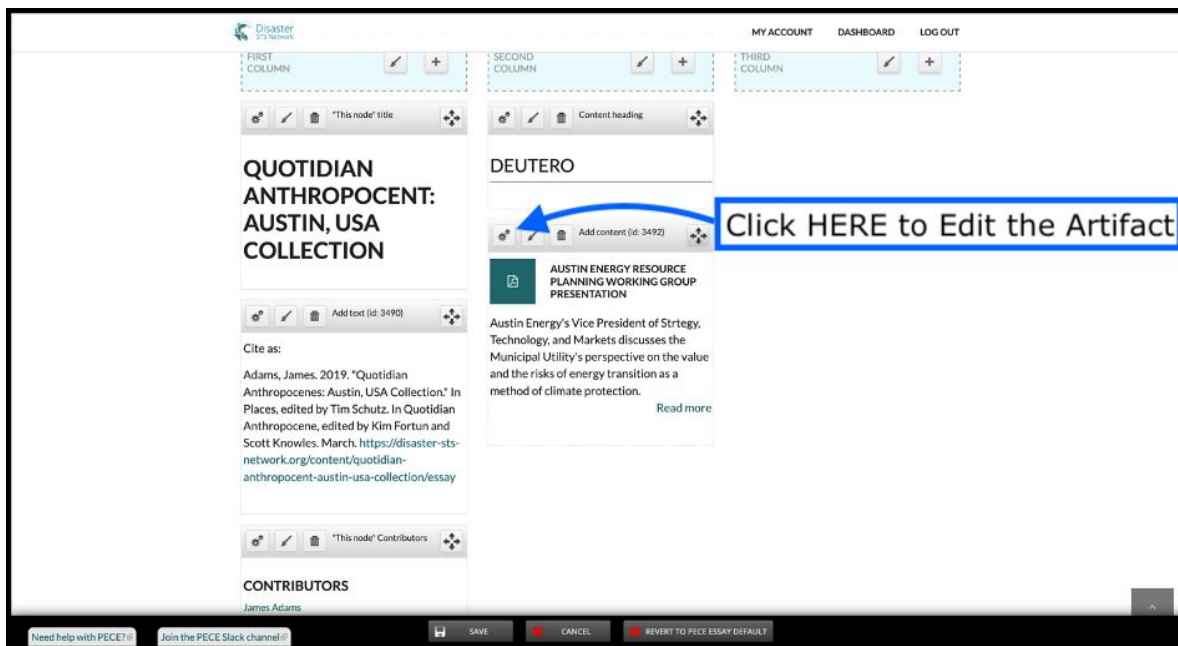
Congratulations! Your Artifact/Essay should now be added and in the correct position!

PECE Essay Instructions

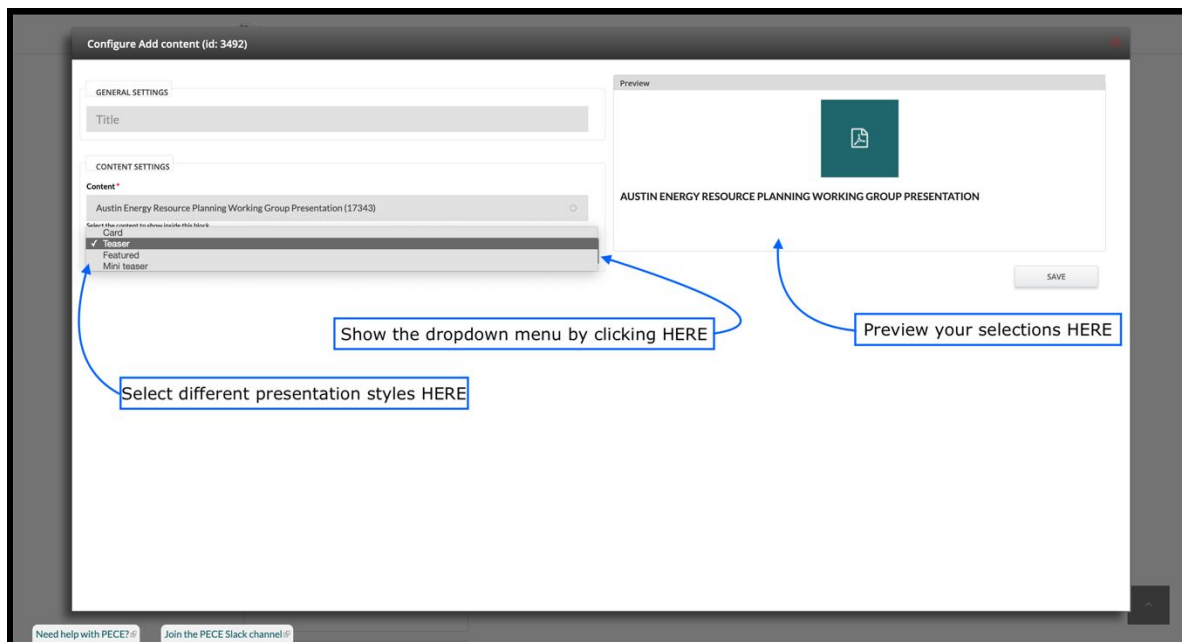
Editing the Presentation Style of an Artifact/Essay

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.

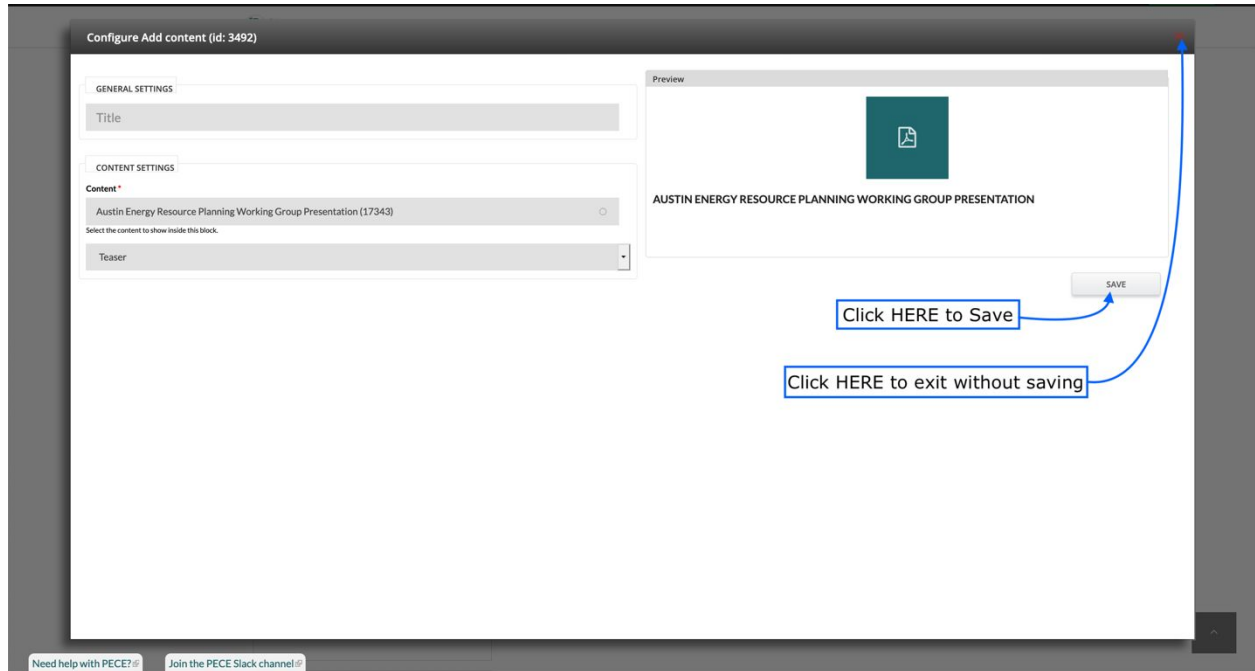


2. This will once again bring up the "Configure Add Content" window. Next, locate the dropdown menu for different presentation styles. This dropdown menu will show the word "Card." Card is the default style for newly added artifacts as it presents the most information about the artifact. However, you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



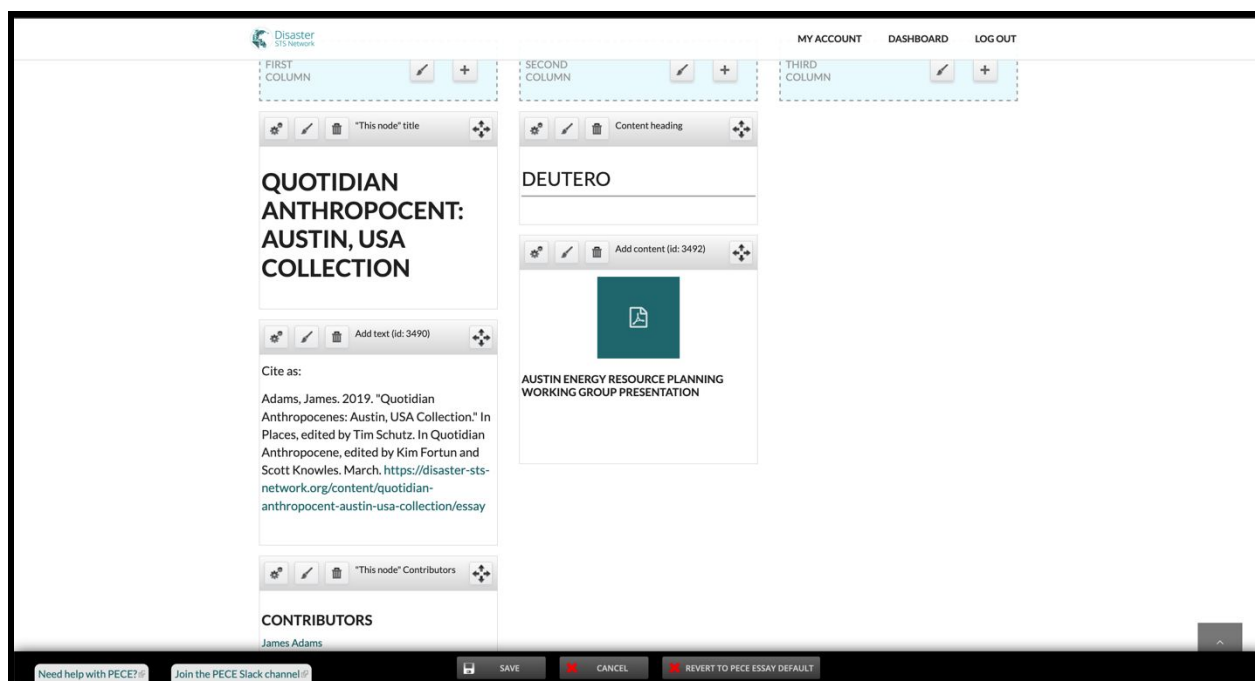
PECE Essay Instructions

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

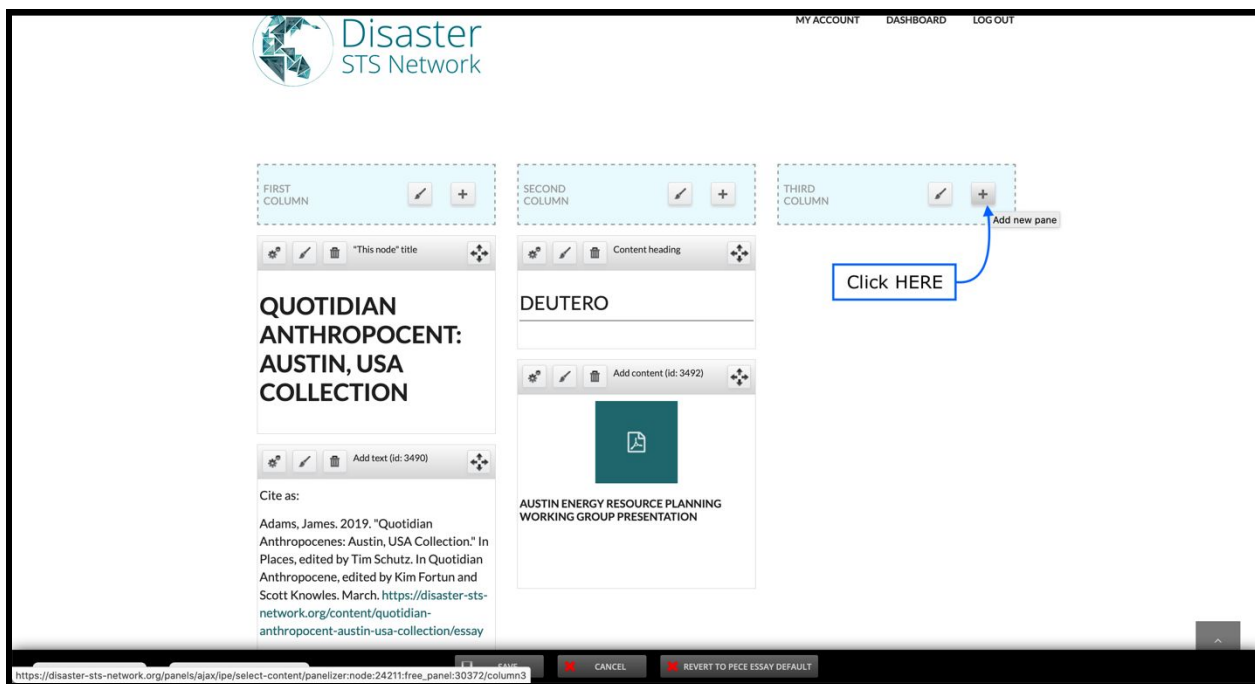
Adding a Freestanding Image

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.

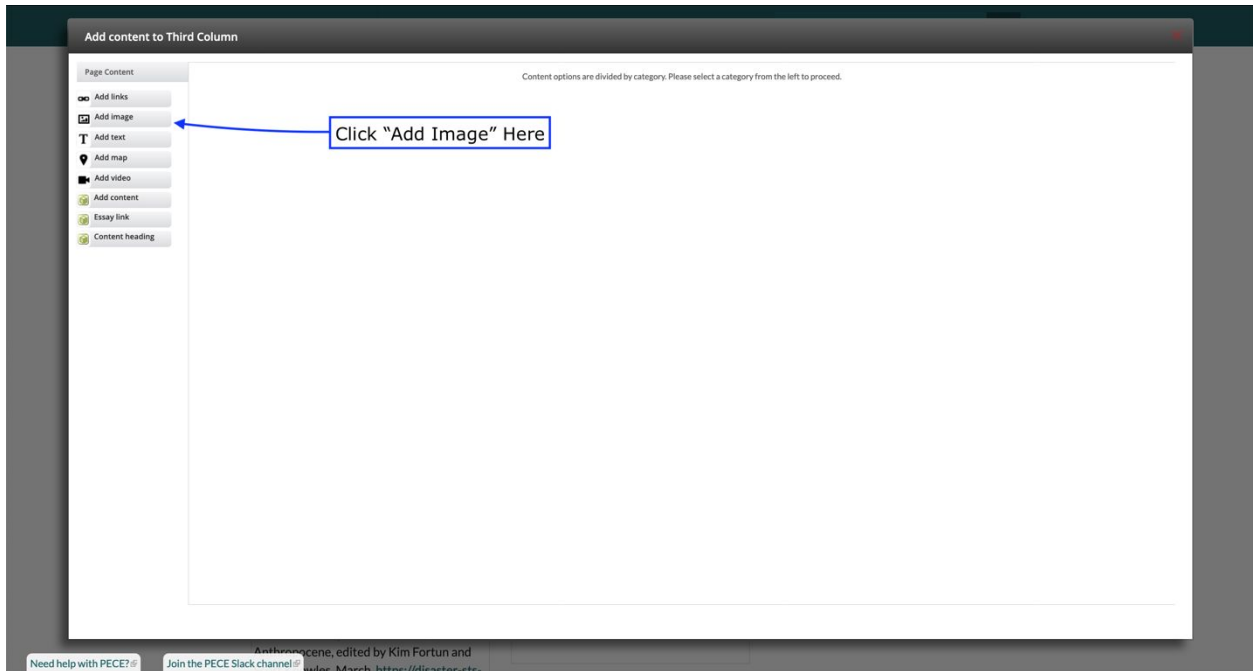
In this section, we will be creating an image with a link that will enable us to forgo the process of embedding a PECE Essay and also skip over the essay's Metadata Page to link directly to the essay's Content Page.

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.

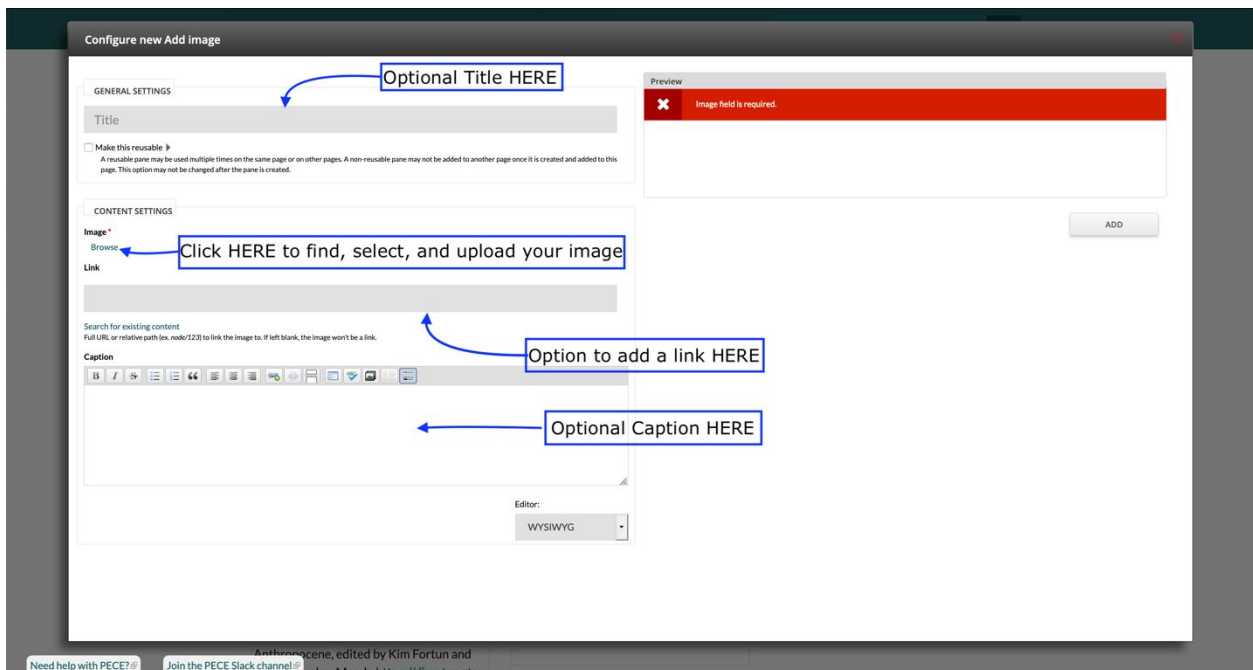


2. This will bring us to the “Add Content Window” which will display a list of Page Content options down the left side. We will select the “Add Image” option.

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.

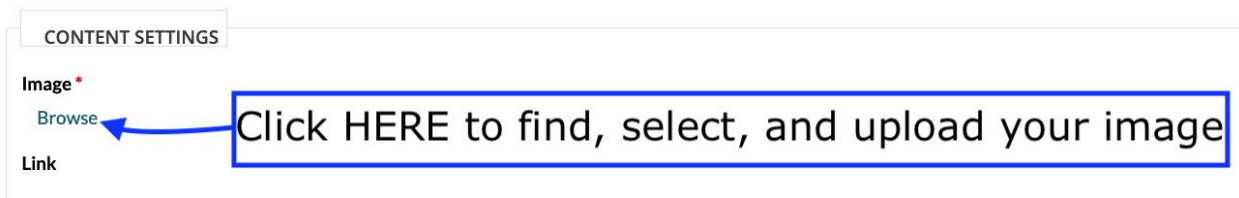


For this example, I will be inserting the image below and linking it to the Quotidian Anthropocene project page, which is the larger, encompassing project to which the Austin PECE Essay belongs.

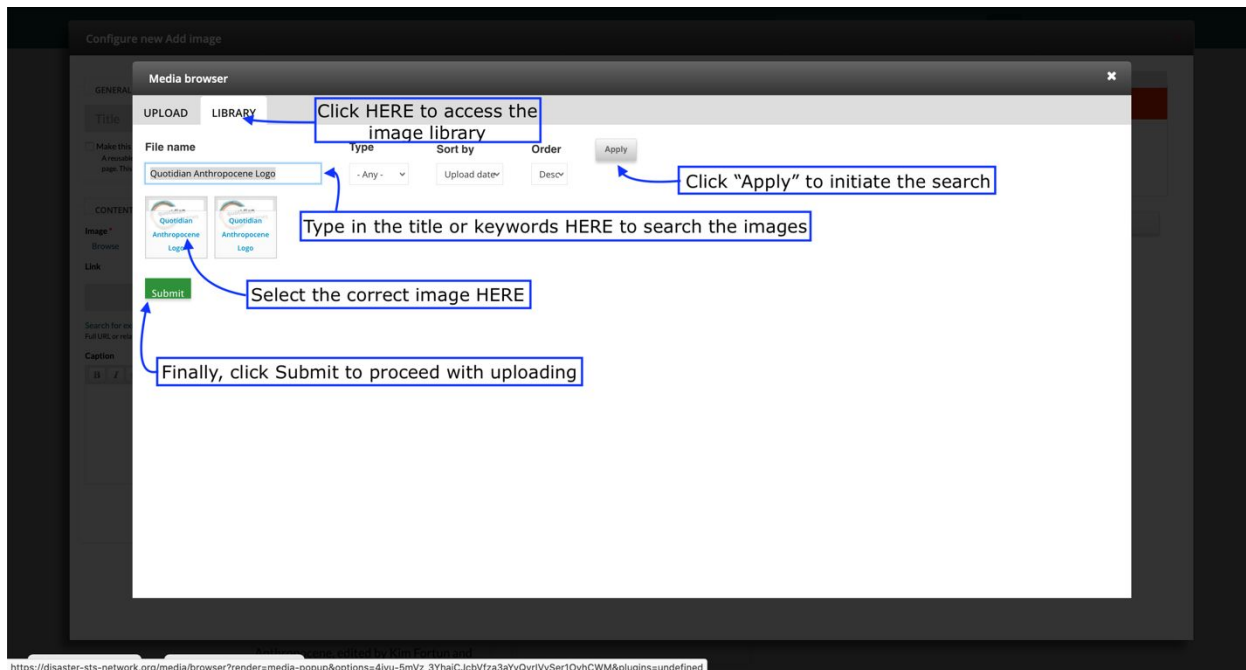
PECE Essay Instructions



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.

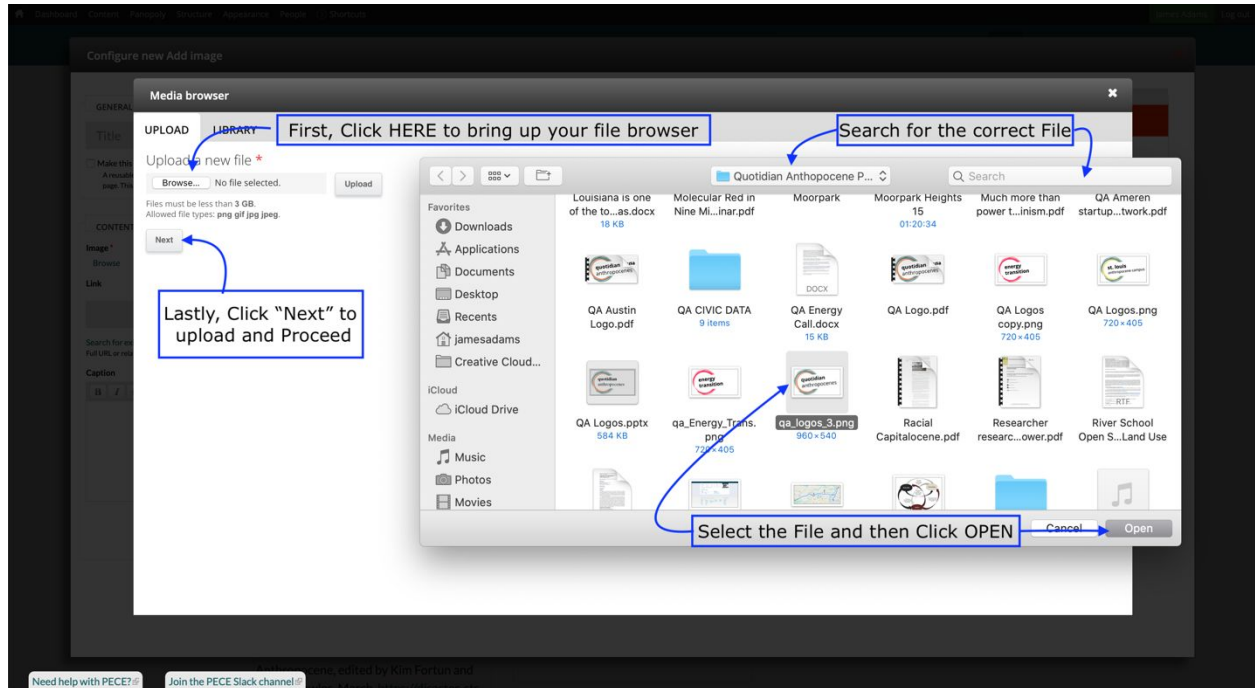


4. If the image has already been uploaded and saved to the platform library, you can click the library tab at the top of the page. Type in the title or keywords of the image in the search engine and click apply. Once the correct image shows up, click the image to select it and then click “Submit.” (If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



PECE Essay Instructions

- 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.”



- 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**

Destination *

Public local files served by the webserver.

Private local files served by Drupal.

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.

Media browser

UPLOAD LIBRARY

Name ^{*}

Alt Text

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.

PECE Essay Instructions

- 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.

The screenshot shows the 'Configure new Add image' interface. It is divided into two main sections: 'GENERAL SETTINGS' and 'CONTENT SETTINGS'. The 'GENERAL SETTINGS' section includes a 'Title' field, a 'Make this reusable' checkbox, and a note about reusable panels. The 'CONTENT SETTINGS' section includes an 'Image' field with a preview of the 'quotidian anthropocenes' logo, a 'REMOVE' button, a 'CROP' button, an 'Alternate text' field with the text 'Quotidian Anthropocene Logo' and a note about its use for screen readers, a 'Link' field with the URL 'https://disaster-sts-network.org/content/quotidian-anthropocene/essay', and a 'Caption' field with a rich text editor. A 'Preview' window on the right shows the image being configured. An 'ADD' button is located at the bottom right of the interface. Annotations with blue arrows point to various fields: 'Title Option HERE' points to the Title field; 'Provide Alternate Text HERE' points to the Alternate text field; 'Option to embed a link HERE' points to the Link field; 'Option to Caption your image HERE' points to the Caption field; and 'Preview your image HERE' points to the Preview window. A red box highlights the 'ADD' button with the text 'Lastly, Click ADD to Save your Image and return to the Essay Customization Page'.

Configure new Add image

GENERAL SETTINGS

Title

Make this reusable

A reusable panel may be used multiple times on the same page or on other pages. A non-reusable panel may not be added to another page once it is created and added to this page. This option may not be changed after the panel is created.

CONTENT SETTINGS

Image *

quotidian anthropocenes
qa_logo_3.png

REMOVE

CROP

Alternate text

Quotidian Anthropocene Logo

This text will be used by screen readers, search engines, or when the image cannot be loaded.
(Notice: this field is not fetched on all formatters yet. For example: if the Rendered file formatter will be used, this field is not available at the moment.)

Link

Option to embed a link HERE

https://disaster-sts-network.org/content/quotidian-anthropocene/essay

Search for existing content

Full URL or relative path (ex. node/123) to link the image to. If left blank, the image won't be a link.

Caption

Option to Caption your image HERE

Preview

Preview your image HERE

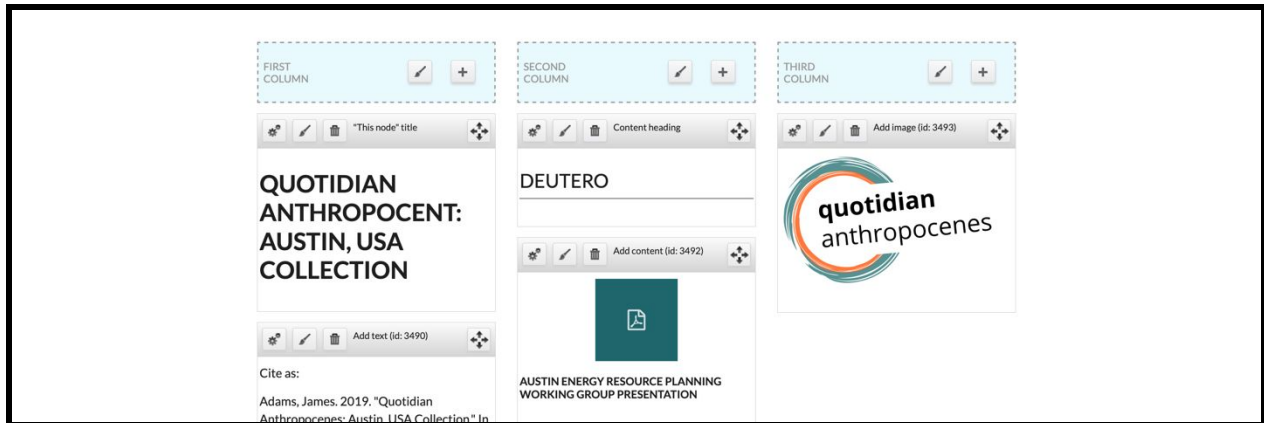
ADD

Lastly, Click ADD to Save your Image and return to the Essay Customization Page

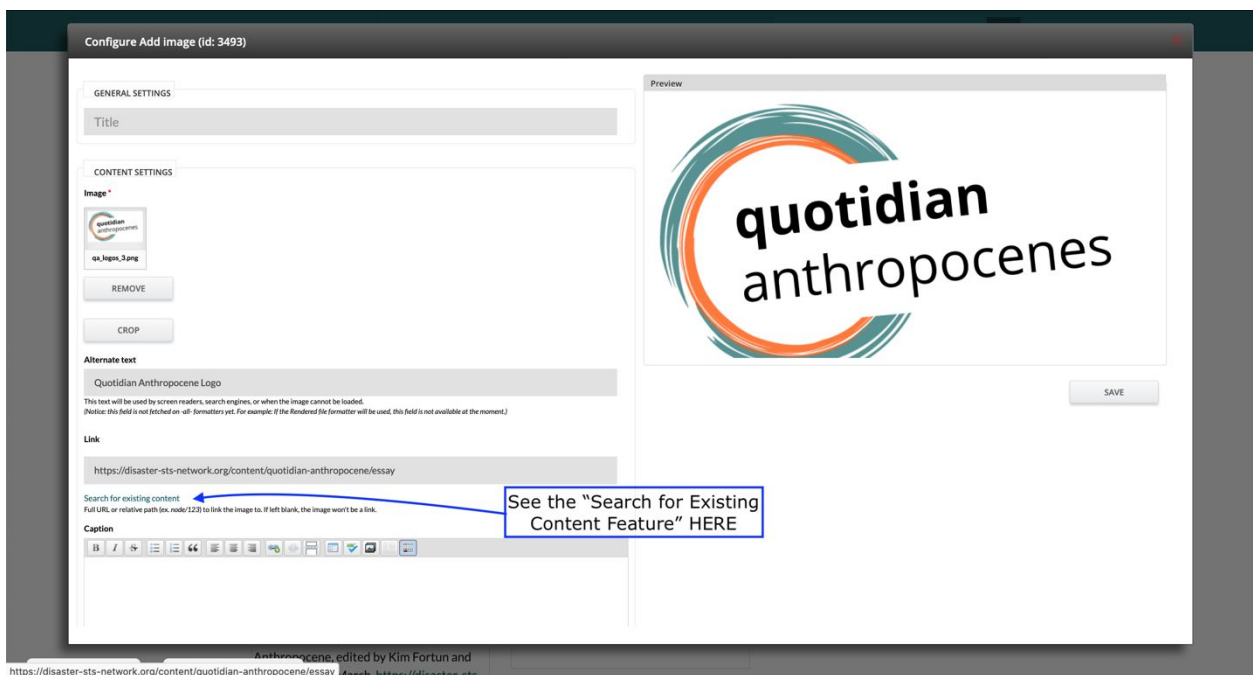
Anthropocene, edited by Kim Fortun and
Join the PECE Slack channel

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.

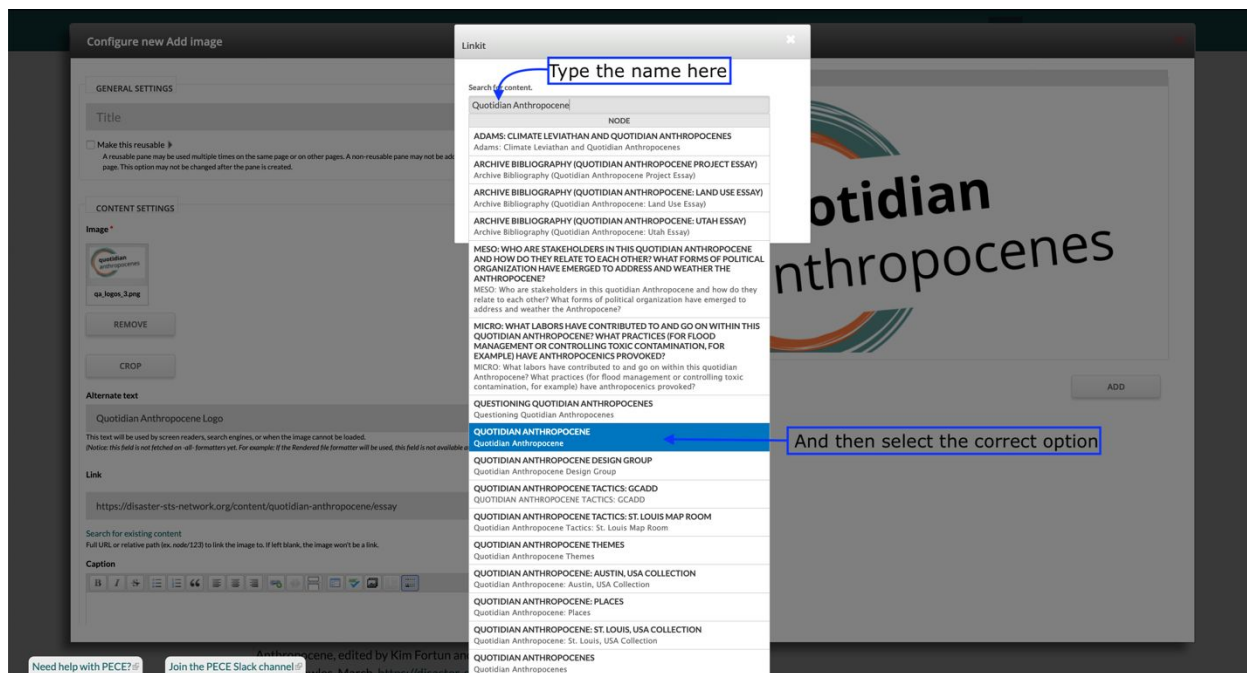


10. It is worth noting that the Configure Add Image page also has a different option to link to other PECE content through the “Search for existing content” feature.



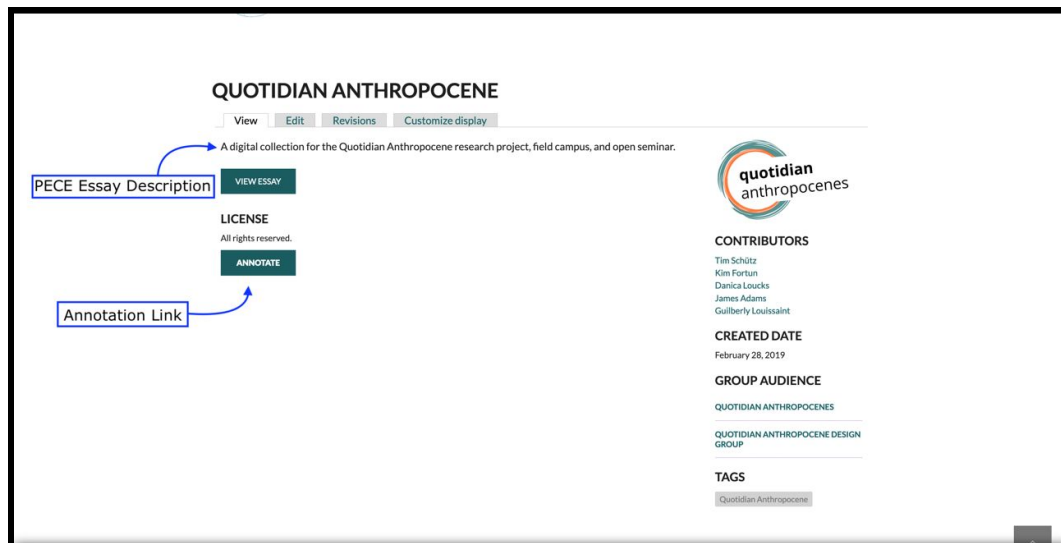
PECE Essay Instructions

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.

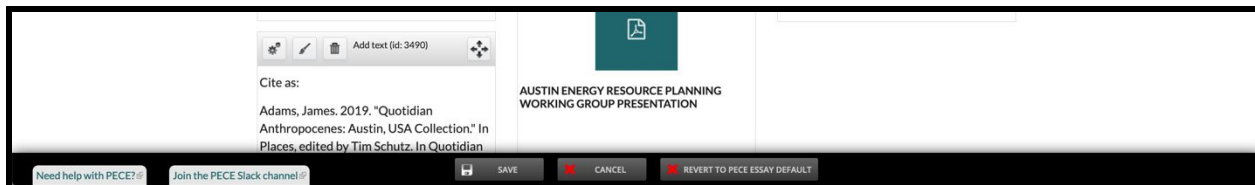
The screenshot shows the Disaster STS Network website. At the top, there is a navigation bar with links for Home, About, Collaborate, Analyze, and Discover, along with a search bar. The main content area features the Disaster STS Network logo and the Quotidian Anthropocenes logo. A blue box highlights the text "Link to the Metadata Page" with an arrow pointing to the "ESSAY METADATA" link in the "NAVIGATION" section. The "ABOUT THE QUOTIDIAN ANTHROPOCENE PROJECT" section provides a description of the project. The "CITE AS:" section includes citation information for Fortun, Kim and Scott Knowles. The "MEDIA RELAYS" section lists several articles and reports. At the bottom, there are links for "Need help with PECE?" and "Join the PECE Slack channel", along with "Customize this page" and "Change layout" buttons.

PECE Essay Instructions

Saving and Editing your PECE Essay

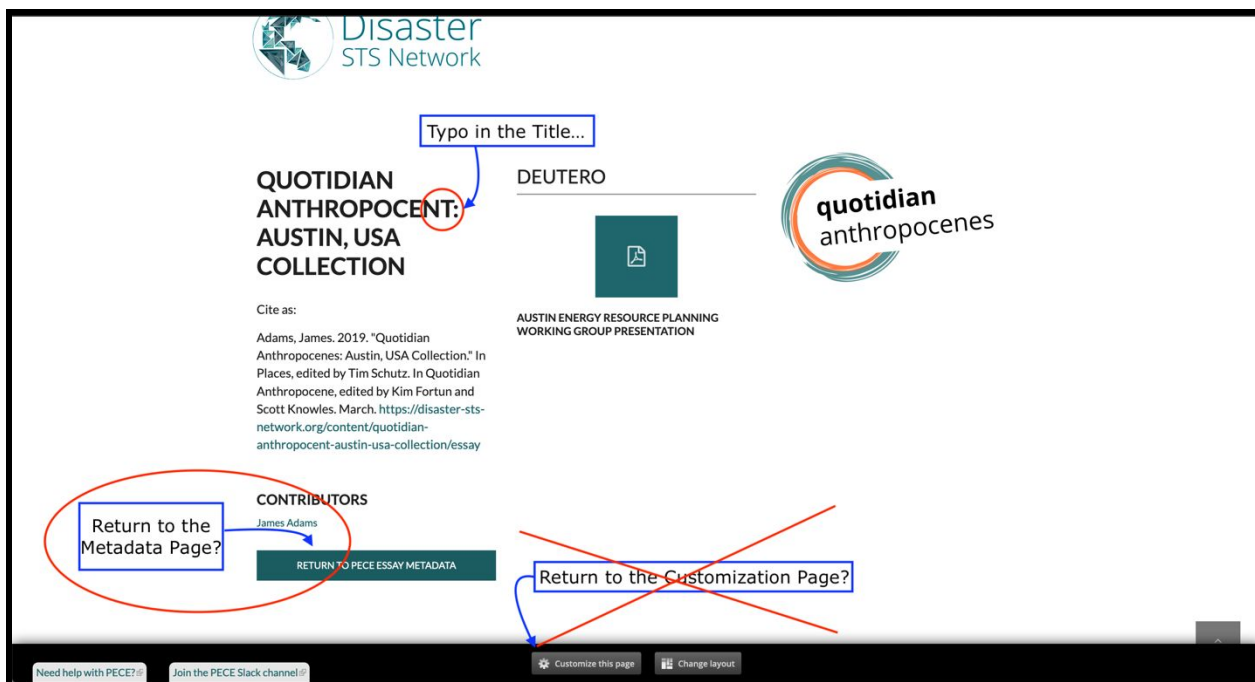
Now that we have made some headway into creating our essay, it is time to save our work.

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



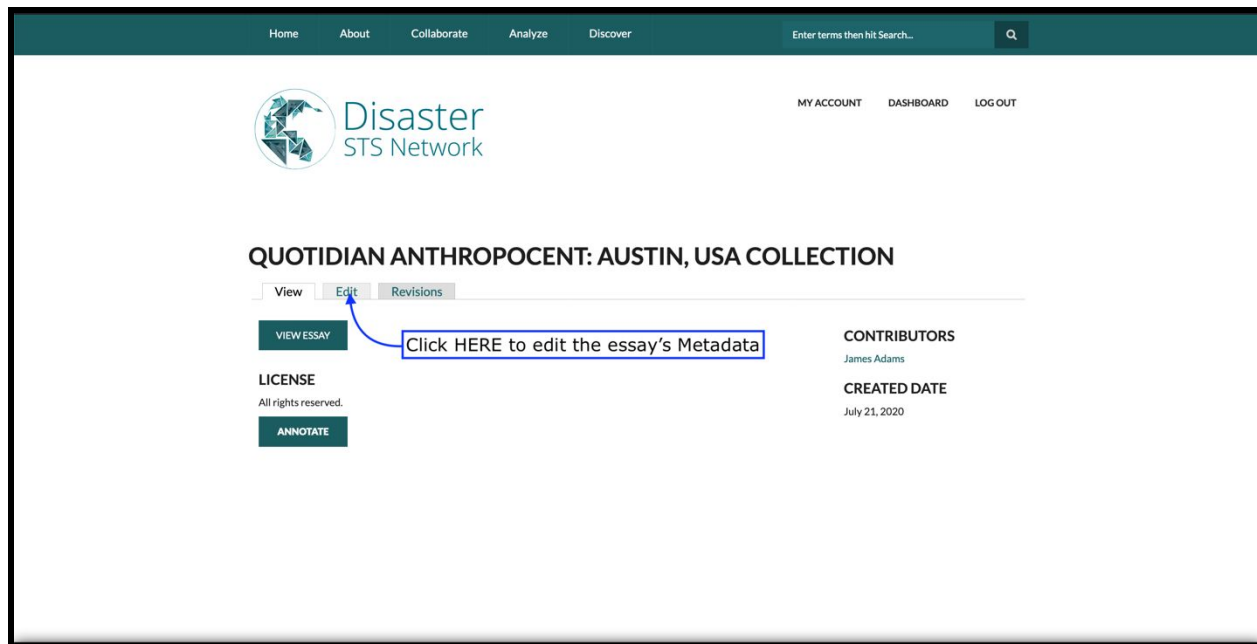
This will save your content page and change your view to the public viewing perspective. In doing so, I have noticed a typo in the title of our PECE Essay. We could fix this error, superficially, by clicking “Customize this page,” deleting this title, and replacing it with a corrected title.

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.

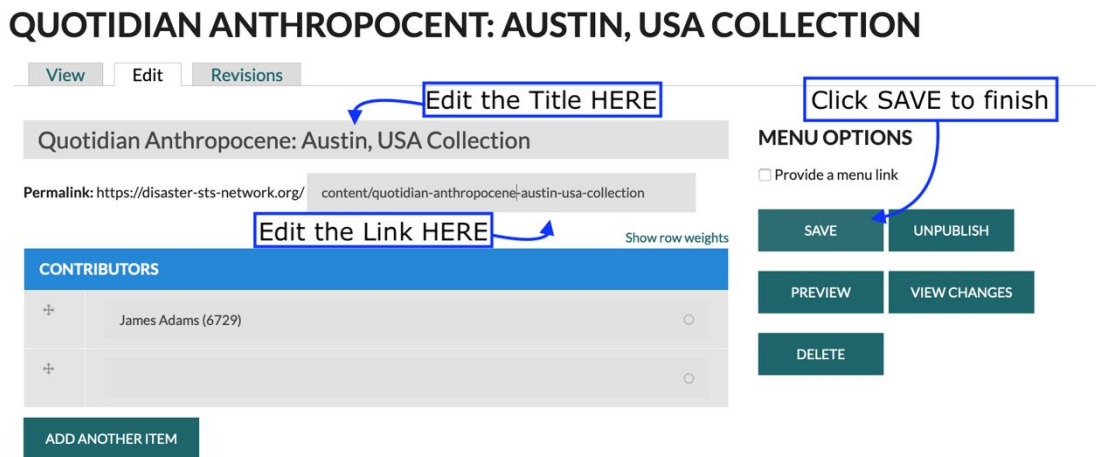


PECE Essay Instructions

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!