

PECE Image Artifact Instructions

PECE Instructions: Creating an Artifact

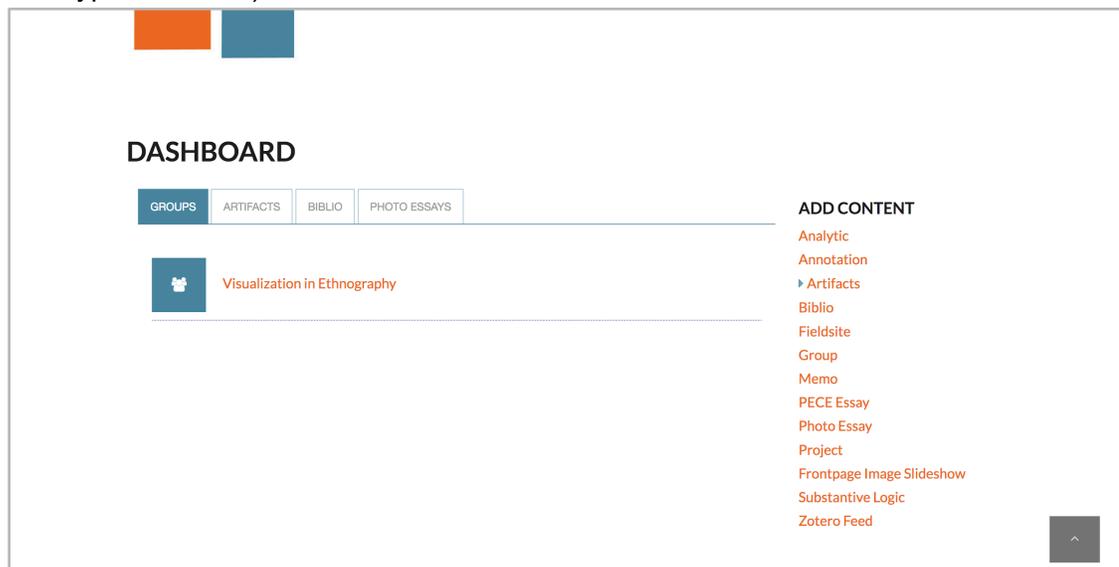
1. The process of adding any variety of content to PECE begins by logging in with your screen name and password and clicking "DASHBOARD" in the top right corner.

The screenshot shows the PECE website dashboard. At the top, there is a navigation bar with links for Home, Collaborate, Analyze, and Discover. A search bar is located on the right side of the navigation bar. Below the navigation bar, the Center for Ethnography logo is displayed on the left. On the right side of the dashboard, there are links for MY ACCOUNT, DASHBOARD, and LOG OUT. A blue callout box with the text "Click Here To Add Content" and an upward-pointing arrow highlights the DASHBOARD link. Below the navigation bar, there is a section for "RECENT ARTIFACTS" with a tab for "RECENT ARTIFACTS" selected. A "Read more" link is visible next to the "RECENT ARTIFACTS" section. On the right side of the dashboard, there are two featured articles: "VISUALIZING TOXIC SUBJECTS" and "VISUALIZATION IN ETHNOGRAPHY". A "MORE" link with a right-pointing arrow is located below the featured articles. At the bottom right of the dashboard, there is a "TERMS" link.

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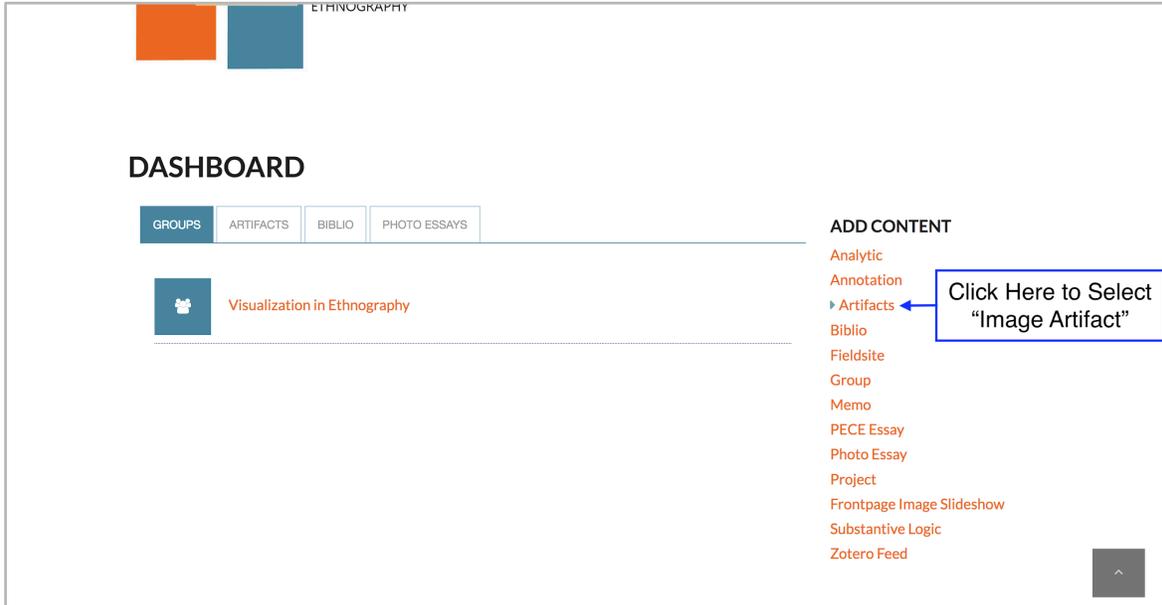
2. You should now see your Dashboard page.

Across the top of the page, in the different tabs you can find the groups to which you currently belong, along with any artifacts or essays that you have created. Along the right side of the page, you will find a list of options for creating different forms of new content. “Artifacts” are one type of content. An artifact is the basic working unit of PECE; once, created, artifacts are then used in photo essays (for image artifacts only), timelines, or PECE Essays (both of which accept images, video, documents, and any other type of artifact)

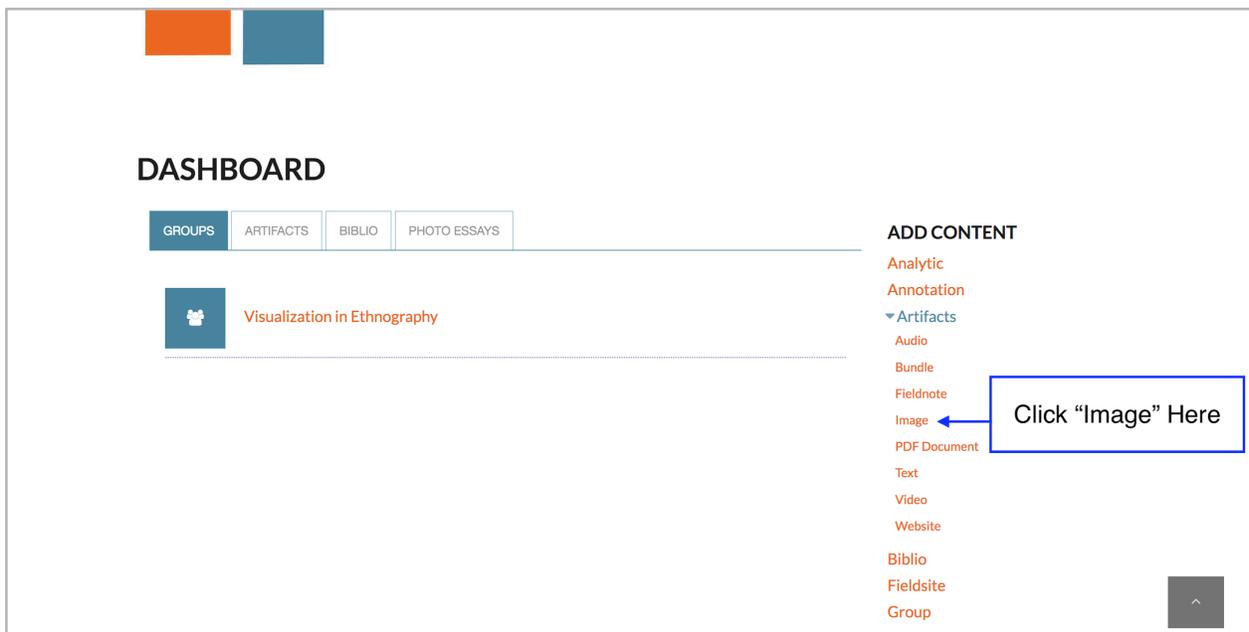


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3. You can add many types of artifacts, including audio files, video, images, pdf, text, and websites. Click the “Artifacts” drop-down menu (the third option in the “Add Content” column) to see the list of options.



Next, click the type of artifact you want to create.



4. You should now have access to all of the fields you need to fill out in order to create a new image artifact. Please consult your Project Style Guide for details on how to title, source and describe your artifact in its “critical commentary.” These are the steps you need to take:

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- First, type the title of your image in the “Title” pane.
- Then 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.
 - Repeat this process with the names of any other group members who you would like to grant access to editing the artifact.
- Next, write out your “Critical Commentary” section, making sure to follow any project-specific instructions.

CREATE ARTIFACT - IMAGE

Type the Title (According to your Project Style Guide) Here

Found Image: Political Etiology

SAVE PREVIEW

Show row weights

CONTRIBUTORS *

Begin typing your name Here

James Adams (Jradams1) Select your name Here

Who is contributing this artifact to the platform?

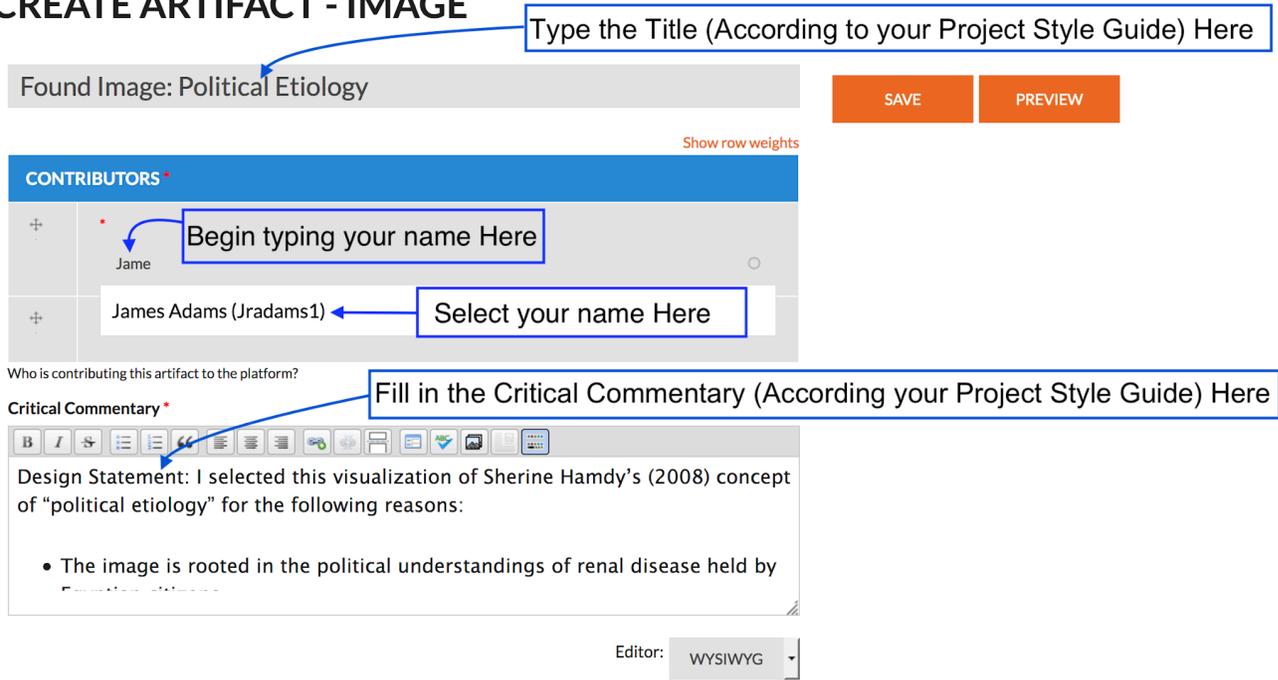
Critical Commentary *

Fill in the Critical Commentary (According your Project Style Guide) Here

Design Statement: I selected this visualization of Sherine Hamdy’s (2008) concept of “political etiology” for the following reasons:

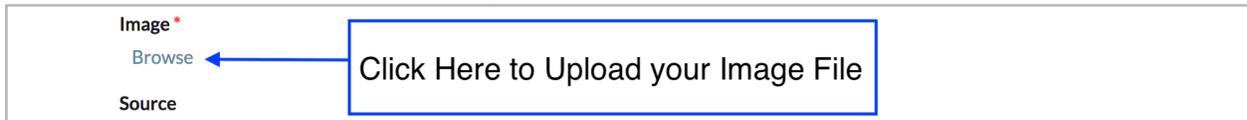
- The image is rooted in the political understandings of renal disease held by

Editor: WYSIWYG

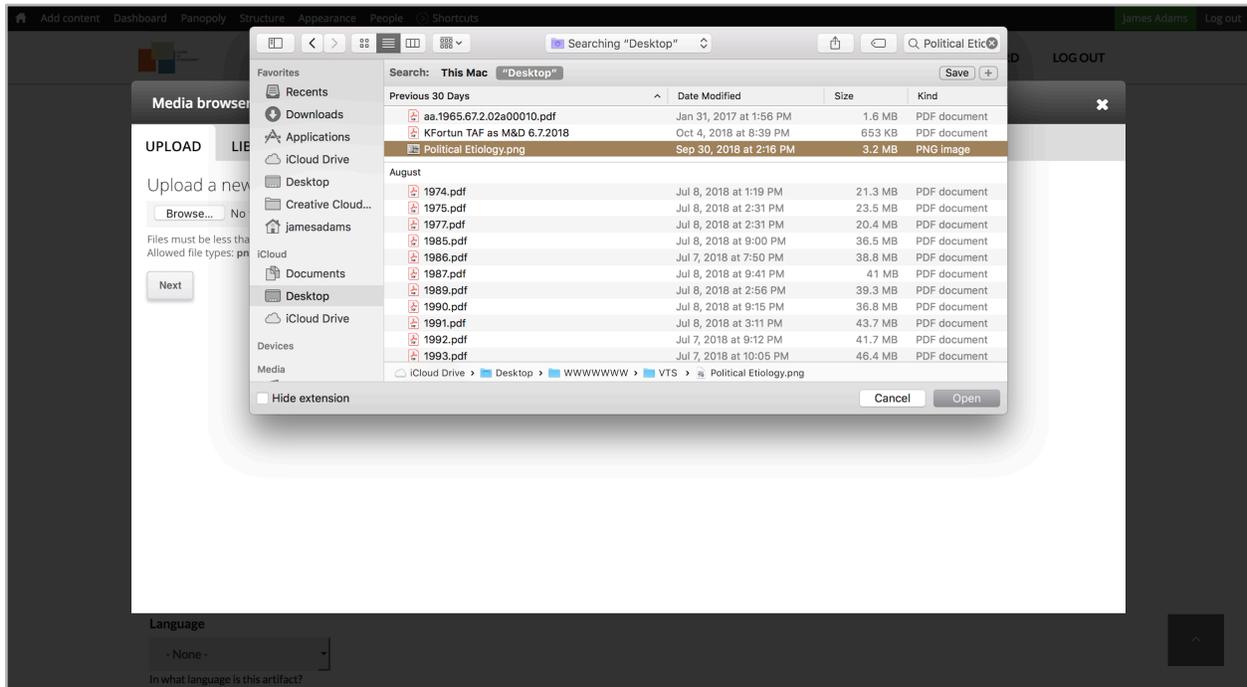


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5. Next, upload your artifact by clicking the “Browse” link.



The browser window should pop up. Click “Browse” and select the name of the file you would like to upload.



- Click “Open” and then “Next” to upload the file into PECE. Depending on the size of the file it may take a few seconds or minutes to upload; a small icon for the file will appear once uploading is complete.
- Add Alt Text and Title Text as desired. If you prefer, you may skip this step by simply leaving these blank.
- Click Save.

5. Next, cite the source of the artifact in the Source pane, using Chicago Author-Date Style.

- For found artifacts, provide all available citation information.
- For author created artifacts, use this format (including details on the project your work is part of):

Adams, James. 2018. “Energy Data Play.” In *Toxic Correspondence*, created by James Adams. In *Visualizing Toxic Subjects Digital Exhibit*, curated by James Adams and Kim Fortun. The Center for Ethnography. March.

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In the “creators” pane, credit all the contributors who helped produce the image.

Image*



Source

Hamdy, Sherine, Coleman Nye, Sarula Bao, Caroline Brewer, and Marc Parenteau. 2017. Lissa: A Story about Medical Promise, Friendship, and Revolution. EthnoGRAPHIC. North York, Ontario, Canada: University of Toronto Press.

Editor: WYSIWYG

Where did you find this artifact?

Creator(s)

Coleman Nye, Sherine Hamdy, Sarula Bao, Caroline Brewer, Marc Parenteau

Who created this artifact?

- You may also include the format, language, or fieldsite associated with the image if you feel as though they are important or interesting to the meaning or usefulness of the image. Otherwise you may choose to leave them blank.

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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 Creative Commons license as you see fit. If it is a copyrighted image or article, it is best to choose “All rights reserved” and put whatever information about the rights holder that you know into either the “Critical Commentary” field or the “Source” field.

- If the image is not ready to be made public, you can alter the permissions of the image.
 - 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” make the artifact visible to all internet users.
- For Group Audience, select the Group you are part of
 - Select “Public” to make it accessible to all viewers; this is the setting we generally recommend.
 - Select “Private” to limit visibility to Group Members
- Tag the image as you like but including all project specific tags, including the project title. As you type, suggested tags will be automatically generated if they exist already in the system. We recommend following these suggestions and using existing tags if they are not too different from what you were intending, but feel free to make up new tags!
- Do not put an expiration date unless it is important for the artifact to be deleted from the platform at some point.

License *

Attribution, Share Alike CC BY-SA

Permissions *

Private

Restricted

Open

▼ GROUP SETTINGS

Groups audience

- None -
Visualization in Ethnography

Group content visibility *

Public - accessible to all site users

Tags

Visualizing Toxic Subjects

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7. Finally, scroll back up to the top of the page and click “Save” to save your work. And remember: all of these settings can be revised at any time: private images can be made public later, and vice versa, for example.

The screenshot shows the PECE artifact editor interface. At the top, the title "FOUND IMAGE: POLITICAL ETIOLOGY" is displayed. Below the title is a navigation bar with buttons for "View", "Edit", "Edit group audience", "Revisions", and "Customize display". A blue box with the text "Click Here to save your work!" has an arrow pointing to the "SAVE" button. The main content area shows the title "Found Image: Political Etiology" and a "CONTRIBUTORS" table. The table has a blue header and one row with "James Adams (8)". To the right of the table are buttons for "SAVE", "PREVIEW", "VIEW CHANGES", and "DELETE". At the bottom of the table, there is a question: "Who is contributing this artifact to the platform?"

CONTRIBUTORS	
+	James Adams (8)
+	

Congratulations! You have now successfully created a PECE artifact!