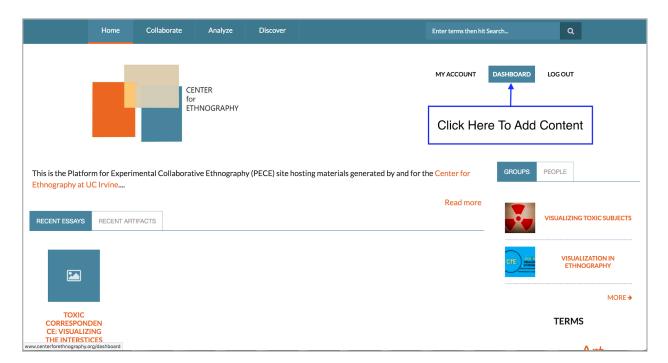
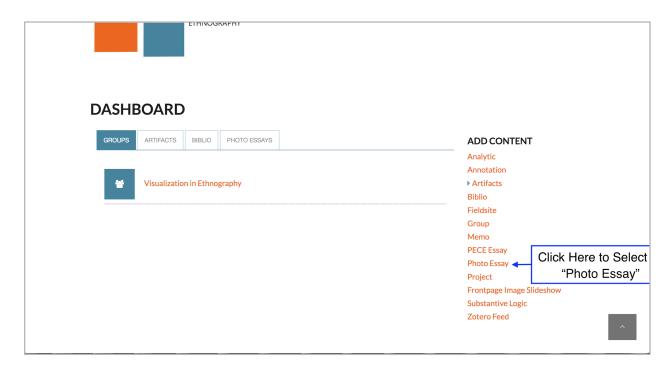
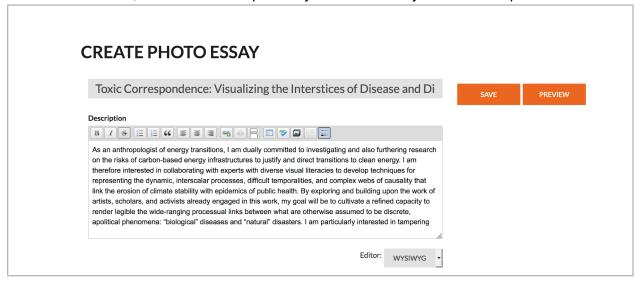
1. Begin by logging into the PECE platform and navigating to your Dashboard.



2. Click "Photo Essay"



- You should now have access to all of the fields you need to fill out in order to create a new Photo Essay. (Please consult the your Project Style Guide on how to title and source your images and write your Caption/Design Statement.)
  - o First, type the title of your Photo Essay in the "Title" pane.
  - o Next, write out a description of your Photo Essay in the "Description" section.



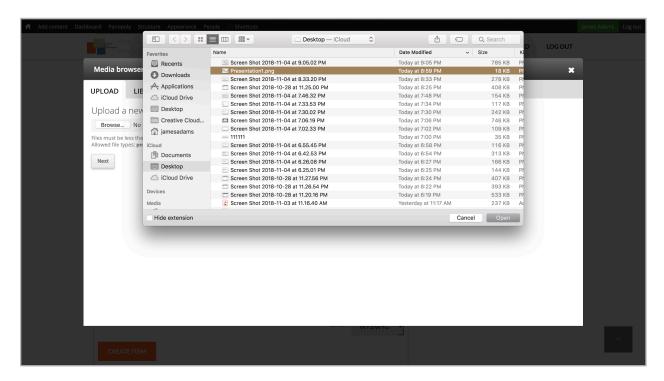
- 4. Next Choose a "thumbnail" image to represent your collection.
  - For an initial image, we suggest creating a "Title Slide" in Powerpoint (using the title of your collection) and exporting the slide as a PNG file
  - You can edit this image later



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



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



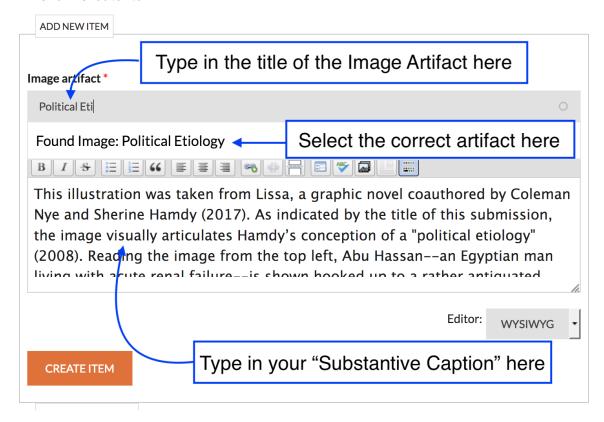
Click "Next" to upload the image. Type in Alt Text and/or Title Text as desired (these can be used to describe the image contents to address accessibility issues), and click save.

You are now ready to upload your image artifacts into your Photo Essay.

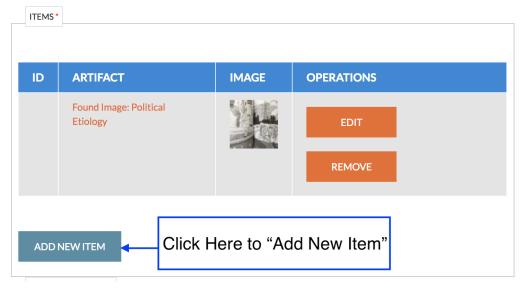
- 5. Begin by typing the title of the image artifact into the "Image Artifact" pane. Your Image Artifact should pop up as an option to select.
  - Click on the title of your Image Artifact to select it.

Next, type in the "Substantive Caption" of your image into the "Text" pane.

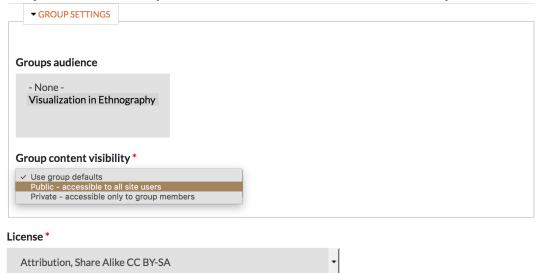
- This caption will show up next to your image when viewing the Photo Essay.
- o Click "Create Item"



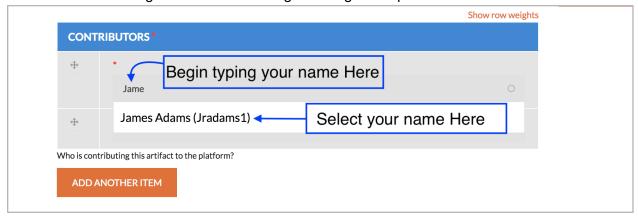
6. Once this artifact is added, click "Add New Item." Repeat Step 5 for your remaining two Image Artifacts.



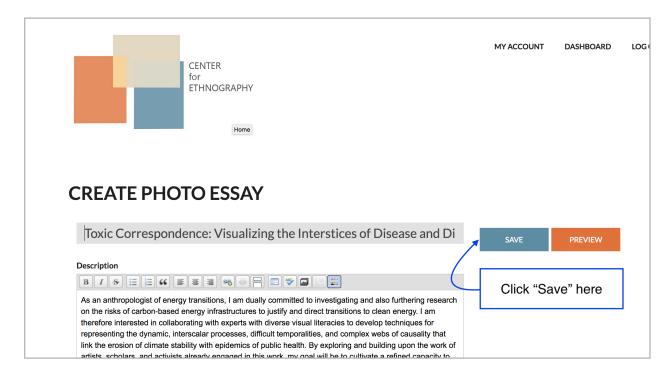
- 7. Select the appropriate Group Audience according to your Project Style Guide.
  - o Select "Public" to make it accessible to all viewers
  - o Select "Private" to limit visibility to Group Members
- 8. For the license, we encourage you to leave it as Attribution, Share Alike CC BY-SA, but you can choose any of the other Creative Commons license as you see fit.



- 9. 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.
  - Repeat this process with the names of any other group members who you would like to grant access to editing the image or caption.



- 10. Tag the Essay in accordance to the instructions in your Project Style Guide. Also, feel free to include any other tag that you find appropriate.
  - If the essay 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.
- 11. Finally, scroll back up to the top of the page and click "Save" to save your work.



Congratulations! You've created your Photo Essay!