MyCreativeEdge.eu … a creative momentum project

MyCreativeEdge.eu Manual: Deep in Thought

Guidelines for Adding a Deep in Thought post

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Contents

Deep in Thought

Any registered MyCreativeEdge.eu website user can upload a **Deep in Thought** blog post.

Deep in Thought posts are intended for:

- MyCreativeEdge.eu members to share best practice, reflect on their experience or encourage feedback from other members
- can include 'How to' guides, personal stories, thoughts on creative topics and trends
- posts should be of general interest to MyCreativeEdge.eu site visitors (creative and non-creative) and not be a platform for direct promotion of products and services
- logged in MyCreativeEdge.eu members can make comments on Deep in Thought posts

REMEMBER: CLICK **SAVE DRAFT** (TOP RIGHT) OFTEN AS YOU CREATE THE DEEP IN THOUGHT ITEM
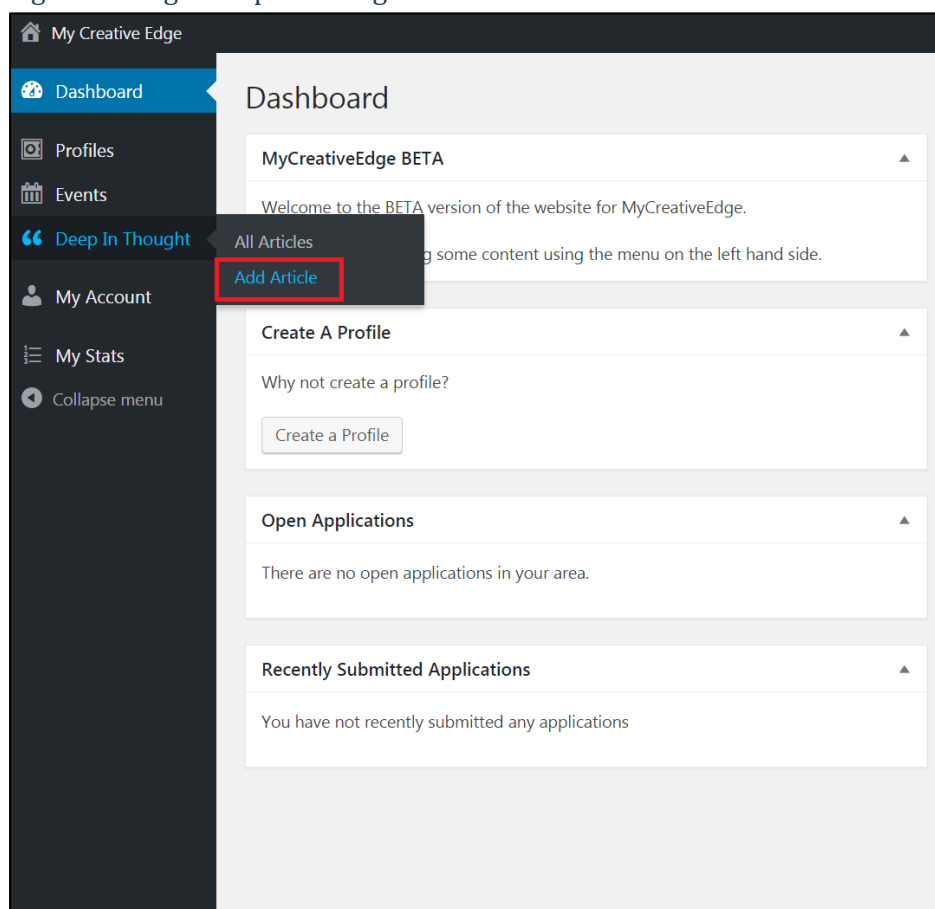
Getting started

Go to www.mycreativeedge.eu (http://beta.mycreativeedge.eu/ currently)

Login using username or e-mail address, and password

In Dashboard, click **Deep in Thought** on the left-hand menu

Click on **Add Article** (Fig. 1).

Fig. 1: Adding a Deep in Thought article in the back end

Adding a Deep in Thought post

The mandatory requirements to publish a **Deep in Thought** article are

1. Title
2. Short Description / Introduction (140 characters)
3. Standard Content Section
4. Featured Image

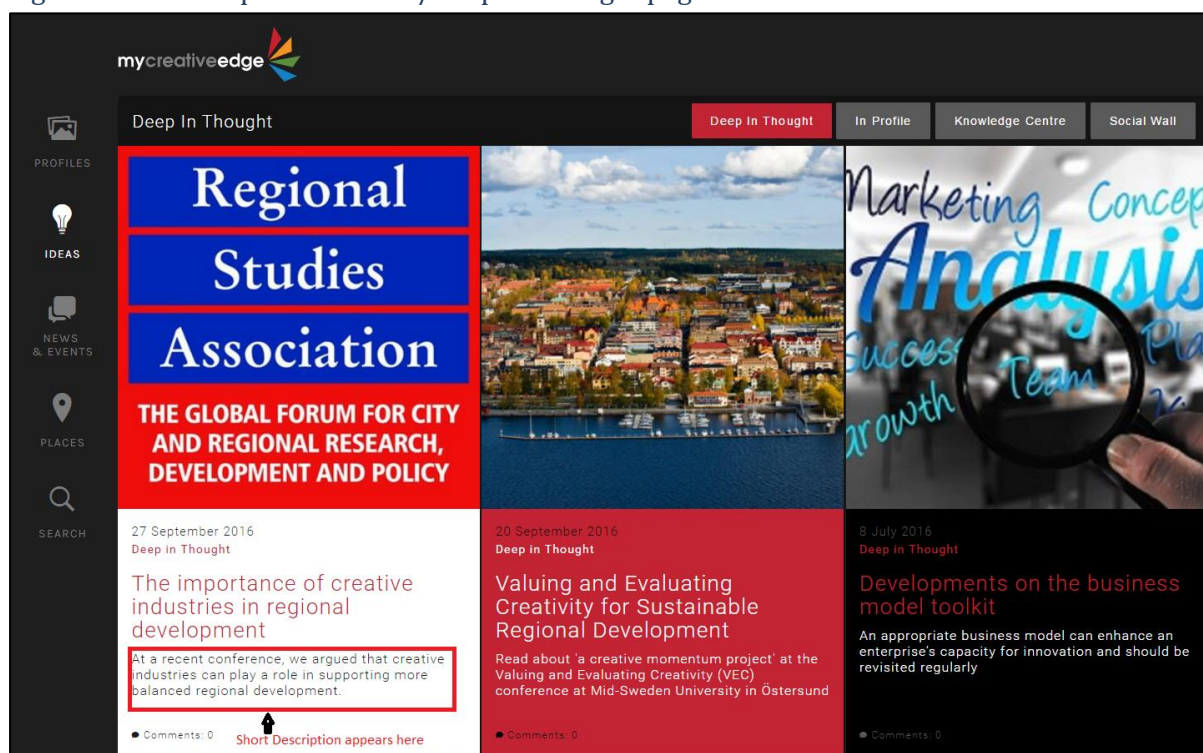Before starting it is best to save the text of your post in a Word document and remove all formatting.

Title*

Enter the title of your Deep in Thought post in the top field (under 'Add New Article').

Short Description / Introduction*

Add a short description of what the post is about (**Max. 140 characters**). (Fig. 2)

Example: *An appropriate business model can enhance an enterprise's capacity for innovation and should be revisited regularly*

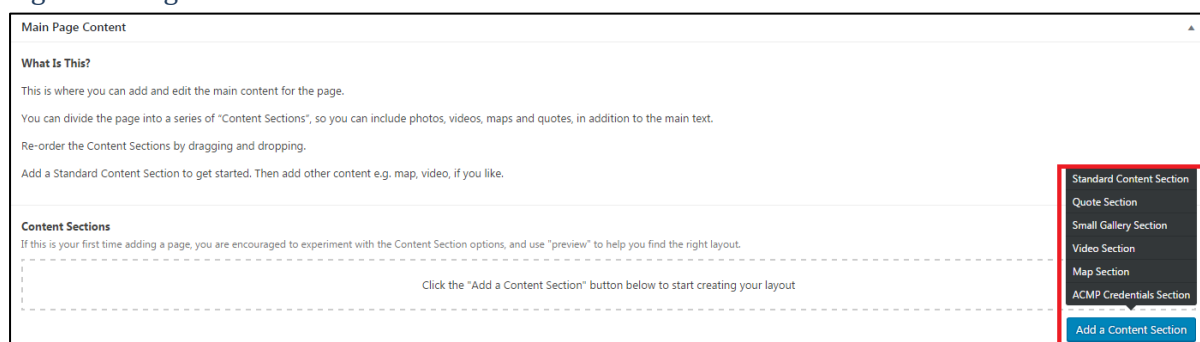Fig. 2: Short description on Ideas/Deep in Thought page on website

Deep in Thought articles consist of a written body (text-based). There are options to add other types of content such as media items, quotes and maps. Different types of content are uploaded in separate **content sections**, which can be dragged up and down in order to be re-organised.

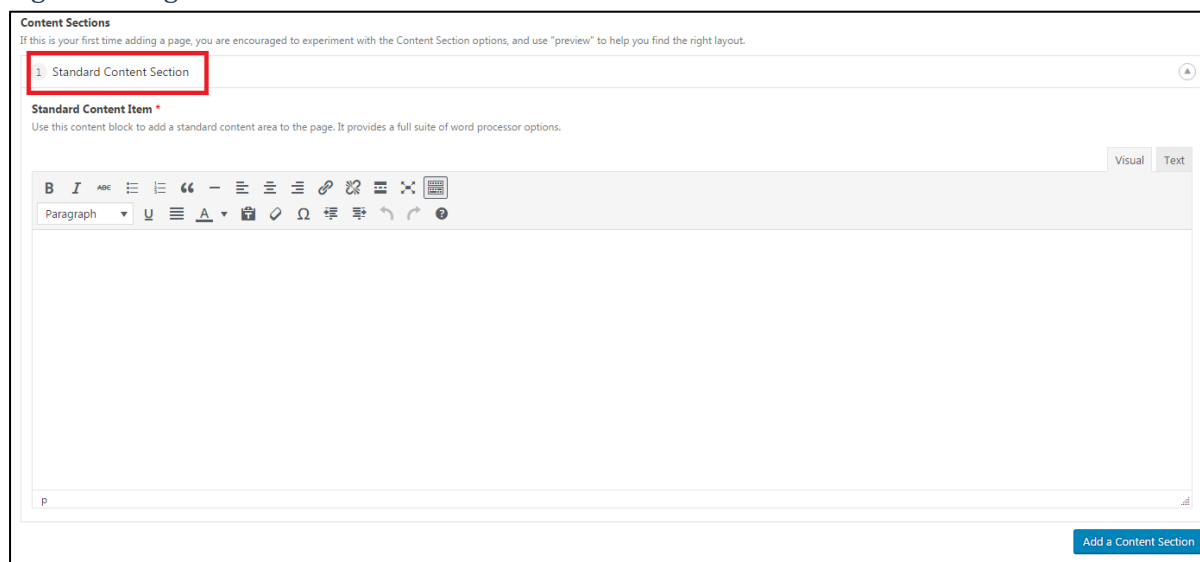**Any Content Section can be dragged up or down to change its position in the Deep in Thought post. Any Content Section can be deleted**.

To start, click **Add a Content Section** and choose amongst the 6 options (Fig. 3):

Fig. 3: Adding a Content Section in back end

1) ***Standard Content Section****:* always begin by adding a **Standard Content Section.** This is the 'Text' body of the post. Use this section as if it you were using Word (Fig. 4)

Fig. 4: Adding a Standard Content Section in back end

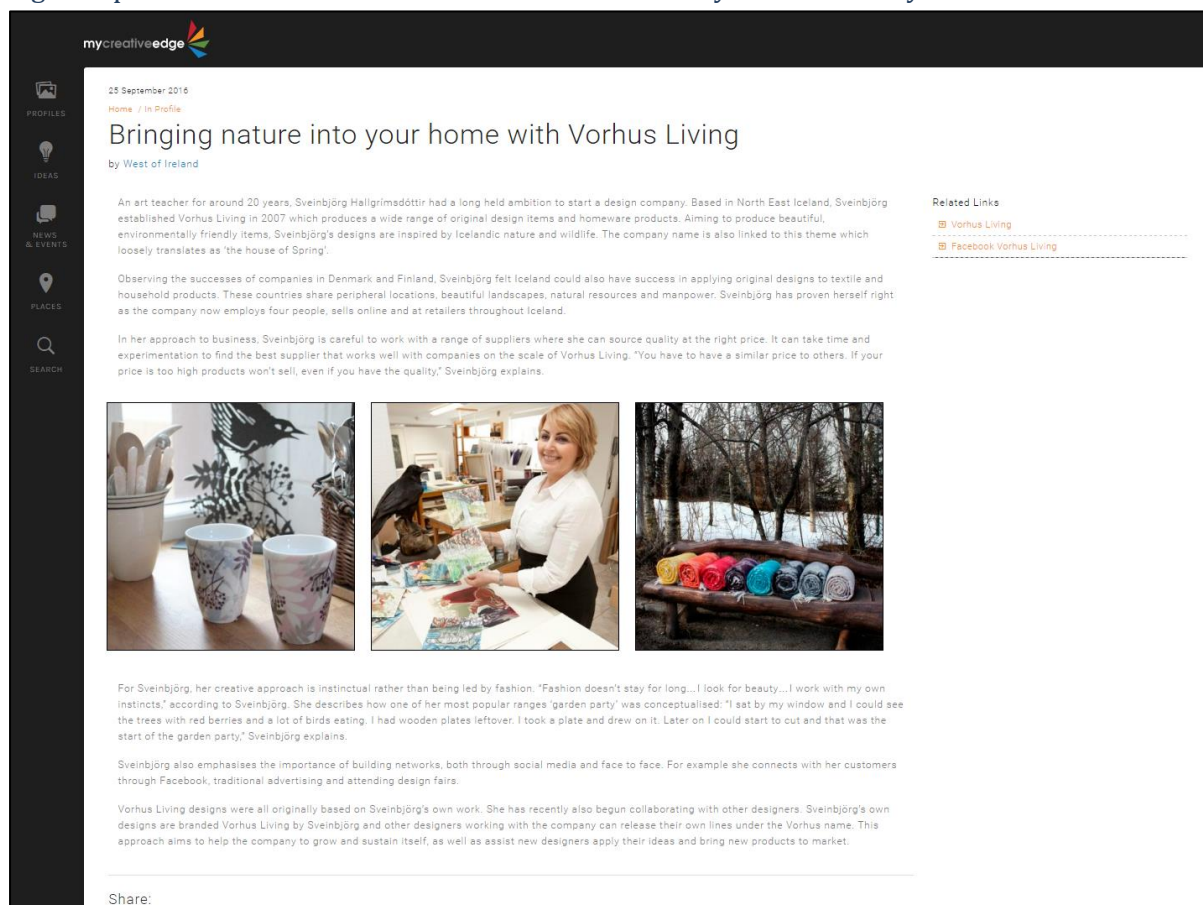If your post has images / video as well as text you have 2 options:

a) All the text is contained in a single **Standard Content Section** (text area) and then any images / video appear below the text (Fig. 5)

Fig. 5: Post with Standard Content Section and Small Gallery Section below

b) Divide your text into multiple **Standard Content Sections** and put image/video sections between the text. Break down your text into small portions with each portion contained in a separate **Standard Content Section**. Images have their own section (see below) and can be inserted in between the **Standard Content Sections**. (Fig. 6)

Fig. 6: A post with 2 Standard Content Sections divided by a Small Gallery Section

OPTIONAL CONTENT SECTIONS

2) **_Quote Section_**: adding a **Quote Section** allows you to highlight thoughts that are particularly meaningful. The text in the **Quote Section** is surrounded by a 'speech bubble' effect. The author of the quote is listed in capitals (Fig. 7). You will be asked to type a quote (**420 characters max**) and include the quoted person as well as the date of the quote (not mandatory). (Fig. 8)

Fig. 7: Post with a Quote Section under the Video Section

Fig. 8: Adding a Quote Section in back end

3) *Small Gallery Section*: if you want to include 1-3 images then first add a **Small Gallery Section** (Fig. 9), then click 'Add to Gallery' to upload, or drag and drop, each image.

Up to 3 images can appear side by side (see Fig. 5, Fig. 6 above and Fig. 12 below). The **Small Gallery Section** can be placed below the main Standard Content Section (see Fig. 5), or it can be placed in the middle with a Standard Content Section of text above and below.

In a Deep in Thought post you can also add side content (i.e. see Supporting Content section below) and additional images can be added there.

Do not forget to add a caption with the image (if necessary) and the Alt Text (text seen by viewer, if viewer cannot/does not want to see picture).

Fig. 9: Adding a Small Gallery Section in back end

4) _**Video Section**_: to include a video in your post add a **Video Section.**

Select if the video is on YouTube or Vimeo (videos cannot be uploaded directly) (Fig. 10). Then insert the **Video ID**. *Every video hosted on these platforms has a unique Video ID.* You can find this unique ID in the URL for the video e.g. in https://www.youtube.com/watch?v=**K6AfSckWSZA**, it is K6AfSckWSZA – the bit after the equals sign.

Fig. 10: Adding a Video Section in back end

5) **_Map Section_**: if you want to include a map in the Deep in Thought post, add a **Map Section**. Type in the address for Google maps to find the location (Fig. 11). You can add a 'Section Title' and this will put a title above the map in the post (Fig. 12).

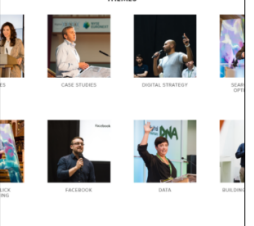Fig. 11: Adding a Map Section in back end

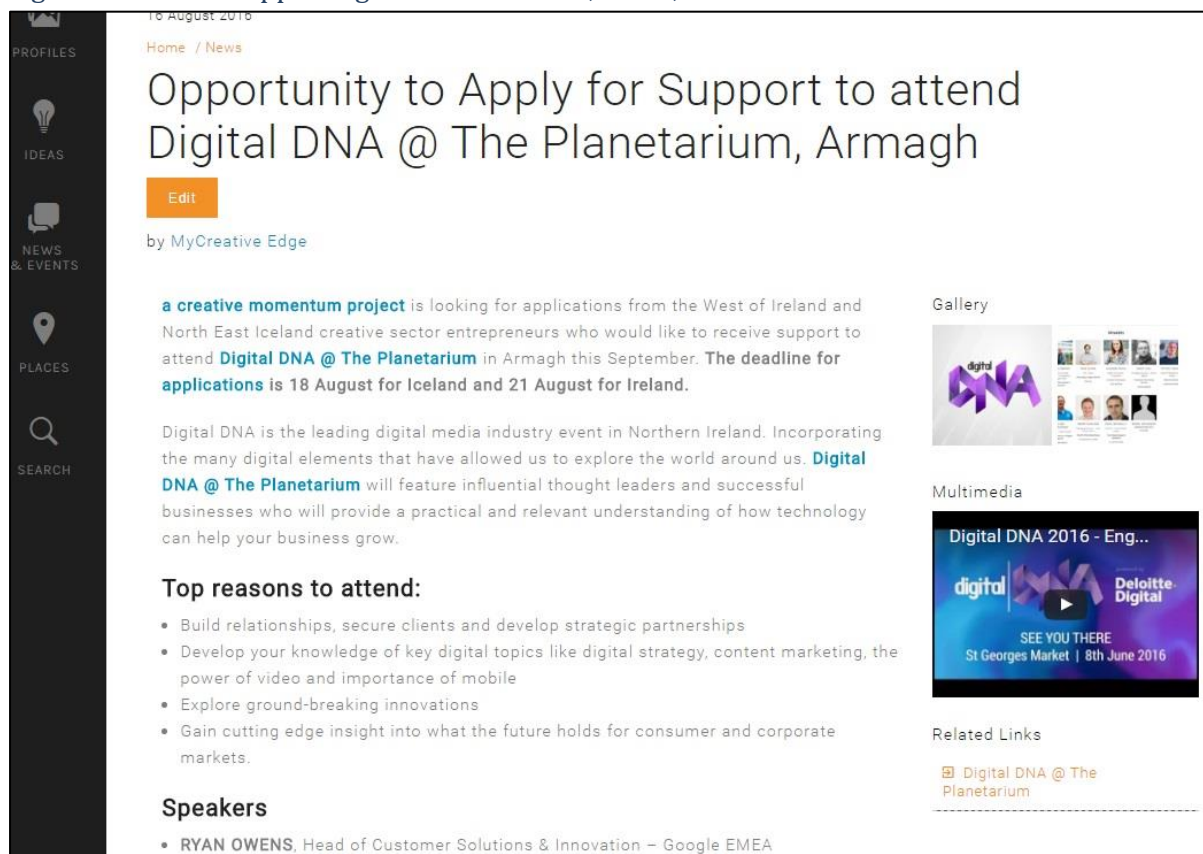Fig. 12: Post with a Map Section and Small Gallery Section

6) **_ACMP Credentials Sections_**: this section can be ignored.

Supporting Content (right-hand side)

This is NOT mandatory. If you wish to include supporting content not included in the main post, you can add to the right hand side. If you do not add any supporting content the main text will spread across the page.

Fig. 13: Post with Supporting Content – Photos, Video, Links

You can add (Fig. 15):

- *Related Photos* – these images will appear as a thumbnail gallery on the side. Do not forget to add a caption (if necessary) and the Alt Text (text seen by viewer, if viewer cannot/does not want to see picture).
- *Related AV (Videos)* – include video name, platform and Video ID
- *Related Documents* – you can upload a Word or pdf file e.g. a report
- *Links* – links to external websites, include link name and url

This information will appear on the right-hand side of the post (Fig 13).

Fig. 14: Adding Supporting Content in back end

Discussion

You can allow **Comments** on the post. **This feature is turned ON by default.** It may be useful for people to ask questions or express feelings. Only logged in users can leave a Comment.

Featured image*

This is the 'cover' picture of your post. It will appear on the Deep in Thought page (Fig. 15).

Add by clicking on Add Image in the **Featured Image** section located on the right-hand side of the screen (Fig. 16).

Featured Images must be a minimum of 384px x 384px. Do not forget to add the Alt Text (text seen by viewer, if viewer cannot/does not want to see picture).

Featured Images must be in .jpg format.
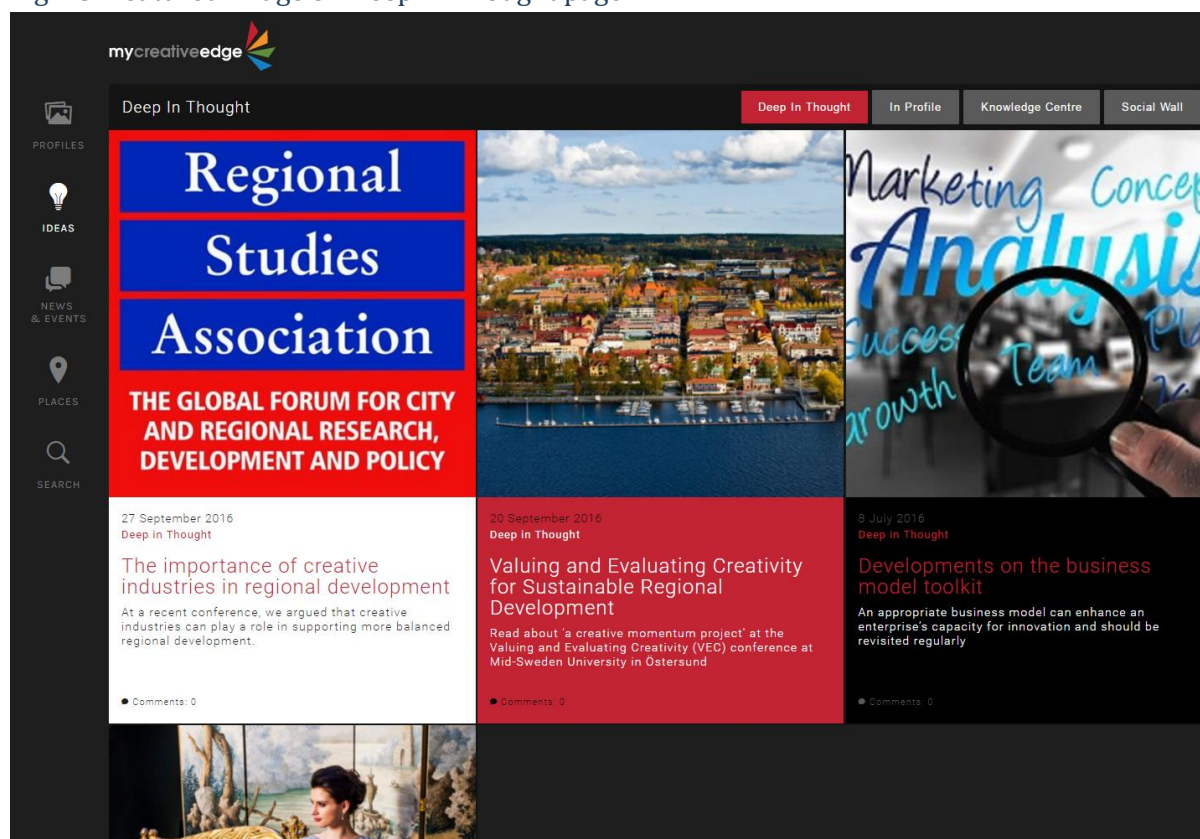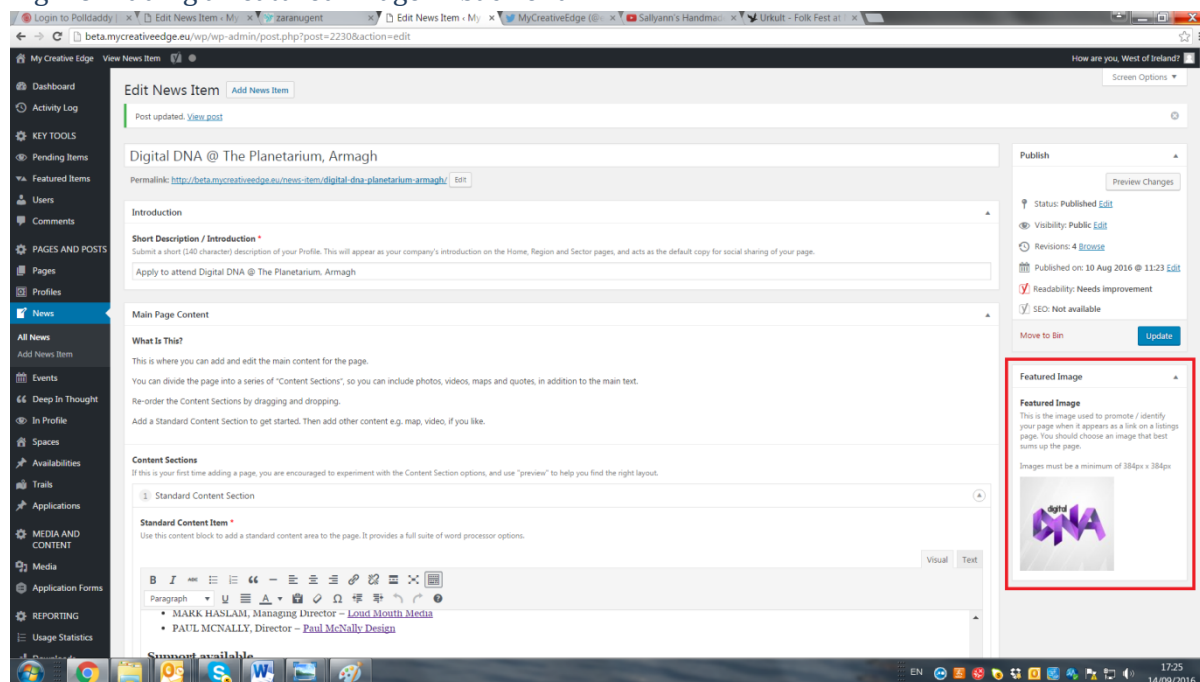
Fig. 15: Featured Image on Deep in Thought page

Fig. 16: Adding a Featured Image in back end

Previewing

Preview your post Item before publishing it. To do this, click **Save Draft** and then **Preview** on the top right-hand side of the screen. You can preview your post at any time.
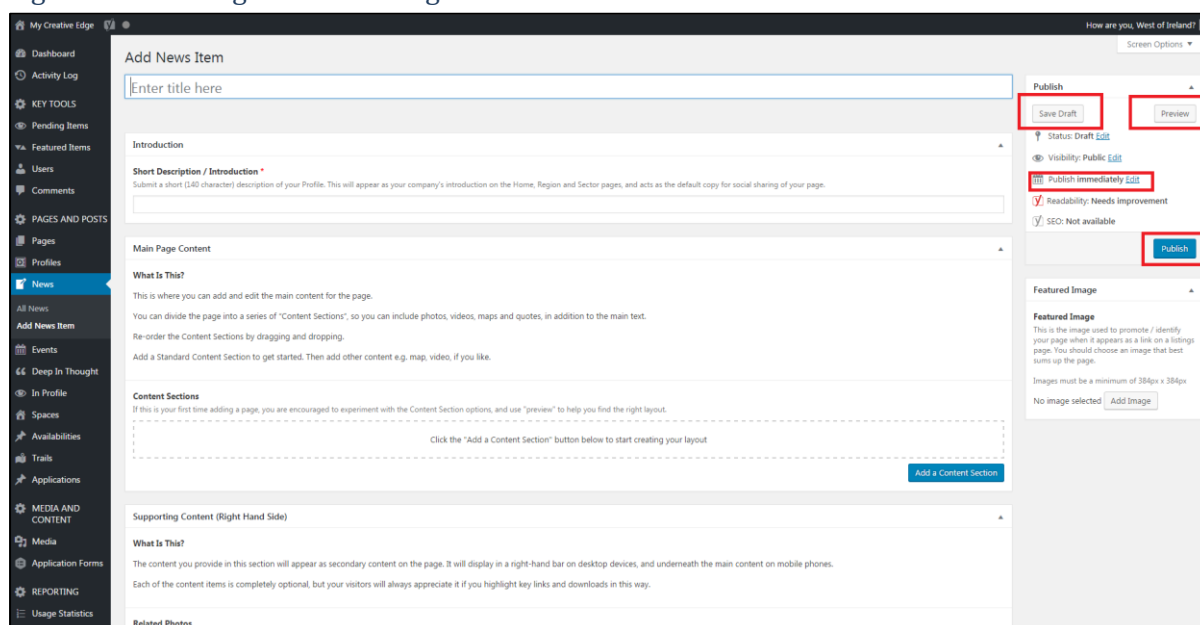
Publishing

To publish immediately click **Publish** on the top right-hand side of the screen.

To **Schedule** to publish later:

- Click on '**Publish immediately'** **edit**
- Set the preferred date and time
- Click **OK**
- Don't forget to click **Schedule**.

Fig. 17: Previewing and Publishing in back end

Checking

When you have published an article, it is a good idea to go to the main site and check how it appears on the Deep in Thought page.