

MyCreativeEdge.eu ... a creative momentum project

MyCreativeEdge.eu Manual: Deep in Thought

Guidelines for Adding a Deep in Thought post

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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

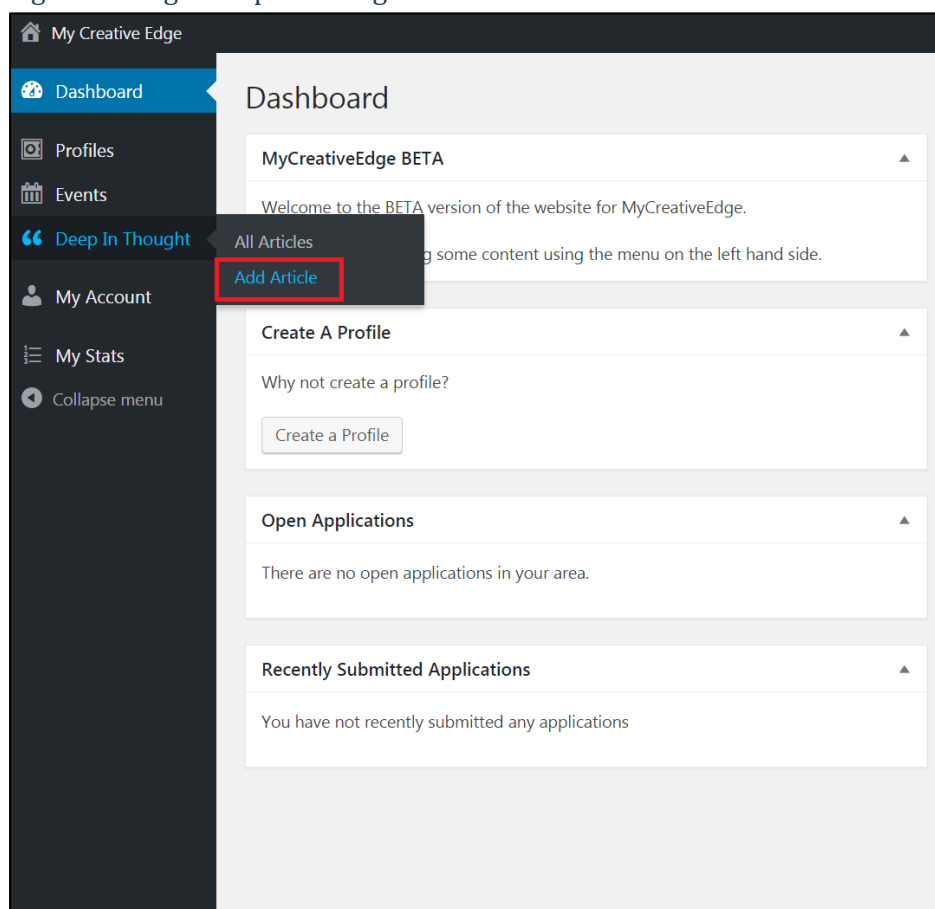
Go to www.mycreativeedge.eu (<http://beta.mycreativeedge.eu/> currently)

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*

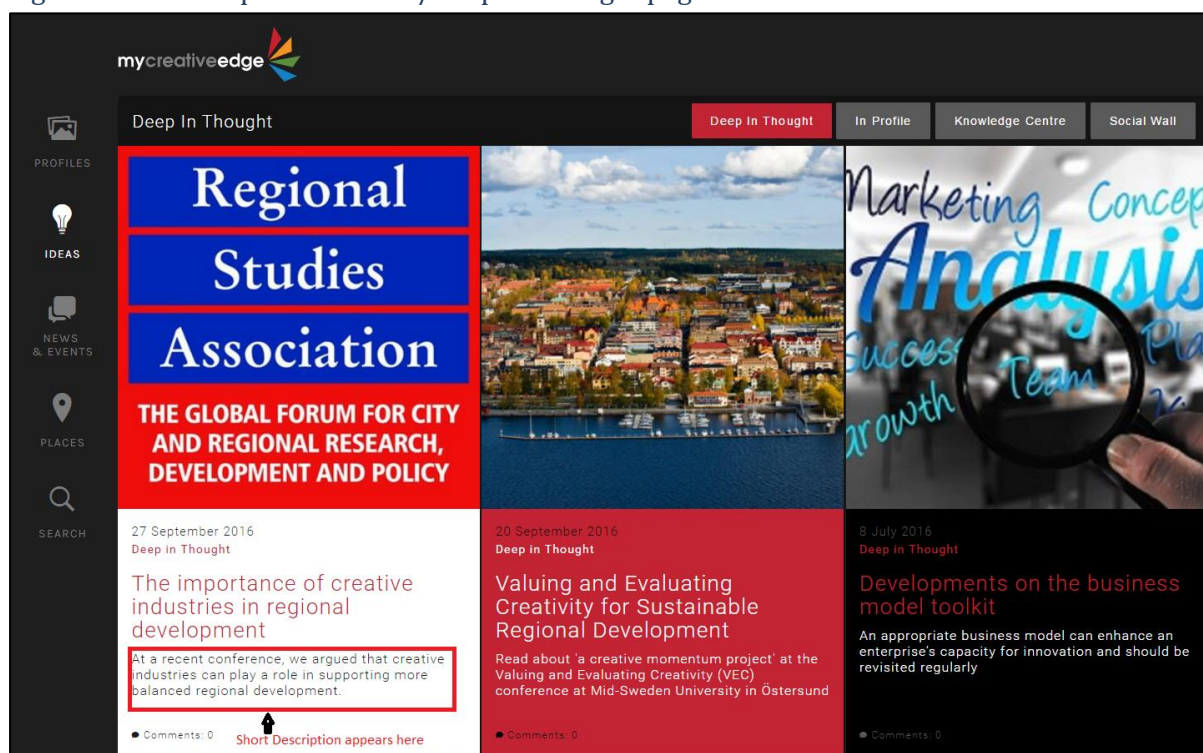
Enter the title of your Deep in Thought post in the top field (under 'Add New Article').

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



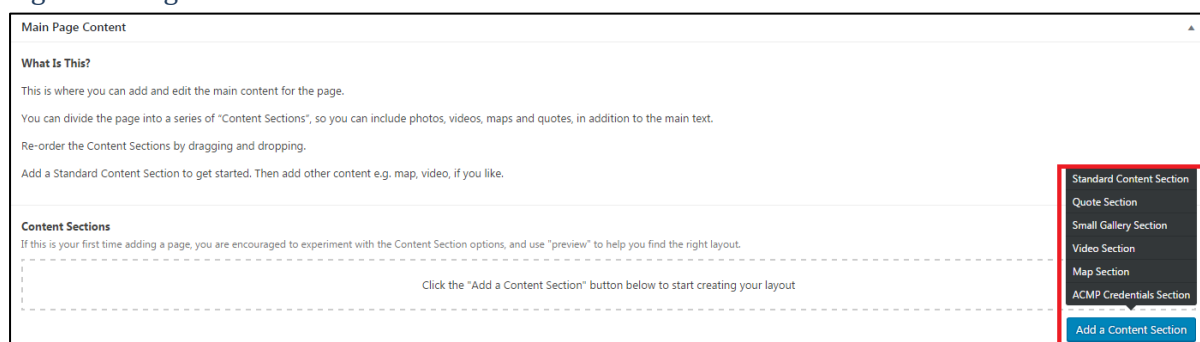
Main Page Content

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.

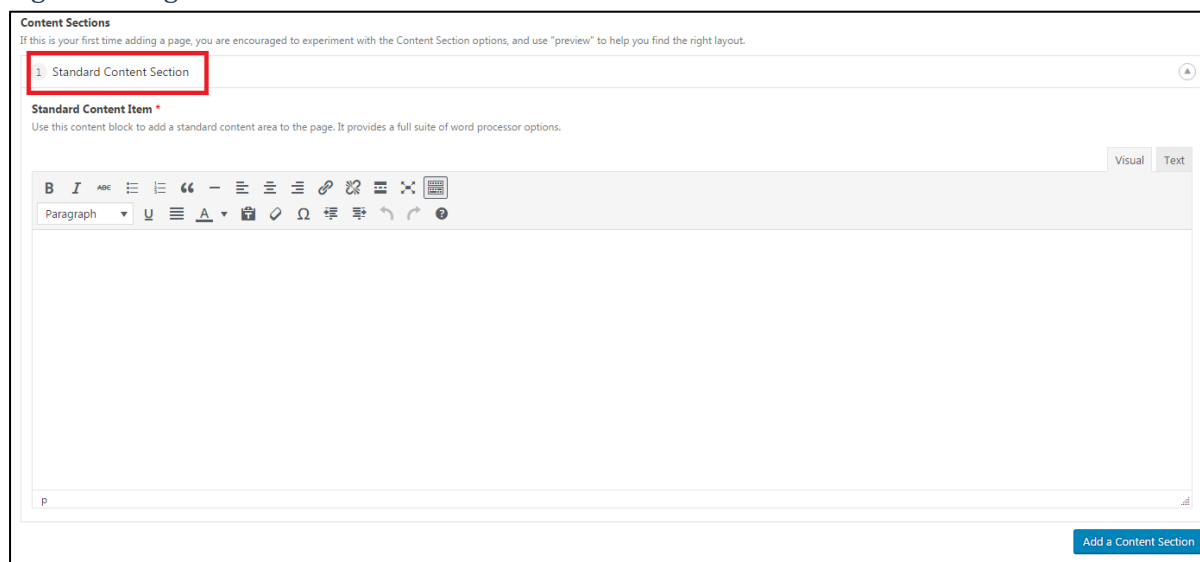
To start, click **Add a Content Section** and choose amongst the 6 options (Fig. 3):

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)

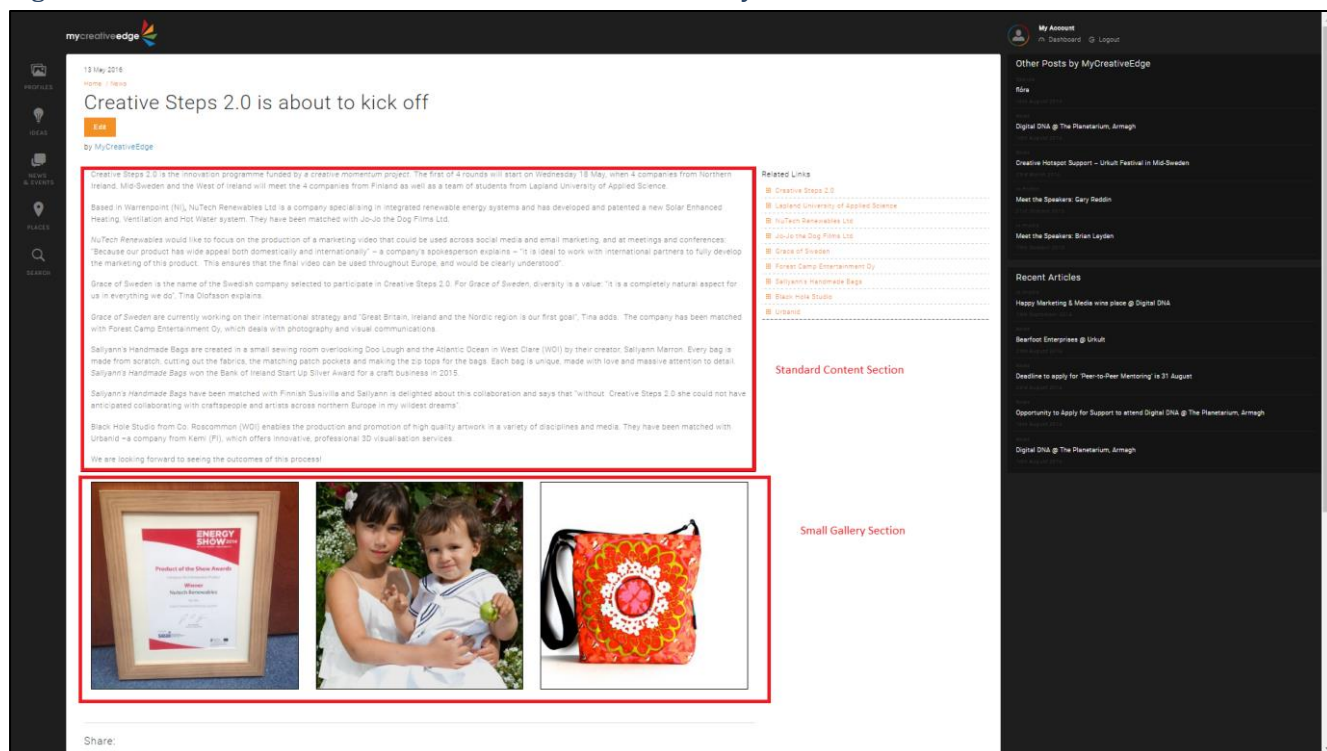
Fig. 4: Adding a Standard Content Section in back end



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

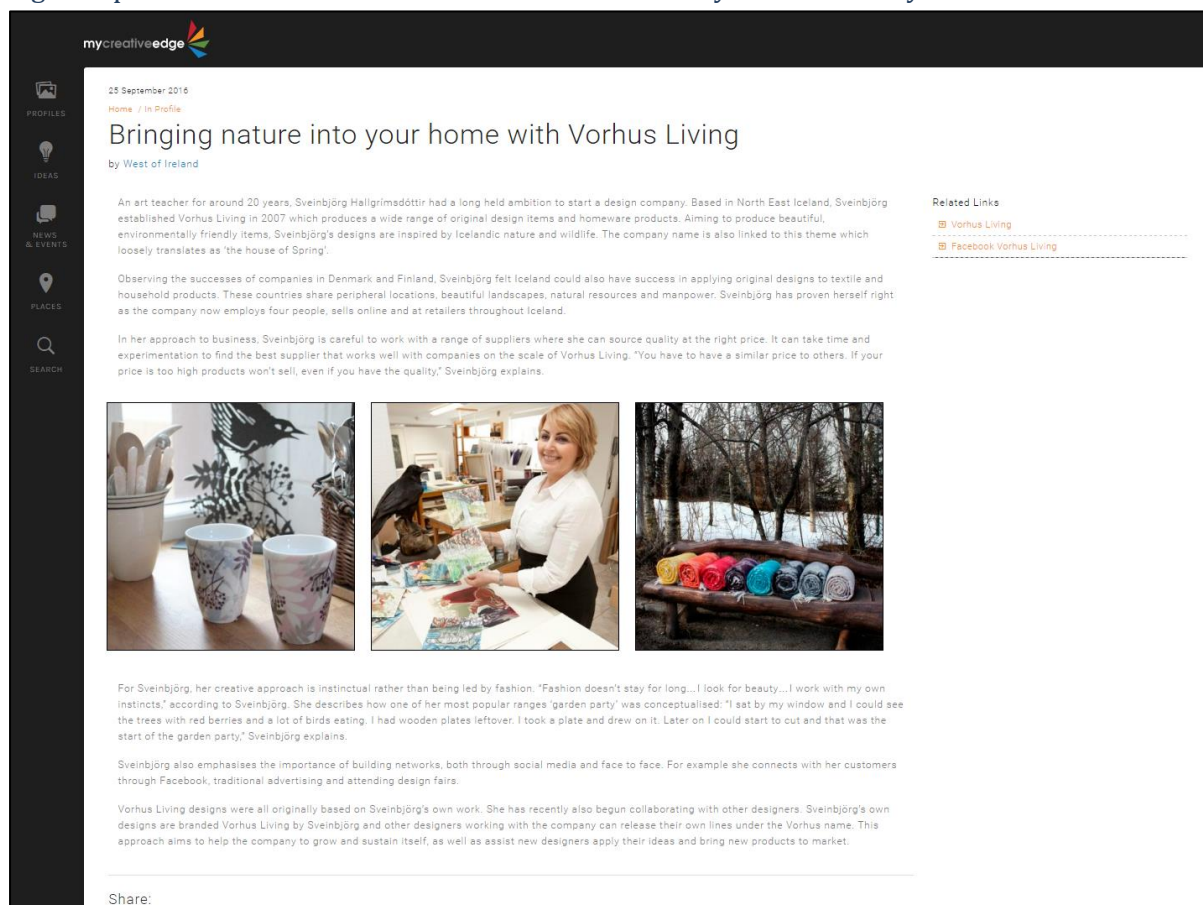
- All the text is contained in a single **Standard Content Section** (text area) and then any images / video appear below the text (Fig. 5)

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

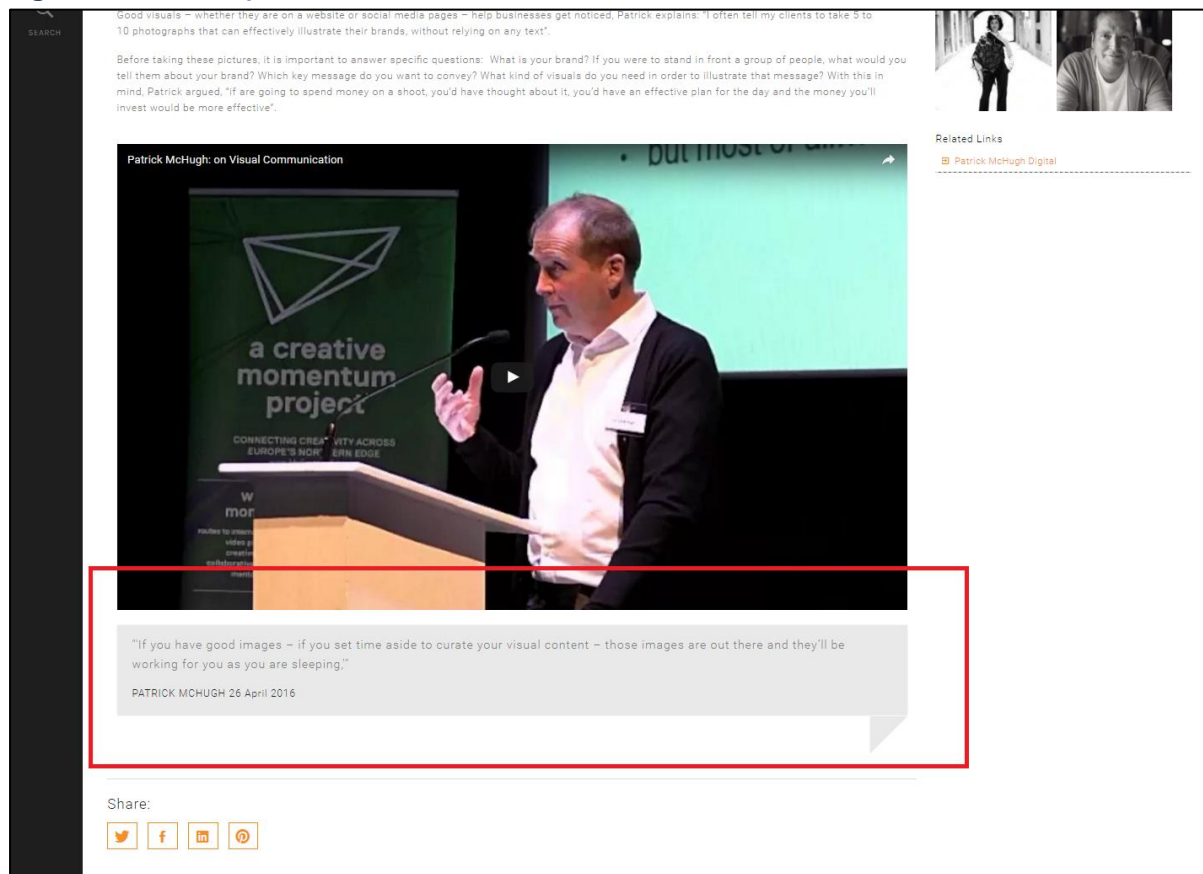


Fig. 8: Adding a Quote Section in back end

Content Sections
If this is your first time adding a page, you are encouraged to experiment with the Content Section options, and use "preview" to help you find the right layout.

1 Quote Section

Quotation *
There is a 420 character limit. Keep it sharp.

Quoted Person
who provided this quote?

Quoted Date
Fretext e.g. Nov 2015

e.g. November 2015 or 31/12/2015

Add a Content Section

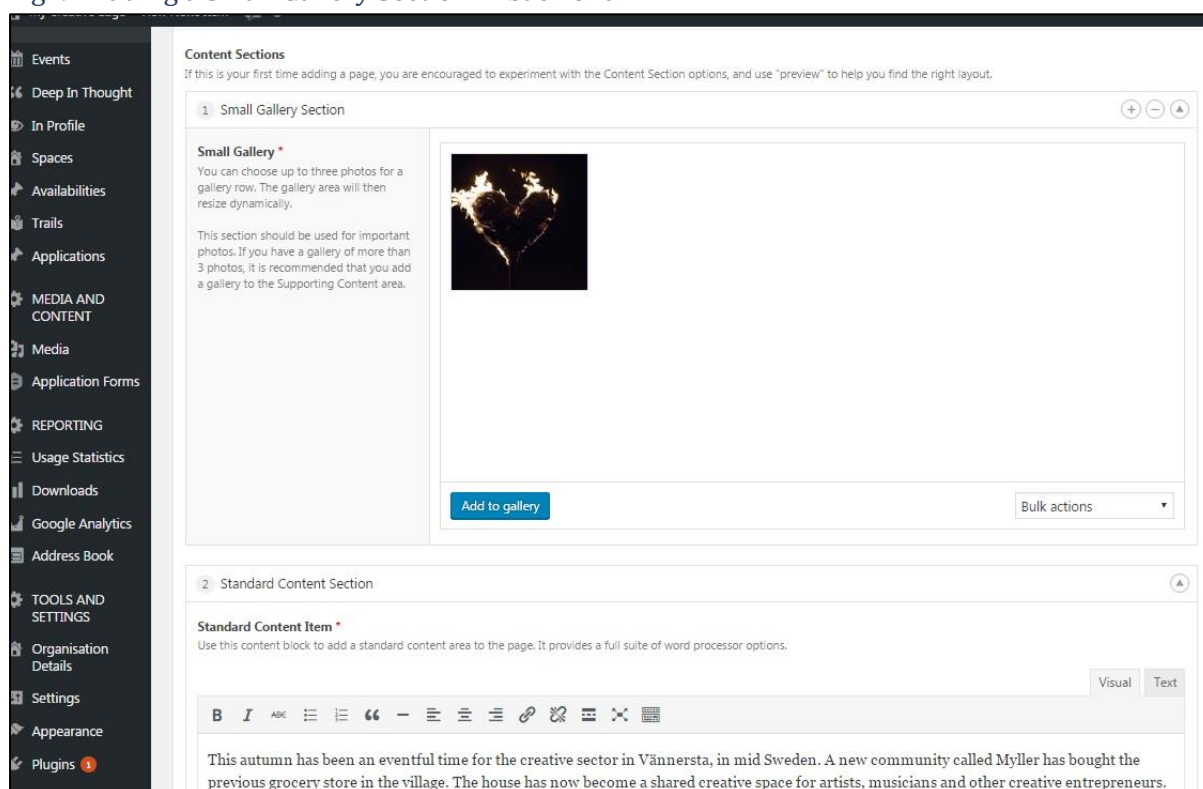
- 3) **Small Gallery Section:** if you want to include 1-3 images then first add a **Small Gallery Section** (Fig. 9), then click 'Add to Gallery' to upload, or drag and drop, each image.

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



2 Video Section

Video Platform *
Your video must be hosted on either YouTube or Vimeo, or as a sound file on Sound Cloud.

YouTube

Video ID *
Every video has a unique ID. Look at the sharing tools on the video site to learn more.

k6IzesUUKhA

Add a Content Section

- 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

2. Map Section

Location Map *

Type in the address and the map will re-centre to that point.

Armagh Planetarium, College Hill, Armagh, United Kingdom



Pin Title (for map overlay)

This will add a pin to your map with a title. Maximum of 32 characters

Section Title (for Section)

This will add a title above your map. Maximum of 32 characters

Armagh Planetarium, Armagh


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

The selected creative entrepreneurs will participate in a specially organised Creative Exchange information and networking event on 28 Sept. This will be an opportunity to hear from and network with digital media businesses from Northern Ireland, as well as entrepreneurs from Ireland, Sweden, Finland and Iceland. On 30 Sept there will be a chance to visit the **Armas Centre**, Northern Ireland's Creative Learning Centre.

Application
To apply for support, complete the online application form [here](#)
Deadline for applications is midnight on 18 August for Icelandic applicants & 21 August for Irish applicants


a creative momentum project is a three-year, transnational project co-funded by the EU Interreg Northern Periphery and Arctic (NPA) Programme.


Armagh Planetarium, Armagh



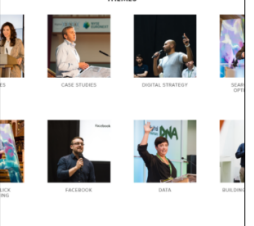
Map Section

SPEAKERS





THEMES



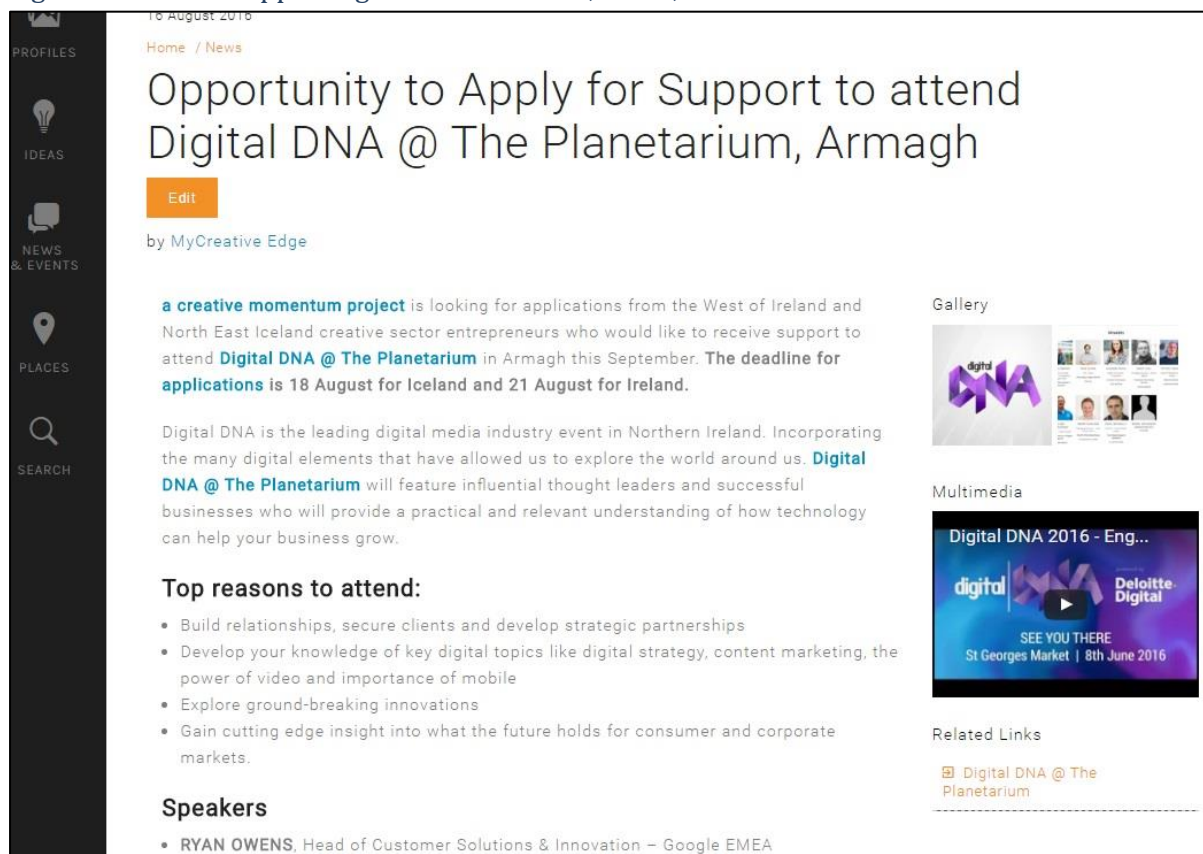
Small Gallery Section

- 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

Supporting Content (Right Hand Side)

What Is This?
The content you provide in this section will appear as secondary content on the page. It will display in a right-hand bar on desktop devices, and underneath the main content on mobile phones. Each of the content items is completely optional, but your visitors will always appreciate it if you highlight key links and downloads in this way.

Related Photos
If you have one or more photos you would like to include as a thumbnail gallery on this page, you can add them here.

Selected Photo

1 

[Add Photo](#)


Related AV
Audio / Video content must be stored on either YouTube, Vimeo, or SoundCloud. You will need the Video's Unique ID.

| | Video Title | Video Platform | Video ID |
|---|--------------------------------|----------------|-------------|
| 1 | Interview with Saliyann Marron | YouTube | KSMbg-9ef04 |

[Add File](#)

Related Documents
If you have one or more files you would like to include in this page for download, you can add them here.

Selected Document

| | |
|---|--|
| 1 |  creative-momentum_u5_flyer File name: creative-momentum_u5_flyer.pdf File size: 333 KB |
|---|--|

[Add File](#)

Related Links
If you have one or more links you would like to include on this page, you can add them here. Every link must have a name. The name should be descriptive e.g. BBC News Article

| | Link Name * | Link URL * |
|---|-------------|---|
| 1 | Unikult | http://www.unikult.se/n-english/ |

[Add Link](#)

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

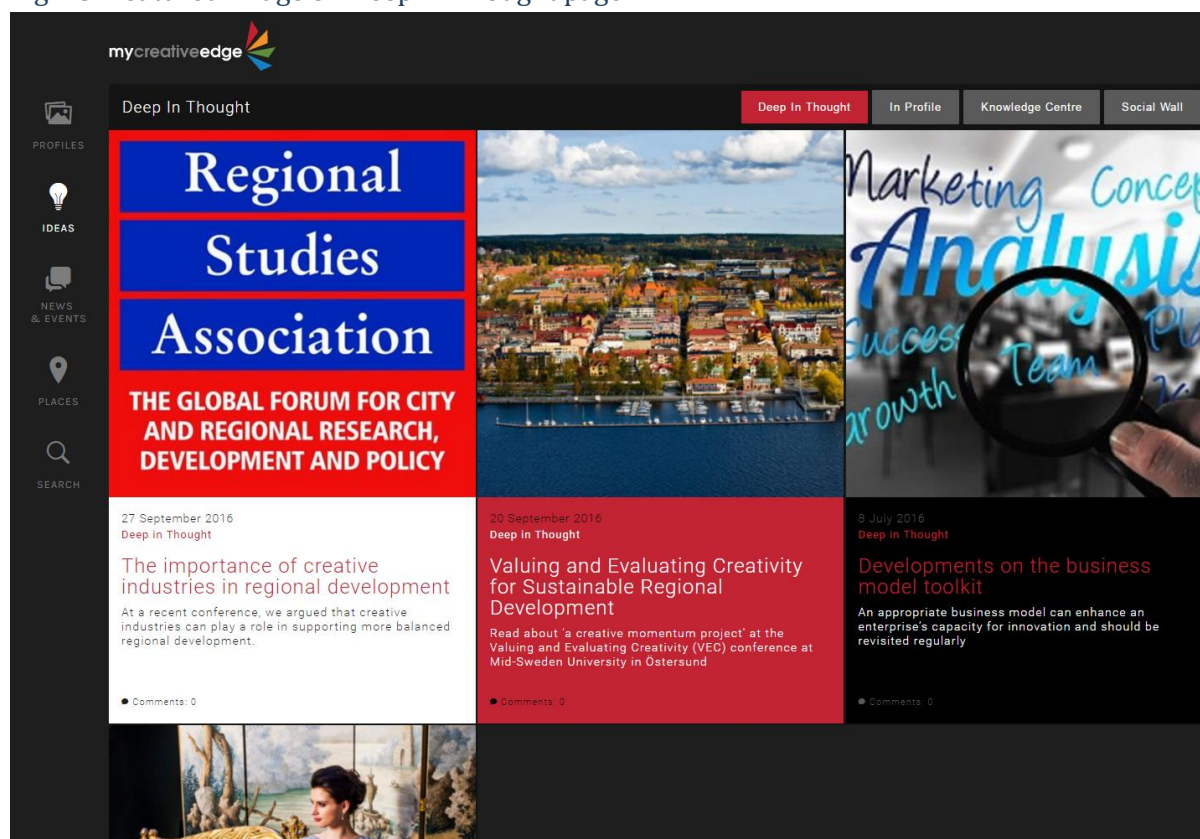
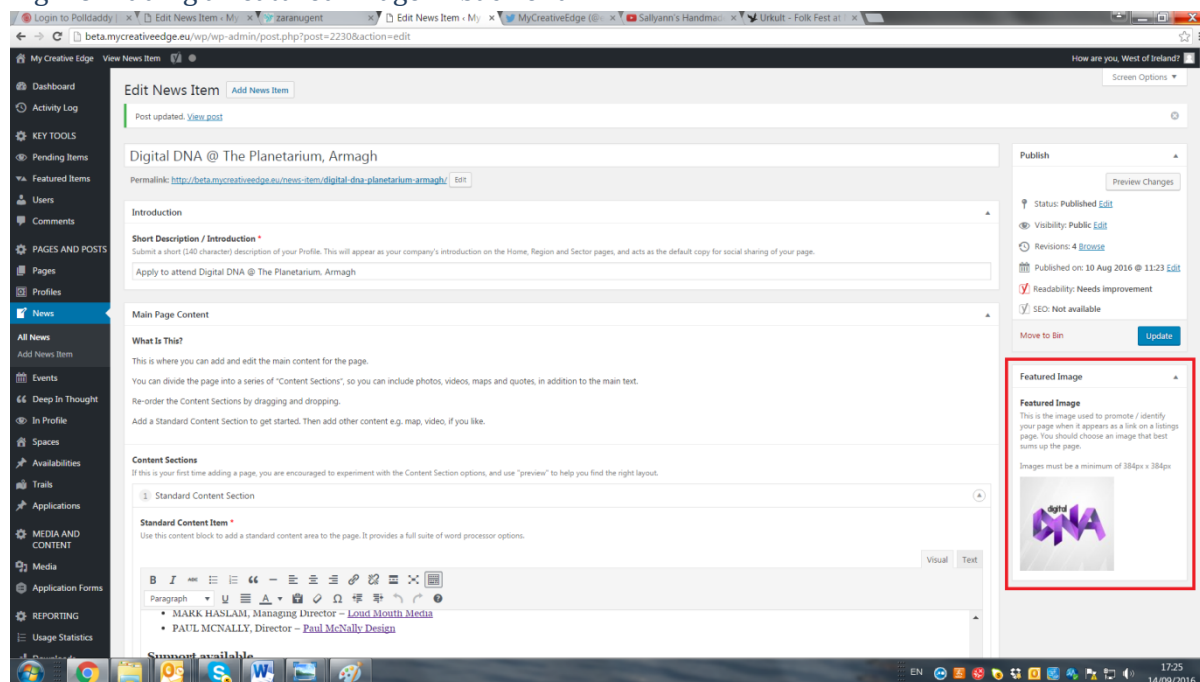


Fig. 16: Adding a Featured Image in back end



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.

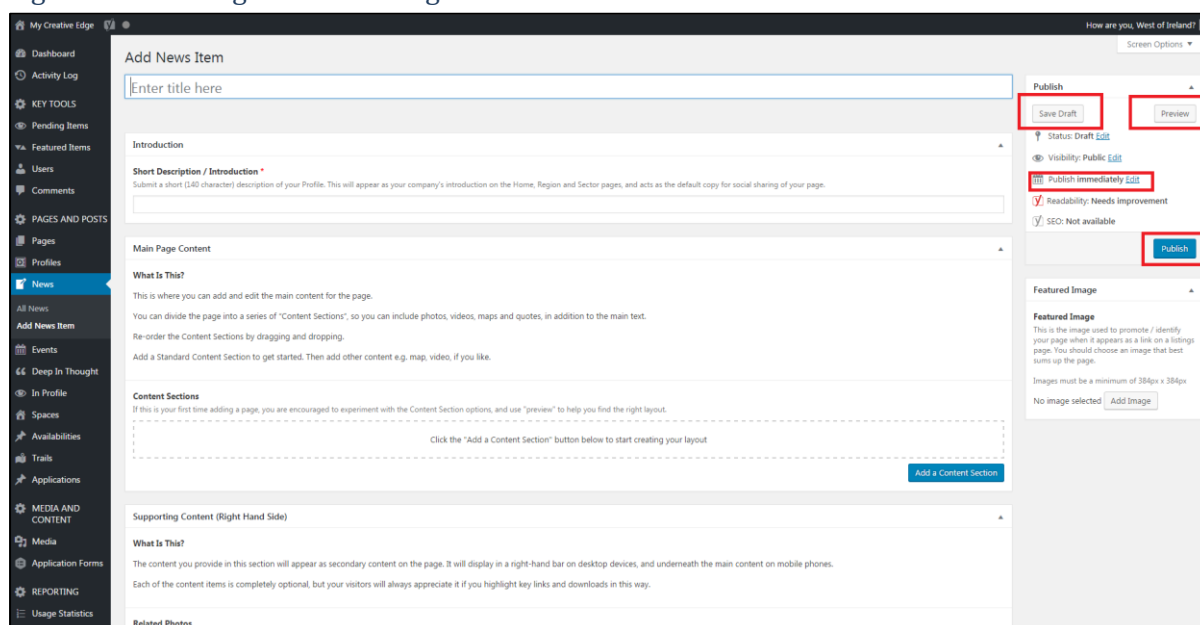
Publishing

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.