

CREATING  
RESOURCES



1) Go to **Resources** in the left menu and click on **Add new resource**.

Resources

All (11) | Published (11)

Title	Resources Types	Resources Tags	Date
<input type="checkbox"/> A Conference	Papers	fill up content	Published 2022/04/07 at 14:21
<input type="checkbox"/> Arts Electronica Presentation	Activities, Symposiums	—	Published 2022/03/15 at 12:07
<input type="checkbox"/> Biomedica Sounds	Media	latin biovoices	Published 2022/03/28 at 15:34
<input type="checkbox"/> Biomedica videos	Media, Movies, Video	Interviews, Microdocs	Published 2022/03/31 at 14:32
<input type="checkbox"/> Digitization protocol	Case Studies, How to, Labs, Media	—	Published 2022/03/15 at 12:09
<input type="checkbox"/> Digitization Workshop	Activities, Workshops	activities manual, workshops	Published 2022/03/15 at 12:08
<input type="checkbox"/> Exhibition	Activities, Exhibitions, Photos	planta	Published 2022/03/31 at 18:07

2) Go to **Publish** on the right, and click **Edit** in the **Visibility** option.

Add a new resource

Add title

Add Media

Visual Text

Save Draft Preview

Status: Draft Edit

Visibility: **Public Edit**

Publish Immediately Edit

Publish

Resources Types

Resources Tags

3) Select **Private** instead of **Public** and click **OK**.

Add a new resource

Add title

Add Media

Visual Text

Save Draft Preview

Status: Draft Edit

Visibility: **Private**

Public

Password-protected

**OK** Cancel

Publish Immediately Edit

Publish

4) Once you named your resource, start filling up the content rectangle below. To add text, just click on it. To add images, sounds, videos or texts, please click on **Add Media**.

The screenshot shows the 'Edit the resource' page. The title 'Test' is circled in pink. Below the title, the 'Add Media' button is circled in pink. The main content area, which contains placeholder text, is circled in pink. The right-hand 'Publish' sidebar is visible.

5) If you want to upload media, select **Upload files** and click on **Select Files**.

The screenshot shows the 'Add media' dialog. The 'Upload files' option is circled in pink. The 'Select Files' button is circled in pink.

6) Your file will be added to your Media Library. Select it and click **Insert into page**.

The screenshot shows the 'Add media' dialog with the 'Media Library' tab selected. A globe image is selected and circled in pink. The 'Insert into page' button is circled in pink.

7) Now that your file has been inserted, you can move it and resize it. If you **right-click** it and select **Edit**, further editing options will be shown.

The screenshot shows the Arc-hive Resource Editor interface. The main content area displays a resource titled "Test" with a paragraph of Latin text. Below the text is an image of hands holding a globe. The image toolbar is visible, and the "Edit" button is circled in pink. The right sidebar shows the "Publish" section with options like "Status: Published", "Visibility: Public", and "Published on: 8 April 2022 at 15:14".

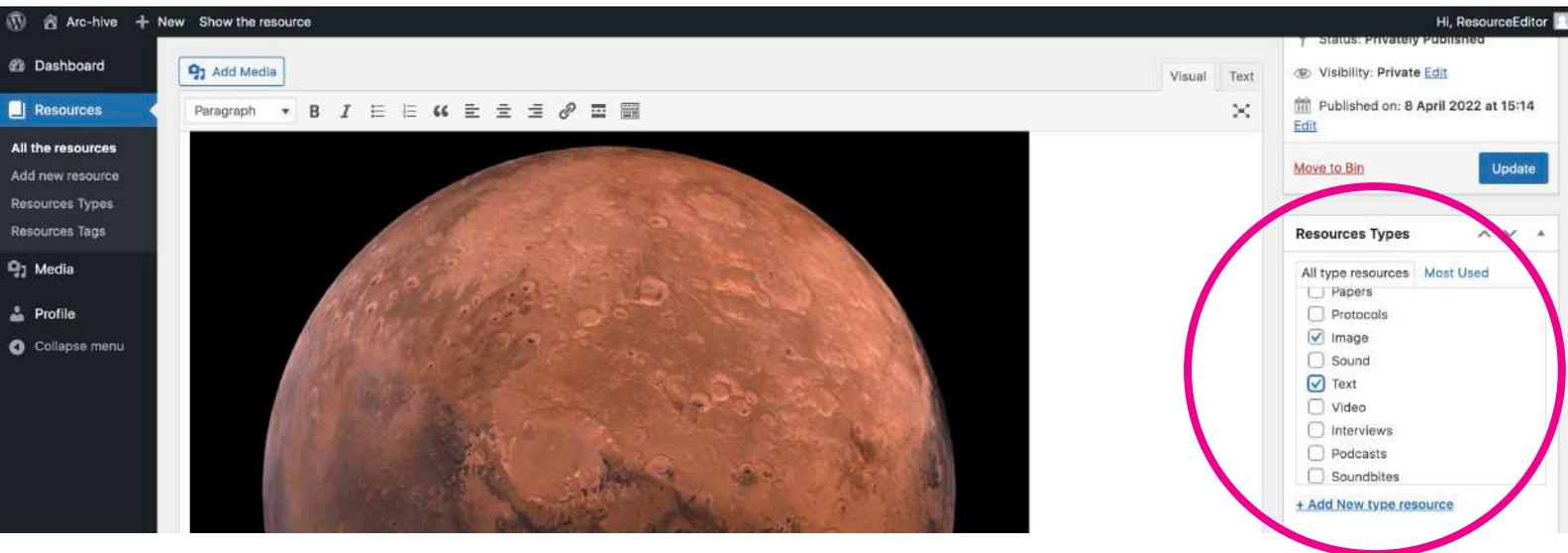
8) If you want to insert the file as embedded media, click on **Add media** and select **Insert from URL**.

The screenshot shows the "Add media" dialog box in the Arc-hive Resource Editor. The "Insert from URL" option is circled in pink. The dialog box displays a search bar and a grid of media items, including a globe image and several documents titled "ARC HIVE", "USER GUIDE", "TECHNICAL GUIDELINES", and "SOFTWARE DOCUMENTATION".

9) Copy-paste the **URL** and click **Insert into image**.

The screenshot shows the "Insert from URL" dialog box in the Arc-hive Resource Editor. The URL "https://collections.arc-hive.zone/files/original/86/mars1.jpg" is circled in pink. Below the URL is a preview image of the planet Mars. The "Insert into page" button is also circled in pink.

10) By selecting categories from Resource Types, your resource will be available in the platform's resource menu.



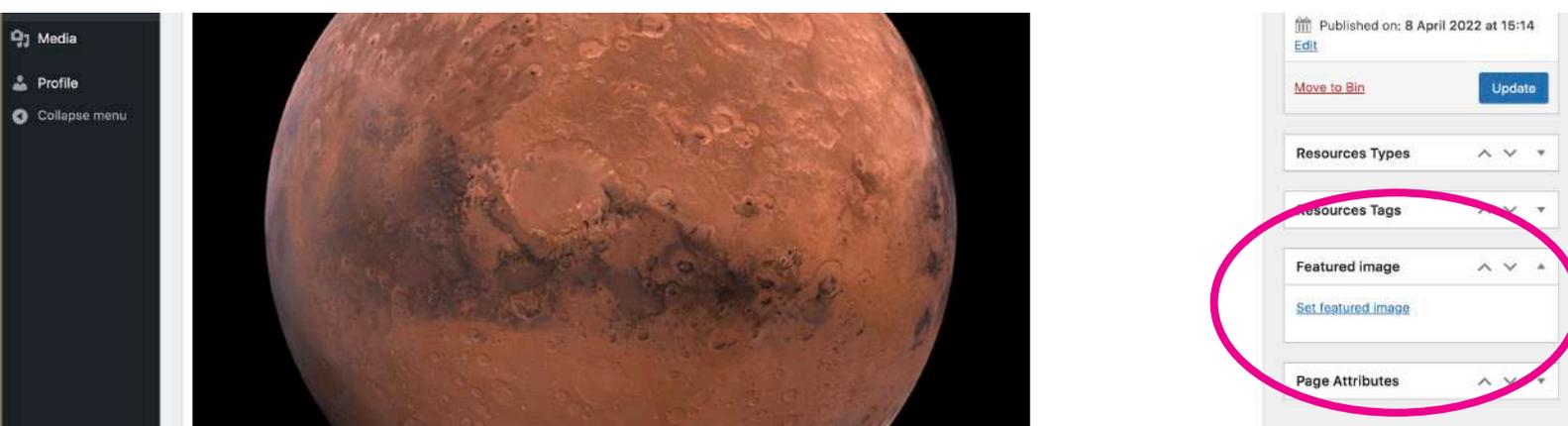
The screenshot shows the 'ResourceEditor' interface. On the left, there is a sidebar with 'Resources' selected. The main area displays a large image of Mars. On the right, the 'Resources Types' section is highlighted with a pink circle. It includes a list of resource types: Papers, Protocols, Image (checked), Sound, Text (checked), Video, Interviews, Podcasts, and Soundbites. Below the list is a link to '+ Add New type resource'.

11) In Resource Tags, you can create and add new tags. Remember to click on Choose from the most used resource tags, in order to avoid almost identical parameters.



The screenshot shows the 'ResourceEditor' interface. The main area displays a large image of Mars. On the right, the 'Resources Tags' section is highlighted with a pink circle. It includes a text input field containing 'hands, woods' and an 'Add' button. Below the input field is a link to 'Choose from the most used resource tags'.

12) By clicking on Set featured image, you can select the image that will be shown in the platform's resources grid.



The screenshot shows the 'ResourceEditor' interface. The main area displays a large image of Mars. On the right, the 'Featured image' section is highlighted with a pink circle. It includes a link to 'Set featured image'.

13) Once your resource is ready, go to Publish menu again, click on Visibility, select Public instead of Private, and click OK. Then click Update.

The screenshot shows the ResourceEditor interface. The main content area displays a paragraph of placeholder text: "Sed odio morbi quis commodo. Sed vulputate odio ut enim blandit volutpat. Donec enim diam vulputate ut pharetra sit amet aliquam id. Urna et pharetra pharetra massa massa ultricies mi quis hendrerit. Gravida rutrum quisque non tellus orci ac auctor augue. Leo integer malesuada nunc vel risus commodo. Suspendisse potenti nullam ac tortor." Below the text is a large image of the planet Mars. On the right side, the 'Publish' panel is open, showing the 'Visibility' section with 'Public' selected (indicated by a pink circle). Below this, the 'Update' button is also highlighted with a pink circle. Other options like 'Password protected' and 'Private' are unselected. The 'OK' and 'Cancel' buttons are visible below the visibility options.

14) Your resource has been published in the Resources grid.

The screenshot shows the 'RESOURCES' grid. The grid contains several resource cards. The first card, titled 'TEST', is highlighted with a pink circle. It features an image of hands holding a colorful globe and the text: "TEST", "Habitasse platea dictumst quisque sagittis. Est velit egestas dui id ornare arcu. Aliquam id diam maecenas ultricies mi. Egestas dui [...]". Other cards include "A CONFERENCE" with a person in a white coat, "EXHIBITION" with a globe and a person, "BIOMEDIA MICRODOCS" with a yellow background, and "FIELD WORKSHOP" with a green background. Below the main grid, there are more images representing different resource types: a close-up of purple flowers, a white branching structure, a display of blue fish, a group of people at a table, and a person working at a computer.