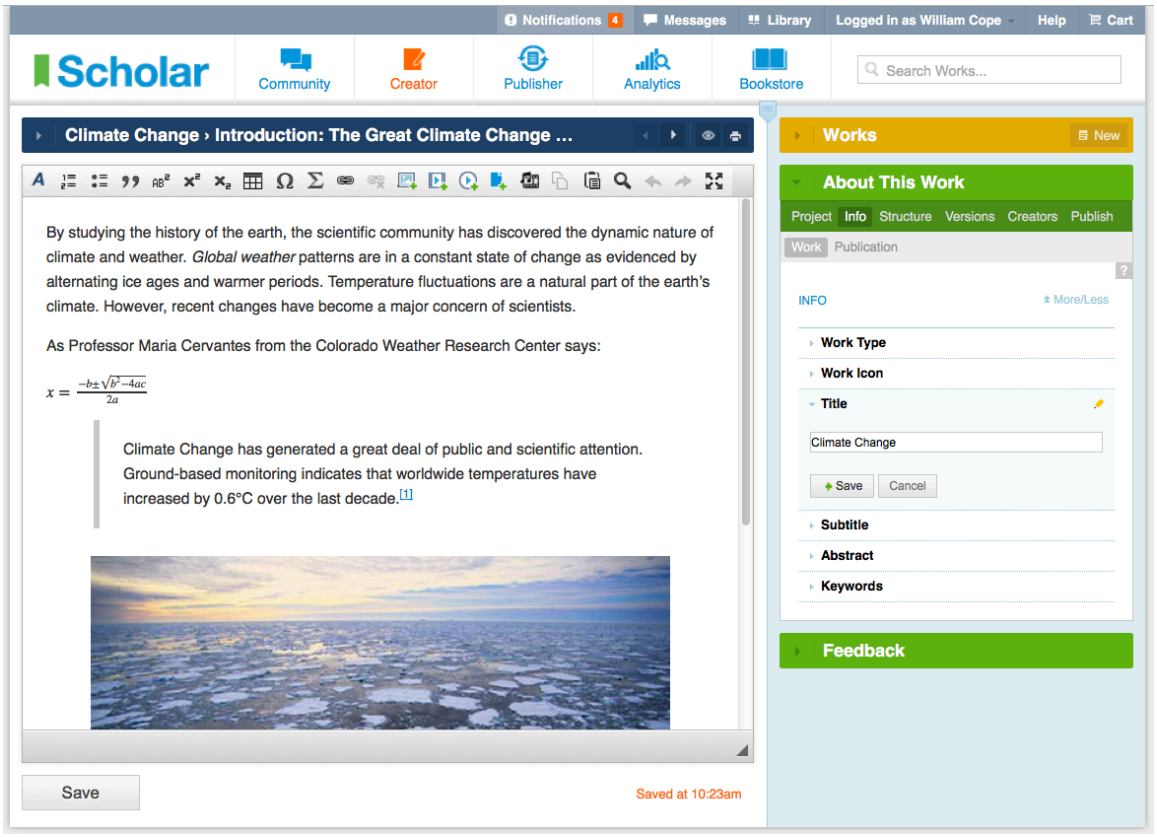
Creator

3.3 The Creator Workspace



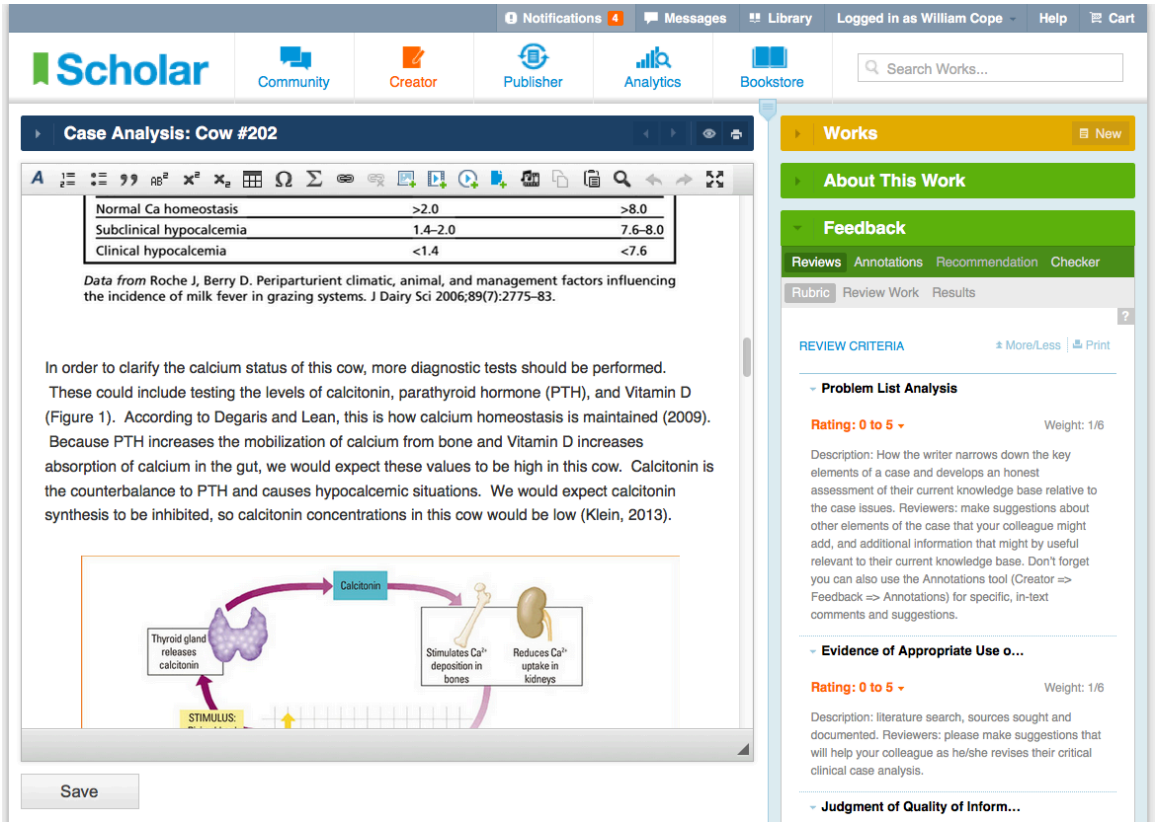
3.3.1: Go to About This Work => Info => Work, hover over to select the edit pencil, and enter the following:

- **Work Icon:** Upload an image to represent your work.
- **Title:** Change from "Untitled." Use title case, capitalizing all main words.
- **Subtitle:** Use title case, capitalizing all main words.
- **Abstract:** A short summary.
- **Keywords** or phrases, separated by commas.

Add content by typing in text. You can also do the following (going through the icons in the toolbar from left to right):

- Emphasized text (Do not use this for headings or subheadings—use the Structure tool for this, as described Tutorial 3.5.)
- Numbered list
- Dot point list
- A quotation
- A footnote
- A superscript character or subscript character
- A special character
- Mathematical notation (using TeX), or use an app which converts handwritten math to TeX.
- Link and unlink
- Upload an image
- Upload video

- Upload audio
- Upload any other file (Word, PDF, dataset, etc.)
- Embed media (YouTube, Flickr, Qik, Vimeo, Hulu, Viddler, MyOpera, etc.)
- Copy/paste
- Find/replace
- Undo/Redo
- Expand to fill screen



3.3.2: When you are involved in a publishing project, before you start your work you should look carefully at:

- The project description at About This Work => Project => Description.
- The timeline at About This Work => Project => Timeline.
- The review rubric at Feedback => Rubric.
- You can discuss your work with the publishing admin at any time at This Work => Project => Dialogue.