

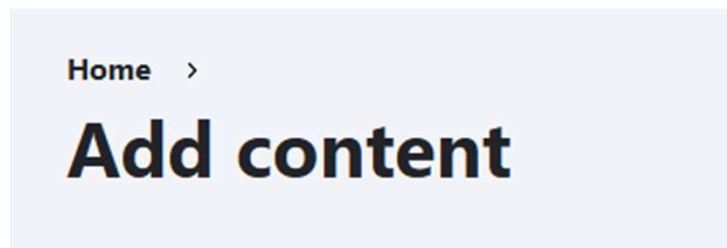
Creation of Manifesto Room

[HTTPS://WWW.DOC.MODE.UNIBO.IT/](https://www.doc.mode.unibo.it/)



1) Go to the MOdE website and log in

2) **Add content** > click on **Manifesto Room**



> Documentation Room

> Manifesto Room

> White Room



Add content



My Drafts



My Publications



Create Manifesto Room

Note that only the fields marked with * are mandatory; the remaining fields are optional.

Title *



3) Enter the **title** of the Manifesto Room

Language

Italian ▼



4) Choose the **language** of your Manifesto Room from the menu: Italian, English

^ MANIFESTO

Add a new file

Scegli file Nessun file selezionato



5) Choose an **image** as the manifesto to upload, paying attention to the dimensions and the types of the file.

One file only.
2 MB limit.
Allowed types: png gif jpg jpeg.

^ MANIFESTO

[Artificial-Intelligence-Article-201802091559.jpg](#) (27.27 KB)

Remove

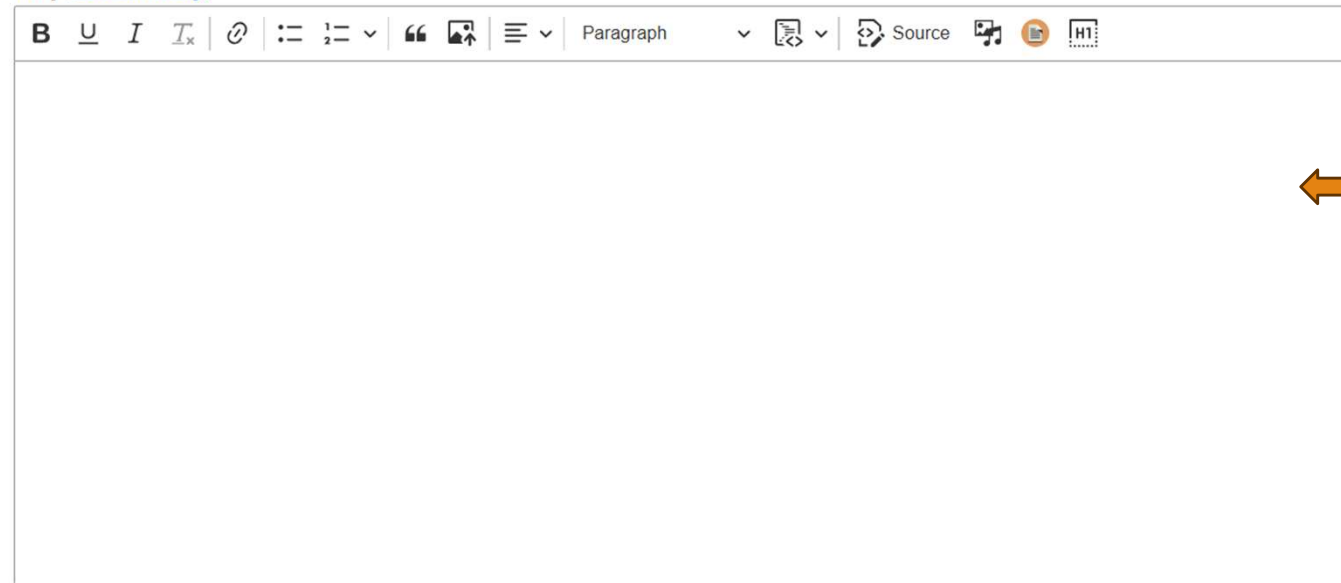


Alternative text

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

6) Enter a *short description* that will be displayed when the image is not loaded and will be used by screen readers.

Body ([Edit summary](#))



Text format Full HTML

[About text formats](#)

^ Images

Add a new file

Scegli file Nessun file selezionato

Unlimited number of files can be uploaded to this field.
2 MB limit.
Allowed types: png gif jpg jpeg.

7) Enter the **description** of the Manifesto Room.

8) Insert **images/photos** to your gallery. You can upload an unlimited number of files, but pay attention to the maximum file sizes and types allowed.

^ Images

Show row weights

File information

Operations

÷ ai-scuola-1.jpg (92.38 KB)

Remove



Alternative text

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

▼ Crop image

9) After selecting the image, enter a **title** or **short caption** for the image, which will appear when the user hovers over it.

10) Enter a *text/short description* that will be displayed when the image isn't loading and will be used by screen readers.

Video

Video

Video URL

•

Description

^ Audio

Add a new file

Scegli file

Nessun file selezionato

One file only.
2 MB limit.
Allowed types: mp3.

Audio description

11) You can upload **videos** to the Manifesto Room.

Videos can be taken from YouTube and uploaded via hyperlink.

Videos can be created personally and uploaded to the MOdE YouTube channel (upon request).

Remember to include a short caption/description for your chosen video.

12) You can upload an **Audio** file to the Poster Room, paying attention to the permitted file types and file size limits.

Please remember to include a *caption/title* for the audio file's content.

Author(s)

Submit for publication *

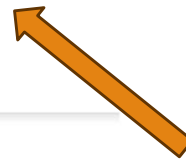


^ Documents

Add a new file

 Nessun file selezionato

Unlimited number of files can be uploaded to this field.
2 MB limit.
Allowed types: txt doc docx ods odt ppt pptx xls xlsx odp zip pdf.



13) Enter the **Authors** who contributed to the Manifesto Room.

14) You can choose YES/NO to submit for **publication** the Sala Manifesto.

Select "Yes" if you want your content to leave the draft status and be submitted for publication.

ATTENTION: Once the content is submitted for publication, it can no longer be changed.

15) **Documents** that provide further information on the room's theme can be uploaded. Remember to stick to supported formats and rename the selected file.

^ Documents

◊ Show row weights

File information

Display

Operations

÷  [PEPPY poster.pdf](#) (1.13 MB)



Remove

Description

The description may be used as the label of the link to the file.

Add a new file

Scegli file

Nessun file selezionato

Unlimited number of files can be uploaded to this field.

2 MB limit.

Allowed types: txt doc docx ods odt ppt pptx xls xlsx odp zip pdf.

16) Enter a *brief caption/description* of the document.

17) You can add other documents related to the Manifesto Room's theme.

Topic

- ☐ Arts and languages
- ☐ Literature and Narratives
- ☐ Science and Nature
- ☐ Human Sciences
- ☐ Society, Culture and Citizenship
- ☐ Technology and Innovation

Select the topic(s) of the room

Target

- ☐ Kindergarten
- ☐ Primary School
- ☐ Middle School
- ☐ Upper School
- ☐ University
- ☐ Citizenship

Select the target audience(s) for the room.

Projects

If this room is part of a project, enter the project name.

Save

Preview

18) Based on the theme of the Manifesto room, you created, choose different tags relating to the **topic** and the **target**. You can choose multiple tags.

19) If the Manifesto room is related to a project, you can enter the name of the **Project**.

20) Click Save, or choose whether to preview the poster room before publishing.