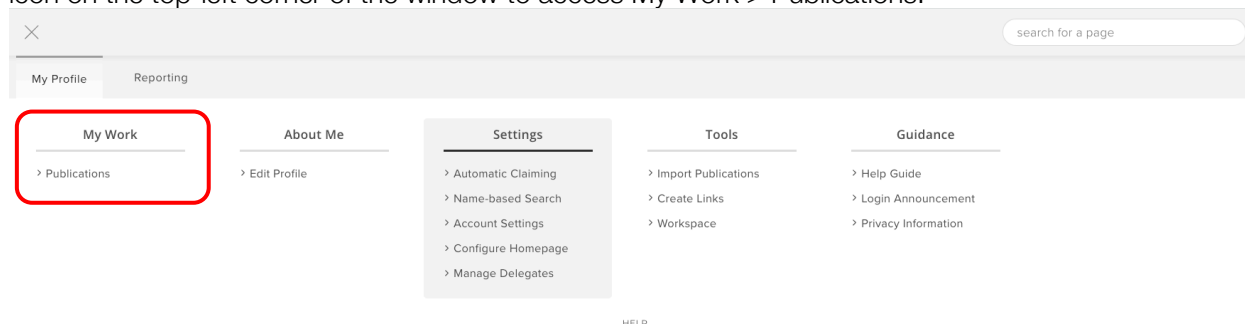
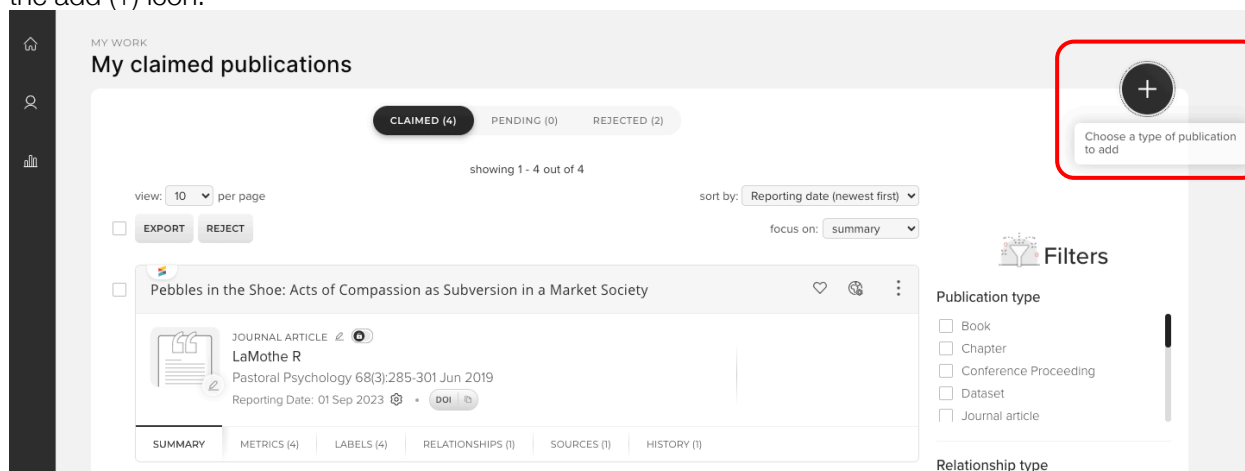


Quick Start Guide: Adding Digital Art, Media, and Web Design in Elements

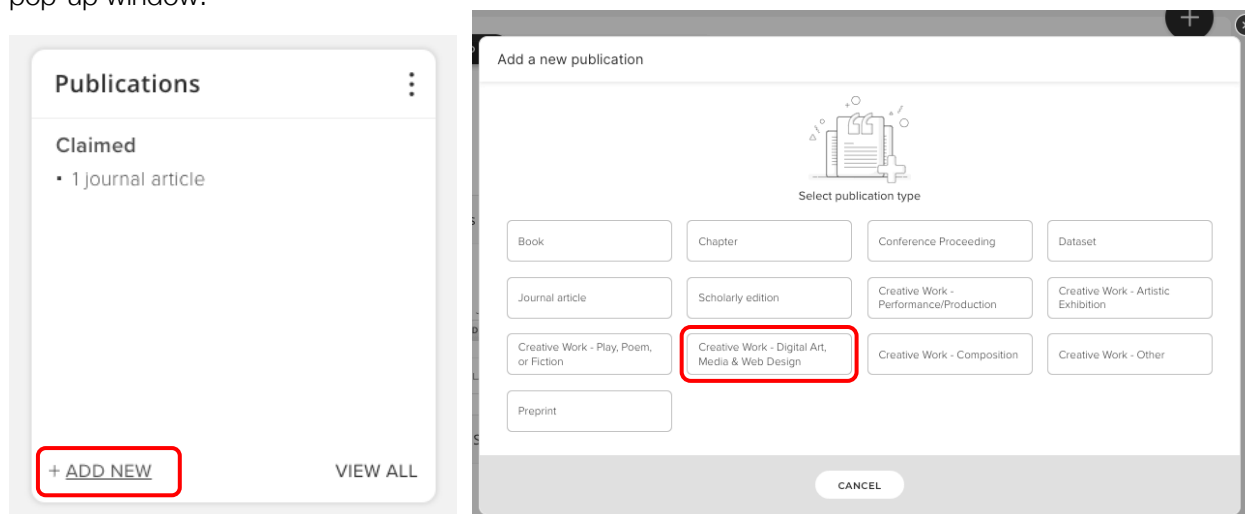
Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



You will be automatically re-directed to the “Claimed” publications page. On the top-right corner of the screen, click on the add (+) icon:



Alternatively, on the Publications tile on the home page, click “+ Add New” and select the publication type from the pop-up window.



On the next screen, click “Skip” to start adding your creative work.

Add creative work - digital art, media & web design

Let's get started | Tell us more | Link to funding

i Enter your creative work - digital art, media & web design title

Your creative work - digital art, media & web design may already exist in CUBE, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title: **For Creative Works, skip this page. Search does not apply.**

[Skip](#) Search

Cancel

On the next screen, add information about your creative work, including relationship (Author, contributor, etc.), description, and start date. Items with the red asterisk (*) are required fields. Click on the question mark (?) icon for help with individual editable fields:

Add creative work - digital art, media & web design

Let's get started | Tell us more | Link to funding

What do I need to do?
Enter information on your Creative Work (Digital Art, Media Design, or Web Design). Hover over the question marks for additional information. Items with the Red Asterisk are required fields.
The Relationship type in the first box below is required in Elements, but has no bearing on your FRPA activity description. Choose the relationship that makes the most sense for this work.

Publication privacy

PRIVATE INTERNAL PUBLIC

This publication may be displayed publicly by CU-Boulder.

*** What is your relationship with this creative work - digital art, media & web design?**

Author of Editor of
 Translator of Contributor to

Relationship privacy

PRIVATE INTERNAL PUBLIC

This publication may be displayed publicly by CU-Boulder. Its relationship to you will be visible to other users of CUBE but should not be displayed publicly.

Essential Information

*** Description**

1300 characters remaining

[?](#)

CU Boulder Elements (CUBE), part of the Faculty Information System (FIS)
[OFACU Boulder Elements \(CUBE\), part of the Faculty Information System \(FIS\)](mailto:OFACU Boulder Elements (CUBE), part of the Faculty Information System (FIS)@colorado.edu) • www.colorado.edu/FIS/CUBE

All other fields without the red asterisk (*) are voluntary, but users should consider adding information in the fields that may be useful for the user’s subject and discipline. Users may also expand on the “Additional Information” section, and include other relevant detail:

Click “Save” at the bottom of the page to apply your edits/changes and add your creative work.