

How to FarmPEP

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1. The Home Page

Use the FarmPEP home page to discover **newly added** or **popular** content.

The screenshot shows the FarmPEP website interface. At the top, there is a dark brown navigation bar with the 'FarmPEP' logo on the left and menu items: 'About', 'People', 'Organisations', 'Topics', 'Pages', 'Posts', and 'Dashboard'. A search bar is located on the right side of this bar. Below the navigation bar is a green banner with the text: 'The Knowledge Exchange Platform connecting across agriculture, enabling everyone to share and learn.' Underneath the banner are three buttons: 'Join FarmPEP' (orange), 'Create Page' (dark green), and 'Add organisation' (dark green). The main content area features a search bar with a 'Keyword' input field, a search icon, a dropdown menu set to 'Recently updated', and 'Apply' and 'Reset' buttons. Below this are three columns of content categories: 'Initiatives', 'Resources', and 'Events', each with a plus icon. Under 'Initiatives', there is a card for 'INNO-VEG' with a heart icon and the number '1'. Under 'Resources', there is a card for 'Nature Food paper - Global GHGs from N fertiliser could be reduced to one fifth' with a heart icon and '1'. Under 'Events', there is a card for 'Farm of the Future: Net Zero in Practice' with a heart icon and '1'. Below these are more cards: 'Agronomics Line Trials' under Initiatives, 'Developing strategies for reducing the risk from herbicide-resistant' under Resources, and 'Regenerative Agriculture – Understanding the opportunities and challenges' under Events. Three blue arrows point from the text below to the heart icons on the 'INNO-VEG', 'Nature Food paper', and 'Farm of the Future' cards.

Under the different page categories are listed the most recently added/edited items or those with the most user interaction (likes or comments). This allows users to quickly find fresh or popular information.

Navigate from here to all the key pages or search for any of particular interest, using the **search bars**.

2. Creating Pages

FarmPEP aims to share **distilled, trusted** knowledge. Rather than writing large paragraphs of detailed text, keep text concise and utilise in-text hyperlinks or recommended content to signpost members to other pages on FarmPEP or webpages external to the website for further information or upload documents (e.g. guides/reports).

For example, the Topic 'Yellow Rust' contains links to AHDB pages about the disease.

This screenshot shows the top portion of the FarmPEP page creation form. It includes a 'Title' field, an 'Intro' section with a rich text editor, an 'Image' upload section, and a 'Page Type' dropdown menu. Annotations with blue arrows point to these fields, providing instructions on how to use them.

Concise title
(may not be possible for articles/reports etc.)

Use the 'Intro' section for a snappy introduction for the subject
– this will show in bold at the top of the page

Add an image here that will be used as the icon/thumbnaill for the page.
– Please make the image as square as possible otherwise it may distort in the thumbnail.

This screenshot shows the lower portion of the FarmPEP page creation form, focusing on the 'Main Text' and 'Event Date' sections. Annotations with blue arrows point to the 'Page Type' dropdown, the 'Main Text' editor, and the 'Event Date' field, providing further instructions.

Add in-text hyperlinks to signpost to relevant website pages

Select page type (Event, Initiative, Resource)

Write the main body of text here

- Break up text with paragraphs/bullet points
- Use the format drop down box to make headings the same size

For events, add the start date here

To add an end date click 'Add another item'

2.1. Uploading an Image

Upload an image to use in the body of text by using the image icon

Right click on image to access 'Image Properties':

- Align image (centre looks best)
- Add a caption and alternative text

Enter caption here

body image

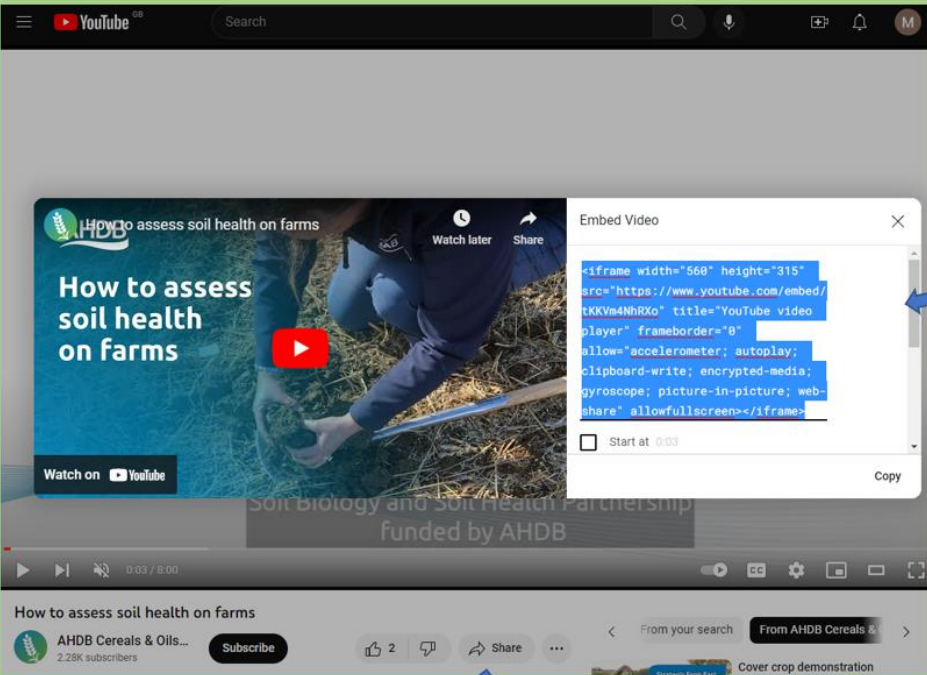
Basic HTML

About text formats

Write whatever you want here - this is the main section. You can add links, add pictures and embed videos. To paste text from elsewhere use CTRL+Shift+V to paste without formatting. Add videos by selecting 'Full HTML' below, copying the 'embed html' from the source page (eg Youtube), clicking 'Source' above and pasting where you want the video to appear.

The image shows a screenshot of a text editor interface. At the top, a toolbar contains various icons, including an image icon. A blue arrow points to this icon with the text 'Upload an image to use in the body of text by using the image icon'. Below the toolbar, a large image of hands holding soil is displayed. A blue arrow points to the bottom-right corner of this image with the text 'Resize image by dragging corners'. To the left of the image, a box titled 'Edit Image' contains fields for 'Image*' (with a file name 'hand_holding_soil.jpeg'), 'Alternative text*', and 'Align' options (None, Left, Center, Right) and a checked 'Caption' checkbox. A blue arrow points from this box to the image. Below the image, a text input field contains the placeholder text 'Enter caption here'. At the bottom of the editor, there is a 'Basic HTML' dropdown menu and a link 'About text formats'. A footer note provides instructions on how to paste text and embed videos.

2.2. Embedding a video from YouTube (or using any other embedded URL)



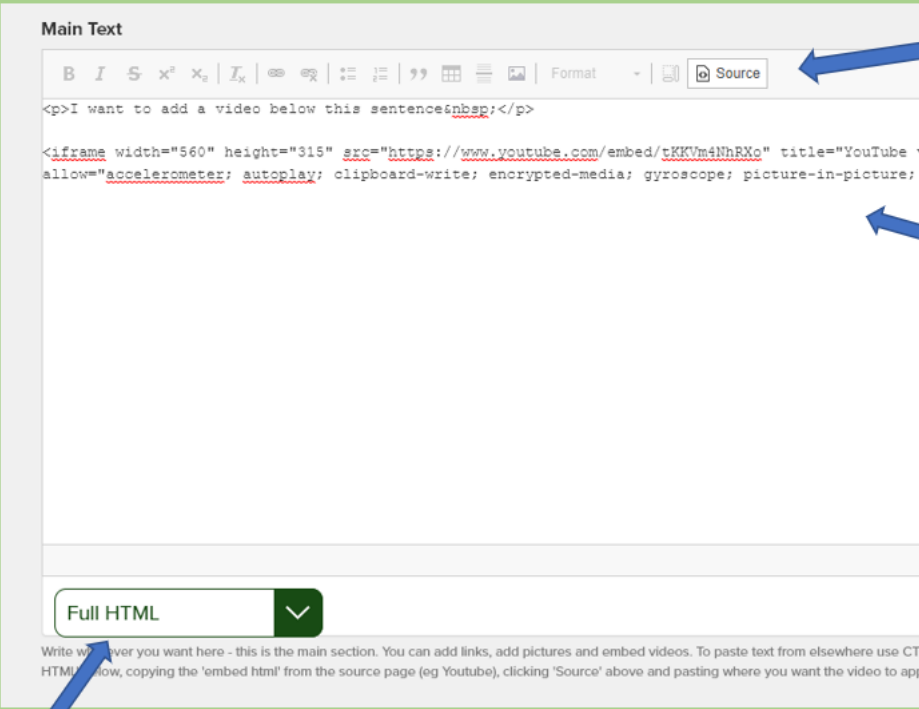
The screenshot shows a YouTube video player for the video "How to assess soil health on farms". An "Embed Video" dialog box is open, displaying the following code:

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/tKKVm4NhRXo" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" allowfullscreen></iframe>
```

Below the code, there is a checkbox for "Start at 0:03" and a "Copy" button.

1. Click 'Share' then 'Embed'

2. Copy the embedded code (ctrl + C)



The screenshot shows a text editor interface with a "Main Text" section. The text area contains the following HTML code:

```
<p>I want to add a video below this sentence<nbsp;</p>
```

```
<iframe width="560" height="315" src="https://www.youtube.com/embed/tKKVm4NhRXo" title="YouTube video player" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture; web-share" allowfullscreen></iframe>
```

At the bottom of the editor, there is a dropdown menu with "Full HTML" selected.

3. Select 'Full HTML'

4. Click 'Source' to view the embedded code

5. Paste the embedded video code you copied where you would like the video.

6. Click 'Source' again to view in normal format again.

2.3. Adding documents and related content

Upload a file relevant to the subject if needed (i.e. a pdf. document of a report)

Signpost readers to other useful or relevant pages on FarmPEP.

Link to relevant organisations. These could be involved in the project or do work in a related field.

File

You can upload a file here, such as a pdf report, or MS Office documents, Excel spreadsheet or Powerpoint Slides.

Add a new file

Choose Files | No file chosen

Upload

[Upload requirements](#)

Recommended Content Order ▼

Entity type ▼

Add another item

Connect to other pages on PEP that you recommend or want to highlight in the 'Recommended Content' Section. There are two types of content you need to choose between to connect to - Posts and Groups. To connect to individual Posts or resources select 'content'. For projects, Groups and Organisations select Group. Start typing the title of the page you want to connect to, then select it to add it. Click 'Add another item' to connect to multiple pages. There is no limit to how many pages you can recommend.

Organisation Order ▼

Add another item

Link this page to one or more related organisations. Start typing the name of the organisation then click on it to add. To add another organisation click the 'Add another item' button below.

Order numerically in terms of importance

Link to Pages of a similar theme elsewhere on FarmPEP (Resources, Initiatives, Events)

Link to related Topics on FarmPEP

Write a brief note about what has been changed when editing or updating a page

Related Pages Order ▼

Add another item

Connect this page to one or more related Pages from elsewhere on PEP. Start typing the title of the page in the box then click on it to add. Click 'Add another item' to connect to multiple pages.

Related Topics

Add another item

Connect this group page to relevant Topics. Any Topics you select will show up in the right hand list of Related Topics. By connecting to a Topic this Group will show as 'Connected Content' at the bottom of that Topic page. To add a Topic start typing the name of the Topic then click to select it. To add more connected Topics click the 'Add another item' button.

Published

Revision information

No revision

URL alias

Automatic alias

Revision log message

Create Page and become a member

3. Profile Page

Use your profile page to tell other members a bit about yourself. Pages you follow or create will also show up here as shown below:

The screenshot shows a user profile for 'Example User' with the following sections and callouts:

- Profile Bio:** A callout box says "Write a short bio about your occupation/interests so people can find out a bit more about you." pointing to the bio text: "Vocation: Researcher" and "I am a researcher in Arable Weeds".
- My Topics:** A callout box says "Topics you have created or joined show up here" pointing to the "Grass Weeds" topic.
- My Groups:** A callout box says "Pages here" pointing to the "Weeds Conference 2023" group.
- My Follower Content:** A callout box says "Content you follow shows up here" pointing to the list of followed content: "Black-grass" and "LEAF (Linking Environment and Farming)".
- Actions:** A list of buttons: "Edit Profile", "Create Page", "Add Topic", "Add Organisation", and "Log out".

4. Interacting with Content

Use the 'Actions/Stats' buttons to interact with content.

The screenshot shows the 'Actions / Stats' section with the following buttons and callouts:

- Like:** A callout box says "Like" pages to show your appreciation and make it show higher in lists and on the Home page." pointing to the "Like" button with a count of 6.
- Follow this:** A callout box says "Follow" to keep track of a page via your profile page." pointing to the "Follow this" button with a count of 4.
- Views:** A callout box says "Views" to see how popular a page is." pointing to the "Views: 905" button.
- Join Page:** A callout box says "Request to 'Join' a page to then be able to edit content." pointing to the "Join Page" button.
- Add content:** A callout box says "Add your own content/pages via this button." pointing to the "Add content" button.
- Report this:** A callout box says "Report" inappropriate content or that which you think needs particular attention. *The site administrator will subsequently contact you to find out why the page was reported." pointing to the "Report this" button.
- Share:** A callout box says "Share content via social media, email or hyperlink." pointing to the social media and share icons (Facebook, Twitter, LinkedIn, Email, and Link).

5. Glossary

5.1. Topics

A Topic is any subject area, issue, or practice. Topic pages connect interested people, organisations and initiatives with useful information and resources.

Any member can create a Topic and write their own content. Please try to use the most up to date information possible and update Topic pages when new information becomes available.

Topics are managed by Members and other site users must first request to join the page before being able to edit. Requests are approved by the Site Administrator.

5.2. Initiatives

A collaborative endeavour. It could be a project or a network, or a group of like-minded people interested in a topic area. Working together as a benchmark group or across a landscape or catchment. It could also be an idea that you would like to share with others.

5.3. Resources

A resource can be a report, paper, article, study, video, or any other output.

5.4. Events

Any event, conference, show, workshop, webinar or meeting.

5.5. Organisations

An organisation is a company, institute, charity, university, agency or department that you work for.

Add your organisation to connect with everyone in UK Agriculture's knowledge landscape. You can describe what you do, link to your website, connect with all relevant Topics, join together all employees, host projects, share information on your tools, products and services.

5.6. Posts ****Discontinued****

Posts were a place where an article, resource, video, blog, question, or idea could be shared. However, we decided this works much better through uploading under the various 'Pages' types (Initiative, Event, Resource) so please do this from now on!