

FarmPEP How to Guide

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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 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 description and a heart icon with 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 description and a heart icon with '1'. Under 'Events', there is a card for 'Farm of the Future: Net Zero in Practice' with a description and a heart icon with '1'. At the bottom of the screenshot, three blue arrows point upwards from the text below to the 'Initiatives', 'Resources', and 'Events' category headers.

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.

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.

The screenshot shows the top part of the page creation form. It includes a 'Title' field, an 'Intro' section with a rich text editor, an 'Image' section with a 'Choose File' button and an 'Upload' button, a 'Page Type' dropdown menu, and a 'Main Text' section with another rich text editor. A 'Basic HTML' dropdown is also visible.

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'

The screenshot shows the lower part of the page creation form. It includes a 'Page Type' dropdown menu, a 'Main Text' section with a rich text editor, an 'Event Date' section with a date input field and a calendar icon, and an 'Order' dropdown menu. There is also an 'Add another item' button. A 'Basic HTML' dropdown is also visible.

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

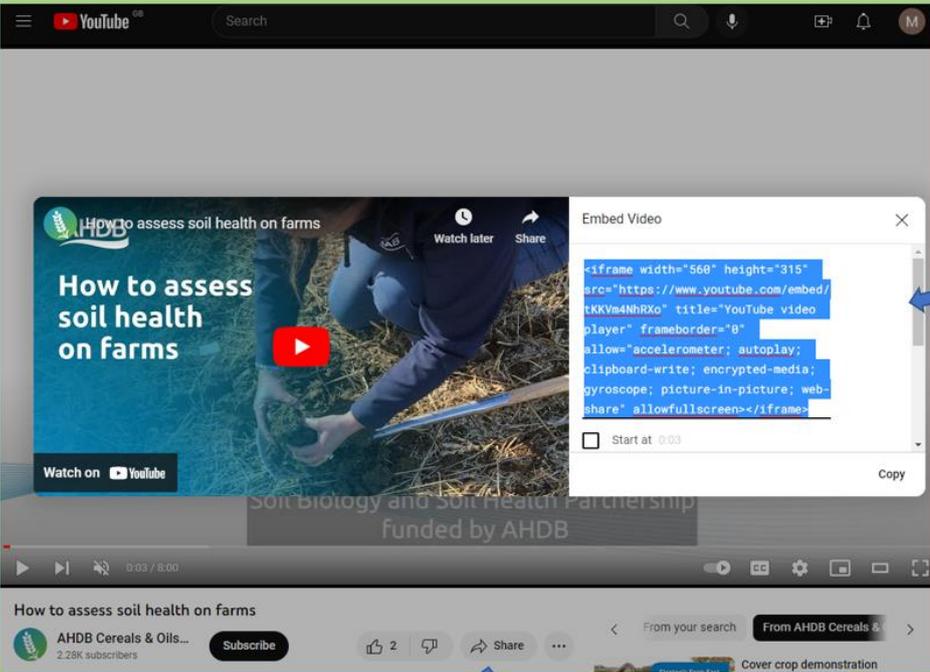
Basic HTML

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 screenshot shows a rich text editor interface. At the top, a toolbar includes icons for bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, and an image icon. A blue arrow points from the text 'Upload an image to use in the body of text by using the image icon' to the image icon in the toolbar. Below the toolbar, the main text area contains a centered image of a person's hands holding a large amount of dark brown soil. A blue arrow points from the text 'Resize image by dragging corners' to the bottom-right corner of the image, which has a small square handle. Below the image is a text input field with the placeholder text 'Enter caption here'. To the left of the main text area, an 'Edit Image' properties panel is open, showing the image source as 'hand_holding_soil.jpeg', a 'Remove' button, an 'Alternative text' field, and alignment options: 'None', 'Left', 'Center' (selected), and 'Right'. A 'Caption' checkbox is also checked. At the bottom of the editor, there is a 'Basic HTML' dropdown menu and an 'About text formats' link. 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)



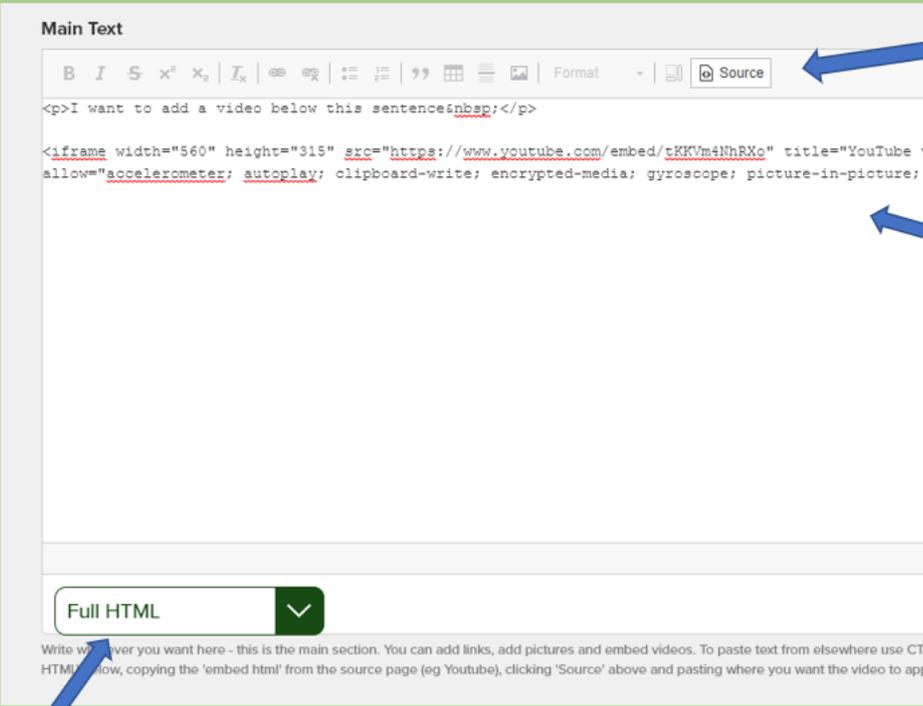
The screenshot shows a YouTube video player for the video "How to assess soil health on farms". An "Embed Video" dialog box is open, displaying the following HTML code:

```
<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. A blue arrow points from the "Share" button in the video player to the "Embed" option in the share menu. Another blue arrow points from the "Copy" button in the dialog box to a text box.

1. Click 'Share' then 'Embed'

2. Copy the embedded code (ctrl + C)



The screenshot shows a rich text editor interface. The main 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>
```

A blue arrow points from the "Source" button in the editor's toolbar to a text box. Another blue arrow points from the HTML code in the main text area to another text box. 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.

Order numerically in terms of importance

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 Order

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.

Add another item

Organisation Order

Order

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.

Add another item

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

Order

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.

Add another item

Related Topics

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.

Add another item

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:

- Profile Bio:** Vocation: Researcher. I am a researcher in Arable Weeds.
- My Topics:** Grass Weeds
- My Groups:** Weeds Conference 2023
- My Follower Content:** Black-grass, LEAF (Linking Environment and Farming)
- Actions:** Edit Profile, Create Page, Add Topic, Add Organisation, Log out

Callout boxes provide the following explanations:

- Write a short bio about your occupation/interests so people can find out a bit more about you.** (Points to the bio section)
- Topics you have created or joined show up here** (Points to the 'My Topics' section)
- Pages here** (Points to the 'My Groups' section)
- Content you follow shows up here** (Points to the 'My Follower Content' section)

4. Interacting with Content

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

The screenshot shows the 'Actions / Stats' menu with the following buttons and statistics:

- Like:** 6
- Follow this:** 4
- Views:** 905
- Join Page**
- Add content**
- Report this**

At the bottom are social media and sharing icons: Facebook, Twitter, LinkedIn, Email, and Hyperlink.

Callout boxes provide the following explanations:

- "Like" pages to show your appreciation and make it show higher in lists and on the Home page.** (Points to the 'Like' button)
- "Follow" to keep track of a page via your profile page.** (Points to the 'Follow this' button)
- Request to 'Join' a page to then be able to edit content.** (Points to the 'Join Page' button)
- "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.** (Points to the 'Report this' button)
- Use "Views" to see how popular a page is.** (Points to the 'Views' statistic)
- Add your own content/pages via this button.** (Points to the 'Add content' button)
- Share content via social media, email or hyperlink.** (Points to the social media and sharing icons)

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!