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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). Below the banner is a white search and filter area containing a 'Keyword' search box, a 'Recently updated' dropdown menu, and 'Apply' and 'Reset' buttons. The main content area is divided into three columns: 'Initiatives', 'Resources', and 'Events'. Each column has a header with a plus sign icon. Under 'Initiatives', there is a card for 'INNO-VEG' with a small image and a heart icon with the number '1'. Below it is a card for 'Agronomics Line Trials' with the 'noi' logo. Under 'Resources', there is a card for 'Nature Food paper - Global GHGs from N fertiliser could be reduced to one fifth' with a document icon and a heart icon with '1'. Below it is a card for 'Developing strategies for reducing the risk from herbicide-resistant' with a field image. Under 'Events', there is a card for 'Farm of the Future: Net Zero in Practice' with a 'USE OF THE FUTURE' logo and a heart icon with '1'. Below it is a card for 'Regenerative Agriculture – Understanding the opportunities and challenges' with a 'Regenerative Agriculture' logo.

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

### 2.1. Selecting the right page type

**This is a very important step!**

Choosing the right page type for your content allows it to be found and viewed in the most appropriate way. Refer to the [Glossary](#) at the end of this document for definitions of the page types.

For **Events, Initiatives** and **Resources** – use the ‘[Create Page](#)’ button on the [home page](#) or your [Profile Page](#). Alternatively, there is a button at the right side of the [Events/Initiatives/Resources](#) pages. Select the page type from the drop down list on the editing page.

For adding a **Topic** or **Organisation** use the ‘[Create Topic](#)’ or ‘[Add Organisation](#)’ buttons found on the home page or on the Topic/Organisations pages.

### 2.2. Tips for content structure

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.

The image shows a screenshot of the FarmPEP page creation interface. Three callout boxes with blue arrows point to specific parts of the form:

- Concise title (may not be possible for articles/reports etc.)** points to the 'Title' field.
- Use the 'Intro' section for a snappy introduction for the subject – this will show in bold at the top of the page** points to the 'Intro' section, which includes a rich text editor and a 'Basic HTML' dropdown.
- 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.** points to the 'Image' section, which includes a 'Choose File' button and an 'Upload' button.

The interface also shows a 'Page Type' dropdown menu set to 'None' and a 'Main Text' section with another rich text editor.

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'

### 2.3. 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

Resize image by dragging corners

**Edit Image**

**Image\***

hand\_holding\_soil.jpeg

Remove

**Alternative text\***

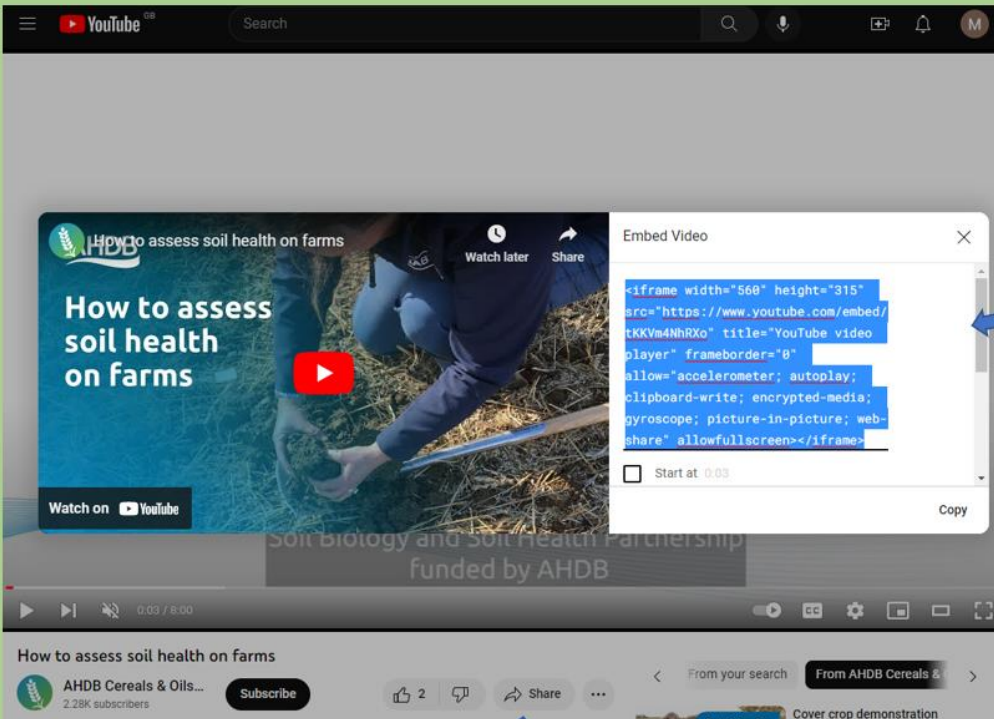
...

**Align**

None  Left  Center  Right

Caption

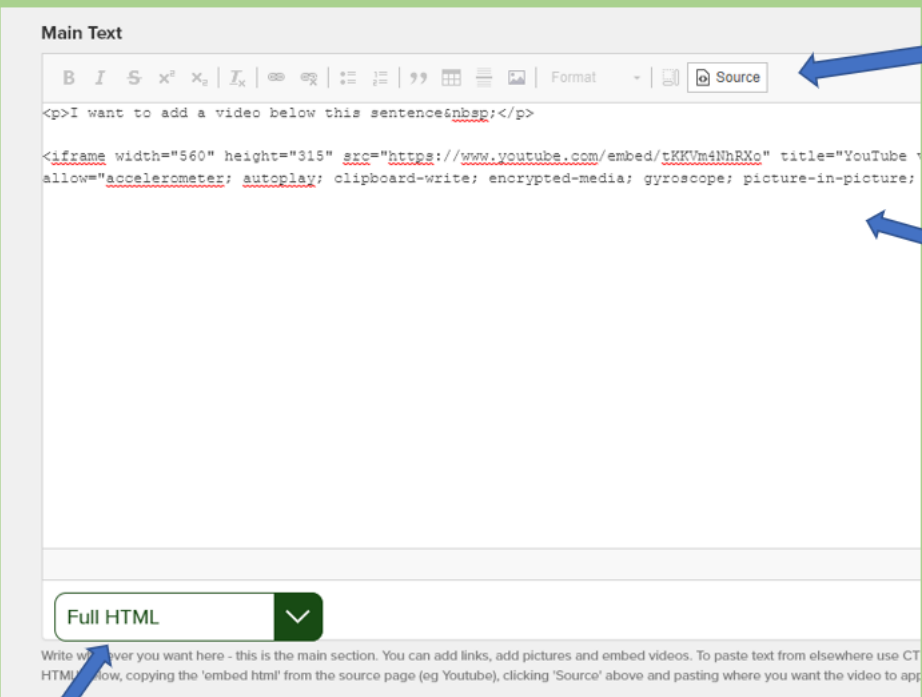
## 2.4. Embedding a video from YouTube (or using any other embedded URL)



1. Click 'Share' then 'Embed'

2. Copy the embedded code (ctrl + C)

```
<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>
```



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.

```
<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>
```

## 2.5. Adding documents and related content

**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  0

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

0

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

**Callouts:**

- 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

**Related Pages** Order

0

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

**Revision log message**

URL alias

Automatic alias

Create Page and become a member

**Callouts:**

- 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

### 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 on the left says, "Write a short bio about your occupation and interests so people can find out a bit more about you." It points to the bio text: "I am a researcher in Arable Weeds".
- My Topics:** A callout box on the left says, "Topics you have created or joined show up here". It points to the 'Grass Weeds' topic.
- My Groups:** A callout box on the left says, "Pages here". It points to the 'Weeds Conference 2023' group.
- My Followed Content:** A callout box on the right says, "Content you follow shows up here". It points to the 'LEAF (Linking Environment and Farming)' item.
- Actions:** A list of buttons on the right includes '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 on the left says, "Like" pages to show your appreciation and make it show higher in lists and on the Home page. It points to the 'Like' button with a count of 6.
- Follow this:** A callout box on the left says, "Follow" to keep track of a page via your profile page. It points to the 'Follow this' button with a count of 4.
- Views:** A callout box on the right says, "Views" to see how popular a page is. It points to the 'Views' button with a count of 905.
- Join Page:** A callout box on the left says, Request to 'Join Page' to become a member of the page and edit content. It points to the 'Join Page' button.
- Add content:** A callout box on the right says, Add your own content/pages via this button. It points to the 'Add content' button.
- Report this:** A callout box on the left 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. It points to the 'Report this' button.
- Share:** A callout box on the right says, Share content via social media, email or hyperlink. It points to the social media icons (Facebook, Twitter, LinkedIn, Email, and Hyperlink).

## 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 as an Initiative, Event or Resource, so please do this from now on!