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1. The Home Page

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

The screenshot shows the FarmPEP home page. At the top, there is a dark brown navigation bar with the FarmPEP logo on the left and links for About, People, Organisations, Topics, Initiatives, Events, Resources, and My Profile on the right. A search bar is positioned on the far right 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." and five buttons: "Join FarmPEP", "Create Page", "Add Organisation", "How To Guide", and "Pulse PEP". The main content area features a large image of cows in a field, with a title "A Roadmap for Delivering Improved Forage Systems" and a description: "This is a project commissioned by DEFRA, involving three project partners, ADAS, SRUC and The Joh". Below the image is a "Privacy settings" button and a "Pulse PEP" button. At the bottom, there are three category buttons: "Topics", "Initiatives", and "Events". Below these are three featured items: "Land Use to Deliver Net Zero", "Pea YEN", and "YEN Conference 2023". A "Recently updated" dropdown and a "Keyword" search bar are also visible.

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.

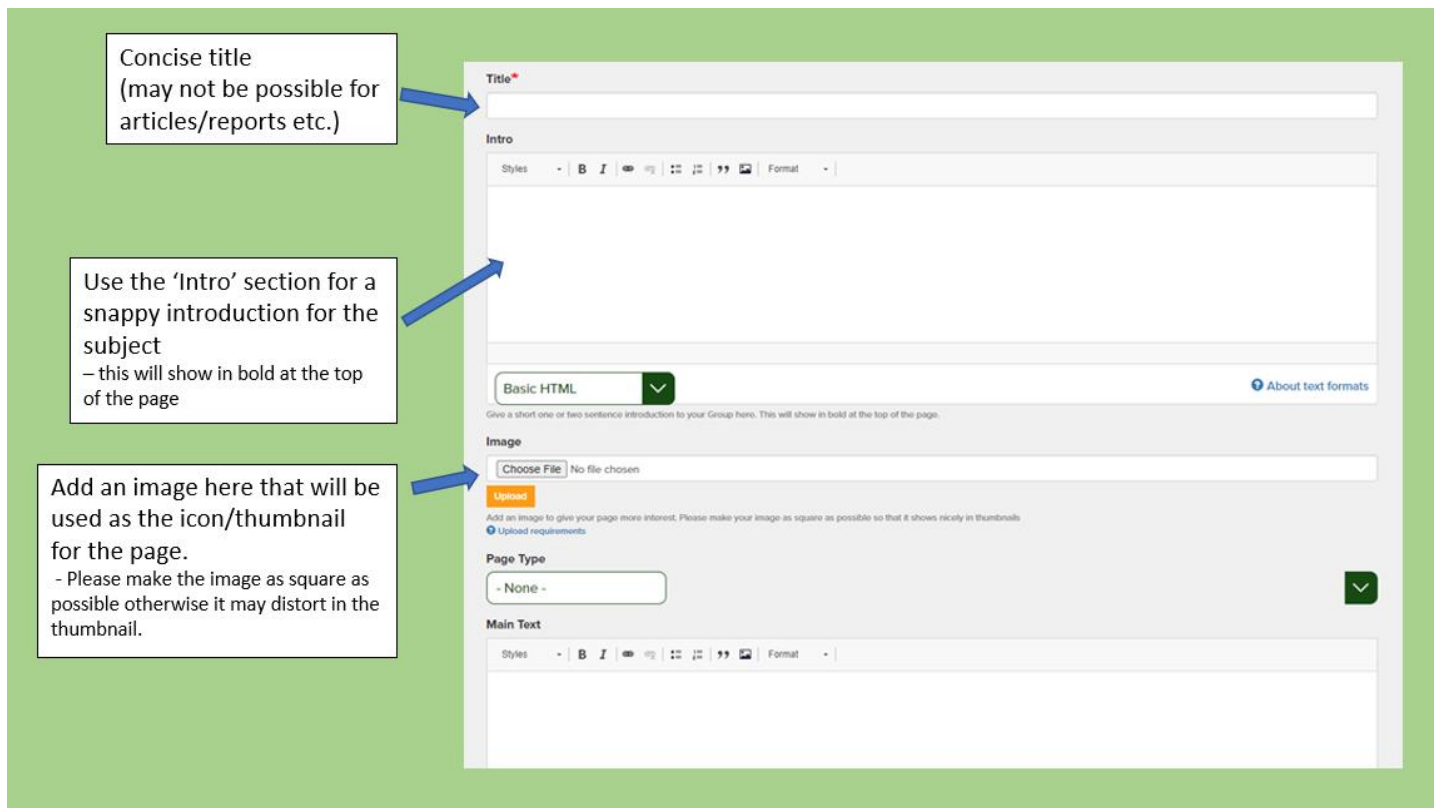
For **Events, Initiatives** and **Resources** – use the ‘[Create Page](#)’ button on the [home page](#) or your [Profile Page](#). Alternatively, there is a button at the right side of the [Events/Initiatives/Resources](#) pages. Select the page type from the drop down list on the editing page.

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 fields:

- 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 menu.
- 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

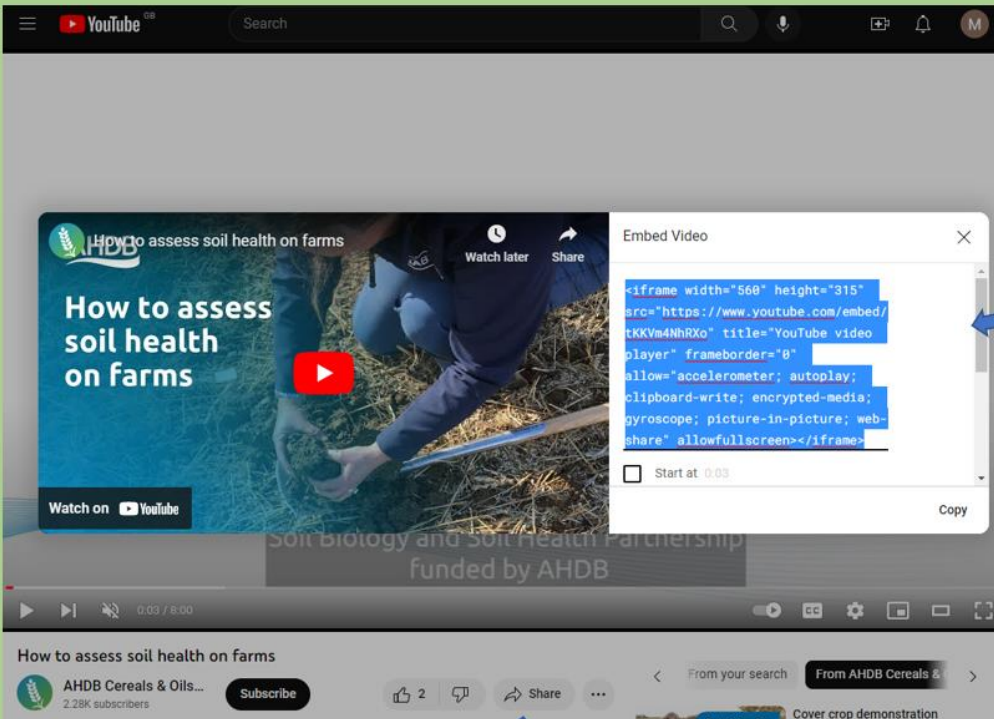
Upload an image to use in the body of text by using the image icon

Right click on image to access 'Image Properties':

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

Resize image by dragging corners

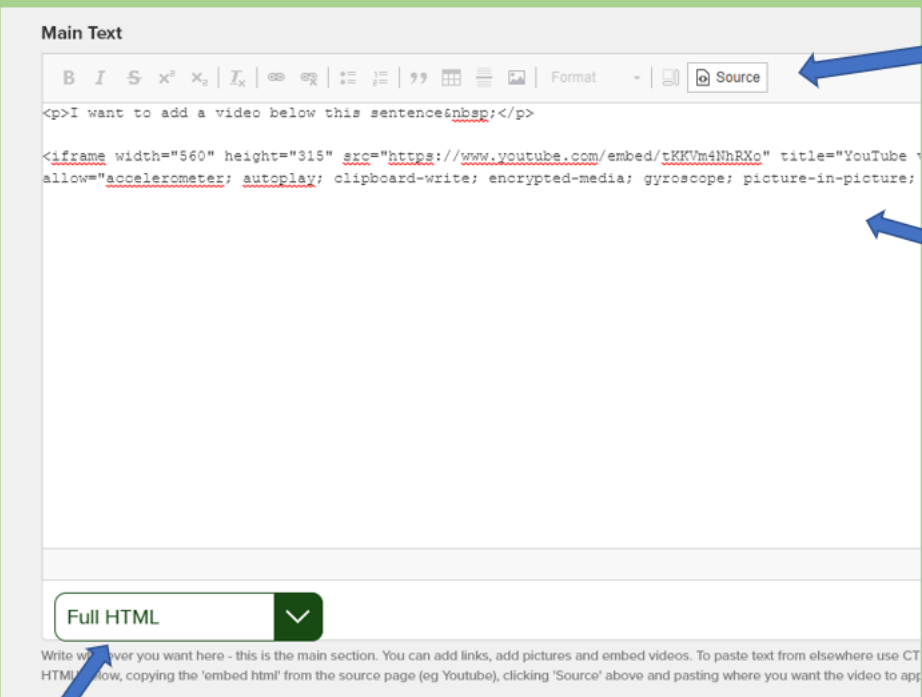
2.4. Embedding a video from YouTube (or using any other embedded URL)



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

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

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 and interests so people can find out a bit more about you." The bio text reads: "I am a researcher in Arable Weeds".
- My Topics:** A callout box says, "Topics you have created or joined show up here". The topic listed is "Grass Weeds".
- My Groups:** A callout box says, "Pages here". The group listed is "Weeds Conference 2023".
- My Followed Content:** A callout box says, "Content you follow shows up here". The content listed includes "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. The button shows a heart icon and the number 6.
- Follow this:** A callout box says, "Follow" to keep track of a page via your profile page. The button shows a plus icon and the number 4.
- Views:** A callout box says, "Views" to see how popular a page is. The button shows an eye icon and the number 905.
- Join Page:** A callout box says, Request to 'Join Page' to become a member of the page and edit content. The button shows a plus icon and a person icon.
- Add content:** A callout box says, Add your own content/pages via this button. The button shows a plus icon.
- 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. The button shows a flag icon.
- Share:** A callout box says, Share content via social media, email or hyperlink. Below the buttons are icons for Facebook, Twitter, LinkedIn, Email, and a generic share icon.

5. Notifications

Receive email notifications when changes or comments are made on your liked or followed content as well as any page you are a member of. Use your profile page to manage notifications preferences.

"Like" "Follow" or "Join" pages to activate notifications for that content.

To disable notifications, uncheck this box.

To manage notification frequency, use this section in "Edit Profile".

The image shows a social media interface with a green background. On the left, a white box with a black border contains the text: "Like" "Follow" or "Join" pages to activate notifications for that content. Three blue arrows point from this box to the "Like", "Follow this", and "Join Page" buttons in the "Actions / Stats" section of a white card. The "Actions / Stats" section includes: "Like" (6), "Follow this" (4), "Views:" (905), "Join Page", "+ Add content", and "Report this". Below these are social media icons for Facebook, Twitter, LinkedIn, Email, and a link icon. On the right, a white box with a black border contains the text: "To disable notifications, uncheck this box." A blue arrow points from this box to the "Email subscriptions" checkbox in a settings panel. The settings panel shows "Email subscriptions" checked, with a sub-note: "Email option will be checked automatically when subscribing to something." Below this is a "Message digest interval" dropdown menu with options: "Send immediately", "Daily", and "Weekly". A second blue arrow points from a box below to the "Message digest interval" dropdown. This box contains the text: "To manage notification frequency, use this section in 'Edit Profile'."

6. Glossary

6.1. 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.

6.2. 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.

6.3. Resources

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

6.4. Events

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

6.5. 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.

6.6. 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!