

# Fruit Advisor Program

## Logging in to your Drupal site

UMassAmherst Center for Agriculture UMassExtension

Home About Services Publications Resources Research & Projects News & Events

Agriculture & Landscape Program

# Fruit Advisor



### User account

**Username: \***  
  
Enter your UMass Extension Fruit Advisor username.

**Password: \***  
  
Enter the password that accompanies your username.

Type in 'user' after the program's url to get to the log in page.

example: <http://extension.umass.edu/fruitadvisor/user>

Type in your Username and Password

## Editing existing content on the site

The screenshot shows the UMass Amherst website's admin interface. At the top, a navigation bar contains links for 'Content management', 'Site building', 'Site configuration', 'User management', and 'Reports'. A red box labeled '1' highlights this menu. In the top right corner, there is a 'Log out' link and a 'barmour' link, with a red box labeled '2' highlighting them. Below the navigation bar is a dark red header with a white menu containing 'Home', 'About', 'Services', 'Publications', 'Resources', 'Research & Projects', and 'News & Events'. The main content area features a green background with the text 'Agriculture & Landscape Program' and 'Fruit Advisor'. A large image of red apples is displayed. Below the image, the title 'About the UMass Fruit Advisor Program' is shown. Underneath the title are three tabs: 'View', 'Edit', and 'Revisions'. A red box labeled '3' highlights the 'Edit' tab. The main text area contains the following content:

The UMass Fruit Advisor's mission is to assist fruit growers with all aspects of horticultural and pest management. It is a cooperative program of the research and extension efforts of the [Department of Plant, Soil, & Insect Sciences](#) in the [College of Natural Sciences](#) at the [University of Massachusetts](#). Ten individuals cooperate to form the UMass Fruit Program, a part of [UMass Extension's Agriculture & Landscape Program](#).

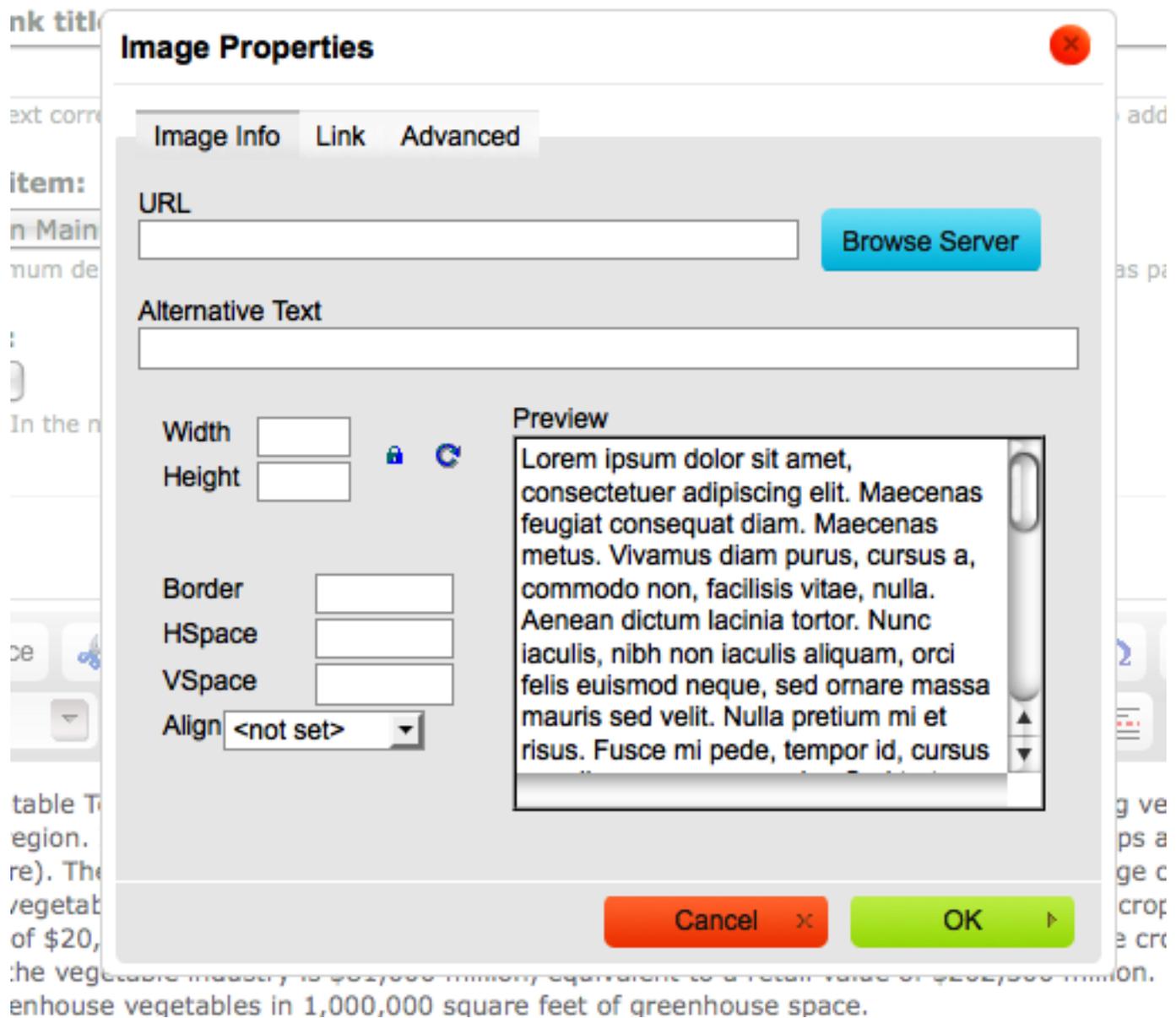
This site includes all of our written publications, including [Healthy Fruit](#), [Berry Notes](#), [Fruit Notes](#), New England Apple Pest Management Guide, New England Small Fruit Pest Management Guide, and all factsheets. Subscribers gain access to this information immediately. Otherwise, it will be made available after a period of time.

Feel free to contact members of the team to discuss specific issues. Contact information is provided by clicking the "CONTACT" button at the top, right-hand corner of every page. If you have a problem and you do not know who to ask, please contact [Wes Autio](#), Program Leader.

1. Once you are logged in, you will see the administrator's menu at the top of the admin interface.
2. You will also see the log out link in the upper right corner.
3. To edit content, browse to the page you wish to edit and click the 'Edit' tab.



## Adding and uploading an image



When you click on the image icon or the link icon, you will be brought to a window where you can either enter the url to the image or pdf or webpage, or you can click the Browse Server button to browse the server or browse your local drive for an image or pdf.

## Adding and uploading an image

The screenshot shows a file management interface with a navigation pane on the left and a file list on the right. The navigation pane shows a tree structure starting with '<root>' and several folders: color, fact-sheets, faculty-staff, greenhouse-bmp, icons, imagecache, imagefield\_thumbs, images, newsletters, pdf, publications, and tmp. The file list on the right has columns for File name, Size, Width, Height, and Date. The file 'usda-footer-logo.gif' is highlighted. The 'Upload' button in the top left and the 'Insert file' button in the top right are both highlighted with red boxes.

File name	Size	Width	Height	Date
cns_logo.gif	1.9 KB	170	65	2010-12-03 10:13
extension-footer-logo.gif	1.7 KB	165	65	2010-12-03 10:12
floriculture_logo.jpg	10.04 KB	210	187	2010-12-03 08:14
garland_favicon.ico	4.6 KB	0	0	2010-12-03 08:14
garland_logo.png	4.46 KB	200	98	2010-12-03 08:14
imagecache_sample.png	24.74 KB	1180	1350	2010-12-03 08:14
logo.jpg	10.04 KB	210	187	2010-12-03 08:14
 usda-footer-logo.gif	1.2 KB	93	65	2010-12-03 10:12

8 files using 58.67 KB of unlimited quota

When you click on the Browse Server button, you will be brought to the window pictured above. **Make sure you are in the 'root' folder** so that you can see all the available folders on the server in which to browse. **If you need to upload an image or pdf, make sure you are first in the folder in which you wish to upload the file to** and then click the Upload icon. Browse to the desired file and click upload. The file will now be listed on the right. Highlight the file and click the Insert file icon.

## Styling images within body content

[Home](#) » [About the UMass Fruit Advisor Program](#)

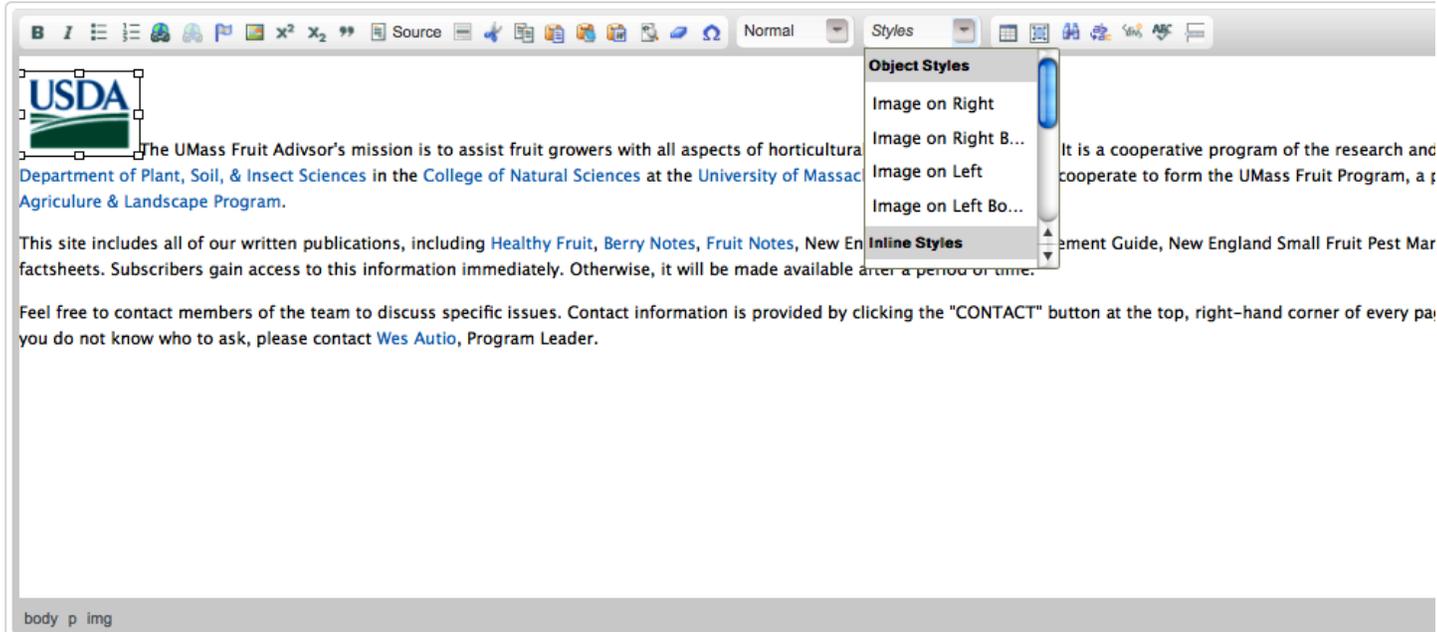
### About the UMass Fruit Advisor Program

VII

Title: \*

About the UMass Fruit Advisor Program

Body:



The screenshot shows a rich text editor interface. The main content area contains a USDA logo on the left and text on the right. The text reads: "The UMass Fruit Advisor's mission is to assist fruit growers with all aspects of horticultural Department of Plant, Soil, & Insect Sciences in the College of Natural Sciences at the University of Massachusetts Agriculture & Landscape Program." Below this, there is a paragraph: "This site includes all of our written publications, including [Healthy Fruit](#), [Berry Notes](#), [Fruit Notes](#), New England Small Fruit Pest Management Guide, New England Small Fruit Pest Management Guide, New England Small Fruit Pest Management Guide, New England Small Fruit Pest Management Guide." Another paragraph follows: "Feel free to contact members of the team to discuss specific issues. Contact information is provided by clicking the 'CONTACT' button at the top, right-hand corner of every page. If you do not know who to ask, please contact [Wes Autio](#), Program Leader." A 'Styles' dropdown menu is open, showing 'Object Styles' selected, with options: 'Image on Right', 'Image on Right Border', 'Image on Left', and 'Image on Left Border'. The status bar at the bottom left shows 'body p img'.

[Disable rich-text](#)

[Insert image or link](#)



#### INPUT FORMAT

If you want to have an image appear on the right or left of the content with the text wrapping around it, select the image once you have inserted it and click on the drop-down menu for Styles.

You will be given options for:

Image on Right

Image on Right Border

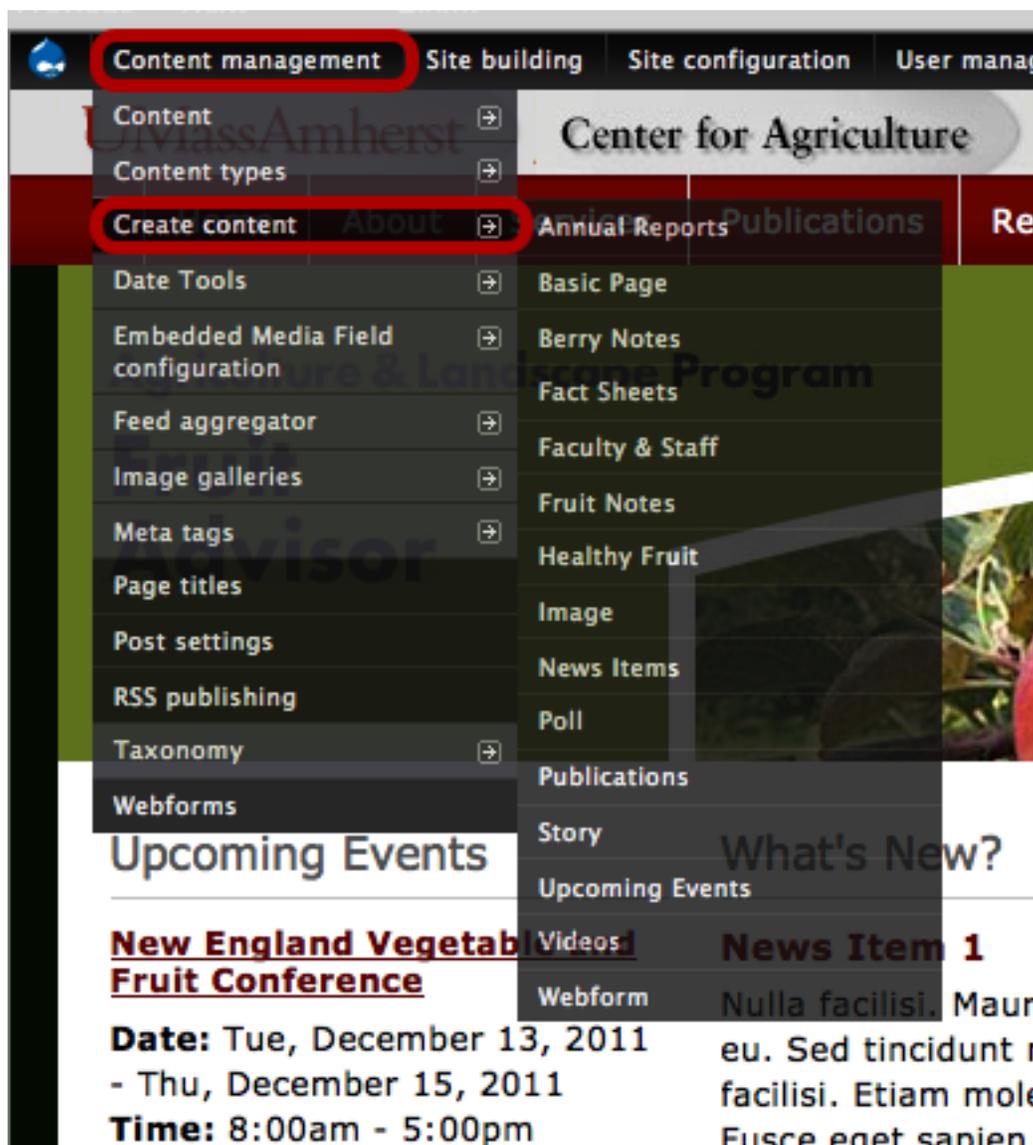
Image on Left

Image on Left Border

Choose one of these options and save.

**Do not set the styles within the image dialog box.**

## Adding Content to the site



To add content to the website, go to Content management > Create content and choose the proper content type depending on what type of content you are creating. For instance, if you are adding another Fact Sheet, you would choose the 'Fact Sheets' content type. If you are adding another event listing, you would choose the 'Upcoming Events' content type. Each of the content types have specific fields that are unique to that particular content type, so it is important to choose the correct one.

I will address some of the specific content types below.

## Adding another Faculty or Staff person in the About Section

Content management Site building Site configuration User management Reports Help 0 / 1 Log out barmou

Home » Create content

### Create Faculty & Staff

First Name:

Last Name:

Title or Specialty:

Address:



INPUT FORMAT

Tel:

Fax:

Email:

To create a new Faculty or Staff page, choose Content Management > Create Content > Faculty & Staff. You will see the interface above. Insert the desired information and click save.

Please note that the email field will automatically create a link when you save the page.

**No need to add a menu item**

## Adding another Faculty or Staff person in the About Section

UMassAmherst Center for Agriculture UMassExtension

Home About Services Publications Resources Research & Projects News & Events

Agriculture & Landscape Program

# Fruit Advisor



**ABOUT**

- About UMass Fruit Advisor
- Team Members**

### UMass Extension Fruit Advisor Team Members

<b>Wesley Autio</b> <i>Program Leader Horticulture &amp; Rootstocks</i>	Department of Plant, Soil, & Insect Sciences Bowditch Hall University of Massachusetts Amherst, MA 01003	tel: 413-545-2963 fax: 413-545-0260 <a href="mailto:autio@pssci.umass.edu">autio@pssci.umass.edu</a> ✉ <a href="#">Website</a>	<a href="#">edit</a>
<b>Jon Clements</b> <i>Tree-fruit Extension Specialist</i>	Department of Plant, Soil, & Insect Sciences UMass Horticultural Research Center 393 Sabin St. Belchertown, MA 01007	tel: 413-478-7219 fax: 413-323-0382 <a href="mailto:clements@umext.umass.edu">clements@umext.umass.edu</a> ✉ <a href="#">Website</a>	<a href="#">edit</a>
<b>Daniel Cooley</b> <i>Plant Pathology Diseases</i>	Department of Plant, Soil, & Insect Sciences Fernald Hall University of Massachusetts Amherst, MA 01003	tel: 413-577-3803 fax: 413-545-2115 <a href="mailto:dcooley@microbio.umass.edu">dcooley@microbio.umass.edu</a> ✉ <a href="#">Website</a>	<a href="#">edit</a>
<b>Duane Greene</b> <i>Horticulture Thinning &amp; Varieties</i>	Department of Plant, Soil, & Insect Sciences Bowditch Hall University of Massachusetts Amherst, MA 01003	tel: 413-545-5219 fax: 413-545-0260 <a href="mailto:dgreene@pssci.umass.edu">dgreene@pssci.umass.edu</a> ✉ <a href="#">Website</a>	<a href="#">edit</a>

Once a new Faculty or Staff member has been added, he/she will appear on the Faculty and Staff landing page in alphabetical order.

If you wish to edit copy for a particular Staff or Faculty member, click on the "Edit" link at the bottom of each person.

**The edit button will only show up when you are logged in.**

## Flushing all caches



The screenshot shows the Drupal administration interface. At the top, there is a navigation bar with links for 'Content management', 'Site building', 'Site configuration', 'User management', 'Reports', and 'Help'. Below this is a secondary navigation bar with 'Center for Agriculture' and 'UMassExtension'. A main navigation bar contains 'Home', 'About', 'Services', 'Publications', 'Resources', and 'Research & Projects'. The main content area features a large green banner for the 'Agriculture & Landscape Program' with the title 'Fruit Advisor' and a photograph of red apples. Below the banner, there is an 'ABOUT' section with links for 'About UMass Fruit Advisor' and 'Team Members'. To the right, there is a section for 'UMass Extension Fruit Advisor' featuring a profile for Wesley Autio, Program Leader Horticulture & Rootstocks, with his department and affiliation listed. A red arrow points to the 'Flush all caches' option in the admin menu, which is open and shows other options like 'Run cron', 'Run updates', 'Enable developer modules', and 'Drupal.org'.

If the new entry is not showing up, it could be because all 'views' on a live Drupal site have been cached to improve performance or speed. The caching is set for an hour, but there is a way to make it show up immediately rather than wait an hour. Go up to the admin menu and hover over the Drupal icon in the upper left corner until you see a drop down menu. Select 'Flush all caches' from the drop-down menu. This will take a little time, but once the caches have been cleared your new entry will appear. A message will appear in the content area stating, 'Caches clear'.

## Creating content for the Fact Sheets section

### Create Fact Sheets

**Title:** \*  1

**Fact Sheet Category:**  
- None -  2

**Author:**  
 3

**Department:**  
 4

**FACT SHEET IMAGES:**

5

Maximum file size: 10 MB  
Allowed extensions: png gif jpg jpeg  
After uploading an image you'll be able to crop it.

**UPLOAD PDF:**

6

Maximum file size: 10 MB  
Allowed extensions: pdf

**Body:**  Show summary in full view

7

To add a new Fact Sheet to the Fact Sheets section, under Publications & Resources, choose Content Management > Create Content and select the Fact Sheets content type. This will bring you to a page where you will enter specific information related to the Fact Sheets

1. Enter title of the Fact Sheet
2. Choose the category this fact sheet should be listed under.
3. Enter the Author of the Fact Sheet
4. Enter the Department where the author is connected
5. Upload images if needed. You can add multiply images by clicking on the 'Add another item' button to get another image upload field.
6. Upload a pdf if needed. You can add multiply pdfs by clicking on the 'Add another item' button to get another pdf upload field.
7. Enter the body of the fact sheet.

**No need to add a menu item**

## Creating content for the Fact Sheets section

UMassAmherst Center for Agriculture UMassExtension

Home About Services Publications Resources Research & Projects News & Events

Agriculture & Landscape Program

# Fruit Advisor



**PUBLICATIONS**

- Orchard BMP Manual
- Small Fruit BMP Manual
- New England Tree Fruit Management Guide
- New England Small Fruit Management Guide
- Fact Sheets**
- Fruit Notes
- Healthy Fruit
- Berry Notes

### Fact Sheets

#### Tree Fruit

- [Controlling Growth of Apple Trees](#) W. Autio & D. Greene
- [Limb Positioning](#) W. Autio & D. Greene
- [Maintaining a Balance Between the Top and the Bottom of Apple Trees](#) W. Autio & D. Greene
- [Thinning Apples Chemically](#) D. Greene & W. Autio
- [Foliar Calcium Sprays for Apples](#) W. Autio & W. Bramlage
- [Nutrient Recommendations for Apples](#) W. Autio
- [Prebloom Nutrient Applications for Apple Trees](#) W. Autio
- [Apogee® - A New Growth Retardant for Apples](#) D. Greene & W. Autio
- [Expansion of the Apple Harvest Season](#) W. Autio & D. Greene
- [Late-season "Rescue" Thinning with Ethephon](#) W. Autio & W. Cowgill
- [Apple Tree Pruning and Training](#) W. Cowgill, J. Clements, P. Perdomo, & W. Autio
- [Enhancing Return Bloom of Apple](#) W. Cowgill & W. Autio
- [An Annual Fire Blight Management Program for Apples](#) D. Cooley, W. Autio, J. Clements, W. Cowgill, R. Spitko
- [Reducing Apple Scab Risks and Saving Scab Sprays](#) D. Cooley, A. Tuttle, and J. Clements
- [2009 NC-140 Peach Rootstock Trial in Massachusetts](#) W. Autio, J. Krupa, and J. Clements
- [2010 NC-140 Apple Rootstock Trial in Massachusetts](#) W. Autio, J. Krupa, and J. Clements
- [2002 NC-140 Apple Rootstock Trial in Massachusetts](#) W. Autio, J. Krupa, and J. Clements
- [Peach Leaf Curl](#) Daniel R. Cooley
- [Block-specific Sprayer Calibration Worksheet](#) W. Autio, K. Leahy, & J. Clements
- [Dogwood Borer in Dwarf Apples](#) J. Clements
- [Predicting Delicious Apple Storage Scald](#) S. Weis, W. Bramlage, & J. Clements

#### Small Fruit

- [Blueberry Scorch Virus \(BIScV\)](#) N. Catlin & S. Schloemann
- [Guidelines for Greenhouse Raspberry Production](#) S. Schloemann
- [Greenhouse Raspberry Production for Winter Sales](#) S. Schloemann
- [Ripe Rot in Grapes, a new challenge](#) S. Schloemann and F. Caruso

Once the Fact Sheets have been entered, they will all show up on the Fact Sheet landing page under the category you specified when creating the new fact sheet.

**\*You may need to clear the cache if updates don't show up immediately, otherwise it will definitely show up within the hour.**

## Adding Newsletters

**PUBLICATIONS**

- Orchard BMP Manual
- Small Fruit BMP Manual
- New England Tree Fruit Management Guide
- New England Small Fruit Management Guide
- Fact Sheets
- Fruit Notes
- Healthy Fruit
- Berry Notes

Click here to download an order form for **Fruit Advisor newsletter subscriptions or publications.**

### Publications

[View](#) [Edit](#) [Revisions](#)

The UMass Extension Fruit Advisor offers a variety of print and electronic publications.

**Orchard BMP Manual**  
Best Management Practices (BMPs) can be defined as those farming operations which provide efficient use of resource, optimized economic returns to the farm, provide the greatest possible safety for workers and consumers, and reduce adverse effects on the environment surrounding and within the farming operation. This manual contains best management practices for orchards.

**Small Fruit BMP Manual**  
Best management practices (BMPs) can be defined as those farming operations which provide efficient use of resource, optimized economic returns to the farm, provide the greatest possible safety for workers and consumers, and reduce adverse effects on the environment surrounding and within the farming operation. This manual contains best management practices for small fruit.

**New England Tree Fruit Management Guide**  
The Guide is a joint project between the New England Extension faculty and professionals and Cornell University to provide the best information available for the management of commercial tree fruit in the region.

**Fact Sheets** for Tree Fruit, Small Fruit, General Fruit and Homeowners

**Newsletters**  
You can subscribe to the following newsletters by [downloading the mail-in order form](#) and mailing it in with your payment.

- **Fruit Notes**  
Prepared by the UMass Department of Plant, Soil & Insect Sciences. Subscription rates: \$25 per year for the print version and \$20 per year for the email version. All payments must be made in United States currency. Contact Wesley Autio at (413)545- 2963 or [autio@pssci.umass.edu](mailto:autio@pssci.umass.edu).
- **Healthy Fruit**  
Healthy Fruit is a timely newsletter that includes information on tree-fruit horticulture, pest management, and related topics. The primary target reader is the commercial grower, but anyone growing fruit trees will benefit. Healthy Fruit is published weekly or biweekly from April through September and periodically throughout the rest of the year.
- **Berry Notes**  
Berry Notes is a comprehensive monthly publication that includes seasonally relevant information on small fruit production, pest management, marketing, and related topics. Short articles on recent research results are also often included. Information about all types of production practices including IPM, organic, and conventional management is provided. Summer issues of Berry Notes often include pest alerts, scouting results, and reminders and/or checklists for important crop management activities (such as how and when to renovate strawberry beds).
- **IPM Berry Blast**  
IPM Berry Blast is a periodic e-message that highlights specific pest issues (insect, disease or weed), on a timely basis through the growing season. These messages contain basic identification and life cycle information along with integrated management (IPM) recommendations for pests likely to be found at the time the message is issued. Recommendations are based on current information, which may change from year to year, so refer to archived messages only for general information. The IPM Berry Blasts are offered at no charge to subscribers of UMass Berry Notes and can be accessed by all on the FruitAdvisor website at any time. For more information, contact: Sonia Schloemann, (413)545-4347,

There are four types of Newsletters:

- Fruit Notes
- Healthy Fruit
- Berry Notes
- Berry Blast

When adding a specific newsletter, make sure you choose the correct content type for that newsletter under Content management > Create content. There is a content type for each of the 4 newsletters

listed above. Each content type has fields specific to that particular newsletter. Below are the admin interface windows for each newsletter.

## Adding a new Fruit Notes newsletter

Home » Create content

### Create Fruit Notes

**Year of Newsletter: \***

**1** Year: \*

**2** **Month or Season of Newsletter: \***  
Spring  
Select the Season or Month of the Newsletter

**3** **Volume: \***  
  
Example: Volume 21

**4** **Volume Number: \***  
  
Example: Number 02

**5** **Publication Image:**  
    
Maximum file size: 10 MB  
Allowed extensions: png gif jpg jpeg  
Upload an image of the publication cover.

**6** **Table of Contents:**  
    
Maximum file size: 10 MB  
Allowed extensions: pdf

To add a new Fruit Notes Newsletter, choose Content Management > Create Content > Fruit Notes

1. Enter the **Year** of the newsletter issue
2. Enter the **Month** of the newsletter issue
3. Enter the **Volume** of the newsletter issue in the following format: Volume 21
4. Enter the **Volume Number** of the newsletter issue in the following format: Number 02
5. Click the Browse button to locate the **Publication image** on your computer and then click the upload button. Once the image is uploaded, you will be given a field where you can enter the Alternate Text.

Use the following format: Fruit Notes Volume 76, Number 2 cover.

The image will automatically size so that it is 250px wide.

5. Upload the pdfs of the newsletter by clicking on 'Browse', locate the pdf on your local drive and click the upload button.

Once the pdf is uploaded, you will be able to enter a description. This is what gets displayed as the link, so use the full title of the pdf.

You will also have the option to add multiply pdfs.

The titles and link to pdfs will automatically get added to the Fruit Notes landing page:

<http://extension.umass.edu/fruitadvisor/publications/fruit-notes>

**No need to add a menu item**

## Adding a new Healthy Fruit newsletter

The screenshot shows the 'Create Healthy Fruit' form with the following fields and callouts:

- 1**: Volume: \* (text input field)
- 2**: Volume Number: \* (text input field)
- 3**: Year of Newsletter: \* (dropdown menu)
- 4**: Date of Newsletter: \* (text input field)
- 5**: UPLOAD PDF: (section header)
- 6**: IMAGES: (section header)
- 7**: Publication Content: (rich text editor)

Each field has an example below it: Volume 21, Number 02, Year (dropdown), and Format: December 8, 2011. The PDF and Image sections include 'Browse...' and 'Upload' buttons. The Publication Content section has a toolbar with various editing options.

To add a new Healthy Fruit Newsletter, choose Content Management > Create Content > Healthy Fruit

1. Enter the **Volume** of the newsletter issue in the following format: Volume 21

2. Enter the **Volume Number** of the newsletter issue in the following format: Number 02

3. Enter the **Year** of the newsletter issue

4. Enter the **Date** of the newsletter issue in the following format: December 8, 2011

5. If this newsletter has a pdf to include, upload the pdf by clicking on 'Browse', locate the pdf on your local drive and click the upload button.

Once the pdf is uploaded, you will be able to enter a description. This is what gets displayed as the link, so use a descriptive title.

6. If this newsletter has images to include, upload the image by clicking on 'Browse' to find the image on your computer and then click the upload button. Once the image is uploaded, you will be given a field where you can enter the Alternate Text. Make this descriptive of the image.

The image will automatically size and will appear above the text of the newsletter as a thumbnail that when clicked on will open the full-size image in a lightbox. If you wish to crop the thumbnail image differently, you can click on the "Crop this image" link below the title field of the description. This will open a window where you will be able to crop the image differently, but still maintain the size of the thumbnail.

7. Enter the body of the newsletter here. Please see an existing newsletter to review the formatting so that all newsletters are consistent. The headings within the newsletter should start with a 'heading 2' since the title of the page is a 'heading 1'.

The titles and link to full newsletter article will automatically get added to the Healthy Fruit landing page:  
<http://extension.umass.edu/fruitadvisor/publications/healthy-fruit>

**No need to add a menu item**

## Adding a new Berry Notes newsletter

Home » Create content

### Create Berry Notes

**Volume: \***  1  
Example: Volume 21

**Volume Number: \***  2  
Example: Number 02

**Month or Season of Newsletter: \*** 3  
Spring  
Select the Season or Month of the Newsletter

**Year of Newsletter: \*** 4  
Year:

**5** **UPLOAD PDF:**  
 Browse... Upload  
Maximum file size: 10 MB  
Allowed extensions: pdf

Sample text to use for description: Massachusetts Berry Notes: June 2011, Volume 23, Number 06  
Add another item

**6** **Publication Content:**  
B I [Icons] Source [Icons] Format Styles [Icons]

To add a new Berry Notes Newsletter, choose Content Management > Create Content > Berry Notes

1. Enter the **Volume** of the newsletter issue in the following format: Volume 21
2. Enter the **Volume Number** of the newsletter issue in the following format: Number 02
3. Enter the **Month** of the newsletter issue
4. Enter the **Year** of the newsletter issue
5. Upload the pdf of the newsletter by clicking on 'Browse', locate the pdf on your local drive and click the upload button.

Once the pdf is uploaded, you will be able to enter a description. This is what gets displayed as the link, so use the full title of the pdf.

The titles and link to pdfs will automatically get added to the Fruit Notes landing page:

<http://extension.umass.edu/fruitadvisor/publications/berry-notes>

**No need to add a menu item**

## Adding a new Barry Blast newsletter

[Home](#) » [Create content](#)

### Create Berry Blast

Issue Number:

Date:

UPLOAD PDF:

Maximum file size: 10 MB  
Allowed extensions: pdf

To add a new Berry Blast Newsletter, choose Content Management > Create Content > Berry Blast

1. Enter the Issue Number of the newsletter issue in the following format: #1
2. Enter the Date of the newsletter issue in the following format: 9/14/11
3. Upload the pdf of the newsletter by clicking on 'Browse', locate the pdf on your local drive and click the upload button.

Once the pdf is uploaded, you will be able to enter a description. This is what gets displayed as the link, so use the full title of the pdf.

The titles and link to pdfs will automatically get added to the Fruit Notes landing page:

<http://extension.umass.edu/fruitadvisor/publications/berry-blast>

**No need to add a menu item**

## Adding other Publication items

Home » Create content

### Create Publications

Title:  1

Publication Name:

N/A

Orchard BMP Manual

New England Tree Fruit Guide 2

NE Small Fruit Guide

Small Fruit BMP Manual

Select the name of the publication

Publication Image:

Browse... Upload 3

Maximum file size: 10 MB

Allowed extensions: png gif jpg jpeg

Upload an image of the publication cover.

Body:

Show summary in full view



Disable rich-text

Insert image or link.



INPUT FORMAT

UPLOAD PDF:

Browse... Upload 5

Maximum file size: 10 MB  
Allowed extensions: pdf

Add another item 6

To add other items in the publications section, select the Publication content type. You will notice that there are checkboxes for the type of publication.

Please select the appropriate publication and fill in the rest of the fields.

For most of the publications, you will just be editing an existing page and uploading a new pdf of the current year's publication, but for the New England Tree Fruit Management Guide, you will create a new page for the current year.

### To add a new year of New England Tree Fruit Management Guide:

1. Add title using the appropriate year. ie. 2011 New England Tree Fruit Management Guide
2. Check the box next to New England Tree Fruit Management Guide
3. Browse and upload an image of the cover of the guide. Make sure the file size of the image is not

huge. If it is, you will need to optimize it in an image editing program.

4. You will not need to add anything to the Body field

5. Browse and upload the pdfs for each chapter of the guide. Once the pdf is uploaded, you will be given a description field where you can enter the title of the chapter.

6. To add another pdf, just click the "Add another item" button.

**No need to add a menu item**

## Adding a new Event Item

### Create Upcoming Events

1 Event Title:

Event Image:

Browse... Upload 2

Maximum file size: 10 MB  
Allowed extensions: png gif jpg jpeg

After uploading an image you'll be able to crop it.

#### DATE

Enter date of event.

From date:

Monday, November 1, 3

Format: Monday, November 14, 2011

To date:

4

Format: Monday, November 14, 2011

Display Time: \*

Yes

0 5

Show time in event display?

#### TIME

Enter time of event.

From date:

6

Format: 8:41pm

To date:

7

Format: 8:41pm

Place:

8

Event Description:

9



A rich text editor interface with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, source code, undo, redo, and other editing functions. The main text area contains a large yellow circle with the number 9.

To add a new event, choose Content Management > Create Content > Upcoming Events

1. Enter Event Title

2. Upload an event image if you have one. *This is optional*

3. Enter Event From Date. *Use the specified format to keep consistency*

4. Enter Event To Date if needed. *This is optional*
5. If the event will have a time, select 'Yes' under Display Time, otherwise select '0' for no time. This option allows you to enter an event without a time if it is unknown.
6. Enter the Event From Time (**even though it says From date, make sure you enter the time in the designated format: 8:30pm**)
7. Enter the Event To Time if needed. *This is optional*
8. Enter the Event Place
9. Enter the Event description.

## Adding a location to an event item

### LOCATION

Location name:

e.g. a place of business, venue, meeting point

Street:

City:

State/Province:

Postal code:

Country:



Scroll down a little further on the add an event page and under the Event description field, you will see the 'Location' set of fields.

Enter the location of the Event making sure to include the zip code. This will create a Google map that will allow the site visitor to get directions to the event.

No need to add a menu item for events

## Upcoming Events landing page

The screenshot shows the website header with the UMass Amherst logo, Center for Agriculture, and UMassExtension. A navigation menu includes Home, About, Services, Publications, Resources, Research & Projects, and News & Events. The main content area features the Agriculture & Landscape Program logo and the Fruit Advisor title. A large image of red apples is displayed. Below the image, the 'Upcoming Events' section is visible, featuring the 'New England Vegetable and Fruit Conference' with details on date, time, and location. A sidebar on the left contains a 'NEWS & EVENTS' section with links to News, Upcoming Events, and Mass Aggie Seminars.

All events will be displayed on the landing page of Upcoming Events. It is currently set to sort by most recent date.

Only part of the event description will appear on this page. To get to the full description, click on the Event title.

To edit one of the Events items, click on the Event Title to go to the full node and then click on the Edit tab.

When an event has past, it will automatically fall off. The content will not be deleted, but it will no longer appear on the event listings.

If no events are listed, it will display text, 'There are no upcoming events at this time.'

**\*You may need to clear the cache if new events don't show up immediately, otherwise it will definitely show up within the hour.**

## Upcoming Events on homepage

UMassAmherst Center for Agriculture UMassExtension

Home About Services Publications Resources Research & Projects News & Events

Agriculture & Landscape Program

# Fruit Advisor



### Upcoming Events

**New England Vegetable and Fruit Conference**  
**Date:** Tue, December 13, 2011 - Thu, December 15, 2011  
**Time:** 8:00am - 5:00pm  
**Place:** The Center of New Hampshire Radisson Hotel, Manchester, NH

### Hot Topics!

**Spotted Wing Drosophila (Drosophila suzukii)**  
Spotted Wing Drosophila (Drosophila suzukii), SWD, is a recently introduced new species of fruit fly in the United States. It was first found on the west coast in 2008, but has rapidly colonized many fruit producing regions of the country.  
[Read more...](#)  
[Edit News Item](#)

### What's New?

**Northern grapes: Integrating viticulture, winemaking, and marketing of new cold hardy cultivars supporting new and growing rural wineries**  
The emergence of cold hardy, Vitis riparia-based wine grape cultivars in the 1990s created a new and rapidly expanding industry of small vineyard and winery enterprises (over 300 wineries, 3,300 acres of grapes, 1300 growers) in more than 12 states in New England, northern New York, and the Upper Midwest, boosting rural economies in those regions.  
[Read more...](#)  
[Edit News Item](#)

### Quick Links

- Fact Sheets
- Fruit Notes Newsletter
- Health Fruit Newsletter
- Berry Notes
- IPM Berry Blast
- Cold Spring Orchard
- New England Wine Grape Growers Resource Center

**Program Sponsors**

Three of the most current events will also display on the homepage.\

When an event has past, it will automatically fall off. The content will not be deleted, but is will no longer appear on the event listings.

If no events are listed, it will display text, 'There are no upcoming events at this time.'

## Adding a News item

[Home](#) » [Create content](#)

### Create News Items

Title: \*

1

Category: \*

News Item

Hot Topic

2

News Image:

Browse...

Upload

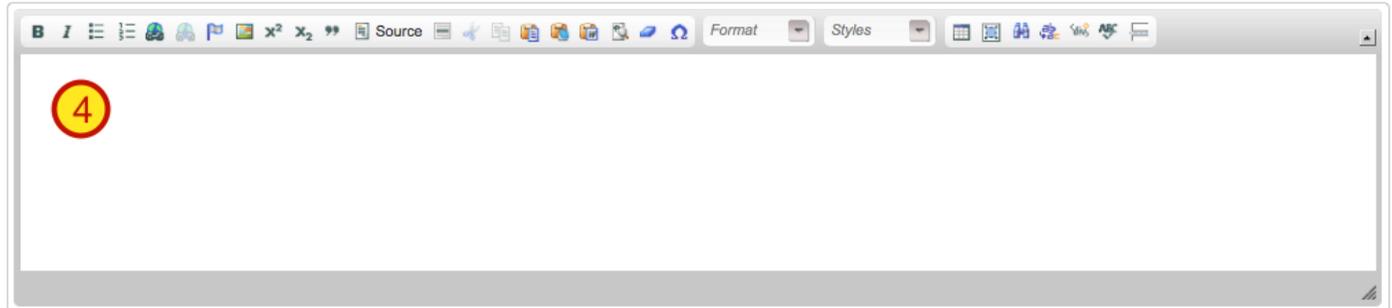
3

Maximum file size: 10 MB

Allowed extensions: png gif jpg jpeg

After uploading an image you'll be able to crop it.

Homepage Teaser:

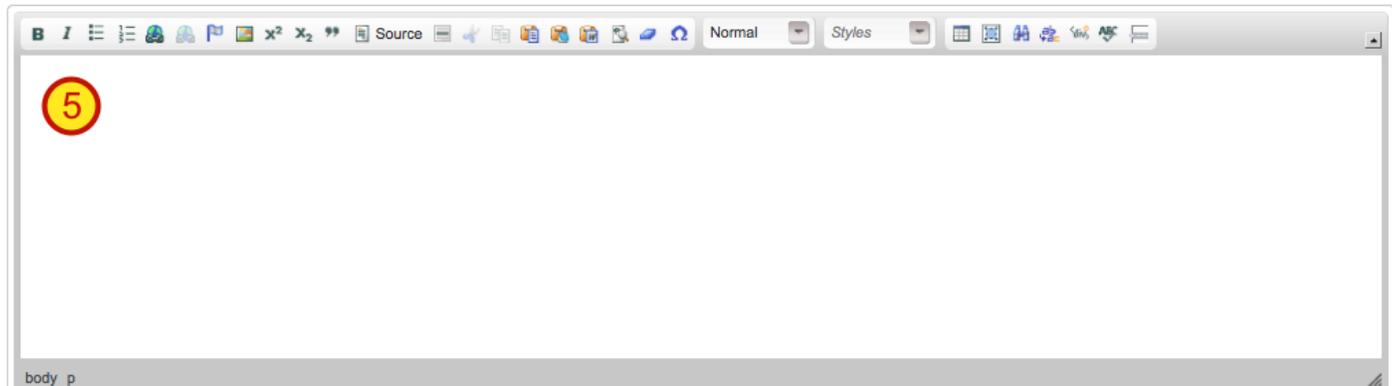


[Disable rich-text](#)



INPUT FORMAT

Full News Article:



To add a new News item, choose Content Management > Create Content > News Items

1. Enter the News Item Title
2. Select the News Category - this will determine what heading on the homepage it will be displayed under.
3. Upload an event image if you have one. (*This is optional*)
4. Enter text for the Homepage Teaser. This is the brief description that will appear for the news item

that you specify should be displayed on the homepage.

5. Enter the Full News Article. This is what will appear when someone clicks on the title of the News Items.

### Setting the 'Promote to Front' option for a News item

The screenshot shows a settings page for a news item. On the left is a sidebar with several sections: 'Menu settings' (Not in menu), 'Meta tags', 'Authoring information' (By barmour), 'Revision information' (New revision), 'Publishing options' (Published), 'Printer, e-mail and PDF versions', 'File attachments' (No attachments), 'URL path settings' (Automatic alias), and 'XML sitemap' (Inclusion: Default (excluded), Priority: Default (0.5)). The 'Publishing options' section is highlighted with a red rounded rectangle. On the right, there are fields for 'Menu link title', 'Parent item' (set to '<Main Navigation>'), and 'Weight' (set to 0). A large red 'X' is drawn over the 'Menu link title' and 'Parent item' sections. At the bottom are 'Save' and 'Preview' buttons.

Scroll down the page a bit for the Create news Items and you will notice some options after the field for entering the Full News Article.

Don't add any Menu link title. These news items do not need menus.

Click on the Publishing options.

## Setting the 'Promote to Front' option for a News item

<b>Menu settings</b> Not in menu	<input checked="" type="checkbox"/> Published
<b>Meta tags</b>	<input checked="" type="checkbox"/> Promoted to front page
<b>Authoring information</b> By barmour	<input type="checkbox"/> Sticky at top of lists
<b>Revision information</b> New revision	
<b>Publishing options</b> Published, Promoted to front page	
<b>Printer, e-mail and PDF versions</b>	
<b>File attachments</b> No attachments	
<b>URL path settings</b> Automatic alias	
<b>XML sitemap</b> Inclusion: Default (excluded) Priority: Default (0.5)	

Once that option is clicked you will have the ability to select an option to 'Promote to front page'. Select this option only if you want the Hot Topic or What's New item to appear on the front page. Only two Hot Topic items and 2 What's New items will appear on the front page and it will be determined by the most recent entry. In the next step, I will show you how to manipulate the authoring dates if you want a different item to appear on the front page instead. You can also select the 'Sticky at top of lists' option if you want one item to always appear at the top of the list.

## Setting the authoring information for a News item

<b>Menu settings</b> Not in menu
<b>Meta tags</b>
<b>Authoring information</b> By barmour on 2011-10-18 10:28:21 -0500
<b>Revision information</b> New revision
<b>Publishing options</b> Published, Promoted to front page
<b>Printer, e-mail and PDF versions</b>
<b>URL redirects</b> No redirects
<b>File attachments</b> No attachments
<b>URL path settings</b> Automatic alias

**Authored by:**

barmour

Leave blank for *Anonymous*.

**Authored on:**

2011-10-18 10:28:21 -0500

Format: *2011-10-18 10:28:21 -0500*. Leave blank to u

The most recent two Hot Topic or What's New entry will show up on the homepage. This is determined by the authoring date. The order of the news items on the News landing page will also be determined by the authoring date.

This date is automatically set when you save a news item. You can, however, go back into that news item and change the date if you want an item to appear first on the Farm News landing page or on the homepage.

The 'Authored on:' date is specified by year, month, day. You can change this to another date to manipulate this to rearrange the order of news items.

## Hot Topics! and What's New? section on homepage

The screenshot shows the homepage of the UMass Amherst Fruit Advisor program. At the top, there is a navigation bar with links for Home, About, Services, Publications, Resources, Research & Projects, and News & Events. Below the navigation bar, the program name 'Agriculture & Landscape Program' and 'Fruit Advisor' are displayed. A large image of red apples is featured. The main content area is divided into three columns. The left column contains 'Upcoming Events' with details for the 'New England Vegetable and Fruit Conference' held from December 13-15, 2011. Below this are social media icons for Facebook and YouTube, and a 'Program Sponsors' button. The middle column features 'Hot Topics!' and 'What's New?' sections, both marked with a circled number '1' and '2' respectively. The 'Hot Topics!' section highlights 'Spotted Wing Drosophila (Drosophila suzukii)' with a brief description and links to 'Read more...' and 'Edit News Item'. The 'What's New?' section highlights 'Northern grapes: Integrating viticulture, winemaking, and marketing of new cold hardy cultivars supporting new and growing rural wineries' with a similar description and links. The right column contains a 'Quick Links' section with a list of resources: Fact Sheets, Fruit Notes Newsletter, Health Fruit Newsletter, Berry Notes, IPM Berry Blast, Cold Spring Orchard, and New England Wine Grape Growers Resource Center.

The image above show the homepage items.

Since only one item has been 'Promoted to front' for both Hot Topics and What's New, that's all that will show up.

You can edit the News item right from the homepage by clicking on the 'Edit News Item' link. This link will only show up if you are logged in.

**\*You may need to clear the cache if updates don't show up immediately, otherwise it will definitely show up within the hour.**

## Adding video to the website

### UMass Research Farm Yields New Energy

Title: \*

UMass Research Farm Yields New Energy

1

Video:

<http://www.youtube.com/watch?v=YEZUZqGpMwA>

2

Enter the URL or Embed Code here. The embedded third party content will be parsed and displayed appropriately from this. The following services are provided: [YouTube](#)

(youtube ID: [YEZUZqGpMwA](#))

#### VIDEO CUSTOM THUMBNAIL

Replace:



Delete

Checking this field causes the thumbnail to be redownloaded, deleting the current thumbnail.

Filename: emvideo-youtube-YEZUZqGpMwA.jpg

3

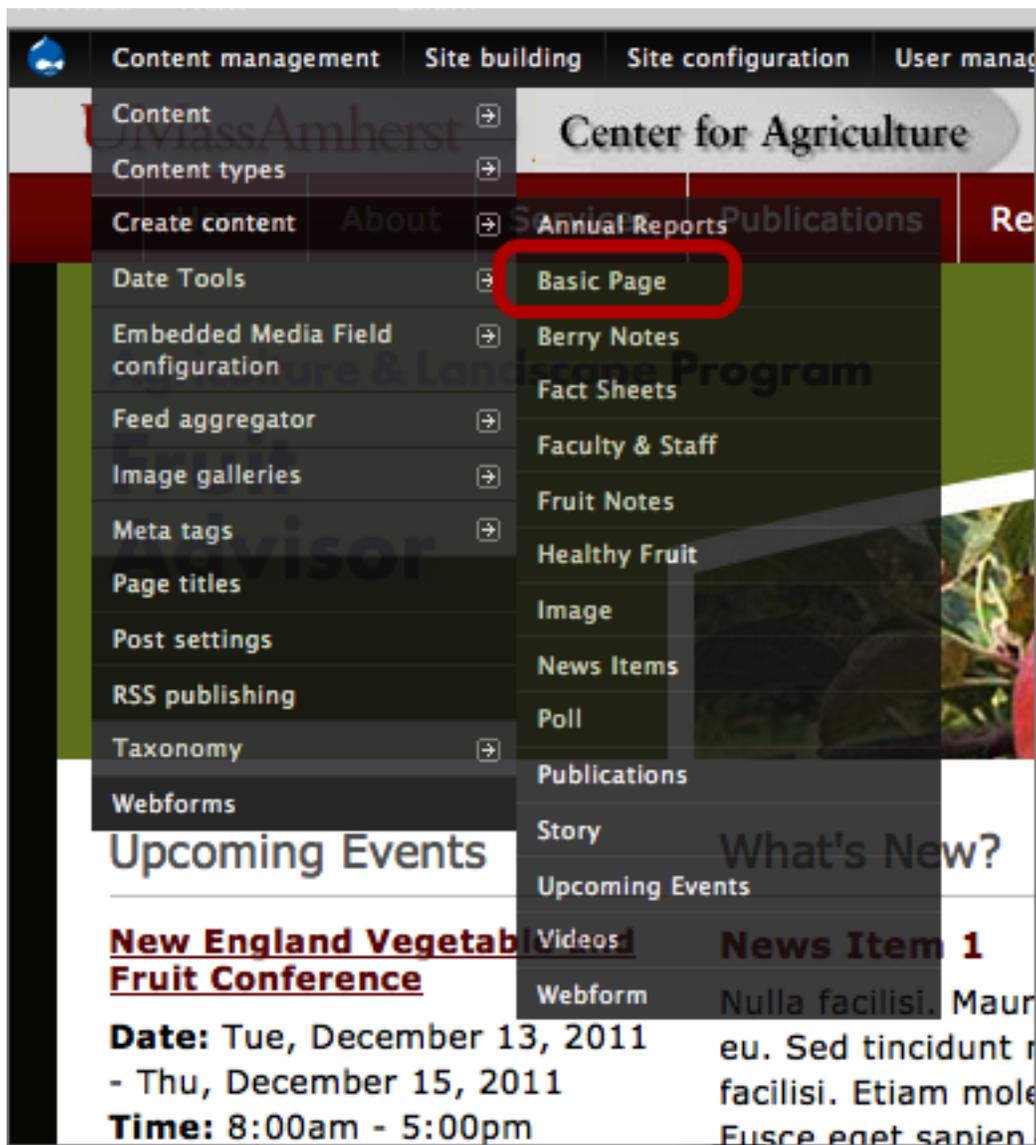
Delete the Video

Checking this field will delete the video.

To add a YouTube video to the website, go to Content Management > Create Content > Videos

1. Add a Title for the video
2. Copy the url from YouTube for the specific video you wish to add and paste it into the Video: field.
3. If you need to ever replace or delete a video, you can go into an existing video content node and replace or delete from here.

## Basic Pages



If you have content that really doesn't fall within the content types I have set up, you can choose the 'Basic Page' option.

## Creating a Basic Page

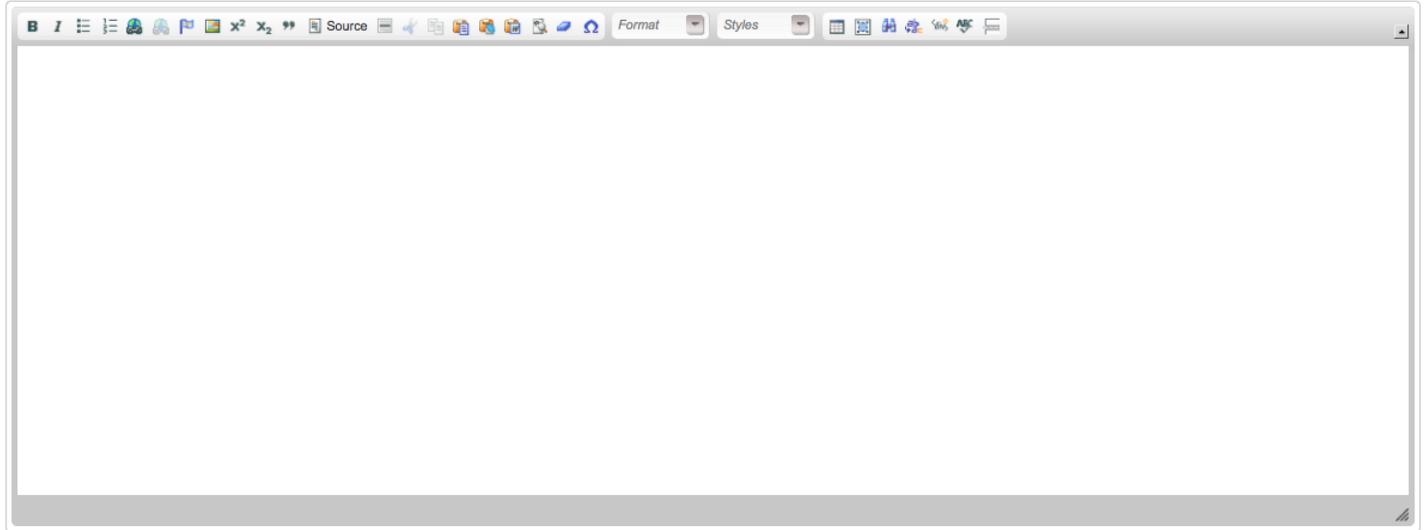
[Home](#) > [Create content](#)

### Create Basic Page

Title: \*

Show summary in full view

Body:

A rich text editor interface with a toolbar at the top containing icons for bold, italic, list, link, image, and other text formatting options. Below the toolbar is a large, empty text area for entering the page content.

[Disable rich-text](#)

[Insert image or link.](#)



#### INPUT FORMAT

##### Menu settings

Not in menu

##### Meta tags

##### Revision information

New revision

##### Authoring information

By barmour

##### Publishing options

Published

##### Printer, e-mail and PDF versions

##### Menu link title:

The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.

##### Parent item:

<Main Navigation>

The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.

##### Weight:

0

Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

This 'Basic Page' option will allow you to create a basic page with a Title and Body. It will not have added fields for specific content, but you will be able to upload and link to pdfs or add images within the content type. Just make sure when adding images that you size them before adding since they won't automatically resize since I can only implement presets on image fields.

You can create a menu item and select the Parent item from the Menu Settings. Please be sure to think carefully about the site structure so that the menu structure doesn't become confusing to visitors with added items.