

SiteFarm Documentation

Official Documentation: <https://sitefarm.ucdavis.edu/training/all>

To edit the SiteFarm website, login at <https://clearlakerehabilitation.ucdavis.edu/login>

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Edit Existing Pages

Navigate to the page you want to update and click edit.

Publications

Home • Publications

View

Edit

Delete

Revisions

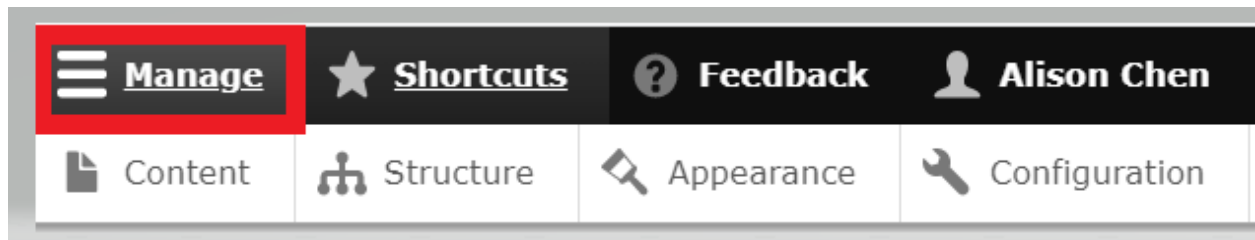
Reports to the Funding Agency



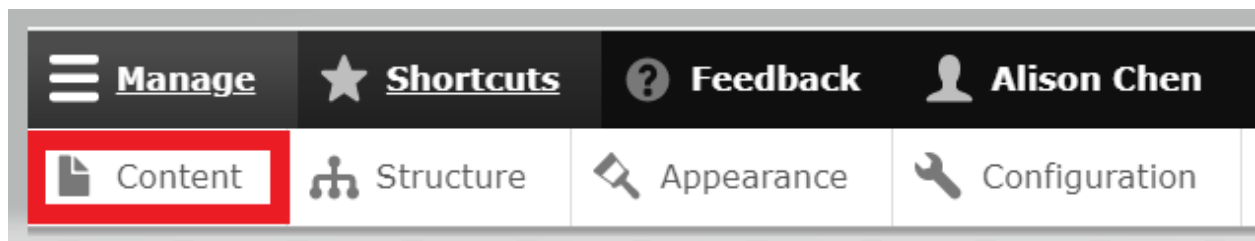
Add new articles (blogs or news)

Official Documentation: <https://sitefarm.ucdavis.edu/training/all/adding-content>

1. Click Manage in the top left corner.



2. Click on Content.



3. Click on Add Content.

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Content Structure Appearance Configuration People Reports Help

Content

Content Content Audit My Content Audit Reviews Stale Content Persons Files Media

Overview Moderated content

Home » Administration

+ Add content

Title Content type Published status Language

- Any - - Any - - Any -

Filter

Action

Select an Option

Apply to selected items

4. Click on Article.

Manage Shortcuts Feedback Alison Chen

Content Structure Appearance Configuration People Reports Help

Add content

Home

Article
Use *articles* for time-sensitive content like news, press releases or blog posts.

Basic Page
A standard page to display content which will not change regularly like an "About Us" page.

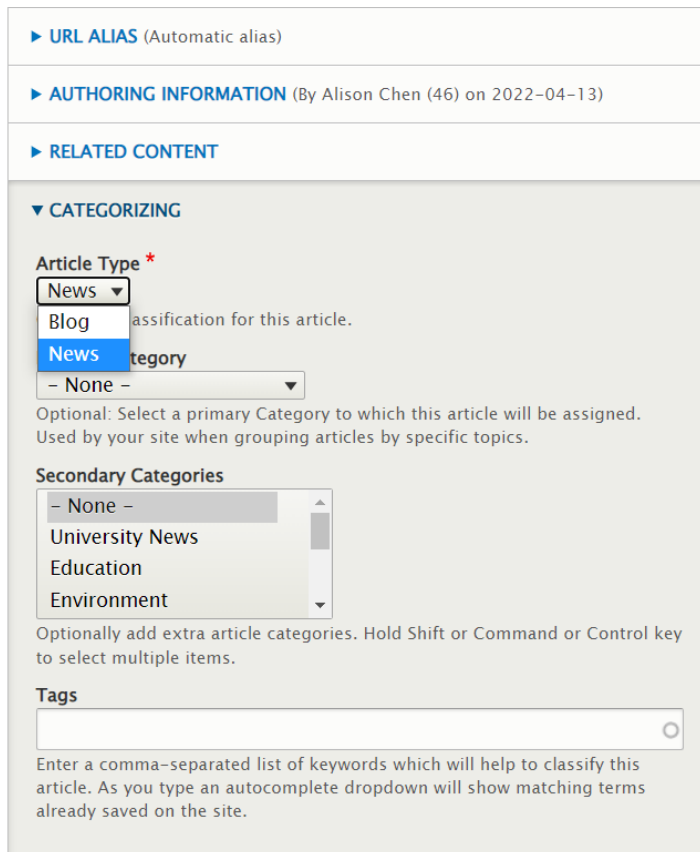
Event
Create an *event* which will be tied to a calendar date.

Person
Add a *person* to profile an individual.

Photo Gallery
Create a multi-image gallery of photos.

5. Add desired content: title, body, etc.

6. On the right hand side of the screen, under categorizing article type, choose News or Blog depending on whether you want the article to be published on the News or Blog page.



The screenshot shows a web interface for categorizing an article. At the top, there are three expandable sections: 'URL ALIAS (Automatic alias)', 'AUTHORING INFORMATION (By Alison Chen (46) on 2022-04-13)', and 'RELATED CONTENT'. Below these is the 'CATEGORIZING' section. It features an 'Article Type' dropdown menu with 'News' selected. To the right of the dropdown is the text 'Classification for this article.' Below the dropdown is a 'Category' dropdown menu with '- None -' selected. To the right of this dropdown is the text 'Optional: Select a primary Category to which this article will be assigned. Used by your site when grouping articles by specific topics.' Below the 'Category' dropdown is a 'Secondary Categories' section with a list box containing '- None -', 'University News', 'Education', and 'Environment'. To the right of this list box is the text 'Optionally add extra article categories. Hold Shift or Command or Control key to select multiple items.' Below the 'Secondary Categories' section is a 'Tags' section with a text input field and a search icon. To the right of the input field is the text 'Enter a comma-separated list of keywords which will help to classify this article. As you type an autocomplete dropdown will show matching terms already saved on the site.'

7. Click Save

Edit the Navigation Bar

Add a page to the menu: <https://sitefarm.ucdavis.edu/training/all/nav/add-page-menu>

Add a link to the menu: <https://sitefarm.ucdavis.edu/training/all/nav/add-link-your-menu>

Reorganize menu: <https://sitefarm.ucdavis.edu/training/all/nav/organize-your-menu>

Add blocks

Create a basic block: <https://sitefarm.ucdavis.edu/training/all/blocks/custom-blocks/basic-block>

Create a custom block: <https://sitefarm.ucdavis.edu/training/all/blocks/creating-custom-blocks>

Placing blocks: <https://sitefarm.ucdavis.edu/training/all/blocks/placing-blocks>

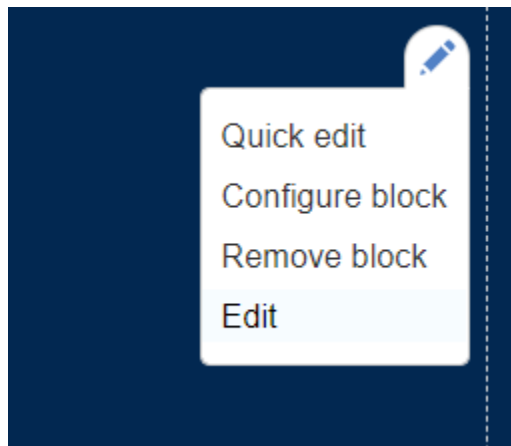
In general, you can edit blocks using the pencil icon in the top right corner of the block.

Edit Footer

1. Click the pencil icon in the top right corner of the footer block.



2. Click edit to edit the contents of the footer.



3. How to add images: <https://sitefarm.ucdavis.edu/training/all/media/adding-images>
4. Information about Layout Column Widget used in the footer:
<https://sitefarm.ucdavis.edu/training/all/using-wysiwyg/layout-columns-widget>
5. Click Save

Edit Site Information (Site Name, Slogan)

1. Click on the pencil icon of the block containing the site title.



2. Click on Configure Block.



3. Click on Site Information.

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Content Structure Appearance Configuration People Reports Help

Configure block ☆

Home » Administration » Structure » Block layout

Block description: Site branding

Title *

Site branding Machine name: sitefarm_one_branding

This field supports tokens. [Browse available tokens.](#)

☐ Display title

TOGGLE BRANDING ELEMENTS

- ☒ Site logo
Defined on the [Appearance Settings](#) page.
- ☒ Site name
Defined on the [Site Information](#) page.
- ☒ Site slogan
Defined on the [Site Information](#) page.

Choose which branding elements you want to show in this block instance.

4. Edit desired information.

Basic site settings ☆

[Home](#) » [Administration](#) » [Configuration](#) » [System](#)

▼ SITE DETAILS

Site name *

Slogan

How this is used depends on your site's theme.

Email address *

The *From* address in automated emails sent during registration and new password requests, and other notifications.

Contact E-mail address or link *

You may provide either a contact email address or a link to a contact page

5. Click Save Configuration.