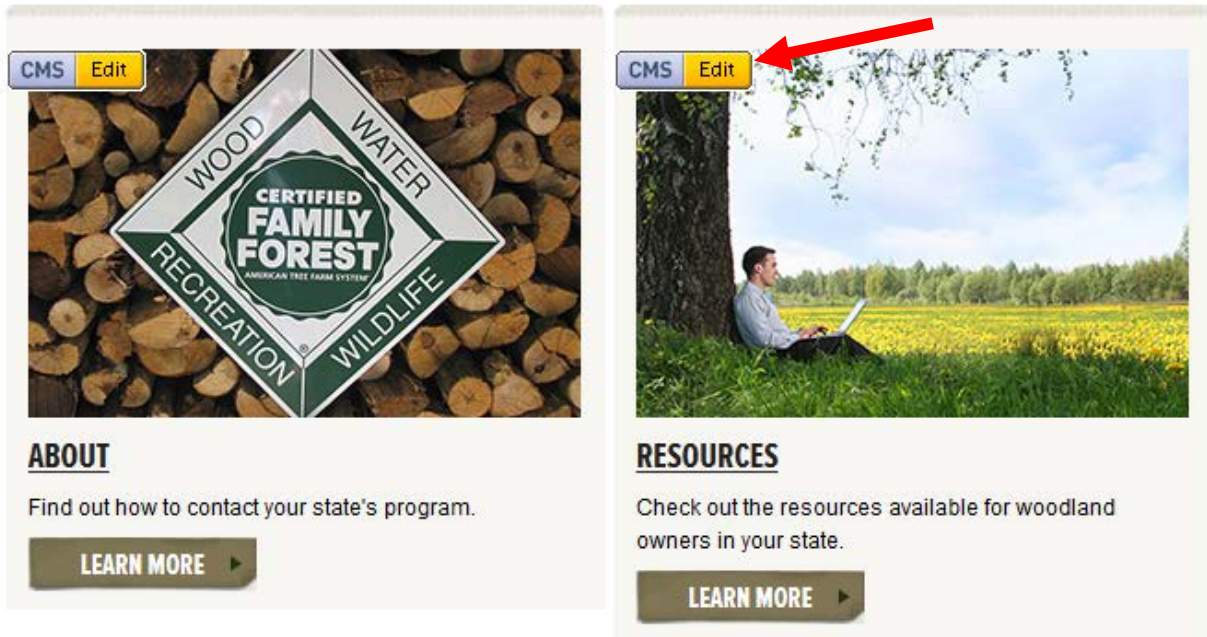# Adding and Updating a Woodland U Item

Woodland U (stands for Woodland University) is where we put state specific resources for woodland owners. We already have information (links to resources) for all states on the following topics:

- Best Management Practices
- Wildlife
- Integrated Pest Management
- Special Sites
- Pesticides

We selected these topics because they are important elements for the ATFS Standards of Sustainability. You are welcome to edit these sections by updating links or adding resources.

Your state committee might also have additional resources to include in this section. When you are thinking about what to add, remember the audience. This site is predominantly used by current Tree Farmers and prospective Tree Farmers. So it should be information that they would find useful and relevant.

Adding and Updating a Woodland U Item

Go to treefarmsystem.org/cms and click the "Do" menu.
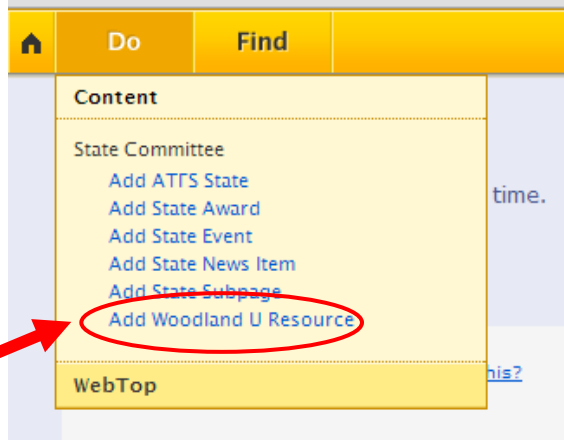
When you select Add Woodland U Resource Item (as shown above) it will create a new Woodland U Resource Item and open a special Content Editor window. This window has all the specific fields you need.
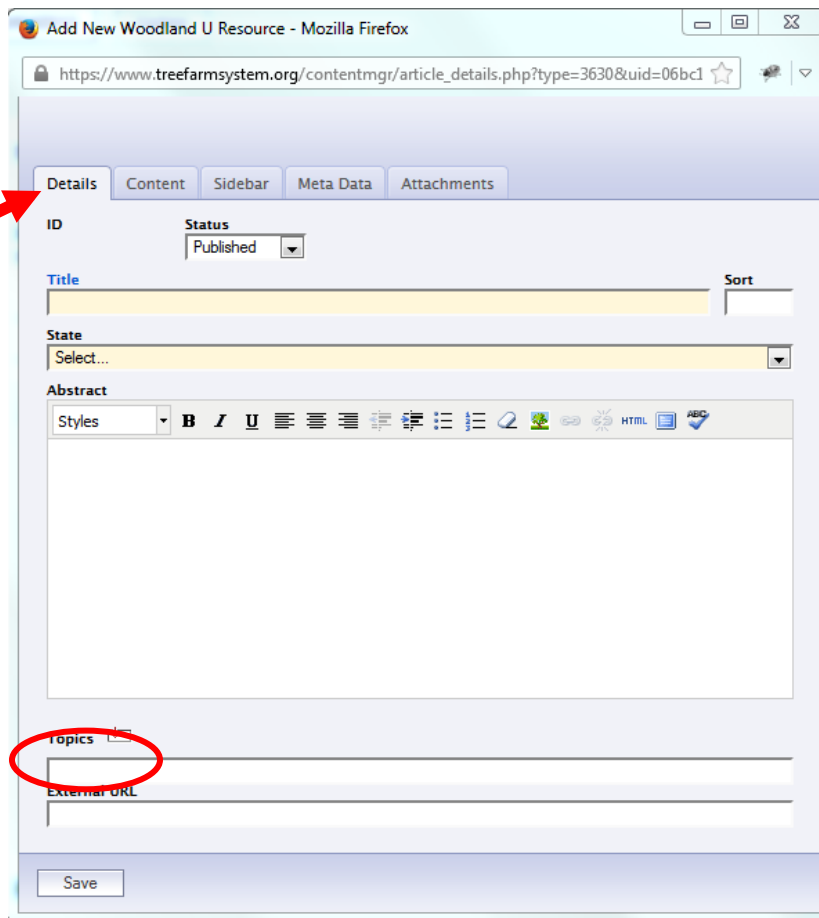
Details Tab
This is all of the information that identifies and organizes your Woodland U item

- **ID:** This number identifies your Resource Item. If you have a lot of Resources, you can take note of this number to make finding them easier. You use the ID number to do a quick search through the CMS's "Find" menu.

- **Status:** You can select if you want to **publish** or **preview** the Woodland U Resource Item. Use preview if you are still working on the resource or need to gather additional information.

- **Title:** The title should be the main subject of your resource. For example the titles we already have are Best Management Practices, Wildlife, Integrated Pest Management, etc. These titles will show up on the Resource Page for your state.

- **Sort:** Include a number in this spot. This number will designate the order that the resources show up on the Resources Page for your state. We recommend using intervals of 10, so you have lots of room to add in additional items later.

- **State: Vital**! If you do not choose the correct state your resource item will not appear on your page.

- **Abstract:** This is a sentence that outlines what the item is about. For most of these resources, we just use the same text: *Learn more about XX in your state.* But you have the flexibility to update this text as you see fit.

- **Topics**: You do not need to complete this field.

- **External URL**: Adding a web address to this field will cause this resource to link directly to an outside website. This can be confusing to users, so we recommend leaving it blank.

Content Tab

This is where you post the full resource information, including links to the other websites with appropriate information. See the tutorial on the Content Editor for more information on how to add links, photos and other formatting.
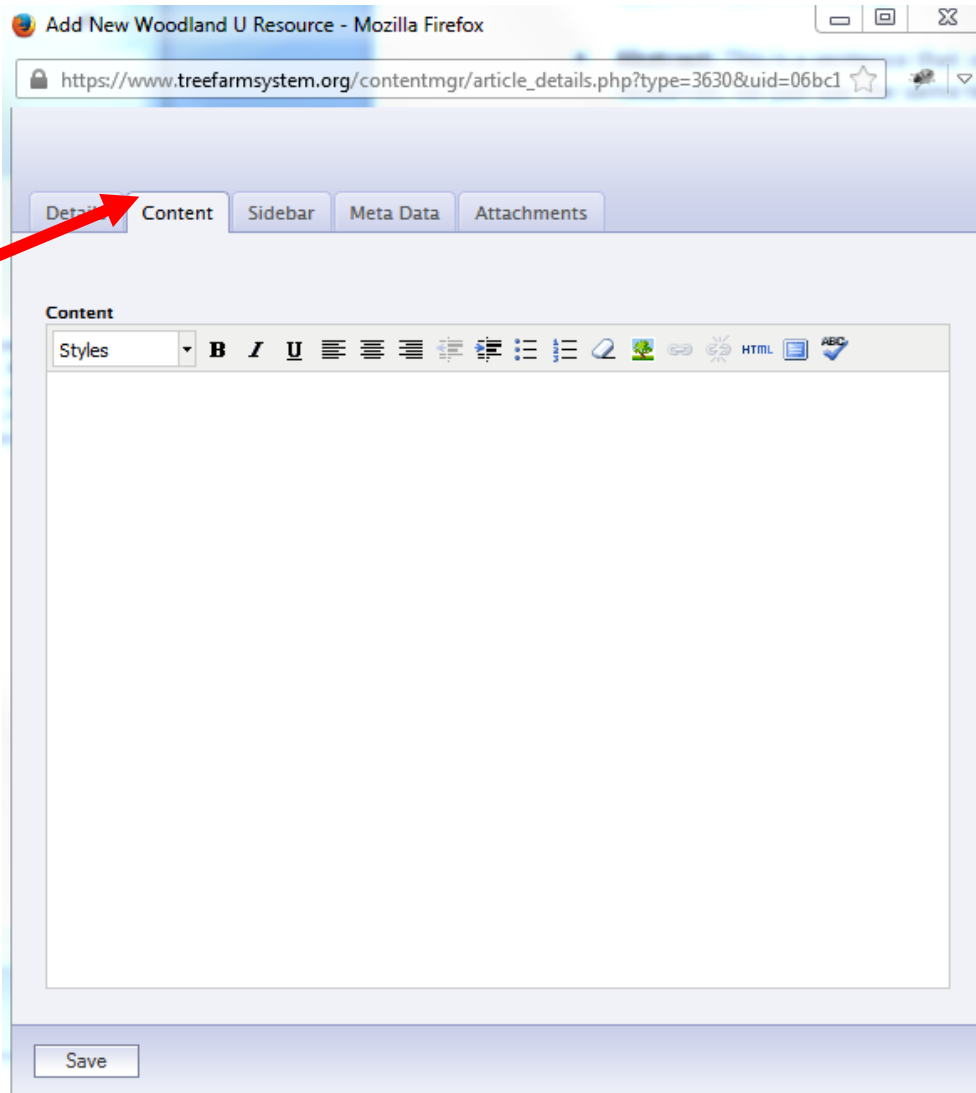
Updating a Woodland U Resource Item

To add additional information into an existing Woodland U item, find the item on your state resources landing page and click the Edit button.
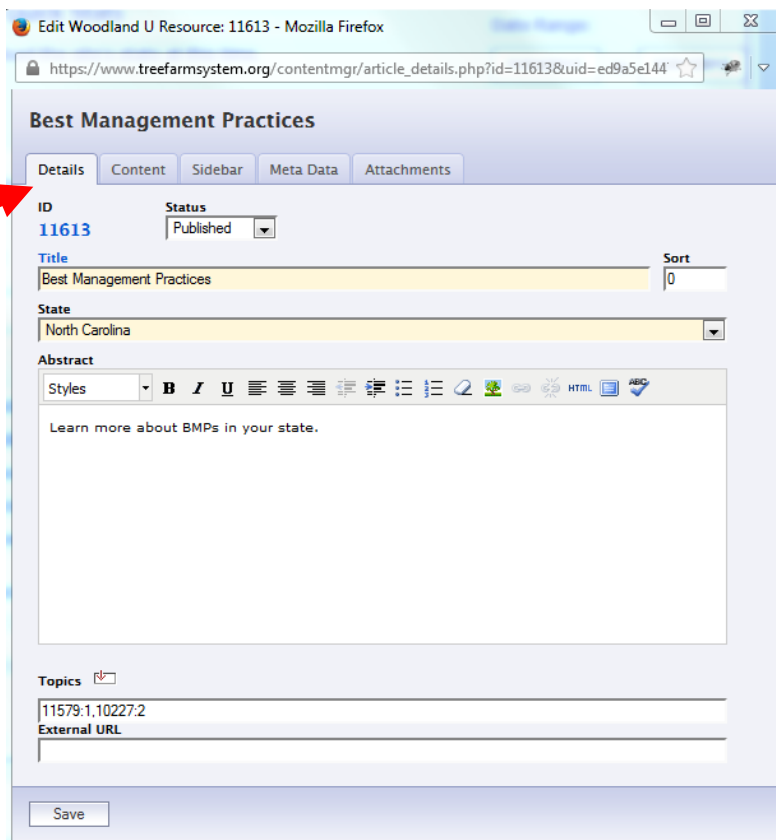
It will bring you back to the Content Editor where you can make changes.

If you want to add more information about an existing topic, be sure to click to the Content tab (see below). This is where you want to add additional links, state agencies etc.

Make sure you Save after adding or editing content