

Final completion report to NARI

'Short term consultancy for the Development of Learning Modules and Materials in technology transfer of agricultural technologies and practices in climate change adaptation'

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1 Introduction

This final report brings together key issues and suggestions arising from –

‘Short term consultancy for the Development of Learning Modules and Materials in technology transfer of agricultural technologies and practices in climate change adaptation’.

Dave Askin was employed by NARI under a European Union Climate Change Action and Dave’s CV is available¹ by way of providing information relating to his background.

It is tempting to go over much of the same ground in this final report as was covered in the initial report²... If you haven’t read the initial report, please do. Topics raised in the preliminary report bear discussion at the closing phase of this contract. Please comment – discussion is a key to progressing the important matter of sharing crucial technologies with farming families, through various NGO and Government/church agencies.

This report will cover a range of topics that are considered crucial to NARI’s success as a technology developer, communicator and research (and development) agency.

The report may cover some areas you may consider outside the scope of this consultancy. I am intent on ensuring helpful discussion in the broad area of technology transfer... Being ignored is far worse than healthy disagreement!

2 RDO Training and required translation and testing of extension materials

A key focus of the contract related to provision of support leading to

- relevant,
- helpful and
- effective extension materials.

Much more needs to be done.

This report will consider some further steps.

The culmination of developing templates and training materials was a week spent with RDO’s (Government Extension officers known as Rural Development Officers) in December 2018.

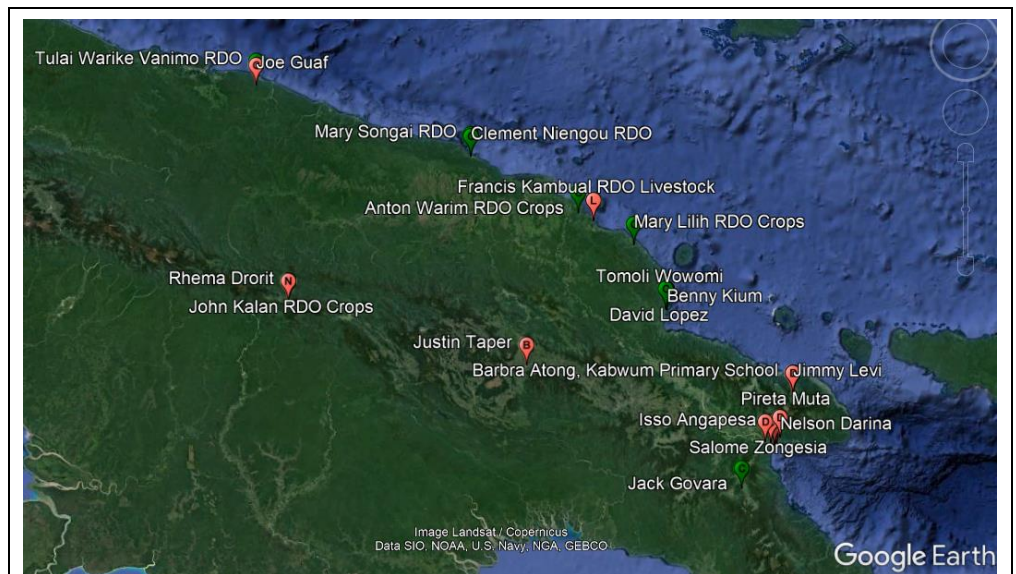


Image 1 Map showing where RDO’s attending December 2018 workshop are based.

The NARI team completed writing and training tasks in December 2018, culminating in a positive training with RDO’s – their names (Refer page 12) and work locations shown below. Note that some of the key locations identified in the Action Design Document were not represented in the training. More training is needed!

¹ <https://gutpela-png-gaden.net/library/record/view/id/72>

² <https://gutpela-png-gaden.net/library/record/view/id/55>





Image 2 Detail of working locations for some of the RDO's attending Dec 2018 workshop.





2.1 RDO training – materials presented at Dec 2018 Workshop in Lae



Training materials developed recently are summarised below.

The team created a standardised (template) format with a front page shown below.

Support in each step from the European Union was gratefully acknowledged.

 <p>Pig husbandry in Papua New Guinea</p>	<p>Dr Michael Dom, Momase Research Centre, NARI livestock</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/94</p>
 <p>Sustainable fish farming for household cash in times of climate change in Papua New Guinea</p>	<p>Maima Sine, Momase Research Centre, NARI livestock</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/95</p>

 <p>Improved poultry production for climate resilience in Papua New Guinea</p>	<p>Dr Janet Pandi, Momase Research Centre, NARI livestock</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/96</p>
 <p>Root crops processing and preservation in Papua New Guinea</p>	<p>Miriam Simin, Momase Research Centre, NARI</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/98</p>
 <p>Muscovy Duck Farming systems in Papua New Guinea</p>	<p>Monica Mazi, Momase Research Centre, NARI livestock</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/53</p>
 <p>Propagating food crops in Papua New Guinea</p>	<p>Jeffrey Waki and Cyril Kolese Atung, Momase Research Centre, NARI</p> <p>Training of trainers</p> <p>https://gutpela-png-gaden.net/library/record/view/id/99</p>

	<p>Dr Dave Askin, Kilu Consulting</p> <p>Training of trainers (Much detail missing – this is just for trainers).</p> <p>https://gutpela-png-gaden.net/library/record/view/id/93</p>
	<p>Dr Dave Askin, Kilu Consulting</p> <p>Training of villagers – complete with photos, diagrams etc.</p> <p>https://gutpela-png-gaden.net/library/record/view/id/92</p>
<p>Image 3 Training manuals prepared for Training of Trainers (and training of villagers) during December 2018, Lae workshop with RDO and other extension officers.</p>	

A template in word was prepared that provided for standardised approach to presentation. Training was given in the December input in using templates in Word, styles and especially short cut keys. New fonts were introduced.

The results are shown in the documents above – links to European Union Climate Change Action web site provided.

There's much more to be done →

- Test the materials with men and women – for comprehension and for common sense...? Do the recommendations made make sense to villagers. If not, why not?
- Translate into appropriate languages.
- Create videos that tell family based stories in ways that are short and meaningful. Successful implementation by a family is a great story – worth telling.
- Create videos that explain particularly technical issues.
- Then use an e-platform, discussed elsewhere to share these stories. It isn't hard to achieve this, but so far, since mid-2018 we have been unable to generate any go-forward. Surely discussion is needed to progress this?

2.2 Other training materials – Worth assessing and using.

The European Union Climate Change Action website³ has a considerable collection of relevant training materials.

There is a caution to offer. Those with experience of the 1997 and 2015/16 drought should be approached for their sense of what is important to offer villagers in times of challenging weather – especially drought and flood, with frost at high altitude and severe insect challenges throughout.

³ <https://gutpela-png-gaden.net/library/record/list>

2.3 Staying in touch with extension officers – Mentoring, Supervising and Monitoring and Evaluation

Suggest the recently trained RDO's are one of the keys to success in the EUCC Action. Success surely is measured by the changes in farming/gardening practices that lead to sustainability in the face of climate change? We know that extension processes are not embedded effectively with just one training. There's a need for revision, discussion, review and mentoring/supervision.

The E-platform is a key budget issues in the EU CC Action. Suggest – make use of the RDO's – bring them back to Lae for a revision training session and develop revised materials including videos, with them. Make use of Jennifer Waiko-Baing as a key resource person in video production.

2.4 Templates – keeping two things in mind

The templates provided are available on the European Union Climate Change Action website. They should be evaluated as part of a review of the overall acceptability of training materials developed in December 2018. Those materials were rushed. There is a need to review and update/modify. Other topics will be needed.

3 Team work, supervision and mentoring/encouraging.

NARI staff are working with important technologies. However, it seems they often work in isolation with little regular monitoring of progress on important outputs.

I recently spent some time discussing supervision and teams with a senior NZ based Vodafone manager. They use Agile management techniques to deliver on time with teams that are motivated and monitored. Teams truly develop team skills of sharing resources and knowledge and skills. There is more than just one discussion for NARI in this topic.

Perhaps you the reader wonder why a report of this type contains a section relating to supervision, delegation, monitoring etc. These are considered crucial foundations to success. There is no apology for mentioning these.

One particularly key issue relates to knowing who is doing what by when – and being sure the doing is core business for the European Union Climate Change Action.

A useful tool is Trello – screenshots provided below.

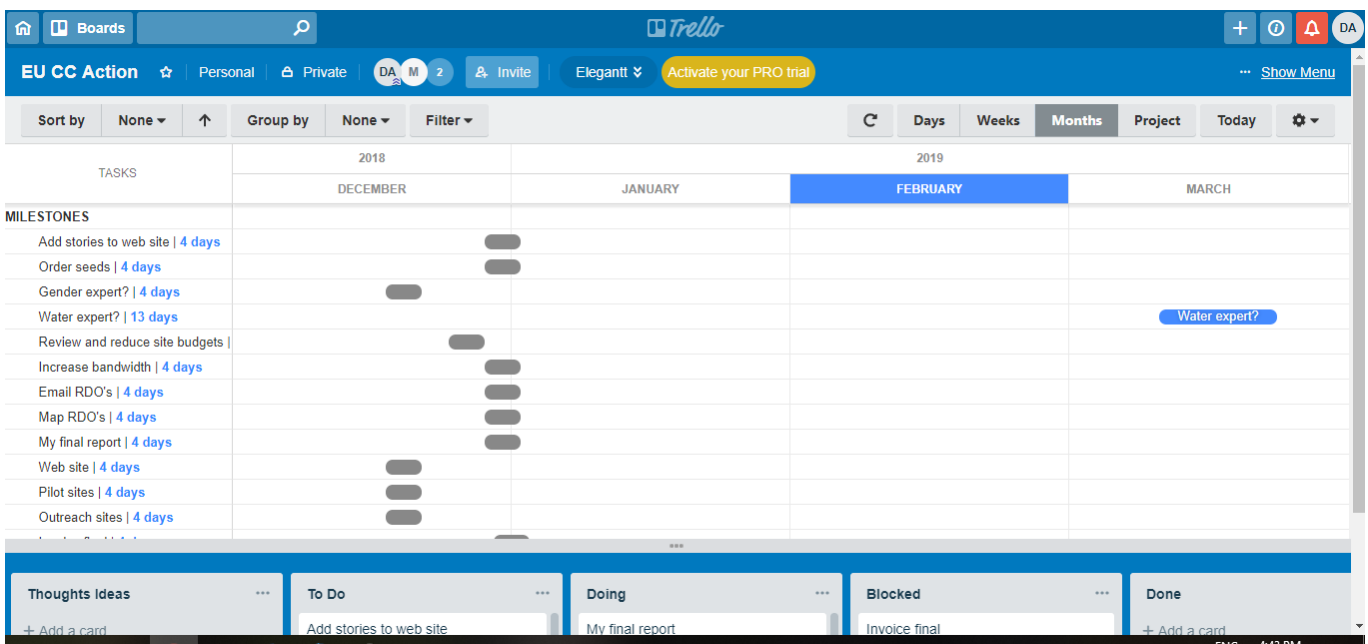
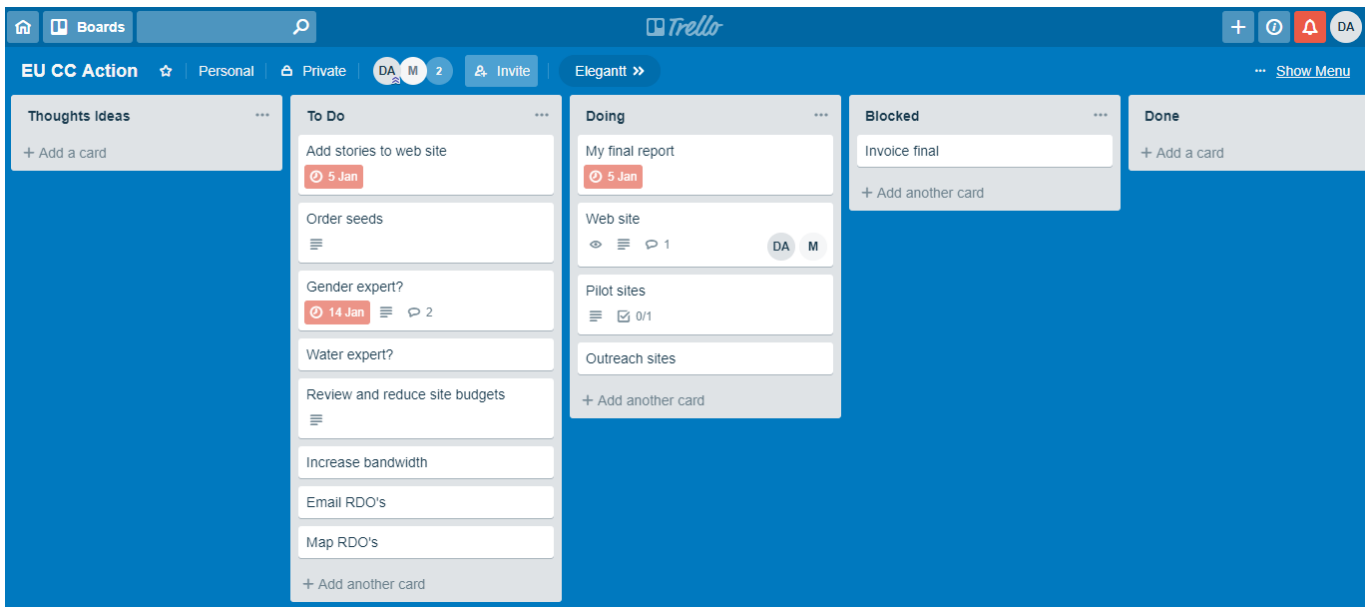
Why might an internet based tool be considered useful or even crucial? Knowing who is doing what by when is crucial – and particularly challenging in the NARI/PNG context where people often have limited access to good internet. NARI is upgrading internet bandwidth. With that bandwidth upgrade, a free tool like Trello, linked to Elegantt should provide a powerful foundation for improved delivery.

4 Trello and Elegantt

Trello provides a powerful set of lists for team members to refer to, add and modify. It is a free tool. Linked with a further free tool from Chrome web browser, Elegantt provides the timeline view of required outputs.

Supervision and delivery just got easier!

None of these are particularly workable without NARI increasing available bandwidth for staff. That is happening.



4.1 Videos – yes or no?

A case has been made for some videos to share stories of successful incorporation of ideas into village life⁴.

Videos are likely to be much more powerful in communicating a message – especially if a village family shares their story of making use of a new technology.

PNG has excellent communicators using videos to get messages across. People like stories and a story helps to create a sense of 'if they can do it', so can we...

Jennifer Waiko-Baing was visited near Umi bridge on the way to Goroka. She is a passionate gardener and skilled in video production.

If as envisaged in this report, videos become an important way of sharing information – there will need to be specific quality control.

- Use of tripods for example will need to be standard practice,
- Microphones will need to be protected from wind,

⁴ <https://gutpela-png-gaden.net/library/record/view/id/55> - Askin, 2018. Extension report to NARI.

- Sound mixing, especially background music must not reduce clarity in spoken words,
- Effective editing to bring printed material into the video to enhance communication,
- There's much more to consider – expert advice will need to be sought,
- Testing with village men and women before 'publication' will be a must!

5 Discussion - Conclusions & Recommendations

5.1 Introduction – Initial report

The comments below appeared as conclusion and recommendations in my first report. No formal discussion appears to have happened. Key suggestions below still seem relevant. It appears to this author that the next steps are to discuss the preliminary report alongside this report. If at least some of the recommendations were to be acted upon, some great progress would happen! What do you think?

Here are some thoughts for NARI staff and others to consider. The considering needs corn or peanuts and a cold drink. Or a hot coffee. Please discuss and add priority and your thoughts about how to improve extension messages and outcomes of extension processes.

1. The initial phase of the EUCC Action has engaged effectively with village communities. Priorities are being set. Focus on those priority areas for initial improvements to extension materials.
2. Extension is built on the excellence of research that underpins messages. Engage with all those who are learning and doing in agriculture. There are facebook groups, NGO's, churches and government agencies to partner with.
3. Extension is a process – that involves real people in real, complex gardens with dimensions that involve climate, erosion, plant, insect, disease, livestock AND people and complexity around land ownership and desires that don't fit straight lines and simplicity. Extension needs to work within this complexity. To that end... →
4. Tell stories. Melanesians enjoy and relate to people's stories. Tell stories around fires, tell stories with videos and tell stories with Toktoks. Even technically simple toktoks can still be told within the sense of story – a family as they learn and develop. Western education gets to the point in straight lines and blunt clarity. Can tok bokis – the story that is hidden in a box be used to improve the effectiveness of the extension processes?
5. Population growth is a massive challenge in Papua New Guinea. How can NARI extension processes address this? Some would call this challenge the elephant in the room. In other words a massive challenge that is ignored as though it doesn't exist.
6. Much has been said of the need to tell stories – and one part of the answer has been argued here - use videos and tablets – based on the resources available for an E-platform.
7. Engage in the complexity – starting with watersheds, involving trees and livestock and crops and food storage in complex whole systems where components benefit each other.
8. Bring authors together in a series of workshops where the quality of each revised or new toktok can be improved. Have available technical people who can help with art work or video or language and style.
9. NARI needs to ensure technical experts have critiqued each publication, each video before →
10. Test all written material before publication – responses from *men* and *women* should be sought in terms of their understanding of important messages.
11. Photos must be high quality and care is needed – there are important features of photography that will lead to excellence in extension process.
12. Line drawings can be very effective. Work with great artists. Find and grow great artists within NARI. Show examples to budding artists and see what they come up with.

5.2 Recommendations – February 2019

5.2.1 Evaluate Extension materials

Now, in this final report, the suggestions that NARI staff work to evaluate the effectiveness of their extension materials seems particularly relevant.

Much effort went into presentation of the most recent set of notes for trainers. (Presented on page 4). Only in the case of the sustainable gardening topic has there been a villager manual prepared. That also requires field testing with women and men to check relevance, comprehension and accessibility.

Please consider the need to →

- Review what has been written,
- Check for technical accuracy,
- Test the materials with men and women – for comprehension and for common sense...? Do the recommendations made make sense to villagers. If not, why not? Possibly check with NARI drivers, their wives, field staff/wives/partners – for comprehension
- Translate into appropriate languages.
- Create videos that tell family-based stories in ways that are short and meaningful. Successful implementation by a family is a great story – worth telling.
- Create videos that explain particularly technical issues.
- Then use an e-platform, discussed elsewhere to share these stories. It isn't hard to achieve this, but so far, since mid-2018 we have been unable to generate any go-forward. Surely discussion is needed to progress this?

5.2.2 Videos

What is the bother here? Why no progress? Which bit of this process of sharing technology am I missing? YouTube has become the new 'go to' for people all around the world to find out about... anything.

Here's Jennifer's contact details again.

Jennifer Baing-Waiko – Video skills and passionate, skilled gardener – esp. around local garden plants and bio-diversity – in itself a strong part of food resilience in times of climate change.

jbwaiko.savepng@gmail.com 75734834

Bandwidth is a challenge that we expect to be mostly sorted soon. So the opportunities should be taken! Remember many PNG folk are on Facebook! Contributing, enjoying...

The PNG facebook Didiman/meri site has about 7000 members. Our NARI technologies- videos, documents could be posted there as links back to the agreed EU CC website.

5.2.3 E-platform

The recommendations in initial report stand. Ready for discussion.

6 References

7 Acknowledgements

Thanks especially to Dr Michael Dom, Action Co-ordinator for the EU Climate Change Action.

Thanks to the NARI team of Dr Birte Komolong, Dr Sim Sar, James Laraki, Jeffrey Waki, Aaron Inamara Miriam Simin, Maima Sine, Dr Janet Pandi, Pascal Pandau and others who have supported my input.

Best wishes to each of you.

Any errors and omissions are my fault.

8 Appendices

8.1 Names and contact details of RDO and NGO officers attending Dec training workshop

Contact Details of Participants

No.	Name	Location	Work Role	Organisation
1	Barbra Atong	Kabwum	Teacher	Kabwum Primary School
2	Isso Angapesa	Menyamyia	RDO	PDAL Menyamyia
3	Joe Guaf	Vanimo		PDAL Sandaun
4	Francis Kambual	Bogia	DLO/RDO	PDAL Madang
5	John Kalan	Telefomin	Program Manager	PDAL Sandaun
6	Anton Warim Bazing	Bogia	RDO	PDAL Madang
7	Mary Lilih	Madang	Prov. Food Crops Officer	PDAL Madang
8	Jack Govara	Bulolo	RDO	PDAL Morobe
9	Tomoli Wowomi	Rai Coast	RDO	PDAL Madang
10	Benny Kium	Rai Coast	RDO	PDAL Madang
11	David Lopez	Saidor	RDO	PDAL Madang
12	Rhema Drorit	Telefomin	Nurse	Health Sandaun
13	Pirepa Muta	Kabwum	RDO – Crops	PDAL
14	Leka Stanley	Kabwum	EO – Local MP	Local MP
15	Catherin Boira	Lae	Project Officer	LDS
16	Jerry Ososo	Lae	Disaster Officer	NDS
17	Tulai Warike	Vanimo		PDAL
18	Clement Niengou	Wewak		PDAL
19	Mary Songai	Wewak		PDAL
20	Justin Taper	Mt Hagen		Baptist Union
21	Thomas Muyo	Kabwum		PDAL
22	Jimmy Levi	Kabwum		PDAL
23	Chris Livai	Kabwum		PDAL
24	Amos Buieba	Lae		PDAL PHQ
25	Bonnie Keoka	Lae	Program Secretary	LDS
26	Salome Zongesia	Markham		PDAL
27	Nelson Darina	Situm		PDAL

8.2 Managing the EUCC Website

8.2.1 Introduction

Why include web based information in this report? It is because I strongly believe there is a need to fulfil NARI's mandate and European Union requirements around visibility with an effective place to share both NARI technologies and farmers' experiences with those technologies.

This section is designed to assist NARI users to add, delete and modify stories and other elements in the website.

8.2.2 History

The website serving EU Climate Change Action requirements is hosted by Amazon Web Services through WebMAD⁵ and is at www.gutpela-png-gaden.net. The website has grown out of earlier climate change action work, supported most recently by NZ Government in 2015/2016. Since then Kilu Consulting has paid ongoing hosting and maintenance fees – approximately \$4-500/year.

A question that arises is - why not a url more closely linked to EU and the current Action – eg - EUCCPNG.net or similar? The logic behind a generic name relating to PNG gardens is because projects come and go. When they go and funding dies, websites tend to die also.

This way, once EUCC funding disappears – NARI or Dave and Virginia commit to maintaining this for the sake of didiman/meri in PNG and beyond. Some resources should not be lost on the whim of a donor project.

However, from a visibility perspective, the website carries logos and statements that make clear the relationship to EU and their strong support for the website and on-line library.

The rest of this section provides information for administrative users of the website. A key set of tasks relates to updating the library and posts/stories are described below.

8.2.3 Technology – what is the system built on?

The website at <https://gutpela-png-gaden.net> is a Wordpress web site based on LAMP (Linux, Apache web servers, My-SQL databases and PHP programming). This is a totally open source system and wordpress claims it is used by 75 million of the total of 172 million websites worldwide. ⁶

Primary tasks for web administrators

- update the on-line library,
- update a story (post) and if desired –
- put that new story/post onto the home page – as per screenshot below.

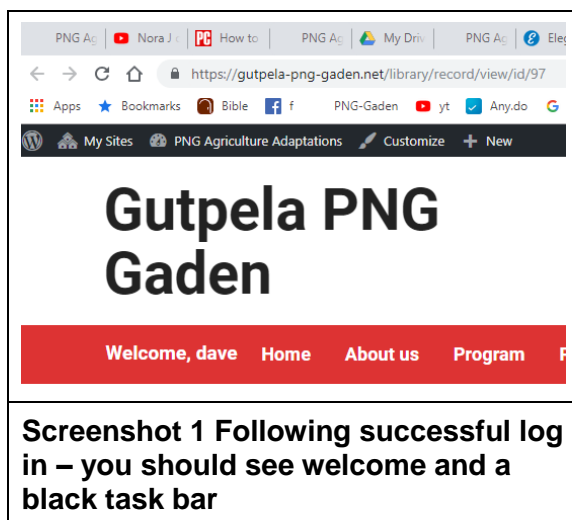
Let's discuss each of these in turn.

First – you need a login. This is given to you by an administrator who registers a new user.

8.2.4 Using the websystem/web-site

8.2.4.1 Registering a new user

An administrator needs to add new users. Dashboard → users → add new user – provide a username – eg dave and an email and what level (another admin, editor etc). Normally add new users who will contribute stories or new items to the library as an editor.



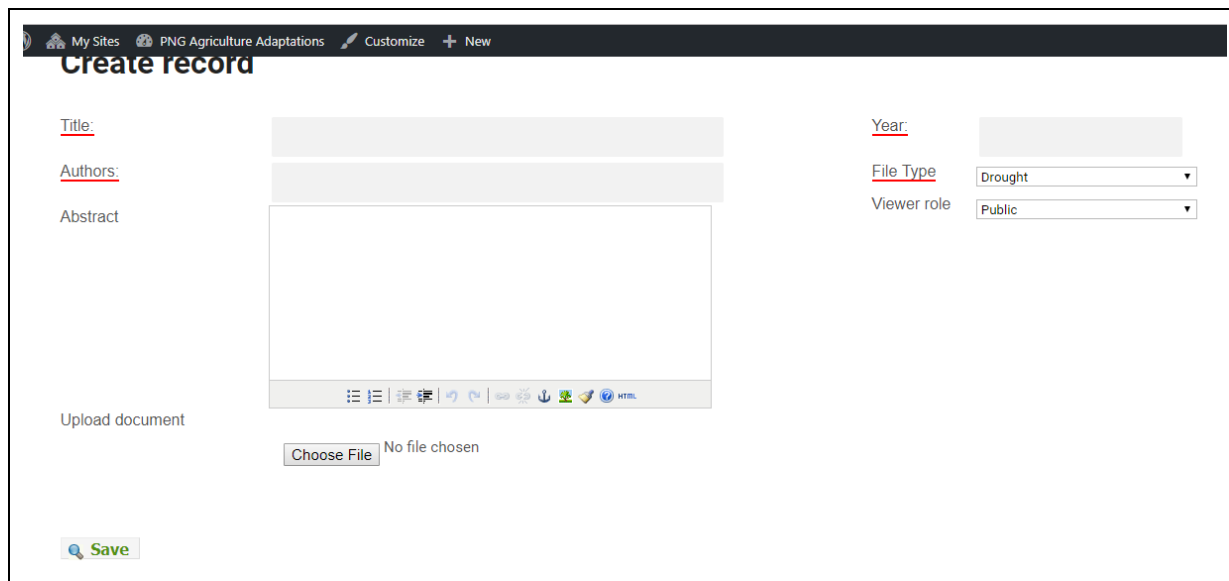
Screenshot 1 Following successful log in – you should see welcome and a black task bar

⁵ Further details from Websites Making A Difference.

⁶ Although the gutpela-png-gaden site is built on open source technology there are plenty of plugins operating, needing updates, spam measures to update and manage, data coming and going as people upload library items and as visitors download library items. These and hosting are where costs are incurred on an annual basis. As tablets and phones and computers change and as browsers update – software like this develops glitches and gremlins. Sometimes google changes rules with mapping for example. These are the reasons for overhead costs in website systems.

8.2.4.2 Update the library

Login then Go to the library. At bottom of page – add new library item. (yes, the add new should also be available at top of screen.



The screenshot shows a 'Create record' form. On the left, there are input fields for 'Title:', 'Authors:', and 'Abstract'. On the right, there are fields for 'Year:', 'File Type' (a dropdown menu currently showing 'Drought'), and 'Viewer role' (a dropdown menu currently showing 'Public'). Below the 'Abstract' field is an 'Upload document' section with a 'Choose File' button and the text 'No file chosen'. At the bottom left, there is a 'Save' button.

Screenshot 2 Adding new library record

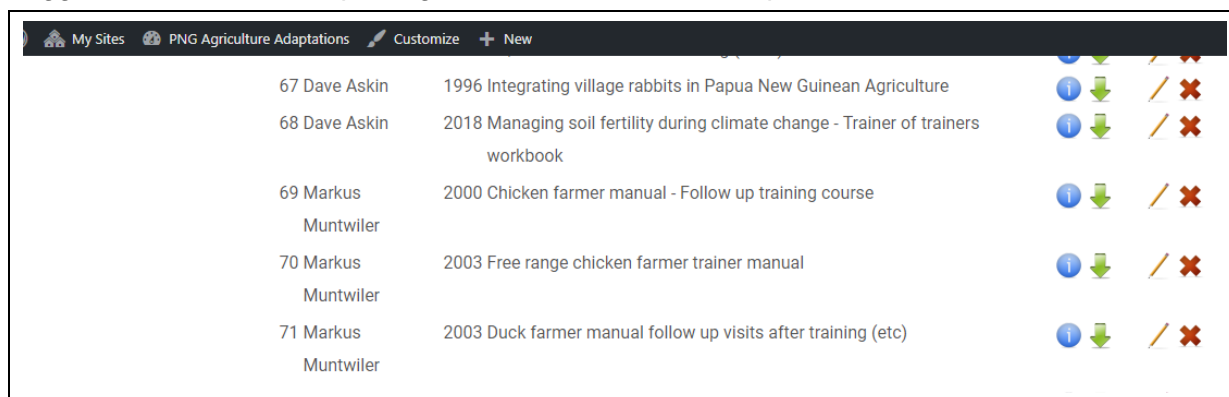
The development of an e-platform will require changes to the way we categorise information in the library and the way it is made available to extension officers without good access to internet. A micro-sd on a tablet or phone driven by an app that allows users to access videos or manuals and other information is a must – once E-platform discussions have been completed. That's called scoping.

Meanwhile Screenshot 2 on page 13 shows the fields required for a new item. Note

- the item can be made available to the public or just members of the web-site for in-house purposes. There are various levels possible- public, guest, member, admin.
- Authors – if already in database, the author is offered by the system. If a new author is being created – just create / type the name and move on to next field.
- Anon is a possible author.
- Authors are separated by ; and a space.
- Large documents and videos can be uploaded if bandwidth permits.

Remember to save.

Logged in users with edit privileges will see more than the public.



ID	Author	Title	Info	Download	Edit	Delete
67	Dave Askin	1996 Integrating village rabbits in Papua New Guinean Agriculture	ⓘ	↓	/	✗
68	Dave Askin	2018 Managing soil fertility during climate change - Trainer of trainers workbook	ⓘ	↓	/	✗
69	Markus Muntwiler	2000 Chicken farmer manual - Follow up training course	ⓘ	↓	/	✗
70	Markus Muntwiler	2003 Free range chicken farmer trainer manual	ⓘ	↓	/	✗
71	Markus Muntwiler	2003 Duck farmer manual follow up visits after training (etc)	ⓘ	↓	/	✗

Screenshot 3 Administrator view of library.⁷

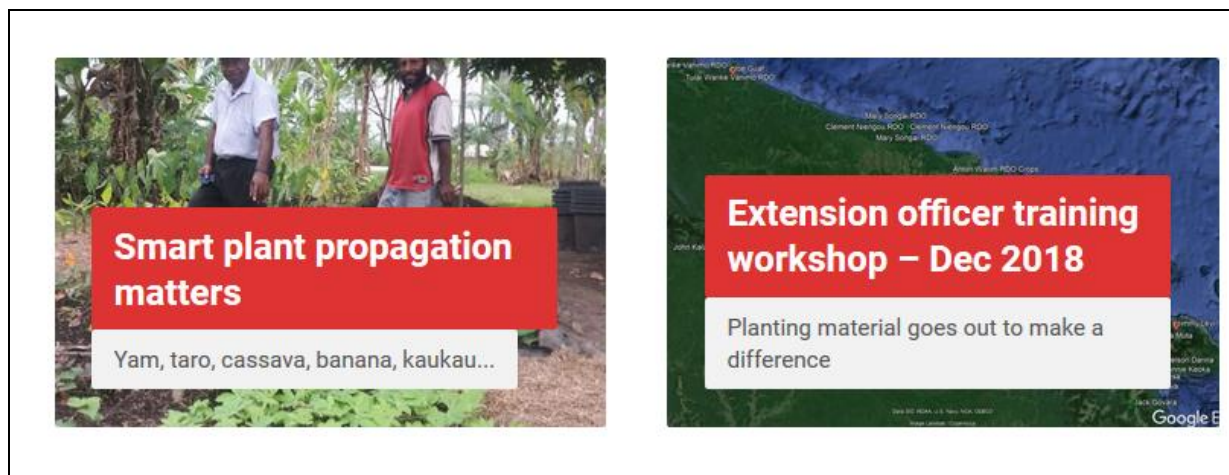
Admin users see a pencil and X for edit delete. Public see information (blue I for information symbol) and download symbols (green down arrow)

⁷ The id numbers showing should be removed.

8.2.5 How to add a new post/story to the bottom of the home page?

Log in using an administrator or editor username and password.

Here's the big picture of what you do to create a new story at bottom of home page – eg



Screenshot 4 Two new posts/stories – that are presented as Home page highlights in the web system run by WordPress.

You →

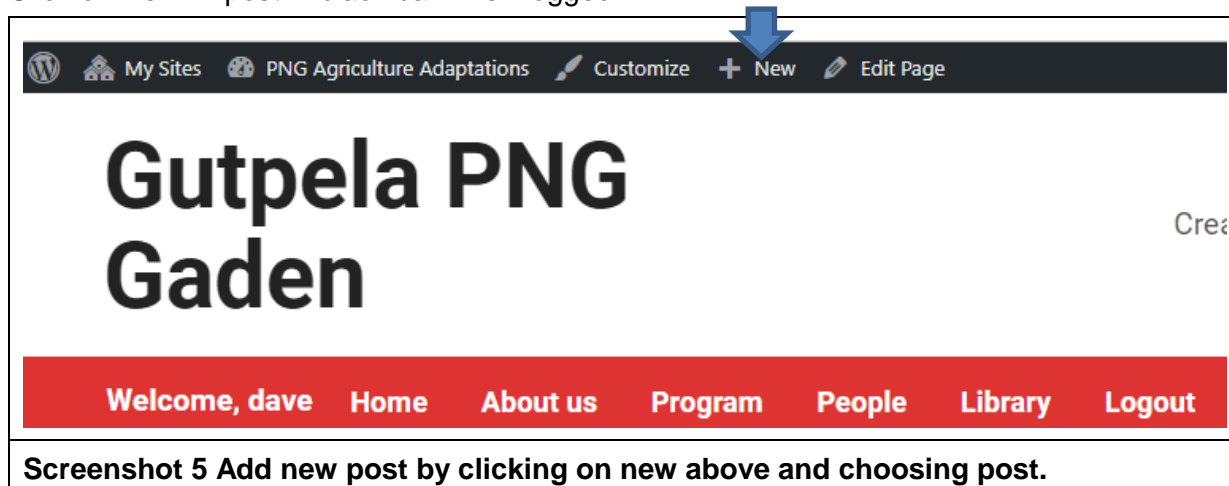
- Add a new post, upload photos and add photos to your story.
- You view that new post and while viewing copy the url.
- You open widgets, home page highlights, drag a new home page highlight and add an image to that, and paste the URL into the highlight. Save and the new highlight is available to click on. Clicking on it takes users to the story.
- The story/post can have a link in it to further documentation – eg the kaukau story regarding weevils takes the reader to a Tok Pisin handout.

That is the overview of what we are going to do. **Post, publish, URL, open a new home page highlight and publish that.**

Let's start with detailed, step by step instructions. (Yes, this should really be a youtube video – that can be done using Camtasia software).

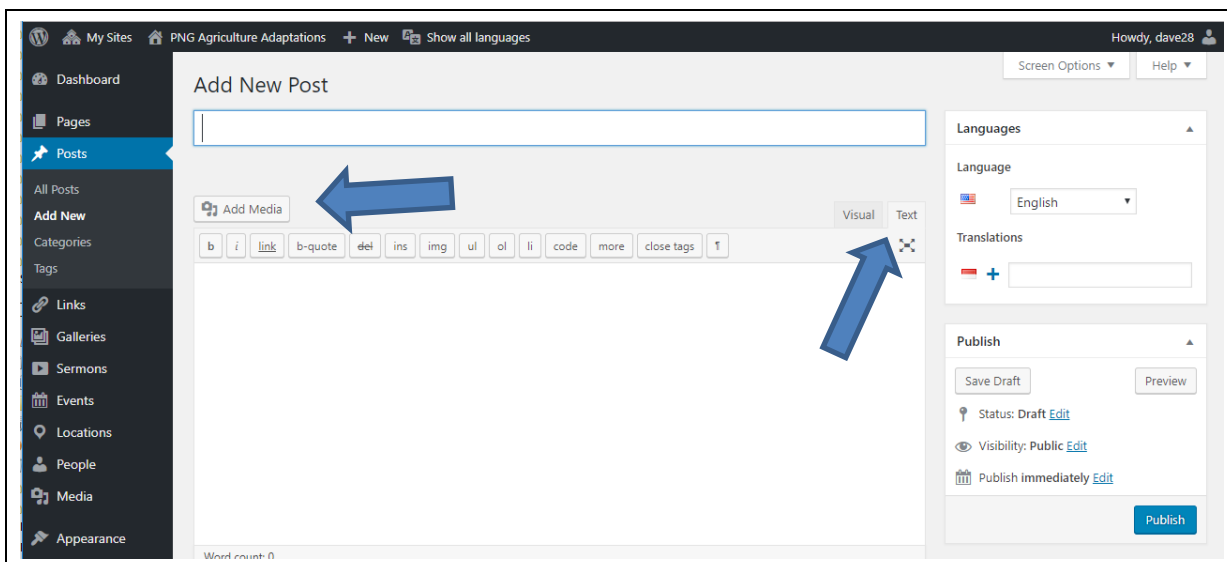
8.2.6 Create a new post

Click on New → post in black bar when logged in.



Screenshot 5 Add new post by clicking on new above and choosing post.

Add new post as shown below.

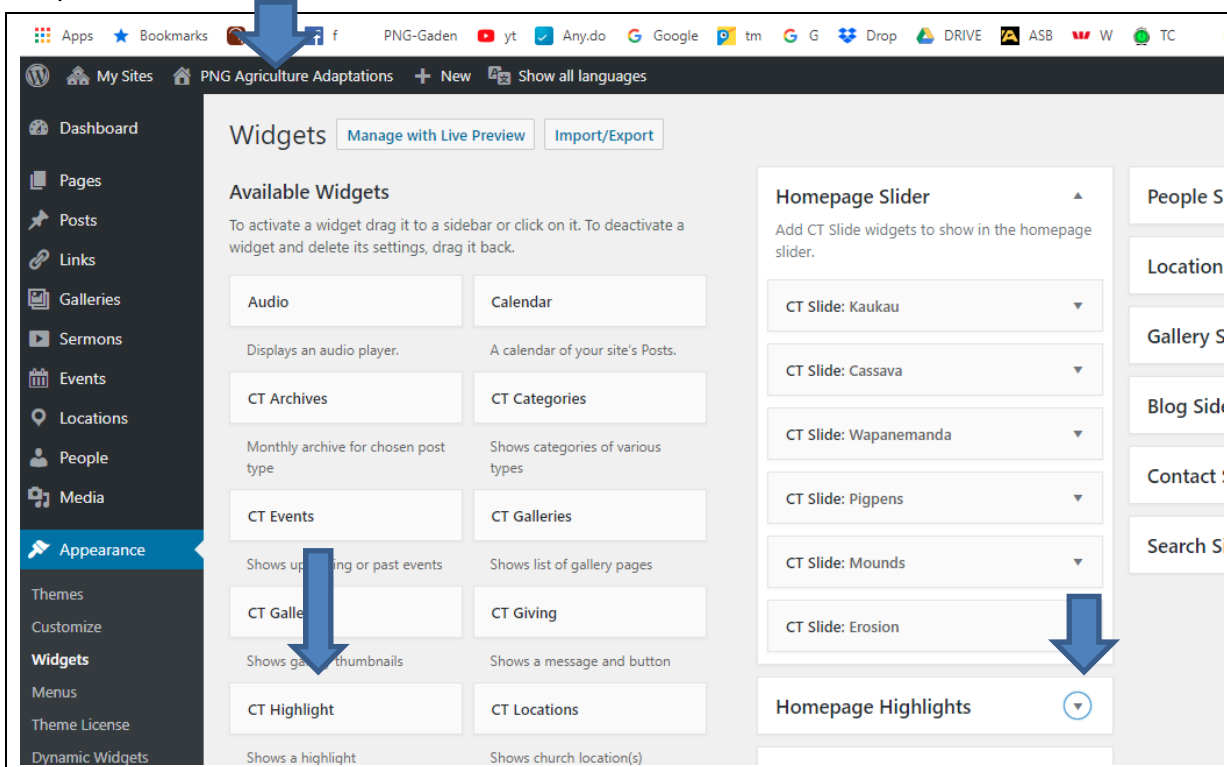


Screenshot 6

1. Make a brief title, that is informative.
2. Tell your story. Keep sentences short and sharp. Provide a story from someone to add interest.
3. Photos can be added. Resize photos. Don't upload monsters straight off your phone⁸. Resizing is another story- refer page 17. They are added via the add media button shown above. Photos can be right, centre or left aligned.
4. When typing you can view the visual post or the html/text. Advanced users work directly with text. Refer arrow above.
5. Remember to publish.(Publish is one way of saving your work).
6. View the new post.

8.2.7 Add the new post to a home page highlight

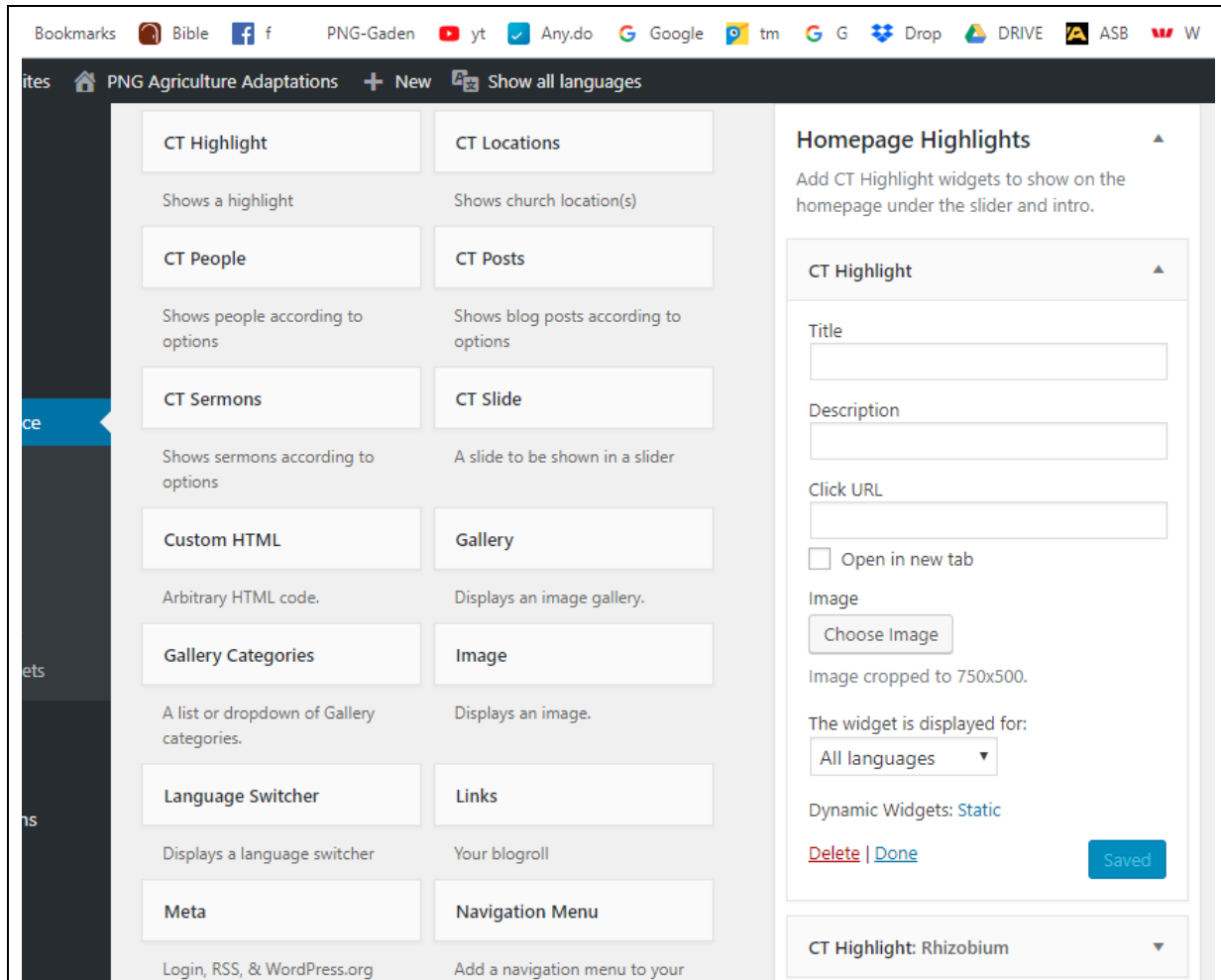
Choose to open widgets from the black task bar (top of screen, if logged in) by clicking PNG Agricultural Adaptations → Widgets.



⁸ This advice is relevant to all word documents and power point presentations created by NARI staff. Do not just drop photos into documents. Resize first. It is a must or else bandwidth will be wasted needlessly with monster documents!

Screenshot 7 Click on widgets then on homepage highlights – to access posts – add new, delete, re-order.

Now click on right arrow beside Homepage highlights. Bottom right screenshot above. Drag and drop a new CT highlight which will carry the post (short story) you just wrote.



Screenshot 8 Fill in title, description, url and image for your new home page highlight.

Unsure what to do? Look at other CT Highlights.

The URL is the url of the post you have written. How do you get that? Open the post and copy and paste the url.

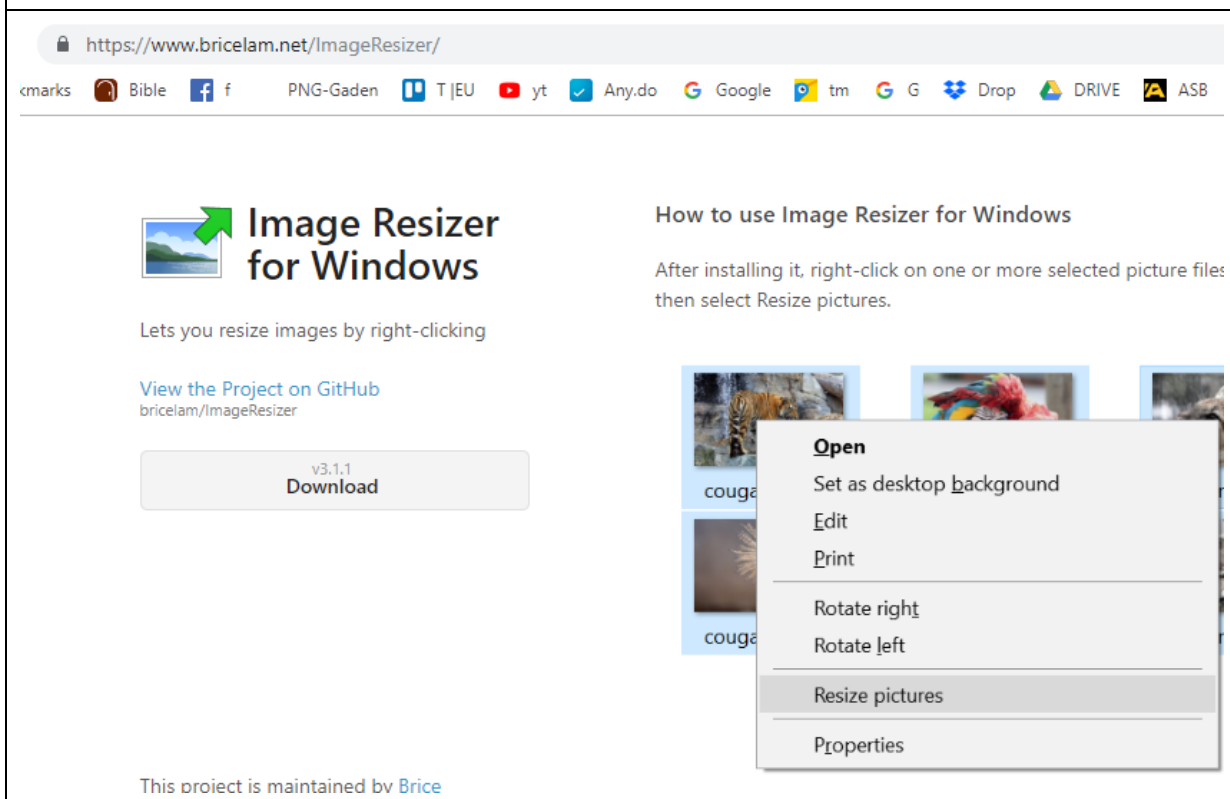
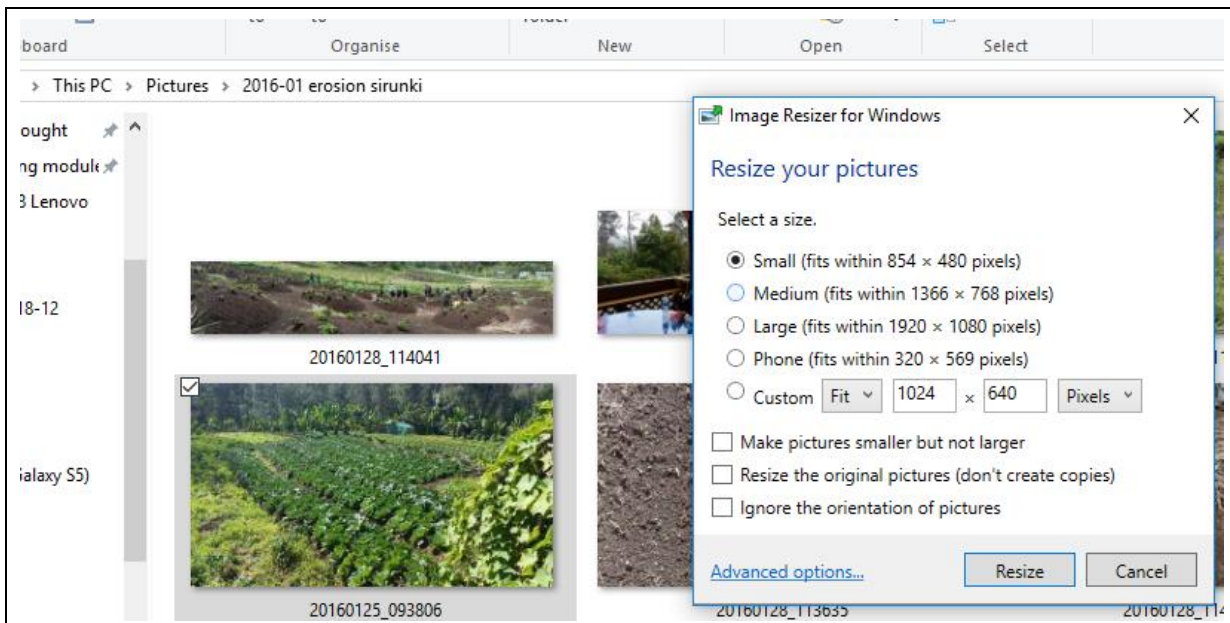
Remember to save when done.

8.3 Resizing photos

Cameras now take enormous images. Images for web sites should be less than 200 kB or so. Not 6 MB or more that phones often take.

Various tools exist to squeeze images.

I use image resizer for windows as shown below.



Screenshot 9 Using image resizer for windows – a free tool.

The URL and download button work as shown above. Other tools are also available, but less simple and often more costly to buy.

Another, really simple way to resize photos... Just open the large image on your computer screen. Now use snipping tool to take a full or partial snip of the image.

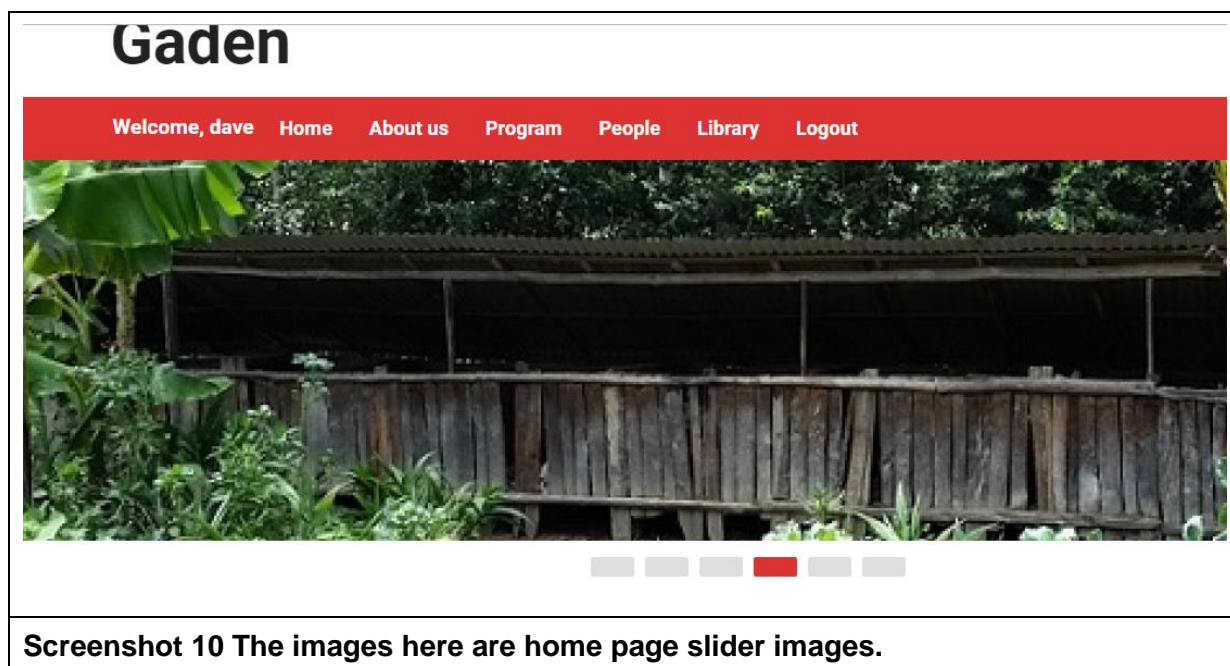
Do this by - Open 'Windows Start' → Accessories → snipping tool. (Drag this to your start menu).

Now with snipping tool open, take a snip of the image that is too big (ie more than 1 MB. Save the snip as an image on your hard drive. That saved image will be only about 200 kB. That is the new image to use in your document!

8.4 Adding new or removing photos from home page slider

The image below is the home page slider.

The images you use are best created using snipping tool, to ensure the image is approximately the right shape – ie long and narrow- not tall. You can guess the right size, based on looking at what is there. However if you have tools that allow size to be measured – 1700 x 500 pixels is best.



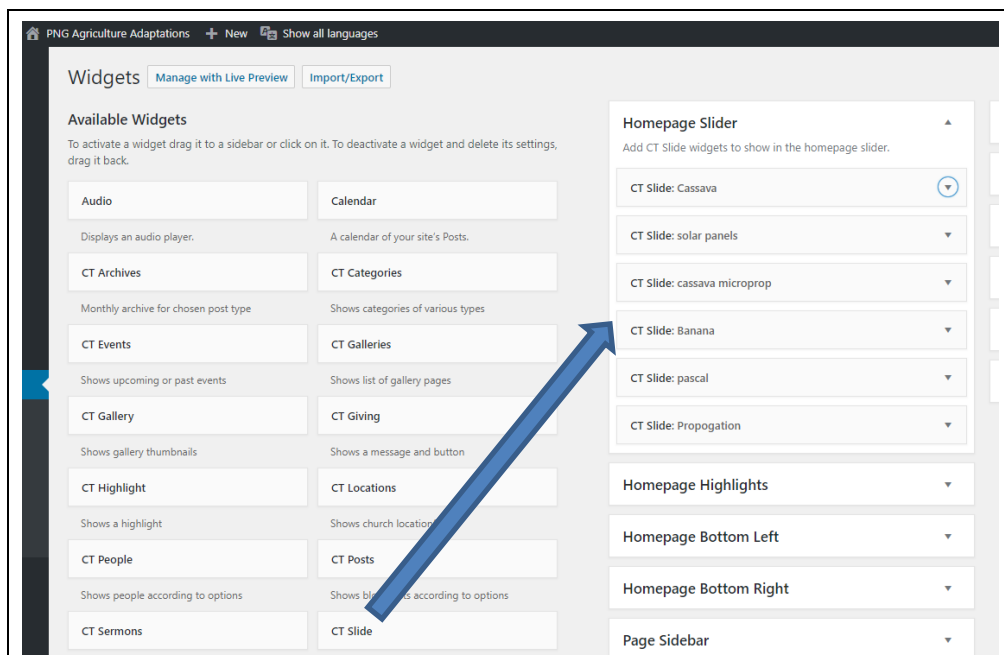
Screenshot 10 The images here are home page slider images.

So to add / delete home page slider images here are the steps.

Login, so you can see the black top bar. Click on PNG Ag Adaptations → Widgets and drag and drop a new CT Slider to the Homepage sliders. Check out arrow on screenshot.

Prepare an image by opening a photo on your hard drive – it might be a few megabites. No bother. Open, take a screenshot using something like snipping tool to create a new snip/image that can be saved, of the right shape, ready to be uploaded in the next step.

When you drag and drop a new CT slider (previous screen shot) – you will see -



Screenshot 11 Adding a new image to home page slider.

CT Slide
▲

Title

Description

Click URL

Open in new tab

Image (Required)

Choose Image

Image cropped to 1700x500.

Video URL

To make this a video slide, enter a YouTube or Vimeo video page URL. Note: Click URL has no effect when video is used.

The widget is displayed for: All languages ▼

Dynamic Widgets: [Static](#)

[Delete](#) | [Done](#) Saved

Screenshot 12 A new CT Slide – Home page image that slides across screen.

Give a title and then click on Choose Image. You can now go to your hard drive and choose to upload the image you already prepared. Approximate shape (1700x500) is the crucial issue now – and appropriate size – about 100 kB is fine.

Click save. Check the image looks good.

??

8.5 How to make a google form available on your phone to allow regular use?

Firstly what is special about google forms? NARI staff got used to using the free version of CommCare. Wonderful. However, in time, CommCare becomes a pay as you use it option.

Google forms works pretty much the same. But free, totally.

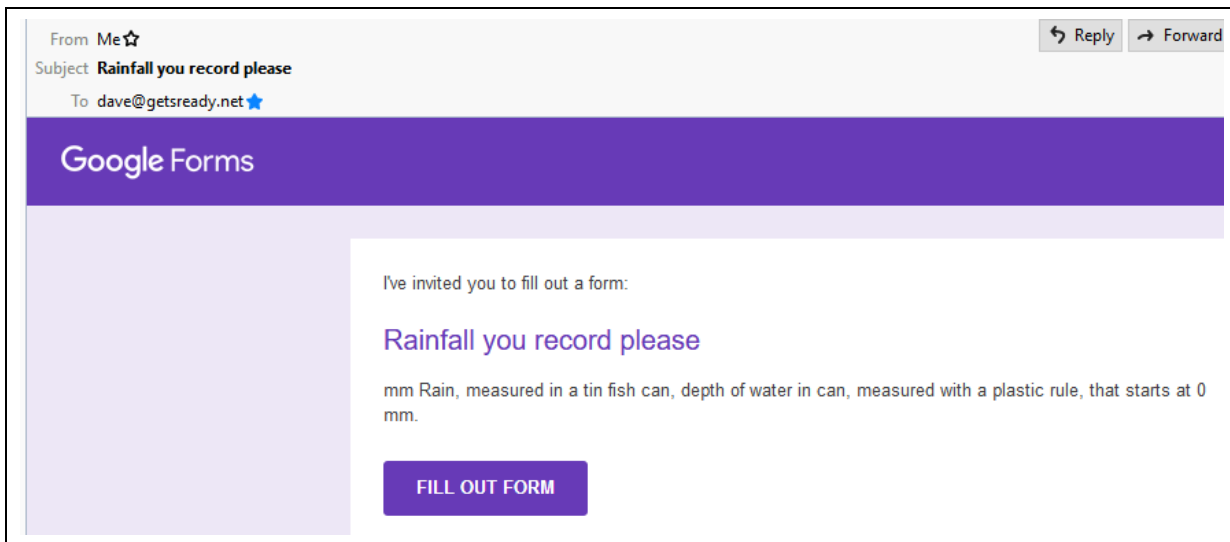
So, these tools can assist in ensuring our extension officers share their training, their plant and animal evaluations etc with us.

There's discussion needed around these tools, once NARI has increased bandwidth to assist with using internet based tools.

These steps are important if you regularly want to add rainfall data, without having to hunt for the original invitation to fill a form out.

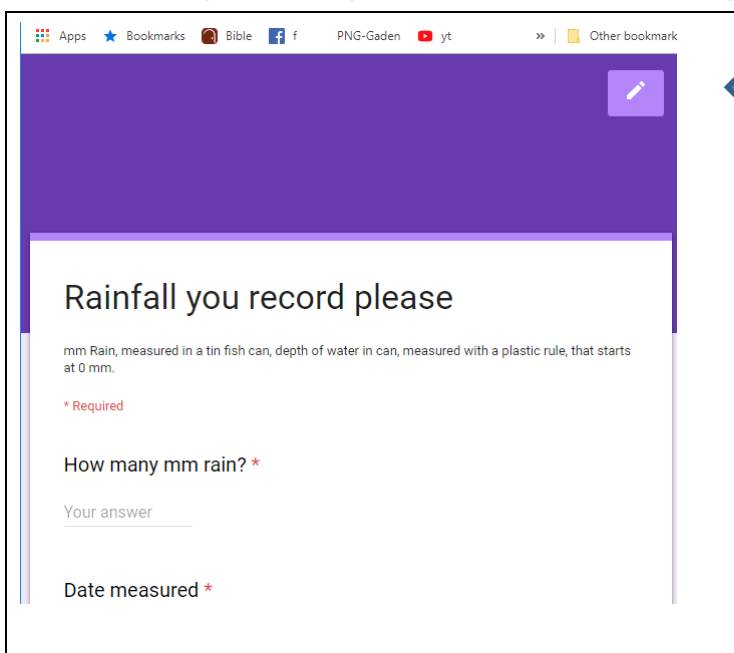
Eg below is Rainfall records that are made whenever it rains.

Someone creates a google form and emails the form to you. It arrives in an email like that below – and you can click on the fill out form – on your phone or on your computer.



Screenshot 13 An email is sent linking you to a google form to fill out.

You clicked on phone/computer and the screen below appears.



Screenshot 14 Tap on pencil to then add to homescreen for easy access to google form.

The key is that if you tap the pencil – top right above you will be able to **add this form to your phone's home screen**. You can then drag the rainfall icon to wherever you want it on your phone. Maybe into a folder or another page on your phone (assuming Android here).



The screen to left shows two ways of storing google forms on a phone.

Above I have put two forms into a folder called EUCC.

Down here on left you will see a Google Form called Rainfall which has just arrived after I clicked add to homescreen.

(Your homescreen needs one empty space ready for this new icon to arrive... If you have trouble with this, ask someone who is familiar with phones).

Now you can click on that 'Rainfall google form and add a new set of rainfall records whenever you want – straight from this screen on phone.

In the rainfall example, you have to always write in your village and date as other people, from different locations are also writing in their rainfall records.

Thanks.

Screenshot 15 Homescreen on Android with new icon from google forms added.

8.6 Templates matter

The templates provided for NARI staff are a start. They will need changing once the review of newly published materials has been completed.

Front cover is as shown below.

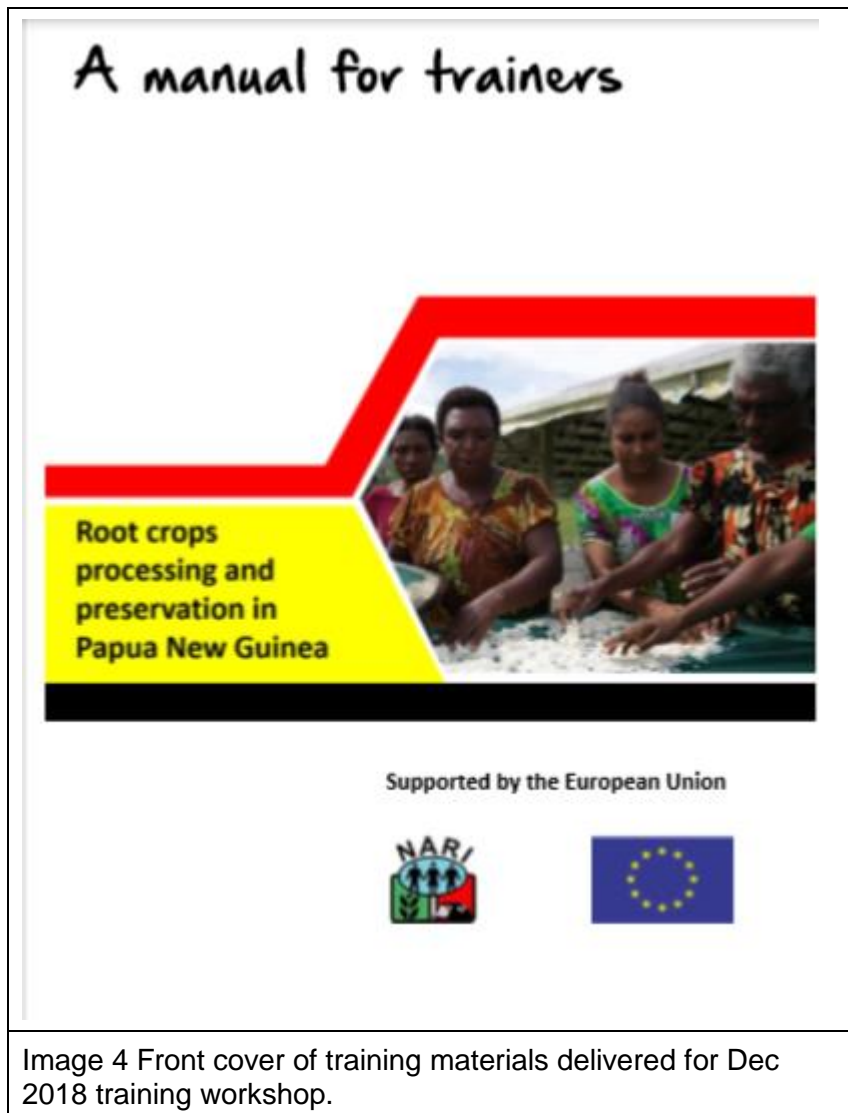


Image 4 Front cover of training materials delivered for Dec 2018 training workshop.



Trainer Day 1

Session 1: Food Processing and Preservation- Learning Goals




Farmers will →	
	<ul style="list-style-type: none"> • Know importance of food processing and preservation • Be able to practise safe food handling • Know how to construct a simple drying bed • Successfully process roots and tuber into flour. • Confidently read and interpret recipes • Confidently develop products from sweet potato and cassava flour • Be able to make pawpaw and pineapple jam • And most importantly, impart knowledge attained to others
	<p>What is food processing and why is it important? Food processing covers more than just preparation and cooking of raw products. Traditionally our methods of processing have been limited to washing, peeling and boiling. However there are process involved apart from boiling to process and preserve food!</p> <p>What are the benefits of food processing?</p> <ul style="list-style-type: none"> • Reduces post harvest losses • Increase food security by making food available for the off season • Adds variety to the families diet, especially during drought, frost or flood • Can be used to earn income by selling products in the local market, especially after harvest when food process increase • Simple activity that can be carried out at home, without the need for specialized equipment
	<p>Thinking together</p> <p>In groups, discuss some steps involved in our traditional way of food processing. Example; Coconut creamed rice.</p>

Image 5 Key elements of template – the style for various paragraphs has repeating items.

Your contribution via discussion or email is greatly appreciated. Together we are much stronger than alone.