Creating and editing News Articles on the new website

Introduction

This guide will teach you all about how we create and edit News Articles on our website.

NB/ In order to understand this guide, you will first need to have taken our **basic training course** in creating and editing website pages on Umbraco 7. If you haven't done this yet, check the intranet for next available training dates and book on to a course (or contact digidev@mind.org.uk)

Let's begin by looking at where News Articles live on our website, and how the structure of the News section works.
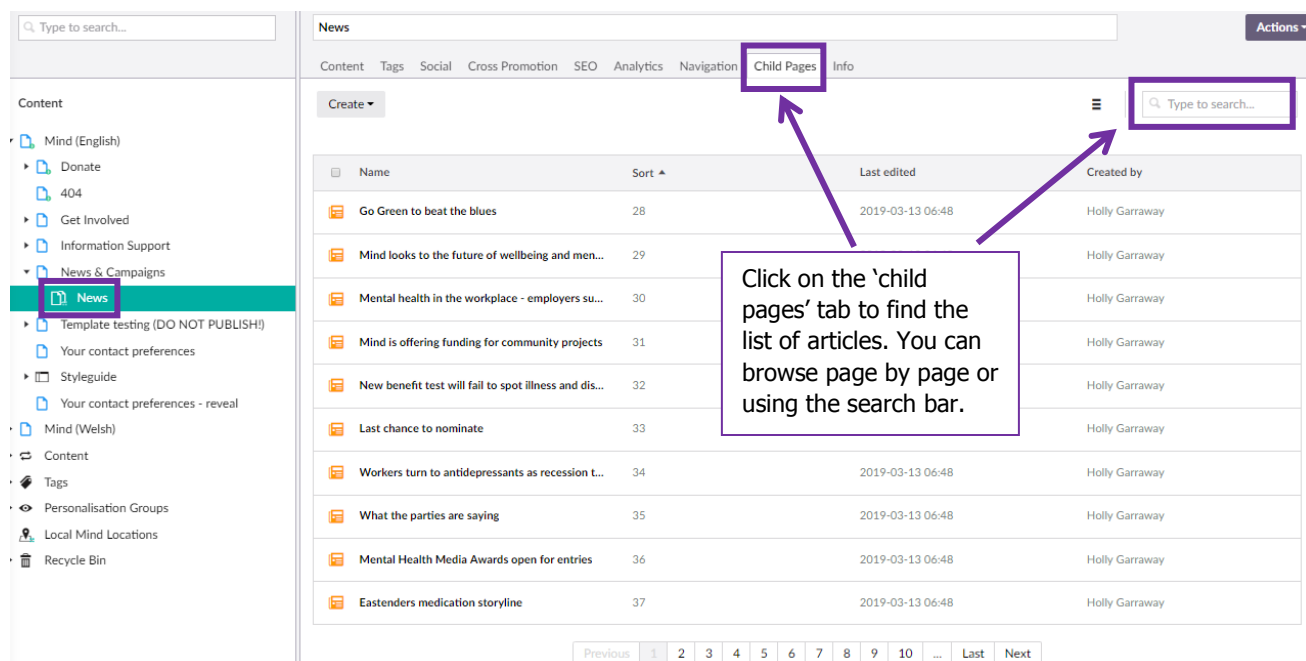
Where are news articles on the website?

You will find the news section beneath News & campaigns → News. As explained in the Basic Training session, you will only be able to see *your* pages of the website in the content tree so don't worry if your content tree looks different to this screenshot.

'News' is the listing page for this section, where users can see all the different articles available to read.
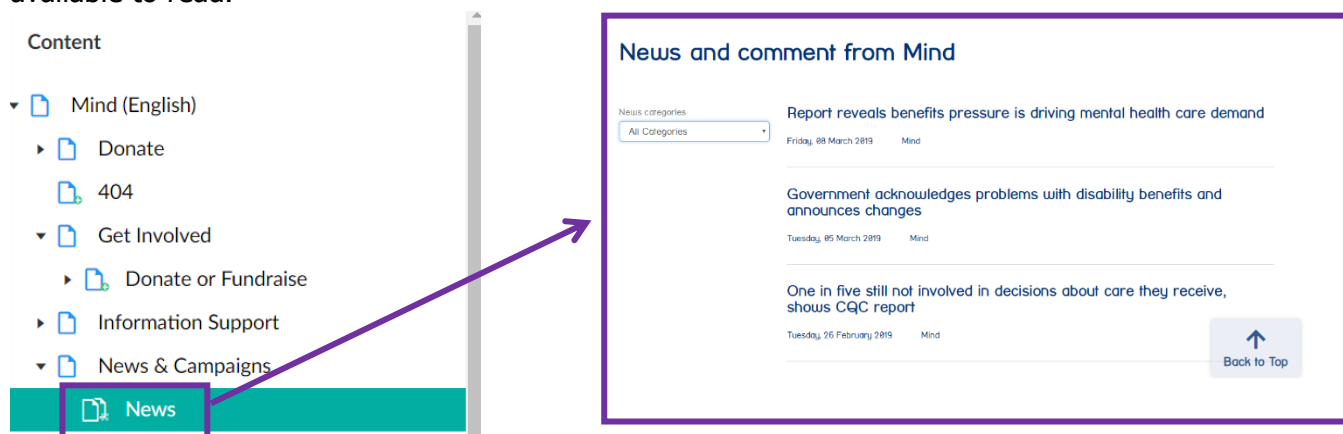

To find individual News Articles, navigate to the 'News' page and then click the tab called 'Child pages'. You'll then see a searchable list of all of our articles.

Click on the 'child pages' tab to find the list of articles. You can browse page by page or using the search bar.

How do I create a News Article?

To create a new News Article, right click on the parent page 'News' and click create. From the menu which appears, choose 'News'. Another menu of different templates will appear – choose 'News template'
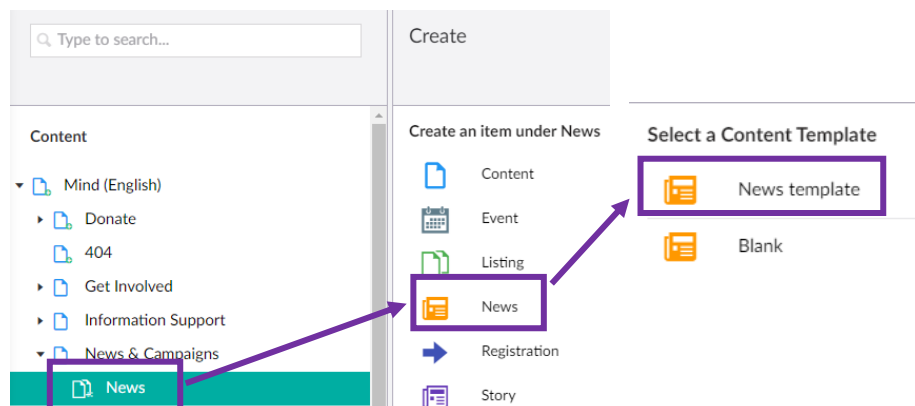
Now in the right hand side of your screen, in the content area, you'll see a page appear with some pre-populated content.

Naming your page

Before you start work, give your page a name and save it.

You should name your page using capital letters and spaces. The name you give your page will appear in its URL so do not use internal jargon, and try to be succinct.

Naming your page meaningfully will help to identify it more easily and will make sure that it is easily searchable using Umbraco search bar, too!

Populating the tabs
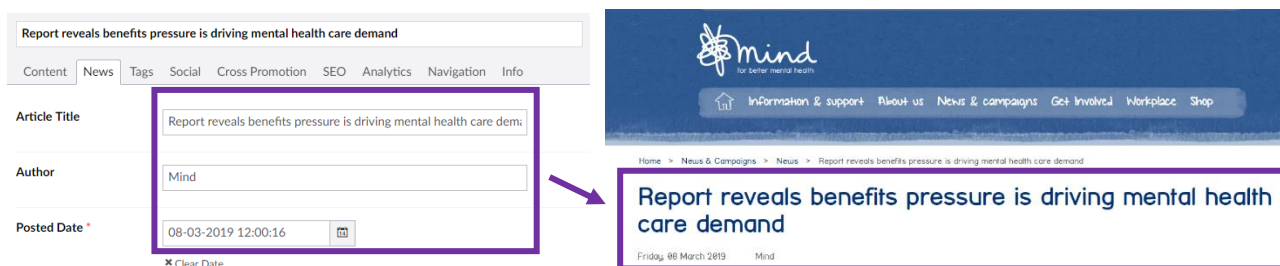
Now that you've named your event, it's time to start work on the page content. However, we don't begin in the content tab!

First, navigate to 'News'…

Editing the 'News' tab

The details you add in the 'News' tab will appear at the top of your News Article.

Under Article Title, type the title of your article.

The author will be pre-set as 'Mind' in the template. Do not alter this.

Set the date, and be sure to choose the date on which this article was/will be originally published. This will make sure articles appear in the correct order on the listings page.

For example:

- If you're uploading a new article today, select today's date
- If you're building an article that will go live next week, select the date that it will be published *not* today's date
- If you're re-publishing edits to an article that was originally posted on 22 June 2018, make sure 22 June 2018 is still selected, *do not* update this to today's date

The 'Show Author' and 'Show Posted Date' checkboxes will be green, and switched ON. Leave these on.

Adding tags

You need to add Information Tags to your article, but you can leave Location and Service tags blank.

You can add multiple tags, but we strongly recommend adding no more than 4.

This is because whatever tags you add to your article will appear at the bottom of the article. Users can click these to explore other articles tagged with the same topic. If you add too many tags, you'll overwhelm your user with options and they'll be less likely to explore.

To add a tag, click 'Add' and then browse the menu which appears. You can use the search bar too, rather than manually exploring this area. A list of all the tags you can use for News Articles can be found in the Appendix of this guide.

Editing the Cross Promotion Tab

The details you add in the cross promotion tab will appear on the News listings page.

First, add the name of your article. Then add a short summary to draw users in and make them want to read your article.

You should *not* add an image, leave this field blank.

Populating the SEO Tab

Editing the details in the SEO tab will ensure your article is advertised how you want it to be within search results on search engines like Google, Bing, Yahoo etc.

The SEO title should be the title of your article, and the SEO description should be a short summary of the article.

In the keywords field, enter the key terms on this page (e.g. Crisis care/Universal Credit…)

The Snippet preview will show you how this result will appear!

SEO Title: New report captures views of social workers

Snippet preview: **New report captures views of social workers**
https://admin.mind.org.uk/news-campaigns/news/new-report-captures-views-of-social-workers/
A new report - **Social workers** speak out about the state of care today - shows the findings of a survey of **social workers** by Community Care Magazine

Focus keyword: Social workers
The keyword you want to rank this page for, example: Umbraco editor

SEO description: A new report - Social workers speak out about the state of care today - shows the findings of a survey of social workers by Community Care Magazine
When left empty the configured SEO description property for the document type will be used

Other tabs

You do not need to edit any of the details in the Social, Analytics, Navigation or Info tabs. Leave these as they are.

Adding your page content

Once you've filled out all of your tabs, you can move on to editing your page content!

This is where you'll add the content of the article, along with any supporting images. Navigate back over to the Content tab to get started…

Adding the article title

The first row on the page contains an 'Article title' block. You do not need to edit this, as this piece of content will pull through the article title that you wrote in the 'News' tab earlier.

Adding the body of the article

Click on the Rich Text Editor block to open it, and copy your article into here.

Key tips for copying articles onto the website:

1. We recommend writing articles somewhere in a separate document on your computer and then copying across, rather than writing directly in Umbraco. This is safer in case of a website glitch or loss of connectivity, where all your writing would be lost!
2. When copying content across from e.g. a Word Document/another webpage into a Rich Text Editor, you must first *clear it of any formatting*. To do so, just copy your content over to the 'Notepad' app on your computer. You'll see it loses any formatting. Then from here, copy again and paste into the Rich Text Editor.
   a. NB/ You'll then add any formatting in Umbraco 7, so don't format your article before copying across, as these efforts will be wasted!

Formatting the article

Now you've added your plain text, you need to format it.

- The summary at the start of your article should be in the style 'Heading 2'
- Use body text for the rest of the article content.
- Use the quote font in the second largest size (Quote 2) for any lived experience voice quotations you'd like to pull out, and be sure to include speech marks around the quote.
- Use Heading 3 to introduce a quote by a representative speaking on the topic
- You can also use font styles Heading 3 - 6 for any subtitles within the article. Take a look at the Font Style guide within your Basic Umbraco 7 training guide to see the sizes of each of these headings, or test them out and preview your page.

Within a rich text editor you can also add formatting such as bullet points & numbered lists, and you can add hyperlinks to text. You will have learned about all of this in your basic training.

What if my article has an image?

If you'd like to add an image to your article, you need to add an 'Image' content block.

Click to 'add content' at the bottom of the row you're working in, and choose 'Image'.
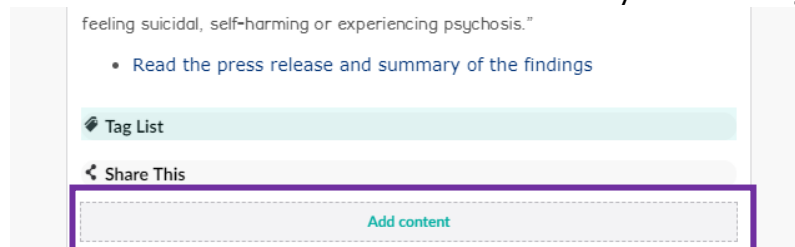
You can then choose any image from our media library to add. You can click and drag your image block to move it around within the row. If you want your article to contain text, an image, and then more text you'll need to split your article copy into two Rich Text blocks, and you will place the Image block between these.

Other page content

Please do not remove or edit the other pieces of content within the template, which are:

- Tag List
- Share This
- Other ways to get involved (A full width row with a text block + a 33/33/33 row of image links)

We've set these up for you, and they are standard across all articles so don't need to be edited.

> Congratulations, you've almost finished building your News Article! Only a couple of steps left now…

Testing your page for errors

The penultimate step in preparing to publish is to test your page.

Now that you've made all your edits and saved everything, check over your work one last time. You can use our handy Webpage Checklist to make sure you cover everything.

When you've had a thorough check, save your page one last time!

Submit to publish

Final step! Now you're all done testing and are happy with your work, you should send your page to one of the Media Team Publishing Champions to review.

Be sure to include explicit details of what page you would like to be published and when. If your work needs to be scheduled to publish on a certain date, be sure to include this information in your e-mail to your Champion.

If you're making a lot of edits, we recommend e-mailing in bulk the details of the changes you've made rather than sending lots of small publish requests over the course of your time editing – this creates a lot more work for your Champion, as they will have to check over your page each time you submit a publish request.

When the Champion receives your e-mail they will take a final look over your work. They may be in touch if they have queries, or if you have made errors in your page. **This will prolong the publishing process, so be sure to use the Webpage Checklist and this guide to make sure your page is ready to publish.**

Once we're happy your page looks and works as it should, your Champion will publish or schedule this to publish for you.

Appendix

News Tags

Any of the tags from the below list can be used on News Articles.

If you choose a tag which is *not* in this list, it **won't appear** at the bottom of your article as it has not been set up as a news tag.

If you see tags which are not on this list, but which you think should be accessible for News Articles, please e-mail digidev@mind.org.uk to enquire about adding these to the News Tags list and we will advise.

- Campaigns
  - Housing
  - Find the Words
  - Crisis care
  - Five Year Forward View
  - Benefits
    - Universal credit
    - Sanctions
    - Assesments
    - PIP
- *Get involved (not for use)*
  - **Giving in celebration**
- Workplace
  - Sector
    - Emergency Services
- Government and Legislation
- Legal rights
- *Everyday Living (not for use)*
  - **Stigma**
- Media
  - Mental Health in the Media
  - Celebrity Supporters
- Public mental health
- Research
- Sport
- Treatments
- Mental health services
  - Primary Care
  - Crisis services
  - Funding
  - Five Year Forward View

A-Z of tags

This is a full list of all the tags we currently use across the website, for News Articles, Your Stories blogs and Information Pages (as of 26.03.19)

News articles have been assigned a certain number of these tags which are relevant, but if you see other tags which you think should be accessible for News Articles, please e-mail digidev@mind.org.uk to enquire about adding these to the News Tags list and we will advise.

- Campaigns
  - Housing
  - Find the Words
  - Crisis Care
  - Benefits
    - Universal credit
    - Sanctions
    - Assesments
    - PIP
- Everyday living
  - Stigma
- Get involved
  - Giving in Celebration
  - Wills
  - Crafternoon
- Government and legalisation
- Legal Rights
- Media
  - Mental health in the media
  - Celebrity Supporters
- Mental health services
  - Primary Care
  - Crisis Services
  - Five Year Forward View
  - Funding
- Public Mental Health
- Research
- Sport
- Treatments
- Workplace
  - Sector
    - Emergency Services
- Drugs

- Types of mental health problem
  - Postnatal depression (PND)
  - Bipolar
  - Borderline personality disorder (BDP)
  - Depression
  - Dissociative disorders
  - Eating problems
  - Anxiety and panic attacks
  - Hearing voices
  - Mania and hypomania
  - Obsessive-compulsive disorder (OCD)
  - Personality disorders
  - Schizophrenia
  - Seasonal affective disorder (SAD)
  - Body dysmorphic disorder (BDD)
  - Paranoia
  - Phobias
  - Post-traumatic stress disorder (PTSD)
  - Premenstrual dysphoric disorder (PMDD)
  - Psychosis
  - Schizoaffective disorder
  - Self harm
  - Sleep problems
  - Stress
  - Suicidal feelings
  - Tardive dyskinesia (TD)

- Popular events
  - Volunteering
  - Discrimination
    - Disability discrimination
    - Discrimination when buying, renting or living in prop
    - Discrimination in everyday life
    - Discrimination at work
  - Life experiences
    - Loneliness
    - Parenting with a mental health problem
    - Psychotic experiences
    - Stress
    - Suicide
  - LGBT mental health
  - Medication - general
  - Money and mental health
  - Online safety and support
  - Peer Support
  - Podcasts
  - Stigma
  - Sectioning
  - Self Care
    - Exercise
    - Crafting
    - Playing music
    - Writing
  - Helplines
    - Infoline
    - Legal line
    - Blue light infoline
  - Student Life
  - Medication - stopping or coming off
  - Talking treatments
    - Cognitive behavioural therapy (CBT)
    - Dialectical behaviour therapy (DBT)
    - Counselling
  - Parliament
  - Mental health at work
  - Access to talking therapies