Adding a new post to the LKS Blog

Introduction

This guide takes you through the process of adding a post to the **LKS North Blog** (https://www.lksnorth.nhs.uk/blog/) and adding an associated news item, which appears on the home page of the **Library Knowledge Services (North)** website (https://www.lksnorth.nhs.uk/)under the **What's New** section. In order to carry out this process you need access to a content management system (CMS) called **Umbraco.** In order to be set up with a username and password, please contact Gil Young at gil.young@hee.nhs.uk

Logging in

Go to the following website and login:

https://www.lksnorth.nhs.uk/umbraco

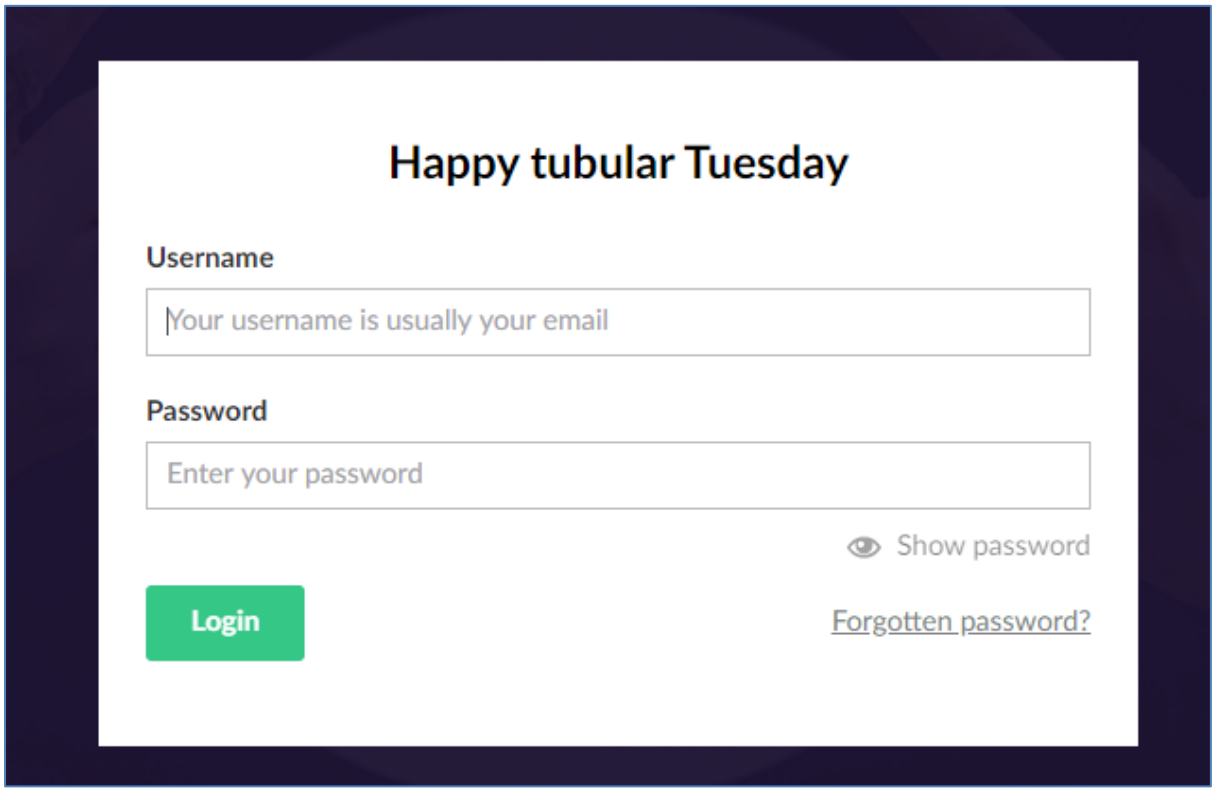

Figure 1

After logging in you will see Figure 2:

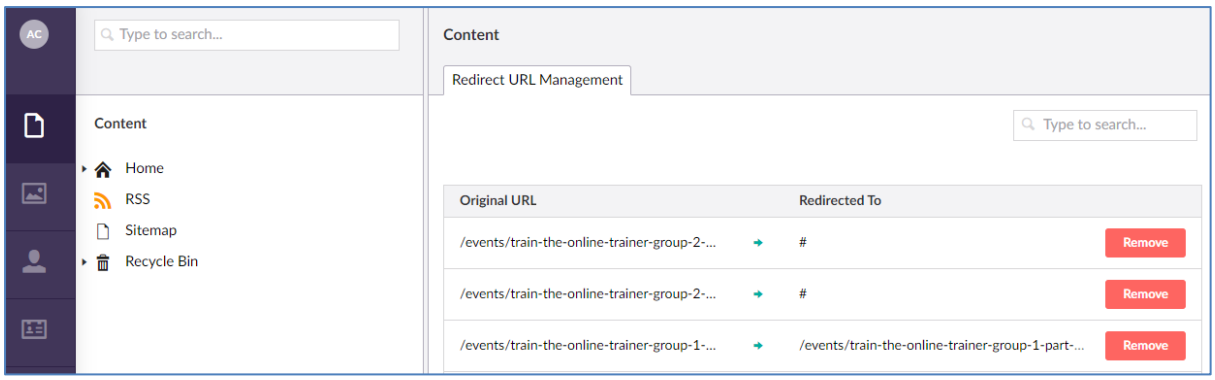

Figure 2

Adding a new Blog post

1. Click on the arrow next to **Home**
2. Click on the arrow next to **Blog**

You should now see a screen similar to Figure 3. You will notice that one of the options in the menu is called **Archive.** If you place your cursor over **Archive,** you will see the eclipse symbol (Figure 4): click on the eclipse symbol.

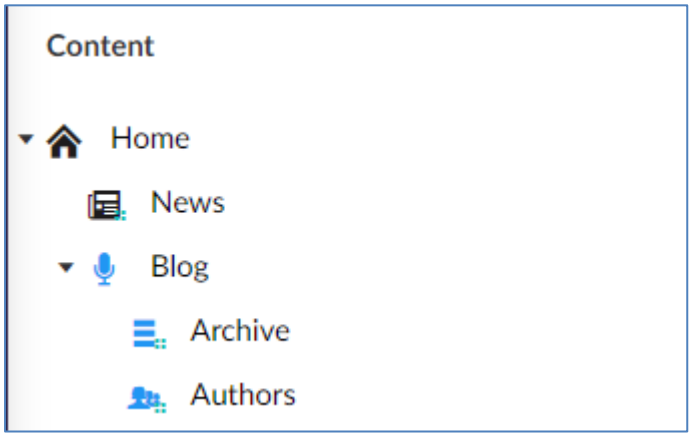

Figure 3

Figure 4

You are presented with two options (Figure 5): click on **Article Rich Text**.

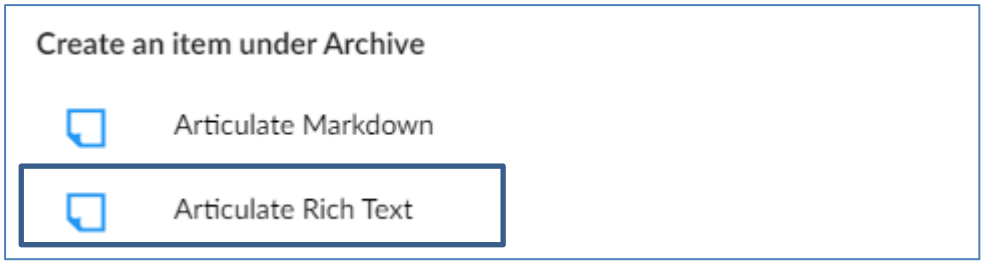

Figure 5

Article Rich Text page

You will be presented with presented with the page show in Figure 6. This page has a number of tabs. You will be working with two: **Post Attributes,** and **Content.**

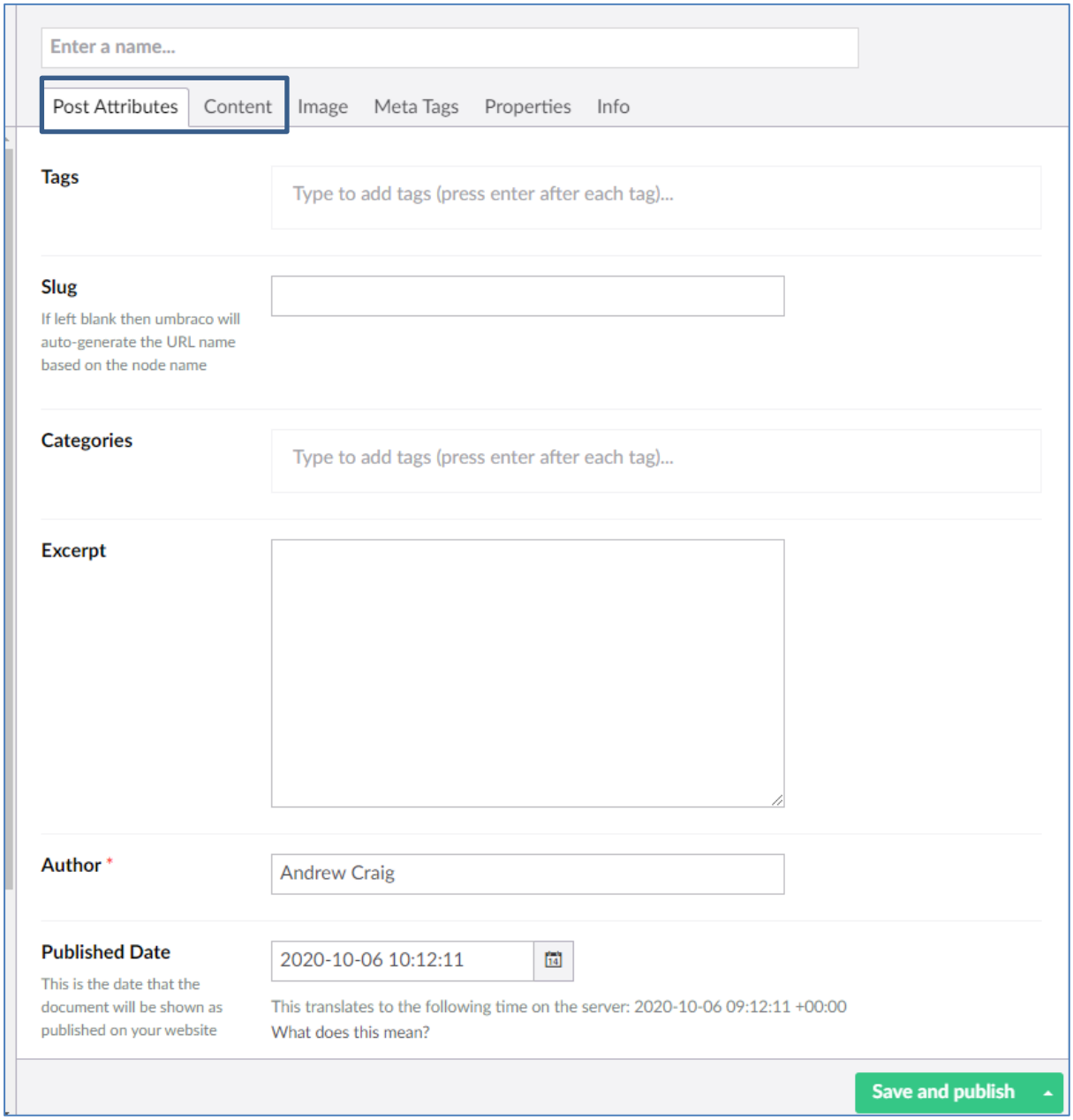

Figure 6

Saving your work

As you are working on an article it is important that you save your work as you go along. You will notice the button **Save and Publish (**Figure 6**)** with an arrow next to it. If you click on the arrow, you will see the option to **Save (**Figure 7**)**: click on **Save** to save a draft of your work.

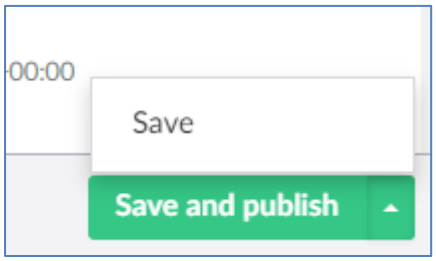

Figure 7

Post Attributes tab

The next section provides details of the information you need to enter in **Post Attributes** tab. Figure 8 shows a completed example.

Enter a name: Title of article.

Tags: You should be familiar enough with the article to add appropriate tags.

Slug: this field is automatically filled in and so leave blank.

Categories: The Categories field should contain the category **Northern Lights.**

Excerpt: This is a short summary of the article. Usually we enter the first paragraph of text, but you can use your own discretion if you do not think that this is appropriate.

Author: Change the author name, which defaults to the name of the person logging in.

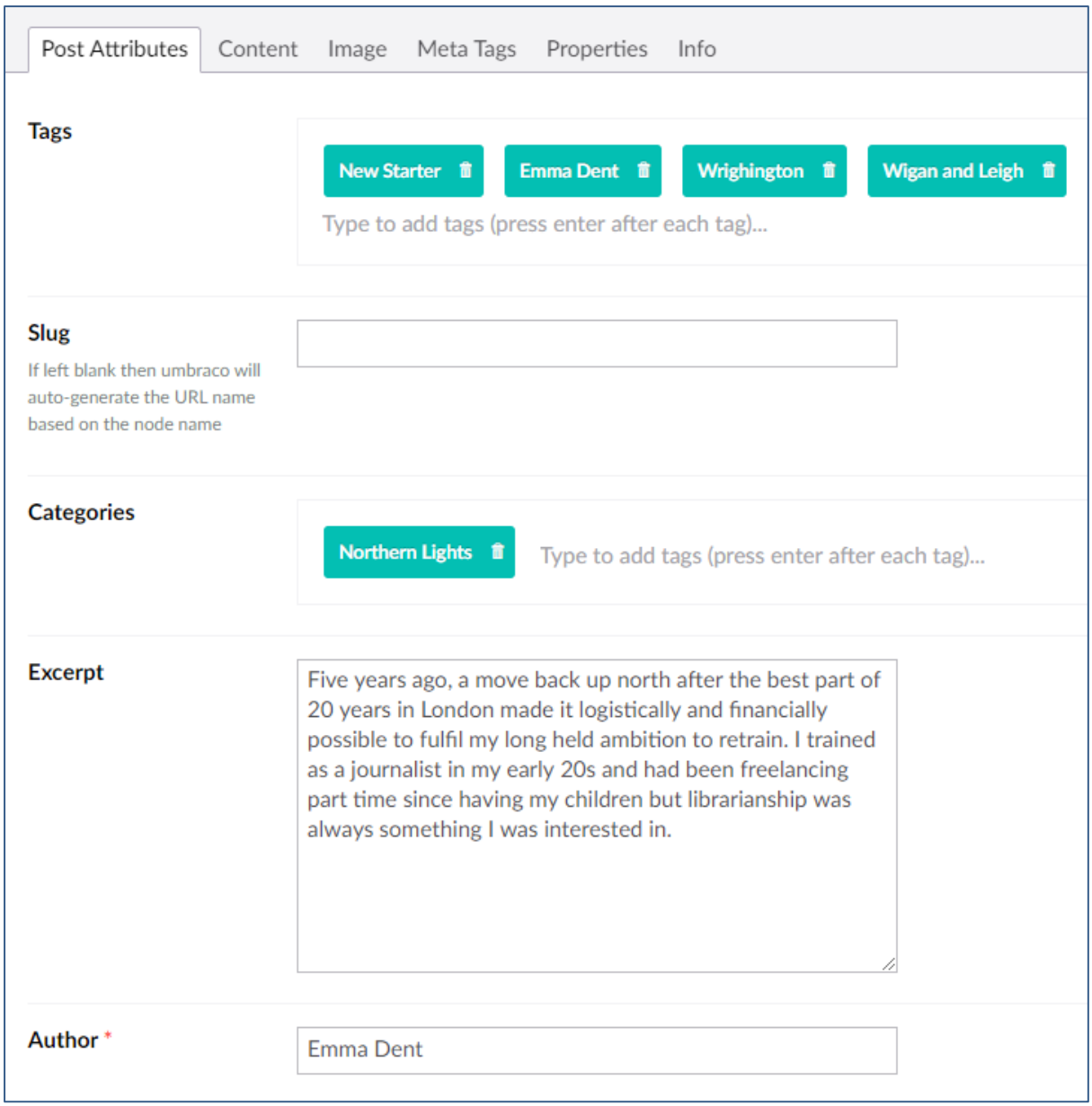

Figure 8

Content tab

The Content tab is where you enter the text of the article.

Name: Title of article

Content of article: Copy the article from Word into Notepad: this un-formats the article. Then copy the article from Notepad to the editing area in the CMS (Figure 9). You will need to recreate hyperlinks and add images: see the section of **inserting hyperlinks** and **inserting images**.

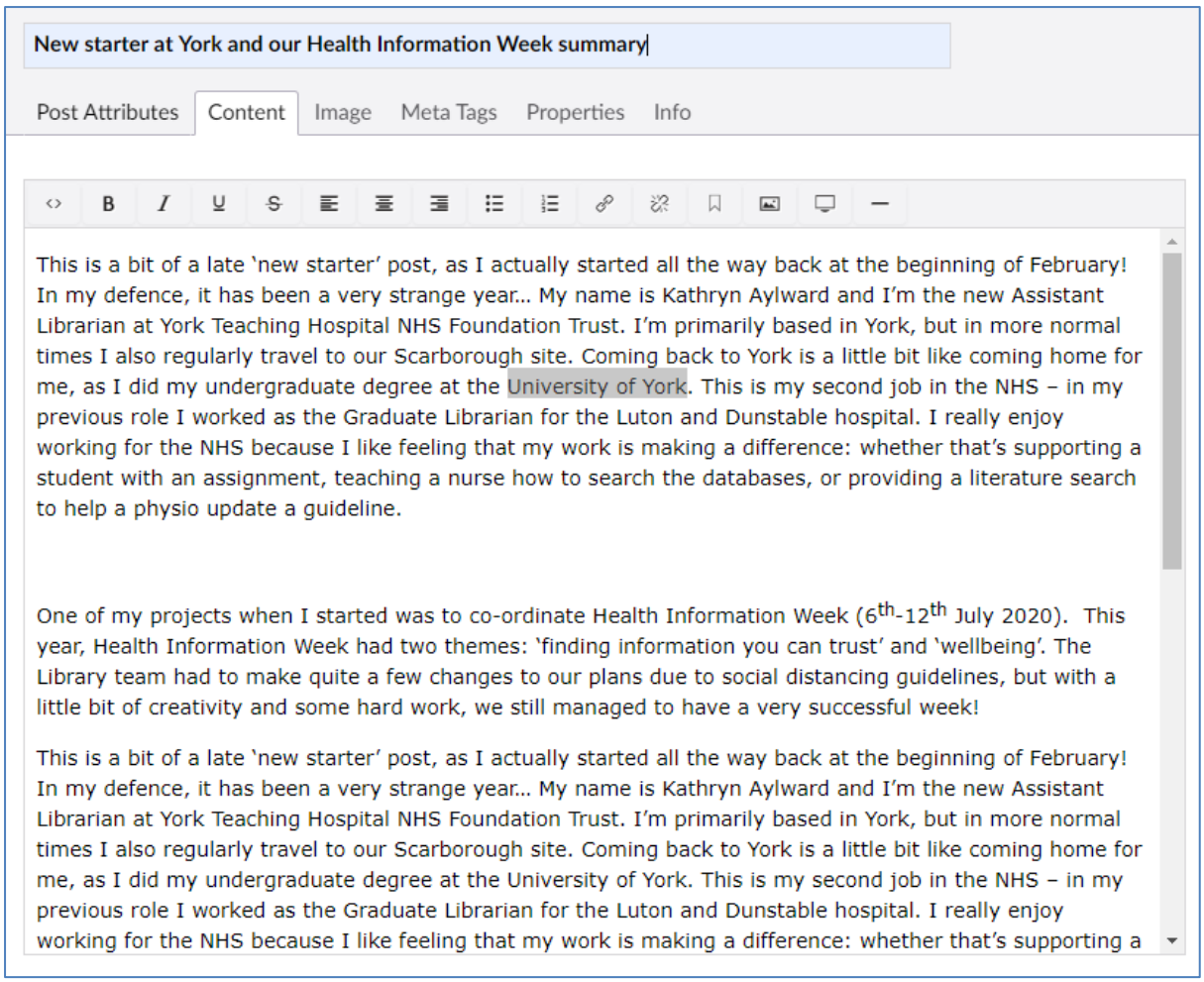

Figure 9

Inserting hyperlinks

Highlight the text you want to hyperlink and click on the link icon: highlighted in Figure 9. You will see the following dialog box (Figure 10). Type or paste the link in the **Link** field. In the **Link title** field you can add some alt text to aid accessibility. The alt attribute is used by "screen reader" software so that a person who is listening to the content of a webpage (for instance, a person who is blind) can interact with this element (see next section on images). Once you have filled in the fields, click Submit

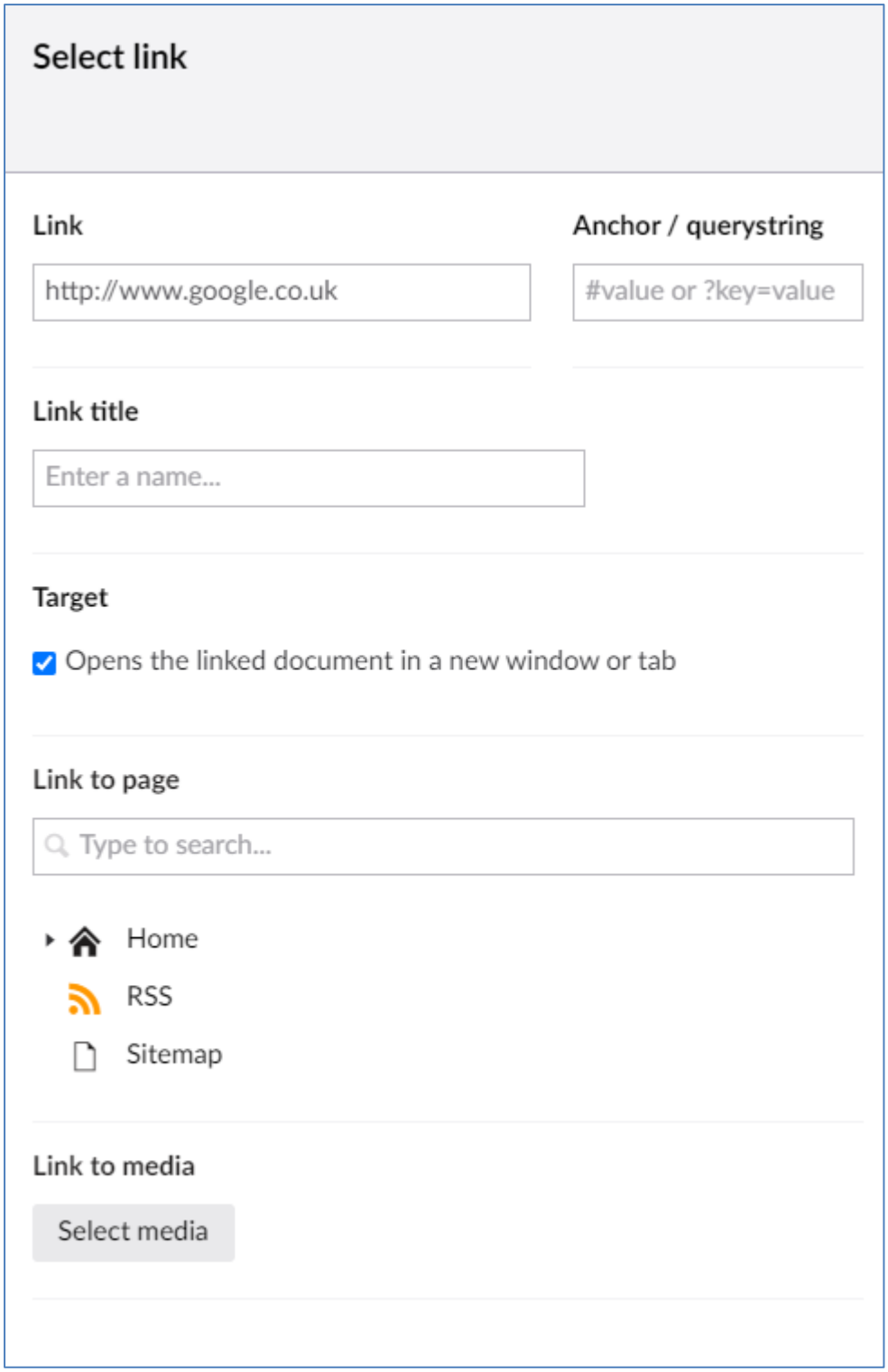

Figure 10

Insert image

This section assumes you have already uploaded your image to the CMS (see section **Uploading images**). Place your cursor in the part of the document you wish to insert your image. Click on the image icon in the menu (see Figure)

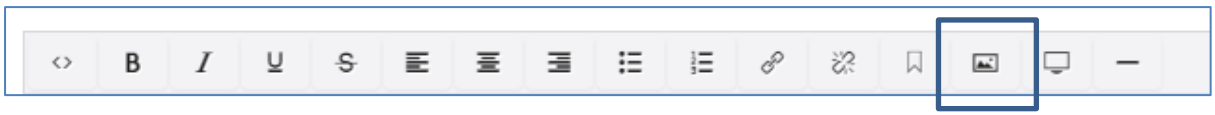

Figure 11

You will see **Select Media** box (Figure 12), choose the **Images** folder and scroll down until you find the **Northern Lights** folder. All images should be saved to the **Northern Lights** folder. Again, this is explained in next section (**Uploading images**).

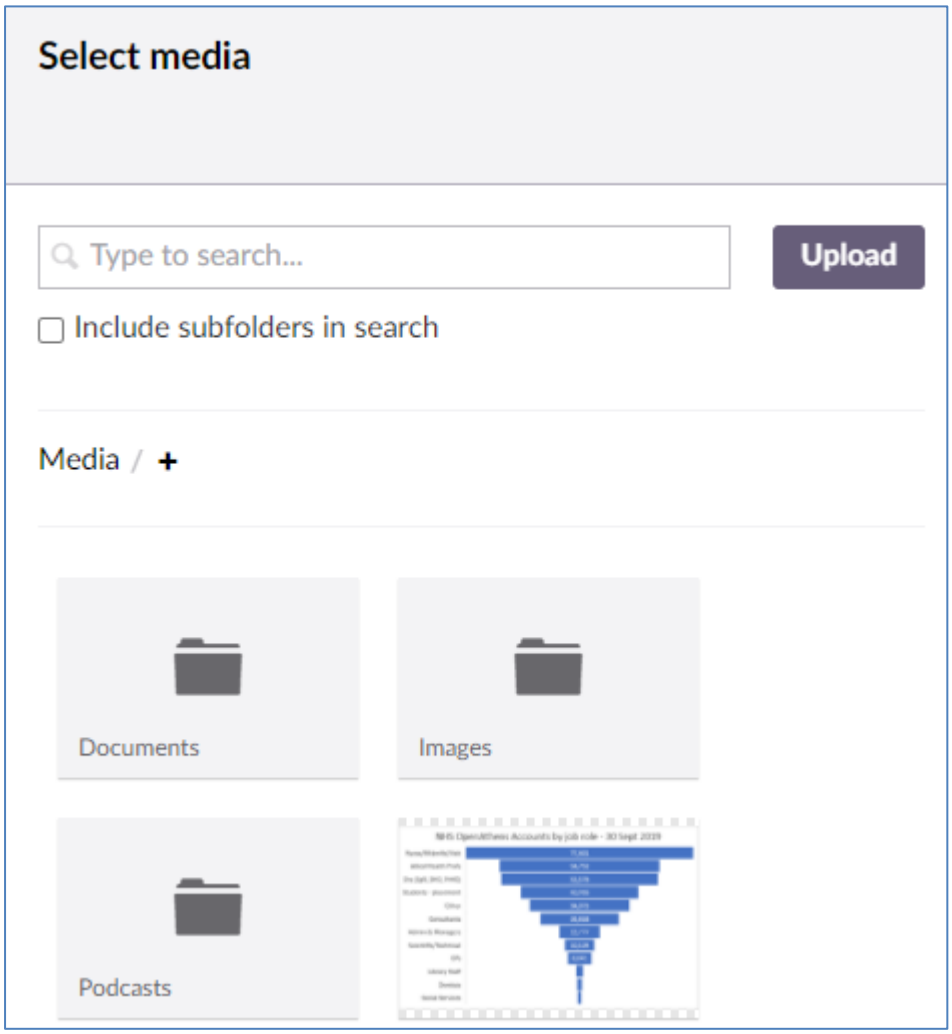

Figure 12

Once you have located the image you wish to insert, click on the image and choose the **Submit** button (Figure 13).

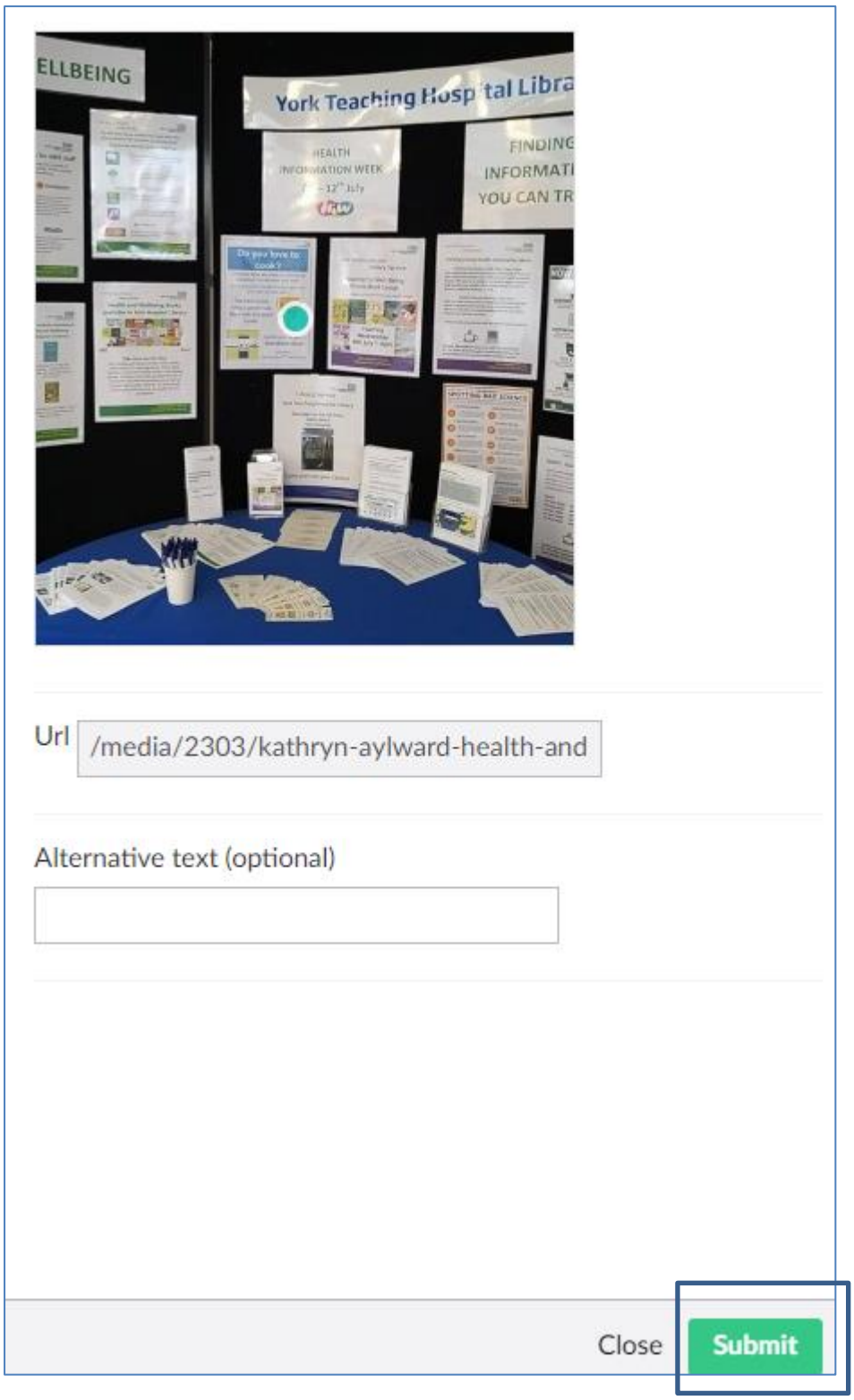

Figure 13

Once you clicked on the submit button the image should have been inserted into the article.

Uploading images

To add an image to your post you need to upload the image first. To do this, click on **Media (**Figure 15**)** and then click on the arrow next to **Images** to expand the menu (Figure 15).

Figure 14

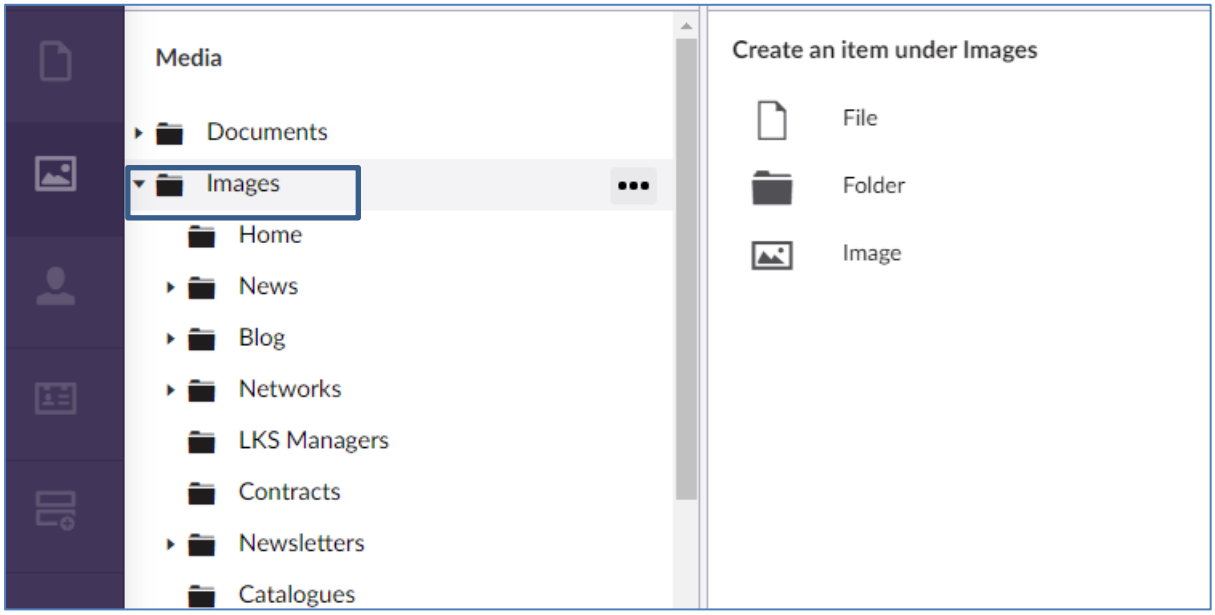

Figure 15

A folder has been created called **Northern Lights**. All images should be saved within this folder. Scroll down until you find Northern Lights: click on **Northern Lights** (Figure 16).

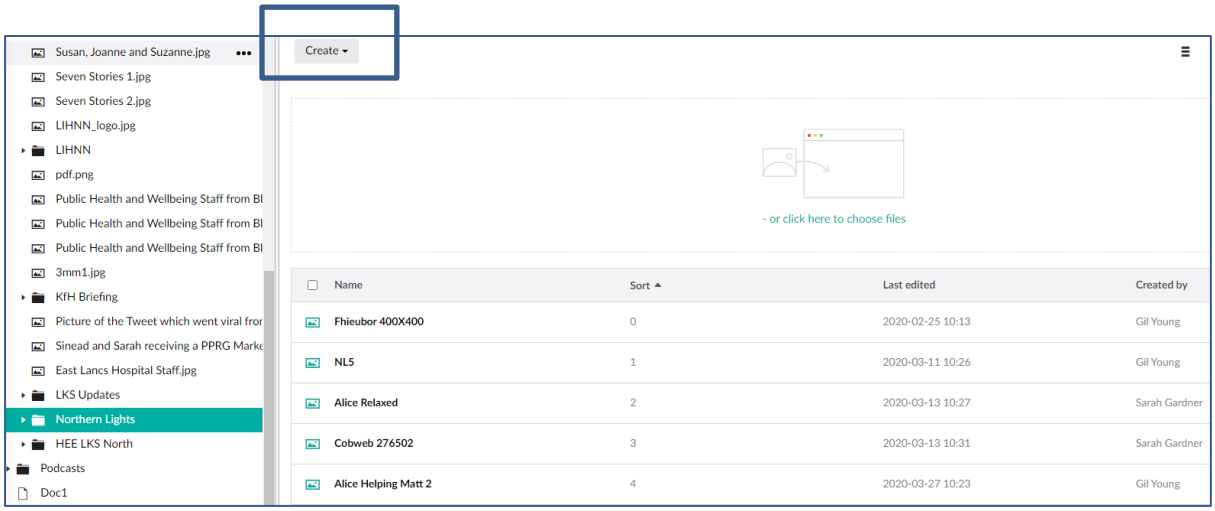

Figure 16

Figure 16 shows that once you have clicked on **Northern Lights**, you will be given the option to click on a **Create** button. After clicking on the **Create** button you will see Figure 17: choose **Image.**

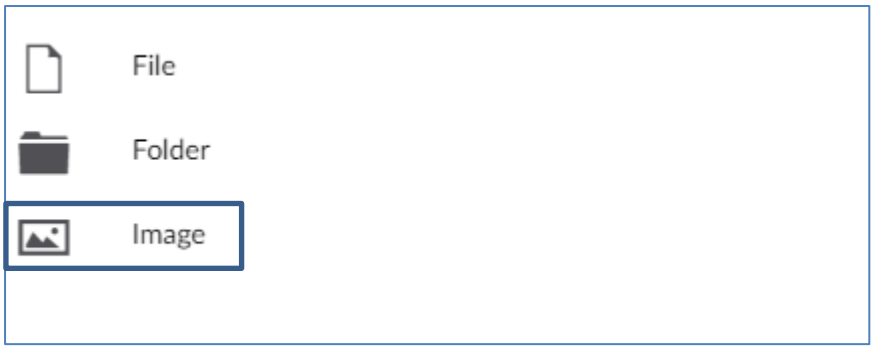

Figure 17

After clicking on **Image** you should see Figure 18**.**

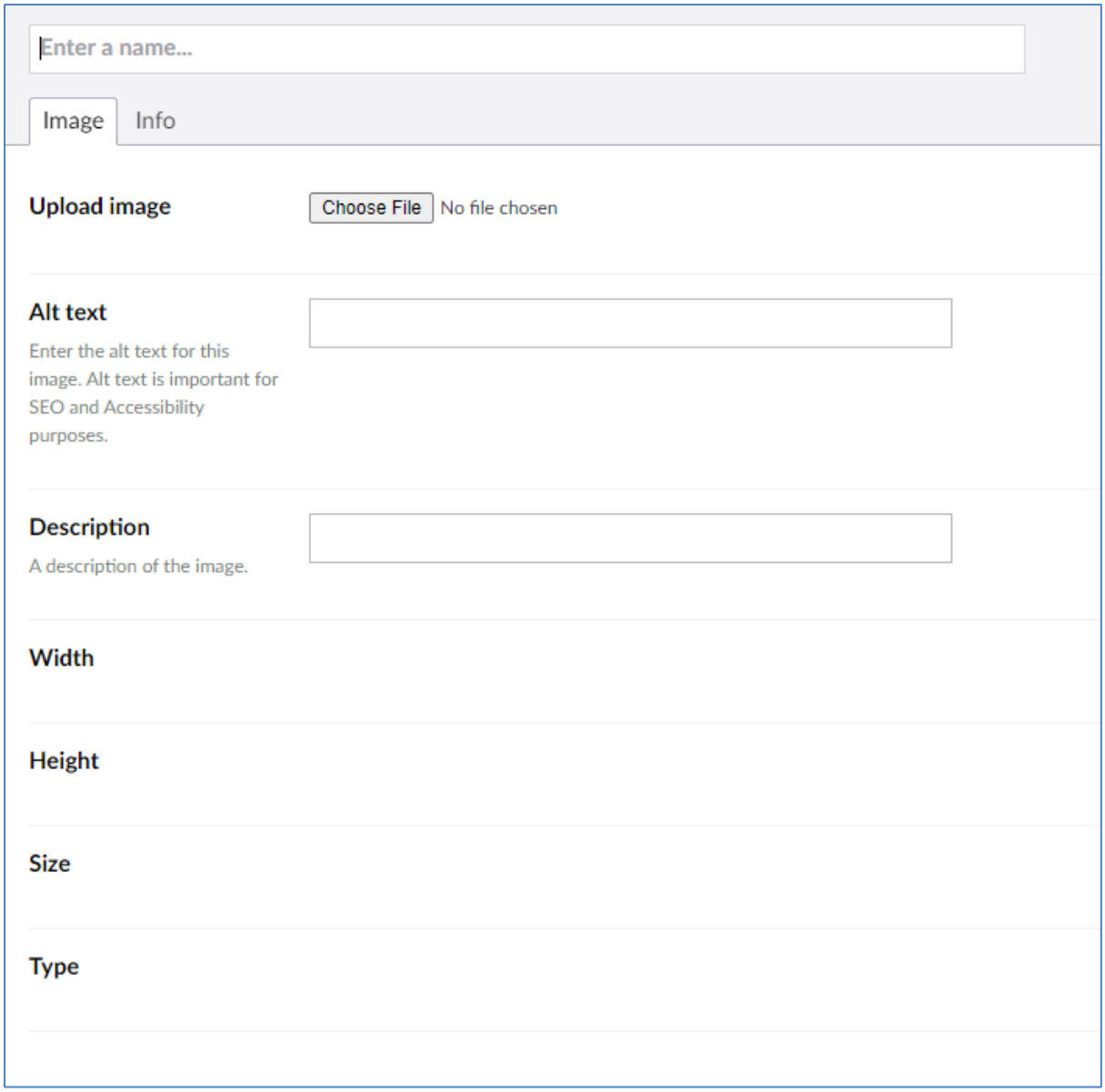

Figure 18

Name: Enter the name of the photo

Alt text: This is used for accessibility purposes and it is good practice to enter some alt text. If you wish to read more about this, there are a number of articles online detailing good practices for alt text**.**

Description: This is the descriptive text that shows up on your image attachment page. Any time you upload an asset to your website (be it an image, PDF, video, or audio file) by default, Umbraco creates a page to host just that piece of content. That page gets its own URL which can contain more information about a graphic than may be necessary or relevant on its parent page.

Once you have filled in the form, you need to upload the photo: click on the button **Choose File** (Figure 18). You will need to navigate to where you have saved them on your local PC. Your image should be in JPEG or PNG format. Please be aware of the size of your image: both in terms of its width and height and in terms of megabytes.

Once you have uploaded your image, the name of the image will appear under the Choose File Button (Figure 19).

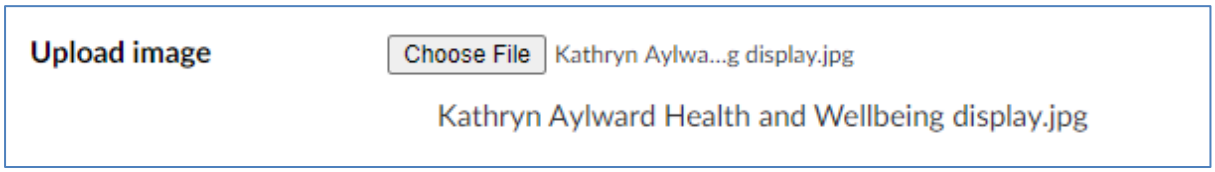

Figure 19

Click on the green **Save** button in the bottom right hand corner.

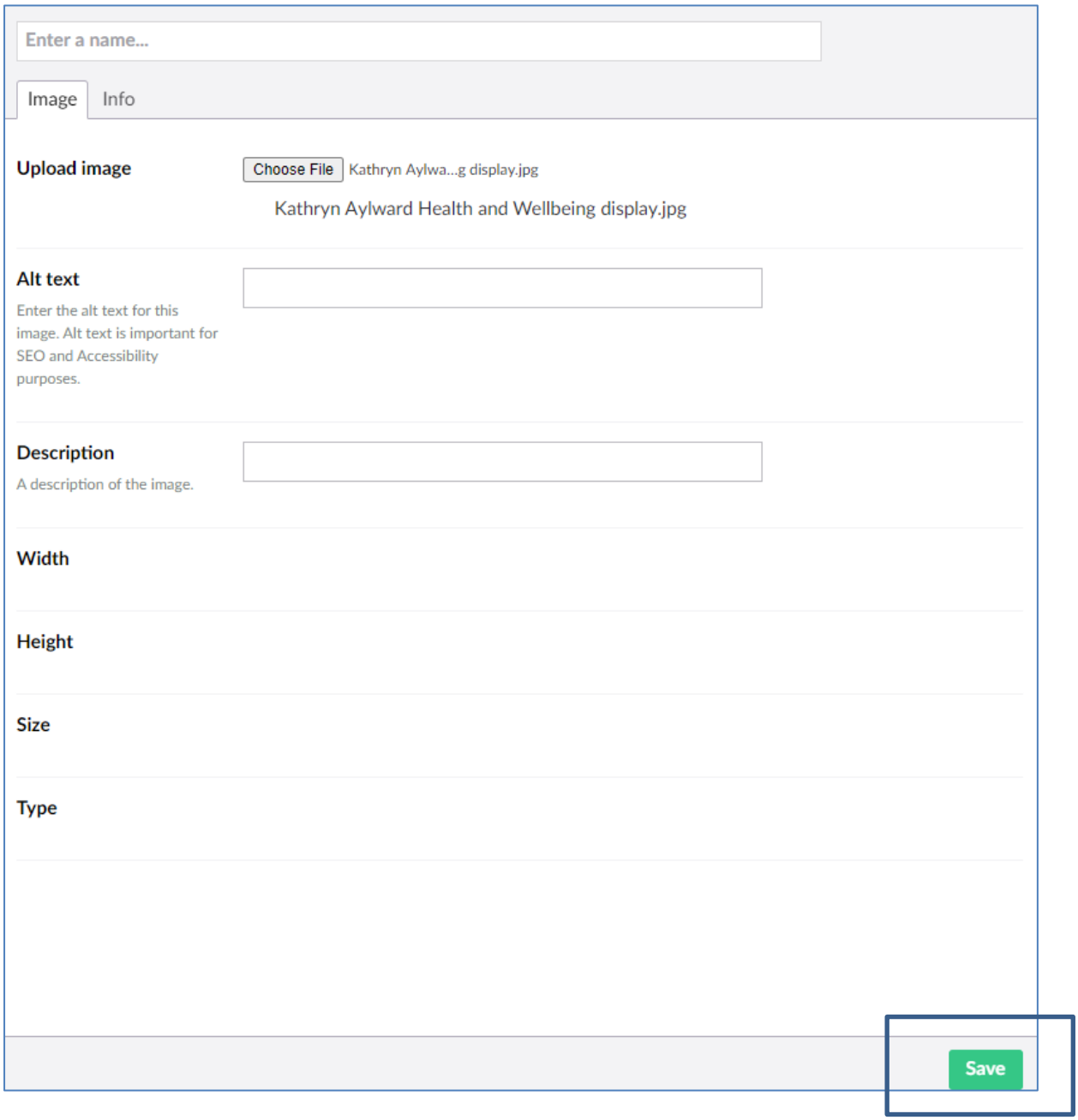

Figure 20

Saving and Publishing a post

You are now ready to publish the article: click on the **Save and publish** button (Figure 21) in the bottom right. Once you have done this the article should appear on the **LKS North Blog**.

Figure 21

News item

After publishing the article to the blog it is good idea to also add a **News** item. News items appear in the **What's New** section (Figure 22) on the home page of the **Library Knowledge Services (North).**

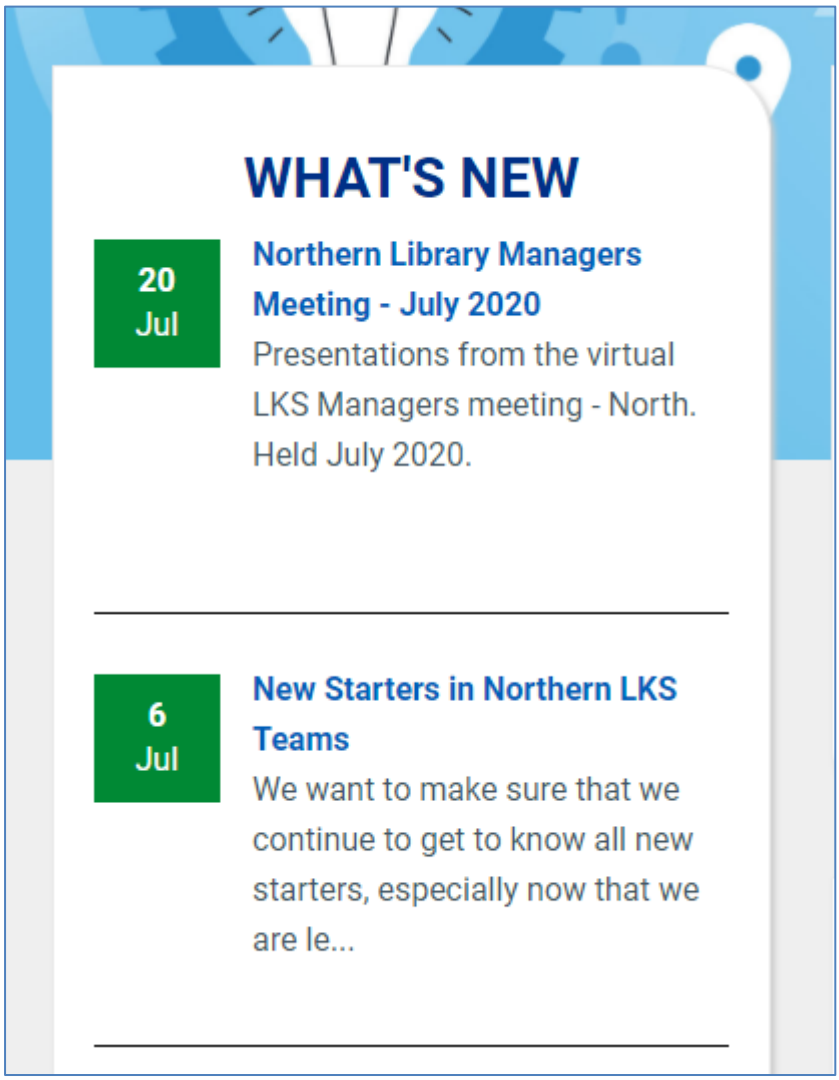

Figure 22

In order to add **News** items take the following steps. Go back on the arrow next to **Home** and then **News (**Figure 23**)**. You will see a button called **Create News Item** (Figure 24)

Figure 23

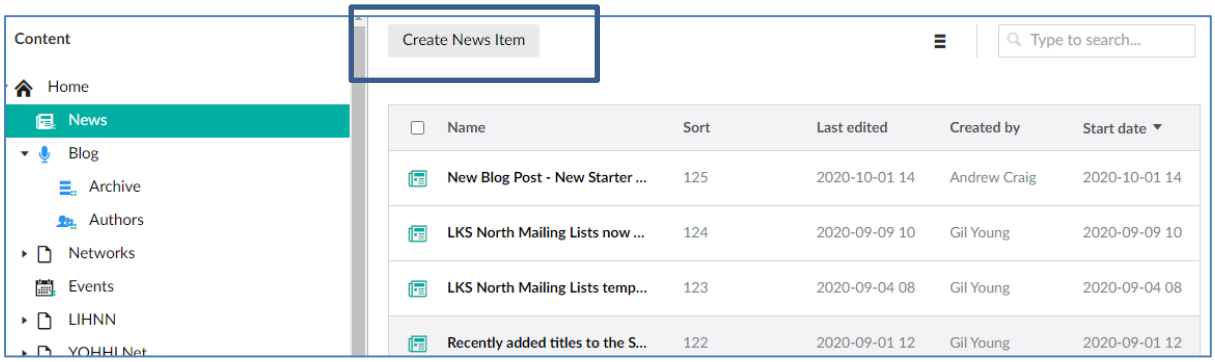

Figure 24

Click on the button **Create News Item**

You will need to add a title to the news item. This title should be the same title that you used for the main article. Again, you will see a number of tabs. We are only concerned with two: **Content** and **Page Information** (Figure 25).

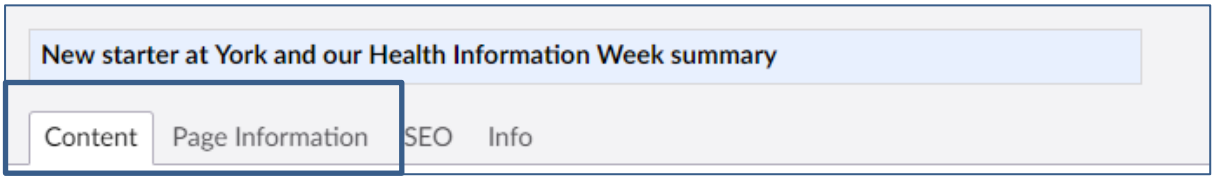

Figure 25

Content tab

Under the **Content** tab paste the first paragraph from the article you have just uploaded or provide a quick summary of the article. It is also useful to create a hyperlink link to the article. You create a link in the same way as shown in **Inserting hyperlinks** section: see Figure 26.

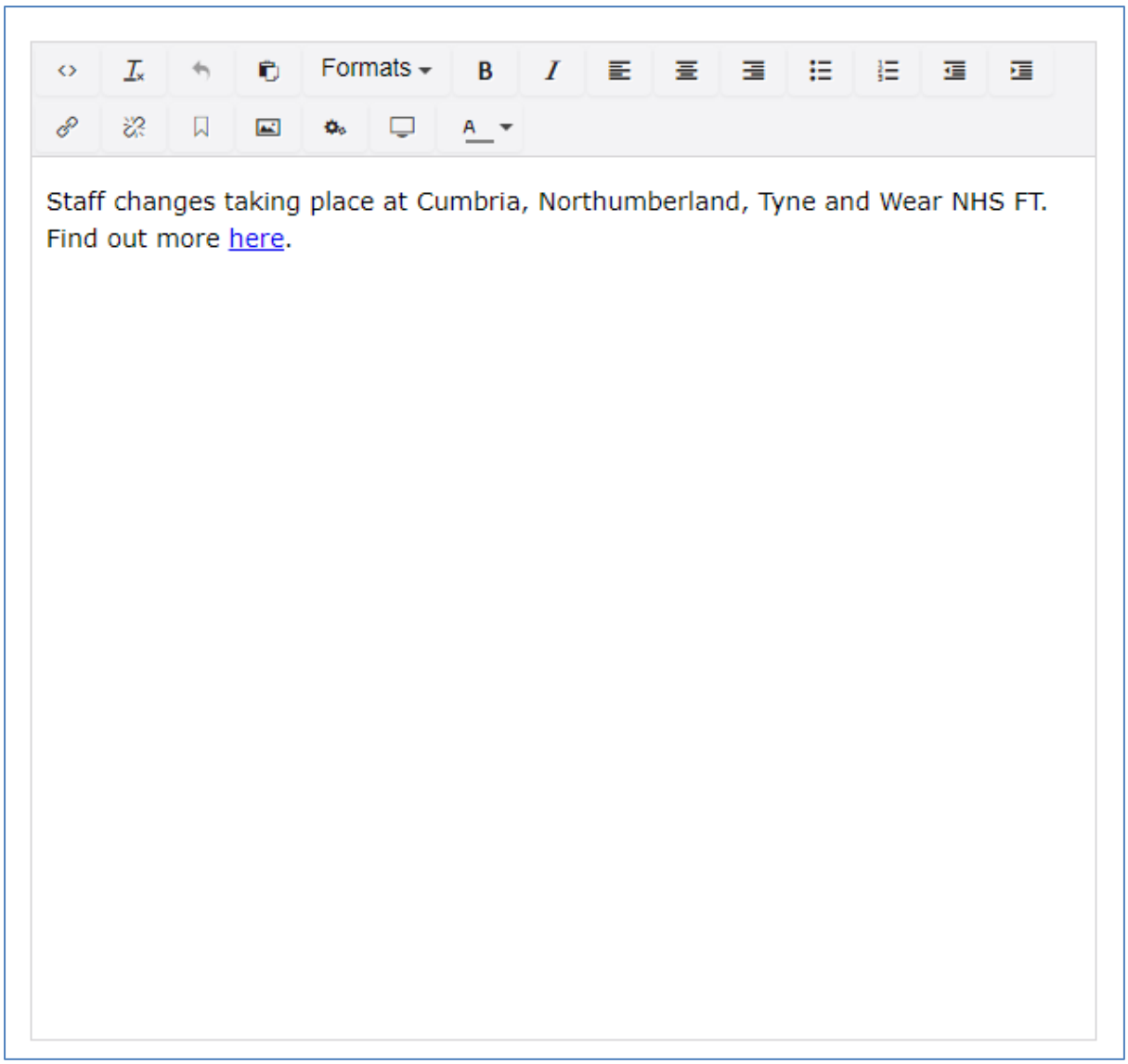

Figure 26

Page Information Tab

Now click on the **Page Information** tab. Make sure that the Page Tile and the Summary are filled in (Figure 27).

Content | Page Information | SEO | Info

Page Title *

The title shown at the top of the page

Staff changes at Cumbria, Northumberland, Tyne and Wear

Menu Title

Title used in menus. Leave blank to use Page Title in menus.

Summary

A short description of the page content, this is used for SEO, Twitter and Facebook.

Staff changes taking place at Cumbria, Northumberland, Tyne and Wear NHS FT

Hide From Navigation

Stop this page showing in menus

Page Class

Option to add an additional class to this page.

Figure 27

Once the **Page Title** field and **Summary** field are filled in then you can click on **Save and Publish.**

Save and publish

Figure 28

You have now completed the process.