

# Adding a new post to the LKS Blog

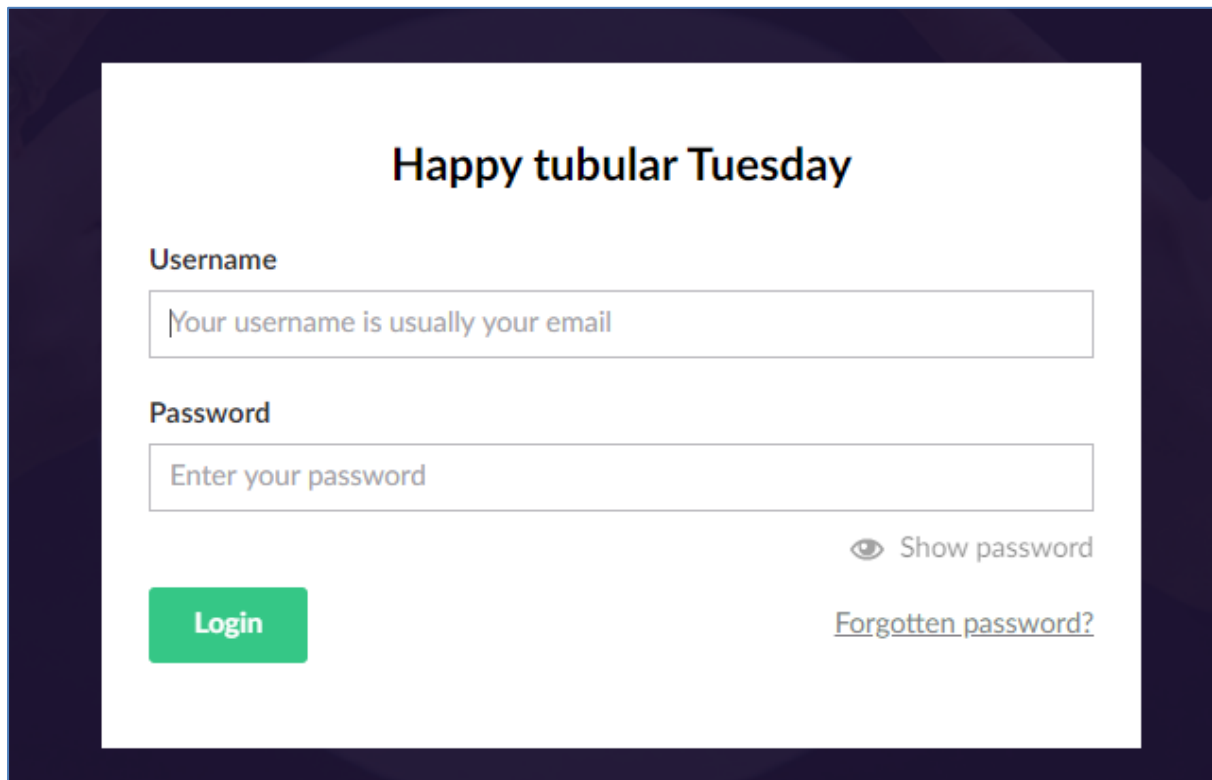
## Introduction

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](mailto:gil.young@hee.nhs.uk)

## Logging in

Go to the following website and login:


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



Happy tubular Tuesday

Username

Password

 Show password

Login

[Forgotten password?](#)

Figure 1

After logging in you will see Figure 2:

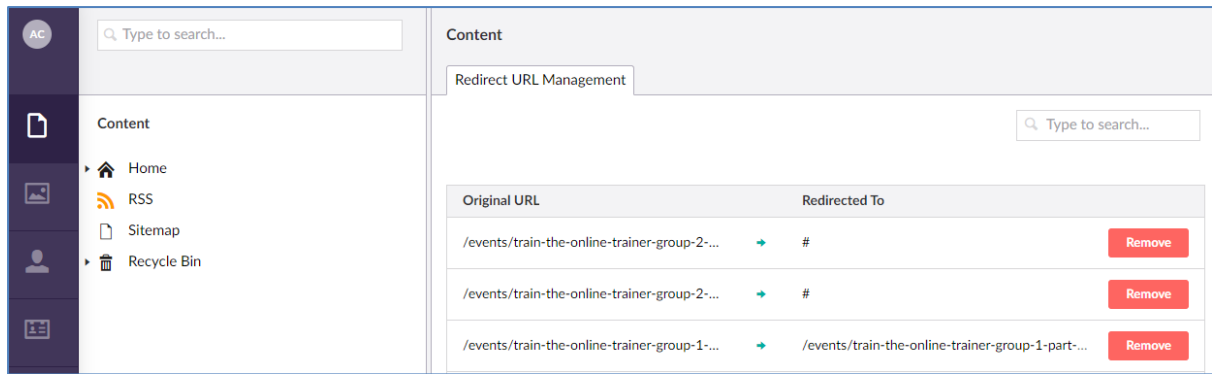


Figure 2

## 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.

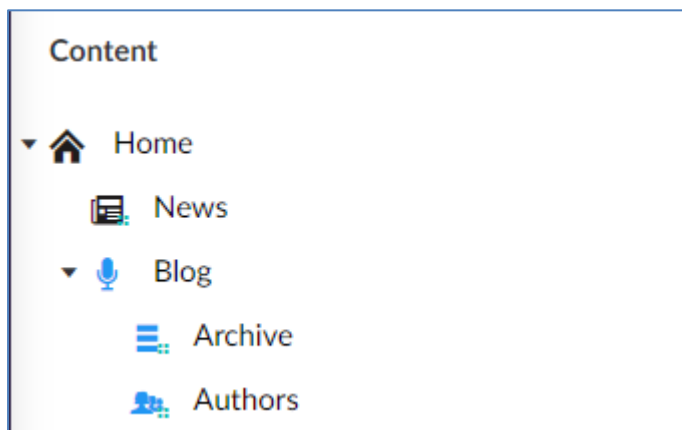


Figure 3

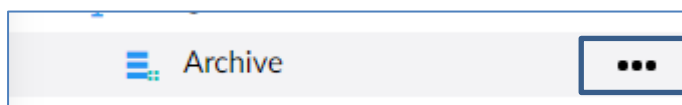



Figure 4

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

### Create an item under Archive

 Articulate Markdown


 Articulate Rich Text

Figure 5

### Article Rich Text page

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

Enter a name...

Post Attributes

Content

Image

Meta Tags

Properties

Info

Tags

Type to add tags (press enter after each tag)...

Slug

If left blank then umbraco will auto-generate the URL name based on the node name

Categories

Type to add tags (press enter after each tag)...

Excerpt


Author \*

Andrew Craig

Published Date

This is the date that the document will be shown as published on your website

2020-10-06 10:12:11



This translates to the following time on the server: 2020-10-06 09:12:11 +00:00  
What does this mean?

Save and publish

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.

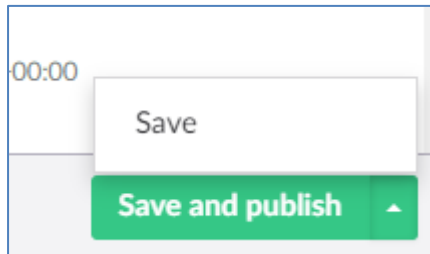


Figure 7

### **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.

Post Attributes
Content
Image
Meta Tags
Properties
Info

Tags

New Starter

Emma Dent

Wrighington

Wigan and Leigh

Type to add tags (press enter after each tag)...

Slug

If left blank then umbraco will auto-generate the URL name based on the node name

Categories

Northern Lights

Type to add tags (press enter after each tag)...

Excerpt

Five years ago, a move back up north after the best part of 20 years in London made it logistically and financially possible to fulfil my long held ambition to retrain. I trained as a journalist in my early 20s and had been freelancing part time since having my children but librarianship was always something I was interested in.

Author \*

Emma Dent

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**.

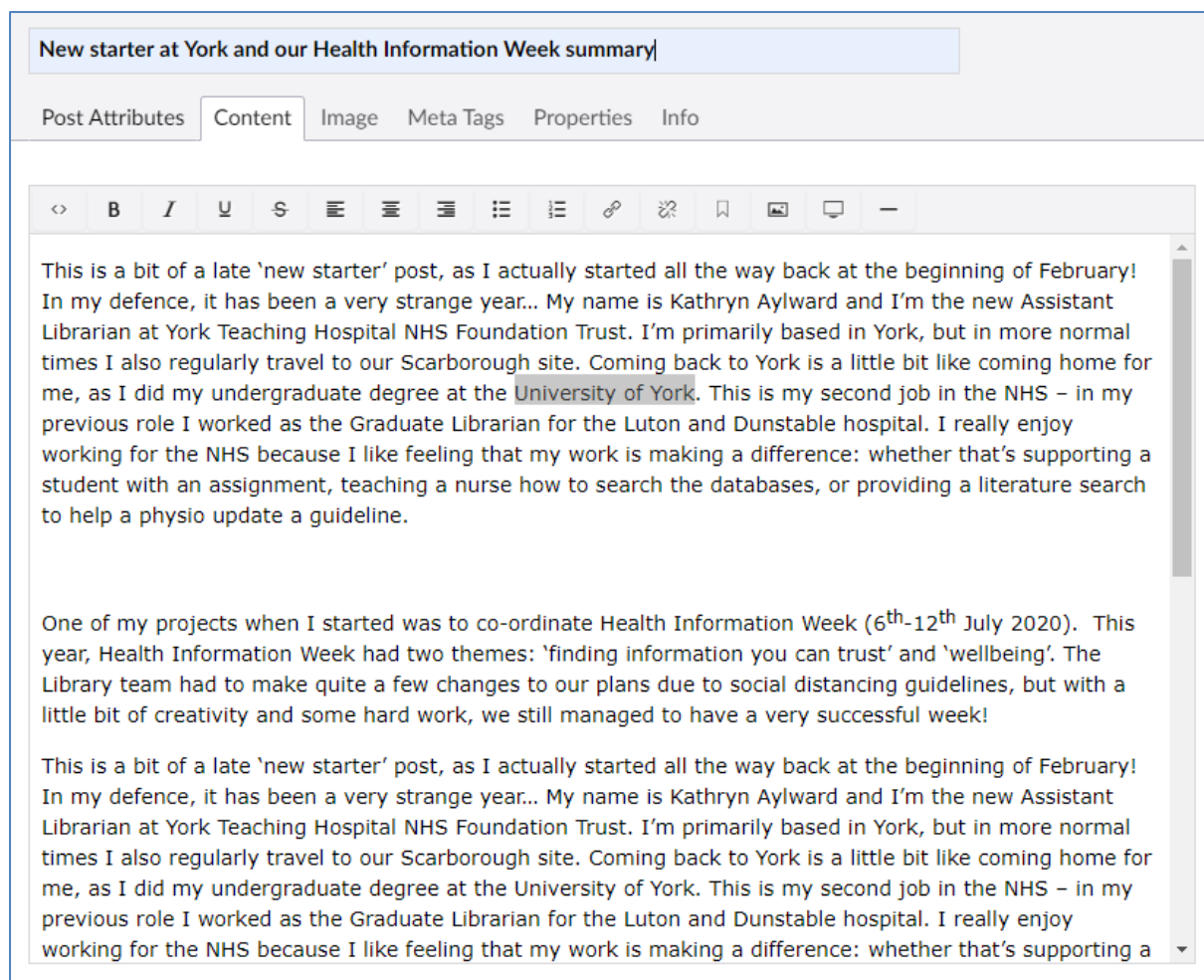


Figure 9

### 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

## Select link

Link


Anchor / querystring


Link title


Target

☒ Opens the linked document in a new window or tab

Link to page

▶  Home

 RSS

 Sitemap

Link to media

Select media

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)

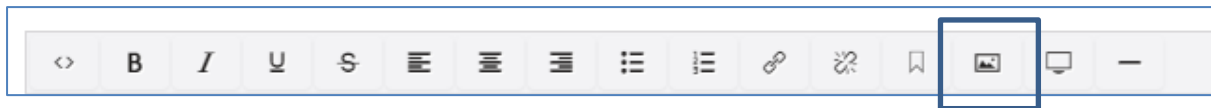


Figure 11

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**).

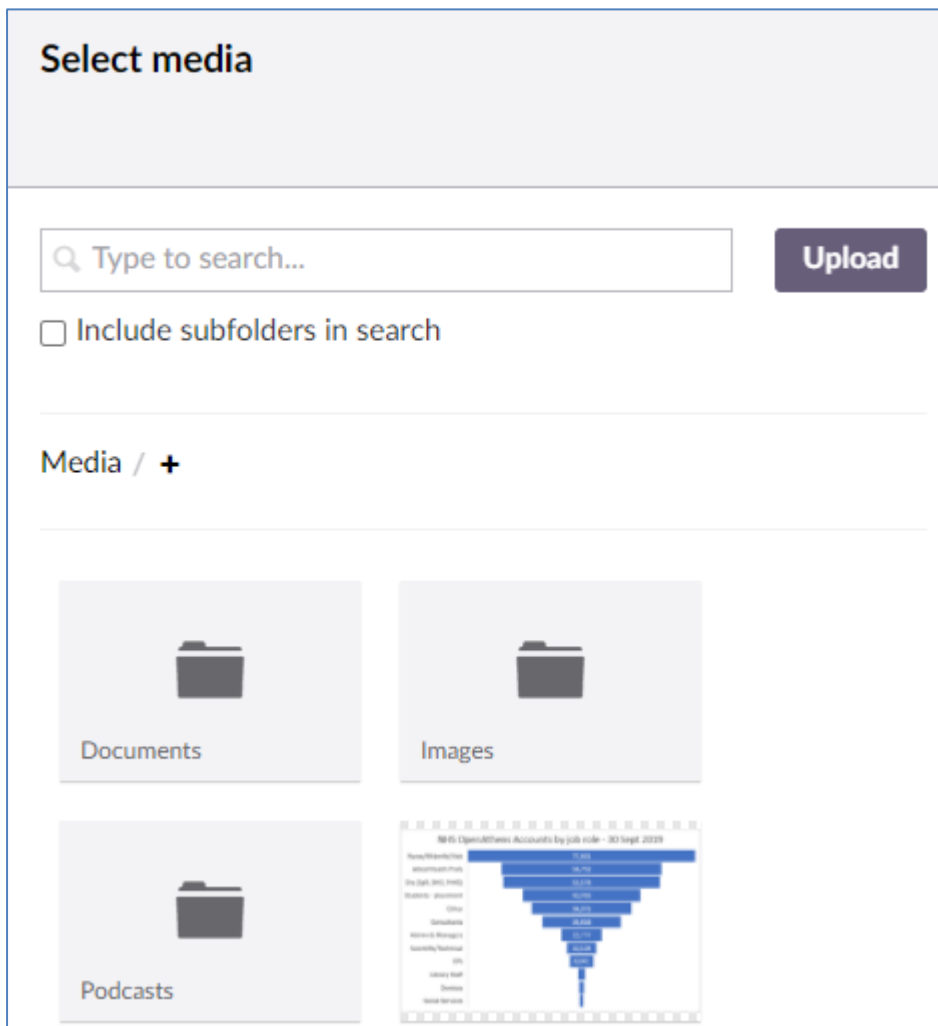


Figure 12

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





Url

Alternative text (optional)

Close

Submit

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

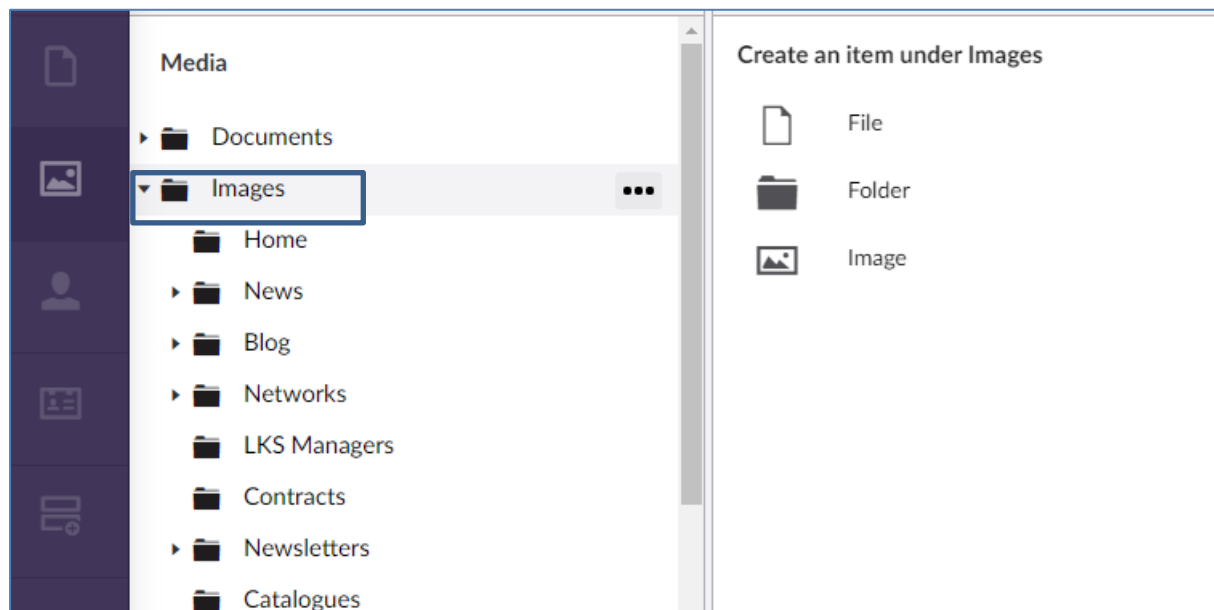


Figure 15

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).

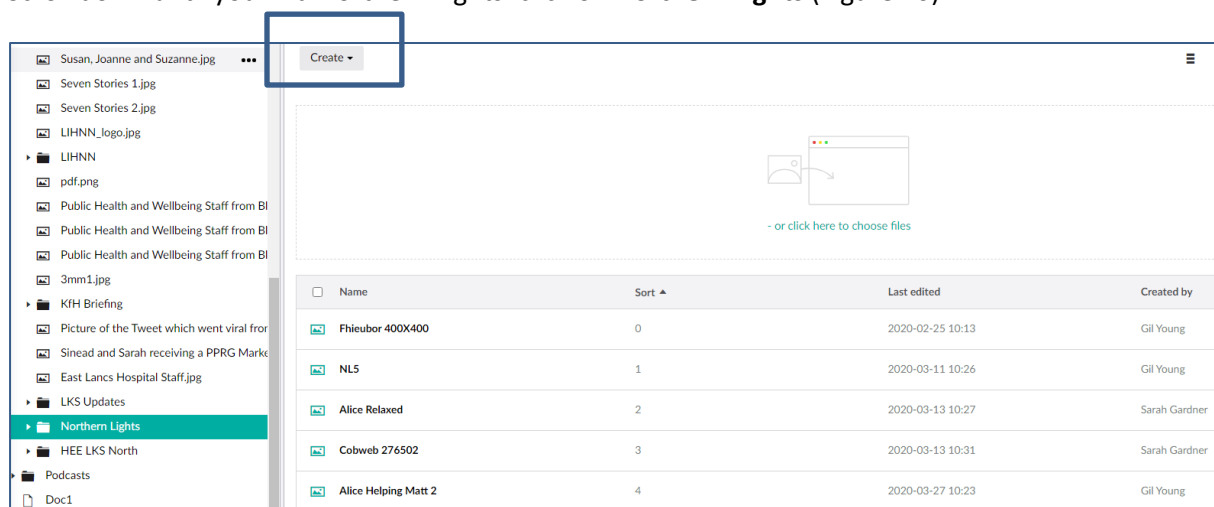


Figure 16

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**.

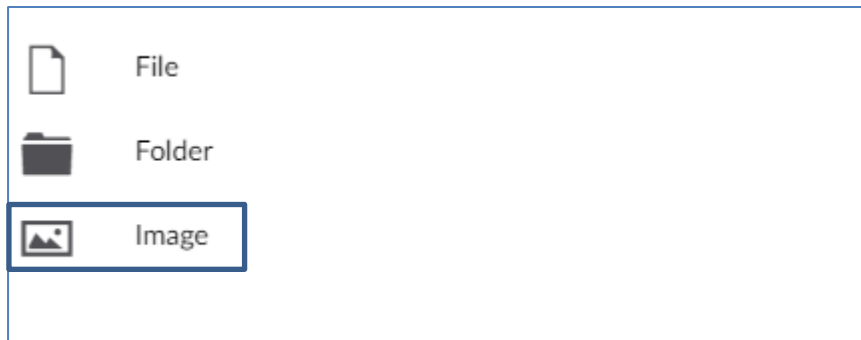


Figure 17

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

The screenshot shows a web form for uploading a media item. At the top, there is a text input field with the placeholder text "Enter a name...". Below this is a tabbed interface with two tabs: "Image" (which is selected) and "Info". Under the "Image" tab, the section is titled "Upload image". To the right of this title is a "Choose File" button and the text "No file chosen". Below the upload section, there are several input fields: "Alt text" with a subtext "Enter the alt text for this image. Alt text is important for SEO and Accessibility purposes.", "Description" with a subtext "A description of the image.", "Width", "Height", "Size", and "Type". Each of these fields has a corresponding empty text input box to its right.

Figure 18

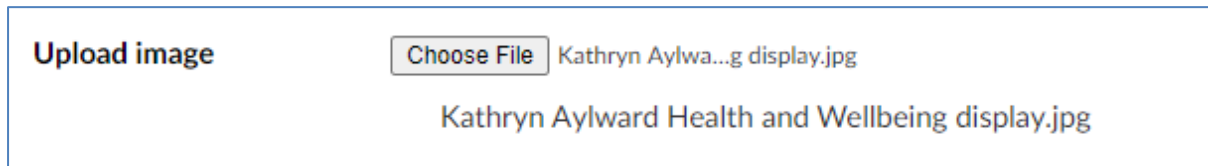
**Name:** Enter the name of the photo

**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.

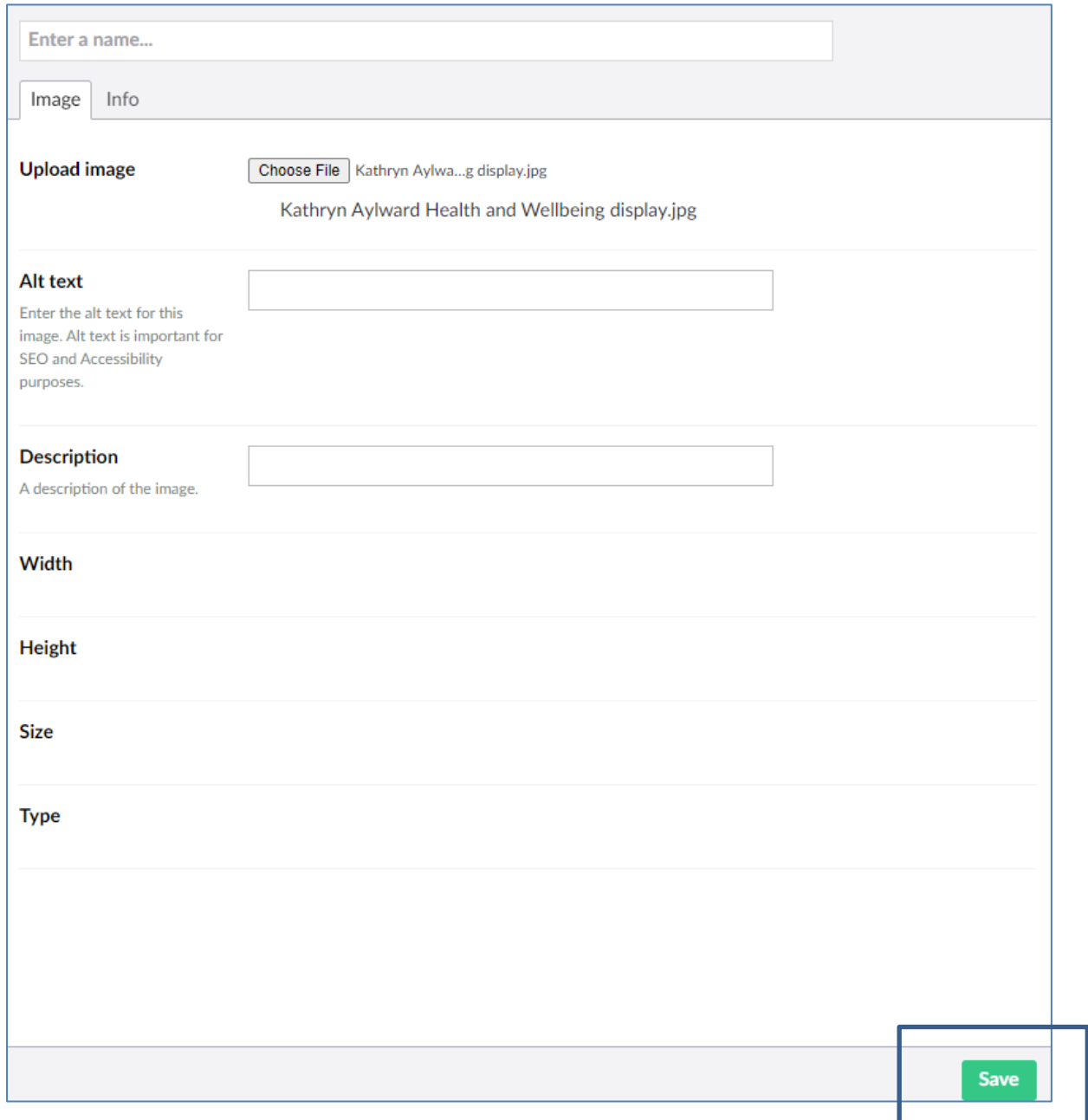
Once you have uploaded your image, the name of the image will appear under the Choose File Button (Figure 19).



This screenshot shows a form section titled "Upload image". It contains a "Choose File" button and the text "Kathryn Aylwa...g display.jpg". Below this, the full file name "Kathryn Aylward Health and Wellbeing display.jpg" is displayed.

Figure 19

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



This screenshot shows a form with two tabs: "Image" and "Info". The "Image" tab is active. It contains the same "Upload image" section as Figure 19. Below this, there are several input fields: "Alt text" (with a placeholder "Enter the alt text for this image. Alt text is important for SEO and Accessibility purposes."), "Description" (with a placeholder "A description of the image."), "Width", "Height", "Size", and "Type". At the bottom right, a green "Save" button is highlighted with a blue box.

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**.

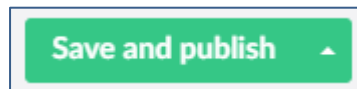


Figure 21

### 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)**.

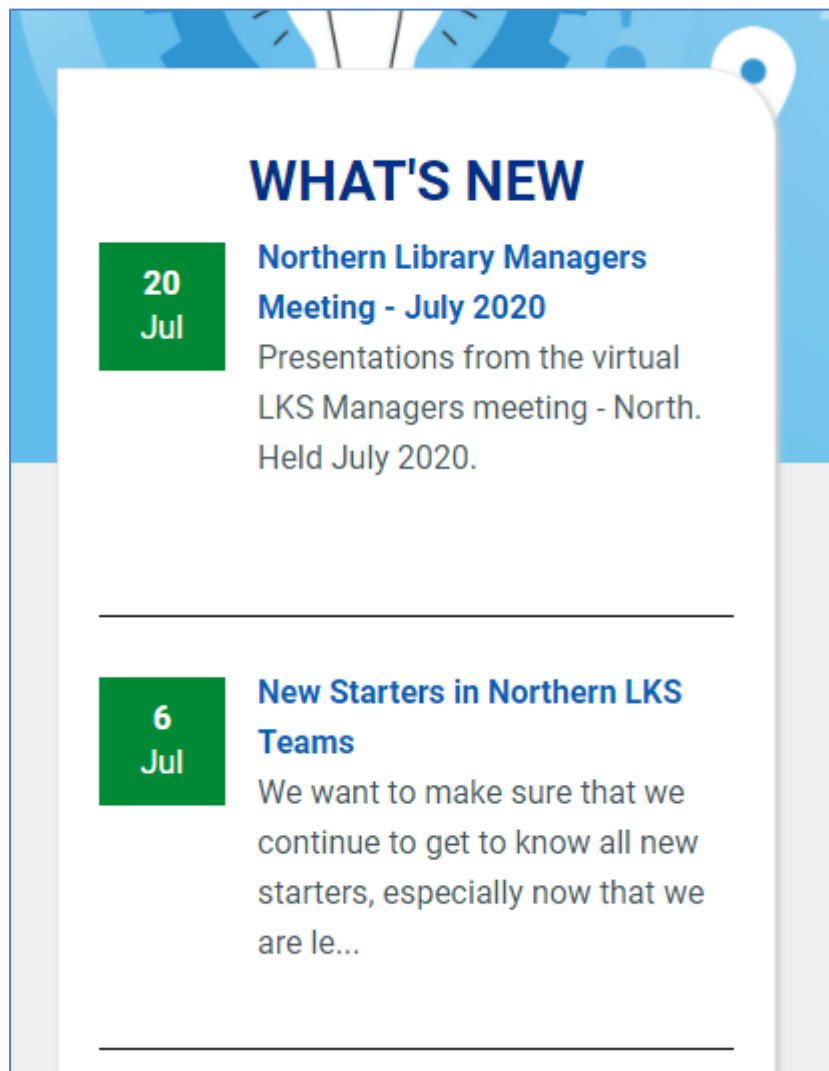


Figure 22

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)

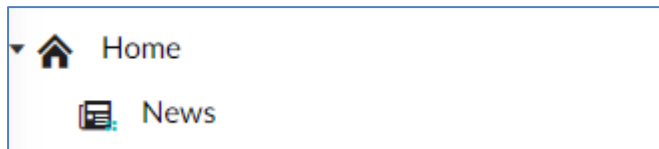


Figure 23

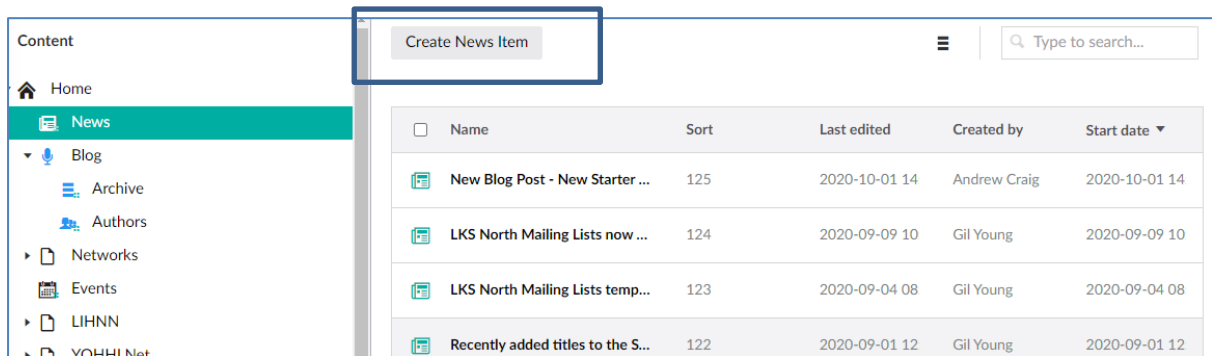


Figure 24

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).

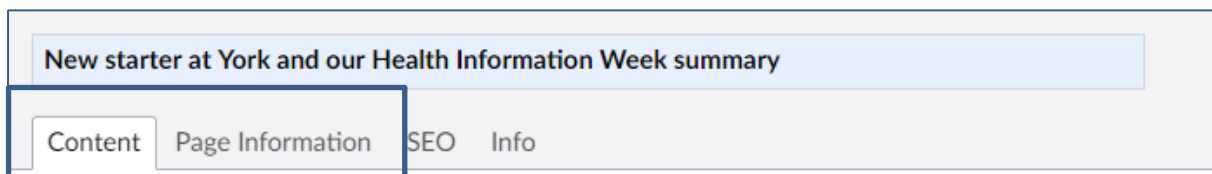


Figure 25

### **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.

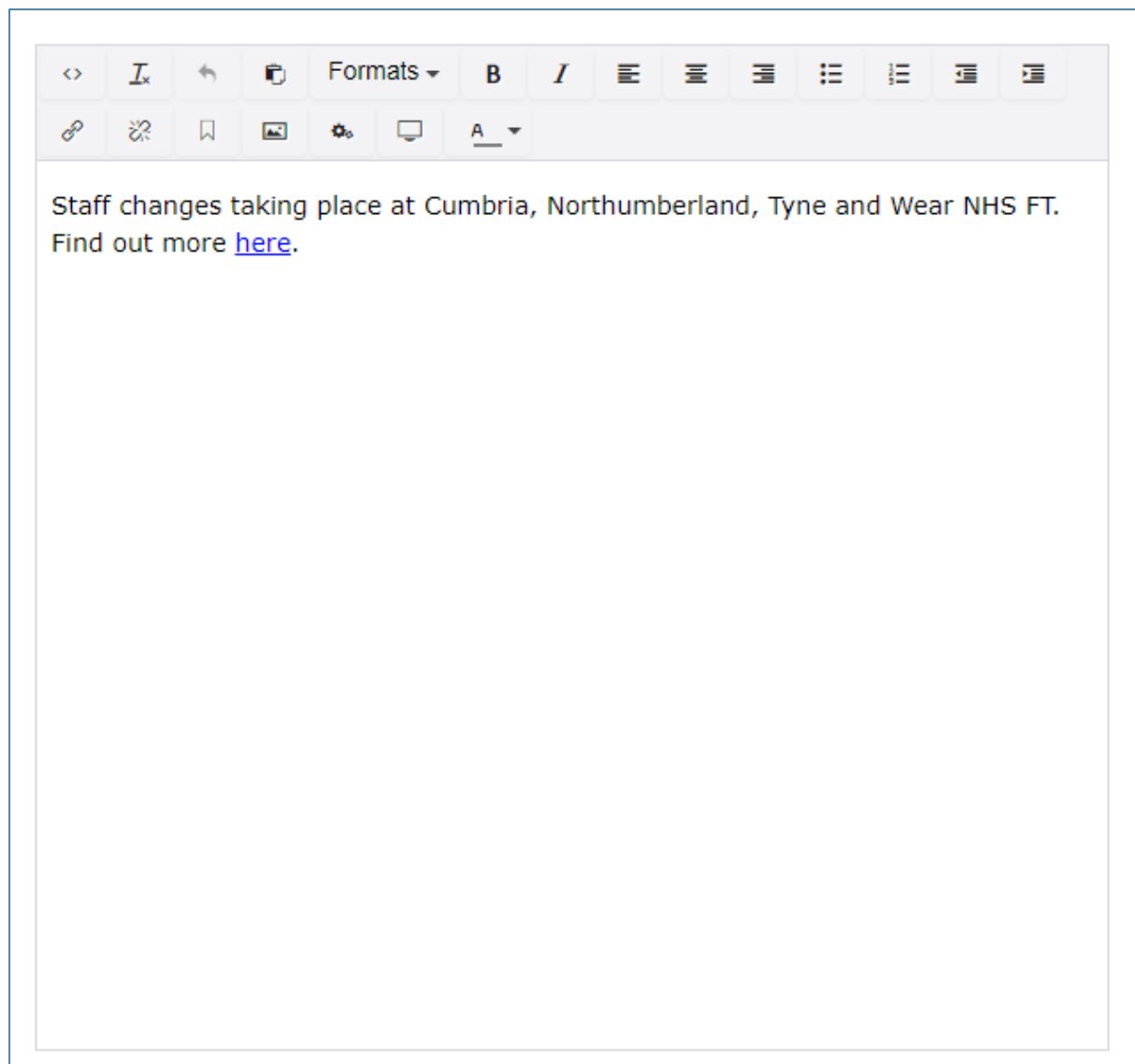


Figure 26

### *Page Information Tab*

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



Content	Page Information	SEO	Info
<b>Page Title *</b> The title shown at the top of the page	<input type="text" value="Staff changes at Cumbria, Northumberland, Tyne and Wear"/>		
<b>Menu Title</b> Title used in menus. Leave blank to use Page Title in menus.	<input type="text"/>		
<b>Summary</b> A short description of the page content, this is used for SEO, Twitter and Facebook.	<div><div>Staff changes taking place at Cumbria, Northumberland, Tyne and Wear NHS FT</div></div>		
<b>Hide From Navigation</b> Stop this page showing in menus	<input checked="" type="checkbox"/>		
<b>Page Class</b> Option to add an additional class to this page.	<input type="text"/>		

Figure 27

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

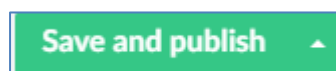


Figure 28

You have now completed the process.