

# News Publishing Checklist

Publishing Champions should check each of the elements listed below before publishing a page.

If you find any errors when completing these checks, you should respond to the editor who created the page letting them know of any mistakes they have made, and ask them to rectify these.

Only when all errors have been rectified and double checked by the Publishing Champion can the page be published.

## Page creation:

- **Page type** – is the page a news article? (Identifiable by its orange icon )
- **Page Name** – has the editor given the page a sensible name? (This will become its URL!)

## Tabs:

### News tab

- Is the 'Posted Date' accurate, to represent the date on which this article was/will be originally published?

### Tags

- Does the page have at least one tag (mandatory)?
- Have tags been chosen from the specified News list provided at the back of the Umbraco News Article guide? See [page 8](#)

### Cross promotion

- Has this tab been filled out?

### SEO

- Has this tab been filled out?

### Info

- If your editor has asked you to schedule an article to publish at a certain time/date, has the 'Scheduled publishing' box been filled out?

## Article content:

- Have the correct fonts been used for the correct purposes?
  - **H2 for subheading** and H3, H4 and so on for subsequent headings.
  - **Lived experience** quotes in **Quote font 2** with **quotation marks**.
  - Quotes from representatives in body copy, but with an **introductory sentence in Heading 3**:

ing in a minute, however, it's not the first time the government has tried to do this, and it's not the first time it's failed.

The report identifies widespread concerns about benefits cuts and the impact of universal credit. It also indicates that loneliness, homelessness and hardship are adding to pressures on NHS mental health services.

Heading 3

Responding to this, Mind's Chief Executive Paul Farmer, says:

'Changes to the benefits system in recent years, and austerity generally, have

- **Hyperlinks** are all hyperlinks are descriptive and meaningful?

- **Don't** - For more information about Husky Athletics [click here](#)
- **Do** - For more information, see [Husky Athletics](#)
- Ensure the other pieces of content within the template have NOT been deleted:
  - 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)

## Preview the page:

- Do all the buttons and links work?
- **External links** open up in a new window/tab
- **Internal links** open in the same window/tab

## Images:

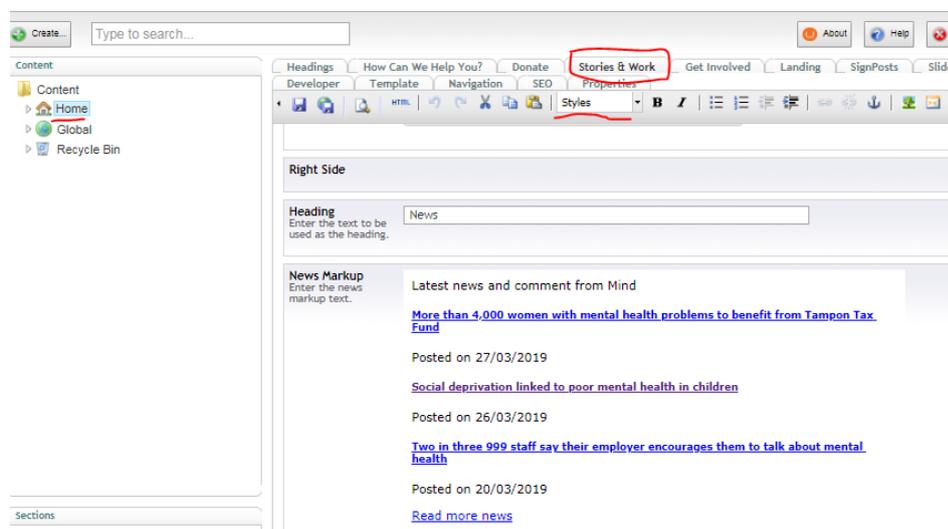
- Were all images/documents uploaded into the **News folder** (or one of its subfolders) in the Media Library?
- Were all images/documents named according to the **Media Library Guidelines**?
- Has the focal point & crop of any image used been set properly?
- Has alt text been added to each image? **Alt text** *must* be added to all of your images to help screen readers and SEO for the entire site
- **Preview** the page on **different devices** to check how the images look

## Homepage:

Whilst we are still using Umbraco 6 and Umbraco 7, the Homepage will need to be updated with your 'latest article' on the **Umbraco 6** platform.

Before following the below steps your article must be published on the new website, as you will need to use its URL.

1. Log in to Umbraco 6, and click on 'Home' top open up the homepage.
2. Open up the **Stories & Work** tab.
3. Scroll down until you see the '**News Markup**' field.



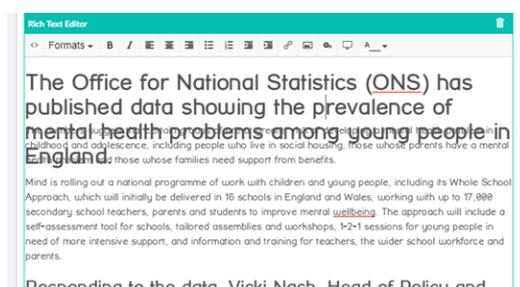
4. Type the title of your article into the 'News Markup' field, and below it on a new line type 'Posted on DD/MM/YYYY'
  - a. You should add your article title to the top of the list, as it is the most recent article.
  - b. You should delete the oldest article title from the list, by deleting the title and 'posted on' text for this article.
  - c. There should only be 3 articles in this section at any one time, plus the 'Read more news' hyperlink.
5. Now select and highlight the article title which you just added to the list with your mouse and click the **hyperlink** button. In the submenu which appears, paste the URL of your article and save
  - a. NB/ only hyperlink the title, do not hyperlink the 'Posted on' date
  - b. PLEASE NOTE you can only get the hyperlink for your Umbraco 7 Article once it has been published. The URL can be found in the Info tab of the page in Umbraco 7, or you can browse the website to find your article and copy paste the URL.
6. Now format the title text – this is *mandatory*. Highlight the now hyperlinked title of your article with your mouse. Use the drop down list for '**Styles**' and apply the **H5** setting
7. **Highlight the text again**, use the drop down list for '**Styles** (again)' and select the '**Normal font family**' setting. You should have now applied 2 styles – H5 and Normal.
8. Finally, beneath your hyperlinked and formatted title, highlight the date with your mouse and format the **Posted on DD/MM/YYYY** as '**Normal font family**'
9. Save and publish your work, then check the homepage of the website to make sure everything looks correct, is in the correct font, and that the link is working correctly.

If you have any trouble, e-mail [digidev@mind.org.uk](mailto:digidev@mind.org.uk) for help.

## Umbraco 7 quirks to be aware of:

### 1. Overlapping text

When selecting Heading 2 for the sub heading the text will appear to overlap (see image) – do not worry, this will look fine on the news article itself – see the comparison below.



The Office for National Statistics (ONS) has published data showing the prevalence of mental health problems among young people in England.

The numbers suggest that certain groups of are at greater risk of developing a mental health problem in childhood and adolescence, including people who live in social housing, those whose parents have a mental health problem and those whose families need support from benefits.

Mind is rolling out a national programme of work with children and young people, including its Whole School Approach, which will initially be delivered in 16 schools in England and Wales, working with up to 17,888 secondary school teachers, parents and students to improve mental wellbeing. The approach will include a self-assessment tool for schools, tailored assemblies and workshops, 1-2-1 sessions for young people in need of more intensive support, and information and training for teachers, the wider school workforce

### 2. Quotes

Use Quote font 2 for any quotes. If Quote 2 doesn't show in the font list, as it's too long to appear on your screen, use the down arrow button to scroll through the font list and select it.

