

# Creating and editing Your Story blogs on the new website

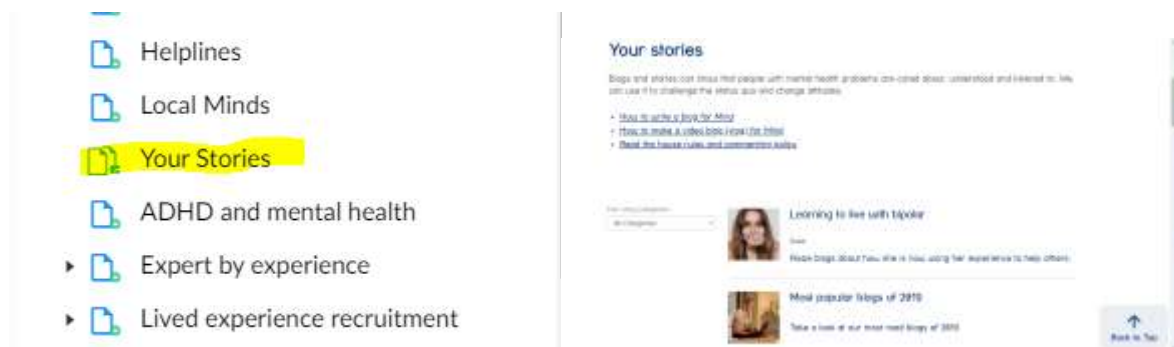
This guide will teach you all about how we create and edit Your Story blogs on our website.

Let's begin by looking at where Your Stories live on our website, and how the structure of the Your Stories section works.

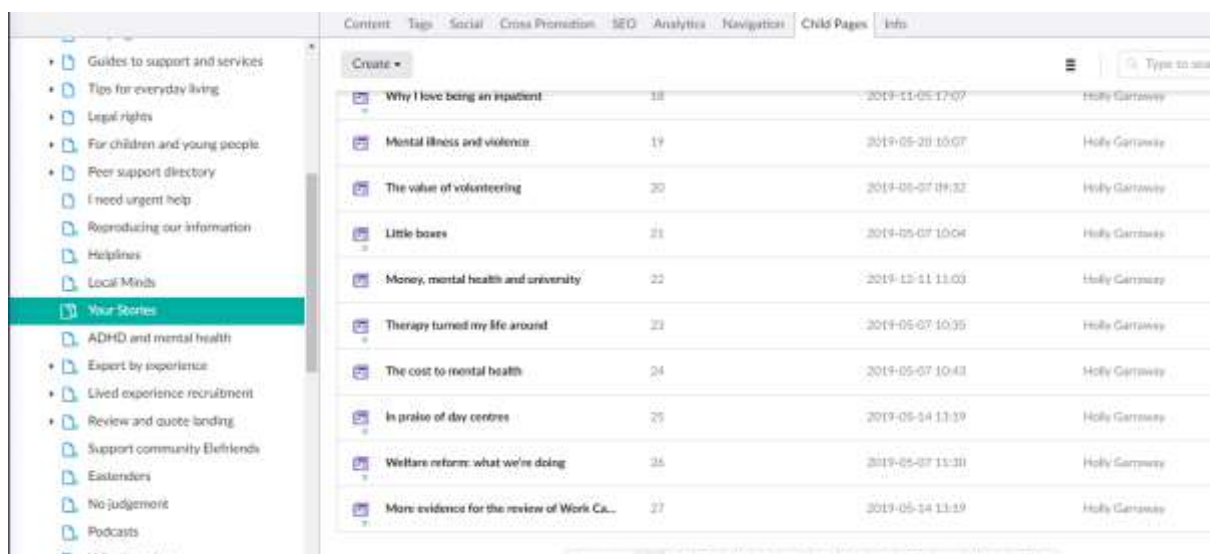
## Where are Your Story blogs on the website?

You will find the Your Stories section beneath Information & Support.

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

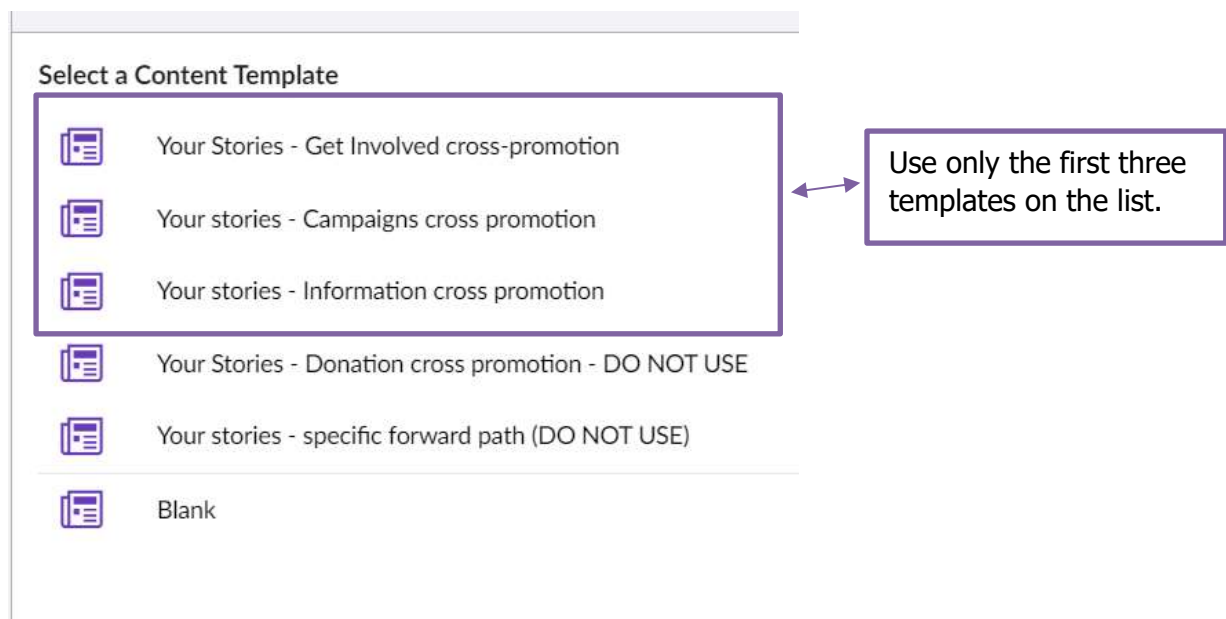
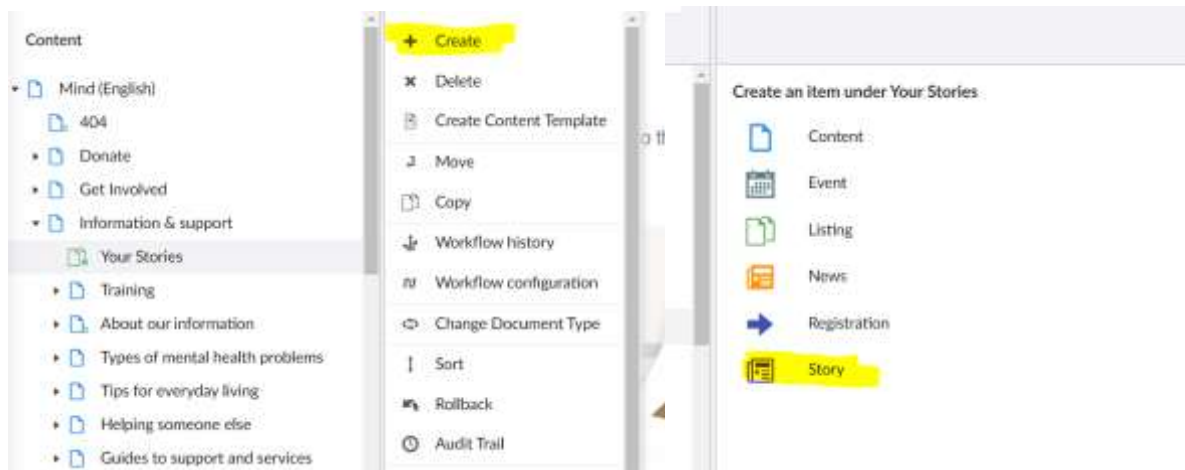


To find individual blogs, navigate to the 'Your Stories page and then click the tab called 'Child pages'. You'll then see a searchable list of all of blogs.



## To create a Your Story

To create a new blog, right click on the parent page 'Your Stories and click create. From the menu which appears, choose 'Story. Another menu of different templates will appear – choose whichever template best matches the content of your blog.



## Naming your page

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

## Populating the tabs

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

First, navigate to 'Story...

Content Story Tags Social Cross Promotion SEO Analytics Navigation Info

Story Title: How the Blue Light Programme has made a difference

Author: Jules

Posted Date: 23-01-2020 08:14:23

✖ Clear Date

Show Author: ☒

Show Posted Date: ☐

**Story title** – name of the blog

**Author** – Name of the blogger

**Set the date** - be sure to choose the date on which this blog 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 blog today, select today's date
- If you're building a blog 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 a blog 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**' checkbox will be green, and switched ON. Leave this on.


## Adding tags

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

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

Content	Story	<b>Tags</b>	Social	Cross Promotion	SEO	Analytics	Navigation	Info
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**Informational tags**



Complementary and alternative therapies  
<https://admin.mind.org.uk/informational/complementary-and-alternative-therapies/>

Remove

Add

**Location tags**

Add

**Service tags**

Add

If you need a new tag adding to the system, please contact the Digital Platforms team and we will add it for you.

## Editing the Cross Promotion Tab

The details you add in the cross promotion tab will appear on the Your Stories 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 always add a cross promotion image – This should be an image of the blogger or a brand image.

**Name**

Name used to represent this content on other pages. If no name is specified, the name of the Umbraco node is taken.

In praise of day centres


**Summary**

A summary of the content

Guest blogger Marion Janner overcomes her day centre discrimination.

**Image**

Image used to represent the content in other parts of the site.



## Populating the SEO Tab

Editing the details in the SEO tab will ensure your blog 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 blog.

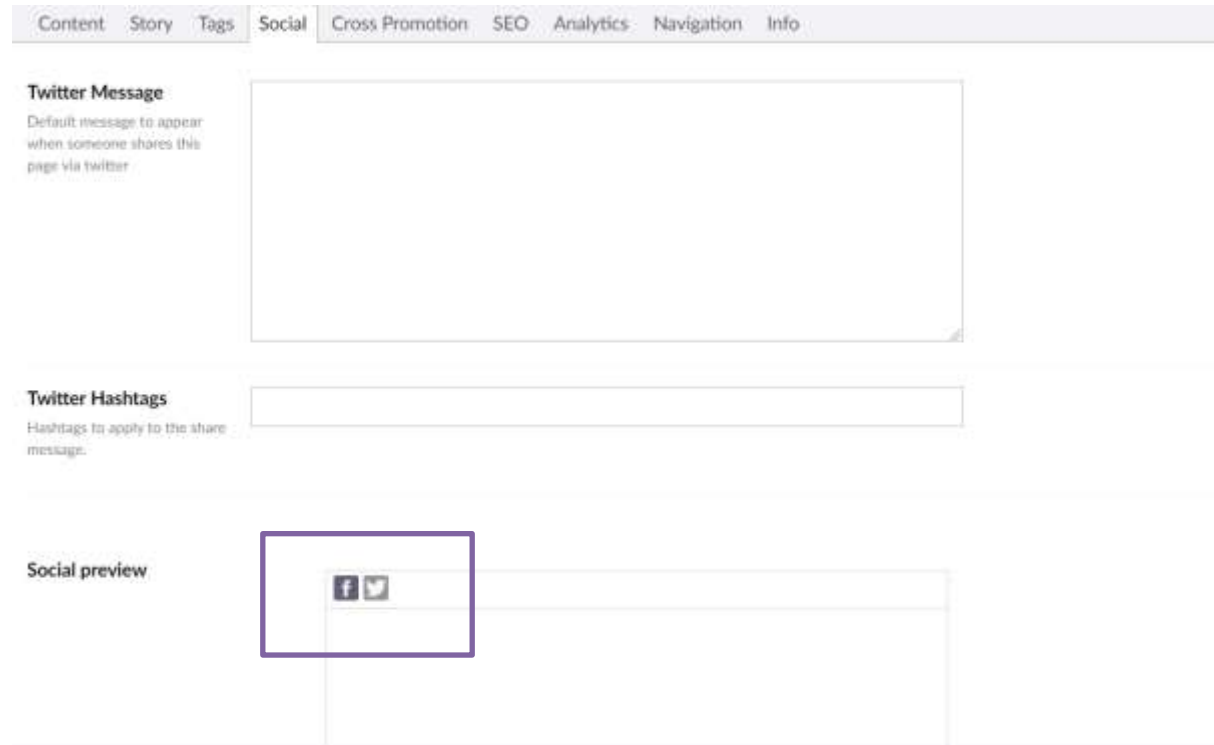
In the keywords field, enter the key terms on this page (e.g. depression, anxiety, benefits)

## Populating the social tab

Currently we are using a white on blue Mind logo for the social share image – Please add this to all of the blogs you upload. The image is under Brand logos.



On the social tab you can add content which will be shared when a reader clicks on the social share icon. You can click on the social preview twitter and facebook icons to populate the fields for each social media.



The screenshot shows the 'Social' tab selected in the top navigation bar. Below the navigation bar, there are three main sections:

- Twitter Message:** A large text area for entering the default message to appear when someone shares this page via twitter.
- Twitter Hashtags:** A text input field for entering hashtags to apply to the share message.
- Social preview:** A preview of the social share icons. A purple box highlights the Facebook and Twitter icons.

Once you've filled out all 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 blog title

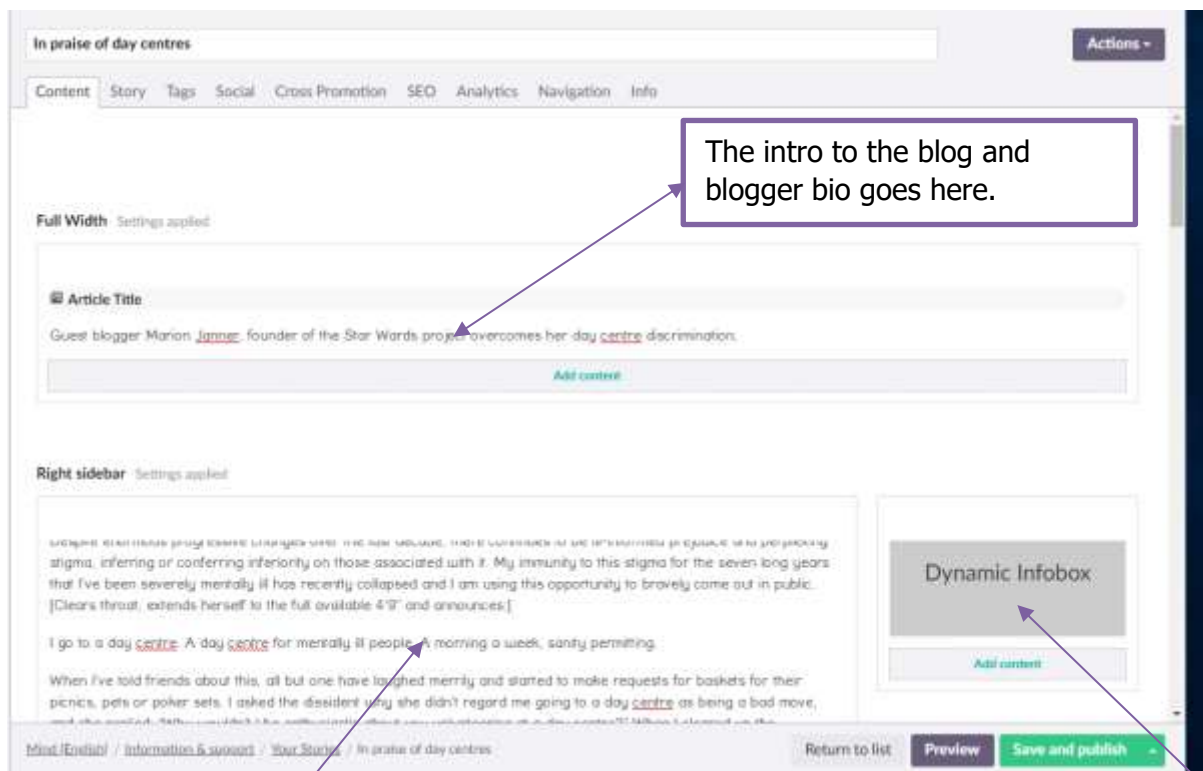
The first row on the page contains an 'Article title' block. You do not need to edit this, as this piece of content will pull through the article title that you wrote in the 'Story tab earlier.

## Adding the body of your blog

Click on the Rich Text Editor block to open it, In the first Rich Text block you add your summary and blogger bio.

The second Rich Text block is where the main body of your blog goes.

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.



The intro to the blog and blogger bio goes here.

Your blog content goes here. Quotes should use the Quote 2 format.

You can add a cross promotional box which links to other parts of the website – for example if the blog was about depression, you can have a box which says "read about depression" which links to our info page.

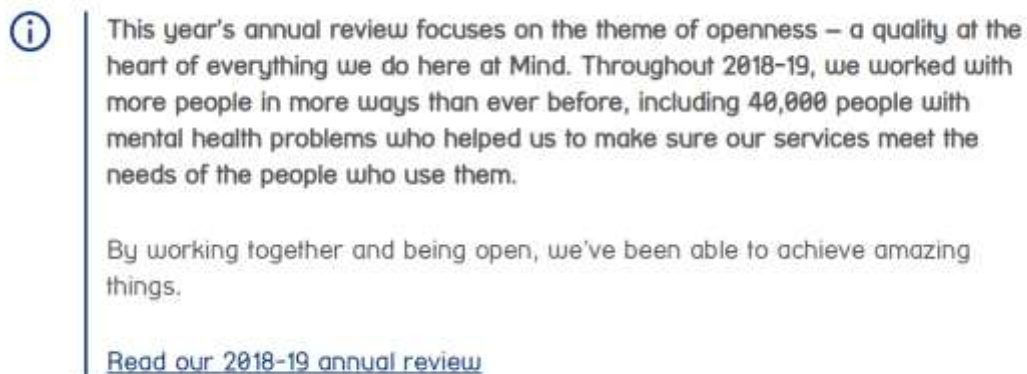
## What if my blog has an image in it?

On U7 we find it's best to add an image mid content rather than at the top as this can lead to lots of white space which doesn't look good. So if you are planning on adding an image you should split your blog content out into two content blocks with an image content block (this should be already in the template) in between.



## Adding signposts to your blog

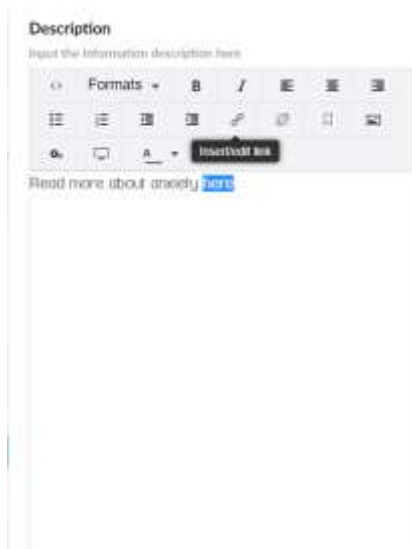
Signposts on blogs now look like this:



On the template you'll see this which indicates where to add your signposts:



To add your signpost double click on the content block to open it. A box should pop up as shown below:



Add your signpost and use the insert/edit link button to add a hyperlink. Then press update.

## Adding Dynamic Content to your blog

Dynamic content can provide relevant links to information as sidebar content as shown below:

### "I was in a dreadful state and knew I needed help"

Rachel suffered her spinal cord injury from falling off a balcony in London as a result of a bipolar manic episode. Rachel was unaware that she had bipolar until she suffered this injury, it was a cumulative result of many things. It was the most horrendous thing that has ever happened to us as a family. Over a period of 8 years everyone saw Rachel regain her mobility with lower limb paralysis, it was an emotional rollercoaster for us as a family seeing Rachel in pain on daily basis. I would get anxious going out with Rachel in a wheelchair thinking everyone was staring at me. Unfortunately, often I would avoid going out with Rachel in the wheelchair as I found it too anxiety provoking. I think Rachel found this very difficult to understand however I tried to explain to her it was nothing to do with her it was my own mental health and paranoia that made me feel people were looking at me. At this time as I have said previously I started at Sixth Form in Suffolk and many people were gossiping and speculating about Rachel as she was quite well known by many people due to her amazing personality and nature. This affected me so much I didn't tell anyone at Sixth Form anything at all about what happened to Rachel a lot of people who talked to me stopped talking to me. It was just awful. I felt horrendous and at my lowest point ever all I wanted to do was sleep.



Read about anxiety and panic attacks

Read more

### "Rachel was unaware that she had bipolar until she suffered



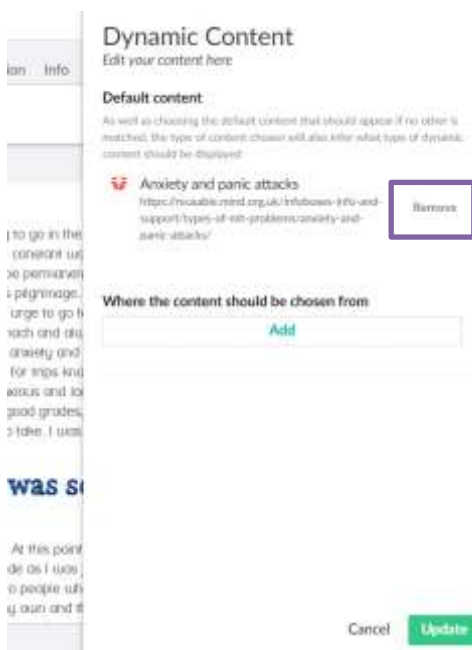
We have built up a library of dynamic content for you to use and each template already has a pre-populated piece of dynamic content in the side bar.

To add/edit the sidebar dynamic content double click on the Dynamic Infobox block as shown below:





A box should pop up which will let you add or remove content. To change the dynamic content click remove



Then click on add:

## Dynamic Content

Edit your content here

### Default content

As well as choosing the default content that should appear if no other is matched, the type of content chosen will also infer what type of dynamic content should be displayed

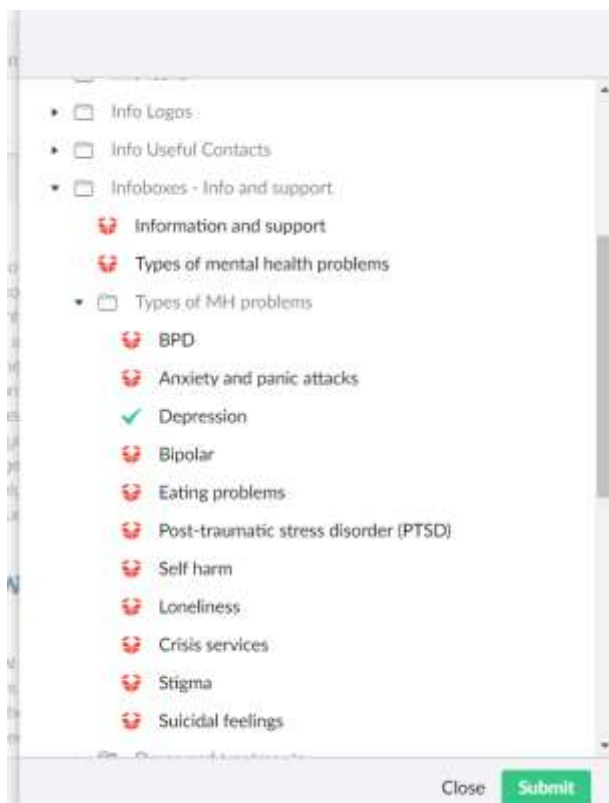
Add

Add 1 item(s)

You can then go into the folders and select the content you want. The YS dynamic content can be found in three folders:

- ▶  Infoboxes - Info and support
- ▶  Infoboxes - Get Involved
- ▶  Infoboxes - Workplace

Open the folder and select the piece of content you would like to add to the blog. A green tick should appear to show it's been selected. Then click on Submit and Update.



### **Scheduling your blog to go live at a certain time**

Under the info tab you will see a box where you can select what time you want to publish the page. Select the time and date and then save the page.

