



Ministry of Sustainability  
and the Environment

— SINGAPORE —

# News Uploading Documentation & Style Guide

Version Aug 2021

I just  
want to  
upload a  
speech,  
that's all!

*Yes, but steps are necessary for cybersecurity  
and design consistency, so bear with us!*



Click on these links to:

**Upload something for the 1st time**

**Upload a speech / news**

**Approve an upload**

Getting Started:

Setting up a  
Github account



# Getting Started Using Github

GitHub is the only way to upload material on MSE website. So you must create a GitHub account and be assigned the proper permissions.

***If you're here to just recall how to upload speeches, skip to slide 14.***

## **New Users:**

Step 1: Go to <https://github.com/>.

Proceed to sign up for an account using your @mse.sg email address if you have one, and a username. The email address used must be connected to the internet.

Step 2: Select the Free Plan

You will only need a basic account on GitHub to edit the content of your Isomer website. Click on 'Continue' when the correct option is selected.

# Getting Started Using Github (2)

## Step 3: Tailor Your Experience

You do not need to tailor experience at this moment. Click on 'skip this step'.

## Step 4: Verify Your Email

After signing up, go to your registered email address. You would've received an email to verify your email address.

## Step 5: Proceed with the verification.

Upon returning to GitHub, you will see a banner notification that your email is verified.

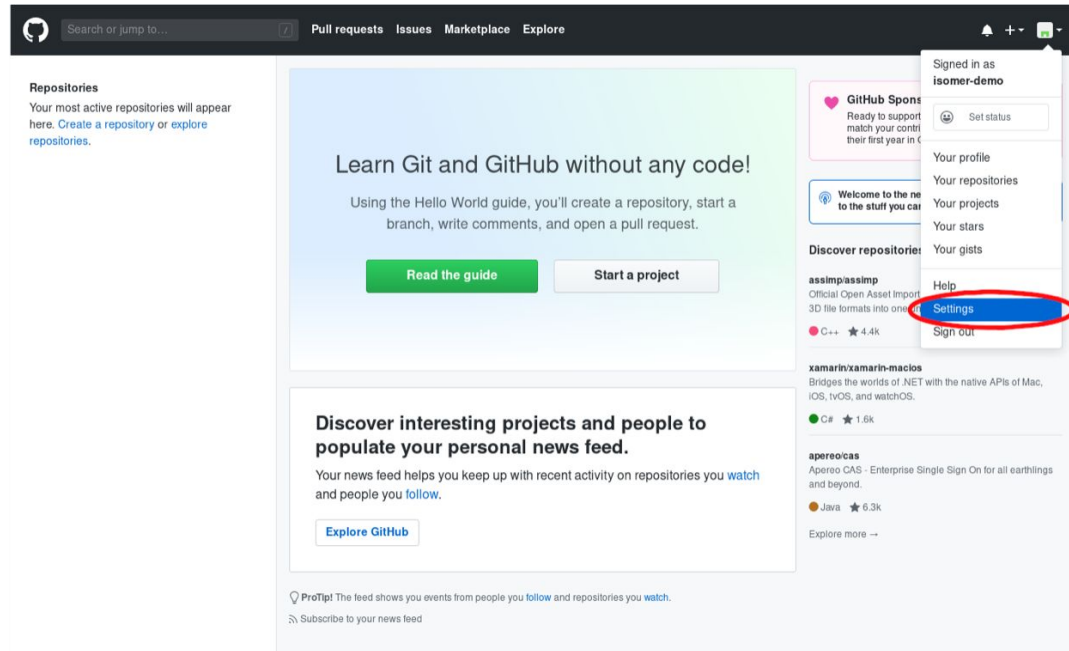
If the above isn't clear, more instructions can be viewed [here](#).

# Done? Let's set up 2FA

Govtech requires Github accounts to use 2FA for cybersecurity reasons

## Step 1: Go to your Github settings

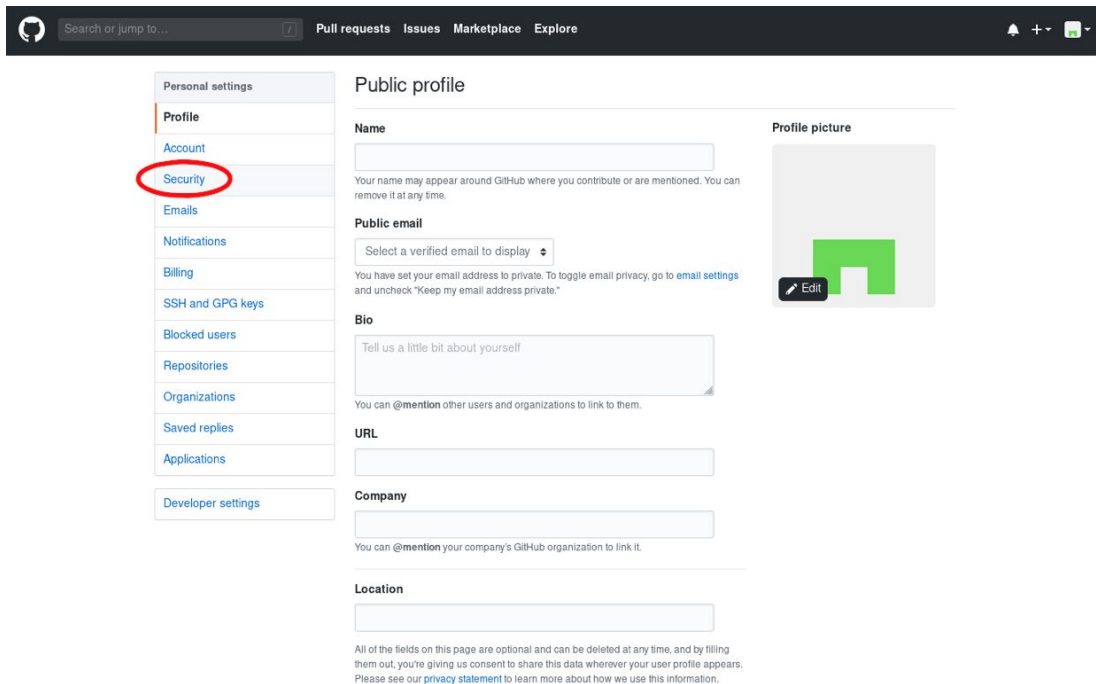
Go to your account settings by clicking on your profile picture on the top right hand corner of the page.



# 2FA setup (2)

**Step 2: Select 'Settings'** and you will be redirected to a new page.

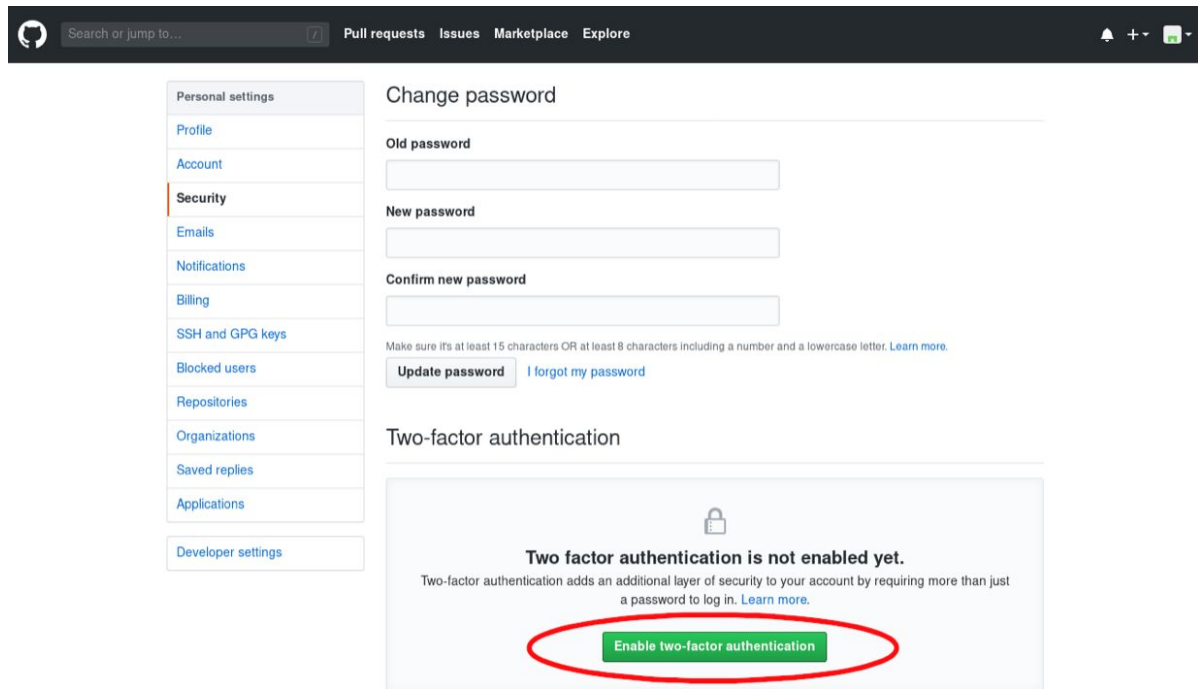
On the left-hand side of the page, look for the 'Security' tab and select it. Here, we will be setting up two-factor authentication (2FA).



The screenshot shows the GitHub 'Settings' page with the 'Security' tab selected in the left-hand sidebar. The sidebar also includes 'Personal settings', 'Profile', 'Account', 'Emails', 'Notifications', 'Billing', 'SSH and GPG keys', 'Blocked users', 'Repositories', 'Organizations', 'Saved replies', 'Applications', and 'Developer settings'. The main content area is titled 'Public profile' and contains several form fields: 'Name', 'Public email' (with a dropdown to 'Select a verified email to display'), 'Bio' (with a text area), 'URL', 'Company', and 'Location'. A 'Profile picture' section on the right shows a green GitHub logo placeholder with an 'Edit' button. At the bottom, a disclaimer states: 'All of the fields on this page are optional and can be deleted at any time, and by filling them out, you're giving us consent to share this data wherever your user profile appears. Please see our [privacy statement](#) to learn more about how we use this information.'

# Almost there, you just need to setup once

Step 3: Click on 'Enable two-factor authentication' to proceed.



The screenshot shows the GitHub account settings page. On the left is a sidebar with navigation links: Personal settings, Profile, Account, Security (highlighted with an orange bar), Emails, Notifications, Billing, SSH and GPG keys, Blocked users, Repositories, Organizations, Saved replies, Applications, and Developer settings. The main content area is titled 'Change password' and contains three input fields for 'Old password', 'New password', and 'Confirm new password'. Below these fields is a note: 'Make sure it's at least 15 characters OR at least 8 characters including a number and a lowercase letter. [Learn more.](#)' and two buttons: 'Update password' and '[I forgot my password](#)'. Below the password section is the 'Two-factor authentication' section, which features a lock icon and the text: 'Two factor authentication is not enabled yet. Two-factor authentication adds an additional layer of security to your account by requiring more than just a password to log in. [Learn more.](#)'. At the bottom of this section is a green button labeled 'Enable two-factor authentication', which is circled in red.



# Setting Up 2FA (4)

## **Step 4: Select a 2FA authentication method.**

You have a choice between using an app (such as Google Authenticator, Authy, or LastPass), or via an SMS message.

## **Step 5: Save Your Recovery Codes**

GitHub will prompt you to save your recovery codes. We strongly encourage saving these codes somewhere secure.

After selecting one of the methods to save the codes, the 'Next' button will be enabled. Proceed.

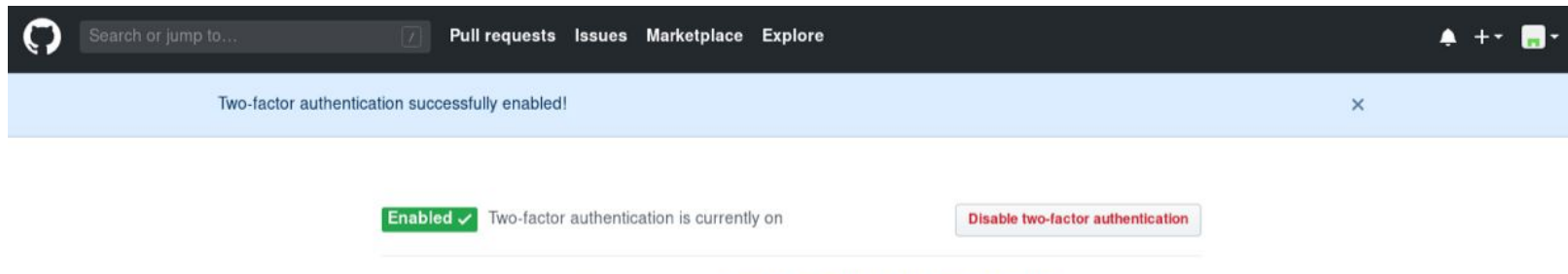
## **Step 6: Complete 2FA setup**

You'll be prompted for a 'trial run' of your 2FA, where you must enter the generated 2FA code to make sure that your 2FA setup is working in order to proceed. Once done, click 'Enable' to enable 2FA on your account.

# Setting Up 2FA (5)

You will then see a banner notifying you that 'Two-factor authentication successfully enabled'.

Nice! Now you are set to gain access to your Isomer website!



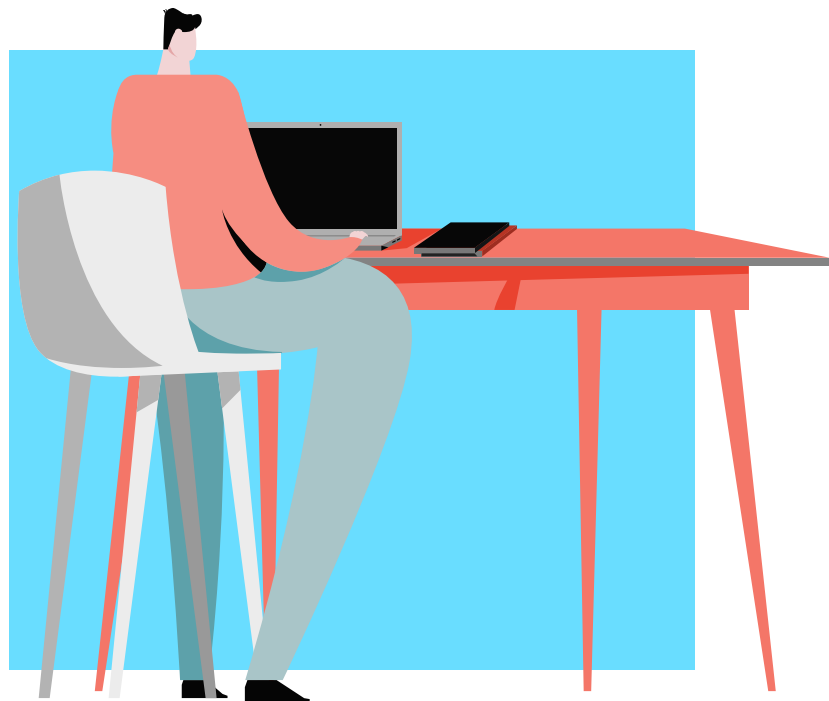
# Adding myself to the Isomer github for MSE

Now that you have set up an account, you will need to add yourself to the MSE github *repository* (a place to store the speech & data files) by:

Emailing [support@isomer.gov.sg](mailto:support@isomer.gov.sg) with your <Github username>, and mention our repository <MSE>



# Almost there!



Upon being added to the repository, **you will receive an invite on your registered email to join the Github repository.**

**Click on 'Join Isomer'** and you are all set!


Questions? Stuck? Read some common FAQs [here](#) or contact us on the next page



## Site Administrators

David Ou

 [david\\_ou@mse.gov.sg](mailto:david_ou@mse.gov.sg)

 90604088

*Responds faster on whatsapp*

Abby Teo

 [abby\\_teo@mse.gov.sg](mailto:abby_teo@mse.gov.sg)

Part 2:

# Uploading News Articles

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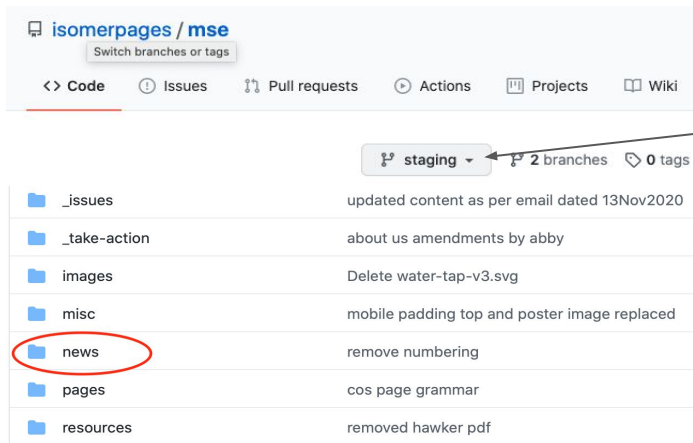
# Uploading News Article

A Github repository is a fancy name for a folder, like a Google Drive where our site's content and data is stored. Our repository is located at:

<https://github.com/isomerpages/mse>

This is the main page for everything related to MSE website content on GitHub. In this guide, we'll use the News section to upload a speech.

## Step 1: Select the 'News' folder



*You should be on the 'staging' branch*

# Uploading News Article

You will then see multiple categories where different posts are being sorted into, such as speeches, press releases, parliament Q & A etc.

**Step 2: Click on the 'speeches' folder.**

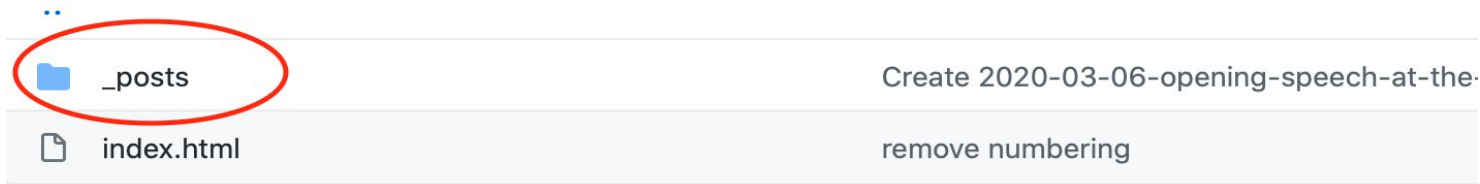
..		
Committee-of-supply	Adjusted bottom date alignment	
news-images	uploaded images for press release dated	
parliament-Q-&-A	edit table and paragr	
press-releases	Create 2020-03-04- <sub>1</sub>	-on-ne
speeches	remove numbering	
view-archive	added ssb, archive link to NAS	
index.html	1 microsite page	

Similarly, for other news-related articles, click on the respective folders and apply the following steps.



# Uploading News Article

Step 3: Then proceed to click on the '\_posts' folder.

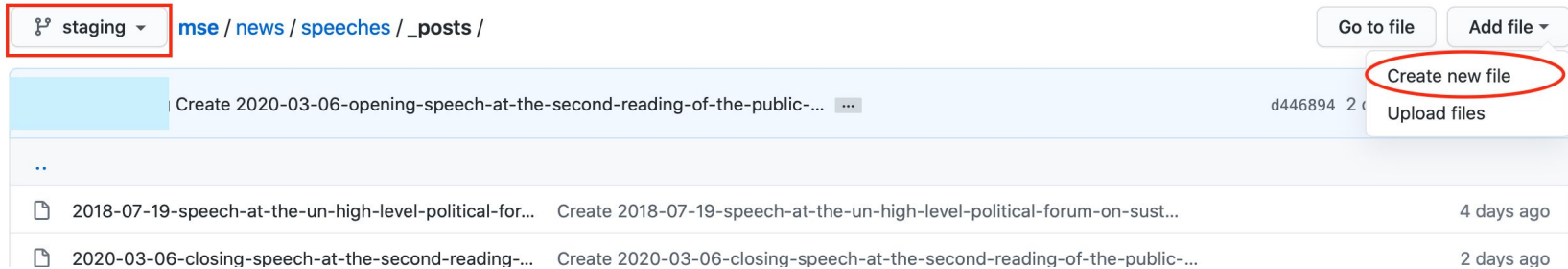


You will then see a lists of files for each post that has been published on the website.

Make sure you are on the staging branch.

# Uploading News Article

Step 4: On the right side of the page, click 'add file' and select 'create new file'.



## Step 5: Create the file name

The file name must be prefixed with the post's publishing date in YYYY-MM-DD format, e.g. 2019-02-28-press-release-by-minister.md

### Note:

Do **not** put spaces in the filename of your .md file. Always replace the spaces with dash (-) and **remember to put the .md at the end**

# PROTIP!

## PROTIP #1:

Just copy/paste and edit from earlier posts such as [this one](#) !  
You can access this format by **clicking on the 'raw' button**



staging [mse / news / ---speeches / \\_posts / 2020-11-21-speech-at-the-national-engineers-day-2020-prize-presentation-ceremony.md](#) Go to file ...

**David Ou** uploaded 23 Nov speech from Eugene

Latest commit f7d8b4f 17 days ago [History](#)

1 contributor

57 lines (32 sloc) | 6.83 KB

Raw Blame 🗨 ✎ 🗑

title	permalink	image	file_url	description
National Engineers Day 2020 Prize Presentation Ceremony - Ms Grace Fu	/resource-room/category/2020-11-21-speech-at-the-national-engineers-day-2020-prize-presentation-ceremony/			

Speech by Ms Grace Fu, Minister for Sustainability and the Environment, at the National Engineers Day 2020 Prize Presentation Ceremony on 21 November 2020

Dr Richard Kwok, President of The Institution of Engineers, Singapore;

Ms Jasmine Foo, Chairperson of National Engineers Day Organising Committee;

Professor Yeoh Lean Weng, Senior Director of National Research Foundation;

# Style Guide and Configuration

The configuration for all news-related posts are:

## **Mandatory:**

**Title:** the title of the post which will be visible in the browser window

**Format of title:** Event name - Speaker

*Note: do not use colon (:) within the title as this will affect the configuration. Instead, replace by using a dash (-).*

**Permalink:** the path to the post, e.g. **/resource-room/category/yyyy-mm-dd-title/**.

The bolded part of the permalink is fixed as it denotes the category of the post, afterwhich, the permalink can be the same as the file name for easy reference. For aesthetic reasons, we further recommend that you avoid the use of capital letters.

# Style Guide and Configuration

To note for Title convention - to prioritise event name as prefix for better display on news page:

ALL SPEECHES PRESS RELEASES PARLIAMENT Q & A COM  
VIEW ARCHIVE

SPEECHES

Speech by Ms Grace Fu,  
Minister for  
Sustainability and the  
Environment at The  
Ministry of...

25 NOV 2020

**Negative** example  
as critical info is  
pushed behind

SPEECHES

The Human Capital  
Leadership Institute  
(HCLI)'s Singapore  
Business Leaders  
Programme (SBLP) - Ms  
Grace Fu...

24 NOV 2020

**Start the title with  
the event** instead  
for user visibility

EuroCham's Sustainability Awards - Ms Grace Fu

17 NOV 2020

Speech by Ms Grace Fu, Minister for Sustainability and the Environment, at  
EuroCham's Sustainability Awards on 17 November 2020

Mrs Ursula Von de Leyen, President of the European Commission,

I.e. The full syntax starting with "Speech by \_\_ ,  
\_\_, at \_\_ on \_\_" should be included in the main  
content instead

# Style Guide and Configuration

Similarly, for Parliamentary Q&As, adhere to the following title order:

Written/Oral reply to Parliamentary Question on \_\_\_\_\_ by \_\_\_\_\_



Naming convention for POHs: **Ms** Grace Fu, **Dr** Amy Khor, **Mr** Desmond Tan

# Style Guide and Configuration

## An Example Configuration of a Post:

```
---  
title: EuroCham's Sustainability Awards - Grace Fu  
permalink: /resource-room/category/2020-11-17-speech-at-the-eurocham-sustainability-awards/  
image:  
file_url:  
description:  
---
```

### To Note:

Make sure you indicate 3 dashes (-) before and after the configuration to indicate the start and the end of the configuration.

# Style Guide and Configuration

## Step 6: Proceed to type and input the content of the speech

If the information you wish to upload is in Word/docx. format, you may go to this link to convert: <https://word2md.com>

Copy the Markdown format and make the following changes on the next slide:

*Images in your speech/PQ/press release? We'll get to that later.*

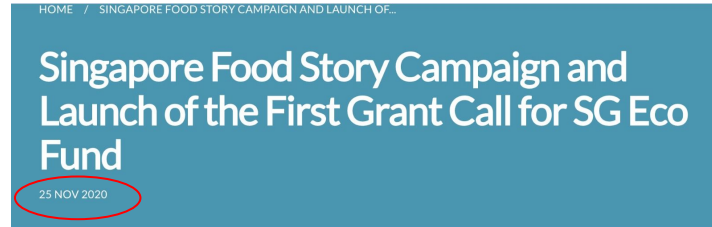
*Note that as of Aug 2021, .doc/docx, .xlsx/xls files are no longer allowed to be uploaded for security reasons, so use <https://guide.go.gov.sg/guide-1/file-sharing> instead*



# Style Guide and Configuration

## Formatting of Content:

1. **Leave a line after the configuration** before inputting the content of speech.
2. To standardise all news articles, we'll use **4 hashtags (#)** for the header and for consistency, avoid using full caps, and **omit the date as it should be displayed in your filename and the website.**



*To omit* →

Celebrating the 2020: Singapore Food Story Campaign and Launch of the First Grant Call for SG Eco Fund

25 November 2020 - The Ministry of Sustainability and the Environment (MSE) celebrated the eventful year-long 2020: Singapore Food Story campaign at its year-end appreciation event held today.

2020: Singapore Food Story

2 In February, MSE launched the 2020: Singapore Food Story campaign amidst concerns about global supply chain disruptions stemming from



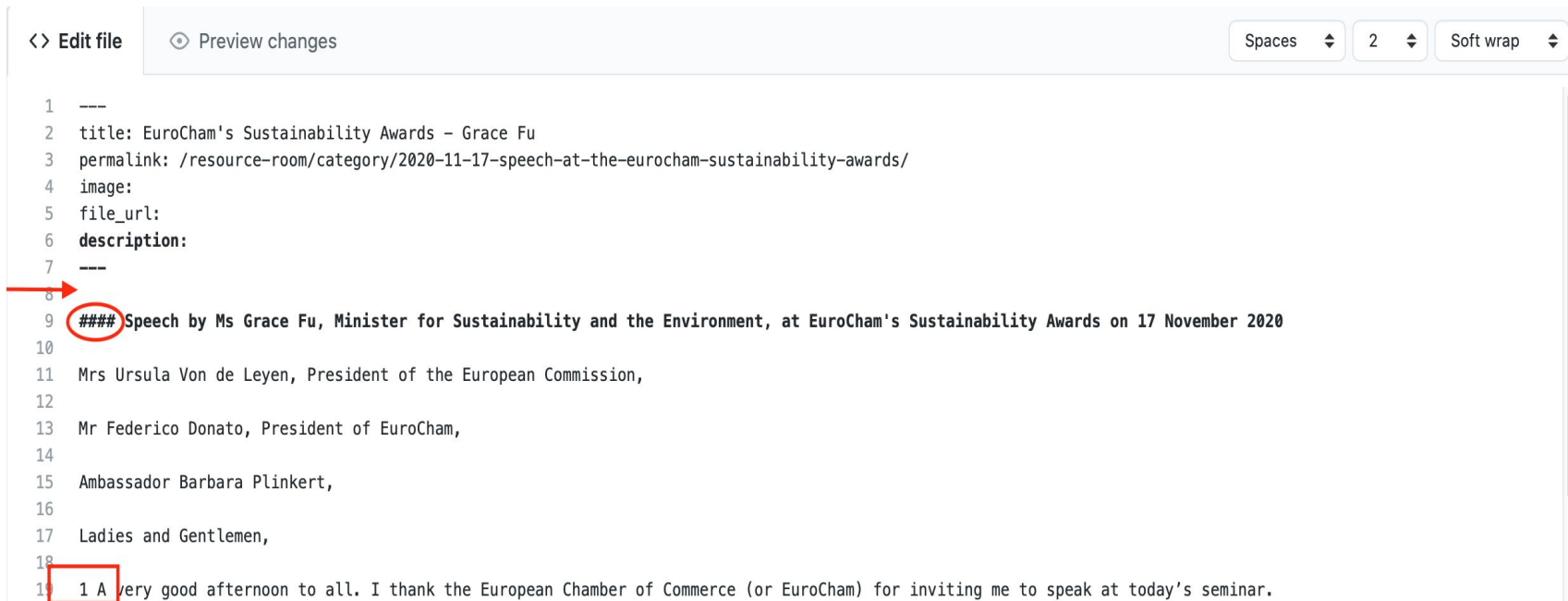
# Style Guide and Configuration

## Formatting of Content (continued):

3. When numbering paragraphs, leave **1 spacing after the number. Do not put a period/full-stop or bracket '1.' or '1)'**. after the number as this may result in numbering issues when there are subheaders between paragraphs.
4. Do remember to leave 2 spacings at the end of each paragraph or sentence before going to the next line. This is to indicate that the following sentence is to be on a new line. Otherwise, the sentences or paragraphs will appear on the same line continuously on the webpage.
5. If you have accompanying media such as pictures or videos, [click here.](#)
6. For press releases in digital formats, there is no need for “--End--”s at the end of the article.

# Style Guide and Configuration

## Example of the Format in Markdown:



```
<> Edit file    Preview changes    Spaces 2 Soft wrap

1  ---
2  title: EuroCham's Sustainability Awards – Grace Fu
3  permalink: /resource-room/category/2020-11-17-speech-at-the-eurocham-sustainability-awards/
4  image:
5  file_url:
6  description:
7  ---
8
9  #### Speech by Ms Grace Fu, Minister for Sustainability and the Environment, at EuroCham's Sustainability Awards on 17 November 2020
10
11 Mrs Ursula Von de Leyen, President of the European Commission,
12
13 Mr Federico Donato, President of EuroCham,
14
15 Ambassador Barbara Plinkert,
16
17 Ladies and Gentlemen,
18
19 1 A very good afternoon to all. I thank the European Chamber of Commerce (or EuroCham) for inviting me to speak at today's seminar.
```

As you edit the file, you can also click 'preview changes' to view how the content will be displayed on the webpage.

# Style Guide and Configuration

**Example of how it should be displayed:**

## EuroCham's Sustainability Awards - Ms Grace Fu

17 NOV 2020

Speech by Ms Grace Fu, Minister for Sustainability and the Environment, at EuroCham's Sustainability Awards on 17 November 2020

Mrs Ursula Von de Leyen, President of the European Commission,

Mr Federico Donato, President of EuroCham,

Ambassador Barbara Plinkert,

Ladies and Gentlemen,

1 A very good afternoon to all. I thank the European Chamber of Commerce (or EuroCham) for inviting me to speak at today's seminar.



# Uploading News Article

## Step 7: Commit the change

After you have completed inserting the content and everything looks good after previewing, you will need to save it! Scroll to the bottom of the page and you will see this section below:

### Commit changes

Update 2020-11-17-speech-at-the-eurocham-sustainability-awards.md

Add an optional extended description...

☒ Commit directly to the `staging` branch.

☐ Create a **new branch** for this commit and start a pull request. [Learn more about pull requests.](#)

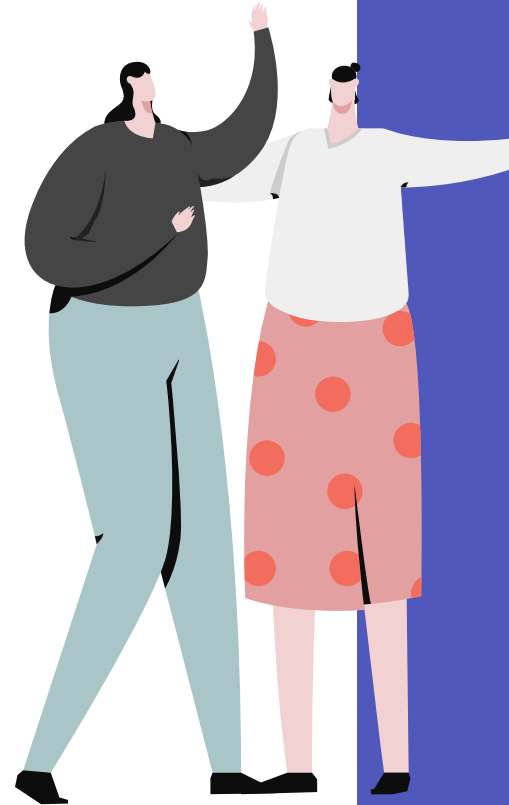
Commit changes

Cancel

# Uploading News Article

Type in what you have edited or created in the description box. Make sure that you select '**commit directly to the staging branch**' and once you are ready, click '**commit changes**' button!

Yay! Give yourself a pat on the back for making to this stage!  
We just have a few more steps to go!



# Uploading News Article

As you may recall, we are still on the **staging branch**. Isomer sites will always have at least 2 branches - staging and master. The staging branch is where you can make edits freely without affecting the live site. Your changes can be previewed on the **staging URL: <http://mse-staging.netlify.app/>** which is also separate from the live site.

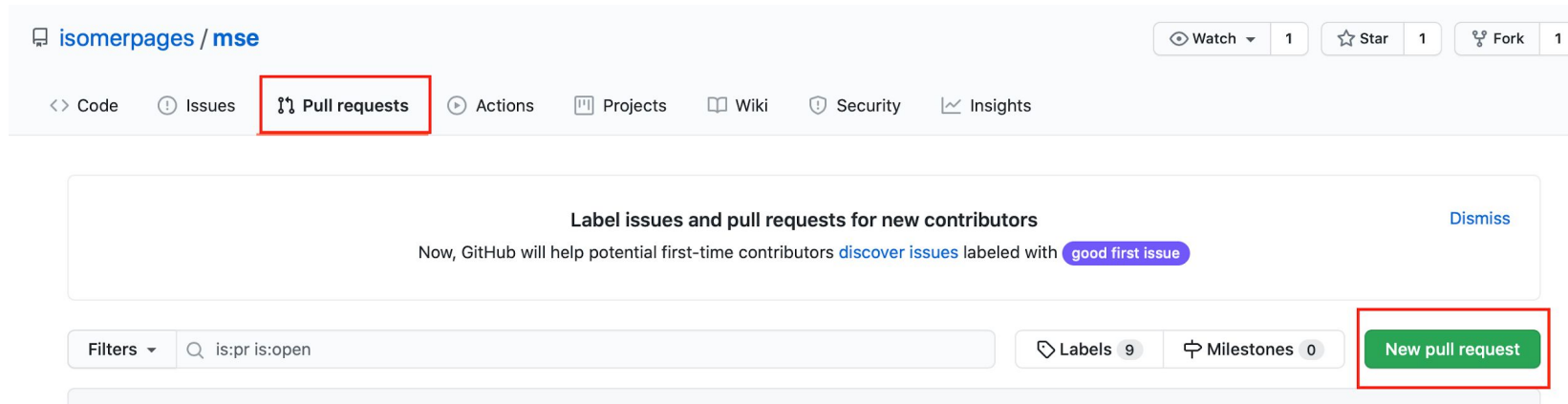
The staging branch is where you do your editing and preview your edits. Once you're ready for your edits to go live, you'll need to "copy" the staging branch to the master branch. This is done using what is known as a **pull request**.

# Uploading News Article

A pull request is essentially a request to update the content of the master branch to be in sync with the staging branch. To prevent defacement or other security incidents, we have instituted a policy where your pull request must be approved by at least 1 other user.

## Step 8a: Create a Pull Request

Go to the Pull Request tab, click on New Pull Request



The screenshot shows the GitHub interface for the repository `isomerpages / mse`. The navigation bar includes tabs for Code, Issues, Pull requests (highlighted with a red box), Actions, Projects, Wiki, Security, and Insights. On the right, there are buttons for Watch (1), Star (1), and Fork (1). Below the navigation bar, a message states: "Label issues and pull requests for new contributors. Now, GitHub will help potential first-time contributors discover issues labeled with good first issue." At the bottom, there is a search bar with the text "is:pr is:open", a "Filters" dropdown, and buttons for "Labels 9" and "Milestones 0". A green "New pull request" button is highlighted with a red box.




# Uploading News Article



## Step 8b: Select base as master





### Comparing changes

Choose two branches to see what's changed or to start a new pull request. If you need to, you can also [compare across forks](#).

 base: master ▼ ← compare: staging ▼

✓ **Able to merge.** These branches can be automatically merged.

 **Create pull request** Discuss and review the changes in this comparison with others. 

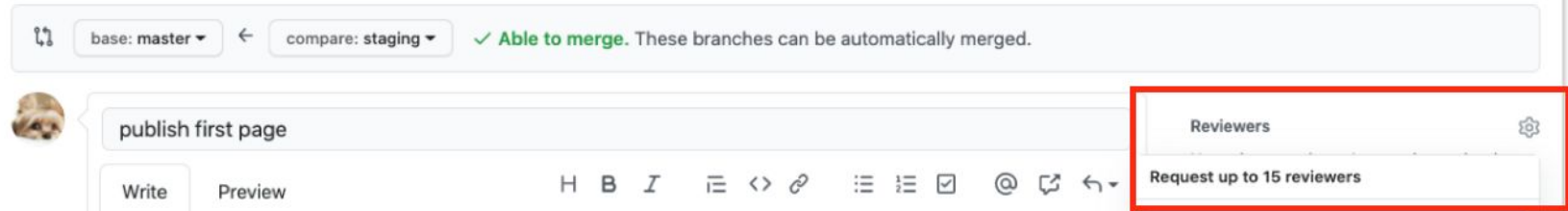
 Commits 22  Files changed 1  Commit comments 0  3 contributors

# Uploading News Article

**Step 8c: Select the colleague in your team (SCMO/O&E) to approve this Pull Request for you. Let them know prior, of course. This is located at the right side of the page. Remember to fill in the title of the pull request.**

## Open a pull request

Create a new pull request by comparing changes across two branches. If you need to, you can also [compare across forks](#).



base: master ← compare: staging ✓ Able to merge. These branches can be automatically merged.

publish first page

Write Preview

H B I ≡ <> 🔗 ≡ ≡ ☑ @ ↻ ↶

Reviewers

Request up to 15 reviewers

**Step 8d: Click on "Create pull request" button**

Once you're done creating the pull request, you should alert your colleague or send him/her the link to the pull request page of the pull request for easy reference.

# Approving an upload (aka. Pull Request)

---



# Approving an Upload (Pull Request)

## Step 9a: Approve a Pull Request

Go to the pull request tab and select the correct pull request

<> Code ⓘ Issues 0 **🔗 Pull requests 1** 📁 Projects 0 📖 Wiki 📊 Insights ⚙ Settings

Label issues and pull requests for new contributors [Dismiss](#)  
Now, GitHub will help potential first-time contributors discover issues labeled with **help wanted** or **good first issue**

Filters 🔽 🔍 is:pr is:open Labels Milestones [New pull request](#)

📁 1 Open ✓ 9 Closed Author ▾ Labels ▾ Projects ▾ Milestones ▾ Reviews ▾ Assignee ▾ Sort ▾

🔗 **added technews into media** ✓  
#10 opened an hour ago by prestonlimljanjie

# Approving an Upload (Pull Request)

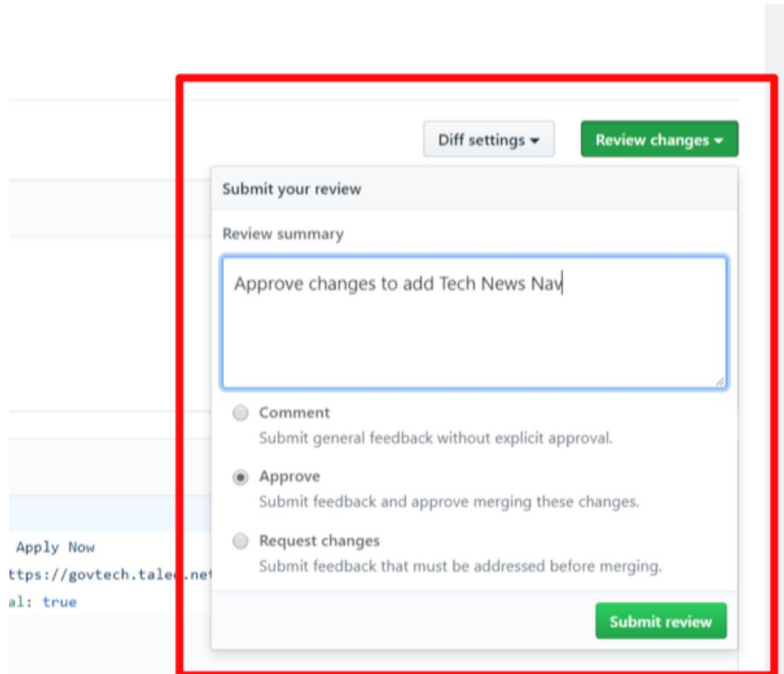
## Step 9b: Select 'Add your review' button

Go to the pull request tab and select the correct pull request



# Approving an Upload (Pull Request)

Step 9c: Add your review, select approve and click on submit review



The screenshot shows a web interface for reviewing a pull request. A red rectangular box highlights the 'Submit your review' modal. At the top of the modal are two buttons: 'Diff settings' and 'Review changes'. Below them is the 'Review summary' section, which contains a text area with the text 'Approve changes to add Tech News Nav'. Under the text area are three radio button options: 'Comment' (unselected), 'Approve' (selected), and 'Request changes' (unselected). Each option has a descriptive text below it. At the bottom right of the modal is a green 'Submit review' button. In the background, partially visible, are buttons for 'Apply Now' and 'Cancel', and some code snippets.

Diff settings Review changes

Submit your review

Review summary

Approve changes to add Tech News Nav

☐ Comment  
Submit general feedback without explicit approval.

☒ Approve  
Submit feedback and approve merging these changes.

☐ Request changes  
Submit feedback that must be addressed before merging.

Submit review

Apply Now

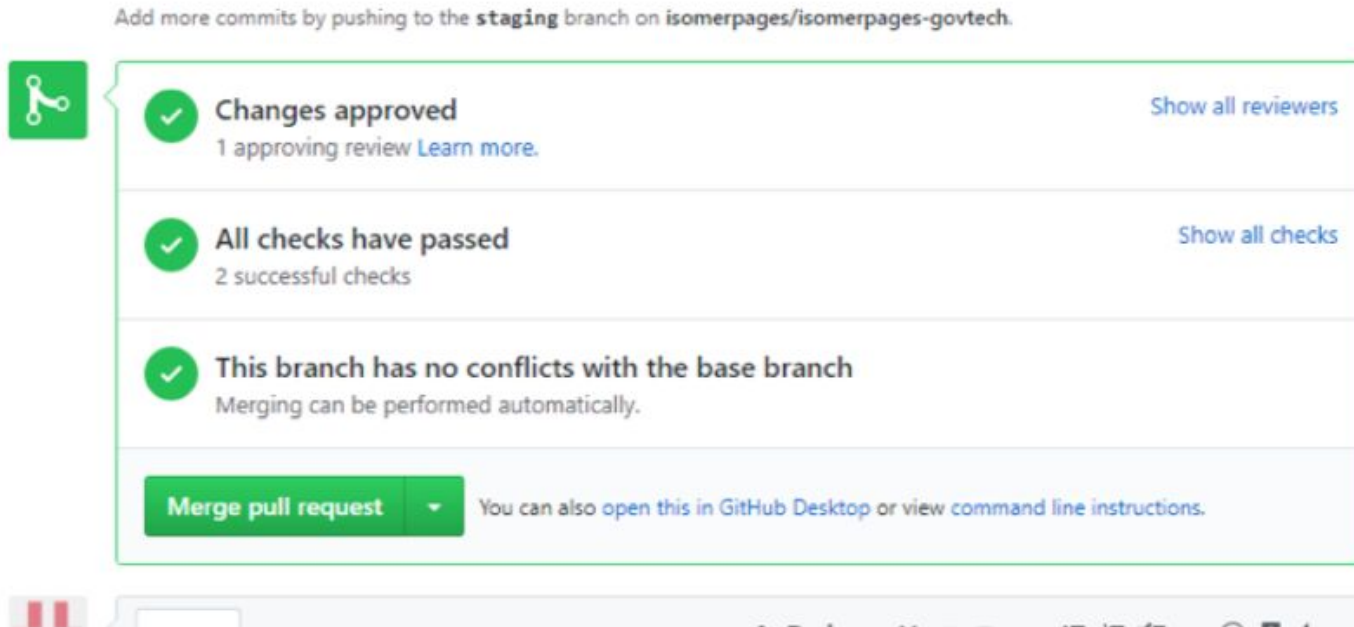
`https://govtech.taleo.net`

`al: true`

# Approving an Upload (Pull Request)

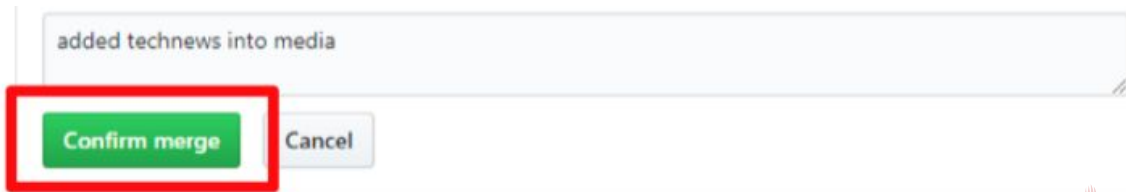
## Step 10a: Merge a Pull Request

Scroll to the bottom of the page and you'll see the green button that says, Merge Pull Request and click on it.



# Approving an Upload (Pull Request)

Step 10b: You will be prompted another button to Confirm Merge. Click on it.



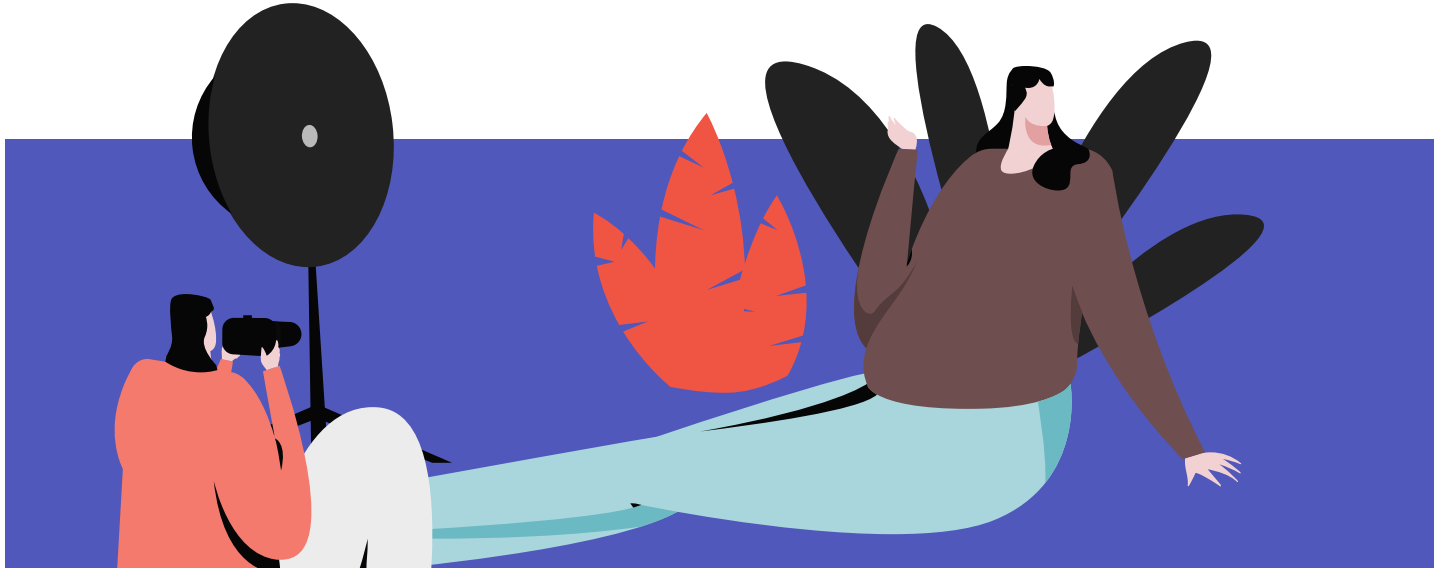
Congrats! Your article is now live!

Do note that depending on the size of the file, it will take ~1-3 mins before it is reflected on the MSE site.





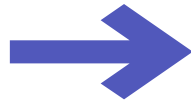
# Uploading News Media



# Uploading of Images and Inputting into News Articles:

To place an image in your Markdown file, first upload the image into your **/news/news-images/ folder**. This folder is specifically for all news-related images.

folder	_about-us	about us ame
folder	_data	change issues
folder	_issues	updated conte
folder	_take-action	about us ame
folder	images	Delete water-i
folder	misc	mobile paddin
folder	news	remove numb
folder	pages	cos page grar
folder	resources	removed hawl



..		
folder	---speeches	Updated the content
folder	--press-releases	news order
folder	-parliament-Q-&-A	news order
folder	Committee-of-supply	Adjusted bottom dat
folder	news-images	uploaded images for
folder	view-archive	removed NAS
file	index.html	1 microsite page

# Uploading of Images and Inputting into News Articles:

The file name of images in the folder are name according to: **news type-yyyy--mm-dd-image.png**. This is to keep the folder organised and for easy reference when using Markdown to insert the images to the article.

Example of how the files look like in the folder:

 press-release-2020-04-07-image-1.png

 press-release-2020-04-07-image-2.png

 press-release-2020-04-07-image-3.png

 press-release-2020-04-08-image-1.png

 press-release-2020-04-08-image-2.png

 press-release-2020-04-08-image-3.png

# Uploading of Images and Inputting into News Articles:

After you have uploaded and save the images in the news-images folder, proceed to the Markdown file of the news article.

The Markdown syntax for an image: **![[Alt](img.jpg)]**

On 3 October 2020, nine customers were seated across two tables and intermingling in

![[/news/news-images/press-release-2020-10-06-image-1.png)]

(Photo Credit: Urban Redevelopment Authority)

On 3 October 2020, several customers were found consuming alcohol at 11.40pm at the

![[/news/news-images/press-release-2020-10-06-image-2.jpg)]

![[/news/news-images/press-release-2020-10-06-image-3.jpg)]

(Photo Credit: Urban Redevelopment Authority)

# Uploading of Images unto News Articles:

## Example of Press Release Image on the Site:

On 3 October 2020, nine customers were seated across two tables and intermingling in a private room at Tong Xin Ru Yi Traditional Hotpot at 9.15pm.



(Photo Credit: Urban Redevelopment Authority)

On 3 October 2020, several customers were found consuming alcohol at 11.40pm at the Invincible Noodle House.

# Uploading of Images and Inputting into News Articles:

## Input Videos into News Articles:

To embed a video on your page, simply copy the \*iframe code from Youtube or Vimeo after you've uploaded your video, and paste it onto your page.

Note to insert <div> tags to ensure that your video renders appropriately.

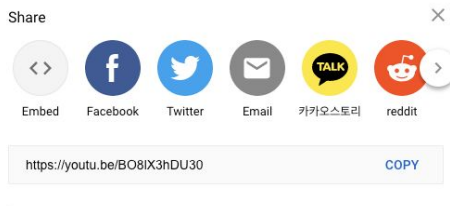
Example:

```
<div class="bp-youtube">
```

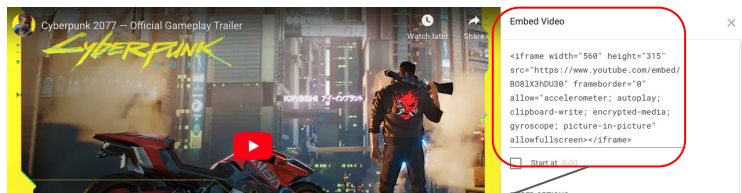
```
<iframe width="560" height="315" src="https://www.youtube.com/embed/xCgnUzBofa4" frameborder="0" allow="accelerometer; gyroscope; picture-in-picture" allowfullscreen></iframe>
```

```
</div>
```

\*Go to youtube, click 'Share', then click 'Embed'



☐ Start at 0:00



0:00 / 1:00

# Additional Information on Isomer and Markdown can be found here:

<https://v2.isomer.gov.sg>

GovTech Guide to Isomer

<https://commonmark.org/help/tutorial/>

Guide to using Markdown

<https://stackedit.io/app#>

A free online What You See Is What You Get (WYSIWYG) editor that you can use while you draft your pages

<https://word2md.com>

Convert Word or Google documents to Markdown online.

# Colour Palette & News Typography



HEX#: #4a96b0

CMYK: 58, 15, 0, 31

**Website primary**



HEX#: #484848

CMYK: 0, 0, 0, 72

**Cards / text primary**

**#### (H4) Title 24px Lato**

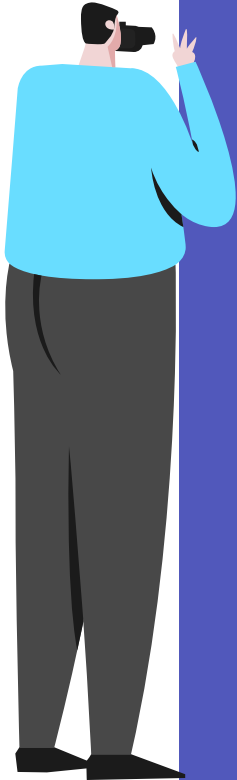
Paragraph (p) *Content* 20px Lato

All text colours in Tundora #484848

*These are implemented by default.*



# Still unsure? Reach out!



If you have any questions relating to the website, just buzz us :)

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