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.

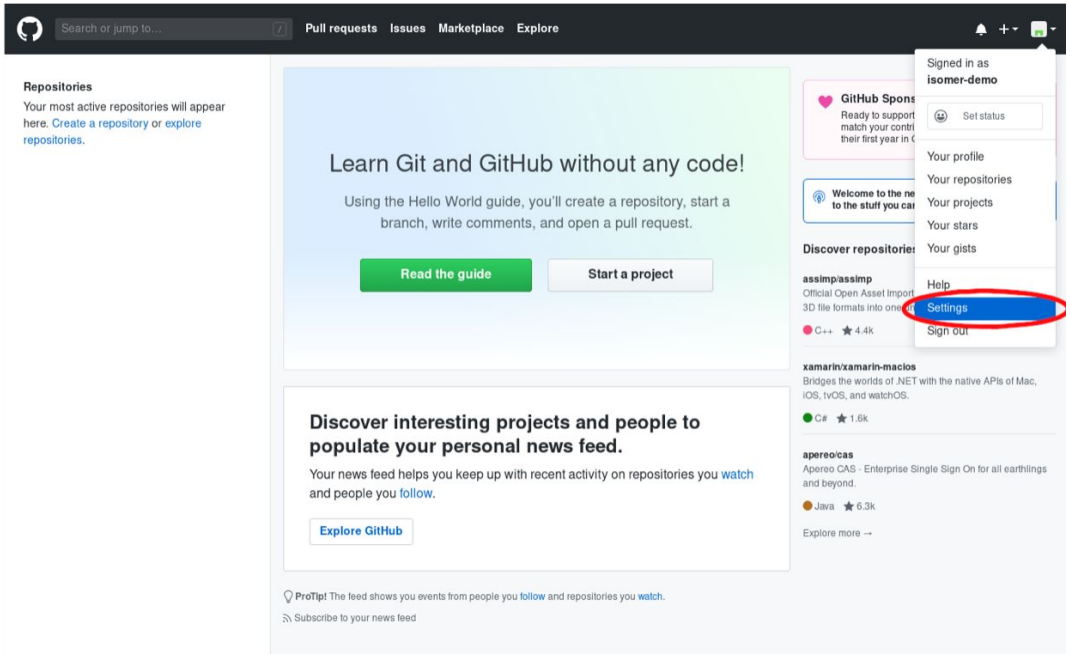
If the above isn't clear, more instructions can be viewed here.

Done? Let's set up 2FA

Govtech requires Github accounts to use 2FA for cybersecurity reasons

Step 1: Go to your Github settings

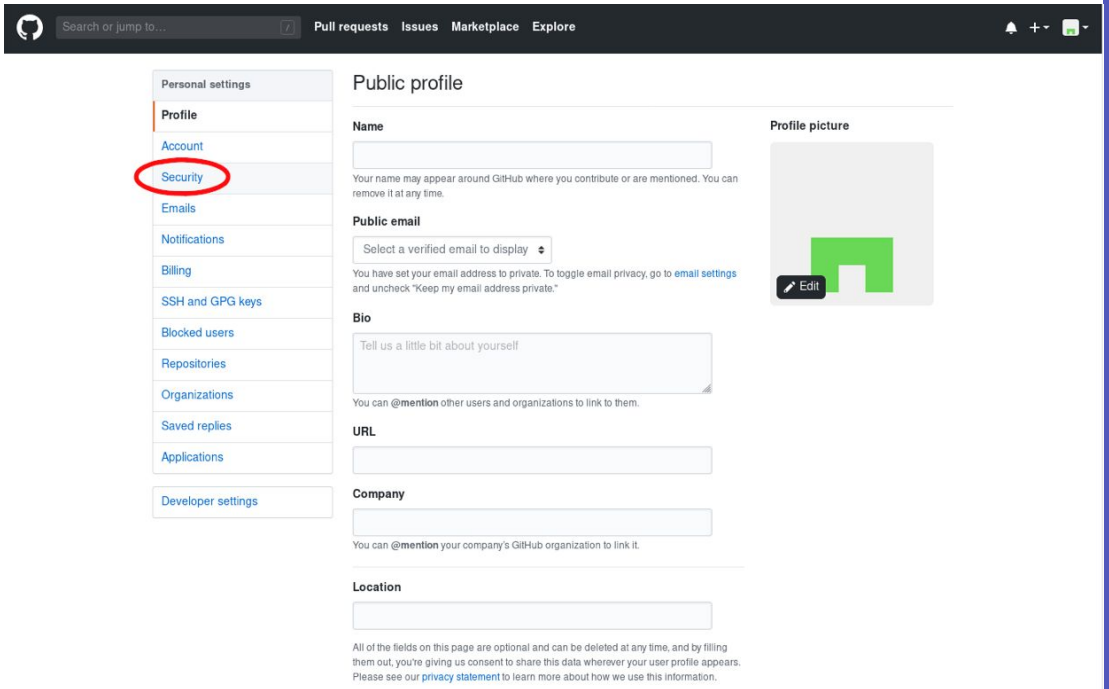
Go to your account settings by clicking on your profile picture on the top right hand corner of the page.



2FA setup (2)

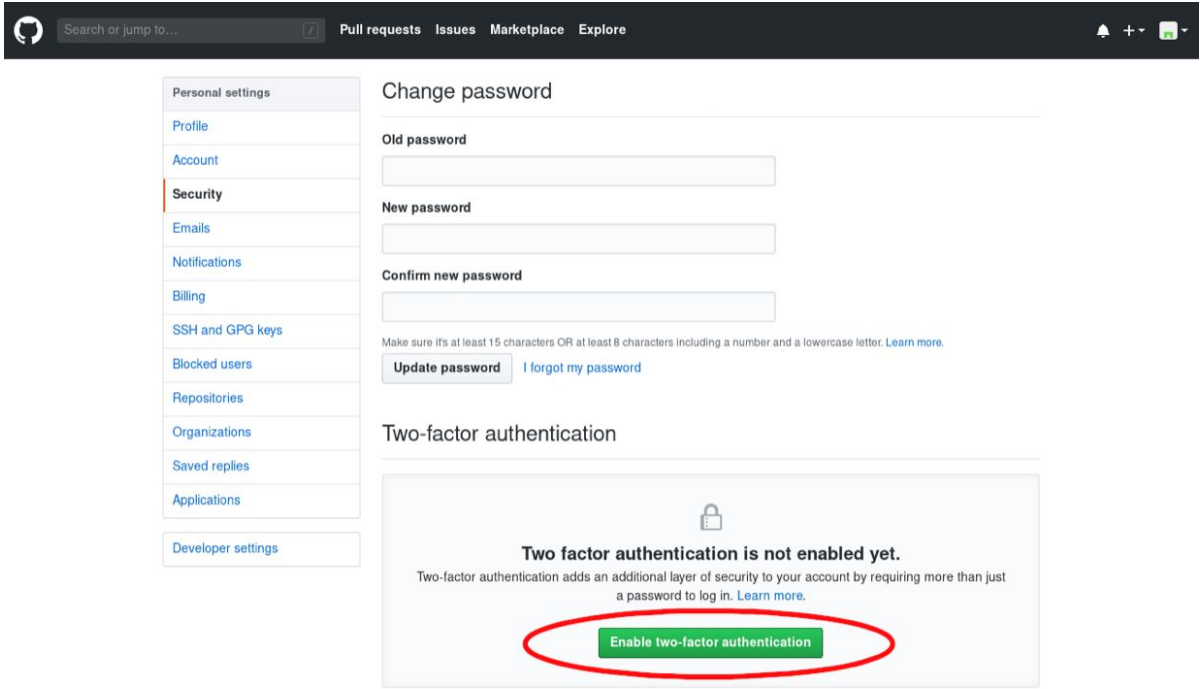
Step 2: Select 'Settings' and you will be redirected to a new page.

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).



Almost there, you just need to setup once

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



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.

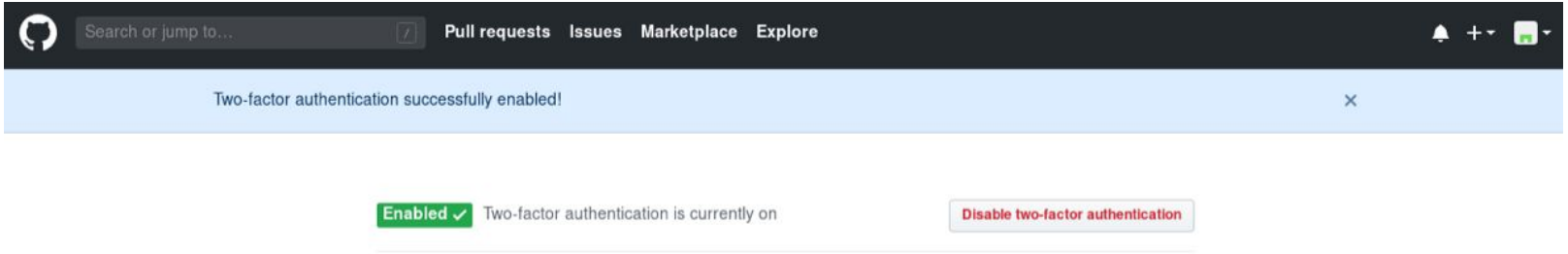
After selecting one of the methods to save the codes, the 'Next' button will be enabled. Proceed.

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'.

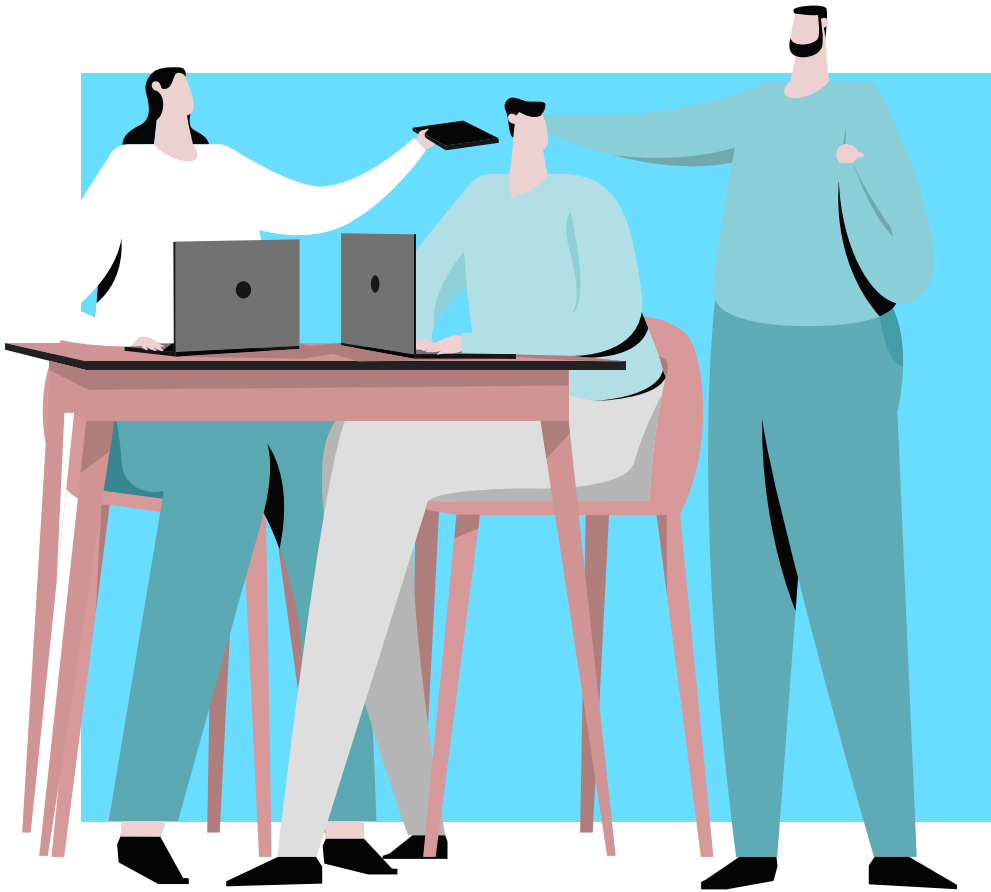
Nice! Now you are set to gain access to your Isomer website!



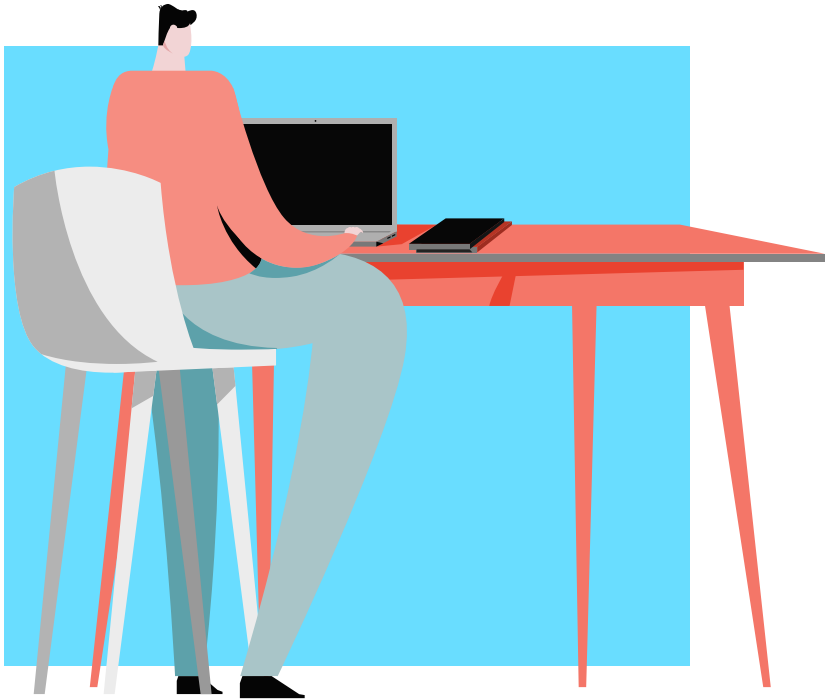
Adding myself to the Isomer github for MSE

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 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

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90604088

Responds faster on whatsapp

Abby Teo

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Part 2:

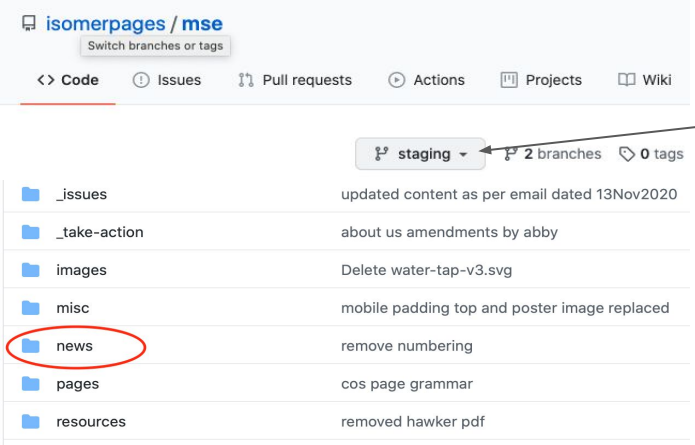
Uploading News Articles

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

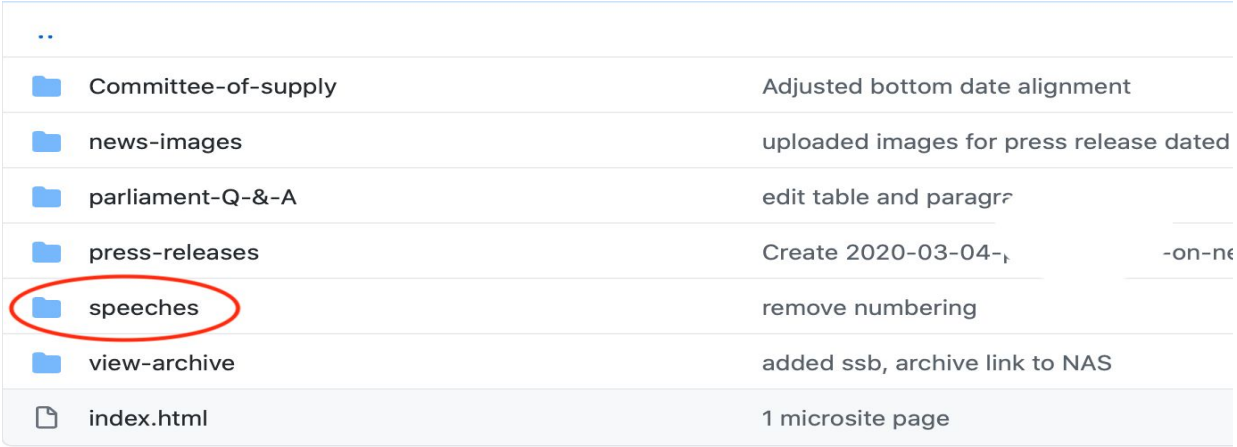


You should be on the 'staging' branch

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.

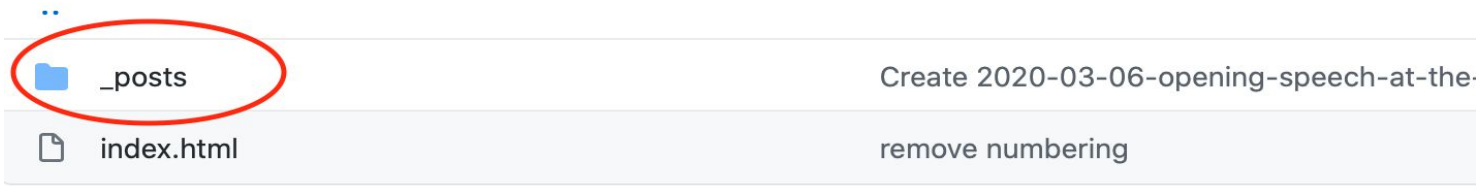
Step 2: Click on the 'speeches' folder.



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.

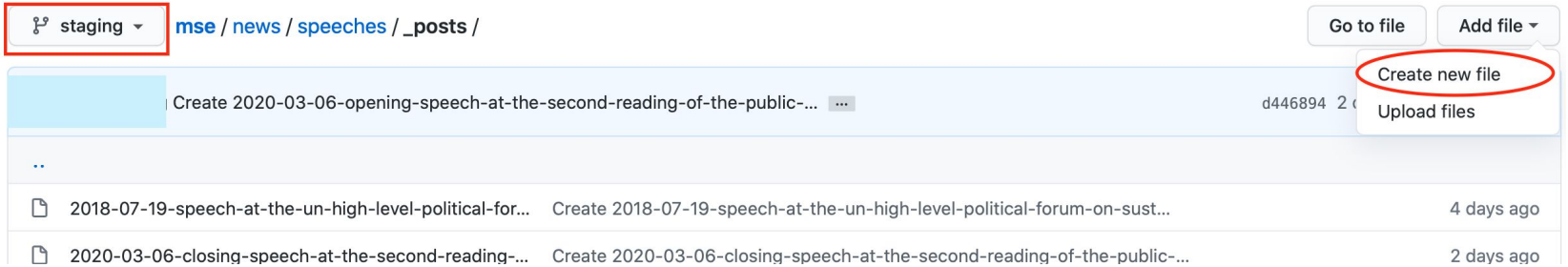


You will then see a lists of files for each post that has been published on the website.

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-presenation-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:

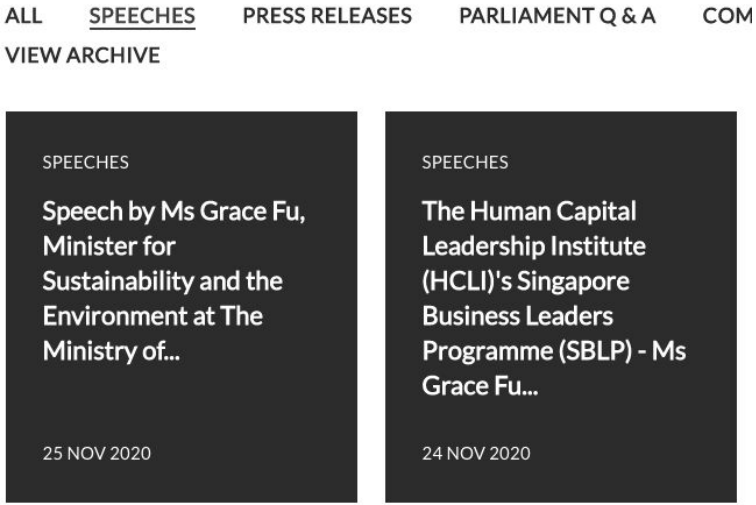
Title: the title of the post which will be visible in the browser window

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:



Negative example as critical info is pushed behind

Start the title with the event instead for user visibility

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.

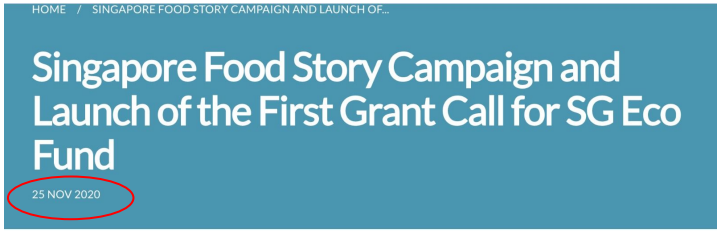
Note that as of Aug 2021, .doc/docx, .xlx/xlxs files are no longer allowed to be uploaded for security reasons, so use https://guide.go.gov.sg/guide-1/file-sharing instead

Style Guide and Configuration

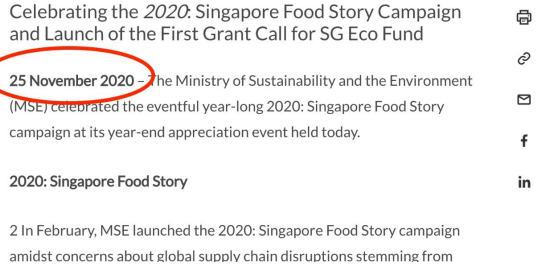
Formatting of Content:

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 →



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.

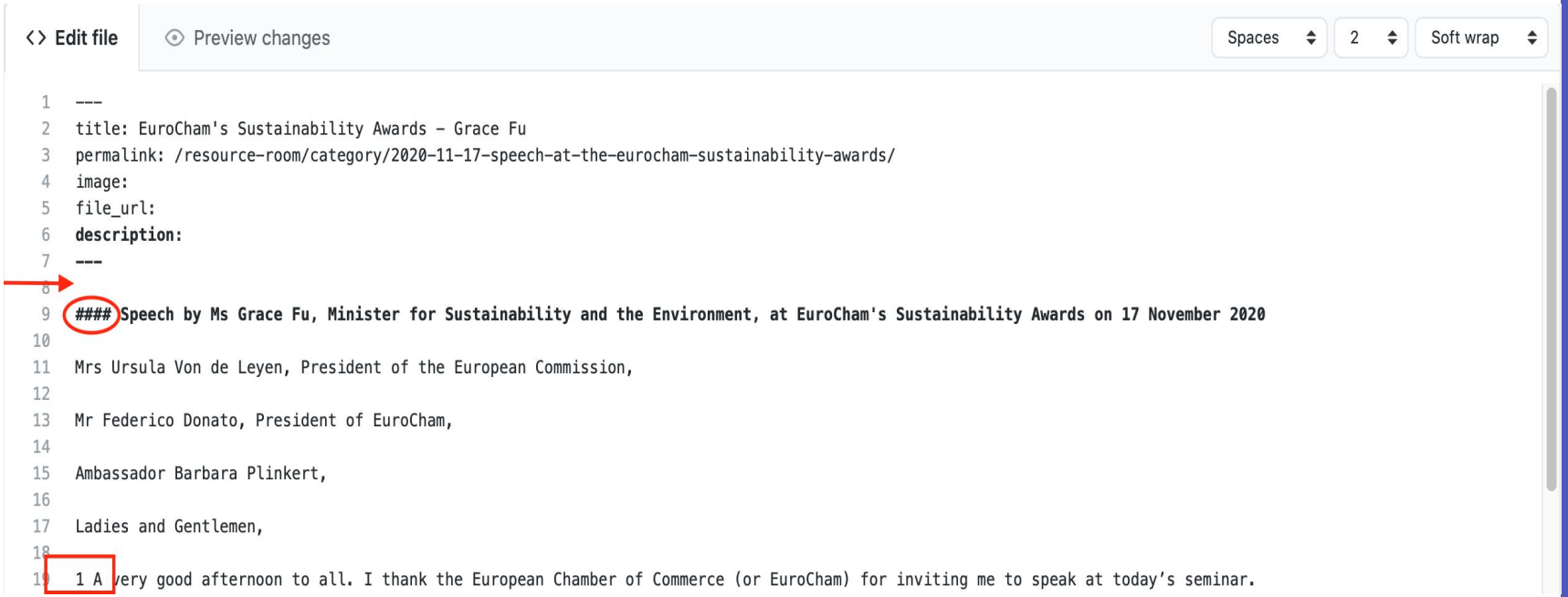
4. Do remember to leave 2 spacings at the end of each paragraph or sentence before going to the next line. This is to indicate that the following sentence is to be on a new line. Otherwise, the sentences or paragraphs will appear on the same line continuously on the webpage.

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:



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,

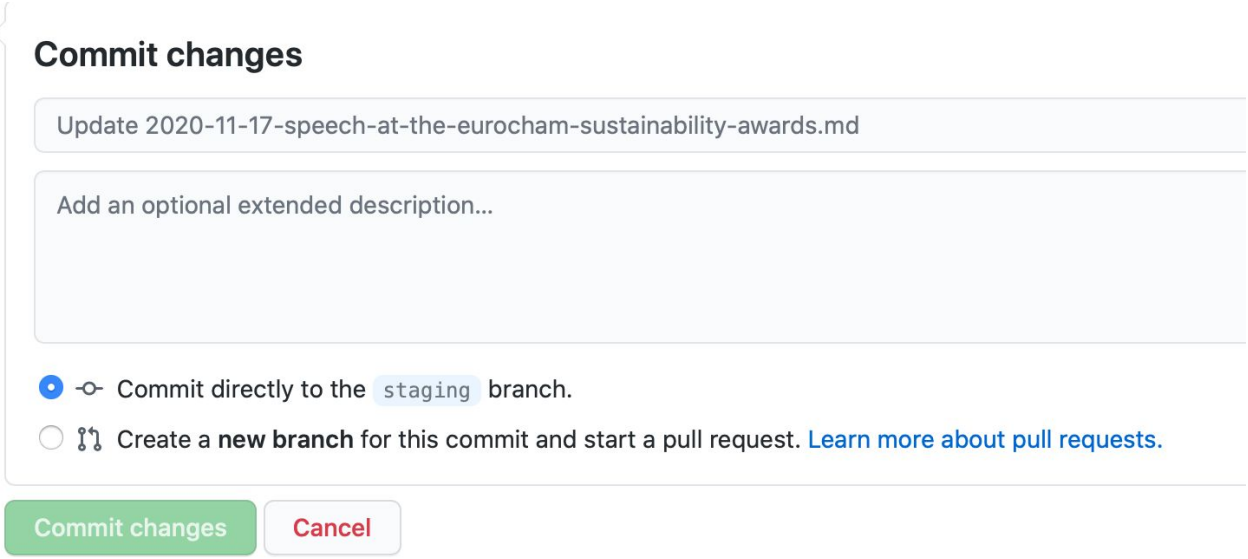
Ladies and Gentlemen,

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:



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

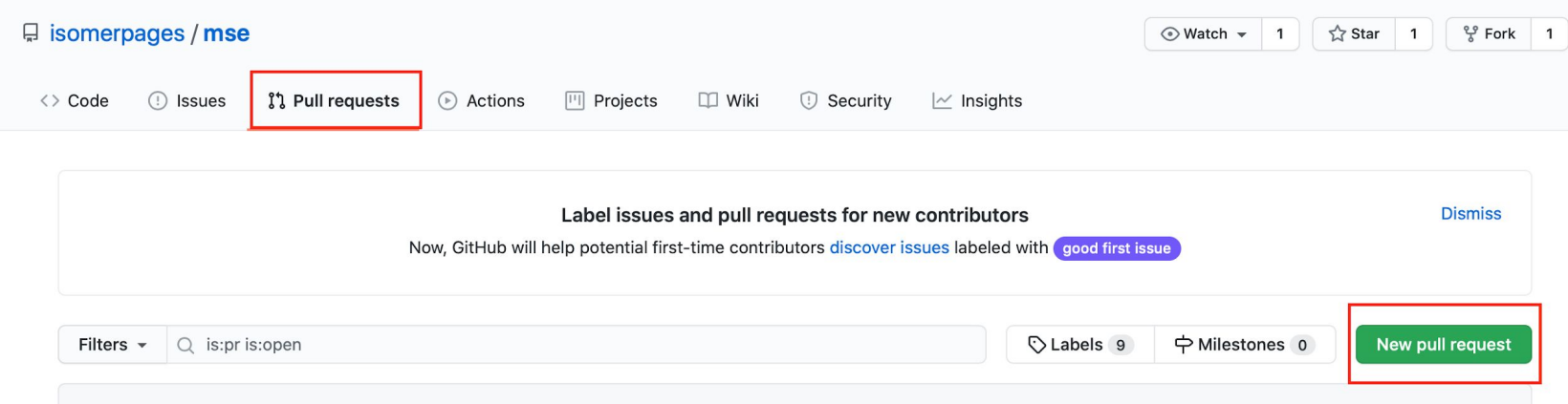
As you may recall, we are still on the **staging branch**. Isomer sites will always have at least 2 branches - staging and master. The staging branch is where you can make edits freely without affecting the live site. Your changes can be previewed on the **staging URL: http://mse-staging.netlify.app/**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

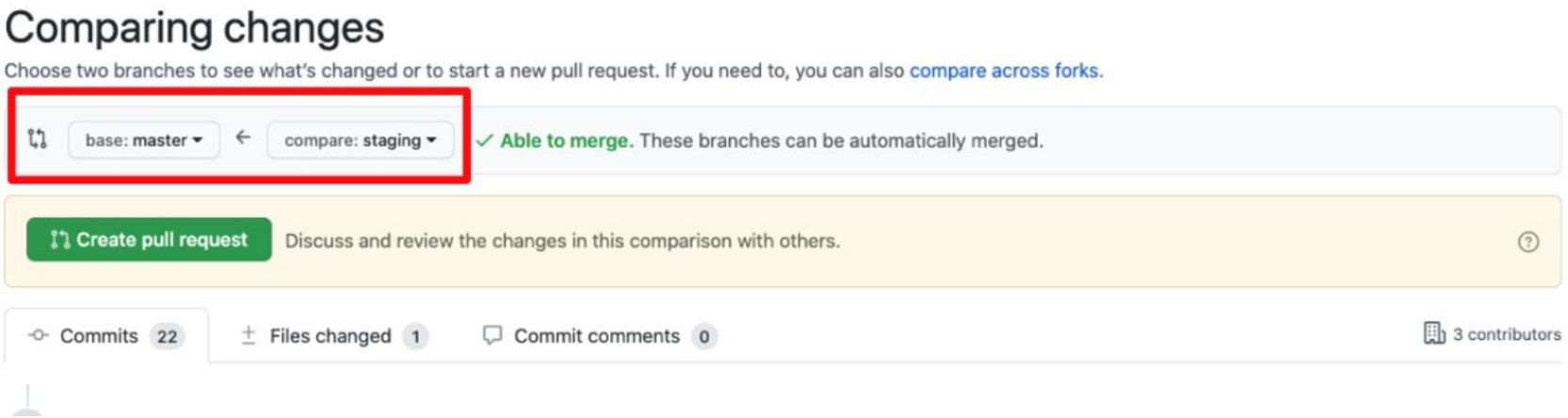
A pull request is essentially a request to update the content of the master branch to be in sync with the staging branch. To prevent defacement or other security incidents, we have instituted a policy where your pull request must be approved by at least 1 other user.

Step 8a: Create a Pull Request
Go to the Pull Request tab, click on New Pull Request



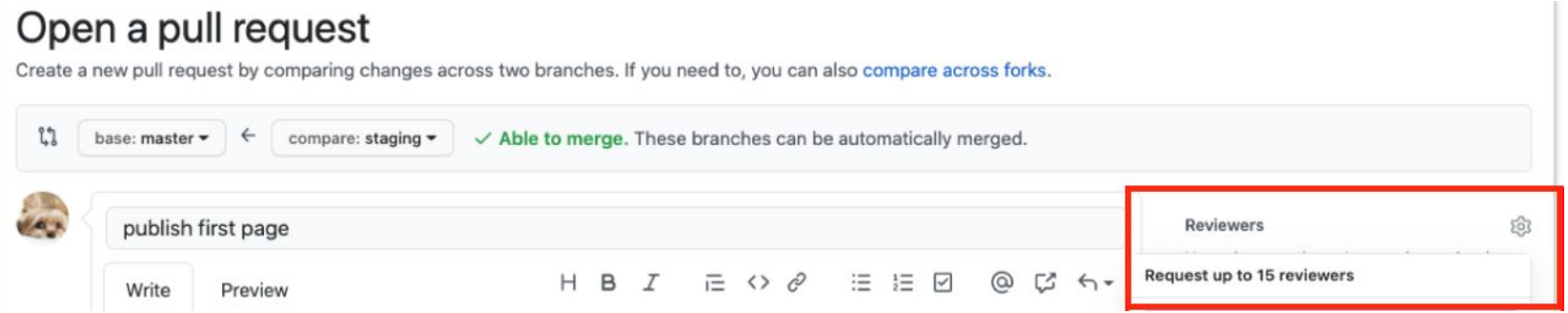
Uploading News Article

Step 8b: Select base as master



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.



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

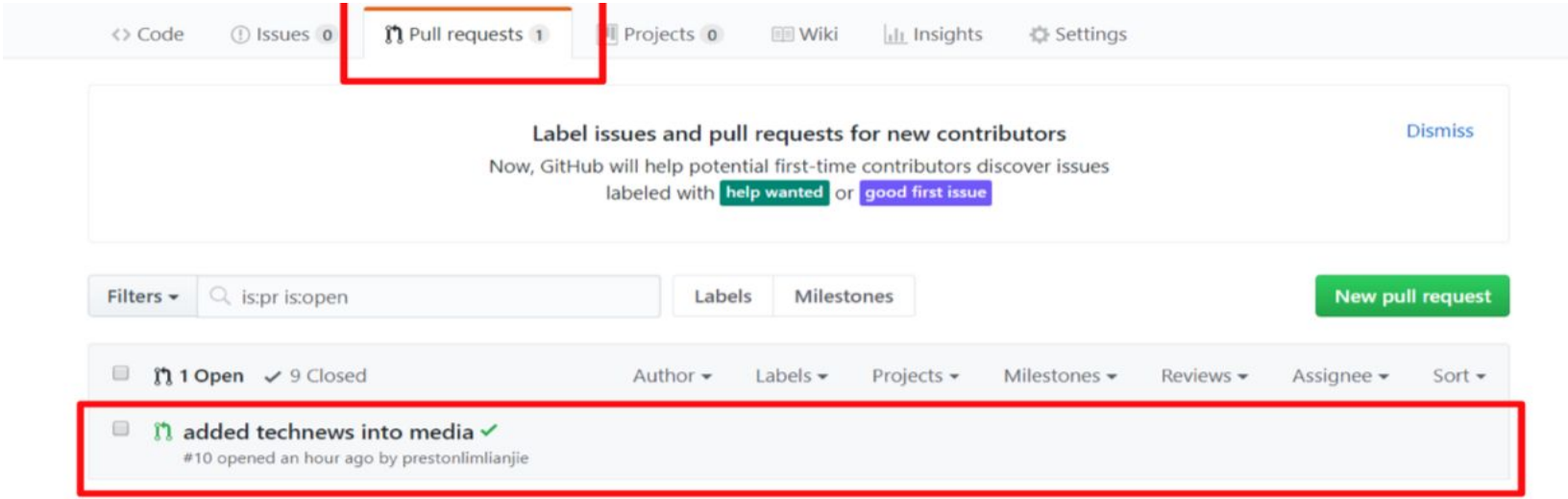
Once you're done creating the pull request, you should alert your colleague or send him/her the link to the pull request page of the pull request for easy reference.

Approving an upload (aka. Pull Request)

Approving an Upload (Pull Request)

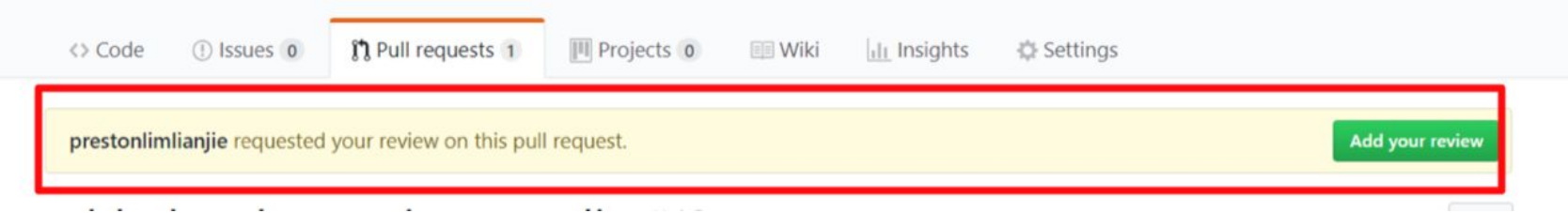
Step 9a: Approve a Pull Request

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



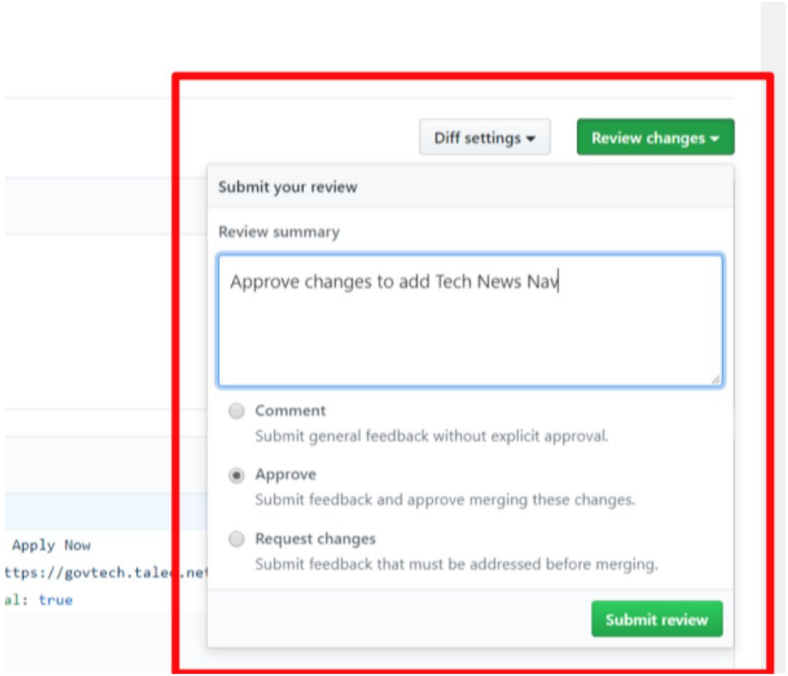
Approving an Upload (Pull Request)

Step 9b: Select 'Add your review' button
Go to the pull request tab and select the correct pull request



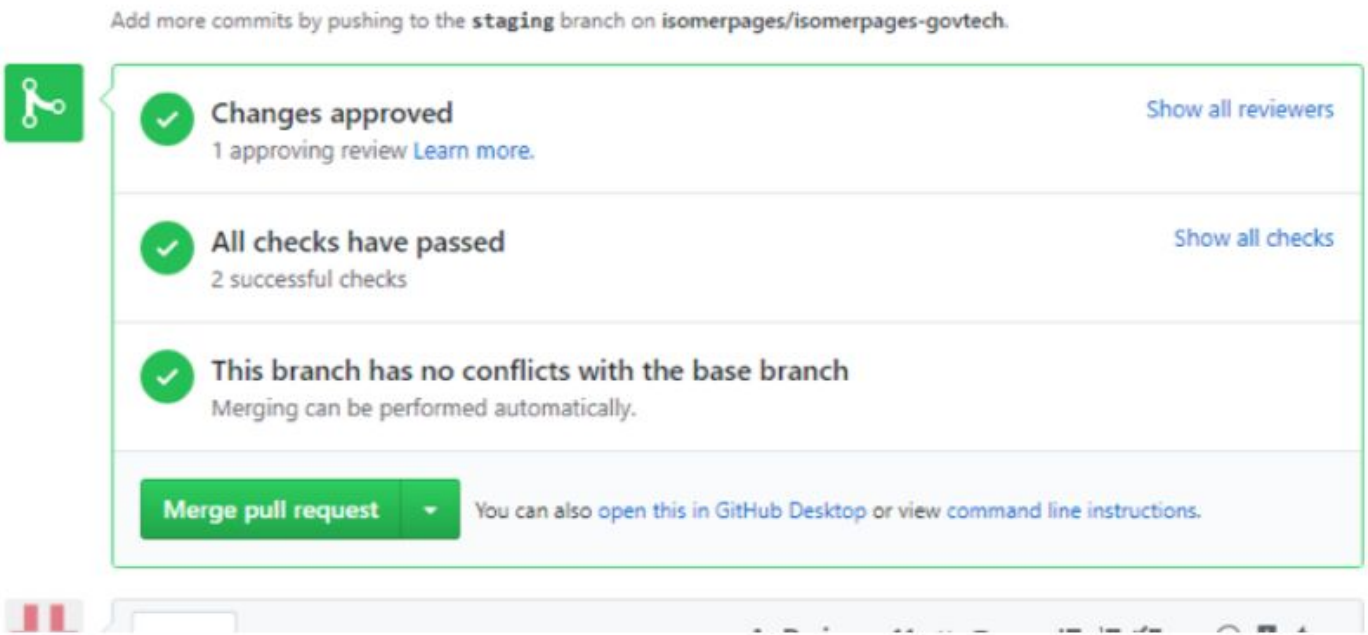
Approving an Upload (Pull Request)

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



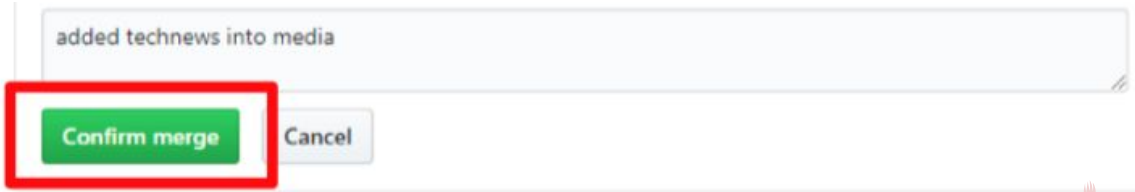
Approving an Upload (Pull Request)

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)

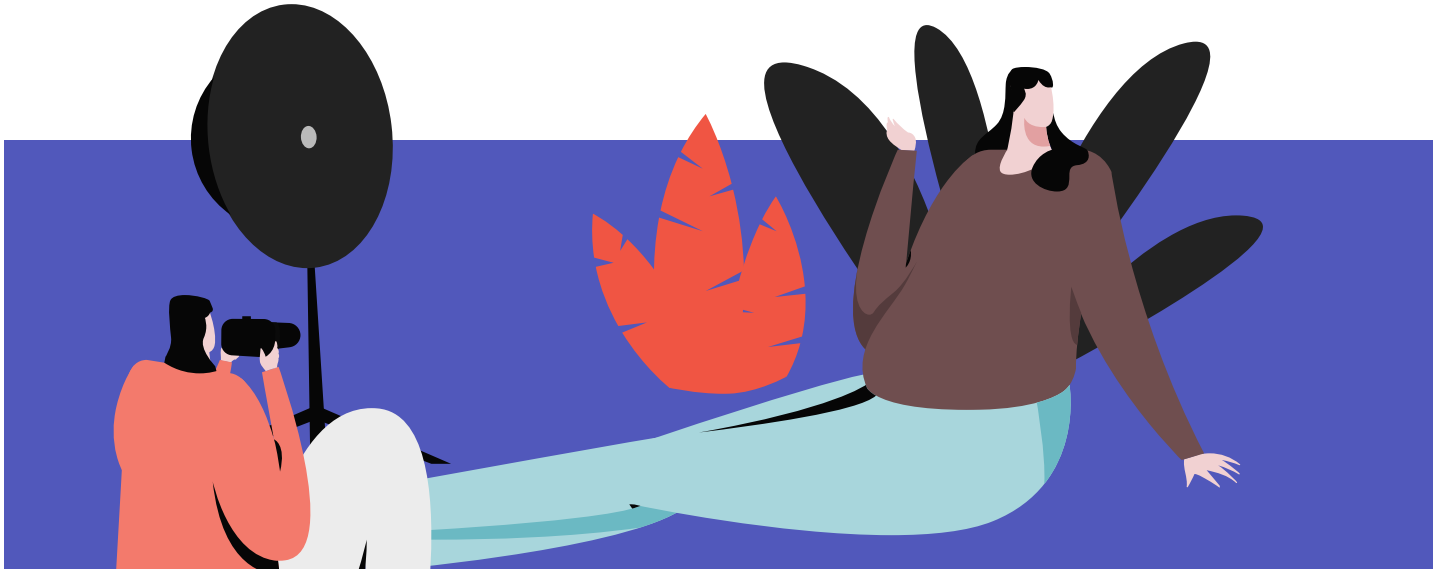
Step 10b: You will be prompted another button to Confirm Merge. Click on it.



Congrats! Your article is now live!

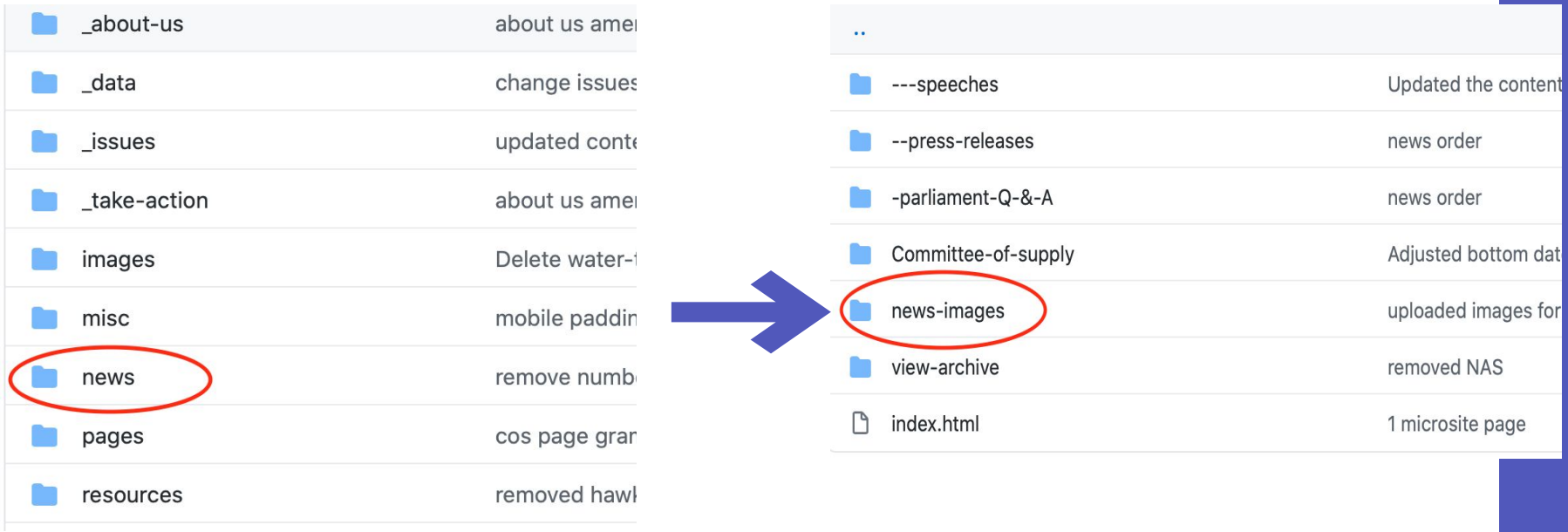
Do note that depending on the size of the file, it will take ~1-3 mins before it is reflected on the MSE site.

Uploading News Media



Uploading of Images and Inputting into News Articles:

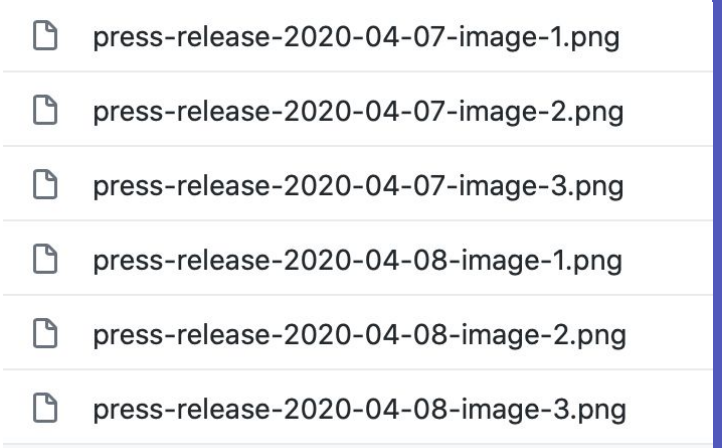
To place an image in your Markdown file, first upload the image into your **/news/news-images/ folder**. This folder is specifically for all news-related images.



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:



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 ir

![](/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:

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

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 ** ** 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="acceleromet
gyroscope; picture-in-picture" allowfullscreen></iframe>

</div>
```

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

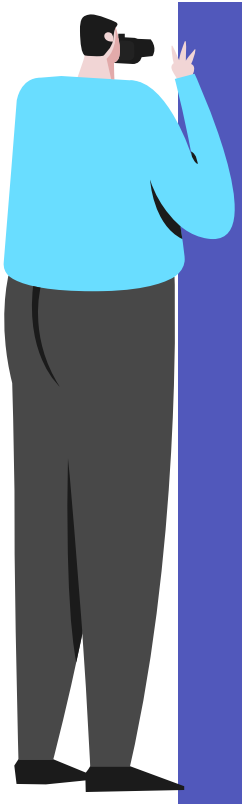
(H4) Title 24px Lato

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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90604088

Abby Teo

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