



# Blog Checklist

■ Try these new options available for blogs.

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With the upgrade to Drupal 9, many new options are available. First, check your older blogs against this checklist.

## Blog Checklist

- Ensure every blog article has a Main Article Image sized 730 x 400 pixels with limited or no text on the image. The Banner image is optional. If you choose to use a banner image, be aware the image will be very narrow.
- Remove photos from inside text sections, especially at the beginning of blogs so they don't overlap the Main Article Image. There are several new options for photos.
- Add the Parent Blog Name (bottom of edit screen) by beginning to type the name of your blog. Once the name appears, select it. You need to do this for every previous blog and new blog moving forward.
- Choose keywords specific to the blog content.
- Check and correct previous links that may lead to deleted pages or discontinued legacy websites.
- Change any naked URLs (<https://...>) to hyperlinked text.
- Add any appropriate H2, H3, or H4 headings.

## New Blog Features

There are several new options with the website upgrade that enhance the reader's experience with blogs.

### Buttons Inside Rich Text

Use sparingly.

1. Create the hyperlink first.
2. Click inside the linked text and select Styles.
3. Choose the color/style of button.

### Image Text Row

To associate specific text with a specific photo:

1. Size your image to 1200 x 880 pixels.
2. Choose Add Image Text Row from the drop down menu beneath the text box.
3. Choose whether the image appears on the right or left side of the page and the proportion (25%, 33%, 50%).
4. If you add a subtitle, it acts as an H2.
5. Add the text you want associated with the photo.

### Image Row

To highlight up to three images with captions:

1. Size each image 1200 x 880 pixels.
2. Choose Add Image Row.
3. Upload the image with alt text. You may wish to add the credit to the image. This is for internal purposes and does not show on the published page. Click Save and Insert.
4. Add an appropriate caption (optional).
5. Repeat up to two times for a maximum of three images.

### Image Gallery

To add several images:

1. If possible, size images 1200 x 880 pixels.
2. Choose Add Image Gallery.
3. Add a gallery title, subtitle, and description.
4. Click Add New File to upload each image.
5. Use the Title field under the image for the caption. The caption will only show when the image is clicked.

### Scheduling Options

If you wish the blog to remain unpublished until a specific advanced date, use the Scheduling Options. Enter a date you want the blog to be published. This date should match the Posted On field.

### Posted On

If you post an advanced date in the Posted On field, the blog will not show up in your list of current blogs, but it will be visible for anyone with the link and will show up in the list of Related Content.

### Tables

Avoid using tables; summarize instead. If necessary:

1. Click the table icon from the ribbon.
2. Enter the column, row, and header information.
3. Immediately add dummy content to expand the fields so it's easier to see the fields.
4. Click anywhere inside the table and select Responsive Table from the Styles drop down.
5. Enter your content.

## Blog Writing and Editing Training

- **Checklist for Your Blog** @ [go.illinois.edu/BlogChecklist](http://go.illinois.edu/BlogChecklist)
- **Editing Blogs in Drupal** @ [go.illinois.edu/EXTblogs](http://go.illinois.edu/EXTblogs)
- **Market Your Blog** @ [go.illinois.edu/MarketBlogs](http://go.illinois.edu/MarketBlogs)
- **Boost Your Blog** @ [go.illinois.edu/BoostYourBlog](http://go.illinois.edu/BoostYourBlog)

## Image Row Example



Male hollyhock weevil on hollyhock flower bud. Photo by Ken Johnson, University of Illinois Extension



Female hollyhock weevil on hollyhock flower bud. Photo by Ken Johnson, University of Illinois Extension



Hollyhock weevil boring into a hollyhock flower bud. Photo by Ken Johnson, University of Illinois Extension

## Image Text Row Example

### Hollyhock rust

Hollyhocks are susceptible to a few diseases, the most common being hollyhock rust (*Puccinia malvacearum*). Infected plants will develop orange or yellow spots on the upper surface of leaves (usually starting on lower leaves). Eventually, brown to dark-red bumps will form on the undersides of the leaves. Minor infections won't harm the plant. However, severe infections can cause leaves to shrivel and die.

Hollyhock rust can infect several different plants in the mallow family, including common mallow (*Malva neglecta*), a common weed that can serve as a source of the disease. Therefore, removing it if you have any in your landscape is important to prevent the spread of rust. If hollyhock plants are infected with rust, there are several things you can do:

- Remove infected leaves from the plant to help



Hollyhock leaves that are severely infected with hollyhock rust, like this leaf, will eventually shrivel and die. Photo by Ken Johnson, University of Illinois Extension

## Photo Gallery Example

